

DOUBLE BRANCH
Community Development District

JUNE 10, 2019

AGENDA

Double Branch Community Development District

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

June 3, 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, June 10, 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. Public Hearing on Suspension of Resident Privileges
- IV. Approval of Consent Agenda
 - A. Approval of the Minutes of the May 13, 2019 Meeting
 - B. Financial Statements
 - C. Assessment Receipt Schedule
 - D. Check Register
- V. Discussion of Additional Parking at Amenity Center
- VI. Consideration of Resolution 2019-04, Approving the Proposed Budget for Fiscal Year 2020 and Setting a Public Hearing Date for Adoption
- VII. Staff Reports
 - A. District Counsel – Consideration of Fee Agreement (to be provided under separate cover)
 - B. District Engineer

C. District Manager

D. Operations Manager - Report

VIII. Audience Comments / Supervisors' Requests

IX. Next Scheduled Meeting – July 8, 2019 @ 4:00 p.m. at the Plantation Oaks
Amenity Center

X. Adjournment

I look forward to seeing you at the meeting. If you have any questions, please feel free to call.

Sincerely,

James A. Perry

James A. Perry
District Manager

FOURTH ORDER OF BUSINESS

A.

MINUTES OF MEETING
DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Double Branch Community Development District was held Monday, May 13, 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
Chad Davis	Supervisor

Also present were:

Ernesto Torres	District Manager
Jason Walters	District Counsel (by phone)
Jay Soriano	GMS Community Manager
Bruno Perez	VerdeGo
Jason Rodriguez	VerdeGo

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Public Hearing on Suspension of Resident Privileges

Ms. Nelsen asked Jay did you have anything to add before we start supervisor discussions?

Mr. Soriano stated I know I've been asked by a couple of you whether any of them made contact. There were four kids that did get trespassed and the other four I let go to the parent that was there because they were residents. Out of those none of the parents or kids came to see me in the office, however last week I was out cutting down some of our trees behind the amenity center, as was another staff person, and at the time the high school let out a

group of kids walked by, it was all the same kids, with the ones that apparently weren't known but they did recognize me and I can tell you Mr. Hicks that I had mentioned was by far the instigator and worst of the group was the only one that took time and came back to apologize and it was sincere so he was the only one that took time out of the kids. I said I told you guys you could come talk to me in the office and their statement was my parents are going to be here and that's the only thing that's really happened since then.

Mr. Lanier stated Jay I'm going to apologize to you for being late at the last meeting. Re-reading the parts that I missed I'm going to tell you I was very angry at it and I was not appreciative of the attempt to impugn your character and for that I'm going to apologize for not being there.

Mr. Davis asked where did we leave off with the suspension that we discussed before we tabled it to this month?

Mr. Soriano stated I think you guys were looking at it for the year and you were going to leave it to this month to do anything official and if that was the case that you were going to do anything [redacted] [inaudible] they could always come back after they get that letter saying this has been taken for a year. They could come back every month if they wish and argue their part but tonight would be your time to make an official decision and after this if we do take it we have to send them a letter saying it has been taken away for a year and whatever else we may add to it; reasons why and what goes along with that.

Mr. Horton stated just to repeat what we've talked about, there's foul language, the disrespect of authority multiple times and when the cardholder had the opportunity to say who their visitors were they stayed quiet on that too so they were not responsible whatsoever. I don't think much has changed in my mind. I would make a motion that we suspend for a year but I'm afraid if we let this ride again, it's going to be like a joke around here that all you have to do is apologize.

Mr. Davis stated or have your mommy and daddy come up here and say you didn't do it. I agree with you on that. I would like to pose this as well; I think it took a lot, especially being that he was walking with his friends, to come back and apologize. For the one young man if we maybe lessened his, because my next question to you Jay was going to be has anyone at any given time said this won't happen again and I'm sorry. I didn't think they had but the one young man did. Again, just something I want to pose to the board if we want to

show a little bit of leniency for the fact that he did and his daddy didn't hold his hand and drag him in there, he actually came back on his own and apologized.

Mr. Horton stated however he was the worst offender. Nobody is innocent.

Mr. Thomas stated after reviewing the transcripts and then looking at our policies there were several things where those gentlemen were in the wrong. One is the safety and reputation of the center and its management. Jay's reputation and integrity was called into play and that was not appreciative at all. We all know what kind of a leader he is as being our community manager and in my mind this community needs a strong leader. Also, after reviewing the transcripts they were clearly asked to leave and they refused to leave. It clearly says in our policy, "remains in the facilities after being asked by faulty staff to leave". I believe there were clear and precise directions to leave and they did not leave. It also stated in our transcripts that there was also disrespect towards the officer that was involved, therefore there was also foul language towards the officer so I believe these gentlemen showed a pattern of disrespect for authority and we have a reputation in this community to uphold for all of our residents and as residents themselves they failed to follow directions so therefore they failed the community in that way and in my opinion I'm ready to go ahead and render a decision so we can go ahead and move forward from this, but I do believe with Mr. Horton we cannot let this slide.

Mr. Horton stated one other thing. There have been some other serious incidents up there so this one wasn't super serious. There have been incidents where staff was touched or pushed out of the way or something but again, we can't just let this go.

Mr. Davis stated I think if we send a message that this is a zero tolerance policy and there are young kids and people trying to enjoy themselves up there and this stuff is not going to be tolerated I think if we send that message and stick to that it will resonate throughout the community and hopefully this stuff will slow down.

Mr. Walters stated you may recall from the last meeting there was obviously an abundance of discussion and there were people in attendance. Where we kind of left it from there was to leave the suspension in place and there was a lot of discussion that they could always come talk to Jay and see if anything could be worked out. Obviously we've given that time and it hasn't occurred but we held off on sending the formal notice and having the formal hearing. I think the agenda item was somewhat mislabeled but I want to remind the board that the next step from here, assuming this vote passes, is we will send that official letter to them

and allow them to plead their case on a more formal basis so that will be the next step from a staff standpoint.

Ms. Nelsen asked so we can go ahead and vote on this?

Mr. Walters stated that is correct and what we will do is include that in the language in the letter saying that the board has suspended privileges for a year from the date of incident, or for the remainder of the calendar year, I guess I need to get that clarification, and then let them know they can come to the next meeting and address the board on that.

Mr. Soriano stated my biggest issue is yes, the one kid apologized but would I let him off the hook? No. I would think if he were here we would still go through this case.

Ms. Nelsen stated and officially he hasn't asked to be let off the hook.

Mr. Soriano stated no he didn't ask for it. The other kids were telling me their parents were going to be here to get their access back. A year is tough if they are good kids. I wouldn't be worried about them and I'd rather see them there than if they are bad kids and not know where they are. We have a lot of areas in our neighborhood where I'm already dealing with vandalism. I'd rather them be taking some of that issue out on the basketball courts so a year to me can be tough but that's the way policy is. The reason I brought it to you is because I knew they were going to show up. If it's something they can handle with me in the office usually that's what I deal with whether it's adults or the kids. Normally they're going to deal with me and I let them know this is a step. I'm going to turn it off and if you want it turned back on you need to come to the board. I think our staff does a really good job trying to deescalate everything and it's worked out but we do have a lot of these issues too. I would make a recommendation to put anything in there to cut their time short if needed or bring it back to you, let's say if it's end of summer or before spring next year, whether it's six months or eight months if they've proven themselves and say they come and do community service for me and they are good kids and this was just a kind of group mentality and the one kid ended up leading it, I'm always good with bringing it back to you and saying I agree with cutting their time short. It's still up to you guys and you have the final say.

Mr. Davis stated I don't think it's a bad idea. The only thing that really concerns me about that is if we say we will suspend for six months if you do community service, well now we're kind of passing a sentence rather than following policy and I'd rather stick with a policy than try to go outside of that. I don't think it's a bad idea, I actually like it, however I don't

want to run across kind of a 'who are they to tell me I have to do community service' type of thing.

Mr. Soriano stated I'd rather be black and white, that way we don't get in trouble and questioned by somebody else, it just makes it hard in these cases. Especially when these kids come to me and they're asking for it back. I can tell you Jim Perry would rather that responsibility not fall on me but I do it anyway.

Mr. Lanier stated we've always got the option to have them back before the quarter right?

Mr. Davis stated yes they could come back every month if they want.

Mr. Soriano stated even after the official meeting Jason is talking about they can come and have their comments every meeting for three minutes so they can still argue their part.

Mr. Davis stated maybe we put that in the letter, feel free to come back every month and see if the board is willing to change it and maybe after a few months we can visit that idea.

Mr. Thomas stated I think it's a good idea because it does show restorative justice; recognizing the behavior was wrong and like you said we do have these courts and these nice facilities for the younger teenagers to go in and have a good time as opposed to going where they're not supposed to be. If we wanted to add some type of restorative justice piece to it that's fine, but I also agree with Mr. Davis because it does say loss of privileges for 30 days and then upon board removal, loss of privileges for the remainder of the year and then the two other words, 'or longer'. Jason, last time we discussed that we needed to handle this as two separate households so do we need to have two different votes?

Mr. Soriano stated there would actually be three. There were four kids and two of them are under the same household.

Mr. Walters stated it will be to all of the households and in terms of some of the issues we're discussing here the good news is some of this can be decided at this next meeting where they will be invited to attend and state their case again. If at that point something has changed we can add different provisions but yes it will be going to all of the households and then the board will have the flexibility at the next meeting to alter some if there are facts that come to light or restorative justice provisions are discussed. All of that can be added or discussed at the last meeting.

Mr. Davis stated so we can do a blanket motion and vote for all of the individuals involved.

Mr. Walters stated yes.

On MOTION by Mr. Horton seconded by Mr. Davis with all in favor authorizing staff to send notices to the affected homeowners stating the board's intent to suspend amenity privileges for one year and inviting them to the next meeting for a public hearing was approved.

FOURTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the April 8, 2019 Meeting**
- B. Financial Statements**
- C. Assessment Receipt Schedule**
- D. Check Register**

Mr. Torres stated you are 97.28% collected on your assessment receipt schedule. The check register totals \$114,600.45.

Mr. Horton stated I wanted to talk to Bruno before the meeting about the status of the irrigation system. I had mentioned the billing for \$5,000. He says everything has been done and that's good. The question I have for Jay is on March 17th Deputy Brian Smith worked 11 hours out here from 12:00 to 23:00.

Mr. Soriano stated yes that was spring break to he worked the extra hours that we had spring break and then he worked a regular shift.

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

FIFTH ORDER OF BUSINESS

Discussion of Additional Parking at Amenity Center

Mr. Soriano stated the only update I have for you guys is Peter Ma with England Thims & Miller has let me know that they don't have the people to do this job so they've asked to be out of this one but they will provide the normal CAD paperwork and guidance on the stuff that is there but as far as planning and doing any work for the lot they don't think they can do it. It is a smaller job and there is a lot of work going on in town so I told them we've mentioned them first being our engineers but if they can't do it we will move on. I'm still waiting to hear

from the Hayward Group who was in the original planning and Dicky Smith who ended up building that building and had the original parking lot plans. As soon as I get quotes from them I will bring that back and then we can bring back the other quotes where it's piecemealed and I'm doing some of the work and we can look at that and throw out some not to exceed numbers if that's the way we want to go. Along with that I had mentioned some other items we would look to throw in there. I would probably change some of the fencing area while we're going that construction and everything is torn up. I also looked at a pre-cast building. It was a great idea to look at a self storage area but I've looked at some of their outdoor units and they run from \$250-\$300 a month and there's not any promotion on the outdoor units. That's a little expensive, especially if we start adding on a year or two years. Going down the road it might be easier to just drop in a small pre-cast concrete shed in that area that would give us some storage and it would end up being a lot cheaper and we can do that while we're coordinating all of that work in that area. I'll bring those numbers back. I kind of wanted to protect the volleyball court because we do have some people that enjoy the volleyball court but also if we can get some extra area out of it we had talked about a dog park at one point. There's only so much area we can put parking spaces but we do have to do a lot of work out there with land clearing and cutting out the trees.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Walters stated we concluded session up here on Saturday because they had to get the budget finalized so it went an extra day. We've got the end of session update that I will circulate to the board members I just wanted to digest it a little bit before I circulated it. You will notice the highlighted statutes and some of them will have impacts on district operations so we will continue to monitor those and provide a final update as well. As we always do we will work to make sure we gain compliance with any of those changes but if you have any questions please feel free to reach out to me.

B. Engineer

There being none, the next item followed.

C. Manager – Report on the Number of Registered Voters (5,434)

Mr. Torres stated there are 5,434 registered voters in your district.

D. Operations Manager - Report

Mr. Soriano stated we just had a dive-in over here at your sister district. We ended up having almost 90 people. I thought there was going to be more because it was hot Friday night, however I've mentioned before that the events here don't turn out the same numbers that they do at your facility. The next dive-in is at Double Branch and I believe we will show the third Hotel Transylvania so we will see how many people come out to that one. The one dive-in at your facility last year we had a lot of people. They were in line out to the parking lot to get in and of course that's because they waited until the last minute to register but there were a lot of people there. We did have one issue. I mentioned last year, and I'll bring it up later in my report, the lighting at that facility compared to this one. This one is a lot brighter and a little easier on the lifeguards to keep an eye on everybody.

The pools are in that alternating schedule and that will end in about two weeks after Memorial Day weekend. After that it's full blast all summer long until they go back to school in the middle of August and then we will change back to the alternating schedule to wind down. You will see our numbers are staying pretty high. We had 4,200 and some. That is mostly just weekends at the pools. We will see that number go up to where our normal highs for summer usage is around 11,000 people.

Mr. Horton asked did you get many people signing up for the swim lessons?

Mr. Soriano stated I wouldn't say many. I think our neighborhood should be better and I talked about that even back when it was Vesta. They didn't really have a lot of revenue on that side, which is probably a good thing for us because we only have so many swim instructors. That's a little tougher because by law I have to have certified swim instructors; you can't just have someone that's good working with kids. That means we also have to pay to train people or hire them with the certification already. We do pay better than a lot of places but for instructors it's a little tough. I don't believe we make a lot on swim lessons. Last year I think it ended up being maybe \$5,000 or \$6,000. Years before we didn't see any of that and 100% went to Vesta so we do see that money now but for a Clay County YMCA a \$10,000 budget would be normal for pool revenue. I think it's kind of like our tennis. Up until the last year or two tennis has been kind of inadequate but we have great facilities and now we're starting to build up to a few hundred people that are picking up and playing tennis.

Mr. Horton stated I might suggest you post a little bit more on Facebook and try to get more people out. I think it's a good thing for the community to have swim lessons. I remember we took our grandson to the YMCA in Orange Park and it's a good thing.

Mr. Soriano stated I will talk to her about trying to set some goals but last year was our first year that we had our own staff so we will use last year's numbers and this year's numbers to work with them to set goals and get people to take part. Like I said, it's 100% revenue to us that we never got before but it doesn't mean we can't make a little money.

Mr. Lanier asked how are we advertising that?

Mr. Soriano stated right now it's going out in emails, it's posted on the website, we have print outs at both fitness centers and we also have informational sheets at the front desk.

Mr. Lanier asked is this something we could work with the HOA to put in the monthly newsletter?

Mr. Soriano stated I'll talk to them because that's run through Times Union. We can get Susie to put something together and as long as it's informational they will do it.

Mr. Lanier stated signs we're not a big fan of but is that something else we can make signs that we use for the garage sale, have them out for a week on the property advertising swim lessons.

Ms. Nelsen stated people complain about the paper signs.

Mr. Soriano stated yes if you remember the church signs people were complaining about the churches putting signs out.

Mr. Horton stated what if we put it on the official signs.

Mr. Soriano stated they were last week; they're not on there now so it depends on what's going on. This side actually starting adding signs in their neighborhood. I'll talk to Rob about that with your master association. This side put in a couple smaller marquees at the entrance of their neighborhoods. That would help out too. That's something we could address.

Mr. Davis asked how long have they been experimenting with that?

Mr. Soriano stated they came to us last year at the end of summer to put those out. I think it was October or November before they put them out.

Mr. Davis asked have they had any vandalism?

Mr. Soriano stated wording got changed around and they made special phrases. The president of the HOA over here is very responsible with that so he's gone and taken care of it

and that's one of the things we told him is we will give them permission to put it on our property but all of the maintenance is going to go to them and they were happy with that so they put them out. It's worked out. They've gotten maybe a handful more people at their HOA meetings and that was the idea that they could put up their HOA meetings too. There are 13 HOAs when you add in the commercial and I used to go to all of them. I've not really seen a large turnout.

Mr. Horton stated I've seen a large turnout. They were all mad.

Mr. Soriano stated yes when there's a change in the management company or something like that I would show up and there's 50 people there that's when I'd decide I'm not needed for this meeting.

Mr. Lanier stated I think it's a good idea to approach the HOA with this on the other side.

Mr. Soriano stated Rob is always looking for more that he can help out with so I can bring it back up with him. I know he's working with Jason over here on the master side.

I have a couple items on the operations side. We finished the resurfacing on the slide. It was shut down for about three weeks, which was longer than I wanted it to be, however we had an issue with the last coat that I was putting on. If you remember the windstorm a few weeks ago we ended up with some debris and bugs in our last gel coat and when that stuff hardens it's a shell. We had to go back through and sand some of it off and it was down for another week while we buffed, polished and recoated. I sent the lifeguards down on different days so they could test out some spots for me. They did have some other issues that we had to take care of with breakers and controllers but that slide is open. The idea was to work on theirs first and move to yours so there was always a slide up. My plan was to shut down this one this week and hopefully we can be done and have it back up for Memorial Day weekend.

Mr. Horton asked are you changing the color to white?

Mr. Soriano stated I would prefer to change colors to white and we were able to do it in the small amount of money that we approved. That helps with the look of it but really it's cosmetic. Within the first year you're going to start to get calcium deposits and fading on the slide so when it's that dark blue it's more obvious so this is really just a way to hide it. We will hopefully start that this week. If we're able I told this district over here we would do the closed

slide but that may have to wait until the end of the season. I hate to shut things down during the summer when we're open full time.

The last thing is I'd like you guys to ratify an invoice. It was for LED lighting in our pools. We had some lights that were out and we had to make sure it was nice and bright for the dive-ins. I placed an order for both pools together so I could get some savings but it still ended up being well above my discretionary amount. Luckily I was able to get it done in time for our inspections. We've had two pop-in inspections now for your district and we generally do great. We keep good control of our pools. The invoice for the LEDs to be taken care of was \$2,367.50. They are already in place. Normally for emergencies I can go above my discretionary amount but when it's not an emergency I have to have you guys ratify it or we vote on it before. I would like to ratify that and then after that I'd like to have a discussion about increasing that discretionary amount for maintenance.

On MOTION by Ms. Nelsen seconded by Mr. Davis with all in favor the purchase of LED pool lighting from Pool Supply Unlimited in the amount of \$2,367.50 was ratified.
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Mr. Horton asked do you have to drain the pool?

Mr. Soriano stated we don't have to. It makes it easier to drain it down but they're not hooked up electrically when they're putting the light fixture in. If you drain it down you can do it sitting above the deck. Crown is pretty good and they get in the water and replace it. At this time of year it's not cold so it's easy enough to get in the water.

Mr. Horton asked they're just white lights?

Mr. Soriano stated yes we're only allowed to have white lights. For commercial standards the health department doesn't allow us to have colored lights like you can have in a residential pool.

Mr. Thomas stated so as far as your discretionary amount; do you have an amount in mind?

Mr. Soriano stated right now it is \$1,500 so if I have to make a purchase above that I have to wait for you guys. Most things I can do under that amount it just makes this step easier. We've talked about that before that many items are getting more expensive and it's getting harder to do some of these repairs and do it in a timely manner without having to wait for you

guys. I asked your sister district for it and they went to \$2,500. It may be something that Jim has to put an amendment or change the control somehow because the idea is to make sure I'm not out there just spending your money in a direction you don't want to go. I think by now you guys know me pretty well. Most the time I don't even like to spend \$1,500 but there have been a lot of these cases lately and I've been able to bring them to you ahead of time but there are some that if I don't have them I'd prefer to go ahead and purchase.

Mr. Horton asked is \$2,500 enough?

Mr. Soriano stated there is always going to be something more expensive but I think \$2,500 is pretty good.

On MOTION by Mr. Thomas seconded by Mr. Horton with all in favor increasing Mr. Soriano's discretionary spending amount to \$2,500 was approved.

Mr. Horton asked where is this lifeguard rest area?

Mr. Soriano stated we're going to be renovating that a little better. It is basically a garage. When you walk back to where the bathrooms are in the back there is an old rusty garage door. We did put up a wall in between so we could protect the lifeguards a little bit. They have all of their stuff in there. When I-9 and soccer would use that other side they would pull up the garage on the other side and everything is just open so we've created a wall, they've got a ceiling fan and some lights so it's not just a dark garage. I would like to take down the garage door and put up a real door.

Ms. Nelsen stated and maybe lockers; I know that's always an issue.

Mr. Soriano stated yes this is just one of the many things on our list it's just with our few maintenance guys that wasn't real high priority. I was going to take one or two of those units that are inside and clear all of those lockers and we can take them out there to that area for them to be able to lock up their equipment.

Mr. Horton asked soccer still has access to a storage area there?

Mr. Soriano stated on the backside yes.

Mr. Horton asked you couldn't get rid of the garage door?

Mr. Soriano stated on the lifeguard side. I don't need to get rid of the one on the soccer side. There is a garage door on each side.

SEVENTH ORDER OF BUSINESS**Audience Comments / Supervisors'
Requests****Audience Comments**

A resident stated when you were talking about the swim lessons that if you would have to pay to train people to be certified and you're getting the money for the lessons is there a way you can make a little fund where 20% of that money goes into that fund for using for training?

Mr. Soriano stated we do and that's part of us having our own staff now is we can talk to the lifeguards about doing those higher positions. As our own paid personal staff we can do things like reimbursement for special training and things like that but we need two things in place; we have to have people that want to do that but then we have to have some place to go. With Red Cross some of the closest training for swim instructors that can certify the rest of the guards so that I have somebody here to do it was in Tampa and it was going to be a couple thousand bucks and I can't see spending that money yet. Especially because this will be our first full year of having our own staff but that will be something I look at. We do in-house training for many of these items I'm just limited on how far we're going to go and how much we're going to spend on our own.

Mr. Horton asked Susie couldn't do that?

Mr. Soriano stated she can and she was the one I was looking at sending but I was hoping something would be in Orlando or Jacksonville.

Mr. Horton asked how long is the training?

Mr. Soriano stated a week so when you talk about expenses and everything to send an employee there it's a lot of money. It just depends on participation. If the Riverside chapter here in Jacksonville has a lot of people with that request they will put one on here. We only had one person at that time. If I could get a second guard, one of the older head guards that I thought was going to stick around because I'm not going to spend money on somebody that's going to be gone at the end of the summer, if I had more I'd have two. Generally I have 10 to 15; we just don't have a lot in this area.

Mr. Horton asked are there any other groups nearby?

Mr. Soriano stated not for that level. They can certify just a swim instructor. We do have two other basic swim instructors but I have to have a trainer here. Even if we wanted to pay to send them to the YMCA, the YMCA does open up their class not to just staff put to people but this year we didn't have anybody other than those two that wanted to do it. Susie

can do swim lessons but she's got a lot to do in the summer so I need those one or two, if not more, instructors underneath her. We will build that. Having our own staff year after year we should get more and have that ability to have more certified instructors, certified instructor trainers and so forth and then after that we will have it all in-house and can do everything here just like any other organization like the Y.

Supervisors Requests

Mr. Thomas stated I just have one - the truck?

Mr. Soriano stated I think I'm going to have to get an off-duty officer that's a little more lenient with his information. The gentleman I asked that night to see what he could pull said he can't give any information unless the guy is breaking the law. We have a semi that likes to park on Oakleaf Village Parkway there. The county owns the roads so really the county has to do the work. We don't have anything that allows us to go out and tow the guy or do anything but I was at least hoping I could get some information on who he was by running the tags and even working with the HOA to send a little reminder letter about parking but realistically it's kind of left to the county code enforcement. He's not really breaking the law by sitting there.

Mr. Horton asked where is this?

Mr. Soriano stated right on Oakleaf Village Parkway as you get past the school.

Mr. Davis stated we don't know where he lives and that's the problem currently. We don't know who owns the truck or who to talk to about it.

Ms. Nelsen stated so somebody needs to start the conversation on social media and then everybody will start calling the code enforcement and it will get taken care of.

Mr. Soriano stated I have a few that are a little quicker with doing things like that and others will say I can't give you that information but that was my first thought is let's find out who owns the truck.

Mr. Davis stated that's got to be against some kind of law or ordinance even for the county. I know I can't just go park my car and leave it in the turn lane on Argyle.

Mr. Soriano stated if it's tagged properly the only way they are going to mess with it is if they are blocking a fire truck or ambulance or any emergency vehicles from getting through.

Mr. Davis asked what about Highway Patrol? I know it's not a highway but if you leave your vehicle there will be a yellow ticket, red ticket and then it's gone.

Mr. Horton stated Deputy Brian Wilson Willis, I don't know if he's still there but he will check the license and contact the owner.

Mr. Soriano stated I don't want to get anybody in trouble if they're not supposed to give us that information.

Mr. Thomas stated the only other thing I had was for VerdeGo and trying to avoid future problems. Is there any way we could look at some type of what I like to call "deterrent landscaping" from climbing over the fence around the tennis and basketball courts. I'm going to suggest to the board we have you guys go out there and look at it and say this is what we can do and let's go ahead and move forward with it.

Mr. Perez stated we've looked at it and we have to give Jay some options and see what we want to do. I know they didn't want to do anything until possibly getting the parking lot done because that might change.

Mr. Soriano stated yes we have to tear that up for the parking lot but we will still have that piece, even the front where the parking lot is. They don't tend to jump over that side as much but we can move on some of it. I wouldn't do anything on all of it until we've torn that area up and we know what we're doing with it, especially if we fence in more area.

Mr. Horton stated there was something in here about pump repairing and relocating and cameras on the basketball court.

Mr. Soriano stated yes I did go ahead and get two newer cameras. The two up there are pretty old that look down on the basketball court. If you remember years ago we used to have a lot of fights and issues out there but part of that was your suggestion that if our biggest concern now is jumping over the fence is to kind of point them more towards the fence line. The newer cameras have a little bit wider view so I can still point them to the fence line but still catch a good amount of the basketball court. We will have those up here soon.

Mr. Lanier asked have we ever thought about additional security for when school lets out? Not necessarily with the off duty officers but even just with the security guard to have another body present there at times, especially when school first gets out.

Mr. Soriano stated we can do that and we've done that for the last few years during spring break and last year we had one at the end of the year mostly because we saw some problems at the end of summer. Your side did it for extra hours right around the soccer fields

and amenity center so it's something we can do. It could even be short term whether it's two weeks or three weeks.

Ms. Nelsen stated right I say just run boot camp for a few weeks figure out where to enforce and then move on.

Mr. Soriano stated to me the officers are a little more effective than our security monitors because if it's a real problem most of the time the monitors can't do anything but call the officer anyway.

Mr. Horton stated maybe we can adjust their hours and have them hang around the basketball courts. I know they can't do anything but they can at least observe and tell you.

Mr. Soriano stated if we want to add time it's really up to you guys and we have the money there.

Mr. Horton stated if you really think it's a problem I say we do something.

Mr. Soriano stated I don't want to make it sound like it's a problem. I know a lot of times they come up here to you guys like this last case but it is something our staff deals with all the time. I don't know if we're going to get completely away from it even with extra officers. I think our staff has done a good job with figuring out how to get a hold of it but if we can spend a little money to help out that's great and it makes it easier when we have a uniformed officer there. We had an issue about a week ago where someone was on Facebook and she was mad at one of our ladies that kicked her and her kids out because the pool was closed and there were no lifeguards. She had to walk past the big sign that said you must be 18 years or older and she was mad because our staff person was telling her she couldn't be there so she gets on Facebook and she's ranting and raving and there were a couple hundred comments about it and eventually it got deleted because most of the comments were actually supporting us and reminding this lady there's a reason we have this rule and she shouldn't have been there but when it happened she was mad because she believed our staff person had called the cops on her and it just happened to be when our off-duty officer was there so he watched the whole situation and he came to tell me about it to tell me this lady was outrageously ugly. She was disrespectful to our staff person and kind of yelling at her about everything and he felt like he was ready to kick her out and have her arrested. She didn't care that he was there.

Mr. Davis stated again, trespass them that quick. I'm not going to sit here and argue about it. It's not up for discussion or debate, the sign says pool closed and if you continue to stand here and argue just trespass them.

Mr. Horton stated I didn't know about the other ones. A couple times they've been pushed or something like that and I think the board needs to know these things. I read one report and I think that should be emailed out to us just to let us know what's going on. It doesn't happen all the time but if it happens once or twice in six months it's too much.

Mr. Soriano stated then I might need some direction on what you guys would like to know.

Mr. Davis stated if someone puts their hands on someone, see you bye.

Mr. Soriano stated a threat is a little vague. We get threats a lot. In fact we had one a week ago. They're just not happy we're telling them they can't do something. This side is actually much worse, especially back there at that pool because we have the adult pool so we have a lot of alcohol and things like that lately. I actually had a teenager arrested this last week and she was almost tazed here at this side and caused a good amount of damage. I don't normally tell you about that because between the Clay County Sheriff's Office and myself she is going now to teen court and it's something we're going to be able to take care of real easily. It will be one of the first times we've had restitution. Clay County teen court is better it seems like a lot of times what we've gotten out of our regular officers is they don't want to deal with the lawsuit or legal side so they let them go. Teen court is not like that. These kids have to pay us back and do community service. I deal with these things on a regular basis so I try not to spend too much of your time but if you want to know of anything physical I can do that.

Mr. Lanier stated even somebody getting to the point they are almost arrested tells me that is something that is worthwhile to ratchet up and suspend their accounts.

Mr. Soriano stated this is last month's file of people that we've kicked out, called the sheriff's office or had a trespass. I can have these with me all the time at the meeting just in case anybody shows up.

Mr. Horton stated it's even worse than I thought.

Mr. Soriano stated no I don't want to make it sound like it's that bad. We can handle it but it's going to be there. It's how much you guys really want to be involved. I'm going to protect you guys a little bit. We're the workers. We know that you guys support us if we're

going to take their access away, even if it's temporary. They can come to the board but if not and I think it's severe I take their access and turn it off. Most of the time you don't see them come here because they talk to me and they realize they did something wrong and they don't deal with you guys but there are those that I know are going to show up and they're going to try to get you guys to show up and that's when I include you.

Mr. Horton stated how about just a simple brief synopsis emailed out each month. I'm just amazed at the things that happen out there.

Mr. Soriano stated we have a lot of people. When you think about it you guys might hear these one or two cases but with that amount of people you have to remember that's not even a tenth of one percent of our population. I constantly work with staff and train them on professionalism. You could tell a little bit in that last situation I even second guessed myself did I do everything as best as possible, but we deal with some ugly residents sometimes. It's unfortunate we have to but I will do what I can to try and inform you more if you want to see those things. I'm pretty tough and strict because I know what the rules are and have been kind of black and white over the years and I know you guys support me so I'm not too worried and then like I said most of the time they talk to me and realize they did something wrong so they're not going to argue but I involve you guys if I know it's going to be worse than that.

Mr. Horton stated I just think we should know a little bit more. I don't want to get too detailed with names, just a brief thing, somebody did this and you took care of it or CCSO had to get involved; something like that. It seems like it would be good information.

Ms. Nelsen stated I think there's a fine line between us being informed and us micromanaging so I think we need to be careful about what all we want because the last thing I want to do is micromanage Jay because I do trust him so why don't we start out with leaving it to his judgment and what he thinks you want and if it's too much or too little we can figure it out after that.

Mr. Lanier stated I'm fine with that I just think if it's something we really need to know he's going to bring to our attention. He already knows the policies and if he really needs us that is when he will bring it to us. Unfortunately with a community of this size, like you said, you're going to have that 10%.

Ms. Nelsen stated we're looking at like 2,800 residences in Double Branch.

Mr. Soriano stated for single-family homes, yes and then you have a little over 3,000 all together when you add the cottages and Village Center.

Ms. Nelsen asked what does Middle Village have?

Mr. Soriano stated almost 4,000.

Mr. Lanier stated I'm good. I don't want to create more work for you so let's see how that goes and I think part of what Tom is thinking too is just safety and staff so I think it's not a bad idea but I in no way want to micromanage.

Mr. Soriano stated I wouldn't take it as micromanaging but at the same time it creates more work for you guys to and that's part of what I do is handle this and try to take it out of your hands. On that issue every single month you could come to me in my office and we can go through some of these things and like I said, when I think it's things you need to really hear, even Facebook rants and raves there are a bunch of them out there but none of them make it past an HOA meeting, none of them contact you guys, come to me in my office or show up here, they're just online rants and ravings so most of the time I don't involve you guys in those.

Mr. Davis left the meeting at 5:00 p.m.

EIGHTH ORDER OF BUSINESS

Next Scheduled Meeting

Mr. Torres stated the next scheduled meeting is June 10, 2019 at 4:00 p.m.

NINTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Nelsen 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
April 30, 2019



DOUBLE BRANCH
Community Development District
Combined Balance Sheet
April 30, 2019

	<u>Governmental Fund Types</u>					Totals (Memorandum Only)
	<u>General</u>	<u>Recreation</u>	<u>Capital Reserve</u>	<u>Debt Service</u>	<u>Capital Projects</u>	
ASSETS:						
Cash	\$30,724	\$219,101	\$326,571	---	---	\$576,396
Petty Cash	---	\$672	---	---	---	\$672
Investments:						
<u>Series 2013A-1</u>						
Revenue	---	---	---	\$1,961,832	---	\$1,961,832
Reserve A1	---	---	---	\$868,932	---	\$868,932
Interest A1	---	---	---	---	---	\$0
Acquisition and Construction	---	---	---	---	\$50,239	\$50,239
<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	\$128,562	---	---	---	---	\$128,562
Custody Account-Recreation Fund Excess	---	\$1,195,343	---	---	---	\$1,195,343
Custody Account-Recreation Fund Reserve	---	---	\$849,955	---	---	\$849,955
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	---	\$4,583	---	---	---	\$4,583
TOTAL ASSETS	<u>\$176,242</u>	<u>\$1,456,950</u>	<u>\$1,176,526</u>	<u>\$2,937,134</u>	<u>\$50,239</u>	<u>\$5,797,090</u>
LIABILITIES:						
Accounts Payable	\$2,277	\$86,793	---	---	---	\$89,070
Accrued Expenses	---	\$30,311	---	---	---	\$30,311
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	---	\$12,682	---	---	---	\$12,682
Deferred Rental Revenue	---	\$7,485	---	---	---	\$7,485
FUND BALANCES:						
Nonspendable	---	\$4,583	---	---	---	\$4,583
Restricted for Debt Service	---	---	---	\$2,937,134	---	\$2,937,134
Restricted for Capital Projects	---	---	---	---	\$50,239	\$50,239
Assigned	\$2,000	---	\$1,147,044	---	---	\$1,149,044
Unassigned	\$164,221	\$1,298,141	---	---	---	\$1,462,362
TOTAL LIABILITIES & FUND EQUITY	<u>\$176,242</u>	<u>\$1,456,950</u>	<u>\$1,176,526</u>	<u>\$2,937,134</u>	<u>\$50,239</u>	<u>\$5,797,090</u>

DOUBLE BRANCH
Community Development District
GENERAL FUND
Statement of Revenues & Expenditures
For The Period Ending April 30, 2019

	ADOPTED BUDGET	PRORATED BUDGET THRU 4/30/19	ACTUAL THRU 4/30/19	VARIANCE
Assessment - Tax Roll	\$177,985	\$175,332	\$175,332	\$0
Interest Income	\$200	\$117	\$153	\$36
Miscellaneous Income	\$0	\$0	\$622	\$622
TOTAL REVENUES	\$178,185	\$175,449	\$176,107	\$658

EXPENDITURES:

Administrative

Supervisors Fees	\$12,000	\$7,000	\$6,400	\$600
FICA Expense	\$918	\$536	\$490	\$46
Engineering	\$5,000	\$2,917	\$0	\$2,917
Arbitrage	\$700	\$700	\$0	\$700
Dissemination	\$1,333	\$778	\$1,378	(\$600)
Assessment Roll	\$7,821	\$7,821	\$7,520	\$301
Attorney	\$42,000	\$24,500	\$15,391	\$9,109
Annual Audit	\$5,900	\$3,442	\$0	\$3,442
Trustee fees	\$8,014	\$8,014	\$8,815	(\$801)
Management Fees	\$59,963	\$34,978	\$34,978	(\$0)
Information Technology	\$1,942	\$1,133	\$1,149	(\$17)
Telephone	\$290	\$169	\$294	(\$125)
Postage	\$1,900	\$1,108	\$908	\$200
Printing & Binding	\$3,400	\$1,983	\$1,557	\$427
Records Storage	\$300	\$175	\$0	\$175
Insurance	\$8,350	\$8,350	\$7,743	\$607
Legal Advertising	\$2,000	\$1,167	\$405	\$762
Property Taxes	\$0	\$0	\$0	\$0
Office Supplies	\$350	\$204	\$133	\$71
Website Compliance	\$0	\$0	\$2,250	(\$2,250)
Dues, Licenses, Subscriptions	\$175	\$175	\$175	\$0
Reserve	\$15,829	\$15,829	\$15,829	\$0

TOTAL EXPENDITURES	\$178,185	\$120,978	\$105,415	\$15,563
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EXCESS REVENUES (EXPENDITURES)	\$0	\$70,691
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FUND BALANCE - Beginning	\$0	\$95,530
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FUND BALANCE - Ending	\$0	\$166,221
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DOUBLE BRANCH
Community Development District
RECREATION AND FACILITIES MAINTENANCE
Statement of Revenues & Expenditures
For The Period Ending April 30, 2019

	ADOPTED BUDGET	PRORATED BUDGET THRU 4/30/19	ACTUAL THRU 4/30/19	VARIANCE
REVENUES:				
Maintenance Assessments-Tax Roll	\$1,462,648	\$1,440,848	\$1,440,848	\$0
Interest Income	\$1,000	\$583	\$1,934	\$1,351
Amenities Revenue	\$33,690	\$19,653	\$18,276	(\$1,377)
Soccer Revenue	\$11,000	\$6,417	\$1,260	(\$5,157)
TOTAL REVENUES	\$1,508,338	\$1,467,501	\$1,462,318	(\$5,183)
EXPENDITURES:				
<u>Administrative:</u>				
Management Fees - Onsite	\$110,470	\$64,441	\$64,401	\$40
Insurance	\$62,789	\$62,789	\$61,210	\$1,579
Other Current Charges	\$3,818	\$2,227	\$1,036	\$1,191
Permit Fees	\$1,635	\$954	\$612	\$342
Total Administrative	\$178,712	\$130,411	\$127,259	\$3,152
<u>Maintenance:</u>				
<u>Common Area</u>				
Security	\$50,920	\$29,703	\$29,651	\$53
Security - Clay County Off Duty Sheriff	\$43,050	\$25,113	\$24,747	\$365
Water - Irrigation	\$9,000	\$5,250	\$1,287	\$3,963
Irrigation Maintenance	\$4,250	\$2,479	\$2,640	(\$161)
Streetlighting	\$33,066	\$19,289	\$16,531	\$2,758
Electric	\$42,000	\$24,500	\$19,559	\$4,941
Landscape Maintenance	\$315,774	\$184,202	\$204,183	(\$19,981)
Common Area Maintenance	\$43,564	\$25,412	\$21,354	\$4,059
Lake Maintenance	\$28,116	\$16,401	\$14,203	\$2,198
Landscape Reserve	\$35,000	\$35,000	\$35,000	\$0
Contingency	\$1,985	\$1,158	\$0	\$1,158
Capital Reserve (1)	\$15,565	\$15,565	\$15,656	(\$91)
Misc. Maintenance	\$2,986	\$1,742	\$680	\$1,062
General Reserve	\$26,759	\$26,759	\$26,759	\$0
Total Common Area	\$652,035	\$412,572	\$412,250	\$323
<u>Recreation Facility</u>				
Aquatics & Fitness Manager/Staff	\$48,495	\$28,289	\$34,742	(\$6,453)
Pool Attendants	\$87,055	\$50,782	\$45,558	\$5,224
Payroll Taxes	\$7,211	\$4,207	\$5,357	(\$1,150)
Refuse Service	\$6,120	\$3,570	\$4,345	(\$775)
Telephone	\$4,500	\$2,625	\$2,367	\$258
Electric	\$47,000	\$27,417	\$18,421	\$8,996
Cable	\$8,150	\$4,754	\$3,952	\$802
Pool Maintenance/Chemicals	\$56,616	\$33,026	\$27,541	\$5,485
Water/Sewer/Reclaim	\$65,000	\$37,917	\$23,587	\$14,330
Facility Maintenance - General	\$27,500	\$16,042	\$11,436	\$4,606
Facility Maintenance - Preventative Contracts	\$5,617	\$3,277	\$1,609	\$1,668
Facility Maintenance - Contingency	\$29,750	\$17,354	\$15,019	\$2,335
Lighting Repairs	\$8,500	\$4,958	\$4,212	\$746
Special Events	\$10,500	\$6,125	\$1,753	\$4,372
Office Supplies and Equipment	\$4,000	\$2,333	\$197	\$2,136
Janitorial	\$31,512	\$18,382	\$17,387	\$995
Recreation Passes	\$7,565	\$4,413	\$1,827	\$2,586

DOUBLE BRANCH
Community Development District
RECREATION AND FACILITIES MAINTENANCE
Statement of Revenues & Expenditures
For The Period Ending April 30, 2019

	ADOPTED BUDGET	PRORATED BUDGET THRU 4/30/19	ACTUAL THRU 4/30/19	VARIANCE
<u>Recreation Facility-Continued</u>				
Repairs & Replacement	\$79,025	\$46,098	\$80,729	(\$34,632)
Pool Pump Reserve	\$6,500	\$6,500	\$6,500	\$0
Pool Leak Repairs	\$5,000	\$2,917	\$0	\$2,917
Soccer Field	\$21,250	\$12,396	\$0	\$12,396
Total Recreation Facility	\$566,866	\$333,380	\$306,540	\$26,840
<u>Fitness Center</u>				
Staffing	\$47,500	\$27,708	\$0	\$27,708
Telephone	\$1,092	\$637	\$0	\$637
Electric	\$12,300	\$7,175	\$7,064	\$111
Cable	\$4,169	\$2,432	\$0	\$2,432
Facility Maintenance - General	\$8,000	\$4,667	\$7,210	(\$2,543)
Facility Maintenance - Preventative	\$7,500	\$4,375	\$1,970	\$2,405
Facility Maintenance - Contingency	\$5,000	\$2,917	\$4,817	(\$1,900)
Office Supplies and Equipment	\$2,664	\$1,554	\$201	\$1,353
Janitorial	\$17,500	\$10,208	\$10,146	\$63
Repair and Replacements	\$5,000	\$2,917	\$192	\$2,725
Total Exercise Facility	\$110,725	\$64,589	\$31,599	\$32,990
Total Maintenance	\$1,329,626	\$810,542	\$750,388	\$60,153
TOTAL EXPENDITURES	\$1,508,338	\$940,952	\$877,647	\$63,305
EXCESS REVENUES (EXPENDITURES)	\$0		\$584,670	
FUND BALANCE - Beginning	\$0		\$718,054	
FUND BALANCE - Ending	\$0		\$1,302,724	

Double Branch
Community Development District
Month by Month Income Statement
General Fund

	October	November	December	January	February	March	April	May	June	July	August	September	Total
Revenues:													
Assessment - Tax Roll	\$0	\$35,181	\$133,526	\$1,419	\$1,983	\$934	\$2,288	\$0	\$0	\$0	\$0	\$0	\$175,332
Interest Income	\$1	\$1	\$1	\$31	\$44	\$40	\$35	\$0	\$0	\$0	\$0	\$0	\$153
Miscellaneous Income	\$0	\$0	\$0	\$0	\$0	\$622	\$0	\$0	\$0	\$0	\$0	\$0	\$622
Total Revenues	\$1	\$35,182	\$133,528	\$1,450	\$2,027	\$1,596	\$2,323	\$0	\$0	\$0	\$0	\$0	\$176,107
Expenditures:													
<u>Administrative</u>													
Supervisors Fees	\$1,000	\$800	\$800	\$1,000	\$1,000	\$800	\$1,000	\$0	\$0	\$0	\$0	\$0	\$6,400
FICA Expense	\$77	\$61	\$61	\$77	\$77	\$61	\$77	\$0	\$0	\$0	\$0	\$0	\$490
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	\$111	\$211	\$0	\$0	\$0	\$0	\$0	\$1,378
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	\$2,904	\$2,207	\$0	\$0	\$0	\$0	\$0	\$0	\$15,391
Annual Audit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Trustee fees	\$0	\$0	\$0	\$0	\$0	\$8,815	\$0	\$0	\$0	\$0	\$0	\$0	\$8,815
Management Fees	\$4,997	\$4,997	\$4,997	\$4,997	\$4,997	\$4,997	\$4,997	\$0	\$0	\$0	\$0	\$0	\$34,978
Computer Time	\$162	\$162	\$162	\$162	\$162	\$162	\$178	\$0	\$0	\$0	\$0	\$0	\$1,149
Telephone	\$72	\$29	\$54	\$7	\$38	\$47	\$46	\$0	\$0	\$0	\$0	\$0	\$294
Postage	\$316	\$46	\$138	\$126	\$190	\$42	\$51	\$0	\$0	\$0	\$0	\$0	\$908
Printing & Binding	\$556	\$295	\$14	\$135	\$365	\$19	\$173	\$0	\$0	\$0	\$0	\$0	\$1,557
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	\$72	\$70	\$0	\$0	\$0	\$0	\$0	\$405
Property Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$1	\$41	\$1	\$23	\$44	\$1	\$22	\$0	\$0	\$0	\$0	\$0	\$133
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	\$15,829	\$0	\$0	\$0	\$0	\$0	\$0	\$15,829
Total Administrative	\$25,494	\$9,485	\$8,854	\$9,388	\$12,207	\$33,163	\$6,824	\$0	\$0	\$0	\$0	\$0	\$105,415
Excess Revenues (Expenditures)	(\$25,493)	\$25,698	\$124,674	(\$7,938)	(\$10,180)	(\$31,567)	(\$4,501)	\$0	\$0	\$0	\$0	\$0	\$70,691

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
Revenues:													
Maintenance Assessments-Tax Roll	\$0	\$289,114	\$1,097,296	\$11,663	\$16,298	\$7,677	\$18,801	\$0	\$0	\$0	\$0	\$0	\$1,440,848
Interest Income	\$177	\$158	\$115	\$351	\$422	\$363	\$348	\$0	\$0	\$0	\$0	\$0	\$1,934
Amenities Revenue	\$3,192	\$1,371	\$3,524	\$1,914	\$2,194	\$2,595	\$3,486	\$0	\$0	\$0	\$0	\$0	\$18,276
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	\$18,914	\$10,634	\$22,635	\$0	\$0	\$0	\$0	\$0	\$1,462,318
Expenditures:													
<u>Administrative</u>													
Management Fees - Onsite	\$9,206	\$9,166	\$9,206	\$9,206	\$9,206	\$9,206	\$9,206	\$0	\$0	\$0	\$0	\$0	\$64,401
Insurance	\$59,799	\$0	\$81	\$0	\$961	\$286	\$83	\$0	\$0	\$0	\$0	\$0	\$61,210
Other Current Charges	\$184	\$104	\$200	\$145	\$128	\$151	\$123	\$0	\$0	\$0	\$0	\$0	\$1,036
Permit Fees	\$0	\$27	\$27	\$0	\$558	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$612
Total Administrative	\$69,189	\$9,297	\$9,514	\$9,351	\$10,853	\$9,643	\$9,412	\$0	\$0	\$0	\$0	\$0	\$127,259
<u>MAINTENANCE- Common Area</u>													
Security	\$4,236	\$4,236	\$4,236	\$4,236	\$4,236	\$4,236	\$4,236	\$0	\$0	\$0	\$0	\$0	\$29,651
Security - Clay County Off Duty Sheriff	\$3,543	\$3,432	\$3,332	\$3,940	\$3,574	\$4,380	\$2,548	\$0	\$0	\$0	\$0	\$0	\$24,747
Water - Irrigation	\$185	\$178	\$182	\$189	\$182	\$395	(\$24)	\$0	\$0	\$0	\$0	\$0	\$1,287
Irrigation Maintenance	\$0	\$1,835	\$0	\$0	\$0	\$805	\$0	\$0	\$0	\$0	\$0	\$0	\$2,640
Streetlighting	\$2,373	\$2,373	\$2,373	\$2,353	\$2,353	\$2,353	\$2,353	\$0	\$0	\$0	\$0	\$0	\$16,531
Electric	\$3,220	\$2,898	\$3,082	\$3,294	\$2,145	\$2,302	\$2,618	\$0	\$0	\$0	\$0	\$0	\$19,559
Landscape Maintenance	\$26,315	\$26,315	\$30,311	\$30,311	\$30,311	\$30,311	\$30,311	\$0	\$0	\$0	\$0	\$0	\$204,183
Common Area Maintenance	\$3,630	\$1,596	\$2,980	\$1,574	\$1,876	\$2,969	\$6,729	\$0	\$0	\$0	\$0	\$0	\$21,354
Lake Maintenance	\$2,029	\$2,029	\$2,029	\$2,029	\$2,029	\$2,029	\$2,029	\$0	\$0	\$0	\$0	\$0	\$14,203
Landscape Reserve	\$0	\$0	\$0	\$0	\$0	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	\$35,000
Contingency	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Reserve (1)	\$0	\$0	\$0	\$0	\$0	\$15,656	\$0	\$0	\$0	\$0	\$0	\$0	\$15,656
Misc. Maintenance	\$0	\$0	\$0	\$680	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$680
General Reserve	\$0	\$0	\$0	\$0	\$0	\$26,759	\$0	\$0	\$0	\$0	\$0	\$0	\$26,759
Total Common Area	\$45,531	\$44,891	\$48,524	\$48,606	\$46,705	\$127,194	\$50,799	\$0	\$0	\$0	\$0	\$0	\$412,250

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	\$4,963	\$4,963	\$0	\$0	\$0	\$0	\$0	\$34,742
Pool Attendants	\$7,434	\$5,086	\$4,164	\$6,686	\$4,563	\$8,520	\$9,105	\$0	\$0	\$0	\$0	\$0	\$45,558
Payroll Taxes	\$0	\$0	\$0	\$5,357	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,357
Refuse Service	\$720	\$720	\$716	\$711	\$769	\$709	\$0	\$0	\$0	\$0	\$0	\$0	\$4,345
Telephone	\$409	\$373	\$372	\$276	\$235	\$278	\$423	\$0	\$0	\$0	\$0	\$0	\$2,367
Electric	\$3,940	\$2,950	\$2,405	\$2,600	\$2,421	\$2,229	\$1,876	\$0	\$0	\$0	\$0	\$0	\$18,421
Cable	\$556	\$557	\$558	\$570	\$570	\$570	\$570	\$0	\$0	\$0	\$0	\$0	\$3,952
Pool Maintenance/Chemicals	\$4,152	\$4,152	\$4,191	\$4,191	\$2,567	\$3,604	\$4,682	\$0	\$0	\$0	\$0	\$0	\$27,541
Water/Sewer/Reclaim	\$1,872	\$5,732	\$3,499	\$3,179	\$3,469	\$1,501	\$4,334	\$0	\$0	\$0	\$0	\$0	\$23,587
Facility Maintenance - General	\$2,291	\$2,281	\$0	\$2,295	\$0	\$2,278	\$2,291	\$0	\$0	\$0	\$0	\$0	\$11,436
Facility Maintenance - Preventative Contracts	\$1,299	\$0	\$0	\$155	\$0	\$0	\$155	\$0	\$0	\$0	\$0	\$0	\$1,609
Facility Maintenance - Contingency	\$2,479	\$2,470	\$0	\$2,480	\$709	\$2,481	\$4,400	\$0	\$0	\$0	\$0	\$0	\$15,019
Lighting Repairs	\$708	\$697	\$698	\$711	\$0	\$687	\$711	\$0	\$0	\$0	\$0	\$0	\$4,212
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	\$2,940	\$2,643	\$2,079	\$0	\$0	\$0	\$0	\$0	\$17,387
Recreation Passes	\$0	\$681	\$232	\$0	\$0	\$913	\$0	\$0	\$0	\$0	\$0	\$0	\$1,827
Repairs & Replacement	\$7,517	\$2,316	\$9,022	\$19,453	\$7,176	\$28,626	\$6,620	\$0	\$0	\$0	\$0	\$0	\$80,729
Pool Pump Reserve	\$0	\$0	\$0	\$0	\$0	\$6,500	\$0	\$0	\$0	\$0	\$0	\$0	\$6,500
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	\$30,382	\$66,504	\$42,210	\$0	\$0	\$0	\$0	\$0	\$306,540
<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	\$461	\$614	\$0	\$0	\$0	\$0	\$0	\$7,064
Cable	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Facility Maintenance - General	\$666	\$665	\$2,937	\$187	\$2,488	\$267	\$0	\$0	\$0	\$0	\$0	\$0	\$7,210
Facility Maintenance - Preventative	\$0	\$763	\$0	\$278	\$360	\$568	\$0	\$0	\$0	\$0	\$0	\$0	\$1,970
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	\$70	\$0	\$0	\$0	\$0	\$0	\$201
Janitorial	\$1,286	\$1,228	\$1,284	\$1,802	\$2,110	\$1,186	\$1,249	\$0	\$0	\$0	\$0	\$0	\$10,146
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	\$7,905	\$2,482	\$1,933	\$0	\$0	\$0	\$0	\$0	\$31,599
Total Expenses	\$160,019	\$95,444	\$99,530	\$116,632	\$95,846	\$205,823	\$104,354	\$0	\$0	\$0	\$0	\$0	\$877,647
Excess Revenues (Expenditures)	(\$156,651)	\$195,199	\$1,001,405	(\$101,443)	(\$76,932)	(\$195,189)	(\$81,719)	\$0	\$0	\$0	\$0	\$0	\$584,670

DOUBLE BRANCH
Community Development District
Capital Reserve Fund
Statement of Revenues & Expenditures
For The Period Ending April 30, 2019

	ADOPTED BUDGET	PRORATED THRU 4/30/19	ACTUAL THRU 4/30/19	VARIANCE
<u>REVENUES:</u>				
Interest Income	\$1,000	\$583	\$1,480	\$896
Landscape Reserve - Transfer In	\$35,000	\$35,000	\$35,000	\$0
Capital Reserve - Transfer In	\$15,565	\$15,565	\$15,656	\$91
Pool Pump Reserve - Transfer in	\$6,500	\$6,500	\$6,500	\$0
General Reserve - Transfer in	\$26,759	\$26,759	\$26,759	\$0
General Fund Reserve- Transfer in	\$15,829	\$15,829	\$15,829	\$0
TOTAL REVENUES	\$100,653	\$100,236	\$101,224	\$987
<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		\$101,224	
FUND BALANCE - Beginning	\$938,919		\$1,045,821	
FUND BALANCE - Ending	\$1,039,572		\$1,147,044	

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 April 30, 2019

ADOPTED BUDGET	PRORATED THRU 4/30/19	ACTUAL THRU 4/30/19	VARIANCE
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Revenues:

Special Assessments - Tax Roll	\$1,962,561	\$1,934,485	\$1,934,485	\$0
Assessments- Prepayment	\$0	\$0	\$0	\$0
Interest Income	\$6,000	\$3,500	\$27,347	\$23,847
TOTAL REVENUES	\$1,968,561	\$1,937,985	\$1,961,832	\$23,847

Expenditures:

Series 2013 A-1

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

Series 2013 A-2

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)
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EXCESS REVENUES (EXPENDITURES)	(\$12,053)	\$1,399,169
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Other Sources/(Uses)

Interfund Transfer In and (Out)	\$0	\$0	\$0	\$0
Other Debt Service Cost	\$0	\$0	\$0	\$0

TOTAL OTHER	\$0	\$0	\$0	\$0
--------------------	------------	------------	------------	------------

Net change in Fund Balance	(\$12,053)	\$1,399,169
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FUND BALANCE - Beginning	\$589,465	\$1,537,965
---------------------------------	------------------	--------------------

FUND BALANCE - Ending	\$577,412	\$2,937,134
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DOUBLE BRANCH
Community Development District
CAPITAL PROJECTS FUND
Statement of Revenues & Expenditures
For The Period Ending April 30, 2019

		<div style="border: 1px solid black; padding: 5px;"> SERIES 2013 A-1 AND A-2 </div>
<u>REVENUES:</u>		
Interest Income		\$620
TOTAL REVENUES		<div style="border: 1px solid black; padding: 2px;">\$620</div>
<u>EXPENDITURES:</u>		
Capital Outlay - Series 2013 A1 and A2		\$0
Cost of Issuance		\$0
TOTAL EXPENDITURES		<div style="border: 1px solid black; padding: 2px;">\$0</div>
EXCESS REVENUES (EXPENDITURES)		<div style="border: 1px solid black; padding: 2px;">\$620</div>
FUND BALANCE - Beginning		<div style="border: 1px solid black; padding: 2px;">\$49,619</div>
FUND BALANCE - Ending		<div style="border: 1px solid black; padding: 2px;">\$50,239</div>

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
7	03/21/19	18,917.13	10,306.49	934.13	7,676.51
8	04/12/19	46,330.83	25,242.11	2,287.82	18,800.90
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
TOTAL TAX ROLL RECEIPTS		3,550,665.02	1,934,484.79	175,332.22	1,440,848.01

PERCENT COLLECTED	TOTAL	DEBT	O&M
TOTAL PERCENT COLLECTED	98.56%	98.56%	98.56%

D.

Double Branch

Community Development District

Check Run Summary

May 31, 2019

Fund	Date	Check No.	Amount
General Fund			
Payroll	5/16/19	50770-50774	\$ 923.50
		Sub-Total	\$ 923.50
Accounts Payable	5/8/19	1522-1524	\$ 7,788.00
	5/15/19	1525-1526	\$ 2,570.00
		Sub-Total	\$ 10,358.00
Recreation Fund			
Accounts Payable	5/2/19	5919-5924	\$ 6,261.36
	5/8/19	5925-5937	\$ 50,921.89
	5/15/19	5938-5944	\$ 18,957.19
	5/23/19	5945-5952	\$ 18,781.89
	5/30/19	5953-5961	\$ 4,096.13
		Sub-Total	\$ 99,018.46
Capital Reserve Fund			
Accounts Payable			
		Sub-Total	\$ -
Total			\$ 110,299.96

Attendance Sheet

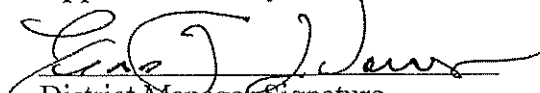
District Name: Double Branch, CDD

Board Meeting Date: May 13, 2019

	Name	In Attendance	Fee
1	Cindy Nelsen <i>Chairperson</i>	✓	YES - \$200
2	Charles Horton <i>Assistant Secretary</i>	✓	YES - \$200
3	Andre Lanier <i>Assistant Secretary</i>	✓	YES - \$200
4	Chad Davis <i>Assistant Secretary</i>	✓	YES - \$200
5	Scott Thomas <i>Assistant Secretary</i>	✓	YES - \$200

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

Approved for Payment:


District Manager Signature

May 14, 2019
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 #
5/08/19	00035	5/01/19 2061	201905 310-51300-34000	MAY MANAGEMENT FEES	*	4,996.92	
		5/01/19 2061	201905 310-51300-35100	MAY INFORM TECHNOLOGY	*	161.83	
		5/01/19 2061	201905 310-51300-31300	MAY DISSEMINATION SERVICE	*	111.08	
		5/01/19 2061	201905 310-51300-51000	OFFICE SUPPLIES	*	21.29	
		5/01/19 2061	201905 310-51300-42000	POSTAGE	*	133.84	
		5/01/19 2061	201905 310-51300-42500	COPIES	*	143.85	
		5/01/19 2061	201905 310-51300-41000	TELEPHONE	*	12.18	
GOVERNMENTAL MANAGEMENT SERVICES							5,580.99 001522
5/08/19	00015	4/30/19 107196	201903 310-51300-31500	MAR GENERAL COUNSEL	*	403.00	
HOPPING GREEN & SAMS							403.00 001523
5/08/19	00015	4/30/19 107197	201903 310-51300-31500	MAR MONTHLY MEETING	*	1,804.01	
HOPPING GREEN & SAMS							1,804.01 001524
5/15/19	00104	4/24/19 298623	201904 310-51300-48000	NOTICE OF MEETING 5/13/19	*	70.20	
CLAY TODAY							70.20 001525
5/15/19	00027	5/02/19 18075	201905 310-51300-32200	AUDIT FYE 9/30/2018	*	2,500.00	
GRAU & ASSOCIATES							2,500.00 001526
TOTAL FOR BANK A						10,358.20	
TOTAL FOR REGISTER						10,358.20	

DBBR DOUBLE BRANCH HSMITH

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 2061

Invoice Date: 5/1/19

Due Date: 5/1/19

Case:

P.O. Number:

Bill To:

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



Description	Hours/Qty	Rate	Amount
Management Fees - May 2019 1-310-51300-340		4,996.92	4,996.92
Information Technology - May 2019 -11- 351		161.83	161.83
Dissemination Agent Services - May 2019 -11- 313		111.08	111.08
Office Supplies -11- 510		21.29	21.29
Postage -11- 420		133.84	133.84
Copies -11- 425		143.85	143.85
Telephone -11- 410		12.18	12.18
Total			\$5,580.99
Payments/Credits			\$0.00
Balance Due			\$5,580.99

V-35

(A)

Hopping Green & Sams

Attorneys and Counselors

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

V-15 (A)
1-310-573-315

STATEMENT

April 30, 2019

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

Bill Number 107196
Billed through 03/31/2019



General Counsel (O&M)

DBRNCH 00001 JMW

FOR PROFESSIONAL SERVICES RENDERED

03/01/19	JMW	Confer with staff regarding trespass issues; prepare resolution authorizing trespass and letter to officials.	1.10 hrs
03/15/19	JMW	Review legislative updates.	0.20 hrs
03/29/19	CGS	Monitor proposed legislation which may impact district.	0.30 hrs
Total fees for this matter			\$403.00

MATTER SUMMARY

Stuart, Cheryl G.	0.30 hrs	325 /hr	\$97.50
Walters, Jason M.	1.30 hrs	235 /hr	\$305.50

TOTAL FEES \$403.00

TOTAL CHARGES FOR THIS MATTER

\$403.00

BILLING SUMMARY

Stuart, Cheryl G.	0.30 hrs	325 /hr	\$97.50
Walters, Jason M.	1.30 hrs	235 /hr	\$305.50

TOTAL FEES \$403.00

TOTAL CHARGES FOR THIS BILL

\$403.00

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

V-15
(A)
1-310-573000-31500

STATEMENT

April 30, 2019

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

Bill Number 107197
Billed through 03/31/2019



Monthly Meeting (O&M)

DBRNCH 00101 JMW

FOR PROFESSIONAL SERVICES RENDERED

03/01/19	JMW	Prepare for and attend agenda conference call.
03/08/19	JMW	Meeting preparation; review agenda package materials; conference with staff.
03/11/19	JMW	Meeting preparation; attend regular board meeting by telephone.
03/12/19	JMW	Meeting follow-up.
03/15/19	JMW	Review draft minutes; confer with staff.
03/26/19	JMW	Prepare for and attend agenda conference call.

Total fees for this matter	\$1,700.00
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DISBURSEMENTS

Travel	94.25
Travel - Meals	9.76
Total disbursements for this matter	\$104.01

MATTER SUMMARY

TOTAL FEES	\$1,700.00
TOTAL DISBURSEMENTS	\$104.01

TOTAL CHARGES FOR THIS MATTER	\$1,804.01
-------------------------------	------------

BILLING SUMMARY

TOTAL FEES	\$1,700.00
TOTAL DISBURSEMENTS	\$104.01

TOTAL CHARGES FOR THIS BILL	\$1,804.01
-----------------------------	------------

Please include the bill number on your check.

**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#:298623
Phone#:904-940-5850
Date:04/24/2019****Salesperson: Clay Legals****Classification: Legal Notice****Ad Size: 1.0 x 5.20****Advertisement Information:**

Description	Start	Stop	Ins.	Cost/Day	Total
Clay Today	05/02/2019	05/02/2019	1	70.20	70.20

Payment Information:

Date:	Order#	Type
04/24/2019	298623	BILLED ACCOUNT

Total Amount: 70.20**Tax: 0.00****Amount Due: 70.20****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, May 13, 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



V-104

①

1-310-57300-48000

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

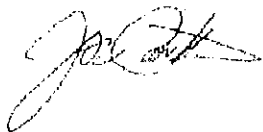
MAY MEETING

LEGAL: 43964 ORDER: 298623

was published in said newspaper in the issues:

05/02/2019

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.



Sworn to me and subscribed before me 05/02/2019.

Christie Lou Wayne
 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

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, May 13, 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 43964 published May 2, 2019 in
 Clay County's Clay Today newspaper

Grau and Associates

951 W. Yamato Road, Suite 280
Boca Raton, FL 33431-
www.graucpa.com

Phone: 561-994-9299

Fax: 561-994-5823

Double Branch Community Development District
1001 Bradford Way
Kingston, TN 37763

Invoice No. 18075
Date 05/02/2019



SERVICE

AMOUNT

Audit FYE 09/30/2018

\$ 2,500.00

Current Amount Due

\$ 2,500.00

(A)

V-27

1-310-513-322

0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Balance
2,500.00	0.00	0.00	0.00	0.00	2,500.00

Payment due upon receipt.

*** CHECK DATES 05/01/2019 - 05/31/2019 ***
 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 #
5/02/19	00007	3/31/19	PB000094 201903 320-57200-34900 MAR REFUSE		*	709.07	
				ADVANCED DISPOSAL			709.07 005919
5/02/19	00718	4/27/19	04272019 201904 300-36900-10300 RENTAL DEPOSIT REFUND		*	100.00	
				BRIAN HAGGOOD			100.00 005920
5/02/19	00208	4/29/19	04292019 201904 300-20700-10100 4/19/19-4/25/19 SECURITY		*	600.00	
				MIDDLE VILLAGE CDD			600.00 005921
5/02/19	00683	4/29/19	03462264 201904 320-57200-63100 POOL LIGHT		*	1,410.00	
				POOL SUPPLY UNLIMITED			1,410.00 005922
5/02/19	00683	4/29/19	03464518 201904 320-57200-63100 POOL LIFT ACTUATOR		*	1,334.80	
				POOL SUPPLY UNLIMITED			1,334.80 005923
5/02/19	00186	5/01/19	13129558 201905 320-57200-46300 MAY POOL MAINTENANCE		*	1,999.31	
		5/01/19	13129558 201905 320-57200-46300 FUEL		*	108.18	
				POOLSURE			2,107.49 005924
5/08/19	00722	5/06/19	05062019 201905 300-36900-10300 RENTAL DEPOSIT REFUND		*	100.00	
				CYNTHIA OWENS			100.00 005925
5/08/19	00092	5/01/19	2062 201905 310-51300-34000 MAY FACILITY MNG-REC		*	9,205.83	
				GOVERNMENTAL MANAGEMENT SERVICES			9,205.83 005926
5/08/19	00092	5/01/19	2063 201905 310-51300-34000 MAY FACILITY MNG-STAFF		*	4,963.17	
				GOVERNMENTAL MANAGEMENT SERVICES			4,963.17 005927
5/08/19	00719	5/05/19	05052019 201905 300-36900-10300 RENTAL DEPOSIT REFUND		*	100.00	
				JOHN PETROHOVICH			100.00 005928
5/08/19	00723	5/06/19	05062019 201905 300-36900-10300 RENTAL DEPOSIT REFUND		*	100.00	
				KERTRINA JONES			100.00 005929

DBBR DOUBLE BRANCH HSMITH

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
5/15/19	00002	4/30/19	04302019 201905 320-57200-43100	MAY RECREATION ELECTRIC	*	1,976.00	
		4/30/19	04302019 201905 320-57200-43000	MAY COMMON AREA ELECTRIC	*	2,643.00	
		4/30/19	04302019 201905 330-57200-43110	MAY FITNESS ELECTRIC	*	648.00	
		4/30/19	04302019 201905 320-57200-42900	MAY STREETLIGHTING	*	2,353.00	
CLAY ELECTRIC COOPERATIVE, INC							7,620.00 005940
5/15/19	00092	5/07/19	2064 201904 300-36900-10300	FACILITY EVENT 4/25/19	*	665.25	
GOVERNMENTAL MANAGEMENT SERVICES							665.25 005941
5/15/19	00208	5/13/19	05132019 201905 300-20700-10100	5/3/19-5/9/19 SECURITY	*	810.00	
MIDDLE VILLAGE CDD							810.00 005942
5/15/19	00297	5/07/19	247 201904 320-57200-46400	APR PRESSURE WASHING	*	2,072.65	
RIVERSIDE MANAGEMENT SERVICES, INC							2,072.65 005943
5/15/19	00297	5/07/19	248 201904 320-57200-46620	ADDIT PRESSURE WASHING	*	1,915.00	
		5/07/19	248 201904 320-57200-46400	ADDIT PRESSURE WASHING	*	1,026.00	
RIVERSIDE MANAGEMENT SERVICES, INC							2,941.00 005944
5/23/19	00727	5/21/19	05212019 201905 300-36900-10300	RENTAL DEPOSIT REFUND	*	100.00	
AMBER DONLEY							100.00 005945
5/23/19	00172	5/08/19	05082019 201805 320-57200-43500	716-1 WAKEMONT DRIVE	*	131.46	
		5/08/19	05082019 201805 320-57200-43500	566-1 OAKLEAF VILLAGE PRW	*	737.66	
		5/08/19	05082019 201805 320-57200-43500	3178-1 WANDERING OAKS DR	*	30.86	
		5/08/19	05082019 201805 320-57200-43500	1505-1 CANOPY OAKS DR	*	38.70	
		5/08/19	05082019 201805 320-57200-43500	1591-1 CANOPY OAKS DR	*	459.35	
		5/08/19	05082019 201805 320-57200-43500	3701-1 THOUSANDS OAKS DR	*	30.10	
		5/08/19	05082019 201805 320-57200-43500	3713-1 THOUSANDS OAKS DR	*	114.66	

DBBR DOUBLE BRANCH HSMITH

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
		5/08/19	05082019 201805 320-57200-43500 1940-1 WOODWORTH DR		*	26.30	
		5/08/19	05082019 201805 320-57200-43500 3659-1 THOUSANDS OAKS DR		*	26.30	
		5/08/19	05082019 201805 320-57200-43500 603-1 WATERFORD OAKS DR		*	33.14	
		5/08/19	05082019 201805 320-57200-43500 1422-1 BITTERBERRY DR		*	28.58	
		5/08/19	05082019 201805 320-57200-43500 1306-1 BEDROCK DRIVE		*	29.34	
				CLAY COUNTY UTILITY AUTHORITY			1,686.45 005946
5/23/19	00726	5/21/19	05212019 201905 300-36900-10300 RENTAL DEPOSIT REFUND		*	100.00	
				CRISTINA KITCHEN			100.00 005947
5/23/19	00724	5/08/19	05082019 201805 300-36900-10300 RENTAL DEPOSIT REFUND		*	320.00	
				CURTIS WHIPPLE			320.00 005948
5/23/19	00092	5/14/19	2065 201904 320-57200-46600 FACILITY MAINT-GEN		*	2,291.00	
		5/14/19	2065 201904 320-57200-46620 FACILITY MAINT-CONTIN		*	2,485.00	
		5/14/19	2065 201904 320-57200-46630 LIGHNING REPAIR		*	711.00	
		5/14/19	2065 201904 320-57200-46400 COMMON AREA MAINTENANCE		*	3,630.00	
		5/14/19	2065 201904 320-57200-63100 REPAIRS/REPLACE		*	3,689.44	
		5/14/19	2065 201904 320-57200-46300 POOL MAINTENANCE		*	2,575.00	
				GOVERNMENTAL MANAGEMENT SERVICES			15,381.44 005949
5/23/19	00092	5/14/19	2066 201905 300-36900-10300 EVENT STAFF THRU 5/9/19		*	471.50	
				GOVERNMENTAL MANAGEMENT SERVICES			471.50 005950
5/23/19	00208	5/20/19	05202019 201805 300-20700-10100 5/10/19-5/16/19 SECURITY		*	622.50	
				MIDDLE VILLAGE CDD			622.50 005951
5/23/19	00725	5/16/19	05162019 201805 300-36900-10300 RENTAL DEPOSIT REFUND		*	100.00	
				SHARON CATHERMAN			100.00 005952
				DBBR DOUBLE BRANCH HSMITH			

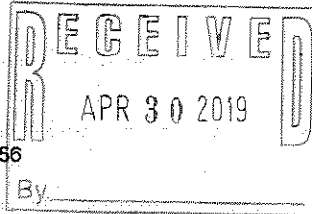
CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
5/30/19	00028	3/15/19 1156681	201903 330-57200-47200	COMMUNICATION CENTER	*	280.00	
				ATLANTIC COMPANIES, INC.			280.00 005953
5/30/19	00484	5/06/19 111313	201905 320-57200-63100	REPLACE 3 LIGHTS	*	345.00	
				CROWN POOLS, INC.			345.00 005954
5/30/19	00261	5/22/19 711577	201905 330-57200-61100	MAX ROLL	*	575.00	
		5/22/19 711577	201905 330-57200-61100	SHIPPING	*	130.00	
				ERC WIPING PRODUCTS, INC			705.00 005955
5/30/19	00422	5/20/19 49315616	201905 320-57200-61000	JANITORIAL SUPPLIES	*	589.23	
				THE HOME DEPOT PRO			589.23 005956
5/30/19	00655	5/23/19 05232019	201905 300-36900-10300	RENTAL DEPOSIT REFUND	*	100.00	
				JENNIFER RAMP			100.00 005957
5/30/19	00647	5/23/19 102250	201905 320-57200-63100	SERVICE CALL COM1 TROUBLE	*	174.00	
				JSC SYSTEMS			174.00 005958
5/30/19	00208	5/28/19 05282019	201905 300-20700-10100	5/17/19-5/23/19 SECURITY	*	810.00	
				MIDDLE VILLAGE CDD			810.00 005959
5/30/19	00305	5/13/19 10961A	201905 330-57200-47200	BIMONTHLY PM VISIT	*	288.00	
				SOUTHEAST FITNESS REPAIR			288.00 005960
5/30/19	00672	3/29/19 14344	201903 320-57200-35100	IRRIGATION REPAIR	*	804.90	
				VERDEGO, LLC			804.90 005961
TOTAL FOR BANK B						99,018.46	
TOTAL FOR REGISTER						99,018.46	

DBBR DOUBLE BRANCH HSMITH



**Advanced
Disposal**

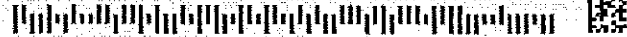
ADVANCED DISPOSAL
CLAY COUNTY - PB
7580 PHILIPS HWY
JACKSONVILLE FL 32256



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

RETURN SERVICE REQUESTED

000097 000000305



OAKLEAF PLANTATION
C/O DOUBLE BRANCH CDD
370 OAKLEAF VILLAGE PKWY
ORANGE PARK FL 32065-4259

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!

Account Information

Account Number PB006335
Site Number 0000
Invoice Date March 31, 2019
Invoice Number PB0000944376

Account Summary

Previous Balance \$769.12
Payments/Adjustments -\$769.12
Current Invoice Amount \$709.07

Amount Due \$709.07

Due Date Upon Receipt

Invoice Breakdown

Current \$709.07
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

03/18/19 LOCKBOX AUTOMATED \$769.12

Payments and Adjustments -\$769.12

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)					
03/31/19	FUEL SURCHARGE	SC134549	1.00	60.99	60.99
03/31/19	ENVIRONMENTAL FEE	SC134548	1.00	99.84	99.84
03/31/19	TRASH STANDARD		1.00	416.00	416.00
	SERVICE:				
	03/01/19-03/31/19				
	Clay Co Franchise Fee		576.83		94.02
	SITE TOTAL				670.85
03/31/19	COMPLIANCE AND	SC134644	1.00	32.86	32.86
	BUSINESS IMPACT				
	CHARGE				
	Clay Co Franchise Fee		32.86		5.36

Current Charges

Amount Due \$709.07

PB1904021001.txt-193-000000305

APPROVED

Code to:

Double Branch Refuse Services

2-330-572-3490

2 1-7

(B)

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

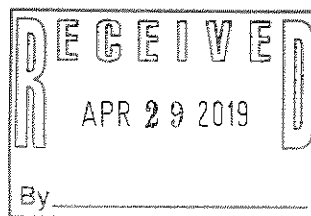
Printed on recycled paper



Advanced Disposal

to assist you in getting set up.

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - BRIAN HAGGOOD
Date: April 27, 2019 at 4:27 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 – OV PATIO aka Oakleaf Village PATIO (WEDNESDAY) 4:00 p.m. to 8:00 p.m.
- DATE OF VENUE – APRIL 24, 2019
- RESIDENT – BRIAN HAGGOOD
- ADDRESS – 1735 CANOPY OAKS DRIVE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - DEPOSIT REFUND
- DEPOSIT was via VISA (4074)
 - DATED: 4/22/19
 - BATCH#: 130
 - SEQ#: 2
 - INVOICE#: 2
 - APPROVAL CODE: 022177
 - AMOUNT: \$100.00

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

Thank you.

I will be out of the office TUESDAY, April 30, 2019 and WEDNESDAY, May 1, 2019, therefore, if you require immediate attention please email me or leave a message at 904-770-4661 with your name, contact number and email address. I will respond at my earliest opportunity.

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

Governmental Management Services

www.OakLeafResidents.com

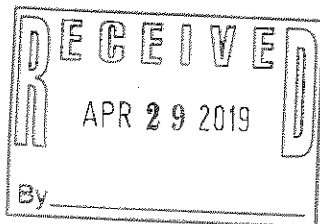
Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. The information contained in this email and/or attachment(s)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

1-718

2-300-36900-103

Clay County Sheriff's Office

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

**INVOICE**

INVOICE DATE: APRIL 29, 2019
WEEK OF: 4/19/19-4/25/19

TO:

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

FOR:

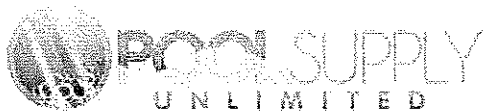
Oakleaf Amenities Manager
and
Brian Sanchez

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
4/19/19	BEN SIMMONS	1700-2300	6	30.00	180.00
4/20/19	BEN SIMMONS	1700-2300	6	30.00	180.00
4/21/19	BRYAN SMITH	1600-2200	6	30.00	180.00
4/22/19	DAVID VOLLER	1700-2300	6	30.00	180.00
4/23/19	JONATHAN BROWN	1700-2300	6	30.00	180.00
4/24/19	MATTHEW WILLIAMS	1630-2230	6	30.00	180.00
4/25/19	BRYAN SMITH	1700-2100	4	30.00	120.00
DEPUTY SIGNATURE:				TOTAL	\$1200.00/2
					\$600.00

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

THANK YOU FOR YOUR BUSINESS!

V-208
2-30-207-101



1426 E Spruce St
Ontario, CA 91761
(888) 836-6025
sales@poolsupplyunlimited.com

INVOICE

Date: 04/29/2019
Invoice No. 03462264
Payment Method: COD
Status: :

Billing: GMS LLC
Jay Soriano
370 Oakleaf Village pkwy
Orange Park, FL 32065
Phone: (904) 342-1441

Shipping: GMS LLC
Jay Soriano
370 Oakleaf Village pkwy
Orange Park, FL 32065
Phone: (904) 342-1441

Item	Description	Qty	Rate	Amount
136254	Pentair Intellibrite 5G WHITE Pool Light for Inground Pools 12V LED 300W 150' Cord 601108	6	\$460.00	\$2,760.00

Code to: Split 50/50

Double Branch Repair and Replacements

2.320.57200.63100 \$1,410

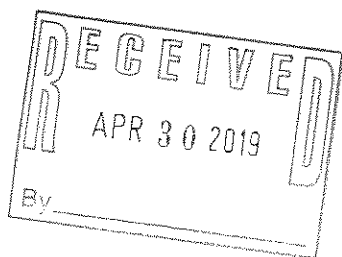
Order Notes: N30 Terms. Please ship immediately. Price approved by JR. Customer provided part number. Jonathan

Middle Village Repair and Replacements
34-600-538-64000

Tax: \$0.00

Shipping: \$135.00

Total: \$2,820.00



V-683
2-320-57200-63100
B



INVOICE

1426 E Spruce St
Ontario, CA 91761
(888) 836-6025
sales@poolsupplyunlimited.com

Date: 04/29/2019
Invoice No. 03464518
Payment Method: COD
Status: :

Billing: GMS LLC
Jay Soriano
370 Oakleaf Village pkwy
Orange Park, FL 32065
Phone: (904) 342-1441

Shipping: GMS LLC
Jay Soriano
370 Oakleaf Village pkwy
Orange Park, FL 32065
Phone: (904) 342-1441

Item	Description	Qty	Rate	Amount
139862	SR Smith New Style Battery for Multilift, PAL, Splash, & aXs Pool Lifts 1001495	2	\$179.00	\$358.00
153226	SR Smith Actuator for Splash! Lift 100-5000A	1	\$889.74	\$889.74
149331	SR Smith 24V Motor for Splash Lift 120-1100	2	\$296.50	\$593.00
11926	Blue White F-300 Series 4" PVC Flowmeter 75-420 GPM F-30400P	4	\$112.06	\$448.24

Code to: Split

Double Branch Repair and Replacements

2.320.57200.63100 (\$1334.80)

Order Notes: N30 Terms, Please ship immediately. Provided part numbers to customer. Serial number for lift actuator is lift serial number S3036 please

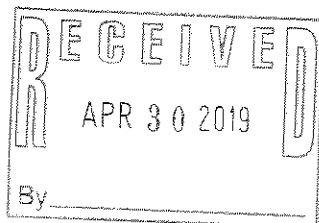
Middle Village Repair and Replacements

34-600-538-64000 (\$978.06)

Tax: \$0.00

Shipping: \$83.88

Total: \$2,312.86



V-683

2-320-57200-63100

B



1707 Townhurst Dr.
Houston TX 77043
(800) 858-POOL (7665)
www.poolsure.com

Invoice

Date 5/1/2019

Invoice # 131295585263

Terms	Net 20
Due Date	5/21/2019
PO #	
Customer #	13OAK102

Bill To Oakleaf Village/Double Branch c/o Double Branch Comm Dev 475 West Town Place Ste 114 St Augustine FL 32092	Ship To Oak Leaf Plantation/ Double Branch 370 Oakleaf Village Parkway Orange Park FL 32065
---	---

Item ID	Description	Qty	Units	Amount
WM-CHEM-BASE	Water Management Seasonal Billing Rate	1	ea	1,999.31
Fuel Surcharge	Fuel/Environmental Transit Fee	1	ea	108.18
<div>RECEIVED APR 22 2019</div>				

Total 2,107.49
Amount Due \$2,107.49

V-186

2-320-57200-46300

Remittance Slip

Customer
13OAK102
Invoice #
131295585263

Amount Due \$2,107.49

Amount Paid

Make Checks Payable To
Poolsure
PO Box 55372
Houston, TX 77255-5372



131295585263

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - CYNTHIA OWENS
Date: May 6, 2019 at 8:44 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) 7:00 p.m. to 11:00 p.m.
- DATE OF VENUE – APRIL 27, 2019
- RESIDENT – CYNTHIA OWENS
- ADDRESS – 672 WAKEVIEW DRIVE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - DEPOSIT REFUND
- DEPOSIT was via VISA (3213)
 - DATED: 2/8/19
 - SEQ#: 2
 - BATCH#: 109
 - INVOICE#: 2
 - APPROVAL CODE: 153713
 - AMOUNT: \$100.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	E
02/08/19	02/08/19	04/27/19	Cynthia Owens - 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 TUESDAY, May 7, 2019 and WEDNESDAY, May 8, 2019, therefore, if you require immediate attention please email me or leave a message at 904-770-4661 my earliest opportunity.

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

Governmental Management Services

www.OakLeafResidents.com

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V-722

2,300,369.103

(B)

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 #: 2062
Invoice Date: 5/1/19
Due Date: 5/1/19
Case:
P.O. Number:

Description	Hours/Qty	Rate	Amount
Facility Management - Oakleaf Plantation - May 2019/ Rec. 2, 310, 513, 3400 (B) V-92		9,205.83	9,205.83

Total \$9,205.83

Payments/Credits \$0.00

Balance Due \$9,205.83

2019
5, 3, 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 #: 2063
Invoice Date: 5/1/19
Due Date: 5/1/19
Case:
P.O. Number:

Description	Hours/Qty	Rate	Amount
Facility Management - Oakleaf Plantation - May 2019/ Amenity Staff		4,963.17	4,963.17
2,310,513,340			
(B) V-92			
Total			\$4,963.17
Payments/Credits			\$0.00
Balance Due			\$4,963.17

RMW
5.3.19

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - JOHN PETROHOVICH
Date: May 5, 2019 at 7:19 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) 6:00 p.m. to 10:00 p.m.
- DATE OF VENUE – APRIL 25, 2019
- RESIDENT – JOHN PETROHOVICH
- ADDRESS – 351 SUNSTONE COURT, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - DEPOSIT REFUND
- DEPOSIT was via VISA (8154)
 - DATED: 4/8/19
 - SEQ#: 2
 - BATCH#: 127
 - INVOICE#: 2
 - APPROVAL CODE: 447325
 - AMOUNT: \$100.00



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

Thank you.

I will be out of the office TUESDAY, May 7, 2019 and WEDNESDAY, May 8, 2019, therefore, if you require immediate attention please email me or leave a message at 904-770-4661 with your name, contact number and email address. I will respond at my earliest opportunity.

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

Governmental Management Services

www.OakLeafResidents.com

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2-300-369-103

(B)

V-719

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - KERTRINA JONES
Date: May 6, 2019 at 8:39 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:

- LOCATION – OV PATIO aka Oakleaf Village PATIO (SATURDAY) 2:00 p.m. to 6:00 p.m.
- DATE OF VENUE – APRIL 27, 2019
- RESIDENT – KERTRINA JONES
- ADDRESS – 3889 AUBREY LANE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - DEPOSIT REFUND
- DEPOSIT was via MASTERCARD (2108)
 - DATED: 4/23/19
 - SEQ#: 2
 - BATCH#: 131
 - INVOICE#: 2
 - APPROVAL CODE: o8744P
 - AMOUNT: \$100.00

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

Thank you.

I will be out of the office TUESDAY, May 7, 2019 and WEDNESDAY, May 8, 2019, therefore, if you require immediate attention please email me or leave a message at 904-770-4661 with your name, contact number and email address. I will respond at my earliest opportunity.

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

Governmental Management Services

www.OakLeafResidents.com

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2,800,369.103
(B) V-723



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



INVOICE

Invoice #	427762
Account #	708477
Invoice Date	5/1/2019
Due Date	5/11/2019
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	Monthly Water Management Service (R)	2,029.00
	Customer Total Balance	\$2,029.00
	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
V-24 (B)

Amount Enclosed

Invoice #	427762
Account #	708477
Date	5/1/2019

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	_____

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund due to cancelling - McKINNYA WALLACE
Date: May 5, 2019 at 7:14 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:

- o LOCATION – OVCR aka Oakleaf Village CLUBROOM (SATURDAY) 7:00 p.m. to 11:00 p.m.
- o DATE OF VENUE – JUNE 1, 2019
- o RESIDENT – McKINNYA WALLACE
- o ADDRESS – 3813 WESTRIDGE DRIVE, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND - \$250.00
 - CANCELTION REFUND OF RENTAL (\$150) AND DEPOSIT (\$100) FEES - CANCELLED via email WED May 1, 2019
- o DEPOSIT was via VISA (1553)
 - **RENTAL FEE:**
 - DATED: 3/2/19
 - SEQ#: 1
 - BATCH#: 117
 - INVOICE#: 1
 - APPROVAL CODE: 874574
 - AMOUNT: \$150.00
 - **DEPOSIT FEE:**
 - DATED: 3/2/19
 - SEQ#: 2
 - BATCH#: 117
 - INVOICE#: 2
 - APPROVAL CODE: 559765
 - AMOUNT: \$100.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	E
03/02/19	03/02/19	06/01/19	McKinnya Wallace- OVCR	4	\$ 150.00	
03/02/19	03/02/19	06/01/19	McKinnya Wallace- 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 TUESDAY, May 7, 2019 and WEDNESDAY, May 8, 2019, therefore, if you require immediate attention please email me or leave a message at 904-770-4661 my earliest opportunity.

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

Governmental Management Services

www.OakLeafResidents.com

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(B)

V-720

2,300,369,103

Clay County Sheriff's Office

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

**INVOICE**

INVOICE DATE: MAY 6, 2019
WEEK OF: 4/26/19-5/2/19

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
4/26/19	BEN WASE	1800-0000	6	30.00	180.00
4/29/19	DAVID VOLLER	1600-2200	6	30.00	180.00
4/30/19	DAVID VOLLER	1700-2200	5	30.00	150.00
5/1/19	JONATHAN BROWN	1700-2300	6	30.00	180.00
5/2/19	BRYAN SMITH	1700-2300	6	30.00	180.00
DEPUTY SIGNATURE:				TOTAL	\$870.00/2
					\$435.00

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

THANK YOU FOR YOUR BUSINESS!

2-300-207-101

V-208

(B)

Riverside Management Services, Inc

9655 Florida Mining Blvd West
Suite 305
Jacksonville, FL 32257

Invoice

Date	Invoice #
5/1/2019	245

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 - May 2019/ Amenity 2,320,572,6100 V-297 (B)	2,079.00	2,079.00
Total			\$2,079.00

RHW
5,2,19

Riverside Management Services, Inc

9655 Florida Mining Blvd West

Suite 305

Jacksonville, FL 32257

Invoice

Date	Invoice #
5/1/2019	246

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 - May 2019/ Fitness 2,33,572,6110 Ⓟ V-297	1,005.42	1,005.42
Total			\$1,005.42

246
5.2.19

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - TANISHA MATIC
Date: May 6, 2019 at 8:48 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 27, 2019
- RESIDENT – TANISHA MATIC
- ADDRESS – 3522 HAWTHORN WAY, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - DEPOSIT REFUND
- DEPOSIT was via VISA (8916)
 - DATED: 12/21/18
 - SEQ#: 4
 - BATCH#: 101
 - INVOICE#: 4
 - APPROVAL CODE: 729245
 - AMOUNT: \$100.00

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT
12/21/18	12/21/18	04/27/19	Tanisha Matic - 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 TUESDAY, May 7, 2019 and WEDNESDAY, May 8, 2019, therefore, if you require immediate attention please email me or leave a message at 904-770-0000.

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

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2,300,369.103

(B) V-721



Servicing Plant JACKSONVILLE

FL

Location 917

Any questions regarding this statement, please call 904/353-4121 Page 001

INVOICE DATE	INVOICE #	AMOUNT	CUSTOMER COMMENTS
3/25/19	9171452117	60.25	<div>RECEIVED MAY 02 2019 By _____</div> <div>V-382</div> <div>(B)</div>
4/01/19	9171454103	62.92	
4/08/19	9171456104	60.25	
4/15/19	9171458093	60.25	
<div>Code to: 2.330.57200.61100 Double Branch Fitness Janitorial</div>			
STATEMENT DATE	ACCOUNT #	AMOUNT DUE	
4/23/19	999548	243.67	

CURRENT	30 DAYS	60 DAYS	90 DAYS and OVER
243.67			

Charges, Payments and Credits received after the above statement date will reflect on the next statement. Terms Net 30 days from date of invoice.

REMIT TO:

UNIFIRST CORPORATION
ATTENTION-ACCOUNTS RECEIVABLE
1446 HAINES STREET
JACKSONVILLE FL 32206

Please return This Stub With Your Payment

REMIT TO:

UNIFIRST CORPORATION
ATTENTION-ACCOUNTS RECEIVABLE
1446 HAINES STREET
JACKSONVILLE FL 32206

DOUBLE BRANCH CDD
370 OAKLEAG VILLAGE PKWY O
ORANGE PARK FL 32065

Statement Date:
4/23/19
Invoices Paid
Amount Paid
Customer Number
999548

INVOICE NUMBER 917 1452117 REMIT TO: UniFirst Corporation
INVOICE DATE 3/25/19 1446 HAINES STREET
CUSTOMER# (BILL TO) 999548 JACKSONVILLE FL 32206
A/R NUMBER RTE# 02610
CUSTOMER DOUBLE BRANCH CDD



PAYMENT AMOUNT \$ _____

9171452117

- Please Detach and Return With Payment -



UniFirst Corporation
1446 HAINES STREET

JACKSONVILLE

PAGE 001
FL 32206

INVOICE 917 1452117 DATE 3/25/19 PAYMENT TERMS CHARGE PURCHASE ORDER CONTRACT 668911

SHIP TO 999548
DOUBLE BRANCH CDD
370 OAKLEAG VILLAGE PKWY
ORANGE PARK FL 32065

BILL TO 999548
DOUBLE BRANCH CDD
370 OAKLEAG VILLAGE PKWY
ORANGE PARK FL 32065

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL:

904/353-4121

RTE# 02610

LKR/ DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					
		4X6H OAKLEAF		3	24.45			3/12	3	
		MAT-4X6 HD GREAT IMP		2	16.30			1/19	2	
		DEFE CHARGE			19.50					
		INVOICE SUB-TOTAL			60.25					

TOTAL SERVICE CHANGES _____

AMOUNT DUE _____

THIS IS YOUR ONLY INVCE- NET 30 DAYS. PLEASE SIGN

Ann Carter

SOIL PICK UP COUNT SH _____ PT. _____ DT _____ NO _____

INVOICE NUMBER 917 1454103 REMIT TO: UniFirst Corporation
 INVOICE DATE 4/01/19 1446 HAINES STREET
 CUSTOMER# (BILL TO) 999548 JACKSONVILLE FL 32206
 A/R NUMBER RTE# 02610
 CUSTOMER DOUBLE BRANCH CDD



PAYMENT AMOUNT \$

9171454103Z

- Please Detach and Return With Payment -



UniFirst Corporation
 1446 HAINES STREET

JACKSONVILLE

PAGE 001
 FL 32206

INVOICE DATE PAYMENT TERMS PURCHASE ORDER CONTRACT
 917 1454103 4/01/19 CHARGE 668911

SHIP TO
 999548
 DOUBLE BRANCH CDD
 370 OAKLEAG VILLAGE PKWY
 ORANGE PARK FL 32065

BILL TO
 999548
 DOUBLE BRANCH CDD
 370 OAKLEAG VILLAGE PKWY
 ORANGE PARK FL 32065

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL:

904/353-4121

RTE# 02610

LKR/ DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					
		4X6H OAKLEAF		3	24.45			3/12	3	
		MAT-4X6 HD GREAT IMP		2	16.30			1/19	2	
		FINANCE CHARGE			2.67					
		DEFE CHARGE			19.50					
		INVOICE SUB-TOTAL			62.92					
		TOTAL SERVICE CHANGES								
		AMOUNT DUE								

THIS IS YOUR ONLY INVCE- NET 30 DAYS. PLEASE SIGN

W. McRae

SOIL PICK UP COUNT SH _____ PT _____ OT _____ NO _____

INVOICE NUMBER 917 1456104 REMIT TO: UniFirst Corporation
INVOICE DATE 4/08/19 1446 HAINES STREET
CUSTOMER# (BILL TO) 999548 JACKSONVILLE FL 32206
A/R NUMBER RTE# 02610
CUSTOMER DOUBLE BRANCH CDD



9171456104

PAYMENT AMOUNT \$ _____

- Please Detach and Return With Payment -



UniFirst Corporation
1446 HAINES STREET

JACKSONVILLE

PAGE 001
FL 32206

INVOICE 917 1456104 DATE 4/08/19 PAYMENT TERMS CHARGE PURCHASE ORDER CONTRACT 668911

SHIP TO 999548
DOUBLE BRANCH CDD
370 OAKLEAG VILLAGE PKWY
ORANGE PARK FL 32065

BILL TO 999548
DOUBLE BRANCH CDD
370 OAKLEAG VILLAGE PKWY
ORANGE PARK FL 32065

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL:

904/353-4121

RTE# 02610

LKR/ DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					
		4X6H OAKLEAF		3	24.45			3/12	3	
		MAT-4X6 HD GREAT IMP		2	16.30			1/19	2	
		DEFE CHARGE			19.50					
		INVOICE SUB-TOTAL			60.25					

TOTAL SERVICE CHARGES _____

AMOUNT DUE _____

THIS IS YOUR ONLY INVCE- NET 30 DAYS. PLEASE SIGN

Mrs

SOIL PICK UP COUNT SH _____ PT _____ OT _____ NO _____

INVOICE NUMBER 917 1458093 REMIT TO: UniFirst Corporation
INVOICE DATE 4/15/19 1446 HAINES STREET
CUSTOMER# (BILL TO) 999548 JACKSONVILLE FL 32206
A/R NUMBER RTE# 02610
CUSTOMER DOUBLE BRANCH CDD



PAYMENT AMOUNT \$ 91714580934

- Please Detach and Return With Payment -



UniFirst Corporation
1446 HAINES STREET

JACKSONVILLE

PAGE 001
FL 32206

INVOICE
917 1458093

DATE
4/15/19

PAYMENT TERMS
CHARGE

PURCHASE ORDER

CONTRACT
668911

SHIP TO
999548
DOUBLE BRANCH CDD
370 OAKLEAG VILLAGE PKWY
ORANGE PARK FL 32065

BILL TO
999548
DOUBLE BRANCH CDD
370 OAKLEAG VILLAGE PKWY
ORANGE PARK FL 32065

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL:

904/553-4121

RTE# 02610

LKR/ DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					
		4X6H OAKLEAF		3	24.45			3/12	3	
		MAT-4X6 HD GREAT IMP		2	16.30			1/19	2	
		DEFE CHARGE			19.50					
		INVOICE SUB-TOTAL			60.25					

TOTAL SERVICE CHARGES

AMOUNT DUE

THIS IS YOUR ONLY INVCE-- NET 30 DAYS. PLEASE SIGN

Turn in to

SOIL PICK UP COUNT SH _____ PT _____ OT _____ NO _____



Invoice

Invoice #: 453

Date: 05/01/19

Customer PO:

DUE DATE: 05/31/2019

BILL TO

Oakleaf - Double Branch CDD
Oakleaf Plantation
370 Oakleaf Village Parkway
Orange Park, FL 32065

FROM

VerdeGo
PO Box 789
3335 North State Street
Bunnell, FL 32110
Phone: 386-437-3122
www.verdego.com

DESCRIPTION

#86 - Standard Maintenance Contract May 2019

AMOUNT

\$30,310.77

Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE \$30,310.77

BALANCE DUE \$35,210.77

Current	1-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	90+ Days Past Due
\$35,210.77	\$0.00	\$0.00	\$0.00	\$0.00

Code to:

2-320-572-4620

Double Branch Landscape Maintenance

V-672
(B)

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: **04/01/2019 - 04/30/2019**

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



(B) V-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



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

(904) 284-7575

Invoice Number: SSI08923
Invoice Date: 5/8/2019

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 5/23/2019
Terms Net 15 Days

Customer ID C0000168
P.O. Number
P.O. Date 5/8/2019
Our Order No
SalesPerson

Item/Description	Unit	Order Qtv	Quantitv	Unit Price	Total Price
Fees-2nd Employment Admin Fee-APRIL 2019		170	170	5.00	850.00/2=\$425.00
Fees-2nd Employment Scheduling		15	15	25.00	375.00/2=\$187.50

(B)

V-285

2-320-572-34510

Amount Subject to Sales Tax US0
Amount Exempt from Sales Tax 1,225.00

Subtotal: 1,225.00
Invoice Discount: 0.00
Tax: 0.00

Total USD: 1,225.00/2
\$612.50

OAKLEAF PLANTATION CDD	4/1/2019	6534	SIMMONS, BENJAMIN A	6.00
OAKLEAF PLANTATION CDD	4/2/2019	6905	WASE, BEN	6.00
OAKLEAF PLANTATION CDD	4/3/2019	6905	WASE, BEN	6.00
OAKLEAF PLANTATION CDD	4/4/2019	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	4/5/2019	6584	BURNS, MIACHEL	6.00
OAKLEAF PLANTATION CDD	4/5/2019	6799	SIMANDL, WAYNE A.	6.00
OAKLEAF PLANTATION CDD	4/6/2019	6584	BURNS, MIACHEL	6.00
OAKLEAF PLANTATION CDD	4/6/2019	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	4/7/2019	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	4/8/2019	6839	SMITH, BRYAN	5.00
OAKLEAF PLANTATION CDD	4/9/2019	7137	BROWN, JONATHAN	6.00
OAKLEAF PLANTATION CDD	4/10/2019	6028	WILLIAMS, MATTHEW L	6.00
OAKLEAF PLANTATION CDD	4/11/2019	7137	BROWN, JONATHAN	6.00
OAKLEAF PLANTATION CDD	4/13/2019	6534	SIMMONS, BENJAMIN A	6.00
OAKLEAF PLANTATION CDD	4/14/2019	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	4/15/2019	6799	SIMANDL, WAYNE A.	6.00
OAKLEAF PLANTATION CDD	4/16/2019	6905	WASE, BEN	6.00
OAKLEAF PLANTATION CDD	4/17/2019	7137	BROWN, JONATHAN	6.00
OAKLEAF PLANTATION CDD	4/18/2019	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	4/19/2019	6534	SIMMONS, BENJAMIN A	6.00
OAKLEAF PLANTATION CDD	4/20/2019	6534	SIMMONS, BENJAMIN A	6.00
OAKLEAF PLANTATION CDD	4/21/2019	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	4/22/2019	7695	VOLLER, DAVID	6.00
OAKLEAF PLANTATION CDD	4/23/2019	7137	BROWN, JONATHAN	6.00
OAKLEAF PLANTATION CDD	4/24/2019	6028	WILLIAMS, MATTHEW L	6.00
OAKLEAF PLANTATION CDD	4/25/2019	6839	SMITH, BRYAN	4.00
OAKLEAF PLANTATION CDD	4/26/2019	6905	WASE, BEN	6.00
OAKLEAF PLANTATION CDD	4/29/2019	7695	VOLLER, DAVID	6.00
OAKLEAF PLANTATION CDD	4/30/2019	7695	VOLLER, DAVID	5.00
			TOTAL	170.00



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

Statement Date: **04/30/2019**

GROUP BILLING

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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	03/14/2019	04/10/2019	926.00	-926.00	.00	942.00	942.00
	4995718	03/14/2019	04/10/2019	504.00	-504.00	.00	483.00	483.00
	5217088	03/14/2019	04/10/2019	1,876.00	-1,876.00	.00	1,976.00	1,976.00
	5347943	03/14/2019	04/10/2019	97.00	-97.00	.00	64.00	64.00
	5379615	04/02/2019	04/30/2019	2,141.00	-2,141.00	.00	2,141.00	2,141.00
	5715289	04/02/2019	04/30/2019	98.00	-98.00	.00	98.00	98.00
	5774021	03/12/2019	04/09/2019	25.00	-25.00	.00	25.00	25.00
	6912612	03/14/2019	04/11/2019	24.78	-24.78	.00	25.00	25.00
	6912620	03/14/2019	04/10/2019	25.00	-25.00	.00	26.00	26.00
	6912653	03/14/2019	04/11/2019	26.00	-26.00	.00	26.00	26.00
	6912661	03/14/2019	04/11/2019	25.00	-25.00	.00	25.00	25.00
	6912687	03/14/2019	04/11/2019	25.00	-25.00	.00	25.00	25.00
	6912695	03/14/2019	04/11/2019	26.00	-26.00	.00	26.00	26.00
	6912703	03/14/2019	04/11/2019	26.00	-26.00	.00	28.00	28.00
	6912729	03/14/2019	04/11/2019	26.00	-26.00	.00	26.00	26.00
	6912737	03/14/2019	04/11/2019	26.00	-26.00	.00	26.00	26.00
	6912752	03/14/2019	04/10/2019	25.00	-25.00	.00	26.00	26.00
	6912828	03/13/2019	04/10/2019	25.00	-25.00	.00	25.00	25.00
	6912836	03/13/2019	04/10/2019	25.00	-25.00	.00	25.00	25.00
	6912869	03/12/2019	04/09/2019	25.00	-25.00	.00	25.00	25.00
	6912877	03/12/2019	04/09/2019	27.00	-27.00	.00	27.00	27.00
	6912893	03/12/2019	04/09/2019	25.00	-25.00	.00	25.00	25.00
	6912901	03/12/2019	04/09/2019	25.00	-25.00	.00	25.00	25.00
	6912919	03/12/2019	04/09/2019	25.00	-25.00	.00	25.00	25.00
	6912927	03/12/2019	04/09/2019	25.00	-25.00	.00	25.00	25.00
	6912943	03/14/2019	04/10/2019	28.00	-28.00	.00	28.00	28.00
	6912950	03/13/2019	04/10/2019	25.00	-25.00	.00	25.00	25.00
	6912968	03/14/2019	04/10/2019	26.00	-26.00	.00	26.00	26.00
	6912976	03/14/2019	04/10/2019	26.00	-26.00	.00	26.00	26.00
	7131527	03/14/2019	04/10/2019	26.00	-26.00	.00	27.00	27.00
	7332257	03/12/2019	04/09/2019	223.00	-223.00	.00	210.00	210.00
	7332265	04/02/2019	04/30/2019	212.00	-212.00	.00	212.00	212.00
	8684243	03/14/2019	04/11/2019	25.00	-25.00	.00	26.00	26.00

* Credits only affect the account they are associated with.
 Credits in the Total Due column will be applied to that account's next billing.
 A late charge of \$5.00 or 5 percent of the delinquent amount (which ever is greater) will be added to your account, if payment is not received within 24 days of billing.
 When Paying in Person: Bring entire bill with you.
 When Paying By Mail: Return this portion with your payment.



Group Invoice 8737
Clay Electric Cooperative, Inc.
 P.O. Box 308
 Keystone Heights, Florida 32656-0308

12

Mailing Address Correction: _____
 911 Emergency Address: _____

Primary Person No.	I included an additional amount as a donation to Project Share to help those in need.
1121032	
Phone Number	
(904) 406-2206	
Phone Correction	\$
	Payment Amount
Return this coupon with your payment	Write Primary Person No. on check and make payable to: Clay Electric Cooperative, Inc.

Previous Balance Due .00

Current Charges Due 7,418.00

Due Date 05/14/2019

Total Amount Due 7,418.00

05/13/2019

(B) V-2

see excel file

75984-1A
 DOUBLE BRANCH COMM DEV DIST
 475 W TOWN PL STE 114
 SAINT AUGUSTINE FL 32092-3649

May

00000142



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

Statement Date: 04/30/2019

GROUP BILLING

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Web Address
clayelectric.com

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

Sub ID	Account	Reading		Previous Statement	Payments &	Balance	Current	Total Due
		From	To	Balance	Credits	Forward	Charges	
	8763369	03/14/2019	04/11/2019	614.00	-614.00	.00	648.00	648.00
							Subtotal	7,418.00

00000143



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

Statement Date: 04/30/2019

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	03/26/2019	72889	73104	20	4300	13	499570	81671894	
GS	04/10/2019	0	226	20	4520	15	499570	151851973	

		Previous Bill Amount	926.00
		Invoice Payment	-926.00
		Previous Balance	.00
Dem Read	0.000	Energy	717.07
Dem Use	0.000	Access Charge	23.00
		Power Cost Adjustment X 4300 KWH	153.47
		FLA Gross Receipts Tax	22.90
		Clay Co Public Ser Utility Tax	25.48
		Operation Round Up	0.08
		CURRENT CHARGES	942.00
		TOTAL DUE	942.00 ✓

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	03/26/2019	193	245	40	2080	13	499571	22275934	
GS	04/10/2019	0	5B	40	2320	15	499571	152192893	

		Previous Bill Amount	504.00
		Invoice Payment	-504.00
		Previous Balance	.00
Dem Read	0.000	Energy	357.72
Dem Use	0.000	Access Charge	23.00
		Power Cost Adjustment X 2080 KWH	76.56
		FLA Gross Receipts Tax	11.72
		Clay Co Public Ser Utility Tax	13.17
		Operation Round Up	0.83
		CURRENT CHARGES	483.00
		TOTAL DUE	483.00 ✓

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	03/26/2019	95244	95374	80	10400	13	499532	81671876	
GSD	04/10/2019	0	121	80	9680	15	499532	151851971	

		Previous Bill Amount	1,876.00
		Invoice Payment	-1,876.00
		Previous Balance	.00
Dem Read	0.000	Energy	1,204.80
Dem Use	0.000	Access Charge	80.00
		Demand	241.51
		Power Cost Adjustment X 10400 KWH	349.39
		FLA Gross Receipts Tax	48.06
		Clay Co Public Ser Utility Tax	51.67
		Operation Round Up	0.57
		CURRENT CHARGES	1,976.00
		TOTAL DUE	1,976.00 ✓



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

Statement Date: 04/30/2019

GROUP BILLING DETAIL

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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	04/04/2019	68926	69226	1	300	22	534794	11582907	
GS	04/10/2019	0	72	1	72	6	534794	151850976	
Dem Read		6.350	Previous Bill Amount						97.00
Dem Use		6.350	Invoice Payment						-97.00
			Previous Balance						.00
			Energy						30.24
			Access Charge						23.00
			Power Cost Adjustment X 300 KWH						6.47
			FLA Gross Receipts Tax						1.53
			Clay Co Public Ser Utility Tax						1.96
			Operation Round Up						0.80
			CURRENT CHARGES						64.00
			TOTAL DUE						64.00

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	
Dem Read			Previous Bill Amount						2,141.00
Dem Use			Invoice Payment						-2,141.00
			Previous Balance						.00
			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	
Dem Read			Previous Bill Amount						98.00
Dem Use			Invoice Payment						-98.00
			Previous Balance						.00
			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	04/09/2019	350	352	1	2	29	577402	40591048	
			Previous Bill Amount						25.00
			Invoice Payment						-25.00
			CURRENT CHARGES						25.00
			TOTAL DUE						25.00

00000145

00000146



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

Statement Date: 04/30/2019

GROUP BILLING DETAIL

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Web Address
clayelectric.com

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	04/11/2019	17789	17790	1	1	29	691266	26220998

Dem Read	Previous Bill Amount	25.00
Dem Use	Invoice Payment	-25.00
	Previous Balance	.00
	Energy	0.08
	Access Charge	23.00
	Power Cost Adjustment X 1 KWH	0.02
	FLA Gross Receipts Tax	0.59
	Clay Co Public Ser Utility Tax	0.92
	Operation Round Up	0.39
	CURRENT CHARGES	25.00
	TOTAL DUE	25.00

Sub ID 1	Acct # 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	04/11/2019	10105	10105	1	0	29	691268	26220997

Dem Read	Previous Bill Amount	25.00
Dem Use	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	04/11/2019	16106	16116	1	10	29	691269	26220996

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

Sub ID 1	Acct # 6912703	Name	DOUBLE BRANCH COMM DEV DIST	Loc 3925 PLANTATION OAKS BLVD # 1				
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
GS	04/11/2019	54653	54680	1	27	29	691270	25203257

	Previous Bill Amount	26.00
	Invoice Payment	-26.00
	CURRENT CHARGES	28.00
	TOTAL DUE	28.00

00000148

00000149



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

Statement Date: 04/30/2019

GROUP BILLING DETAIL

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Web Address
clayelectric.com

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	04/09/2019	17592	17610	1	18	29	691287	26251622

Dem Read	Previous Bill Amount	27.00
Dem Use	Invoice Payment	-27.00
	Previous Balance	.00
	Energy	1.46
	Access Charge	23.00
	Power Cost Adjustment X 18 KWH	0.31
	FLA Gross Receipts Tax	0.64
	Clay Co Public Ser Utility Tax	0.97
	Operation Round Up	0.62
	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	04/09/2019	11830	11830	1	0	29	691289	26251619

Dem Read	Previous Bill Amount	25.00
Dem Use	Invoice Payment	-25.00
	Previous Balance	.00
	Access Charge	23.00
	FLA Gross Receipts Tax	0.59
	Clay Co Public Ser Utility Tax	0.92
	Operation Round Up	0.49
	CURRENT CHARGES	25.00
	TOTAL DUE	25.00

Sub ID 1	Acct # 6912901	Name	DOUBLE BRANCH COMM DEV DIST	Loc 507 MILLSTONE DR # 1				
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
GS	04/09/2019	10036	10036	1	0	29	691290	25007136

Dem Read	Previous Bill Amount	25.00
Dem Use	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 # 6912919	Name	DOUBLE BRANCH COMM DEV DIST	Loc 498 MILLSTONE DR # 1				
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
GS	04/09/2019	15104	15104	1	0	29	691291	26251621

Dem Read	Previous Bill Amount	25.00
Dem Use	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

00000150



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

Statement Date: 04/30/2019

GROUP BILLING DETAIL

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Web Address
clayelectric.com

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	04/09/2019	9016	9016	1	0	29	691292	25007134
		Previous Bill Amount						25.00
		Invoice Payment						-25.00
		Previous Balance						.00
		Access Charge						23.00
		FLA Gross Receipts Tax						0.59
		Clay Co Public Ser Utility Tax						0.92
		Operation Round Up						0.49
		CURRENT CHARGES						25.00
		TOTAL DUE						25.00

Sub ID 1	Acct # 6912943	Name	DOUBLE BRANCH COMM DEV DIST	Loc	309 OAKLEAF VILLAGE PKWY # 1			
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
GS	04/10/2019	11	40	1	29	28	691294	151839080
		Previous Bill Amount						28.00
		Invoice Payment						-28.00
		Previous Balance						.00
		Energy						2.36
		Access Charge						23.00
		Power Cost Adjustment X 29 KWH						0.50
		FLA Gross Receipts Tax						0.67
		Clay Co Public Ser Utility Tax						1.00
		Operation Round Up						0.47
		CURRENT CHARGES						28.00
		TOTAL DUE						28.00

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	04/10/2019	19750	19750	1	0	29	691295	26251625
		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 # 6912968	Name	DOUBLE BRANCH COMM DEV DIST	Loc	308 OAKLEAF VILLAGE PKWY # 1			
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
GS	04/10/2019	2	13	1	11	28	691296	151835285
		Previous Bill Amount						26.00
		Invoice Payment						-26.00
		CURRENT CHARGES						26.00
		TOTAL DUE						26.00

00000151



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

Statement Date: 04/30/2019

GROUP BILLING DETAIL

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Web Address
clayelectric.com

Sub ID 1	Acct # 7332257	Name	DOUBLE BRANCH COMM DEV DIST	Loc	3168 STONEBRIER RIDGE DR	Nextt			
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
Dem Read	7.147		Previous Balance					.00	
Dem Use	7.147		Energy					144.23	
			Access Charge					23.00	
			Power Cost Adjustment X 1774 KWH					30.87	
			FLA Gross Receipts Tax					5.07	
			Clay Co Public Ser Utility Tax					5.90	
			Operation Round Up					0.93	
						CURRENT CHARGES		210.00	✓
						TOTAL DUE		210.00	
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	
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	04/11/2019	352	357	1	5	29	868424	40935673
			Previous Bill Amount					25.00	
			Invoice Payment					-25.00	
Dem Read			Previous Balance					.00	
Dem Use			Energy					0.41	
			Access Charge					23.00	
			Power Cost Adjustment X 5 KWH					0.09	
			FLA Gross Receipts Tax					0.60	
			Clay Co Public Ser Utility Tax					0.93	
			Operation Round Up					0.97	
						CURRENT CHARGES		26.00	✓
						TOTAL DUE		26.00	
Sub ID 1	Acct # 8763369	Name	DOUBLE BRANCH COMM DEV DIST	Loc	382 OAKLEAF VILLAGE PKWY				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	04/11/2019	32701	38689	1	5988	29	8763369	13794545
			Previous Bill Amount					614.00	
			Invoice Payment					-614.00	
Dem Read			Previous Balance					.00	
Dem Use			Energy					486.82	
			Access Charge					23.00	
			Power Cost Adjustment X 5988 KWH					104.19	
			FLA Gross Receipts Tax					15.73	
			Clay Co Public Ser Utility Tax					17.60	
			Operation Round Up					0.66	
						CURRENT CHARGES		648.00	✓
						TOTAL DUE		648.00	

00000153



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

Statement Date: 04/30/2019

GROUP BILLING DETAIL

Page 14



Web Address
clayelectric.com

Sub-Group # 1 Current Charges

7,418.00



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

Statement Date: 05/01/2019

GROUP BILLING

Page 1



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	6875140	03/12/2019	04/26/2019	27.00	-27.00	.00	48.00	48.00
	6912760	03/12/2019	04/25/2019	27.00	-27.00	.00	40.00	40.00
	6912778	03/12/2019	04/24/2019	26.00	-26.00	.00	38.00	38.00
	6912786	03/12/2019	04/25/2019	27.00	-27.00	.00	39.00	39.00
	6912810	03/12/2019	04/25/2019	25.00	-25.00	.00	37.00	37.00
							Subtotal	202.00



* 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 8788
Clay Electric Cooperative, Inc.
P.O. Box 308
Keystone Heights, Florida 32656-0308

4

Mailing Address Correction: _____

911 Emergency Address: _____

Primary Person No.	I included an additional amount as a donation to Project Share to help those in need.
1121032	
Phone Number	
(904) 406-2206	
Phone Correction	\$
	Payment Amount
Return this coupon with your payment	Write Primary Person No. on check and make payable to: Clay Electric Cooperative, Inc.

Previous Balance Due .00

Current Charges Due 202.00

Due Date 05/15/2019

Total Amount Due 202.00



75984-2A
DOUBLE BRANCH COMM DEV DIST
475 W TOWN PL STE 114
SAINT AUGUSTINE FL 32092-3649

00000007



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

Statement Date: 05/01/2019

GROUP BILLING DETAIL

Page 2



Web Address
clayelectric.com

Sub ID 1	Acct # 6875140	Name	DOUBLE BRANCH COMM DEV DIST	Loc 373 OAKLEAF VILLAGE CTR 1				
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
GS	04/26/2019	6315	6408	1	93	46	687514	26220782
GS	04/26/2019	0	0	1	0	0	687514	152024620
Dem Read	Previous Bill Amount							27.00
Dem Use	Invoice Payment							-27.00
	Previous Balance							.00
	Energy							7.56
	Access Charge							35.27
	Power Cost Adjustment X 93 KWH							1.62
	FLA Gross Receipts Tax							1.14
	Clay Co Public Ser Utility Tax							1.67
	Operation Round Up							0.74
	CURRENT CHARGES							48.00
	TOTAL DUE							48.00

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	04/25/2019	40252	40274	1	22	45	691276	24808305
GS	04/25/2019	0	0	1	0	0	691276	152021602
Dem Read	Previous Bill Amount							27.00
Dem Use	Invoice Payment							-27.00
	Previous Balance							.00
	Energy							1.79
	Access Charge							34.50
	Power Cost Adjustment X 22 KWH							0.38
	FLA Gross Receipts Tax							0.94
	Clay Co Public Ser Utility Tax							1.44
	Operation Round Up							0.95
	CURRENT CHARGES							40.00
	TOTAL DUE							40.00

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	04/24/2019	9156	9174	1	18	44	691277	26251620
GS	04/24/2019	0	0	1	0	0	691277	152033170
Dem Read	Previous Bill Amount							26.00
Dem Use	Invoice Payment							-26.00
	Previous Balance							.00
	Energy							1.46
	Access Charge							33.73
	Power Cost Adjustment X 18 KWH							0.31
	FLA Gross Receipts Tax							0.91
	Clay Co Public Ser Utility Tax							1.40
	Operation Round Up							0.19
	CURRENT CHARGES							38.00
	TOTAL DUE							38.00

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

Statement Date: 05/01/2019

GROUP BILLING DETAIL

Page 3



Web Address
clayelectric.com

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	04/25/2019	16657	16671	1	14	45	691278	24808352	
GS	04/25/2019	0	0	1	0	0	691278	152030424	

	Previous Bill Amount	27.00
	Invoice Payment	-27.00
	Previous Balance	.00
Dem Read	Energy	1.14
Dem Use	Access Charge	34.50
	Power Cost Adjustment X 14 KWH	0.24
	FLA Gross Receipts Tax	0.92
	Clay Co Public Ser Utility Tax	1.42
	Operation Round Up	0.78
	CURRENT CHARGES	39.00
	TOTAL DUE	39.00

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	04/25/2019	22535	22535	1	0	45	691281	24808307	
GS	04/25/2019	0	0	1	0	0	691281	152030422	

	Previous Bill Amount	25.00
	Invoice Payment	-25.00
	Previous Balance	.00
Dem Read	Access Charge	34.50
Dem Use	FLA Gross Receipts Tax	0.88
	Clay Co Public Ser Utility Tax	1.38
	Operation Round Up	0.24
	CURRENT CHARGES	37.00
	TOTAL DUE	37.00

Sub-Group # 1 Current Charges	202.00
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2NW
5, 8, 19

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

DOUBLE BRANCH CDD

Facility Event Staff Service Hours

Quantity	Description	Rate	Amount
26.61	Facility Event Staff	\$ 25.00	\$ 665.25

Covers Period End: April 25, 2019

Amenities Revenue # 2-369-103

Clay County Sheriff's Office

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

**INVOICE**

INVOICE DATE: MAY 13, 2019
WEEK OF: 5/3/19-5/9/19

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
5/3/19	MIACHEL BURNS	1700-2300	6	30.00	180.00
5/3/19	BRYAN SMITH	1700-2300	6	30.00	180.00
5/4/19	MIACHEL BURNS	1700-2300	6	30.00	180.00
5/4/19	BRYAN SMITH	1700-2300	6	30.00	180.00
5/5/19	MIACHEL BURNS	1700-2300	6	30.00	180.00
5/6/19	MIACHEL BURNS	1700-2300	6	30.00	180.00
5/7/19	JONATHAN BROWN	1717-2317	6	30.00	180.00
5/8/19	BRYAN SMITH	1700-2300	6	30.00	180.00
5/9/19	JOHN DRURY	1700-2300	6	30.00	180.00
DEPUTY SIGNATURE:					TOTAL \$1620.00/2
					\$810.00

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

THANK YOU FOR YOUR BUSINESS!

Paid to middle village

V-208 2,300,207.101
(B)

Riverside Management Services, Inc

9655 Florida Mining Blvd West
Suite 305
Jacksonville, FL 32257

Invoice

Date	Invoice #
5/7/2019	247

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



P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Pressure Washing Services - April 2019	2,072.65	2,072.65
	 Common Area Maint. 320,572,4640 2,320,572.464 (B) V-297		
Total			\$2,072.65

RMW
5, 8, 19

Riverside Management Services, Inc.
8655 Florida Blinnig Blvd., Building 300, Suite 305, Jacksonville, FL 32257

Service Detail

Bill To: Double Branch CDD

Invoice Date: 4/30/19

Due Date: Upon Receipt

Amount Due: \$ 2,072.65

<u>Date:</u>	<u>Description</u>	<u>Amount</u>
4/8/19	Whitfield Split Rail Fence line 230 W	\$ 57.50
	Fitness Center	\$ 480.00
4/15/19	Pool Dock / Slide Tower	\$ 520.00
4/25/19	Latice Top Fence @ OVP to Natures Hammock - 344 W	\$ 164.80
	Split Rail Fence - 554 W both sides	\$ 141.00
4/26/19	Split Rail Fence @ OVP - 478 W both sides	\$ 110.50
4/29/19	Latice Top Fence @ Oakleaf Village Pkwy - 1333 W	\$ 599.05

TOTAL AMOUNT DUE: \$ 2,072.65

Hot Water and Chemical Treatment to remove dirt, mildew, and algae.

** Pressure Washing according to contract and within budget

Contract Amount	\$	17,635.00
<u>Invoice:</u>		
Oct. 2018	\$	-
Nov. 2018	\$	-
Dec. 2018	\$	-
Jan. 2019	\$	-
Feb. 2019	\$	-
Mar. 2019	\$	-
Apr. 2019	\$	2,072.65
May 2019		
June 2019		
July 2019		
Aug. 2019		
Sept. 2019		
Balance:	\$	<u>15,562.35</u>

Should you have any questions, please contact Rich Whetsel @ (904) 759-0923
or rwhetsel@gmsnf.com

Riverside Management Services, Inc

9655 Florida Mining Blvd West
Suite 305
Jacksonville, FL 32257

Invoice

Date	Invoice #
5/7/2019	248

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



P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Additional Pressure Washing Services - April 2019	2,941.00	2,941.00
	Facility Maint. - Conting. 2,320,572,46620 \$1915,00		
	Common Area Maint. 2,320,572,4640 \$1026,00		
	(B) 1-207		
Total			\$2,941.00

248
5,819

Riverside Management Services, Inc.
9655 Florida Miking Blvd., Building 300, Suite 305, Jacksonville, FL 32257

Service Detail

Bill To: Double Branch CDD

Invoice Date: 4/30/19

Due Date: Upon Receipt

Amount Due: \$2,941.00

ADDITIONAL PRESSURE WASHING SERVICES:

<u>Date</u>	<u>Description</u>	<u>Amount</u>
4/2/19	Apply Cleaning solution and Soft Wash tennis courts	\$ 585.00
4/3/19	Apply Cleaning solution and Soft Wash tennis courts	\$ 650.00
4/4/19	Apply Cleaning solution and Soft Wash tennis courts	\$ 680.00
4/5/19	Amenity center and field sidewalks 3180 s/f	\$ 636.00
4/17/19	Main Entrance Waterfall / Waterfeature	\$ 390.00

TOTAL AMOUNT DUE: \$ 2,941.00

From: Daniel Laughlin dlaughlin@gmsnf.com
Subject: Fwd: DBCDD refund of deposit request - AMBER DONLEY
Date: May 21, 2019 at 12:07 PM
To: Oksana Kuzmuk okuzmuk@gmsnf.com

----- Forwarded message -----
From: Oakleaf Venues <venue rentals@oakleafresidents.com>
Date: Mon, May 20, 2019, 6:12 PM
Subject: DBCDD refund of deposit request - AMBER DONLEY
To: Hannah Smith <hsmith@gmsnf.com>
Cc: Daniel Laughlin <dlaughlin@gmsnf.com>

Good evening Hannah,

Please make the following refund at your earliest opportunity:

- LOCATION -- OVcn aka Oakleaf Village Clubroom (SATURDAY) 10:00 p.m. to 2:00 p.m.
- DATE OF VENUE -- MAY 18, 2019
- RESIDENT -- AMBER DONLEY
- ADDRESS -- 3710 B CRESWICK CIRCLE, ORANGE PARK, FL 32065
 - DEPOSIT REFUND
- DEPOSIT was via CHECK drawn on VYSTAR
 - DATED: 4/6/19
 - CHECK#: 387
 - DEPOSITED: 4/9/19
 - AMOUNT: \$100.00

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
04/06/19	04/09/19	05/18/19	Amber & William Donley - OVCR DEPOSIT	DEPOSIT	\$ 100.00		CK# 387	DEPOSITED 4/9/19

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

Thank you.

I will be out of the office TUESDAY, May 21, 2019 and WEDNESDAY, May 22, 2019, therefore, if you require immediate attention please email me or leave a message at 904-770-4661 with your name, contact number and email address. I will respond at my earliest opportunity.

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

Governmental Management Services

www.OakLeafResidents.com

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

L. 300, 369.102

(B)

V-727





3176 Old Jennings Road, Middleburg, Florida 32068
Please visit us on the web at www.clayutility.org
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: DOUBLE BRANCH CDD

Bill Date: 05/08/2019

Customer #: 00191992

Route #: MC05520506

Service Address: 716-1 Wakemont Drive Reclaimed Irrigation

Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
Base Charges (Prepaid)				05/08/19 to 06/06/19		\$0.00
Consumption Charges				Tier 1 0.0 x	0.00	\$0.00
Proration Factor: 0.0000				Tier 2 0.0 x	0.00	\$0.00
				Tier 3 0.0 x	0.00	\$0.00
				Tier 4 0.0 x	0.00	\$0.00

Sewer

Base Charges (Prepaid)						\$0.00
Consumption Charges				0.0 x	0.00	\$0.00

Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
58743864	2	05/06/19	33	485	495	10
Base Charges (Prepaid)						\$123.86
Consumption Charges				Tier 1 10.0 x	0.76	\$7.60
Proration Factor: 1.1000				Tier 2 0.0 x	1.50	\$0.00
				Tier 3 0.0 x	2.26	\$0.00

Other Charges

Administrative Fees (Prepaid)						\$0.00
Capacity Fees (Prepaid)						\$0.00
Deposit Interest Refund						\$0.00
Current Charges						\$131.46
Previous Balance						\$0.00
Late Charge (If Applicable)						\$0.00
TOTAL AMOUNT DUE						\$131.46

You may be eligible for an adjustment to your bill if you are filling a pool or installing new sod. Please contact us at www.clayutility.org/myselfservice.bill_credits or 904-272-5999

Know your watering days! Lawn and landscape irrigation is allowed no more than two days per week on designated days during daylight savings time. Visit www.sjrwmd.com/wateringrestrictions

Conserving Clay Tip: Have a pool? Consider a new water-saving pool filter. Cover your pool or spa to reduce evaporation.

Please pay \$131.46 by 5/29/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$261.78 was posted to your account on 04/09/2019.

Please return this portion with payment



Clay County Utility Authority
3176 Old Jennings Road
Middleburg, Florida 32068

DOUBLE BRANCH CDD

Customer #:00191992

716-1 Wakemont Drive Reclaimed Irrigation

Route #:MC05520506

Route Group:27

ADDRESSEE:

6088 1 AB 0.409 17-17



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



Bill Summary

Bill Date	05/08/19
Current Charges	\$131.46
Current Charges Past Due After	05/29/19
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$131.46

MAIL PAYMENT TO:



CLAY COUNTY UTILITY AUTHORITY
3176 OLD JENNINGS ROAD
MIDDLEBURG, FL 32068



3176 Old Jennings Road, Middleburg, Florida 32068
Please visit us on the web at www.clayutility.org
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: DOUBLE BRANCH CDD

Bill Date: 05/08/2019

Customer #: 00201224
Route #: MC05521392

Service Address: 566-1 Oakleaf Village Parkway Reclaimed Irrigation

Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
--------------	------------	-----------	-------------	------------------	-----------------	---------------

Base Charges (Prepaid)	05/08/19 to 06/06/19					\$0.00
Consumption Charges	Tier 1	0.0	x	0.00	\$0.00	
Proration Factor: 0.0000	Tier 2	0.0	x	0.00	\$0.00	
	Tier 3	0.0	x	0.00	\$0.00	
	Tier 4	0.0	x	0.00	\$0.00	

Sewer

Base Charges (Prepaid)						\$0.00
Consumption Charges	0.0	x	0.00	\$0.00		

Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
--------------	------------	-----------	-------------	------------------	-----------------	---------------

Base Charges (Prepaid)						\$123.86
Consumption Charges	Tier 1	132.0	x	0.76	\$100.32	
Proration Factor: 1.1000	Tier 2	44.0	x	1.50	\$66.00	
	Tier 3	198.0	x	2.26	\$447.48	

Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$737.66
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
TOTAL AMOUNT DUE	\$737.66

You may be eligible for an adjustment to your bill if you are filling a pool or installing new sod. Please contact us at www.clayutility.org/myselfservice.bill_credits or 904-272-5999

Know your watering days! Lawn and landscape irrigation is allowed no more than two days per week on designated days during daylight savings time. Visit www.sjrwmd.com/wateringrestrictions

Conserving Clay Tip: Have a pool? Consider a new water-saving pool filter. Cover your pool or spa to reduce evaporation.

Please pay \$737.66 by 5/29/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$1185.24 was posted to your account on 04/09/2019.

Please return this portion with payment

Bill Summary



Clay County Utility Authority
3176 Old Jennings Road
Middleburg, Florida 32068

Bill Date	05/08/19
Current Charges	\$737.66
Current Charges Past Due After	05/29/19
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$737.66

DOUBLE BRANCH CDD

Customer #:00201224

566-1 Oakleaf Village Parkway Reclaimed Irrigation

Route #:MC05521392

Route Group:27

ADDRESSEE:

6089 1 AB 0.409 17-17



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



MAIL PAYMENT TO:

CLAY COUNTY UTILITY AUTHORITY
3176 OLD JENNINGS ROAD
MIDDLEBURG, FL 32068



3176 Old Jennings Road, Middleburg, Florida 32068
Please visit us on the web at www.clayutility.org
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: DOUBLE BRANCH CDD

Bill Date: 05/08/2019

Customer #: 00206121

Route #: MC05522029

Service Address: 3178-1 Wandering Oaks Drive Reclaimed Irrigation

Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
Base Charges (Prepaid)			05/08/19 to 06/06/19			\$0.00
Consumption Charges			Tier 1	0.0 x	0.00	\$0.00
Proration Factor: 0.0000			Tier 2	0.0 x	0.00	\$0.00
			Tier 3	0.0 x	0.00	\$0.00
			Tier 4	0.0 x	0.00	\$0.00

Sewer

Base Charges (Prepaid)						\$0.00
Consumption Charges			0.0	x	0.00	\$0.00

Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
70945868	.75	05/06/19	33	111	121	10
Base Charges (Prepaid)						\$23.26
Consumption Charges			Tier 1	10.0 x	0.76	\$7.60
Proration Factor: 1.1000			Tier 2	0.0 x	1.50	\$0.00
			Tier 3	0.0 x	2.26	\$0.00

Other Charges

Administrative Fees (Prepaid)						\$0.00
Capacity Fees (Prepaid)						\$0.00
Deposit Interest Refund						\$0.00
Current Charges						\$30.86
Previous Balance						\$0.00
Late Charge (If Applicable)						\$0.00
TOTAL AMOUNT DUE						\$30.86

You may be eligible for an adjustment to your bill if you are filling a pool or installing new sod. Please contact us at www.clayutility.org/myself/bill_credits or 904-272-5999

Know your watering days! Lawn and landscape irrigation is allowed no more than two days per week on designated days during daylight savings time. Visit www.sjrwmd.com/wateringrestrictions

Conserving Clay Tip: Have a pool? Consider a new water-saving pool filter. Cover your pool or spa to reduce evaporation.

Please pay \$30.86 by 5/29/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$61.54 was posted to your account on 04/09/2019.

Please return this portion with payment



Clay County Utility Authority
3176 Old Jennings Road
Middleburg, Florida 32068

DOUBLE BRANCH CDD

Customer #:00206121

3178-1 Wandering Oaks Drive Reclaimed Irrigation

Route #:MC05522029

Route Group:27

ADDRESSEE:

6092 1 AB 0.409 17-17



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



Bill Summary

Bill Date	05/08/19
Current Charges	\$30.86
Current Charges Past Due After	05/29/19
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$30.86

MAIL PAYMENT TO:



CLAY COUNTY UTILITY AUTHORITY
3176 OLD JENNINGS ROAD
MIDDLEBURG, FL 32068



3176 Old Jennings Road, Middleburg, Florida 32068
Please visit us on the web at www.clayutility.org
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: DOUBLE BRANCH CDD

Bill Date: 05/08/2019

Customer #: 00206125

Service Address: 1505-1 Canopy Oaks Drive Reclaimed Irrigation

Route #: MC05522414

Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
--------------	------------	-----------	-------------	------------------	-----------------	---------------

Base Charges (Prepaid)	05/08/19 to 06/06/19					\$0.00
Consumption Charges	Tier 1	0.0	x	0.00	\$0.00	
Proration Factor: 0.0000	Tier 2	0.0	x	0.00	\$0.00	
	Tier 3	0.0	x	0.00	\$0.00	
	Tier 4	0.0	x	0.00	\$0.00	

Sewer

Base Charges (Prepaid)						\$0.00
Consumption Charges		0.0	x	0.00	\$0.00	

Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
--------------	------------	-----------	-------------	------------------	-----------------	---------------

Base Charges (Prepaid)						\$38.70
Consumption Charges	Tier 1	0.0	x	0.76	\$0.00	
Proration Factor: 1.1000	Tier 2	0.0	x	1.50	\$0.00	
	Tier 3	0.0	x	2.26	\$0.00	

Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$38.70
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
TOTAL AMOUNT DUE	\$38.70

You may be eligible for an adjustment to your bill if you are filling a pool or installing new sod. Please contact us at www.clayutility.org/myselfservice.bill_credits or 904-272-5999

Know your watering days! Lawn and landscape irrigation is allowed no more than two days per week on designated days during daylight savings time. Visit www.sjrwmd.com/wateringrestrictions

Conserving Clay Tip: Have a pool? Consider a new water-saving pool filter. Cover your pool or spa to reduce evaporation.

Please pay \$38.70 by 5/29/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$80.82 was posted to your account on 04/09/2019.

Please return this portion with payment

Bill Summary

Bill Date	05/08/19
Current Charges	\$38.70
Current Charges Past Due After	05/29/19
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$38.70



Clay County Utility Authority
3176 Old Jennings Road
Middleburg, Florida 32068

DOUBLE BRANCH CDD

Customer #:00206125

1505-1 Canopy Oaks Drive Reclaimed Irrigation

Route #:MC05522414

Route Group:27

ADDRESSEE:

MAIL PAYMENT TO:

6093 1 AB 0.409 17-17



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



CLAY COUNTY UTILITY AUTHORITY
3176 OLD JENNINGS ROAD
MIDDLEBURG, FL 32068



3176 Old Jennings Road, Middleburg, Florida 32068
Please visit us on the web at www.clayutility.org
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: DOUBLE BRANCH CDD
Service Address: 1591-1 Canopy Oaks Drive Reclaimed Irrigation

Bill Date: 05/08/2019

Customer #: 00206136
Route #: MC05521521

Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
Base Charges (Prepaid)			05/08/19 to 06/06/19			\$0.00
Consumption Charges			Tier 1	0.0 x	0.00	\$0.00
Proration Factor: 0.0000			Tier 2	0.0 x	0.00	\$0.00
			Tier 3	0.0 x	0.00	\$0.00
			Tier 4	0.0 x	0.00	\$0.00

Sewer

Base Charges (Prepaid)						\$0.00
Consumption Charges			0.0	x	0.00	\$0.00

Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
70065889	1.5	05/06/19	33	24819	25052	233
Base Charges (Prepaid)						\$77.42
Consumption Charges			Tier 1	82.5 x	0.76	\$62.70
Proration Factor: 1.1000			Tier 2	27.5 x	1.50	\$41.25
			Tier 3	123.0 x	2.26	\$277.98

Other Charges

Administrative Fees (Prepaid)						\$0.00
Capacity Fees (Prepaid)						\$0.00
Deposit Interest Refund						\$0.00
Current Charges						\$459.35
Previous Balance						\$0.00
Late Charge (If Applicable)						\$0.00
TOTAL AMOUNT DUE						\$459.35

You may be eligible for an adjustment to your bill if you are filling a pool or installing new sod. Please contact us at www.clayutility.org/myselfservice.bill_credits or 904-272-5999

Know your watering days! Lawn and landscape irrigation is allowed no more than two days per week on designated days during daylight savings time. Visit www.sjrwmd.com/wateringrestrictions

Conserving Clay Tip: Have a pool? Consider a new water-saving pool filter. Cover your pool or spa to reduce evaporation.

Please pay \$459.35 by 5/29/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$969.59 was posted to your account on 04/09/2019.

Please return this portion with payment

Bill Summary

Bill Date	05/08/19
Current Charges	\$459.35
Current Charges Past Due After	05/29/19
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$459.35



Clay County Utility Authority
3176 Old Jennings Road
Middleburg, Florida 32068

DOUBLE BRANCH CDD

Customer #:00206136

1591-1 Canopy Oaks Drive Reclaimed Irrigation

Route #:MC05521521

Route Group:27

ADDRESSEE:

MAIL PAYMENT TO:

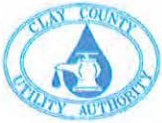
6090 1 AB 0.409 17-17



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



CLAY COUNTY UTILITY AUTHORITY
3176 OLD JENNINGS ROAD
MIDDLEBURG, FL 32068



3176 Old Jennings Road, Middleburg, Florida 32068
Please visit us on the web at www.clayutility.org
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: DOUBLE BRANCH CDD

Bill Date: 05/08/2019

Customer #: 00206376

Route #: MC05521142

Service Address: 3701-1 Thousand Oaks Drive Reclaimed Irrigation

Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
--------------	------------	-----------	-------------	------------------	-----------------	---------------

Base Charges (Prepaid)	05/08/19 to 06/06/19					\$0.00
Consumption Charges	Tier 1	0.0	x	0.00	\$0.00	
Proration Factor: 0.0000	Tier 2	0.0	x	0.00	\$0.00	
	Tier 3	0.0	x	0.00	\$0.00	
	Tier 4	0.0	x	0.00	\$0.00	

Sewer

Base Charges (Prepaid)						\$0.00
Consumption Charges	0.0	x	0.00	\$0.00		

Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
69062536	.75	05/06/19	33	685	694	9
Base Charges (Prepaid)						\$23.26
Consumption Charges	Tier 1	9.0	x	0.76	\$6.84	
Proration Factor: 1.1000	Tier 2	0.0	x	1.50	\$0.00	
	Tier 3	0.0	x	2.26	\$0.00	

Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$30.10
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
TOTAL AMOUNT DUE	\$30.10

You may be eligible for an adjustment to your bill if you are filling a pool or installing new sod. Please contact us at www.clayutility.org/myselfservice.bill_credits or 904-272-5999

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Conserving Clay Tip: Have a pool? Consider a new water-saving pool filter. Cover your pool or spa to reduce evaporation.

Please pay \$30.10 by 5/29/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$55.46 was posted to your account on 04/09/2019.

Please return this portion with payment



Clay County Utility Authority
3176 Old Jennings Road
Middleburg, Florida 32068

DOUBLE BRANCH CDD

Customer #:00206376

3701-1 Thousand Oaks Drive Reclaimed Irrigation

Route #:MC05521142

Route Group:27

ADDRESSEE:

6097 1 AB 0.409 17-17

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



Bill Summary

Bill Date	05/08/19
Current Charges	\$30.10
Current Charges Past Due After	05/29/19
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$30.10

MAIL PAYMENT TO:

CLAY COUNTY UTILITY AUTHORITY
3176 OLD JENNINGS ROAD
MIDDLEBURG, FL 32068



3176 Old Jennings Road, Middleburg, Florida 32068
Please visit us on the web at www.clayutility.org
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: DOUBLE BRANCH CDD

Bill Date: 05/08/2019

Customer #: 00206379

Service Address: 3713-1 Thousand Oaks Drive Reclaimed Irrigation

Route #: MC05521144

Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
--------------	------------	-----------	-------------	------------------	-----------------	---------------

Base Charges (Prepaid)	05/08/19 to 06/06/19					\$0.00
Consumption Charges	Tier 1	0.0	x	0.00	\$0.00	
Proration Factor: 0.0000	Tier 2	0.0	x	0.00	\$0.00	
	Tier 3	0.0	x	0.00	\$0.00	
	Tier 4	0.0	x	0.00	\$0.00	

Sewer

Base Charges (Prepaid)						\$0.00
Consumption Charges	0.0	x	0.00	\$0.00		

Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
54004672	1.5	05/06/19	33	13362	13411	49
Base Charges (Prepaid)						\$77.42
Consumption Charges	Tier 1	49.0	x	0.76	\$37.24	
Proration Factor: 1.1000	Tier 2	0.0	x	1.50	\$0.00	
	Tier 3	0.0	x	2.26	\$0.00	

Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$114.66
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
TOTAL AMOUNT DUE	\$114.66

You may be eligible for an adjustment to your bill if you are filling a pool or installing new sod. Please contact us at www.clayutility.org/mysevice.bill_credits or 904-272-5999

Know your watering days! Lawn and landscape irrigation is allowed no more than two days per week on designated days during daylight savings time. Visit www.sjrwmd.com/wateringrestrictions

Conserving Clay Tip: Have a pool? Consider a new water-saving pool filter. Cover your pool or spa to reduce evaporation.

Please pay \$114.66 by 5/29/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$235.43 was posted to your account on 04/09/2019.

V-172
(B) 2,320,572,435
RECEIVED
MAY 15 2019
BY: _____

Please return this portion with payment

Bill Summary

Bill Date	05/08/19
Current Charges	\$114.66
Current Charges Past Due After	05/29/19
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$114.66



Clay County Utility Authority
3176 Old Jennings Road
Middleburg, Florida 32068

DOUBLE BRANCH CDD

Customer #:00206379

3713-1 Thousand Oaks Drive Reclaimed Irrigation

Route #:MC05521144

Route Group:27

ADDRESSEE:

6098 1 AB 0.409 17-17



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



MAIL PAYMENT TO:



CLAY COUNTY UTILITY AUTHORITY
3176 OLD JENNINGS ROAD
MIDDLEBURG, FL 32068



3176 Old Jennings Road, Middleburg, Florida 32068
Please visit us on the web at www.clayutility.org
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: DOUBLE BRANCH CDD
Service Address: 1940-1 Woodworth Drive Reclaimed Irrigation

Bill Date: 05/08/2019

Customer #: 00206380
Route #: MC05521159

Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
--------------	------------	-----------	-------------	------------------	-----------------	---------------

Base Charges (Prepaid)	05/08/19 to 06/06/19					\$0.00
Consumption Charges	Tier 1	0.0	x	0.00	\$0.00	
Proration Factor: 0.0000	Tier 2	0.0	x	0.00	\$0.00	
	Tier 3	0.0	x	0.00	\$0.00	
	Tier 4	0.0	x	0.00	\$0.00	

Sewer

Base Charges (Prepaid)						\$0.00
Consumption Charges	0.0	x	0.00	\$0.00		

Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
67643704	.75	05/06/19	33	2039	2043	4
Base Charges (Prepaid)						\$23.26
Consumption Charges	Tier 1	4.0	x	0.76	\$3.04	
Proration Factor: 1.1000	Tier 2	0.0	x	1.50	\$0.00	
	Tier 3	0.0	x	2.26	\$0.00	

Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$26.30
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
TOTAL AMOUNT DUE	\$26.30

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Conserving Clay Tip: Have a pool? Consider a new water-saving pool filter. Cover your pool or spa to reduce evaporation.

Please pay \$26.30 by 5/29/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$60.78 was posted to your account on 04/09/2019.

Please return this portion with payment



Clay County Utility Authority
3176 Old Jennings Road
Middleburg, Florida 32068

DOUBLE BRANCH CDD

Customer #:00206380

1940-1 Woodworth Drive Reclaimed Irrigation

Route #:MC05521159

Route Group:27

ADDRESSEE:

6095 1 AB 0.409 17-17



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



Bill Summary

Bill Date	05/08/19
Current Charges	\$26.30
Current Charges Past Due After	05/29/19
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$26.30

MAIL PAYMENT TO:



CLAY COUNTY UTILITY AUTHORITY
3176 OLD JENNINGS ROAD
MIDDLEBURG, FL 32068



3176 Old Jennings Road, Middleburg, Florida 32068
Please visit us on the web at www.clayutility.org
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: DOUBLE BRANCH CDD

Bill Date: 05/08/2019

Customer #: 00206381

Service Address: 3659-1 Thousand Oaks Drive Reclaimed Irrigation

Route #: MC05521233

Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
--------------	------------	-----------	-------------	------------------	-----------------	---------------

Base Charges (Prepaid)	05/08/19 to 06/06/19					\$0.00
Consumption Charges	Tier 1	0.0	x	0.00	\$0.00	
Proration Factor: 0.0000	Tier 2	0.0	x	0.00	\$0.00	
	Tier 3	0.0	x	0.00	\$0.00	
	Tier 4	0.0	x	0.00	\$0.00	

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Sewer

Base Charges (Prepaid)						\$0.00
Consumption Charges	0.0	x	0.00	\$0.00		

Conserving Clay Tip: Have a pool? Consider a new water-saving pool filter. Cover your pool or spa to reduce evaporation.

Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
71191253	.75	05/06/19	33	1328	1332	4
Base Charges (Prepaid)						\$23.26
Consumption Charges	Tier 1	4.0	x	0.76	\$3.04	
Proration Factor: 1.1000	Tier 2	0.0	x	1.50	\$0.00	
	Tier 3	0.0	x	2.26	\$0.00	

Please pay \$26.30 by 5/29/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$165.32 was posted to your account on 04/09/2019.

Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$26.30
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
TOTAL AMOUNT DUE	\$26.30

Please return this portion with payment

Bill Summary

Bill Date	05/08/19
Current Charges	\$26.30
Current Charges Past Due After	05/29/19
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$26.30



Clay County Utility Authority
3176 Old Jennings Road
Middleburg, Florida 32068

DOUBLE BRANCH CDD

Customer #:00206381

3659-1 Thousand Oaks Drive Reclaimed Irrigation

Route #:MC05521233

Route Group:27

ADDRESSEE:

6096 1 AB 0.409 17-17



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

MAIL PAYMENT TO:



CLAY COUNTY UTILITY AUTHORITY
3176 OLD JENNINGS ROAD
MIDDLEBURG, FL 32068



3176 Old Jennings Road, Middleburg, Florida 32068
Please visit us on the web at www.clayutility.org
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: DOUBLE BRANCH CDD
Service Address: 603-1 Waterford Oaks Drive Reclaimed Irrigation

Bill Date: 05/08/2019

Customer #: 00207243
Route #: MC05522459

Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
Base Charges (Prepaid)			05/08/19 to 06/06/19			\$0.00
Consumption Charges			Tier 1	0.0 x	0.00	\$0.00
Proration Factor: 0.0000			Tier 2	0.0 x	0.00	\$0.00
			Tier 3	0.0 x	0.00	\$0.00
			Tier 4	0.0 x	0.00	\$0.00

You may be eligible for an adjustment to your bill if you are filling a pool or installing new sod. Please contact us at www.clayutility.org/myservice.bill_credits or 904-272-5999

Know your watering days! Lawn and landscape irrigation is allowed no more than two days per week on designated days during daylight savings time. Visit www.sjrwmd.com/wateringrestrictions

Conserving Clay Tip: Have a pool? Consider a new water-saving pool filter. Cover your pool or spa to reduce evaporation.

Please pay \$33.14 by 5/29/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$66.86 was posted to your account on 04/09/2019.

Sewer

Base Charges (Prepaid)		\$0.00
Consumption Charges	0.0 x	\$0.00

Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
70067264	.75	05/06/19	33	204	217	13
Base Charges (Prepaid)						\$23.26
Consumption Charges			Tier 1	13.0 x	0.76	\$9.88
Proration Factor: 1.1000			Tier 2	0.0 x	1.50	\$0.00
			Tier 3	0.0 x	2.26	\$0.00

Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$33.14
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
TOTAL AMOUNT DUE	\$33.14

Please return this portion with payment

Bill Summary

Bill Date	05/08/19
Current Charges	\$33.14
Current Charges Past Due After	05/29/19
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$33.14



Clay County Utility Authority
3176 Old Jennings Road
Middleburg, Florida 32068

DOUBLE BRANCH CDD

Customer #:00207243

603-1 Waterford Oaks Drive Reclaimed Irrigation

Route #:MC05522459

Route Group:27

ADDRESSEE:

6094 1 AB 0.409 17-17



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

MAIL PAYMENT TO:



CLAY COUNTY UTILITY AUTHORITY
3176 OLD JENNINGS ROAD
MIDDLEBURG, FL 32068



3176 Old Jennings Road, Middleburg, Florida 32068
Please visit us on the web at www.clayutility.org
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: DOUBLE BRANCH CDD

Bill Date: 05/08/2019

Customer #: 00238253

Route #: MC05521740

Service Address: 1422-1 Bitterberry Drive Reclaimed Irrigation

Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
--------------	------------	-----------	-------------	------------------	-----------------	---------------

Base Charges (Prepaid)	05/08/19 to 06/06/19					\$0.00
Consumption Charges	Tier 1	0.0	x	0.00	\$0.00	
Proration Factor: 0.0000	Tier 2	0.0	x	0.00	\$0.00	
	Tier 3	0.0	x	0.00	\$0.00	
	Tier 4	0.0	x	0.00	\$0.00	

Sewer

Base Charges (Prepaid)						\$0.00
Consumption Charges	0.0	x	0.00	\$0.00		

Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
--------------	------------	-----------	-------------	------------------	-----------------	---------------

Base Charges (Prepaid)						\$23.26
Consumption Charges	Tier 1	7.0	x	0.76	\$5.32	
Proration Factor: 1.1000	Tier 2	0.0	x	1.50	\$0.00	
	Tier 3	0.0	x	2.26	\$0.00	

Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$28.58
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
TOTAL AMOUNT DUE	\$28.58

You may be eligible for an adjustment to your bill if you are filling a pool or installing new sod. Please contact us at www.clayutility.org/myselfservice.bill_credits or 904-272-5999

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Conserving Clay Tip: Have a pool? Consider a new water-saving pool filter. Cover your pool or spa to reduce evaporation.

*** WE WILL DEBIT YOUR ACCOUNT ON 5/29/2019 FOR \$28.58.

Your last payment of \$60.02 was posted to your account on 04/09/2019.

Please return this portion with payment

Bill Summary



Clay County Utility Authority
3176 Old Jennings Road
Middleburg, Florida 32068

Bill Date	05/08/19
Current Charges	\$28.58
Current Charges Past Due After	05/29/19
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$28.58

DOUBLE BRANCH CDD

Customer #:00238253

1422-1 Bitterberry Drive Reclaimed Irrigation

Route #:MC05521740

Route Group:27

ACH DEBIT

ADDRESSEE:

MAIL PAYMENT TO:

6101 1 AB 0.409 17-17



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



**DO NOT RETURN
PAYMENT WILL BE DEBITED ON
AGREED DATE**



3176 Old Jennings Road, Middleburg, Florida 32068
Please visit us on the web at www.clayutility.org
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: DOUBLE BRANCH CDD
Service Address: 1206-1 Bedrock Drive Reclaimed Irrigation

Bill Date: 05/08/2019

Customer #: 00238254
Route #: MC05521847

Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
--------------	------------	-----------	-------------	------------------	-----------------	---------------

Base Charges (Prepaid)	05/08/19 to 06/06/19					\$0.00
Consumption Charges	Tier 1	0.0	x	0.00	\$0.00	
Proration Factor: 0.0000	Tier 2	0.0	x	0.00	\$0.00	
	Tier 3	0.0	x	0.00	\$0.00	
	Tier 4	0.0	x	0.00	\$0.00	

Sewer

Base Charges (Prepaid)						\$0.00
Consumption Charges	0.0	x	0.00	\$0.00		

Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
--------------	------------	-----------	-------------	------------------	-----------------	---------------

Base Charges (Prepaid)						\$23.26
Consumption Charges	Tier 1	8.0	x	0.76	\$6.08	
Proration Factor: 1.1000	Tier 2	0.0	x	1.50	\$0.00	
	Tier 3	0.0	x	2.26	\$0.00	

Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$29.34
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
TOTAL AMOUNT DUE	\$29.34

You may be eligible for an adjustment to your bill if you are filling a pool or installing new sod. Please contact us at www.clayutility.org/myselfservice.bill_credits or 904-272-5999

Know your watering days! Lawn and landscape irrigation is allowed no more than two days per week on designated days during daylight savings time. Visit www.sjrwmd.com/wateringrestrictions

Conserving Clay Tip: Have a pool? Consider a new water-saving pool filter. Cover your pool or spa to reduce evaporation.

Please pay \$29.34 by 5/29/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$59.26 was posted to your account on 04/09/2019.

Please return this portion with payment

Bill Summary



Clay County Utility Authority
3176 Old Jennings Road
Middleburg, Florida 32068

DOUBLE BRANCH CDD

1206-1 Bedrock Drive Reclaimed Irrigation

Customer #:00238254

Route #:MC05521847

Route Group:27

Bill Date	05/08/19
Current Charges	\$29.34
Current Charges Past Due After	05/29/19
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$29.34

ADDRESSEE:

MAIL PAYMENT TO:

6091 1 AB 0.409 17-17



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



CLAY COUNTY UTILITY AUTHORITY
3176 OLD JENNINGS ROAD
MIDDLEBURG, FL 32068

From: Daniel Laughlin dlaughlin@gmsnf.com
Subject: Fwd: DBCDD refund of deposit request - CRISTINA KITCHEN
Date: May 21, 2019 at 12:07 PM
To: Oksana Kuzmuk okuzmuk@gmsnf.com

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

From: Oakleaf Venues <venue rentals@oakleafresidents.com>
 Date: Mon, May 20, 2019, 5:22 PM
 Subject: DBCDD refund of deposit request - CRISTINA KITCHEN
 To: Hannah Smith <hsmith@gmsnf.com>
 Co: Daniel Laughlin <dlaughlin@gmsnf.com>

Good evening Hannah,

Please make the following refund at your earliest opportunity:

- LOCATION – OVcr aka Oakleaf Village Clubroom (FRIDAY) 6:30 p.m. to 10:30 p.m.
- DATE OF VENUE – May 17, 2019
- RESIDENT – CRISTINA KITCHEN
- ADDRESS – 573 OAKLEAF PLANTATION PARKWAY #635, ORANGE PARK, FL 32065
 - DEPOSIT REFUND
- DEPOSIT was via CHECK drawn on USAA:
 - DATED: 4/23/19
 - CHECK#: 3046
 - DEPOSITED: 4/24/19
 - AMOUNT: \$100.00

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
04/23/19	04/24/19	05/17/19	Cristina Kitchen - OVCR DEPOSIT	DEPOSIT	\$ 100.00		CK# 3046	DEPOSITED 4/24/19

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

Thank you.

I will be out of the office TUESDAY, May 21, 2019 and WEDNESDAY, May 22, 2019, therefore, if you require immediate attention please email me or leave a message at 904-770-4661 with your name, contact number and email address. I will respond at my earliest opportunity.

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

Governmental Management Services

www.OakLeafResidents.com

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

2,300.362,103

(B)

V-726



From: Lisa Carter lcarter@gmsnf.com
Subject: Refund request for swim team applicants
Date: May 8, 2019 at 11:44 AM
To: Daniel Laughlin dlaughlin@gmsnf.com, Hannah Smith hsmith@gmstnn.com



Good morning,
Please process refunds for the following swim team applicants:

Matthew Higginbotham \$130

(paid by Vystar bank check #004179677 in the amount of \$580, deposited to MVCDD on 3/29/19)

Send refund check to:

Debbie Higginbotham

505 Jimbay Drive

Orange Park, FL 32073

William Whipple \$170

Curtis Whipple \$150

(paid by credit card in the amount of \$320, processed on 3/23/19)

*This was accidentally processed to DBCDD instead of MVCDD

Send refund check to:

Curtis Whipple

3130 Wandering Oaks Drive

Orange Park, FL 32065

Alashia Moreno \$170

(paid by credit card in the amount of \$170, processed to MVCDD on 4/29/19)

Send refund check to:

Natalia Vaughn

3010 Whispering Willow Way

Orange Park, FL 32065

Please see attached...thank you

--
Lisa Carter
Resident Assistant
Oakleaf Plantation



PDF

mvmisc.swimtea
mreg.2...nd.pdf



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mvmisc.swimtea
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PDF

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V-721



\$, 300.369.103

rental deposit
refund

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

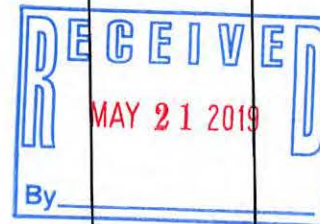
Invoice

Invoice #: 2065
Invoice Date: 5/14/19
Due Date: 5/14/19
Case:
P.O. Number:

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

(B) V-92

Description	Hours/Qty	Rate	Amount
Facility Maintenance April 1 - April 30, 2019		13,508.25	13,508.25
Maintenance Supplies		1,873.19	1,873.19
Facility Maint. - Gen. \$2291.00 2,572,4660 2,320,572,4660			
Facility Maint. - Conting. \$2485.00 2,572,4662 2,320,572,4662			
Lighting Repairs 2,320,572,4663 \$711.00 2,320,572,4663			
Common Area Maint. \$3630.00 2,572,4640 2,320,572,4641			
Repairs / Replace \$3689.44 2,572,6310 2,320,572,631			
Pool Maint. \$2575.00 2,320,572,4630 2,320,572,463			
Total			\$15,381.44
Payments/Credits			\$0.00
Balance Due			\$15,381.44



RHW
5,17,19

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
4/1/19	6	G.S.	Removed debris from common areas
4/1/19	8	L.F.	Cleaned Tennis Courts
4/2/19	9	L.F.	Cleaned Tennis Courts
4/2/19	4	C.C.	Brush, skim and vacuum family and lap pool, Repair work on lids/fiberglass, repair fencing
4/3/19	4	E.T.	Washed down bathroom floors to paint, clean filter on pool
4/3/19	8	T.C.	Cleaned duck bridge and pool decks, watered plants around pool deck, trimmed tree around entrance sign and light and removed debris, worked in pool pack area on shut off valve
4/3/19	6	G.S.	Removed debris from common areas
4/3/19	10	L.F.	Cleaned Tennis Courts
4/3/19	5	C.C.	Repair Valve holding tank, backwashed filters, finish painting touch up holding tanks, remove plants/clean up holding tank area
4/4/19	8	T.C.	Cleaned duck bridge and pool decks, fixed loose hand rails and gates to pool entrance, replaced chains on swings in park, cleaned fountain by office
4/4/19	4	C.C.	Skim and scrubbed tile in family pool, skim spray ground, sand tank lids/fiberglass patch, repair bottom corner of holding tank
4/5/19	4	E.T.	Prepared and painted bathroom floors at pool house
4/5/19	2	B.M.	Set up for outdoor movie night event
4/5/19	6	T.C.	Cleaned duck bridge and pool decks, watered plants around pool deck, set up for movie in the park even
4/5/19	6	G.S.	Removed debris from common areas
4/5/19	5	C.C.	Help set up for movie night event, repair fencing posts with concrete, repair swing at park
4/8/19	6	T.C.	Cleaned duck bridge and pool decks, took down wind screen for movie night and took trash cans back to shop, repaired swing at park
4/8/19	6	G.S.	Removed debris from common areas
4/9/19	5	E.T.	Repair swing at Waverly park, clean filter on lap pool, clean filter on slide pool, pump out spray ground to paint feature
4/9/19	4	T.C.	Cleaned duck bridge and pool decks, watered plants around pool deck
4/9/19	4	G.S.	Removed debris from common areas, Inspected playgrounds, parks, removed debris from ponds
4/9/19	2	C.C.	Clean filter, removed debris from pond fountain
4/10/19	4	E.T.	Clean pool and vacuum, prepared to paint spray ground
4/10/19	5	B.M.	Prepared spray feature for paint, painted barrel on spray feature
4/10/19	8	T.C.	Cleaned duck bridge and pool decks, prepped and painted spray ground at pool
4/10/19	8	G.S.	Removed trash and debris from common areas
4/11/19	8	B.M.	Continued painting on pool spray feature
4/11/19	8	T.C.	Cleaned duck bridge and pool decks, prepped and painted spray ground at pool
4/11/19	3	G.S.	Removed debris from common areas, treated five ants in playground
4/11/19	2	G.S.	Removed trash and debris from common areas
4/12/19	5	E.T.	Clean filter on pool, lap, spray ground and family pool, Improvement on lifeguard station
4/12/19	4	B.M.	Removed old swings, installed new swings at amenity, put out community yard sale signs, picked up debris on Loop Road (spill)
4/12/19	7	T.C.	Cleaned duck bridge and pool decks, watered plants around pool deck, replaced old swings with new ones on playground, put out community yard sale signs
4/12/19	6	G.S.	Removed debris from common areas
4/15/19	4	T.C.	Cleaned duck bridge and pool decks, replaced old baby swing and installed new one
4/15/19	6	G.S.	Removed debris from common areas, pulled trash from ponds
4/15/19	4	C.C.	Backwash filters, brush, skim, and vacuum adult pool, scrub tile
4/16/19	8	E.T.	Empty and cleaned water fall, primed up pump, Improvement on lifeguard station
4/16/19	8	T.C.	Cleaned duck bridge and pool decks, watered plants around pool deck, worked on lifeguard shack project
4/16/19	3	C.C.	Repair irrigation sign, install hose holder on wall, scrub tile, backwash filters and diagnose slenner pump
4/17/19	8	E.T.	Paint spray board, clean filter on lap pool, clean filter on spray ground pool, fill spray ground pool, improvement on pool lifeguard station
4/17/19	8	B.M.	Cleaned waterfall at Oakleaf Entry, worked on improvements to lifeguard area, removed debris around amenity center (bushes)
4/17/19	8	T.C.	Cleaned duck bridge and pool decks, prepped spray ground for painting
4/17/19	6	G.S.	Removed debris from common areas, cleaned and removed deceased animal from roadway
4/17/19	7	C.C.	Brush, skim and vacuum family and lap pool, replaced irrigation sign at welcome entrance
4/18/19	4	B.M.	Repaired step on spray feature, continued painting on spray feature
4/18/19	6	T.C.	Cleaned duck bridge and pool decks, cleaned up and removed tree branches from Village Center entrance, painted spray ground
4/19/19	4	E.T.	Clean, vacuum and scrub tile on lap and family pool, cleaned filter on lap and family pool
4/19/19	6	B.M.	Worked on lifeguard remodel, installed veiling drywall, installed new cover plates on outlets, watered new plants, removed debris around amenity, repaired door in ladies restroom (hinges loose)
4/19/19	8	T.C.	Cleaned duck bridge and pool decks, watered plants around pool deck, worked on lifeguard shack

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
4/19/19	6	G.S.	Removed debris from common areas
4/19/19	2	C.C.	Cleaned up back area with holding tanks, shrub, plants, inside tanks, clean duck poop off pool deck, scrub tile and skim family pool
4/22/19	8	T.C.	Cleaned duck bridge and pool decks, worked on lifeguard shack project
4/22/19	6	G.S.	Removed debris from common areas, cleaned and removed deceased animal at school
4/23/19	3	E.T.	Plant Basket hangers and paint black, vacuum pools and cleans
4/23/19	6	T.C.	Cleaned duck bridge and pool decks, watered plants around pool deck, repaired toilet in field house
4/23/19	3	C.C.	Brush, skim and vacuum lap pool and spray ground, scrub tile in family and lap pool
4/24/19	8	E.T.	Replace valve on family pool filter system, replace filter grids, clean filter on spray ground
4/24/19	8	B.M.	Replaced filter grids, changed water shut off valve, replaced playground equipment, removed temp repair and installed new parts at Waverly
4/24/19	8	T.C.	Cleaned duck bridge and pool decks, changed water shut off valve in pool pack area and changed filters, replaced broken playground equipment
4/24/19	6	G.S.	Removed debris from common areas, picked up supplies
4/24/19	7	C.C.	Repair holding tank skimmer shut off, repair shut off valve for family pool, pick up paint from store, replaced D.E. grids for family pool
4/25/19	4	B.M.	Repair playground equipment, removed debris from parking lot, repaired swing
4/25/19	8	T.C.	Cleaned duck bridge and pool decks, installed new playground equipment, repaired split rail fence, repaired toilet by office
4/26/19	2	B.M.	Checked filters for adult pool, removed old filters and installed new filters
4/26/19	6	G.S.	Removed debris from common areas
4/26/19	8	T.C.	Cleaned duck bridge and pool decks, changed pool filters in pool pack area, repaired TV in fitness center
4/26/19	4	C.C.	Brush, skim and vacuum family and lap pool, vacuum spray ground, backwash filters
4/26/19	4	E.T.	Replaced filter grids on lap pool
4/29/19	3	C.C.	Brush, skim and vacuum family and lap pool, backwash filters
4/29/19	6	G.S.	Removed debris from common areas
4/30/19	8	B.M.	Light inspection on amenity/fitness center, replaced bulbs on outside of fitness center, repaired soap dispenser in men room, removed temporary fix on playground equipment, replaced bulbs inside fitness center, removed debris in parking lot, repaired wind screens at tennis courts
4/30/19	6	E.T.	Clean filter on pools, change light on fitness center entrance, repair windscreen on tennis court
TOTAL	416		
MILES	441		*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

MAINTENANCE BILLABLE PURCHASES

Period Ending 05/05/19

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DB				
DOUBLE BRANCH				
	3/29/19	5" Screws 50pk	22.98	T.C.
	4/2/19	3/4" PVC Cap	1.31	S.A.
	4/2/19	6-in-1 Screwdriver	4.57	S.A.
	4/3/19	Lysol Spray	7.91	T.C.
	4/3/19	Windex Glass Cleaner	10.32	T.C.
	4/3/19	Pine Sol 144oz (2)	19.71	T.C.
	4/4/19	S Hooks	2.28	T.C.
	4/4/19	Stainless Steel Quick Link	3.99	T.C.
	4/4/19	2" Felt Pad	4.00	T.C.
	4/4/19	20 lb Quikrete Cement	21.82	T.C.
	4/5/19	1/4 In Stainless Steel Lock Washer	5.23	B.M.
	4/5/19	Stainless Steel Hex Nuts (2)	2.71	B.M.
	4/5/19	1 Gallon Behr Epoxy Paint	37.93	B.M.
	4/5/19	Flat-Head Machine Screws (4)	5.43	B.M.
	4/5/19	WD-40	9.18	B.M.
	4/10/19	Paint Towels	9.18	B.M.
	4/10/19	Reusable Latex Gloves	2.28	B.M.
	4/10/19	Paint Tray Set	17.22	T.C.
	4/10/19	ZEP 5 Gal Purple Degreasers	42.52	T.C.
	4/10/19	Pail Liner	4.91	T.C.
	4/10/19	Hand-Help Pail	11.47	T.C.
	4/10/19	Bleach Cleaner 121oz (3)	15.46	T.C.
	4/10/19	Lawn motor Oil 48 oz	7.45	T.C.
	4/10/19	Plastic Tray Liner	6.87	T.C.
	4/10/19	Paint Scraper	11.47	T.C.
	4/10/19	Tapcon 25 pk	4.39	J.S.
	4/10/19	Tapcon Drill Bit	2.44	J.S.
	4/10/19	24" Bar Clamp	10.34	J.S.
	4/11/19	Construction Adhesive	2.86	J.S.
	4/11/19	20v Drill	102.93	J.S.
	4/11/19	1 Gallon Rustoleum	33.33	B.M.
	4/15/19	Milwaukee 2" Bi-Metal Hole Saw	17.22	T.C.
	4/15/19	S Hooks (3)	8.14	T.C.
	4/16/19	2"x4"x10' Lumber (4)	21.62	T.C.
	4/16/19	1/2"x4"x8' Drywall (8)	125.40	T.C.
	4/16/19	1 Qt Mixing Buckets (4)	6.35	J.S.
	4/16/19	Roller 3 Pk	17.15	J.S.
	4/16/19	Hose Rack	14.35	J.S.
	4/16/19	Paint mixer	3.44	J.S.
	4/16/19	4pk Gloves	5.68	J.S.
	4/16/19	Rio Hanging Baskets (2)	52.85	J.S.
	4/17/19	2 Gang Handy Box	6.67	B.M.
	4/17/19	Bosch 3/4" x 10" x 12" Hammer Drill Bit	27.67	B.M.
	4/17/19	Outlet Wall plate	0.66	B.M.
	4/17/19	White Nylon Outlet Plate	3.44	B.M.
	4/17/19	1 7/8 Handy Box	2.35	B.M.
	4/17/19	4" Box Cover	0.71	B.M.
	4/17/19	LED Light Bulbs	10.90	B.M.
	4/17/19	4" Baffle Trim	14.92	B.M.
	4/17/19	4" Shower Trim	20.67	B.M.
	4/17/19	4" Non-IC Housing (2)	30.71	B.M.
	4/17/19	2 Gang Jumbo Duplex Plate	2.42	B.M.
	4/17/19	Switch Plate	1.69	B.M.
	4/17/19	Duplex Outlets (3)	10.32	B.M.

4/17/19	4" Square Box 2 1/8" deep	3.90	B.M.
4/17/19	4" Square Box Steel	3.48	B.M.
4/17/19	2 Gang Handy Box 2 1/8" Deep	6.67	B.M.
4/17/19	Clamp Connector 3/8" pk5	1.98	B.M.
4/17/19	Snaplite Connector	1.52	B.M.
4/17/19	3 Way Quiet Toggle Switch	6.09	B.M.
4/18/19	1/4" Hex Nuts (3)	4.07	B.M.
4/18/19	Machine Screws (5)	6.70	B.M.
4/18/19	Stainless Steel Washers (2)	2.71	B.M.
4/18/19	Paint Rollers 3 pk	5.72	J.S.
4/18/19	1 qt Mixing Cups (4)	6.35	J.S.
4/18/19	6" Fleece Bonnets	7.44	J.S.
4/18/19	5" Sanding Disks	10.34	J.S.
4/18/19	600g Wet Dry Sand Paper (2)	16.03	J.S.
4/18/19	Drywall Sanding Block	12.62	J.S.
4/18/19	Eyebolt Nuts (2)	5.22	J.S.
4/18/19	Toggle Bolts (2)	5.15	J.S.
4/18/19	SS Plate 2G	3.44	J.S.
4/18/19	SS Plate 1 G	1.94	J.S.
4/18/19	Handy Box Duplex Cover	0.83	J.S.
4/18/19	Box Cover	1.47	J.S.
4/18/19	Brick Web Corners (2)	414.33	J.S.
4/18/19	Brick Web Flats (4)	185.77	J.S.
4/19/19	LED Light Bulbs	10.90	B.M.
4/19/19	2 Gang Jumbo Duplex Plate	2.42	B.M.
4/19/19	Jumbo Outlet Wall plate	1.48	B.M.
4/19/19	1x4 8 ft Furring Strip (4)	10.40	B.M.
4/19/19	Chrome/Clear Reflective Trim	17.22	B.M.
4/22/19	Taping Knife	8.03	T.C.
4/22/19	Power Mixer Adjust Wheels	11.47	T.C.
4/22/19	Drywall Sponge	4.00	T.C.
4/22/19	Joint Tape	2.14	T.C.
4/22/19	Joint Compound	8.03	T.C.
4/22/19	Mud Pan	6.38	T.C.
4/22/19	Sanding Spongo	8.03	T.C.
4/23/19	Lag Screws (9)	2.79	T.C.
4/23/19	Lock Washer (2)	0.51	T.C.
4/23/19	Eyebolt with nut (2)	1.89	T.C.
4/23/19	Black Spray Paint (2)	13.75	T.C.
4/23/19	Lock Nut 3/8"-16	1.36	T.C.
4/23/19	Lock Nut 5/16"-18	1.36	T.C.
4/23/19	2" PVC Coupling SXS	6.56	T.C.
4/23/19	Strip Bar Flat (2)	19.04	T.C.
4/23/19	2" PVC Coupling HXH (7)	4.51	T.C.
4/24/19	5/16" x 1 1/2" Hex Wood Lags (3)	1.97	B.M.
4/25/19	2 Gallon Ceiling Paint	41.24	T.C.
4/25/19	Shedless Knit 6 pk	11.47	T.C.
4/25/19	Par38 BW Dim 2 pk lights	18.31	T.C.
4/25/19	4" Pancake Box	2.85	T.C.
4/25/19	2in Finish	16.41	T.C.
4/25/19	1/2"x16" Eye Anchor (2)	17.11	T.C.
4/25/19	Fender Washer (4)	1.29	T.C.
4/25/19	Hex Bolt (2)	0.85	T.C.
4/25/19	Hex Nut (2)	0.30	T.C.
4/25/19	Lockwasher (2)	0.51	T.C.
4/25/19	Concrete (2)	8.28	T.C.
4/25/19	5 Gal Bucket	3.74	T.C.
4/30/19	4pk LED Lightbulbs	15.50	B.M.
4/30/19	4 pin LED Lightbulb (3)	26.77	B.M.

TOTAL \$1,873.19

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

Invoice

Invoice #: 2066
Invoice Date: 5/14/19
Due Date: 5/14/19
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 May 9, 2019	18.86	25.00	471.50
<div>Authentic's Revenue 2,369,103 2,300,369,103 V-92 (B)</div> <div>RECEIVED MAY 21 2019</div>			

Total \$471.50

Payments/Credits \$0.00

Balance Due \$471.50

RHW
5,17,19

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>
18.86	Facility Event Staff	\$ 25.00	\$ 471.50

Covers Period End: May 9, 2019

Amenities Revenue # 2-369-103

Clay County Sheriff's Office

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

**INVOICE**

INVOICE DATE: MAY 20, 2019
WEEK OF: 5/10/19-5/16/19

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
5/10/19	MIACHEL BURNS	1700-2300	6	30.00	180.00
5/10/19	BEN SIMMONS	1730-2330	6	30.00	180.00
5/12/19	BRYAN SMITH	1700-2300	6	30.00	180.00
5/13/19	BEN SIMMONS	1700-2300	6	30.00	180.00
5/14/19	JONATHAN BROWN	1700-2300	6	30.00	180.00
5/15/19	BEN SIMMONS	1700-2230	5.5	30.00	165.00
5/16/19	JOHN DRURY	1700-2300	6	30.00	180.00
DEPUTY SIGNATURE:					TOTAL \$1245.00/2
					\$622.50

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

THANK YOU FOR YOUR BUSINESS!

2,300.207.101
(B)

V-208

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - SHARON CATHERMAN
Date: May 16, 2019 at 4:48 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 – APRIL 27, 2019
- RESIDENT – SHARON CATHERMAN
- ADDRESS – 4190 PLANTATION OAKS BLVD APT 1642, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - DEPOSIT REFUND
- DEPOSIT was via VISA (6176)
 - DATED: 3/22/18
 - SEQ#: 2
 - BATCH#: 123
 - INVOICE#: 2
 - APPROVAL CODE: 090660
 - AMOUNT: \$100.00

(B) 2,300,369,103
V-725

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	E
03/22/19	03/22/19	04/27/19	Sharon Catherman - 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 TUESDAY, May 21, 2019 and WEDNESDAY, May 22, 2019, therefore, if you require immediate attention please email me or leave a message at 904 at my earliest opportunity.

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

Governmental Management Services

www.OakLeafResidents.com

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact 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



ATLANTIC COMPANIES
DBA ATLANTIC SECURITY
1714 Cesery Blvd
Jacksonville, FL 32211
904-743-8444 FL
FL LIC# EF00001226 - GA LIC# LU405163

****STATEMENT****

DATE: 05/07/19

CUSTOMER NO.: 81590

OAKLEAF PLANTATION
370 OAKLEAF VILLAGE PARKWAY
ORANGE PARK FL 32065

AMOUNT

ENCLOSED \$ _____

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

DOCUMENT	DATE	TYPE	REFERENCE	AMOUNT
1156681	03/15/19	INVOICE	CON:81590-2 ORD:1066941	280.00
QTY	AMT	DESCRIPTION		
280.000		COMMUNICATION CENTER		
		BURG SYSTEM		
<div><div>Code to: Double Branch Fitness Center Facility Maintenance - Preventative 2-330-572-4720</div><div>V-28 (B)</div><div>RECEIVED MAY 08 2019 By _____</div></div>				
1-30	31-60	61-90	OVER 90	TOTAL DUE
.00	280.00	.00	.00	280.00



ATLANTIC COMPANIES
DBA ATLANTIC SECURITY
1714 Cesery Blvd
Jacksonville, FL 32211
904-743-8444 FL
FL LIC# EF00001226 - GA LIC# LU405163

Estimate

CROWN POOLS, INC.
3002 PHILLIPS HIGHWAY
JACKSONVILLE, FL 32207-4306

Estimate #: 111313

Questions? Contact us: [Phone / Fax / Email]
(904) 858-4300

Estimate Date: 5/6/19

**DBL BRANCH OAKLEAF PLANTATION, CDD
OPERATIONS OFFICE / AQUATICS FACILITY
370 OAKLEAF VILLAGE PKWY
ORANGE PARK, FL 32065**

Site: DBL BRANCH OAKLEAF PLANTATION, CDD
OPERATIONS OFFICE / AQUATICS FACILITY
370 OAKLEAF VILLAGE PKWY
ORANGE PARK, FL 32065

System ID: 8419

Estimate Description:

QUOTE: LABOR - REPLACE LIGHTS

Qty	Unit	Description	Price	Sub Total	Tax	Total
1		SERVICE LABOR / TO REPLACE (3) LIGHTS - CLIENT HAS ON-SITE	\$345.00	\$345.00		\$345.00

Estimate Amount :	\$345.00	\$0.00	\$345.00
-------------------	----------	--------	----------

Submitted by _____
and Date: _____

Buyer(s), Sign
Acceptance, and Date: _____

Code to:

Double Branch Repair and Replacements

2.320.57200.63100

(B) V-484



THIS ESTIMATE IS VALID UNTIL: JUNE 1, 2019

* THIS IS A PRELIMINARY ESTIMATE - ADDITIONAL CHANGES/CHARGES TO
THIS ESTIMATE MAY BE REQUIRED TO COMPLETE REQUESTED REPAIR

**CROWN POOLS, INC.
3002 PHILLIPS HIGHWAY
JACKSONVILLE, FL 32207-
4306**

Questions? Call:
(904) 858-4300

System ID: 8419
Page 1 of 1



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
711577	1
5/22/2019	

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
672606	DOUBLE BRANCH	YRC W/ EXC	NET 30	SHOPPING CART

Item	Description	U/M	Order	Ship	B/O	Net Price	Extended
EW3000MAX	MAX ROLL Tracking/Pro #:753-213320-3 Code to: Double Branch Fitness Center Janitorial 2-330-572-611000	CSE	10	10		57.5000	575.00
<div>RECEIVED MAY 28 2019 By _____</div> <div>V-261 (B)</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:	575.00
	Sales Tax:	.00
DUE DATE: 6/21/2019	Shipping:	130.00
Please Remit To: 19 Bennett St Lynn MA 01905	Deposits:	.00
	Balance:	705.00

PO BOX 2317
Jacksonville, FL 32203-2317

SHIPPED TO:
DOUBLE BRANCH
370 OAKLEAF VILLAGE PARKWAY
ORANGE PARK FL 32065

INVOICE DATE 05/20/19
INVOICE NUMBER 493156160
ACCOUNT NUMBER 645245
ORDER NUMBER 24124756

SOLD TO:
DOUBLE BRANCH
370 OAKLEAF VILLAGE PARKWAY
ORANGE PARK FL 32065



FOR INQUIRIES CALL:
(866) 412-6726 FAX : (877) 712-6726

www.HomeDepotPro.com/Institutional

ORDER DATE	ORDER NO.	CUSTOMER P.O.	SHIPPED VIA	TERMS	SALESPERSON					
05/16/19	24124756		JAX1 - DR22	NET 30 DAYS	WILLIAM WOODR					
LN	ITEM NO.	CAT	DESCRIPTION	ORDERED	SHIPPED	B/O	UOM	PRICE	EXT	AMT T
1	REN06125-WB	8	RENOWN SINGLE ROLL BATH TISSUE 2PLY	4	4	0	CA	64.22	256.88	
2	REN06189-WB	8	RENOWN PREM TWL 7.5"x600FT WHT - IM	4	4	0	CA	59.62	238.48	
3	REN06002-WB	8	RENOWN TWL M/F WHT 9-1/8 X 9-1/2 -	4	0	4	CA	33.53	0.00	
4	REN24512-CA	8	RENOWN LNR 40X46 .74MIL WHT - 25/RO	3	3	0	CA	44.99*	134.97	
5	BWP12503	1	OPTISOURCE HAND SOAP LOTION 1250ML	2	2	0	CA	71.04	142.08	
6	REN14512-CA	8	RENOWN LNR 40X48 12MIC NAT - NATURA	10	10	0	CA	39.81*	398.10	

\$7.95 Handling Charge

Delivery information for this invoice may be
found at: www.HomeDepotPro.com/Institutional

Code to: Split

Double Branch - Janitorial

2-330-572-6100 # 589.23

Middle Village - Janitorial

2-330-572-342

NET MERCHANDISE TOTAL	FREIGHT	HANDLING	TAX	INVOICE TOTAL
1,170.51	0.00	7.95	0.00	1,178.46

V-422



Janitorial
Supplies

RETAIN THIS PORTION OF THE INVOICE FOR YOUR RECORDS

RETURN THIS PORTION WITH YOUR REMITTANCE

ACCOUNT NUMBER 645245
INVOICE DATE 05/20/19
INVOICE NUMBER 493156160
INVOICE AMOUNT DUE 1,178.46

BILL TO:

DOUBLE BRANCH
370 OAKLEAF VILLAGE PARKWAY
ORANGE PARK FL 32065

NET
AMOUNT
PAID

REMIT TO:

The Home Depot Pro
PO Box 404468
Atlanta, GA 30384-4468

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - JENNIFER RAMP
Date: May 23, 2019 at 7:47 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 – OV PATIO aka Oakleaf Village PATIO (SATURDAY) 2:30 p.m. to 6:30 p.m.
- DATE OF VENUE – MAY 18, 2019
- RESIDENT – JENNIFER RAMP
- ADDRESS – 3855 PEBBLE BROOKE CIRCLE S, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - DEPOSIT REFUND
- DEPOSIT was via CHECK drawn on BANK OF AMERICA
 - DATED: 4/22/19
 - CHECK#: 1640
 - DEPOSITED: 4/24/19
 - AMOUNT: \$100.00

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT
04/22/19	04/24/19	05/18/19	Jennifer Ramp - OV PATIO DEPOSIT	DEPOSIT	\$ 100.00

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

Thank you.

I will be out of the office MONDAY, May 27, 2019 to FRIDAY, May 31, 2019, therefore, if you require immediate attention please email me or leave a message at 904-770-41 earliest opportunity.

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

Governmental Management Services

www.OakLeafResidents.com

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact the individual responsible for delivering to the intended recipient, please notify sender immediately by telephone to obtain instructions as to whether information in this email and/or attachment(s) is confidential.

2,300.369.103
V-655
(B)



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

INVOICE

Invoice Date	Invoice #
5/23/2019	102250
Customer PO #	

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

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

Site of Service/Delivery:
Oakleaf Plantation Fitness Cntr
382 Oak Leaf Village Parkway
Orange Park, FL 32065

Conditions of Sale

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

JSC Job #	Terms	Date Shipped	Ship Via
X044241	Due Upon Receipt	05/23/2019	

Quantity	Item / Description	Unit Price	Amount
1.50	Getting calls for troubles, but everything looks ok. Pull station trouble, but all checked out. Comm. Error. Reset panel, but started again after about 4hrs. Dated 05/20/2019: COM1 Trouble on panel. Phone line 1 has no dial tone, needs to be checked by AT&T. Trouble will clear when phone line is restored. Code to: Double Branch Repair and Replacements 2.320.57200.63100 V- 647 (B)	116.00	174.00

Sub-Total	Sales Tax	Total Due
174.00	0.00	174.00

Clay County Sheriff's Office

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

**INVOICE**

INVOICE DATE: MAY 28, 2019
WEEK OF: 5/17/19-5/23/19

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
5/17/19	MIACHEL BURNS	1700-2300	6	30.00	180.00
5/17/19	ANDRE MACK	2000-0200	6	30.00	180.00
5/18/19	BEN SIMMONS	1700-2300	6	30.00	180.00
5/18/19	MIACHEL BURNS	1700-2300	6	30.00	180.00
5/19/19	BRYAN SMITH	1600-2200	6	30.00	180.00
5/20/19	MATTHEW WILLIAMS	1630-2230	6	30.00	180.00
5/21/19	ANDRE MACK	1730-2330	6	30.00	180.00
5/22/19	MATTHEW WILLIAMS	1630-2230	6	30.00	180.00
5/23/19	DAVID VOLLER	1700-2300	6	30.00	180.00
DEPUTY SIGNATURE:				TOTAL	\$1620.00/2
					\$ 810.00

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

THANK YOU FOR YOUR BUSINESS!

V-208
(B)

2,300, 207, 101



1707 Townhurst Dr.
Houston TX 77043
(800) 858-POOL (7665)
www.poolsure.com

Invoice

Date

6/1/2019

Invoice #

131295585863

Terms	Net 20
Due Date	6/21/2019
PO #	
Customer #	13OAK102

Bill To	Ship To
Oakleaf Village/Double Branch c/o Double Branch Comm Dev 475 West Town Place Ste 114 St Augustine FL 32092	Oak Leaf Plantation/ Double Branch 370 Oakleaf Village Parkway Orange Park FL 32065

Item ID	Description	Qty	Units	Amount
WM-CHEM-BASE	Water Management Seasonal Billing Rate <i>June</i>	1	ea	1,999.31
Fuel Surcharge	Fuel/Environmental Transit Fee	1	ea	108.18
<div>RECEIVED MAY 22 2019 BY: _____</div>				

⑥ V-186 2,320,572.463

Total 2,107.49
Amount Due \$2,107.49

Remittance Slip

Customer
13OAK102
Invoice #
131295585863

Amount Due \$2,107.49

Amount Paid _____

Make Checks Payable To

Poolsure
PO Box 55372
Houston, TX 77255-5372



131295585863

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 # 10961A

Date: 13-May-2019

Payment is due within 30 days of invoice date.

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 1 ROWER 2 BIKES 1 MULTI STATION 10 SINGLE STATIONS \$288.40 <i>!!! \$288.00</i> Two treadmills having issues.



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 - 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
PM - ROWING MACHINE		10.00	1.00	10.00
Comments: <i>V-395 (B) 2,330, 572, 472</i>			Parts Total	288.00
			Tax	0.00
			Balance	288.00

Technician: ROBERT PETERKIN

Thank you for your business.

Code to:

Double Branch Fitness Center

Facility Maintenance - Preventative

2-330-572-4720



VerdeGo, LLC
PO BOX 789
BUNNELL, FL 32110

Invoice

Date	Invoice #
3/29/2019	14344

Bill To
370 Oakleaf Village Parkway Orange Park, FL 32065

Ship To
<div>RECEIVED MAY 28 2019 By _____</div>

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
	Net 30 days		3/29/2019	UPS		Enhancement

Quantity	Item Code	Description	Price Each	Amount
		Main Line leak repair near sidewalk-Left rear pool area and Amenity Center		
6	ENH-IRRIGATION	Labor hours for Irrigation Tech	55.00	330.00
6	ENH-IRRIGATION	labor hours for irrigation Laborer	45.00	270.00
1	ENH-IRRIGATION	PVC Fitting	204.90	204.90
		Completed 3/26/19		
		Sales Tax - Flagler County	7.00%	0.00
Code to: Double Branch - Irrigation Repairs 2-320-572-35100				
V-672 (B)				

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Total This Invoice	\$804.90
--------------------	----------

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

Balance Due	\$804.90
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Phone #	Fax #	Web Site
3864373122	386-437-6883	www.verdego.com

SIXTH ORDER OF BUSINESS

RESOLUTION 2019-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2019/2020 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the Double Branch Community Development District (“**District**”) prior to June 15, 2019, a proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2019 and ending September 30, 2020 (“**Fiscal Year 2019/2020**”); and

WHEREAS, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

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

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2019/2020 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE: August 12, 2019

HOUR: 6:00 p.m.

LOCATION: Plantation Oaks Amenity Center
845 Oakleaf Plantation Parkway
Orange Park, FL 32065

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENTS.** The District Manager is hereby directed to submit a copy of the Proposed Budget to Clay County at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District’s Secretary is further directed to post the approved Proposed Budget on the District’s website at least two days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

7. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 10th DAY OF JUNE, 2019.

ATTEST:

**DOUBLE BRANCH COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

By: _____
Its: _____

Double Branch Community Development District



Proposed Budget

FY 2020



**Double Branch
Community Development District**

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Assessment Allocation	20
Capital Reserve Fund	21
Exhibit 'A'	22

Double Branch

Community Development District

General Fund

Description	Adopted Budget FY 2019	Actual YTD 3/31/19	Projected Next 6 Months	Total Projected FY 2019	Proposed Budget FY 2020
<u>Revenues</u>					
Maintenance Assessments	\$177,985	\$173,044	\$4,940	\$177,985	\$177,985
Interest Income	\$200	\$118	\$100	\$218	\$200
Miscellaneous Income	\$0	\$622	\$0	\$622	\$0
Total Revenues	\$178,185	\$173,784	\$5,040	\$178,825	\$178,185
<u>Expenditures</u>					
<u>Administrative</u>					
Supervisor Fees	\$12,000	\$5,400	\$5,400	\$10,800	\$12,000
FICA Expense	\$918	\$413	\$413	\$826	\$918
Engineering	\$5,000	\$0	\$2,500	\$2,500	\$5,000
Arbitrage	\$700	\$0	\$700	\$700	\$700
Dissemination	\$1,333	\$1,166	\$666	\$1,833	\$1,333
Assessment Roll	\$7,821	\$7,520	\$0	\$7,520	\$7,821
Attorney	\$42,000	\$13,184	\$4,395	\$17,579	\$42,000
Annual Audit	\$5,900	\$0	\$4,500	\$4,500	\$5,900
Trustee Fees	\$8,014	\$8,815	\$0	\$8,815	\$8,815
Management Fees	\$59,963	\$29,982	\$29,981	\$59,963	\$59,963
Information Technology	\$1,942	\$971	\$971	\$1,942	\$1,942
Telephone	\$290	\$248	\$200	\$448	\$290
Postage	\$1,900	\$858	\$800	\$1,658	\$1,900
Printing & Binding	\$3,400	\$1,384	\$1,200	\$2,584	\$3,400
Records Storage	\$300	\$0	\$300	\$300	\$300
Insurance	\$8,350	\$7,743	\$0	\$7,743	\$8,130
Legal Advertising	\$2,000	\$335	\$300	\$635	\$2,000
Office Supplies	\$350	\$111	\$75	\$186	\$350
Website Compliance	\$0	\$2,250	\$0	\$2,250	\$2,250
Dues, Licenses & Subscriptions	\$175	\$175	\$0	\$175	\$175
Reserve	\$15,829	\$15,829	\$0	\$15,829	\$12,998
Administrative Expenses	\$178,185	\$96,384	\$52,402	\$148,786	\$178,185
Excess Revenues (Expenses)	\$0	77,400	(47,361)	30,039	\$0

Double Branch
Community Development District
GENERAL FUND BUDGET
FISCAL YEAR 2020

REVENUES:

Maintenance Assessments

The District will levy a non ad-valorem special assessment on all assessable property within the District to fund all of the General Operating Expenditures for the fiscal year.

Interest Income

The operating fund of the District will be invested in a money market fund held by US Bank.

Carry Forward Surplus

Represents the estimated excess funds at the end of the prior fiscal year brought forward to the current fiscal year to reduce assessments.

EXPENDITURES:

Administrative:

Supervisor Fees

The Florida Statutes allows each board member to receive \$200 per meeting not to exceed \$4,800 in one year. The amount for the fiscal year is based upon five supervisors attending the estimated 12 annual meetings.

FICA Expense

These expenses represent the Employer's share of Social Security and Medicare taxes withheld from the Board of Supervisors checks.

Engineering Fees

The District's engineering firm will be providing general engineering services to the District including attendance and preparation for monthly board meetings, review invoices, etc. England, Thims & Miller serves as the District's engineering firm.

Arbitrage

The District is required to have an annual arbitrage rebate calculation prepared for the District's Series 2013 A-1 and A-2 Special Assessment Refunding Bonds. Currently, the District has contracted with Grau and Associates.

Dissemination Agent

The District is required by the Security and Exchange Commission to comply with Rule 15(c)(2)-12(b)(5), which relates to additional reporting requirements for un-rated bond issues. The District has contracted with GMS, LLC, the District's bond underwriter, to provide this service.

Assessment Roll

Governmental Management Services, LLC serves as the District's collection agent and certifies the District's non-ad valorem assessments with the county tax collector.

Double Branch
Community Development District
GENERAL FUND BUDGET
FISCAL YEAR 2020

Attorney

The District's legal counsel will be providing general legal services to the District including attendance and preparation for monthly meetings, review operating and maintenance contracts, etc. Hopping Green & Sams serves as the District's legal counsel.

Annual Audit

The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting Firm. Grau and Associates currently serves as the District's Independent Auditor.

Trustee Fees

The District issued \$24,850,000 of Series 2013 A1 and \$2,900,000 of Series 2013 A2 Special Assessment Refunding Bonds that are held by a Trustee at US Bank, N.A. The amount of the trustee fees is based on the agreement between US Bank and the District.

Management Fees

The District receives management, accounting and administrative services as part of a Management Agreement with Governmental Management Services, LLC.

Information Technology

The cost related to District's accounting and information systems, District website creation and maintenance, electronic compliance with Florida Statutes and other electronic data requirements.

Telephone

Telephone and fax machine.

Postage

Mailing of agenda packages, overnight deliveries, correspondence, etc.

Printing & Binding

Printing and Binding agenda packages for board meetings, printing of computerized checks, stationary, envelopes etc.

Records and Storage

All documents of the District will be copied and stored electronically with automatic back up to ensure complete records. Back up of all records will be kept off-site for security and safety.

Insurance

The District's General Liability & Public Officials Liability Insurance policy is with the Florida Property Alliance (FPA). FPA specializes in providing insurance coverage to governmental agencies.

Legal Advertising

The District is required to advertise various notices for monthly Board meetings, public hearings etc. in the Florida Times Union.

Office Supplies

Miscellaneous office supplies.

Double Branch
Community Development District
GENERAL FUND BUDGET
FISCAL YEAR 2020

Dues, Licenses & Subscriptions

The District is required to pay an annual fee to the Department of Economic Opportunity for \$175. This is the only expense under this category for the District.

General Reserves

Established to maintain community service levels at present standards for FY 2020

Double Branch

Community Development District

Recreation Fund

Description	Adopted Budget FY 2019	Actual YTD 3/31/19	Projected Next 6 Months	Total Projected FY 2019	Proposed Budget FY 2020
<u>Revenues</u>					
Maintenance Assessments	\$1,462,648	\$1,422,047	\$40,601	\$1,462,648	\$1,462,648
Interest Income	\$1,000	\$1,586	\$1,250	\$2,836	\$1,000
Amenities Revenue/Miscellaneous	\$33,690	\$14,789	\$15,000	\$29,789	\$33,690
Sports Revenue	\$11,000	\$1,260	\$7,500	\$8,760	\$11,000
Carry Forward Surplus	\$0	\$0	\$0	\$0	\$45,921
Total Revenues	\$1,508,338	\$1,439,683	\$64,351	\$1,504,033	\$1,554,259
<u>Expenditures</u>					
<u>Administrative</u>					
Management Fees - On Site Staff	\$158,965	\$84,974	\$85,014	\$169,988	\$178,487
Insurance	\$62,789	\$61,127	\$0	\$61,127	\$62,789
Other Current Charges	\$3,818	\$913	\$800	\$1,713	\$3,818
Permit Fees	\$1,635	\$612	\$500	\$1,112	\$1,635
Administrative Expenses	\$227,207	\$147,625	\$86,314	\$233,939	\$246,729
<u>Maintenance</u>					
Security	\$50,920	\$25,415	\$25,415	\$50,829	\$50,920
Security - Clay County Off-Duty Sheriff	\$43,050	\$22,200	\$21,000	\$43,200	\$43,050
Water - Irrigation	\$9,000	\$1,311	\$1,080	\$2,391	\$9,000
Irrigation Maintenance	\$4,250	\$1,835	\$1,500	\$3,335	\$4,250
Streetlighting	\$33,066	\$14,178	\$14,238	\$28,416	\$33,066
Electric	\$42,000	\$16,941	\$15,600	\$32,541	\$42,000
Landscape Maintenance	\$315,774	\$143,561	\$192,000	\$335,561	\$371,004
Common Area Maintenance	\$43,564	\$14,625	\$9,000	\$23,625	\$43,564
Lake Maintenance	\$28,116	\$12,174	\$12,174	\$24,348	\$28,116
Landscape Reserve	\$35,000	\$35,000	\$0	\$35,000	\$30,000
Capital Reserve	\$15,565	\$15,656	\$0	\$15,656	\$15,565
Repairs and Replacement	\$88,996	\$74,982	\$25,000	\$99,982	\$88,996
General Reserve	\$26,759	\$26,759	\$0	\$26,759	\$26,759
Common Area Expenses	\$736,060	\$404,637	\$317,007	\$721,643	\$786,290
<u>Recreation Facility</u>					
Amenity Staff	\$141,766	\$41,810	\$65,000	\$106,810	\$110,000
Refuse Services	\$6,120	\$4,345	\$4,260	\$8,605	\$6,120
Telephone	\$5,592	\$1,943	\$1,650	\$3,593	\$5,592
Electric	\$59,300	\$22,995	\$16,500	\$39,495	\$59,300
Cable	\$12,319	\$3,382	\$3,420	\$6,802	\$12,319
Pool Maintenance	\$56,616	\$22,858	\$24,000	\$46,858	\$56,616
Water / Sewer/Reclaim	\$65,000	\$19,253	\$18,500	\$37,753	\$65,000
Facility Maintenance-General	\$35,500	\$16,355	\$7,500	\$23,855	\$43,500
Facility Maintenance-Preventative	\$13,117	\$3,144	\$1,250	\$4,394	\$13,117
Facility Maintenance - Contingency	\$34,750	\$15,436	\$7,500	\$22,936	\$34,750
Lighting Repairs	\$8,500	\$3,501	\$1,500	\$5,001	\$8,500
Special Events	\$10,500	\$1,753	\$5,000	\$6,753	\$10,500
Office Supplies & Equipment	\$6,664	\$328	\$500	\$828	\$6,664
Janitorial	\$49,012	\$24,205	\$15,000	\$39,205	\$51,012

Double Branch

Community Development District

Recreation Fund

	Adopted	Actual	Projected	Total	Proposed
Description	Budget	YTD	Next 6	Projected	Budget
	FY 2019	3/31/19	Months	FY 2019	FY 2020
Recreation Passes	\$7,565	\$1,827	\$1,500	\$3,327	\$5,500
Pool Pump Reserve	\$6,500	\$6,500	\$0	\$6,500	\$6,500
Pool Leak Repairs	\$5,000	\$0	\$2,500	\$2,500	\$5,000
Multiuse Field	\$21,250	\$0	\$0	\$0	\$21,250
Recreation Facility Expenses	\$545,071	\$189,635	\$175,580	\$365,215	\$521,240
Total Expenses	\$1,508,338	\$741,898	\$578,901	\$1,320,798	\$1,554,259
Excess Revenues(Expenses)	\$0	\$697,785	(514,550)	183,235	\$0

Double Branch
Community Development District
RECREATION BUDGET
FISCAL YEAR 2020

REVENUES:

Maintenance Assessments

The District will levy a non ad-valorem special assessment on all assessable property within the District to fund all of the Recreational Operating Expenditures for the fiscal year.

Interest Income

The District will have all excess funds invested in a money market fund held by US Bank. The amount is based upon the estimated average balance of funds available during the fiscal year.

Amenities Revenue

Income received from resident rental of Clubroom and Patio and access cards, fitness class, vending machines, and non-resident user fee for the Recreation Facility.

Sports Revenue

These are estimated fees for programmed sports activities.

EXPENDITURES:

Administrative:

Management Fees – On Site Staff

The District has contracted with Governmental Management Services, LLC (“GMS”) for the supervision and on-site management of the District’s amenities. The responsibilities include management of District maintenance contracts, scheduling special events, management of District employees, rental of facilities, scheduling of special events, resident inquiries and other maintenance related items. The District shares the cost of a community manager, aquatics director, fitness center/access director, rental coordinator and administrative assistant with the Middle Village Community Development District.

Insurance

The District's Property and Liability Insurance policy is with Florida Property Alliance (FPA). FPA specializes in providing insurance coverage to governmental agencies.

Double Branch
Community Development District
RECREATION BUDGET
FISCAL YEAR 2020

Other Current Charges

Includes bank charges and any other miscellaneous administrative expenses that are incurred during the year with the use of deposit/credit card machine.

Permit Fees

Miscellaneous permit fees to operate the pool and water slides as well as special events.

Description	Annual
Play Pool Permit	\$ 250
Lap Pool Permit	\$ 250
Spray Pool Permit	\$ 125
State Public Broadcast for Music Fees	\$ 1,010
Total	\$ 1,635

Office Supplies

Miscellaneous office supplies.

Maintenance Common Area:

Security

Allied Universal Services provides the District with Athletic Center and Common area security patrol.

Description	Monthly	Annual
Security Contract	\$ 4,243	\$ 50,920

Clay County off Duty Security

Provision for off-duty-security patrol by Clay County Sheriff's Dept. Split 50/50 with Middle Village CDD.

Double Branch
Community Development District
 RECREATION BUDGET
 FISCAL YEAR 2020

Water – Irrigation

The District will purchase bulk water from JEA for irrigation purposes.

Account Number	Description	Monthly	Annual
62945977	2226 Pebblewood LA Apt 1	\$ 50	\$ 602
66042924	302 Oakleaf Village Parkway	\$ 19	\$ 227
61929298	3468 Worthington Oaks Drive Apt 1	\$ 29	\$ 342
62744114	3570 Silver Bluff Boulevard Apt 1	\$ 576	\$ 6,912
60770057	563 Acornridge Lane Apt 1	\$ 32	\$ 378
	Contingency	\$ 45	\$ 539
Total		\$ 750	\$ 9,000

Irrigation Maintenance

The cost of miscellaneous irrigation, pump repairs and maintenance incurred by the district.

Street Lighting

The cost of street lighting provided by Clay Electric Cooperative, Inc.:

Account Number	Description	Monthly	Annual
7332265	Oakleaf Village Center Outdoor	\$ 241	\$ 2,894
5379615	East Side of Brannanfield	\$ 2,291	\$ 27,488
	Contingency	\$ 224	\$ 2,684
Total		\$ 2,756	\$ 33,066

Double Branch

Community Development District

RECREATION BUDGET
FISCAL YEAR 2020

Electric

The cost of electricity for signage lighting, entry feature lighting (main entry, Athletic Center entry and neighborhood entries) for the following accounts provided by Clay Electric Cooperative, Inc.:

Account Number	Description	Monthly	Annual
4995700	370 Oakleaf Village	\$ 1,170	\$ 14,037
4995718	370-1 Oakleaf Village Pkwy	\$ 910	\$ 10,914
5347943	3926-1 Plantation Oaks Blvd	\$ 60	\$ 721
5715289	1591 Canopy Oaks Dr - Irrigation	\$ 34	\$ 410
5774021	2971 Thorncrest Dr	\$ 18	\$ 213
6875140	373-1 Oakleaf Village Center	\$ 37	\$ 438
6912612	608-1 Oakleaf Village Pkwy	\$ 35	\$ 417
6912620	304-1 Oakleaf Village Pkwy	\$ 30	\$ 362
6912653	603-2 Oakleaf Village Pkwy	\$ 42	\$ 504
6912661	602-1 Oakleaf Village Pkwy	\$ 34	\$ 410
6912687	537-1 Oakleaf Village Pkwy	\$ 18	\$ 212
6912695	529-1 Oakleaf Village Pkwy	\$ 18	\$ 220
6912703	3925-1 Plantation Oaks Blvd	\$ 81	\$ 967
6912729	3860-1 Plantation Oaks Blvd	\$ 18	\$ 210
6912737	3859-1 Plantation Oaks Blvd	\$ 29	\$ 350
6912752	3805-1 Plantation Oaks Blvd	\$ 38	\$ 459
6912760	3800-1 Plantation Oaks Blvd	\$ 48	\$ 570
6912778	3306-1 Village Oaks Lane	\$ 18	\$ 213
6912786	465-1 Oakleaf Village Pkwy	\$ 34	\$ 406
6912810	3801-1 Plantation Oaks Blvd	\$ 29	\$ 352
6912828	728-1 Bellshire Drive	\$ 17	\$ 209
6912836	721-1 Bellshire Lane	\$ 20	\$ 238
	Subtotal	\$ 2,736	\$ 32,832

Double Branch
Community Development District
 RECREATION BUDGET
 FISCAL YEAR 2020

Account Number	Description	Monthly	Annual
6912869	715-1 Wakemont Drive	\$ 42	\$ 506
6912877	3219-1 Stonebrier Ridge Drive	\$ 26	\$ 316
6912893	576-1 Wakemont Drive	\$ 17	\$ 209
6912901	507-1 Millstone Drive	\$ 17	\$ 209
6912919	498-1 Millstone Drive	\$ 17	\$ 209
6912927	3442-1 Worthington Oaks Drive	\$ 17	\$ 209
6912943	309-1 Oakleaf Village Pkwy	\$ 25	\$ 303
6912950	373-2 Oakleaf Village Pkwy	\$ 39	\$ 472
6912968	308-1 Oakleaf Village Pkwy	\$ 20	\$ 236
6912976	358-2 Oakleaf Village Pkwy	\$ 34	\$ 405
7131527	3206-1 Silver Bluff Blvd	\$ 20	\$ 243
7332257	3168 Stonebrier Ridge	\$ 228	\$ 2,730
8684243	571 Oakleaf Village Pkwy	\$ 18	\$ 215
	Contingency	\$ 242	\$ 2,906
	Subtotal	\$ 2,736	\$ 32,832
Total		\$ 3,500	\$ 42,000

Landscape Maintenance

The District has a contract with Verdego to provide landscaping and irrigation maintenance services to all the common areas within the District as well as the Amenity Center. The amount is based upon the following:

Description	Monthly	Annual
Contract - Common Area	\$ 30,917	\$ 371,004

Common Area Maintenance

Represents the estimated day-to-day maintenance of the Districts common areas. Services include:

-Pressure washing of District fences, entrance signage and pillars, pool areas, gazebos, amenity center, field house, parks, park equipment and sidewalks. The estimated annual amount for these services are based upon contractor proposals

The estimated cost for the following is based upon past history and current hourly rates:

- All common area, easements and park litter clean up
- Lake and outfall inspections and debris removal
- Storm sewer grate inspections and cleaning
- Removal of unauthorized signage and maintenance of community signage
- Trapper for wild hogs

Double Branch
Community Development District
RECREATION BUDGET
FISCAL YEAR 2020

-Traffic/car accident clean up
-Inspection and repairs to all park equipment, playground, picnic table and benches

Lake Maintenance

The District has a contract with The Lake Doctors to provide monthly water management services and annual carp as needed per the contract, to 25 lakes throughout the District. Contingency represents monthly lake inspections and clean-up of outfall structures and fish barriers. The amount is based upon the following:

Description	Monthly	Annual
Lake Maintenance Contract	\$ 1,893	\$ 22,716
Stocking of Carp	\$ 283	\$ 3,400
Contingency	\$ 167	\$ 2,000
Total	\$ 2,343	\$ 28,116

Landscape Reserve

Represents additional mulch and storm replacement and clean up district may incur. Plant replacements outside of contract, new plantings, and projects that become necessary due to changes in use, etc. and tree preservation and/or removal.

Capital Reserve

Money set aside for future replacements of capital related items and operating capital.

Repairs & Replacement

Regular maintenance and replacement that includes, but is not limited to, pool pumps, filters, air conditioning repairs facility lighting/electrical, or any replacement of District infrastructure. Also covers miscellaneous repairs around the District for the FY.

General Reserve

Provision for general repairs and replacements based upon detailed study of District assets.

Double Branch
Community Development District
RECREATION BUDGET
FISCAL YEAR 2020

Recreation Facility:

Amenity Staff

Direct cost to provide lifeguard/pool attendant services from District employees during the operational season of the swimming pool, which is from Mid-March through October. Also covers front desk personnel at the Fitness Center.

Refuse Service

The District has contracted with Advanced Disposal for refuse removal service twice weekly.

Telephone

The Amenity Center currently pays AT&T for three phone lines and one fax line. The amounts are based upon the following:

Description	Monthly	Annual
AT&T	\$ 80	\$ 960
RingCentral	\$ 97	\$ 1,160
Contingency	\$ 289	\$ 3,472
Total	\$ 466	\$ 5,592

Electric

Cost of electric associated with the Recreation facility and Fitness Center provided by Clay Electric:

Account Number	Description	Monthly	Annual
5217088	370 Oakleaf Village Pkwy	\$ 3,663	\$ 43,953
8763369	382 Oakleaf Village Pkwy	\$ 988	\$ 11,858
	Contingency	\$ 291	\$ 3,489
Total		\$ 4,942	\$ 59,300

Cable/Internet

Cost of cable and internet access for the Recreation Facility from Comcast.

Double Branch

Community Development District

RECREATION BUDGET
FISCAL YEAR 2020

Pool Maintenance

The District currently has a contract with Poolsure to supply chemicals and chemical feeders for the Amenity Center pools. The District is contracted with RMS for the cleaning, water testing, and treatment of the Amenity Center pools. During summer months, district employees will help with basic poolside cleaning such as brushing, skimming, and tile cleaning. Additionally, GMS staff handles the annual maintenance projects on the pool and deck features. The amount is based upon the following:

Description	Monthly	Annual
Pool Maintenance Contract	\$ 1,437	\$ 17,244
Fuel Surcharge	\$ 85	\$ 1,020
Pool Chemical Contract	\$ 2,146	\$ 25,752
Slide Maintenance/Waxing	\$ 375	\$ 4,500
Spray ground/Furniture Cleaning	\$ 550	\$ 6,600
Preseason Filter clean and Prep	\$ 125	\$ 1,500
Total	\$ 4,718	\$ 56,616

Water /Sewer/Reclaim

Cost of water / sewer from JEA (acct # 7616920495) associated with the Recreation Facility and Reclaimed Water from Clay County Utility Authority.

Account Number	Description	Monthly	Annual
60603531	370 Oakleaf Village Parkway - Water	\$ 790	\$ 9,482
60603531	370 Oakleaf Village Parkway - Sewer	\$ 2,360	\$ 28,324
	Total JEA	\$ 3,151	\$ 37,806
201224	566-1 Oakleaf Village Parkway	\$ 850	\$ 10,196
191992	716-1 Wakemont Drive Reclaim	\$ 239	\$ 2,867
206121	3178-1 Wandering Oaks Drive	\$ 22	\$ 265
206125	1505-1 Canopy Oaks Drive R	\$ 37	\$ 440
206136	1591-1 Canopy Oaks Drive R	\$ 256	\$ 3,077
206376	3701-1 Thousand Oaks Drive	\$ 29	\$ 349
206379	3713-1 Thousand Oaks Drive	\$ 92	\$ 1,106
206380	1940-1 Woodworth Drive Reclaim	\$ 30	\$ 359
206381	3659-1 Thousand Oaks Drive	\$ 36	\$ 437
207243	603-1 Waterford Oaks Drive	\$ 22	\$ 265
238253	1422-1 Bitterberry Drive Reclaim	\$ 29	\$ 350
238254	1206-1 Bedrock Drive Reclaim	\$ 24	\$ 286
	Contingency	\$ 600	\$ 7,197
	Total Clay County Utility Authority	\$ 2,266	\$ 27,194
Total		\$ 5,417	\$ 65,000

Double Branch
Community Development District
RECREATION BUDGET
FISCAL YEAR 2020

Facility Maintenance – General

Represents estimated cost for general maintenance throughout the District based upon historical cost.

Facility Maintenance - Preventative

Cost of routine repairs and general maintenance contracts for District Facilities.

Vendor	Description	Annual
S.E. Fitness	Bi-Monthly Service	\$ 1,160
Paula's Pest Control	Quarterly Service	\$ 620
Certified Air Contractors	Bi-Monthly Service	\$ 1,290
Jacksonville Sound & Communication	Alarm System Inspection	\$ 744
Cintas	Sprinklers & Extinguishers	\$ 1,073
Termite Bond	Preventative	\$ 730
Contingency		\$ 7,500
Total		\$ 13,117

Facility Maintenance – Contingency

Represents estimated amount based upon historical cost for fence repairs, graffiti clean-up, signage repairs, wall cap replacements and damaged park equipment

Lighting Repairs

Cost for fixtures, bulbs and ballast replacement, and electrician labor based on past history.

Special Events

Monthly events and organized functions the Amenity Center Director provides for all residents of Oakleaf Plantation.

Office Supplies and Equipment

Office supplies for the Amenity Center. Lease agreement with Cannon (\$150/month) \$1800 annually.

Double Branch
Community Development District
RECREATION BUDGET
FISCAL YEAR 2020

Janitorial Services

The District has contracted with Riverside Management to provide janitorial services, and scheduled carpet cleanings to the District. Janitorial Services shall be provided seven days per week and carpets will be cleaned 9xs a year unless otherwise needed. Supplies will be purchased directly from First Coast Choice Cleaning Supplies. The amount is based upon the following:

Description	Monthly	Annual
Janitorial Contract	\$ 4,000	\$ 48,000
Supplies	\$ 251	\$ 3,012
Total	\$ 4,251	\$ 51,012

Recreation Passes

Entry cards are issued to all CDD residents for facility access. Recreation passes includes the cards, ribbon, cleaner, guest cards and repairs to card printers, etc.

Repairs & Replacement

Regular maintenance and replacement that includes, but is not limited to, pool pumps, filters, air conditioning repairs facility lighting/electrical, or any replacement of District infrastructure.

Pump Reserve

For pump replacement as needed.

Pool Leak Repairs

Estimated structural repairs for leaks in pool structure.

Multiuse Fields

Cost of maintaining field and repairs, landscape maintenance, and renovations.

Double Branch

Community Development District

Debt Service Fund
Series 2013A-1 and A-2

Description	Adopted Budget FY 2019	Actual YTD 3/31/19	Projected Next 6 Months	Total Projected FY 2019	Proposed Budget FY 2020
Revenues					
Carry Forward Surplus	\$589,465	\$569,092	\$0	\$569,092	\$516,046
Special Assessments	\$1,962,561	\$1,909,243	\$53,318	\$1,962,561	\$1,962,561
Interest Income	\$6,000	\$21,701	\$15,000	\$36,701	\$10,000
Total Revenues	\$2,558,026	\$2,500,035	\$68,318	\$2,568,354	\$2,488,607
Expenditures					
Series 2013A-1					
Interest 11/1	\$397,144	\$397,144	\$0	\$397,144	\$384,252
Interest 5/1	\$397,144	\$0	\$397,144	\$397,144	\$384,252
Principal 5/1	\$955,000	\$0	\$955,000	\$955,000	\$980,000
Series 2013A-2					
Interest 11/1	\$60,663	\$60,519	\$0	\$60,519	\$54,913
Prepayment Call Due 11/1	\$25,000	\$105,000	\$0	\$105,000	\$0
Interest 5/1	\$60,663	\$0	\$57,500	\$57,500	\$54,913
Principal 5/1	\$85,000	\$0	\$80,000	\$80,000	\$85,000
Total Expenses	\$1,980,614	\$562,663	\$1,489,644	\$2,052,308	\$1,943,329
EXCESS REVENUES / (EXPENDITURES)	\$577,412	\$1,937,372	(1,421,326)	\$516,046	\$545,278

Interest November 1, 2020

Series 2013A-1	\$ 369,551.88
Series 2013A-2	\$ 52,468.75
Total	\$ 422,020.63

Unit Type	Units	Per Unit Assessment	Gross Assessment
Single Family	2,197	\$ 878	\$ 1,928,768
Multi-Family	275	\$ 605	\$ 166,510
Total Gross Assessment			\$ 2,095,278
Less: Discounts and Collections (6%)			\$ 132,717
Total Net Assessment			1,962,561

Double Branch

Amortization Schedule

Community Development District

Series 2013A-1 Special Assessment Refunding Bonds

DATE	PRINCIPAL	COUPON	INTEREST	DEBT SERVICE	ANNUAL DEBT SERVICE	BOND BALANCE
11/1/19			384,251.88	384,251.88	1,736,396.26	19,430,000
5/1/20	980,000	3.00%	384,251.88	1,364,251.88		18,450,000
11/1/20			369,551.88	369,551.88	1,733,803.76	18,450,000
5/1/21	1,015,000	3.20%	369,551.88	1,384,551.88		17,435,000
11/1/21			353,311.88	353,311.88	1,737,863.76	17,435,000
5/1/22	1,045,000	3.40%	353,311.88	1,398,311.88		16,390,000
11/1/22			335,546.88	335,546.88	1,733,858.76	16,390,000
5/1/23	1,085,000	3.63%	335,546.88	1,420,546.88		15,305,000
11/1/23			315,881.25	315,881.25	1,736,428.13	15,305,000
5/1/24	1,125,000	3.75%	315,881.25	1,440,881.25		14,180,000
11/1/24			294,787.50	294,787.50	1,735,668.75	14,180,000
5/1/25	1,170,000	4.00%	294,787.50	1,464,787.50		13,010,000
11/1/25			271,387.50	271,387.50	1,736,175.00	13,010,000
5/1/26	1,220,000	4.13%	271,387.50	1,491,387.50		11,790,000
11/1/26			246,225.00	246,225.00	1,737,612.50	11,790,000
5/1/27	1,270,000	4.13%	246,225.00	1,516,225.00		10,520,000
11/1/27			220,031.25	220,031.25	1,736,256.25	10,520,000
5/1/28	1,320,000	4.13%	220,031.25	1,540,031.25		9,200,000
11/1/28			192,806.25	192,806.25	1,732,837.50	9,200,000
5/1/29	1,380,000	4.13%	192,806.25	1,572,806.25		7,820,000
11/1/29			164,343.75	164,343.75	1,737,150.00	7,820,000
5/1/30	1,435,000	4.13%	164,343.75	1,599,343.75		6,385,000
11/1/30			134,746.88	134,746.88	1,734,090.63	6,385,000
5/1/31	1,495,000	4.13%	134,746.88	1,629,746.88		4,890,000
11/1/31			103,912.50	103,912.50	1,733,659.38	4,890,000
5/1/32	1,560,000	4.25%	103,912.50	1,663,912.50		3,330,000
11/1/32			70,762.50	70,762.50	1,734,675.00	3,330,000
5/1/33	1,630,000	4.25%	70,762.50	1,700,762.50		1,700,000
11/1/33			36,125.00	36,125.00	1,736,887.50	1,700,000
5/1/34	1,700,000	4.25%	36,125.00	1,736,125.00		
11/1/34					1,736,125.00	
TOTAL	\$ 19,430,000		\$ 6,987,344	\$ 26,417,344	\$ 27,769,488	

Double Branch

Amortization Schedule

Community Development District

Series 2013A-2 Special Assessment Refunding Bonds

DATE	PRINCIPAL	COUPON	INTEREST	DEBT SERVICE	ANNUAL DEBT SERVICE	BOND BALANCE
11/1/19		5.75%	54,912.50	54,912.50	54,912.50	1,910,000
5/1/20	85,000	5.75%	54,912.50	139,912.50		1,910,000
11/1/20		5.75%	52,468.75	52,468.75	192,381.25	1,825,000
5/1/21	85,000	5.75%	52,468.75	137,468.75		1,825,000
11/1/21		5.75%	50,025.00	50,025.00	187,493.75	1,740,000
5/1/22	90,000	5.75%	50,025.00	140,025.00		1,740,000
11/1/22		5.75%	47,437.50	47,437.50	187,462.50	1,650,000
5/1/23	100,000	5.75%	47,437.50	147,437.50		1,650,000
11/1/23		5.75%	44,562.50	44,562.50	192,000.00	1,550,000
5/1/24	105,000	5.75%	44,562.50	149,562.50		1,550,000
11/1/24		5.75%	41,543.75	41,543.75	191,106.25	1,445,000
5/1/25	110,000	5.75%	41,543.75	151,543.75		1,445,000
11/1/25		5.75%	38,381.25	38,381.25	189,925.00	1,335,000
5/1/26	115,000	5.75%	38,381.25	153,381.25		1,335,000
11/1/26		5.75%	35,075.00	35,075.00	188,456.25	1,220,000
5/1/27	125,000	5.75%	35,075.00	160,075.00		1,220,000
11/1/27		5.75%	31,481.25	31,481.25	191,556.25	1,095,000
5/1/28	130,000	5.75%	31,481.25	161,481.25		1,095,000
11/1/28		5.75%	27,743.75	27,743.75	189,225.00	965,000
5/1/29	140,000	5.75%	27,743.75	167,743.75		965,000
11/1/29		5.75%	23,718.75	23,718.75	191,462.50	825,000
5/1/30	145,000	5.75%	23,718.75	168,718.75		825,000
11/1/30		5.75%	19,550.00	19,550.00	188,268.75	680,000
5/1/31	155,000	5.75%	19,550.00	174,550.00		680,000
11/1/31		5.75%	15,093.75	15,093.75	189,643.75	525,000
5/1/32	165,000	5.75%	15,093.75	180,093.75		525,000
11/1/32		5.75%	10,350.00	10,350.00	190,443.75	360,000
5/1/33	175,000	5.75%	10,350.00	185,350.00		360,000
11/1/33		5.75%	5,318.75	5,318.75	190,668.75	185,000
5/1/34	185,000	5.75%	5,318.75	190,318.75		185,000
11/1/34					190,318.75	0
TOTAL	\$ 1,910,000		\$ 995,325	\$ 2,905,325	\$ 2,905,325	

Double Branch

Community Development District

Capital Reserve Fund

Description	Adopted Budget FY 2019	Actual YTD 3/31/19	Projected Next 6 Months	Total Projected FY 2019	Proposed Budget FY 2020
REVENUES:					
Carry Forward Surplus (1)	\$938,919	\$1,045,821	\$0	\$1,045,821	\$1,148,028
Interest Income	\$1,000	\$1,263	\$1,200	\$2,463	\$1,000
Transfer In - Landscape Reserve	\$35,000	\$35,000	\$0	\$35,000	\$30,000
Transfer In - Capital Reserve	\$15,565	\$15,656	\$0	\$15,656	\$15,565
Transfer In - Pool Pump Reserve	\$6,500	\$6,500	\$0	\$6,500	\$6,500
Transfer In - General Reserve	\$26,759	\$26,759	\$0	\$26,759	\$26,759
Transfer In - General Fund Reserve	\$15,829	\$15,829	\$0	\$15,829	\$12,998
TOTAL REVENUES	\$1,039,572	\$1,146,828	\$1,200	\$1,148,028	\$1,240,850
EXPENDITURES:					
Other Current Charges	\$0	\$0	\$0	\$0	\$0
Landscape Reserve	\$0	\$0	\$0	\$0	\$0
Capital Projects	\$0	\$0	\$0	\$0	\$0
Pool Pump Reserve	\$0	\$0	\$0	\$0	\$0
General Reserve	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0	\$0
EXCESS REVENUES (EXPENDITURES)	\$1,039,572	\$1,146,828	\$1,200	\$1,148,028	\$1,240,850

(1) Prior year balance transferred into Capital Reserve Fund

SEVENTH 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: June 2019
To: Board of Supervisors
From: GMS – OakLeaf Operations Manager

Community:

Special Events

- Recent events – Schools out party (both districts),
- Upcoming events – Dive in at DB

Aquatics

- Full summer time schedule
- Operational Hours for 2019 Season Posted on website and at Facilities
- Swim Team at MV has had first swim meet (6/2/19) 2 more home meets
- Water aerobics/Zumba at DB lap pool

AMENITY USAGE

- *Total Facilities usage – 5003*
- *Average daily usage – 161*

Card Counts:

DB Owners	68
DB Renters	74
DB Replacements	26
DB Updated	43

Total cards printed: 456 (both districts)

Rentals

- of days rented in May, of weekends had rentals
- clubroom rentals, patio rentals
- tours (approx. hours) / 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 update
 - Additional fenced areas /Dog park area
 - Small storage building
 - Additional plantings

MAINTENANCE

- Coordinate replacement of damaged pool equipment coverings (windstorm)
- Coordinate repair/replacement of fiberglass platform on Spray-ground
- Build of custom “check in station” at Amenity Center Pools – masonry work complete
- Fence repair at Natures Hammock Playground
- Coordination of repair/ replacement of server for basketball court camera system
- Preventative Maintenance perform on Equipment at Fitness Center
- Fire Alarm panel inspected at Fitness Center (damage to phone line causing faults)
- Replacement of Outflow grate at Loop rd. (near stonebriar pond)
- Removal of multiple trees along walkway at rear of Amenity Center
- Palm trees trimmed at Village Center
- Small vandalism (graffiti) at multiple locations around amenity center / track
- Repair main drain plunger at Slide Pool (loose parts)
- Replace main drain plunger at Lap Pool (broken discs)
- Renovate lifeguard break area- painted floor, walls
- replacement of lift arm on ADA lift at slide pool
- Replacement of 3 LED lighting pools
- Gel Coat patching on slide
- Access card Audit – Ongoing
- 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 5/8. Nature’s Hammock, Fall Creek, The Oaks, Cannon’s Point, Pebble Creek, Silver Leaf, Oakbrook, and The Cottages completed 5/23.*

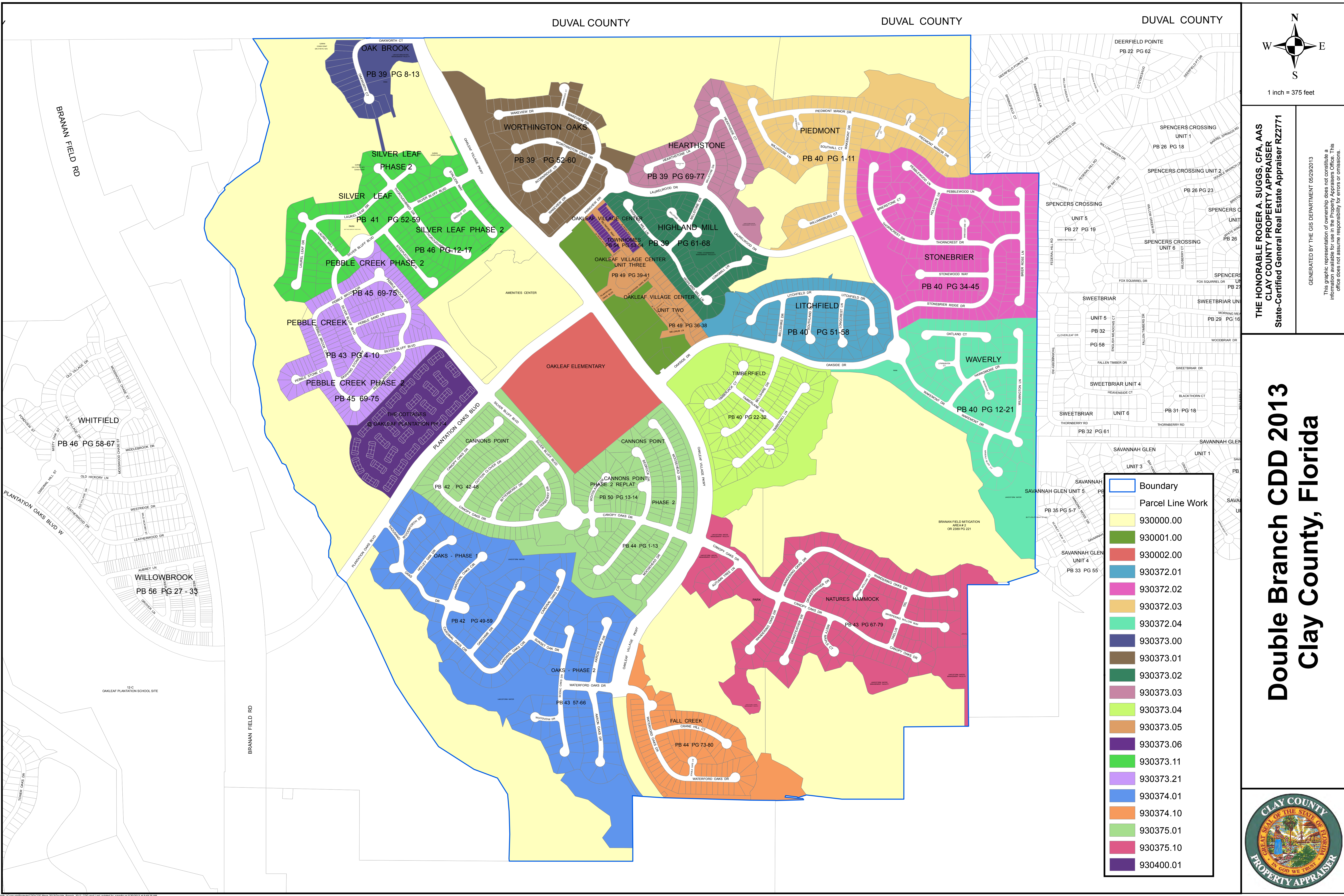
Landscaping

- *Mulch install at Playgrounds and exercise stations*
- *Multiple trees and natural areas cleaned of limbs*
- *Monthly report for May 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

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Double Branch CDD 2013

Clay County, Florida



June 10, 2019

Board of Supervisors
Double Branch Community Development District
c/o James A. Perry
GMS, LLC
475 West Town Place, Suite 114
St. Augustine, FL 32092

Re: Hopping Green & Sams Rate Adjustment

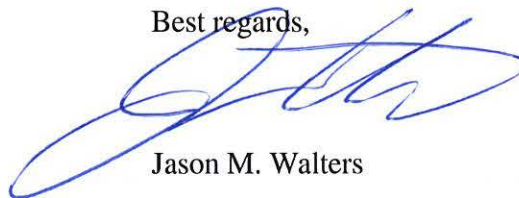
Dear Board Supervisors,

It has been our pleasure to serve as District Counsel to the Double Branch Community Development District ("District") since 2002. For the past four years, we have maintained our same hourly billing rates for the District, without adjustment. This is despite the fact that Hopping Green & Sams, for most of its clients, annually adjusts rates to reflect increases in the costs of doing business, as well as increases in the experience and expertise of our attorneys and market trends. All that said, we are writing to propose a change to our hourly billing rates for legal fees for the District.

With respect to fees for our services on a going forward basis, my hourly rate would increase from \$235 to \$250. This represents an annual increase of approximately 1.6%. All other hourly rates of those expected to work on the District will be adjusted to our firm's existing client rates. We do not expect these rates to negatively affect the District's budget. As we have in the past, we will endeavor to keep our fees as low as possible to you, while maintaining our professional and ethical obligations to provide service.

Again, we appreciate the opportunity to work with the District, and appreciate your attention to this matter. If the District is agreeable to this change, please execute this letter amendment on the line below. If you have any questions, please feel free to contact me at 850-222-7500.

Best regards,



Jason M. Walters

Agreed to by:

Double Branch CDD


Authorized Representative