

DOUBLE BRANCH
Community Development District

JUNE 14, 2021

AGENDA

Double Branch Community Development District

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

June 8, 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, June 14, 2021 at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.**

Following is the revised 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 May 10, 2021 Meeting
 - B. Financial Statements
 - C. Assessment Receipts Schedule
 - D. Check Register
- IV. Acceptance of the Draft Fiscal Year 2020 Audit Report
- V. Public Hearing for the Purpose of Adopting Revised Amenity Rates;
Consideration of Resolution 2021-05
- VI. Consideration of Moving September Meeting Date up to September 7, 2021
- VII. Consideration of Resolution 2021-06, Approving the Proposed Budget for
Fiscal Year 2022 and Setting a Public Hearing Date for Adoption
- VIII. Staff Reports
 - A. District Counsel

- B. District Engineer
 - C. District Manager
 - D. Operations Manager – Memorandum
- IX. Audience Comments (limited to three minutes) / Supervisors' Requests
- X. Next Scheduled Meeting – July 12, 2021 @ 4:00 p.m. at the Plantation Oaks Amenity Center
- XI. 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, May 10, 2021 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 (by phone)
Tom Horton	Supervisor
Andre Lanier	Supervisor

Also present were:

Jim Perry	District Manager
Mike Eckert	District Counsel
Jay Soriano	Operations Manager
Marilee Giles	GMS
Chalon Suchsland	VerdeGo
Brian Hatten	S3 Security
Jen Muntean	S3 Security

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Audience Comments

Mr. Don Long, 3854 Cardinal Oaks Circle stated I noticed over in the Fall Creek park in the green area there are several sprinkler control boxes which have broken covers. I didn't know if that's something you have a budget to replace or if you have to come to the Board.

Mr. Soriano responded just like a broken sprinkler head you can just report that to me and I'll let the landscapers know and when they get a chance they will pop them in.

Mr. Davis asked are they cracked or is missing all together?

Mr. Don Long responded there's been several. There are some that are missing and some that are cracked in half, so it seemed like a hazard.

Ms. Suchsland asked on the Fall Creek side, or the Oaks side?

Mr. Don Long responded there's one at the corner on the Fall Creek side by the stop sign coming out of Fall Creek that was broke in half. I walked through the park and around and that green area I've noticed one.

Mr. Soriano stated if you can get David to go through when he's doing his irrigation checks and replace some of those. We replace the lids constantly. Over in Piedmont after they broke the fence I had to go around and replace every single one of those lids and I glued them down last time. It helps a little bit. It's constant silly vandalism that we get. The Fall Creek one I'm having a problem with kids pulling up the playground board and there's spikes coming out of it. I may have to start putting some concrete on the bottom of those spikes. It must be 16-inches under the ground, so we keep the concrete away from the mulch. We don't want concrete in the play area. It's gotten so bad we've had to go out every week to replace one of those boards. They're not really breaking them up, they're just pulling them up.

Mr. Lanier stated thank you for reporting that. Please don't hesitate to let us know.

THIRD ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the April 12, 2021 Meeting**
- B. Financial Statements**
- C. Assessment Receipt Schedule**
- D. Check Register**

Mr. Perry stated you are 97% collected on the assessment roll.

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

Mr. Thomas joined the meeting via telephone at this time.

FOURTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel**

Mr. Eckert stated there are several bills that have passed. The session is over now. They do not become law until they're signed by the Governor. The one that you all have probably read about is the COVID bill. It basically sets a one-year statute of limitations for negligence actions that would be filed if somebody claimed the District was negligent and they were exposed to COVID and got sick as a result of some negligence of the District. It's a very high

threshold for the burden of proof that somebody would need to prove against the District. I don't anticipate we're going to see a lot of these cases, but certainly we will keep you informed. The legislature has provided quite a bit of protection to businesses and local governments through that bill. Also, there were bills that passed related to your financial requirements. Your audit is now going to have to have the number of employees and the compensation that was paid to the employees. Also, the number of independent contractors that you use and the compensation there. Budget variance report if you had to do a budget amendment and then some other things the auditors will have to build into that, so we may see a little bump up in the auditor fee because it's changing the scope of what we've asked them to do when we bid that out before. I don't imagine it will be significant because they will probably rely on the manager to provide that information. Then there are some other things. One of the things we're going to have to do is we're required now to have a veteran's preference recruitment plan that we would need to come up with and provide. Also, there was a bill that was passed that allows us to do public notices on a website instead of the newspaper, but there are a lot of restrictions we have to comply with in order to do that so we're going to analyze that and figure out if it actually will save you money at the end of the day and if so, we will dot our I's and cross our T's and move in that direction unless you all just don't want us to. There's nothing that prohibits you from advertising in the paper if you wanted to. Then there are some other things with the veteran's preference. Local governments are required to waive certain post-secondary education requirements if somebody is a veteran, and they can perform the duties of the job. There is also a provision that allows the city or the county to abandon roads to a CDD. Not against the CDD's will, but you may have a platted road that was platted to the City or the County and before the statutory change it was very difficult to get it from the government to the CDD's name and there are CDDs throughout the State that would like to own certain roads so if both the District and the City or the County are all cooperating, they can easily work that out now. We will probably have to bring back some changes to your rules in the next three to four months.

B. District Engineer

There being nothing to report, the next item followed.

C. District Manager – Report on the Number of Registered Voters (5,819)

Mr. Perry stated there are 5,819 registered voters within the District boundaries. We are required by Statute to report that on an annual basis. At our next meeting we will have the budget for your consideration for approval. We are working through with staff to see where we're going to fall out for this year and of course we will look at if there will be any impact on assessments or not.

Mr. Horton asked just out of curiosity, how many registered voters are there in Middle Village?

Ms. Giles responded 5,144.

D. Operations Manager - Memorandum

Mr. Soriano stated our pools are open now on that limited operating schedule so that there is a facility that is always available between you and your sister district. You guys were open today and tomorrow your facilities will be closed whereas on this side we will have staff for the families and the kids Tuesday and then Friday, Saturday, and Sunday both facilities are open. Once we hit Memorial Day weekend everything is open full blast from then to when kids go back to school. Our usage numbers are starting to tick up as are the cards being printed. We have about 500 cards printed, which is about half of a busy month in year's past but it's much higher than last year. A lot of the people that moved in last year that didn't come to the pool are coming to get their cards now because everything is getting back to more of a normal. We did have our first clubroom rental last month and everything worked out well. I don't see rentals jumping up right away. We're getting questions and potential bookings, but with the capacity limit I think that would stop a few people so that may be why we're not going to get one every weekend like we typically would. With that, I did get a couple questions. We're back to our patio being available and our pool is fully open, and our clubroom is now open for rental and now I'm getting questions about our group fitness room. I have not opened that yet and I did let our instructor know that I would bring it to you guys to discuss. That is a little different to me, but not only that, one of the issues I had before we even shut down was when we shut down they were still doing classes and wanted to do classes and put in place social distancing but the biggest problem was we weren't allowing in guests last year and that cut her out completely. She can't do business without enough people and that includes guests. I'm not in a

hurry to go back to that. We do allow guests, but to me when a program is a majority of guests, that's a little different so for the last two years I've actually been looking at whether or not we should continue that program. The shutdown kind of forced it to stop, but they are asking about when they can get back to those classes, so I wanted to have that discussion with you guys.

Mr. Davis asked this is a for profit class, which is predominantly people outside the neighborhood.

Mr. Soriano responded the instructor does live here and I would say on average, more than 50% of that class is guests. She does pay for guest passes. If you remember, we gave a discount for Zumba to buy packages, so she uses that every time. It's the same thing we do for pickleball.

Mr. Horton stated you maybe ought to balance it out and say if you're going to have a class or pickleball or something like that and 50% of the residents showing up should be Oakleaf residents.

Mr. Soriano stated that's the expectation I gave them from the start. I don't have a way to sit there and control each class. The same way we didn't want to get into charging by how many people came in and get too involved, but that is the expectation that all programs should be focused on the residents. If it's not resident run, then why do we have it?

Mr. Davis asked what are your thoughts on it?

Mr. Soriano responded I'm looking for your thoughts because I'm not big on continuing it if it's not resident run. I've mentioned using that room for other things. I know it's always been a great idea to have an aerobics room.

Ms. Nelsen stated it just hasn't been utilized.

Mr. Soriano stated we've been open for years now and if you remember when we first started, we had this big list of programs. We had a whole bunch of instructors that gave out free classes and we had people showing up, but when it went toward charging for classes a lot of instructors couldn't continue their classes because they couldn't make enough of an hourly rate because they couldn't get enough people coming in. When it's free, it's different and the only way that works out is if we're footing the bill to pay hourly people to give these classes. It is a nice amenity to have, and the room is designed specifically for that, I just don't know that we'd be able to utilize that.

Ms. Nelsen asked what is your other recommendation for the use of the room?

Mr. Soriano responded the one thing I thought would get more guaranteed use is that becomes the cardio room. We move the treadmills and ellipticals in there and we get more rowers. I would have more space and I could even space those out, whereas right now we have every other machine shut down still. We could get away from that if we wanted to, but that's how we've been running. We've had people ask about making a stretching room or abdominal area. That is a big room, and I still can't guarantee it's going to get 5 to 10 people in there at a time using it throughout the date just for those things, but if I move that equipment in there I can and then it gives us more room for things in the free weight area, machines that people have asked for before.

Mr. Lanier asked what is the average class size?

Mr. Soriano responded I believe it would be around 12 or 13.

Ms. Nelsen asked there is a class here, right?

Mr. Soriano responded the class here is yoga so it's a little different and they're generally around six to eight ladies. This one they don't pay at all because this district doesn't take a rental rate from them, so it is set up a little different. If she were to be stuck behind something like paying for guests, she may not be able to do it, but right now she's not paying for anything.

Mr. Davis stated I'm in favor of using that room to expand cardio and things like that. You've already mentioned you've had interest in adding some free weight type stuff. You kill two birds with one stone.

Mr. Horton stated I like the cardio idea too.

Mr. Soriano stated I can bring back some ideas because we're obviously going to have some expenses if we're going to buy equipment. People would use it, but that is something we have examine if we want to spend \$10,000 or \$20,000 to buy a couple more pieces over here. Until then if you wanted to open the group fitness we can.

Ms. Nelsen stated I'm not sure if we want to open it if we're not going to continue that.

Mr. Davis asked wouldn't the free weight stuff be less expensive than the cardio and treadmills?

Mr. Soriano responded yes; those machines generally are less expensive.

Mr. Davis stated if you take what we have in there now and put it in that room and spread it out the way we discussed, we have enough to probably fill that room.

Mr. Soriano stated yes, I don't know that we need to buy a \$5,000-\$7,000 single piece. We might be spending that on multiple pieces, but yes cardio machines by far are the most expensive. We saw that when we were buying our newest treadmills and those are only a couple years old.

Mr. Thomas stated I agreed with Chad. I'd like to turn that into a cardio room. The only other piece I think we could add is another rower. I think we have enough cardio pieces and if we are expanding the free weight area, maybe get some kettle bells.

Mr. Soriano stated I will look at those. I will bring back some ideas and I'll tell Zumba we're not going to continue that program. I have allowed her to start her program in the pool, which she has done in years past. It is adult only. She doesn't pay us rent for that, so she does make a little more money and that is not during normal hours, so it also doesn't take away from residents being in that spot. I don't know that she will want to continue it next summer if she's not in the other location, but we will leave that to her.

Mr. Soriano continued. Moving on to the operations side, I do have a couple of things for you guys to update you on projects. I'm hoping we can start the bridge work this month. There were a couple items I was hoping to pick up last week such as scaffolding. We are going to suspend that above the fall out structure there so I can work on that without trying to hold up a few hundred pounds of steel and aluminum. Hopefully we will have that in this week. I had to go with a new supplier. Regarding the parking expansion, I did get more information from different people. If you remember, the only way I can get this expansion done now is I am basically playing the role of that coordinator/contractor. I have one grader doing one job and he doesn't do anything else, so I have to pay the grader. I have a rock guy coming in to bring the crushed limestone because the grader doesn't supply that. I have a curbing guy that is separate, and then our asphalt guy did agree to keep the work and he's given me his new rate on that. Once I had all four of these guys up, I am still hoping I will be a few thousand under our original price. I even gave them our detailed breakdown of our original bid so they can look at it and say these guys were offering to put in 8,000 square feet of asphalt and this is what it was going to cost. I don't have final prices, but that is the idea. With that being said, I went back to the asphalt guy to see if he would give me a lower rate on the sealing. He hasn't agreed to it yet, but I asked him for \$6,000 for the track. He was at \$7,000 before. I'm hoping I will be far enough under to stay under that not to exceed for that parking lot project, but I did want to

mention that to you guys to see if you agree with going forward, or if you wanted me to do it once our asphalt sealer gets in. I have not been given a date yet. There are still apparently trucking issues, so I don't have that asphalt yet. I would like that job done so I don't know if it's something you guys want to separate, or just leave it as part of the parking lot expansion.

Ms. Nelsen stated I'm fine with having the contractor do it.

Mr. Soriano stated once the asphalt equipment comes in, I'm keeping that because we still have a big parking lot that is old and getting cracks here and there and then we have a whole other parking lot we haven't addressed at Village Center so we will make use of all that and it will not be wasted. Last I heard, I still have a two week wait for our chipper so hopefully this month I will have it. We have some more piles out there because we are doing some trimming and that will come in handy.

Mr. Soriano continued. The other item on there is the discussion on policies, which we went through pretty good at the last meeting. I did revise them, so you have those in front of you that include the wording we discussed last time. The first part is the dogs on the property. There is a section in there in which the bullet points will not be needed for your set of policies because those are for your sister district so you will have the top portion, and the portion that talks about the Clay County ordinance keeping dogs on leash and picking up after them immediately. Then we have our dog park rules, and I did place an order for the signage based on those. The rest of these I will ask as we're going through them tonight or this next month, if you guys have any concerns or changes you might want me to throw in there for some of these other items, we were planning on finalizing this next month with our rate hearing. If you remember, we have to publicly notice that since we're taking the buy-in from outside the district that amount up and we're also taking the clubroom rental rate for prime times up \$50 so we have to do that rate hearing. That is set for next month, so we still have a little time. I just want to talk about any changes really quick. There was a section on the adult children in the household, so I did two things here. I changed the wording for the children in the household to say adult children family members because we've talked about the cases of grandparents or in-laws moving into the house to extended family members. My concern are the cases of multiple families within a household. We are going to have to go through the steps of asking them to prove their residency through an active driver's license or State ID that show a District address. Then, the homeowners such as mom and dad or whoever is listed on the paperwork will sign

an affidavit attesting that they reside there. There's only so much we can do to prove it, but they will attest to it and we will work on some wording for that affidavit. It even has threats in there that if we find anything different or there are fraudulent things there, they are at risk for losing their amenity privileges. We will have them do this every year. I did take out the age limit. We talked about two separate age groups; a young group that are fresh new adults and the older adults that can't be claimed for anything such as health insurance, IRS reasons etc. We couldn't find anything from any other districts so we really couldn't come up with anything that we think will work legally for right now. I also don't want anybody to think this is a major problem, that we're having hundreds of these people come down. We have seen a couple of problems over the last couple years and I do see us getting more with the growth in the neighborhood, but I don't know that it's such a problem that we can't address it right now with these policies. We can keep it on hold, and we will look at other districts and if somebody else does address a problem like this and we have some precedence someplace else that makes it easier for us, but if not, we would be one of the first ones to actually create a rule. I think we've decided it's easier just to strike that. We are good for the caregivers. The other change is on the back page regarding personal recreational vehicles. This was talking about the motorized vehicles on property. I did leave in the wording for skateboards, roller blades, scooters, golf carts and any other motorized vehicle on District property so the bicycles were okay. We will instruct our staff to do the same thing. If somebody is riding on the track and they're getting a little crazy, we're going to go talk to them. We don't want any safety issues. Along with this wording, unless there are any questions or concerns that you guys think of in the next month you can send them to me by email and we will throw them in there and we can discuss them before finalizing next month. The last one on there was the drones on District property and I did leave that in there. We did find out that we are limited here in Oakleaf so the people that argue that they're allowed to fly their drones, because of Cecil field we have protected airspace and they cannot fly here at all and on your side, we're supposed to file a complaint with the program, so there's really no flying. If they're flying from their house, we're not getting involved, but if they fly over our property, I can't do anything because it's airspace, but it is controlled by somebody else. We don't want them taking off and landing from District property without contacting us. If they've done everything correctly and they have all their paperwork in place, then at least we know and that will be one thing so if we

have somebody that is there for promotional reasons or something like that, it's a little different. That's why I left in there, 'without written permission'.

Mr. Horton stated I know it's not our side, but over here it's in the airspace and I understand that, but there was a time you could just call the control tower and tell them you've applied for a certain level.

Mr. Soriano stated with one of the biggest drone companies, you can just click on a link and file right there and it'll return pretty quickly with all your information saved in there so on your side you would be able to if everything is done properly. I don't know that it includes all of Double Branch, I just looked at the amenity centers so they're covered but if you get closer this way toward Cecil Field you can't fly over it, even with a contract.

Mr. Horton stated there's also a regulation that each drone has its own identification.

Mr. Soriano stated that was a little bit of an argument. They do want to track it with GPS so we will see how far that goes, but that's what they want for all drones that are like that, to have the ability to attach to your phones. There is a weight limit also. This is not directed towards those small recreational things kids use. FAA says differently, but that's not what we're looking at with this rule. Right now, I'm having a problem with drones that are flying above the tennis center. We have had one above your pool before and that bothers people, but we're just trying to get away from the bigger problems.

Mr. Soriano continued. There's one rule I'm going to do that is an internal operations thing. I may put wording in the policy for it. It wasn't something we discussed last month, it was something my advice group came back to me and reminded me of that we have dealt with in the past and that is coolers. I'm going to put wording on the size of a cooler, but it will be vague that the size of the coolers may need to be checked at the front desk and there will be a limit on that size. You don't have as much of a problem at your district but here we do. People bringing large coolers with a full day supply of food and drinks. Drinks become the bigger problem, especially since we have the adult only pool. It's one of those things that if we're not having a problem, it's not that big of an issue but we had gotten to a point one year where a group over here wanted me to get permission for them to check coolers and we're not going to do things like that. I'm not having them play police officer or anything like that, but if you're inebriated out there, it doesn't matter whether we saw it or not, we are still allowed to ask you

to leave and that's what I try to get through to them. Last year was a little better controlled because we didn't have any food or drink allowed so you couldn't bring coolers at all.

Mr. Lanier asked are you going to touch the rate increase?

Mr. Soriano responded we did leave it at \$2,200 for the outside buy-in. That was what was suggested last month. I think that's what we publicly noticed also. Then we took our clubroom rentals for prime time, which is Friday, Saturday, and Sunday up \$50.

Mr. Soriano continued the last thing I have for you guys is I finalized our security organization. If you remember, there were two left that I was working with. I did go with S3 and I have them here to say hello and if you guys have any questions or concerns for them, we do have a very quick changeover and that was part of deciding on them is we gave notice to the old company last month and they are done as of the end of this week and I needed them to come in and basically take over so it's a little tough but they are working to get it done so we're not without presence for an extended amount of time. If you recall, these are the guys that came across a little more professional. I added everything together and their rate ended up being lower. If you remember, we had these weird rates that were higher, and I had mentioned it was because of the size of the property and we talked about golf carts. That's what it was, it just wasn't detailed in there. So, that increase was per hour if they provide the golf cart, which is not a high charge. It was \$4 an hour extra, however once we figured out how many hours we actually use, we can just buy our own golf cart and I do think that's something we need to talk about. I think the important part is getting them in the door first and getting them started, however I think that would be a benefit and a good asset to have. I would not put them in our gas golf carts that we use now that are made for maintenance and janitorial. They're usable, however that's not the image I want to give to the residents. If they're having contact with residents, I want a nice clean vehicle and maybe label it Oakleaf Security, so it gives them a better look. I think it's something we can afford and it's there for just the amenity center so it's battery operated. Whether we want to do that tonight or down the road, I think the important part is getting them in.

Mr. Horton stated from my point of view here, we're looking for a company that will go out there professionally and make sure the rules are followed on our grounds and I hope we're getting something that works that way. The past company hasn't done much at all so that's what I'm looking for to ensure the safety and that the people that are using the grounds

are people that should be out there, our residents. I really can't stress that enough. You can provide that, right?

Mr. Hatten responded absolutely.

Ms. Muntean stated I'm the general manager and I've been with the company for eight years. Our account executive is here as well. Brian Hatten is our field manager. I think the biggest thing Jay brought to us is the quality of service. The quality of the officers, professionalism, are you getting what you pay for, how do you know the officers appear, what is the reporting mechanism, and things like that. Our company really is a step above from what I think you're used to and what you've been getting. We're very tech enabled. Company phones are company phones. There are no officer phones, and our apps are loaded on the phone so our clock in and out is by app on the phone and they can't be checking in down the street or anything like that. Our dispatch center calls in and the officers have to call in on shift and off shift and they get status checks throughout the night from our local dispatch center as well. I think those are big pieces and I think from the quality of service, that's why we have Officer Hatten. I specifically wanted him to come, and we will be coming to your meetings in the future whether that's myself, an officer, or our account executive to see how things are going and are we getting done what we need to get done. From a reporting aspect, again, everything is loaded on the phones so whatever tasks you guys need us to do, they will be on the officer's phone, and it pings them. We're walking the property with Jay and we're going to do that again before we get up and running to ask what tasks we need in the phones and then you will see the outcome. The officer will get the alert, they go out and perform the task, they can take pictures and we can do QR codes, which would be something we wouldn't be able to get up and running by Saturday with the rush start but if that was something you guys wanted to put in place to make sure the officer is hitting each location at a certain time, we can certainly do that. It'll just be a work in progress to see what you guys want and what you really want to enforce and not enforce. We have the rules and regulations of the property. I'm going to make it much smaller. I can't give the officers a nine-page document because they will never get anything accomplished, so I will take that down and say here's the top 10 points and I will get with Jay on it and he can add anything or take anything away. With how sensitive and how forceful you want us to be with the rules, I think that will be a work in progress. Some residents, no matter how nice you are with them they are just ticked off because they don't like

the rules and they don't want to be told what to do regardless so anytime that does happen I'm happy to look into it and I'm happy to speak with the residents. Just let us know. I think communication is key on that so if there is an issue, we can address it.

Mr. Horton stated I like that you mentioned the communication part, because that is an important part. They have to be professional with the residents at all times and not get testy with the residents because when they reach that point, that's when you call the Clay County Sheriff's Office.

Ms. Muntean stated correct, we always like to deescalate. We're not here to make the situation worse. Most of the residents get it and they comply, but you have the few that just are not going to be happy. We review the report on a daily basis so we're looking at them to and can say we need to retrain the officer a little bit if they're slacking in their reports. We have supervisors on every night as well. Officer Hatten is one of our supervisors and he knows the job and knows the field because he came up through the ranks. He didn't just come on not knowing the job so getting out there with the officers and training. We don't hire somebody day of and just say here's your post, go work that post. There's a training that we have internally and then they have onsite training as well. We're constantly recruiting because it is a constant need that we have.

Mr. Davis stated I think a lot of it is onsite presence. The Oakleaf Athletic Association has our board meetings and they're nice enough to let us use this facility once a month in the evening and it will take us 15 to 20 minutes to find the security guard that is working the area to unlock the door. It takes five of us to find someone. Presence is key through the day and the night.

Ms. Muntean stated our dispatch center is local here in Jacksonville. I'll leave that up to Jay and how he wants to disperse that, but it's an 866 number so you guys can call if you come out and you're looking for somebody and then they notify the officer with their company phone that they need to meet you at a particular location. The call would also be recorded so it's in the report. With you guys being open to the golf cart, it is a large facility. It is presence like you said and people want to see them, and we want to be able to get all of the areas. I think we would be able to cover more grounds and you would see each officer at more touch points throughout the course of the day. We have magnets that we can put on the golf carts that say it's a security golf cart.

Mr. Perry stated at the last meeting you did authorize Jay to review those proposals so if we could just get a motion to approve the security proposal with S3 and allow staff to enter into a contract.

On MOTION by Mr. Davis seconded by Ms. Nelsen with all in favor the proposal from S3 for security services was approved with staff authorized to draft an agreement and the Chair was authorized to execute.

Ms. Nelsen stated I'm all about going ahead and getting a golf cart.

Mr. Davis stated I'm fine with that. It makes them more noticeable and gets them from point A to point B quicker and they're able to cover more ground in a shorter amount of time.

Mr. Lanier asked do we have room?

Mr. Soriano responded now that we cleaned out that area in the back, we could put that in where the pool house was. Soccer and I-9 have moved a lot of their bigger equipment over to the storage area. I would say I'd put it in the storage area except we're already starting to pack that up, and I also don't want to leave that open because there is a lot of other equipment in there. If they're in the pool house they have that little gate they can go in and out of. It's not cool because we don't have AC in that building, but at least it's a little more temperature controlled so soccer does keep the paint in there for the lines.

Mr. Davis asked did we build a building for I-9 and soccer to store their stuff in?

Mr. Soriano responded no; it's not going in the building. I'm going to fill that up. Once we finish putting up the building and we looked at the fencing, if you remember I have a good amount of space behind that building next to the basketball fence, so all those goals are going to come off every year and that's going to help with vandalism. They're not ours, but they sit out there, and we constantly have to move them around for the landscapers and they get torn up by the residents. At the end of the season, you'll see that they've already started moving stuff in there. It is locked and secured.

Mr. Lanier stated with having room, I'm definitely on board.

Mr. Soriano stated if everybody agrees I'll bring back from pricing for proposals next month. That is it for my report.

Mr. Thomas stated I have a question. I'll have to send you some pictures that a couple of neighbors sent me. Some of the borders at the playgrounds are being brought up and disappearing.

Mr. Soriano stated the problem is the kids pulling them up and throwing them out. We did get a lot of those recovered. Every once and a while I'm sure they hide it pretty good on us and they disappear, but like the playground at Fall Creek just across from the Oaks rear entry, every week we're going in there and repairing those borders and spiking them down. They are large spikes. I think I'm going to have to look at putting small concrete footers on them, they just have to be low enough because they're not supposed to be in any of the mulch, but that they may be the only way we can stop these kids. It's silly vandalism. They're not really breaking the borders, although I have had one or two that have been cracked from yanking on them.

Mr. Davis asked how many spikes are in each section?

Mr. Soriano responded there's two for each section of border. They're four-foot-wide borders that connect to each other and there's the spike that drives in and connects it. I'd probably say Fall Creek has somewhere between 50 to 60 of these spikes. We do go out and replace them about every week and we've recovered most of them.

Mr. Davis stated concrete underground would help. You'd have to do one in each section.

Mr. Soriano stated the borders are not required to be there, but it does look nicer, and it stops the mulch from going down into the grass, so it does give us that defined section. It is a lot more money when we have those little things involved.

Mr. Davis asked do you have other neighborhoods with parks that have something other than the borders that we have that works?

Ms. Suchsland stated I can look at Rivertown.

Mr. Perry stated I think they have the same thing.

Ms. Suchsland stated I want to say they do too, but I can investigate and get with Jay.

Mr. Davis stated something that would not be too fickle for you guys to deal with but would help us not to have to deal with this on an ongoing basis.

Ms. Nelsen asked did Silverleaf get finished up?

Mr. Soriano responded no. The playground unit itself is finished and I think we're going to split up a section. We still have it closed down, but kids can play on the playground. It's the wooden pieces I'm still waiting on, lumber and mulch deliveries. It's another one that we made bigger, so I just need to mulch that. We can have VerdeGo, but it was easy and quick, and I have that timing line so I'd rather not move the mulch to put the wooden playground in, but if we have to, we can always put it in now, open it up, and do the wooden section later.

SIXTH ORDER OF BUSINESS

Audience Comments / Supervisors' Requests

Audience Comments

Mr. Don Long stated with getting new security and new things going on, I don't know if you guys are on the Oakleaf Facebook pages, but maybe some kind of update to let residents know what to expect. That we're going to be concentrating on checking IDs or we're going to be looking at whether your dog is on a leash or whatever because lately there have been a lot of comments about people's kids being asked for their ID and they were sent away. Just to get the word out.

Mr. Horton stated the minutes are posted every month on the website.

Mr. Davis stated I get what he's saying. People are more on Facebook.

Mr. Soriano stated I sent out the emails and actually for the last year that's been a big one. We've been constantly reminding people, if you're on property you have to have your ID. We've been doing that since the beginning of the pandemic just because that's when we started to notice the problems were worse than what we thought they were before. A good amount of people out there don't live here so we've been sending that out in email constantly. You can actually take that little Facebook button on the bottom, and you can send that out to Facebook because I don't have my staff on Facebook.

Mr. Lanier stated so we like what you're saying, we just need to be careful with doing that.

Mr. Soriano stated we do post it in multiple places, we're just not going to get on Facebook to post that, but it can be shared pretty easily.

Mr. Lanier stated if you get the email blast, if you could post it to Facebook to the resident's page that would be wonderful.

Mr. Don Long stated I don't get the emails.

Ms. Nelsen stated the sign-up link is on the main website page.

Mr. Soriano stated on www.oakleafresidents.com on the front page you can put your email address. It's not like the HOA ones where you can to give passwords and register or anything. You can just sign up. Just sharing how easy it is to sign up for that is always helpful because we've heard how many thousands of people live in our neighborhood, and right now we have about 4,800 email addresses in there, so we know we're not even near all the households. I can plan this next week to send out an email reminding people these things are in place and we will have a new security group. This is something that has been asked for by residents over the years because they're unhappy with our security so maybe it will be received well, however a lot of people probably won't receive it well because it also means we have these expectations that they're going to enforce the rules. Even our residents that are good residents come down and don't have their cards and things like that and it creates problems. That is what the security team is going to be expecting.

Mr. Lanier stated so nobody is tasking, but I would request maybe if that's something we could have you take a look at and just attach it to the Oakleaf Facebook page I think that would be wonderful. If you have any questions, all you have to do is ask. Obviously, Jay is easy to get to.

Mr. Don Long stated from time to time I will go on there and somebody is saying something about this rule or that rule, and I'll go down and try and find the rules if I have time and I'll point it out and post it.

Mr. Lanier stated what Jay sends out will answer a lot of these questions.

Mr. Davis stated the new policy considerations will be helpful as well.

Ms. Muntean asked were your amenities closed last year because of COVID?

Mr. Soriano responded we only closed down for about two or three weeks and then we opened up with capacity limits.

Mr. Robert Morales, 3165 Wandering Oaks, are we going to keep the white fence as well as the brown and black fence at the dog park? It's not very appealing.

Mr. Soriano responded I looked at that when we were putting in the wooden one and it looks weird because you have the white split rail in front, and then the wooden one in back. We could take it out and use it plenty of places, but then you have this part where it's split with

the nice black chain link and wood and stained woods on the right-hand side and then you have the white vinyl so it will look a little odd. I was actually thinking about getting with the landscapers and putting some plants and trees in between.

Ms. Suchsland asked can you paint vinyl?

Mr. Soriano responded vinyl doesn't paint very well. When it heats up it's going to peel.

Mr. Davis stated it's not going to last forever but there is a vinyl paint out there.

Ms. Nelsen stated I'd rather have it consistent with the neighborhoods and put the landscaping in.

Mr. Soriano stated that is something I can work with Chalon on to come up with some ideas. I had already looked at maybe some bushes along that and some myrtle trees.

Mr. Morales stated I just don't think a resident would be able to have two different fencing facing the street from their house, but that's beside the point. The other thing was that neighborhood that is being built, did they ever decide if they are going to buy in to our amenity center? I know we can't stop them legally, right?

Mr. Soriano responded we can't stop them from buying in at whatever rate we have in place at the time, but their thing is they were looking at a special deal to make it worthwhile to them but we can't really do that so unless they're agreeing to pay for all their homes, we're not looking to do anything for them.

Mr. Morales stated kudos to the new security company. The other one was not very professional.

Ms. Nelsen stated while we're on Nature's Hammock park, what is that back there? Is it a culvert or a drain?

Mr. Soriano stated that is the last bit of fencing I am waiting on. If you guys notice the double gates on the gazebo are all in and there's a big picnic table. We will have benches to put in place to sit down with your dog before you go into the park so you have that double gate where you walk into the gazebo first and then there's another gate for you and your dog to go through whether you're going into the little dog park or big dog area. In the big dog area we have that big culvert that constantly floods. That drains out to that pond that is in the woods. We were able to dig some French drains around that to help with drainage a little bit, but we will have fencing that goes around that to stop the dogs from getting to it. I'm probably still

going to have to put up a sign to make sure people understand their dogs can't drink the water because we use reclaimed water. Those are irrigation runoff ponds there, so that's what it's going to, but it's going to be fenced in around the majority of the area where the water sits.

Mr. Lanier asked are we supplying water at the dog park at all?

Mr. Soriano responded no, if you recall I did bring you guys some fixture ideas and prices and we said we just wanted to start with the dog park. That is something we can move to. I don't believe I have regular water, it's just reclaimed, so we would have to install a meter. It would be one of our only parks that we have any type of water coming in. I will warn you that even in our field house we have to get on people because I see them let their dogs get up on the human water fountains so we will get one that is designed appropriately, but that would require us putting in a meter. It's not hard though because there is a regular line that runs into that neighborhood.

Supervisor's Requests

Mr. Lanier stated at some point I'd like the Board to consider naming our new parks or our new trailways for Oakleaf residents that have done good things for the community. We've got the new park right there across from the amenity center, we have the trail, we have the bridge. I think that's something we could do our due diligence with and have it in the back of the mind to make it a little homier for the residents.

Mr. Horton stated I sent an email to Deputy Pryor to tell him we were having a meeting and I haven't heard from him; I assume you haven't either, Jay?

Mr. Soriano responded no.

Mr. Horton stated so I would assume he hasn't found a building yet. What is going on with the pool chlorine?

Mr. Soriano responded we are not having a problem with our chlorine right now. I won't start buying our feeders. I wish everything could be done to get those switched over to salt units before the summer because the pandemic has created a chlorine shortage in the US. It is not affecting us. It will affect us slightly because the way they get around it is we have delivery fees, so we pay the same in our contract whether we get 200 gallons of chlorine or 1,000 gallons. They charge us a truck fee each time they come to us, so we may see an increase on that but that is another reason I would like to get away from the chloring usage. I started

doing a purchase list for the feeders and temperature controllers, but not the salt units. The salt units, once everything is ready, I have to come to for approval because some of those units are \$12,000, which is beyond my amount. The big part for your side is your slide pool. I have a leak in there that has to be taken care of. Crown Pools has done their diving and they can't find anything in the marcite shell. I am bringing in Red Rhino who will do a diving and listen to the pipes. It could be a case they have to dig up a section of the pool if that's what they find, but they are very good at finding those leaks. Right now, I'm using so much in water that if I put salt in there and replace it with freshwater, we wouldn't see any savings so it's kind of nice having the all-inclusive from Poolsure. It seems every month you hear of something else that was affected by the pandemic. It's going to be here for a while. I'm still waiting on lumber prices to come down. If you've noticed, for the things we have been building, the lumber is horrible.

Mr. Davis stated OSB is \$40.25 a sheet.

Mr. Soriano stated it's not just the pricing, it's the quality of it. They're trying to get it in and out quickly and we're getting warping on a lot of stuff within a few months that normally takes years and we're seeing problems with deliveries, supplies, things like that. We've got our own feeders and our own controllers because Poolsure controllers do not work well. My lifeguards have figured out how to check them every day and work on them if they need to calibrate them and fix the pools to make sure we don't have pool closures.

Mr. Horton stated a resident sent an email mentioning there is still a problem a sprinkler on Wandering Oaks and there's dirt on the sidewalk, which I'm sure they will take care of.

Mr. Soriano stated that was the one at the exit of the Oaks.

Ms. Suchsland stated that has been done.

Mr. Horton stated he also mentioned the decorative fence at the Oaks entrance is broken, the black wrought iron fence.

Mr. Soriano stated that was done last month.

Mr. Horton stated you mentioned oak trees being trimmed along the loop road.

Ms. Suchsland stated it's an ongoing thing.

Mr. Soriano stated when I respond to them, I don't copy you guys when you're in multiples like that, but I did respond to him.

Ms. Nelsen stated we trust you to handle it.

Mr. Soriano stated with the oak trees it's a little more helpful when he tells me which ones, not just go down the whole road. If there's one that's a problem like if you're out riding and there's one branch that's too low if they can't get to it when the mower is out, there's a gentleman that goes around in a golf cart and he will take a saw to it.

Mr. Horton stated I see there are a couple of vandalism things here. Are there things that have happened around the soccer field?

Mr. Soriano responded most of what is going on now is like Fall Creek, silly little vandalism that is just a result of too much free time on their hands. We are having a little more graffiti issues. The hard part is that means I have to get them out pressure washing more. Right now, we're busy with a lot of projects but it's not a huge costly issue and we know it's going to happen, but we are starting to see a lot more of that. We still have kids that aren't in school and it's getting ready to be summer so we will see an uptick on that.

Mr. Horton stated I noticed where we're putting that bridge in the white fence somebody has trashed all the caps on the posts.

Mr. Soriano stated I usually order those boxes that come with 400 or so caps at a time.

Mr. Thomas stated I was approached by a couple of residents these past couple of weeks about when the pools are up and running, I think they were trying to wheel and deal with the Board because we lost some swimming days last year, so they'd like to add maybe an extra five free passes on their cards when the new season initially starts. We did lose a lot of time during COVID with the pools being shut down. I don't know if that's something anybody else would like to consider.

Mr. Davis stated I'm not interested in doing something like that. We didn't create COVID, and we didn't shut it down arbitrarily, we were told to shut it down. Those residents just like everybody else will just have to deal with it.

Mr. Soriano stated that was last year, that didn't affect anything this year. The passes are done just like everything else year to year.

Ms. Nelsen stated plus I'd like to wait until school is out and see what capacity is going to be.

Mr. Soriano stated yes because right now I do have concerns that we are going to get pack to that packed status out there where we may have those days where we're asking people to wait outside. If you remember, one of the last things we put in place in 2019 was that double up on weekends. We really wanted to try to deter people from bringing guests on weekends, so we made your guest passes cheaper, we made a way for you to get smaller packs, so you didn't have to buy that big \$60 pack, in return though we set it up to where for weekends if you brought a guest you had to use two passes for every guest. That was the deterrent and that helped. We didn't have any weekends we had to throw those people out but if we get back to that this year then we have to look at that again. That's also another reason we're looking at the rate for buying in from outside. I have more people asking about that. KB Homes is building a neighborhood behind Home Depot, and they advertise on their website how to buy into our neighborhood for \$1,800. They don't have amenities like we do. We're going to have a lot more people here and we already have new families coming in. I don't know that we should look at giving in return for last year. Last year it's hard to say we lost time. We didn't allow guest, but if you recall, once we opened, we stayed open. Normally in April we're only open weekends but we stayed open with pool monitors. We didn't have the slides or spray grounds open, but the pools were available. I don't think there every came a point we had to tell people to wait due to capacity issues. I had the sign-up sheet where you could reserve hours to make sure everybody could come in and we never had to put that in place.

Mr. Thomas stated okay, I said I would bring it up and I brought it up. I heard through the grapevine the other neighborhoods were now using our amenities as a selling point and quite honestly, I don't appreciate that.

Mr. Davis stated I don't either. I agree with you.

Mr. Eckert stated there are certain parameters we have to pay attention to and when we have the public hearing we will walk through those parameters. The other thing is you can adjust after this hearing at some point in the future, you just go through the same process, but I certainly understand the concerns of the Board. We just want to make sure whatever fee you have is defensible.

Mr. Thomas stated it's also the fact that we now have a brand-new security company, and I don't want to give them more problems.

Mr. Horton asked are there any buy-ins so far this year?

Mr. Soriano responded yes there are either four or five as of last week and I had a couple from KB Homes this week asking about it. There was a lady at the fitness center this weekend arguing with the front desk because they explained everything to her on the website and that’s how we found out it was on that website for that neighborhood. It doesn’t explain the other rules. The other family members that could be living with her. We have to treat them the same way. If they buy in from that house, they’re going to provide a driver’s license that connect them to that house. I don’t think she liked that part.

Ms. Nelsen asked is everything spelled out in our policy that it’s not prorated, and the period goes from this to that?

Mr. Perry responded we just don’t pro rate them at all, it goes by fiscal year.

Mr. Davis stated but we can change it any point as long as we go through the process?

Mr. Eckert responded yes; we can change it. For rates you have to go through a specific process. Policies you can just change at any point that you want. Even when you go through the rate structure it’s 60 days.

Mr. Davis asked we’re going to revisit this rate next month, right?

Mr. Soriano responded we’re going to do the rate hearing. We noticed it at \$2,200. Whether it’s next year, we can always look at it again if this becomes a real problem.

Mr. Davis asked and again it’s a 60-day process as long as we can justify the process?

Mr. Eckert responded correct.

SIXTH ORDER OF BUSINESS

Next Scheduled Meeting

Mr. Perry stated the next scheduled meeting is June 14, 2021 at 4:00 p.m. at this location.

SEVENTH ORDER OF BUSINESS

Adjournment

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

Secretary/Assistant Secretary

Chairman/Vice Chairman

B.

Double Branch

Community Development District

Unaudited Financial Reporting
April 30, 2021



DOUBLE BRANCH
Community Development District
Combined Balance Sheet
 April 30, 2021

	<u>Governmental Fund Types</u>					Totals
	<u>General</u>	<u>Recreation</u>	<u>Capital Reserve</u>	<u>Debt Service</u>	<u>Capital Projects</u>	<u>(Memorandum Only)</u>
ASSETS:						
Cash	\$23,270	\$159,423	\$396,879	---	---	\$579,572
Petty Cash	---	\$672	---	---	---	\$672
Investments:						
<i>Series 2013A-1</i>						
Revenue	---	---	---	\$2,086,425	---	\$2,086,425
Reserve A1	---	---	---	\$868,932	---	\$868,932
Prepayment	---	---	---	\$144	---	\$144
Acquisition and Construction	---	---	---	---	\$18,599	\$18,599
<i>Series 2013A-2</i>						
Reserve A2	---	---	---	\$95,634	---	\$95,634
Operations						
Custody Account-General Fund Excess	\$24,616	---	---	---	---	\$24,616
Custody Account-Recreation Fund Excess	---	\$246,889	---	---	---	\$246,889
Custody Account-Recreation Fund Reserve	---	---	\$73	---	---	\$73
State Board						
General Fund	\$77,443	---	---	---	---	\$77,443
Recreation	---	\$883,491	---	---	---	\$883,491
Capital Reserve	---	---	\$1,087,881	---	---	\$1,087,881
Due From Capital Reserve Fund	---	\$300	---	---	---	\$300
Due from Other	\$25	\$92	---	---	---	\$117
Due From Middle Village	---	\$25	---	---	---	\$25
Electric Deposits	---	\$4,583	---	---	---	\$4,583
Prepaid Expenses	---	\$153	---	---	---	\$153
TOTAL ASSETS	\$125,353	\$1,295,628	\$1,484,833	\$3,051,135	\$18,599	\$5,975,548
LIABILITIES:						
Accounts Payable	\$2,492	\$31,015	\$2,399	---	---	\$35,906
FICA Payable	\$153	---	---	---	---	\$153
Accrued Expenses	---	\$9,005	---	---	---	\$9,005
Due to Rec Fund	\$0	---	\$300	---	---	\$300
FUND BALANCES:						
Nonspendable	---	\$4,583	---	---	---	\$4,583
Restricted for Debt Service	---	---	---	\$3,051,135	---	\$3,051,135
Restricted for Capital Projects	---	---	---	---	\$18,599	\$18,599
Assigned	---	\$34,717	\$1,482,134	---	---	\$1,516,852
Unassigned	\$122,708	\$1,216,307	---	---	---	\$1,339,015
TOTAL LIABILITIES & FUND EQUITY	\$125,353	\$1,295,628	\$1,484,833	\$3,051,135	\$18,599	\$5,975,548

DOUBLE BRANCH
Community Development District
GENERAL FUND
Statement of Revenues & Expenditures
For The Period Ending April 30, 2021

	AMENDED BUDGET	PRORATED BUDGET THRU 4/30/2021	ACTUAL THRU 4/30/2021	VARIANCE
Assessment - Tax Roll	\$177,985	\$177,985	\$175,972	(\$2,013)
Interest Income	\$200	\$117	\$78	(\$38)
Miscellaneous Income	\$0	\$0	\$0	\$0
TOTAL REVENUES	\$178,185	\$178,102	\$176,050	(\$2,052)

EXPENDITURES:

Administrative

Supervisors Fees	\$12,000	\$7,000	\$6,600	\$400
FICA Expense	\$918	\$536	\$505	\$31
Engineering	\$5,000	\$2,917	\$0	\$2,917
Arbitrage	\$700	\$408	\$0	\$408
Dissemination	\$1,333	\$778	\$778	\$0
Assessment Roll	\$8,212	\$8,212	\$8,212	\$0
Attorney	\$42,000	\$24,500	\$20,632	\$3,868
Annual Audit	\$5,900	\$3,442	\$0	\$3,442
Trustee fees	\$8,815	\$3,409	\$3,409	\$0
Management Fees	\$59,963	\$34,978	\$34,978	(\$9)
Information Technology	\$2,142	\$1,250	\$1,249	\$0
Telephone	\$290	\$290	\$382	(\$92)
Postage	\$1,900	\$1,108	\$523	\$586
Printing & Binding	\$3,400	\$1,983	\$1,121	\$863
Records Storage	\$300	\$175	\$0	\$175
Insurance	\$8,333	\$8,333	\$8,333	\$0
Legal Advertising	\$2,000	\$1,167	\$822	\$345
Office Supplies	\$350	\$204	\$152	\$53
Website Compliance	\$2,250	\$1,313	\$1,361	(\$49)
Dues, Licenses, Subscriptions	\$175	\$175	\$175	\$0
Reserve	\$12,204	\$12,204	\$12,204	\$0
Transfer Out	\$90,000	\$90,000	\$90,000	\$0

TOTAL EXPENDITURES	\$268,185	\$204,380	\$191,435	\$12,945
EXCESS REVENUES (EXPENDITURES)	(\$90,000)		(\$15,385)	
FUND BALANCE - Beginning	\$90,000		\$138,093	
FUND BALANCE - Ending	\$0		\$122,708	

DOUBLE BRANCH
Community Development District
RECREATION AND FACILITIES MAINTENANCE
Statement of Revenues & Expenditures
For The Period Ending April 30, 2021

	AMENDED BUDGET	PRORATED BUDGET THRU 4/30/2021	ACTUAL THRU 4/30/2021	VARIANCE
REVENUES:				
Maintenance Assessments-Tax Roll	\$1,462,648	\$1,462,648	\$1,446,104	(\$16,544)
Interest Income	\$1,000	\$583	\$585	\$2
Amenities Revenue	\$33,690	\$19,653	\$12,880	(\$6,773)
Sports Revenue	\$11,000	\$6,417	\$4,790	(\$1,627)
TOTAL REVENUES	\$1,508,338	\$1,489,301	\$1,464,359	(\$24,942)

EXPENDITURES:

Administrative:

Management Fees - Onsite	\$178,487	\$104,118	\$104,118	\$0
Insurance	\$68,797	\$68,797	\$71,995	(\$3,198)
Other Current Charges	\$3,818	\$2,227	\$1,768	\$459
Permit Fees	\$1,635	\$954	\$694	\$260
Total Administrative	\$252,737	\$176,096	\$178,574	(\$2,478)

Maintenance:

Common Area

Security	\$50,920	\$29,703	\$25,415	\$4,289
Security - Clay County Off-Duty Sheriff	\$43,050	\$25,113	\$20,934	\$4,179
Water - Irrigation	\$9,000	\$5,250	\$4,762	\$488
Irrigation Maintenance	\$4,250	\$2,479	\$0	\$2,479
Streetlighting	\$33,066	\$19,289	\$16,194	\$3,095
Electric	\$42,000	\$24,500	\$15,088	\$9,412
Landscape Maintenance	\$378,424	\$220,747	\$220,753	(\$5)
Common Area Maintenance	\$43,564	\$25,412	\$13,694	\$11,718
Lake Maintenance	\$28,116	\$16,401	\$14,490	\$1,911
Landscape Reserve	\$30,000	\$30,000	\$30,000	\$0
Capital Reserve	\$15,565	\$15,565	\$15,565	\$0
Repairs and Replacement	\$95,000	\$55,417	\$52,310	\$3,107
General Reserve	\$26,759	\$26,759	\$26,759	\$0
Total Common Area	\$799,714	\$496,635	\$455,962	\$40,673

Recreation Facility

Amenity Staff	\$110,000	\$64,167	\$42,667	\$21,499
Refuse Services	\$10,000	\$5,833	\$4,903	\$930
Telephone	\$5,592	\$3,262	\$2,924	\$338
Electric	\$40,000	\$23,333	\$15,484	\$7,850
Cable	\$12,319	\$7,186	\$4,582	\$2,604
Pool Maintenance	\$50,000	\$29,167	\$14,752	\$14,414
Water / Sewer/Reclaim	\$48,000	\$28,000	\$22,675	\$5,325
Facility Maintenance-General	\$43,500	\$25,375	\$19,483	\$5,892
Facility Maintenance-Preventative	\$13,117	\$7,652	\$4,052	\$3,600
Facility Maintenance - Contingency	\$34,750	\$20,271	\$15,454	\$4,817
Lighting Repairs	\$8,500	\$4,958	\$3,652	\$1,306
Special Events	\$10,500	\$6,125	\$1,076	\$5,049
Office Supplies & Equipment	\$6,664	\$3,887	\$723	\$3,164
Janitorial	\$59,412	\$34,657	\$32,679	\$1,978
Recreation Passes	\$5,500	\$3,208	\$1,287	\$1,921

DOUBLE BRANCH
Community Development District
RECREATION AND FACILITIES MAINTENANCE
Statement of Revenues & Expenditures
For The Period Ending April 30, 2021

	AMENDED BUDGET	PRORATED BUDGET THRU 4/30/2021	ACTUAL THRU 4/30/2021	VARIANCE
Recreation Facility-Continued				
Pool Pump Reserve	\$6,500	\$6,500	\$6,500	\$0
Pool Leak Repairs	\$5,000	\$2,917	\$0	\$2,917
Multiuse Field	\$21,250	\$12,396	\$0	\$12,396
Transfer Out	\$200,000	\$200,000	\$200,000	\$0
Total Recreation Facility	\$690,604	\$488,894	\$392,893	\$96,001
Total Maintenance	\$1,490,318	\$985,529	\$848,856	\$136,673
TOTAL EXPENDITURES	\$1,743,055	\$1,161,624	\$1,027,430	\$134,195
EXCESS REVENUES (EXPENDITURES)			\$436,929	
FUND BALANCE - Beginning			\$783,961	
FUND BALANCE - Ending			\$1,220,890	

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	\$160,306	\$2,064	\$1,906	\$1,006	\$2,561	\$0	\$0	\$0	\$0	\$0	\$175,972
Interest Income	\$14	\$14	\$12	\$12	\$9	\$9	\$8	\$0	\$0	\$0	\$0	\$0	\$78
Miscellaneous Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Revenues	\$14	\$8,143	\$160,318	\$2,076	\$1,916	\$1,015	\$2,568	\$0	\$0	\$0	\$0	\$0	\$176,050

Expenditures:

Administrative

Supervisors Fees	\$1,000	\$1,000	\$1,000	\$800	\$1,000	\$800	\$1,000	\$0	\$0	\$0	\$0	\$0	\$6,600
FICA Expense	\$77	\$77	\$77	\$61	\$77	\$61	\$77	\$0	\$0	\$0	\$0	\$0	\$505
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	\$111	\$111	\$111	\$111	\$111	\$0	\$0	\$0	\$0	\$0	\$778
Assessment Roll	\$8,212	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,212
Attorney	\$1,887	\$2,548	\$3,541	\$4,150	\$6,118	\$2,388	\$0	\$0	\$0	\$0	\$0	\$0	\$20,632
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	\$4,997	\$4,997	\$4,997	\$4,997	\$4,997	\$0	\$0	\$0	\$0	\$0	\$34,978
Computer Time	\$178	\$178	\$178	\$178	\$178	\$178	\$178	\$0	\$0	\$0	\$0	\$0	\$1,249
Telephone	\$54	\$67	\$38	\$10	\$30	\$120	\$63	\$0	\$0	\$0	\$0	\$0	\$382
Postage	\$15	\$121	\$129	\$22	\$180	\$38	\$18	\$0	\$0	\$0	\$0	\$0	\$523
Printing & Binding	\$168	\$122	\$183	\$92	\$199	\$326	\$30	\$0	\$0	\$0	\$0	\$0	\$1,121
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	\$239	\$117	\$117	\$0	\$105	\$0	\$0	\$0	\$0	\$0	\$822
Property Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$21	\$21	\$21	\$21	\$21	\$47	\$1	\$0	\$0	\$0	\$0	\$0	\$152
Website Compliance	\$188	\$188	\$236	\$188	\$188	\$188	\$188	\$0	\$0	\$0	\$0	\$0	\$1,361
Dues, Licenses, Subscriptions	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$12,204	\$0	\$0	\$0	\$0	\$0	\$12,204
Transfer Out	\$90,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$90,000

Total Administrative	\$119,068	\$9,430	\$10,750	\$10,748	\$13,215	\$9,254	\$18,971	\$0	\$0	\$0	\$0	\$0	\$191,435
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Excess Revenues (Expenditures)	(\$119,053)	(\$1,286)	\$149,568	(\$8,672)	(\$11,300)	(\$8,239)	(\$16,402)	\$0	\$0	\$0	\$0	\$0	(\$15,385)
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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	\$1,317,364	\$16,960	\$15,667	\$8,271	\$21,042	\$0	\$0	\$0	\$0	\$0	\$1,446,104
Interest Income	\$89	\$89	\$73	\$75	\$60	\$102	\$97	\$0	\$0	\$0	\$0	\$0	\$585
Amenities Revenue	(\$6)	\$209	\$336	\$245	\$425	\$3,705	\$7,966	\$0	\$0	\$0	\$0	\$0	\$12,880
Sports Revenue	\$0	\$0	\$0	\$1,325	\$2,210	\$1,255	\$0	\$0	\$0	\$0	\$0	\$0	\$4,790
Total Revenues	\$83	\$67,100	\$1,317,773	\$18,604	\$18,361	\$13,332	\$29,105	\$0	\$0	\$0	\$0	\$0	\$1,464,359

Expenditures:

Administrative

Management Fees - Onsite	\$14,874	\$14,874	\$14,874	\$14,874	\$14,874	\$14,874	\$14,874	\$0	\$0	\$0	\$0	\$0	\$104,118
Insurance	\$72,252	\$0	\$0	\$0	\$0	(\$257)	\$0	\$0	\$0	\$0	\$0	\$0	\$71,995
Other Current Charges	\$220	\$203	\$319	\$267	\$172	\$185	\$402	\$0	\$0	\$0	\$0	\$0	\$1,768
Permit Fees	\$54	\$27	\$390	\$0	\$223	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$694
Total Administrative	\$87,400	\$15,104	\$15,582	\$15,141	\$15,269	\$14,802	\$15,276	\$0	\$0	\$0	\$0	\$0	\$178,574

MAINTENANCE- Common Area

Security	\$4,236	\$4,236	\$4,236	\$4,236	\$4,236	\$4,236	\$0	\$0	\$0	\$0	\$0	\$0	\$25,415
Security - Clay County Off-Duty Sheriff	\$3,648	\$3,678	\$3,873	\$2,015	\$2,831	\$3,150	\$1,740	\$0	\$0	\$0	\$0	\$0	\$20,934
Water - Irrigation	\$915	\$438	\$577	\$772	\$711	\$655	\$694	\$0	\$0	\$0	\$0	\$0	\$4,762
Irrigation Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Streetlighting	\$2,302	\$2,302	\$2,318	\$2,318	\$2,318	\$2,318	\$2,318	\$0	\$0	\$0	\$0	\$0	\$16,194
Electric	\$2,194	\$2,245	\$1,869	\$2,162	\$1,641	\$2,515	\$2,462	\$0	\$0	\$0	\$0	\$0	\$15,088
Landscape Maintenance	\$31,536	\$31,536	\$31,536	\$31,536	\$31,536	\$31,536	\$31,536	\$0	\$0	\$0	\$0	\$0	\$220,753
Common Area Maintenance	\$4,647	\$767	\$2,428	\$1,809	\$516	\$3,527	\$0	\$0	\$0	\$0	\$0	\$0	\$13,694
Lake Maintenance	\$2,070	\$2,070	\$2,070	\$2,070	\$2,070	\$2,070	\$2,070	\$0	\$0	\$0	\$0	\$0	\$14,490
Landscape Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000
Capital Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$15,565	\$0	\$0	\$0	\$0	\$0	\$15,565
Repairs and Replacement	\$13,232	\$5,570	\$8,226	\$7,236	\$7,848	\$7,274	\$2,924	\$0	\$0	\$0	\$0	\$0	\$52,310
General Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$26,759	\$0	\$0	\$0	\$0	\$0	\$26,759
Total Common Area	\$64,779	\$52,842	\$57,132	\$54,154	\$53,707	\$57,280	\$116,068	\$0	\$0	\$0	\$0	\$0	\$455,962

Recreation Facility

Amenity Staff	\$11,297	\$4,497	\$7,466	\$3,763	\$3,807	\$7,056	\$4,780	\$0	\$0	\$0	\$0	\$0	\$42,667
Refuse Service	\$790	\$788	\$788	\$794	\$867	\$876	\$0	\$0	\$0	\$0	\$0	\$0	\$4,903
Telephone	\$702	\$444	\$442	\$181	\$445	\$355	\$355	\$0	\$0	\$0	\$0	\$0	\$2,924
Electric	\$3,437	\$2,538	\$1,433	\$1,959	\$1,758	\$2,056	\$2,303	\$0	\$0	\$0	\$0	\$0	\$15,484
Cable	\$631	\$640	\$640	\$657	\$671	\$671	\$671	\$0	\$0	\$0	\$0	\$0	\$4,582
Pool Maintenance/Chemicals	\$2,107	\$2,107	\$2,107	\$2,107	\$2,107	\$2,107	\$2,107	\$0	\$0	\$0	\$0	\$0	\$14,752
Water/Sewer/Reclaim	\$3,463	\$3,327	\$2,749	\$2,756	\$2,639	\$3,684	\$4,057	\$0	\$0	\$0	\$0	\$0	\$22,675
Facility Maintenance - General	\$3,625	\$3,377	\$3,297	\$3,389	\$2,374	\$3,421	\$0	\$0	\$0	\$0	\$0	\$0	\$19,483

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
Facility Maintenance - Preventative Contracts	\$861	\$773	\$1,180	\$443	\$0	\$0	\$795	\$0	\$0	\$0	\$0	\$0	\$4,052
Facility Maintenance - Contingency	\$2,895	\$2,563	\$2,667	\$2,656	\$1,878	\$2,795	\$0	\$0	\$0	\$0	\$0	\$0	\$15,454
Lighting Repairs	\$708	\$702	\$705	\$679	\$152	\$705	\$0	\$0	\$0	\$0	\$0	\$0	\$3,652
Special Events	\$0	\$183	\$738	\$0	\$154	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,076
Office Supplies and Equipment	\$352	\$37	\$37	\$58	\$146	\$37	\$56	\$0	\$0	\$0	\$0	\$0	\$723
Janitorial	\$4,601	\$4,631	\$5,269	\$4,487	\$4,484	\$4,251	\$4,956	\$0	\$0	\$0	\$0	\$0	\$32,679
Recreation Passes	\$200	\$0	\$0	\$0	\$1,088	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,287
Pool Pump Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$6,500	\$0	\$0	\$0	\$0	\$0	\$6,500
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
	\$235,670	\$26,607	\$29,518	\$23,930	\$22,571	\$28,016	\$26,582	\$0	\$0	\$0	\$0	\$0	\$392,893
Total Expenses	\$387,849	\$94,553	\$102,232	\$93,225	\$91,547	\$100,098	\$157,925	\$0	\$0	\$0	\$0	\$0	\$1,027,430
Excess Revenues (Expenditures)	(\$387,766)	(\$27,454)	\$1,215,541	(\$74,621)	(\$73,185)	(\$86,766)	(\$128,820)	\$0	\$0	\$0	\$0	\$0	\$436,929

DOUBLE BRANCH
Community Development District
Capital Reserve Fund
Statement of Revenues & Expenditures
For The Period Ending April 30, 2021

	AMENDED BUDGET	PRORATED THRU 4/30/2021	ACTUAL THRU 4/30/2021	VARIANCE
<u>REVENUES:</u>				
Interest Income	\$1,000	\$583	\$1,078	\$495
Landscape Reserve - Transfer In	\$30,000	\$30,000	\$30,000	\$0
Capital Reserve - Transfer In	\$15,565	\$15,565	\$15,565	\$0
Pool Pump Reserve - Transfer in	\$6,500	\$6,500	\$6,500	\$0
General Reserve - Transfer in	\$26,759	\$26,759	\$26,759	\$0
General Fund Reserve- Transfer in	\$12,204	\$12,204	\$12,204	\$0
Interfund Transfer In	\$290,000	\$290,000	\$290,000	\$0
TOTAL REVENUES	\$382,028	\$381,611	\$382,106	\$495
<u>EXPENDITURES:</u>				
Other Current Charges	\$0	\$0	\$0	\$0
Landscape Reserves	\$0	\$0	\$2,800	(\$2,800)
Capital Projects	\$0	\$0	\$106,684	(\$106,684)
TOTAL EXPENDITURES	\$0	\$0	\$109,484	(\$109,484)
EXCESS REVENUES (EXPENDITURES)	\$382,028		\$272,623	
FUND BALANCE - Beginning	\$1,238,762		\$1,209,512	
FUND BALANCE - Ending	\$1,620,790		\$1,482,134	

DOUBLE BRANCH

COMMUNITY DEVELOPMENT DISTRICT DEBT SERVICE FUND

Series 2013 A-1, & 2013 A-2 Special Assessment Bonds
Statement of Revenues & Expenditures
For The Period Ending April 30, 2021

	ADOPTED BUDGET	PRORATED THRU 4/30/2021	ACTUAL THRU 4/30/2021	VARIANCE
Revenues:				
Special Assessments - Tax Roll	\$1,961,878	\$1,961,878	\$1,940,725	(\$21,153)
Assessments- Prepayment	\$0	\$0	\$0	\$0
Interest Income	\$10,000	\$5,833	\$352	(\$5,481)
TOTAL REVENUES	\$1,971,878	\$1,967,711	\$1,941,077	(\$26,634)
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		\$1,519,344	
Net change in Fund Balance	\$28,412		\$1,519,344	
FUND BALANCE - Beginning	\$687,628		\$1,531,791	
FUND BALANCE - Ending	\$716,040		\$3,051,135	

Revenue	\$2,086,425
Reserve 2013-1	\$868,932
Reserve 2013-2	\$95,634
Prepayment	\$144
Total	\$3,051,135

DOUBLE BRANCH
Community Development District
CAPITAL PROJECTS FUND
Statement of Revenues & Expenditures
For The Period Ending April 30, 2021

	SERIES 2013 A-1 AND A-2
<u>REVENUES:</u>	
Interest Income	\$3
TOTAL REVENUES	\$3
<u>EXPENDITURES:</u>	
Capital Outlay - Series 2013 A1 and A2	\$0
Cost of Issuance	\$0
TOTAL EXPENDITURES	\$0
EXCESS REVENUES (EXPENDITURES)	\$3
FUND BALANCE - Beginning	\$18,595
FUND BALANCE - Ending	\$18,599

**Double Branch
Community Development District
Long Term Debt Report**

Series 2013 A-1 Special Assessment Refunding Bonds	
Interest Rate:	1.3%-4.25%
Maturity Date:	5/1/34
Reserve Fund Definition:	50% Max Annual on Outstanding
Reserve Fund Requirement:	\$868,932
Reserve Fund Balance:	\$868,932
Bonds outstanding - 9/30/2013	\$24,850,000
Less: November 1, 2013	\$0
Less: May 1, 2014 (Mandatory)	(\$860,000)
Less: May 1, 2015 (Mandatory)	(\$875,000)
Less: May 2, 2016 (Mandatory)	(\$890,000)
Less: May 2, 2017 (Mandatory)	(\$910,000)
Less: May 1, 2018 (Mandatory)	(\$930,000)
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:	\$95,634
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
4	12/17/20	450,787.63	245,552.56	22,265.04	182,970.03
5	01/14/21	41,783.52	22,760.27	2,063.75	16,959.50
6	02/19/21	38,598.12	21,025.13	1,906.42	15,666.57
7	03/19/21	20,377.05	11,099.77	1,006.45	8,270.83
8	04/12/21	51,841.25	28,238.91	2,560.51	21,041.83
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
TOTAL TAX ROLL RECEIPTS		3,562,800.95	1,940,725.15	175,971.81	1,446,103.99

PERCENT COLLECTED	TOTAL	DEBT	O&M
TOTAL PERCENT COLLECTED	98.92%	98.92%	98.92%

D.

Double Branch

Community Development District

Check Run Summary

May 31, 2021

Fund	Date	Check No.	Amount
General Fund			
Payroll	5/12/21	50876-50880	\$ 923.50
		Sub-Total	\$ 923.50
Accounts Payable	5/4/21	1643-1645	\$ 2,492.19
	5/12/21	1646-1647	\$ 5,981.38
	5/28/21	1648-1649	\$ 2,315.75
		Sub-Total	\$ 10,789.32
Recreation Fund			
Accounts Payable	5/4/21	6713-6720	\$ 21,224.63
	5/12/21	6721-6733	\$ 31,833.57
	5/28/21	6734-6741	\$ 47,058.76
		Sub-Total	\$ 100,116.96
Capital Reserve Fund			
Accounts Payable	5/12/21	46	\$ 2,399.00
		Sub-Total	\$ 2,399.00
Total			\$ 114,228.78

Attendance Sheet

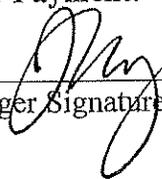
District Name: Double Branch, CDD

Board Meeting Date: May 10, 2021

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

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

Approved for Payment:



District Manager Signature

5/10/21

Date

PLEASE RETURN COMPLETED FORM TO DANIEL

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT ACCT#	SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
5/04/21	00015	4/23/21	121958	202103	310-51300-31500		MAR GENERAL COUNSEL HOPPING GREEN & SAMS	*	421.03	421.03	001643
5/04/21	00015	4/23/21	121959	202103	310-51300-31500		MAR MONTHLY MEETING HOPPING GREEN & SAMS	*	1,966.66	1,966.66	001644
5/04/21	00111	4/29/21	21-00094	202104	310-51300-48000		NOTICE OF MEETING 5/10/21 JACKSONVILLE DAILY RECORD	*	104.50	104.50	001645
5/12/21	00035	5/01/21	2190	202105	310-51300-34000		MAY MANAGEMENT FEES	*	4,996.92		
		5/01/21	2190	202105	310-51300-52000		MAY WEBSITE ADMIN	*	187.50		
		5/01/21	2190	202105	310-51300-35100		MAY INFORMATION TECH	*	161.83		
		5/01/21	2190	202105	310-51300-31300		MAY DISSEMINATION SERVICE	*	111.08		
		5/01/21	2190	202105	310-51300-35100		MAY IQ NECT EMAIL SERVICE	*	16.65		
		5/01/21	2190	202105	310-51300-51000		OFFICE SUPPLIES	*	21.08		
		5/01/21	2190	202105	310-51300-42000		POSTAGE	*	264.01		
		5/01/21	2190	202105	310-51300-42500		COPIES	*	114.45		
		5/01/21	2190	202105	310-51300-41000		TELEPHONE	*	63.36		
							GOVERNMENTAL MANAGEMENT SERVICES			5,936.88	001646
5/12/21	00111	5/06/21	21-00100	202105	310-51300-48000		NOTICE RULE DEVELOPMENT JACKSONVILLE DAILY RECORD	*	44.50	44.50	001647
5/28/21	00015	5/21/21	122407	202104	310-51300-31500		APR MONTHLY MEETING HOPPING GREEN & SAMS	*	1,801.75	1,801.75	001648
5/28/21	00015	5/24/21	122406	202104	310-51300-31500		APR GENERAL COUNSEL HOPPING GREEN & SAMS	*	514.00	514.00	001649

TOTAL FOR BANK A 10,789.32

DBBR DOUBLE BRANCH OKUZMUK

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
TOTAL FOR REGISTER							10,789.32	

DBBR DOUBLE BRANCH OKUZMUK

Hopping Green & Sams

Attorneys and Counselors

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

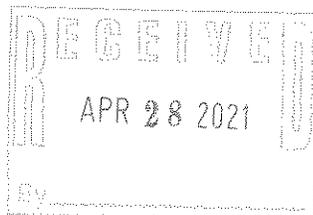
===== STATEMENT =====

April 23, 2021

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

Bill Number 121958
Billed through 03/31/2021

General Counsel (O&M)
DBRNCH 00001 MCE



1-31-513-315
15

FOR PROFESSIONAL SERVICES RENDERED

03/01/21	MCE	Confer with Perry; confer with Salem.	0.30 hrs
03/08/21	MCE	Prepare for Salem grievance hearing.	0.40 hrs
03/09/21	MCE	Prepare Salem grievance denial letter.	0.30 hrs
03/26/21	JLG	Distribute capitol conversations weekly update.	0.10 hrs
03/31/21	JLK	Review proposed legislation; monitor committee activity and agendas; monitor Amendment 12 implementation.	0.20 hrs

Total fees for this matter \$413.00

DISBURSEMENTS

Lexis Nexis	8.03
Total disbursements for this matter	\$8.03

MATTER SUMMARY

Gillis, Jennifer L. - Paralegal	0.10 hrs	130 /hr	\$13.00
Kilinski, Jennifer L.	0.20 hrs	325 /hr	\$65.00
Eckert, Michael C.	1.00 hrs	335 /hr	\$335.00

TOTAL FEES \$413.00
TOTAL DISBURSEMENTS \$8.03

TOTAL CHARGES FOR THIS MATTER \$421.03

BILLING SUMMARY

Gillis, Jennifer L. - Paralegal	0.10 hrs	130 /hr	\$13.00
Kilinski, Jennifer L.	0.20 hrs	325 /hr	\$65.00
Eckert, Michael C.	1.00 hrs	335 /hr	\$335.00

TOTAL FEES	\$413.00
TOTAL DISBURSEMENTS	\$8.03
TOTAL CHARGES FOR THIS BILL	\$421.03

Please include the bill number with your payment.

Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300

P.O. Box 6526

Tallahassee, FL 32314

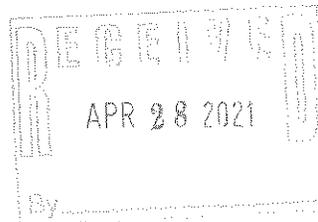
850.222.7500

===== STATEMENT =====

April 23, 2021

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

Bill Number 121959
Billed through 03/31/2021



Monthly Meeting (O&M)
DBRNCH 00101 MCE

FOR PROFESSIONAL SERVICES RENDERED

03/01/21	MCE	Prepare for board meeting.	
03/08/21	MCE	Prepare for, travel to and attend board meeting; return travel; meeting follow up.	
03/13/21	MCE	Review draft meeting minutes and provide comments.	
03/29/21	MCE	Attend agenda conference call.	
Total fees for this matter			\$1,700.00

*1.31.513.315
15*

DISBURSEMENTS

Travel	246.66
Travel - Meals	20.00
Total disbursements for this matter	\$266.66

MATTER SUMMARY

TOTAL FEES	\$1,700.00
TOTAL DISBURSEMENTS	\$266.66
TOTAL CHARGES FOR THIS MATTER	\$1,966.66

BILLING SUMMARY

TOTAL FEES	\$1,700.00
TOTAL DISBURSEMENTS	\$266.66
TOTAL CHARGES FOR THIS BILL	\$1,966.66

Please include the bill number with your payment.

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

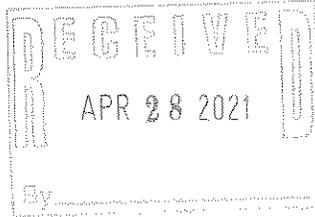
P.O. Box 1769
Jacksonville, FL 32201
(904) 356-2466

INVOICE

April 29, 2021

Date

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



Payment Due Upon Receipt

Serial # <u>21-00094C</u>	PO/File # _____	<u>\$104.50</u>
Notice of Meeting of the Board of Supervisors		Amount Due
_____		Amount Paid
Double Branch Community Development District		<u>\$104.50</u>
_____		Payment Due
Case Number _____		
Publication Dates <u>4/29</u>		
County <u>Clay</u>		

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

*For your convenience, you
may remit payment at
https://legals.jaxdailyrecord.com/secure/submit_payment.php.*

1-31-513-48
111

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, May 10, 2021, at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

While it may be necessary to hold the above referenced Meeting during the COVID-19 public health emergency, the District fully encourages public participation in a safe and efficient manner. Toward that end, 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 jperry@gmsnf.com to obtain access information. Additionally, participants are strongly encouraged to submit questions and comments to the District Manager at the phone number or email address above 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, please contact the District Manager's office at (904) 940-5850 or jperry@gmsnf.com for further accommodations.

James A. Perry
District Manager

Apr. 29 00 (21-00094C)

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 2190

Invoice Date: 5/1/21

Due Date: 5/1/21

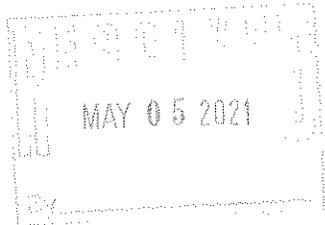
Case:

P.O. Number:

Bill To:

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

Description	Hours/Qty	Rate	Amount
Management Fees - May 2021 1-31-513-34		4,996.92	4,996.92
Website Administration - May 2021 1-31-513-52		187.50	187.50
Information Technology - May 2021 1-31-513-351		161.83	161.83
Dissemination Agent Services - May 2021 1-31-513-313		111.08	111.08
IQ Nect Email Services 1-31-513-351		16.65	16.65
Office Supplies 1-31-513-51		21.08	21.08
Postage 1-31-513-42		264.01	264.01
Copies 1-31-513-425		114.45	114.45
Telephone 1-31-513-41		63.36	63.36



Total \$5,936.88

Payments/Credits \$0.00

Balance Due \$5,936.88

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

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

INVOICE

May 6, 2021

Date

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



1-31-513 -48
111

Payment Due Upon Receipt

Serial #	21-00100C	PO/File #		\$44.50
	Notice of Rule Development			Amount Due
				Amount Paid
	Double Branch Community Development District			\$44.50
				Payment Due
Case Number				
Publication Dates	5/6			
County	Clay			

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

*For your convenience, you
may remit payment at <https://www.jaxdailyrecord.com/send-payment>.*

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.*

**NOTICE OF RULE
DEVELOPMENT BY
DOUBLE BRANCH
COMMUNITY**

DEVELOPMENT DISTRICT

In accordance with Chapters 120 and 190, *Florida Statutes*, the Double Branch Community Development District ("*District*") hereby gives notice of its intention to develop and revise the fees imposed on persons desiring to utilize the District's facilities ("*Amenity Rates*"). The purpose and effect of these rules are to provide for efficient and effective operations of the District's facilities by setting rates and fees to implement the provisions of Section 190.035, *Florida Statutes*. Specific legal authority for the Amenity Rates includes Sections 190.011, 190.012(3), 190.035(2), 190.011(5), 120.54 and 120.81, *Florida Statutes*. A public hearing will be conducted by the District on June 14, 2021, at 4:00 p.m., at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065. A copy of the proposed rules and additional information on the public hearing may be obtained by contacting the District Manager at 475 West Town Place, Suite 114, St. Augustine, Florida 32092 or by calling (904) 940-5850.

James Perry, District Manager
May 6 00 (21-00100C)

Hopping Green & Sams

Attorneys and Counselors

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

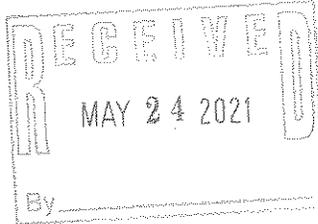
===== STATEMENT =====

May 21, 2021

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

Bill Number 122407
Billed through 04/30/2021

Monthly Meeting (O&M)
DBRNCH 00101 MCE



1.31.513.315
15

FOR PROFESSIONAL SERVICES RENDERED

04/12/21 MCE Prepare for, travel to and attend board meeting; return travel; follow up.
04/23/21 MCE Review draft meeting minutes and provide comments.

Total fees for this matter \$1,700.00

DISBURSEMENTS

Travel 79.42
Travel - Meals 22.33
Total disbursements for this matter \$101.75

MATTER SUMMARY

TOTAL FEES	\$1,700.00
TOTAL DISBURSEMENTS	\$101.75
TOTAL CHARGES FOR THIS MATTER	\$1,801.75

BILLING SUMMARY

TOTAL FEES	\$1,700.00
TOTAL DISBURSEMENTS	\$101.75
TOTAL CHARGES FOR THIS BILL	\$1,801.75

Please include the bill number with your payment.

Hopping Green & Sams

Attorneys and Counselors

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

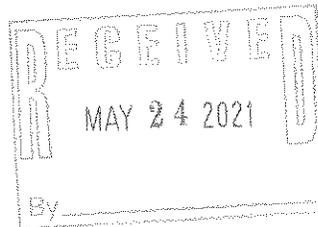
===== STATEMENT =====

May 21, 2021

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

Bill Number 122406
Billed through 04/30/2021

General Counsel (O&M)
DBRNCH 00001 MCE



1-31-513-315
15

FOR PROFESSIONAL SERVICES RENDERED

04/13/21	EGRE	Prepare rulemaking and rule development notices.	0.50 hrs
04/13/21	EGRE	Research adult non-user policies, fair housing and drones.	1.10 hrs
04/14/21	EGRE	Revise notice of rulemaking.	0.20 hrs
04/14/21	DGW	Review status regarding notices of rule development and rulemaking.	0.20 hrs
04/30/21	JLK	Review proposed legislation; monitor committee activity and agendas; monitor Amendment 12 implementation.	0.20 hrs
Total fees for this matter			\$514.00

MATTER SUMMARY

Wilbourn, David - Paralegal	0.20 hrs	130 /hr	\$26.00
Gregory, Emma C.	1.80 hrs	235 /hr	\$423.00
Kilinski, Jennifer L.	0.20 hrs	325 /hr	\$65.00

TOTAL FEES \$514.00

TOTAL CHARGES FOR THIS MATTER \$514.00

BILLING SUMMARY

Wilbourn, David - Paralegal	0.20 hrs	130 /hr	\$26.00
Gregory, Emma C.	1.80 hrs	235 /hr	\$423.00
Kilinski, Jennifer L.	0.20 hrs	325 /hr	\$65.00

TOTAL FEES \$514.00

TOTAL CHARGES FOR THIS BILL \$514.00

Please include the bill number with your payment.



CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
5/04/21	00092	4/01/21	2189	202104	310-51300	34000		APR FACILITY MANAGEMENT GOVERNMENTAL MANAGEMENT SERVICES	*	14,873.95	14,873.95	006713
5/04/21	00092	4/01/21	290	202104	320-57200	61000		APR JANITORIAL SERVICES GOVERNMENTAL MANAGEMENT SERVICES	*	4,251.00	4,251.00	006714
5/04/21	00092	4/26/21	2193	202104	300-36900	10300		EVENT STAFF THRU 4/22/21 GOVERNMENTAL MANAGEMENT SERVICES	*	211.25	211.25	006715
5/04/21	00833	4/23/21	04232021	202104	300-22300	10000		RENTAL DEPOSIT REFUND LARISA HOBBS	*	100.00	100.00	006716
5/04/21	00832	4/23/21	04232021	202104	300-22300	10000		RENTAL DEPOSIT REFUND MICHELLE HAMRICK	*	100.00	100.00	006717
5/04/21	00683	4/05/21	3728885	202104	320-57200	63100		FC-9750 ANTHONY GRID DE POOL SUPPLY UNLIMITED	*	936.99	936.99	006718
5/04/21	00616	4/15/21	ORD00094	202104	320-57200	63100		LIFEGUARD UNIFORMS/EQUIP THE LIFEGUARD STORE INC.	*	695.58	695.58	006719
5/04/21	00399	4/06/21	13121937	202104	330-57200	50000		APR BASE CHARGE/EXCESS XEROX CORPORATION	*	55.86	55.86	006720
5/12/21	00506	4/04/21	11172903	202103	320-57200	34500		3/1/20-3/31/21 SECURITY ALLIED UNIVERSAL	*	4,235.79	4,235.79	006721
5/12/21	00092	5/01/21	2191	202105	310-51300	34000		MAY REC FACILITY MAINT GOVERNMENTAL MANAGEMENT SERVICES	*	14,873.95	14,873.95	006722
5/12/21	00092	5/10/21	2194	202105	300-36900	10300		EVENT STAFF THRU 5/6/21 GOVERNMENTAL MANAGEMENT SERVICES	*	125.00	125.00	006723
5/12/21	00836	5/07/21	05072021	202105	300-36900	10300		RENTAL DEPOSIT REFUND HOLLIE DAVIS-WALKER	*	100.00	100.00	006724

DBBR DOUBLE BRANCH OKUZMUK

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO... YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
5/12/21	00422	4/30/21	61452064	202104	320	57200	63100		JANIROTIAL SUPPLIES THE HOME DEPOT PRO	*	755.12	755.12	006725
5/12/21	00508	5/04/21	9029-1	202105	320	57200	63100		MOTORS/WEG VARI DRIVES KG POWER SYSTEMS	*	2,101.50	2,101.50	006726
5/12/21	00024	5/01/21	573774	202105	320	57200	46800		MAY LAKE MAINTENANCE THE LAKE DOCTORS, INC.	*	2,070.00	2,070.00	006727
5/12/21	00835	5/07/21	05072021	202105	300	36900	10300		RENTAL DEPOSIT REFUND MARIAN LOYOLA	*	100.00	100.00	006728
5/12/21	00834	5/07/21	05072021	202105	300	36900	10300		RENTAL DEPOSIT REFUND NICHOLAS FLETCHER	*	500.00	500.00	006729
5/12/21	00186	5/01/21	13129559	202105	320	57200	46300		MAY POOL CHEMICALS POOLSURE	*	2,107.49	2,107.49	006730
5/12/21	00297	5/01/21	291	202105	320	57200	61000		MAY JANITORIAL SERVICES RIVERSIDE MANAGEMENT SERVICES, INC	*	4,251.00	4,251.00	006731
5/12/21	00264	4/30/21	347	202104	320	57200	63100		DOG PARK FENCE LABOR T FENCEMAN INC	*	300.00	300.00	006732
5/12/21	00382	3/29/21	91716680	202103	320	57200	63100		3/29/21 MAT CLEANING	*	77.55		
		4/05/21	91716701	202104	320	57200	63100		4/5/21 MAT CLEANING	*	81.07		
		4/12/21	91716722	202104	320	57200	63100		4/12/21 MAT CLEANING	*	77.55		
		4/19/21	91716743	202104	320	57200	63100		4/19/21 MAT CLEANING UNIFIRST CORPORATION	*	77.55	313.72	006733
5/28/21	00478	5/19/21	14053	202105	320	57200	62000		ACCESS CARDS CARDS AND KEYFOBS	*	1,087.70	1,087.70	006734

DBBR DOUBLE BRANCH OKUZMUK

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
5/28/21	00092	5/19/21	2197	202104	320	57200	46600		APR FACILITY MAINT GEN	*	3,391.00		
		5/19/21	2197	202104	320	57200	46620		APR FACILITY MAINT CONTIN	*	1,997.00		
		5/19/21	2197	202104	320	57200	46630		APR LIGHTING REPAIRS	*	655.00		
		5/19/21	2197	202104	320	57200	46400		APR COMMON AREA MAINT	*	3,487.00		
		5/19/21	2197	202104	320	57200	63100		APR REPAIRS/REPLACEMENTS	*	1,155.11		
GOVERNMENTAL MANAGEMENT SERVICES											10,685.11	006735	
5/28/21	00837	5/03/21	208412	202105	320	57200	63400		POOL LEAK DETECTION	*	795.00		
RED RHINO											795.00	006736	
5/28/21	00305	1/19/21	19121DB	202101	320	57200	63100		FITNESS EQUIPMENT REPAIR	*	435.00		
SOUTHEAST FITNESS REPAIR											435.00	006737	
5/28/21	00305	3/15/21	14995D	202103	320	57200	46610		FITNESS EQUIPMENT REPAIR	*	288.00		
		3/15/21	14995D	202103	320	57200	63100		FITNESS EQUIPMENT REPAIR	*	460.30		
SOUTHEAST FITNESS REPAIR											748.30	006738	
5/28/21	00672	5/01/21	5303	202105	320	57200	46200		MAY LANDSCAPE MAINTENACE	*	31,536.08		
VERDEGO, LLC											31,536.08	006739	
5/28/21	00838	4/16/21	18396403	202103	320	57200	34900		MAR REFUSE	*	867.24		
		4/16/21	18396403	202104	320	57200	34900		APR REFUSE	*	867.24		
WASTE MANAGEMENT CORPORATE SERVICES											1,734.48	006740	
5/28/21	00399	5/01/21	13228424	202105	330	57200	50000		BASE CHARGE	*	37.09		
XEROX CORPORATION											37.09	006741	
TOTAL FOR BANK B											100,116.96		
TOTAL FOR REGISTER											100,116.96		

DBBR DOUBLE BRANCH OKUZMUK

Governmental Management Services, LLC

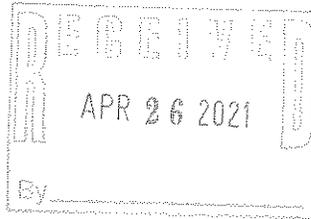
1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 2189
Invoice Date: 4/1/21
Due Date: 4/1/21
Case:
P.O. Number:

Bill To:

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



Description	Hours/Qty	Rate	Amount
Facility Management - Oakleaf Plantation - April 2021 2.310.513.3400 92		14,873.95	14,873.95
Total			\$14,873.95
Payments/Credits			\$0.00
Balance Due			\$14,873.95

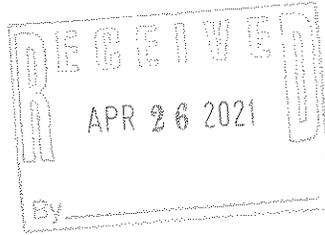
4-12-21
[Signature]

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

Invoice

Invoice #: 290
 Invoice Date: 4/1/2021
 Due Date: 4/1/2021
 Case:
 P.O. Number:

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



Description	Hours/Qty	Rate	Amount
Janitorial Services - April 2021 2,320.572.6100 92		4,251.00	4,251.00

Total	\$4,251.00
Payments/Credits	\$0.00
Balance Due	\$4,251.00

4-12-21

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 2193

Invoice Date: 4/26/21

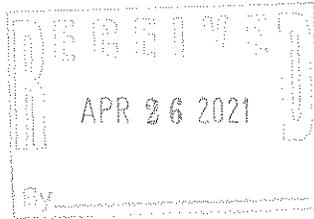
Due Date: 4/26/21

Case:

P.O. Number:

Bill To:

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



Description	Hours/Qty	Rate	Amount
Facility Event Staff through April 22, 2021	8.45	25.00	211.25
2-300-369-103 92			

Total	\$211.25
Payments/Credits	\$0.00
Balance Due	\$211.25

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

Double Branch CDD

Facility Event Staff Service Hours

<u>Quantity</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
8.45	Private Event Attendant	\$ 25.00	\$ 211.25

Covers Period End: April 22, 2021

Amenities Revenue #2-369-103

From: Oakleaf Venues venue rentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - LARISA HOBBS
Date: April 23, 2021 at 3:52 PM
To: Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Daniel Laughlin dlaughlin@gmsnf.com

Good afternoon Oksana,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR aka Oakleaf Village PATIO (SATURDAY) 2:00 P.M. to 6:00 P.M.
- DATE OF VENUE – APRIL 17, 2020
- RESIDENT – LARISA HOBBS
- ADDRESS – 3967 PEBBLE BROOKE CIRCLE S, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - BOOKING / DEPOSIT FEE REFUND
 - BOOKING / DEPOSIT FEE was via MC (5542)
- **BOOKING / DEPOSIT FEE:**
 - DATED: 3/29/21
 - SEQ#: 2
 - BATCH#: 179
 - INVOICE: 2
 - APPROVAL CODE: 122707
 - AMOUNT: \$100.00



2,300.223.100
833

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC. CHECK/CASH	CREDIT CARD
03/29/21	03/29/21	04/17/21	LaRisa Hobbs - OV PATIO DEPOSIT	DEPOSIT \$	100.00		MC-122707

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

Thank you.

I will be out of the office SATURDAY, MAY 1-2, 2021, therefore, if you require immediate attention please email me or leave a detailed message at 904-770-4661 with your NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATES, PREFERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity.

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

Governmental Management Services

www.OakLeafResidents.com

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From: Oakleaf Venues venue rentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - MICHELLE HAMRICK
Date: April 23, 2021 at 4:22 PM
To: Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Daniel Laughlin dlaughlin@gmsnf.com

Good afternoon Oksana,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR aka Oakleaf Village PATIO (SATURDAY) 10:00 A.M. to 2:00 P.M.
- DATE OF VENUE – APRIL 17, 2020
- RESIDENT – MICHELLE HAMRICK
- ADDRESS – 355 BRIER ROSE LANE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - BOOKING / DEPOSIT FEE REFUND
- BOOKING / DEPOSIT FEE was via CHECK drawn on Navy Federal CU
 - **BOOKING / DEPOSIT FEE:**
 - DATED: 3/26/21
 - CHECK#: 1122
 - DEPOSITED: 3/29/21
 - AMOUNT: \$100.00

2-300-223-100
832-



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC. CHECK/CASH	CREDIT CARD
03/26/21	03/29/21	04/17/21	Michelle Hamrick - OV PATIO DEPOSIT	DEPOSIT \$	100.00	CK# 1122	DEPOSITED 3/29/21

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

Thank you.

I will be out of the office SATURDAY & SUNDAY, MAY 1-2, 2021, therefore, if you require immediate attention please email me or leave a detailed message at 904-770-4661 with your NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS, EX PREFERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity.

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

Governmental Management Services

www.OakLeafResidents.com

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INVOICE

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

Date: 04/05/2021
Invoice No. 03728885
Payment Method: Credit Line - Net15
Status: .:

Billing: GMS LLC
Jay Soriano
475 W Town Pl
St Augustine, FL 32092

Shipping: GMS LLC
Jay Soriano
370 OAKLEAF VILLAGE PKWY
ORANGE PARK, FL 32065-4259
Phone: (904) 342-1441

Table with 5 columns: Item, Description, Qty, Rate, Amount. Contains two rows of item details.

Code to: Split

Double Branch Repair and Replacements

2.320.57200.63100 # 936.99
683

Middle Village Repair and Replacements

Order Notes: Customer provided part # Order by Jose

34-600-538-64000

Tax: \$0.00
Shipping: \$168.28
Coupons: -\$25.00
Total: \$1,873.98/



Order Confirmation



Kiefer Aquatics
The Lifeguard Store
All American Swim Supply
Swim Shops of the Southwest
 903 Morrissey Drive
 Bloomington, IL 61701
 P: (309) 451-5858
 F: (309) 451-5959

DATE	S.O. No.
04/15/2021	ORD000943972



Name / Address
 GMS LLC
 475 W Town Pl
 suite 114
 St Augustine, Florida 32092

SHIP TO
 GMS LLC
 370 OAKLEAF VILLAGE PKWY
 ORANGE PARK, Florida 32065-4259

Customer ID	P.O. No.	Terms	Rep	Order Administrator	Ship Via
265527	JS0041521	NET 30	036		FEDEX_OVERNIGHT
Item	Description	Ordered	B/O	Price Each	Amount
LGS30GUSRS	RISE GUARD MALE FLEX SHORT - COLOR - RED,SIZE - SMALL	5		\$23.75	\$118.75
LGS30GUSRM	RISE GUARD MALE FLEX SHORT - COLOR - RED,SIZE - MEDIUM	12		\$23.75	\$285.00
LGS11GUR34	RISE GUARD MB BACK W/SHELF BRA - COLOR - RED,SIZE - 34	4		\$30.00	\$120.00
LGS11GUR36	RISE GUARD MB BACK W/SHELF BRA - COLOR - RED,SIZE - 36	6		\$30.00	\$180.00
LGS11GUR38	RISE GUARD MB BACK W/SHELF BRA - COLOR - RED,SIZE - 38	4		\$30.00	\$120.00
LGS11GUR40	RISE GUARD MB BACK W/SHELF BRA - COLOR - RED,SIZE - 40	2		\$30.00	\$60.00
LGS11GUR42	RISE GUARD MB BACK W/SHELF BRA - COLOR - RED,SIZE - 42	1		\$30.00	\$30.00
LGS11GUR44	RISE GUARD MB BACK W/SHELF BRA - COLOR - RED,SIZE - 44	1		\$30.00	\$30.00
LSGTSRM	RISE GUARD TEE - COLOR - RED,SIZE - MEDIUM	12		\$5.95	\$71.40
120MM	SOFT CASE POCKET MASK	20		\$5.95	\$119.00
176R	ORIGINAL GUARD INFINITY WHISTLE - COLOR - RED	20		\$2.25	\$45.00
180BBLK	BREAK AWAY NECK LANYARD - COLOR - BLACK	20		\$1.60	\$32.00
710AWLR	WATERPARK GUARD HIP PACK - COLOR - RED	20		\$6.75	\$135.00

Code to: Split
Double Branch Repair and Replacements

2.320.57200.63100 #695.58 616	Subtotal	\$1,346.15
Middle Village Repair and Replacements	Discount Amount	\$0.00
34-600-538-64000	Shipping	\$45.00
	Sales Tax	\$0.00
	Total	\$1,391.15



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

04-06-21
Invoice Date
013121937
Invoice Number
720343326
Customer Number

4
8-1452

MFP3635X1 MFP3635X W/EIP

SER.# BB1-867777

SPLY-MAINT - COST PER COPY PLAN
AMOUNT

BASE CHARGE

APRIL

37.09



METER USAGE
METER 1

12-30-20 TO 03-30-21
182401 182851 450

PRINT CHARGES
METER 1 PRINTS 450
NET BILLABLE PRINTS 450 .041700 18.77
TOTAL EXCESS PRINT CHARGES 18.77

2.330.572.50
399

SUB TOTAL 55.86
TOTAL 55.86

AT THE TIME OF BILLING, NO VALID METER READ WAS AVAILABLE,
SO METER USAGE WAS ESTIMATED. ANY OVERAGE/UNDERAGE WILL BE
ADJUSTED ON NEXT METER INVOICE. PLEASE VISIT OUR WEBSITE
AT WWW.XEROX.COM TO SUBMIT YOUR NEXT METER READ.
THIS IS A 12 MONTH AGREEMENT WHICH INCLUDES MAINTENANCE
AND SUPPLY CHARGES
THIS COST PER COPY AGREEMENT RENEWS ON 06-30-21
TOTAL OF INVOICE MAY VARY ACCORDING TO METER USAGE BILLED

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 013121937 04-06-21
RR001811 M 070120
03 6GSW 6GSW W W0220 5933 1 115

\$55.86
VFL40

202100008070060 0131219377 0300055867 272034332688

Invoice

Payment

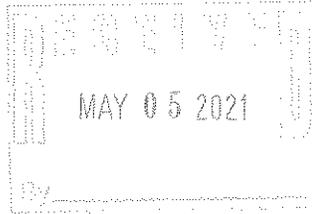


Invoice Date
04/04/2021

Invoice Number
11172903

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

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: 03/01/2021 - 03/31/2021
DOUBLE BRANCH
 370 OAKLEAF VILLAGE PKWY
 Orange Park, FL 32065-4259

Description	Quantity	UOM	Price	Amount
Overtime Guard - Dimuna, Abanus	139.00	Hours		0.00
Overtime Guard - DIMUNAH, UZOMA	10.00	Hours		0.00
Overtime Guard - MELSON, LISA	159.00	Hours		0.00
Guard Services	1.00	EA	4,235.79	4,235.79
Total Hours	308.00			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

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



Invoice Date
04/04/2021

Invoice Number
11172903

Invoice NO. 11172903

Customer: AB364297 Double Branch Community Development

Page 1 of 2

Description		Quantity	Bill Rate	Extension					
Work Date	Post Description	Employee Name	In Time	Out Time	Lunch	Hours	Hours Type		
Overtime Guard - Dimuna, Abanus							139.00	\$0.00	\$0.00
03/01/21	Roover 900	Abanus Dimuna	0:00	1:00		1.00	Hourly-Regular		
03/01/21	Roover 900	Abanus Dimuna	15:00	0:00		9.00	Hourly-Regular		
03/02/21	Roover 900	Abanus Dimuna	15:00	0:00		9.00	Hourly-Regular		
03/07/21	Roover 900	Abanus Dimuna	13:00	0:00		11.00	Hourly-Regular		
03/08/21	Roover 900	Abanus Dimuna	0:00	1:00		1.00	Hourly-Regular		
03/08/21	Roover 900	Abanus Dimuna	15:00	0:00		9.00	Hourly-Regular		
03/09/21	Roover 900	Abanus Dimuna	15:00	0:00		9.00	Hourly-Regular		
03/14/21	Roover 900	Abanus Dimuna	13:00	0:00		11.00	Hourly-Regular		
03/15/21	Roover 900	Abanus Dimuna	0:00	1:00		1.00	Hourly-Regular		
03/15/21	Roover 900	Abanus Dimuna	15:00	0:00		9.00	Hourly-Regular		
03/16/21	Roover 900	Abanus Dimuna	15:00	0:00		9.00	Hourly-Regular		
03/21/21	Roover 900	Abanus Dimuna	13:00	0:00		11.00	Hourly-Regular		
03/22/21	Roover 900	Abanus Dimuna	0:00	1:00		1.00	Hourly-Regular		
03/22/21	Roover 900	Abanus Dimuna	15:00	0:00		9.00	Hourly-Regular		
03/23/21	Roover 900	Abanus Dimuna	15:00	0:00		9.00	Hourly-Regular		
03/28/21	Roover 900	Abanus Dimuna	13:00	0:00		11.00	Hourly-Regular		
03/29/21	Roover 900	Abanus Dimuna	0:00	1:00		1.00	Hourly-Regular		
03/29/21	Roover 900	Abanus Dimuna	15:00	0:00		9.00	Hourly-Regular		
03/30/21	Roover 900	Abanus Dimuna	15:00	0:00		9.00	Hourly-Regular		
Overtime Guard - DIMUNAH, UZOMA							10.00	\$0.00	\$0.00
03/26/21	Roover 900	UZOMA DIMUNAH	15:00	0:00		9.00	Hourly-Regular		
03/27/21	Roover 900	UZOMA DIMUNAH	0:00	1:00		1.00	Hourly-Regular		
Overtime Guard - MELSON, LISA							159.00	\$0.00	\$0.00
03/03/21	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular		
03/04/21	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular		
03/05/21	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular		
03/06/21	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular		
03/06/21	Roover 900	LISA MELSON	13:00	0:00		11.00	Hourly-Regular		
03/07/21	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular		
03/10/21	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular		
03/11/21	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular		
03/12/21	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular		
03/13/21	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular		
03/13/21	Roover 900	LISA MELSON	13:00	0:00		11.00	Hourly-Regular		
03/14/21	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular		
03/17/21	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular		
03/18/21	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular		
03/19/21	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular		
03/20/21	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular		
03/20/21	Roover 900	LISA MELSON	13:00	0:00		11.00	Hourly-Regular		
03/21/21	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular		
03/24/21	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular		
03/25/21	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular		
03/27/21	Roover 900	LISA MELSON	13:00	0:00		11.00	Hourly-Regular		
03/28/21	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular		
03/31/21	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular		
Guard Services						1.00		\$4,235.79	\$4,235.79
Total Hours						308.00			\$0.00

Governmental Management Services, LLC

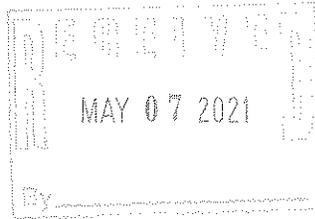
1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 2191
Invoice Date: 5/1/21
Due Date: 5/1/21
Case:
P.O. Number:

Bill To:

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



Description	Hours/Qty	Rate	Amount
Recreation Facility Management - Oakleaf Plantation - May 2021 2,310.513,3400 f2		14,873.95	14,873.95

Total	\$14,873.95
Payments/Credits	\$0.00
Balance Due	\$14,873.95

5-6-21
COT

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 2194

Invoice Date: 5/10/21

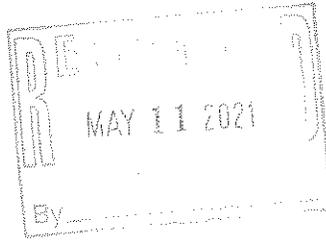
Due Date: 5/10/21

Case:

P.O. Number:

Bill To:

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



Description	Hours/Qty	Rate	Amount
Facility Event Staff through May 6, 2021 <i>2-300-369-103</i> <i>92</i>	5	25.00	125.00

Total \$125.00

Payments/Credits \$0.00

Balance Due \$125.00

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

DOUBLE BRANCH CDD

Facility Event Staff Service Hours

<u>Quantity</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
5.00	Facility Event Staff	\$ 25.00	\$ 125.00

Covers Period End: May 6, 2021

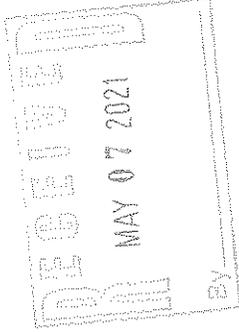
Amenities Revenue # 2-369-103

From: Oakleaf Venues venue rentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - HOLLIE DAVIS-WALKER
Date: May 7, 2021 at 6:11 PM
To: Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Daniel Laughlin dlaughlin@gmsnf.com

Good evening Oksana,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR aka Oakleaf Village PATIO (SATURDAY) 2:00 P.M. to 6:00 P.M.
- DATE OF VENUE – APRIL 10, 2021
- RESIDENT – HOLLIE DAVIS-WALKER
- ADDRESS – 3615 LIVE OAK HOLLOW DRIVE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - BOOKING / DEPOSIT FEE REFUND
- BOOKING / DEPOSIT FEE was via CHECK drawn on TD BANK
 - **BOOKING / DEPOSIT FEE:**
 - DATED: 3/28/21
 - CHECK#: 103
 - DEPOSITED: 3/29/21
 - AMOUNT: \$100.00



2-300-349-103
836

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
03/28/21	03/29/21	04/10/21	Hollie Davis-Walker - OV PATIO DEPOSIT	DEPOSIT \$	100.00		CK# 103	DEPOSITED 3/29/21

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

Thank you.

I will be out of the office SUNDAY & MONDAY, MAY 9 - 10, 2021, therefore, if you require immediate attention please email me or leave a detailed message at 904-770-4661 with your NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS, EX FERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity.

Wanda McReynolds – Community Amenity Coordinator, OakLeaf Plantation
venue rentals@oakleafresidents.com
 (904) 770-4561 voice email
 (904) 375-9285 ext. 3
www.oakleafresidents.com

Governmental Management Services

www.OakLeafResidents.com

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PO BOX 2317
Jacksonville, FL 32203-2317

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

INVOICE DATE 04/30/21
INVOICE NUMBER 614520641
ACCOUNT NUMBER 647283
ORDER NUMBER 36576388

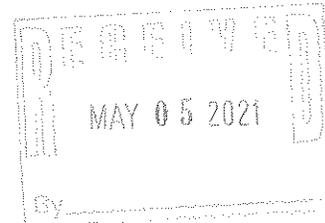
SOLD TO:
MIDDLE VILLAGE CDD
DBA OAKLEAF PLANTATION
370 OAKLEAF PLANTATION PKWY
ORANGE PARK FL 32065

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

www.HomeDepotPro.com/Institutional

ORDER DATE	ORDER NO.	CUSTOMER P.O.	SHIPPED VIA	TERMS	SALESPERSON					
04/14/21	36576388		JAX91	NET 30 DAYS	VERONICA WOOD					
LN ITEM NO.	CAT	DESCRIPTION	ORDERED	SHIPPED	B/O	UOM	PRICE	EXT	AMT	T
1	REN06125-WB	8 RENOWN SINGLE ROLL BATH TISSUE 2PLY	10	10	0	CA	49.17	491.70		
2	REN14512-CA	8 RENOWN LNR 40X48 12MIC NAT - NATURA	10	10	0	CA	39.34*	393.40		
3	REN06132-WB	8 CONTROLLED HARD ROLL TOWEL NATURAL	8	8	0	CA	44.97	359.76		
4	APP17104	8 APPEAL HAND SOAP DISP BLK 1000ML -	8	8	0	EA	8.10	64.80		
5	APP17100-04	8 APPEAL GEN PURP FOAM HAND SOAP - 10	8	8	0	CA	24.08	192.64		

\$7.95 Handling Charge
Delivery information for this invoice may be found at: www.HomeDepotPro.com/Institutional



Code to: Split 50/50
Double Branch Repair and Replacements
2.320.57200.63100 \$755.12
Middle Village Repair and Replacements
34-600-538-64000 422

NET MERCHANDISE TOTAL	FREIGHT	HANDLING	TAX	INVOICE TOTAL
1,502.30	0.00	7.95	0.00	1,510.25

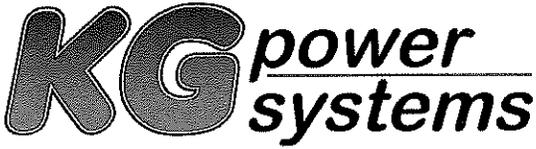
RETAIN THIS PORTION OF THE INVOICE FOR YOUR RECORDS
RETURN THIS PORTION WITH YOUR REMITTANCE

ACCOUNT NUMBER	INVOICE DATE	INVOICE NUMBER	INVOICE AMOUNT DUE
647283	04/30/21	614520641	1,510.25

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

NET
AMOUNT
PAID



REMIT TO: www.kgpowersystems.com
 150 Laser Ct.
 Hauppauge, NY 11788
 p. 631-342-1171
 f. 631-342-1172

Invoice	
Invoice Date 5/4/2021	Number Invoice 9029-1
Customer Number DOUBLEB	Due Date 6/3/2021

SOLD TO:
 Double Branch Community Development
 370 Oakleaf Village Pkwy
 Orange Park, FL 32065

SHIP TO:
 Double Branch Community Devel
 370 Oakleaf Village Pkwy
 Orange Park, FL 32065

NONTAXABLE

PO Number	Order Date	Salesperson	Job Number
	5/4/2021	Doris Gabrielsen	OLS1646807

Terms

Net 30 Days

Non - Specified Equipment

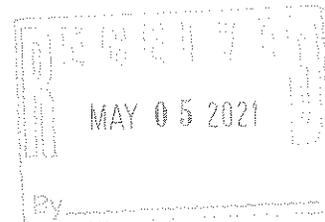
Description	Quantity	Unit Price	Subtotal	Tax	Total
UJ15P2DM US Motors Close Coupled Pump (1.00	\$1,283.00	\$1,283.00	\$0.00	\$1,283.00
CFW110045T2ON1Z WEG Vari Drive (Single / Three	1.00	\$1,630.00	\$1,630.00	\$0.00	\$1,630.00
CFW110024T2ON1Z WEG Vari Drive 7.5 HP	1.00	\$1,060.00	\$1,060.00	\$0.00	\$1,060.00
Freight	1.00	\$230.00	\$230.00	\$0.00	\$230.00

Totals \$4,203.00 \$0.00 \$4,203.00

Total Due \$4,203.00

WEG tracking # Fed-Ex 984479281402
 US Motors tracking # Fed-Ex 8242799154

Code to: Split 50/50
 Double Branch Repair and Replacements
 2.320.57200.63100 \$ 2,101.50
 Middle Village Repair and Replacements
 34-600-538-64000
 50%



INVOICE



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

Invoice #	573774
Account #	708477
Invoice Date	5/1/2021
Due Date	5/11/2021
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 24	2,070.00	
Customer Total Balance		\$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 #	573774
Account #	708477
Date	5/1/2021

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

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

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

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

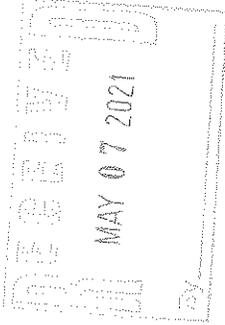
From: Oakleaf Venues venue rentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - MARIAN LOYOLA
Date: May 7, 2021 at 7:42 PM

To: Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Daniel Laughlin dlaughlin@gmsnf.com, Oakleaf Venues venue rentals@oakleafresidents.com

Good evening Oksana,

Please make the following refund at your earliest opportunity:

- o LOCATION – OVCR aka Oakleaf Village PATIO (SATURDAY) 2:00 p.m. to 6:00 p.m.
- o DATE OF VENUE – MAY 1, 2021
- o RESIDENT – MARIAN LOYOLA
- o ADDRESS – 2999 PIEDMONT MANOR DRIVE, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND - \$100.00
 - BOOKING FEE / DEPOSIT REFUND
- o DEPOSIT was via MASTERCARD (3643):
 - DATED: 4/12/21
 - SEC#: 3
 - BATCH# 180
 - INVOICE#: 3
 - APPROVAL CODE: 71489S
 - AMOUNT: \$100.00



2-300-369.103
835

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
04/12/21	04/12/21	05/01/21	Marian Loyola - OV PATIO DEPOSIT	DEPOSIT \$	100.00			MC-71489S

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

Thank you.

I will be out of the office SUNDAY & MONDAY, MAY 9 - 10, 2021. Therefore, if you require immediate attention please email me or leave a detailed message at 904-770-4661 with your NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER, LOE PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity.

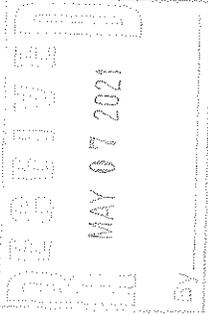
Wanda McReynolds – Community Amenity Coordinator, OakLeaf Plantation
venue rentals@oakleafresidents.com
 (904) 770-4661 voice email
 (904) 375-9285 ext. 3
www.oakleafresidents.com

Governmental Management Services

www.OakLeafResidents.com

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

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: MVCDD refund of deposit request - NICHOLAS FLETCHER
Date: May 7, 2021 at 7:49 PM
To: Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Daniel Laughlin dlaughlin@gmsnf.com



2.300.369.103
834

Good evening Oksana,

Please make the following refund at your earliest opportunity:

- REFUND FROM MVCDD – for the following venue.
 - LOCATION – GRAND BANQUET (SATURDAY) 12:00 P.M. to 9:00 P.M.
 - DATE OF VENUE – MAY 1, 2021
 - RESIDENT/CUSTOMER – NICHOLAS FLETCHER
 - ADDRESS – 1723 CANOPY OAKS DRIVE, ORANGE PARK, FL 32065
 - AMOUNT OF REFUND - \$500.00 - Grand Banquet Booking Fee / Deposit
 - RENTAL FEE DEPOSIT was via VISA (0817)
 - GRAND BANQUET:
 - DATED: 4/12/2021
 - SEQ #: 4
 - BATCH #: 162
 - INVOICE: 4
 - APPROVAL CODE: 051308
 - AMOUNT \$500.00

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
04/12/21	04/12/21	05/01/21	Nicholas Fletcher - GB DEPOSIT	DEPOSIT \$	500.00			VISA-051308

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

Thank you.

I will be out of the office SUNDAY & MONDAY, MAY 9 - 10, 2021, therefore, if you require immediate attention please email me or leave a detailed message at 904-770-4661 with your NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity.

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

Governmental Management Services

www.OakLeafResidents.com

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



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

Invoice

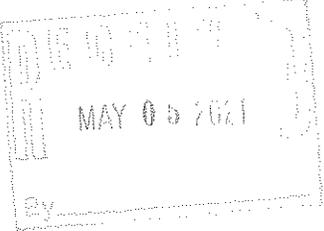
Date 5/1/2021

Invoice # 131295599050

Terms	Net 20
Due Date	5/21/2021
PO #	

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



2-32-572-463
186

Total 2,107.49
Amount Due \$2,107.49

Remittance Slip

Customer
13OAK102
Invoice #
131295599050

Amount Due \$2,107.49
Amount Paid _____

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



131295599050

Riverside Management Services, Inc

9655 Florida Mining Blvd. W.
Building 300, Suite 305
Jacksonville, FL 32257

Invoice

Invoice #: 291

Invoice Date: 5/1/2021

Due Date: 5/1/2021

Case:

P.O. Number:

Bill To:

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



Description	Hours/Qty	Rate	Amount
Janitorial Services - May 2021 2.320.572.6100 92		4,251.00	4,251.00

Total \$4,251.00

Payments/Credits \$0.00

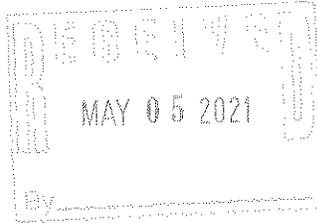
Balance Due \$4,251.00

5-6-21
[Signature]

T Fenceman Inc.

" Built With Pride and Quality "

1506 Summit Oaks Drive West
Jacksonville Fl. 32221
904 759 5875 Fax. 904.683.1432



DATE: 4/30/2021
INVOICE # 347
FOR: Dog Park Gazebo

Bill To:
Double Branch
370 Oakleaf Village parkway
Orange park, Fl 32065
Jay S. 904 562-0249

DESCRIPTION	AMOUNT
1. Dog park fence labor Code to: Double Branch Repair and Replacements 2.320.57200.63100 264	\$ 300 00
TOTAL	\$ 300 00

Please make check payable to **T fenceman Inc.**
If you have any questions concerning this invoice, contact N: Terry at 904-683-1432 cell 904.759.5875

THANK YOU FOR YOUR BUSINESS!



INVOICE DATE	INVOICE #	AMOUNT	CUSTOMER COMMENTS
3/29/21	9171668058	77.55	
4/05/21	9171670159	81.07	
4/12/21	9171672240	77.55	
4/19/21	9171674345	77.55	
Code to: Double Branch Repair and Replacements 2.320.57200.63100 382			
			
STATEMENT DATE	ACCOUNT #	AMOUNT DUE	
4/26/21	999548	313.72	

CURRENT	30 DAYS	60 DAYS	90 DAYS and OVER
313.72			

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:
4/26/21
Invoices Paid
Amount Paid
Customer Number
999548

INVOICE NUMBER 917 1668058 REMIT TO: UniFirst Corporation
 INVOICE DATE 3/29/21 P. O. BOX 650481
 CUSTOMER# (BILL TO) 999548 Dallas TX 75265
 A/R NUMBER RTE# 02610
 CUSTOMER DOUBLE BRANCH CDD



PAYMENT AMOUNT \$ _____

91716680588

- Please Detach and Return With Payment -



UniFirst Corporation
 4251 PERIMETER IND PKWY E JACKSONVILLE

PAGE 001
 FL 32219

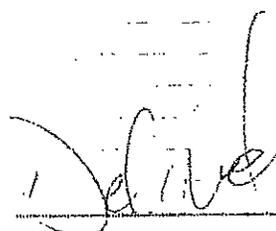
INVOICE 917 1668058 DATE 3/29/21 PAYMENT TERMS CHARGE PURCHASE ORDER CONTRACT 668911

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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 _____ OT _____ NO _____

The safety and well-being of our staff, customers, and the communities in which we operate will always be UniFirst's number one priority. That's why we've enacted and enforce comprehensive safety protocols for all of our locations and Team Partners, including daily cleaning and disinfecting of all company facilities; the mandated use of proper PPE for all applicable staff, including face masks, gloves, and hand sanitizer for delivery staff; and more. For our latest COVID-19 information, please visit UniFirst.com/CV or UniFirst.ca/CV.

INVOICE NUMBER 917 1670159 REMIT TO: UniFirst Corporation
 INVOICE DATE 4/05/21 P. O. BOX 650481
 CUSTOMER# (BILL TO) 999548 Dallas TX 75265
 A/R NUMBER RTE# 02610
 CUSTOMER DOUBLE BRANCH CDD



PAYMENT AMOUNT \$ _____

- Please Detach and Return With Payment -



UniFirst Corporation PAGE 001
 4251 PERIMETER IND PKWY E JACKSONVILLE FL 32219

INVOICE 917 1670159 DATE 4/05/21 PAYMENT TERMS CHARGE PURCHASE ORDER CONTRACT 668911

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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	
		FINANCE CHARGE			3.52					
		DEFE CHARGE			24.00					
		MAT PROTECTION		5	1.25					
		INVOICE SUB-TOTAL			81.07					
		TOTAL SERVICE CHANGES								
		AMOUNT DUE								

Deliver

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

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

The safety and well-being of our staff, customers, and the communities in which we operate will always be UniFirst's number one priority. That's why we've enacted and enforce comprehensive safety protocols for all of our locations and Team Partners, including daily cleaning and disinfecting of all company facilities; the mandated use of proper PPE for all applicable staff, including face masks, gloves, and hand sanitizer for delivery staff, and more. For our latest COVID-19 information, please visit UniFirst.com/CV or UniFirst.ca/CV.

INVOICE NUMBER 917 1672240
 INVOICE DATE 4/12/21
 CUSTOMER# (BILL TO) 999548
 A/R NUMBER
 CUSTOMER DOUBLE BRANCH CDD

REMIT TO: UniFirst Corporation
 P. O. BOX 650481
 Dallas TX 75265

RTE# 02610



PAYMENT AMOUNT \$ _____ 9171672240*

- Please Detach and Return With Payment -



UniFirst Corporation
 4251 PERIMETER IND PKWY E JACKSONVILLE

PAGE 001
 FL 32219

INVOICE 917 1672240 DATE 4/12/21 PAYMENT TERMS CHARGE PURCHASE ORDER CONTRACT 668911

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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 *[Signature]*

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

The safety and well-being of our staff, customers, and the communities in which we operate will always be UniFirst's number one priority. That's why we've enacted and enforce comprehensive safety protocols for all of our locations and Team Partners, including daily cleaning and disinfecting of all company facilities; the mandated use of proper PPE for all applicable staff, including face masks, gloves, and hand sanitizer for delivery staff; and more. For our latest COVID-19 information, please visit UniFirst.com/COVID or UniFirst.ca/COVID.

INVOICE NUMBER 917 1674345 REMIT TO: UniFirst Corporation
 INVOICE DATE 4/19/21 P. O. BOX 650481
 CUSTOMER# (BILL TO) 999548 Dallas TX 75265
 A/R NUMBER RTE# 02610
 CUSTOMER DOUBLE BRANCH CDD



PAYMENT AMOUNT \$ _____

91716743454

- Please Detach and Return With Payment -



UniFirst Corporation
 4251 PERIMETER IND PKWY E JACKSONVILLE

PAGE 001
 FL 32219

INVOICE 917 1674345 DATE 4/19/21 PAYMENT TERMS CHARGE PURCHASE ORDER CONTRACT 668911

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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		2	20.92			3/12	2	
		MAT-4X6 HD GREAT IMP		3	31.38			1/19	3	
		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

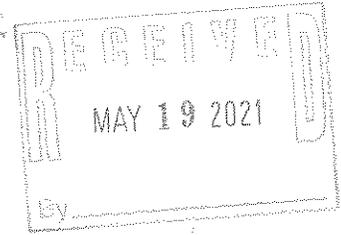
SOIL PICK UP COUNT SH _____ PT _____ OT _____ NO _____

COVID-19 UPDATE: The safety and well-being of our staff, customers, and the communities in which we operate will always be our number one priority. That's why we continue to enforce comprehensive safety protocols at all of our locations and for all of our Team Partners. For UniFirst's latest COVID-19 information, please visit UniFirst.com/CV or UniFirst.ca/CV.

DISPOSABLE GLOVES NOW ON SALE: For a limited time, UniFirst customers can receive 25% OFF list prices of all nitrile and vinyl gloves. Just ask your UniFirst Route Service Representative.



Limited Lifetime Warranty*
Typical Turnaround 24hrs!
Next Day Delivery Available.
How can we help you today?
1-208-591-4430



Invoice / Order Detail

Thank you for ordering at CardsAndKeyfobs.com

Order Detail

Order ID: #14053
Invoice: #CAK-14053
Date Added: 05/19/2021

Payment Method: Purchase Order
 (#JSO051921)
Shipping Method: USPS Priority
 (Weight: 16.00lb)

Payment Address

Jay Soriano
 GMS LLC
 370 Oakleaf Village Pkwy
 orange park, Florida 32065
 United States

Shipping Address

Jay Soriano
 GMS LLC
 370 Oakleaf Village Pkwy
 orange park, Florida 32065
 United States

Product Name	Model	Quantity	Price	Total
Printable Proximity Card - Kantech® ioProx® XSF/26bit P20DYE Compatible	PrtPrx-Kan26	800	\$2.69	\$2,152.00

Code to: 50/50 split
 2-330-572-49300
 Middle Village Rec Passes
 2-330-572-6200 ~~# 1,087.70~~
 Double Branch Rec. Passes
 478

Sub-Total: \$2,152.00

USPS Priority (Weight: 16.00lb): \$23.39

Total: \$2,175.39

For NET30 and check orders:
 Mail payment to:
 CardsAndKeyfobs.com
 PO BOX 205
 SAINT ANTHONY, ID 83445

Order Comments

PO Number: JSO051921

Governmental Management Services, LLC

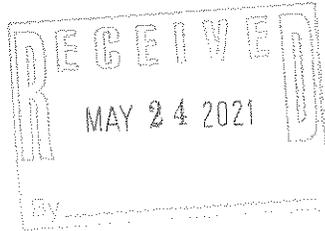
1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 2197
Invoice Date: 5/19/21
Due Date: 5/19/21
Case:
P.O. Number:

Bill To:

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



Description	Hours/Qty	Rate	Amount
Facility Maintenance April 1 - April 30, 2021		8,973.53	8,973.53
Maintenance Supplies		1,711.58	1,711.58
Facility Main. General \$3391 ⁰⁰ 2.572.4660			
Facility Main. Cont. \$1997 ⁰⁰ 2.572.4662			
Lighting Repairs \$655 ⁰⁰ 2.320.572.4663			
Common Area Maint. \$3487 ⁰⁰ 2.572.4640			
Repairs / Replace. \$7155.11 2.572.6310 92			

Total \$10,685.11

Payments/Credits \$0.00

Balance Due \$10,685.11

5/21/21
[Signature]

**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF APRIL 2021**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
4/1/21	8	T.C.	Cut up tree and removed from roadway, painted spray ground
4/1/21	5	G.S.	Removed debris from all common areas and ponds
4/2/21	7	E.T.	Paint and prep spray ground pool feature
4/2/21	8	T.C.	Brought tables from MV to DB patio and installed new tops, worked on fence, repaired wind screen
4/2/21	8	L.N.	Paint pool spray ground, removed brick and fences at the Oak
4/5/21	4	T.C.	Painted spray ground
4/5/21	7	G.S.	Removed debris from all common areas
4/5/21	8	L.N.	Painted spray ground
4/6/21	8	E.T.	Paint spray ground feature, repair trash receptacles at Piedmont Park
4/6/21	6	T.C.	Removed deceased cat from lake, painted spray ground
4/6/21	3.5	G.S.	Retrieved deceased animal from pond, removed debris from all common areas and ponds
4/7/21	8	E.T.	Repair spray ground nets around spray ground pool feature, clean and vacuum lap pool
4/7/21	8	T.C.	Replaced and put new netting at splash ground
4/7/21	4.5	G.S.	Removed debris from all common areas and ponds, repaired brick wall at the Oaks
4/7/21	8	L.N.	Put nets around pool playground area
4/8/21	2	T.C.	Take down holiday eggs
4/8/21	4.5	G.S.	Removed debris from all common areas, cleaned up around shop, repaired brick wall
4/9/21	6	E.T.	Help install motor on spray ground pool feature, set up for movie night out
4/9/21	8	T.C.	Installed pool pump motor, set up for movie night, cleared and filled fountain by office
4/9/21	4	L.N.	Removed debris from all common areas
4/12/21	6	T.C.	Fixed ladder handle at playground, painted fence at park
4/12/21	7	G.S.	Removed debris from all common areas
4/13/21	2	T.C.	Removed playground equipment
4/13/21	1.5	G.S.	Removed debris from all common areas, treated fire ant mounds in parks
4/14/21	5	G.S.	Removed debris from all common areas and ponds
4/15/21	4.5	G.S.	Removed debris from all common areas, treated fire ant mounds in parks
4/16/21	2	E.T.	Cleaned up debris, concrete and roots at Silver Leaf playground
4/16/21	6	T.C.	Light inspection on track and replaced light, put out garage sale signs
4/16/21	4	L.N.	Put yard sign sales up around community
4/19/21	8	T.C.	Prepared ground and cleaned up at park
4/19/21	7	G.S.	Removed debris from all common areas, treated fire ant mounds in play area
4/19/21	6	L.N.	Take concrete away and trash from new park area, pick up yard sale signs
4/20/21	4	E.T.	Park inspection around community, family park and playgrounds
4/20/21	4	T.C.	Prepared ground and cleaned up at park, put out border at park
4/20/21	6.5	G.S.	Removed debris from all common areas and ponds
4/21/21	4	E.T.	Assemble new playground equipment on community park
4/21/21	6	T.C.	Put stuff in storage in attic, installed playground equipment
4/21/21	1.5	G.S.	Removed debris from all common areas, treated fire ant mounds in playground, cleaned up trash bin enclosure
4/22/21	5	G.S.	Removed debris from all common areas and ponds
4/23/21	4	E.T.	Remove broken playground equipment on amenity playground, move table from field house and repair
4/23/21	6	T.C.	Paint columns at field house, took picnic tables to shop to repair
4/23/21	4	L.N.	Removed debris at Cannon Point, the Oaks, Timberfield, Litchfield, Waverly, Stonebriar, Worthington Oaks, Hearthstone, Piedmont, field house and amenity center
4/26/21	5	G.S.	Removed debris from all common areas and ponds
4/27/21	2.5	G.S.	Removed debris from all common areas and lakes, treated fire ant mounds
4/28/21	2	E.T.	Removed debris on community park from installation of playground at Silver Leaf
4/28/21	5	G.S.	Removed debris from all common areas, removed deceased animal from road
4/29/21	5	G.S.	Removed debris from all common areas and ponds
4/30/21	3	L.N.	Unload and stocked supplies
TOTAL	<u><u>252</u></u>		
MILES	<u><u>346</u></u>		

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

MAINTENANCE BILLABLE PURCHASES

Period Ending 05/05/21

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DB				
DOUBLE BRANCH				
	3/31/21	Durethane DTM Red Base Comp A Paint	92.71	S.A.
	3/31/21	Durethane DTM Black Comp A Paint	92.71	S.A.
	3/31/21	Durethane DTM Comp B Hardener (2)	44.63	S.A.
	3/31/21	Ospho Metal Treatment	49.05	S.A.
	4/7/21	Nitrile Gloves 40pk	11.47	T.C.
	4/7/21	Clorox Disinfectant	20.68	T.C.
	4/7/21	Pine Sol	11.48	T.C.
	4/9/21	Muriatic Acid 2 gallons	14.93	J.S.
	4/9/21	8-6 Copper Split Bolts (2)	11.39	J.S.
	4/12/21	Claw Hammer	6.89	T.C.
	4/12/21	Caution Tape	5.16	T.C.
	4/14/21	Ryobi 1gal Electro Stallo Sprayer	493.35	J.S.
	4/15/21	4" DWV Cleanout Plug	4.34	T.C.
	4/15/21	4" DWV Cleanout Adapter	10.25	T.C.
	4/15/21	4" PVC Cap Slip	10.66	T.C.
	4/15/21	1/4x1-1/2 Leg Shield 3pc	2.48	T.C.
	4/15/21	3/8x3-1/2 Carrlage Bolt	2.22	T.C.
	4/15/21	3/8" Flat Washer (2)	0.62	T.C.
	4/15/21	3/8" Lockwasher	0.31	T.C.
	4/20/21	Black Cow Fertilizer	9.10	J.S.
	4/20/21	Mirical Grow Potting Soil	4.91	J.S.
	4/20/21	Vigro Garden Soil	4.57	J.S.
	4/21/21	Zep Spray Bottles (4)	15.09	S.A.
	4/21/21	Wood Stain	11.48	S.A.
	4/22/21	Pine Sol	17.22	T.C.
	4/22/21	Terry Towels 18pk	8.04	T.C.
	4/22/21	2 Gallon Sprayer	14.34	T.C.
	4/22/21	Roundup Weed Killer	11.20	T.C.
	4/22/21	6' Hose	10.33	T.C.
	4/22/21	1qt Mixing Container (2)	3.40	T.C.
	4/22/21	14" English Flower Basket	11.48	J.S.
	4/22/21	Water Wand	11.47	J.S.
	4/22/21	75ft Hose (2)	91.95	J.S.
	4/23/21	1cuft Black Kow	6.06	J.S.
	4/23/21	Dipledania	26.43	J.S.
	4/29/21	Stainless Steel Contour Guage	5.16	T.C.
	4/29/21	VAC Filter	14.36	T.C.
	5/3/21	Multi Tool Drill Combo	91.43	J.S.
	5/3/21	LED 4pk	15.85	T.C.
	5/3/21	Spray Bottle	4.92	T.C.
	5/3/21	Pine Sol	5.74	T.C.
	5/4/21	Ryobi 40v Leaf Blower	182.85	J.S.
	5/4/21	TSquare Straight Edge	4.59	J.S.
	5/4/21	Mason Line	6.31	J.S.
	5/4/21	Caution Tape	5.74	J.S.
	5/5/21	Microfiber Towel 12pk	5.74	T.C.
	5/5/21	Terry Towels 10pk	5.74	T.C.
	5/5/21	Nitrile Gloves 50pk	14.83	T.C.
	5/5/21	Terry Towels 18pk	8.04	T.C.
	5/5/21	Zep Degreaser	17.24	T.C.
	5/5/21	Carbide 1-3/8" Sutting Tool	17.24	T.C.
	5/5/21	1/2" Drill Bit	6.31	T.C.
	5/8/21	Ant Polsen (10)	131.91	G.S.
	5/8/21	Ant Bait (2)	25.23	G.S.

TOTAL \$1,711.58



Quote

Quote Date: 5/03/2021

#208412

Bill To

Oak Leaf Plantation Amenities Center
 Slide Pool
 370 Oak Leaf Village Parkway
 Orange Park, FL 32065

Job Site

Oak Leaf Plantation Amenities Center
 Slide Pool
 370 Oak Leaf Village Parkway
 Orange Park, FL 32065

Description of Work	Qty	Price	Total
Commercial Pool Leak Detection <ul style="list-style-type: none"> Includes testing of the pool shell, plumbing lines and equipment 60 day warranty <p><i>Note: Bodies of water can lose up to 1/4 inch a day from evaporation under normal operating conditions.</i></p> <p><i>Disclaimer: Fees for services will apply if water loss is due to evaporation.</i></p> <p><i>Disclaimer: Red Rhino Leak Detection is not responsible for the purchase or replacing of gutter grates that have been Diamond Brited over or that have rusted screws. All gutter grates will have to be removed at the time of inspection in order to pressure test the gutter lines.</i></p>	1.00	\$695.00	\$695.00
Residential Waterfall	1.00	\$100.00	\$100.00

Code to:
 Double Branch Leak Repairs
 2.320.572.63400 837

Subtotal	\$795.00
Tax	\$0.00
Total	\$795.00

Warranties / Disclaimers

Payment is expected within 30 days of invoice. License CPC1457457

Accept Quote

Please sign and date below for approval and return via email or fax. All scheduling is on a first come first serve basis. We will contact you regarding scheduling upon receipt of the signed document.

x _____ Date

Printed Name _____

Payment

CC#:	Check #:	I authorize RED RHINO to charge my credit card for the services rendered		
Exp:	SVC:	Amt:	x	Date

Have a question?

5530 PGA Blvd Suite 201 Palm Beach Gardens, FL 33418 | (904) 694-8503 | team904@redrhinoleak.com

SoutheastFITNESS REPAIR

Equipment Repair & Maintenance

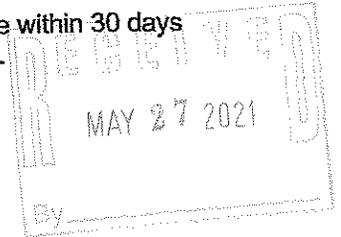
Invoice # 1-19-21 DB

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

Facility Name: <u>Double Branch</u>
Facility Address: <u>370 Oakleaf Village Pkwy</u>
Billing Address: <u>Orange Park, FL 32065</u>
Contact & Phone: <u>Jay 904-406-2022</u>
Reason for Call: <u>Upholstery</u>

Date: 1-19-21

Payment is due within 30 days of invoice date.



#	Description	Part #	Part Cost	Qty	Total
1	Small pads			5	200.00
2	Medium pad			1	50.00
3	Large Pad			1	75.00
4					
5	Code to:				
6	Double Branch Repair and Replacements				
7					
8	2.320.57200.63100 <u>305</u>				
9					
10					

Comments:

We appreciate your business!

"Black"

Parts Total	325.00
Labor	
Travel	85.00
Shipping	25.00
Misc.	
Tax	
Balance	435.00

Technician: Kathy

Customer signature upon completion of work: X Beaky Eddy

② J.S. 1-25-21

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 # 14995D

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:	MAGNUM MS S/N 143803 - CHANGE OUT ROPE TO A CABLE SYSTEM PER JS. - DO SAME TIME AS NEXT PM. JAY 904-406-2200
	BIMONTHLY PM VISIT 4 TREADMILLS 3 ELLIPTICALS 1 ROWER 2 BIKES 1 MULTI STATION 10 SINGLE STATIONS \$288.40

Date: 15-Mar-2021
 Payment is due within 30 days of invoice date.



Description	Part #	Part Cost	QTY	Total
TRAVEL 1 - 60 MILES: TRAVEL 1 - 60 MILES		0.00	0.00	0.00
MINIMUM SHIPPING: MINIMUM SHIPPING	MINIMUM SHIPPING	33.00	1.00	33.00
LABOR PER HOUR 1 TECH: LABOR PER HOUR 1 TECH		60.00	3.00	180.00
PM - FLAT RATE: TRAVEL + FIRST HOUR LABOR		288.40	1.00	288.40
SS - GENERIC LARGE CABLE OVAL SLEEVE: SS - GENERIC LARGE CABLE OVAL SLEEVE	P0000SLEEVOA L00	2.35	2.00	4.70
SS - GENERIC LARGE CABLE ZINC THIMBLE: SS - GENERIC LARGE CABLE ZINC THIMBLE	P0000THIM316 000	1.10	2.00	2.20
SS - GENERIC LARGE CABLE : SS - GENERIC LARGE CABLE	SS - GENERIC LARGE CABLE	5.00	48.00	240.00
Comments:			<i>Parts Total</i>	748.30
			<i>Tax</i>	0.00
			<i>Balance</i>	748.30

Code to:

Technician: FRANK HARDY

Double Branch Facility Maintenance - Preventative

2-320-572-4661 (\$288.00)

Double Branch Repair and Replacment

2.320.57200.63100 (\$460.30) 305



Invoice

Invoice #: 5303

Date: 05/01/21

Customer PO:

DUE DATE: 05/31/2021

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

#4211 - Standard Maintenance Contract 2021-2022 May 2021

AMOUNT

\$31,536.08

Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

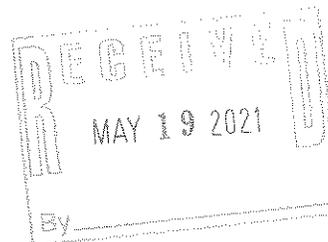
\$31,536.08

Code to:

2-320-572-4620

Double Branch Landscape Maintenance

672





INVOICE

Customer ID:
Customer Name:
Service Period:
Invoice Date:
Invoice Number:

2-52658-42374
OAKLEAF PLANTATION
04/01/21-04/30/21
04/16/2021
0018396-4031-3

How To Contact Us

Visit **wm.com**

To setup your online profile, sign up for paperless statements, manage your account, view holiday schedules, pay your invoice or schedule a pickup



Customer Service:
(904) 695-0500

Your Payment Is Due

Due Upon Receipt

If full payment of the invoiced amount is not received within your contractual terms, you may be charged a monthly late charge of 2.5% of the unpaid amount, with a minimum monthly charge of \$5, or such late charge allowed under applicable law, regulation or contract.

Your Total Due

\$1,734.48



Previous Balance	+	Payments	+	Adjustments	+	Current Invoice Charges	=	Total Account Balance Due
867.24		0.00		0.00		867.24		1,734.48

Details for Service Location: Oakleaf Plantation Recreation Center, 370 Oakleaf Village Pkwy, Orange Park FL 32065

Customer ID: 2-52658-42374

Description	Date	Ticket	Quantity	Amount
6 Yard Dumpster 2X Week	04/01/21		1.00	512.40
Environmental Charge				122.98
Fuel Surcharge				59.60
Compliance and Business Impact Charge				50.72
CLAY CO FRAN FEE 16.3% (ADS)				121.54
Total Current Charges				867.24

Rec'd stub by **2-32-572-349**
838

----- Please detach and send the lower portion with payment ----- (no cash or staples) -----

WASTE MANAGEMENT
ADVANCED DISPOSAL SVCS JACKSONVILLE, LLC
CLAY COUNTY HAULING
PO BOX 42930
PHOENIX, AZ 85080
(904) 695-0500

Invoice Date	Invoice Number	Customer ID <i>(Include with your payment)</i>
04/16/2021	0018396-4031-3	2-52658-42374
Payment Terms	Total Due	Amount
Due Upon Receipt	\$1,734.48	

4031000025265842374000183960000008672400000173448 4

0014490 01 A8 0.425 **AUTO T3 0 7107 32065-425970 -C04-P14504-I1 10290C67

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



Remit To: **WM CORPORATE SERVICES, INC.**
AS PAYMENT AGENT
PO BOX 4648
CAROL STREAM, IL 60197-4648



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

34
8-13244

05-01-21
Invoice Date
013228424
Invoice Number
720343326
Customer Number

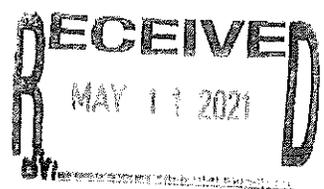
MFP3635X1 MFP3635X W/EIP

SER.# BB1-867777
SPLY-MAINT - COST PER COPY PLAN
AMOUNT

BASE CHARGE MAY 37.09

SUB TOTAL 37.09

TOTAL 37.09



THIS IS A 12 MONTH AGREEMENT WHICH INCLUDES MAINTENANCE
AND SUPPLY CHARGES
THIS COST PER COPY AGREEMENT RENEWS ON 06-30-21

2-33-572-500
399

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
\$37.09
VFL40

PLEASE PAY THIS AMOUNT
01-569-8562 4 720343326 013228424 05-01-21
RR004329 M 070120
03 6GSW 6GSW W 00000 5933 1 B15

202100008070060 0132284242 0300037096 272034332688

Invoice

Payment

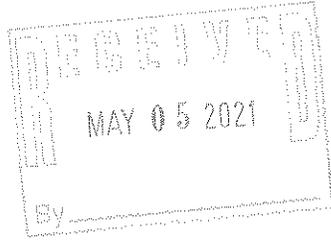
CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
5/12/21	00010	4/30/21 346	202104 600-53800-62000	INTALL FENCE 4' HIGH T FENCEMAN INC.	*	2,399.00	2,399.00 000046
TOTAL FOR BANK C						2,399.00	
TOTAL FOR REGISTER						2,399.00	

T Fenceman Inc.

" Built With Pride and Quality "

1506 Summit Oaks Drive West
Jacksonville Fl. 32221
904.759.5875 Fax: 904.683.1432

DATE: 4/30/2021
INVOICE # 346
FOR: Dog Park Gazebo



Bill To:
Double Branch
370 Oakleaf Village parkway
Orange park, Fl. 32065
Jay S. 904 562-0249

DESCRIPTION	AMOUNT
1. Install 50' of 4' high 6ga. Black chain link materails	\$ 1,465.00
2. 38 metal plates and welding to post	359.00
3. Drill bits and anchoring bolt	125.00
4. 3 black walk gates	450.00
Code to: Double Branch Capitol Projects 34.600.53800.62000 10	
TOTAL	\$ 2,399.00

Please make check payable to **T fenceman Inc.**
If you have any questions concerning this invoice, contact N: Terry at 904-683-1432 cell 904.759.5875

THANK YOU FOR YOUR BUSINESS!

FOURTH ORDER OF BUSINESS

**DOUBLE BRANCH
COMMUNITY DEVELOPMENT DISTRICT
CLAY COUNTY, FLORIDA
FINANCIAL REPORT
FOR THE FISCAL YEAR ENDED
SEPTEMBER 30, 2020**

DRAFT

**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
CLAY COUNTY, FLORIDA**

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INDEPENDENT AUDITOR'S REPORT

To the Board of Supervisors
Double Branch Community Development District
Clay County, Florida

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of Double Branch Community Development District, Clay County, Florida ("District") as of and for the fiscal year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the District as of September 30, 2020, and the respective changes in financial position thereof for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

DRAFT

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated XXXXXXXX, 2021, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

XXXXXXX, 2021

MANAGEMENT'S DISCUSSION AND ANALYSIS

Our discussion and analysis of Double Branch Community Development District, Clay County, Florida ("District") provides a narrative overview of the District's financial activities for the fiscal year ended September 30, 2020. Please read it in conjunction with the District's Independent Auditor's Report, basic financial statements, accompanying notes and supplementary information to the basic financial statements.

FINANCIAL HIGHLIGHTS

- The assets plus deferred outflows of resources of the District exceeded its liabilities at the close of the most recent fiscal year resulting in a net position balance of \$8,603,530.
- The change in the District's total net position in comparison with the prior fiscal year was (\$123,934), a decrease. The key components of the District's net position and change in net position are reflected in the table in the government-wide financial analysis section.
- At September 30, 2020, the District's governmental funds reported combined ending fund balances of \$3,713,261, an increase of \$116,441 in comparison with the prior fiscal year. The total fund balance is restricted for debt service and capital projects, non-spendable for prepaid items and deposits, assigned to recreation, capital reserves and subsequent years expenditures, and the remainder is unassigned fund balance which is available for spending at the District's discretion.

OVERVIEW OF FINANCIAL STATEMENTS

This discussion and analysis are intended to serve as the introduction to the District's basic financial statements. The District's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all the District's assets, deferred outflows of resources, liabilities, and deferred inflows of resources with the residual amount being reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

The government-wide financial statements include all governmental activities that are principally supported by special assessment revenues. The governmental activities of the District include the general government (management), recreation and maintenance functions.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The District has one fund category: governmental funds.

OVERVIEW OF FINANCIAL STATEMENTS (Continued)

Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a District's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the District's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balance provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The District maintains four individual governmental funds. Information is presented separately in the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances for the general, recreation, debt service and capital projects funds. All of the funds are considered to be major funds.

The District adopts an annual appropriated budget for its general and recreation fund. A budgetary comparison schedule has been provided for the general fund and recreation fund to demonstrate compliance with the budgets.

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, net position may serve over time as a useful indicator of an entity's financial position. In the case of the District, assets plus deferred outflows of resources exceeded liabilities at the close of the most recent fiscal year.

Key components of the District's net position are reflected in the following table:

	NET POSITION	
	SEPTEMBER 30,	
	2020	2019
Current and other assets	\$ 3,789,535	\$ 3,678,909
Capital assets, net of depreciation	24,534,750	25,792,275
Total assets	28,324,285	29,471,184
Deferred outflows of resources	780,102	838,226
Current liabilities	427,718	448,060
Long-term liabilities	20,073,139	21,133,886
Total liabilities	20,500,857	21,581,946
Net position		
Net investment in capital assets	5,260,308	5,547,323
Restricted	1,180,347	1,131,288
Unrestricted	2,162,875	2,048,853
Total net position	\$ 8,603,530	\$ 8,727,464

The District's net position reflects its investment in capital assets (e.g. land, land improvements, and infrastructure) less any related debt used to acquire those assets that is still outstanding. These assets are used to provide services to residents; consequently, these assets are not available for future spending. Although the District's investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

GOVERNMENT-WIDE FINANCIAL ANALYSIS (Continued)

The restricted portion of the District's net position represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position may be used to meet the District's other obligations.

The District's net position decreased during the most recent fiscal year. The majority of the decrease represents the extent to which the cost of operations and depreciation expense exceeded ongoing program revenues.

Key elements of the change in net position are reflected in the following table:

	CHANGES IN NET POSITION FOR THE FISCAL YEAR ENDED SEPTEMBER 30,	
	2020	2019
Revenues:		
Program revenues:		
Charges for services	\$ 3,613,665	\$ 3,622,911
Operating grants and contributions	52,892	95,683
Capital grants and contributions	419	1,089
General revenues	14,326	5,924
Total revenues	<u>3,681,302</u>	<u>3,725,607</u>
Expenses:		
General government	396,079	318,273
Maintenance and operations	1,583,134	1,458,101
Recreation	890,131	1,012,564
Interest	935,892	969,270
Total expenses	<u>3,805,236</u>	<u>3,758,208</u>
Change in net position	<u>(123,934)</u>	<u>(32,601)</u>
Net position - beginning	<u>8,727,464</u>	<u>8,760,065</u>
Net position - ending	<u>\$ 8,603,530</u>	<u>\$ 8,727,464</u>

As noted above and in the statement of activities, the cost of all governmental activities during the fiscal year ended September 30, 2020 was \$3,805,236. As in the prior fiscal year, program revenues are comprised primarily of assessments. The remainder of the current fiscal year revenue includes interest revenue, and miscellaneous income. In total, expenses increased over the prior fiscal year primarily as a result of an increase in maintenance and operation expenses.

GENERAL FUND BUDGETING HIGHLIGHTS

An operating budget was adopted and maintained by the governing board for the District pursuant to the requirements of Florida Statutes. The budget is adopted using the same basis of accounting that is used in preparation of the fund financial statements. The legal level of budgetary control, the level at which expenditures may not exceed budget, is in the aggregate. Any budget amendments that increase the aggregate budgeted appropriations must be approved by the Board of Supervisors. Actual general and recreation fund expenditures did not exceed appropriations for the fiscal year ended September 30, 2020.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

At September 30, 2020, the District had \$44,672,301 invested in capital assets for its governmental activities. In the government-wide financial statements, depreciation of \$20,137,551 has been taken, which resulted in a net book value of \$24,534,750. More detailed information about the District's capital assets is presented in the notes of the financial statements.

Capital Debt

At September 30, 2020, the District had \$20,265,000 in Bonds outstanding. More detailed information about the District's capital debt is presented in the notes of the financial statements.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND OTHER EVENTS

For the subsequent fiscal year, the District anticipates that the cost of general operations will remain fairly constant. In connection with the District's future infrastructure maintenance and replacement plan, the District Board has included in the budget an estimate of those anticipated future costs and has assigned a portion of current available resources for that purpose.

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, land owners, customers, investors and creditors with a general overview of the District's finances and to demonstrate the District's accountability for the financial resources it manages and the stewardship of the facilities it maintains. If you have questions about this report or need additional financial information, contact the Double Branch Community Development District Finance Department at 475 West Town Place, Suite 114, St. Augustine, Florida 32092.

**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
CLAY COUNTY, FLORIDA
STATEMENT OF NET POSITION
SEPTEMBER 30, 2020**

	Governmental Activities
ASSETS	
Cash	\$ 352,137
Investments	1,801,576
Accounts receivable	26
Prepaid items and deposits	85,410
Restricted assets:	
Investments	1,550,386
Capital assets:	
Nondepreciable	7,146,352
Depreciable, net	17,388,398
Total assets	28,324,285
 DEFERRED OUTFLOWS OF RESOURCES	
Deferred charge on refunding (debit)	780,102
Total deferred outflows of resources	780,102
 LIABILITIES	
Accounts payable	76,274
Accrued interest payable	351,444
Non-current liabilities:	
Due within one year	1,105,000
Due in more than one year	18,968,139
Total liabilities	20,500,857
 NET POSITION	
Net investment in capital assets	5,260,308
Restricted for debt service	1,180,347
Unrestricted	2,162,875
Total net position	\$ 8,603,530

See notes to the financial statements

**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
CLAY COUNTY, FLORIDA
STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2020**

Functions/Programs	Expenses	Program Revenues		Capital Grants and Contributions	Net (Expense) Revenue and Changes in Net Position
		Charges for Services	Operating Grants and Contributions		
Governmental activities:					
General government	\$ 396,079	\$ 396,079	\$ -	\$ -	\$ -
Maintenance and operations	1,583,134	359,023	-	419	(1,223,692)
Recreation	890,131	890,131	33,750	-	33,750
Interest on long-term debt	935,892	1,968,432	19,142	-	1,051,682
Total governmental activities	3,805,236	3,613,665	52,892	419	(138,260)
General revenues:					
					14,326
					14,326
					(123,934)
					8,727,464
					\$ 8,603,530

See notes to the financial statements

**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
CLAY COUNTY, FLORIDA
BALANCE SHEET
GOVERNMENTAL FUNDS
SEPTEMBER 30, 2020**

	Major Funds				Total Governmental Funds
	General	Recreation	Debt Service	Capital Projects	
ASSETS					
Cash	\$ 18,197	\$ 333,940	\$ -	\$ -	\$ 352,137
Investments	131,009	1,670,567	1,531,791	18,595	3,351,962
Accounts receivable	-	26	-	-	26
Prepaid items and deposits	-	85,410	-	-	85,410
Total assets	<u>\$ 149,206</u>	<u>\$ 2,089,943</u>	<u>\$ 1,531,791</u>	<u>\$ 18,595</u>	<u>\$ 3,789,535</u>
LIABILITIES AND FUND BALANCES					
Liabilities:					
Accounts payable	\$ 14,521	\$ 61,753	\$ -	\$ -	\$ 76,274
Total liabilities	<u>14,521</u>	<u>61,753</u>	<u>-</u>	<u>-</u>	<u>76,274</u>
Fund balances:					
Nonspendable:					
Prepaid items and deposits	-	85,410	-	-	85,410
Restricted for:					
Debt service	-	-	1,531,791	-	1,531,791
Capital projects	-	-	-	18,595	18,595
Assigned to:					
Recreation	-	821,261	-	-	821,261
Capital reserves	-	1,086,802	-	-	1,086,802
Subsequent year's expenditures	-	34,717	-	-	34,717
Unassigned	134,685	-	-	-	134,685
Total fund balances	<u>134,685</u>	<u>2,028,190</u>	<u>1,531,791</u>	<u>18,595</u>	<u>3,713,261</u>
Total liabilities and fund balances	<u>\$ 149,206</u>	<u>\$ 2,089,943</u>	<u>\$ 1,531,791</u>	<u>\$ 18,595</u>	<u>\$ 3,789,535</u>

See notes to the financial statements

**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
CLAY COUNTY, FLORIDA
RECONCILIATION OF THE BALANCE SHEET TO THE STATEMENT OF NET POSITION
GOVERNMENTAL FUNDS
SEPTEMBER 30, 2020**

Fund balance - governmental funds		\$	3,713,261
Amounts reported for governmental activities in the statement of net position are different because:			
<p>Capital assets used in governmental activities are not financial resources and, therefore, are not reported as assets in the governmental funds. The statement of net position includes those capital assets, net of any accumulated depreciation, in the net position of the government as a whole.</p>			
Cost of capital assets	44,672,301		
Accumulated depreciation	<u>(20,137,551)</u>		24,534,750
<p>Deferred charges on refunding of long-term debt are shown as deferred outflows of resources in the government-wide financial statements; however, this amount is expensed in the governmental fund financial statements.</p>			
			780,102
<p>Liabilities not due and payable from current available resources are not reported as liabilities in the governmental fund statements. All liabilities, both current and long-term, are reported in the government-wide financial statements.</p>			
Accrued interest payable	(351,444)		
Bonds payable	<u>(20,073,139)</u>		<u>(20,424,583)</u>
Net position of governmental activities		\$	<u>8,603,530</u>

See notes to the financial statements

**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
CLAY COUNTY, FLORIDA
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2020**

	Major Funds				Total Governmental Funds
	General	Recreation	Debt Service	Capital Projects	
REVENUES					
Assessments	\$ 178,484	\$ 1,466,749	\$ 1,968,432	\$ -	\$ 3,613,665
Interest	700	13,626	19,142	419	33,887
Miscellaneous	-	33,750	-	-	33,750
Total revenues	<u>179,184</u>	<u>1,514,125</u>	<u>1,987,574</u>	<u>419</u>	<u>3,681,302</u>
EXPENDITURES					
Current:					
General government	146,480	249,599	-	-	396,079
Recreation	-	597,784	-	-	597,784
Maintenance and operations	-	585,424	-	32,532	617,956
Debt service:					
Principal	-	-	1,075,000	-	1,075,000
Interest	-	-	878,042	-	878,042
Total expenditures	<u>146,480</u>	<u>1,432,807</u>	<u>1,953,042</u>	<u>32,532</u>	<u>3,564,861</u>
Excess (deficiency) of revenues over (under) expenditures	32,704	81,318	34,532	(32,113)	116,441
OTHER FINANCING SOURCES (USES)					
Transfers in	-	12,998	-	-	12,998
Transfers out	(12,998)	-	-	-	(12,998)
Total other financing sources (uses)	<u>(12,998)</u>	<u>12,998</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net change in fund balances	19,706	94,316	34,532	(32,113)	116,441
Fund balances - beginning	<u>114,979</u>	<u>1,933,874</u>	<u>1,497,259</u>	<u>50,708</u>	<u>3,596,820</u>
Fund balances - ending	<u>\$ 134,685</u>	<u>\$ 2,028,190</u>	<u>\$ 1,531,791</u>	<u>\$ 18,595</u>	<u>\$ 3,713,261</u>

See notes to the financial statements

**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
CLAY COUNTY, FLORIDA
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2020**

Net change in fund balances - total governmental funds	\$ 116,441
Amounts reported for governmental activities in the statement of activities are different because:	
Depreciation on capital assets is not recognized in the governmental fund statement but is reported as an expense in the statement of activities.	(1,257,525)
Repayment of long-term liabilities are reported as expenditures in the governmental fund financial statements, but such repayments reduce liabilities in the statement of net position and are eliminated in the statement of activities.	1,075,000
Governmental funds report the effect of premiums, discounts and deferred amounts on refunding when debt is first issued, whereas these amounts are deferred and amortized in the government-wide financial statements.	
Amortization of discount	(14,253)
Amortization of deferred amount on refunding	(58,124)
The change in accrued interest on long-term liabilities between the current and prior fiscal year is recorded in the statement of activities but not in the fund financial statements.	14,527
Change in net position of governmental activities	<u>\$ (123,934)</u>

See notes to the financial statements

**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
CLAY COUNTY, FLORIDA
NOTES TO FINANCIAL STATEMENTS**

NOTE 1 – NATURE OF ORGANIZATION AND REPORTING ENTITY

Double Branch Community Development District ("District") was created on July 3, 2002 by the Florida Land and Water Adjudicatory Commission by Chapter 42FF-1, pursuant to the Uniform Community Development District Act of 1980, otherwise known as Chapter 190, Florida Statutes. The Act provides among other things, the power to manage basic services for community development, power to borrow money and issue bonds, and to levy and assess non-ad valorem assessments for the financing and delivery of capital infrastructure. The District encompasses approximately 1,204 acres of land located in Clay County, Florida.

The District was established for the purposes of financing and managing the acquisition, construction, maintenance and operation of a portion of the infrastructure necessary for community development within the District.

The District is governed by the Board of Supervisors ("Board"), which is composed of five members. The Supervisors are elected via general election by qualified electors of the District. The Board of Supervisors of the District exercise all powers granted to the District pursuant to Chapter 190, Florida Statutes.

The Board has the responsibility for:

1. Assessing and levying assessments.
2. Approving budgets.
3. Exercising control over facilities and properties.
4. Controlling the use of funds generated by the District.
5. Approving the hiring and firing of key personnel.
6. Financing improvements.

The financial statements were prepared in accordance with Governmental Accounting Standards Board ("GASB") Statements. Under the provisions of those standards, the financial reporting entity consists of the primary government, organizations for which the District is considered to be financially accountable and other organizations for which the nature and significance of their relationship with the District are such that, if excluded, the financial statements of the District would be considered incomplete or misleading. There are no entities considered to be component units of the District; therefore, the financial statements include only the operations of the District.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Government-Wide and Fund Financial Statements

The basic financial statements include both government-wide and fund financial statements.

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers who purchase, use or directly benefit from goods, services or privileges provided by a given function or segment. Operating-type special assessments for maintenance and debt service are treated as charges for services; and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Other items not included among program revenues are reported instead as *general revenues*.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the *economic resources measurement* focus and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Assessments are recognized as revenues in the year for which they are levied. Grants and similar items are to be recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due.

Assessments

Assessments are non-ad valorem assessments on benefited property within the District. Operating and maintenance assessments are based upon the adopted budget and levied annually at a public hearing of the District. Debt service assessments are levied when Bonds are issued and assessed and collected on an annual basis. The District may collect assessments directly or utilize the uniform method of collection under Florida Statutes. Direct collected assessments are due as determined by annual assessment resolution adopted by the Board of Supervisors. Assessments collected under the uniform method are mailed by the County Tax Collector on November 1 and due on or before March 31 of each year. Property owners may prepay a portion or all of the debt service assessments on their property subject to various provisions in the Bond documents.

Assessments and interest associated with the current fiscal period are considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. The portion of assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period.

The District reports the following major governmental funds:

General Fund

The general fund is the general operating fund of the District. It is used to account for all financial resources except those required to be accounted for in another fund.

Recreation Fund

The recreation fund is a special revenue fund established to account for the financial resources of the District's recreation areas which are funded by assessments.

Debt Service Fund

The debt service fund is used to account for the accumulation of resources for the annual payment of principal and interest on long-term debt.

Capital Projects Fund

This fund accounts for the financial resources to be used for the acquisition or construction of major infrastructure within the District.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first for qualifying expenditures, then unrestricted resources as they are needed.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Assets, Liabilities and Net Position or Equity

Restricted Assets

These assets represent cash and investments set aside pursuant to Bond covenants or other contractual restrictions.

Deposits and Investments

The District's cash and cash equivalents are considered to be cash on hand and demand deposits (interest and non-interest bearing).

The District has elected to proceed under the Alternative Investment Guidelines as set forth in Section 218.415 (17) Florida Statutes. The District may invest any surplus public funds in the following:

- a) The Local Government Surplus Trust Funds, or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act;
- b) Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency;
- c) Interest bearing time deposits or savings accounts in qualified public depositories;
- d) Direct obligations of the U.S. Treasury.

The State Board of Administration's ("SBA") Local Government Surplus Funds Trust Fund ("Florida PRIME") is a "2a-7 like" pool. A "2a-7 like" pool is an external investment pool that is not registered with the Securities and Exchange Commission ("SEC") as an investment company, but nevertheless has a policy that it will, and does, operate in a manner consistent with the SEC's Rule 2a-7 of the Investment Company Act of 1940, which comprises the rules governing money market funds. Thus, the pool operates essentially as a money market fund. The District has reported its investment in Florida PRIME at amortized cost for financial reporting purposes.

Securities listed in paragraph c and d shall be invested to provide sufficient liquidity to pay obligations as they come due. In addition, surplus funds may be deposited into certificates of deposit which are insured and any unspent Bond proceeds are required to be held in investments as specified in the Bond Indenture.

The District records all interest revenue related to investment activities in the respective funds. Investments are measured at amortized cost or reported at fair value as required by generally accepted accounting principles.

Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

Capital Assets

Capital assets which include property, plant and equipment, and infrastructure assets (e.g., roads, sidewalks and similar items) are reported in the government activities columns in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$5,000 (amount not rounded) and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Assets, Liabilities and Net Position or Equity (Continued)

Capital Assets (Continued)

Property, plant and equipment of the District are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Improvements other than buildings	30
Recreational facilities	30
Equipment	10

In the governmental fund financial statements, amounts incurred for the acquisition of capital assets are reported as fund expenditures. Depreciation expense is not reported in the governmental fund financial statements.

Refundings of Debt

For current refundings and advance refundings resulting in the defeasance of debt, the difference between the reacquisition price and the net carrying amount of the old debt is reported as a deferred outflow of resources and recognized ratably as a component of interest expense over the remaining life of the old debt or the life of the new debt, whichever is shorter. In connection with the refunding, \$58,124 was recognized as a component of interest expense in the current fiscal year.

Unearned Revenue

Governmental funds report unearned revenue in connection with resources that have been received, but not yet earned.

Long-Term Obligations

In the government-wide financial statements long-term debt and other long-term obligations are reported as liabilities in the statement of net position. Bond premiums and discounts are deferred and amortized ratably over the life of the Bonds. Bonds payable are reported net of applicable premiums or discounts. Bond issuance costs are expensed when incurred.

In the fund financial statements, governmental fund types recognize premiums and discounts, as well as issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Assets, Liabilities and Net Position or Equity (Continued)

Fund Equity/Net Position

In the fund financial statements, governmental funds report non spendable and restricted fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Assignments of fund balance represent tentative management plans that are subject to change.

The District can establish limitations on the use of fund balance as follows:

Committed fund balance – Amounts that can be used only for the specific purposes determined by a formal action (resolution) of the Board of Supervisors. Commitments may be changed or lifted only by the Board of Supervisors taking the same formal action (resolution) that imposed the constraint originally. Resources accumulated pursuant to stabilization arrangements sometimes are reported in this category.

Assigned fund balance – Includes spendable fund balance amounts established by the Board of Supervisors that are intended to be used for specific purposes that are neither considered restricted nor committed. The Board may also assign fund balance as it does when appropriating fund balance to cover differences in estimated revenue and appropriations in the subsequent year's appropriated budget. Assignments are generally temporary and normally the same formal action need not be taken to remove the assignment.

The District first uses committed fund balance, followed by assigned fund balance and then unassigned fund balance when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

Net position is the difference between assets and deferred outflows of resources less liabilities and deferred inflows of resources. Net position in the government-wide financial statements are categorized as net investment in capital assets, restricted or unrestricted. Net investment in capital assets represents net position related to infrastructure and property, plant and equipment. Restricted net position represents the assets restricted by the District's Bond covenants or other contractual restrictions. Unrestricted net position consists of the net position not meeting the definition of either of the other two components.

Other Disclosures

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

NOTE 3 – BUDGETARY INFORMATION

The District is required to establish a budgetary system and an approved Annual Budget. Annual Budgets are adopted on a basis consistent with generally accepted accounting principles for the general and recreation fund. All annual appropriations lapse at fiscal year-end.

The District follows these procedures in establishing the budgetary data reflected in the financial statements.

- a) Each year the District Manager submits to the District Board a proposed operating budget for the fiscal year commencing the upcoming October 1.
- b) Public hearings are conducted to obtain public comments.
- c) Prior to October 1, the budget is legally adopted by the District Board.
- d) All budget changes must be approved by the District Board.
- e) The budgets are adopted on a basis consistent with generally accepted accounting principles.
- f) Unused appropriations for annually budgeted funds lapse at the end of the year.

NOTE 4 – DEPOSITS AND INVESTMENTS

Deposits

The District's cash balances were entirely covered by federal depository insurance or by a collateral pool pledged to the State Treasurer. Florida Statutes Chapter 280, "Florida Security for Public Deposits Act", requires all qualified depositories to deposit with the Treasurer or another banking institution eligible collateral equal to various percentages of the average daily balance for each month of all public deposits in excess of any applicable deposit insurance held. The percentage of eligible collateral (generally, U.S. Governmental and agency securities, state or local government debt, or corporate bonds) to public deposits is dependent upon the depository's financial history and its compliance with Chapter 280. In the event of a failure of a qualified public depository, the remaining public depositories would be responsible for covering any resulting losses.

Investments

The District's investments were held as follows at September 30, 2020:

Investment	Amortized cost	Credit Risk	Maturities
First American Government Obligation Class Z	\$ 1,550,386	S&P AAAM	Weighted average of 44 days
Investment in Local Government Surplus Funds Trust Fund (Florida PRIME)	1,647,089	S&P AAAM	Weighted average of 48 days
US Bank Mmkt 5 - Ct	154,487	N/A	N/A
Total Investments	<u>\$ 3,351,962</u>		

Credit risk – For investments, credit risk is generally the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Investment ratings by investment type are included in the preceding summary of investments.

Concentration risk – The District places no limit on the amount the District may invest in any one issuer.

Interest rate risk – The District does not have a formal policy that limits investment maturities as a means of managing exposure to fair value losses arising from increasing interest rates.

However, the Bond Indentures limit the type of investments held using unspent proceeds.

Fair Value Measurement – When applicable, the District measures and records its investments using fair value measurement guidelines established in accordance with GASB Statements. The framework for measuring fair value provides a fair value hierarchy that prioritizes the inputs to valuation techniques.

These guidelines recognize a three-tiered fair value hierarchy, in order of highest priority, as follows:

- *Level 1:* Investments whose values are based on unadjusted quoted prices for identical investments in active markets that the District has the ability to access;
- *Level 2:* Investments whose inputs - other than quoted market prices - are observable either directly or indirectly; and,
- *Level 3:* Investments whose inputs are unobservable.

The fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the entire fair value measurement. Valuation techniques used should maximize the use of observable inputs and minimize the use of unobservable inputs.

Money market investments that have a maturity at the time of purchase of one year or less and are held by governments other than external investment pools should be measured at amortized cost. For external investment pools that qualify to be measured at amortized cost, the pool's participants should also measure their investments in that external investment pool at amortized cost for financial reporting purposes. Accordingly, the District's investments have been reported at amortized cost above.

NOTE 4 – DEPOSITS AND INVESTMENTS (Continued)

Investments (Continued)

External Investment Pool – With regard to redemption gates, Chapter 218.409(8)(a), Florida Statutes, states that “The principal, and any part thereof, of each account constituting the trust fund is subject to payment at any time from the moneys in the trust fund. However, the Executive Director may, in good faith, on the occurrence of an event that has a material impact on liquidity or operations of the trust fund, for 48 hours limit contributions to or withdrawals from the trust fund to ensure that the Board can invest moneys entrusted to it in exercising its fiduciary responsibility. Such action must be immediately disclosed to all participants, the Trustees, the Joint Legislative Auditing Committee, the Investment Advisory Council, and the Participant Local Government Advisory Council. The Trustees shall convene an emergency meeting as soon as practicable from the time the Executive Director has instituted such measures and review the necessity of those measures. If the Trustees are unable to convene an emergency meeting before the expiration of the 48-hour moratorium on contributions and withdrawals, the moratorium may be extended by the Executive Director until the Trustees are able to meet to review the necessity for the moratorium. If the Trustees agree with such measures, the Trustees shall vote to continue the measures for up to an additional 15 days. The Trustees must convene and vote to continue any such measures before the expiration of the time limit set, but in no case may the time limit set by the Trustees exceed 15 days.” With regard to liquidity fees, Florida Statute 218.409(4) provides authority for the SBA to impose penalties for early withdrawal, subject to disclosure in the enrollment materials of the amount and purpose of such fees. At present, no such disclosure has been made.

As of September 30, 2020, there were no redemption fees or maximum transaction amounts, or any other requirements that serve to limit a participant’s daily access to 100% of their account value.

NOTE 5 – INTERFUND TRANSFERS

Interfund transfers for the fiscal year ended September 30, 2020 were as follows:

<u>Fund</u>	<u>Transfer in</u>	<u>Transfer out</u>
General	\$ -	\$ 12,998
Recreation	12,998	-
Total	<u>\$ 12,998</u>	<u>\$ 12,998</u>

Transfers are used to move revenues from the fund where collection occurs to the fund where funds have been reallocated for use. In the case of the District, the transfers from the general fund to the recreation fund were made to accumulate funds for future capital and maintenance projects.

NOTE 6 – CAPITAL ASSETS

Capital asset activity for the fiscal year ended September 30, 2020 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental activities				
Capital assets, not being depreciated				
Land	\$ 7,146,352	\$ -	\$ -	\$ 7,146,352
Total capital assets, not being depreciated	<u>7,146,352</u>	<u>-</u>	<u>-</u>	<u>7,146,352</u>
Capital assets, being depreciated				
Improvements other than buildings	28,887,276	-	-	28,887,276
Recreational facilities	8,572,817	-	-	8,572,817
Equipment	65,856	-	-	65,856
Total capital assets, being depreciated	<u>37,525,949</u>	<u>-</u>	<u>-</u>	<u>37,525,949</u>
Less accumulated depreciation for:				
Improvements other than buildings	14,780,962	965,178	-	15,746,140
Recreational facilities	4,049,669	285,761	-	4,335,430
Equipment	49,395	6,586	-	55,981
Total accumulated depreciation	<u>18,880,026</u>	<u>1,257,525</u>	<u>-</u>	<u>20,137,551</u>
Total capital assets, being depreciated, net	<u>18,645,923</u>	<u>(1,257,525)</u>	<u>-</u>	<u>17,388,398</u>
Governmental activities capital assets	<u>\$ 25,792,275</u>	<u>\$ (1,257,525)</u>	<u>\$ -</u>	<u>\$ 24,534,750</u>

Depreciation expense was charged to function/programs as follows:

Maintenance and operations	\$ 965,178
Recreation	<u>292,347</u>
Total depreciation expense	<u>\$ 1,257,525</u>

NOTE 7 – LONG TERM LIABILITIES

On March 13, 2013, the District issued \$27,750,000 of Special Assessment Refunding Bonds, Series 2013, consisting of \$24,850,000 Term Bonds due on May 1, 2034 with an interest rate ranging between 1.3% and 4.25%, Series 2013A-1 and \$2,900,000 Term Bonds due in May 2034 with an interest rate of 5.75%, Series 2013A-2. The Bonds were issued as part of a current refunding of the Series 2002A and Series 2005A Special Assessment Bonds. Interest is to be paid semiannually on each May 1 and November 1. Principal on the Bonds is to be paid serially commencing May 1, 2014 through May 1, 2034.

The Series 2013A-1 and 2013A-2 Bonds are subject to redemption at the option of the District as set forth in the Bond Indenture. The Series 2013A-1 and 2013A-2 Bonds are subject to extraordinary mandatory redemption prior to maturity in the manner determined by the Bond Registrar if certain events occurred as outlined in the Bond Indenture.

The Bond Indenture established a debt service reserve requirement and has certain other restrictions and requirements relating principally to the use of proceeds and the procedures to be followed by the District on assessments to property owners. The District agrees to levy special assessments in annual amounts adequate to provide payment of debt service and to meet the reserve requirements. The District is in compliance with the requirements of the Bond Indenture at September 30, 2020.

NOTE 7 – LONG TERM LIABILITIES (Continued)

Changes in long-term liability activity for the fiscal year ended September 30, 2020 were as follows:

	Beginning Balance	Increases	Decreases	Ending Balance	Due Within One Year
<u>Governmental activities</u>					
Bonds payable:					
Series 2013A-1	\$ 19,430,000	\$ -	\$ (985,000)	\$ 18,445,000	\$ 1,020,000
Series 2013A-2	1,910,000	-	(90,000)	1,820,000	85,000
Original Issue Discount	206,114	-	(14,253)	191,861	-
Total	<u>\$ 21,133,886</u>	<u>\$ -</u>	<u>\$ (1,060,747)</u>	<u>\$ 20,073,139</u>	<u>\$ 1,105,000</u>

At September 30, 2020, the scheduled debt service requirements on the long-term debt were as follows:

Year ending September 30:	Governmental Activities		
	Principal	Interest	Total
2021	\$ 1,105,000	\$ 843,467	\$ 1,948,467
2022	1,135,000	806,099	1,941,099
2023	1,175,000	765,394	1,940,394
2024	1,230,000	720,601	1,950,601
2025	1,280,000	672,375	1,952,375
2026-2030	7,275,000	2,501,238	9,776,238
2031-2034	7,065,000	791,719	7,856,719
Total	<u>\$ 20,265,000</u>	<u>\$ 7,100,893</u>	<u>\$ 27,365,893</u>

NOTE 8 – INTERLOCAL AGREEMENTS

The District has entered into an agreement with Middle Village for joint usage of the amenity center and recreational facilities located within and owned by each respective District.

The District has entered into an interlocal agreement with Middle Village to share the costs for on-site management services. In accordance with the agreement, the Districts share the costs of a full time rental coordinator, a full time community manager and a part time administrator.

In a prior fiscal year, the District entered into an interlocal agreement with the County for maintenance and use of the Developer's proposed library site. The County is planning to commence construction of the library at some time in the future, although a specific date has not been set. The agreement provides that the District must maintain the property and may use the site for parties and special events until construction of the library commences.

In a prior fiscal year, the District entered into an impact fee credit agreement with Clay County and Middle Village which provides the District a road impact fee credit equal to approximately \$5.1 million. **As of September 30, 2020, none of the credits have been recognized.**

NOTE 9 – MANAGEMENT COMPANY

The District has contracted with a management company to perform management advisory services, which include financial and accounting services. Certain employees of the management company also serve as officers of the District. Under the agreement, the District compensates the management company for management, accounting, financial reporting, computer and other administrative costs.

NOTE 10 – RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. The District has obtained commercial insurance from independent third parties to mitigate the costs of these risks; coverage may not extend to all situations. There were no settled claims during the past three years.

**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
CLAY COUNTY, FLORIDA
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCE - BUDGET AND ACTUAL – GENERAL FUND
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2020**

	Budgeted Amounts	Actual Amounts	Variance with Final Budget - Positive (Negative)
	<u>Original & Final</u>	<u>Actual Amounts</u>	<u>(Negative)</u>
REVENUES			
Assessments	\$ 177,985	\$ 178,484	\$ 499
Interest	200	700	500
Total revenues	<u>178,185</u>	<u>179,184</u>	<u>999</u>
EXPENDITURES			
Current:			
General government	165,187	146,480	18,707
Total expenditures	<u>165,187</u>	<u>146,480</u>	<u>18,707</u>
Excess (deficiency) of revenues over (under) expenditures	12,998	32,704	19,706
OTHER FINANCING SOURCES (USES)			
Transfer in (out)	(12,998)	(12,998)	-
Total other financing sources	<u>(12,998)</u>	<u>(12,998)</u>	<u>-</u>
Net change in fund balances (uses)	<u>\$ -</u>	19,706	<u>\$ 19,706</u>
Fund balance - beginning		<u>114,979</u>	
Fund balance - ending		<u>\$ 134,685</u>	

See notes to required supplementary information

**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
CLAY COUNTY, FLORIDA
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCE - BUDGET AND ACTUAL – RECREATION FUND
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2020**

	Budgeted Amounts	Actual Amounts	Variance with Final Budget - Positive (Negative)
	Original & Final		
REVENUES			
Assessments	\$ 1,462,648	\$ 1,466,749	\$ 4,101
Amenities and other revenue	44,690	33,750	(10,940)
Interest	1,000	13,626	12,626
Total revenues	1,508,338	1,514,125	5,787
EXPENDITURES			
Current:			
General government	246,729	249,599	(2,870)
Recreation	521,240	597,784	(76,544)
Maintenance and operations	786,290	585,424	200,866
Total expenditures	1,554,259	1,432,807	121,452
Excess (deficiency) of revenues over (under) expenditures	(45,921)	81,318	127,239
OTHER FINANCING SOURCES			
Transfer in (out)	-	12,998	12,998
Carryforward surplus	45,921	-	(45,921)
Total other financing sources	45,921	12,998	(32,923)
Net change in fund balances	\$ -	94,316	\$ 94,316
Fund balance - beginning		1,933,874	
Fund balance - ending		\$ 2,028,190	

See notes to required supplementary information

**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
CLAY COUNTY, FLORIDA
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION**

The District is required to establish a budgetary system and an approved Annual Budget for the general fund. The District's budgeting process is based on estimates of cash receipts and cash expenditures which are approved by the Board. The budget approximates a basis consistent with accounting principles generally accepted in the United States of America (generally accepted accounting principles).

The legal level of budgetary control, the level at which expenditures may not exceed budget, is in the aggregate. Any budget amendments that increase the aggregate budgeted appropriations must be approved by the Board of Supervisors. Actual general and recreation fund expenditures did not exceed appropriations for the fiscal year ended September 30, 2020.

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

To the Board of Supervisors
Double Branch Community Development District
Clay County, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of Double Branch Community Development District, Clay County, Florida ("District") as of and for the fiscal year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our opinion thereon dated XXXXXXXX, 2021.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

XXXXXXX, 2021

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH THE
REQUIREMENTS OF SECTION 218.415, FLORIDA STATUTES, REQUIRED BY
RULE 10.556(10) OF THE AUDITOR GENERAL OF THE STATE OF FLORIDA**

To the Board of Supervisors
Double Branch Community Development District
Clay County, Florida

We have examined Double Branch Community Development District, Clay County, Florida's ("District") compliance with the requirements of Section 218.415, Florida Statutes, in accordance with Rule 10.556(10) of the Auditor General of the State of Florida during the fiscal year ended September 30, 2020. Management is responsible for District's compliance with those requirements. Our responsibility is to express an opinion on District's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the District complied, in all material respects, with the specified requirements referenced in Section 218.415, Florida Statutes. An examination involves performing procedures to obtain evidence about whether the District complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion. Our examination does not provide a legal determination on the District's compliance with specified requirements.

In our opinion, the District complied, in all material respects, with the aforementioned requirements for the fiscal year ended September 30, 2020.

This report is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, management, and the Board of Supervisors of Double Branch Community Development District, Clay County, Florida and is not intended to be and should not be used by anyone other than these specified parties.

XXXXXXX, 2021

**MANAGEMENT LETTER PURSUANT TO THE RULES OF
THE AUDITOR GENERAL FOR THE STATE OF FLORIDA**

To the Board of Supervisors
Double Branch Community Development District
Clay County, Florida

Report on the Financial Statements

We have audited the accompanying basic financial statements of Double Branch Community Development District, Clay County, Florida ("District") as of and for the fiscal year ended September 30, 2020, and have issued our report thereon dated XXXXXXXX, 2021.

Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.550, Rules of the Florida Auditor General.

Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*; and Independent Auditor's Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated XXXXXXXX, 2021, should be considered in conjunction with this management letter.

Purpose of this Letter

The purpose of this letter is to comment on those matters required by Chapter 10.550 of the Rules of the Auditor General for the State of Florida. Accordingly, in connection with our audit of the financial statements of the District, as described in the first paragraph, we report the following:

- I. Current year findings and recommendations.**
- II. Status of prior year findings and recommendations.**
- III. Compliance with the Provisions of the Auditor General of the State of Florida.**

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, as applicable, management, and the Board of Supervisors of Double Branch Community Development District, Clay County, Florida and is not intended to be and should not be used by anyone other than these specified parties.

We wish to thank Double Branch Community Development District, Clay County, Florida and the personnel associated with it, for the opportunity to be of service to them in this endeavor as well as future engagements, and the courtesies extended to us.

XXXXXXX, 2021

REPORT TO MANAGEMENT

I. CURRENT YEAR FINDINGS AND RECOMMENDATIONS

None

II. PRIOR YEAR FINDINGS AND RECOMMENDATIONS

None

III. COMPLIANCE WITH THE PROVISIONS OF THE AUDITOR GENERAL OF THE STATE OF FLORIDA

Unless otherwise required to be reported in the auditor's report on compliance and internal controls, the management letter shall include, but not be limited to the following:

1. A statement as to whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report.

There were no significant findings and recommendations made in the preceding annual financial audit report for the fiscal year ended September 30, 2019.

2. Any recommendations to improve the local governmental entity's financial management.

There were no such matters discovered by, or that came to the attention of, the auditor, to be reported for the fiscal year ended September 30, 2020.

3. Noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance.

There were no such matters discovered by, or that came to the attention of, the auditor, to be reported, for the fiscal year ended September 30, 2020.

4. The name or official title and legal authority of the District are disclosed in the notes to the financial statements.

5. The District has not met one or more of the financial emergency conditions described in Section 218.503(1), Florida Statutes.

6. We applied financial condition assessment procedures and no deteriorating financial conditions were noted as of September 30, 2020. It is management's responsibility to monitor financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

FIFTH ORDER OF BUSINESS

RESOLUTION 2021-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT ADOPTING A RULE SETTING FORTH AN ANNUAL NON-LANDOWNER USER RATE; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Double Branch Community Development District (“**District**”) is organized and exists pursuant to the provisions of the Uniform Community Development District Act of 1980, codified as Chapter 190 of the Florida Statutes (“**Act**”); and

WHEREAS, Chapter 190, *Florida Statutes*, authorizes the District to adopt rules governing the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, the Board of Supervisors previously directed staff to publish notice of its proposed Rule for Non-Landowner Annual User Rate to be \$2,200 and its Club Rental Fee to be \$250.00 (the “**Rule**”); and

WHEREAS, the District published notices regarding the Rule in accordance with Florida Law and held a public hearing on the Rule on June 14, 2021; and

WHEREAS, the Board of Supervisors has analyzed the District’s amenities, as well as the costs to construct, reconstruct, install, replace, repair, operate and maintain the same; and

WHEREAS, the Board of Supervisors has analyzed the level of debt service assessments paid and to be paid by unit owners within the District (“**Landowners**”); and

WHEREAS, the Board of Supervisors has analyzed the level of operation and maintenance assessments paid by Landowners; and

WHEREAS, the Board of Supervisors has analyzed the wear and tear on community facilities, both publicly and privately-owned, that is anticipated to be created by additional use of the facilities by non-landowners, the cost of which is required to be paid for by Landowners within the District; and

WHEREAS, the Board of Supervisors has considered the fact that non-landowner users bear no financial responsibility for general liabilities of the District in the operation of the District property, including the property used by non-landowner users, whereas Landowners are subject to special assessments under Florida law to satisfy such liabilities; and

WHEREAS, the Board of Supervisors has analyzed the anticipated treatment of District facilities by persons using the facilities without a sense of ownership; and

WHEREAS, the Board of Supervisors has analyzed and considered the possibility of daily user rates and monthly user rates for non-landowners, and believes it will be too inefficient and costly to administer daily and monthly user rates, and therefore, daily and monthly user rates are not feasible or in the best interests of the District, its constituents or the public; and

WHEREAS, the Board of Supervisors has considered that Landowners cannot be given the option of daily or monthly commitments to pay for the amenities and therefore an annual non-landowner user rate is consistent with the obligations of Landowners; and

WHEREAS, the District has considered the short-term and long-term costs associated with rental of the Club Room; and

WHEREAS, the Board of Supervisors finds that the adoption of the Rule, as set forth in Exhibit A, is appropriate, fair and in the best interests of the District, its constituents and the public.

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

SECTION 1. This Resolution is adopted pursuant to Chapters 190, *Florida Statutes*.

SECTION 2. Based on the analysis outlined in the recitals above and the information introduced at the public hearing on this proposed rate, which are incorporated herein as findings by the Board of Supervisors, the Board of Supervisors concludes: 1) that an annual non-landowner user fee structure is appropriate, fair and in the best interests of the District, Landowners, its constituents and the public; and 2) a Non-Landowner Annual User Rate of twenty-two hundred dollars (\$2,200.00) per year is established for up to six (6) related individuals residing in the same household and is non-transferable; 3) the Non-Landowner Annual User Rate shall cover the period from October 1 until September 30, and shall not be subject to proration; and 4) non-landowner users shall be subject to the District's policies and rules, as amended from time to time.

Based on the analysis outlined in the recitals above and the information introduced at the public hearing on the proposed fee for rental of the Club Room, which are incorporated herein as findings by the Board of Supervisors, the Board of Supervisors concludes the Club Room Rental Fee of \$250.00 is appropriate and in the District's best interests.

The Rule, attached hereto as **Exhibit A**, is hereby adopted pursuant to this Resolution as necessary for the conduct of District business.

SECTION 3. The Rule shall take effect immediately and remain in full force and effect until such time as the Board of Supervisors amends or terminates the Rule. The Rule supersedes any prior rule establishing a Non-Landowner Annual User Rate of Club Room Rental Fee.

SECTION 4. If any provision of this Resolution is determined to be illegal or invalid by a court of competent jurisdiction, such illegal or invalid provision shall be of no force or effect; however, the remaining provisions of this Resolution shall continue in full force and effect.

SECTION 5. This Resolution shall be effective upon adoption by the Board of Supervisors of the District.

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DONE AND RESOLVED, this 14th day of June, 2021 by the Board of Supervisors of the Double Branch Community Development District.

**DOUBLE BRANCH COMMUNITY
DEVELOPMENT DISTRICT**

Chairman / Vice-Chairman

ATTEST:

District Secretary

Exhibit A

The Annual Non-Landowner User Rate is \$2,200 for up to six (6) related individuals residing in the same household and is non-transferable. The Annual Non-Landowner User Rate shall cover the time period from October 1 until September 30, and shall not be subject to proration. Non-Landowner Users shall be subject to the District's policies and rules, as amended from time to time.

The Club Room Rental Fee for 4 hours (Friday-Sunday) is \$250.00.

SEVENTH ORDER OF BUSINESS

RESOLUTION 2021-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2021/2022 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the Double Branch Community Development District (“**District**”) prior to June 15, 2021, proposed budgets (“**Proposed Budget**”) for the fiscal year beginning October 1, 2021 and ending September 30, 2022 (“**Fiscal Year 2021/2022**”); and

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

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

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2021/2022 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

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

DATE: _____

HOUR: _____

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

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

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

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

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

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

PASSED AND ADOPTED THIS 14TH DAY OF JUNE, 2021.

ATTEST:

**DOUBLE BRANCH COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

By: _____
Its: _____

**Double Branch
Community Development District**



Proposed Budget

FY 2022



**Double Branch
Community Development District**

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Double Branch

Community Development District

General Fund

<u>Description</u>	<u>Amended Budget FY 2021</u>	<u>Actual YTD 4/30/21</u>	<u>Projected Next 5 Months</u>	<u>Total Projected FY 2021</u>	<u>Proposed Budget FY 2022</u>
Revenues					
Maintenance Assessments	\$ 177,985	\$ 175,972	\$ 2,013	\$ 177,985	\$ 177,890
Interest Income	\$ 200	\$ 78	\$ 70	\$ 148	\$ 200
Miscellaneous Income	\$ -	\$ -	\$ -	\$ -	\$ -
Carry Forward Surplus	\$ 90,000	\$ 90,000	\$ -	\$ 90,000	\$ -
Total Revenues	\$ 268,185	\$ 266,050	\$ 2,083	\$ 268,133	\$ 178,090
Expenditures					
Administrative					
Supervisor Fees	\$ 12,000	\$ 6,600	\$ 5,000	\$ 11,600	\$ 12,000
FICA Expense	\$ 918	\$ 505	\$ 385	\$ 890	\$ 918
Engineering	\$ 5,000	\$ -	\$ 2,500	\$ 2,500	\$ 5,000
Arbitrage	\$ 700	\$ -	\$ 700	\$ 700	\$ 700
Dissemination	\$ 1,333	\$ 778	\$ 555	\$ 1,333	\$ 1,600
Assessment Roll	\$ 8,212	\$ 8,212	\$ -	\$ 8,212	\$ 8,212
Attorney	\$ 42,000	\$ 20,632	\$ 16,500	\$ 37,132	\$ 42,000
Annual Audit	\$ 5,900	\$ -	\$ 5,900	\$ 5,900	\$ 5,900
Trustee Fees	\$ 8,815	\$ 3,409	\$ 5,000	\$ 8,409	\$ 8,815
Management Fees	\$ 59,963	\$ 34,978	\$ 24,985	\$ 59,963	\$ 61,762
Information Technology	\$ 2,142	\$ 1,249	\$ 892	\$ 2,142	\$ 2,142
Telephone	\$ 290	\$ 382	\$ 210	\$ 592	\$ 600
Postage	\$ 1,900	\$ 523	\$ 1,350	\$ 1,873	\$ 1,900
Printing & Binding	\$ 3,400	\$ 1,121	\$ 1,850	\$ 2,971	\$ 3,000
Records Storage	\$ 300	\$ -	\$ 150	\$ 150	\$ 300
Insurance	\$ 8,333	\$ 8,333	\$ -	\$ 8,333	\$ 9,166
Legal Advertising	\$ 2,000	\$ 822	\$ 1,750	\$ 2,572	\$ 2,800
Office Supplies	\$ 350	\$ 152	\$ 147	\$ 299	\$ 350
Website Compliance	\$ 2,250	\$ 1,361	\$ 1,128	\$ 2,489	\$ 2,500
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ -	\$ 175	\$ 175
Reserve	\$ 12,204	\$ 12,204	\$ -	\$ 12,204	\$ 8,250
Transfer Out	\$ 90,000	\$ 90,000	\$ -	\$ 90,000	\$ -
Administrative Expenses	\$ 268,185	\$ 191,435	\$ 69,002	\$ 260,437	\$ 178,090
Excess Revenues (Expenses)	\$ (0)	\$ 74,615	\$ (66,919)	\$ 7,696	\$ -

Double Branch
Community Development District
GENERAL FUND BUDGET
FISCAL YEAR 2022

REVENUES:

Maintenance Assessments

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

Interest Income

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

Carry Forward Surplus

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

EXPENDITURES:

Administrative:

Supervisor Fees

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

FICA Expense

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

Engineering Fees

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

Arbitrage

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

Dissemination Agent

The District is required by the Security and Exchange Commission to comply with Rule 15(c)(2)-12(b)(5), which relates to additional reporting requirements for un-rated bond issues.

Assessment Roll

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

Double Branch
Community Development District
GENERAL FUND BUDGET
FISCAL YEAR 2022

Attorney

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

Annual Audit

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

Trustee Fees

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

Management Fees

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

Information Technology

Represents costs related to the District's information systems, which include but are not limited to video conferencing services, cloud storage services and servers, security, accounting software, etc.

Website Maintenance

Represents the costs associated with monitoring and maintaining the District's website created in accordance with Chapter 189, Florida Statutes. These services include site performance assessments, security and firewall maintenance, updates, document uploads, hosting and domain renewals, website backups, etc.

Telephone

Telephone and fax machine.

Postage

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

Printing & Binding

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

Records and Storage

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

Insurance

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

Double Branch
Community Development District
GENERAL FUND BUDGET
FISCAL YEAR 2022

Legal Advertising

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

Office Supplies

Miscellaneous office supplies.

Dues, Licenses & Subscriptions

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

General Reserves

Established to maintain community service levels at present standards for FY 2022.

Double Branch

Community Development District

Recreation Fund

Description	Amended Budget FY 2021	Actual YTD 4/30/21	Projected Next 5 Months	Total Projected FY 2021	Proposed Budget FY 2022
Revenues					
Maintenance Assessments	\$ 1,462,648	\$ 1,446,104	\$ 15,644	\$ 1,461,748	\$ 1,462,648
Interest Income	\$ 1,000	\$ 585	\$ 415	\$ 1,000	\$ 1,000
Amenities Revenue/Miscellaneous	\$ 33,690	\$ 12,880	\$ 15,000	\$ 27,880	\$ 33,690
Sports Revenue	\$ 11,000	\$ 4,790	\$ 4,500	\$ 9,290	\$ 11,000
Carry Forward Surplus	\$ 234,717	\$ 234,717	\$ -	\$ 234,717	\$ -
Total Revenues	\$ 1,743,055	\$ 1,699,076	\$ 35,559	\$ 1,734,635	\$ 1,508,338
Expenditures					
<u>Administrative</u>					
Management Fees - On Site Staff	\$ 178,487	\$ 104,118	\$ 74,370	\$ 178,487	\$ 192,766
Insurance	\$ 68,797	\$ 71,995	\$ -	\$ 71,995	\$ 74,118
Other Current Charges	\$ 3,818	\$ 1,768	\$ 1,500	\$ 3,268	\$ 3,500
Permit Fees	\$ 1,635	\$ 694	\$ 700	\$ 1,394	\$ 1,635
Administrative Expenses	\$ 252,737	\$ 178,574	\$ 76,570	\$ 255,144	\$ 272,019
<u>Maintenance</u>					
Security	\$ 50,920	\$ 25,415	\$ 59,515	\$ 84,930	\$ 85,000
Security - Clay County Off-Duty Sheriff	\$ 43,050	\$ 20,934	\$ 22,000	\$ 42,934	\$ 43,000
Water - Irrigation	\$ 9,000	\$ 4,762	\$ 4,000	\$ 8,762	\$ 9,000
Irrigation Maintenance	\$ 4,250	\$ -	\$ 2,125	\$ 2,125	\$ 4,250
Streetlighting	\$ 33,066	\$ 16,194	\$ 16,590	\$ 32,784	\$ 33,066
Electric	\$ 42,000	\$ 15,088	\$ 19,912	\$ 35,000	\$ 35,000
Landscape Maintenance	\$ 378,424	\$ 220,753	\$ 157,680	\$ 378,433	\$ 378,433
Common Area Maintenance	\$ 43,564	\$ 13,694	\$ 36,000	\$ 49,694	\$ 52,000
Lake Maintenance	\$ 28,116	\$ 14,490	\$ 12,350	\$ 26,840	\$ 26,840
Landscape Reserve	\$ 30,000	\$ 30,000	\$ -	\$ 30,000	\$ -
Capital Reserve	\$ 15,565	\$ 15,565	\$ -	\$ 15,565	\$ -
Repairs and Replacement	\$ 95,000	\$ 52,310	\$ 40,000	\$ 92,310	\$ 105,000
General Reserve	\$ 26,759	\$ 26,759	\$ -	\$ 26,759	\$ -
Common Area Expenses	\$ 799,714	\$ 455,962	\$ 370,172	\$ 826,134	\$ 771,589

Double Branch

Community Development District

Recreation Fund

Description	Amended Budget FY 2021	Actual YTD 4/30/21	Projected Next 5 Months	Total Projected FY 2021	Proposed Budget FY 2022
<u>Recreation Facility</u>					
Amenity Staff	\$ 110,000	\$ 42,667	\$ 70,000	\$ 112,667	\$ 118,000
Refuse Services	\$ 10,000	\$ 4,903	\$ 4,075	\$ 8,978	\$ 10,000
Telephone	\$ 5,592	\$ 2,924	\$ 2,250	\$ 5,174	\$ 5,500
Electric	\$ 40,000	\$ 15,484	\$ 20,750	\$ 36,234	\$ 40,000
Cable	\$ 12,319	\$ 4,582	\$ 3,750	\$ 8,332	\$ 8,500
Pool Maintenance	\$ 50,000	\$ 14,752	\$ 20,000	\$ 34,752	\$ 40,000
Water / Sewer/Reclaim	\$ 48,000	\$ 22,675	\$ 23,450	\$ 46,125	\$ 48,000
Facility Maintenance-General	\$ 43,500	\$ 19,483	\$ 28,000	\$ 47,483	\$ 50,000
Facility Maintenance-Preventative	\$ 13,117	\$ 4,052	\$ 8,562	\$ 12,614	\$ 13,117
Facility Maintenance - Contingency	\$ 34,750	\$ 15,454	\$ 18,500	\$ 33,954	\$ 34,750
Lighting Repairs	\$ 8,500	\$ 3,652	\$ 3,750	\$ 7,402	\$ 8,500
Special Events	\$ 10,500	\$ 1,076	\$ 8,000	\$ 9,076	\$ 10,500
Office Supplies & Equipment	\$ 6,664	\$ 723	\$ 1,200	\$ 1,923	\$ 2,000
Janitorial	\$ 59,412	\$ 32,679	\$ 30,125	\$ 62,804	\$ 64,000
Recreation Passes	\$ 5,500	\$ 1,287	\$ 2,500	\$ 3,787	\$ 4,000
Pool Pump Reserve	\$ 6,500	\$ 6,500	\$ -	\$ 6,500	\$ -
Pool Leak Repairs	\$ 5,000	\$ -	\$ 2,500	\$ 2,500	\$ 2,500
Multiuse Field	\$ 21,250	\$ -	\$ 10,625	\$ 10,625	\$ 5,363
Transfer Out to Capital Reserve Fund	\$ 200,000	\$ 200,000	\$ -	\$ 200,000	\$ -
Recreation Facility Expenses	\$ 690,604	\$ 392,893	\$ 258,037	\$ 650,930	\$ 464,730
Total Expenses	\$ 1,743,055	\$ 1,027,430	\$ 704,779	\$ 1,732,208	\$ 1,508,338
Excess Revenues(Expenses)	\$ (0)	\$ 671,646	\$ (669,220)	\$ 2,427	\$ -

Double Branch Community Development District

RECREATION BUDGET
FISCAL YEAR 2022

REVENUES:

Maintenance Assessments

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

Interest Income

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

Amenities Revenue

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

Sports Revenue

These are estimated fees for programmed sports activities.

EXPENDITURES:

Administrative:

Management Fees – On Site Staff

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

Double Branch Community Development District

RECREATION BUDGET
FISCAL YEAR 2022

Insurance

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

Other Current Charges

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

Permit Fees

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

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

Office Supplies

Miscellaneous office supplies.

Maintenance Common Area:

Security

The cost of security patrol for the District with Athletic Center and Common area.

Description	Monthly	Annual
Security Contract	\$ 7,083	\$ 85,000
Total		\$ 85,000

Clay County off Duty Security

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

Double Branch
Community Development District
 RECREATION BUDGET
 FISCAL YEAR 2022

Water – Irrigation

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

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

Irrigation Maintenance

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

Street Lighting

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

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

Double Branch
Community Development District
RECREATION BUDGET
FISCAL YEAR 2022

Electric

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

Account Number	Description	Monthly	Annual
4995700	370 Oakleaf Village	\$ 886	\$ 10,627
4995718	370-1 Oakleaf Village Pkwy	\$ 266	\$ 3,190
5347943	3926-1 Plantation Oaks Blvd	\$ 88	\$ 1,061
5715289	1591 Canopy Oaks Dr - Irrigation	\$ 121	\$ 1,453
5774021	2971 Thorncrest Dr	\$ 25	\$ 301
6875140	373-1 Oakleaf Village Center	\$ 59	\$ 706
6912612	608-1 Oakleaf Village Pkwy	\$ 26	\$ 314
6912620	304-1 Oakleaf Village Pkwy	\$ 15	\$ 184
6912653	603-2 Oakleaf Village Pkwy	\$ 26	\$ 310
6912661	602-1 Oakleaf Village Pkwy	\$ 25	\$ 300
6912687	537-1 Oakleaf Village Pkwy	\$ 26	\$ 313
6912695	529-1 Oakleaf Village Pkwy	\$ 26	\$ 312
6912703	3925-1 Plantation Oaks Blvd	\$ 28	\$ 340
6912729	3860-1 Plantation Oaks Blvd	\$ 26	\$ 316
6912737	3859-1 Plantation Oaks Blvd	\$ 26	\$ 313
6912752	3805-1 Plantation Oaks Blvd	\$ 26	\$ 313
6912760	3800-1 Plantation Oaks Blvd	\$ 27	\$ 320
6912778	3306-1 Village Oaks Lane	\$ 27	\$ 324
6912786	465-1 Oakleaf Village Pkwy	\$ 26	\$ 311
6912810	3801-1 Plantation Oaks Blvd	\$ 26	\$ 312
6912828	728-1 Bellshire Drive	\$ 26	\$ 311
6912836	721-1 Bellshire Lane	\$ 26	\$ 311
6912869	715-1 Wakemont Drive	\$ 27	\$ 318
6912877	3219-1 Stonebrier Ridge Drive	\$ 26	\$ 310
6912893	576-1 Wakemount Drive	\$ 26	\$ 312
6912901	507-1 Millstone Drive	\$ 26	\$ 315
6912919	498-1 Millstone Drive	\$ 26	\$ 313
6912927	3442-1 Worthington Oaks Drive	\$ 26	\$ 309
6912943	309-1 Oakleaf Village Pkwy	\$ 28	\$ 331
6912950	373-2 Oakleaf Village Pkwy	\$ 26	\$ 313
6912968	308-1 Oakleaf Village Pkwy	\$ 26	\$ 312
6912976	358-2 Oakleaf Village Pkwy	\$ 26	\$ 315
7131527	3206-1 Silver Bluff Blvd	\$ 27	\$ 319
7332257	3168 Stonebrier Ridge	\$ 234	\$ 2,805
8684243	571 Oakleaf Village Pkwy	\$ 26	\$ 310
	Contingency	\$ 515	\$ 6,176
Total		\$ 2,917	\$ 35,000

**Double Branch
Community Development District**

RECREATION BUDGET
FISCAL YEAR 2022

Landscape Maintenance

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

Description	Monthly	Annual
Contract - Common Area	\$ 31,536	\$ 378,433
Total		\$ 378,433

Common Area Maintenance

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

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

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

- All common area, easements and park litter clean up
- Lake and outfall inspections and debris removal
- Storm sewer grate inspections and cleaning
- Removal of unauthorized signage and maintenance of community signage
- Trapper for wild hogs
- Traffic/car accident clean up
- Inspection and repairs to all park equipment, playground, picnic table and benches

**Double Branch
Community Development District**

RECREATION BUDGET
FISCAL YEAR 2022

Lake Maintenance

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

Description	Monthly	Annual
Lake Maintenance Contract	\$ 2,070	\$ 24,840
Contingency	\$ 167	\$ 2,000
Total	\$ 2,237	\$ 26,840

Landscape Reserve

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

Capital Reserve

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

Repairs & Replacement

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

General Reserve

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

Recreation Facility:

Amenity Staff

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

Double Branch
Community Development District
 RECREATION BUDGET
 FISCAL YEAR 2022

Refuse Service

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

Telephone

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

Description	Monthly	Annual
AT&T	\$ 80	\$ 960
RingCentral	\$ 97	\$ 1,160
Contingency	\$ 282	\$ 3,380
Total	\$ 458	\$ 5,500

Electric

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

Account Number	Description	Monthly	Annual
5217088	370 Oakleaf Village Pkwy	\$ 2,565	\$ 30,782
8763369	382 Oakleaf Village Pkwy	\$ 708	\$ 8,496
	Contingency	\$ 60	\$ 722
Total		\$ 3,333	\$ 40,000

Cable/Internet

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

Account Number	Description	Monthly	Annual
8495 7414 4108 3370	Comcast	\$ 282	\$ 3,387
8495 7414 4100 9267	Comcast- Fitness	\$ 288	\$ 3,450
	Contingency	\$ 139	\$ 1,663
Total		\$ 708	\$ 8,500

Double Branch
Community Development District
RECREATION BUDGET
FISCAL YEAR 2022

Pool Maintenance

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

Description	Monthly	Annual
Pool Maintenance Contract	\$ 2,107	\$ 25,284
Contingency	\$ 1,226	\$ 14,716
Total	\$ 3,333	\$ 40,000

Water /Sewer/Reclaim

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

Account Number	Description	Monthly	Annual
76832466	370 Oakleaf Village Parkway - Water	\$ 596	\$ 7,154
76832466	370 Oakleaf Village Parkway - Sewer	\$ 373	\$ 4,474
80532813	370 Oakleaf Village Parkway - Pool	\$ 1,070	\$ 12,840
Fire Sprinkler	371 Oakleaf Village Parkway - Sprinkler	\$ 42	\$ 504
	Total JEA	\$ 2,081	\$ 24,972
201224	566-1 Oakleaf Village Parkway	\$ 600	\$ 7,200
191992	716-1 Wakemont Drive Reclaim	\$ 150	\$ 1,800
206121	3178-1 Wandering Oaks Drive	\$ 32	\$ 378
206125	1505-1 Canopy Oaks Drive R	\$ 32	\$ 378
206136	1591-1 Canopy Oaks Drive R	\$ 500	\$ 6,000
206376	3701-1 Thousand Oaks Drive	\$ 29	\$ 349
206379	3713-1 Thousand Oaks Drive	\$ 92	\$ 1,106
206380	1940-1 Woodworth Drive Reclaim	\$ 30	\$ 359
206381	3659-1 Thousand Oaks Drive	\$ 36	\$ 437
207243	603-1 Waterford Oaks Drive	\$ 22	\$ 265
238253	1422-1 Bitterberry Drive Reclaim	\$ 29	\$ 350
238254	1206-1 Bedrock Drive Reclaim	\$ 24	\$ 286
	Total CCUA	\$ 1,576	\$ 18,908
	Contingency	\$ 343	\$ 4,120
Total		\$ 4,000	\$ 48,000

Double Branch
Community Development District
 RECREATION BUDGET
 FISCAL YEAR 2022

Facility Maintenance – General

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

Facility Maintenance - Preventative

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

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

Facility Maintenance – Contingency

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

Lighting Repairs

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

Special Events

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

Office Supplies and Equipment

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

**Double Branch
Community Development District**

RECREATION BUDGET
FISCAL YEAR 2022

Janitorial Services

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

Description	Monthly	Annual
Janitorial Contract	\$ 4,633	\$ 55,600
Supplies	\$ 500	\$ 6,000
Mat Cleaning- Fitness Room	\$ 200	\$ 2,400
Total	\$ 5,333	\$ 64,000

Recreation Passes

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

Repairs & Replacement

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

Pump Reserve

For pump replacement as needed.

Pool Leak Repairs

Estimated structural repairs for leaks in pool structure.

Multiuse Fields

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

Double Branch

Community Development District

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

Description	Adopted Budget FY 2021	Actual YTD 4/30/21	Projected Next 5 Months	Total Projected FY 2021	Proposed Budget FY 2022
Revenues					
Special Assessments	\$ 1,961,878	\$ 1,940,725	\$ 21,153	\$ 1,961,878	\$ 1,961,878
Interest Income	\$ 10,000	\$ 352	\$ 300	\$ 652	\$ 1,000
Carry Forward Surplus	\$ 687,628	\$ 567,224	\$ -	\$ 567,224	\$ 586,287
Total Revenues	\$ 2,659,506	\$ 2,508,301	\$ 21,453	\$ 2,529,754	\$ 2,549,166
Expenditures					
<u>Series 2013A-1</u>					
Interest 11/1	\$ 369,552	\$ 369,552	\$ -	\$ 369,552	\$ 353,312
Interest 5/1	\$ 369,552	\$ -	\$ 369,552	\$ 369,552	\$ 353,312
Principal 5/1	\$ 1,015,000	\$ -	\$ 1,015,000	\$ 1,015,000	\$ 1,045,000
<u>Series 2013A-2</u>					
Interest 11/1	\$ 52,181	\$ 52,181	\$ -	\$ 52,181	\$ 49,738
Interest 5/1	\$ 52,181	\$ -	\$ 52,181	\$ 52,181	\$ 49,738
Principal 5/1	\$ 85,000	\$ -	\$ 85,000	\$ 85,000	\$ 90,000
Total Expenses	\$ 1,943,466	\$ 421,733	\$ 1,521,733	\$ 1,943,467	\$ 1,941,099
EXCESS REVENUES / (EXPENDITURES)	\$ 716,040	\$ 2,086,568	\$ (1,500,280)	\$ 586,287	\$ 608,067

Interest November 1, 2022

Series 2013A-1	\$ 335,547
Series 2013A-2	\$ 47,150
Total	\$ 382,697

Unit Type	Units	Per Unit Assessment	Gross Assessment
Single Family	2,187	\$ 878	\$ 1,919,989
Multi-Family	276	\$ 605	\$ 167,115
Total Gross Assessment			\$ 2,087,104
Less: Discounts and Collections (6%)			\$ 125,226
Total Net Assessment			\$ 1,961,878

Double Branch

Amortization Schedule

Community Development District

Series 2013A-1 Special Assessment Refunding Bonds

DATE	BOND BALANCE	PRINCIPAL	COUPON	INTEREST	ANNUAL DEBT SERVICE
5/1/21	\$18,450,000	\$ 1,015,000	3.20%	\$ 369,552	
11/1/21				\$ 353,312	\$ 1,737,864
5/1/22	\$17,435,000	\$ 1,045,000	3.40%	\$ 353,312	
11/1/22				\$ 335,547	\$ 1,733,859
5/1/23	\$16,390,000	\$ 1,085,000	3.63%	\$ 335,547	
11/1/23				\$ 315,881	\$ 1,736,428
5/1/24	\$15,305,000	\$ 1,125,000	3.75%	\$ 315,881	
11/1/24				\$ 294,788	\$ 1,735,669
5/1/25	\$14,180,000	\$ 1,170,000	4.00%	\$ 294,788	
11/1/25				\$ 271,388	\$ 1,736,175
5/1/26	\$13,010,000	\$ 1,220,000	4.13%	\$ 271,388	
11/1/26				\$ 246,225	\$ 1,737,613
5/1/27	\$11,790,000	\$ 1,270,000	4.13%	\$ 246,225	
11/1/27				\$ 220,031	\$ 1,736,256
5/1/28	\$10,520,000	\$ 1,320,000	4.13%	\$ 220,031	
11/1/28				\$ 192,806	\$ 1,732,838
5/1/29	\$ 9,200,000	\$ 1,380,000	4.13%	\$ 192,806	
11/1/29				\$ 164,344	\$ 1,737,150
5/1/30	\$ 7,820,000	\$ 1,435,000	4.13%	\$ 164,344	
11/1/30				\$ 134,747	\$ 1,734,091
5/1/31	\$ 6,385,000	\$ 1,495,000	4.13%	\$ 134,747	
11/1/31				\$ 103,913	\$ 1,733,659
5/1/32	\$ 4,890,000	\$ 1,560,000	4.25%	\$ 103,913	
11/1/32				\$ 70,763	\$ 1,734,675
5/1/33	\$ 3,330,000	\$ 1,630,000	4.25%	\$ 70,763	
11/1/33				\$ 36,125	\$ 1,736,888
5/1/34	\$ 1,700,000	\$ 1,700,000	4.25%	\$ 36,125	
11/1/34					\$ 1,736,125
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
5/1/21	\$ 1,815,000	\$ 85,000	5.75%	\$ 52,181	
11/1/21			5.75%	\$ 49,738	\$ 186,919
5/1/22	\$ 1,730,000	\$ 90,000	5.75%	\$ 49,738	
11/1/22			5.75%	\$ 47,150	\$ 186,888
5/1/23	\$ 1,640,000	\$ 95,000	5.75%	\$ 47,150	
11/1/23			5.75%	\$ 44,419	\$ 186,569
5/1/24	\$ 1,545,000	\$ 105,000	5.75%	\$ 44,419	
11/1/24			5.75%	\$ 41,400	\$ 190,819
5/1/25	\$ 1,440,000	\$ 110,000	5.75%	\$ 41,400	
11/1/25			5.75%	\$ 38,238	\$ 189,638
5/1/26	\$ 1,330,000	\$ 115,000	5.75%	\$ 38,238	
11/1/26			5.75%	\$ 34,931	\$ 188,169
5/1/27	\$ 1,215,000	\$ 125,000	5.75%	\$ 34,931	
11/1/27			5.75%	\$ 31,338	\$ 191,269
5/1/28	\$ 1,090,000	\$ 130,000	5.75%	\$ 31,338	
11/1/28			5.75%	\$ 27,600	\$ 188,938
5/1/29	\$ 960,000	\$ 135,000	5.75%	\$ 27,600	
11/1/29			5.75%	\$ 23,719	\$ 186,319
5/1/30	\$ 825,000	\$ 145,000	5.75%	\$ 23,719	
11/1/30			5.75%	\$ 19,550	\$ 188,269
5/1/31	\$ 680,000	\$ 155,000	5.75%	\$ 19,550	
11/1/31			5.75%	\$ 15,094	\$ 189,644
5/1/32	\$ 525,000	\$ 165,000	5.75%	\$ 15,094	
11/1/32			5.75%	\$ 10,350	\$ 190,444
5/1/33	\$ 360,000	\$ 175,000	5.75%	\$ 10,350	
11/1/33			5.75%	\$ 5,319	\$ 190,669
5/1/34	\$ 185,000	\$ 185,000	5.75%	\$ 5,319	
11/1/34					\$ 190,319
TOTAL		\$ 1,815,000		\$ 882,050	\$ 2,697,050

Double Branch CDD
Operation and Maintenance Assessment Allocation

Description	Single Family	Multi-Family	Village Center Retail	Village Center Office	Total
Units	2,205	276	8,000	35,000	
Gross Per Unit	\$ 718.75	\$ 516.33	\$ 0.90	\$ 0.41	
Gross Assessment	\$ 1,584,844	\$ 142,507	\$ 7,209	\$ 14,463	\$ 1,749,023
Net Assessment (.94)	\$ 1,486,425	\$ 133,728	\$ 6,791	\$ 13,595	\$ 1,640,539
Allocation By Fund					
General Fund					\$ 177,890
Recreation Fund					\$ 1,462,648
Total					\$ 1,640,538

Double Branch

Community Development District

Capital Reserve Fund

Description	Amended Budget FY 2021	Actual YTD 4/30/21	Projected Next 5 Months	Total Projected FY 2021	Proposed Budget FY 2022
REVENUES:					
Beginning Fund Balance	\$ 1,238,762	\$ 1,209,512	\$ -	\$ 1,209,512	\$ 1,385,984
Interest Income	\$ 1,000	\$ 1,078	\$ 850	\$ 1,928	\$ 2,000
Transfer In - Landscape Reserve	\$ 30,000	\$ 30,000	\$ -	\$ 30,000	\$ -
Transfer In - Capital Reserve	\$ 15,565	\$ 15,565	\$ -	\$ 15,565	\$ -
Transfer In - Pool Pump Reserve	\$ 6,500	\$ 6,500	\$ -	\$ 6,500	\$ -
Transfer In - General Reserve	\$ 26,759	\$ 26,759	\$ -	\$ 26,759	\$ -
Transfer In - General Fund Reserve	\$ 12,204	\$ 12,204	\$ -	\$ 12,204	\$ 8,250
Interfund Transfer In	\$ 290,000	\$ 290,000	\$ -	\$ 290,000	\$ -
TOTAL REVENUES	\$ 1,620,790	\$ 1,591,618	\$ 850	\$ 1,592,468	\$ 1,396,234
EXPENDITURES:					
Other Current Charges	\$ -	\$ -	\$ -	\$ -	\$ -
Landscape Reserve	\$ -	\$ 2,800	\$ 7,000	\$ 9,800	\$ 10,000
Capital Projects	\$ -	\$ 106,684	\$ 90,000	\$ 196,684	\$ 200,000
Pool Pump Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
General Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ -	\$ 109,484	\$ 97,000	\$ 206,484	\$ 210,000
EXCESS REVENUES (EXPENDITURES)	\$ 1,620,790	\$ 1,482,134	\$ (96,150)	\$ 1,385,984	\$ 1,186,234

Double Branch Community Development District

Exhibit "A"

Allocation of Operating Reserves

Estimated Funds Available

General Fund - Beginning Fund Balance - 10/1/20	\$ 138,093
Recreation Fund - Beginning Fund Balance - 10/1/20	\$ 783,961
Estimated General Excess Revenues - Fiscal Year 2021	\$ 7,696
Estimated Recreation Excess Revenues- Fiscal Year 2021	\$ 2,427
Total Estimated Operating Funds Available - 9/30/2021	\$ 932,177

Allocation of Funds Available

General Fund Operating Reserve - First Quarter Operating Capital	\$ 44,522
Recreation Fund Operating Reserve - First Quarter Operating Capital	\$ 377,085
Total Reserve	\$ 421,607
Total Working Capital Surplus	\$ 510,570

Capital Reserve- Beginning Fund Balance - 10/1/20	\$ 1,209,512
Projected Capital Excess Revenues - Fiscal Year 2021	\$ 176,472
Total Estimated Reserve Funds Available - 9/30/21	\$ 1,385,984

Landscape Reserve	\$ -
Capital Projects Reserve	\$ -
Pool Pump Reserve at	\$ -
General Reserve	\$ -
General Fund Reserve	\$ 8,250
Total Funding FY 2022	\$ 8,250

Total Estimate Reserve Fund Balances - 9/30/22	\$ 1,394,234
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EIGHTH ORDER OF BUSINESS

D.

Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285; manager@oakleafresidents.com

Memorandum

Date: June 2021
To: Board of Supervisors
From: GMS – OakLeaf Operations Manager

Community:

Special Events

- Report on: Dive in Movies, Schools out pool party
- Upcoming event: Dog Park opening, Summer nights at Oakleaf, Dive in at MV in August

Aquatics

- Pools fully open
- Swim team and Swim meets in progress at MV
- Requests for pool usage during High School Swim Season
- Aqua Zumba taking place at pools

Amenity Usage

- *Total Facilities Usage – 5641*
- *Average daily usage – 182*

Card counts:

DB Owners	125
DB Renters	59
DB Replacements	38
DB Updated	42

Total cards printed: 472 (both districts)

Rentals

- 5 of 31 days rented in May, 2 of 4 weekends rented
- 2 Clubroom rentals, 4 patio rentals

Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285; manager@oakleafresidents.com

Memorandum

Operations:

- Training and acclimation for security staff at facilities
- Updates on projects: nature walk bridge, parking expansion, seal coating

MAINTENANCE

- Red Rhino- completion of leak testing at slide pool - report
- Coordinate install of new filter grids at Slide pool while Leak inspections took place
- Coordinate install of new filter grids at lap pool
- Finalized repair of spray-ground motor (bearing, seal, shaft sleeve replacement)
- Surface washing of entire pool decking surface at Double Branch pools
- Coordinate paver sealing for next surface wash (low pressure) in August/September
- Coordinate storage yard usage with I9 and Elite Soccer- given lock codes and utilizing
- Concrete boundary spikes at Fall creek playground
- Begin audit of access cards – finalization will be determined by policies
- Repair/Re-zip tie screens at basketball courts
- Install shelving at Storage Shed
- Removal of select shelves at Storage “office” to move to new storage shed
- Replace swing on Playground at Amenity center- order replacement swings, chains and, s-hooks
- Repair damaged handle at Amenity center bathrooms (women’s)
- Coordinate install of deadbolts on Amenity center bathroom doors
- Wood work for upper and lower outer rails completed at Dog Park
- Repair broken drain covers at Pool Deck
- Re-prime pumps at Waterfall – inspect damage due to vandalism
- Coordinate cleaning of feeder probes (poolsure equipment) at Pools
- Develop floor plans and quotes for Fitness Center change over
- Begin Install for wooden play structure at Silverleaf
- Prepare quotes for large equipment purchase for pool change over (salt systems)
- Purchase and install of new umbrellas at pools
- Pour concrete footers for umbrella stands at pool decks
- Coordination and planning for new 12 volt lighting at trees and pool deck facilities
- Pick up scaffolding for projects at districts
- Cut backing for new and replacement signs – ongoing
- Inspect and coordinate repairs/replacement of older outdoor speakers at pool areas (50% replaced currently)

Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285; manager@oakleafresidents.com

Memorandum

- 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 5/3. Nature's Hammock, Fall Creek, The Oaks, Cannon's Point, Pebble Creek, Silver Leaf, Oakbrook, and The Cottages completed 5/23.

Landscaping

- *Tree Trimming throughout – on going*
- *Playground mulch installs throughout*
- *Monthly report for May submitted and filed at Operations office*

For questions, comments, or clarification, please contact:

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

jsoriano@gmsnf.com



1 inch = 375 feet

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



	Boundary
	Parcel Line Work
	930000.00
	930001.00
	930002.00
	930372.01
	930372.02
	930372.03
	930372.04
	930373.00
	930373.01
	930373.02
	930373.03
	930373.04
	930373.05
	930373.06
	930373.11
	930373.21
	930374.01
	930374.10
	930375.01
	930375.10
	930400.01