

DOUBLE BRANCH
Community Development District

JANUARY 11, 2021

AGENDA

Double Branch Community Development District

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

January 5, 2021

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, January 11, 2021 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 (limited to three minutes)
- III. Approval of Consent Agenda
 - A. Approval of the Minutes of the December 14, 2020 Meeting
 - B. Financial Statements
 - C. Assessment Receipts Schedule
 - D. Check Register
- IV. Consideration of Updated Disclosure of Public Finance
- V. Consideration of Resolution 2021-03, Amending the FY21 General Fund and Recreation Fund Budgets
- VI. Staff Reports
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
 - D. Operations Manager - Memorandum

VII. Audience Comments (limited to three minutes) / Supervisors' Requests

VIII. Next Scheduled Meeting – February 8, 2021 @ 6:00 p.m. at the Plantation Oaks
Amenity Center

IX. Adjournment

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

Sincerely,

James A. Perry

James A. Perry
District Manager

THIRD ORDER OF BUSINESS

A.

MINUTES OF MEETING
DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Double Branch Community Development District was held Monday, December 14, 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
Michael Eckert	District Counsel
Jay Soriano	Operations Manager - GMS
Chalon Suchsland	VerdeGo
Sam Crozier	Towers Group
Ken Brown	American Homes for Rent
One Resident	

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Audience Comments

Ms. Kimberly Farrell, 1016 Drake Feather Drive, stated there are a group of us that like pickleball on my side. We play five or six days a week and we've had up to eight people at one time. We can't have any more than that because there are only two nets. I would like to ask for consideration that permanent pickleball courts be put in over there. The tennis players feel the need every single day to move the pickleball nets out of the way even though there are two courts without pickleball lines on them. One to two times a week we're taking our own broom and our own blower to blow and sweep off the courts. They've lost the broom at the fitness center, so we have to bring our own now. By them moving the nets every time, we're constantly having to fix them because it keeps breaking the nets. There are the first two that

have pickleball lines that we've tried putting it on one or the other and it doesn't seem to matter which one we put it on, they always move them. I've talked to Court Surfaces and the estimate that they gave us was \$8,000 to \$10,000 to totally convert one set of tennis courts into two pickleball courts, including the permanent nets. Two of them would be great, but if we at least had one that was a dedicated pickleball court, that would be awesome.

Mr. Horton asked is it a group you're talking about?

Ms. Kimberly Farrell responded yes and it's getting to be a very popular sport, especially among the 40+, 50+ generation. Arbor Mill has their own dedicated pickleball courts over there and they have a clinic every Wednesday morning, but they have 12 to 16 people that play. We haven't been able to do that. The other thing that I wanted to ask, is can we have free pickleball clinics on our side for our residents and not with a pickleball coach?

Mr. Thomas stated the first thing, you want to convert one of the tennis courts into two pickleball courts, or two pickleball courts?

Ms. Kimberly Farrell responded preferably two, but a minimum of one. The lines are drawn on two of the courts right now.

Mr. Thomas stated from my own understanding, if we took one of the tennis courts at the very end, that can be recreated into two pickleball courts?

Mr. Soriano responded each side of the court.

Ms. Kimberly Farrell stated and leaving the tennis net up, because that is a barrier between the two courts.

Mr. Thomas asked so there's not going to be an expansion or anything else beyond your fence line?

Ms. Kimberly Farrell responded no and even if you did two of the tennis courts, it still leaves them two tennis courts over there, plus six or eight over here.

Mr. Thomas asked you're saying they would have to be resurfaced?

Mr. Soriano responded no, just repainted.

Mr. Thomas asked \$8,000 to \$10,000 just to repaint?

Mr. Soriano responded it was almost \$4,000 when we did just the lines. That's probably the going rate for that.

Mr. Thomas asked do the nets that we already have fit perfectly on there?

Mr. Soriano responded no she's talking about being a permanent net. We purchased those so that they could be mobile. We do have a lot more tennis players using that facility.

Mr. Davis stated that would going to be my question. You and your staff know more about the usage and what goes on over there.

Mr. Soriano stated we definitely have a lot more tennis players than we do pickleball. We've really tried to push getting tennis over there. A lot of Double Branch residents won't come over here. Realistically, hard courts are probably better for teaching, or kids. When they get serious, they come over to the clay courts. You can't play pickleball over here so that is the only spot for pickleball.

Ms. Nelsen asked how many basketball courts do we have?

Mr. Soriano responded we have two.

Mr. Horton asked are the tennis courts that busy over there?

Ms. Kimberly Farrell responded when we're there we see probably twice a week one of the courts used. I don't know about other times of the day.

Mr. Horton stated I hardly ever see anybody there.

Mr. Thomas asked can we take it under consideration and get some estimates? I don't know if that's a contractor we can use or if you have your own guys.

Mr. Soriano stated it's always a good idea to have a couple estimates.

Ms. Nelsen stated I'd like to collect some data on usage.

Mr. Soriano stated my biggest thing is usage. If you remember, we did those lines a long time ago so it's just starting to build up because of her group. We can look at it.

Ms. Nelsen asked is there a way we can collect data over the next month or two and see what our tennis usage is versus pickleball?

Mr. Soriano responded yes.

Mr. Horton asked where do you put the pickleball nets at if we convert the courts?

Mr. Soriano responded they're going to go sideways in that half of the court.

Mr. Horton stated so you'd have to move the lines around then.

Ms. Kimberly Farrell stated no, just the tennis lines would have to be removed.

Mr. Lanier stated the second part of your question was?

Ms. Kimberly Farrell stated a gentleman has said he's more than willing to put on some free pickleball clinics to get it built up over here like he has over at Arbor Mill. He's a great

coach and a great person. Is there any problem with a resident doing a pickleball clinic for other residents?

Mr. Soriano stated that's a little bit different. I personally don't know the independent contractor that is being used for pickleball. We don't pay for any staff over there for the tennis courts whatsoever. These guys over here have decided to try to organize it on their own. We don't like to step on any toes; however, I know Jim Pains and he's definitely really passionate about teaching, but I don't want to step on anybody's toes, especially when they're doing it on their own free time, the same way that we stay away from stepping on soccer's toes or any of the other sports organizations, so I don't want to take it out and say we're going to give it to somebody else. I can find some way to get Jim to work with them. It might be a little tough, I don't know.

Ms. Kimberly Farrell asked as long as it's all residents is there any reason that we couldn't?

Mr. Soriano responded yes because our policies stop you from bringing people in to teach. Even if he's saying I'm doing it for free, that's the same thing we get with people doing personal training and not coming through us and it creates liability on the property, so our policies don't allow that. The employees that we have here have gone over there and done it on their free time so that's how it was being done. Jim actually did try to go over there the year before he left, and he really didn't get much participation at all. After he left someone else was brought in. It's something I can work on, but I'm not willing to just say yes, and make that change.

Mr. Horton stated I don't understand the liability part.

Ms. Nelsen stated it would be a usage agreement just like we do with anybody else.

Mr. Soriano stated I try not to tell people how to employ their people. Double Branch doesn't pay for anything. Middle Village covers the tennis pros and they're setting up 1099 employees so I'm not going to tell them who to hire and who not to hire.

Mr. Horton asked would you pay somebody else to come in and do it?

Ms. Kimberly Farrell responded no. Not a lot of people know how to play, so we just want to teach people how to play and not charge them, so we get the interest.

Mr. Horton asked do you have somebody in mind that could do it that's a resident.

Ms. Kimberly Farrell stated yes, Jim Pains that we're talking about.

Mr. Horton stated I don't understand the problem.

Mr. Davis asked how large is your group?

Ms. Kimberly Farrell responded we've had up to eight players but there are about 12 of us total.

Mr. Davis asked and none of them were able to make it today?

Ms. Kimberly Farrell responded no; they're working.

Mr. Eckert stated just to address your question from a legal standpoint, this comes up all the time, but you have people who are using district facilities that have no agreement with the district, you have issues in terms specialty use, you have issues in terms of who you're letting use your facilities, especially when minors are involved, and you also have issues in terms of injuries and letting people in who may not be residents and how do you enforce that when you have a non-resident user fee. There's a whole bunch of issues when you allow someone else to come use your facilities. Plus using them if they're charging, you're allowing somebody to use a public asset for them to generate a private profit, so you've got to deal with that issue too because sometimes what we get told is there is no charge, when there really is at the end of the day.

Mr. Horton stated a couple things. First of all, nonresidents can't get it in, so they have to be residents to get in.

Mr. Davis stated guests and visitors. Nonresidents can get in the door.

Mr. Horton asked at the gym?

Mr. Soriano stated not at the fitness floor, but for the basketball courts, tennis courts, pickleball courts, even Zumba. Zumba is about 75% nonresidents that are guests.

Mr. Davis stated and with all due respect, I understand we may have eight to 12 people that may not like the gentleman currently coaching, but there may be 14 or 15 people that love him, we don't know.

Mr. Soriano stated if we want to do it as the District setting up our own tennis staff there, we could operate independently, but that's my biggest concern is they're doing it here out of their own time over there so I would prefer not to tell them what to do when it comes to that. Like I said, I know Jim personally so I think it's a good idea, I would just like to work it out first.

Mr. Horton stated what I would suggest is you send an email, get everybody else on board that doesn't like the way this gentleman does it, send an email to Jay so we have something to go on. Jay can talk to the coach and see if he can change his attitude.

Mr. Thomas stated I think we're getting a little ahead of ourselves. I'd like to for the next month or so go ahead and collect some data and then we need to look into the cost effectiveness and the Board still needs to vote on whether or not we're going to create a dedicated pickleball court so we will cross that bridge and then if we get to that next bridge of who's going to coach it then we will cross that bridge when we get to it.

Mr. Lanier stated some of those numbers also need to go with the time of year. Right now, it's getting cold, so tennis probably isn't that big of a deal, but when they run the tennis camps and they use the facilities on our side, does that change things?

Mr. Soriano responded it does. It goes up and down, especially when you consider camps. Over there, the one thing they've tried to build up because their hard courts are beginners and then your little kids should actually start on hard courts so they're not going to be doing camps per say on that side, but we can still look at that. I can tell you the one time it is busy is we allow usage for high schools, so their tennis teams come here. We also have a very old agreement with Bishop Snyder, so they come here. Because I can't house both of them on these courts, they do go back and forth and that's about the only time they get any extra cleaning. They weren't out much this year. Their athletic director and coaches are both residents here. That is one of the times we're really packed and they're usually there in the morning.

Ms. Kimberly Farrell stated we're usually there in the afternoon.

Mr. Soriano asked what time?

Ms. Kimberly Farrell responded usually between 5:00 and 6:00 p.m.

Mr. Soriano stated that would be our busier time and that would be seasonal also.

Mr. Lanier stated I think it's fair that we take everybody's suggestions and give us a little time to get numbers in and how they run annually.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Oath of Office for Newly Elected Supervisors

Mr. Perry being a notary public of the State of Florida administered oaths to Mr. Horton, Mr. Thomas and Mr. Davis.

B. Consideration of Resolution 2021-02, Designating Officers

Mr. Perry stated currently we have Ms. Nelsen as Chair, Mr. Davis as Vice Chair, me as Secretary and Treasurer, Jim Oliver of GMS as an Assistant Secretary and Assistant Treasurer, and Ernesto Torres as an Assistant Secretary and the remaining three supervisors are Assistant Secretaries. We would ask that the GMS employees retain the same titles.

The Board concurred that the slate of officers should remain as-is.

On MOTION by Mr. Horton seconded by Mr. Davis with all in favor Resolution 2021-02, designating officers with the slate as listed above was approved.

FOURTH ORDER OF BUSINESS**Approval of Consent Agenda**

- A. Approval of the Minutes of the November 9, 2020 Meeting**
- B. Financial Statements**
- C. Assessment Receipt Schedule**
- D. Check Register**

There being no questions or comments, a motion followed.

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

FIFTH ORDER OF BUSINESS**Staff Reports****A. District Counsel**

Mr. Eckert stated something on our radar for the legislative session coming up this spring is the idea of sovereign immunity. Because you are a unit of local government you enjoy sovereign immunity under the Florida Statutes, which essentially means that your limitations on liability if you were sued are \$200,000 per person and \$300,000 per incident. That was last raised about 10 years ago, and it was raised from \$100,000 and \$200,000 limits. There has been discussion and a significant amount of legislation introduced last session, but it didn't pass in terms of raising or eliminating sovereign immunity. If I were a betting person, I wouldn't bet on it being eliminated, but I do think you will see some traction this year for increasing it. The reason why that matters to this board is that one, you may get more lawsuits if there's more money available for attorneys to potentially recover, and then two, your

sovereign immunity is built into your insurance rates so if in fact they do change that for the next fiscal year, you may see an increase in your insurance rates. One of the things the legislators got stuck on last year, was nobody could give them good information on what it would do to insurance rates so nothing really happened, but my guess is staff will have done that research in time for this legislative session so that's a big thing that could affect your budget that we will be keeping an eye on.

Mr. Lanier asked are we looking at possible substantial increases to insurance?

Mr. Eckert responded if they double the sovereign immunity limits. It certainly would be more than 5% or 10%. Given that you have amenities here, you have a significant insurance policy.

B. District Engineer

There being nothing to report, the next item followed.

C. District Manager

There being nothing to report, the next item followed.

D. Operations Manager - Memorandum

Mr. Soriano stated we just had our virtual Turkey Trot. I had reservations about it, and I think you guys did too and we talked about it last month. It worked out great. We had 43 homes registered and I actually had some more pictures come in so there were more than 43 homes, we just know how many were registered. I did quite a few prizes and everybody has come to pick them up. I'm trying to figure out a way to use that in the future, however I am looking to get back to our normal Turkey Trot next year. It will be after Christmas when we got out and wash off the turkeys. We do have a movie planned since we didn't have a Christmas event. I worked with the food trucks and they will be out at our parking lot this Friday, so I sent that out in an email last week. Just to update you guys on the HOA events, it didn't quite work out the way they wanted. She got one participant on each side, so she brought us all of the stuff back. We will finish up decorations this week but most everything is up. Her tree garden also didn't work out as well. It ended up being more groups/teams than businesses. The biggest problem with the trees is they were getting knocked over or falling down. They

weren't quite taking care of it themselves, other residents were coming by and picking them up. It wasn't that she was mad at us, but I think she was hoping we would take care of them more and she was a little bothered by it so she wasn't planning on leaving them out there all month. The residents that were out there enjoyed it, but there's something about doing it commercially. You have bigger trees. We will see if she wants to try it again next year.

To update you on the pools, this side I'm going to send out an email this week letting them know the heaters are on and working overtime in this cold weather. We don't typically pull those covers until after Christmas, but we've already done the second thousand-gallon delivery here so we will start using those covers this weekend. The pool is only open those daylight hours, so the pool is open by 10:00 and they go back on by 4:00.

We said we would come back to the issue of opening up for rentals every month. This room has been opened and we did get a second rental. We had one this past weekend that was smaller and it worked out well and we have a second one for December. We're getting questions. It's not really jumping to hurry up and book this because there are still concerns with this room especially with the weddings because of people coming in from other areas. We're not back to being booked out Friday, Saturday and Sunday. For your room, we're still closed.

Mr. Horton stated I think keep it closed.

Mr. Davis stated yes, we don't know what's going to happen in the next month or so with COVID lockdown. The vaccine is out and that's a fantastic thing, but I say we just ride it out and take it one more month with new administration coming in.

Mr. Soriano stated I'm good with that. Like I said, it's a small number of questions for that room so we can bring it back every month for a quick discussion.

Just to update you on maintenance items, I was hoping they would start some of that asphalt work shortly after our meeting last month. They did start a little late. The track work is almost complete and will be done this week. They've also dropped in the asphalt for our storage building and that looks really good. We can start discussing landscaping in those areas and give an idea of what we want to do. We've talked about hiding the front a little bit. We can even make that driveway look nice with some hedges or grasses. If you get a chance do out and check out the work. The parking lot expansion will still be probably next month before they can get into it. They may grade first, but as far as dropping asphalt it may be a while as they

have another project. Tearing up the one pine tree so we can move the islands around took a good amount of work. That other live oak was cut down quite a bit so we could get the trucks underneath, but I really wanted to save that tree next to the volleyball courts.

I have a couple things to point out. We talked briefly with guest concerns at our facilities. I will forward you guys an email that I received from the soccer group. We are having issues on the weekends out there. Right now, they're not even really playing but one of their operations people is out on the weekend helping out with things such as moving the goals and stuff like that but there are a lot of problems with children and adults that do not live here causing problems with cussing, fighting and things like that. I've talked about my issues with getting CCSO involved before. We do have some personal training going on out there. This last one that involved them specifically was a personal trainer setting up boxing training. They pulled the goals in to make a ring. Something was said to him and got a lot of pushback and cussing and she asked me what to do and I told her we are able to call Clay County Sheriff's Office and they're going to be trespassed if they don't have Oakleaf IDs. If they do have an Oakleaf ID then we will take the time to tell them you can't do this here, please go home today and come back some other time, but you can't be here anymore. If they argue with that then even as a resident, they will be trespassed and they will lose their privileges. We are having those kinds of issues on the weekends quite a bit. Realistically, we've had a lot of pushback even during the pandemic time. Wanda had a couple of arguments with adults this weekend because they didn't bring their cards. We even have signs out that say you have to have your card on property. It is building up a little bit, but I have informed soccer that we would get a little stricter.

One more item for me. It's on the report, it's something that came to me this last week. We have a couple of visitors here. It does affect your district quite a bit. We are going to have a new neighborhood that opens up at the end of Oakleaf Village Parkway. It is being developed by Towers Group. This is Samuel Crozier with Towers Group and I'll let him explain how the neighborhood is going to go, and then there are some things they want to ask about.

Mr. Crozier stated we have exclusively developed here in Jacksonville and the surrounding area. We do 500 to 1,000 lots a year, including Forest Hammock, Arbor Mill and this is going to be called Sugar Leaf. This is the property at the end of Oakleaf Plantation. It will be 118 single family houses. This is Ken, he is with American Homes who is going to buy

all 118 houses. They are a rental group, so they will own the entire neighborhood and all of them will be rentals. They've got an interesting philosophy and I'll let them go over all of that, but what's a little interesting is because of our proximity to the amenity center, we wanted to come talk because we have a couple of tracts of park space that I think could help solve some of your problems. Your pools are certainly at capacity during the summer and from our side, our proximity to an existing amenity would be great. There is space to have their own, but I just heard Jay talking about using your facility without permission and certainly the upside of the rental company is you have someone like Jay working for them that can get calls, so it's not like you calling me and I'm cussing you off and blowing you off and there's nothing you can do with a homeowner. With a large company you have somebody that can actually take responsibility. This is early-stage plat. What we do when we design the subdivision is come up with a preliminary plat. What I have is an overview of the subdivision, and this subdivision is isolated on the far east side. There is no connectivity with the rest of the parcel to the east. That is another developer, and they are coming through the Kendall Wood side, so we will be exclusively coming down Oakleaf Village Parkway. We are building a single two-lane road down through the CDD property that connects into Oakleaf Village Parkway. That tract continues down to the left of the pond that you see so I have Tract 02 on the map. On the east side is approved for a large field. It is about 300-feet wide by 200 and some odd feet. I talked to Peter Ma, your engineer who said yes, you can do exactly what you are talking about. What we came here today for was to get your all's temperature if this was something you guys would like to look at. Jay was telling me about your issues with trying to get some woodland trails approved through the water management district. Our permits actually allow mulch trails to be built inside of the wetlands. We have some mulch trails we're talking about doing around the pond and some other natural things to be done inside those wetland places and then the rest of Tract P is up for whatever other park space we can come up with. Ken will tell you more about their homes and what specifically they're looking for.

Mr. Brown stated thank you for having us today. This neighborhood has been in planning and zoning for quite some time. The company that I work for is American Homes for Rent. We're based out of Los Angeles, California. Today we own about 55,000 homes across the states. Here in Jacksonville we own just under 2,000 homes. We started with the downturn buying foreclosures. Currently here in Oakleaf it's been one of our better performing assets.

We actually own 113 homes today in the community. Our average rent is \$1,700 per month and right now we're operating about a 97% occupancy rate, which has been phenomenal so when Sam brought us this proposal for this new development, it's kind of a no-brainer from our side that we have to move forward, and we would love the opportunity to work with you guys. We would have our own HOA, but we would love to partner with you guys on a membership basis for our tenants and residents. There are two main proposals that we could do for you guys. One is an annual membership for all 118 homes that every year we would strike the check for those membership rights. The second proposal would be having a capital contribution to you guys, whether that's increasing some of the pool capacity, or building new pickleball courts, or adding onto some of the facilities that you guys are currently operating with. With that, we can still continue to pay some portion of that membership fee on an ongoing basis. When we purchase homes, we don't purchase them with the intention of holding them for one or two years, these are long-term assets for our company, and we plan to be here for 15 or 20 years. We have a very strict tenant screen that goes into place. We're not looking for multiple families in one house. We're looking for young families that don't have the ability to get a down payment to buy a house and this is their first step into single family ownership. We wanted to get your initial thoughts or reactions and we could work together for further proposals, but I think there's a lot of advantages in working with you guys as well as working with us, versus us being a standalone pod at the end of the road so let me know if there are any questions I could address.

Mr. Davis asked what is your timeline? Because this isn't a decision that I can make in one, two or maybe even three meetings. We meet once a month and we have to really mull this over.

Mr. Crozier responded we would love to get started on the development as soon as possible, but a development of this size is going to take 15 to 18 months so don't feel like I'm putting a ton of pressure on you guys to make a decision today, but the sooner we got in front of you all, the better decision we can make. So, say 18 months before these homes are starting to go vertical and then we're going to build about five to six per month depending on tenant demand.

Mr. Perry stated for clarification, this parcel is outside the District boundaries and the second thing is, we have provided for already in our rules and rates for non-resident members. You can join at a fee of \$1,800 per fiscal year.

Ms. Nelsen asked does everybody understand the location? This is where the pod is at right?

Mr. Soriano responded no; this is the white vinyl fence that everybody likes to drive through at the edge of the road.

Mr. Thomas asked so that entry is going to be an increased flow of traffic.

Mr. Soriano stated correct, and the way I understand it is there is a road down there and the original plan is that would continue south through those neighborhoods going toward Kendall Wood. However, with that being wetland it doesn't look like that is going to happen anytime soon if it does so Oakleaf Village Parkway will be the only in and out for these residents here, so we are going to have them in our neighborhood either way.

Mr. Lanier stated hypothetically, if our CDD says no to any partnership, what are you guys looking for?

Mr. Brown stated what we're proposing to you guys today is a capital contribution or membership on an annual basis, however if there is something that we can't work out or come to terms with, we can provide our own amenities. If you look at the back cul-de-sac, we can actually take a few lots away and put in an amenity center with a pool complex, so really it comes down to what we would add would be in line with what we would ask from the CDD in terms of total costs. Our number one preference is to work with you all.

Mr. Lanier asked is this something new?

Mr. Eckert responded certainly the annual user fee at \$1,800 is what your fee is. It could be one person, or it could be 200 people who take advantage of the \$1,800 fee per year. We have some people who take advantage of that in districts and some people won't. The fees vary in different districts with different amenities, different costs and different assessments. Typically, what we see is somebody wanting to do a boundary amendment to be part of the District and then they would be assessed and go through your assessment methodology like other units, whether they're treated as a single family 50', single family 100', multi-family. Then they're on equal footing with other residents. That process at Double Branch, because you were established by the Governor and Cabinet, would require I believe going back through

the Florida Land and Water Adjudicatory Commission to get the boundary amended and then the County would also have some input as well.

Mr. Perry stated that process takes several months.

Mr. Thomas asked so these parcels would start at the back of the Oaks?

Mr. Soriano responded beyond that. About 1,200-feet down that road.

Mr. Thomas asked what are we going to be responsible for? Because there's going to be that border if you will.

Mr. Soriano responded we're still talking about it to make sure. I've talked to Peter. I don't know what the required responsibility is. We do own one side of that road right now. DOT owns the other side of the road. They'll build the sidewalk and road and then that generally goes to the County, however most places we irrigate and maintain and that's my concern is that is going to be ours there. As far as American Homes is concerned, they're up to that entry.

Ms. Nelsen asked is that Clay Utility Authority?

Mr. Soriano responded CCUA and Clay Electric are back there. That's where it ends is right at that box.

Mr. Crozier stated that station is actually getting moved to the southern end of ours.

Mr. Horton asked what is the square footage on the houses; one story or two story?

Mr. Crozier responded we're going to provide a mixture of three- and four-bedroom units and they range anywhere from 1,700 to 2,200 square feet. We're projecting an average of \$2,000 per month for rent. They don't exactly compete with your typical buyer of the neighborhood, because your mortgage is probably going to be less than \$1,500, but again, these are tenants that are young families that don't have the down payment to move into a home or older buyers who are downsizing from their family homes and they want the ability to travel. We do all of our own yard maintenance, we maintain the communities, and we actually have several here in town. Maybe I can bring pictures for the Board next time, but we do maintain a beautiful community.

Mr. Horton asked so you maintain the yards?

Mr. Brown responded we maintain all of the yards, exterior of the homes and interior. We have an exquisite property management team. Again, that even goes into the tenant screening which as Sam alluded to, that's the beauty of having us as a partner because you're

not managing a bunch of different renters, you have one property management company if there were any issues. We hope there aren't any, but if there were you would call us directly and we would manage that.

Mr. Crozier stated I met their tenants because they had purchased homes in some of my other neighborhoods and in my experience, they have been things like pharmaceutical sales where they move them every two or three years, young engineers, and jobs that move a lot so you have people that are working engineering for roadways or something big so instead of having to sell your home and buy a new home somewhere else, they're renting and not having to deal with all of that.

Mr. Brown stated and, in all honesty, we try to keep tenants as long as possible. We don't like turnover. We sign one-year minimum leases; however, we like to keep our tenants for five, maybe even ten years and we're starting to see a lot more of that type of tenant demand, especially from our retirees.

Mr. Horton asked so there are some places here in town that are all rentals like that?

Mr. Brown responded yes there are. We actually have 113 in Kendall Wood just south of here that are already built out and fully leased; Black Creek Village, which is off of Black Creek.

Mr. Horton asked Kendall Wood is all rentals?

Mr. Brown responded about half of the neighborhood are rentals so when you first pull into the subdivision there, all of those are our rental homes up front. Black Creek Village is a beautiful waterfront community and that is another well performing community for us.

Mr. Thomas stated sorry to go back to the road again, but it's going to be one way in, one way out forever?

Mr. Crozier responded that is it forever. The county had a major thoroughfare planned and they have revised that plan, so we still have this large tract because it was set up for a four lane divider and the county determined there was supposed to be a large commercial center that they have determined is not going to happen.

Mr. Thomas asked so the county is okay with an extra 100 and something homes on Oakleaf Village Parkway?

Mr. Crozier stated this is inside Branan Field Chaffee, so we didn't change zoning at all so they have planned for this.

Mr. Soriano stated it does bring a lot of other concerns operationally; things like streetlights, the maintenance on the roads and things like that. Once you're inside the neighborhood, that's no longer our worry. That stretch of roadway there is a little bit different and the added portion and the reason I wanted them to come and talk to you themselves is that we are going to have those people coming through one way or the other. There's two ways you can do it. The annexation, or the boundary change, which is a lot of work; or the \$1,800, which is a lot of money. They're really looking for what other options are available.

Mr. Horton asked my concern is can our facilities take the extra people? That's going to be a lot of extra usage.

Mr. Soriano responded that's hard to say. I looked at it and compared to what we have now, somewhere between 1 and 3% of our population uses our facilities right now and we do hit capacity or get close to it at times. This year was a different story all around because we had to limit that capacity but if you look at the year before we are pretty close to that. The demographic is to where there is a high percentage of those 118 homes that would use the facilities. We have to offer it publicly that you can buy into the District no matter where you live and that gives you the privilege to use the place. The people that would do that are the younger families that have children so I would see a higher percentage of that, but I don't know that it's really going to be a straw that breaks the camel's back type of thing. We do have control a little bit. If you remember a couple of years ago, we adjusted that guest policy for weekends and that made a big difference. People just didn't want to give away their free passes. Those type of things help out with control and that would be the same case here. They talk about an annual amount that they want to give and that's a big amount of money. That's one whole line I could do something with, but it's not something we're losing out on if we were to say no because we've got to make it work for those other residents too. My real concern is it's going to affect us and our residents no matter what.

Mr. Horton asked are you willing to pay \$1,800 a year for each home that you build?

Mr. Brown responded that's what we're evaluating right now and what we are ultimately asking for is a negotiated, or reduced rate because we are bringing in 118 and you are only managing one relationship for all 118 homes and that's us, the property management team. We could certainly offer out tenants the option to buy in at \$1,800 and then you manage all those memberships, or we would do a full membership as a company and we would pay that

for as long as we own these homes. As Jay alluded, it's a big number. This is a positive inflow to these facilities. That second option, which I think is even more valuable to you all is instead of us coming in with this annual membership, we have a further reduced rate where we would actually supply you guys with capital to go out and add an additional pool or add additional tennis courts to your facilities so you can moderate some of this capacity that you guys are already having difficulties with. I think that's a very smart option, but I wanted to put it in front of you guys to start thinking about it because this is coming, it's just how can we all work together to make it the best on both sides.

Mr. Horton stated I'm just not sure that we would have the grounds to expand the pool or buildings. That would be tricky. If we were to enter into some kind of agreement where for example you paid \$1,800 a year for each home if a few years down the road you say we don't want to do that anymore. Would it be some kind of contract thing?

Mr. Eckert responded the \$1,800 would be their election. We would have no control over it at the \$1,800, because that is our non-resident user rate for any home. What they are suggesting is something less than that because there is a lot of people that would be doing that. There is an argument for that, and there is also the argument of the six people that we have that are paying the \$1,800 that they can be upset that they're paying more, and you also have the argument out there that other communities or other developers may want to come in with 100 or 50 and then you have to justify why you're doing something this way for this particular developer. I'm not saying it's not worth talking about, I'm just saying there are some concerns you would want to consider before you enter into any kind of agreement. Typically, when someone comes to the District and asks for a boundary amendment, they agree to fund that boundary amendment so the residents in the existing district aren't paying to have land added to their boundary. How I view this is you are opening the door for a discussion and it's weighing what the alternatives are, and do you want staff to explore those discussions, or would you rather staff not?

Ms. Nelsen stated I think this board needs some processing time.

Mr. Davis stated and on top of that I'd like to suggest you guys put together a proposal. You obviously have a number in mind that works for your 118 homes. Can you put together a plan A, plan B and plan C so that we can review it and have more information because we can

sit here with all the unknowns and talk all night long. I think that would be helpful for both sides.

Mr. Brown responded absolutely and next time we meet I can put together something like that. I want this to be a conversation, I don't want to come in and say we're doing this, and you guys have to accept it. We have a very long timeline before we even have to consider it.

Mr. Thomas stated we need to figure out that 1,200 feet.

Mr. Horton stated it seems like it would be easier for you all to go ahead and build your own recreational facilities. Even Kindlewood has their own pool

Mr. Crozier stated we built Forest Hammock and we built Arbor Mill and we put in pools and small clubhouses, so it's something we are certainly capable of and something we've done before. We're here to ask the question of is there a way that we can make this good for both parties.

Mr. Brown stated with GMS managing the site here and for how long that happens, there are certainly things we wouldn't have in our amenities such as the events and all these things that people value as a resident. That's what makes a community and those are things we may not have the ability to do so if there's a way we can all work together I think we can find a way that you would benefit as well.

Mr. Thomas stated I definitely think staff should go ahead and move forward with talking about it and gathering some data.

Mr. Horton asked would there be some way that when you rent a house the homeowners could opt in to the \$1,800 or not?

Mr. Brown responded absolutely. Say we just don't make a conclusion here and we have a tenant that's paying \$2,000 a month and they want to pay the additional \$1,800 to come in as a single use resident they can definitely do that, but we price ourselves on having an all-inclusive package. We maintain the yards, exteriors and roads and we would prefer to have control of that package for our residents even if they don't use it.

Mr. Horton stated you said you did Forest Hammock. That's not all rentals in there.

Mr. Crozier stated no sir. That's an interesting case study. That was 2010 when we came out with that and if you all remember, 2009 was when we started so we pride ourselves on being ahead of the bell curve. This is what I think the future holds is for pushing more towards that rental model.

Mr. Perry stated I think we have direction from the Board. We will work with them and get something together and we will need it at least a week before the next meeting because this will be presented to the Board and they need a little lead time.

Mr. Horton stated if there's something you all would like to present I'd like to get the information before the meeting to study.

Mr. Brown stated if you guys will let me know when your next meeting is, I'm happy to have that presentation together for you guys. I think what would also be valuable information is how those 113 homes we currently own have been performing, as well as what we are preparing to build and some of the amenities we could add.

Mr. Horton asked do you maintain the yards here in Oakleaf?

Mr. Brown responded we usually do not for the homes that we bought in the downturn. That is on the tenants. However, for the new communities we do maintain all of our properties because we have one guy that will go yard to yard so it's very efficient. We pride ourselves on maintaining our properties and providing good tenants.

Mr. Perry stated our next meeting is going to be January 11th.

SIXTH ORDER OF BUSINESS

Audience Comments / Supervisors' Requests

Mr. Raul Mireles, 3165 Wandering Oaks Drive, stated I live over in Nature's Hammock and my understanding is you are building a dog park in that park area. Where are we at with construction on that? The kids are playing with the leftover materials like some pallets. It just seems like an accident waiting to happen.

Mr. Soriano stated there shouldn't be any pallets out there. There are posts that were loose. We don't have the fencing so they're probably pulling the posts out of the ground. I did get an update that manufacturing is done so it may take another week to get here. Once we get the fencing then we can finish out two projects that are connect: the basketball court and the dog park. Really, the biggest issue is some manufacturing industries are still behind. The playground is complete. We have new borders in there and it's mulched. I do have a climber that we haven't installed yet that will go in between the swing set and the playground portion.

Mr. Mireles asked is there going to be a keyed access to the dog park where as a homeowner I could show you my dogs are up to date on shots?

Mr. Soriano responded unfortunately it is not. This is use at your own risk. We have to put up signs and we have to inform the residents. It is a small park too, but there is no control and no way to do access on it unless we want to spend a lot of money to WIFI all the way from the amenity center. It is kind of unfortunate. All of our playgrounds are designed with no parking lots for a reason. They should be walk up only so we kind of expect it to be residents only even though we know realistically it is not. I was looking at trying to set up something for January as kind of a grand opening but those will be some of the things, we will just have to be able to inform the residents of and we will post a big sign at the front. The gazebo will be the entry into the two portions of the dog park.

Ms. Nelsen stated we did try to put the extra landscaping in the front so there is no parking there. Jay could you have somebody do a drive-by to check on the pallet thing?

Mr. Mireles stated it's like where the posts are cemented in someone put 2x4s on top of those and there is a pallet.

Mr. Soriano stated that may be different whether it's kids or that might even be our material. VerdeGo did go through and clean out our trail and if you noticed, we do have a little homeless encampment on the Nature's Hammock side. I did leave them so I could point them out to CCSO. I do think I know one of our tenants there. There's an area that has caught fire twice now and he's always been present, so I've had to inform CCSO, but it doesn't look like anybody has been there in quite a while. We will remove all of the trash.

Mr. Lanier asked where are we at with the bridge?

Mr. Soriano responded I'm just waiting on a delivery date. That is prefabricated so it comes pre-built, but it doesn't come to me built. We still have to put it together and it's a 24-foot steel bridge so whether I'm bringing in subcontractors or it's me and my three guys construction may be a little while. We just ordered it this last month.

Mr. Horton asked what was the estimate on the delivery time?

Mr. Soriano responded I don't have an estimate yet.

Mr. Lanier asked did you have anything else?

Mr. Mireles responded this is my first CDD meeting. I've been here for seven years an last month I went to my first HOA meeting so I'm just curious, as far as the builder's questions, do residents have any say so in these type of decisions or is it totally up to the CDD and HOA?

Mr. Perry responded your input is always welcome.

Mr. Lanier stated with that, if people come and share what their thoughts are that's only going to help us make a better-informed decision based on the needs on the community so thank you for coming.

Supervisors Requests

Mr. Horton stated I went by the storage building last week and the garage door is still not on there.

Mr. Soriano stated I don't have the garage doors yet for either one of them. We could put up what comes with it. I wasn't going to waste the time to do it twice. I don't have the fencing to enclose the building yet so it's not like it's going to stop anybody from going into it either way.

Mr. Horton stated you mentioned the track and the last time we talked about the drums and the approximate cost. Do you have that?

Mr. Soriano responded I don't have an estimate. I wanted to see their patches. The new spots look great, but they do kind of make the rest of the track look twice as old. It's all smooth, so we don't have to worry about those ruts anymore but you can definitely tell the new locations so I can measure that out and get our 55-gallon. If you want to do any work on those tennis courts, that is the same material so if we're repainting, we can purchase more.

Mr. Horton stated you mentioned labor. Are we going to have our guys do it?

Mr. Soriano responded I will give you an idea for our guys to do it because you're not really going to get it cheaper. We have a lot of project right now, so it really depends on timing so I can get estimates for labor. If it's for the full thing they bring their own materials and that's always going to be higher because they charge us for labor and for the materials. A lot of the companies I work with I try to get it to where I purchase it because I get it at that purchaser rate, and then I don't have to worry about markup. I can get a couple estimates if the concern is we don't want to wait too long, especially if we add more projects if we decide we want to add full pickleball courts and repaint everything.

Mr. Horton stated I take a lot of pictures and I was looking at some old pictures. There are two fountains on each side of the waterfall out here that are just bubblers.

Mr. Soriano stated I replaced the two and we have six back there now but because of the leak that we were having for the longest time, it was always too low so I couldn't run the

pump. It's back on now and we don't have a problem. We can turn those bubblers on if we want. They're not like the fountain we have in the front. All it is, is a PVC pipe hooked to another motor that is in that big pit. It's just a much smaller motor. They do go kind of high, but the nozzle is designed to introduce air into the water, so they look foamy when they shoot up.

Mr. Horton asked can that be fixed?

Mr. Soriano responded we can turn it back on. It's been off for a long time, so it didn't burn the motor out. I just haven't turned it back on.

Mr. Horton stated I went out both sides of the looked at the walking trail and it looks good. The only question I've gotten is a comment from the Waverly side when you get to the water outfall. There was some super thick weeds and we've cut them down, but it looks like it could be a tripping hazard.

Mr. Soriano stated it may be something we're going to cut a couple times and even spray down before something that thick is gone. Before we actually open it up to the public, I would like it to be a little cleaner and clearer in there. It is natural, but I also have plans of going back there with a little pest control to cut down on some of the ticks and things like that since there will be people walking their dogs back there.

Mr. Horton stated it needs to be taken out.

Mr. Soriano stated it's a weed so we will control it as best as possible.

Mr. Horton stated the other thing is the roots. Are we cutting those out?

Mr. Soriano responded there are a lot of pine roots out there. I can get an idea of how much you want to cut out. It might be easier to throw down some more sand and mulch on that tract. We are allowed to do that because it's not a preserve area. They can be cut out but that is a good amount of work. We can measure that out and get an idea of how many hours of labor it could cost.

Mr. Horton stated something needs to be done.

Mr. Soriano stated like I said, I think covering it up would be easier.

Mr. Davis stated you're walking through the woods. There's going to be roots, there's going to be yellow jackets and hornets and squirrels.

Mr. Soriano stated not that I want to say people need to watch their step, but it's not the same as when we look at the sidewalk, pavers or the track or anything like that so really it

would be measuring it out to see what it would cost to cut it or cover it and I can bring that to you and get an idea of what else we might want to do back there. There are some things I think need to be a little nicer, but it is a nice little trail back there.

Mr. Horton stated you mentioned last time you were thinking about changing the pools to salt. Have they been out yet?

Mr. Soriano responded no they haven't finalized their quote for me. I'm going back and forth with Crown Pools. I would really like our distributor for [REDACTED] [inaudible] to be involved. They want to go with another company, but a lot of it to me is going to be all maintenance going forward too and I've worked with them quite a bit and I know their systems and costs for repairs and replacements. They haven't finalized their quote, but I will let you know.

Mr. Horton stated there was a tree removed near the Litchfield entrance. You guys did that? There is a big stump there. Stumps bother me. I know eventually they will rot.

Mr. Soriano stated if you recall we did 27 trees or 24 trees in the median this last year. That time we did go through and rent one of the stump grinders and did a whole bunch that day. We can also go back to doing that and do some more because there are a few stumps out there that are pointed out to me a little more often. It's really when we want to do it. It does add up at \$50 to \$100 or a couple hundred per stump. We have a lot of stumps out there and we are doing more tree work every year it seems like.

Mr. Lanier stated Jay, great work on all of the projects and VerdeGo, thanks for all your help there as well. Great job on the Christmas trees at the entrance too.

Mr. Soriano stated we moved the Christmas trees but that was actually part of Lauren's project. It stands out more. When she said she would be willing to decorate them if I moved them, we did do that. Maybe I will go with bigger trees next year, so they stand out more. I feel kind of bad because she was a little disheartened from this. We know from years of doing this what the participation level is, but I hope she wants to stick around and try to do something else.

Mr. Lanier stated yes, definitely please say thank you and great job.

SEVENTH ORDER OF BUSINESS

Next Scheduled Meeting

Mr. Perry stated the next scheduled meeting is January 11, 2021 at 4:00 p.m. at this location.

EIGHTH ORDER OF BUSINESS

Adjournment

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

Secretary/Assistant Secretary

Chairman/Vice Chairman

B.

Double Branch

Community Development District

Unaudited Financial Reporting
November 30, 2020



DOUBLE BRANCH
Community Development District
Combined Balance Sheet
November 30, 2020

	<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	\$11,683	\$204,184	\$75,476	---	---	\$291,342
Petty Cash	---	\$672	---	---	---	\$672
Investments:						
<u>Series 2013A-1</u>						
Revenue	---	---	---	\$235,101	---	\$235,101
Reserve A1	---	---	---	\$868,407	---	\$868,407
Prepayment	---	---	---	\$144	---	\$144
Acquisition and Construction	---	---	---	---	\$18,596	\$18,596
<u>Series 2013A-2</u>						
Reserve A2	---	---	---	\$96,159	---	\$96,159
<u>Operations</u>						
Custody Account-General Fund Excess	\$31,773	---	---	---	---	\$31,773
Custody Account-Recreation Fund Excess	---	\$17,573	---	---	---	\$17,573
Custody Account-Recreation Fund Reserve	---	---	\$74	---	---	\$74
<u>State Board</u>						
General Fund	\$77,583	---	---	---	---	\$77,583
Recreation	---	\$482,930	---	---	---	\$482,930
Capital Reserve	---	---	\$1,087,201	---	---	\$1,087,201
Due From General Fund	---	\$8,333	\$90,000	---	---	\$98,333
Due From Capital Reserve Fund	---	\$300	---	---	---	\$300
Due From Recreation	---	---	\$200,000	---	---	\$200,000
Due from Other	---	\$26	---	---	---	\$26
Electric Deposits	---	\$4,583	---	---	---	\$4,583
TOTAL ASSETS	<u>\$121,039</u>	<u>\$718,601</u>	<u>\$1,452,750</u>	<u>\$1,199,811</u>	<u>\$18,596</u>	<u>\$3,510,797</u>
LIABILITIES:						
Accounts Payable	\$362	\$82,046	\$46,460	---	---	\$128,868
FICA Payable	\$153	---	---	---	---	\$153
Accrued Expenses	---	\$24,979	---	---	---	\$24,979
Due to Rec Fund	\$8,333	---	\$300	---	---	\$8,633
Due to Middle Village	---	\$398	---	---	---	\$398
Due to Capital Reserve	\$90,000	\$200,000	---	---	---	\$290,000
FUND BALANCES:						
Nonspendable	---	\$4,583	---	---	---	\$4,583
Restricted for Debt Service	---	---	---	\$1,199,811	---	\$1,199,811
Restricted for Capital Projects	---	---	---	---	\$18,596	\$18,596
Assigned	---	\$34,717	\$1,405,990	---	---	\$1,440,708
Unassigned	\$22,191	\$371,878	---	---	---	\$394,068
TOTAL LIABILITIES & FUND EQUITY	<u>\$121,039</u>	<u>\$718,601</u>	<u>\$1,452,750</u>	<u>\$1,199,811</u>	<u>\$18,596</u>	<u>\$3,510,797</u>

DOUBLE BRANCH
Community Development District
GENERAL FUND
Statement of Revenues & Expenditures
For The Period Ending November 30, 2020

	ADOPTED BUDGET	PRORATED BUDGET THRU 11/30/20	ACTUAL THRU 11/30/20	VARIANCE
Assessment - Tax Roll	\$177,985	\$8,129	\$8,129	\$0
Interest Income	\$200	\$33	\$29	(\$5)
Miscellaneous Income	\$0	\$0	\$0	\$0
TOTAL REVENUES	\$178,185	\$8,162	\$8,158	(\$5)

EXPENDITURES:

Administrative

Supervisors Fees	\$12,000	\$2,000	\$2,000	\$0
FICA Expense	\$918	\$153	\$153	\$0
Engineering	\$5,000	\$833	\$0	\$833
Arbitrage	\$700	\$117	\$0	\$117
Dissemination	\$1,333	\$222	\$222	\$0
Assessment Roll	\$8,212	\$8,212	\$8,212	\$0
Attorney	\$42,000	\$7,000	\$187	\$6,813
Annual Audit	\$5,900	\$983	\$0	\$983
Trustee fees	\$8,815	\$3,409	\$3,409	\$0
Management Fees	\$59,963	\$9,994	\$9,994	(\$0)
Information Technology	\$2,142	\$357	\$357	\$0
Telephone	\$290	\$48	\$121	(\$73)
Postage	\$1,900	\$317	\$135	\$181
Printing & Binding	\$3,400	\$567	\$290	\$276
Records Storage	\$300	\$50	\$0	\$50
Insurance	\$8,333	\$8,333	\$8,333	\$0
Legal Advertising	\$2,000	\$333	\$244	\$89
Office Supplies	\$350	\$58	\$42	\$17
Website Compliance	\$2,250	\$375	\$375	\$0
Dues, Licenses, Subscriptions	\$175	\$175	\$175	\$0
Reserve	\$12,204	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$90,000	(\$90,000)

TOTAL EXPENDITURES	\$178,185	\$43,537	\$124,249	(\$80,713)
EXCESS REVENUES (EXPENDITURES)	\$0	(\$116,092)		
FUND BALANCE - Beginning	\$0	\$138,283		
FUND BALANCE - Ending	\$0	\$22,191		

DOUBLE BRANCH
Community Development District
RECREATION AND FACILITIES MAINTENANCE
Statement of Revenues & Expenditures
For The Period Ending November 30, 2020

	ADOPTED BUDGET	PRORATED BUDGET THRU 11/30/20	ACTUAL THRU 11/30/20	VARIANCE
REVENUES:				
Maintenance Assessments-Tax Roll	\$1,462,648	\$66,802	\$66,802	\$0
Interest Income	\$1,000	\$167	\$178	\$12
Amenities Revenue	\$33,690	\$5,615	\$512	(\$5,103)
Sports Revenue	\$11,000	\$1,833	\$0	(\$1,833)
TOTAL REVENUES	\$1,508,338	\$74,417	\$67,492	(\$6,925)

EXPENDITURES:

Administrative:

Management Fees - Onsite	\$178,487	\$29,748	\$29,748	\$0
Insurance	\$68,797	\$68,797	\$72,252	(\$3,455)
Other Current Charges	\$3,818	\$636	\$424	\$213
Permit Fees	\$1,635	\$273	\$27	\$246
Total Administrative	\$252,737	\$99,454	\$102,450	(\$2,997)

Maintenance:

Common Area

Security	\$50,920	\$8,487	\$8,472	\$15
Security - Clay County Off-Duty Sheriff	\$43,050	\$7,175	\$7,325	(\$150)
Water - Irrigation	\$9,000	\$1,500	\$1,353	\$147
Irrigation Maintenance	\$4,250	\$708	\$0	\$708
Streetlighting	\$33,066	\$5,511	\$4,604	\$907
Electric	\$42,000	\$7,000	\$4,439	\$2,561
Landscape Maintenance	\$378,424	\$63,071	\$63,072	(\$1)
Common Area Maintenance	\$43,564	\$7,261	\$4,397	\$2,864
Lake Maintenance	\$28,116	\$4,686	\$4,140	\$546
Landscape Reserve	\$30,000	\$0	\$0	\$0
Capital Reserve	\$15,565	\$2,594	\$0	\$2,594
Repairs and Replacement	\$95,000	\$15,833	\$11,932	\$3,902
General Reserve	\$26,759	\$0	\$0	\$0
Total Common Area	\$799,714	\$123,826	\$109,733	\$14,092

Recreation Facility

Amenity Staff	\$110,000	\$18,333	\$15,795	\$2,539
Refuse Services	\$10,000	\$1,667	\$1,577	\$89
Telephone	\$5,592	\$932	\$969	(\$37)
Electric	\$40,000	\$6,667	\$5,975	\$692
Cable	\$12,319	\$2,053	\$1,271	\$782
Pool Maintenance	\$50,000	\$8,333	\$4,215	\$4,118
Water / Sewer/Reclaim	\$48,000	\$8,000	\$6,790	\$1,210
Facility Maintenance-General	\$43,500	\$7,250	\$7,002	\$248
Facility Maintenance-Preventative	\$13,117	\$2,186	\$1,634	\$552
Facility Maintenance - Contingency	\$34,750	\$5,792	\$5,458	\$334
Lighting Repairs	\$8,500	\$1,417	\$1,410	\$7
Special Events	\$10,500	\$1,750	\$0	\$1,750
Office Supplies & Equipment	\$6,664	\$1,111	\$389	\$721
Janitorial	\$59,412	\$9,902	\$9,155	\$747
Recreation Passes	\$5,500	\$917	\$0	\$917

DOUBLE BRANCH
Community Development District
RECREATION AND FACILITIES MAINTENANCE
Statement of Revenues & Expenditures
For The Period Ending November 30, 2020

	ADOPTED BUDGET	PRORATED BUDGET THRU 11/30/20	ACTUAL THRU 11/30/20	VARIANCE
<u>Recreation Facility-Continued</u>				
Pool Pump Reserve	\$6,500	\$0	\$0	\$0
Pool Leak Repairs	\$5,000	\$833	\$0	\$833
Multiuse Field	\$21,250	\$3,542	\$0	\$3,542
Transfer Out	\$0	\$0	\$200,000	(\$200,000)
Total Recreation Facility	\$490,604	\$80,684	\$261,640	(\$180,956)
Total Maintenance	\$1,290,318	\$204,510	\$371,374	(\$166,864)
TOTAL EXPENDITURES	\$1,543,055	\$303,964	\$473,824	(\$169,860)
EXCESS REVENUES (EXPENDITURES)	(\$34,717)		(\$406,332)	
FUND BALANCE - Beginning	\$34,717		\$782,793	
FUND BALANCE - Ending	(\$0)		\$376,461	

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	\$8,129	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,129
Interest Income	\$14	\$14	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$29
Miscellaneous Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Revenues	\$14	\$8,143	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,158
Expenditures:													
<u>Administrative</u>													
Supervisors Fees	\$1,000	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000
FICA Expense	\$77	\$77	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$153
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	\$111	\$111	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$222
Assessment Roll	\$8,212	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,212
Attorney	\$187	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$187
Annual Audit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Trustee fees	\$3,409	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,409
Management Fees	\$4,997	\$4,997	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,994
Computer Time	\$178	\$178	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$357
Telephone	\$54	\$67	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$121
Postage	\$15	\$121	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$135
Printing & Binding	\$168	\$122	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$290
Records Storage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Insurance	\$8,333	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,333
Legal Advertising	\$244	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$244
Property Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$21	\$21	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$42
Website Compliance	\$188	\$188	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$375
Dues, Licenses, Subscriptions	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$90,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$90,000
Total Administrative	\$117,368	\$6,882	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$124,249
Excess Revenues (Expenditures)	(\$117,353)	\$1,262	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$116,092)

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	\$66,802	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$66,802
Interest Income	\$89	\$89	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$178
Amenities Revenue	\$303	\$209	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$512
Sports Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Revenues	\$392	\$67,100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$67,492
Expenditures:													
<u>Administrative</u>													
Management Fees - Onsite	\$14,874	\$14,874	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$29,748
Insurance	\$72,252	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$72,252
Other Current Charges	\$220	\$203	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$424
Permit Fees	\$27	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$27
Total Administrative	\$87,373	\$15,077	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$102,450
<u>MAINTENANCE- Common Area</u>													
Security	\$4,236	\$4,236	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,472
Security - Clay County Off-Duty Sheriff	\$3,648	\$3,678	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,325
Water - Irrigation	\$915	\$438	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,353
Irrigation Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Streetlighting	\$2,302	\$2,302	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,604
Electric	\$2,194	\$2,245	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,439
Landscape Maintenance	\$31,536	\$31,536	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$63,072
Common Area Maintenance	\$3,630	\$767	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,397
Lake Maintenance	\$2,070	\$2,070	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,140
Landscape Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Repairs and Replacement	\$10,484	\$1,447	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,932
General Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Common Area	\$61,014	\$48,719	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$109,733

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>													
Amenity Staff	\$11,297	\$4,497	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,795
Refuse Service	\$790	\$788	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,577
Telephone	\$613	\$355	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$969
Electric	\$3,437	\$2,538	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,975
Cable	\$631	\$640	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,271
Pool Maintenance/Chemicals	\$2,107	\$2,107	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,215
Water/Sewer/Reclaim	\$3,463	\$3,327	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,790
Facility Maintenance - General	\$3,625	\$3,377	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,002
Facility Maintenance - Preventative Contracts	\$861	\$773	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,634
Facility Maintenance - Contingency	\$2,895	\$2,563	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,458
Lighting Repairs	\$708	\$702	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,410
Special Events	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies and Equipment	\$352	\$37	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$389
Janitorial	\$4,601	\$4,554	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,155
Recreation Passes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pool Pump Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pool Leak Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Multiuse Field	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interfund Transfer Out	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000
	\$235,382	\$26,258	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$261,640
Total Expenses	\$383,769	\$90,055	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$473,824
Excess Revenues (Expenditures)	(\$383,377)	(\$22,955)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$406,332)

DOUBLE BRANCH
Community Development District
Capital Reserve Fund
Statement of Revenues & Expenditures
For The Period Ending November 30, 2020

	ADOPTED BUDGET	PRORATED THRU 11/30/20	ACTUAL THRU 11/30/20	VARIANCE
<u>REVENUES:</u>				
Interest Income	\$1,000	\$167	\$399	\$232
Landscape Reserve - Transfer In	\$30,000	\$0	\$0	\$0
Capital Reserve - Transfer In	\$15,565	\$0	\$0	\$0
Pool Pump Reserve - Transfer in	\$6,500	\$0	\$0	\$0
General Reserve - Transfer in	\$26,759	\$0	\$0	\$0
General Fund Reserve- Transfer in	\$12,204	\$0	\$0	\$0
Interfund Transfer In	\$0	\$0	\$290,000	\$290,000
TOTAL REVENUES	\$92,028	\$167	\$290,399	\$290,232
<u>EXPENDITURES:</u>				
Other Current Charges	\$0	\$0	\$0	\$0
Capital Projects	\$0	\$0	\$93,920	(\$93,920)
TOTAL EXPENDITURES	\$0	\$0	\$93,920	(\$93,920)
EXCESS REVENUES (EXPENDITURES)	\$92,028		\$196,479	
FUND BALANCE - Beginning	\$1,238,762		\$1,209,512	
FUND BALANCE - Ending	\$1,330,790		\$1,405,990	

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 November 30, 2020

ADOPTED BUDGET	PRORATED THRU 11/30/20	ACTUAL THRU 11/30/20	VARIANCE
-------------------	---------------------------	-------------------------	----------

Revenues:

Special Assessments - Tax Roll	\$1,961,878	\$89,650	\$89,650	\$0
Assessments- Prepayment	\$0	\$0	\$0	\$0
Interest Income	\$10,000	\$1,667	\$103	(\$1,564)
TOTAL REVENUES	\$1,971,878	\$91,317	\$89,753	(\$1,564)

Expenditures:

Series 2013 A-1

Interest Expense - 11/1	\$369,552	\$369,552	\$369,552	\$0
Interest Expense - 5/1	\$369,552	\$0	\$0	\$0
Principal Expense 5/1	\$1,015,000	\$0	\$0	\$0

Series 2013 A-2

Interest Expense - 11/1	\$52,181	\$52,181	\$52,181	\$0
Interest Expense - 5/1	\$52,181	\$0	\$0	\$0
Principal Expense 5/1	\$85,000	\$0	\$0	\$0

TOTAL EXPENDITURES	\$1,943,466	\$421,733	\$421,733	\$0
EXCESS REVENUES (EXPENDITURES)	\$28,412		(\$331,980)	

Net change in Fund Balance	\$28,412	(\$331,980)
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FUND BALANCE - Beginning	\$687,628	\$1,531,791
---------------------------------	------------------	--------------------

FUND BALANCE - Ending	\$716,040	\$1,199,811
------------------------------	------------------	--------------------

Revenue	\$235,101
Reserve 2013-1	\$868,407
Reserve 2013-2	\$96,159
Prepayment	\$144
Total	\$1,199,811

DOUBLE BRANCH
Community Development District
CAPITAL PROJECTS FUND
Statement of Revenues & Expenditures
For The Period Ending November 30, 2020

		<div style="border: 1px solid black; padding: 5px;"> SERIES 2013 A-1 AND A-2 </div>
<u>REVENUES:</u>		
Interest Income		\$1
TOTAL REVENUES		<div style="border: 1px solid black; padding: 2px;">\$1</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;">\$1</div>
FUND BALANCE - Beginning		<div style="border: 1px solid black; padding: 2px;">\$18,595</div>
FUND BALANCE - Ending		<div style="border: 1px solid black; padding: 2px;">\$18,596</div>

Double Branch

Community Development District

Long Term Debt Report

Series 2013 A-1 Special Assessment Refunding Bonds	
Interest Rate:	1.3%-4.25%
Maturity Date:	5/1/34
Reserve Fund Definition:	50% Max Annual on Outstanding
Reserve Fund Requirement:	\$868,932
Reserve Fund Balance:	\$868,407
Bonds outstanding - 9/30/2013	\$24,850,000
Less: November 1, 2013	\$0
Less: May 1, 2014 (Mandatory)	(\$860,000)
Less: May 1, 2015 (Mandatory)	(\$875,000)
Less: May 2, 2016 (Mandatory)	(\$890,000)
Less: May 2, 2017 (Mandatory)	(\$910,000)
Less: May 1, 2018 (Mandatory)	(\$930,000)
Less: May 1, 2019 (Mandatory)	(\$955,000)
Less: May 1, 2020 (Mandatory)	(\$980,000)
Current Bonds Outstanding	\$18,450,000

Series 2013 A-2 Special Assessment Refunding Bonds	
Interest Rate:	5.750%
Maturity Date:	5/1/34
Reserve Fund Definition:	50% Max Annual on Outstanding
Reserve Fund Requirement:	\$95,778
Reserve Fund Balance:	\$96,159
Bonds outstanding - 9/30/2013	\$2,900,000
Less: November 1, 2013 (Prepayment)	(\$145,000)
Less: May 1, 2014 (Mandatory)	(\$75,000)
Less: November 1, 2014 (Prepayment)	(\$75,000)
Less: May 1, 2015 (Mandatory)	(\$75,000)
Less: May 1, 2015 (Prepayment)	(\$45,000)
Less: November 1, 2015 (Prepayment)	(\$50,000)
Less: May 2, 2016 (Mandatory)	(\$75,000)
Less: May 2, 2016 (Prepayment)	(\$35,000)
Less: November 1, 2016 (Prepayment)	(\$55,000)
Less: May 2, 2017 (Mandatory)	(\$75,000)
Less: May 2, 2017 (Prepayment)	(\$5,000)
Less: May 1, 2018 (Mandatory)	(\$80,000)
Less: May 1, 2018 (Prepayment)	(\$5,000)
Less: November 1, 2018 (Prepayment)	(\$105,000)
Less: May 1, 2019 (Mandatory)	(\$80,000)
Less: May 2, 2019 (Prepayment)	(\$10,000)
Less: November 1, 2019 (Prepayment)	(\$10,000)
Less: May 1, 2020 (Mandatory)	(\$80,000)
Less: May 2, 2020 (Prepayment)	(\$5,000)
Current Bonds Outstanding	\$1,815,000

C.

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT**Fiscal Year 2021 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	1,961,878.15	177,889.82	1,461,865.84	3,601,633.81
TOTAL ASSESSED	45,481	1,961,878.15	177,889.82	1,461,865.84	3,601,633.81

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	11/18/20	164,580.48	89,650.10	8,128.86	66,801.52
2	12/01/20	408,734.29	222,645.31	20,187.97	165,901.01
3	12/04/20	2,386,098.61	1,299,753.10	117,852.81	968,492.70
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
TOTAL TAX ROLL RECEIPTS		2,959,413.38	1,612,048.51	146,169.64	1,201,195.23

PERCENT COLLECTED	TOTAL	DEBT	O&M
TOTAL PERCENT COLLECTED	82.17%	82.17%	82.17%

D.

Double Branch

Community Development District

Check Run Summary

December 31, 2020

Fund	Date	Check No.	Amount
General Fund			
	12/15/20	50853-50857	\$ 923.50
		Sub-Total	\$ 923.50
Accounts Payable	12/9/20	1623-1626	\$ 6,377.15
	12/21/20	1627	\$ 25.00
		Sub-Total	\$ 6,402.15
Recreation Fund			
Accounts Payable	12/2/20	6579-6590	\$ 43,881.33
	12/9/20	6591-6598	\$ 7,801.87
	12/21/20	6599-6612	\$ 81,166.88
	12/22/20	6613	\$ 288.00
		Sub-Total	\$ 133,138.08
Capital Reserve Fund			
	12/14/20	30-33	\$ 46,460.00
		Sub-Total	\$ 46,460.00
Total			\$ 186,923.73

PR300R

PAYROLL CHECK REGISTER

RUN 12/15/20 PAGE 1

CHECK #	EMP #	EMPLOYEE NAME	CHECK AMOUNT	CHECK DATE
50853	16	ANDRE LANIER	184.70	12/15/2020
50854	12	CHAD E DAVIS	184.70	12/15/2020
50855	15	CHARLES T HORTON	184.70	12/15/2020
50856	8	CYNTHIA Y. NELSEN	184.70	12/15/2020
50857	14	SCOTT THOMAS	184.70	12/15/2020
TOTAL FOR REGISTER			923.50	

DBBR DOUBLE BRANCH DLAUGHLIN

Attendance Sheet

District Name: Double Branch, CDD

Board Meeting Date: December 14, 2020

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

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

Approved for Payment:


District Manager Signature

12/14/20
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 #
12/09/20	00035	12/01/20 2172	202012 310-51300-34000	DEC MANAGEMENT FEES	*	4,996.92	
		12/01/20 2172	202012 310-51300-52000	DEC WEBSITE ADMIN	*	187.50	
		12/01/20 2172	202012 310-51300-35100	DEC INFORM TECHNOLOGY	*	161.83	
		12/01/20 2172	202012 310-51300-31300	DEC DISSEMINATION SERVICE	*	111.08	
		12/01/20 2172	202012 310-51300-35100	IQ NECT EMAIL SERVICE	*	16.65	
		12/01/20 2172	202012 310-51300-51000	OFFICE SUPPLIES	*	20.51	
		12/01/20 2172	202012 310-51300-42000	POSTAGE	*	129.48	
		12/01/20 2172	202012 310-51300-42500	COPIES	*	182.70	
		12/01/20 2172	202012 310-51300-41000	TELEPHONE	*	37.78	
		12/01/20 2172	202012 310-51300-49000	DOMAIN RENEWAL	*	48.70	
GOVERNMENTAL MANAGEMENT SERVICES							5,893.15 001623
12/09/20	00015	11/25/20 118633	202010 310-51300-31500	OCT GENERAL COUNSEL	*	187.00	
HOPPING GREEN & SAMS							187.00 001624
12/09/20	00111	12/03/20 20-00210	202012 310-51300-48000	NOTICE MEETING 12/14/20	*	122.00	
JACKSONVILLE DAILY RECORD							122.00 001625
12/09/20	00053	10/01/20 82913	202010 310-51300-54000	FY21 SPECIAL DISTRICT FEE	*	175.00	
DEPARTMENT OF ECONOMIC OPPORTUNITY							175.00 001626
12/21/20	00053	12/03/20 82913-FE	202012 310-51300-54000	LATE FEE	*	25.00	
DEPARTMENT OF ECONOMIC OPPORTUNITY							25.00 001627
TOTAL FOR BANK A						6,402.15	
TOTAL FOR REGISTER						6,402.15	

DBBR DOUBLE BRANCH HSMITH

Florida Department of Economic Opportunity, Special District Accountability Program
FY 2020/2021 Special District Fee Invoice and Update Form
Required by Sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

Invoice No.: 82913			Date Invoiced: 10/01/2020
Annual Fee: \$175.00	Late Fee: \$0.00	Received: \$0.00	Total Due, Postmarked by 12/02/2020: \$175.00

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

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



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

2. Telephone: (850) 222-7500
3. Fax: (850) 224-8551
4. Email: jasonw@hgsllaw.com *Michael E*
5. Status: Independent
6. Governing Body: Elected
7. Website Address: www.doublebranchcdd.com
8. County(ies): Clay
9. Function(s): Community Development
10. Boundary Map on File: 08/08/2002
11. Creation Document on File: 08/08/2002
12. Date Established: 07/03/2002
13. Creation Method: Rule of the Governor and Cabinet
14. Local Governing Authority: Clay County
15. Creation Document(s): Rule 42FF-1.001 - 1.003, Florida Administrative Code
16. Statutory Authority: Chapter 190, Florida Statutes
17. Authority to Issue Bonds: Yes
18. Revenue Source(s): Assessments
19. Most Recent Update: 11/05/2019

53 (A)
1,810, 513, 540

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

Registered Agent's Signature: *[Signature]* Date *11/22/20*

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

a. **Pay the Annual Fee:** Pay the annual fee online by following the instructions at www.Floridajobs.org/SpecialDistrictFee or by check payable to the Department of Economic Opportunity.

b. **Or, Certify Eligibility for the Zero Fee:** By initialing each of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, **ALL** of the following statements contained herein and on any attachments hereto are true, correct, complete, and made in good faith as of this date. I understand that any information I give may be verified.

1. ☐ This special district and its Certified Public Accountant determined the special district is not a component unit of a local general-purpose government.
2. ☐ This special district is in compliance with the reporting requirements of the Department of Financial Services.
3. ☐ This special district reported \$3,000 or less in annual revenues to the Department of Financial Services on its Fiscal Year 2018/2019 Annual Financial Report (If created since then, attach an income statement verifying \$3,000 or less in revenues).

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

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

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

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

Invoice

RECEIVED

DEC 03 2020

Bill To:

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

Invoice #: 2172
Invoice Date: 12/1/20
Due Date: 12/1/20
Case:
P.O. Number:

Description	Hours/Qty	Rate	Amount
General Fund - Management Fees - December 2020 1,810.573. 340		4,996.92	4,996.92
Website Administration - December 2020 520		187.50	187.50
Information Technology - December 2020 357		161.83	161.83
Dissemination Agent Services - December 2020 313		111.08	111.08
IQ Nect Email Service 357		16.65	16.65
Office Supplies 510		20.51	20.51
Postage 420		129.48	129.48
Copies 425		182.70	182.70
Telephone 410		37.78	37.78
Domain Renewal 490		48.70	48.70
250			
Total			\$5,893.15
Payments/Credits			\$0.00
Balance Due			\$5,893.15

Hopping Green & Sams

Attorneys and Counselors

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

15 (A)
1. 810.573.815

STATEMENT

November 25, 2020

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

Bill Number 118633
Billed through 10/31/2020

RECEIVED

NOV 30 2020

General Counsel (O&M)

DBRNCH 00001 MCE

FOR PROFESSIONAL SERVICES RENDERED

10/09/20	SSW	Monitor waiver of physical quorum requirement for public meetings and best practices for conducting board meetings upon potential expiration of such waiver.	0.20 hrs
10/26/20	MCE	Prepare resolution designating registered agent.	0.20 hrs
10/27/20	MCE	Review candidate status and election issues.	0.20 hrs
Total fees for this matter			\$187.00

MATTER SUMMARY

Eckert, Michael C.	0.40 hrs	335 /hr	\$134.00
Warren, Sarah S.	0.20 hrs	265 /hr	\$53.00
TOTAL FEES			\$187.00
TOTAL CHARGES FOR THIS MATTER			\$187.00

BILLING SUMMARY

Eckert, Michael C.	0.40 hrs	335 /hr	\$134.00
Warren, Sarah S.	0.20 hrs	265 /hr	\$53.00
TOTAL FEES			\$187.00
TOTAL CHARGES FOR THIS BILL			\$187.00

Please include the bill number with your payment.

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

P.O. Box 1769
Jacksonville, FL 32201
(904) 356-2466

INVOICE

December 3, 2020

RECEIVED

Date

DEC 03 2020

Attn: Courtney Hogge
GMS, LLC
475 WEST TOWN PLACE, STE 114
SAINT AUGUSTINE FL 32092

Payment Due Upon Receipt

Serial # <u>20-00210C</u>	PO/File # _____	\$122.00
Notice of Meeting of the Board of Supervisors		Amount Due
_____		Amount Paid
Double Branch Community Development District		\$122.00
_____		Payment Due
Case Number _____		
Publication Dates <u>12/3</u>		
County <u>Clay</u>		

*Payment is due before the
Proof of Publication is released.*

*For your convenience, you
may remit payment at
jaxdailyrecord.com/send-payment.*

111 (H)
1,310,573.40

Your notice can be found at www.jaxdailyrecord.com

TERMS: Net 30 days. Past due amounts will be charged a finance charge of 1.5% per month.

Preliminary Proof Of Legal Notice
(This is not a proof of publication.)

Please read copy of this advertisement and advise us of any necessary corrections before further publications.

**DOUBLE BRANCH
COMMUNITY
DEVELOPMENT DISTRICT
NOTICE OF MEETING
OF THE BOARD OF
SUPERVISORS**

Notice is hereby given that the Board of Supervisors of the Double Branch Community Development District is scheduled to be met on Monday, December 14, 2020, at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

In light of the COVID-19 public health emergency, it is anticipated the meeting may be conducted remotely, pursuant to Zoom communications media technology and/or by telephone pursuant to Executive Orders 20-52 and 20-69 issued by Governor DeSantis, including any extensions or supplements thereof ("Executive Orders"), and pursuant to Section 120.54(5)(b)2., Florida Statutes. If such Executive Orders are not extended and the Board is required to meet in person, or otherwise conditions allow the meetings to occur in person, the meetings may be held at the location stated above. Anyone wishing to participate in the meeting and obtain information about how the meeting will occur should refer to the District's website, www.DoubleBranchCDD.com or contact the office of the District Manager, c/o Governmental Management Services, LLC at (904) 940-5850 or jerry@gmsnf.com to obtain access information.

The District fully encourages public participation in a safe and efficient manner. Toward that end, participants are strongly encouraged to submit questions and comments to the District Manager by calling (904) 940-5850 or emailing jerry@gmsnf.com at least 24 hours in advance of the meeting to facilitate the Board's consideration of such

questions and comments during the meeting.

The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. An electronic 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) and is expected to also be available on the District's website at www.DoubleBranchCDD.com. 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 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 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 the appeal is to be based.

If you are unable to participate by telephone or by Zoom, please contact the District Manager's office at (904) 940-5850 or jerry@gmsnf.com for further accommodations.

James A. Perry
District Manager

Dec. 3 00(20-00210C)

Florida Department of Economic Opportunity, Special District Accountability Program
FY 2020/2021 Special District Fee Invoice and Update Form
Required by Sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

Invoice No.: 82913	Fees Date: 12/03/2020	Payment Date: 12/10/2020	Date Invoiced: 10/01/2021
Annual Fee: \$175.00	Late Fee: \$25.00	Received: \$175.00	Total Due, Postmarked by 01/18/2021: \$25.00

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

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

Double Branch Community Development District
Mr. Michael Eckert
Hopping, Green and Sams, P.A.
119 South Monroe Street, Suite 300
Tallahassee, FL 32301



RECEIVED

DEC 19 2020

2. Telephone: (850) 222-7500
3. Fax: (850) 224-8551
4. Email: MichaelE@hgsllaw.com
5. Status: Independent
6. Governing Body: Elected
7. Website Address: www.doublebranchcdd.com
8. County(ies): Clay
9. Function(s): Community Development
10. Boundary Map on File: 08/08/2002
11. Creation Document on File: 08/08/2002
12. Date Established: 07/03/2002
13. Creation Method: Rule of the Governor and Cabinet
14. Local Governing Authority: Clay County
15. Creation Document(s): Rule 42FF-1.001 - 1.003, Florida Administrative Code
16. Statutory Authority: Chapter 190, Florida Statutes
17. Authority to Issue Bonds: Yes
18. Revenue Source(s): Assessments
19. Most Recent Update: 11/22/2020

58 A
1,810, 513, 540

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

Registered Agent's Signature: _____ Date _____

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

a. **Pay the Annual Fee:** Pay the annual fee online by following the instructions at www.Floridajobs.org/SpecialDistrictFee or by check payable to the Department of Economic Opportunity.

b. **Or, Certify Eligibility for the Zero Fee:** By initialing each of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, **ALL** of the following statements contained herein and on any attachments hereto are true, correct, complete, and made in good faith as of this date. I understand that any information I give may be verified.

1. _____ This special district and its Certified Public Accountant determined the special district is not a component unit of a local general-purpose government.
2. _____ This special district is in compliance with the reporting requirements of the Department of Financial Services.
3. _____ This special district reported \$3,000 or less in annual revenues to the Department of Financial Services on its Fiscal Year 2018/2019 Annual Financial Report (if created since then, attach an income statement verifying \$3,000 or less in revenues).

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

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

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

Ron DeSantis
GOVERNOR



Dane Eagle
EXECUTIVE DIRECTOR

To: Certain Special District Registered Agents
From: Jack Gaskins Jr., Special District Accountability Program
Date: December 16, 2020
Subject: Noncompliance with Fiscal Year 2020 - 2021 state fee and update requirements; fee and/or late fee and update form due by January 18, 2021

RECEIVED

DEC 19 2020

On October 1, 2020, the Florida Department of Economic Opportunity (DEO) mailed the combined *Fiscal Year 2020 - 2021 Special District Fee Invoice and Update Form (form)* along with a cover letter explaining the purpose of the state fee and form to all special districts. The post-marked deadline for remitting payment and the form was December 2, 2020. As of December 16, 2020, DEO has either not received payment or received payment post-marked after December 2, 2020.

Enclosed is a new form that includes a **\$25 penalty** for failure to remit payment by the deadline. **Because the late fee is authorized by state law, DEO does not have the authority to waive it.** You may pay the amount due through one of the following methods:

- By credit or debit card (Visa or MasterCard) at www.FloridaJobs.org/SpecialDistrictFee. Email the form to Jack.Gaskins@DEO.MyFlorida.com or mail it to the address below.
- By check with the invoice number entered in the memo field along with the form, mailed to the Florida Department of Economic Opportunity, Bureau of Budget Management, 107 E. Madison Street, MSC 120, Tallahassee, FL 32399-4124.

You may download a copy of the October 1, 2020 cover letter, a duplicate form and DEO's W-9 form from www.FloridaJobs.org/SpecialDistrictFee.

To avoid a second \$25 penalty, the payment of the annual fee and \$25 penalty must be paid online or **postmarked by January 18, 2021**. Rule 73C-24.003(4), *Florida Administrative Code*, requires DEO to report each special district in noncompliance with its fee requirements to the Office of the Comptroller for further action. This will result in additional fees and a report of collection activities to the credit bureaus.

If you have questions or concerns, you may contact me at Jack.Gaskins@DEO.MyFlorida.com or 850-717-8430. Please note that I will be out of the office December 23 through January 1.

Florida Department of Economic Opportunity | Caldwell Building | 107 E. Madison Street | Tallahassee, FL 32399
850.245.7105 | www.FloridaJobs.org
[www.twitter.com/FLDEO](https://twitter.com/FLDEO) | www.facebook.com/FLDEO

An equal opportunity employer/program. Auxiliary aids and service are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TTD equipment via the Florida Relay Service at 711.

AP300R	YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER										RUN	1/05/21	PAGE	1
*** CHECK DATES 12/01/2020 - 12/31/2020 ***														
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 #
12/09/20	00402	7/08/20 270820	202007 320-57200-63100	TREE AND STUMPS CUTTING	V	1,000.00-	
				AAA TREE & STUMP.COM INC			1,000.00-006460
12/02/20	00506	11/08/20 10648792	202010 320-57200-34500	10/1/20-10/31/20 SECURITY	*	4,235.79	
				ALLIED UNIVERSAL			4,235.79 006579
12/02/20	00285	11/16/20 SSI09837	202010 320-57200-34510	OCT EMOLOYMENT FEE	*	445.00	
		11/16/20 SSI09837	202010 320-57200-34510	OCT SCHEDULING FEE	*	187.50	
				CLAY COUNTY SHERIFF'S OFFICE			632.50 006580
12/02/20	00484	11/10/20 T7151	202011 320-57200-63100	POOL LEAKING REPAIR	*	460.00	
				CROWN POOLS, INC.			460.00 006581
12/02/20	00092	11/02/20 2171	202010 320-57200-41000	OCT PHONES	*	88.43	
		11/02/20 2171	202010 320-57200-49300	OCT PERMITS/LICENSES	*	26.95	
		11/02/20 2171	202010 320-57200-63100	OCT REPAIR/REPLACEMENTS	*	1,190.18	
		11/02/20 2171	202010 320-57200-51000	OCT OFFICE SUPPLIES	*	221.20	
				GOVERNMENTAL MANAGEMENT SERVICES			1,526.76 006582
12/02/20	00647	11/19/20 112394	202011 320-57200-46610	ANNUAL FIRE ALARM INSPECT	*	485.00	
				JSC SYSTEMS			485.00 006583
12/02/20	00024	11/16/20 542032	202010 320-57200-46800	OCT LAKE MAINTENANCE	*	2,070.00	
				THE LAKE DOCTORS, INC.			2,070.00 006584
12/02/20	00024	11/16/20 542033	202011 320-57200-46800	NOV LAKE MAINTENANCE	*	2,070.00	
				THE LAKE DOCTORS, INC.			2,070.00 006585
12/02/20	00208	11/16/20 11162020	202011 320-57200-34510	11/9/20-11/15/20 SECURITY	*	810.00	
				MIDDLE VILLAGE CDD			810.00 006586
12/02/20	00208	11/23/20 11232020	202011 320-57200-34510	11/16-11/22/20 SECURITY	*	720.00	
				MIDDLE VILLAGE CDD			720.00 006587

DBBR DOUBLE BRANCH HSMITH

AP300R		YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER										RUN 1/05/21		PAGE 2	
*** CHECK DATES 12/01/2020 - 12/31/2020 ***		DOUBLE BRANCH - REC FUND													
		BANK B RECREATION FUND													
CHECK DATE	VEND#INVOICE.....		...EXPENSED TO...			VENDOR NAME			STATUS	AMOUNTCHECK.....			
		DATE	INVOICE	YRMO	DPT	ACCT#	SUB	SUBCLASS				AMOUNT	#		
12/02/20	00829	11/19/20	11192020	202011	300	36900	10300			*	55.00				
		RENTAL DEPOSIT REFUND													
		OAKLEAF PLANTATION EAST POA										55.00	006588		
12/02/20	00382	9/28/20	91716133	202010	330	57200	61100			*	70.05				
		10/05/20	91716155	202010	330	57200	61100			*	70.05				
		10/12/20	91716176	202010	330	57200	61100			*	70.05				
		10/19/20	91716197	202010	330	57200	61100			*	70.05				
		UNIFIRST CORPORATION										280.20	006589		
12/02/20	00672	11/01/20	4047	202011	320	57200	46200			*	31,536.08				
		NOV LANDSCAPE MAINTENANCE													
		VERDEGO, LLC										31,536.08	006590		
12/09/20	00826	11/17/20	11172020	202012	310	51300	31000			*	1,244.38				
		7/1/20-9/30/20 RT#9980250													
		FLORIDA U.C. FUND										1,244.38	006591		
12/09/20	00024	12/01/20	543261	202012	320	57200	46800			*	2,070.00				
		DEC LAKE MAINTENANCE													
		THE LAKE DOCTORS, INC.										2,070.00	006592		
12/09/20	00208	11/30/20	11302020	202011	320	57200	34510			*	720.00				
		11/23-11/29/20 SECURITY													
		MIDDLE VILLAGE CDD										720.00	006593		
12/09/20	00208	12/07/20	12072020	202012	320	57200	34510			*	810.00				
		11/30/20-12/6/20 SECURITY													
		MIDDLE VILLAGE CDD										810.00	006594		
12/09/20	00186	12/01/20	13129559	202012	320	57200	46300			*	2,107.49				
		DEC POOL CHEMICALS													
		POOLSURE										2,107.49	006595		
12/09/20	00294	11/18/20	14577A	202011	320	57200	46610			*	288.00				
		BYMONTHLY PM VISIT													
		SOUTHEASTERN GROUP										288.00	006596		
12/22/20	00294	11/18/20	14577A	202011	320	57200	46610			V	288.00-				
		BYMONTHLY PM VISIT													
		SOUTHEASTERN GROUP										288.00-	006596		

DBBR DOUBLE BRANCH HSMITH															

DBBR DOUBLE BRANCH HSMITH

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
12/09/20	00815	8/27/20 WO4362	202010 320-57200-63100	CHEMICAL COIL CLEANING	*	400.00	
				TOOLE TECHNOLOGIES, INC.			400.00 006597
12/09/20	00815	12/02/20 WO4515	202012 320-57200-63100	TIME DELAY RELAY INSTALL	*	450.00	
				TOOLE TECHNOLOGIES, INC.			450.00 006598
12/21/20	00506	12/06/20 10747701	202011 320-57200-34500	11/1/20-11/30/20 SECURITY	*	4,235.79	
				ALLIED UNIVERSAL			4,235.79 006599
12/21/20	00285	12/11/20 SSI09867	202011 320-57200-34510	NOV EMPLOYMENT FEE	*	520.00	
		12/11/20 SSI09867	202011 320-57200-34510	NOV SCHEDULING FEE	*	187.50	
				CLAY COUNTY SHERIFF'S OFFICE			707.50 006600
12/21/20	00002	12/08/20 12082020	202011 300-20200-10200	NOV ELECTRIC-FITNESS	*	499.00	
				CLAY ELECTRIC COOPERATIVE, INC			499.00 006601
12/21/20	00261	12/04/20 796672	202012 330-57200-61100	MAX ROLL PAPER WIPES	*	575.00	
		12/04/20 796672	202012 330-57200-61100	SHIPPING	*	130.00	
				ERC WIPING PRODUCTS, INC			705.00 006602
12/21/20	00092	11/13/20 2174	202010 320-57200-46600	OCT FACIL MAINT-GENERAL	*	3,625.00	
		11/13/20 2174	202010 320-57200-46620	OCT FACIL MAINT-CONTINGEN	*	2,895.00	
		11/13/20 2174	202010 320-57200-46630	OCT LIGHTING REPAIR	*	708.00	
		11/13/20 2174	202010 320-57200-46400	OCT COMMON AREA MAINT	*	3,630.00	
		11/13/20 2174	202010 320-57200-63100	OCT REPAIR/REPLACEMENTS	*	2,275.79	
				GOVERNMENTAL MANAGEMENT SERVICES			13,133.79 006603
12/21/20	00092	12/11/20 2175	202011 320-57200-46600	NOV FACIL MAINT-GENERAL	*	3,377.00	
		12/11/20 2175	202011 320-57200-46620	NOV FACIL MAINT-CONTING	*	2,563.00	
		12/11/20 2175	202011 320-57200-46630	NOV LOGHTING REPAIRS	*	702.00	

DBBR DOUBLE BRANCH HSMITH

*** CHECK DATES 12/01/2020 - 12/31/2020 ***
 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 #
		12/11/20	2175 202011 320-57200-46400		*	767.00	
			NOV COMMON AREA MAINT				
		12/11/20	2175 202011 320-57200-63100		*	987.47	
			NOV REPAIRS/REPLACEMENT				
				GOVERNMENTAL MANAGEMENT SERVICES			8,396.47 006604
12/21/20	00092	12/01/20	2173 202012 310-51300-34000		*	14,873.95	
			DEC FACILITY MAINT-RECREA				
				GOVERNMENTAL MANAGEMENT SERVICES			14,873.95 006605
12/21/20	00422	12/09/20	58904703 202012 320-57200-63100		*	1,068.46	
			JANITORIAL SUPPLIES				
				THE HOME DEPOT PRO			1,068.46 006606
12/21/20	00208	12/14/20	12142020 202012 320-57200-34510		*	540.00	
			12/7/20-12/13/20 SECURITY				
				MIDDLE VILLAGE CDD			540.00 006607
12/21/20	00208	12/21/20	12212020 202012 320-57200-34510		*	810.00	
			12/14-12/20/20 SECURITY				
				MIDDLE VILLAGE CDD			810.00 006608
12/21/20	00297	12/01/20	284 202012 320-57200-61000		*	4,251.00	
			DEC JANITORIAL SERVICES				
				RIVERSIDE MANAGEMENT SERVICES, INC			4,251.00 006609
12/21/20	00382	10/26/20	91716218 202010 330-57200-61100		*	70.05	
			10/26/20 MAT CLEANING				
		11/02/20	91716239 202011 330-57200-61100		*	70.05	
			11/2/20 MAT CLEANING				
		11/09/20	91716260 202011 330-57200-61100		*	77.55	
			11/9/20 MAT CLEANING				
		11/16/20	91716281 202011 330-57200-61100		*	77.55	
			11/16/20 MAT CLEANING				
		11/23/20	91716302 202011 330-57200-61100		*	77.55	
			11/23/20 MAT CLEANING				
				UNIFIRST CORPORATION			372.75 006610
12/21/20	00672	12/01/20	4263 202012 320-57200-46200		*	31,536.08	
			DEC LANDSCAPE MAINTENANCE				
				VERDEGO, LLC			31,536.08 006611
12/21/20	00399	12/01/20	11986440 202012 330-57200-50000		*	37.09	
			DEC BASE CHARGE				
				XEROX CORPORATION			37.09 006612

DBBR DOUBLE BRANCH HSMITH

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
12/22/20	00305	11/18/20 14577A	202011 320-57200-46610		*	288.00	
		BIMONTHLY PM VISIT					
			SOUTHEAST FITNESS REPAIR				288.00 006613

						TOTAL FOR BANK B	133,138.08
						TOTAL FOR REGISTER	133,138.08

DBBR DOUBLE BRANCH HSMITH



Eight Tower Bridge
161 Washington Street, Suite 600
Conshohocken, PA 19428
(866) 703-7666

Invoice Date
11/08/2020

Invoice Number
10648792

RECEIVED

NOV 16 2020

Double Branch Community Development
370 Oakleaf Village Parkway
Orange Park, FL 32065

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:

(USD) **\$4,235.79**

Terms:

Due Upon Receipt

Service Location: **AB364297** Customer: **AB364297** Billing Period: **10/01/2020 - 10/31/2020**

DOUBLE BRANCH
370 OAKLEAF VILLAGE PKWY
Orange Park, FL 32065-4259

Description	Quantity	UOM	Price	Amount
Overtime Guard - Dimuna, Abanus	120.00	Hours		0.00
Overtime Guard - MELSON, LISA	190.00	Hours		0.00
Guard Services	1.00	EA	4,235.79	4,235.79
Total Hours	310.00			0.00
Subtotal				4,235.79
Sales Tax Subtotal				0.00
Total for - DOUBLE BRANCH				4,235.79

APPROVED

Code to:

Double Branch Security

2-320-572-345

506 (B)

Subtotal	
	\$4,235.79
Sales Tax	
	\$0.00
Total Amount Due:	
(USD)	\$4,235.79



Invoice Date
11/08/2020

Invoice Number
10648792

Invoice NO. 10648792 Customer: AB364297 Double Branch Community Development

Page 1 of 1

Description						Quantity	Bill Rate	Extension
Work Date	Post Description	Employee Name	In Time	Out Time	Lunch	Hours	Hours Type	
Overtime Guard - Dimuna, Abanus						120.00	\$0.00	\$0.00
10/04/20	Roover 900	Abanus Dimuna	13:00	0:00		11.00	Hourly-Regular	
10/05/20	Roover 900	Abanus Dimuna	0:00	1:00		1.00	Hourly-Regular	
10/05/20	Roover 900	Abanus Dimuna	15:00	0:00		9.00	Hourly-Regular	
10/06/20	Roover 900	Abanus Dimuna	15:00	0:00		9.00	Hourly-Regular	
10/11/20	Roover 900	Abanus Dimuna	13:00	0:00		11.00	Hourly-Regular	
10/12/20	Roover 900	Abanus Dimuna	0:00	1:00		1.00	Hourly-Regular	
10/12/20	Roover 900	Abanus Dimuna	15:00	0:00		9.00	Hourly-Regular	
10/13/20	Roover 900	Abanus Dimuna	15:00	0:00		9.00	Hourly-Regular	
10/18/20	Roover 900	Abanus Dimuna	13:00	0:00		11.00	Hourly-Regular	
10/19/20	Roover 900	Abanus Dimuna	0:00	1:00		1.00	Hourly-Regular	
10/19/20	Roover 900	Abanus Dimuna	15:00	0:00		9.00	Hourly-Regular	
10/20/20	Roover 900	Abanus Dimuna	15:00	0:00		9.00	Hourly-Regular	
10/25/20	Roover 900	Abanus Dimuna	13:00	0:00		11.00	Hourly-Regular	
10/26/20	Roover 900	Abanus Dimuna	0:00	1:00		1.00	Hourly-Regular	
10/26/20	Roover 900	Abanus Dimuna	15:00	0:00		9.00	Hourly-Regular	
10/27/20	Roover 900	Abanus Dimuna	15:00	0:00		9.00	Hourly-Regular	
Overtime Guard - MELSON, LISA						190.00	\$0.00	\$0.00
10/01/20	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
10/02/20	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
10/03/20	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular	
10/03/20	Roover 900	LISA MELSON	13:00	0:00		11.00	Hourly-Regular	
10/04/20	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular	
10/07/20	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
10/08/20	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
10/09/20	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
10/10/20	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular	
10/10/20	Roover 900	LISA MELSON	13:00	0:00		11.00	Hourly-Regular	
10/11/20	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular	
10/14/20	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
10/15/20	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
10/16/20	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
10/17/20	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular	
10/17/20	Roover 900	LISA MELSON	13:00	0:00		11.00	Hourly-Regular	
10/18/20	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular	
10/21/20	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
10/22/20	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
10/23/20	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
10/24/20	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular	
10/24/20	Roover 900	LISA MELSON	13:00	0:00		11.00	Hourly-Regular	
10/25/20	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular	
10/28/20	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
10/29/20	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
10/30/20	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
10/31/20	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular	
10/31/20	Roover 900	LISA MELSON	13:00	0:00		11.00	Hourly-Regular	
Guard Services						1.00	\$4,235.79	\$4,235.79
Total Hours						310.00		\$0.00

Revenue Total \$4,235.79
Tax Total \$0.00
Grand Total \$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: SSI09837
Invoice Date: 11/16/2020

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

RECEIVED

NOV 16 2020

Due Date 12/1/2020
Terms Net 15 Days

Customer ID C0000168
P.O. Number
P.O. Date 11/16/2020
Our Order No
SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee-OCTOBER 2020		178	178	5.00	890.00
Fees-2nd Employment Scheduling		15	15	25.00	375.00

$12 = \$445$
 $12 = 187.5$

285 70
2,520.570 34570

Amount Subject to Sales Tax US0
Amount Exempt from Sales Tax 1,265.00

Subtotal: 1,265.00
Invoice Discount: 0.00
Tax: 0.00

Total USD: 1,265.00 $12 = 632.5$

OAKLEAF PLANTATION CDD	10/1/2020	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	10/2/2020	6534	SIMMONS, BENJAMIN A	6.00
OAKLEAF PLANTATION CDD	10/2/2020	7420	PENA, ANTHONY	6.00
OAKLEAF PLANTATION CDD	10/3/2020	6534	SIMMONS, BENJAMIN A	6.00
OAKLEAF PLANTATION CDD	10/3/2020	6534	SIMMONS, BENJAMIN A	6.00
OAKLEAF PLANTATION CDD	10/4/2020	6273	COOPER, JENNIFER	6.00
OAKLEAF PLANTATION CDD	10/6/2020	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	10/8/2020	6534	SIMMONS, BENJAMIN A	6.00
OAKLEAF PLANTATION CDD	10/9/2020	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	10/10/2020	6584	BURNS, MIACHEL	6.00
OAKLEAF PLANTATION CDD	10/11/2020	6839	SMITH, BRYAN	5.00
OAKLEAF PLANTATION CDD	11/13/2020	7695	VOLLER, DAVID	6.00
OAKLEAF PLANTATION CDD	10/14/2020	6267	HOLMES, JEFFREY R	6.00
OAKLEAF PLANTATION CDD	10/15/2020	6267	HOLMES, JEFFREY R	6.00
OAKLEAF PLANTATION CDD	10/16/2020	7420	PENA, ANTHONY	6.00
OAKLEAF PLANTATION CDD	10/16/2020	7223	SOLIS, EVA	6.00
OAKLEAF PLANTATION CDD	10/17/2020	6273	COOPER, JENNIFER	6.00
OAKLEAF PLANTATION CDD	10/17/2020	6028	WILLIAMS, MATTHEW L	6.00
OAKLEAF PLANTATION CDD	10/19/2020	7695	VOLLER, DAVID	6.00
OAKLEAF PLANTATION CDD	10/20/2020	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	10/21/2020	6028	WILLIAMS, MATTHEW L	6.00
OAKLEAF PLANTATION CDD	10/23/2020	7223	SOLIS, EVA	6.00
OAKLEAF PLANTATION CDD	10/23/2020	6534	SIMMONS, BENJAMIN A	6.00
OAKLEAF PLANTATION CDD	10/24/2020	6534	SIMMONS, BENJAMIN A	6.00
OAKLEAF PLANTATION CDD	10/25/2020	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	10/26/2020	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	10/27/2020	7695	VOLLER, DAVID	5.00
OAKLEAF PLANTATION CDD	10/28/2020	6267	HOLMES, JEFFREY R	6.00
OAKLEAF PLANTATION CDD	10/29/2020	6267	HOLMES, JEFFREY R	6.00
OAKLEAF PLANTATION CDD	10/30/2020	7223	SOLIS, EVA	6.00
			TOTAL	178.00



3002 PHILIPS HWY
JACKSONVILLE, FL 32207

Invoice

Date	Invoice #
11/10/2020	T7151

904-858-4300	ACCOUNTING@CROWNPOOLSINC.COM
--------------	------------------------------

Bill To
DOUBLE BRANCH OAKLEAF PLANTATION, CDD OPS OFF / 370 OAKLEAF VILLAGE PKWY ORANGE PARK, FL 32065

RECEIVED

NOV 16 2020

Terms

Quantity	Description	Rate	Serviced	Amount
1	POOL RESOLUTION: COMPLETED	0.00	11/10/2020	0.00T
1	LABOR / DOVE POOL AND CHECKED FOR LEAKS - NO LEAKS LOCATED IN POOL / SLIDE LEAKS LIKE SIEVE - ALSO WHEN TURN OFF SYSTEM WATER OVERFLOWS BADLY // CLIENT NOTIFIED OF ISSUES FOUND	460.00	11/10/2020	460.00
	Sales Tax - Duval	7.00%		0.00
Code to: Split				
Double Branch Repair and Replacements				
2.320.57200.63100				
484 (B)				
Total				\$460.00

Customer Total Balance

\$460.00

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

Invoice

Invoice #: 2171
Invoice Date: 11/2/20
Due Date: 11/2/20
Case:
P.O. Number:

Bill To:

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

RECEIVED

NOV 18 2020

Description	Hours/Qty	Rate	Amount
October 2020 - Phones (2.320.572.4100)		88.43	88.43
October 2020 - Permits/Licenses - (2.320.572.59300)		26.95	26.95
October 2020 - Repair and Replacements - (2.320.572.63100)		1,190.18	1,190.18
October 2020 - Office Supplies - (2.320.572.51000)		221.20	221.20
92 (B)			
Total			\$1,526.76
Payments/Credits			\$0.00
Balance Due			\$1,526.76

Double Branch / Middle Village American Express Charges
GMS Statement Closing Date – Oct 20, 2020

Purchase Date	Vender	Amount	Description	GL Account	Middle Village	GL	Double Branch	Total
9/18/2020	BrotherMall	442.41	Office Supplies	2.330.572.51000	221.21	2.320.572.5100	221.2	442.41
9/22/2020	Lowes	26.73	Repair and Replacement	34.600.538.64000	13.37	2.320.572.63100	13.36	26.73
9/23/2020	Walmart	97	Repair and Replacement	34.600.538.64000	48.5	2.320.572.63100	48.5	97
9/24/2020	Leslies	195.96	Repair and Replacement			2.320.572.63100	195.96	195.96
9/24/2020	CircleK	46.35	Repair and Replacement	34.600.538.64000	23.18	2.320.572.63100	23.17	46.35
9/25/2020	Autozone	155.13	Repair and Replacement	34.600.538.64000	77.57	2.320.572.63100	77.56	155.13
9/29/2020	EarthSource	370	Repair and Replacement			2.320.572.63100	370	370
10/2/2020	Ring Cnetral	176.86	Phones	2.330.572.4100	88.43	2.320.572.4100	88.43	176.86
10/6/2020	OfficeMax	176.97	Office Supplies	2.330.572.51000	176.97			176.97
10/9/2020	FenceScreen	283.47	Repair and Replacement	34.600.538.64000	283.47			283.47
10/13/2020	Walmart	418.91	Repair and Replacement	34.600.538.64000	418.91			418.91
10/15/2020	Mood pandora	26.95	Permits/Licenses	2.310.513.49300	26.95			26.95
10/15/2020	Mood/pandora	26.95	Permits/Licenses			2.320.572.49300	26.95	26.95
10/16/2020	FenceScreen	399	Repair and Replacement			2.320.572.63100	399	399
10/16/2020	PoolSupply unl	508	Repair and Replacement	34.600.538.64000	508			508
10/18/2020	Walmart	72.29	Repair and Replacement	34.600.538.64000	36.15	2.320.572.63100	36.14	72.29
10/20/2020	Wawa	52.99	Repair and Replacement	34.600.538.64000	26.5	2.320.572.63100	26.49	52.99
Totals		\$3,475.97			\$1,949.21		\$1,526.76	\$3,475.97

Double Branch / Middle Village American Express Charges
GMS Statement Closing Date – Oct 20, 2020

Totals by GL

Double Branch: \$1526.76

2.320.572.4100 (DB Phones) – \$88.43

2.320.572.49300 (DB permits/ licenses) – \$26.95

2.320.572.63100 (DB Repair and Replacements) - \$1190.18

2.320.572.51000 (DB Office Supplies) - \$221.20

Middle Village: \$1949.21

2.330.572.4100 (MV Phones) – \$88.43

2.310.513.49300 (MV permits/ licenses) – \$26.95

34.600.538.64000 (MV repair & replacements) – \$1435.65

2.330.572.51000 (MV Office Supplies) - \$398.18



Business Green Rewards Card
GMS LLC
JAMES PERRY
Closing Date 10/21/20

p. 5/13

Account Ending 6-64002

Detail Continued

♦ - denotes Pay Over Time activity

				Amount
09/29/20	EARTH SOURCE LLC 9047517555	JACKSONVILLE	FL	\$370.00 ♦
10/02/20	RINGCENTRAL, INC 1449547001 94002	BELMONT	CA	\$176.86 ♦
10/06/20	OFFICEMAX/DEPOT 6826 000006826 8004633768 INK, REPL, HP, 952XL BLK/952 CMY INK, REPLACE HP 950XL/951, MP PAPER, IMAGPRINT, 10RM, 8.5X11, WHT RECYCLING PROGRAM	JACKSONVILLE	FL	\$176.97 ♦
10/09/20	FENCESCREEN INC. 0571 949-215-6313	RANCHO SANTA	CA	\$283.47 ♦
10/13/20	WALMART.COM AV RETAIL	800-966-6546	AR	\$418.91 ♦
10/15/20	MOOD PANDORA 0684 800-929-5407	AUSTIN	TX	\$26.95
10/15/20	MOOD PANDORA 0684 800-929-5407	AUSTIN	TX	\$26.95
10/16/20	FENCESCREEN INC. 0571 949-215-6313	RANCHO SANTA	CA	\$399.00 ♦
10/16/20	POOL SUPPLY UNLIMITED 888-836-6025	888-836-6025	CA	\$508.00 ♦
10/18/20	WAL-MART SUPERCENTER 1225 1225 DISCOUNT STORE	ORANGE PARK	FL	\$72.29
10/20/20	WAWA 5266 000000000479168 6103588000	JACKSONVILLE	FL	\$52.99

Fees

			Amount
10/21/20	JAMES PERRY	Late Payment Fee	\$39.00
Total Fees for this Period			\$39.00

Interest Charged

		Amount
10/21/20	Interest Charge on Pay Over Time Purchases	\$273.09
Total Interest Charged for this Period		\$273.09

About Trailing Interest

You may see interest on your next statement even if you pay the new balance in full and on time and make no new charges. This is called "trailing interest". Trailing interest is the interest charged when, for example, you didn't pay your previous balance in full. When that happens we charge interest from the first day of the billing period until we receive your payment in full. You can avoid paying interest on purchases by paying your balance in full and on time each month. Please see the "When we charge interest" sub-section in your Cardmember Agreement for details.

Continued on reverse



JAY SORIANO
Card Ending 6-66056

				Amount
09/18/20	BROTHER MALL BROTHER MALL 901-379-1000	BRIDGEWATER	NJ	\$442.41 +
09/22/20	LOWE'S 904-589-3022	MIDDLEBURG	FL	\$26.73
09/23/20	WALMART.COM AS 800-966-6546	WALMART.COM	AR	\$97.00
09/24/20	LESLIES POOLMART SWIMMING POOLS	JACKSONVILLE	FL	\$195.96 +
09/24/20	CIRCLE K # 26299/CIRCLE K CONVENIENCE	JACKSONVILLE	FL	\$46.35
09/25/20	AUTOZONE 6307 000006307 8002886966	JACKSONVILLE	FL	\$155.13 +

Continued on next page



Recurring Statement

Account Information

Account Number:	(904) 770-4650	Bill To:	
Statement Date:	10/02/2020	Jay Soriano	
Subscription Name:	RingCentral Office Standard	Oakleaf Plantation	
Reference #:	1449547001	475 west town place ste 114	
		St Augustine, FL 32092 , USA	
Statement Summary			
Total Current Charges			\$176.86

Your credit card ending in [3053] was charged \$176.86.
This charge will appear as "RingCentral, Inc" on your credit card statement.

Statement Details

Charges and credits

Period	Description	Unit Price	Quantity	Amount
10/02/2020 - 11/01/2020	Office Standard - Monthly Subscription Fee	\$0.00	1	\$0.00
10/02/2020 - 11/01/2020	DigitalLine Unlimited - (904) 342-1441	\$34.99	1	\$34.99
10/02/2020 - 11/01/2020	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
10/02/2020 - 11/01/2020	DigitalLine Unlimited - (904) 770-4648	\$34.99	1	\$34.99
10/02/2020 - 11/01/2020	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
10/02/2020 - 11/01/2020	DigitalLine Unlimited - (904) 770-4649	\$34.99	1	\$34.99
10/02/2020 - 11/01/2020	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
10/02/2020 - 11/01/2020	DigitalLine Unlimited - (904) 770-4661	\$34.99	1	\$34.99
10/02/2020 - 11/01/2020	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
10/02/2020 - 11/01/2020	DigitalLine Unlimited - (904) 770-4667	\$34.99	1	\$34.99
10/02/2020 - 11/01/2020	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
Charges after Discounts and Prorates:				\$134.90
Total Charges:				\$134.90
Total Taxes and Fees*:				\$41.96
Total Charged to Credit Card:				\$176.86

Fri Sep 25 09:33:17 2020

AutoZone 6307

9606 ARGYLE FOREST
JACKSONVILLE, FL
(904) 777-0013

Rewards Account 910100XXXXX6191

CORE TRAD-1N -1 @ 1/18.00

*000249474 CORE TRAD-1N -18.00 P

26-DL

Duralast Battery, EA

#000249474 26-DL 139.99 P

26-DL

Duralast Battery, EA

*000249474 CHARGE 18.00 P

#000559000 3.49 P

AGS

Battery Installation Kit, EA

SUBTOTAL 143.48

STATE BATTERY SALES FEE 1.50

FINAL SUBTOTAL 144.98

TOTAL TAX @ 7.000% 10.15

SALE TOTAL 155.13

XXXXXXXXXX6056 AMEX 155.13

Approval #843674

Data Source: CHIP

AppName/Label: AMERICAN EXPRESS

AID: A000000025010801

TC: BF4LC9EC89C1075R

REG #11 CSR #44 RECEIPT #244993

STR. TRANS #676129

STORE #6307

DATE 09/25/2020 09:33

OF ITEMS SOLD 2



6307676129192520

Member: JAY SORIANO

As of 09/25/2020 at 08:32:33 AM CST

Your Credits Balance: 1 of 5

9/24/2020 12:08:08
Order Number: 2728299
Circle K
8496 Blanding Blvd
Jacksonville FL 32244
(904) 771-2515
Term: 102
Appr : 592258

UNL-REG	07
PUMP No.	22.513
Gallons	\$2.859
PRICE/G	\$46.35
TOTAL FUEL	\$46.35
TOTAL SALE	
SALE	

Express
Sum : (\$)
XXXXXXXXXX058

9/24/2020 12:04:52

I agree to pay the
above Total Amount
according to Card
Issuer Agreement.

THANK YOU
HAVE A NICE DAY



Hello Jay,

Thanks for shopping with us.

Order #: 5362007-558239

Ships from Walmart

Arrives by

Wed, Sep 23

We'll send an email with tracking info
when your order ships.

Shipping to

Jay Soriano
370 Oakleaf Village Pkwy
orange park, FL 32065

Item	Qty	Total
Better Homes & Gardens Picture Frame Black, Set of 2, 8"x10" \$15.40	2	\$30.80

Ships from EpicDealz

Arrives between

Thu, Sep 24 and Tue, Sep 29

We'll send an email with tracking info
when your order ships.

Shipping to

Jay Soriano
370 Oakleaf Village Pkwy
orange park, FL 32065

Item	Qty	Total
2 Pack HDMI Female to HDMI Female adapter Coupler connector F/F Gender Changer	1	\$6.95

\$6.95

Ships from Walmart

Arrives by

Thu, Sep 24

We'll send an email with tracking info
when your order ships.

Shipping to

Jay Soriano
370 Oakleaf Village Pkwy
orange park, FL 32065

Item	Qty	Total
<u>Duracell 3V High Performance Lithium Battery, 123, 6 Pack</u> \$13.34	4	\$53.36

Order summary

Order subtotal:	\$91.11
Walmart shipping	FREE
EpicDealz shipping	FREE
Total tax	\$5.89
Order total	\$97.00

Billing address

Jay Soriano
475 W. TownPl
st. 114
St. Augustine, FL 32092

Payment method(s)

AMEX ending in 6056



Dear JAY,
Thank you for ordering from Brother-usa.com.

Your Order Number: 0006110661
Order Date: September 18, 2020
Order Total: \$442.41

SHIPPING INFORMATION

JAY SORIANO
GMS LLC
370 OAKLEAF VILLAGE PKWY ,
ORANGE PARK , FL 32065-4259

BILLING INFORMATION

JAY SORIANO
GMS LLC
475 W TOWN PL , STE 114
ST AUGUSTINE , FL 32092-3649

ORDER DETAILS

Item	Description	Quantity	Availability	Price
TN880	SUPER HIGH YIELD BLACK TONER CARTRIDGE	1	In stock	\$126.49
DR820	DRUM UNIT	1	In stock	\$123.99
LT5500	LETTER TRAY	1	In stock	\$162.99



Merchandise Total	\$413.47
Shipping/Handling	\$0.00
Your States Sales Tax	\$28.94
Order Total	\$442.41

Payment Method: AMEX
Shipping: United Parcel Service Ground

Have questions about your Brother-usa.com order? We're here to help!

Call 1-877-552-6255 Monday through Friday 9 A.M. to 5:45 P.M. EST,

or click here to [email us](#).

LOVE & MORE FUEL, ETC. LLC
1700 WASHINGTON BLVD
BETHESDA, MD 20814 (202) 336-1022

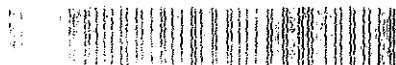
SALE

SALSN: S2970011 3463089 TRMST: 11/06/20 04-27-20

1040809 CR UNTO DO: CRACKER 14.98
224272 42-BAL 24-CF 304 TONIR CR 10.00
MINIMUM RETAIL PRICE APPLIED TO THIS ITEM

SUBTOTAL: 24.98
TAX: 1.75
GRAND TOTAL: 26.73
AMEX: 26.73

AMEX: XXXXXXXX00056 AMOUNT: 26.73 AUTHID: 613444
CHIP REFID: 297011151236 09/22/20 11:03:16
APL: AMERICAN EXPRESS YVR: 0000000000
RID: A00000025010001 TS1: E600
STORE: 2970 TERMINAL: 11 09/22/20 11:03:16
ITEMS PURCHASED: 2
FEES, SERVICES AND SPECIAL ORDER ITEMS



LOVE & MORE FUEL, ETC. LLC

LOVE & MORE FUEL, ETC. LLC
FOR MORE INFO, VISIT: LOVES.COM/PRIERECH

SHARE YOUR FEEDBACK!
ENTER FOR A CHANCE TO BE
ONE OF FIVE \$500 WINNERS DRAWN MONTHLY!
¡ENTRA EN EL SORTEO MENSUAL
PARA SER UNO DE LOS CINCO GANADORES DE \$500!
ENTER BY COMPLETING A SHORT SURVEY
WITHIN ONE WEEK AT: www.loves.com/survey
YOUR ID #715807 297062 665081

NO PURCHASE NECESSARY TO ENTER OR WIN.
VOID WHERE PROHIBITED. MUST BE 18 OR OLDER TO ENTER.
OFFICIAL RULES & WINNERS AT: www.loves.com/survey

STORE: 2970 TERMINAL: 11 09/22/20 11:03:16



Order #: 88800

Thank you for your order!

Your order will be processed within 1 to 2 business days.

Your Order

Quantity	Product Name	Item Price	Price
1	200 Series - Privacy Plus Fence Screen - 9'-8" - Jet Black	\$399.00	\$399.00
	• 2 Rolls 50'x10' (9'-8") - 100' Total		
		Subtotal:	\$399.00
		Tax:	\$0.00
		Shipping: FREE FedEx Ground Shipping (1-4 days)	FREE
		Total:	\$399.00

Additional Comments:

Bill To

GMS LLC
Jay Soriano
475 W Town Pl
suite 114
St Augustine, FL 32092
US
9043421441
manager@oakleafresidents.com

Ship To

GMS LLC
Jay Soriano
370 OAKLEAF VILLAGE PKWY
ORANGE PARK FL, 32065-4259
US
Commercial Address: No

Any damaged or incorrect orders must be reported within 5 days of delivery.

****Custom sized panels are non-returnable****

Authorize returns must be made within 30 days of delivery and are charged at a 20% restocking fee.

Thank you for your business!

If you need help with your order please call us toll-free at [888.313.6313](tel:888.313.6313) or contact us by email at customercare@fencescreen.com.



Virus-free. www.avg.com



REMIT TO: LESLIE'S POOLMART, INC.
PO BOX 501162
Saint Louis, MO 63150-1162
(602) 366-3789

RECEIPT	
Receipt Date	09/24/2020
Receipt Number	00529-01-040020



T113111QE11314C9A4ATDQH

SOLD TO:	
Customer Number	S00529000004398
YMCA OF FLORIDA'S FIRST COAST BLV 2075 TOWN CENTER BLVD FLEMING ISLAND, FL 32003-6323	
ATTENTION: ACCOUNTS PAYABLE	

SHIP TO:	
Customer Number	S00529000004398
YMCA OF FLORIDA'S FIRST COAST BLV 2075 TOWN CENTER BLVD FLEMING ISLAND, FL 32003-6323	
ATTENTION: ACCOUNTS PAYABLE	

TRANS#	REG#	CUSTOMER PO#	SALESPERSON	STORE#
40020	1		Brandi B	529 ORANGE PARK, FL

Line	Trans Type	Item	Description	QTY	Price	Sales Tax	Ext.Amt
001	SALE	14208	50LB POWER POWDER GRANULAR 70	1	\$183.14	\$12.82	\$195.96

SUB TOTAL:	\$183.14
SALES TAX:	\$12.82
TOTAL:	\$195.96
REGISTER PAID AMOUNT:	\$195.96
A/R CHARGE AMOUNT:	\$0.00
AMOUNT DUE:	\$0.00

*****INVOICE PAID IN FULL*****

PICKED UP BY: jay

SIGNATURE:

00529-01-040020

View our return policy at <http://www.lesliespool.com/ourreturnpolicy.htm>



POWERED BY MOOD:

Order # 1001874256

Complete

Order Date: October 15, 2020

[Why Pandora For Business](#)

[Get Pandora](#)

[Activate Player](#)

[Get Support](#)

[My Account](#)

Items Ordered

Product Name	SKU	Price	Qty	Subtotal
Pandora Music Subscription	PMS	\$26.95	Ordered: 1 Shipped: 1	\$26.95
Subtotal				\$26.95
Shipping & Handling				\$0.00
Grand Total (Excl.Tax)				\$26.95
Tax				\$0.00
Grand Total (Incl.Tax)				\$26.95

Order Information

Shipping Address

Oakleaf Plantation
Oakleaf Plantation
370 Oakleaf Village Pkwy
Orange Park, Florida, 32065
United States
T: 9045620249

EARTH SOURCE LLC
11815 N MAIN ST
JACKSONVILLE, FL 32218
(904)751-7555

SALE

MID: 2090 Store: 4053 Term: 0424

Batch #: 148 REF#: 00000017
09/29/20 RR#: 027320000934

AVG: 2P WATCH 16:56:45 CVC: W

Trans ID: 008646936896770

APPR CODE: 236937

AMEX

*****6056

Manual CNP
/

EARTH SOURCE

www.earthsourcejax.com

11761 North Main Street
Jacksonville, FL 32218

Ph: 904-757-8618

INVOICE

AMOUNT

\$370.00

APPROVED

THANK YOU

CUSTOMER COPY

4 S011910

Oak Lake Village Pkwy

Date: 9-29-20

Phone: 342-1461

320 65

QTY	DESCRIPTION	UNIT PRICE	EXT. PRICE
1	5yd Line Rock	62.00	310.00
2			
3			
4			
5			
6			
7			
8			
9			
10	AT		

Disclaimer: When loading with bulk materials, there is a risk of damage to your vehicle. Earth Source disclaims liability for any such damage to your vehicle. Unless otherwise stated, Seller shall not be responsible for any costs and damages associated with delivery of product to a specific location on site expressly including, but not limited to, underground sprinklers or piping. Buyer(s) represents and warrants that the designated area for delivery shall be a "safe zone," free and clear of any and all property that can be damaged, and that the designated area for delivery be accessible via any delivery methods chosen by the Seller. Based on the foregoing, Buyer(s) agrees to waive any and all damage claims to personal property. Seller shall not be made responsible for damage that may occur in the course of delivery operations. The delivery truck and/or equipment is not able to drive off paved surfaces. If Buyer(s) insist on this, Buyer(s) will be responsible for any and all damages, and/or towing fees.

X _____ Date _____
Buyer(s) agrees to receiving a true copy of this order and Sales Invoice.

Subtotal	310.00
Tax Rate	
Tax	59.00
Optional Delivery	60.00
TOTAL	349.00



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

INVOICE

Invoice Date
11/19/2020

Invoice #
112394

Customer PO #

Remit Payments To:

P.O. Box 551629
Jacksonville, FL 32255

RECEIVED

NOV 20 2020

Bill To: OA003

Double Branch Systems
Middle Village
370 Oak Leaf Village Pkwy
Orange Park, FL 32065

Site of Service/Delivery:

Oakleaf Plantation Fitness Cnt
Oakleaf Plantation Fitness Cnt
382 Oak Leaf Village Parkway
Orange Park FL 32065

Conditions of Sale

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

JSC Job #	Terms	Date Shipped	Ship Via
X051529	Due Upon Receipt	11/19/2020	

Quantity	Item / Description	Unit Price	Amount
1.00	Annual Fire Alarm Inspection	485.00	485.00

Code to:

2-330-572-4661

647 (D)

Double Branch Preventative contracts

Sub-Total	Sales Tax	Total Due
485.00	0.00	485.00



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

INVOICE

Invoice #	542032
Account #	708477
Invoice Date	11/16/2020
Due Date	11/26/2020
Rep	MAS

RECEIVED

NOV 20 2020

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

Purchase Order Number		Terms	Invoice Date Reflects Month of Service Provided
		NET 10 DAYS	
Item	Description	Amount	
	Monthly Water Management Service (R) For Service Date: 10/09/2020 <i>Oct</i> Code to: 2-320-572-4680 <i>JH (B)</i> Double Branch Lake Maintenance Customer Total Balance \$4,140.00	2,070.00	
Please confirm your bank bill payer amount matches your invoice amount if you use a bank bill payer service. Thank you!			Total Invoice \$2,070.00

To help ensure prompt and accurate credit to your account, please include your account number and invoice number on your check and always include your remittance stub with your payment.

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

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT

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

Amount Enclosed

Invoice #	542032
Account #	708477
Date	11/16/2020

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		



The Lake Doctors, Inc.
Aquatic Management Services

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

RECEIVED

NOV 20 2020

INVOICE

Invoice #	542033
Account #	708477
Invoice Date	11/16/2020
Due Date	11/26/2020
Rep	MAS

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

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

Purchase Order Number	Terms	Invoice Date Reflects Month of Service Provided
	NET 10 DAYS	
Item	Description	Amount
	Monthly Water Management Service (R)	2,070.00
Code to:	<i>Nov</i>	
2-320-572-4680	<i>24(B)</i>	
Double Branch Lake Maintenance		
Customer Total Balance \$4,140.00		
Please confirm your bank bill payer amount matches your invoice amount if you use a bank bill payer service. Thank you!		Total Invoice \$2,070.00

To help ensure prompt and accurate credit to your account, please include your account number and invoice number on your check and always include your remittance stub with your payment.

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

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT

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

Amount Enclosed

Invoice #	542033
Account #	708477
Date	11/16/2020

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		
<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa	<input type="checkbox"/> American Express
Card #		
Card Verification #		
Exp. Date #		
Print Name		
Billing Address:	<input type="checkbox"/> Check box if same as above	
Signature		

Clay County Sheriff's Office

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

RECEIVED

NOV 16 2020

INVOICE

INVOICE DATE: NOVEMBER 16, 2020
WEEK OF 11/9 -11/15/20 2020

TO:

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

FOR:

Oakleaf Amenities Manager
and
Brian Sanchez

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
11/9/20	MATTHEW WILLIAMS	1600-2200	6	30.00	180.00
11/10/20	BEN SIMMONS	1745-2345	6	30.00	180.00
11/11/20	BRYAN SMITH	1700-2300	6	30.00	180.00
11/12/20	JEFFERY HOLMES	1700-2300	6	30.00	180.00
11/13/20	JENFFER COOPER	1600-2200	6	30.00	180.00
11/13/20	JEFFERY HOLMES	1800-2300	6	30.00	180.00
11/14/20	JEFFERY HOLMES	1545-2145	6	30.00	180.00
11/14/20	BEN SIMMONS	1600-2200	6	30.00	180.00
10/15/20	BRYAN SMITH	1600-2200	6	30.00	180.00
DEPUTY SIGNATURE: TOTAL					1,620.00
					$1,620.00 / 2 =$
					$= \$810.00$

Make all checks payable to Deputy name and mail to the Sheriff's Office C/O ANGEL ALBRITTON

THANK YOU FOR YOUR BUSINESS!

208 (B)

2,320, 572, 3450

Clay County Sheriff's Office

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

INVOICE**RECEIVED**

NOV 23 2020

INVOICE DATE: NOVEMBER 23, 2020
WEEK OF 11/16 -11/22/20 2020

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

FOR:
Oakleaf Amenities Manager
and
Brian Sanchez

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
11/16/20	MICHAEL BURNS	1530-2130	6	30.00	180.00
11/17/20	MICHAEL BURNS	1530-2200	6	30.00	180.00
11/18/20	JENNIFER COOPER	1700-2300	6	30.00	180.00
11/19/20	EVA SOLIS	1700-2300	6	30.00	180.00
11/20/20	BEN SIMMONS	1645-2245	6	30.00	180.00
11/20/20	BRYAN SMITH	1600-2200	6	30.00	180.00
11/21/20	BEN SIMMONS	1600-2200	6	30.00	180.00
11/22/20	BRYAN SMITH	1600-2200	6	30.00	180.00
DEPUTY SIGNATURE: TOTAL					1440.00 / 2 =
					= \$720.00

Make all checks payable to Deputy name and mail to the Sheriff's Office C/O ANGEL ALBRITTON

THANK YOU FOR YOUR BUSINESS!

208 (B)
2,320.572, 34570

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund request due to COVID 19 - OAKLEAF PLANT
Date: November 19, 2020 at 3:30 PM
To: Hannah Smith hsmith@gmstnn.com
Cc: Daniel Laughlin dlaughlin@gmsnf.com, Oksana Kuzmuk okl

Good afternoon Hannah,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR aka Oakleaf Village CLUBROOM (MONDAY) 6:00 P.M. to 8:00 P.M.
- DATE OF VENUE – APRIL 6, 2020
- RESIDENT – OAKLEAF PLANTATION EAST POA
- ADDRESS – P.O. BOX 440549, JACKSONVILLE, FL 32222
- AMOUNT OF REFUND - \$55.00 - REFUNDING ONE (1) DAY
 - RENTAL FEE REFUND due to COVID-19
- RENTAL FEE was via CHECK drawn on Northern Trust
 - **RENTAL FEE:**
 - DATED: 1/30/2020
 - CHECK#: 97922549
 - AMOUNT of CHECK: \$220.00

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION
01/30/20	02/12/20	1/6-4/6/20	OAKLEAF PLANTATION EAST POA - 4 e

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

Thank you.

I will be out of the office FRIDAY, NOVEMBER 13, 2020 thru WEDNESDAY, NOVEMBER 25, 2020, therefore, if you require immediate attention OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. I will respond at the earliest opportunity.

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

RECEIVED

NOV 19 2020

Governmental Management Services

www.OakLeafR

Under Florida law, e-mail addresses are public records. If you do not want your email address released in response to a public-records request, d 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 individual responsible for delivering to the intended recipient, please notify the sender immediately by telephone to obtain instructions as to wheth



Servicing Plant JACKSONVILLE

FL

Location 917

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

INVOICE DATE	INVOICE #	AMOUNT	CUSTOMER COMMENTS
9/28/20	9171613381	70.05 ✓	RECEIVED NOV 16 2020 382 (B)
10/05/20	9171615502	70.05 ✓	
10/12/20	9171617612	70.05 ✓	
10/19/20	9171619736	70.05	
Code to: 2.330.57200.61100 Double Branch Fitness Janitorial			
STATEMENT DATE	ACCOUNT #	AMOUNT DUE	
10/26/20	999548	280.20	

CURRENT	30 DAYS	60 DAYS	90 DAYS and OVER
280.20			

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
P.O. BOX 650481
Dallas TX 75265

Please return This Stub With Your Payment

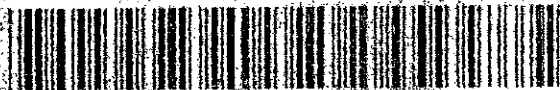
REMIT TO:

UNIFIRST CORPORATION
ATTENTION-ACCOUNTS RECEIVABLE
P.O. BOX 650481
Dallas TX 75265

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

Statement Date:
10/26/20
Invoices Paid
Amount Paid
Customer Number
999548

INVOICE NUMBER 917 1613381 REMIT TO: UniFirst Corporation
 INVOICE DATE 9/28/20 P. O. BOX 650481
 CUSTOMER# (BILL TO) 999548 Dallas TX 75265
 A/R NUMBER RTE# 02610
 CUSTOMER DOUBLE BRANCH CDD



PAYMENT AMOUNT \$ 9171613381

- Please Detach and Return With Payment -

UniFirst

UniFirst Corporation
 4251 PERIMETER IND PKWY E JACKSONVILLE

PAGE 001
 FL 32219

INVOICE DATE PAYMENT TERMS PURCHASE ORDER CONTRACT
 917 1613381 9/28/20 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 QTY.	AMOUNT	TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
		4X6H OAKLEAF		3	28.53			9/12	3	
		MAT-4X6 HD GREAT IMP		2	19.02			1/19	2	
		DEFE CHARGE			22.50					
		INVOICE SUB-TOTAL			70.05					
		TOTAL SERVICE CHARGES								
		AMOUNT DUE								

THIS IS YOUR ONLY INVOICE- NET 30 DAYS PLEASE SIGN

SOIL PICK UP COUNT SH PT BT NO

UniFirst's primary concern is the health and safety of our employees, Team Partners and our valued customers. Please visit UniFirst.com/COVID-19 or UniFirst.CA/COVID for a letter from our CEO and President about our response to COVID-19. We have put numerous procedures in place to keep our employees, Team Partners, and our customers as healthy and safe as possible. We are also very focused on limiting the risk of exposure for our employees - as such, we ask that you work with us to minimize direct contact between our drivers and your staff. Additionally, please contact your local UniFirst location if you become aware of any of your employees testing positive for COVID-19. UniFirst appreciates your business and we strive to earn you as a customer for life.

SERVICE HEREIN RENDERED IS PURSUANT TO A WRITTEN CONTRACT WITH UNIFIRST CORPORATION OR UNIFIRST HOLDINGS, INC.

CUSTOMER SERVICE

9171613381/

UniFirst

PAGE 002
FL 32217

SHIP TO
799548
DOUBLE BRANCH CDD
370 OAKLEAG VILLAGE PKWY
ORANGE PARK FL 32065

B I L L T O 999548
DOUBLE BRANCH CDD
370 OAKLEAG VILLAGE PKWY.
ORANGE PARK FL 32065

LKR/ DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					

[The page contains faint, illegible horizontal lines suggesting ghosting or extremely faded text.]

CUSTOMER SERVICE

INVOICE NUMBER 917 1615502 REMIT TO: UniFirst Corporation
 INVOICE DATE 10/05/20 P.O. BOX 650481
 CUSTOMER# (BILL TO) 999548 Dallas TX 75265
 A/R NUMBER RTE# 02610
 CUSTOMER DOUBLE BRANCH CDD



PAYMENT AMOUNT \$ 9171615502.

- Please Detach and Return With Payment -

UniFirst

UniFirst Corporation
 4251 PERIMETER IND PKWY E JACKSONVILLE

PAGE 001
 FL 32219

INVOICE 917 1615502 DATE 10/05/20 PAYMENT TERMS CHARGE PURCHASE ORDER CONTRACT 668711

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 QTY.	AMOUNT	TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
		4X6H OAKLEAF		3	28.53			3/12	3	
		MAT-4X6 HD GREAT IMP		2	19.02			1/19	2	
		DEFE CHARGE			22.50					
		INVOICE SUB-TOTAL			70.05					
		TOTAL SERVICE CHANGES								

AMOUNT DUE

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

Deliver 11/9/20

SOIL PICK UP COUNT SH PT QT NO

UniFirst's primary concern is the health and safety of our employee Team Partners and our valued customers. Please visit UniFirst.com/CV or UniFirst.CA/CV for a letter from our CEO and President about our response to COVID-19. We have put numerous procedures in place to keep our employee Team Partners and our customers as healthy and safe as possible. We are also very focused on limiting the risk of exposure for our employees - as such, we ask that you work with us to minimize direct contact between our drivers and your staff. Additionally, please contact your local UniFirst location if you become aware of any of your employees testing positive for COVID-19. UniFirst appreciates your business and we strive to earn you as a customer for life.



9171615502.

UniFirst

PAGE 002
FL 02217

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

B I L L T O 999548
DOUBLE BRANCH CDD
370 OAKLEAG VILLAGE PKWY
ORANGE PARK FL 32065

[illegible]

CUSTOMER SERVICE

INVOICE NUMBER 917 1617612 REMIT TO: UniFirst Corporation
 INVOICE DATE 10/12/20 P. O. BOX 650481
 CUSTOMER# (BILL TO) 999548 Dallas TX 75265
 A/R NUMBER RTE# 02610
 CUSTOMER DOUBLE BRANCH CDD



9171617612+

PAYMENT AMOUNT \$

- Please Detach and Return With Payment -

UniFirst

UniFirst Corporation
 4251 PERIMETER IND PKWY E JACKSONVILLE

PAGE 001
 FL 32219

INVOICE DATE PAYMENT TERMS PURCHASE ORDER CONTRACT
 917 1617612 10/12/20 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	28.53			3/12	3	
		MAT-4X6 HD GREAT IMP		2	19.02			3/12	2	
		DEFE CHARGE			22.50					
		INVOICE SUB-TOTAL			70.05					
		TOTAL SERVICE CHANGES								
		AMOUNT DUE								

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

[Signature] 10/27/20

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

SERVICE HEREIN RENDERED IS PURSUANT TO A WRITTEN CONTRACT
 WITH UNIFIRST CORPORATION OR UNIFIRST HOLDINGS, INC.

CUSTOMER SERVICE

INVOICE NUMBER
INVOICE DATE
CUSTOMER# (BILL TO)
A/R NUMBER
CUSTOMER

917 1619736
10/19/20
999548

REMIT TO:

UniFirst Corporation
P.O. BOX 650481
Dallas

TX 75265

RTE# 02610

DOUBLE BRANCH CDD



PAYMENT AMOUNT \$

- Please Detach and Return With Payment -

UniFirst

UniFirst Corporation
4251 PERIMETER IND PKWY E JACKSONVILLE

PAGE 001
FL 32219

INVOICE DATE PAYMENT TERMS PURCHASE ORDER CONTRACT
917 1619736 10/19/20 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	28.53			3/12	3	
		MAT-4X6 HD GREAT IMP		2	19.02			1/19	2	
		DEFE CHARGE			22.50					
		INVOICE SUB-TOTAL			70.05					

TOTAL SERVICE CHANGES

AMOUNT DUE

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

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



Invoice

Invoice #: 4047

Date: 11/01/20

Customer PO:

DUE DATE: 12/01/2020

BILL TO

Oakleaf - Double Branch CDD
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

#2029 - Standard Maintenance Contract November 2020

AMOUNT

\$31,536.08

Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

\$31,536.08

Code to:

2-320-572-4620

Double Branch Landscape Maintenance

RECEIVED

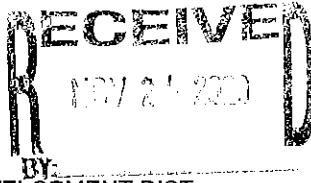
NOV 16 2020

642 (8)



**Reemployment Tax
Reimbursement Invoice
DUE IMMEDIATELY**

RT-29
R. 04/17
Page 1 of 2
11/17/2020



DOUBLE BRANCH COMMUNITY DEVELOPMENT DIST
475 W TOWN PL STE 114
ST AUGUSTINE FL 32092-3649

RT Account # : 9980250
Business Partner # : 1571579
Contract Object # : 14417726
FEIN : 03-0468920
Reporting Period Beginning : 07/01/2020
Reporting Period Ending : 09/30/2020

Mailed on or before : 11/25/2020

The total amount due must be paid within 30 days of the "Mailed on or before" date shown above. If payment is late, interest will be charged.

826 (B)
2,310,573,810

Benefits are charged in proportion to wages paid by each employer during the claimant's base period. Your share must be reimbursed to the Unemployment Compensation Trust Fund. Benefits are charged according to the date the benefits are paid, not according to the date of the claimed week of unemployment. A claimant has one year from the filing date of the claim in which to receive available benefits. Because of the definition of base period it is possible for an employer to be invoiced for benefits based on wages paid two and one-half years prior to the date of the charge. Once benefits are paid, the fund must be reimbursed regardless of the success of any protest or appeal. There are no provisions in the Reemployment Assistance Program Law (Chapter 443, Florida Statutes) to relieve an employer of the requirement to reimburse for benefits charged.

This invoice is conclusive and binding for all purposes of the Florida Reemployment Assistance Program Law unless a written request for reconsideration is submitted within twenty (20) days from the "Mailed on or before" date shown above. Your request must state the basis for your protest to the charge and must be in writing directed to:

Department of Economic Opportunity
Reemployment Assistance Program
Employer Protest Unit
PO Box Drawer 5250
Tallahassee, FL 32314-5250

You may also protest online by logging in to your employer portal at <https://connect.myflorida.com/Employer/Core/Login.ASPX>. Go to the Employer's home page and click on the "Benefit Charge Protest" link. For questions, contact the Reemployment Assistance Program at 1-877-846-8770. In addition, you may also fax your request to 1-877-934-1504, Attn: Employer Protest Unit.

If you ARE a journal transfer account:

- DO NOT return payment coupon below.
- Journal Transfer #: 40-50-2-767002-40200200-00-000300-00
- Object Code #: 003000

If you ARE NOT a journal transfer account, mail payment with attached payment coupon to:

Florida Department of Revenue
5050 W Tennessee St
Tallahassee, FL 32399-0110

Make check or money order payable to Florida U.C. Fund.

**Florida Department of Revenue
RT Bill Payment Coupon**

Detach and return this portion with your payment.
If you are paying more than one bill, enclose all bill payment coupons.

DR-100U
R. 01/13

Date of Notice : 11/17/2020
Reporting Period : 09/30/2020
Tax : Reemployment Tax
RT Account # : 9980250
Business Partner # : 1571579
Contract Object # : 14417726

DOUBLE BRANCH COMMUNITY DEVELOPMENT DIST
475 W TOWN PL STE 114
ST AUGUSTINE FL 32092-3649

See back for payment options and instructions for completing a machine-readable form.

Make check or money order payable to: **FLORIDA U.C. FUND**

Total Due : \$ 1,244.38
Additional Interest/Penalty: \$

Florida Department of Revenue
5050 W Tennessee St
Tallahassee FL 32399-0110

Amount Enclosed:

1	2	4	4	3	8
---	---	---	---	---	---

 US Dollars

0	0	0	0	0	0
---	---	---	---	---	---

 Cents

**Reimbursement Invoice
Charge Statement
(Please keep for your records.)**

**RT-29
R. 04/17
Page 2 of 2
11/17/2020**

RT Account # : 9980250
Business Partner # : 1571579

•	Claimant's Name	Social Security Number	Expiration Date of Claim	# Weeks of Benefits Paid in Quarter	Charges to Your Account
	John Powers Young	XXX-X2-3710	03/28/2021	18	31.56
	joy c kirk	XXX-X0-5252	04/04/2021	2	32.82
	Vanessa L Mowe	XXX-X3-7780	04/18/2021	5	1,180.00
Total this page					\$1,244.38
TOTAL THIS INVOICE					\$1,244.38

Do not remit less than \$1.00

- Location Code listed on Determination of Reemployment Assistance Claim Filed (Form UCB-412) Charges to your account:
A = Correction to charges in prior quarters.
CR = Credit reducing or removing benefit charges in prior quarters.
EB = Extended Benefits

Journal Transfer #: 40-50-2-767002-40200200-00-000300-00
Object Code #: 003000

Payment Options (U.S. Funds Only)

Check or Money Order:

Make check or money order payable to Florida U.C. Fund.

- Write your reporting period and RT Account # (see front of coupon) on your check or money order.
- Mail check or money order with your bill payment coupon in the enclosed return envelope.

Online e-Check or Credit Card:

- Initiate payment online at www.floridarevenue.com
- Print and retain the confirmation page for your records.
- Do **NOT** send bill payment coupon to the Department.

Social security numbers (SSNs) are used by the Florida Department of Revenue as unique identifiers for the administration of Florida's taxes. SSNs obtained for tax administration purposes are confidential under sections 213.053 and 119.071, Florida Statutes, and not subject to disclosure as public records. Collection of your SSN is authorized under state and federal law. Visit our Internet site at www.floridarevenue.com and select "Privacy Notice" for more information regarding the state and federal law governing the collection, use, or release of SSNs, including authorized exceptions.

Instructions for Completing a Machine-Readable Form

Use black ink. Example A - Handwritten Example B - Typed

0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---



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

INVOICE

Invoice #	543261
Account #	708477
Invoice Date	12/1/2020
Due Date	12/11/2020
Rep	MAS

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

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

Purchase Order Number	Terms	Invoice Date Reflects Month of Service Provided
	NET 10 DAYS	
Item	Description	Amount
	Monthly Water Management Service (R) For Service Date: 10/09/2020 Code to: 2-320-572-4680 Double Branch Lake Maintenance Customer Total Balance \$6,210.00	2,070.00
Please confirm your bank bill payer amount matches your invoice amount if you use a bank bill payer service. Thank you!		Total Invoice \$2,070.00

To help ensure prompt and accurate credit to your account, please include your account number and invoice number on your check and always include your remittance stub with your payment.

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

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT

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

Amount Enclosed

Invoice #	543261
Account #	708477
Date	12/1/2020

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

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

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



IF PAYING BY CREDIT CARD, FILL OUT BELOW		
Mastercard	Visa	American Express
Card #		
Card Verification #		
Exp. Date #		
Print Name		
Billing Address:	Check box if same as above	
Signature		

Clay County Sheriff's Office

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

RECEIVED

NOV 30 2020

INVOICE

INVOICE DATE: NOVEMBER 30, 2020
WEEK OF 11/23 -11/29/20 2020

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

FOR:
Oakleaf Amenities Manager
and
Brian Sanchez

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
11/23/20	JENNIFER COOPER	1645-2245	6	30.00	180.00
11/24/20	JEFFERY HOLMES	1800-2400	6	30.00	180.00
11/25/20	BRYAN SMITH	1600-2100	6	30.00	180.00
11/27/20	EVA SOLIS	1630-2230	6	30.00	180.00
11/27/20	ANTONY PENA	1600-2200	6	30.00	180.00
11/28/20	JENNIFER COOPER	1700-2300	6	30.00	180.00
11/28/20	BEN SIMMONS	1630-2230	6	30.00	180.00
11/29/20	BRYAN SMITH	2100-0000	6	30.00	180.00
DEPUTY SIGNATURE: TOTAL					1440.00
					<i>= \$ 720</i>

Make all checks payable to Deputy name and mail to the Sheriff's Office C/O ANGEL ALBRITTON

THANK YOU FOR YOUR BUSINESS!

*dos (B)**2,320.572, 34570*

Clay County Sheriff's Office

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

INVOICE**RECEIVED**

INVOICE DATE: DECEMBER 7, 2020
WEEK OF 11/30 -12/7/ 2020

DEC 07 2020

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

FOR:
Oakleaf Amenities Manager
and
Brian Sanchez

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
11/30/20	BRYAN SMITH	1600-2100	6	30.00	180.00
12/1/20	MATT WILLIAMS	1610-2210	6	30.00	180.00
12/3/20	ANTONY PENA	1600-2100	6	30.00	180.00
12/4/20	ANTONY PENA	1700-2300	6	30.00	180.00
12/4/20	EVA SOLIS	1700-2300	6	30.00	180.00
12/5/20	BEN SIMMONS	1530-2130	6	30.00	180.00
12/5/20	ANTONY PENA	1600-2200	6	30.00	180.00
12/6/20	BRYAN SMITH	1600-2200	6	30.00	180.00
12/2/20	Eva Solis	1700-2300	6	30.00	180.00
	Updated thank you				
DEPUTY SIGNATURE: TOTAL					1620.00/2 = = \$810.00

Make all checks payable to Deputy name and mail to the Sheriff's Office C/O ANGEL ALBRITTON

THANK YOU FOR YOUR BUSINESS!

208 (B)
8.320.572.34570



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

Invoice

Date 12/1/2020

Invoice # 131295596603

Terms	Net 20
Due Date	12/21/2020
PO #	

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	1	ea	1,999.31
Fuel Surcharge	Fuel/Environmental Transit Fee	1	ea	108.18
<div>RECEIVED DEC 01 2020 BY: _____</div>				

A prepayment discount of 5% is available if the entire amount for 2021 is paid by December 31st, 2020. Please contact us at ar@poolsure.com or 1-800-858-POOL(7665) if you have any questions.

Total 2,107.49
Amount Due \$2,107.49

186 @
2,320,572.463

Remittance Slip

Customer
13OAK102
Invoice #
131295596603

Amount Due \$2,107.49

Amount Paid _____

Make Checks Payable To

Poolsure
PO Box 55372
Houston, TX 77255-5372



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 # 14577A

Date: 18-Nov-2020

Payment is due within 30 days of invoice date.

RECEIVED

DEC 03 2020

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 BI-MONTHLY PM 4 TREADMILLS 3 ELLIPTICALS 2 BIKES 1 ROWER 1 MULTI STATION 10 SINGLE STATIONS \$288.00 TAX EXEMPT JAY 904-562-0249

Description	Part #	Part Cost	QTY	Total
PM - FLAT RATE: TRAVEL + FIRST HOUR LABOR		288.00	1.00	288.00
Comments:			Parts Total	288.00
			Tax	0.00
			Balance	288.00

Technician: FRANK HARDY

Thank you for your business.

Code to:

Double Branch Facility Maintenance - Preventative

2-320-572-4661

294 B

Toole Technologies, Inc.

4134 Carriage Crossing Lane
Orange Park, FL 32065

WO4362
08/27/2020
0
08/27/2020

RECEIVED

DEC 03 2020

Oakleaf Phase 1 Office
manager@oakleafresidents.com
382 Oakleaf Village Pkwy
Orange Park, FL, 32065

Chemical coil cleaning	1	\$400.00	\$400.00*
Chemically cleaned two coils on the office outside condensing unit. Started and checked system for proper operation.			
Parts Subtotal			\$400.00

Subtotal \$400.00

Payment Details

Please call the office at (904) 278-5938 to make a payment.

\$400.00

\$0.00

\$400.00

Comments

Recommend purchasing an Annual Seasonal Tuneup

Code to:

Double Branch Repair and Replacements

2.320.57200.63100

815 (B)

Toole Technologies, Inc.

4134 Carriage Crossing Lane
Orange Park, FL 32065

RECEIVED

DEC 03 2020

WO4515
12/02/2020
0
12/02/2020

Oakleaf Fitness Center
manager@oakleafresidents.com
382 Oakleaf Village Pkwy
Orange Park, FL, 32065

Time delay Relay Installation 2 \$225.00 \$450.00'
Installed a time delay relay board for the compressor contactor circuit. Started and checked the operation

Parts Subtotal \$450.00

Keith Toole	4	\$0.00	\$0.00*
Chris Jannson	2	\$0.00	\$0.00*
Jordan Toole	2	\$0.00	\$0.00*
Labor Subtotal			\$0.00

Subtotal \$450.00

Payment Details

Please call the office at (904) 278-5938 to make a payment.

\$450.00

\$0.00

\$450.00

Code to:

Comments

Double Branch Repair and Replacements

Recommend purchasing an Annual Seasonal Tuneup

2.320.57200.63100

815 (B)



Eight Tower Bridge
161 Washington Street, Suite 600
Conshohocken, PA 19428
(866) 703-7666

Invoice Date
12/06/2020

Invoice Number
10747701

Double Branch Community Development
370 Oakleaf Village Parkway
Orange Park, FL 32065

RECEIVED

DEC 16 2020

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:

(USD) **\$4,235.79**

Terms:

Due Upon Receipt

Service Location: AB364297 Customer: AB364297 Billing Period: 11/01/2020 - 11/30/2020

DOUBLE BRANCH

370 OAKLEAF VILLAGE PKWY
Orange Park, FL 32065-4259

Description	Quantity	UOM	Price	Amount
Overtime Guard - Dimuna, Abanus	141.00	Hours		0.00
Overtime Guard - MELSON, LISA	161.00	Hours		0.00
Guard Services	1.00	EA	4,235.79	4,235.79
Total Hours	302.00			0.00
Subtotal				4,235.79
Sales Tax Subtotal				0.00
Total for - DOUBLE BRANCH				4,235.79

APPROVED

Code to:

Double Branch Security

2-320-572-345

506 B

Subtotal	
	\$4,235.79
Sales Tax	
	\$0.00
Total Amount Due:	
(USD)	\$4,235.79



Invoice Date
12/06/2020

Invoice Number
10747701

Invoice NO. 10747701

Customer: AB364297 Double Branch Community Development

Page 1 of 1

Description			Quantity		Bill Rate		Extension	
Work Date	Post Description	Employee Name	In Time	Out Time	Lunch	Hours	Hours Type	
Overtime Guard - Dimuna, Abanus						141.00	\$0.00	\$0.00
11/01/20	Roover 900	Abanus Dimuna	13:00	0:00		11.00	Hourly-Regular	
11/02/20	Roover 900	Abanus Dimuna	0:00	1:00		1.00	Hourly-Regular	
11/02/20	Roover 900	Abanus Dimuna	15:00	0:00		9.00	Hourly-Regular	
11/03/20	Roover 900	Abanus Dimuna	15:00	0:00		9.00	Hourly-Regular	
11/08/20	Roover 900	Abanus Dimuna	13:00	0:00		11.00	Hourly-Regular	
11/09/20	Roover 900	Abanus Dimuna	0:00	1:00		1.00	Hourly-Regular	
11/09/20	Roover 900	Abanus Dimuna	15:00	0:00		9.00	Hourly-Regular	
11/10/20	Roover 900	Abanus Dimuna	15:00	0:00		9.00	Hourly-Regular	
11/15/20	Roover 900	Abanus Dimuna	13:00	0:00		11.00	Hourly-Regular	
11/16/20	Roover 900	Abanus Dimuna	0:00	1:00		1.00	Hourly-Regular	
11/16/20	Roover 900	Abanus Dimuna	15:00	0:00		9.00	Hourly-Regular	
11/17/20	Roover 900	Abanus Dimuna	15:00	0:00		9.00	Hourly-Regular	
11/22/20	Roover 900	Abanus Dimuna	13:00	0:00		11.00	Hourly-Regular	
11/23/20	Roover 900	Abanus Dimuna	0:00	1:00		1.00	Hourly-Regular	
11/23/20	Roover 900	Abanus Dimuna	15:00	0:00		9.00	Hourly-Regular	
11/24/20	Roover 900	Abanus Dimuna	15:00	0:00		9.00	Hourly-Regular	
11/29/20	Roover 900	Abanus Dimuna	13:00	0:00		11.00	Hourly-Regular	
11/30/20	Roover 900	Abanus Dimuna	0:00	1:00		1.00	Hourly-Regular	
11/30/20	Roover 900	Abanus Dimuna	15:00	0:00		9.00	Hourly-Regular	
Overtime Guard - MELSON, LISA						161.00	\$0.00	\$0.00
11/01/20	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular	
11/04/20	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
11/05/20	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
11/06/20	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
11/07/20	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular	
11/07/20	Roover 900	LISA MELSON	13:00	0:00		11.00	Hourly-Regular	
11/08/20	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular	
11/11/20	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
11/12/20	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
11/13/20	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
11/14/20	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular	
11/14/20	Roover 900	LISA MELSON	13:00	0:00		11.00	Hourly-Regular	
11/15/20	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular	
11/18/20	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
11/19/20	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
11/20/20	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
11/21/20	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular	
11/21/20	Roover 900	LISA MELSON	13:00	0:00		11.00	Hourly-Regular	
11/22/20	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular	
11/25/20	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
11/26/20	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Hol Worked 1.5	
11/27/20	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
11/28/20	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular	
11/28/20	Roover 900	LISA MELSON	13:00	0:00		11.00	Hourly-Regular	
11/29/20	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular	
Guard Services						1.00	\$4,235.79	\$4,235.79
Total Hours						302.00		\$0.00
							Revenue Total	\$4,235.79
							Tax Total	\$0.00
							Grand Total	\$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: SSI09867
Invoice Date: 12/11/2020

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

RECEIVED

DEC 11 2020

Due Date 12/26/2020
Terms Net 15 Days

Customer ID C0000168
P.O. Number
P.O. Date 12/11/2020
Our Order No
SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee- NOVEMBER 2020		208	208	5.00	1,040.00
Fees-2nd Employment Scheduling		15	15	25.00	375.00

$1,040.00 / 2 = 520$
 $375.00 / 2 = 187.5$

295 (B)

2,320.572.31570

Amount Subject to Sales Tax US0
Amount Exempt from Sales Tax 1,415.00

Subtotal: 1,415.00
Invoice Discount: 0.00
Tax: 0.00

Total USD: 1,415.00 $/2 = 707.5$

OAKLEAF PLANTATION CDD	11/1/2020	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	11/3/2020	6028	WILLIAMS, MATTHEW L	6.00
OAKLEAF PLANTATION CDD	11/4/2020	6028	WILLIAMS, MATTHEW L	6.00
OAKLEAF PLANTATION CDD	11/5/2020	7223	SOLIS, EVA	6.00
OAKLEAF PLANTATION CDD	11/6/2020	6584	BURNS, MIACHEL	6.00
OAKLEAF PLANTATION CDD	11/6/2020	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	11/7/2020	6584	BURNS, MIACHEL	6.00
OAKLEAF PLANTATION CDD	11/7/2020	6028	WILLIAMS, MATTHEW L	6.00
OAKLEAF PLANTATION CDD	11/8/2020	6584	BURNS, MIACHEL	6.00
OAKLEAF PLANTATION CDD	11/9/2020	6028	WILLIAMS, MATTHEW L	6.00
OAKLEAF PLANTATION CDD	11/10/2020	6534	SIMMONS, BENJAMIN A	5.00
OAKLEAF PLANTATION CDD	11/11/2020	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	11/12/2020	6267	HOLMES, JEFFREY R	6.00
OAKLEAF PLANTATION CDD	11/13/2020	6267	HOLMES, JEFFREY R	6.00
OAKLEAF PLANTATION CDD	11/13/2020	7420	PENA, ANTHONY	6.00
OAKLEAF PLANTATION CDD	11/14/2020	6267	HOLMES, JEFFREY R	6.00
OAKLEAF PLANTATION CDD	11/14/2020	6534	SIMMONS, BENJAMIN A	6.00
OAKLEAF PLANTATION CDD	11/15/2020	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	11/16/2020	6584	BURNS, MIACHEL	6.00
OAKLEAF PLANTATION CDD	11/17/2020	6584	BURNS, MIACHEL	6.00
OAKLEAF PLANTATION CDD	11/18/2020	6028	WILLIAMS, MATTHEW L	6.00
OAKLEAF PLANTATION CDD	11/19/2020	7223	SOLIS, EVA	6.00
OAKLEAF PLANTATION CDD	11/20/2020	6534	SIMMONS, BENJAMIN A	6.00
OAKLEAF PLANTATION CDD	11/20/2020	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	11/21/2020	6534	SIMMONS, BENJAMIN A	6.00
OAKLEAF PLANTATION CDD	11/22/2020	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	11/23/2020	7695	VOLLER, DAVID	5.00
OAKLEAF PLANTATION CDD	11/24/2020	6267	HOLMES, JEFFREY R	6.00
OAKLEAF PLANTATION CDD	11/25/2020	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	11/27/2020	7223	SOLIS, EVA	6.00
OAKLEAF PLANTATION CDD	11/27/2020	7420	PENA, ANTHONY	6.00
OAKLEAF PLANTATION CDD	11/28/2020	6534	SIMMONS, BENJAMIN A	6.00
OAKLEAF PLANTATION CDD	11/28/2020	6584	BURNS, MIACHEL	6.00
OAKLEAF PLANTATION CDD	11/29/2020	6839	SMITH, BRYAN	6.00

OAKLEAF PLANTATION CDD	11/30/2020	6839	SMITH, BRYAN	6.00
			TOTAL	208.00



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

Statement Date: 12/08/2020

GROUP BILLING

Page 1



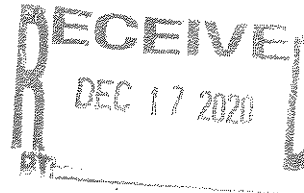
Web Address
 clayelectric.com

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	8763369	10/31/2020	11/30/2020	623.00	-623.00	.00	499.00	499.00
							Subtotal	499.00

2 (B)
 2,800.202.102

Nov electric-fines



* 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 10995
Clay Electric Cooperative, Inc.
 P.O. Box 308
 Keystone Heights, Florida 32656-0308

2

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 499.00

Due Date 12/29/2020

Total Amount Due 499.00



102276-09A
 DOUBLE BRANCH COMM DEV DIST
 475 W TOWN PL STE 114
 SAINT AUGUSTINE FL 32092-3649

00000003



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

Statement Date: 12/08/2020

GROUP BILLING DETAIL

Page 2



Web Address
clayelectric.com

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	11/30/2020	86919	91762	1	4843	31	8763369	13794545
			Previous Bill Amount					623.00	
			Invoice Payment					-623.00	
			Previous Balance					.00	
Dem Read	18.250		Energy					393.74	
Dem Use	18.250		Access Charge					23.00	
			Power Cost Adjustment X 4843 KWH					55.21	
			FLA Gross Receipts Tax					12.10	
			Clay Co Public Ser Utility Tax					14.10	
			Operation Round Up					0.85	
						CURRENT CHARGES		499.00	
						TOTAL DUE		499.00	
Sub-Group # 1 Current Charges									499.00



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
796672	1
12/04/2020	

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
739769	DOUBLE BRANCH	UPS LTL-FRT- EXC	NET 30	SHOPPING CART

Item	Description	U/M	Order	Ship	B/O	Net Price	Extended
EW3000MAX	MAX ROLL	CSE	10	10		57.5000	575.00
	Tracking/Pro #:969779646						
	***** * **PLEASE PAY WITHIN TERMS** * WE ACCEPT ALL MAJOR CREDIT CARDS * VISA - MASTERCARD - DISCOVER * AMERICAN EXPRESS * PLEASE CALL 781-593-4000 TO PAY **PLEASE NOTE** Due to high demand of sanitizing and disinfecting products, all hand sanitizer and disinfecting wipes sales are final. All refused shipments are subject to a 15% restocking fee.						
	Code to:						
	Double Branch Fitness Center Janitorial						
	2-330-572-611000						
	261(B)						
	<div style="text-align: center;"> RAGS • TOWELS • PAPER WIPERS <i>Thank You For Your Business</i> </div>						

RECEIVED
 DEC 16 2020

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:	Shipping:	130.00
1/03/2021		
Please Remit To:	Deposits:	.00
19 Bennett St		
Lynn MA 01905	Balance:	705.00

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

Invoice

Invoice #: 2173
Invoice Date: 12/1/20
Due Date: 12/1/20
Case:
P.O. Number:

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

RECEIVED
DEC 10 2020

Description	Hours/Qty	Rate	Amount
Recreation - Facility Management - Oakleaf Plantation - December 2020		14,873.95	14,873.95
2, 310, 513, 3400			
(B)			
92			

Total \$14,873.95

Payments/Credits \$0.00

Balance Due \$14,873.95

Rnw
12, 3, 20

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

Invoice

Invoice #: 2174
Invoice Date: 11/13/20
Due Date: 11/13/20
Case:
P.O. Number:

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

RECEIVED

DEC 14 2020

Description	Hours/Qty	Rate	Amount
Facility Maintenance October 1 - October 31, 2020		11,325.36	11,325.36
Maintenance Supplies		1,808.43	1,808.43
Facility Maint. - General 2,572,4660		\$ 3625.00	
Facility Maint. - Contingency 2,572,4662		\$ 2895.00	
Lighting Repairs 2,320,572,4663		\$ 708.00	
Common Area Maint, 2,572,4640		\$ 3630.00	
Repairs / Replace 2,572,6310		\$ 2275.79	
92 (B)			

Total \$13,133.79

Payments/Credits \$0.00

Balance Due \$13,133.79

Rnw
11/18/20

**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF OCTOBER 2020**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
10/1/20	6	E.T.	Fill drain water storm at community park, replace lime rock in pool equipment pac
10/1/20	8	T.C.	Pressure washed water fountain at amenity center entrances
10/1/20	6	G.S.	Removed all debris in common areas, cut down large trees in park
10/2/20	8	T.C.	Worked on special playground project
10/5/20	4	T.C.	Worked on special playground project
10/5/20	7	G.S.	Removed all debris in common areas and ponds
10/6/20	8	E.T.	Replace lime rock in pool equipment pac, replace photo sensor at community entrance sign, replace light at Waverly Park, prim up water fall pump
10/6/20	8	T.C.	Moved rock from amenity center to special playground project, moved rock from amenity center to pool pac area
10/6/20	3	G.S.	Removed all debris in common areas and ponds
10/7/20	8	E.T.	Clean pool filters on lap pool and spray ground, fill in trench at playground and level out play area, install plastic barrier around play area
10/7/20	8	T.C.	Worked on special playground project
10/7/20	5	G.S.	Removed all debris in common areas
10/7/20	7	L.N.	Worked on playground project
10/7/20	8	S.A.	Cover up trenches from french drain in park, cut out tree root
10/8/20	8	T.C.	Pressure washed entrance signs and planters at amenity center steps
10/8/20	5	G.S.	Removed all debris in common areas and ponds, cleaned up deceased animal from road
10/9/20	4	E.T.	Set up for movie night, replaced light at front entrance columns, prim up water fall pump
10/9/20	8	T.C.	Pressure washed entrance signs
10/9/20	4	L.N.	Removed debris at Cannons Point, the Oaks, Fall Creek, Nature's Hammock, Timberfield, Silverleaf, Litchfield and Waverly, set up for movie night
10/9/20	7	S.A.	Picked up supplies, repaired pressure washer, inspected entry lights, set up movie screen and backdrop
10/12/20	7	G.S.	Removed all debris in common areas, cleaned up and removed deceased animal at school
10/12/20	7	L.N.	Paint and prep signs at Cannons Point, Fall Creek, Nature's Hammock and Waverly
10/12/20	4	S.A.	Fill in trenches at park, cut out tree roots in fence path
10/13/20	4	E.T.	Clean pool filters on spray ground and family pool, install sod on playground and level out mulch
10/13/20	2	T.C.	Installed new street sign
10/13/20	3	G.S.	Removed all debris in common areas and ponds
10/14/20	4	E.T.	Cut down dead trees along roadway, prim up water fall pump, replace light on entrance column
10/14/20	4	T.C.	Cleaned and filled fountain by office, lay sod at dog park
10/14/20	6	G.S.	Removed all debris in common areas, treated fire ant mounds in parks
10/14/20	7	L.N.	Paint and prep signs at Highland Mill, Hearthstone, Pebblecreek, Silverleaf and Worthington Oaks
10/14/20	8	S.A.	Prep and paint signs
10/15/20	4	G.S.	Removed all debris in common areas, treated fire ant mounds in parks
10/16/20	8	E.T.	Removed broken fence at playground, put up caution banner around drain cover at park, level out playground mulch
10/16/20	8	T.C.	Lake inspections, check intakes and outfalls, removed debris from lakes
10/16/20	4	L.N.	Removed debris at Cannons Point, the Oaks, Fall Creek, Nature's Hammock, Timberfield, Silverleaf, Litchfield and Waverly
10/19/20	8	T.C.	Painted and sealed posts at dog park
10/19/20	7	G.S.	Removed all debris in common areas
10/20/20	8	E.T.	Light inspection around ball park, removed dead tree limb from tree at ball park, clean pool filters on lap pool and spray ground
10/20/20	8	T.C.	Light inspection - repaired lights around track, trimmed limbs and removed from track area
10/20/20	3	G.S.	Removed all debris in common areas
10/20/20	4	L.N.	Cut trees around track, take tape down from all signs that was painted
10/21/20	8	E.T.	Paint fence post at dog park
10/21/20	5	G.S.	Removed all debris in common areas, treated fire ant mounds in parks
10/22/20	8	T.C.	Pressure washed duck bridges, pressure washed entrance signs
10/22/20	6	G.S.	Removed all debris in common areas, cleaned up dump site at county line, chainsaw maintenance
10/23/20	4	E.T.	Put up Community Garage Sale signs, removed debris along Loop Road
10/23/20	3	L.N.	Removed debris at track, field house, Cannons Point, Fall Creek, Nature's Hammock, Waverly, Worthington Oaks, Piedmont, Hearthstone, Pebble Creek and Stonebrier
10/26/20	7	G.S.	Removed all debris in common areas
10/27/20	2	T.C.	Cleaned and filled fountain by office

GMS

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF OCTOBER 2020

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
10/27/20	2	G.S.	Removed all debris in common areas
10/28/20	5	G.S.	Removed all debris in common areas
10/28/20	4	L.N.	Installed windscreen around new shop area
10/29/20	3	T.C.	Cut down and removed fallen tree limbs at park
10/29/20	5	G.S.	Removed all debris in common areas
10/30/20	8	T.C.	Stained and sealed fence posts at dog park
10/30/20	5	L.N.	Removed debris at track, field house, Cannons Point, Fall Creek, Nature's Hammock, Waverly, Worthington Oaks, Piedmont, Hearthstone, Pebble Creek and Stonebrier
TOTAL	<u>318</u>		
MILES	<u>439</u>		

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

MAINTENANCE BILLABLE PURCHASES

Period Ending 11/05/20

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DB				
DOUBLE BRANCH				
	10/6/20	6x8x8 (2)	97.91	J.S.
	10/6/20	4x4x8 (11)	219.73	J.S.
	10/6/20	7" Metal Cutting Blade (2)	3.45	J.S.
	10/6/20	Fence Staples 1 Box	17.19	J.S.
	10/6/20	4x4x8 (20)	399.61	J.S.
	10/7/20	6-1/2" Framing Blade	2.60	J.S.
	10/7/20	6-1/2" Metal Cutting Blade	3.42	J.S.
	10/7/20	80lb Sakrete (14)	80.02	J.S.
	10/9/20	Paint Liner 3pk (3)	14.73	S.A.
	10/9/20	Quart Paint Stick	1.13	S.A.
	10/9/20	2" Flat Paint Brush (6)	22.66	S.A.
	10/9/20	4" Foam Rollers 5pk	10.32	S.A.
	10/9/20	Painters Tape	9.17	S.A.
	10/9/20	Sevin Dust Bug Killer	4.01	J.S.
	10/13/20	Screw Driver	18.37	G.S.
	10/13/20	Cutting Wheels (2)	6.21	G.S.
	10/13/20	Cutting Wheels (4)	15.96	G.S.
	10/13/20	Insect Spray	2.27	G.S.
	10/13/20	Fire Ant Poison (6)	79.14	G.S.
	10/15/20	RCP Maximizer Mop Refill	11.17	T.C.
	10/15/20	Blend Mop Refill	9.17	T.C.
	10/15/20	20pk Terry Towels	11.47	T.C.
	10/15/20	HD Glass Window Cleaner	1.20	T.C.
	10/15/20	10W (75W) Dim LED 2pk	11.85	T.C.
	10/15/20	Clean Eraser 3ct	2.86	T.C.
	10/15/20	Hose to Hose Fitting for PW	6.87	T.C.
	10/15/20	4x8 Plywood (2)	82.69	J.S.
	10/18/20	Deck/Fence Stain (4)	151.66	J.S.
	10/20/20	Liquid Nails	5.99	J.S.
	10/20/20	7 Outlet Surge Protector	11.49	J.S.
	10/20/20	12 Outlet Surge Protector	56.32	J.S.
	10/21/20	Roach & Ant Spray (2)	10.28	G.S.
	10/21/20	Fire Ant Poison (4)	52.76	G.S.
	10/21/20	Fire Ant Bait	22.97	G.S.
	10/23/20	Safety Eyewear	6.31	T.C.
	10/23/20	XL Gloves	13.78	T.C.
	10/23/20	Large Gloves	6.89	T.C.
	10/23/20	12pk Water	1.71	T.C.
	10/24/20	65' Combo Level	85.68	J.S.
	10/27/20	32oz Spray Bottle	3.77	T.C.
	10/27/20	Roundup Weed Killer	11.20	T.C.
	10/27/20	Wrenchette for Disposal	9.18	T.C.
	10/27/20	Lenton Multi Cleaner	10.83	T.C.
	10/29/20	Fire Ant Poison (3)	39.57	G.S.
	10/29/20	Ant Bait (4)	91.86	G.S.
	10/29/20	PVC Glue	5.74	J.S.
	10/29/20	Milwaukee Concrete Bit	8.90	J.S.
	10/29/20	Bernzomatic Torch Head	21.84	J.S.
	11/2/20	Tapcon Red Head Drill Bit 1/2x10SDS	9.71	T.C.
	11/2/20	Wood Restore DRK Walnut Finish	5.74	T.C.
	11/2/20	Nitrile Gloves 60pk	17.20	T.C.
	11/3/20	1 1/2" PVC Union (2)	2.19	J.S.
	11/3/20	2x1 1/2" Male Threaded PVC Reducer	1.85	J.S.
		TOTAL	\$1,808.43	

Governmental Management Services, LLC1001 Bradford Way
Kingston, TN 37763**Invoice**

Invoice #: 2175

Invoice Date: 12/11/20

Due Date: 12/11/20

Case:

P.O. Number:

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

DEC 17 2020

Description	Hours/Qty	Rate	Amount
Facility Maintenance November 1 - November 30, 2020		7,093.47	7,093.47
Maintenance Supplies		1,303.00	1,303.00
Facility Maint. - General 2,572, 4660 320	\$ 3,377. ⁰⁰		
Facility Maint. - Conting. 2,572, 4662 320	\$ 2,563. ⁰⁰		
Lighting Repairs 2,320, 572, 4663 320	\$ 702. ⁰⁰		
Common Area Maint. 2,572, 4640 320	\$ 767. ⁰⁰		
Repairs / Replace 2,572, 6310 320	\$ 987. ⁴⁷		
92 (B)			
Total			\$8,396.47
Payments/Credits			\$0.00
Balance Due			\$8,396.47

RMW

12,14,20

**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF NOVEMBER 2020**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
11/2/20	7	G.S.	Removed debris from all common areas
11/3/20	4	T.C.	Repaired playground equipment, filled in holes on track with asphalt patch
11/3/20	2	G.S.	Removed debris from all common areas, cleaned up large 200lb deceased animal
11/4/20	4.5	G.S.	Removed debris from all common areas
11/5/20	6	G.S.	Removed debris from all common areas, treated fire ant mounds in parks
11/6/20	5	L.N.	Removed debris at field house, track, Natures Hammock, Fall Creek, The Oaks, Cannons Point, Silverleaf, Pebble Creek, Timberfield, Worthington Oaks, Heartstone and Waverly
11/9/20	8	T.C.	Repaired playground equipment, cleaned and refilled fountain by office, getting holiday lights out of storage for HOA
11/9/20	7	G.S.	Removed debris from all common areas
11/10/20	3	E.T.	Take out holiday lights, box up for each community entry, plan club room for distribution to HOA
11/10/20	8	T.C.	Take out holiday lights from storage for HOA, checked and sorted, repaired and installed replacement digger in park
11/10/20	2	G.S.	Removed debris from all common areas, picked up supplies
11/11/20	5	E.T.	Pull holiday lights and repair, box up lights for community HOA, break up curb in parking lot for expansion, remove fence on outer edge
11/11/20	8	T.C.	Busted up concrete curb on side parking lot
11/11/20	5	G.S.	Removed debris from all common areas
11/11/20	8	L.N.	Jackhammer curves in parking lot, take down fence in parking lot
11/12/20	4	T.C.	Removed and hauled busted up concrete to shop
11/12/20	5	G.S.	Removed debris from all common areas, maintenance work on golf cart
11/13/20	8	E.T.	Vacuum pool slide, pool spray ground shock pool, brush and clean gutter clean filters multiple times, lap pool shock pool, removed debris from pool, and clean up duck feces
11/13/20	4	T.C.	Removed white vinyl fencing on side parking lot
11/13/20	6	L.N.	Removed debris at field house, track, Natures Hammock, Fall Creek, The Oaks, Cannons Point, Silverleaf, Pebble Creek, Timberfield, Worthington Oaks, Heartstone and Waverly
11/16/20	8	T.C.	Take down and remove white vinyl fencing by side parking lot, cut down tree by side parking lot
11/16/20	6.5	G.S.	Removed debris from all common areas
11/17/20	2	E.T.	Clean pool filter on spray ground
11/17/20	3	G.S.	Removed debris from all common areas, treated fire ant mounds
11/18/20	5	G.S.	Removed debris from all common areas, maintenance work on EZ-Go
11/19/20	6	G.S.	Removed debris from all common areas
11/20/20	4	L.N.	Removed debris at field house, track, Natures Hammock, Fall Creek, The Oaks, Cannons Point, Timberfield, Worthington Oaks, Heartstone, Litchfield and Waverly
11/23/20	7	G.S.	Removed debris from all common areas and ponds
11/24/20	2	T.C.	Cleaned and filled fountain by office
11/24/20	3	G.S.	Removed debris from all common areas, maintenance work at soccer fields
11/25/20	5	E.T.	Clean and vacuum family pool, shock pool, brush walls and steps, removed debris, clean gutters and clean pool filter, put up Christmas decorations around community
11/25/20	5	G.S.	Removed debris from all common areas, treated fire ant mounds in parks
11/27/20	4	E.T.	Put up Christmas decorations around community, clean pool filter on lap pool, spray ground pool and family pool
11/27/20	8	T.C.	Put up Christmas lights around community
11/30/20	8	T.C.	Put up Christmas lights around community
11/30/20	7	G.S.	Removed debris from all common areas and ponds
11/30/20	4	L.N.	Check GFI on Christmas decorations at Nature's Hammock, Fall Creek, Cannons Point, Parkview and Plantation Oaks Boulevard

TOTAL 197

MILES 446

*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.446

MAINTENANCE BILLABLE PURCHASES

Period Ending 12/05/20

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DB				
DOUBLE BRANCH				
	11/10/20	HDX 17 gallon Tote (7)	76.31	S.A.
	11/10/20	Box of Sharples	11.47	S.A.
	11/10/20	3/8" Plastic Cable Clamps 15pk (14)	20.81	S.A.
	11/10/20	Inkzall Silver and Gold	4.57	S.A.
	11/10/20	Bleach Disinfectant	4.45	G.S.
	11/10/20	Combo Padlock	21.76	G.S.
	11/10/20	Fire Ant Killer (5)	65.95	G.S.
	11/10/20	Andro Ant Bait (5)	63.08	G.S.
	11/17/20	Ladder Stabilizer	31.61	J.S.
	11/17/20	Hobby Exacto Knife	2.29	J.S.
	11/17/20	Red Marking Paint	3.44	J.S.
	11/17/20	Green Marking Paint	3.44	J.S.
	11/18/20	Hands Free Door Pulls (2)	45.95	J.S.
	11/18/20	Digital In Wall Light Timer (3)	86.18	J.S.
	11/18/20	Locking Flat Outlet Cover (3)	12.04	J.S.
	11/18/20	Sevin Bug Killer	8.02	J.S.
	11/19/20	3/16" Strap Toggle	1.23	J.S.
	11/19/20	25' Outdoor Extension Cord (4)	27.32	J.S.
	11/19/20	Gel Super Glue	1.71	J.S.
	11/19/20	150 light LED c6 Christmas Lights (6)	86.18	J.S.
	11/19/20	White Marking Paint	3.44	J.S.
	11/19/20	Brown Paint	2.29	J.S.
	11/23/20	Zinc Pan Screws 150pc	8.41	T.C.
	11/23/20	Wall Anchor Insert 75pk	3.38	T.C.
	11/23/20	Wall Anchor with Screws 5pc	1.43	T.C.
	11/23/20	1/4" Plastic Cable Clamp 18pk (2)	2.94	T.C.
	11/23/20	3 to 1 Green Adapter (2)	6.70	T.C.
	11/23/20	Electrical Tape	7.37	T.C.
	11/23/20	Plug Countdown 15AMP	12.63	T.C.
	11/23/20	Black Gloves 60pk	17.20	T.C.
	11/23/20	Terry Towels 20pk	11.47	T.C.
	11/25/20	Red Velvet Bows (5)	45.89	T.C.
	11/25/20	Lemon Cleaner	14.44	T.C.
	11/25/20	AAA Batteries 15pk	9.76	T.C.
	11/25/20	AA Batteries 18pk	9.76	T.C.
	11/25/20	Vinyl Gloves 100ct	8.61	T.C.
	11/25/20	Muriatic Acid (8)	91.82	T.C.
	11/27/20	LED White Icicle Lights (2)	45.95	T.C.
	11/27/20	10W(75W) Dim LED 2pk	11.85	T.C.
	11/30/20	Plug Countdown 15AMP	12.63	T.C.
	11/30/20	4'x6' Net Multi-C Lights (6)	103.36	T.C.
	11/30/20	4'x6' Net Cool White Lights (2)	34.45	T.C.
	12/1/20	1-1/2"x3/4" PVC Bushing (3)	3.93	T.C.
	12/1/20	1-1/2"x3/4" Trap Adapter Fitting (3)	5.00	T.C.
	12/1/20	Corner Post Pipe 2-3/8"x6.5" (3)	62.03	T.C.
	12/1/20	4'x6' Mini Multi-C Lights (6)	103.36	T.C.
	12/2/20	All Purpose Light Clips	2.29	T.C.
	12/2/20	Rapid Release Gutter Clips 25ct	7.46	T.C.
	12/3/20	Sprayer Bottle	2.62	T.C.
	12/3/20	25' Poly Tubing	11.17	T.C.
	12/3/20	15amp In Wall Switch Timer	28.67	J.S.
	12/3/20	5/16" Screw Eye (2)	5.84	J.S.
	12/3/20	65' Laser Measure	28.22	J.S.
			0.00	

TOTAL \$1,303.00



PO BOX 2317
Jacksonville, FL 32203-2317

SHIPPED TO:
MIDDLE VILLAGE CDD
370 OAKLEAF VILLAGE PARKWAY
ORANGE PARK FL 32065

RECEIVED

INVOICE DATE 12/09/20
INVOICE NUMBER 589047034
ACCOUNT NUMBER 647283
ORDER NUMBER 34261331

SOLD TO:
MIDDLE VILLAGE CDD
DBA OAKLEAF PLANTATION
370 OAKLEAF PLANTATION PKWY
ORANGE PARK FL 32065

DEC 16 2020

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				
12/08/20	34261331		JAX89	NET 30 DAYS	VERONICA WOOD				
LN	ITEM NO.	CAT	DESCRIPTION	ORDERED	SHIPPED	B/O	UOM	PRICE	EXT AMT T
1	REN06132-WB	8	CONTROLLED HARD ROLL TOWEL NATURAL	14	14	0	CA	44.97	629.58
2	REN14512-CA	8	RENOWN LNR 40X48 12MIC NAT - NATURA	12	12	0	CA	30.35*	364.20
3	REN06125-WB	8	RENOWN SINGLE ROLL BATH TISSUE 2PLY	6	6	0	CA	49.17	295.02
4	REN06003-WB	8	RENOWN GS MULTI-FOLD TOWEL NATURAL	8	8	0	CA	20.52	164.16
5	712222	1	**EEMAX 2.5 GAL WTR HTR 120V	4	4	0	EA	169.00*	676.00

\$7.95 Handling Charge

Code to: Split 50/50 information for this invoice may be found at: www.HomeDepotPro.com/Institutional

Double Branch Repair and Replacements

422 (B) \$1,068.46

2.320.57200.63100

Middle Village Repair and Replacements

NET MERCHANDISE TOTAL	FREIGHT	HANDLING	TAX
34-600-538-64000 2,136.96	0.00	7.95	0.00

INVOICE TOTAL

2,136.91

= 50/50 =
= 1,068.46

RETAIN THIS PORTION OF THE INVOICE FOR YOUR RECORDS

RETURN THIS PORTION WITH YOUR REMITTANCE



ACCOUNT NUMBER	INVOICE DATE	INVOICE NUMBER	INVOICE AMOUNT DUE
647283	12/09/20	589047034	2,136.91

NET
AMOUNT
PAID

BILL TO:

MIDDLE VILLAGE CDD
DBA OAKLEAF PLANTATION
370 OAKLEAF PLANTATION PKWY
ORANGE PARK FL 32065

REMIT TO:

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

CURRENT TERMS AND CONDITIONS APPLY. CLAIMS FOR SHORTAGES OR DAMAGED GOODS MUST BE MADE IMMEDIATELY UPON RECEIPT OF SHIPMENT IN ACCORDANCE WITH CURRENT RETURN GOODS POLICY. NO RETURNS ACCEPTED WITHOUT PRIOR AUTHORIZATION.

Web User

Clay County Sheriff's Office

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

INVOICE

RECEIVED
DEC 21 2020

INVOICE DATE: DECEMBER 21, 2020
WEEK OF 12/14-12/21 2020

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
12/14/20	JEFFERY HOLMES	1645-2245	6	30.00	180.00
12/15/20	MATT WILLIAMS	1620-2200	6	30.00	180.00
12/16/20	EVA SOLIS	1700-2300	6	30.00	180.00
12/17/20	MATT WILLIAMS	1615-2215	6	30.00	180.00
12/18/20	EVA SOLIS	1715-2315	6	30.00	180.00
12/18/20	ANTHONY PENA	1600-2200	6	30.00	180.00
12/19/20	JEFFERY HOLMES	1615-2215	6	30.00	180.00
12/19/20	ANTHONY PENA	1600-2200	6	30.00	180.00
12/20/20	BRYAN SMITH	1600-2200	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 ANGEL ALBRITTON

THANK YOU FOR YOUR BUSINESS!

208 (B)
2,320.572, 34570

Clay County Sheriff's Office

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

INVOICE**RECEIVED**

DEC 14 2020

INVOICE DATE: DECEMBER 14, 2020
WEEK OF 12/7-12/14 2020

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
12/7/20	BRYAN SMITH	1600-2100	6	30.00	180.00
12/9/20	JEFFERY HOLMES	1445-2245	6	30.00	180.00
12/10/20	MATT WILLIAMS	1630-2230	6	30.00	180.00
12/11/20	ANTONY PENA	1700-2300	6	30.00	180.00
12/12/20	JENNEFIR COOPER	1700-2300	6	30.00	180.00
12/13/20	BRYAN SMITH	1530-2130	6	30.00	180.00
DEPUTY SIGNATURE: TOTAL					1080.00 $\frac{1}{2} =$
					$= \$540.00$

Make all checks payable to Deputy name and mail to the Sheriff's Office C/O ANGEL ALBRITTON

THANK YOU FOR YOUR BUSINESS!

208 (B)
2,320.572 34570

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

Invoice

RECEIVED

DEC 10 2020

Bill To:

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

Invoice #: 284
Invoice Date: 12/1/2020
Due Date: 12/1/2020
Case:
P.O. Number:

Description	Hours/Qty	Rate	Amount
Janitorial Services - December 2020		4,251.00	4,251.00
2,320,572,6100 297 (B)			

Total \$4,251.00

Payments/Credits \$0.00

Balance Due \$4,251.00

Rmw
12.3.20



Servicing Plant JACKSONVILLE

FL

Location 917

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

INVOICE DATE	INVOICE #	AMOUNT	CUSTOMER COMMENTS
9/28/20	9171613381	70.05	RECEIVED DEC 16 2020
10/05/20	9171615502	70.05	
10/12/20	9171617612	70.05	
10/19/20	9171619736	70.05	
10/26/20	9171621826	70.05✓	
11/02/20	9171623937	70.05✓	
11/09/20	9171626024	77.55✓	
11/16/20	9171628126	77.55✓	
11/23/20	9171630220	77.55	
Code to:			
2.330.57200.61100			
382 (B)			
Double Branch Fitness Janitorial			
STATEMENT DATE	ACCOUNT #	AMOUNT DUE	
12/01/20	999548	652.95	

CURRENT	30 DAYS	60 DAYS	90 DAYS and OVER
302.70	280.20	70.05	

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
P.O. BOX 650481
Dallas TX 75265

Please return This Stub With Your Payment

REMIT TO:

UNIFIRST CORPORATION
ATTENTION-ACCOUNTS RECEIVABLE
P.O. BOX 650481
Dallas TX 75265

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

Statement Date:
12/01/20
Invoices Paid
Amount Paid
Customer Number
999548

INVOICE NUMBER 917 1613381 REMIT TO: UniFirst Corporation
 INVOICE DATE 9/28/20 P.O. BOX 650481
 CUSTOMER# (BILL TO) 999548 Dallas TX 75265
 A/R NUMBER RTE# 02610
 CUSTOMER DOUBLE BRANCH CDD



PAYMENT AMOUNT \$ 9171613381/

- Please Detach and Return With Payment -

UniFirst

UniFirst Corporation
 4251 PERIMETER IND PKWY E JACKSONVILLE

PAGE 001
 FL 32219

INVOICE DATE PAYMENT TERMS PURCHASE ORDER CONTRACT
 917 1613381 9/28/20 CHARGE 668711

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

BILL TO
 999548
 DOUBLE BRANCH CDD
 370 OAKLEAF 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 QTY.	AMOUNT	TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
		4X6H OAKLEAF		3	28.53			3/12	3	
		MAT-4X6 HD GREAT IMP		2	19.02			1/19	2	
		DEFE CHARGE			22.50					
		INVOICE SUB-TOTAL			70.05					
		TOTAL SERVICE CHARGES								
		AMOUNT DUE								

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

John C. [Signature]
 11:00AM

SOIL PICK UP COUNT SH PT DT NO

UniFirst's primary concern is the health and safety of our employees, Team Partners and our valued customers. Please visit UniFirst.com/CV or UniFirst.CA/CV for a letter from our CEO and President about our response to COVID-19. We have put numerous procedures in place to keep our employee Team Partners and our customers as healthy and safe as possible. We are also very focused on limiting the risk of exposure for our employees - as such, we ask that you work with us to minimize direct contact between our drivers and your staff. Additionally, please contact your local UniFirst location if you become aware of any of your employees testing positive for COVID-19. UniFirst appreciates your business and we strive to earn you as a customer for life.

SERVICE HEREIN RENDERED IS PURSUANT TO A WRITTEN CONTRACT WITH UNIFIRST CORPORATION OR UNIFIRST HOLDINGS, INC.

CUSTOMER SERVICE

INVOICE NUMBER 917 1613381 REMIT TO: UniFirst Corporation
 INVOICE DATE 9/28/20 P.O. BOX 650481
 CUSTOMER# (BILL TO) 999548 Dallas TX 75265
 A/R NUMBER RTE# 02610
 CUSTOMER DOUBLE BRANCH CDD



PAYMENT AMOUNT \$ 9171613381/

- Please Detach and Return With Payment -

UniFirst

UniFirst Corporation
 4251 PERIMETER IND PKWY E JACKSONVILLE

PAGE 002
 FL 32219

INVOICE DATE PAYMENT TERMS PURCHASE ORDER CONTRACT
 917 1613381 9/28/20 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					

SERVICE HEREIN RENDERED IS PURSUANT TO A WRITTEN CONTRACT
 WITH UNIFIRST CORPORATION OR UNIFIRST HOLDINGS, INC.

CUSTOMER SERVICE

851002068 0200 BR Corneley, All rights reserved. 0667

INVOICE NUMBER 917 1615502 REMIT TO: UniFirst Corporation
 INVOICE DATE 10/05/20 P.O. BOX 650481
 CUSTOMER# (BILL TO) 999548 Dallas TX 75265
 A/R NUMBER RTE# 02610
 CUSTOMER DOUBLE BRANCH CDD



PAYMENT AMOUNT \$ 9171615502

- Please Detach and Return With Payment -

UniFirst

UniFirst Corporation
 4251 PERIMETER IND PKWY E JACKSONVILLE

PAGE 001
 FL 32219

INVOICE 917 1615502 DATE 10/05/20 PAYMENT TERMS CHARGE PURCHASE ORDER CONTRACT 668911

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

BILL TO 999548
 DOUBLE BRANCH CDD
 370 OAKLEAF 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	28.53			3/12	3	
		MAT-4X6 HD GREAT IMP		2	19.02			1/19	2	
		DEFE CHARGE			22.50					
		INVOICE SUB-TOTAL			70.05					
		TOTAL SERVICE CHANGES								

AMOUNT DUE

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

Deliver 11/4/20

SOIL PICK UP COUNT SH PT QT NO

UniFirst's primary concern is the health and safety of our employee Team Partners and our valued customers. Please visit UniFirst.com/CV or UniFirst.CA/CV for a letter from our CEO and President about our response to COVID-19. We have put numerous procedures in place to keep our employee Team Partners and our customers as healthy and safe as possible. We are also very focused on limiting the risk of exposure for our employees - as such, we ask that you work with us to minimize direct contact between our drivers and your staff. Additionally, please contact your local UniFirst location if you become aware of any of your employees testing positive for COVID-19. UniFirst appreciates your business and we strive to earn you as a customer for life.

INVOICE NUMBER 917 1615502 REMIT TO: UniFirst Corporation
INVOICE DATE 10/05/20 P.O. BOX 650481
CUSTOMER# (BILL TO) 999548 Dallas TX 75265
A/R NUMBER RTE# 02610
CUSTOMER DOUBLE BRANCH CDD



PAYMENT AMOUNT \$ 9171615502.

- Please Detach and Return With Payment -

UniFirst

UniFirst Corporation
4251 PERIMETER IND PKWY E JACKSONVILLE

PAGE 002
FL 32219

INVOICE 917 1615502 DATE 10/05/20 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					

SERVICE HEREIN RENDERED IS PURSUANT TO A WRITTEN CONTRACT
WITH UNIFIRST CORPORATION OR UNIFIRST HOLDINGS, INC.

CUSTOMER SERVICE

INVOICE NUMBER 917 1617612 REMIT TO: UniFirst Corporation
INVOICE DATE 10/12/20 P. O. BOX 650481
CUSTOMER# (BILL TO) 999548 Dallas TX 75265
A/R NUMBER RTE# 02610
CUSTOMER DOUBLE BRANCH CDD



PAYMENT AMOUNT \$

9171617612*

- Please Detach and Return With Payment -

UniFirst

UniFirst Corporation
4251 PERIMETER IND PKWY E JACKSONVILLE

PAGE 001
FL 32219

INVOICE DATE PAYMENT TERMS PURCHASE ORDER CONTRACT
917 1617612 10/12/20 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	28.53			3/12	3	
		MAT-4X6 HD GREAT IMP		2	19.02			1/19	2	
		DEFE CHARGE			22.50					
		INVOICE SUB-TOTAL			70.05					
		TOTAL SERVICE CHANGES								
		AMOUNT DUE								

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

[Signature] 10/27/20

SOIL PICK UP COUNT SH PT OT NO

INVOICE NUMBER
INVOICE DATE
CUSTOMER# (BILL TO)
A/R NUMBER
CUSTOMER

917 1619736
10/19/20
999548

REMIT TO:

UniFirst Corporation
P. O. BOX 650481
Dallas

TX 75265

RTE# 02610

DOUBLE BRANCH CDD

PAYMENT AMOUNT \$



91716197367

- Please Detach and Return With Payment -

UniFirst

UniFirst Corporation
4251 PERIMETER IND PKWY E JACKSONVILLE

PAGE 001
FL 32219

INVOICE

DATE

PAYMENT TERMS

PURCHASE ORDER

CONTRACT

917 1619736

10/19/20

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	28.53			3/12	3	
		MAT-4X6 HD GREAT IMP		2	19.02			1/19	2	
		DEFE CHARGE			22.50					
		INVOICE SUB-TOTAL			70.05					

TOTAL SERVICE CHANGES

AMOUNT DUE

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

SOIL PICK UP COUNT

SH _____ PT _____ QT _____ NO _____

INVOICE NUMBER 917 1621826 REMIT TO: UniFirst Corporation
INVOICE DATE 10/26/20 P. O. BOX 650481
CUSTOMER# (BILL TO) 999548 Dallas TX 75265
A/R NUMBER RTE# 02610
CUSTOMER DOUBLE BRANCH CDD



PAYMENT AMOUNT \$ _____

91716218260

- Please Detach and Return With Payment -

UniFirst

UniFirst Corporation
4251 PERIMETER IND PKWY E JACKSONVILLE

PAGE 001
FL 32219

INVOICE 917 1621826 DATE 10/26/20 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	28.53			3/12	3	
		MAT-4X6 HD GREAT IMP		2	19.02			1/19	2	

DEFE CHARGE 22.50

INVOICE SUB-TOTAL 70.05

TOTAL SERVICE CHANGES _____

AMOUNT DUE _____

THIS IS YOUR ONLY INVCE- NET 30 DAYS. PLEASE SIGN *[Signature]*

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

INVOICE NUMBER 917 1623937 REMIT TO: UniFirst Corporation
INVOICE DATE 11/02/20 P.O. BOX 650481
CUSTOMER# (BILL TO) 999548 Dallas TX 75265
A/R NUMBER RTE# 02610
CUSTOMER DOUBLE BRANCH CDD



PAYMENT AMOUNT \$ _____

91716239375

- Please Detach and Return With Payment -

UniFirst

UniFirst Corporation
4251 PERIMETER IND PKWY E JACKSONVILLE

PAGE 001
FL 32219

INVOICE 917 1623937 DATE 11/02/20 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	28.53			3/12	3	
		MAT-4X6 HD GREAT IMP		2	19.02			1/19	2	
		DEFE CHARGE			22.50					
		INVOICE SUB-TOTAL			70.05					
		TOTAL SERVICE CHANGES								
		AMOUNT DUE								

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

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

As we believe that effective communications are essential to maintaining long-term relationships, we're sending you this advance notification that, beginning with your next invoice, you'll see an increase to your UniFirst pricing. If you have any questions, please speak with your Route Service Representative (RSR) or call the number at the top of this invoice.

INVOICE NUMBER 917 1626024 REMIT TO: UniFirst Corporation
INVOICE DATE 11/09/20 P. O. BOX 650481
CUSTOMER# (BILL TO) 999548 Dallas TX 75265
A/R NUMBER RTE# 02610
CUSTOMER DOUBLE BRANCH CDD



PAYMENT AMOUNT \$ _____

9171626024

- Please Detach and Return With Payment -

UniFirst

UniFirst Corporation
4251 PERIMETER IND PKWY E JACKSONVILLE

PAGE 001
FL 32219

INVOICE DATE PAYMENT TERMS PURCHASE ORDER CONTRACT
917 1626024 11/09/20 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	31.38			3/12	3	
		MAT-4X6 HD GREAT IMP		2	20.92			1/19	2	
		DEFE CHARGE			24.00					
		MAT PROTECTION		5	1.25					
		INVOICE SUB-TOTAL			77.55					
		TOTAL SERVICE CHARGES								
		AMOUNT DUE								

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

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

Due to ongoing increases in our core operational costs, it has become necessary to increase your UniFirst pricing effective with this invoice/delivery.

INVOICE NUMBER
INVOICE DATE
CUSTOMER# (BILL TO)
A/R NUMBER
CUSTOMER

917 1628126
11/16/20
999548

REMIT TO:

UniFirst Corporation
P.O. BOX 650481
Dallas

TX 75265

RTE# 02610

DOUBLE BRANCH CDD



PAYMENT AMOUNT \$ _____

91716281260

- Please Detach and Return With Payment -

UniFirst

UniFirst Corporation
4251 PERIMETER IND PKWY E JACKSONVILLE

PAGE 001
FL 32219

INVOICE

DATE

PAYMENT TERMS

PURCHASE ORDER

CONTRACT

917 1628126

11/16/20

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

31.38

3/12

3

MAT-4X6 HD GREAT IMP

2

20.92

1/19

2

DEFE CHARGE

24.00

MAT PROTECTION

5

1.25

INVOICE SUB-TOTAL

77.55

TOTAL SERVICE CHANGES

AMOUNT DUE

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

SOIL PICK UP COUNT

SH

PT

DT

NO

INVOICE NUMBER
INVOICE DATE
CUSTOMER# (BILL TO)
A/R NUMBER
CUSTOMER

917 1630220
11/23/20
999548

REMIT TO:

UniFirst Corporation
P.O. BOX 650461
Dallas

TX 75245

RTE# 02610

DOUBLE BRANCH CDD

PAYMENT AMOUNT \$



9171630220V

- Please Detach and Return With Payment -

UniFirst

UniFirst Corporation
4251 PERIMETER IND PKWY E JACKSONVILLE

PAGE 001
FL 32219

INVOICE

DATE

PAYMENT TERMS

PURCHASE ORDER

CONTRACT

917 1630220

11/23/20

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	31.38			3/12	3	
		MAT-4X6 HD GREAT IMP		2	20.92			1/17	2	
		DEFE CHARGE			24.00					
		MAT PROTECTION		5	1.25					
		INVOICE SUB-TOTAL			77.55					
		TOTAL SERVICE CHANGES								
		AMOUNT DUE								

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

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



Invoice

Invoice #: 4263

Date: 12/01/20

Customer PO:

DUE DATE: 12/31/2020

BILL TO

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

RECEIVED

DEC 16 2020

FROM

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

DESCRIPTION

#2029 - Standard Maintenance Contract December 2020

AMOUNT

\$31,536.08

Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

\$31,536.08

Code to:

2-320-572-4620

642 (B)

Double Branch Landscape Maintenance

Customer Information


XEROX CORPORATION
PO BOX 660502
DALLAS TX
75266-0502

THE EASY WAY
TO ORDER SUPPLIES
CALL OUR TOLL
FREE NUMBER
1-800-822-2200

Purchase Order Number

Special Reference

Contract Number
NET 30 DAYS
Terms Of Payment

Telephone 888-435-6333
Please Direct Inquiries To: 
Ship To/Installed At:

DOUBLE BRANCH
COMM DEV DIST
PKWY
370 OAKLEAF VILLAGE
ORANGE PARK FL
32065

Bill To:

DOUBLE BRANCH
COMM DEV DIST
STE 114
475 W TOWN PL
SAINT AUGUSTINE FL
32092

12-01-20
Invoice Date
011986440
Invoice Number
720343326
Customer Number

MFP3635X1 MFP3635X W/EIP

SER.# BB1-867777

SPLY-MAINT - COST PER COPY PLAN
AMOUNT

BASE CHARGE

DECEMBER

37.09

399 ②

SUB TOTAL

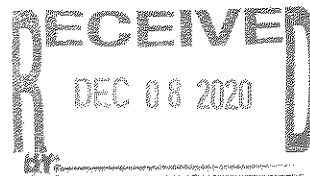
37.09

2,380.572, 500

TOTAL

37.09

THIS IS A 12 MONTH AGREEMENT WHICH INCLUDES MAINTENANCE
AND SUPPLY CHARGES



XEROX FEDERAL IDENTIFICATION #16-0468020

PLEASE INCLUDE THIS STUB WITH YOUR PAYMENT, OR WRITE YOUR INVOICE NUMBER(S) ON YOUR CHECK.

Ship To/Installed At
DOUBLE BRANCH
COMM DEV DIST
PKWY

370 OAKLEAF VILLAGE
ORANGE PARK FL
32065

Bill To
DOUBLE BRANCH
COMM DEV DIST
STE 114
475 W TOWN PL
SAINT AUGUSTINE FL
32092

When Paying By Mail
Send Payment To:
XEROX CORPORATION
P.O. BOX 827598
PHILADELPHIA, PA
19182-7598



Please check here if your "Bill To" address or "Ship To/Installed At"
location has changed and complete reverse side.

Invoice Amount

PLEASE PAY THIS AMOUNT
01-569-8562 4 720343326 011986440 12-01-20
RR004427 M 070120
03 6GSW 6GSW W 00000 5933 1 B15

\$37.09
VFL40

202100008070060 0119864403 0300037096 272034332688

Invoice

Payment

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 # 14577A

Date: 18-Nov-2020
Payment is due within 30 days of
invoice date.

RECEIVED

DEC 03 2020

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 BI-MONTHLY PM 4 TREADMILLS 3 ELLIPTICALS 2 BIKES 1 ROWER 1 MULTI STATION 10 SINGLE STATIONS \$288.00 TAX EXEMPT JAY 904-562-0249

Description	Part #	Part Cost	QTY	Total
PM - FLAT RATE: TRAVEL + FIRST HOUR LABOR		288.00	1.00	288.00
Comments:			<i>Parts Total</i>	288.00
			<i>Tax</i>	0.00
			<i>Balance</i>	288.00

Technician: FRANK HARDY

Thank you for your business.

Code to:

Double Branch Facility Maintenance - Preventative

2-320-572-4661

8050

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
12/14/20	00014	12/14/20 12142020	202011 600-53800-62000 BALANCE PARKING LOT	TOMMY J KELLY	*	27,890.00	27,890.00 000030
- - - - -	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -
12/14/20	00014	12/14/20 12142020	202011 600-53800-62000 BALANCE WALKING TRACK	TOMMY J KELLY	*	13,875.00	13,875.00 000031
- - - - -	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -
12/14/20	00014	12/14/20 12142020	202011 600-53800-62000 BALANCE STORAGE ENTRY	TOMMY J KELLY	*	2,195.00	2,195.00 000032
- - - - -	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -
12/14/20	00014	12/14/20 12142020	202011 600-53800-62000 EXTRA LABOR/SUPPLIES	TOMMY J KELLY	*	2,500.00	2,500.00 000033
- - - - -	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -
TOTAL FOR BANK C						46,460.00	
TOTAL FOR REGISTER						46,460.00	

DBBR DOUBLE BRANCH HSMITH

From: Jay Soriano <jsoriano@gmsnf.com>
Subject: Fwd: Oakleaf fitness car. Paving
Date: December 14, 2020 at 10:45 AM
To: Oksana Kuzmuk <okuzmuk@gmsnf.com>, Daniel Laughlin <dlaughlin@gmsnf.com>, Hannah Smith <hsmith@gmsnf.com>



Oksana,

Can you go ahead and print the balance checks for these. The vendor will be complete at the end of the day for 2 of the jobs. I will hold the 3rd here until they are complete on the large parking lot extension.

New parking lot addition: \$55,780.00 (\$27,890 balance) (A)
Walking track repair: \$27,750.00 (\$13,875 balance - job complete as of 12/14) (B)
Storage entry apron: \$4390.00 (\$2,195 balance- job complete as of 12/14) (C)

RECEIVED

DEC 14 2020

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

From: Jay Soriano <jsoriano@gmsnf.com>
Date: Fri, Nov 13, 2020 at 3:05 PM
Subject: Re: Oakleaf fitness car. Paving
To: Oksana Kuzmuk <okuzmuk@gmsnf.com>

(C) 14

That's fine. I can pick up Monday. thanks.

On Fri, Nov 13, 2020 at 3:01 PM Oksana Kuzmuk <okuzmuk@gmsnf.com> wrote:

Jay,

These checks are ready for pick up. Don't you mind do get them on Monday? I am about to leave the office, and everyone else is gone.

34,600.538.620

Sincerely,

Oksana Kuzmuk
Governmental Management Services, LLC (GMS)
475 West Town Place, Suite 114
St. Augustine, Florida 32092
World Golf Village
Office: (904) 940-5850 ext. 404
Cell: (386) 237-8444

GMS

On Nov 10, 2020, at 8:54 AM, Jay Soriano <jsoriano@gmsnf.com> wrote:

Oksana,

These are the new proposals for TJK paving. The total amounts are the same as before, but he has asked that since we are separating them out and completing at different times that we provide 50% down instead. Please cut deposit checks as soon as possible for these three jobs. They will be coded to capital replacements for Double Branch. I will come pick these up this week as soon as you have them ready. He would like to start this week on the track and has asked to have the deposits here at my office. Thanks.

New parking lot addition: \$55,780.00 (\$27,890 down)
Walking track repair: \$27,750.00 (\$13,875 down)
Storage entry apron: \$4390.00 (\$2,195 down)

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

From: Tommy Kelly <tkelav007@gmail.com>

From: Tommy Kelly <tkelly@tjkpaving.com>
Date: Mon, Nov 9, 2020 at 7:24 PM
Subject: Oakleaf fitness car. Paving
To: <jsoriano@gmsnf.com>

Hey Jay attached are the proposals and my W9. I've sent you a copy of my insurance certificate already. Please let me know if there is any other information you will require from me before we proceed.

Thank you
Tommy Kelly
TJK paving Inc

--

Jay Soriano - Operations Manager

Double Branch & Middle Village CDDs

Governmental Management Services

jsoriano@gmsnf.com

<2bff185b-e796-496f-94fe-5c8f7f73add8.jpeg><7f30f0a4-170d-43e3-8300-e983c3e6e863.jpeg><37fc02fc-aa5a-46bd-9d56-53a584e01f2c.jpeg><1bb21e50-7f64-4c68-85c3-e6f4c489843c.jpeg>

Jay Soriano - Operations Manager

Double Branch & Middle Village CDDs

Governmental Management Services

jsoriano@gmsnf.com

Jay Soriano - Operations Manager

Double Branch & Middle Village CDDs

Governmental Management Services

jsoriano@gmsnf.com

From: **Jay Soriano** jsoriano@gmsnf.com

Subject: **Fwd: Labor funds**

Date: **December 14, 2020 at 10:51 AM**

To: **Oksana Kuzmuk** okuzmuk@gmsnf.com, **Daniel Laughlin** dlaughlin@gmsnf.com, **Hannah Smith** hsmith@gmsnf.com



Oksana, this is the email I spoke to you about. Please cut a check for additional labor charges/and supplies for this vendor for the **Track repair job**. I have spoken with him and am only approving \$2500 additional. I will speak with him about making an invoice to keep on file. If possible please cut with the other checks (**all coming from DB capital**) as soon as you are able to.

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

From: **Tommy Kelly** tjkpaving007@gmail.com

Date: Thu, Dec 10, 2020, 2:09 PM

Subject: Labor funds

To: [<jsoriano@gmsnf.com>](mailto:jsoriano@gmsnf.com)

Hey Jay as we discussed due to the fact that the asphalt is alot thicker than predicted I not only had to rent an excavator to get it out but I'm several days already over budget on labor with 9 employees. I will need \$3000.00 to cover some of this loss. Please make this available immediately in order for work to progress in a timely manner.

Thanks

Tommy Kelly

TJK Paving Inc

FOURTH ORDER OF BUSINESS

**This Instrument Prepared by
and return to:**

**Michael C. Eckert, Esq.
Hopping, Green & Sams, P.A.
119 South Monroe Street
Suite 300
Tallahassee, Florida 32301**

**UPDATED DISCLOSURE OF PUBLIC FINANCING AND MAINTENANCE
OF IMPROVEMENTS TO REAL PROPERTY UNDERTAKEN BY
THE DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT**

**Board of Supervisors¹
Double Branch Community Development District**

Cindy Nelsen
Chair

Charles T. Horton
Assistant Secretary

Chad Davis
Vice Chair

Scott Thomas
Assistant Secretary

Andre Lanier
Assistant Secretary

District Manager:
Governmental Management Services, LLC
475 West Town Place, Suite 114
St. Augustine, Florida 32092

All records are available for public inspection upon request during normal business hours.

¹ This list reflects the composition of the Board of Supervisors as of January 1, 2021. For a current list, please contact the District Manager.

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Introduction	3
What is the District and how is it governed?.....	4
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DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

INTRODUCTION

On behalf of the Board of Supervisors of the Double Branch Community Development District (“District”), the following information is provided to give you a description of the District’s services and the assessments that have been levied within the District to pay for certain community infrastructure, and the manner in which the District is operated. The District is a local unit of special-purpose government created pursuant to and existing under the provisions of Chapter 190, Florida Statutes. Unlike city and county governments, the District has only certain limited powers and responsibilities. These powers and responsibilities include, for example, certain water management and drainage control facilities, landscaping improvements, and recreational facilities.

The District is here to serve the needs of the community and we encourage your participation in District activities.

DISCLOSURE OF PUBLIC FINANCING AND MAINTENANCE OF IMPROVEMENTS TO REAL PROPERTY UNDERTAKEN BY THE DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

Under Florida law, community development districts are required to take affirmative steps to provide for the full disclosure of information relating to the public financing and maintenance of improvements to real property undertaken by such districts. The law specifically provides that this information shall be made available to all persons currently residing within the District and to all prospective District residents. The following information describing the Double Branch Community Development District and the assessments, fees and charges that have been levied within the District to pay for certain community infrastructure is provided to fulfill this statutory requirement.

What is the District and how is it governed?

The District is an independent special taxing district, created pursuant to and existing under the provisions of Chapter 190, Florida Statutes, and was established by Rule 42FF-1 of the Florida Land and Water Adjudicatory Commission, effective on July 3, 2002. The District currently encompasses approximately 1,204 acres of land located entirely within the jurisdictional boundaries of Clay County, Florida. The legal description of the lands that encompass the District is attached hereto as Exhibit “A.” As a local unit of special-purpose government, the District provides an alternative means for planning, financing, constructing, operating and maintaining various public improvements and community facilities within its jurisdiction.

The District is governed by a five-member Board of Supervisors, the members of which must be residents of the State and citizens of the United States. Supervisors are elected by qualified electors of the District. A “qualified elector” in this instance is any person at least eighteen (18) years of age who is a citizen of the United States, a legal resident of Florida and of the District, and who is also registered with the Supervisor of Elections to vote in Clay County.

Board meetings are noticed in the local newspaper and are conducted in a public forum in which public participation is permitted. Consistent with Florida’s public records laws, the records of the District are available for public inspection during normal business hours. Elected members of the Board are similarly bound by the State’s open meetings law and are subject to the same disclosure requirements as other elected officials under the State’s ethics laws.

What infrastructure improvements does the District provide and how are the improvements paid for?

The District is comprised of approximately 1,204 acres located within the Village of Argyle Forest Development of Region Impact in northern Clay County, Florida. The public infrastructure necessary to support the Double Branch development program includes master infrastructure and neighborhood infrastructure improvements. The master infrastructure improvements include, but are not limited to, the following: water and sewer facilities, stormwater management facilities, entry features, landscaping, transportation improvements and recreational improvements. The neighborhood infrastructure improvements include, but are not

limited to, the following: clearing and grubbing, earthwork, underground utility construction, paving, drainage, grassing and sodding. Each of these infrastructure improvements is more fully detailed below.

These public infrastructure improvements will be funded in part by the District's sale of bonds. On August 15, 2002, the Circuit Court of the Fourth Judicial Circuit of the State of Florida, in and for Clay County, Florida, entered a Final Judgment validating the District's ability to issue an aggregate principal amount not to exceed \$75,000,000 in Special Assessment Bonds for infrastructure needs of the District.

On September 24, 2002, the District issued its first bonds for purposes of financing the construction and acquisition costs of master and neighborhood infrastructure improvements. On that date, the District issued Double Branch Community Development District Special Assessment Bonds, Series 2002A, in the amount of \$30,635,000 (the "Series 2002A Bonds"), for the purpose of financing the District's master infrastructure improvements. On that date, the District also issued Double Branch Community Development District Special Assessment Bonds, Series 2002B, in the amount of \$10,875,000 (the "Series 2002B Bonds"), for purposes of financing construction and acquisition costs of certain neighborhood infrastructure improvements. (The Series 2002A Bonds and the Series 2002B Bonds are collectively referred to herein as the "Series 2002 Bonds.") The Series 2002B Bonds have been paid in full. As described below, the Series 2002A Bonds were refinanced in 2013.

On May 8, 2003, the District issued Double Branch Community Development District, Special Assessment Bonds, Series 2003B, in the amount of \$6,190,000 (the "Series 2003B Bonds") for purposes of financing construction and acquisition costs of certain neighborhood infrastructure improvements. The Series 2003B Bonds have been paid in full.

On July 15, 2003, the District issued its Double Branch Community Development District Special Assessment Bonds, Series 2003C, in the amount of \$6,700,000 (the "Series 2003C Bonds") for purposes of financing construction and acquisition costs of certain neighborhood infrastructure improvements. The Series 2003C Bonds have been paid in full.

On August 15, 2005, the District issued its Double Branch Community Development District Special Assessment Bonds, Series 2005A, in the amount of \$1,585,000 (the "Series 2005A Bonds"). The Series 2005A Bonds were issued to complete the master infrastructure improvements initially financed with the proceeds of the Series 2002A Bonds. As described below, the Series 2005A Bonds were refinanced in 2013.

Proceeds of the Series 2002 Bonds, Series 2003B Bonds, Series 2003C Bonds, Series 2005A Bonds and Series 2013 Bonds (hereinafter defined) were used to finance a portion of the cost of the acquisition, construction, installation and equipping of the infrastructure and improvements.

To plan the infrastructure improvements necessary for the District, the District adopted an Improvement Plan dated July 5, 2002 (the "Improvement Plan"), which details the improvements contemplated for the completion of the infrastructure of the District. Additionally, Supplemental Engineer's Reports for the Series 2002, Series 2003B, Series 2003C

and Series 2005A Capital Improvements were developed by the District Engineer and adopted by the Board of Supervisors. These Engineer's Reports detail the improvements intended to be financed with the proceeds of the Series 2002, Series 2003B, Series 2003C and Series 2005A Bonds. Copies of the Improvement Plan and the Engineer's Reports are available for review in the District's public records.

In March of 2013, the District refinanced the outstanding Series 2002A Bonds and Series 2005A Bonds through the issuance of its Special Assessment Refunding Bonds, Series 2013A-1 and Series 2013A-2 (the "Series 2013 Bonds"). The proceeds of the Series 2013 Bonds were used refund and redeem all outstanding Series 2002A and Series 2005A Bonds, to pay certain costs of issuance of the Series 2013 Bonds, to fund a debt service reserve for the benefit of the Series 2013 Bonds and to fund completion of a portion of the Series 2005A Project. The result of the refunding was to reduce the annual debt service assessments on property securing the repayment of the Series 2002A Bonds and Series 2005A Bonds.

Water and Sewer Facilities

The District planned and constructed the potable water distribution system that will allow the distribution of potable water to all property located within the boundaries of the District. The ownership, operation and maintenance of the system is the responsibility of the Jacksonville Electric Association (JEA) and the Clay County Utility Authority (CCUA), depending upon where the improvements are located.

In addition, the District installed and constructed the sanitary sewer collection, transmission and distribution systems, including lift stations and force mains, which have been dedicated to JEA and CCUA for purposes of ownership, operation and maintenance, depending upon the location of the improvement.

Stormwater Management and Related Facilities

The District provided for the design and construction of District-wide stormwater management facilities necessary to support the development of the District's public infrastructure improvements. The master stormwater management system provides stormwater treatment for property located within the boundaries of the District. The stormwater management facilities include treatment ponds and wetland mitigation required to serve the lands within the boundaries of the District as required by the stormwater management permits issued by the St. Johns River Water Management District. Ownership and maintenance of the stormwater management facilities are the responsibility of the District.

Transportation Improvements

The District provided for the design and construction of a series of transportation improvements within and adjacent to the boundaries of the District. The four primary roadway systems constructed or acquired by the District with use of the bond proceeds include Oakleaf Village Parkway, Plantation Oaks Boulevard, the project Loop Road (Parkview Drive, Laurelwood Drive, Wakemont Drive and Oakside Drive) and the Parcel 25A Entrance Road (Silver Bluff Boulevard). These roadway systems are owned and maintained by Clay County.

The District also may undertake other roadway improvements as approved by the Board of Supervisors.

Entrance Features and Landscape Improvements

The District planned, constructed and installed entrance features, signage and landscape improvements within the District as well as entrances to individual subdivisions within the District. The District is also providing landscape improvements for common areas within the District. The District maintains the entrance features and landscape improvements.

Recreational Improvements

The District has financed, designed and constructed certain recreational facilities within the boundaries of the District, including, but not limited to, an amenity center. The amenity center is a multi-use recreation facility located near the intersection of Oakleaf Village Parkway and Plantation Oaks Boulevard. The basic components of the facility include the following: clubhouse, basketball courts, tennis courts, fitness equipment, snack bar, bathrooms, locker area, family pool, water park, junior olympic pool, playground equipment, picnic tables, parking facilities, landscaping and lighting, athletic fields and jogging trails. In 2012, the District also constructed a new fitness facility adjacent to the amenity center and basketball and tennis courts. This fitness facility includes a weight room, cardio/exercise room and associated facilities.

The District has also constructed or acquired a series of small neighborhood parks located throughout the District.

In addition, the District funded a portion of recreational improvements at a regional park located at the southeast corner of Plantation Oaks Boulevard and Brannan Field-Chaffee Road. These recreational improvements include athletic fields, fencing, a concession stand, hardscaping and landscaping.

Neighborhood Improvements

The District issued its Series 2002B Bonds for purposes of financing public infrastructure improvements within certain subdivisions located within the District including Worthington Oaks, Hearthstone, Highland Mill, Timberfield, Litchfield, Waverly, Stonebrier and Piedmont.

The District issued its Series 2003B Bonds for purposes of financing public infrastructure improvements within certain subdivisions located within the District including Cannons Point and the Oaks - Phase I.

The District issued its Series 2003C Bonds for purposes of financing public infrastructure improvements within certain subdivisions located within the District including Nature's Hammock, Fall Creek and The Oaks - Phase II.

The neighborhood improvements that were constructed or acquired with the proceeds of the Series 2002B, 2003B and 2003C Bonds included clearing and grubbing, earthwork, underground utility construction, paving and drainage, grassing and sodding.

Further information regarding any of the planned improvements can be obtained from the Improvement Plan and the Series 2002, Series 2003B, Series 2003C and Series 2005A Engineer's Reports on file in the District's public records.

Assessments, Fees, and Charges

The costs of acquisition or construction of a portion of these infrastructure improvements have been financed by the District through the sale of its Special Assessment Bonds, Series 2002A (\$30,635,000), Series 2002B (\$10,875,000), Series 2003B (\$6,190,000), Series 2003C (\$6,700,000) and Series 2005A (\$1,585,000). The only outstanding bonds are the Series 2013A-1 and Series 2013A-2 Bonds. The amortization schedules for the Series 2013A-1 and Series 2013A-2 Bonds are attached hereto as Composite Exhibit "B."

The annual debt service payments, including interest due thereon, for each Series of Bonds are payable solely from and secured by the levy of non-ad valorem or special assessments against lands within the District which benefit from the construction, acquisition, establishment and operation of the District's improvements. The annual debt service obligations of the District which must be defrayed by annual assessments upon each parcel of land or platted lot will depend upon the type of property purchased. Provided below are the current annual assessment levels for applicable Series of Bonds. Interested persons are encouraged to contact the District Manager for information regarding special assessments on a particular lot or parcel of lands. A copy of the District's assessment methodology and assessment roll are available for review in the District's public records.

Series 2013 Bonds

The current annual debt assessment securing the Series 2013 Bonds for a platted lot is as follows:

Product Type	Annual Assessment Level
Single Family	\$877.91
Multi-Family	\$605.49

Note: The current annual assessments level amounts have been grossed up to include 2% for collection costs and a 4% maximum discount for early payment as authorized by current law. However, the fees for collection costs and the maximum discount for early payment are subject to change by statute and other law, and may increase in the future resulting in an increased maximum annual assessment level.

* * *

The amounts described above exclude any operations and maintenance assessments (“O&M Assessments”) which are determined and calculated annually by the District’s Board of Supervisors and are levied against all benefitted lands in the District.

A detailed description of all costs and allocations which result in the formulation of assessments, fees and charges is available for public inspection upon request.

The District may undertake the construction, acquisition, or installation of other future improvements and facilities, which may be financed by bonds, notes or other methods authorized by Chapter 190, Florida Statutes.

Method of Collection

The District’s O&M Assessments and debt assessments securing the Series 2013 Bonds typically appear on that portion of the annual real estate tax bill entitled “non-ad valorem assessments,” and are intended to be collected by the Clay County Tax Collector in the same manner as county ad valorem taxes. Except as authorized by law, each property owner subject to the collection of non-ad valorem assessments by this method must pay both ad valorem taxes and non-ad valorem assessments at the same time. Property owners will, however, be entitled to the same discounts as provided for ad valorem taxes. As with any tax bill, if all ad valorem taxes and non-ad valorem assessments due are not paid within the prescribed time limit, the tax collector is required to sell tax certificates which, if not timely redeemed, may result in the loss of title to the property. The District may also elect to collect the assessment directly.

As discussed above, there are no longer any debt service assessments associated with the Series 2002B, Series 2003B and Series 2003C Bonds.

This description of the Double Branch Community Development District’s operation, services and financing structure is intended to provide assistance to landowners and purchasers concerning the important role that the District plays in providing infrastructure improvements essential to the development of new communities. If you have questions or would simply like additional information about the District, please write to: District Manager, Double Branch Community Development District, 475 West Town Place, Suite 114, St Augustine, Florida 32309 or call at 904-940-5850.

IN WITNESS WHEREOF, this Disclosure of Public Financing and Maintenance of Improvements to Real Property Undertaken by the Double Branch Community Development District has been executed as of the 11th day of January, 2021, to be recorded in the Official Records of Clay County, Florida.

**DOUBLE BRANCH COMMUNITY
DEVELOPMENT DISTRICT**

By: _____
Cindy Nelsen, Chairman

Witness

Witness

Print Name

Print Name

**STATE OF FLORIDA
COUNTY OF CLAY**

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this 11th day of January, 2021, by Cindy Nelsen, Chair of the Double Branch Community Development District, who [] is personally known to me or who [] has produced _____ as identification, and did [] or did not [] take the oath.

Notary Public, State of Florida

Print Name: _____

Commission No.: _____

My Commission Expires: _____

Exhibit A - Legal Description
Exhibit B - Amortization Schedules

Exhibit A

THE FULL TEXT OF THE PROPOSED RULE IS:

42FF-1 Double Branch Community Development District

42FF-1.001 Establishment.

The Double Branch Community Development District is hereby established.

Specific Authority 190.005 FS.

Law Implemented 190.004, 190.005 FS.

History-New _____.

42FF-1.002 Boundary.

The boundaries of the District are as follows:

A parcel of land lying in the being part of Sections 4, 5, 6, 8 and 9, Township 4 South, Range 25 East,

Clay County, Florida, being more particularly described as follows:

Commencing at the Northwest corner of said Section 4, also being the Northeast corner of said
Section 5; thence, on the West line of said Section 4, South 00 degrees 10 minutes 14 seconds
East, 5.00 feet to the point of beginning; thence, parallel with and 5.0 feet South from the North
line of said Section 4, also being the line dividing Clay County and Duval County, and the North
line of said Township 4 South, North 89 degrees 50 minutes 04 seconds East, 2039.14 feet to the
West line of Deerfield Pointe, as recorded in Plat Book 22, Pages 62 through 65, of the public
records of said Clay County; thence, on said West line, South 00 degrees 20 minutes 13 seconds
West, 1354.17 feet to the South line of said Deerfield Pointe; thence, on said South line, North
89 degrees 51 minutes 50 seconds East, 675.62 feet to the West line of Spencer's Crossing Unit
1, as recorded in Plat Book 18, Pages 18 through 22, of said public records; thence, on said West
line, the West line of Spencer's Crossing Unit 5, as recorded in Plat Book 27, Pages 19 through

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DEPARTMENT OF STATE
TALLAHASSEE, FLORIDA

22, the West line of Sweetbriar, as recorded in Plat Book 32, Pages 61 through 64, the West line of lands recorded in Official Records Book 1603, Page 1212, and the West line of a 20 foot right-of-way recorded in Official Records Book 1603, Page 1220, all being recorded in the public records of said county, said line also being the East line of the Southeast quarter of the Northwest quarter and the Southwest quarter of said Section 4, South 00 degrees 31 minutes 32 seconds West, 4050.46 feet to the South line of said Section 4; thence, on said South line, North 89 degrees 51 minutes 57 seconds West, 662.62 feet to the West line of lands described in Official Records Book 1603, page 1212, of said public records, also being the East line of the West half of the Northeast quarter of the Northwest quarter of said Section 9; thence, on last said line, South 00 degrees 11 minutes 52 seconds East, 1388.96 feet to the South line of said Northeast quarter of the Northwest quarter of said Section 9; thence, on said South line, South 89 degrees 09 minutes 05 seconds West, 662.36 feet to the East line of the Southwest quarter of the Northwest quarter of said Section 9; thence, on said East line, South 00 degrees 21 minutes 15 seconds East, 699.95 feet to the South line of the North half of the Southwest quarter of the Northwest quarter of said Section 9; thence, on said South line, South 88 degrees 36 minutes 38 seconds West, 1327.66 feet to the West line of said Section 9, also being the East line of said Section 8; thence, on the South line of the North half of the Southeast quarter of the Northeast quarter of said Section 8, North 88 degrees 34 minutes 52 seconds West, 1335.51 feet to the East line of the Southwest quarter of the Northeast quarter of said Section 8; thence, on said East line, South 00 degrees 10 minutes 48 seconds East, 700.93 feet to the South line of said Southwest quarter of the Northeast quarter of Section 8; thence, on said South line, North 88 degrees 09 minutes 42 seconds West, 1156 feet, more or less, to the centerline of the North prong of Double Branch; thence, in a Northwesterly direction, by and along said centerline and following the

meanderings thereof, 12.053 feet, more or less, to a point bearing South 89 degrees 49 minutes 27 seconds West from the point of beginning; thence, parallel with and 5.0 feet South from the North line of said Section 5, North 89 degrees 49 minutes 27 seconds East, 5043 feet, more or less, to the point of beginning, said parcel containing 1203 acres, more or less.

Specific Authority 190.005 FS.

Law Implemented 190.004, 190.005 FS.

History-New _____.

42FF-1.003 Supervisors.

The following five persons are designated as the initial members of the Board of Supervisors:

Donald P. Hinson, James T. O'Riley, Donald E. Brown, Charles W. Arnold, III, and Gary F.

Hannon.

Specific Authority 190.005 FS.

Law Implemented 190.004, 190.005 FS.

History-New _____.

Exhibit B

Double Branch

Amortization Schedule

Community Development District

Series 2013A-1 Special Assessment Refunding Bonds

DATE	BOND BALANCE	PRINCIPAL	COUPON	INTEREST	ANNUAL DEBT SERVICE
11/1/20				\$ 369,551.88	\$1,733,803.76
5/1/21	\$18,450,000	\$ 1,015,000	3.20%	\$ 369,551.88	
11/1/21				\$ 353,311.88	\$1,737,863.76
5/1/22	\$17,435,000	\$ 1,045,000	3.40%	\$ 353,311.88	
11/1/22				\$ 335,546.88	\$1,733,858.76
5/1/23	\$16,390,000	\$ 1,085,000	3.63%	\$ 335,546.88	
11/1/23				\$ 315,881.25	\$1,736,428.13
5/1/24	\$15,305,000	\$ 1,125,000	3.75%	\$ 315,881.25	
11/1/24				\$ 294,787.50	\$1,735,668.75
5/1/25	\$14,180,000	\$ 1,170,000	4.00%	\$ 294,787.50	
11/1/25				\$ 271,387.50	\$1,736,175.00
5/1/26	\$13,010,000	\$ 1,220,000	4.13%	\$ 271,387.50	
11/1/26				\$ 246,225.00	\$1,737,612.50
5/1/27	\$11,790,000	\$ 1,270,000	4.13%	\$ 246,225.00	
11/1/27				\$ 220,031.25	\$1,736,256.25
5/1/28	\$10,520,000	\$ 1,320,000	4.13%	\$ 220,031.25	
11/1/28				\$ 192,806.25	\$1,732,837.50
5/1/29	\$ 9,200,000	\$ 1,380,000	4.13%	\$ 192,806.25	
11/1/29				\$ 164,343.75	\$1,737,150.00
5/1/30	\$ 7,820,000	\$ 1,435,000	4.13%	\$ 164,343.75	
11/1/30				\$ 134,746.88	\$1,734,090.63
5/1/31	\$ 6,385,000	\$ 1,495,000	4.13%	\$ 134,746.88	
11/1/31				\$ 103,912.50	\$1,733,659.38
5/1/32	\$ 4,890,000	\$ 1,560,000	4.25%	\$ 103,912.50	
11/1/32				\$ 70,762.50	\$1,734,675.00
5/1/33	\$ 3,330,000	\$ 1,630,000	4.25%	\$ 70,762.50	
11/1/33				\$ 36,125.00	\$1,736,887.50
5/1/34	\$ 1,700,000	\$ 1,700,000	4.25%	\$ 36,125.00	
11/1/34					\$1,736,125.00
TOTAL		\$ 18,450,000		\$ 6,218,840	\$ 26,033,092

Double Branch

Amortization Schedule

Community Development District

Series 2013A-2 Special Assessment Refunding Bonds

DATE	BOND BALANCE	PRINCIPAL	COUPON	INTEREST	ANNUAL DEBT SERVICE
11/1/20			5.75%	\$ 52,181.25	\$ 52,181.25
5/1/21	\$ 1,815,000	\$ 85,000	5.75%	\$ 52,181.25	
11/1/21			5.75%	\$ 49,737.50	\$186,918.75
5/1/22	\$ 1,730,000	\$ 90,000	5.75%	\$ 49,737.50	
11/1/22			5.75%	\$ 47,150.00	\$186,887.50
5/1/23	\$ 1,640,000	\$ 95,000	5.75%	\$ 47,150.00	
11/1/23			5.75%	\$ 44,418.75	\$186,568.75
5/1/24	\$ 1,545,000	\$ 105,000	5.75%	\$ 44,418.75	
11/1/24			5.75%	\$ 41,400.00	\$190,818.75
5/1/25	\$ 1,440,000	\$ 110,000	5.75%	\$ 41,400.00	
11/1/25			5.75%	\$ 38,237.50	\$189,637.50
5/1/26	\$ 1,330,000	\$ 115,000	5.75%	\$ 38,237.50	
11/1/26			5.75%	\$ 34,931.25	\$188,168.75
5/1/27	\$ 1,215,000	\$ 125,000	5.75%	\$ 34,931.25	
11/1/27			5.75%	\$ 31,337.50	\$191,268.75
5/1/28	\$ 1,090,000	\$ 130,000	5.75%	\$ 31,337.50	
11/1/28			5.75%	\$ 27,600.00	\$188,937.50
5/1/29	\$ 960,000	\$ 135,000	5.75%	\$ 27,600.00	
11/1/29			5.75%	\$ 23,718.75	\$186,318.75
5/1/30	\$ 825,000	\$ 145,000	5.75%	\$ 23,718.75	
11/1/30			5.75%	\$ 19,550.00	\$188,268.75
5/1/31	\$ 680,000	\$ 155,000	5.75%	\$ 19,550.00	
11/1/31			5.75%	\$ 15,093.75	\$189,643.75
5/1/32	\$ 525,000	\$ 165,000	5.75%	\$ 15,093.75	
11/1/32			5.75%	\$ 10,350.00	\$190,443.75
5/1/33	\$ 360,000	\$ 175,000	5.75%	\$ 10,350.00	
11/1/33			5.75%	\$ 5,318.75	\$190,668.75
5/1/34	\$ 185,000	\$ 185,000	5.75%	\$ 5,318.75	
11/1/34					\$190,318.75
TOTAL		\$ 1,815,000		\$ 882,050	\$ 2,697,050

FIFTH ORDER OF BUSINESS

RESOLUTION 2021-03

WHEREAS, the Board of Supervisors, hereinafter referred to as the "Board", of the Double Branch Community Development District, hereinafter referred to as "District", adopted a General Fund Budget and Recreation Fund Budget for Fiscal Year 2021, and

WHEREAS, the Board desires to reallocate funds budgeted to re-appropriate Revenues and Expenses approved during the Fiscal Year.

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

1. The General Fund Budget is hereby amended in accordance with Exhibit "A" attached.
2. The Recreation Fund Budget is hereby amended in accordance with Exhibit "B" attached.
3. This resolution shall become effective this 11th day of January, 2021 and be reflected in the monthly and Fiscal Year End 9/30/21 Financial Statements and Audit Report of the District.

*Double Branch
Community Development District*

by: _____
Chairman / Vice Chairman

Attest:

by: _____
Secretary / Assistant Secretary

EXHIBIT A

Double Branch

Community Development District

General Fund

	Adopted		Amended
Description	Budget FY 2021	Increase/ (Decrease)	Budget FY 2021
Beginning Fund Balance	\$0	\$90,000	\$90,000
Total Revenues	\$178,185	\$0	\$178,185
<i>Subtotal</i>	\$178,185	\$90,000	\$268,185
Total Expenditures	\$178,185	\$90,000	\$268,185
Variance	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

EXHIBIT B

Double Branch

Community Development District

Recreation Fund

	Adopted		Amended
Description	Budget FY 2021	Increase/ (Decrease)	Budget FY 2021
Beginning Fund Balance	\$34,717	\$200,000	\$234,717
Total Revenues	\$1,508,338	\$0	\$1,508,338
<i>Subtotal</i>	\$1,543,055	\$200,000	\$1,743,055
Total Expenditures	\$1,543,055	\$200,000	\$1,743,055
Variance	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

SIXTH ORDER OF BUSINESS

D.

Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285; manager@oakleafresidents.com

Memorandum

Date: January 2021

To: Board of Supervisors

From: GMS – OakLeaf Operations Manager

Community:

Special Events

- Report : Holiday Movie on the Green
- Food trucks and future scheduling, Vendor Fair for April?
- Tentative Annual Event Schedule

Aquatics

- Pools at MV open / heated, cover usage based on temperature

Amenity Usage

- *Total Facilities Usage – 3147*
- *Average daily usage – 101*

Card counts:

DB Owners	20
DB Renters	17
DB Replacements	3
DB Updated	12

Total cards printed: 100 (both districts)

Rentals

- Discussions on restarting club room utilization

Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285; manager@oakleafresidents.com

Memorandum

Operations:

- Discussions concerning trespassing and daily operations

MAINTENANCE

- Repair multiple GFIs for Holiday light installs
- Staining of wood slats for dog park area
- Install of new thermostat at Amenity Center Clubroom
- Install of new decorations for neighborhood entries
- Diagnose and coordinate repair of Fitness Equipment (Leg Curl machine)
- Welding work to extend 10' fencing at basketball courts
- Remove temporary lighting /electricity route for "Tree Trail"
- Tree/ large branch removals at Loop road
- Sidewalk repairs at Amenity Center
- Removal and crushing of old concrete sidewalks
- Diagnose issues with Spray ground motor (bearing failures)
- Tree clearing/cutting at Basketball courts for increased fencing
- Review annual contracts, phones, internet, website, email service, etc..
- Coordinate repair/replacement of lap pools (LED change over)
- Coordinate removal / replacement plans for Next playground structure
- Walk/measure out track for seal coating quotes
- Cut backing for replacement signs – ongoing
- Data collection for Florida Department of Labor
- Lake inspections, all lakes inspected monthly – reports kept on file in Ops. Manager office.
- Continual Park inspections and cleaning – all parks inspected monthly – reports kept on file.
- Light Inspections completed – Worthington Oaks, Hearthstone, Highland Mill, Piedmont, Stonebrier, Waverly, Litchfield, and Timberfield completed 12/6. Nature's Hammock, Fall Creek, The Oaks, Cannon's Point, Pebble Creek, Silver Leaf, Oakbrook, and The Cottages completed 12/23.

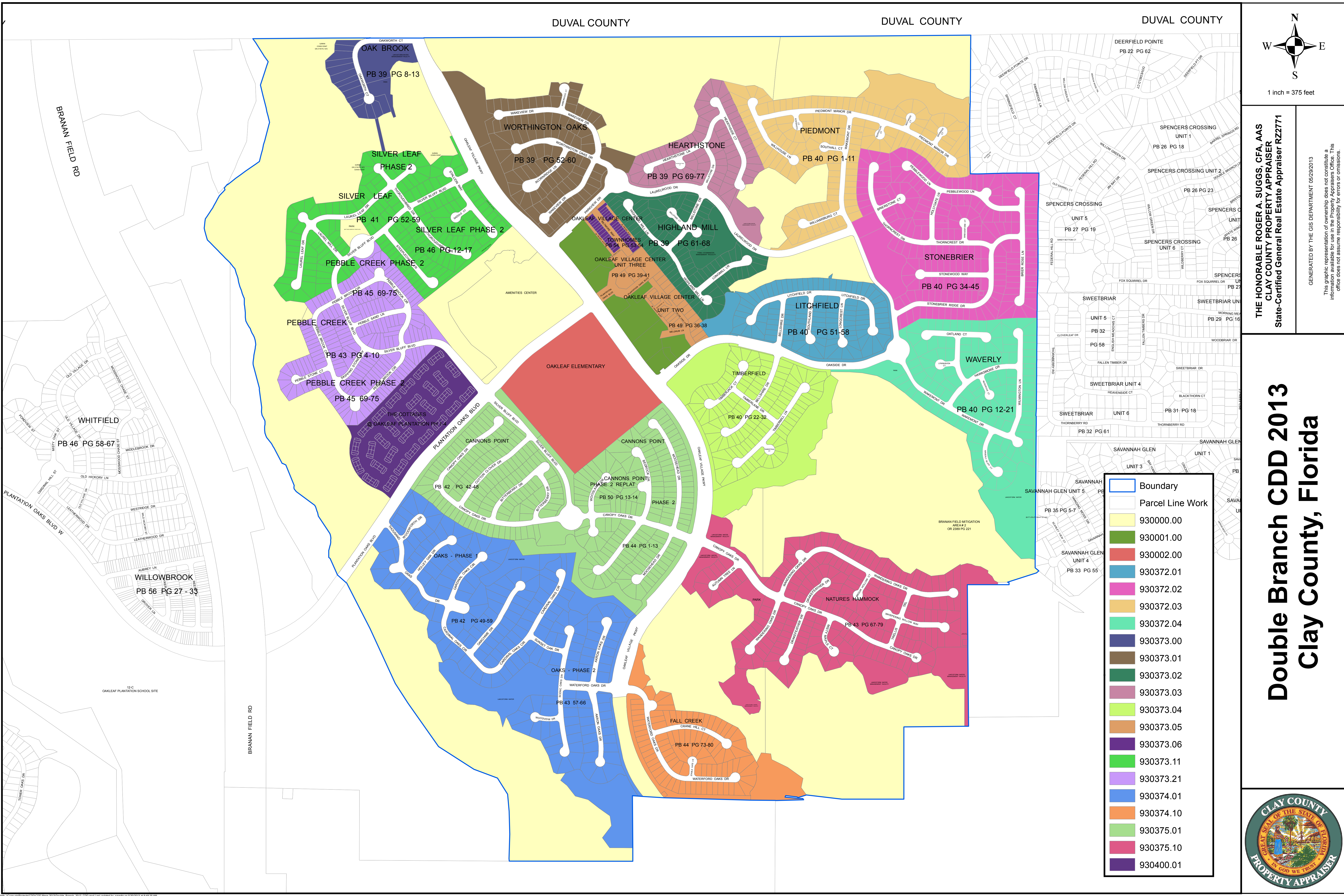
Landscaping

- *Flower change outs*
- *Monthly report for December submitted and filed at Operations office*

For questions, comments, or clarification, please contact:

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

jsoriano@gmsnf.com



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

GENERATED BY THE GIS DEPARTMENT 05/29/2013
This graphic representation of ownership does not constitute a
information available for use in the Property Appraisers Office. This
office does not assume responsibility for errors or omissions.

Double Branch CDD 2013 Clay County, Florida

