

DOUBLE BRANCH
Community Development District

APRIL 8, 2019

AGENDA

Double Branch Community Development District

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

April 1, 2019

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, April 8, 2019 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. Approval of Consent Agenda
 - A. Approval of the Minutes of the March 11, 2019 Meeting
 - B. Financial Statements
 - C. Assessment Receipt Schedule
 - D. Check Register
- IV. Discussion of Additional Parking at Amenity Center
- V. Other Business
- VI. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. Manager
 - D. Operations Manager - Report

VII. Audience Comments / Supervisors' Requests

VIII. Next Scheduled Meeting – May 13, 2019 @ 4:00 p.m. at the Plantation Oaks
Amenity Center

IX. 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.

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, March 11, 2019 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
Scott Thomas	Supervisor
Tom Horton	Supervisor
Andre Lanier	Supervisor

Also present were:

Jim Perry	District Manager
Jason Walters	District Counsel
Jay Soriano	GMS Community Manager
Bruno Perez	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 were no members of the public in attendance.

THIRD ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the February 11, 2019 Meeting**
- B. Financial Statements**
- C. Assessment Receipt Schedule**
- D. Check Register**

Mr. Perry stated you are 97% collected on your assessment receipt schedule.

Mr. Horton stated on page seven, under tab B, under repairs and replacements there's \$7,000, \$2,000, \$9,000 and then it jumps to \$19,000. Just curious what that's for.

Mr. Soriano stated the repair and replacement line is mine. There's no steady amount. I can tell you in January I was asking you guys for a lot of money for pool items and things like that so we will see some high dollars in February also. That is not a line that should be steady

and there may be times of year that I'm replacing a lot more. I try my hardest to get a lot of these items done in the winter so that in the summer when we are busy most things are handled or at least thought about and purchased.

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

FOURTH ORDER OF BUSINESS

Discussion of Amenity Policies – Rentals for Non-District Sponsored Events and Businesses

Mr. Perry stated this is a continuing item from the last couple of meetings. It's really in regards to the rentals for non-district events and business. Jay handed out some language that is consistent with what has previously been discussed.

Mr. Soriano stated the only thing I changed from last month is in that second portion. I added a line that says, "approvals for special events may be considered for outdoor venues, however, these may require additional items to include but not limited to, business license, certification of insurance and/or health licenses." The request was really more for Middle Village to change wording so that we're not renting this facility for things like the expo or anything like that. While I agree with that, the language does limit us and then I have to come back and do a special meeting and change the policy. I'd really like us to be vague but limit it and say what we do outside and those areas that we don't rent out anyway if it's going to be a parking lot like we do for your expo now, that can be done under those special requests just like the resident that had come years before and asked you for approval but we don't do it anywhere else for those special events.

Mr. Horton asked I guess Middle Village is okay with all of the wording?

Mr. Soriano stated they will finalize it tonight. That was the one requested change they had to this.

Mr. Horton stated I'm okay with it.

On MOTION by Ms. Nelsen seconded by Mr. Horton with all in favor the changes to the amenity policies regarding rentals for non-district sponsored events and business were approved.

FIFTH ORDER OF BUSINESS**Consideration of Resolution 2019-03,
Authorizing Trespass Enforcement**

Mr. Walters stated this is somewhat of a belt and suspenders type of deal. I think at the end of the day we've been comfortable with Jay enforcing any trespass issues but a lot of the sheriff's offices around the state are requiring documentation on file so this is a formal board action with the attached letter that we can send to them to make sure they have the proper documents in their file that Jay or Jim, or whoever on behalf of the management staff can trespass someone if it's warranted because at the end of the day, trespassing is a property right. You have the right to keep people off your property and to set reasonable regulations as a public entity for the use of your property. The question is who enforces that right on behalf of the property owner. The CDD is the property owner so as we've dealt with a lot of things obviously we've contracted with management to take care of that and this is a formalization of that authorization for them.

Mr. Lanier asked how will the law enforcement have access to it?

Mr. Walters stated the letter will be sent to the sheriff's department or since we contract with them we can hand it to the supervisor that we work with.

Mr. Lanier asked is it going to be part of the database that they have access to because I can't see a piece of paper being handed from shift to shift.

Mr. Soriano stated they do that through dispatch. What's creating this problem lately is other communities have done that and sometimes officers will come out and we ask them to do trespass and they almost feel like they can't until they have something like this on file at the sheriff's office. When they dispatch, somebody there at the office should have it and I also have a contact that actually handles most of the officers in this area and handles trespass issues specifically and this was part of the request so they would have it on file. We can always keep a copy here too to show what we've sent.

Mr. Horton stated I've seen many times there will be somebody parked in the grass by the lake and they're not supposed to be there. What do we do if we see that?

Mr. Soriano stated when I see it I stop and talk to them. I actually had that happen a few weeks ago at Cannon's Point at the pond on the corner there was a gentleman fishing. I talked to him and let him know I know they're just fishing and they're not hurting anything but I just ask that they move their truck. He argued with me and I explained yes, it's not that big of a deal but it does cause issues and invites other people to park up there so he understood but it

was an argument of how do you have the right because I pay for this place. We get that all the time. My staff and I try to be as nice as possible and give them a warning but we let them know we can just call the tow company. In a case like that, that's all I have is to call the tow company. I've also asked for help from the HOAs to go out and be eyes for me and send me a text right away if they see somebody parked on those islands or on the ponds.

Mr. Horton stated I guess the question here is it seems like it might be quicker to call the sheriff's office if they're trespassing.

Mr. Soriano stated on our private property the sheriff's office directly wouldn't be able to do anything for towing and ticketing; that's different when it comes to vehicles.

Mr. Horton stated no I'm saying the sheriff's office can say you're not supposed to park here, you're trespassing, and it seems like they might listen to the guy with the badge.

Ms. Nelsen stated I think we tried that because the off-duty officers that we're employing don't mind doing that sometimes but just to call an officer out when there's a car parked somewhere is too much.

Ms. Soriano stated there's a difference when you call the non-emergency line. They are not there to enforce policy and parking on the pond bank is actually an internal policy. Our off-duty officers can enforce the policies. They're getting paid to help enforce our rules. Clay County Sheriff's office doesn't have a code against parking on those pond banks so they're not able to enforce policy. The only thing they can do is a trespass and that's what I argue most of the time is this would be trespassing. However, in that case if you have to have somebody like myself or somebody that would be on that letter or on file, go out and warn them first and then if they don't leave Clay County Sheriff's officer can trespass them and tow their car but then I or some kind of staff would still have to be involved.

Mr. Horton stated I've gone and talked to several people and told them they're not supposed to park there and I've had good luck with that. Just about everybody has said they didn't know and moved their car.

Mr. Soriano stated most people are pretty pleasant. We do get some pushback here and there. A lot of times they will at least move out into the road and I have no authority if it's a county road. You can deal with the sheriff's office then.

Mr. Horton asked so if we see somebody we just text you and let you know and you can handle it from there?

Mr. Soriano stated that would be the easiest way. We could always set our internal policies up to allow you guys to call the county or towing company. I prefer to separate you guys though. I think it's just a little safer to let me handle it. I'm around the neighborhood all the time so I can be the bad guy.

On MOTION by Ms. Nelsen seconded by Mr. Thomas with all in favor Resolution 2019-03 was approved.

SIXTH ORDER OF BUSINESS

Discussion of Additional Parking at Amenity Center

Mr. Perry stated this is an agenda item based upon limited discussion at our last meeting. I think Jay has provided a handout related to this and he also has some quotes.

Ms. Nelsen stated I don't think we discussed it at the last meeting. I think I talked with Jay about it after the meeting to see if he felt like it was an option so this will be the first time everyone will be learning of it.

Mr. Soriano stated this was an idea that came up after the meeting. Years ago when we were building the updated fitness center there were plans to increase parking. This print out is the additional parking on the end of our straight parking lot. If you notice it will bump all the way up to tennis courts, there's a sidewalk that runs along Plantation Oaks and obviously the elementary school that it will go up against. The numbers were all over the board initially anywhere from \$50,000 to \$100,000. There's a really nice design with a fancy roundabout and little islands in between and that only includes 18 spots. It's hard to see, but there's also additional sidewalks and I'm sure you remember the cost that we were getting for sidewalks on another project. I was hoping to at least have a verbal quote because I was looking at getting rid of those little islands. Trees and bushes are nice but extra parking spots would be better, or even if it's a straight extension on that instead of making the roundabout that would give us 30 or more spots, which to me would be more beneficial for that amount of money.

Mr. Horton stated that's what I was wondering if it was round if it was the most efficient way to get the most parking spots that we can.

Mr. Soriano stated it is not efficient it's pretty.

Ms. Nelsen stated the initial design of that building was very pretty and we had to do some very practical changes before we went with the final drawings and this was one of the first things cut so it didn't get tweaked.

Mr. Soriano stated the other issue is I would have to do some engineering so I would get with Peter. We do have a large drainage pipe there. It would be effective either way whether it's round or I end up going straight and getting more spaces out of it so that will add a little bit of cost to it but it is an area that is not used currently. We looked at doing sod over the years but it would be a lot of money to do sod so I've let that go and we just try to deal with weeds. If I change this a little bit we can get a way from pulling up some of those live oaks that are back there and we don't have to affect the sand volleyball court if we were to go straight instead of the roundabout. It looked like Dicky Smith was one of the cheaper bids. We're going on almost nine years now so some things are going to increase in pricing but if I can stay closer to \$50,000 or \$60,000. Once we get to \$100,000 that's a lot of money to me but I still think they're needed. I think it would be great to do something with that space. I also was just trying to snowball any other ideas in there. I could fence any leftover space a little bit better and we could even look at adding a dog park over there off to the side. It would be just as big of an area that we have out at the playground that we were looking at but it would give me the ability to spend some of those funds to move the fencing around if we're already out there digging everything up.

Mr. Thomas asked if we go straight how many more spots do you think we'd get?

Mr. Soriano stated I wheeled it out and compared to the spots that are already it could be as much as twelve on each side if we go directly towards the side facing towards the basketball courts so now you're talking 30 to 35 spots instead of 20.

Mr. Horton stated we've spent more money on landscaping so do we have the money in the budget?

Mr. Soriano stated we do have plenty of money; it depends on what we want to spend money on. As far as my planning purposes, this would be above and beyond, but as far as capital is concerned we have that there.

Mr. Perry stated we still have \$50,000 of construction funds left but that's going to be bled down by the sidewalk costs and additional landscaping by the library side.

Mr. Soriano stated yes I think we will end up eating all of that up that was \$49,000. I haven't gotten all of the numbers for landscaping yet, but we did get a much better deal on the sidewalk. We went all the way from \$40,000 something for the sidewalk down to under \$7,000. I told the guy that just did the column work he would have the job he just has to work with our landscapers when we clear that lot out but even then we're still going to be close to \$40,000 so if we save \$10,000 that's our construction dollars and the rest would come out of our operating budget.

Mr. Perry stated our run rates this year are very favorable. It's going to take obviously a couple months to figure out what the cost estimates are and if want to pursue it and we will have a better idea where we will come out for this year but as of right now it's looking pretty good.

Mr. Horton asked would Peter be the one to figure out the layout?

Mr. Perry stated yes.

Mr. Thomas stated being a parent who's up at the fields a lot, an extra 30 parking spaces would definitely benefit me, especially when soccer season and I-9 is up and running. That will also cut down on the usage of the elementary school and crossing that road. My opinion is we can start pursuing, get some quotes and get some designs.

Mr. Soriano stated that is my hope if we're going straight I can fit more in there. Peter may tell me otherwise. As I mentioned there is a very large drainpipe that runs under there from the fitness center straight back. He would be the one to help us get a plan together.

Mr. Thomas stated we've talked about a couple of things with possibly a similar site or building. Would that take away our ability to have that in the future?

Mr. Soriano stated it worked out perfect. We have a new storage facility that is right up the road from Double Branch that would allow me to get a lot of files and stuff that I have to have around out of my office. I can get those out and we could even rent a unit that would be large to move the pool equipment to. I can drive from Atlantic to our facility pretty easy. The larger units large enough for a utility vehicle are about \$150 a month. We'd be able to store all of our equipment there and not worry about building a new building. The only thing that takes away from is the ability to use that building for anything else if there were any hopes for storage on other items besides District stuff. Soccer has asked for more space and we're kind of limited so that would cut that out.

Mr. Horton stated I guess we need to wait to see what it would cost and if we can get what we need from the rental place.

Mr. Soriano stated yes I wouldn't go into a contract without talking to you guys and making a decision. Depending on what we store there I may be able to split it with your sister district.

Mr. Horton stated you mentioned something about VerdeGo needing storage.

Mr. Soriano stated they actually have quite a bit of equipment. We are storing some of it here. We have two boxes back there. You can't see them to well from here but when you get down to the ground you can kind of see them behind the tennis courts and that's temporary. Once it's all said and done I think we will have enough storage everywhere if we go that route.

Mr. Perry stated we will have the engineer do some plans as to different options.

SEVENTH ORDER OF BUSINESS Other Business

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS Staff Reports

A. Attorney

Mr. Walters stated I will just give you a heads up that the session is starting so we will distribute our legislative updates. Andre, this is your first year on the Board with sessions but we kind of monitor bills that are being proposed and coming out of committees, things that will impact us. Specific to districts we have a report we put together so I will circulate that to you. It's still early in session and things tend to get some steam, fall apart, or sneak up on you so it will be a ways before we know exactly what it is. When you see that if you have questions on it, feel free to call me.

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 I dropped off a tentative events calendar in that pile of papers in front of you. This is the calendar I mentioned last month. I haven't added it to the website yet.

We sent out an email to get ready for spring break but we didn't talk about anything else that would be coming up in April. Unless there's no changes I was planning on sending this out with the next email and also put it on the home page of the website so people can plan more than a month ahead of time. There will be an asterisk if dates are tentative but this is what we planned by looking at our schedule.

Mr. Thomas stated I see no fall expo.

Mr. Soriano stated there is not. Carla is done. I talked to her after this weekend and things went pretty smoothly. A couple of people got towed but it was rather quiet compared to other times, although it was a little smaller than it was in the fall. The only reason I kept it off was the concern if she's not doing it and we wanted to absorb it ourselves that we possibly do one a year and if we want we can always come back and add on. At this moment I wouldn't look to open the door. She made her official announcement this weekend that she's no longer doing it so she has already been contacted by lots of vendors, some Oakleaf residents and some not, that would love to take over and make all the money. As part of those policies that we did earlier I see that as a concern. I think we open the door to problems. I make the argument that it's not really a benefit to us as a District. It's a nice community event and it's great to have that outlet but one, we didn't make any money off it, we only absorbed the risk and liability for it if something happened but we've always asked her to carry extra insurance which she's paid for and she gives us copies of the vendor's COIs and she also gets a copy of her event insurance for that day. Until the accident with the tree and large truck last year she had always argued what do I need it for, but then she was happy she had that because she was concerned she was going to get sued by the truck driver. I kind of hate to leave that door open. If we want to try to absorb it then we do it once a year.

Mr. Horton asked do we want to absorb it? It seemed like it was working well when she was doing it and if we've got somebody as good as her to run it I think that would be the way to go.

Mr. Soriano stated the problem is we don't know that. She's been doing it ten years now and ten years ago we didn't have as many homes and the traffic flowing in so these are things she adjusted to over time by adding porta-potties and things like that. I don't know that you're going to get somebody coming in that can run it as good so if we want to just give it up to somebody else we have to be prepared to deal with a lot of problems, even if it's just

complaints from our fitness center which we get most of that day. That's where most of those towing issues come from because that front parking lot people from the fitness center are getting blocked in and they complain to the front desk. We have some residents that don't take part in the expo so they look at it like it's a problem.

Mr. Horton stated it seems like the way to go about it may be if other people want to run it, have them submit a proposal.

Ms. Nelsen stated but if they want to run it they could also contact somebody else in the community like a church that has plenty of space out in their parking lot and it would be a great event for them to do. Not that I'm against it either, but there's other options out there seeing as it's not a district event. It was really a moneymaker for her.

Mr. Horton asked did she make quite a bit of money on it?

Mr. Soriano stated oh yeah she charged \$100 a food vendor and \$50 a regular vendor and she had 150 vendors with tables and tents.

Ms. Nelsen stated she had to pay an off-duty officer.

Mr. Soriano stated that was actually just the last four years or so that she added off-duty officers and she added a couple porta-potties last year.

Ms. Nelsen stated in the fall she sold bags with flyers in them.

Mr. Soriano stated and that was a fight for the vendors to get into. Some of them have been with her for ten years and they feel like they're grandfathered into it. That's also where some of our problems came in with our sister district and the other person wanting to run their own because she was so upset she couldn't get in as a vendor.

Mr. Horton stated why don't we just keep it open for right now. If somebody says I'd like to run it then say submit your proposal for how you would run it and see if it's a valid thing just like with the food trucks. A good example is the library. Twice we've been approached about the free library and it didn't happen because there wasn't enough steam to get it going. Somebody had mentioned on Facebook they were going to be at the meeting today. I don't know if they were on this side or the other side but they wanted to have a dog park, which has been brought up before, and they also wanted to have a community garden. If it was us, they're not here today. Whoever is going to do it really needs to come up with a plan and be serious about it.

Ms. Nelsen stated I'm okay to leave it off and see what happens.

Mr. Thomas stated I like the idea but it's so much liability for us.

Mr. Soriano stated moving on, spring break is starting this weekend so we will have lifeguards out here almost like we're full force so we start the Friday with spring break and they're off all the way through next Monday so we will be open that whole time just like it's summer and then we shut back down and go to weekends in April, then we do that alternating schedule with your sister district every other day in May and that has worked out perfect for years. We've added a couple things over the years like on Sundays we increased an hour a couple years back but other than that we've pretty much had the same schedule. Over at your sister district their heater will probably stay on until the end of this month. Once we open up for April and our kids are going in the other pools I think our adults can handle that one. We will see an increase in usage at the fitness center this coming month because of spring break.

Mr. Horton asked how many people are on your email list for things you send out?

Mr. Soriano stated actually not a lot. There's only about 4,800 and that is a small amount compared to what is actually here in the neighborhood especially when you consider multiple people in each household can sign up. When we know we have 7,000 homes here there should be a lot more.

Mr. Horton stated I keep getting asked when the pool is opening up or what's going on and it's like, go to the website, everything is there.

Mr. Soriano stated the pool schedule was put on the website even though I have this schedule here for you today to see what I was planning unless there were any objections. I put it up to prepare people for spring break so when we sent out the last email I had this set up on the site already. The schedule is also up at the pool.

Mr. Lanier asked as far as emails, have we ever done a campaign to get more emails?

Mr. Soriano stated we try to force them to join that when they come in with their lease and their cards. We're not allowed to sign them up, they have to opt in but we give them a piece of paper that tells them where to go for printing out your policies and signing up for those emails and we go through all of it with them right there when they get their cards so it's helped with a lot of the new people but as far as the old homes, no it's really just word of mouth.

Mr. Lanier stated have you thought about putting flyers up at the pool saying 'hey do you feel left out?' and I was wondering if they were on the marquees.

Mr. Soriano stated the website is on the marquees.

Mr. Lanier stated it's maybe just a thought for the people that have been here for a while.

Mr. Soriano stated a couple years ago when we did the SMS service and the fast follow through Twitter, we had these little things printed at the pool telling people to sign up and we have almost as many people signed up for that as we do for our emails and they can see when thunder and lighting closes the pools and that's helped out. With that SMS service we send them out when they close down and when they open back up so it worked out perfect. We can do that. I don't know if there's much else we can do.

Mr. Walters stated one thing to think of do as you're getting used to the public realm of things, we have to even provide a notice on there that says by opting in, this will be a public record so if someone says give us a copy of every email address you have for residents, we have to give it to them. Sometimes that discourages some people.

Mr. Soriano stated moving on to the operations side; a couple of you guys asked for the more detailed amounts that I spoke with R&D about. When I say I spoke to them, it was one-sided. They still haven't responded to me. This is a detailed list of items that are in the contract and broken down by number that we should have been provided. Some things are for three months such as fertilization and weeding coming from the sub contractor that actually told us they were cut in September so for October, November and December we were paying the line item to them but the most they could argue is maybe they were coming out and hand sprigging small weeds and weren't using that sub contractor. When I add that up that gives me that \$23,521.85 for you guys. That's something I feel extremely comfortable telling them that I don't think we owe you this and that offsets what we were talking about for payment for repairs so we haven't paid that yet. That last December bill is \$26,314 so that's more than what I feel they would owe us anywhere and that's more than what we were giving VerdeGo to bring us back to standard so right now we have lost anything. In this detailed report we have other things that I feel like arguing about. If they weren't out here making enough cuts they also weren't picking up trash and they have a line item for that. They don't have mulching in there and they could argue they only mulch twice a year but to break it down we pay for it every month so they could make those arguments and some of those things are kind of petty that I took out and I put the things that I feel I can actually see dollars for those three months

they were here and that's what I want them to look at and focus on why we should have to pay this to them if we're paying someone else to take care of something they should have done. Like I said, they haven't talked to me yet and Jason and I can keep on that if they want to come back and argue or negotiate later.

Mr. Walters stated as you're hearing him describe some of these things, candidly, for us to pay them would be unfair. If they didn't provide that service and we're writing a check for that then we've already over paid that so technically you could argue they are in breach of the agreement based on some of those actions so I think we have very strong grounds. These are big enough numbers it's going to catch their eyes and they're going to push back some but Jay and I will have those discussions and I think the cleanest way is to get to a number everyone is comfortable with and say here is the final check and you sign this document saying we're all done here and that way we've got a clean break.

Mr. Horton stated you said they're not talking to you.

Mr. Soriano stated we are only in the third month. They left in December so as far as high dollar contracts, where we stand and what we can withhold before we have to do something, I'm not sure how many months that would be. My next step is reaching out to the parent company. They are owned by another company out of Ohio so I'm going to reach out to them. It doesn't mean they're going to talk to me either but we have to show we did our part and attempted everything we could to straighten this out.

Mr. Horton asked have you sent something to R&D saying this is what we're not going to pay for?

Mr. Soriano stated yes. I sent them a vague breakdown and put that monthly amount. I wanted to give the detailed breakdown to you guys so you could see what I feel comfortable with.

Mr. Horton stated if it drags on then that would seem to indicate that they agree with it.

Mr. Perry stated the process is we're going to be drafting a letter to them detailing what we're going to be netting against their final invoice?

Mr. Walters stated yes although I think an open dialogue before that will be helpful but it seems like Jay is not getting a lot of cooperation on that so it may be kind of a final letter outlining all of the stuff we're talking about with the countersign spot available for them.

Mr. Perry asked should we outline all of the costs including the ones you feel may be questionable?

Mr. Walters stated we can if we have numbers on those or we can make a reference at the end to say please be aware these do not include A, B and C and maybe make it clear there are other things we could've but if we have those hard numbers then it looks like we're giving them a break to say here's \$30,000 worth of stuff, however we're 100% confident on these \$23,000 and maybe that gives us some extra leverage, that's a good point.

Mr. Soriano asked would you like me to set a time period on it? I agree with Jason I'd rather call them up and try to get them to talk to me first because their parent company deals with a lot of other companies, not just landscaping so I'm not even sure how much they're aware how much goes on down here. I don't know if there's a thought on how much time we should be spending on this.

Mr. Perry stated if you can't make contact in two weeks then we probably ought to have some type of letter going to them and we just hold the cash until we feel comfortable netting it.

Mr. Horton asked don't we owe them a little bit of money?

Mr. Soriano stated if you took this number it would be \$3,000 and something. Your monthly payment was \$26,314.50.

Mr. Horton stated so if we were to send them the difference and say this is the final payment wouldn't that close it out pretty much?

Mr. Perry stated I'd rather have them sign something that say's they will accept it.

Mr. Walters stated that's true but I'd rather have them make an affirmative statement and execute it, even if it's countersigning a letter.

Mr. Horton stated it just seems like it's dragging out for a long time if they won't even talk to us.

Ms. Nelsen stated but the ball is in our court if they're dragging it out because we're holding on to our money. They can drag it out for four years as long I'm sitting on that \$23,000 I don't care. I know you guys probably want it closed.

Mr. Thomas stated if they're unaware of what's going on, now they're going to be aware and if R&D is already showing a pattern then their parent company may say this isn't the first client, or this is the first client, fix it because now you're reflecting on us.

Ms. Nelsen stated I feel confident that Jay and Jason are going to handle it and do what's best for the District.

Mr. Thomas stated I need somebody's signature.

Mr. Jay stated I would say let me try to talk with them first and I can come back next month and if we're still in the same spot we can talk about setting up an official mailed notice so they're forced to respond. That's it for my report.

Mr. Thomas stated the rowers look good. I got a twenty minute lecture from my neighbor about we don't have a sign that says 'please wipe the gym equipment down' even though it's kind of assumed if you're sweaty, wipe your stuff down. They would like to see some type of verbiage that says please be considerate. Is there any way we can do that and not something on the glass door? I don't like stuff stuck on glass doors when you walk in and out, I'd like something more official looking, that way the attendant that's at the desk can point it out maybe next to where the sanitizing wipes are just to remind people.

Mr. Soriano stated yes we could add a small sign. We actually spend a lot on those wipes. Out of the janitorial supplies it's one of the more expensive items. There are times you'll see something taped up like when we have to do a closing for a holiday but I don't like that either. Everybody shares the enthusiasm for the rowers so I was planning on picking up the second one because we have enough space for it up there. I moved the bikes around and the elliptical machines are actually in the same exact spacing as far apart from each other, just in a different area but I got a few complaints that now I'm right next to the person on the bike next to me. It's the exact same space apart; we just moved the machines around.

Mr. Lanier stated how are we on the Stonebrier damage?

Mr. Soriano stated the last I heard of the Facebook post of the kids that they may have some suspects but I haven't been contacted back by the two officers that are actually our beat officers. They gave me the police report so we do have that for the fencing. The damage on the playground was actually temporary. We put up plastic barriers to stop kids. The first week we just had caution tape and kids were just ripping that down so we put up a hard plastic barrier to start work so the fencing was the most and we have to take time to dig up some of the uprights. We do have a lot of extra caps and things like that but the fact that they got some pictures of kids that might have been the culprit they might actually have somebody so now it really kind of rests in their hands. We don't normally get that far. Even if we did, if you remember years

ago I had pictures of kids and adults on our slides and one of them was beating the camera and trying to hose it down with a water hose, well the detective with Clay County Sheriff's Office didn't feel comfortable proceeding through it and actually prosecuting them because he felt some of the rest of the damage they really weren't involved in, they were just in the wrong place at the wrong time. We will have to see where this goes. I don't believe they live here, which is the bigger issue. I'm kind of waiting for them to tell me what we get out of it. The best I've ever had was restitution that was done through Duval for damage to the fencing at the front. If you guys remember a few years ago I had to go to court in Jacksonville for that and the driver was actually forced to pay us for that. I'm hoping this will go farther but I'm not holding my breath.

Mr. Horton stated I'm pretty certain that the individuals that are tearing up the playground equipment have been identified and that was a fairly easy to do. If it was just \$30 worth of damage I don't know how we're going to get it back.

Ms. Nelsen asked were they residents?

Mr. Horton stated yes.

Mr. Soriano stated the officers guesstimated at \$800 so that's what it would go to court on but it's going to cost us less because we're prepared for those type of things. It's kind of if the local DA wants to prosecute so I have to wait for them.

Mr. Horton stated there were two deputies that were trying to figure out and I talked to them as much as I could. I don't know who did the fence damage.

Mr. Soriano stated that's the thing, they were trying to say they weren't involved in that damage. If the officers want to say they believe them I'm kind of stuck but like I said, we have most of the items, we just had to order a couple of upright posts so we will get to work on fixing that.

Ms. Nelsen asked could we trespass the kids?

Mr. Soriano stated once I get the names if they're in our system I will be able to cut out any access they have here and then I can talk to Clay County and trespass for that since it's actually crime on our property it doesn't have to be done right then and they can trespass them after the fact.

Ms. Nelsen stated I think once word gets out about that we will have a little bit less.

Mr. Horton stated I see you have some new pool furniture too.

Mr. Soriano stated we do. Our pool furniture arrived last week in time for spring break. We will be out this week pressure washing the rest of the pool furniture so it will look good. I did mention we might be able to just do it all next year. Those lounge chairs are nice and really it's just that other pool and then as I move them around I can fit one more full section around the lap pool if we want or we can just spread them out. Then we have the other pool that just has lounge chairs, no tables or chairs so we could finalize that next year.

Mr. Horton stated another thing on here going back to R&D again says 'inspect R&D projects at Village Green'.

Mr. Soriano stated right so there were two invoices you guys asked me about last month. They are both completed as far as we know. We still have to run water to the front park but there are sleeves in the ground and they jetted under the driveway and as far as I can tell they moved the pipe. I just have to make sure there's no water in the other pipe, which I can't imagine they moved one without cutting the other one off so they did the work they were supposed to do at the Village Center. Whether it's a good job or not, I can argue that later but they did get that done and those are the two we paid for in December.

NINTH ORDER OF BUSINESS

Audience Comments / Supervisors' Requests

Mr. Horton stated how about the parking on the entrance to the Oaks; have there been any more issues?

Mr. Soriano stated I actually haven't seen anybody this last month so they've been pretty good. I've been by there a couple times just to look because there was a stretch of about two months where I towed the same car twice so hopefully they've gotten tired of paying for that. I have had a lot of people standing there after the high school gets out and they will pull up on the side but I can't grow that grass area anyway because of the oak trees but we put that fence there to stop them from parking and hanging out at the playground.

Mr. Horton stated a sore spot is the soccer people. Are we caught up on the soccer fees yet?

Mr. Soriano stated we are not. I got an email from the head of those things and I'm sure it's just a missed thing. He always wants me to give him a call on the weekend and I've got a lot of stuff I'm dealing with on the weekend to get the place ready so I haven't been able to talk to him. They signed the contract and they know what they're supposed to pay for so as

soon as I get a chance to speak to him I'll let him know he's behind for last season. They also haven't reported to me registration for this season so we should be getting two checks.

Mr. Horton stated that could help us pay for that extra parking.

TENTH ORDER OF BUSINESS

Next Scheduled Meeting

Mr. Perry stated the next scheduled meeting is April 8, 2019 at 4:00 p.m.

ELEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Thomas seconded by Mr. Horton with all in favor the meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

B.

Double Branch

Community Development District

Unaudited Financial Reporting
February 28, 2019



DOUBLE BRANCH
Community Development District
Combined Balance Sheet
February 28, 2019

	Governmental Fund Types					Totals (Memorandum Only)
	General	Recreation	Capital Reserve	Debt Service	Capital Projects	
ASSETS:						
Cash	\$25,758	\$169,187	\$226,827	---	---	\$421,772
Petty Cash	---	\$672	---	---	---	\$672
Investments:						
<u>Series 2013A-1</u>						
Revenue	---	---	---	\$1,915,600	---	\$1,915,600
Reserve A1	---	---	---	\$868,932	---	\$868,932
Interest A1	---	---	---	---	---	\$0
Acquisition and Construction	---	---	---	---	\$50,053	\$50,053
<u>Series 2013A-2</u>						
Reserve A2	---	---	---	\$101,941	---	\$101,941
Interest A2	---	---	---	---	---	\$0
Excess Revenue	---	---	---	\$4,429	---	\$4,429
Prepayment	---	---	---	---	---	\$0
<u>Operations</u>						
Custody Account-General Fund Excess	\$175,265	---	---	---	---	\$175,265
Custody Account-Recreation Fund Excess	---	\$1,518,155	---	---	---	\$1,518,155
Custody Account-Recreation Fund Reserve	---	---	\$849,543	---	---	\$849,543
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	\$217,978	\$1,729,765	\$1,076,370	\$2,890,902	\$50,053	\$5,965,068
LIABILITIES:						
Accounts Payable	\$5,042	\$76,601	---	---	---	\$81,643
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	---	\$13,304	---	---	---	\$13,304
Deferred Rental Revenue	---	\$7,985	---	---	---	\$7,985
FUND BALANCES:						
Nonspendable	---	\$4,500	---	---	---	\$4,500
Restricted for Debt Service	---	---	---	\$2,890,902	---	\$2,890,902
Restricted for Capital Projects	---	---	---	---	\$50,053	\$50,053
Assigned	\$2,000	---	\$1,046,888	---	---	\$1,048,888
Unassigned	\$203,194	\$1,610,419	---	---	---	\$1,813,612
TOTAL LIABILITIES & FUND EQUITY	\$217,978	\$1,729,765	\$1,076,370	\$2,890,902	\$50,053	\$5,965,068

DOUBLE BRANCH
Community Development District
GENERAL FUND
Statement of Revenues & Expenditures
For The Period Ending February 28, 2019

	ADOPTED BUDGET	PRORATED BUDGET THRU 2/28/19	ACTUAL THRU 2/28/19	VARIANCE
Assessment - Tax Roll	\$177,985	\$172,110	\$172,110	\$0
Interest Income	\$200	\$83	\$78	(\$5)
Miscellaneous Income	\$0	\$0	\$0	\$0

TOTAL REVENUES

\$178,185	\$172,194	\$172,188	(\$5)
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EXPENDITURES:

Administrative

Supervisors Fees	\$12,000	\$5,000	\$4,600	\$400
FICA Expense	\$918	\$383	\$352	\$31
Engineering	\$5,000	\$2,083	\$0	\$2,083
Arbitrage	\$700	\$700	\$0	\$700
Dissemination	\$1,333	\$556	\$1,055	(\$500)
Assessment Roll	\$7,821	\$7,821	\$7,520	\$301
Attorney	\$42,000	\$17,500	\$10,281	\$7,219
Annual Audit	\$5,900	\$2,458	\$0	\$2,458
Trustee fees	\$8,014	\$3,339	\$0	\$3,339
Management Fees	\$59,963	\$24,985	\$24,985	(\$0)
Information Technology	\$1,942	\$809	\$809	(\$0)
Telephone	\$290	\$121	\$200	(\$79)
Postage	\$1,900	\$792	\$815	(\$24)
Printing & Binding	\$3,400	\$1,417	\$1,365	\$52
Records Storage	\$300	\$125	\$0	\$125
Insurance	\$8,350	\$8,350	\$7,743	\$607
Legal Advertising	\$2,000	\$833	\$263	\$570
Property Taxes	\$0	\$0	\$0	\$0
Office Supplies	\$350	\$146	\$111	\$35
Website Compliance	\$0	\$0	\$2,250	(\$2,250)
Dues, Licenses, Subscriptions	\$175	\$175	\$175	\$0
Reserve	\$15,829	\$0	\$0	\$0

TOTAL EXPENDITURES

\$178,185	\$77,592	\$62,524	\$15,067
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EXCESS REVENUES (EXPENDITURES)

\$0	\$109,664
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FUND BALANCE - Beginning

\$0	\$95,530
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FUND BALANCE - Ending

\$0	\$205,194
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DOUBLE BRANCH
Community Development District
RECREATION AND FACILITIES MAINTENANCE
Statement of Revenues & Expenditures
For The Period Ending February 28, 2019

	ADOPTED BUDGET	PRORATED BUDGET THRU 2/28/19	ACTUAL THRU 2/28/19	VARIANCE
REVENUES:				
Maintenance Assessments-Tax Roll	\$1,462,648	\$1,414,371	\$1,414,371	\$0
Interest Income	\$1,000	\$417	\$1,223	\$807
Amenities Revenue	\$33,690	\$14,038	\$13,478	(\$560)
Soccer Revenue	\$11,000	\$4,583	\$1,260	(\$3,323)
TOTAL REVENUES	\$1,508,338	\$1,433,408	\$1,430,332	(\$3,076)

EXPENDITURES:

Administrative:

Management Fees - Onsite	\$110,470	\$46,029	\$45,989	\$40
Insurance	\$62,789	\$62,789	\$60,841	\$1,948
Other Current Charges	\$3,818	\$1,591	\$762	\$829
Permit Fees	\$1,635	\$681	\$54	\$627
Total Administrative	\$178,712	\$111,090	\$107,646	\$3,445

Maintenance:

Common Area

Security	\$50,920	\$21,217	\$21,179	\$38
Security - Clay County Off Duty Sheriff	\$43,050	\$17,938	\$17,820	\$118
Water - Irrigation	\$9,000	\$3,750	\$916	\$2,834
Irrigation Maintenance	\$4,250	\$1,771	\$1,835	(\$64)
Streetlighting	\$33,066	\$13,778	\$11,825	\$1,953
Electric	\$42,000	\$17,500	\$14,639	\$2,861
Landscape Maintenance	\$315,774	\$131,573	\$113,251	\$18,322
Common Area Maintenance	\$43,564	\$18,152	\$11,656	\$6,496
Lake Maintenance	\$28,116	\$11,715	\$10,145	\$1,570
Landscape Reserve	\$35,000	\$0	\$0	\$0
Contingency	\$1,985	\$827	\$0	\$827
Capital Reserve (1)	\$15,565	\$0	\$0	\$0
Misc. Maintenance	\$2,986	\$1,244	\$680	\$564
General Reserve	\$26,759	\$0	\$0	\$0
Total Common Area	\$652,035	\$239,463	\$203,946	\$35,517

Recreation Facility

Aquatics & Fitness Manager/Staff	\$48,495	\$20,206	\$24,816	(\$4,610)
Pool Attendants	\$87,055	\$36,273	\$27,933	\$8,340
Payroll Taxes	\$7,211	\$3,005	\$5,357	(\$2,352)
Refuse Service	\$6,120	\$2,550	\$3,636	(\$1,086)
Telephone	\$4,500	\$1,875	\$1,566	\$309
Electric	\$47,000	\$19,583	\$14,316	\$5,267
Cable	\$8,150	\$3,396	\$2,812	\$584
Pool Maintenance/Chemicals	\$56,616	\$23,590	\$19,254	\$4,336
Water/Sewer/Reclaim	\$65,000	\$27,083	\$17,751	\$9,332
Facility Maintenance - General	\$27,500	\$11,458	\$6,867	\$4,591
Facility Maintenance - Preventative Contracts	\$5,617	\$2,340	\$1,454	\$886
Facility Maintenance - Contingency	\$29,750	\$12,396	\$8,138	\$4,258
Lighting Repairs	\$8,500	\$3,542	\$2,814	\$727
Special Events	\$10,500	\$4,375	\$1,753	\$2,622
Office Supplies and Equipment	\$4,000	\$1,667	\$197	\$1,469
Janitorial	\$31,512	\$13,130	\$12,096	\$1,034
Recreation Passes	\$7,565	\$3,152	\$913	\$2,239

DOUBLE BRANCH
Community Development District
RECREATION AND FACILITIES MAINTENANCE
Statement of Revenues & Expenditures
For The Period Ending February 28, 2019

	ADOPTED BUDGET	PRORATED BUDGET THRU 2/28/19	ACTUAL THRU 2/28/19	VARIANCE
<u>Recreation Facility-Continued</u>				
Repairs & Replacement	\$79,025	\$32,927	\$45,483	(\$12,556)
Pool Pump Reserve	\$6,500	\$2,708	\$0	\$2,708
Pool Leak Repairs	\$5,000	\$2,083	\$0	\$2,083
Soccer Field	\$21,250	\$8,854	\$0	\$8,854
Total Recreation Facility	\$566,866	\$236,194	\$197,157	\$39,038
<u>Fitness Center</u>				
Staffing	\$47,500	\$19,792	\$0	\$19,792
Telephone	\$1,092	\$455	\$0	\$455
Electric	\$12,300	\$5,125	\$5,989	(\$864)
Cable	\$4,169	\$1,737	\$0	\$1,737
Facility Maintenance - General	\$8,000	\$3,333	\$6,943	(\$3,610)
Facility Maintenance - Preventative	\$7,500	\$3,125	\$1,402	\$1,723
Facility Maintenance - Contingency	\$5,000	\$2,083	\$4,817	(\$2,734)
Office Supplies and Equipment	\$2,664	\$1,110	\$131	\$979
Janitorial	\$17,500	\$7,292	\$7,352	(\$60)
Repair and Replacements	\$5,000	\$2,083	\$192	\$1,891
Total Exercise Facility	\$110,725	\$46,135	\$26,825	\$19,310
Total Maintenance	\$1,329,626	\$521,792	\$427,928	\$93,865
TOTAL EXPENDITURES	\$1,508,338	\$632,883	\$535,574	\$97,309
EXCESS REVENUES (EXPENDITURES)	\$0		\$894,759	
FUND BALANCE - Beginning	\$0		\$720,160	
FUND BALANCE - Ending	\$0		\$1,614,919	

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
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Revenues:

Assessment - Tax Roll	\$0	\$35,181	\$133,526	\$1,419	\$1,983	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$172,110
Interest Income	\$1	\$1	\$1	\$31	\$44	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$78
Miscellaneous Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Total Revenues	\$1	\$35,182	\$133,528	\$1,450	\$2,027	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$172,188
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Expenditures:

Administrative

Supervisors Fees	\$1,000	\$800	\$800	\$1,000	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,600
FICA Expense	\$77	\$61	\$61	\$77	\$77	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$352
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	\$111	\$111	\$111	\$111	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,055
Assessment Roll	\$7,520	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,520
Attorney	\$2,265	\$2,876	\$2,452	\$2,688	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,281
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	\$4,997	\$4,997	\$4,997	\$4,997	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$24,985
Computer Time	\$162	\$162	\$162	\$162	\$162	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$809
Telephone	\$72	\$29	\$54	\$7	\$38	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200
Postage	\$316	\$46	\$138	\$126	\$190	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$815
Printing & Binding	\$556	\$295	\$14	\$135	\$365	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,365
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	\$65	\$63	\$63	\$72	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$263
Property Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$1	\$41	\$1	\$23	\$44	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$111
Website Compliance	\$0	\$0	\$0	\$0	\$2,250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,250
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	\$25,494	\$9,485	\$8,854	\$9,388	\$9,304	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$62,524
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Excess Revenues (Expenditures)	(\$25,493)	\$25,698	\$124,674	(\$7,938)	(\$7,277)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$109,664
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Double Branch
Community Development District
Month by Month Income Statement
Recreation Fund

Revenues:

	October	November	December	January	February	March	April	May	June	July	August	September	Total
Maintenance Assessments-Tax Roll	\$0	\$289,114	\$1,097,296	\$11,663	\$16,298	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,414,371
Interest Income	\$177	\$158	\$115	\$351	\$422	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,223
Amenities Revenue	\$3,192	\$1,371	\$3,524	\$1,914	\$3,478	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13,478
Soccer Revenue	\$0	\$0	\$0	\$1,260	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,260
Total Revenues	\$3,368	\$290,643	\$1,100,935	\$15,189	\$20,197	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,430,332

Expenditures:

Administrative

Management Fees - Onsite	\$9,206	\$9,166	\$9,206	\$9,206	\$9,206	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$45,989
Insurance	\$59,799	\$0	\$81	\$0	\$961	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$60,841
Other Current Charges	\$184	\$104	\$200	\$145	\$128	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$762
Permit Fees	\$0	\$27	\$27	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$54
Total Administrative	\$69,189	\$9,297	\$9,514	\$9,351	\$10,295	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$107,646

MAINTENANCE- Common Area

Security	\$4,236	\$4,236	\$4,236	\$4,236	\$4,236	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$21,179
Security - Clay County Off Duty Sheriff	\$3,543	\$3,432	\$3,332	\$3,940	\$3,574	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$17,820
Water - Irrigation	\$185	\$178	\$182	\$189	\$182	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$916
Irrigation Maintenance	\$0	\$1,835	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,835
Streetlighting	\$2,373	\$2,373	\$2,373	\$2,353	\$2,353	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,825
Electric	\$3,220	\$2,898	\$3,082	\$3,294	\$2,145	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,639
Landscape Maintenance	\$26,315	\$26,315	\$30,311	\$30,311	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$113,251
Common Area Maintenance	\$3,630	\$1,596	\$2,980	\$1,574	\$1,876	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,656
Lake Maintenance	\$2,029	\$2,029	\$2,029	\$2,029	\$2,029	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,145
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	\$680	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$680
General Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Common Area	\$45,531	\$44,891	\$48,524	\$48,606	\$16,395	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$203,946

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	\$4,963	\$4,963	\$4,963	\$4,963	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$24,816
Pool Attendants	\$7,434	\$5,086	\$4,164	\$6,686	\$4,563	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$27,933
Payroll Taxes	\$0	\$0	\$0	\$5,357	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,357
Refuse Service	\$720	\$720	\$716	\$711	\$769	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,636
Telephone	\$409	\$373	\$372	\$276	\$136	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,566
Electric	\$3,940	\$2,950	\$2,405	\$2,600	\$2,421	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,316
Cable	\$556	\$557	\$558	\$570	\$570	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,812
Pool Maintenance/Chemicals	\$4,152	\$4,152	\$4,191	\$4,191	\$2,567	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$19,254
Water/Sewer/Reclaim	\$1,872	\$5,732	\$3,499	\$3,179	\$3,469	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$17,751
Facility Maintenance - General	\$2,291	\$2,281	\$0	\$2,295	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,867
Facility Maintenance - Preventative Contracts	\$1,299	\$0	\$0	\$155	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,454
Facility Maintenance - Contingency	\$2,479	\$2,470	\$0	\$2,480	\$709	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,138
Lighting Repairs	\$708	\$697	\$698	\$711	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,814
Special Events	\$0	\$1,034	\$720	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,753
Office Supplies and Equipment	\$0	\$98	\$99	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$197
Janitorial	\$2,894	\$2,674	\$2,079	\$2,079	\$2,369	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,096
Recreation Passes	\$0	\$681	\$232	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$913
Repairs & Replacement	\$7,517	\$2,316	\$9,022	\$19,453	\$7,176	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$45,483
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
	\$41,235	\$36,783	\$33,719	\$55,707	\$29,713	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$197,157
<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	\$1,816	\$973	\$610	\$517	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,989
Cable	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Facility Maintenance - General	\$666	\$665	\$2,937	\$187	\$2,488	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,943
Facility Maintenance - Preventative	\$0	\$763	\$0	\$278	\$360	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,402
Facility Maintenance - Contingency	\$0	\$0	\$2,387	\$0	\$2,430	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,817
Office Supplies and Equipment	\$39	\$0	\$0	\$91	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$131
Janitorial	\$1,286	\$1,228	\$1,284	\$1,802	\$1,751	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,352
Repair and Replacements	\$0	\$0	\$192	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$192
Total Exercise Facility	\$4,064	\$4,473	\$7,773	\$2,969	\$7,546	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$26,825
Total Expenses	\$160,019	\$95,444	\$99,530	\$116,632	\$63,949	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$535,574
Excess Revenues (Expenditures)	(\$156,651)	\$195,199	\$1,001,405	(\$101,443)	(\$43,752)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$894,759

DOUBLE BRANCH
Community Development District
Capital Reserve Fund
Statement of Revenues & Expenditures
For The Period Ending February 28, 2019

	ADOPTED BUDGET	PRORATED THRU 2/28/19	ACTUAL THRU 2/28/19	VARIANCE
<u>REVENUES:</u>				
Interest Income	\$1,000	\$417	\$1,068	\$651
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	\$417	\$1,068	\$651
<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		\$1,068	
FUND BALANCE - Beginning	\$938,919		\$1,045,821	
FUND BALANCE - Ending	\$1,039,572		\$1,046,888	

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 February 28, 2019

	ADOPTED BUDGET	PRORATED THRU 2/28/19	ACTUAL THRU 2/28/19	VARIANCE
<u>Revenues:</u>				
Special Assessments - Tax Roll	\$1,962,561	\$1,898,936	\$1,898,936	\$0
Assessments- Prepayment	\$0	\$0	\$0	\$0
Interest Income	\$6,000	\$2,500	\$16,664	\$14,164
TOTAL REVENUES	\$1,968,561	\$1,901,436	\$1,915,600.49	\$14,164
<u>Expenditures:</u>				
<u>Series 2013 A-1</u>				
Interest Expense - 11/1	\$397,144	\$397,144	\$397,144	\$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	\$60,663	\$60,519	\$144
Prepayment Call 11/1	\$25,000	\$25,000	\$105,000	(\$80,000)
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	\$482,807	\$562,663	(\$79,856)
EXCESS REVENUES (EXPENDITURES)	(\$12,053)		\$1,352,937	
<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)		\$1,352,937	
FUND BALANCE - Beginning	\$589,465		\$1,537,965	
FUND BALANCE - Ending	\$577,412		\$2,890,902	

DOUBLE BRANCH
Community Development District
CAPITAL PROJECTS FUND
Statement of Revenues & Expenditures
For The Period Ending February 28, 2019

		<div>SERIES 2013 A-1 AND A-2</div>
<u>REVENUES:</u>		
Interest Income		\$435
TOTAL REVENUES		<div>\$435</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>\$435</div>
FUND BALANCE - Beginning		<div>\$49,619</div>
FUND BALANCE - Ending		<div>\$50,053</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:	\$96,478
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)
Less: November 1, 2018 (Prepayment)	(\$105,000)
Current Bonds Outstanding	\$2,025,000

C.

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

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
2	11/30/18	641,388.80	349,443.52	31,671.85	260,273.43
3	12/10/18	2,216,371.84	1,207,530.87	109,444.68	899,396.29
4	12/19/18	487,681.85	265,700.40	24,081.78	197,899.67
5	01/17/19	28,741.30	15,658.93	1,419.25	11,663.12
6	02/20/19	40,161.99	21,881.19	1,983.20	16,297.60
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
TOTAL TAX ROLL RECEIPTS		3,485,417.06	1,898,936.19	172,110.27	1,414,370.60

PERCENT COLLECTED	TOTAL	DEBT	O&M
TOTAL PERCENT COLLECTED	96.75%	96.75%	96.75%

D.

Double Branch

Community Development District

Check Run Summary

March 29, 2019

Fund	Date	Check No.	Amount
General Fund			
Payroll	3/19/19	50761-50764	\$ 738.80
		Sub-Total	\$ 738.80
Accounts Payable	3/8/19	1507-1511	\$ 20,838.05
	3/21/19	1512-1513	\$ 5,381.79
		Sub-Total	\$ 26,219.84
Recreation Fund			
Accounts Payable	3/7/19	5822-5823	\$ 11,000.00
	3/8/19	5824-5844	\$ 150,036.14
	3/21/19	5845-5872	\$ 27,028.39
		Sub-Total	\$ 188,064.53
Capital Reserve Fund			
Accounts Payable			
		Sub-Total	\$ -
Total			\$ 215,023.17

*Fedex invoices available upon request

CHECK #	EMP #	EMPLOYEE NAME	CHECK AMOUNT	CHECK DATE
50761	16	ANDRE LANIER	184.70	3/19/2019
50762	15	CHARLES T HORTON	184.70	3/19/2019
50763	8	CYNTHIA Y. NELSEN	184.70	3/19/2019
50764	14	SCOTT THOMAS	184.70	3/19/2019
TOTAL FOR REGISTER			738.80	

DBBR DOUBLE BRANCH DLAUGHLIN

Attendance Sheet

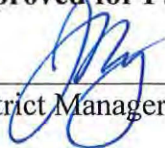
District Name: Double Branch, CDD

Board Meeting Date: March 11, 2019

	Name	In Attendance	Fee
1	Cindy Nelsen <i>Chairperson</i>		<u>YES</u> - \$200
2	Charles Horton <i>Assistant Secretary</i>		<u>YES</u> - \$200
3	Andre Lanier <i>Assistant Secretary</i>		<u>YES</u> - \$200
4	Chad Davis <i>Assistant Secretary</i>		<i>No</i> YES - \$200
5	Scott Thomas <i>Assistant Secretary</i>		<u>YES</u> - \$200

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

Approved for Payment:


District Manager Signature

3/11/19
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 #
3/08/19	00104	2/18/19 296182	201902 310-51300-48000	NOTICE OF MEETING 3/11/19	*	71.55	
				CLAY TODAY			71.55 001507
3/08/19	00108	3/06/19 03062019	201903 310-51300-55000	FY19 CAPITAL RESERVE DEP	*	15,829.00	
				DOUBLE BRANCH CDD CAPITAL RESERVE			15,829.00 001508
3/08/19	00015	2/28/19 105913	201901 310-51300-31500	JAN GENERAL COUNSEL	*	732.00	
				HOPPING GREEN & SAMS			732.00 001509
3/08/19	00015	2/28/19 105914	201901 310-51300-31500	JAN MONTHLY MEETING	*	1,955.50	
				HOPPING GREEN & SAMS			1,955.50 001510
3/08/19	00109	2/22/19 1207	201902 310-51300-52000	ADA WEBSITE COMPLIANCE	*	2,250.00	
				VGLOBALTECH			2,250.00 001511
3/21/19	00013	3/05/19 64793073	201902 310-51300-42000	FEB FEDEX POSTAGE	*	32.61	
				FEDEX			32.61 001512
3/21/19	00035	3/01/19 2047	201903 310-51300-34000	MAR MANEAGEMENT FEES	*	4,996.92	
		3/01/19 2047	201903 310-51300-35100	MAR INFORMATION TECH	*	161.83	
		3/01/19 2047	201903 310-51300-31300	MAR DISSEMINATION SERVICE	*	111.08	
		3/01/19 2047	201903 310-51300-51000	OFFICE SUPPLIES	*	.72	
		3/01/19 2047	201903 310-51300-42000	POSTAGE	*	12.00	
		3/01/19 2047	201903 310-51300-42500	COPIES	*	19.20	
		3/01/19 2047	201903 310-51300-41000	TELEPHONE	*	47.43	
				GOVERNMENTAL MANAGEMENT SERVICES			5,349.18 001513
TOTAL FOR BANK A						26,219.84	
TOTAL FOR REGISTER						26,219.84	

DBBR DOUBLE BRANCH HSMITH

43529
adreceipt

**CLAY
TODAY**

3513 U.S. Hwy. 17 • Fleming Island, FL 32003
Phone: (904) 264-3200

**Ponte Vedra
Recorder**
Not your average newspaper, not your average reader.

1102 A1A North, Unit 108 • Ponte Vedra Beach, FL 32082
Phone: (904) 285-8831

Advertising Invoice

DOUBLE BRANCH CDD
C/O GMS 475 WEST TOWN PLACE
SUITE 114
ST AUGUSTINE, FL 32092

Cust#:986814
Ad#:296182
Phone#:904-940-5850
Date:02/18/2019

1-31-513-48
104

Salesperson: Clay Legals

Classification: Legal Notice

Ad Size: 1.0 x 5.30

Advertisement Information:

Description	Start	Stop	Ins.	Cost/Day	Total
Clay Today	02/28/2019	02/28/2019	1	71.55	71.55

Payment Information:

Date:	Order#	Type
02/18/2019	296182	BILLED ACCOUNT

Total Amount: 71.55

Tax: 0.00

Amount Due: 71.55

Attention: Requests for credits or refunds for early cancellations must be made within 90 days.

Ad Copy

NOTICE OF MEETING DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Double Branch Community Development District will be held on Monday, March 11, 2019, at 4:00 pm, at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065. The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for this meeting may be obtained from the District Manager, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (and phone (904) 940-5850). This meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when one or more Supervisors will participate by telephone.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager's Office at (904) 940-5850 at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

A person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same

RECEIVED
MAR 05 2019
BY: _____

PUBLISHER AFFIDAVIT
CLAY TODAY
 Published Weekly
 Orange Park, Florida

**STATE OF FLORIDA
 COUNTY OF CLAY:**

Before the undersigned authority personally appeared Jon Cantrell, who on oath says that he is the publisher of the "Clay Today" a newspaper published weekly at Orange Park in Clay County, Florida; that the attached copy of advertisement being a

NOTICE OF MEETING

in the matter of

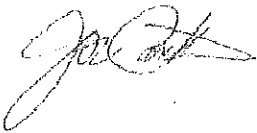
MARCH MEETING

LEGAL: 43529 ORDER: 296182

was published in said newspaper in the issues:

02/28/2019

Affiant further says that said "Clay Today" is a newspaper published at Orange Park, in said Clay County, Florida, and that the said newspaper has heretofore been continuously published in said Clay County, Florida, weekly, and has been entered as Periodical material matter at the post office in Orange Park, in said Clay County, Florida, for period of one year next proceeding the first publication of the attached copy of advertisement; and affiant further says that he 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 the said newspaper.



**NOTICE OF MEETING
 DOUBLE BRANCH COMMUNITY
 DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Double Branch Community Development District will be held on Monday, March 11, 2019, at 4:00 pm, at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065. The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for this meeting may be obtained from the District Manager, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (and phone (904) 940-5850). This meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when one or more Supervisors will participate by telephone.

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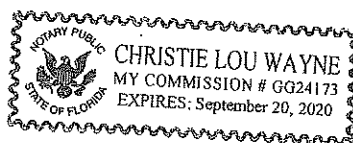
A person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

James A. Perry
 District Manager

Legal 43529 published Feb 28, 2019
 in Clay County's Clay Today
 newspaper

Sworn to me and subscribed before me 02/28/2019.


 NOTARY PUBLIC, STATE OF FLORIDA



3515 US HWY 17 Suite A, Fleming Island FL 32003
 Telephone (904) 264-3200 - FAX (904) 264-3285
 E-Mail: Christie@opcfla.com

Double Branch
COMMUNITY DEVELOPMENT DISTRICT

General Fund

Check Request

Date	Amount	Authorized By
March 6, 2019	\$15,829.00	Jim Perry

Payable to:

Double Branch CDD Capital Reserve (#108)
--

Date Check Needed:

Budget Category:

ASAP	1-310-513-55000
------	-----------------

Intended Use of Funds Requested:

FY 19 Capital Reserve Deposit
<i>(Attach supporting documentation for request.)</i>

From: Hannah Smith hsmith@gmstnn.com
Subject: MV and CB Capital Reserve Checks
Date: March 5, 2019 at 3:59 PM
To: Daniel Laughlin dlaughlin@gmsnf.com

Daniel,

See below detail for the capital reserve checks for Middle Village and Double Branch

Middle Village

001	\$9,151	Code to Reserves
002	\$33,625	Code to Capital Reserve

Double Branch

001	\$15,829	Code to Reserves
002	\$26,759	Code to General Reserve
002	\$15,656	Code to Capital Reserve
002	\$35,000	Code to Landscape Reserve
002	\$6,500	Code to Pool Pump Reserve

Let me know if you have any issues.

Thanks!!

Hannah Smith

Governmental Management Services

1001 Bradford Way

Kingston, TN 37763

Direct: (865) 935-4570

Cell: (865) 617-8194

Email: hsmith@gmstnn.com

Hopping Green & Sams

Attorneys and Counselors

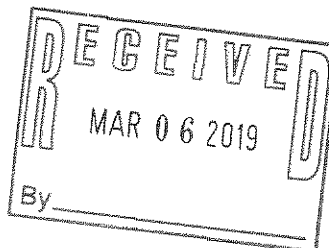
119 S. Monroe Street, Ste. 300
P.O. Box 6526
Tallahassee, FL 32314
850.222.7500

STATEMENT

February 28, 2019

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

Bill Number 105913
Billed through 01/31/2019



General Counsel (O&M)
DBRNCH 00001 JMW

1.31.513.315
15

FOR PROFESSIONAL SERVICES RENDERED

01/18/19	JMW	Review meeting notice; confer with staff.	0.30 hrs
01/28/19	JMW	Confer with staff regarding policy update issues and meeting issues.	0.90 hrs
01/30/19	JMW	Prepare revised disclosure of public financing; review title issues.	1.50 hrs
01/31/19	CGS	Monitor proposed legislation which may impact district.	0.30 hrs
Total fees for this matter			\$732.00

MATTER SUMMARY

Stuart, Cheryl G.	0.30 hrs	325 /hr	\$97.50
Walters, Jason M.	2.70 hrs	235 /hr	\$634.50

TOTAL FEES \$732.00

TOTAL CHARGES FOR THIS MATTER \$732.00

BILLING SUMMARY

Stuart, Cheryl G.	0.30 hrs	325 /hr	\$97.50
Walters, Jason M.	2.70 hrs	235 /hr	\$634.50

TOTAL FEES \$732.00

TOTAL CHARGES FOR THIS BILL \$732.00

Please include the bill number on your check.

Hopping Green & Sams

Attorneys and Counselors

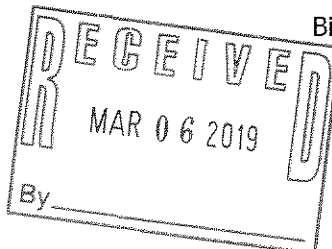
119 S. Monroe Street, Ste. 300
P.O. Box 6526
Tallahassee, FL 32314
850.222.7500

===== STATEMENT =====

February 28, 2019

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

Bill Number 105914
Billed through 01/31/2019



Monthly Meeting (O&M)
DBRNCH 00101 JMW

1.31.513.315
15

FOR PROFESSIONAL SERVICES RENDERED

01/04/19 JMW Prepare for and attend agenda conference call.

01/07/19 JMW Review agenda items; confer with staff.

01/11/19 JMW Meeting preparation; review agenda package materials; conference with staff.

01/14/19 JMW Meeting preparation; travel to and attend regular board meeting; return travel.

01/17/19 JMW Meeting follow up.

01/23/19 JMW Review draft meeting minutes; confer with staff.

01/30/19 JMW Prepare for and attend agenda conference call.

Total fees for this matter \$1,700.00

DISBURSEMENTS

Travel 226.84

Travel - Meals 28.66

Total disbursements for this matter \$255.50

MATTER SUMMARY

TOTAL FEES \$1,700.00
TOTAL DISBURSEMENTS \$255.50

TOTAL CHARGES FOR THIS MATTER \$1,955.50

BILLING SUMMARY

TOTAL FEES \$1,700.00
TOTAL DISBURSEMENTS \$255.50

TOTAL CHARGES FOR THIS BILL \$1,955.50

=====

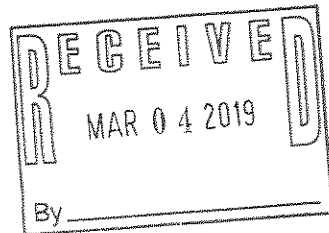
Please include the bill number on your check.

VGlobalTech

636 Fanning Drive
Winter Springs, FL 32708
contact@vglobaltech.com
www.vglobaltech.com



INVOICE

**BILL TO**

Double Branch CDD
135 W. Central Blvd, Suite 320
Orlando, FL 32801
United States

INVOICE # 1207**DATE 02/22/2019****DUE DATE 02/22/2019****TERMS Due on receipt**

1.31.513.52
109

ACTIVITY	QTY	RATE	AMOUNT
Web Design:Website ADA Compliance - Type M Perform ADA Compliance check, update / rebuild current site with new ADA plugins, update html code for compliance, image tags etc. Convert 2 years worth of documents to RTF's. Document before and after for ADA errors as per WAVE Checker tool. (See proposal for details)	1	2,250.00	2,250.00

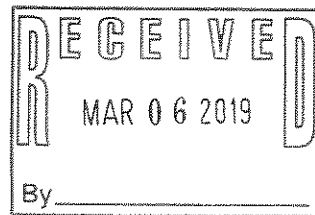
BALANCE DUE**\$2,250.00**

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice**Bill To:**

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



Invoice #: 2047
Invoice Date: 3/1/19
Due Date: 3/1/19
Case:
P.O. Number:

Description	Hours/Qty	Rate	Amount
Management Fees - March 2019 1-31-513-34		4,996.92	4,996.92
Information Technology - March 2019 1-31-513-351		161.83	161.83
Dissemination Agent Services - March 2019 1-31-513-313		111.08	111.08
Office Supplies 1-31-513-51		0.72	0.72
Postage 1-31-513-42		12.00	12.00
Copies 1-31-513-425 35		19.20	19.20
Telephone 1-31-513-41		47.43	47.43
Total			\$5,349.18
Payments/Credits			\$0.00
Balance Due			\$5,349.18

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
3/08/19	00261	2/21/19 696052	201902 330-57200-61100	MAX ROLL/VINYL GLOVES	*	616.00	
		2/21/19 696052	201902 330-57200-61100	SHIPPING	*	130.00	
				ERC WIPING PRODUCTS, INC			746.00 005832
3/08/19	00092	3/01/19 2048	201903 310-51300-34000	MAR FACILITY MANAGE-REC	*	9,205.83	
				GOVERNMENTAL MANAGEMENT SERVICES			9,205.83 005833
3/08/19	00092	3/01/19 2049	201903 310-51300-34000	MAR FACILITY MANAG-STAFF	*	4,963.17	
				GOVERNMENTAL MANAGEMENT SERVICES			4,963.17 005834
3/08/19	00691	2/27/19 02272019	201903 300-36900-10300	RENTAL DEPOSIT REFUND	*	100.00	
				KAREN MAYNARD			100.00 005835
3/08/19	00690	3/04/19 03042019	201903 300-36900-10300	RENTAL DEPSOIT REFUND	*	100.00	
				KAREN RANDALL-CHURCH			100.00 005836
3/08/19	00024	3/01/19 415558	201903 320-57200-46800	MAR LAKE MAINTENANCE	*	2,029.00	
				THE LAKE DOCTORS, INC.			2,029.00 005837
3/08/19	00208	3/03/19 03032019	201902 300-20700-10100	2/22/19-2/28/19 SECURITY	*	810.00	
				MIDDLE VILLAGE CDD			810.00 005838
3/08/19	00689	3/04/19 03042019	201903 300-36900-10300	RENTAL DEPOSIT REFUND	*	100.00	
				PATRICK LAURIN			100.00 005839
3/08/19	00297	3/01/19 240	201903 320-57200-61000	MAR JANITORIAL - AMENITY	*	2,079.00	
				RIVERSIDE MANAGEMENT SERVICES, INC			2,079.00 005840
3/08/19	00297	3/01/19 241	201903 330-57200-61100	MAR JANITORIAL - FITNESS	*	1,005.42	
				RIVERSIDE MANAGEMENT SERVICES, INC			1,005.42 005841
3/08/19	00672	2/28/19 14004	201902 320-57200-63100	LANDSCAPE ENHANCEMENTS	*	1,150.00	
				VERDEGO, LLC			1,150.00 005842

DBBR DOUBLE BRANCH HSMITH

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
3/08/19	00672	2/28/19 14006	201902 320-57200-63100	LANDSCAPE ENHANCEMENTS	*	1,864.00	
				VERDEGO, LLC			1,864.00 005843
3/08/19	00672	3/01/19 13995	201903 320-57200-46200	MAR LANDSCAPE MAINTENANCE	*	30,310.77	
				VERDEGO, LLC			30,310.77 005844
3/21/19	00703	3/08/19 03082019	201903 300-36900-10300	RENTAL DEPOSIT REFUND	*	100.00	
				ALYSIA CARLISLE			100.00 005845
3/21/19	00695	3/14/19 03142019	201903 300-36900-10300	RENTAL DEPOSIT REFUND	*	100.00	
				BLYTHE LONG			100.00 005846
3/21/19	00002	3/01/19 03012019	201903 320-57200-43100	MAR REC ELECTRIC	*	2,229.00	
		3/01/19 03012019	201903 320-57200-43000	MAR COMMON ELECTRIC	*	2,302.00	
		3/01/19 03012019	201903 330-57200-43110	MAR FITNESS CENTER	*	461.00	
		3/01/19 03012019	201903 320-57200-42900	FEB STREETLIGHTING	*	2,353.00	
				CLAY ELECTRIC COOPERATIVE, INC			7,345.00 005847
3/21/19	00699	3/14/19 03142019	201903 300-36900-10300	RENTAL DEPOSIT REFUND	*	100.00	
				CRYSTAL CONNER JOSEPH			100.00 005848
3/21/19	00092	3/05/19 2050	201902 300-36900-10300	EVENT STAFF THRU 2/28/19	*	649.00	
				GOVERNMENTAL MANAGEMENT SERVICES			649.00 005849
3/21/19	00092	3/12/19 2051	201902 330-57200-47100	FEB FACILITY MAINT -GEN	*	2,260.00	
		3/12/19 2051	201902 330-57200-47300	FEB FACILITY MAINT-CONTIN	*	2,430.00	
		3/12/19 2051	201902 320-57200-46620	FEB LIGHTING REPAIRS	*	709.00	
		3/12/19 2051	201902 330-57200-47100	FEB FACILITY MAIN-FITNESS	*	228.00	
		3/12/19 2051	201902 320-57200-46400	FEB COMMON AREA MAINT	*	1,876.00	
		3/12/19 2051	201902 320-57200-63100	FEB REPAIRS/REPLACEMENT	*	1,190.93	

DBBR DOUBLE BRANCH HSMITH

AP300R		YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER										RUN	3/29/19	PAGE	4		
*** CHECK DATES		03/01/2019 - 03/29/2019		***		DOUBLE BRANCH - REC FUND											
						BANK B RECREATION FUND											

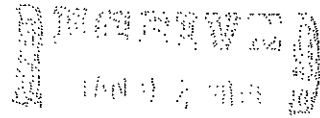
CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
		3/12/19 2051	201902 320-57200-46300		*	460.00	
		FEB POOL MAINTENANCE		GOVERNMENTAL MANAGEMENT SERVICES			9,153.93 005850
3/21/19 00623		3/14/19 03142019	201903 300-36900-10300		*	100.00	
		RENTAL DEPOSIT REFUND		HEYDI CEPEDA			100.00 005851
3/21/19 00697		3/14/19 03142019	201903 300-36900-10300		*	100.00	
		RENTAL DEPOSIT REFUND		KAREN LAFLEUR			100.00 005852
3/21/19 00701		3/08/19 03082019	201903 300-36900-10300		*	100.00	
		RENTAL DEPOSIT REFUND		MARKALE GRAHAM			100.00 005853
3/21/19 00696		3/14/19 03142019	201903 300-36900-10300		*	100.00	
		RENTAL DEPOSIT REFUND		MELANIE BUSH			100.00 005854
3/21/19 00208		3/11/19 03112019	201903 300-20700-10100		*	720.00	
		3/1/19-3/7/19 SECURITY		MIDDLE VILLAGE CDD			720.00 005855
3/21/19 00208		3/19/19 03192019	201903 300-20700-10100		*	570.00	
		3/8/19-3/14/19 SECURITY		MIDDLE VILLAGE CDD			570.00 005856
3/21/19 00683		3/11/19 03453290	201903 320-57200-63100		*	2,367.50	
		10 LED POOL LIGHTS		POOL SUPPLY UNLIMITED			2,367.50 005857
3/21/19 00683		3/12/19 03453838	201903 320-57200-63100		*	1,856.81	
		ANTHONY GRID		POOL SUPPLY UNLIMITED			1,856.81 005858
3/21/19 00668		3/02/19 10900068	201903 310-51300-45000		*	286.34	
		WORKERS COMP POLICY		RETAILFIRST INSURANCE COMPANY			286.34 005859
3/21/19 00693		3/14/19 03142019	201903 300-36900-10300		*	100.00	
		RENTAL DEPOSIT REFUND		RUSSELL JEFFARES			100.00 005860
3/21/19 00692		3/16/19 03162019	201903 300-36900-10300		*	100.00	
		RENTAL DEPOSIT REFUND		SABRINA FRANCIS			100.00 005861

DBBR DOUBLE BRANCH HSMITH							

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
TOTAL FOR REGISTER						188,064.53	

DBBR DOUBLE BRANCH HSMITH

K&B Concrete Service LLC
 217 Pamela Street, Interlachen, Florida
 Lic#17000236386 Ins#172322-78495894-17
 Phone# (850)370-0560
 Email-ksuggs1970@gmail.com



BT *****

Quote / Invoice

Date	Invoice#
10/29/18	1118

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

34,600.53864
 45

Description	Qty	Rate	Amount	P.O. No.	Terms	Project
					Due on receipt	
Material: Base block 12 pieces Brick base 2 pieces Oakleaf signs 2 pieces Top cap 1 piece Pedistal and bowl 1 piece			\$3000.00 (Pre-cast)			
1,000 brick 10 bags of mortar Brickties and tapcons 1 box each Lift to set top cap and bowl			\$1560.00 (misc. suppl)			
Labor total:\$6,440.00			\$6440.00 (labor)			
				Total		
				- Deposit \$11,000.00		
				Payments/Credits \$7,400.00		

(Attach supporting documentation for request.)



**Advanced
Disposal**

ADVANCED DISPOSAL
CLAY COUNTY - PB
7580 PHILIPS HWY
JACKSONVILLE FL 32256

Pay By Phone: 1-877-720-1583
Phone PIN: 1270063350000

Advanced Disposal is a company bringing fresh ideas and solutions to a clean environment. How can we further help your business or home become greener and cleaner? Visit us at www.AdvancedDisposal.com.

Should you have questions about charges, please see the back of this invoice, call your service representative or go to www.AdvancedDisposal.com.

Thank you for your business!

RETURN SERVICE REQUESTED

OAKLEAF PLANTATION
C/O DOUBLE BRANCH CDD
370 OAKLEAF VILLAGE PKWY
ORANGE PARK, FL 32065

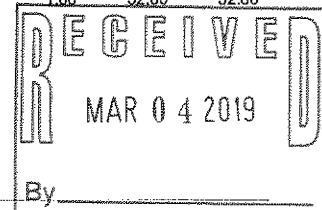
Account Information	
Account Number	PB006335
Site Number	0000
Invoice Date	February 28, 2019
Invoice Number	PB0000940601
Account Summary	
Previous Balance	\$1,426.75
Payments/Adjustments	-\$1,426.75
Current Invoice Amount	\$769.12
Amount Due	\$769.12
Due Date	Upon Receipt
Invoice Breakdown	
Current	\$769.12
30 days - past due	\$0.00
60 days - past due	\$0.00
90 days - past due	\$0.00
It's easy being Green...sign up for ebill and auto pay at http://www.AdvancedDisposal.com/billpay	
Contact Us	
(904) 783-7000 JacksonvilleFL@AdvancedDisposal.com	
Thank you for doing business with Advanced Disposal Services.	

Previous Balance **\$1,426.75**
02/20/19 LOCKBOX AUTOMATED -\$710.52
02/20/19 LOCKBOX AUTOMATED -\$716.23
Payments and Adjustments **-\$1,426.75**

OAKLEAF PLANTATION RECREATION CENTER (0001)
370 OAKLEAF VILLAGE PKWY ORANGE PARK, FL

Date	Description	Reference	Qty	Unit Price	Amount
1.00 - 6.00YD:COMM FL TRASH (001)					
02/28/19	FUEL SURCHARGE	SC132679	1.00	57.62	57.62
02/28/19	ENVIRONMENTAL FEE	SC132678	1.00	99.84	99.84
02/28/19	TRASH STANDARD SERVICE:		1.00	416.00	416.00
	02/01/19-02/28/19				
	Clay Co Franchise Fee		573.46		93.47
	SITE TOTAL				666.93
02/15/19	ACCOUNT SUSPENSION FEE	130909	1.00	55.00	55.00
02/28/19	COMPLIANCE AND BUSINESS IMPACT CHARGE	SC132726	1.00	32.86	32.86

2.33 · 572.349
7



How to Pay Your Bill

Online Bill Pay

Great for regular payments

Visit www.advanceddisposal.com/billpay to enroll in online bill pay methods.

With the Advanced Disposal online bill payment system, you are able to:

- Make a one-time payment
- Setup your account for automatic recurring payments

If you would like assistance, please contact us at 1-800-355-2108 and we will be happy to assist you in getting set up.

Pay by Mail

Best for sending a regular check

Please mail your check made payable to Advanced Disposal to address listed below.

Please do not send correspondence to this address.

Please assist us by including the remittance portion (the perforated bottom section of your invoice) along with your check or money order to ensure your payment is posted quickly and accurately.

Pay by Phone

Good for a one time payment

Call 1-877-720-1583 to make your payment by phone.

To ensure fastest service, please have your Phone PIN ready, which can be found at the top of your invoice.

We accept MasterCard, Visa, American Express and Discover. An automated voice service will process your payment. This option is ideal for making single payments.

PLEASE RETURN THIS PORTION WITH PAYMENT

Printed on recycled paper



ADVANCED DISPOSAL
CLAY COUNTY - PB
7580 PHILIPS HWY
JACKSONVILLE FL 32256

Please Send All Correspondence to Above Address



Please check box for address change and print new address on reverse side.

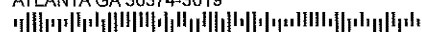
Due Date: Upon Receipt

Customer Billing Address:

OAKLEAF PLANTATION
C/O DOUBLE BRANCH CDD
370 OAKLEAF VILLAGE PKWY
ORANGE PARK, FL 32065

Remit Payment To:
(Please do not send CASH via mail)

Advanced Disposal
Clay County - PB
PO BOX 743019
ATLANTA GA 30374-3019



IF PAYING BY CREDIT CARD, FILL OUT BELOW		CHECK CARD USING FOR PAYMENT	
CARD NUMBER	AMOUNT PAID	<input type="checkbox"/> VISA <input type="checkbox"/> MASTER CARD <input type="checkbox"/> AMERICAN EXP. <input type="checkbox"/> DISCOVER	
SIGNATURE	EXP. DATE		
ACCOUNT # PB006335	INVOICE # PB0000940601	AMT. ENCLOSED	
INVOICE TOTAL \$769.12	BALANCE DUE \$769.12		

PB 006335 0000 022819 0000940601 00076912 00076912 0

HOW TO READ YOUR BILL

LOCAL OFFICE AND CONTACT INFORMATION To contact Advanced Disposal concerning specific questions about your invoice and service, please correspond to the email, phone number and address set forth on the front of the invoice.

CUSTOMER BILLING ADDRESS AND CUSTOMER SERVICE ADDRESS Advanced Disposal's invoice reflects the most recent billing and service information provided by you. If your address has changed, please notify your local Advanced Disposal office.

ACCOUNT INFORMATION AND ACCOUNT SUMMARY The Account Summary lists your balances, payments and adjustments and invoice amount for the current period. The Previous Balance includes amounts billed previously for which Advanced Disposal has not yet received payment. This section also includes the Invoice Date which is the date that the invoice was generated and mailed to you.

AMOUNT DUE The Amount Due includes all service charges, fees or assessments, and any adjustments, as well as all applicable taxes and governmental charges and fees which are due and payable upon receipt. Advanced Disposal may charge a late fee on all past due balances up to the maximum rate allowed by law.

EXPLANATION OF CHARGES Advanced Disposal's invoices may include various charges and fees ("Charges"). These Charges are the result of various internal and external factors that impact our business and are not represented to be an off-set or pass through of Contractor's actual costs whether taken collectively or with respect to each category, nor are they representative of actual taxes and surcharges imposed by or remitted to a governmental agency. Rather, they are intended to address a portion of various impacts on Advanced Disposal business on a companywide basis. Such Charges, including the examples below, also reflect the need to achieve an operating margin acceptable to Advanced Disposal.

Environmental Charge The Environmental Charge is assessed as a percentage of the customer's invoiced amount (exclusive of taxes and other Charges) and is intended to address various environmental impacts associated with managing and disposing of waste in an environmentally sound manner.

Compliance and Business Impact Charge The Compliance and Business Impact Charge is assessed as a percentage of the customer's invoiced amount (exclusive of taxes and other Charges) to help address companywide impacts associated with oversight and compliance as well as internal and external initiatives and requirements designed to anticipate and enhance the safety, efficiency and management of Advanced Disposal's operations.

Administrative Charge The Administrative Charge is assessed to address companywide impacts associated with customer billing, by way of example and not limited to, collection functions, print mail, lock box services, bank charges, and bad debt. A discounted charge may be applied in some instances for paperless billing and automatic payments.

Energy Charge The Energy Charge is assessed as a percentage of a Customer's total invoice amount (exclusive of taxes and other Charges) to address direct and indirect energy costs associated with Advanced Disposal's operations, which are subject to volatile and unpredictable fluctuations in market conditions for the energy consumed by our business and operations. The Energy Charge varies based on changes to energy costs which are published by a nationally recognized third party index.

Other Charges Additional Charges may be assessed due to other reasons such as new or additional service or equipment, new or additional fees or charges imposed on Advanced Disposal by governmental or regulatory agencies (such as franchise fees), resumed or discontinued service, extra pickups, etc. When incurred, such Charges will appear separately on the front of the invoice.

For additional information, please contact your local Advanced Disposal office or visit us at www.AdvancedDisposal.com.

ADVANCED DISPOSAL RESERVES THE RIGHT TO CHANGE SERVICE RATES AND CHARGES WITHOUT PRIOR NOTICE OR CONSENT TO ADJUST FOR CHANGES IMPACTING ITS BUSINESS OR TO ACHIEVE, AMONG OTHER THINGS, AN OPERATING MARGIN ACCEPTABLE TO ADVANCED DISPOSAL. Consent to any changes, if required, may be evidenced verbally, in writing, or by the actions and practices of the parties, including payment of the invoiced amount. If you do not object in writing within thirty days of the invoice date, then you shall have conclusively agreed that such invoice is correct in all requests, whether paid or not.

IMPORTANT MESSAGES This is an area on the front of the invoice designated for special notifications, including changes in payment terms. Further, we periodically review and revise our company's general service guidelines, therefore, please also visit our website to read special terms and conditions that may apply.

PAYMENT REMITTANCE Please remit payment to the address noted on the perforated portion of the invoice, which should be included with your payment. Please do not send cash via mail.

WISCONSIN CUSTOMERS State and local laws require everyone in Wisconsin to recycle newspaper, office paper, magazines, cardboard and glass/plastic/aluminum/steel food and beverage containers. Yard waste, tires, appliances, motor oil and lead acid batteries must be recycled as well but may not be included in your recycling service. Please contact your local Advanced Disposal office for more information regarding your recycling service and recycling options in your area.

Change of Address

Please print correct address below:

Name _____
Address _____
City _____ State _____ Zip _____
Phone (Home) _____ Phone (Mobile) _____ Phone (Work) _____
Email _____



**Advanced
Disposal**

OAKLEAF PLANTATION
C/O DOUBLE BRANCH CDD
370 OAKLEAF VILLAGE PKWY
ORANGE PARK, FL 32065

Account Information

Account Number	PB006335
Site Number	0000
Invoice Date	February 28, 2019
Invoice Number	PB0000940601

Page 3 of 3

Current Charges (Continued)

Clay Co Franchise Fee

87.86

14.33

**Current Charges
Amount Due**

\$769.12

\$769.12



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

Invoice Date
01/31/2019

Invoice Number
8547444

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

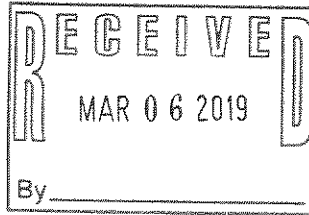
Total Amount Due:

\$ 4,235.79

Terms:

Due Upon Receipt

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



Service Location: **AB364297** Customer: **AB364297** Billing Period: **01/01/2019 - 01/31/2019**

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

506

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

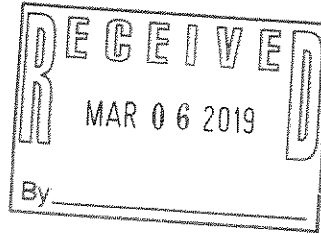
Subtotal	\$ 4,235.79
Sales Tax	\$ 0.00
Total Amount Due	\$ 4,235.79

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

Total Amount Due:
\$ 4,235.79
 Terms:
Due Upon Receipt

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



Service Location: **AB364297** Customer: **AB364297** Billing Period: **02/01/2019 - 02/28/2019**

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

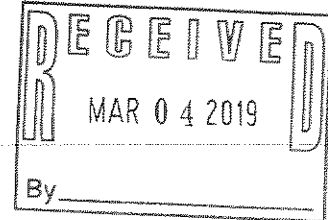
2-320-572-345

506

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 deposit request - AMANDA HOLSEY
Date: March 4, 2019 at 6:04 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 Village Clubroom (SATURDAY) 2:30 p.m. to 6:30 p.m.
- DATE OF VENUE – MARCH 2, 2019
- RESIDENT – AMANDA HOLSEY
- ADDRESS – 3522 LAUREL LEAF DRIVE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - DEPOSIT REFUND
- DEPOSIT was via CHECK drawn on NAVY FEDERAL:
 - DATED: 1/11/19
 - CHECK# 187
 - DEPOSITED: 1/12/19
 - AMOUNT: \$100.00

2-300-369-103
478

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HC
01/11/19	01/12/19	03/02/19	Amanda Holsey - OVCR DEPOSIT	DEPC

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

Thank you.

I will be out of the office TUESDAY, March 5, 2019 and WEDNESDAY, March 6, 2019, therefore, if you require immediate attention please email me or leave a message at

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 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 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



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

(904) 284-7575

Invoice Number: SS108798
Invoice Date: 3/5/2019

Page: 1

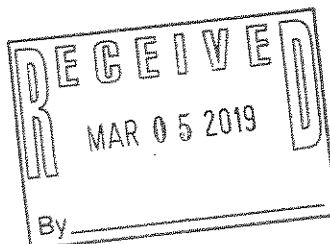
Attn: Fiscal - Accounts Receivable

Bill

To: OAKLEAF PLANTATION CDD
MVCDD & DBCDD
370 OAKLEAF VILLAGE PARKWAY
ORANGE PARK, FL 32065
JAVIER SORIANO

Ship

To: OAKLEAF PLANTATION CDD
MVCDD & DBCDD
370 OAKLEAF VILLAGE PARKWAY
ORANGE PARK, FL 32065
JAVIER SORIANO



Due Date 3/20/2019
Terms Net 15 Days

Customer ID C0000168
P.O. Number
P.O. Date 3/5/2019
Our Order No
SalesPerson

2.32.572.34516
285

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee-FEBRUARY 2019		193.5	193.5	5.00	967.50/2 = \$483.75
Fees-2nd Employment Scheduling		15	15	25.00	375.00/2 = \$187.50

Amount Subject to Sales Tax US0
Amount Exempt from Sales Tax 1,342.50

Subtotal: 1,342.50
Invoice Discount: 0.00
Tax: 0.00

Total USD: 1,342.50/2

= \$671.25

OAKLEAF PLANTATION CDD	2/1/2019	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	2/1/2019	6799	SIMANDL, WAYNE A.	6.00
OAKLEAF PLANTATION CDD	2/2/2019	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	2/2/2019	6799	SIMANDL, WAYNE A.	6.00
OAKLEAF PLANTATION CDD	2/23/2019	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	2/4/2019	7321	DRURY, JOHN R.	5.00
OAKLEAF PLANTATION CDD	2/5/2019	6905	WASE, BEN	6.00
OAKLEAF PLANTATION CDD	2/6/2019	7695	VOLLER, DAVID	6.00
OAKLEAF PLANTATION CDD	2/7/2019	6905	WASE, BEN	6.00
OAKLEAF PLANTATION CDD	2/8/2019	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	2/8/2019	6534	SIMMONS, BENJAMIN A	6.00
OAKLEAF PLANTATION CDD	2/9/2019	6799	SIMANDL, WAYNE A.	6.00
OAKLEAF PLANTATION CDD	2/9/2019	6534	SIMMONS, BENJAMIN A	6.00
OAKLEAF PLANTATION CDD	2/10/2019	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	2/11/2019	6905	WASE, BEN	6.00
OAKLEAF PLANTATION CDD	2/12/2019	7321	DRURY, JOHN R.	4.00
OAKLEAF PLANTATION CDD	2/14/2019	6028	WILLIAMS, MATTHEW L	4.50
OAKLEAF PLANTATION CDD	2/15/2019	6799	SIMANDL, WAYNE A.	6.00
OAKLEAF PLANTATION CDD	2/16/2019	6799	SIMANDL, WAYNE A.	6.00
OAKLEAF PLANTATION CDD	2/17/2019	6799	SIMANDL, WAYNE A.	6.00
OAKLEAF PLANTATION CDD	2/18/2019	6534	SIMMONS, BENJAMIN A	6.00
OAKLEAF PLANTATION CDD	2/19/2019	7695	VOLLER, DAVID	6.00
OAKLEAF PLANTATION CDD	2/20/2019	7137	BROWN, JONATHAN	6.00
OAKLEAF PLANTATION CDD	2/21/2019	7137	BROWN, JONATHAN	6.00
OAKLEAF PLANTATION CDD	2/22/2019	6905	WASE, BEN	6.00
OAKLEAF PLANTATION CDD	2/22/2019	6534	SIMMONS, BENJAMIN A	6.00
OAKLEAF PLANTATION CDD	2/23/2019	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	2/23/2019	6534	SIMMONS, BENJAMIN A	6.00
OAKLEAF PLANTATION CDD	2/24/2019	6799	SIMANDL, WAYNE A.	6.00
OAKLEAF PLANTATION CDD	2/25/2019	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	2/26/2019	6028	WILLIAMS, MATTHEW L	6.00
OAKLEAF PLANTATION CDD	2/27/2019	7137	BROWN, JONATHAN	6.00
OAKLEAF PLANTATION CDD	2/28/2019	6905	WASE, BEN	6.00
			TOTAL	193.50

Double Branch
COMMUNITY DEVELOPMENT DISTRICT

Rec Fund

Check Request

Date	Amount	Authorized By
March 6, 2019	\$26,759.00	Jim Perry

Payable to:

Double Branch - Capital Reserve (#398)
--

Date Check Needed:

Budget Category:

ASAP	2-320-572-60100
------	-----------------

Intended Use of Funds Requested:

FY 19 Capital Reserve Deposit

(Attach supporting documentation for request.)

(Attach supporting documentation for request.)

Double Branch
COMMUNITY DEVELOPMENT DISTRICT

Rec Fund

Check Request

Date	Amount	Authorized By
March 6, 2019	\$35,000.00	Jim Perry

Payable to:

Double Branch - Capital Reserve (#398)
--

Date Check Needed:

Budget Category:

ASAP	2-320-572-46210
------	-----------------

Intended Use of Funds Requested:

FY 19 Capital Reserve Deposit
<i>(Attach supporting documentation for request.)</i>

(Attach supporting documentation for request.)

From: Hannah Smith hsmith@gmstnn.com
Subject: MV and CB Capital Reserve Checks
Date: March 5, 2019 at 3:59 PM
To: Daniel Laughlin dlaughlin@gmsnf.com

Daniel,

See below detail for the capital reserve checks for Middle Village and Double Branch

Middle Village

001	\$9,151	Code to Reserves
002	\$33,625	Code to Capital Reserve

Double Branch

001	\$15,829	Code to Reserves
002	\$26,759	Code to General Reserve
002	\$15,656	Code to Capital Reserve
002	\$35,000	Code to Landscape Reserve
002	\$6,500	Code to Pool Pump Reserve

Let me know if you have any issues.

Thanks!!

Hannah Smith

Governmental Management Services

1001 Bradford Way

Kingston, TN 37763

Direct: (865) 935-4570

Cell: (865) 617-8194

Email: hsmith@gmstnn.com



INVOICE

Customer	Double Branch Community Development District
Acct #	282
Date	02/27/2019
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	\$ 961.00
Payment Amount	
Payment for:	Invoice#8517
	WC100118544

Thank You

Please detach and return with payment



Customer: Double Branch Community Development District

Invoice	Effective	Transaction	Description	Amount
8517	03/23/2019	Renew policy	Policy #WC100118544 03/23/2019-10/01/2019 Florida Insurance Alliance Expense Constant - Renew policy TRIA - Renew policy Workers Compensation - Renew policy Due Date: 3/29/2019 <div style="text-align: right;">2,315.45 262</div>	84.00 7.00 870.00
				Total
				\$ 961.00

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	02/27/2019



19 Bennett Street • Lynn, MA 01905
1-800-225-9473 (WIPE)
781-593-4000 • Fax 781-593-4020
email: erc@ercwipe.com • www.ercwipe.com

Invoice Number	Page
689524	1
1/10/2019	

Bill-To #: 29121
OAKLEAF PLANTATION
370 OAKLEAF VILLAGE PARKWAY
ORANGE PARK, FL 32065

Ship-To #:
OAKLEAF PLANTATION
370 OAKLEAF VILLAGE PARKWAY
ORANGE PARK, FL 32065

2.33.572.611
261

Order No.	Customer P/O	Ship Via	Terms	Sales Rep
656150	DOUBLE BRANCH	UPS LTL-FRT- EXC	NET 30	SHOPPING CART

Item	Description	U/M	Order	Ship	B/O	Net Price	Extended
EW3000MAX	MAX ROLL	CSE	10	10		55.5000	555.00
	Tracking/Pro #:619590263						
<div>RECEIVED JAN 17 2019 By: _____</div> <div>INVOICE</div> <div>RAGS • TOWELS • PAPER WIPERS</div> <div><i>Thank You For Your Business</i></div>							

FINANCES CHARGES OF 1.5% PER MONTH (18% PER ANNUM)
WILL BE CHARGED ON INVOICES OVER 30 DAYS

ALL FEES AND EXPENSES INVOLVED IN THE COLLECTION OF PAST DUE ACCOUNTS OR
BAD CHECKS WILL BE PAID BY THE CUSTOMER

AT	Sub Total:	555.00
	Sales Tax:	.00
DUE DATE: 2/09/2019	Shipping:	130.00
Please Remit To: 19 Bennett St Lynn MA 01905	Deposits:	.00
	Balance:	685.00



A MEMBER
OF
SECONDARY MATERIALS AND RECYCLED TEXTILES
SMART
AN
INTERNATIONAL
ASSOCIATION



19 Bennett Street • Lynn, MA 01905
1-800-225-9473 (WIPE)
781-593-4000 • Fax 781-593-4020
email: erc@ercwipe.com • www.ercwipe.com

Invoice Number	Page
696052	1
2/21/2019	

Bill-To #: 29121
OAKLEAF PLANTATION
370 OAKLEAF VILLAGE PARKWAY
ORANGE PARK, FL 32065

Ship-To #:
OAKLEAF PLANTATION
370 OAKLEAF VILLAGE PARKWAY
ORANGE PARK, FL 32065

Order No.	Customer P/O	Ship Via	Terms	Sales Rep
660785	DOUBLE BRANCH	UPS LTL-FRT- EXC	NET 30	SHOPPING CART

Item	Description	U/M	Order	Ship	B/O	Net Price	Extended
EW3000MAX	MAX ROLL	CSE	10	10		55.5000	555.00
GV3PF-LG	VINYL GLOVES	CSE	2	2		30.5000	61.00

Tracking/Pro #:244359091

Code to:
Double Branch Fitness Center Janitorial
2-330-572-611000
261

RAGS • TOWELS • PAPER WIPERS

Thank You For Your Business

FINANCES CHARGES OF 1.5% PER MONTH (18% PER ANNUM)
WILL BE CHARGED ON INVOICES OVER 30 DAYS

ALL FEES AND EXPENSES INVOLVED IN THE COLLECTION OF PAST DUE ACCOUNTS OR
BAD CHECKS WILL BE PAID BY THE CUSTOMER

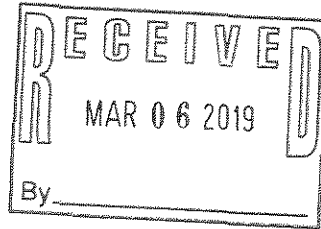


AT	Sub Total:	616.00
	Sales Tax:	.00
DUE DATE: 3/23/2019	Shipping:	130.00
Please Remit To: 19 Bennett St Lynn MA 01905	Deposits:	.00
	Balance:	746.00

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

Invoice

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



Invoice #: 2048
Invoice Date: 3/1/19
Due Date: 3/1/19
Case:
P.O. Number:

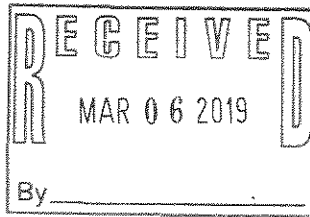
Description	Hours/Qty	Rate	Amount
Facility Management - Oakleaf Plantation - March 2019/ Rec.		9,205.83	9,205.83
<div>2,310,513,3400</div> <div>92</div>			
Total			\$9,205.83
Payments/Credits			\$0.00
Balance Due			\$9,205.83

211W
3, 6, 19

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

Invoice

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



Invoice #: 2049
Invoice Date: 3/1/19
Due Date: 3/1/19
Case:
P.O. Number:

Description	Hours/Qty	Rate	Amount
Facility Management - Oakleaf Plantation - March 2019/ 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
3, 6, 19

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - KAREN MAYNARD
Date: February 27, 2019 at 6:30 PM
To: Hannah Smith hsmith@gmstnn.com
Cc: Daniel Laughlin dlaughlin@gmsnf.com

RECEIVED
FEB 27 2019

Good evening Hannah,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR aka Oakleaf Village Clubroom SATURDAY) 2:30 p.m. to 6:30 p.m.
- DATE OF VENUE – FEBRUARY 9, 2019
- RESIDENT – KAREN MAYNARD
- ADDRESS – 644 Acorn Chase Drive, Orange Park, FL 32065
- AMOUNT OF REFUND - \$100.00
 - DEPOSIT REFUND
- DEPOSIT was via MASTERCARD (2883)
 - DATED: 12/21/18
 - INVOICE#: 2
 - BATCH#: 101
 - SEQ#: 2
 - APPROVAL CODE: 184567
 - AMOUNT: \$100.00

2-300-364-103
691

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	H
12/21/18	12/21/18	02/09/19	Karen Maynard - 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, March 5, 2019 and WEDNESDAY, March 6, 2019, therefore, if you require immediate attention please email me or leave a message at

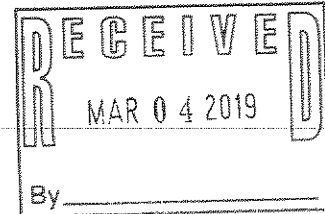
Wanda McReynolds – Venue Coordinator, OakLeaf Plantation
venuerentals@oakleafresidents.com
(904) 770-4661 voice email
(904) 375-9285 ext. 3
www.oakleafresidents.com

Governmental Management Services

www.OakLeafResidents.com

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From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - KAREN CHURCH
Date: March 4, 2019 at 6:13 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 Village Clubroom (SATURDAY) 10:00 a.m. to 2:00 p.m.
- DATE OF VENUE – MARCH 2, 2019
- RESIDENT – KAREN RANDALL-CHURCH
- ADDRESS – 903 WILMINGTON LANE, Orange Park, FL 32065
- AMOUNT OF REFUND - \$100.00
 - DEPOSIT REFUND
- DEPOSIT was via VISA (7498)
 - DATED: 2/9/19
 - INVOICE#: 4
 - BATCH#: 110
 - SEQ#: 4
 - APPROVAL CODE: 790159
 - AMOUNT: \$100.00

2.300.369.103
690

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOUF
02/09/19	02/09/19	03/02/19	Karen Randall-Church- OVCR DEPOSIT	DEPOS

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

Thank you.

I will be out of the office TUESDAY, March 5, 2019 and WEDNESDAY, March 6, 2019, therefore, if you require immediate attention please email me or leave a message o

Wanda McReynolds -- Venue Coordinator, OakLeaf Plantation
venuerentals@oakleafresidents.com
(904) 770-4661 voice email
(904) 375-9285 ext. 3
www.oakleafresidents.com

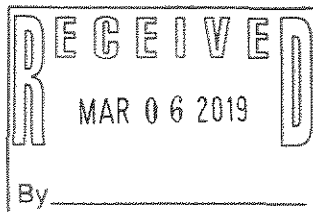
Governmental Management Services

www.OakLeafResidents.com

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



INVOICE

Invoice #	415558
Account #	708477
Invoice Date	3/1/2019
Due Date	3/11/2019
Rep	ERW

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
Code to: 2-320-572-4680 Double Branch Lake Maintenance 24	Monthly Water Management Service (R)		2,029.00
	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 #	415558
Account #	708477
Date	3/1/2019

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.

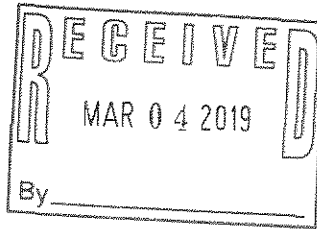
The Lake Doctors, Inc.
3543 State Road 419
Winter Springs, FL 32708



IF PAYING BY CREDIT CARD, FILL OUT BELOW
Mastercard Visa American Express
Card # _____
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: MARCH 3, 2019
WEEK OF: 2/22/19-2/28/19

TO:

Double Branch CDD & Middle Village CDD
370 Oakleaf Village Parkway
Orange Park, FL 32065

FOR:

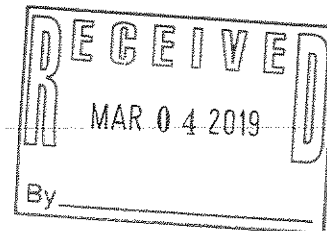
Oakleaf Amenities Manager
and
Brian Sanchez

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
2/22/19	BEN WASE	1800-0000	6	30.00	180.00
2/22/19	BEN SIMMONS	1700-2300	6	30.00	180.00
2/23/19	BRYAN SMITH	1600-2200	6	30.00	180.00
2/23/19	BEN SIMMONS	1700-2300	6	30.00	180.00
2/24/19	WAYNE SIMANDL	1700-2300	6	30.00	180.00
2/25/19	BRYAN SMITH	1700-2300	6	30.00	180.00
2/26/19	MATTHEW WILLIAMS	1630-2230	6	30.00	180.00
2/27/19	JONATHAN BROWN	1700-2300	6	30.00	180.00
2/28/19	BEN WASE	1815-0015	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!

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - PATRICK LAURIN
Date: March 4, 2019 at 6:01 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 Village Clubroom (FRIDAY) 10:00 a.m. to 2:00 p.m.
- DATE OF VENUE – MARCH 1, 2019
- RESIDENT – PATRICK LAURIN
- ADDRESS – 639 CHESTWOOD CHASE DRIVE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - DEPOSIT REFUND
- DEPOSIT was via CHECK drawn on USAA
 - DATED: 2/7/19
 - CHECK# 1575
 - DEPOSITED: 2/8/19
 - AMOUNT: \$100.00

2-300-369-103
689

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOUF
02/07/19	02/08/19	03/01/19	Patrick Lauren - OVCR DEPOSIT	DEPOSIT

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

Thank you.

I will be out of the office TUESDAY, March 5, 2019 and WEDNESDAY, March 6, 2019, therefore, if you require immediate attention please email me or leave a message on voicemail.

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

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Riverside Management Services, Inc

9655 Florida Mining Blvd West
Suite 305
Jacksonville, FL 32257

Invoice

Date	Invoice #
3/1/2019	240

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

RECEIVED
MAR 01 2019
BY: _____

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Janitorial Services - March 2019/ Amenity 2, 320, 572, 6100 297	2,079.00	2,079.00
		Total	\$2,079.00

Rmm
3.1.19

Riverside Management Services, Inc

9655 Florida Mining Blvd West

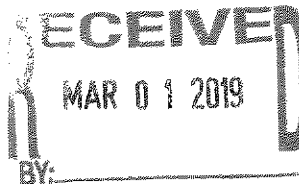
Suite 305

Jacksonville, FL 32257

Invoice

Date	Invoice #
3/1/2019	241

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



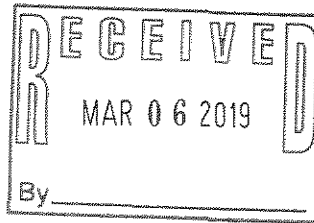
P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Janitorial Services - March 2019/Fitness 2,33,572,6110 297	1,005.42	1,005.42
		Total	\$1,005.42

241
3.1.19



VerdeGo, LLC
PO BOX 789
BUNNELL, FL 32110



Invoice

Date	Invoice #
2/28/2019	14004

Bill To
Double Branch CDD 370 Oakleaf Village Parkway Orange Park, FL 32065

Ship To

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
	Net 30 days		2/28/2019	UPS		Double Branch Parking Area

Quantity	Item Code	Description	Price Each	Amount
35	ENH-MAINTENA...	3 Gallon Burford Holly installed	11.00	385.00
6	ENH-MAINTENA...	Prep and Removal man hours	37.50	225.00
1	ENH-IRRIGATION	Irrigation Adjustments	50.00	50.00
6	ENH-MAINTENA...	Bags of Black Kow	15.00	90.00
10	ENH-MAINTENA...	Mulch	40.00	400.00
		Sales Tax - Flagler County	7.00%	0.00
Code to: Double Branch Repair and Replacements 2.320.57200.63100 672				

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Total This Invoice	\$1,150.00
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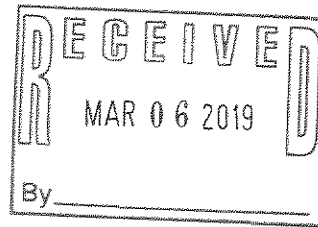
Payments/Credits	\$0.00
-------------------------	--------

Balance Due	\$1,150.00
--------------------	------------

Phone #	Fax #	Web Site
3864373122	386-437-6883	www.verdego.com



VerdeGo, LLC
PO BOX 789
BUNNELL, FL 32110



Invoice

Date	Invoice #
2/28/2019	14006

Bill To
Double Branch CDD 370 Oakleaf Village Parkway Orange Park, FL 32065

Ship To

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
	Net 30 days		2/28/2019	UPS		Walking Path

Quantity	Item Code	Description	Price Each	Amount
84	ENH-MAINTENA...	3 Gallon Jack Frost ligustrum installed	11.00	924.00
6	ENH-MAINTENA...	Prep and Removal man hours	37.50	225.00
12	ENH-IRRIGATION	Irrigation Adjustments	15.00	180.00
17	ENH-MAINTENA...	Bags of Black Kow	15.00	255.00
7	ENH-MAINTENA...	Mulch	40.00	280.00
		Sales Tax - Flagler County	7.00%	0.00
Code to: Double Branch Repair and Replacements 2.320.57200.63100 672				

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Total This Invoice	\$1,864.00
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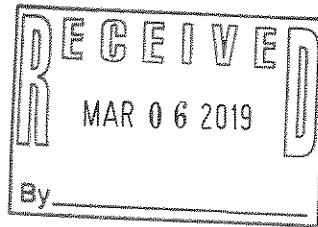
Payments/Credits	\$0.00
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Balance Due	\$1,864.00
--------------------	-------------------

Phone #	Fax #	Web Site
3864373122	386-437-6883	www.verdego.com



VerdeGo, LLC
PO BOX 789
BUNNELL, FL 32110



Invoice

Date	Invoice #
3/1/2019	13995

Bill To
Double Branch CDD 370 Oakleaf Village Parkway Orange Park, FL 32065

Ship To
Double Branch CDD 370 Oakleaf Village Parkway Orange Park, FL 32065

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
	Net 30 days		3/1/2019	UPS		Double Branch CDD
Quantity	Item Code	Description			Price Each	Amount
	Landscape Mainten...	Landscape Maintenance Agreement-March 2019 Sales Tax - Flagler County			30,310.77 7.00%	30,310.77 0.00
Code to: 2-320-572-4620 Double Branch Landscape Maintenance 672						

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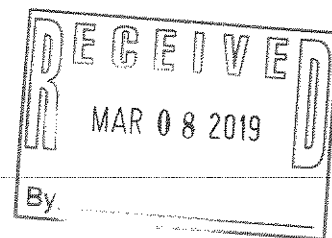
Total This Invoice	\$30,310.77
--------------------	-------------

Payments/Credits	\$0.00
------------------	--------

Balance Due	\$30,310.77
-------------	-------------

Phone #	Fax #	Web Site
3864373122	386-437-6883	www.verdego.com

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - ALYSIA CARLISLE
Date: March 8, 2019 at 2:10 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 Village Clubroom (SATURDAY) 2:30 p.m. to 6:30 p.m.
- DATE OF VENUE – JANUARY 12, 2019
- RESIDENT – ALYSIA CARLISLE
- ADDRESS – 1352 AKRON OAKS DRIVE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND – \$100.00
 - DEPOSIT REFUND
- DEPOSIT was via VISA (6351)
 - DATED: 11/6/18
 - INVOICE#: 3
 - BATCH#: 86
 - SEQ#: 3
 - APPROVAL CODE: 551781
 - AMOUNT: \$100.00

2-300-369-105
703

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT
11/06/18	11/06/18	01/12/19	Alysia Carlisle - 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 WEDNESDAY, March 13, 2019 and THURSDAY, March 14, 2019. therefore, if you require immediate attention please email me or leave a message at 904-770-4661 with your

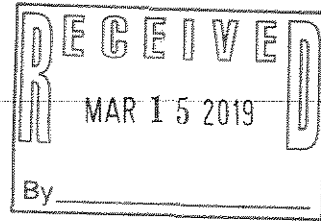
Wanda McReynolds – Venue Coordinator, OakLeaf Plantation
venuerentals@oakleafresidents.com
(904) 770-4661 voice email
(904) 375-9285 ext. 3
www.oakleafresidents.com

Governmental Management Services

www.OakLeafResidents.com

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From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - BLYTHE LONG - unclaimed refund from 2018
Date: March 14, 2019 at 6:40 PM
To: Hannah Smith hsmith@gmstnn.com
Cc: Daniel Laughlin dlaughlin@gmsnf.com



Good evening Hannah,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR aka Oakleaf Village Clubroom (FRIDAY) 10:00 a.m. to 2:00 p.m.
- DATE OF VENUE – JUNE 8, 2018
- ADDRESS – 3750 SILVER BLUFF BLVD #2502, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - DEPOSIT REFUND
- DEPOSIT was via MC (0950)
 - DATED: 4/7/18
 - BATCH#: 11
 - SEQ#: 6
 - INVOICE#: 6
 - APPROVAL CODE: 09132B
 - AMOUNT: \$100.00

2.300-369-103
695

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT
04/07/18	04/07/18	06/08/18	Blythe Long- 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 MONDAY, March 18, 2019 and TUESDAY, March 19, 2019. therefore, if you require immediate attention please email me or leave a message at 904-770-4661 with your name,

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

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

Statement Date: 03/01/2019

GROUP BILLING

Page 2

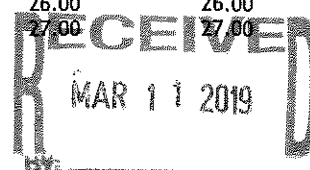


Web Address
 clayelectric.com

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

Sub ID	Account	Reading From	Reading To	Previous Statement Balance	Payments & Credits	Balance Forward	Current Charges	Total Due
1121032-1	4995700	01/15/2019	02/12/2019	895.00	-895.00	.00	697.00	697.00
	4995718	01/15/2019	02/12/2019	42.00	-42.00	.00	445.00	445.00
	5217088	01/15/2019	02/12/2019	2,421.00	-2,421.00	.00	2,229.00	2,229.00
	5347943	01/15/2019	02/12/2019	70.00	-70.00	.00	62.00	62.00
	5379615	02/01/2019	03/01/2019	2,141.00	-2,141.00	.00	2,141.00	2,141.00
	5715289	02/01/2019	03/01/2019	98.00	-98.00	.00	98.00	98.00
	5774021	01/11/2019	02/08/2019	25.00	-25.00	.00	25.00	25.00
	6875140	01/11/2019	02/08/2019	29.00	-29.00	.00	38.00	38.00
	6912612	01/15/2019	02/12/2019	25.00	-25.00	.00	25.00	25.00
	6912620	01/15/2019	02/12/2019	25.00	-25.00	.00	25.00	25.00
	6912653	01/15/2019	02/12/2019	26.00	-26.00	.00	26.00	26.00
	6912661	01/15/2019	02/12/2019	25.00	-25.00	.00	25.00	25.00
	6912687	01/15/2019	02/12/2019	25.00	-25.00	.00	25.00	25.00
	6912695	01/15/2019	02/12/2019	27.00	-27.00	.00	26.00	26.00
	6912703	01/15/2019	02/12/2019	31.00	-31.00	.00	30.00	30.00
	6912729	01/15/2019	02/12/2019	30.00	-30.00	.00	25.00	25.00
	6912737	01/15/2019	02/12/2019	27.00	-27.00	.00	26.00	26.00
	6912752	01/15/2019	02/12/2019	28.00	-28.00	.00	27.00	27.00
	6912760	01/11/2019	02/08/2019	29.00	-29.00	.00	30.00	30.00
	6912778	01/11/2019	02/08/2019	27.00	-27.00	.00	26.00	26.00
	6912786	01/11/2019	02/08/2019	26.00	-26.00	.00	25.00	25.00
	6912810	01/11/2019	02/08/2019	25.00	-25.00	.00	25.00	25.00
	6912828	01/12/2019	02/11/2019	25.00	-25.00	.00	25.00	25.00
	6912836	01/12/2019	02/11/2019	25.00	-25.00	.00	25.00	25.00
	6912869	01/11/2019	02/08/2019	25.00	-25.00	.00	25.00	25.00
	6912877	01/11/2019	02/08/2019	28.00	-28.00	.00	27.00	27.00
	6912893	01/11/2019	02/08/2019	25.00	-25.00	.00	25.00	25.00
	6912901	01/11/2019	02/08/2019	25.00	-25.00	.00	25.00	25.00
	6912919	01/11/2019	02/08/2019	25.00	-25.00	.00	25.00	25.00
	6912927	01/11/2019	02/08/2019	25.00	-25.00	.00	25.00	25.00
	6912943	01/15/2019	02/12/2019	32.00	-32.00	.00	29.00	29.00
	6912950	01/12/2019	02/11/2019	27.00	-27.00	.00	26.00	26.00
	6912968	01/15/2019	02/12/2019	27.00	-27.00	.00	26.00	26.00
	6912976	01/15/2019	02/12/2019	26.00	-26.00	.00	27.00	27.00

* 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 8523
Clay Electric Cooperative, Inc.
 P.O. Box 308
 Keystone Heights, Florida 32656-0308

10

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	
Return this coupon with your payment	Payment Amount
	Write Primary Person No. on check and make payable to: Clay Electric Cooperative, Inc.

Previous Balance Due .00

Current Charges Due 7,345.00

Due Date 03/15/2019

Total Amount Due 7,345.00

75402-2A
 DOUBLE BRANCH COMM DEV DIST
 475 W TOWN PL STE 114
 SAINT AUGUSTINE FL 32092-3649

00000124



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

Statement Date: 03/01/2019

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	01/15/2019	02/12/2019	27.00	-27.00	.00	26.00	26.00
	7332257	01/11/2019	02/08/2019	242.00	-242.00	.00	209.00	209.00
	7332265	02/01/2019	03/01/2019	212.00	-212.00	.00	212.00	212.00
	8684243	01/15/2019	02/12/2019	26.00	-26.00	.00	26.00	26.00
	8763369	01/15/2019	02/12/2019	517.00	-517.00	.00	461.00	461.00
							Subtotal	7,345.00

00000125



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

Statement Date: 03/01/2019

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	02/12/2019	72133	72456	20	6460	29	499570	81671894
			Previous Bill Amount						895.00
			Invoice Payment						-895.00
Dem Read	1.540		Previous Balance						.00
Dem Use	30.800		Energy						525.20
			Access Charge						23.00
			Power Cost Adjustment X 6460 KWH						112.40
			FLA Gross Receipts Tax						16.93
			Clay Co Public Ser Utility Tax						18.91
			Operation Round Up						0.56
			CURRENT CHARGES						697.00
			TOTAL DUE						697.00

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	01/23/2019	6733	6756	40	920	9	499571	17287884
	GS	02/12/2019	0	78	40	3120	20	499571	22275934
			Previous Bill Amount						42.00
			Invoice Payment						-42.00
Dem Read	0.160		Previous Balance						.00
Dem Use	6.400		Energy						328.45
			Access Charge						23.00
			Power Cost Adjustment X 920 KWH						70.30
			FLA Gross Receipts Tax						10.80
			Clay Co Public Ser Utility Tax						12.17
			Operation Round Up						0.28
			CURRENT CHARGES						445.00
			TOTAL DUE						445.00

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	02/12/2019	94722	95007	80	22800	29	499532	81671876
			Previous Bill Amount						2,421.00
			Invoice Payment						-2,421.00
Dem Read	0.780		Previous Balance						.00
Dem Use	62.400		Energy						1,368.00
			Access Charge						80.00
			Demand						271.44
			Power Cost Adjustment X 22800 KWH						396.72
			FLA Gross Receipts Tax						54.22
			Clay Co Public Ser Utility Tax						58.13
			Operation Round Up						0.49
			CURRENT CHARGES						2,229.00
			TOTAL DUE						2,229.00

00000126



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

Statement Date: 03/01/2019

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
	GS	02/12/2019	67882	68236	1	354	29	534794	11582907
		Previous Bill Amount							70.00
		Invoice Payment							-70.00
Dem Read	6.310	Previous Balance							.00
Dem Use	6.310	Energy							28.78
		Access Charge							23.00
		Power Cost Adjustment X 354 KWH							6.16
		FLA Gross Receipts Tax							1.49
		Clay Co Public Ser Utility Tax							1.91
		Operation Round Up							0.66
		CURRENT CHARGES							62.00
		TOTAL DUE							62.00

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							2,141.00
		Invoice Payment							-2,141.00
Dem Read		Previous Balance							.00
Dem Use		Small Outdoor Light							1,375.09
		Pole							633.50
		FLA Gross Receipts Tax							51.47
		Clay Co Public Ser Utility Tax							80.34
		Operation Round Up							0.60
		CURRENT CHARGES							2,141.00
		TOTAL DUE							2,141.00

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							98.00
		Invoice Payment							-98.00
Dem Read		Previous Balance							.00
Dem Use		Small Outdoor Light							91.67
		FLA Gross Receipts Tax							2.35
		Clay Co Public Ser Utility Tax							3.67
		Operation Round Up							0.31
		CURRENT CHARGES							98.00
		TOTAL DUE							98.00

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	02/08/2019	347	348	1	1	29	577402	40591048
		Previous Bill Amount							25.00
		Invoice Payment							-25.00
		CURRENT CHARGES							25.00
		TOTAL DUE							25.00

00000127



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

Statement Date: 03/01/2019

GROUP BILLING DETAIL

Page 6



Web Address
clayelectric.com

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
Dem Read			Previous Balance						.00
Dem Use			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 # 6875140	Name	DOUBLE BRANCH COMM DEV DIST	Loc	373 OAKLEAF VILLAGE CTR 1				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	02/08/2019	6169	6292	1	123	29	687514	26220782
			Previous Bill Amount						29.00
			Invoice Payment						-29.00
Dem Read			Previous Balance						.00
Dem Use			Energy						10.00
			Access Charge						23.00
			Power Cost Adjustment X 123 KWH						2.14
			FLA Gross Receipts Tax						0.90
			Clay Co Public Ser Utility Tax						1.26
			Operation Round Up						0.70
						CURRENT CHARGES			38.00
						TOTAL DUE			38.00
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	02/12/2019	8	9	1	1	29	691261	11007694
			Previous Bill Amount						25.00
			Invoice Payment						-25.00
Dem Read			Previous Balance						.00
Dem Use			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 # 6912620	Name	DOUBLE BRANCH COMM DEV DIST	Loc	304 OAKLEAF VILLAGE PKWY # 1				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	02/12/2019	18458	18458	1	0	29	691262	26220995
			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

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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	02/12/2019	11512	11521	1	9	29	691265	50801500
Dem Read Dem Use			Previous Bill Amount					26.00	
			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					0.95	
			Operation Round Up					0.54	
				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	02/12/2019	17789	17789	1	0	29	691266	26220998
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 # 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	02/12/2019	10105	10105	1	0	29	691268	26220997
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 # 6912695		Name		DOUBLE BRANCH COMM DEV DIST		Loc 529 OAKLEAF VILLAGE PKWY # 1	
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	02/12/2019	16083	16096	1	13	29	691269	26220996
			Previous Bill Amount					27.00	
			Invoice Payment					-27.00	
			CURRENT CHARGES					26.00	
			TOTAL DUE					26.00	

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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
Dem Read			Previous Balance						.00
Dem Use			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 # 6912703	Name	DOUBLE BRANCH COMM DEV DIST	Loc	3925 PLANTATION OAKS BLVD # 1				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	02/12/2019	54594	54639	1	45	29	691270	25203257
			Previous Bill Amount						31.00
			Invoice Payment						-31.00
Dem Read			Previous Balance						.00
Dem Use			Energy						3.66
			Access Charge						23.00
			Power Cost Adjustment X 45 KWH						0.78
			FLA Gross Receipts Tax						0.71
			Clay Co Public Ser Utility Tax						1.05
			Operation Round Up						0.80
						CURRENT CHARGES			30.00
						TOTAL DUE			30.00
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	02/12/2019	13929	13933	1	4	29	691272	24808397
			Previous Bill Amount						30.00
			Invoice Payment						-30.00
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 # 6912737	Name	DOUBLE BRANCH COMM DEV DIST	Loc	3859 PLANTATION OAKS BLVD # 1				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	02/12/2019	16515	16522	1	7	29	691273	26220993
			Previous Bill Amount						27.00
			Invoice Payment						-27.00
						CURRENT CHARGES			26.00
						TOTAL DUE			26.00

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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
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 # 6912752	Name	DOUBLE BRANCH COMM DEV DIST	Loc 3805 PLANTATION OAKS BLVD # 1					
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	02/12/2019	20613	20629	1	16	29	691275	24808306
			Previous Bill Amount						28.00
			Invoice Payment						-28.00
Dem Read			Previous Balance						.00
Dem Use			Energy						1.30
			Access Charge						23.00
			Power Cost Adjustment X 16 KWH						0.28
			FLA Gross Receipts Tax						0.63
			Clay Co Public Ser Utility Tax						0.96
			Operation Round Up						0.83
						CURRENT CHARGES			27.00
						TOTAL DUE			27.00
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	02/08/2019	40185	40235	1	50	29	691276	24808305
			Previous Bill Amount						29.00
			Invoice Payment						-29.00
Dem Read			Previous Balance						.00
Dem Use			Energy						4.07
			Access Charge						23.00
			Power Cost Adjustment X 50 KWH						0.87
			FLA Gross Receipts Tax						0.72
			Clay Co Public Ser Utility Tax						1.06
			Operation Round Up						0.28
						CURRENT CHARGES			30.00
						TOTAL DUE			30.00
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	02/08/2019	9128	9142	1	14	29	691277	26251620
			Previous Bill Amount						27.00
			Invoice Payment						-27.00
						CURRENT CHARGES			26.00
						TOTAL DUE			26.00

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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
Dem Read			Previous Balance						.00
Dem Use			Energy						1.14
			Access Charge						23.00
			Power Cost Adjustment X 14 KWH						0.24
			FLA Gross Receipts Tax						0.63
			Clay Co Public Ser Utility Tax						0.96
			Operation Round Up						0.03
						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	02/08/2019	16638	16642	1	4	29	691278	24808352
			Previous Bill Amount						26.00
			Invoice Payment						-26.00
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 # 6912810	Name	DOUBLE BRANCH COMM DEV DIST	Loc	3801 PLANTATION OAKS BLVD # 1				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	02/08/2019	22535	22535	1	0	29	691281	24808307
			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 # 6912828	Name	DOUBLE BRANCH COMM DEV DIST	Loc	728 BELLSHIRE DR # 1				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	02/11/2019	8571	8571	1	0	31	691282	27670047
			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



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Sub ID 1	Acct # 6912836		Name DOUBLE BRANCH COMM DEV DIST			Loc 721 BELLSHIRE DR # 1			
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	02/11/2019	9190	9192	1	2	31	691283	27670045
Dem Read Dem Use			Previous Bill Amount					25.00	
			Invoice Payment					-25.00	
			Previous Balance					.00	
			Energy					0.16	
			Access Charge					23.00	
			Power Cost Adjustment X 2 KWH					0.03	
			FLA Gross Receipts Tax					0.59	
			Clay Co Public Ser Utility Tax					0.93	
			Operation Round Up					0.29	
						CURRENT CHARGES		25.00	
					TOTAL DUE		25.00		

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	02/08/2019	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	02/08/2019	17551	17571	1	20	29	691287	26251622
Dem Read Dem Use			Previous Bill Amount					28.00	
			Invoice Payment					-28.00	
			Previous Balance					.00	
			Energy					1.63	
			Access Charge					23.00	
			Power Cost Adjustment X 20 KWH					0.35	
			FLA Gross Receipts Tax					0.64	
			Clay Co Public Ser Utility Tax					0.98	
			Operation Round Up					0.40	
								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	02/08/2019	11830	11830	1	0	29	691289	26251619	
		Previous Bill Amount					25.00		
		Invoice Payment					<div>-25.00</div>		
		CURRENT CHARGES					<div>25.00</div>		
		TOTAL DUE					25.00		

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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	
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
									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	02/08/2019	10036	10036	1	0	29	691290	25007136	
		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
									25.00

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	02/08/2019	15104	15104	1	0	29	691291	26251621	
		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
									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	02/08/2019	9016	9016	1	0	29	691292	25007134	
		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
									25.00



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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	02/12/2019	30509	30543	1	34	29	691294	24808308
Dem Read Dem Use			Previous Bill Amount						32.00
			Invoice Payment						-32.00
			Previous Balance						.00
			Energy						2.76
			Access Charge						23.00
			Power Cost Adjustment X 34 KWH						0.59
			FLA Gross Receipts Tax						0.68
			Clay Co Public Ser Utility Tax						1.01
			Operation Round Up						0.96
						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	02/11/2019	19745	19750	1	5	31	691295	26251625
Dem Read Dem Use			Previous Bill Amount						27.00
			Invoice Payment						-27.00
			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 # 6912968		Name DOUBLE BRANCH COMM DEV DIST			Loc 308 OAKLEAF VILLAGE PKWY # 1			
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	02/12/2019	3303	3312	1	9	29	691296	43357093
Dem Read Dem Use			Previous Bill Amount						27.00
			Invoice Payment						-27.00
			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						0.95
			Operation Round Up						0.54

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	02/12/2019	15340	15357	1	17	29	691297	40591147
		Previous Bill Amount					26.00	
		Invoice Payment					-26.00	
		CURRENT CHARGES					27.00	
		TOTAL DUE					27.00	

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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
Dem Read			Previous Balance						.00
Dem Use			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 # 7131527	Name	DOUBLE BRANCH COMM DEV DIST	Loc	3206 SILVER BLUFF BLVD # 1				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	02/12/2019	9515	9528	1	13	29	713152	28837107
			Previous Bill Amount						27.00
			Invoice Payment						-27.00
Dem Read			Previous Balance						.00
Dem Use			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 # 7332257	Name	DOUBLE BRANCH COMM DEV DIST	Loc	3168 STONEBRIER RIDGE DR NEXTT				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	02/08/2019	92443	94214	1	1771	29	489354	07557514
			Previous Bill Amount						242.00
			Invoice Payment						-242.00
Dem Read	6.940		Previous Balance						.00
Dem Use	6.940		Energy						143.98
			Access Charge						23.00
			Power Cost Adjustment X 1771 KWH						30.82
			FLA Gross Receipts Tax						5.07
			Clay Co Public Ser Utility Tax						5.85
			Operation Round Up						0.28
						CURRENT CHARGES			209.00
						TOTAL DUE			209.00
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						212.00
			Invoice Payment						-212.00
Dem Read			Previous Balance						.00
Dem Use			Small Outdoor Light						198.62
			FLA Gross Receipts Tax						5.09
			Clay Co Public Ser Utility Tax						7.94
			Operation Round Up						0.35
						CURRENT CHARGES			212.00
						TOTAL DUE			212.00

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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	02/12/2019	343	348	1	5	29	868424	40935673

Dem Read Dem Use	Previous Bill Amount	26.00
	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

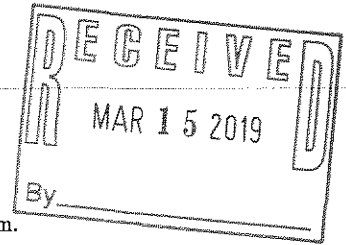
Sub ID 1	Acct # 8763369	Name	DOUBLE BRANCH COMM DEV DIST	Loc	382 OAKLEAF VILLAGE PKWY			
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
GS	02/12/2019	22848	27037	1	4189	29	8763369	13794545

Dem Read Dem Use	Previous Bill Amount	517.00
	Invoice Payment	-517.00
	Previous Balance	.00
	Energy	340.57
	Access Charge	23.00
	Power Cost Adjustment X 4189 KWH	72.89
	FLA Gross Receipts Tax	11.18
	Clay Co Public Ser Utility Tax	12.59
	Operation Round Up	0.77
	CURRENT CHARGES	461.00
TOTAL DUE		461.00

Sub-Group # 1 Current Charges	7,345.00
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00000137

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - CRYSTAL CONNER JOSEPH - unclaimed refund
Date: March 14, 2019 at 7:46 PM
To: Hannah Smith hsmith@gmstnn.com
Cc: Daniel Laughlin dlaughlin@gmsnf.com



Good evening Hannah,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR aka Oakleaf Village Clubroom (SATURDAY) 10:00 a.m. to 2:00 p.m.
- DATE OF VENUE – DECEMBER 8, 2018
- RESIDENT – CRYSTAL CONNER JOSEPH
- ADDRESS – 575 OAKLEAF PLANTATION PARKWAY #908, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - DEPOSIT REFUND
- DEPOSIT was via VISA (7310)
 - DATED: 11/17/18
 - BATCH#: 90
 - SEQ#: 2
 - INVOICE#: 2
 - APPROVAL CODE: 081470
 - AMOUNT: \$100.00

2-300-369-103
~~018~~ 699

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT
11/17/18	11/17/18	12/08/18	Crystal Joseph - 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 MONDAY, March 18, 2019 and TUESDAY, March 19, 2019, therefore, if you require immediate attention please email me or leave a message at 904-770-4661 with your name.

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

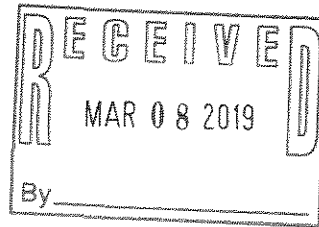
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Governmental Management Services, LLC
1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 2050
Invoice Date: 3/5/19
Due Date: 3/5/19
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 February 28, 2019	25.96	25.00	649.00
<i>Amenities Revenue</i> <i>2,369,103</i> <i>92</i>			
Total			\$649.00
Payments/Credits			\$0.00
Balance Due			\$649.00

ZMW
3, 7, 19

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>
25.96	Facility Event Staff	\$ 25.00	\$ 649.00

Covers Period End: February 28, 2019

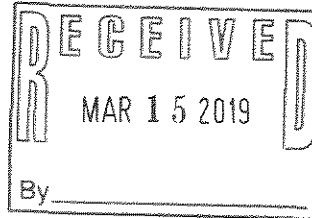
Amenities Revenue # 2-369-103

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

Invoice

Invoice #: 2051
Invoice Date: 3/12/19
Due Date: 3/12/19
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 Maintenance February 1 - February 28, 2019		7,766.05	7,766.05
Maintenance Supplies		1,387.88	1,387.88
Facility Maint. - Gen, 2, 572, 4660		\$ 2260, 00	
Facility Maint. - Conting, 2, 572, 4662		\$ 2430, 00	
Lighting Repairs 2, 320, 572, 4663		\$ 709, 00	
Facility Maint. - General (Fitness) 330, 572, 4710		\$ 228, 00	
Common Area Maint. 2, 572, 4640		\$ 1876, 00	
Repairs/Replace 2, 572, 6310		\$ 1190, 93	
Pool Maint. 2, 320, 572, 4630 92		\$ 460, 00	
Total			\$9,153.93
Payments/Credits			\$0.00
Balance Due			\$9,153.93

RAW
3,12,19

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF FEBRUARY 2019

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
2/1/19	2	E.T.	Removed debris along Loop Rd., repaired fence at community park
2/1/19	6	G.S.	Performed maintenance EZ-GO cart, removed debris from ponds, common areas, playground, roadways and Amenity Center
2/4/19	6	G.S.	Cleaned up major trash and debris spill on road, removed debris from common areas, Amenity Center, parking lot, entrances, walkways, medians, replaced trash can liners as needed
2/4/19	3	C.C.	Clean Pools
2/5/19	4	E.T.	Cleaned and organized pool pac area, discarded bad chemicals left behind from previous supplier, cleaned filter on lap pool, family pool and spray ground area, performed playground equipment inspection and removed broken rocking horse
2/5/19	8	T.C.	Removed and cleaned duck feces from duck bridge, pool deck and patio, cleaned and organized life guard building and put Christmas decorations in attic
2/5/19	4	C.C.	Clean Pools
2/6/19	3	E.T.	Repaired and reinstalled rocking horse on playground, performed light inspection in community made any repairs as needed
2/6/19	6	T.C.	Removed old ceiling fans on pool deck and patio areas, replaced with new ones, removed and cleaned duck feces from duck bridge, pool deck and patio
2/6/19	6	G.S.	Removed debris from common areas, Amenity Center, parking lot, medians, roadways, common areas, replaced trash can liners as needed
2/7/19	4	B.M.	Repaired broken playground equipment, removed broken pool deck and patio furniture, removed debris from parking lot and roadways
2/7/19	4	T.C.	Removed old ceiling fans and installed new ones on pool deck patio, cleaned pool deck and duck bridge
2/7/19	2	G.S.	Picked up supplies, removed debris from common areas, roadways, Amenity Center and medians
2/7/19	4	C.C.	Clean Pools
2/8/19	4	E.T.	Installed A/C outlet on pool Pac equipment for sump pump, lowered water level on lap pool and cleaned tile, checked chemicals and added as needed
2/8/19	8	T.C.	Assisted with set up for Polar Plunge, repaired clay roof tiles on Amenity Center, cleaned duck feces from duck bridge, patio and pool deck, watered plants around pool deck
2/8/19	4	C.C.	Clean Pools
2/11/19	4	T.C.	Performed light inspection, changed light in fitness center, removed and cleaned duck bridge, pool deck and patio of duck feces
2/11/19	5	G.S.	Removed debris from common areas, Amenity Center, parking lot, medians, roadways, common areas and ponds, replaced trash can liners as needed
2/12/19	4	T.C.	Watered plants around pool deck and patio, removed and cleaned duck bridge, patio and pool deck of duck feces
2/13/19	2	T.C.	Removed and cleaned duck feces from pool deck, patio and duck bridge
2/13/19	8	G.S.	Removed debris from pond, common areas, Amenity Center, parking lot, medians and roadways
2/14/19	2	T.C.	Removed and cleaned pool deck, patio and duck bridge of duck feces
2/15/19	4	D.B.	Removed duck feces and debris from duck bridge and pool decks, watered plants around pool deck
2/15/19	6	G.S.	Removed trash and debris in all common areas
2/18/19	2	T.C.	Cleaned duck bridge and pool decks
2/19/19	4	T.C.	Removed and cleaned duck feces from duck bridge, cleaned pool decks, water plants on pool deck
2/19/19	4	G.S.	Removed debris from common areas, Amenity Center and roadways
2/20/19	2	B.M.	Unloaded New Pool Furniture
2/20/19	8	T.C.	Unloaded, unwrapped and rearranged new pool furniture, cleaned duck feces from duck bridge, cleaned and removed debris from pool decks
2/20/19	5	G.S.	Inspected and caulked taped broken playground equipment, picked up supplies, removed debris from Amenity center and common areas
2/21/19	8	T.C.	Removed broken gate, took the gate to shop to be repaired and worked on rebuilding gate, cleaned duck bridge and pool decks

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF FEBRUARY 2019

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
2/22/19	8	G.S.	Removed trash and debris from Amenity Center, roadways and all common areas
2/22/19	2	C.C.	Brushed, skinned and vacuumed lap and family pool
2/25/19	8	T.C.	Assisted with light inspection and changing to LED lights on basketball and tennis courts, trimmed trees around sports court
2/25/19	6	G.S.	Trimmed trees around Tennis courts, removed debris from Amenity Center, roads, all common areas
2/25/19	9.5	J.L.	Installed new LED light fixtures, demo'd 12 old light fixtures
2/26/19	8	T.C.	Assisted with changing to LED lights on basketball and tennis courts, trimmed trees around courts
2/26/19	5	G.S.	Performed maintenance work on chainsaw, trimmed trees at basketball courts
2/26/19	10.5	J.L.	Installed 8 new LED light fixtures, replaced new LED light fixture that was faulty
2/27/19	8	D.B.	Cleaned all lakes and outfalls
2/27/19	8	T.C.	Continued on changing to LED lights on basketball and tennis courts, repaired windscreen and courts, cleaned duck feces from duck bridge and cleaned pool decks
2/27/19	6	G.S.	Removed debris from Amenity Center and all common areas, replaced trash can liners and needed
2/27/19	5	J.L.	Spray foamed 10 LED lights fixtures for water intrusion, replaced 4 halide bulbs in old fixtures and cleaned lenses, installed new LED light fixture
2/28/19	4	T.C.	Removed wrapping from new pool furniture for pool deck, cleaned duck feces from duck bridge and pool decks
2/28/19	6	G.S.	Removed trash from ponds and debris from all common areas, roadways and Amenity Center

TOTAL 236

MILES 481

*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

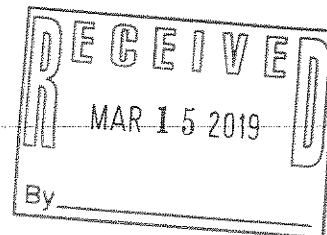
MAINTENANCE BILLABLE PURCHASES

Period Ending 03/5/19

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DB				
DOUBLE BRANCH				
	2/5/19	Schlage keys (10)	25.19	J.S.
	2/5/19	1/2" Hose Bibb (3)	33.95	B.M.
	2/5/19	Extension cord 15ft	12.62	B.M.
	2/5/19	Extension cord 16ft (2)	18.33	B.M.
	2/5/19	10ft Water hose (2)	32.15	B.M.
	2/6/19	2 in 1 towels	4.59	T.C.
	2/6/19	Bleach	4.23	T.C.
	2/6/19	Pine-Sol	19.71	T.C.
	2/6/19	Bleach	4.23	B.M.
	2/6/19	Hex Bolts (2)	2.58	B.M.
	2/6/19	Hex nuts (2)	0.97	B.M.
	2/6/19	1/2" Lock washers (2)	0.64	B.M.
	2/8/19	Schlage deadbolt (5)	155.14	J.S.
	2/8/19	Schlage keys (10)	25.19	J.S.
	2/8/19	Paragon snocone	289.77	J.S.
	2/8/19	Paragon cotton candy	314.92	J.S.
	2/6/19	Rigid lock nut 2" steel	4.65	B.M.
	2/8/19	Wall outlet	0.66	B.M.
	2/8/19	Male terminal adapter (4)	5.20	B.M.
	2/8/19	32 qt polling soil (6)	51.54	B.M.
	2/13/19	ECS 15w Dim ES LED (2pk)	9.69	B.M.
	2/14/19	Extreme Mounting Tape	11.47	T.C.
	2/14/19	Mop Refill (3pk)	9.76	T.C.
	2/14/19	Dust Mop Head (2)	13.77	T.C.
	2/14/19	Lemon Pine sol	9.86	T.C.
	2/16/19	20v drill	102.35	J.S.
	2/19/19	1 gallon sprayer	6.16	J.S.
	2/19/19	Sprayer nozzle and wand	9.17	J.S.
	2/20/19	3 amp glass fuse	2.06	J.S.
	2/21/19	Rivets(2)	12.58	T.C.
	2/21/19	Propane torch kit	22.97	T.C.
	2/25/19	Hex nuts (10pk)	6.84	T.C.
	2/25/19	Lockwasher (Med)	5.23	T.C.
	2/25/19	Lockwasher	5.23	T.C.
	2/25/19	Hex bolts (100pk)	22.48	T.C.
	2/25/19	Hybrid socket set	34.47	T.C.
	2/26/19	3pc. Socket driver adapter	9.17	T.C.
	2/26/19	11mm socket	4.34	T.C.
	2/26/19	Great stuff gaps and cracks	13.25	T.C.
	2/26/19	3/16 Allen bit set (2)	37.12	J.L.
	2/26/19	Propane Gas Cylinder	3.99	J.L.
	2/26/19	WD40	4.91	T.C.
	2/27/19	1 qt. Acetone	10.29	J.L.
	2/27/19	Rags(6 pack)	3.43	J.L.
	2/27/19	Wire Nuts / Tan	4.55	J.L.
	2/27/19	Wire Nuts / Red	2.97	J.L.
	2/27/19	Wire Nuts /Yellow	4.65	J.L.

TOTAL \$1,387.88

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - HEYDI CEPEDA - unclaimed refund from 2018
Date: March 14, 2019 at 7:26 PM
To: Hannah Smith hsmith@gmstnn.com
Cc: Daniel Laughlin dlaughlin@gmsnf.com



Good evening Hannah,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR aka Oakleaf Village Clubroom (SATURDAY) 2:30 p.m. to 6:30 p.m.
- DATE OF VENUE – AUGUST 11, 2018
- RESIDENT – HEYDI CEPEDA
- ADDRESS – 3488 WATERFORD OAKS DRIVE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - DEPOSIT REFUND
- DEPOSIT was via VISA (1073)
 - DATED: 5/25/18
 - BATCH#: 32
 - SEQ#: 2
 - INVOICE#: 2
 - APPROVAL CODE: 031590
 - AMOUNT: \$100.00

2-300-369-103
1073 623

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT
05/25/18	05/25/18	08/11/18	Heydi Cepeda - 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 MONDAY, March 18, 2019 and TUESDAY, March 19, 2019, therefore, if you require immediate attention please email me or leave a message at 904-770-4661 with your name,

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

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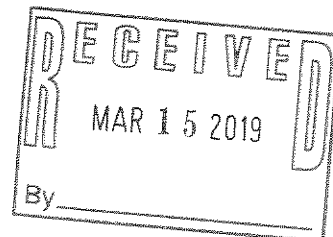
From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - KAREN LAFLEUR - unclaimed refund from 2018
Date: March 14, 2019 at 6:05 PM
To: Hannah Smith hsmith@gmstnn.com
Cc: Daniel Laughlin dlaughlin@gmsnf.com

Good evening Hannah,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR aka Oakleaf Village Clubroom (SATURDAY) 2:30 p.m. to 6:30 p.m.
- DATE OF VENUE – April 21, 2018
- RESIDENT – KAREN LAFLEUR
- ADDRESS – 720 TIMBERMILL LANE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - DEPOSIT REFUND
- DEPOSIT was via AMEX (1008)
 - DATED: 3/31/18
 - BATCH#: 9
 - SEQ#: 2
 - INVOICE#: 2
 - APPROVAL CODE: 886254
 - AMOUNT: \$100.00

2,300.369.103
697



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT
03/31/18	03/31/18	04/21/18	Karen L LaFleur - 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 MONDAY, March 18, 2019 and TUESDAY, March 19, 2019, therefore, if you require immediate attention please email me or leave a message at 904-770-4661 with your name,

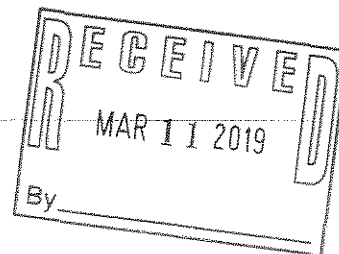
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From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - MARKALE GRAHAM
Date: March 8, 2019 at 6:45 PM
To: Hannah Smith hsmith@gmstnn.com
Cc: Daniel Laughlin dlaughlin@gmsnf.com



Good evening Hannah,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR aka Oakleaf Village Clubroom (SATURDAY) 2:30 p.m. to 6:30 p.m.
- DATE OF VENUE – FEBRUARY 23, 2019
- RESIDENT – MARKALE GRAHAM
- ADDRESS – 504 TANNERSTONE COURT, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - DEPOSIT REFUND
- DEPOSIT was via VISA (4177)
 - DATED: 1/20/19
 - INVOICE#: 2
 - BATCH#: 106
 - SEQ#: 2
 - APPROVAL CODE: 106057
 - AMOUNT: \$100.00

2300-369-103
701

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT
01/20/19	01/20/19	02/23/19	Markale Graham - 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, March 13, 2019 and THURSDAY, March 14, 2019, therefore, if you require immediate attention please email me or leave a message at 904-770-4661 with your name.

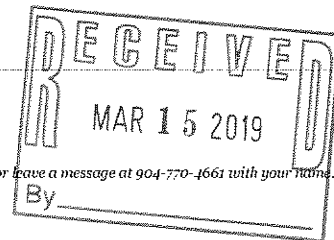
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From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: Re: DBCDD refund of deposit request - MELANIE BUSH - unclaimed refund from 2018
Date: March 14, 2019 at 6:35 PM
To: Hannah Smith hsmith@gmstnn.com
Cc: Daniel Laughlin dlaughlin@gmsnf.com



CORRECTION TO DATE OF EVENT: SHOULD BE THURSDAY, APRIL 19, 2019

I will be out of the office MONDAY, March 18, 2019 and TUESDAY, March 19, 2019, therefore, if you require immediate attention please email me or leave a message at 904-770-4661 with your name.

Wanda McReynolds – Venue Coordinator, OakLeaf Plantation
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On Thu, Mar 14, 2019 at 6:16 PM Oakleaf Venues <venuerentals@oakleafresidents.com> wrote:
Good afternoon Hannah,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR aka Oakleaf Village Clubroom (THURSDAY) 6:30 p.m. to 8:30 p.m.
- DATE OF VENUE – APRIL 21, 2018
- RESIDENT – MELANIE BUSH
- ADDRESS – 3179 CHESTNUT RIDGE WAY ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - DEPOSIT REFUND
- DEPOSIT was via CHECK drawn on CHASE:
 - DATED: 4/5/18
 - CHECK#: 1054
 - DEPOSITED: 4/5/18
 - AMOUNT: \$100.00

2-300-369-103
696

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT
04/05/18	04/07/18	04/19/18	Melanie T. Hutton-Bush - 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 MONDAY, March 18, 2019 and TUESDAY, March 19, 2019, therefore, if you require immediate attention please email me or leave a message at 904-770-4661 with your name.

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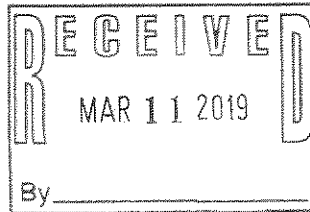
Governmental Management Services

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Clay County Sheriff's Office

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

**INVOICE**

INVOICE DATE: MARCH 11, 2019
WEEK OF: 3/1/19-3/7/19

TO:

Double Branch CDD & Middle Village CDD
370 Oakleaf Village Parkway
Orange Park, FL 32065

FOR:

Oakleaf Amenities Manager
and
Brian Sanchez

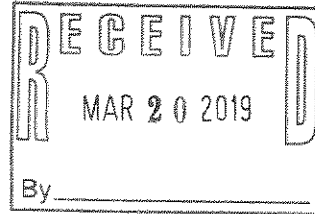
DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
3/1/19	BEN SIMMONS	1700-2300	6	30.00	180.00
3/2/19	BEN SIMMONS	1700-2300	6	30.00	180.00
3/2/19	WAYNE SIMANDL	1700-2300	6	30.00	180.00
3/3/19	BRYAN SMITH	1700-2300	6	30.00	180.00
3/4/19	DAVID VOLLER	1700-2300	6	30.00	180.00
3/5/19	BEN WASE	1830-0030	6	30.00	180.00
3/6/19	MATTHEW WILLIAMS	1630-2230	6	30.00	180.00
3/7/19	DAVID VOLLER	1700-2300	6	30.00	180.00
DEPUTY SIGNATURE:				TOTAL	\$1440.00/2
					\$720.00

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**

INVOICE DATE: MARCH 19, 2019
WEEK OF: 3/8/19-3/14/19

TO:

Double Branch CDD & Middle Village CDD
370 Oakleaf Village Parkway
Orange Park, FL 32065

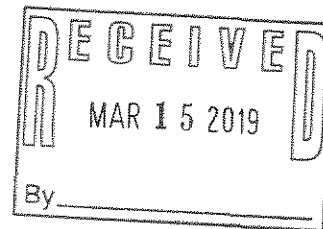
FOR:

Oakleaf Amenities Manager
and
Brian Sanchez

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
3/8/19	WAYNE SIMANDL	1700-2300	6	30.00	180.00
3/9/19	ANDRE MACK	1830-0030	6	30.00	180.00
3/10/19	BRYAN SMITH	1700-2300	6	30.00	180.00
3/11/19	BEN SIMMONS	1700-2300	6	30.00	180.00
3/12/19	JOHN DRURY	1700-2100	4	30.00	120.00
3/13/19	BEN WASE	1800-0000	6	30.00	180.00
3/14/19	JOHN DRURY	1700-2100	4	30.00	120.00
DEPUTY SIGNATURE:				TOTAL	\$1140.00/2
					\$ 570.00

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

THANK YOU FOR YOUR BUSINESS!



Order Confirmation

Thank you again for shopping at Pool Supply Unlimited. We hope you enjoy your new purchase! Your order number is **03453290**. Please see your order confirmation below:

Order Summary

Order Date: 03/11/2019
Order Number: 03453290

Shipping Carrier: Freight

Shipping Address:
GMS LLC
Jay Soriano
370 Oakleaf Village pkwy
Orange Park, FL 32065

Items In This Order

Item #	Description	Price	Qty	Total
136254	Pentair Intellibrite 5G WHITE Pool Light for Inground Pools 12V LED 300W 150' Cord 601108	\$460.00	10	\$4,600.00

Code to: Split 50/50

Double Branch Repair and Replacements

2.320.57200.63100 \$2,367.50 683

Middle Village Repair and Replacements

34-600-538-64000

SubTotal: \$4,600.00

Shipping: \$135.00

Tax: \$0.00

Total: **\$4,735.00**

Order Notes: Net 15 terms**** Customer provided part number. Jonathan
If you have questions, please call us at (888) 836-6025.
Sincerely,

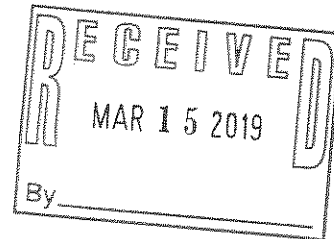
Pool Supply Unlimited Customer Service
poolsupplyunlimited.com

* Arrival dates vary based on shipping methods and the time your order was placed.

IMPORTANT

Do not discard the product packaging or boxes. No return will be accepted without the original packaging or boxes.

If you are not the intended recipient or have received this e-mail in error, please delete immediately. Any dissemination, distribution or copying of this message by any person other than the intended recipient is strictly prohibited.



Order Confirmation

Thank you again for shopping at Pool Supply Unlimited. We hope you enjoy your new purchase! Your order number is **03453838**. Please see your order confirmation below:

Order Summary

Order Date: 03/12/2019
Order Number: 03453838

Shipping Address:
Jay Soriano
370 Oakleaf Village Parkway
Orange Park, FL 32065

Shipping Carrier: Freight

Items In This Order

Item #	Description	Price	Qty	Total
92740	FC-9740 ANTHONY GRID DE SQ 13.5"x24"	\$16.96	51	\$864.96
92741	FC-9750 ANTHONY GRID DE SQ 17.5"x24"	\$19.43	155	\$3,011.65

Code to: Split

Double Branch Repair and Replacements
2.320.57200.63100 (\$1856.81) 683

Middle Village Repair and Replacements
34-600-538-64000 (\$2154.80)

SubTotal: \$3,876.61

Shipping: \$135.00

Tax: \$0.00

Total: **\$4,011.61**

Order Notes: Net 30 Terms****Customer provided part number,Jonathan

If you have questions, please call us at (888) 836-6025.

Sincerely,

Pool Supply Unlimited Customer Service
poolsupplyunlimited.com

* Arrival dates vary based on shipping methods and the time your order was placed.

IMPORTANT

Do not discard the product packaging or boxes. No return will be accepted without the original packaging or boxes.

If you are not the intended recipient or have received this e-mail in error, please delete immediately. Any dissemination, distribution or copying of this message by any person other than the intended recipient is strictly prohibited.



Workers' Comp Invoice

Amount Due \$286.34
 Policy Number 0520-57489
 Invoice Level Policy
 Invoice Date 03/02/2019
 Invoice ID 10900068

Contact Us

Double Branch Comm Development District
 475 W Town Pl
 St Augustine, FL 32092-3648

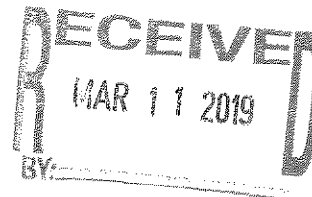
Customer Service: 800-282-7648
 Review Policy/Make a Payment: www.summitholdings.com

Agency: Eg's Insurance and Risk Advisors

Agency Phone: 407-401-7171

Unit	State	Policy Term	Description	Due Date	EFT Draft Date	Amount Due
			Receipts - Thank you for your payment			\$(40.36)
			Current Invoice			
FL		03/23/2019-03/23/2020	Expense Constant	03/23/2019		\$160.00
FL		03/23/2019-03/23/2020	Workers' Comp Policy	03/23/2019		\$166.70

2.31.513.45
 468



\$286.34

If payment has been made to satisfy the total due, please disregard this notice.

▼ Please fold, detach at perforation and return bottom portion with your payment in the enclosed envelope.

Invoice Date: 03/02/2019

Invoice ID: 10900068



Electronic Funds Transfer Authorization or Changes (See Reverse). EFT not available for WebCap Customers.

For Specific Due Date Reference Above		
Policy Number 0520-57489		
EFT Amount to Be Drafted (See Reverse)	Current Charges Due via Check/Online Payment	This is a Credit - Do Not Pay
\$0.00	\$326.70	\$(40.36)
Total		\$286.34

Amount Paid:

RetailFirst Insurance Company
 P.O. Box 32034
 Lakeland, FL 33802-2034

Double Branch Comm Development District
 475 W Town Pl
 St Augustine, FL 32092-3648

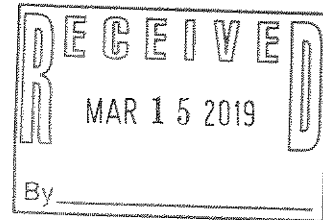
From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - RUSSELL JEFFARES - unclaimed refund from 21
Date: March 14, 2019 at 7:39 PM
To: Hannah Smith hsmith@gmstnn.com
Cc: Daniel Laughlin dlaughlin@gmsnf.com

Good evening Hannah,

Please make the following refund at your earliest opportunity:

2300-369-103
693

- o LOCATION -- OVCR aka Oakleaf Village Clubroom (WEDNESDAY) 7:00. to 9:00 p.m.
- o DATE OF VENUE -- SEPTEMBER 26, 2018
- o RESIDENT -- RUSSELL JEFFARES
- o ADDRESS -- 3312 VILLAGE OAKS LANE, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND - \$100.00
 - DEPOSIT REFUND
- o DEPOSIT was via MASTERCARD (1851)
 - DATED: 9/13/18
 - BATCH#: 68
 - SEQ#: 4
 - INVOICE#: 4
 - APPROVAL CODE: 06857P
 - AMOUNT: \$100.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT
09/13/18	09/13/18	09/26/18	Russell Jeffares - 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 MONDAY, March 18, 2019 and TUESDAY, March 19, 2019, therefore, if you require immediate attention please email me or leave a message at 904-770-4661 with your name.

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

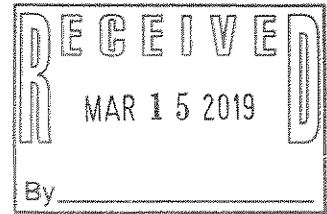
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From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - SABRINA FRANCIS

Date: March 16, 2019 at 6:56 PM

To: Hannah Smith hsmith@gmstnn.com

Cc: Daniel Laughlin dlaughlin@gmsnf.com, Oakleaf Venues venuerentals@oakleafresidents.com



Good evening Hannah,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR aka Oakleaf Village Clubroom (SATURDAY) 2:30 p.m. to 6:30 p.m.
- DATE OF VENUE – MARCH 9, 2019
- RESIDENT – SABRINA FRANCIS
- ADDRESS – 3424 BILTMORE WAY, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - DEPOSIT REFUND
- DEPOSIT was via VISA (0251)
 - DATED: 2/15/19
 - SEQ#: 2
 - BATCH#: 112
 - INVOICE#: 2
 - APPROVAL CODE: 07880B
 - AMOUNT: \$100.00

2.300.369.103

692

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	E
02/15/19	02/15/19	03/09/19	Sabrina Francis - 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 MONDAY, March 18, 2019 and TUESDAY, March 19, 2019, therefore, if you require immediate attention please email me or leave a message at 904-770-4661 with your name

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

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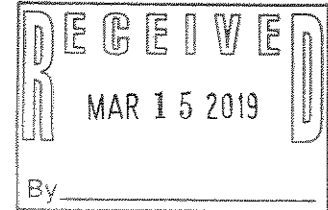
From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - SEAN OSBORNE - unclaimed refund from 2018
Date: March 14, 2019 at 7:32 PM
To: Hannah Smith hsmith@gmstnn.com
Cc: Daniel Laughlin dlaughlin@gmsnf.com

Good evening Hannah,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR aka Oakleaf Village Clubroom (SATURDAY) 2:30 p.m. to 6:30 p.m.
- DATE OF VENUE – SEPTEMBER 22, 2018
- RESIDENT – SEAN OSBORNE
- ADDRESS – 3514 OLD VILLAGE DRIVE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - DEPOSIT REFUND
- DEPOSIT was via VISA (7868)
 - DATED: 9/1/18
 - BATCH#: 65
 - SEQ#: 2
 - INVOICE#: 2
 - APPROVAL CODE: 09512C
 - AMOUNT: \$100.00

2-300-369-103
694



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT
09/01/18	09/01/18	09/22/18	Sean Osborne - 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 MONDAY, March 18, 2019 and TUESDAY, March 19, 2019, therefore, if you require immediate attention please email me or leave a message at 904-770-4661 with your name,

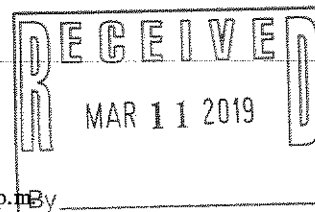
Wanda McReynolds – Venue Coordinator, OakLeaf Plantation
venuerentals@oakleafresidents.com
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From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - SHARON CULPEPPER
Date: March 8, 2019 at 6:41 PM
To: Hannah Smith hsmith@gmstnn.com
Cc: Daniel Laughlin dlaughlin@gmsnf.com



Good evening Hannah,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR aka Oakleaf Village Clubroom (SUNDAY) 1:30 p.m. to 5:30 p.m.
- DATE OF VENUE – FEBRUARY 17, 2019
- RESIDENT – SHARON CULPEPPER
- ADDRESS – 3630-G CRESWICK CIRCLE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - DEPOSIT REFUND
- DEPOSIT was via VISA (7872)
 - DATED: 10/12/18
 - INVOICE#: 2
 - BATCH#: 79
 - SEQ#: 2
 - APPROVAL CODE: 092244
 - AMOUNT: \$100.00

2-300-369-103
700

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT
10/12/18	10/12/18	02/17/18	Sharon Culpepper - OVCR DEPOSIT	DEPOSIT	\$ 100.00

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

Thank you.

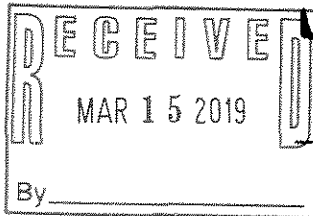
I will be out of the office WEDNESDAY, March 13, 2019 and THURSDAY, March 14, 2019, therefore, if you require immediate attention please email me or leave a message at 904-770-4661 with your request.

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

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SoutheastFITNESS

R E P A I R

Equipment Repair & Maintenance

Invoice # 10349B

14476 Duval Place West, Suite 208 • Jacksonville, FL 32218
Office: 904.683.1439 • Fax: 904.683.1624
southeastfitnessrepair@comcast.net

Facility Name: Double Branch
Facility Address: 370 OAKLEAF VILLAGE PKY.
Billing Address: O.P. FL 32065
Contact & Phone:
Reason for Call: REMAINING BALANCE

Date: 2-22-18
Payment is due within 30 days
of invoice date.

	Description	Part #	Part Cost	Qty	Total
1	Remaining Balance on				
2	Inv# 10349A - Labor took				
3	a little longer				105.00
4					
5	Code to:				
6	Double Branch Repair and Replacements				
7	2.320.57200.63100				
8					
9					
10					
Comments:			Parts Total		105.00
			Labor		—
			Travel		—
			Shipping		—
			Misc.		—
			Tax		—
			Balance		105.00

305

Technician:

Customer signature upon completion of work:

[Signature]
x Per J.S.

Thank you for your business.

A late charge of \$30 will be accrued per month of delinquency.

SoutheastFitness

REPAIR

Equipment Repair & Maintenance

14476 Duval Place West, Suite 208 • Jacksonville, FL 32218

Office: 904.683.1439 • Fax: 904.683.1624

southeastfitnessrepair@comcast.net

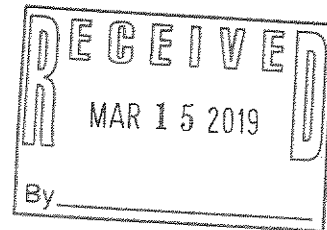
www.southeastfitnessrepair.com

Invoice # 10436A

Facility Name:	Double Branch
Facility Address:	Oakleaf Village Attn: Lynne 370 Oakleaf Village Parkway Orange Park, Florida 32065
Billing Address:	Oakleaf Village Attn: Lynne 370 Oakleaf Village Parkway Orange Park, Florida 32065
Contact & Phone:	
Reason for call:	TRUE TM S/N 12-TCS500154A - LOWER CONTROL BOARD. JAY 904-562-0249

Date: 06-Mar-2019

Payment is due within 30 days of
invoice date.



Description	Part #	Part Cost	QTY	Total
TRAVEL 1 - 60 MILES: TRAVEL 1 - 60 MILES		0.00	1.00	0.00
MINIMUM SHIPPING: MINIMUM SHIPPING	MINIMUM SHIPPING	33.00	1.00	33.00
LABOR PER HOUR 1 TECH: LABOR PER HOUR 1 TECH		60.00	0.50	30.00
TRUE - TCS TM - LOWER CONTROL BOARD: TRUE - TCS TM - LOWER CONTROL BOARD	9CST0002	968.00	1.00	968.00
Comments:			<i>Parts Total</i>	1,031.00
			<i>Tax</i>	0.00
			<i>Balance</i>	1,031.00

Technician: FRANK HARDY

Thank you for your business.

Code to:

**Double Branch Repair and Replacements
2.320.57200.63100**

305

SoutheastFitness

REPAIR

Equipment Repair & Maintenance

14476 Duval Place West, Suite 208 • Jacksonville, FL 32218

Office: 904.683.1439 • Fax: 904.683.1624

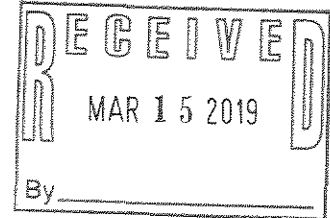
southeastfitnessrepair@comcast.net

www.southeastfitnessrepair.com

Invoice # 10457D

Facility Name:	Double Branch
Facility Address:	Oakleaf Village Attn: Lynne 370 Oakleaf Village Parkway Orange Park, Florida 32065
Billing Address:	Oakleaf Village Attn: Lynne 370 Oakleaf Village Parkway Orange Park, Florida 32065
Contact & Phone:	
Reason for call:	BIMONTHLY PM VISIT 4 TREADMILLS 3 ELLIPTICALS 2 BIKES 1 MULTI STATION 10 SINGLE STATIONS \$278.40

Date: 06-Mar-2019
Payment is due within 30 days of invoice date.



Description	Part #	Part Cost	QTY	Total
PM - TREADMILL: TREADMILL		20.00	4.00	80.00
PM - ELLIPTICAL/CROSSTRAINER/ARC/AMT: ELLIPTICAL/CROSSTRAINER/ARC/AMT		15.00	3.00	45.00
PM - SPIN BIKE/ROWING MACHINE: SPIN BIKE/ROWING MACHINE		10.00	1.00	10.00
PM - RECUMBENT/UPRIGHT BIKE: RECUMBENT/UPRIGHT BIKE		10.00	2.00	20.00
PM - MULTI-STATION: MULTI STATION		20.00	1.00	20.00
PM - SINGLE-STATION: SINGLE-STATION		5.00	10.00	50.00
DISCOUNT: DISCOUNT	DISCOUNT	-12.00	1.00	-12.00
FLAT RATE FEE		75.00	1.00	75.00
Comments:			<i>Parts Total</i>	288.00
			<i>Tax</i>	0.00
			<i>Balance</i>	288.00

Technician: FRANK HARDY

Thank you for your business.

Code to:

Double Branch Fitness Center

Facility Maintenance - Preventative

2-330-572-4720

305

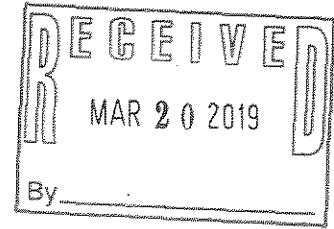
Order

STONE PLUS ORANGE PARK/ MBURG
1670 BLANDING BLVD.
ORANGE PK/MBURG, FL
904 282-8433

Page: 1
Order#: O30-000920
Ticket date: 3/14/19

Sold to: GMS
370 OAKLEAF VILLAGE PRKWY
ORANGE PARK, FL 32065
904-562-0429
JAY

Ship to:



Customer #: M2619
Sls rep: DP

Ship date:
Location: 30

Ship-via code:

Quantity Item #
3.000 PB

Description
PAVER BASE

Ship-from location

Price Selling unit
58.00 CYD

Ext prc
174.00

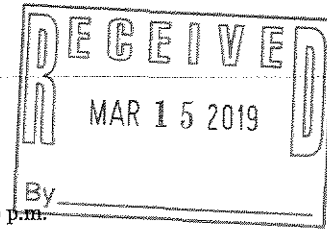
Code to: Split
Double Branch Repair and Replacements
2.320.57200.63100 \$ 87.00
Middle Village Repair and Replacements
34-600-538-64000
704

User: 2880

Total line items: 1

Order subtotal: 174.00
Tax amount: 12.18
Order total: 186.18
Order amt due: 186.18

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - TERESA RODRIGUEZ - unclaimed refund from 2
Date: March 14, 2019 at 7:49 PM
To: Hannah Smith hsmith@gmstnn.com
Cc: Daniel Laughlin dlaughlin@gmsnf.com



Good evening Hannah,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR aka Oakleaf Village Clubroom (SATURDAY) 2:30 p.m. to 6:30 p.m.
- DATE OF VENUE – DECEMBER 8, 2018
- RESIDENT – TERESA RODRIGUEZ
- ADDRESS – 3375 HIGHLAND MILL LANE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - DEPOSIT REFUND
- DEPOSIT was via MASTERCARD (6973)
 - DATED: 11/11/18
 - BATCH#: 87
 - SEQ#: 2
 - INVOICE#: 2
 - APPROVAL CODE: 191628
 - AMOUNT: \$100.00

2.300.369.103
698

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT
11/11/18	11/11/18	12/08/18	Teresa Rodriguez - 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 MONDAY, March 18, 2019 and TUESDAY, March 19, 2019, therefore, if you require immediate attention please email me or leave a message at 904-770-4661 with your name.

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

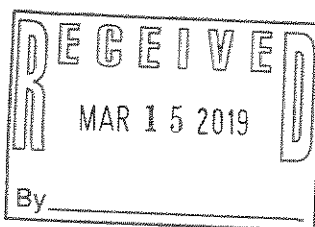
www.OakLeafResidents.com

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**The Lifeguard Store, Inc.
All American Swim Supply
Swim Shops of the Southwest**

2012 WEST COLLEGE
NORMAL, IL 61761
PH (309) 451-5858
FAX (309) 451-5959
www.thelifeguardstore.com



Invoice

DATE	INVOICE #
03/12/2019	INV801302

**BILL TO**

GMS LLC
Jay Soriano
370 Oakleaf Village Pkwy
orange park, FL 32065

SHIP TO

GMS LLC
GMS LLC
370 Oakleaf Village Pkwy
orange park, FL 32065

Account Number: 265527

P.O. NUMBER	TERMS	REP	SHIP	VIA	Order Number	
	NET 30	002	03/12/2019	UPS 2ND DAY	ORD668695	
QUANTITY	ITEM CODE	DESCRIPTION			PRICE EACH	AMOUNT
15	LGS1GTSRL	RISE Guard Tee - Color - Red,Size - Large			\$5.36	\$80.40
15	LGS1GTSRM	RISE Guard Tee - Color - Red,Size - Medium			\$5.36	\$80.40
8	LGS1GTSRS	RISE Guard Tee - Color - Red,Size - Small			\$5.36	\$42.88
1	LGS11GUR28	RISE Guard MB Back w/Shelf Bra - Color - Red,Size - 28			\$29.00	\$29.00
6	LGS11GUR30	RISE Guard MB Back w/Shelf Bra - Color - Red,Size - 30			\$29.00	\$174.00
6	LGS11GUR32	RISE Guard MB Back w/Shelf Bra - Color - Red,Size - 32			\$29.00	\$174.00
4	LGS11GUR34	RISE Guard MB Back w/Shelf Bra - Color - Red,Size - 34			\$29.00	\$116.00
2	LGS11GUR36	RISE Guard MB Back w/Shelf Bra - Color - Red,Size - 36			\$29.00	\$58.00
1	LGS11GUR38	RISE Guard MB Back w/Shelf Bra - Color - Red,Size - 38			\$29.00	\$29.00
1	LGS11GUR40	RISE Guard MB Back w/Shelf Bra - Color - Red,Size - 40			\$29.00	\$29.00
1	LGS11GUR42	RISE Guard MB Back w/Shelf Bra - Color - Red,Size - 42			\$29.00	\$29.00
1	LGS11GUR44	RISE Guard MB Back w/Shelf Bra - Color - Red,Size - 44			\$29.00	\$29.00
3	LGS30GUSRXL	RISE Guard Male Flex Board Short Color: Red Size: XLarge			\$15.00	\$45.00
3	LGS30SRS	RISE Solid Male Flex Board Short Color: Red Size: Small			\$19.58	\$58.74
12	LGS30SRM	RISE Solid Male Flex Board Short Color: Red Size: Medium			\$19.58	\$234.96
15	CHTS	Custom Heat Transfer-Standard RISE Guard Logo - LGS30 Small & Medium			\$0.00	\$0.00
6	LGS30SRL	RISE Solid Male Flex Board Short Color: Red Size: Large			\$19.58	\$117.48
Page 1 of 2						

UPS Tracking Number:
1ZW9389X0249054564



The Lifeguard Store, Inc.
All American Swim Supply
Swim Shops of the Southwest

2012 WEST COLLEGE
NORMAL, IL 61761
PH (309) 451-5858
FAX (309) 451-5959
www.thelifeguardstore.com

Invoice

DATE	INVOICE #
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03/12/2019

INV801302

**BILL TO**

GMS LLC
Jay Soriano
370 Oakleaf Village Pkwy
orange park, FL 32065

SHIP TO

GMS LLC
GMS LLC
370 Oakleaf Village Pkwy
orange park, FL 32065

Account Number: 265527

P.O. NUMBER	TERMS	REP	SHIP	VIA	Order Number
	NET 30	002	03/12/2019	UPS 2ND DAY	ORD668695

QUANTITY	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT
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Code to: Split 50/50
Double Branch Repair and Replacements
2.320.57200.63100 \$ 675.93
Middle Village Repair and Replacements
34-600-538-64000 6/6

	Subtotal	\$1,326.86
	Discount Amount	\$0.00
	Shipping, Packaging & Handling	\$25.00
	Tax	\$79.64
	TOTAL	\$1,431.50

All Balances must be paid within thirty (30) days of invoice date. A 1.5% monthly finance charge will be applied to all over due balances.

Balance Due

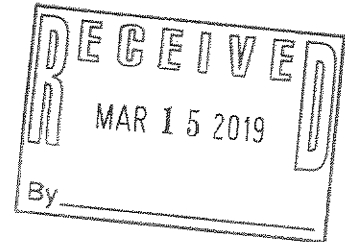
\$1,431.50

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - TINA PHAM - unclaimed refund from 2018
Date: March 14, 2019 at 6:26 PM
To: Hannah Smith hsmith@gmstnn.com
Cc: Daniel Laughlin dlaughlin@gmsnf.com

Good evening Hannah,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR aka Oakleaf Village Clubroom (THURSDAY) 10:00 a.m. to 2:00 p.m.
- DATE OF VENUE – April 5, 2018
- RESIDENT – TINA PHAM
- ADDRESS – 3750 SILVER BLUFF BLVD #501, ORANGE PARK, FL 32065
- AMOUNT OF REFUND – \$100.00
 - DEPOSIT REFUND
- DEPOSIT was via VISA (9743)
 - DATED: 3/10/18
 - BATCH#: 3
 - SEQ#: 3
 - INVOICE#: 3
 - APPROVAL CODE: 004421
 - AMOUNT: \$100.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT
03/10/18	03/10/18	04/05/18	Tina Pham - OVCR (THURS)	4	\$ 100.00

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

Thank you.

I will be out of the office MONDAY, March 18, 2019 and TUESDAY, March 19, 2019, therefore, if you require immediate attention please email me or leave a message at 904-770-4661 with your name,

Wanda McReynolds – Venue Coordinator, OakLeaf Plantation
venuerentals@oakleafresidents.com
(904) 770-4661 voice email
(904) 375-9285 ext. 3
www.oakleafresidents.com

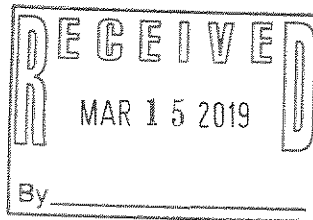
Governmental Management Services

www.OakLeafResidents.com

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VerdeGo, LLC
PO BOX 789
BUNNELL, FL 32110



Invoice

Date	Invoice #
3/12/2019	14138

Bill To
370 Oakleaf Village Parkway Orange Park, FL 32065

Ship To

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
	Net 30 days		3/12/2019	UPS		8 - Enhancements

Quantity	Item Code	Description	Price Each	Amount
6	ENH-IRRIGATION	Repair broken irrigation main line and wire repairs near Bitmore controller. Repair main line broken by new electrical work being done.		
	ENH-IRRIGATION	Irrigation Tech hours	55.00	330.00
	ENH-IRRIGATION	PVC Pipe and parts	87.88	87.88
		Wire	75.00	75.00
		Sales Tax - Flagler County	7.00%	0.00
Code to: Double Branch Repair and Replacements 2.320.57200.63100 672				

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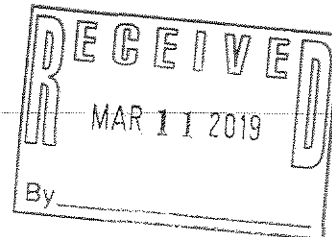
Total This Invoice	\$492.88
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Payments/Credits	\$0.00
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Balance Due	\$492.88
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Phone #	Fax #	Web Site
3864373122	386-437-6883	www.verdego.com

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - ZANETTA DAWSON
Date: March 8, 2019 at 6:49 PM
To: Hannah Smith hsmith@gmstnn.com
Cc: Daniel Laughlin dlaughlin@gmsnf.com



Good evening Hannah,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR aka Oakleaf Village Clubroom (SATURDAY) 7:00 p.m. to 11:00 p.m.
- DATE OF VENUE – FEBRUARY 23, 2019
- RESIDENT – ZANETTA DAWSON
- ADDRESS – 575 OAKLEAF PLANTATION PARKWAY #515, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - DEPOSIT REFUND
- DEPOSIT was via VISA (5676)
 - DATED: 2/9/19
 - INVOICE#: 2
 - BATCH#: 110
 - SEQ#: 2
 - APPROVAL CODE: 562682
 - AMOUNT: \$100.00

2-300-369-103
702

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	E
02/09/19	02/09/19	02/23/19	Zanetta Dawson - 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, March 13, 2019 and THURSDAY, March 14, 2019, therefore, if you require immediate attention please email me or leave a message at 904-770-4661 with your

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 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 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

SIXTH ORDER OF BUSINESS

D.

Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285; manager@oakleafresidents.com

Memorandum

Date: April 2019
To: Board of Supervisors
From: GMS – OakLeaf Operations Manager

Community:

Special Events

- Upcoming events – Movie on the green, Spring Yard Sale

Aquatics

- Spring Break report
- Lap pool - heater is off, operational hours and planning has been posted.
- Operational Hours for 2019 Season Posted on website and at Facilities
- 3 lifeguard classes (training and certifications) completed

AMENITY USAGE

- *Total Facilities usage – 3511*
- *Average daily usage – 113*

Card Counts:

DB Owners	51
DB Renters	32
DB Replacements	33
DB Updated	27

Total cards printed: 254 (both districts)

Rentals

- 14 of 31 days rented in March , 5 of 5 weekends had rentals
- 15 clubroom rentals, 1 patio rentals
- 21 tours (approx.36 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; manager@oakleafresidents.com

Memorandum

Operations:

Open Items:

- Parking Lot Expansion
- Discussion on additional playground site

MAINTENANCE

- Access card Audit – Ongoing
- Policies updated and posted
- Change out of more lock cylinders at Amenity Center (50% complete)
- Design and coordinate custom built “check in station” at Amenity Center Pools
- Reload of “extra guest packs” on 43 addresses
- Repair connection of access software at between server (DB) and MV Fitness Center
- Install of new signage (resident only) at Amenity Centers
- Remove damaged playground fencing and items
- Coordinate replacement of multiple playground items
- Clean and prep pool decks for Spring Break
- Replace multiple hangars for pool equipment
- Multiple timers adjusted for lighting timing
- Slide motor inspection and Diagnosis
- Slide Motor repair and replacement
- Install of custom fabricated VFD case
- Startup of VFD and slide motor
- Coordinate upcoming repair/replacement of 4” ball valve at lap pool
- Coordinate repair of multiple chemical controllers and feeders
- Walkthrough/inspections with Health Department of pools
- Pressure washing of Tennis/Basketball courts
- Pressure washing of Poolside Furniture
- Replacement of LED lighting in Lap pool
- Begin painting / gel coating and fiberglass repair of tank lids at Pool pack areas
- Repair multiple suspension items on ST2 golf cart
- Replace driven clutch springs on ST@ golf cart
- Oil change and tune up for Polaris Ranger
- Repair/replacement of lift motor on Treadmill at Fitness Center
- Replace Television at Fitness Center
- Dispose of multiple small electronics equipment (hazardous waste refuse)
- *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 3/5. Nature’s Hammock, Fall Creek, The Oaks, Cannon’s Point, Pebble Creek, Silver Leaf, Oakbrook, and The Cottages completed 3/20.*

Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285; manager@oakleafresidents.com

Memorandum

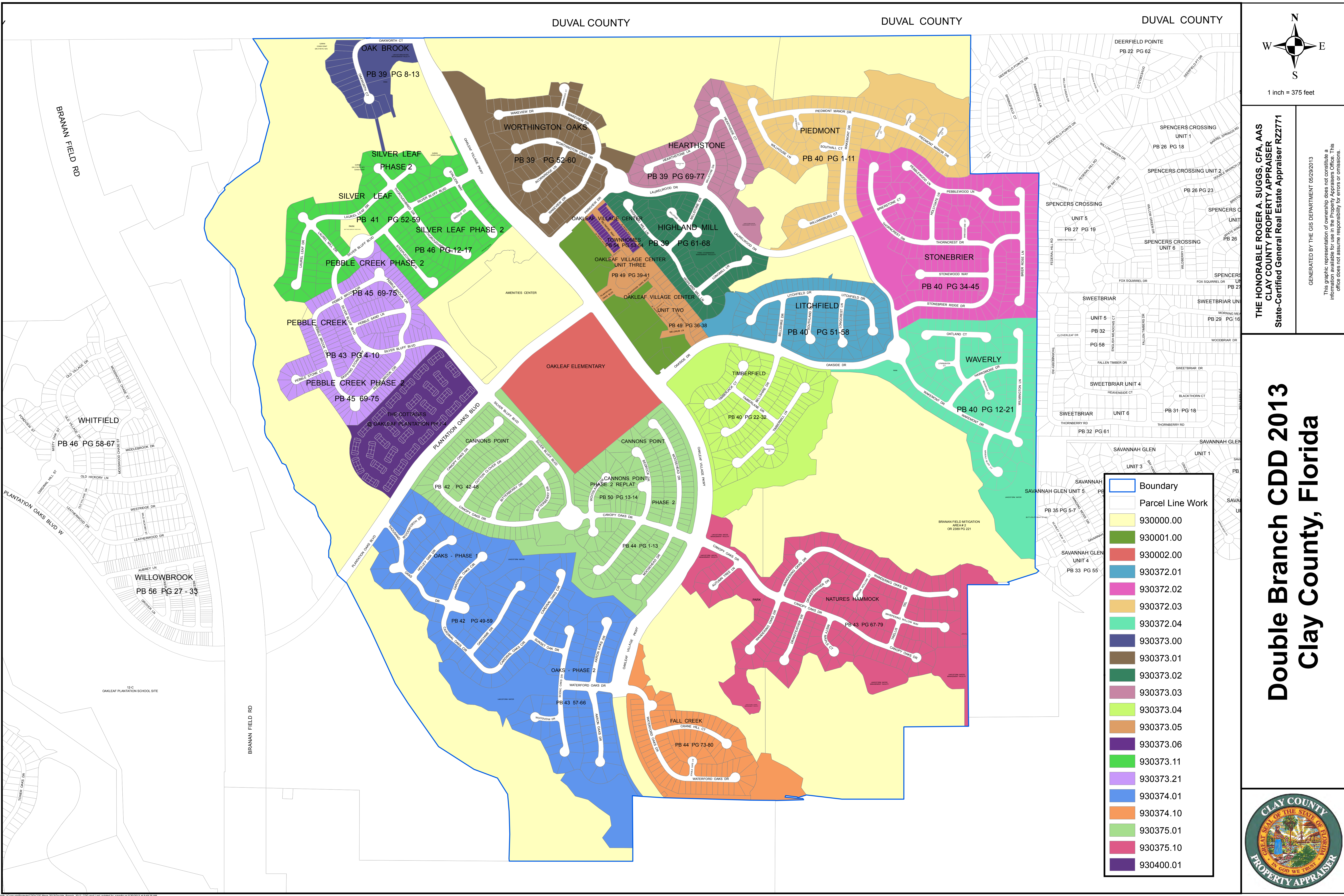
Landscaping

- *Mulch Install at Amenity Center, ongoing for install in outer areas*
- *Completed install of small improvement areas around multi field areas*
- *Monthly report for February submitted and filed at Operations office*

For questions, comments, or clarification, please contact:

- *Jay Soriano, Oakleaf Operations Manager 904-342-1441*

jsoriano@gmsnf.com




THE HONORABLE ROGER A. SUGGS, CFA, AAS
CLAY COUNTY PROPERTY APPRAISER
State-Certified General Real Estate Appraiser RZ2771

GENERATED BY THE GIS DEPARTMENT 05/29/2013

This graphic representation of ownership does not constitute a
information available for use in the Property Appraisers Office. This
office does not assume responsibility for errors or omissions.

Double Branch CDD 2013

Clay County, Florida





Phone: (904) 355-1776 • Fax: (904) 355-1467

P.O. Box 43669 • Jacksonville, FL 32203-3669

www.allproasphalt.net

Proposal Submitted To		Work to be performed At	
Name:	Double Branch Fitness Center	Double Branch Fitness Center	
Address:	370 Oakleaf Village Parkway	Address:	370 Oakleaf Village Parkway
City:	Orange Park State: FL 32065	City:	Orange Park State: FL 32065
Date:	4/2/19	Contact:	Jay Soriano (904) 562-0249
Bid #	K190402-1A	Email:	jsoriano@gmsnf.com

We hereby propose to furnish the materials and perform the labor necessary to complete the following:

Curbing:

-furnish and install new curb and gutter: **400 LF @ \$25.00 / SY \$10,000.00**

Base install and grading:

-strip existing and haul offsite.

-compact soil and roll subgrade.

-furnish and install 6" crushed concrete base material.

-grade and compact in preparation for asphalt: **840 SY @ \$39.00 / SY \$32,760.00**

Asphalt paving:

-install 1.5" S-3 hot mix asphalt paving.

-compact all new pavement with vibratory and traffic rollers.

-layout and stripe all new parking lines: **840 SY @ \$15.80 / SY \$13,272.00**

TOTAL: \$56,032.00

This proposal does not include removal or relocation of existing field drains, trees, irrigation lines or installation of any new drainage structures.

All Pro Asphalt is not responsible for permitting, licenses, or government approvals. All compliance is the sole responsibility of the customer.



Duval Asphalt Products, Inc.
7544 Phillips Highway
Jacksonville, FL 32256
(904) 296-2020
(904) 296-6574 fax



PROPOSAL: Oakleaf Plantation Amenity Center Parking Expansion

To:	Property:
Oakleaf Plantation	Oakleaf Plantation Amenity Center Parking Expansion
Oakleaf Village Parkway	Plantation Oaks Blvd
Plantation Oaks	Oakleaf Village Parkway
Orange Park, FL 32065	Orange Park, FL 32065
Phone: (904) 342-1441	

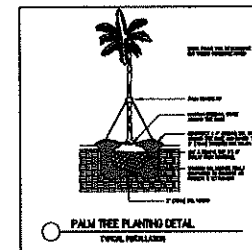
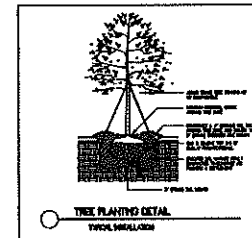
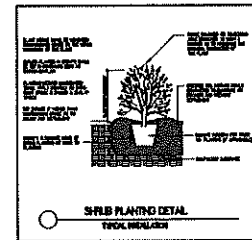
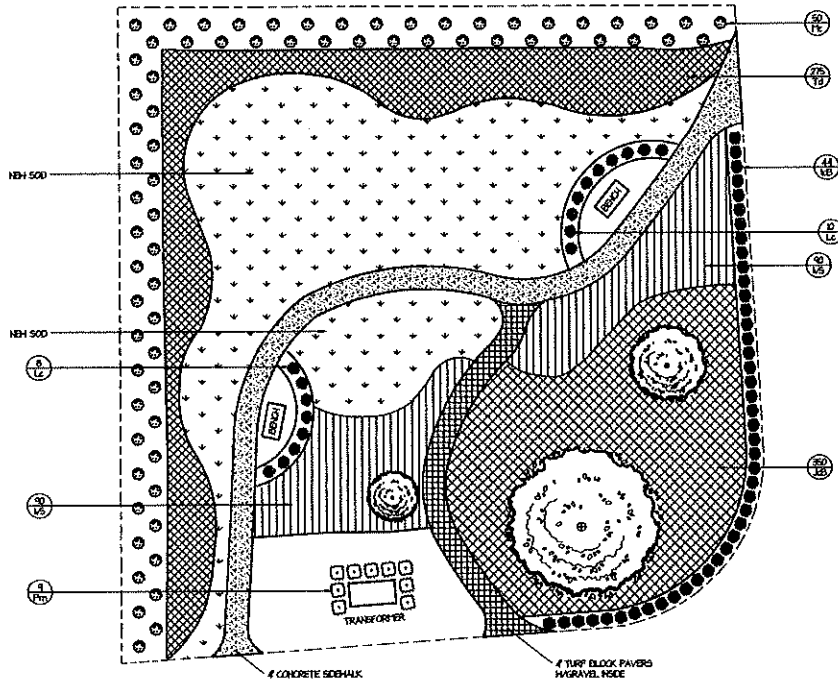
Proposal Date:	Apr 02, 2019	Quote ID:	Q-23283-T2T3 (Rev. 0)
Effective From:	Apr 02, 2019	Effective To:	May 02, 2019

Line No.	Product	Price	Approval (your initials)
10	Limerock Installation Approx. 803 Sq Yds @ \$46.45 / Sq Yd Cut and excavate approximately 80'LF curb. Excavate up to 12" grass and dirt, haul debris off site. Stabilize subgrade with 2" limerock base. Form and pour 280'LF new 3000 psi city standard curb. Install 6" limerock compacting in lifts. Finish grade rock for asphalt. **Price does not include testing or site layout. **Price does not include tree removal.	\$37,299.35	
20	Asphalt Installation Approx. 770 Sq Yds @ \$17.63 / Sq Yd Install 1.5" type SP 9.5 asphalt. Layout and stripe 10 days later. Unless specified otherwise, this is priced to be paved in a 0-6 month timeframe and is guaranteed to remain valid only if a contract is executed and returned within 30 days of proposal date.	\$13,575.10	

Estimated Total (assuming all line items)	\$50,874.45
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SIZES OF ALL MATERIALS MAY VARY BASED UPON MARKET AVAILABILITY

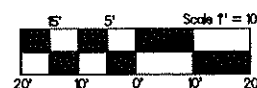
Key	Qty	Botanical Name	Common Name	Size/Condition	Remarks
Shrubs					
kB	44	Ilex cornuta 'Burfordi'	HOLLY, BURFORDI	3g, 18"X18"	30" oc
kS	180	Ilex vomitoria 'Schillings'	HOLLY, SCHILLINGS	3g, 18"X18"	30" oc
Lc	18	Loropetalum chinensis	LOROPETALUM	3g, 18"X18"	30" oc
Mc	50	Myrica cerifera	WAX MYRTLE	3g, 18"X18"	30" oc
Pm	9	Podocarpus macrophyllus	PODOCARPUS	7g, 24"X24"	36" oc
Ornamental Grasses					
Td	275	Tripsacum dactyloides	FAKAHATCHEE GRASS	3g, 18"X18"	30" oc
Groundcovers					
JcB	350	Juniperus chinensis 'Blue Pacific'	JUNIPER 'BLUE PACIFIC'	1g, 12"X12"	18"-24" oc



- Landscape Notes**
1. All proposed materials shall be suitable for use in the State of Florida. The landscape contractor is responsible for verifying the quality of all materials used in the landscape plan. The plan shall show the location of all materials used in the landscape plan.
 2. All trees and plant material shall be planted in a professional manner according to the highest nursery standards.
 3. Plant lot quantities are for convenience only. The landscape contractor is responsible for all materials shown on the landscape plan. The plan shall show the location of all materials used in the landscape plan.
 4. All mulch and stone beds are to have a 2" layer.
 5. The landscape contractor is responsible for the stability and plant condition of all trees planted. All trees and plants shall be planted in a professional manner according to the highest nursery standards.
 6. All work performed on site must be done in a professional manner. The landscape contractor is responsible for the stability and plant condition of all trees planted. All trees and plants shall be planted in a professional manner according to the highest nursery standards.
 7. All plant material shall be delivered to the site in a professional manner. The landscape contractor is responsible for the stability and plant condition of all trees planted. All trees and plants shall be planted in a professional manner according to the highest nursery standards.
 8. All work performed must meet or exceed all local codes and requirements.

Sod : St. Augustine, Floratam
Mulch : Pine Bark Mini Nuggets
Irrigation : TBD

All design services done by VerdeGo will remain the property of VerdeGo. The ideas, designs and plans are not to be used, reproduced, altered or transformed in any manner whatsoever without the written consent from VerdeGo.



<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div>	<div style="border: 1px solid black; padding: 2px;"> Job # Date 02/06/2019 </div>	Landscape Design	
	<div style="border: 1px solid black; padding: 2px;"> Revisions </div>	Greenspace	
	<div style="border: 1px solid black; padding: 2px;"> Designer TJ McNitt </div>	Oakleaf Plantation Orange Park, FL 32065	

VERDEGO
Design Center

Main Office/Garden Center
 3335 North State Street, Bonnell FL 32110
 P. 386.437.3122 F. 386.437.6883

