

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, October 12, 2020 at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

Present and constituting a quorum were:

Cindy Nelsen	Chairperson
Chad Davis	Vice Chairman
Scott Thomas	Supervisor
Tom Horton	Supervisor
Andre Lanier	Supervisor

Also present were:

Jim Perry	District Manager
Jason Walters	District Counsel (by phone)
Jay Soriano	Operations Manager - GMS
Chalon Suchsland	VerdeGo

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Audience Comments

There were no audience members in attendance.

THIRD ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the September 14, 2020 Meeting**
- B. Financial Statements**
- C. Assessment Receipt Schedule**
- D. Check Register**

Mr. Horton stated attorney fees for January on page five under tab B was \$0.

Mr. Perry stated sometimes billings don't come in monthly, they'll come in later. Jason, let's take a look at the December through February billings. It looks like January was missed.

Mr. Walters stated I'll take a look. If we canceled a meeting that may be it.

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

FIFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Walters stated we did get a couple of updates from the Governor's office on phasing and the virtual meeting concept. Virtual meetings were extended through the end of the month, but it also made it pretty clear that it will be the last extension. If you saw the updated executive order on COVID operations, the state moved into phase three. It lifted certain restrictions on certain businesses. There was a prohibition on imposing fines or penalties for not wearing masks. I know that's not a huge operational issue for us, but it's something we need to look at in terms of if there are operations where we are asking for or requiring that, the question becomes if someone refused, could you suspend their privileges or deny their access. It's the question of is that a penalty. The Governor's order does not provide guidance on that, but there is the interpretation there that it could be, so that would put us in a difficult position. Having said that, the removal of restrictions from the state level doesn't mean we are prohibited from operating under procedures that we think are best for our community and facilities, such as capacity limitations or spacing requirements. Our firm sent a memo out to all of the management companies outlining the provisions. I don't think it will have a significant impact on us, but if you have any questions, feel free to reach out to me.

B. District Engineer

There being nothing to report, the next item followed.

C. District Manager

Mr. Perry stated next month we will bring before you a recommendation on transfer of funds to the capital reserve. Once we close out September, which is the last month of the year, we will have a good idea of how much excess reserve funds we want to move to that account.

D. Operations Manager - Memorandum

Mr. Soriano stated we have later and earlier hours at the gym. Our pools are closing, but that is seasonal. That has nothing to do with anything COVID related. We are done after

this past weekend. In years past I have made concessions and opened for a few more weekends, but it's been completely wasted so I would not recommend doing that. There are many other things going on right now and it doesn't take but a few of those colder nights that we had to drop the temperature of the water. One more thing I mentioned last month that I would suggest we can do is by the end of this month we will be able to take away those closing times where we clean. Staff will still clean as normal, we just won't have to shut down every couple of hours. We are not really getting high capacity numbers where it's going to be hard to clean around them. I think it will make people feel better too if they actually see it so I'm fine with being open and cleaning throughout the day. At that point, we will kind of be back to normal operations. We will open at 6:00 and close down at 10:00. We will go back to cleaning in the middle where we do a deeper cleaning, do the vacuuming and shut everything down and it's also kind of a shift change for the front desk. I had some questions when the Governor came out that we were moving into phase three. Much of that is about capacity. We are able to have full capacity, but we haven't really hit it, so it hasn't been a concern. The questions we were getting at the gym were more related to why treadmills are still blocked off. That has nothing to do with the rules that were in the executive order; that's more about social distancing and that's going to stay. We're going to keep the signs up about masks being recommended and washing your hands. We will keep the alternating treadmill and elliptical because when that is open, they are a foot away from each other breathing heavy so we're not going to go back to that yet. That might be in the spring when we feel comfortable that we can do that. Over here at your sister district we have had questions from the yoga instructor. I don't think she's ready to go yet for her clientele, but I am working with her so she can start if she wants, so whether we see that this month or not, I don't know, but she does have that ability. Yoga is low intensity. Zumba, I do have a little bit of concern with, so I don't know that we're ready to start that up yet unless there's any objections from you guys.

We did just have our movie night this past Friday night and it worked out really well. There were about 70 or 80 people out there watching the movie. The food trucks were really popular that night and they started serving around 5:00 and didn't end until the movie was almost done at 9:00. There was a donut truck, BBQ truck and also just for the movie we allowed a hot dog cart since we weren't doing any food. I did talk to Tiffany a little more after our last conversation about her wanting to step away from that role and more of that is because

of the pushback that she gets from the trucks and people that just don't want to listen to her. I did let her know that we are supportive, and we put her in place for a reason. It seems over this last month those few trucks that have been a little more problematic have worked with her, so she said she is willing to stay on. She's done a really good job of coordinating it and it's worked out well. During this pandemic issue she coordinated everything and for the most part everybody did a good job of following the rules. It was when they didn't, and they would jump on Facebook and get their followers to get on Tiffany that it would cause issues, but she knows we're being supportive of her so she's going to stick around. The winter months are a little tough so she's asked if we could coordinate more movies with her so not for November because we have a Fun Run, but for December we will start where we're not really doing much. In fact, your holiday event which is normally held at your sister district was canceled. That means I don't have anything going on for December so I told her we will do a holiday movie. The movie was perfect. If you didn't feel comfortable and didn't want to be near people you could spread out. The social distancing aspect is on them, we're just setting up the movie. The trucks did a good job. They had sanitizer out there and were keeping it clean, so it worked out well.

Mr. Horton stated you might pass on to her that we appreciate her doing all the work. I'm sure everyone else would agree with me. Her hard work is not going unnoticed and we're glad she's staying on.

Ms. Nelsen stated tell her the fact that no one showed up here to complain shows that she's doing an excellent job.

Mr. Soriano stated I'll pass that on. We have the yard sale coming up and we just stick the signs out. We have our fun run in November and of course, over here at your sister district the one resident is putting on the vendor fair the Saturday after Thanksgiving in the parking lot.

Mr. Soriano continued, moving on to the operations side, I wanted to give you a couple of updates. I know a couple of you have gone around and seen some of those projects moving along already. The metal is going up for our storage building. If you want to, you can take a walk down here and see what the building will look like because they are almost done over here. There are a couple things to trim and insulation is going in and of course our doors have to go up but this building down here will give you an idea of what it looks like fully built. In regard to the asphalt work, I do have a vendor that promised me he would be out two weeks

from receiving a check, TJK Paving, and gave us a really good quote well under the not to exceed amount. If you remember, Duval Asphalt was right at \$56,000 and he has given me a quote of \$55,788 to do that parking lot. I was worried going out to somebody else may start taking our price up because Duval was pretty cheap, but Duval gave us six months planning time from receiving a check so he's promising quick. I don't know that it would happen in two weeks, but at least I can cut him a check and get him moving. We do have two other areas that we didn't do before with Duval. We did a not to exceed for the parking lot. I'd like to actually break it up. We asked for the track and he did mark out the track. He would like to do a full cut and take the roots out. They're not just going to cut the asphalt down and fill up. He's given me a quote of 440 linear feet and when I did it before it was 530 so he's got a lot more that he's marked out. His amount was \$27,750, so I'm already getting above that not to exceed if I try to lump it all together. If you've been over there, the track comes off into the storage building so we're not driving across the grass and that's \$4,390.

Mr. Horton asked did they ask about paving the whole track?

Mr. Soriano stated I didn't ask for the track.

Mr. Horton stated I'm talking about a topcoat or something like that.

Mr. Soriano stated we can seal coat it. You can do a hot seal coat where they will bring out a big truck, or you can do the paint seal coat which is not much at all. It's almost like what we did for the surfacing of the tennis courts. It's a thick gooey paint. If there's not cracks or roots or anything like that, then that will be fine. I don't think we need to get him to do any covering or anything special that might cost us a lot. It's still going to add up. That's a large track. I can get prices for that, but I didn't ask him to look at the whole track.

Mr. Horton asked you're saying you'd like him to do the paint?

Mr. Soriano stated if we want to blend it all in and make it look nice and new, then the seal coat would be the way to go. I can get you the price on the supplies for the seal coat if you wanted us to do it, or if we bring in another company it would be much faster and spray it. It's a little more expensive.

Mr. Horton stated it seems like it would be nice to have a nice track because a lot of people walk there.

Mr. Soriano stated yes, but just to forewarn that's a good distance so it's still going to be a good amount of money. We're talking about repairing just the cracks where the roots are

for \$27,750 and then the apron, \$4,390. I did get him to give me a verbal on the other portion for the parking lot. We have it in our capital study for a couple of years out. He was fairly honest saying he didn't think we needed it. With the small number of cracks, he recommended at the most we would seal coat that if we wanted to. He said even two or three years from now he'd say he wouldn't recommend that, but he did give me a price if we wanted to do it all and make it one big brand-new looking parking lot, for \$55,375. I don't know that we need to spend that. We've already set aside the money for the new portion. It's the track and the apron that I need new amounts for. The apron is a small amount, but it's still above my amount.

Mr. Horton stated if it doesn't need it, I guess we don't really need to do it. It would look nice.

Mr. Soriano stated I would like to move forward with the amount to do the repair on the track first and I can bring you quotes for having them seal coat the rest while we're there.

Mr. Horton asked if he goes in and repairs that 440 linear feet, can he seal coat over all of that? It seems like that would be nice.

Mr. Davis stated bringing in the big truck is going to cause problems on the grass and field, and I guarantee you don't have the same bed that you have in the parking lot on that track. That truck isn't going to drive on that track, it's going to bust it up so it's going to drive on the field and rut all of that up.

Mr. Soriano stated it may be the best way to do it is going to be the 55-gallon drums. If you watch these guys, they dump it out and take these big squeegees and roll over the whole thing. Whether it's my guys or I can get quotes for somebody else to do it so we can do more at one time, I can bring those numbers back. I would like to get him if he can get started in the next couple of weeks. I'd like to get him moving on something.

Mr. Horton asked durability-wise what's the difference in the 55-gallon drums and the seal coat?

Mr. Soriano stated it's going to cure quicker, so we won't have to worry about keeping people off as long or any issues with anyone trying to damage it before it's cured. It will dry a little bit harder.

Mr. Lanier asked do the trucks have a hose that they spray, or does it come off of the back?

Mr. Soriano stated they do, but it only goes so far.

Mr. Davis stated they don't have that much hose. They're going to have to drive the truck around that track.

Mr. Soriano stated that's even the case with our chemical deliveries that go in the pool pack area. I have to get them to get a special hose that reaches over that bridge. That's a couple hundred feet, that's not going to go all the way down the track. They're going to have to bring the truck down somehow.

Mr. Lanier stated I just wonder how wide the truck was compared to the track.

Mr. Davis stated they're taking a big dump truck.

Mr. Soriano stated I've seen some cool tools out there for companies like that and if there's anybody that has that ability I will look for it, but it may be that we're stuck with doing the drum style because of that and just slowly painting it all the way around after they're done doing the repairs.

On MOTION by Ms. Nelsen seconded by Mr. Davis with all in favor asphalt repairs to the track was approved at an amount not to exceed \$30,000.

On MOTION by Ms. Nelsen seconded by Mr. Davis with all in favor asphalt repairs to the apron was approved at an amount not to exceed \$5,000.

Mr. Soriano stated most of you guys have seen everything going on at the playground and dog park. We do have quite a bit of wood. We started working on the gazebo out here in March when everything started shutting down and 4x4s were about \$9 so your 70-plus 4x4s that are out there cost us about \$18 a piece. We're getting that fencing and if you look at it, that's a lot of fencing around that playground. I've spent about \$1,100 in supplies so far but that was something we could have done for probably \$400 or so in supplies then. We are going to have some problems and right now the problem I'm contending with is vinyl is about six to eight weeks for the other sections of the basketball court and then we enclose that building, so I'm a little worried about kids getting in there while we're putting that together so I wanted that enclosed while we're working on it, but I can't get the fencing quick enough. The nice heavy-duty gates that we're working with are still six to eight weeks out. It's forcing me to wait on those two projects, but they are moving along. That map that I gave you guys, if you get a

chance to walk out there, you'll see a good section where there's a little run for the smaller dogs, and then the bigger dogs in the back and it is good size so we will have all of the wood and framing set up, it'll just be the wires that I'm waiting on. The playground portion is complete, and the swings are over there. We do have to top off on mulch and hopefully in another month or two we will be able to open up with the dog park. I talked to Chalon about setting up for this month to start the clearing. You guys have already given me a good amount of money but we talked about our trail bridge last month. We talked about a walking track in that area where we were having problems with people dumping and going along the pond side so there is a 2,250-foot trail that is already there around that pond that goes from the split rail at Waverly, all the way back to that corner by Cannon's Point and Nature's Hammock intersection. We will clear that out. VerdeGo has already given me a quote to do some bush hogging and clearing and I will also have a little bit of pest control so everybody isn't getting attacked by sand fleas and ticks when they go out there, but the big cost involved in this is going to be the bridge if we want to cross that spillway to make it one nice track. Barring building it by hand and doing some of these nicer larger golf cart looking bridges that Peter had suggested to me that were outrageously expensive, this is a pre-fab design here and the way it is set up is they send you all the steel and we build it in four foot sections. To reach that section, it would be \$8,507 and to have it shipped it would be \$9,461. It's a 20-foot span from concrete to concrete. I can't touch the concrete because that is St. Johns Water Management. I'm going to double check with Peter, but he feels pretty confident that as long as we're not touching that structure and we're not resting pylons in the water or anything like that, then they really don't have a say and we can build that structure over top. I would like to add wood covering it on the floorboards and the handrail that makes it look a little nicer than just an aluminum bridge but that would be the cost of the bridge right now.

Mr. Horton asked is the load limit on that?

Mr. Soriano stated 3,000 pounds. I would still suggest we plant a bollard in the middle of the walkway to stop people from driving golf carts over it. We should probably still stick a sign saying no bikes.

Mr. Perry stated when you touch base with Peter, can you ask if we have any ADA requirements for this?

Mr. Soriano stated yes.

Mr. Lanier stated that would be tough too, because it's a dirt trail going out there.

Mr. Soriano stated when you talk about natural items, normally the ADA doesn't go into that because you can't change natural but for something that we built, yeah. The ramp portion would be fine on here and it's more than wide enough at 72-inches wide.

Mr. Perry stated like when you place the bollards.

Mr. Soriano stated I'll double check with them, but even like our wooden walkways out here are going to be bigger than that.

Mr. Horton asked are we going to take the roots out?

Mr. Soriano stated some of them we can cut. I don't know that we can take everything out. If we have to, we can always drop some topsoil or sand.

Mr. Horton stated there are some serious roots in there.

Mr. Soriano stated if we want the bridge, I need to get that ordered.

On MOTION by Mr. Lanier seconded by Mr. Horton with all in favor purchasing material for a bridge was approved at an amount not to exceed \$10,000.

Mr. Soriano stated the last couple of updates on my report are just for planning purposes. These are things that were already in there and we don't have to spend money on the playground structure or replacements. If you remember, we were able to purchase two, so I still have one that is taking up space so that one will go, and I was really waiting for it to get cooler so maybe next month we can do that. I'm looking at Worthington Oaks or Waverly because they're both degrading a little bit. Silver Bluff was next in line, but it is a different structure so we may pull those and those are the ones that will get powder coated and we will have them ready to go in the spring next year. Exterior painting the amenity center, the amenity center itself probably hasn't been done in about seven years. It's probably been about nine years since we've been on the roof. That is mostly trim work and then the roof. We need to replace some soffits and do some painting but everything else on that building is brick. The fitness center does need a good amount of painting so those projects will be in the off season.

Mr. Horton asked what about the waterfall?

Mr. Soriano stated we have all of the seals for the third pump. The second pump is up and running. I do have it turned down. We've already got the parts; we just have to put everything back together.

Mr. Lanier asked for the equipment that is blocked off in the fitness center, can we get signs that say for social distancing?

Mr. Soriano stated we did. Those have been removed a couple of times.

Mr. Lanier stated it might stop questions. It's not because of the order, it's for social distancing. I want to reiterate Tiffany is doing a good job. And then for the vendor fair, does she know to go to the websites and all that sort of stuff?

Mr. Soriano stated yes. Just like Carly did before, she has her own Facebook page that she tries to direct everyone to.

Mr. Horton stated I saw a post on Facebook about a washout beneath the transformer by the waterfall.

Mr. Soriano stated they've been out to work on it once. I think there's another portion of the pipe that is broken. It's actually behind there so whoever got a video had to be back there behind those trees. It's a main line that runs from the road back behind the waterfall through those trees to the park that is in the first little neighborhood.

FIFTH ORDER OF BUSINESS

Audience Comments / Supervisors' Requests

Ms. Nelsen stated I want to say that the signs are looking good.

Mr. Soriano stated we're doing the touch up on those. I was hoping people would see that and be a little happier when we start putting out the Christmas lights too. Some of them need to be pressure washed and the black on the frames needs to be retouched.

Ms. Suchsland stated on that note, when are you planning on starting Christmas lights?

Mr. Soriano stated typically we start the week of Halloween. We may start a little earlier because every year we seem to get a few more lights so those take a long time while we're trying to do everything else. It takes about five weeks to get all of those lights up.

Mr. Horton stated speaking of that, somebody posted on Facebook they were looking for people to help put up more lights. Then they said they were going to forward it to the HOA.

Mr. Soriano stated if you remember we had our one visitor that wanted more lights. She has emailed me before. It's one of those things that it's time and money. We could put more

lights and buy more lights. I've talked to Rob before about coordinating something like that. We could have the residents in each one of those neighborhoods compete. We will give them the lights if that helps me with labor time. I've told them they need to talk to him about that. We do have 13 HOAs so it would be nice if they all got involved.

Mr. Thomas stated I just want to thank VerdeGo for fixing my problem area. The gentleman was here the last time and it seems like now they are actually mowing at a consistent level.

SIXTH ORDER OF BUSINESS

Next Scheduled Meeting

Mr. Perry stated the next scheduled meeting is November 9, 2020 at 4:00 p.m. at this location.

SEVENTH ORDER OF BUSINESS

Adjournment

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


Secretary/Assistant Secretary


Chairman/Vice Chairman