

DOUBLE BRANCH
Community Development District

JULY 12, 2021

AGENDA

Double Branch Community Development District

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

July 5, 2021

Board of Supervisors
Double Branch Community Development District
Staff Call In #: 1-800-264-8432 Code 182247

Dear Board Members:

The Double Branch Community Development District Board of Supervisors Meeting is scheduled for **Monday, July 12, 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 June 14, 2021 Meeting
 - B. Financial Statements
 - C. Assessment Receipts Schedule
 - D. Check Register
- IV. Discussion on Bonus Program for Onsite Staff
- V. Consideration of Moving August 9, 2021 Meeting from 6:00 p.m. to 4:00 p.m.
- VI. Staff Reports
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
 - D. Operations Manager – Memorandum

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

VIII. Next Scheduled Meeting – August 9, 2021 at the Plantation Oaks Amenity Center

IX. Adjournment

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

Sincerely,

James A. Perry

James A. Perry
District Manager

THIRD ORDER OF BUSINESS

A.

MINUTES OF MEETING
DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Double Branch Community Development District was held Monday, June 14, 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
Tom Horton	Supervisor
Andre Lanier	Supervisor

Also present were:

Jim Perry	District Manager
Mike Eckert	District Counsel
Jay Soriano	Operations Manager
Chalon Suchsland	VerdeGo
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. Jim Haynes, 468 Hearthside Court, stated I was recruited by Andy Fletcher, the tennis pro to try to build up the pickleball program, which takes place at the hard courts over by the soccer fields. We have really been working on that. I came on about January. I think we're building a robust program and we want to make it kind of like the tennis program. I don't know how familiar you are with pickleball, but it's the fastest growing sport in America they say and especially popular with retirees. So far, we have about 25 men and about 20 women who have participated in our program, some on a regular basis. Jay made a copy of some pictures and some other information about the program. I guess why I'm speaking up is our facilities are a little less than ideal. We have blended lines on two of the tennis courts over there, which is a mixture of lines and colors, which can be kind of confusing for the tennis

players as well as for pickleball players and so our hope is as the program continues to build up and if there's interest in it, we would like to see if there could be some kind of commitment to making improvements either by building standalone courts, or converting some of those tennis courts to dedicated pickleball courts. Almost every night during the week there is a group that meets there using two or three of the courts. Right now, we use portable nets that deteriorate, and you have to pick them up and put them down in between usage, which is not ideal at the present time. All these folks here behind me are pickleball players and they would like to see something more permanent. What would we have to do to see a commitment to that?

Mr. Thomas asked could we explore taking one tennis court and turning it into a pickleball court? One full-sized tennis court equals two pickleball courts. Am I correct on that?

Mr. Haynes responded there's different ways of doing it, but that is pretty much how we would have to do it.

Mr. Thomas stated we priced it out to repaint an entire court. We didn't price out a dedicated net though, did we?

Mr. Soriano responded they run sideways on each side of the half court. We could anchor them into the ground so that's not the most expensive part, it's the painting that is the most expensive part. I've asked Jim if he knew somebody. I would be happy to get more pricing. Our pricing right now is \$8,000 to \$10,000 for one tennis court and before they had asked for two. We also told them to take a little more time. I understand they're building up good. I hate to jump in right away. Not that I don't think it's going to continue, but we've seen this stuff before, so we have to be hesitant. If somebody asks for something whether it's 10 residents or 50 residents, we have thousands of residents. We've been asked for pickleball before, but it didn't get used and the complaint wasn't because of the confusion of lines. We tried and it didn't work. There's lots of amenities out there that people ask for and we try to do what we can. I'm happy to look into spending more money if it's continually growing. We're only a couple of months into this. Jim does a great job. He's passionate and he enjoys pickleball and I think a big reason for a lot of these people meeting is because of Jim. You can see that in our programs that we have whether it's swim, tennis or our soccer program, we have those good coaches there and they're passionate. We have a lot more of those families out there. When we get those changes out there, that program falls down for a while and I also have that concern here. I want to make sure it's going to be building for a while and we can

dedicate money at any time whether it's one court or two courts. There was also an idea thrown out to look in the future spending capital money on dedicated courts. This is a different price. We do have space so we could create pickleball courts between the tennis courts and basketball courts. It would allow for a nicer facility, but it is a large expense. I don't want to do one and then decide later we want to do dedicated courts too, but I do think we should set a time period that would be a commitment that if this program is still going, we can look at spending money and, in the meantime, get quotes. If I can find somebody lower, great, but if not that's the price we're looking at to do one court.

Mr. Davis stated thank you for bringing this to us. My question is we have 25 men and 20 women roughly, maybe a little more here and there sporadically for the pickleball. What does that do if we take away a tennis court? What is our tennis court participation numbers?

Mr. Soriano responded there are about 30 that would use that; however, they don't use it on a regular basis and they're going to complain if you take something away from anybody. They are also a part of the tennis program over here. Most people like the clay courts. Anywhere you have hard courts, they just don't get used the same as clay courts, however there is going to be maybe a few more that do use the courts over there. It's great for kids and we have a high school program that uses that over there, so we are going to be taking away from people and maybe just a little higher number than what they're at, but I'm going to get complaints from a group one way or the other. Dedicated courts are a whole other animal to build, whether it is one or two.

Mr. Horton asked what are you asking for specifically? One court or two courts?

Mr. Haynes responded I checked my quotes and building materials are sky high right now so they told me even higher numbers, so just to do one and to turn it into two courts would be \$12,000 to \$15,000 now from what I was told. Even that's not ideal because it doesn't quite fit. We all know there is a short baseline. If we're going to do two tennis courts, you're talking \$25,000, I would rather see paying for some dedicated courts and some space that we may have. That would be the ideal situation but one or the other at some point in the near future is what I'm asking for. I think it would be wiser if we could aim toward the bigger goal of dedicated courts.

Mr. Davis stated in the pictures it looks like the lines are the same color right now?

A resident responded they're similar.

Mr. Davis asked okay so if they were to stand out better, totally different from the other lines? Either way we irritate somebody like we discussed earlier. I'm just trying to see what works better for you guys, if anything, right now.

Mr. Haynes stated what we have now is about as good as you can get when you're trying to blend the courts together but it's tough. You have two different tones on the court, and you have two different color lines and it's not good for the tennis players either because they wonder which lines, they're hitting at. If we converted one, then it's going to be less than ideal as far as the dimensions, and we really need more than just two pickleball courts. We use more than that all the time. I would love to see us aim for the bigger goal of dedicated courts if possible. You're talking quite a bit just to convert the tennis courts.

Mr. Soriano stated if that is what we are looking at, that's something that's definitely going to take a little time. One, we are talking about the budget right now. It's working out well now, but if there are going to be some big changes over the next year for a lot of things such as staffing and all the supplies that we need so that's going to change a little bit, but if we're looking at that big cost then we want to watch what we're doing now. I don't have a problem with looking at that. If it's going to be a paid program that is going to get used, that's what we want to see here. I brought other programs that we really hoped would work and then they get phased out because they're not being used the way we thought. We have a whole room we're going to change around because it's not going the way we would like it to go and it's been years so if they're building and it's going great, I don't mind looking at it. It's not something that's going to happen soon. I don't think we can go ahead and spend all this money on building a dedicated court. If we want to give them a timeframe to come and talk to us again in a couple months.

Mr. Lanier stated I thought it was around December that we had talked about it and I thought we had looked at maybe waiting a year to see what the numbers were.

Mr. Soriano stated I think this was a good chance for them to update us on what's going on. I think it's going better than what I had thought from what we saw in the past so I think Jim is doing a great job, but you may want to ask them to come back in a little while. If dedicated courts are the ultimate goal, I would hate to spend money on paint now and then we come back and have to spend more money.

Mr. Horton asked if we were to do dedicated courts, how many courts would support the program?

Mr. Haynes responded I think four. We use four frequently now.

Mr. Lanier asked what is an average game length?

Mr. Haynes responded 25 minutes.

Mr. Lanier asked how many games does each person play each night?

Mr. Haynes responded they play seven or eight at least.

A resident stated our average games are 15 minutes and we're usually there for an hour and a half to two hours.

Mr. Thomas asked and with dedicated courts would you begin hosting tournaments or something like that?

Mr. Haynes responded sure. We host tournaments now.

A resident stated like he said, because of the short distance between the base line and the fence, it's hard to do that because people against the fence don't have enough room to hit it the way it is right now. The courts aren't quite long enough.

Mr. Horton asked are all the participants in the program Oakleaf residents?

Mr. Haynes responded like I said, we have about 25 men and 20 women who are Oakleaf residents who are there pretty consistently.

Mr. Horton asked is it limited to just Oakleaf?

Mr. Haynes responded no, we do have some outsiders who come in as guests or pay an access fee to take our clinics.

Mr. Davis stated I don't want to be Debbie Downer here and I'm going to sound like it so I apologize in advance, but for dedicated courts, I just feel like thousands of people that live here are going to pay \$50,000-\$80,000 for 45 people to play pickleball right now. That's just how I'm looking at it. So, if another 45 people come and say they want a standalone amenity, where do you draw the line. I'm just trying to look at the neighborhood as a whole. Like we discussed earlier, I think if in six months from now you have 145 people, I'm just looking at numbers.

A resident stated for 145 people you'd have to have 10 courts. Four courts wouldn't support that.

Mr. Horton stated Jim, you manage a lot of CDDs. Do you have some insight on pickleball?

Mr. Perry responded at the next meeting I'll be able to bring you some information. The Crossings at Fleming Island is in the process of finishing up their courts. I think it's four courts, but I'm not positive on that. They're building them right next to their tennis facility. I believe the total cost was around \$200,000 but I can get the numbers for you.

Mr. Davis asked would it be out of the question to also get participation numbers?

Mr. Perry responded I don't know if they reset their courts. This is a new program. I'll check. There are some other districts that are looking at it. Most districts right now that are being established and starting their amenity programs, if they're a larger district, in excess of say 700 homes, they might put in two courts, but there's very few that are retrofitting because of both the cost and land.

Mr. Thomas stated I don't want to hold off too much longer and then if we decide to do a dedicated court, how long is it going to take to build it. They've shown the data and the data is increasing a little bit. I think it's going to become more popular, especially in the summer months. Every time we add something to this district that is a little bit different such as the exercise equipment around the track, people take to it. Even the rower in the gym. Here's another activity we could do. I'm leaning toward us not trying to push it off too long, but maybe at least trying to convert at least one of these courts and turning it sideways. At least they'll get two courts they could use. Me personally, I don't like hard courts, I prefer clay courts and I think that is the mentality of a lot of people. When you were over here with Oakleaf tennis, what would you say the ratio was with hard court to clay court?

Mr. Haynes stated people would always choose to play on the clay court and the hard courts were used as a backup.

A resident asked what do you mean by turn them sideways?

Mr. Soriano responded the pickleball courts would go sideways.

A resident stated there would not be enough room for that.

Mr. Haynes stated if you turn it sideways you could do four, but the problem is you're facing east and west and you're staring into the sun.

A resident stated the way it's situated right now is as ideal as it can be.

Mr. Thomas asked so it's more complicated than just taking the old net down and repainting it?

Mr. Soriano responded if I can get it cheaper than \$8,000-\$10,000 it's just repainting. The net comes down pretty easy and we could leave the anchors in the ground if we ever wanted to go back to tennis.

A resident stated and you would leave the net up because that separates the two courts.

Mr. Thomas stated I guess I need to see a diagram of what they're talking about.

A resident stated I would encourage the Board to go out there and look at the pickleball courts and see what we're talking about.

A resident stated and if you don't have that barrier, then you're hitting into the other people's courts all the time.

Mr. Haynes stated I would be happy to meet you all there at any time. We're having free learn to play clinics throughout the month of June every Tuesday night at 6:30 for Oakleaf residents.

Mr. Horton stated I actually went to one of the clinics. It is a little difficult when you're backing up. I can see where it would be an issue.

Ms. Nelsen stated I think we all agree it's not a realistic time to add a court.

Mr. Thomas stated no, I don't think adding dedicated courts at this time would be in the best interest. That's where I'm at right now and the price is so high. We're talking months and months down the road before you could actually have something halfway decent to play on.

Mr. Davis asked so we will revisit next month?

Mr. Soriano responded what I would say is let's put some time on it and figure out if we want to look at it again. I can get new quotes. Those were old quotes. Over the last year any surface related expense is going up and if they haven't gone up yet, it's because they haven't figured out a way to use that excuse to go up in price for supplies. It may be above that \$8,000 to \$10,000 but I'll see what I can do. I agree that a dedicated court is a big cost, but if it is a true program that builds and people really want it, then yes, we'd like nice facilities.

A resident stated if you build it, they will come.

Mr. Soriano stated it's hard because we've done that before and that hasn't happened. I would say we set a timeline to revisit it with costs that are there and if you want to move

forward whether it's just paint or we're just going to wait it out and look into doing dedicated courts, it would be a capital expense and it would be a big one.

Mr. Lanier stated we thank you for coming in. We want to support this, that's not the issue. We have to look at the cost benefit associated with it and one of the reasons I think we said let's readdress this is let's see what the growth is and if that growth continues to happen because I think originally when the pickleball courts were painted there were probably five or six people that used them, and we already spent that money then. A lot of the older age group housing developments have growing need with that, so I think we need to see what is going on with the age we've had in Oakleaf and make sure it's something because we've already spent a ton of money on it and we're just now at 45 people. If we take the statistics with one coming once every week or once every two weeks, we can count them in, but that's not a good use for the money that we will spend.

Mr. Davis stated I can think of 300 or 400 baseball kids that want a batting cage out there. It's a lot more than 45 and I'm not putting the pickleball down, I'm just looking at numbers in the community as a whole. I know you guys would probably love a covered soccer facility.

Mr. Horton stated why don't we look at the price of it to convert the courts and what it would take to build two pickleball courts to start off with in case this thing progresses. I'm all for it. \$200,000 is a lot of investment to put in four courts. I don't know if we can share it between Middle Village and Double Branch and how that would work.

Mr. Davis stated it wouldn't work that way.

Ms. Kimberly Farrell, 1016 Drake Feather Drive, stated just one more thing on the pickleball. We talked to Jay a little bit before the meeting.

Mr. Soriano stated what they have a concern with and what they feel like is maybe holding them back is those guests that come in and follow the guest rules. That is bringing a little money but it's usage. On the weekend, they are getting that double rate guest rules just like we have for everybody else. My biggest concern is I can't tell them let's do something different because then we get those complaints whether people are going to play basketball or to the pool. However, they are a program that they're trying to build just like we have with the swim team or tennis or even some of our sports that are not our programs such as soccer or I-9.

We give them one rate so I kind of looked at it like maybe we could do a special agreement with the program, that way they could get more people in, but that is something I would have to review. I don't make the decisions. I have to keep the rules that we have in place for our guest policies, but that is some way we could work it out that is benefitting them and guests are still going to pay somehow.

Ms. Farrell stated maybe a monthly rate or quarterly rate or something.

Mr. Lanier asked is there any issue legality-wise?

Mr. Eckert responded we have to go through the rate making process if we're going to implement a new rate and the only other thing when I hear about an agreement with a group, I don't know what entity that is that we're having an agreement with, so I think you're really looking at establishing a rate or a policy that you guys establish rather than some sort of contractual arrangement would be my guess.

Mr. Soriano stated I was thinking more like the usage agreement we have with the sports associations, although there's not really an association here.

Mr. Davis asked do you have enough room for more people? Say you have 30 more people show up. You just talked about the courts and not having enough room.

Ms. Farrell responded yes, depending on the night or day. Some nights there's 16 to 20 of us out there and sometimes there's four of us out there.

Ms. Nelsen asked what did we do for group fitness? How did we charge a yoga class?

Mr. Soriano responded she pays the normal policy rate. She was happy because we gave her a cut rate before we went to the \$3 and the double weekend. That was back when there were \$5 passes, so she did come to us and ask for that special change back then, but it moved to what we have now.

Ms. Nelsen asked could we sell the group X number of guest passes at a discounted rate? I'm just throwing something out there.

Mr. Horton stated the only thing I'm thinking about is what the ratio would be of nonresidents to residents.

Mr. Soriano stated I understand what they're asking for and they're maybe hoping that would build it up, but at the same time what it's bringing in and we're cutting money that we want a building program to bring money in so we can do things like paint and building more, even if it's only a tiny bit of offset. Our swim team has offsetting revenue, and our soccer and

I-9 programs pay those fees to help offset those costs for maintaining the fields. We're cutting one while asking for something else.

Mr. Horton asked Jim, you're familiar with Fleming Island, right?

Mr. Perry responded a little bit. One of the issues they had years ago with their tennis program is they had a lot of nonresident members play and then once they expanded the facilities, they cut back on that because the residents were complaining so it's kind of this double-edged sword that you're asking for visitors to come in and pay and then when the program gets popular you won't have room for the residents.

Mr. Soriano stated it is a way we build up, even when we had the fitness group and we started off the instructors needed their normal clientele that were coming from other places to build the program.

Mr. Horton stated our facilities are primarily for Oakleaf residents so if you get the right ratio in there, like 75% or 80% Oakleaf residents, that might be a good mix.

Ms. Farrell stated right now it's probably closer to 85% or 90% Oakleaf residents.

Mr. Horton stated it's okay to bring outside people in that don't pay, but you have to be careful how we do it. Just like those rental homes that came in here trying to get a good deal to use the facilities. It's primarily for Oakleaf residents that pay to live here.

Mr. Davis stated to me it's like the gym. The more outside people that are nonresidents, the more wear and tear on the equipment and the quicker we have to replace a treadmill or net or paint a court or whatever. Those fees are there for a reason. That's just my standpoint on it.

Mr. Perry stated so for the next meeting we will bring back to the Board estimates on refurbishing and estimates on new facilities.

Mr. Davis stated we only have so much space as well. Let's say in our gym we do a deal for nonresidents, and you have 30 nonresidents in there and the ten residents that want to work out have nowhere to work out.

THIRD ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the May 10, 2021 Meeting**
- B. Financial Statements**
- C. Assessment Receipt Schedule**
- D. Check Register**

Mr. Perry stated included in your agenda package are the minutes of the last meeting, the financial statements as of April 30th, your assessment receipts schedule showing you are 99% collected and the check register.

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

FOURTH ORDER OF BUSINESS

Acceptance of the Draft Fiscal Year 2020 Audit Report

Mr. Perry stated we don't expect any changes on this audit report, but there might be minor edits to it and if there is anything material, we will bring it back to the Board. On page one of the audit report is the opinion paragraph and you'll see at the bottom of the page there are no issues with the audit, and it is what is referred to as a clean opinion and that is what this district has had for several years. On page 25 is the report on internal controls. Again, there's nothing cited that raises any questions or issues with internal controls. On page 27 is compliance with the rules of the State. On page 29 there are notes regarding the compliance with the provisions of the Auditor General and there are no issues there either. We do have to file this report with the State by the end of the month so even though it's a draft we wanted to get it before the Board.

On MOTION by Ms. Nelsen seconded by Mr. Lanier with all in favor the draft fiscal year 2020 audit report was accepted.

FIFTH ORDER OF BUSINESS

Public Hearing for the Purpose of Adopting Revised Amenity Rates; Consideration of Resolution 2021-05

Mr. Perry stated I will open the public hearing and then turn it over to District Counsel.

On MOTION by Mr. Davis seconded by Ms. Nelsen with all in favor the public hearing was opened.

Mr. Eckert stated just so everybody in the public is aware, you will have an opportunity to comment on this item if you desire. I just wanted to remind the Board, what you have in front of you is a resolution that would adopt this rate. There are two rates. There is the annual

non-landowner user rate, which is proposed as \$2,200, which is consistent with what the Board directed us to publish notice of and that is for up to six related individuals residing in the same household, and it is non-transferable. It is also not subject to proration and that is clearly set forth in Exhibit A. Also, the club room rental fee for four hours Friday through Sunday is proposed at \$250. For the version of the resolution you have in your agenda package, I've changed the title of it to add the club room rental rate so that will be included on the final signed version. I wanted to go on the record and go through some of the things that staff analyzed in coming up with these proposed rates and these are reflected in your resolution as well. We've analyzed the cost to construct, reconstruct, install, replace, operate and maintain the District's facilities. We've analyzed the level of debt service assessments that existing landowners within the District pay. We've analyzed the level of operations and maintenance assessments that landowners within the District are required to pay. We've analyzed the wear and tear on the community's facilities created by additional use by non-landowners beyond what they were originally planned for. We've considered the fact that non-landowners have no financial responsibility in the event something needs to be replaced or something is damaged that we have to repair. That falls on the District residents to take care of that. We've analyzed the anticipated treatment of the District facilities by persons using the facilities without a sense of ownership. We've also analyzed the possibility of daily user rates and monthly user fees, but we believe those are inefficient for us to implement and we also think the daily or monthly user rates would be unfair because the residents within the District don't have that option. They pay an annual assessment, so they are in effect members for the year. All those factors I just identified are how we arrived at the proposed \$2,200 and the club room rental rate of \$250 so at this point I would ask the Chair if it's okay to ask members of the audience if they have any comments. Once we receive those comments, we can have Board discussion, we will close the public hearing, and then we go into adoption of the resolution. Are there any members of the public that have any comments on either the nonresident annual user rate or the club room rental fee?

Ms. Farrell asked what is the club room rental fee currently?

Mr. Soriano responded \$200. This is just for the prime times, such as Friday and Saturday nights so we're not changing the weekdays. It's a \$50 increase for the weekends.

Ms. Nelsen stated and the other rate doesn't affect current residents. It's only for people that want to buy in that live outside the District.

A resident asked who would pay the \$2,200?

Mr. Davis responded anyone that is not a resident of Oakleaf has the ability to come and buy a membership to use the facilities for one year. By law we have to offer that.

Mr. Eckert asked is there any board member discussion on this item?

There being none, a motion to close the public hearing followed.

On MOTION by Mr. Davis seconded by Ms. Nelsen with all in favor the public hearing was closed.

On MOTION by Mr. Davis seconded by Mr. Lanier with all in favor resolution 2021-05, adopting revised rates was approved with the correction of having the club room rental rate referenced in the title of the resolution.

SIXTH ORDER OF BUSINESS

Consideration of Moving September Meeting Date up to September 7, 2021

Mr. Perry stated this item is move the September meeting date from September 13th to September 7th at this location at 4:00.

On MOTION by Mr. Lanier seconded by Mr. Horton with all in favor moving the September meeting date to September 7, 2021 was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2021-06, Approving the Proposed Budget for Fiscal Year 2022 and Setting a Public Hearing Date for Adoption

Mr. Perry stated this is the start of the budget process for the District. We're asking the Board to consider approving this budget today. At the September meeting we will have a public hearing and will be adopting the budget. I'll just do a high-level review of the budge for you. The most important thing regarding this budget is there is no increase in assessments. Regarding the general fund budget, you'll see the revenue is flat. We're not using any carry-forward surplus this year. Under the administrative portion, those expenditures are relatively

flat. There is a transfer out on the last line item for this year of \$90,000 to the capital reserve fund, which won't occur next year. Your expenses are basically the same as they were last year. Under pages two through four you have short narrative on each of the items. On page five is the recreation fund. Again, maintenance assessments are flat, and we are not using any carry forward surplus for next year. Administrative expenses are basically the same. When you get into maintenance, you'll see there are certain line items that there are some minor increases on. The major increase is the line item for security with your sister district. We've discussed this in past meetings and that's reflective of the level of service that you are looking for next year. Also, regarding the recreation facility expenditures you'll see the budget for this year has a \$200,000 transfer out. When you adjust that, the expenditures should be \$490,000 and next year they're proposed at \$464,000 so again, regarding expenditures for the District, you are pretty much apples to apples. After that you have a short narrative again that runs through page sixteen. Then we have the debt service fund budgets for the 2013A-1 and A-2 bonds, along with the amortization schedule. On page twenty is the operations and maintenance assessments and again, for the various product types the rates are the same as they were in the previous year. Finally, one page twenty-one is your capital reserve fund and again, based upon the funding this last year, you're going to be at 100% regarding where you need to be according to the fixed asset study. Exhibit A shows the different reserves you have available and the excess funds you have available from working capital.

Mr. Thomas asked this is up to date with all the new laws that went into place as far as the capital reserves? There were a lot of changes coming out of Tallahassee.

Mr. Perry responded there's no specific requirement regarding the capital reserves.

Mr. Eckert stated I think there were some legislations proposed dealing with homeowner's associations, but we don't fall within those same laws.

On MOTION by Mr. Horton seconded by Mr. Davis with all in favor resolution 2021-06, approving the proposed budget for fiscal year 2022 and setting a public hearing on September 7, 2021 at 4:00 p.m. for adoption was approved.

Mr. Horton stated I have a question on the audit. There was that \$5.1 million for the road credits. I'm still uncertain of what that means to us. They had it highlighted in there.

Mr. Perry stated we have an agreement in place with the County I believe, but we also have some older documents that haven't been looked at in awhile.

Mr. Eckert stated I flagged that issue last month when the issue was raised. I'm going to try and get my arms around what that whole impact fee agreement was at that time. That's not something that has been brought to my attention yet, but I think I'll be able to report to the Board at the next meeting in terms of what that is and if there's any availability for the District to access any funds or sell any credits or anything like that. The legislature just kind of opened up the ability to sell impact fee credits a little more than before, but again, I don't know what these documents relate to.

Mr. Perry stated it goes back to the formation of the District. I'll give you what I know; it's a short synopsis. The District does have credits available. The problem is there are a number of other developers/landowners that have credits also, so with the market value, we can't compete is the bottom line.

Ms. Nelsen stated we're hoping with the market upswing they might get some more value, but probably not since there's so many out there. Those are all sitting out there from 2003 or 2004.

Mr. Perry stated what happens typically is those other landowners have millions of dollars' worth of credits so when they sell some of their parcels, those credits go with them so the ability for the District to get value out of them is very remote. That's kind of where we've been.

Mr. Horton asked who flagged in the auditing? Was it the auditors?

Mr. Perry responded yes, it's just a disclosure.

Mr. Horton stated I just think about our main road coming in. It's getting to the point where somebody ought to repave it or something. I thought maybe that would be something that would help us.

Mr. Davis stated it's definitely worth looking into.

Mr. Perry stated the road obviously is the County and that's got to be part of the road improvement program. There's not a lot around this core area that is left.

Mr. Eckert stated I just want to look at that issue with the new legislation that was just passed dealing with impact fees and seller credits and see if that opens anything up.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There being nothing to report, the next item followed.

B. District Engineer

There being nothing to report, the next item followed.

C. District Manager

There being nothing to report, the next item followed.

D. Operations Manager - Memorandum

Mr. Soriano stated we've had a few community events since I saw you guys last. We've had two dive-in movies. The first was here at your sister district and then you guys had yours this last Friday. We've also had our School's Out party, and true to everything we've seen in the past, your side always turns out for events twice as much. It almost got to the point where we had to tell some families they'd have to wait outside on Friday until somebody else left. The place was packed. We're actually hitting capacities in those areas. This one here, we were still in school, so I think that limited attendance a little bit. We also had the food trucks set up for the dive-in movie and people were waiting in line before the food trucks even got here. The next dive-in movie will be here at your sister district. We don't do much for July because it's already extremely busy around here, but we get back to it in August and in September we end the summer season dive-ins on your side. In the off season we do them out on the multi-use fields until spring. I also have planned a grand opening for the dog park. It will probably be just me running it, but I am looking at bringing in a food truck. There is a pet food truck that is out here. I've also reached out to a couple of local families that have grooming businesses to see if they would like to help out and that would be a little bit of marketing for them so we will see how it goes. I am trying to finish up the last couple of things in the dog park. It's things like fencing around the culvert at the bottom. He promised he'd be done but I know a lot of those materials are still hard to get. We also haven't received our signs yet with all of our rules on it. As soon as those come in we will be pretty much finished. The park is being used as it is, quite

a bit, I just have concerns with a couple of areas that we want to finish up. I hope to have a grand opening date in July.

Mr. Thomas asked when he does come back out to finish up the gate, I noticed some of the handles are bent on the gate.

Mr. Soriano responded we have had some people pulling it stuck already. About a week ago I took out the benches to give a little more room in there. Hopefully we will get to the point where families are using it for dog park stuff and not just kids hanging out in there. That's where we see the vandalism.

Mr. Soriano continued. Moving on, our pools are fully open now and our swim team is in full mode here. We are done with swim meets as of this last weekend. They are still practicing though. They don't affect your pool too much, however going into the high school season we do see it a little bit. Oakleaf High School asks to use this pool over here, but we also have it in there that if something else is going on, they may have to utilize your pool for that night. It's rare, but we have had that in the past. Last year we had two high schools here. We had Oakleaf and Ridgeview, so that made it tough sometimes. I don't know if Ridgeview is going to be here this year. They are hoping to get back into practicing at the YMCA but they like this facility better. This district doesn't mind too much since there are those families that are Oakleaf residents. I will let you guys know if there will be somebody utilizing your pool. Aqua Zumba is in place as of a couple of weekends ago and that's been going well.

If you look at our usage numbers, everything is operating full force. Those check-in numbers there are people checking in at the fitness center, basketball courts and pools. That is back up to the May 2019 numbers. You guys were actually higher than Middle Village last month. That comes from those events.

Moving on to some of the operations and maintenance items, there are a couple things that are not on my report that I want to talk about. One is something that VerdeGo has talked to me about. VerdeGo has agreed to donate one of their storage units that will be coming off of your sister district's property that CCSO could utilize. I haven't talked to the officers yet, but that would be something if we wanted to utilize it for a substation in the area, the biggest thing is getting it renovated and to look like something we want out on our property. Whether they can get that done or we want to absorb it, that would be something we'd have to talk about in the future.

To update you guys on a couple of projects, I did finally get some scaffolds so we can start working on the nature bridge next week so we can get that going. The parking lot expansion, the gentleman I talked to you about last month he did call me and tell me he's just too busy. However, I did get in contact with somebody from Jet Concrete that is a big contractor in the Middleburg area. He has come out and he will handle pretty much everything for me so I don't have to schedule everything separately. He will handle everything with the grading, the dirt and the curbing. He has given me his verbal quote at \$52,650 so if our asphalt guy gives me a decent rate now that he is just doing asphalt, we will still come in under that not to exceed that you guys gave me last year. With that, I will have to keep you guys close because if he comes back and says it's \$16,000 instead of \$14,000, that puts me over that \$65,000 you guys approved. I'm going to keep moving forward and will just report to you on the asphalt portion at the next meeting if that is the case. I don't want to hold off.

Mr. Horton asked you said Jet Concrete can go ahead and start working on it?

Mr. Soriano responded he did say as soon as we can get him his deposit, he could do the work within a week. I don't know when he can start, but he already walked the property. I would like to move that as fast I can.

Mr. Thomas stated because soccer and I-9 are going to be back.

Mr. Soriano stated it's a little bit slower out there right now for those things, so if we could get it done that would be great.

Mr. Soriano continued. There is one last thing I want to ask you for money for. We spoke last month about a golf cart for the new security company. I do have new guys here and they have been doing a good job. They are getting their bumps and bruises because they're enforcing rules that are in place, but they are doing a good job and they're showing up. Staff has noticed a big difference in just having some support, but we talked about getting a golf cart that would be owned by the District. We could use it for other things, but this would be for them while they're here to utilize. I'm looking at used electric carts that are in good shape. I'm still getting prices but I'm seeing anywhere from \$5,000 to \$8,000. I'd like to be able to purchase two. Your sister district is purchasing one for their guys here. If you guys would like the same model, it does make it easier with maintenance. I would look at doing a not to exceed at \$8,000. Hopefully, I can get closer to \$5,000, but I want to buy from somebody that has two of them.

Mr. Horton asked \$8,000 for a used cart?

Mr. Soriano responded well when I say used, I'm looking for a year or two at the most. I'm not talking about the gas cart that we bought.

On MOTION by Ms. Nelsen seconded by Mr. Davis with all in favor purchasing a golf cart at an amount not to exceed \$8,000 was approved.

Mr. Soriano stated the last thing is just to update you on the woodchipper. I had asked for a not to exceed and you guys are splitting it with Middle Village. I was waiting for a date from the manufacturer and distributor to get me this machine. There are none to be had. This was going to be an \$8,000 commercial chipper if you remember so I want to find something we can put a lot of work towards now that we're going to have this big nature walk trail and would be using it quite a bit. The next option is to go the next size up, which is \$10,000. I don't want to do that. I don't think I'm going to use it that much, so I am going to drop down to the three-inch. It is still commercial, but it is a big difference. We're talking about \$3,000 compared to \$8,000.

Mr. Davis asked what is the warranty on that?

Mr. Soriano responded it's a one-year warranty.

Mr. Lanier asked we're mostly dealing with pine, right? And they're normally not that thick so we can get away with that.

Mr. Soriano stated it is still commercial grade so what you can buy for your house can be three-inch, but they're not commercial blades in there. That's it for the maintenance side.

There's one last thing I have to do and that is to go through our policies, which I have put in front of you. We took care of the rate hearing issue, but one thing we wanted to do at this meeting is to finalize these policies that we've been working on for the last couple of months. It's been a long time since we've added rules, the only things we've really done is change the wording to make sure it's really well spelled out and people understand what we expect. Once we're done tonight, this will go to Courtney so we can put it on the website. There is one little change at the end we will get to, but the highlighted yellow is what we're going to go through really quick. I did have a section there, number two, on the first page talking about parents updating cards for how many kids they have. We have a lot of those issues where kids have

outgrown the household and the parents still have those cards that say they have two or three kids and those kids are in their 20s now, or older and they have their own kids. We will get them to update them. We did say if they come in to get their kids cards, they will get that update free. It adds a little bit of an expense to us, but it shouldn't be that much, plus it allows us to make sure we know who is in the house. Moving down, we have the adult children section. That would be the expectation that any adult family member such as parents, uncles or aunts moving in, or the adult children can be considered part of the household and they will fall under the same rules where they have to show a driver's license with the district address on it. There will be no exceptions to that, and the lease owner or homeowner will have to sign an affidavit that is kind of a threatening piece of paper saying if we found out they were lying, they may lose their privileges. If they move, that card goes off. The next one is on page three. This was just to limit the size of coolers at the pool. This was just to get families to bring the smaller coolers, not the large coolers with a whole day worth of food and drinks in there. There is a whole section for the dog park, and these are the rules we went over for ages of use and things like that. These are the items that will be printed on the signs at the dog park. On page eight we have the policies that pertain to pets where we spell out the areas pets are not allowed in such as the fenced in sports courts, the mulched areas and things of that nature. Then we have a small section of wording at the bottom of that with the Clay County ordinance regarding leashes and picking up after the pets. Moving on to number two, that was the one pertaining to skateboards, rollerblades, scooters, golf carts, or any motorized vehicles not being allowed on District-owned properties. I did get asked by Middle Village to add rollerblades and roller skates. We allow the bikes, but it's the same way, if they're causing problems or running people over, that's just like anything else where it's a safety issue. Number four speaks to drones not being allowed on District property without first obtaining written permission from onsite management. On the next page we added a chart of all our rates that were never printed anywhere in the rules before. On the last page this is the one we talked about where we've had the issue with trespassing people and getting them to understand that once they're asked to leave, if they refuse to leave, that creates a bigger problem. If you haven't left by the time Clay County Sheriff's Office has arrived, then we will serve a trespass citation and then you won't be allowed back here so that is included in the wording there. It's still going to be explained to them by staff. I'll work with Mike to change that wording a bit.

Mr. Davis asked what if they ask to leave and they refuse, they hang around and argue back and forth, some of the stuff we have seen in the past and then they decide to leave two minutes before the Sheriff's office pulls up?

Mr. Soriano responded unfortunately that's dealing with the Sheriff's office. I can still bring you guys the problem and you guys can consider suspending their amenity privileges.

Mr. Davis stated if it's bad enough the cops have to be called on you to begin with, I don't think we should have to wait for the cops to show up and you be there for them to issue you a trespass.

Mr. Soriano stated you guys can still take privileges, but the trespass is issued by Clay County and they will only give it if they're still there, which does create a problem.

Mr. Davis asked so can we put something in there about the privileges if the cops have to be called?

Mr. Eckert stated I think that we tweak the language a little bit. What you're saying is more direction to staff if we have a situation where we have to call the police, we want you to bring that back to the Board to determine what kind of suspension is appropriate whether they issue the warrant or not.

Mr. Davis stated yes, that's what I'm saying. Because right here what I'm reading is we can take your privileges if you're issued a trespass, but in order for you to be issued a trespass, you have to be there when the cop is there.

Mr. Soriano stated the wording of the ones before that, especially if at any level of offense staff may invalidate an access card for a period of one to three days to allow for evaluation by a manager which is me and you guys, and then there's wording in there for me to take it short term until your meeting and you guys can take it longer. I bring you the policy violation and you can set up disciplinary hearings, or decide they can come back, that's up to you guys. So, that's already in there. If we want to change that wording to make it a little more spelled out for the residents we could, but that is the way we do it now. If I think it's that bad, I can turn the card off short term and then I tell them to come here. Normally, they don't come here. They realize they were wrong, and they'll complain on Facebook, things like that. If they leave, they can come to the Board and tell me they don't like the rule and if enough people want to do that, that's fine, but this is what has been asked from the beginning and this is what has been done. You don't get to just refuse. This is what you agreed to.

Mr. Thomas stated given the recent issue that we had to deal with, maybe a wording change. If a trespass warning is issued, the user may automatically lose District privileges? I'd like to use the word will.

Mr. Soriano stated Mike already pointed that one out. Sometimes I sugar coat things to much so it is, "If a trespass warning is issued the user will automatically lose amenity access privileges, at least until the board meeting occurring 30 days after the incident. If you remember, you guys can also rescind a trespass. If we thought, maybe it was a miscommunication and you thought cussing and threatening people was the right way to do it and we feel like maybe they shouldn't be trespassed, you guys can rescind that.

Mr. Horton stated I was going to question the use of the word may as well. You say they will automatically lose their District privileges if approved by the Board.

Mr. Soriano stated it's going to go to that meeting and then you guys are going to make the decision from there.

Mr. Horton asked but it says if the Board has approved it.

Mr. Soriano stated no, they're automatically going to lose the privileges and they have to wait until the next meeting.

Mr. Thomas stated if Clay County Sheriff's Office is called out here to issue something, you're going to have a consequence right then and there.

Mr. Eckert stated if something happened yesterday, we're not going to be prepared to deal with that today, so that's why it will say at least 30 days before the matter is considered by the Board, that way we can get it on the agenda, they have an opportunity to prepare what they want to prepare and come in and talk to you.

Ms. Nelsen asked if Clay County issues a trespass warrant, we can say we'd like to do away with that? Will they honor our request?

Mr. Soriano responded yes.

Mr. Davis responded it's kind of like pressing charges and dropping charges.

Mr. Soriano stated Clay County's is kind of long. They do a two-year period and we've already talked about automatically looking at everything one year after the point, so we can rescind it at any time.

Mr. Horton stated the three that were in here at one time with their parents, it's been about a year now.

Mr. Soriano stated yes, their cards are back to being active. I haven't seen or had a problem with them.

Mr. Lanier stated on page seven, I think we need to look at the rate increases on numbers four and five.

Mr. Soriano stated the \$200 will go to \$250 under number four.

Mr. Lanier asked what is ProShop merchandise / Sundries that you can buy for \$1-\$150?

Mr. Soriano responded those items fall in place with things like tennis. I have to have that rate.

Mr. Thomas asked can we go back to the maintenance side? How is it going out there with the drought?

Ms. Suchsland responded much better since the sky has opened up.

Mr. Thomas asked is there an update on the columns?

Ms. Suchsland responded we had some issues with freeze damage and things like that and now that the rain has started, we will do some warranty planting that we lost and start on some of the sod and contractual planting and that kind of stuff through the next three or four months. Other than that, I think we're doing pretty good.

Mr. Lanier asked there was vandalism at the waterfall?

Mr. Soriano responded this has to do with our bubblers. The way they suck water in from the top, they don't come from the pond below, I have these bricks that stop all of the leaves and algae, those were stolen and some of the things were broken. I'm sure it's actually just thrown in the pond somewhere. We found out the bubblers stopped, and we went out there and there is a lot of gunk in that pipe so I have to jet the pipes out. I've kicked out quite a few kids out there. Luckily, we don't have the wakeboarders. Mostly, it's kids fishing up there.

Mr. Horton stated on that subject, the waterfall on the left-hand side is weak.

Mr. Soriano stated I told you we have three motors right now and we operate two. I think I'm going to have to go to turning all three on. You'll see the two over here pushing more water and one of them is actually stronger than the other. The last one gets most of it water from the outlet on that side. It doesn't come over evenly. They also have worn down so when

you go up there that concrete isn't nice and smooth. That side is actually very jagged and catches all of the algae and leaves so we do go up there and sweep everything out every couple of weeks, but it just doesn't get the water flow.

Mr. Lanier stated I-9, I would like to see one communication with them, or more so about their last days and their tournaments and trash. If you saw the fields after the I-9 tournament, it was everywhere. A lot of it was around the garbage cans, but they're not emptying the garbage so if we could touch base with them on that and I'd like to address the I-9 payment of fees for their football program. They're currently charging \$5 a head and that was because they don't practice. They only show up for the game and then they play. If you go out there any night during the season, they are all over the fields.

Mr. Soriano stated I've seen the director send out emails, he copies me, and it goes to all of the coaches, and they all agree to not practicing. This is a non-competitive type of sports program. They come out and practice a little before the game on Saturday and then they play, but there are some coaches out there two or three times a week and they have the high registration. It is something I've warned about in the past that if we continually see that, it is unfair to some of the other organizations. We charge them a rate based on how much they're using this field. He's tried to reel them in and I hear that they're volunteer parents and they do what they want, but it's still affecting us.

Mr. Davis stated at the end of the day, he's never there. He just sends emails. You have to actually get face to face sometimes, and he never does that unfortunately.

Mr. Soriano stated we really saw it, especially because we were going around and trying to figure out how we deal with things on the security side because there are times that place is so busy, we can't check IDs enough. I have the coaches with I-9, and I've talked to Elite about having their badges on and I would like a list of those coaches so it's easy for our security staff or regular staff walking around asking people. They don't normally carry their cards and we know that. That's why we unlock the bathrooms for them. If we have problems with certain people, then I'm going to start emailing that coach because they're almost looked at like staff. I think we should talk to I-9 and of course, that's part of the usage agreement. Both Elite and I-9 agreed to help take care of the trash and bathrooms.

Mr. Thomas stated remind me what we charge Elite.

Mr. Lanier stated \$10.

Mr. Thomas stated if they're going to use it just as much as Elite, then maybe we need to bump it up to \$10. Is that what you were thinking?

Mr. Lanier stated yes.

Ms. Nelsen stated but then in the fall we don't have enough room for both programs.

Mr. Lanier stated it's only when the program is there. In the fall it's not going to matter.

Mr. Davis stated he runs winter and spring.

Mr. Soriano stated he does and I'm not sure if he's still using a season with OSA. I know he was going over there for one season.

Mr. Davis stated he's not. Our lease agreement won't allow it now.

Mr. Soriano stated so they're shorter seasons, but he has three seasons.

Mr. Thomas stated so then we're putting more wear and tear on those fields, and we know those aren't cheap to replace.

Mr. Lanier stated and it would be different if they didn't practice continuously throughout the week.

Ms. Nelsen asked do we have a current lease agreement with him and when does it expire?

Mr. Soriano responded we haven't done a new one, but they're year to year. There is a way to allow us to extend that, but we really should do an updated usage agreement.

Mr. Davis stated and look at the wording to see if it's specific to practices and usage. OSA got an email about how we should take pride in the neighborhood, and we should be embarrassed at how bad the field was and I said we're not even playing yet. I can only assume now it had to be about the fields here, which we had nothing to do with.

Mr. Soriano stated I could always deploy more janitorial staff.

Mr. Davis stated not for a for-profit organization. Residents shouldn't have to pay to pick up trash for a for-profit organization utilizing our fields.

Mr. Soriano stated I will work with them on getting a new usage agreement for everybody and getting them to understand the expectations of helping out with bathrooms and trash cans and things like that. Now that we have a storage unit there, they have extra space and soccer is using that. I-9 has looked at what they can put in there, so if we give them some resources, they should be able to do everything we ask, no problem.

Mr. Thomas stated soccer is running the goals too, right? There is one that is bent in half out there.

Mr. Soriano stated everything is taken care of. I have asked them if they can find a parent to break those large goals down so we can move them into the storage area, that way people aren't bending them. One is broken and the other one just got bent about a week ago.

Mr. Thomas stated it looks horrible. Can we ask them to clean it up by the end of the week or we're going to throw it away?

Mr. Soriano stated if I have to, I will get my maintenance guys to go out there and break them down. When they buy new ones, they put them together.

A resident stated tell them they have 30 days or we're going to charge them. I walk around there all the time and there's kids sitting on top of it. Somebody is going to get hurt and sue us.

Mr. Lanier asked is there a possibility to work with the HOA on estoppel letters for card usage. If we coordinate with them on who has moved out, that may help with ID on who is still a resident and a nonresident.

Mr. Eckert stated there's nothing illegal or inappropriate with doing that. The effectiveness is a different issue.

Mr. Davis stated you're more well versed with the homeowner's association than any of us. How current are they on who is in and who is out?

Mr. Lanier responded the estoppel letters are very current.

Ms. Nelsen stated you have to get an estoppel letter to close so that's how you know a property is changing owners.

Mr. Soriano stated the management for both HOAs is now the same. That is not all of them. We have 11 individual HOAs; those are just the two largest so there would be some that I wouldn't be able to work with. There's some that don't communicate with me at all, and they don't update me. If you wanted to, I could work with them on this.

Mr. Lanier stated it would just be something as simple as an email. They're already going to have the data.

Mr. Davis stated you would be able to cut off cards and stop double usage. I think it's a good idea.

Mr. Soriano stated we do that right now as part of our audit every year. It does take a good amount of time so maybe as part of that audit that could be the first thing we do is send them a list of what we know has changed and if we're missing anything he should be able to tell us if he tracks all of those estoppels. When a home is purchased, it's easy to see from the tax collector's office. When it's rented, that's different.

Mr. Davis stated you do it once a year so say you run the estoppel letters in February, if something changes in June or July, would it be too much work to do the audit twice a year?

Mr. Soriano responded it takes Becky a couple of months to go through almost 7,000 units.

Mr. Davis stated never mind. I figured I'd ask.

Mr. Soriano stated I can talk to Rob and see how he tracks it, and it may be something it's not hard to do on his end twice a year and that will help us out a little bit. Every time we audit, the first year we started doing this we were catching 40 households. Now we don't get that as much. We've tightened up the wording on our rules, so people understand, but we still catch one here or there. Anything that helps is great.

Mr. Thomas asked when did you hope to make that transition to the new cardio room?

Mr. Soriano responded I spoke to our group fitness instructor for your side, and she is understanding. She's not happy about it, but she understands. We've actually had a discussion for quite some time to say we want this to be more successful for our residents. We're not building a program for everybody else. She was happy that we were going to allow her to keep the Aqua Zumba. I have looked at the floor plan to move the cardio equipment into the aerobics room and then what I would like to do is not purchasing any more cardio because we're going to spread out what we have now, although I am going to buy a new rower and I am looking at the cost of another piece of equipment, but to take the place of that equipment, I will look at what we can fill now that we will move the cardio out in the next couple of weeks. We said we would use that for things like more machines or free weights. I'm looking more at Hammer Strength plate equipment. It is a little safer and we don't have to worry about people having spotters. Benches are always a bit of a liability concern. I do want people to be able to get a little more work than our selective rise machines do now, and they are lower cost. We do have to replace the plates every once and a while. Next month when I move the cardio around,

I will get an idea of what can fit in there. That's when I will bring you guys some numbers, and we will look at which ones you really like.

Mr. Thomas asked in that other room are there TV hookups?

Mr. Soriano responded there is not, so I will be running some new cable.

Mr. Thomas stated just out of curiosity, would kettle bells be possible or is that an insurance liability?

Mr. Perry responded I don't know of any districts that have any. I would think the carrier would probably not be happy with that offhand.

Ms. Nelsen asked do we have to approve these policies?

Mr. Perry responded yes.

On MOTION by Mr. Davis seconded by Ms. Nelsen with all in favor the district policies were approved as revised.

Mr. Horton asked did they find where the leak was in the slide pool?

Mr. Soriano responded they came out last week and they just did the visual. They walked through and got all of the piping information. They didn't finish diving or run a pressure to test the pipes and they promised me they would come back this Wednesday to finish up. We've gotten to the point where I am losing quite a few hundred gallons overnight. It's pennies, but that adds up over time. The other problem is that it makes it harder for me to control chemicals going in there. I also cannot move forward to changing over to a salt system until we stop that. Once they come in and give me an idea, I'll have to bring back what the fix is. I don't have any news good or bad yet.

Mr. Horton stated I saw a bill in there for \$795 I think it was for Red Rhino. That is the company, right?

Mr. Soriano responded yes.

Mr. Horton asked is that the total they're going to charge us for finding the source of the leak?

Mr. Soriano responded just for the inspection. They do help with repairs or if it's something too big that is out of their hands, they will send me to a contractor. I have my own

contractor, but I can tell you Crown has been slammed so I don't know that they would get to me any time soon. If Red Rhino has a contractor ready to go, that's the way I want to go.

Mr. Horton stated on the maintenance report there's an item for coordinating the install of deadbolts on amenity center bathroom doors. Was that just to replace the ones that were there?

Mr. Soriano responded no, at the main clubhouse across from the clubroom by Wanda and Lisa's office don't have deadbolts and never have. They only have a magnet latch, which we've never had problems with people trying to break into your bathrooms. You can see the door frames downstairs have been beaten up three or four different times because they've tried to kick in the magnets. We did start to have a problem with the women's bathroom for some reason. Either they're trying to get in there, or they're just yanking on the door handles, but we've gotten to the point that it's easier if at night instead of relying on that magnet, they will deadbolt everything because you're not going to make it past that deadbolt. That way when staff comes in early in the morning, they can unlock it. Janitorial is here at 5:30 or 6:00 so before most residents need to be there and even then, the fitness center bathroom is open.

Mr. Horton stated I was just thinking, we were giving CCSO access to those restrooms there and that keeps them from getting in there.

Mr. Soriano stated I'd have to do a stepdown key for them that will open just those doors, but if they were there at that time it's the same issue. They could go to the fitness center.

Ms. Nelsen asked can they use the field house?

Mr. Soriano responded we deadbolt that one.

SIXTH ORDER OF BUSINESS

Audience Comments / Supervisors' Requests

Audience Comments

Mr. George Lanier, 564 Millhouse Lane stated we live in the Piedmont subdivision and it's getting to the point where people have their garage filled with junk and there are vehicles that don't even move parked in the street. We had the fire department come in because we live in a cul-de-sac and the fire truck has to wait for cars to come out before they can even get past to go in and put out a fire. Is there anything we could do? My neighbor beside us was supposed to come tonight. He is livid.

Mr. Davis stated my neighborhood is the same way. There's a car on every corner. I have one that sits out there, but I do drive it three or four times a week. If it doesn't have a tag on it, that's a different story.

Mr. George Lanier stated it just irks me when they don't have any vehicles in their driveway and the whole street is full. I figured I would throw it out there.

Mr. Davis stated I understand. I used to be on with the fire department and it is a frustration / safety hazard, especially if you have people parking on both sides of the street. If everybody parks on the same side, it's a little better.

Ms. Nelsen stated the school buses can't get through either.

Mr. Davis stated unfortunately our board cannot really do anything about it.

Mr. Lanier stated I feel your pain with that one, but I would recommend you talk with the HOA. It's tough, but I believe there is a nuisance clause that is in the rules tied to the HOA that they can send some basic letters for. That's where I would start and it's documenting it. The squeaky wheel will get the grease. It ties into safety for fire rescue, and oftentimes the mail as well.

Mr. Davis stated yes, I've gotten letters from my mail lady and it's not my truck, it's my neighbor's truck.

Mr. Thomas stated unfortunately as the CDD, we have no power there. If they're blocking your driveway, you can call the County.

Mr. Lanier stated the HOA has an email address. Just go to the website, you can take pictures and you can send those pictures in anonymously. Provide the address and send the pictures and have your neighbors do it too and just touch base with them. I wish we could do more.

Supervisor's Requests

Mr. Horton stated you mentioned changing the pool to salt. Are you making progress on that?

Mr. Soriano responded I've got everything in place to come to you and tell you how much we have to spend. I have to buy the controller, I have to buy the salt cells, but we can't do it until that pool is repaired. It won't save us any money. The salt cells will burn out quick. I have to fill the pool with salt first to do that so it's a waste right now, and our biggest savings

actually occurs off-season so right now, the more chlorine we can burn through the more savings I get because it's set up as a flat rate.

Mr. Horton stated you sort of touched on the new security company. It's working well?

Mr. Soriano responded it's going well. Ms. Muntean is here if you have any questions. I've been out there, and they are helping to enforce the rules. There are some things that were a little grey because they didn't want to enforce them the way we had them in the old policies because they knew we were changing them, mostly to do with pets, but they do have that now so we should be good to go. Like I said, they've taken the bumps and bruises, but I forewarned everybody that is what is going to happen.

Mr. Horton stated did they give you a report?

Mr. Soriano responded I receive reports and pictures. I can log in and get them every morning.

Mr. Horton stated hopefully you're seeing less issues, maybe?

Mr. Soriano responded I can't say less issues all the time is just because of security. Vandalism is a little tough. Just because we have better security guards that doesn't mean it will stop what people do at three in the morning. If we have more tentative people, then yes it's less likely, but I can't guarantee that. As far as some of our issues with people being out there that aren't supposed to be, the argument of whether we are checking IDs, that's kind of a consistent thing and they're doing a good job with that. That's much better and that's what I want to see.

Mr. Thomas asked is there anything else you need from the Board or are you guys good to go right now?

Ms. Muntean responded overall it's been going well. Any time you start something new like this you're going to have people that are going to be upset. Hopefully that will calm down once they realize it's to their benefit. It's to be expected, so overall I think it's going well. I'm happy you guys approved the golf carts. I do think that's going to be a very large retention issue with the officers in 100-degree weather and they're out there for 12 hours in the elements. We hired some really good people and we had to weed out some not-so-great people so we're still fine-tuning who is here. We've got somebody we're going to promote to site supervisor and you still have the field manager that comes out and we do have the customer service person to really work with Wanda on issues. Something I brought to Jay also is for now while

we have so many new people, I'd like to do a monthly meeting with all of the officers and a staff member from Oakleaf and somebody from our office to meet and say what did we do good this month and what do we need to work on. One of the emails we got was, it's great that you guys are locking stuff up, but you're locking too much stuff up because we locked a gate we shouldn't have. So just little stuff like that we need to tweak, at least for the first six months that monthly meeting will be good and then we can go to quarterly or something like that.

TENTH ORDER OF BUSINESS**Next Scheduled Meeting**

Mr. Perry stated the next scheduled meeting is July 12, 2021 at 4:00 p.m. at this location.

ELEVENTH ORDER OF BUSINESS**Adjournment**

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

Secretary/Assistant Secretary

Chairman/Vice Chairman

B.

Double Branch

Community Development District

Unaudited Financial Reporting
May 31, 2021



DOUBLE BRANCH
Community Development District
Combined Balance Sheet
May 31, 2021

	<u>Governmental Fund Types</u>					Totals (Memorandum Only)
	<u>General</u>	<u>Recreation</u>	<u>Capital Reserve</u>	<u>Debt Service</u>	<u>Capital Projects</u>	
ASSETS:						
Cash	\$11,404	\$50,563	\$394,480	---	---	\$456,446
Petty Cash	---	\$672	---	---	---	\$672
Investments:						
<u>Series 2013A-1</u>						
Revenue	---	---	---	\$570,383	---	\$570,383
Reserve A1	---	---	---	\$868,932	---	\$868,932
Prepayment	---	---	---	\$144	---	\$144
Acquisition and Construction	---	---	---	---	\$18,599	\$18,599
<u>Series 2013A-2</u>						
Reserve A2	---	---	---	\$95,634	---	\$95,634
<u>Operations</u>						
Custody Account-General Fund Excess	\$25,126	---	---	---	---	\$25,126
Custody Account-Recreation Fund Excess	---	\$251,079	---	---	---	\$251,079
Custody Account-Recreation Fund Reserve	---	---	\$73	---	---	\$73
<u>State Board</u>						
General Fund	\$77,450	---	---	---	---	\$77,450
Recreation	---	\$883,574	---	---	---	\$883,574
Capital Reserve	---	---	\$1,087,983	---	---	\$1,087,983
Due From Capital Reserve Fund	---	\$300	---	---	---	\$300
Due from Other	\$25	\$92	---	---	---	\$117
Due From Middle Village	---	\$2,552	---	---	---	\$2,552
Electric Deposits	---	\$4,583	---	---	---	\$4,583
Prepaid Expenses	---	\$153	---	---	---	\$153
TOTAL ASSETS	<u>\$114,004</u>	<u>\$1,193,569</u>	<u>\$1,482,537</u>	<u>\$1,535,093</u>	<u>\$18,599</u>	<u>\$4,343,802</u>
LIABILITIES:						
Accounts Payable	\$217	\$20,112	---	---	---	\$20,329
FICA Payable	\$153	---	---	---	---	\$153
Accrued Expenses	---	\$9,254	---	---	---	\$9,254
Due to Rec Fund	\$0	---	\$300	---	---	\$300
FUND BALANCES:						
Nonspendable	---	\$4,583	---	---	---	\$4,583
Restricted for Debt Service	---	---	---	\$1,535,093	---	\$1,535,093
Restricted for Capital Projects	---	---	---	---	\$18,599	\$18,599
Assigned	---	\$34,717	\$1,482,237	---	---	\$1,516,954
Unassigned	\$113,635	\$1,124,901	---	---	---	\$1,238,536
TOTAL LIABILITIES & FUND EQUITY	<u>\$114,004</u>	<u>\$1,193,569</u>	<u>\$1,482,537</u>	<u>\$1,535,093</u>	<u>\$18,599</u>	<u>\$4,343,802</u>

DOUBLE BRANCH
Community Development District
GENERAL FUND
Statement of Revenues & Expenditures
For The Period Ending May 31, 2021

	AMENDED BUDGET	PRORATED BUDGET THRU 5/31/2021	ACTUAL THRU 5/31/2021	VARIANCE
Assessment - Tax Roll	\$177,985	\$177,985	\$176,482	(\$1,503)
Interest Income	\$200	\$133	\$86	(\$48)
Miscellaneous Income	\$0	\$0	\$0	\$0
TOTAL REVENUES	\$178,185	\$178,118	\$176,567	(\$1,551)

EXPENDITURES:

Administrative

Supervisors Fees	\$12,000	\$8,000	\$7,600	\$400
FICA Expense	\$918	\$612	\$581	\$31
Engineering	\$5,000	\$3,333	\$0	\$3,333
Arbitrage	\$700	\$467	\$0	\$467
Dissemination	\$1,333	\$889	\$889	\$0
Assessment Roll	\$8,212	\$8,212	\$8,212	\$0
Attorney	\$42,000	\$28,000	\$22,948	\$5,052
Annual Audit	\$5,900	\$3,933	\$0	\$3,933
Trustee fees	\$8,815	\$3,409	\$3,409	\$0
Management Fees	\$59,963	\$39,975	\$39,975	(\$0)
Information Technology	\$2,142	\$1,428	\$1,428	\$0
Telephone	\$290	\$290	\$445	(\$155)
Postage	\$1,900	\$1,267	\$787	\$480
Printing & Binding	\$3,400	\$2,267	\$1,235	\$1,031
Records Storage	\$300	\$200	\$0	\$200
Insurance	\$8,333	\$8,333	\$8,333	\$0
Legal Advertising	\$2,000	\$1,333	\$1,083	\$251
Office Supplies	\$350	\$233	\$173	\$61
Website Compliance	\$2,250	\$1,500	\$1,549	(\$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	\$216,060	\$201,025	\$15,035
EXCESS REVENUES (EXPENDITURES)	(\$90,000)		(\$24,458)	
FUND BALANCE - Beginning	\$90,000		\$138,093	
FUND BALANCE - Ending	\$0		\$113,635	

DOUBLE BRANCH
Community Development District
RECREATION AND FACILITIES MAINTENANCE
Statement of Revenues & Expenditures
For The Period Ending May 31, 2021

	AMENDED BUDGET	PRORATED BUDGET THRU 5/31/2021	ACTUAL THRU 5/31/2021	VARIANCE
REVENUES:				
Maintenance Assessments-Tax Roll	\$1,462,648	\$1,462,648	\$1,450,293	(\$12,355)
Interest Income	\$1,000	\$667	\$669	\$2
Amenities Revenue	\$33,690	\$22,460	\$22,547	\$87
Sports Revenue	\$11,000	\$7,333	\$10,250	\$2,917
TOTAL REVENUES	\$1,508,338	\$1,493,108	\$1,483,760	(\$9,348)

EXPENDITURES:

Administrative:

Management Fees - Onsite	\$178,487	\$118,992	\$118,992	\$0
Insurance	\$68,797	\$68,797	\$71,995	(\$3,198)
Other Current Charges	\$3,818	\$2,545	\$2,196	\$350
Permit Fees	\$1,635	\$1,090	\$720	\$370
Total Administrative	\$252,737	\$191,424	\$193,903	(\$2,479)

Maintenance:

Common Area

Security	\$50,920	\$33,947	\$29,510	\$4,437
Security - Clay County Off-Duty Sheriff	\$43,050	\$28,700	\$24,058	\$4,642
Water - Irrigation	\$9,000	\$6,000	\$5,278	\$722
Irrigation Maintenance	\$4,250	\$2,833	\$0	\$2,833
Streetlighting	\$33,066	\$22,044	\$18,512	\$3,532
Electric	\$42,000	\$28,000	\$17,494	\$10,506
Landscape Maintenance	\$378,424	\$252,283	\$252,289	(\$6)
Common Area Maintenance	\$43,564	\$29,043	\$19,442	\$9,601
Lake Maintenance	\$28,116	\$18,744	\$16,560	\$2,184
Landscape Reserve	\$30,000	\$30,000	\$30,000	\$0
Capital Reserve	\$15,565	\$15,565	\$15,565	\$0
Repairs and Replacement	\$95,000	\$63,333	\$58,350	\$4,983
General Reserve	\$26,759	\$26,759	\$26,759	\$0
Total Common Area	\$799,714	\$557,251	\$513,816	\$43,434

Recreation Facility

Amenity Staff	\$110,000	\$73,333	\$51,963	\$21,370
Refuse Services	\$10,000	\$6,667	\$6,638	\$29
Telephone	\$5,592	\$3,728	\$3,195	\$533
Electric	\$40,000	\$26,667	\$18,092	\$8,575
Cable	\$12,319	\$8,213	\$5,257	\$2,956
Pool Maintenance	\$50,000	\$33,333	\$16,860	\$16,473
Water / Sewer/Reclaim	\$48,000	\$32,000	\$27,098	\$4,902
Facility Maintenance-General	\$43,500	\$29,000	\$24,757	\$4,243
Facility Maintenance-Preventative	\$13,117	\$8,745	\$4,340	\$4,405
Facility Maintenance - Contingency	\$34,750	\$23,167	\$18,736	\$4,431
Lighting Repairs	\$8,500	\$5,667	\$4,632	\$1,035
Special Events	\$10,500	\$7,000	\$1,391	\$5,609
Office Supplies & Equipment	\$6,664	\$4,443	\$760	\$3,682
Janitorial	\$59,412	\$39,608	\$36,930	\$2,678
Recreation Passes	\$5,500	\$3,667	\$2,574	\$1,092

DOUBLE BRANCH
Community Development District
RECREATION AND FACILITIES MAINTENANCE
Statement of Revenues & Expenditures
For The Period Ending May 31, 2021

	AMENDED BUDGET	PRORATED BUDGET THRU 5/31/2021	ACTUAL THRU 5/31/2021	VARIANCE
<u>Recreation Facility-Continued</u>				
Pool Pump Reserve	\$6,500	\$6,500	\$6,500	\$0
Pool Leak Repairs	\$5,000	\$3,333	\$795	\$2,538
Multiuse Field	\$21,250	\$14,167	\$0	\$14,167
Transfer Out	\$200,000	\$200,000	\$200,000	\$0
Total Recreation Facility	\$690,604	\$529,236	\$430,517	\$98,719
Total Maintenance	\$1,490,318	\$1,086,487	\$944,334	\$142,153
TOTAL EXPENDITURES	\$1,743,055	\$1,277,911	\$1,138,236	\$139,674
EXCESS REVENUES (EXPENDITURES)	(\$234,717)		\$345,523	
FUND BALANCE - Beginning	\$234,717		\$783,961	
FUND BALANCE - Ending	\$0		\$1,129,484	

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	\$510	\$0	\$0	\$0	\$0	\$176,482
Interest Income	\$14	\$14	\$12	\$12	\$9	\$9	\$8	\$7	\$0	\$0	\$0	\$0	\$86
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	\$517	\$0	\$0	\$0	\$0	\$176,567
Expenditures:													
<u>Administrative</u>													
Supervisors Fees	\$1,000	\$1,000	\$1,000	\$800	\$1,000	\$800	\$1,000	\$1,000	\$0	\$0	\$0	\$0	\$7,600
FICA Expense	\$77	\$77	\$77	\$61	\$77	\$61	\$77	\$77	\$0	\$0	\$0	\$0	\$581
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	\$111	\$0	\$0	\$0	\$0	\$889
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	\$2,316	\$0	\$0	\$0	\$0	\$0	\$22,948
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	\$4,997	\$0	\$0	\$0	\$0	\$39,975
Computer Time	\$178	\$178	\$178	\$178	\$178	\$178	\$178	\$178	\$0	\$0	\$0	\$0	\$1,428
Telephone	\$54	\$67	\$38	\$10	\$30	\$120	\$63	\$63	\$0	\$0	\$0	\$0	\$445
Postage	\$15	\$121	\$129	\$22	\$180	\$38	\$18	\$264	\$0	\$0	\$0	\$0	\$787
Printing & Binding	\$168	\$122	\$183	\$92	\$199	\$326	\$30	\$114	\$0	\$0	\$0	\$0	\$1,235
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	\$209	\$157	\$0	\$0	\$0	\$0	\$1,083
Property Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$21	\$21	\$21	\$21	\$21	\$47	\$1	\$21	\$0	\$0	\$0	\$0	\$173
Website Compliance	\$188	\$188	\$236	\$188	\$188	\$188	\$188	\$188	\$0	\$0	\$0	\$0	\$1,549
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	\$21,391	\$7,170	\$0	\$0	\$0	\$0	\$201,025
Excess Revenues (Expenditures)	(\$119,053)	(\$1,286)	\$149,568	(\$8,672)	(\$11,300)	(\$8,239)	(\$18,823)	(\$6,653)	\$0	\$0	\$0	\$0	(\$24,458)

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	\$4,189	\$0	\$0	\$0	\$0	\$1,450,293
Interest Income	\$89	\$89	\$73	\$75	\$60	\$102	\$97	\$84	\$0	\$0	\$0	\$0	\$669
Amenities Revenue	(\$6)	\$209	\$336	\$245	\$425	\$3,705	\$7,966	\$9,667	\$0	\$0	\$0	\$0	\$22,547
Sports Revenue	\$0	\$0	\$0	\$1,325	\$2,210	\$1,255	\$0	\$5,460	\$0	\$0	\$0	\$0	\$10,250
Total Revenues	\$83	\$67,100	\$1,317,773	\$18,604	\$18,361	\$13,332	\$29,105	\$19,401	\$0	\$0	\$0	\$0	\$1,483,760

Expenditures:

Administrative

Management Fees - Onsite	\$14,874	\$14,874	\$14,874	\$14,874	\$14,874	\$14,874	\$14,874	\$14,874	\$0	\$0	\$0	\$0	\$118,992
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	\$428	\$0	\$0	\$0	\$0	\$2,196
Permit Fees	\$54	\$27	\$390	\$0	\$223	\$0	\$27	\$0	\$0	\$0	\$0	\$0	\$720
Total Administrative	\$87,400	\$15,104	\$15,582	\$15,141	\$15,269	\$14,802	\$15,303	\$15,302	\$0	\$0	\$0	\$0	\$193,903

MAINTENANCE- Common Area

Security	\$4,236	\$4,236	\$4,236	\$4,236	\$4,236	\$4,236	\$0	\$4,095	\$0	\$0	\$0	\$0	\$29,510
Security - Clay County Off-Duty Sheriff	\$3,648	\$3,678	\$3,873	\$2,015	\$2,831	\$3,150	\$1,740	\$3,124	\$0	\$0	\$0	\$0	\$24,058
Water - Irrigation	\$915	\$438	\$577	\$772	\$711	\$655	\$694	\$516	\$0	\$0	\$0	\$0	\$5,278
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	\$2,318	\$0	\$0	\$0	\$0	\$18,512
Electric	\$2,194	\$2,245	\$1,869	\$2,162	\$1,641	\$2,515	\$2,462	\$2,406	\$0	\$0	\$0	\$0	\$17,494
Landscape Maintenance	\$31,536	\$31,536	\$31,536	\$31,536	\$31,536	\$31,536	\$31,536	\$31,536	\$0	\$0	\$0	\$0	\$252,289
Common Area Maintenance	\$4,647	\$767	\$2,428	\$1,809	\$516	\$3,527	\$3,487	\$2,261	\$0	\$0	\$0	\$0	\$19,442
Lake Maintenance	\$2,070	\$2,070	\$2,070	\$2,070	\$2,070	\$2,070	\$2,070	\$2,070	\$0	\$0	\$0	\$0	\$16,560
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	\$7,671	\$7,848	\$7,734	\$4,605	\$3,463	\$0	\$0	\$0	\$0	\$58,350
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	\$54,589	\$53,707	\$57,741	\$121,236	\$51,790	\$0	\$0	\$0	\$0	\$513,816

Recreation Facility

Amenity Staff	\$11,297	\$4,497	\$7,466	\$3,763	\$3,807	\$7,056	\$4,780	\$9,296	\$0	\$0	\$0	\$0	\$51,963
Refuse Service	\$790	\$788	\$788	\$794	\$867	\$876	\$867	\$867	\$0	\$0	\$0	\$0	\$6,638
Telephone	\$702	\$444	\$442	\$181	\$445	\$355	\$444	\$182	\$0	\$0	\$0	\$0	\$3,195
Electric	\$3,437	\$2,538	\$1,433	\$1,959	\$1,758	\$2,056	\$2,303	\$2,608	\$0	\$0	\$0	\$0	\$18,092
Cable	\$631	\$640	\$640	\$657	\$671	\$671	\$671	\$674	\$0	\$0	\$0	\$0	\$5,257
Pool Maintenance/Chemicals	\$2,107	\$2,107	\$2,107	\$2,107	\$2,107	\$2,107	\$2,107	\$2,107	\$0	\$0	\$0	\$0	\$16,860
Water/Sewer/Reclaim	\$3,463	\$3,327	\$2,749	\$2,756	\$2,639	\$3,684	\$4,057	\$4,423	\$0	\$0	\$0	\$0	\$27,098
Facility Maintenance - General	\$3,625	\$3,377	\$3,297	\$3,389	\$2,374	\$3,421	\$3,391	\$1,883	\$0	\$0	\$0	\$0	\$24,757

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	\$288	\$795	\$0	\$0	\$0	\$0	\$0	\$4,340
Facility Maintenance - Contingency	\$2,895	\$2,563	\$2,667	\$2,656	\$1,878	\$2,795	\$1,997	\$1,285	\$0	\$0	\$0	\$0	\$18,736
Lighting Repairs	\$708	\$702	\$705	\$679	\$152	\$705	\$655	\$325	\$0	\$0	\$0	\$0	\$4,632
Special Events	\$0	\$183	\$738	\$0	\$154	\$0	\$316	\$0	\$0	\$0	\$0	\$0	\$1,391
Office Supplies and Equipment	\$352	\$37	\$37	\$58	\$146	\$37	\$56	\$37	\$0	\$0	\$0	\$0	\$760
Janitorial	\$4,601	\$4,631	\$5,269	\$4,487	\$4,484	\$4,251	\$4,956	\$4,251	\$0	\$0	\$0	\$0	\$36,930
Recreation Passes	\$200	\$0	\$0	\$0	\$1,088	\$0	\$200	\$1,088	\$0	\$0	\$0	\$0	\$2,574
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	\$795	\$0	\$0	\$0	\$0	\$795
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	\$28,304	\$34,096	\$29,822	\$0	\$0	\$0	\$0	\$430,517
Total Expenses	\$387,849	\$94,553	\$102,232	\$93,660	\$91,547	\$100,846	\$170,634	\$96,914	\$0	\$0	\$0	\$0	\$1,138,236
Excess Revenues (Expenditures)	(\$387,766)	(\$27,454)	\$1,215,541	(\$75,056)	(\$73,185)	(\$87,514)	(\$141,530)	(\$77,513)	\$0	\$0	\$0	\$0	\$345,523

DOUBLE BRANCH
Community Development District
Capital Reserve Fund
Statement of Revenues & Expenditures
For The Period Ending May 31, 2021

	AMENDED BUDGET	PRORATED THRU 5/31/2021	ACTUAL THRU 5/31/2021	VARIANCE
<u>REVENUES:</u>				
Interest Income	\$1,000	\$667	\$1,181	\$514
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	\$381,695	\$382,209	\$514
<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		\$272,725	
FUND BALANCE - Beginning	\$1,238,762		\$1,209,512	
FUND BALANCE - Ending	\$1,620,790		\$1,482,237	

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 May 31, 2021

ADOPTED BUDGET	PRORATED THRU 5/31/2021	ACTUAL THRU 5/31/2021	VARIANCE
-------------------	----------------------------	--------------------------	----------

Revenues:

Special Assessments - Tax Roll	\$1,961,878	\$1,961,878	\$1,946,347	(\$15,531)
Assessments- Prepayment	\$0	\$0	\$0	\$0
Interest Income	\$10,000	\$6,667	\$421	(\$6,246)
TOTAL REVENUES	\$1,971,878	\$1,968,545	\$1,946,768	(\$21,777)

Expenditures:

Series 2013 A-1

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

Series 2013 A-2

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

TOTAL EXPENDITURES	\$1,943,466	\$1,943,466	\$1,943,466	\$0
---------------------------	--------------------	--------------------	--------------------	------------

EXCESS REVENUES (EXPENDITURES)	\$28,412	\$3,302
--------------------------------	----------	---------

Net change in Fund Balance	\$28,412	\$3,302
-----------------------------------	-----------------	----------------

FUND BALANCE - Beginning	\$687,628	\$1,531,791
---------------------------------	------------------	--------------------

FUND BALANCE - Ending	\$716,040	\$1,535,093
------------------------------	------------------	--------------------

Revenue	\$570,383
Reserve 2013-1	\$868,932
Reserve 2013-2	\$95,634
Prepayment	\$144
Total	\$1,535,093

DOUBLE BRANCH
Community Development District
CAPITAL PROJECTS FUND
Statement of Revenues & Expenditures
For The Period Ending May 31, 2021

		<div>SERIES 2013 A-1 AND A-2</div>
<u>REVENUES:</u>		
Interest Income		\$4
TOTAL REVENUES		<div>\$4</div>
<u>EXPENDITURES:</u>		
Capital Outlay - Series 2013 A1 and A2		\$0
Cost of Issuance		\$0
TOTAL EXPENDITURES		<div>\$0</div>
EXCESS REVENUES (EXPENDITURES)		<div>\$4</div>
FUND BALANCE - Beginning		<div>\$18,595</div>
FUND BALANCE - Ending		<div>\$18,599</div>

Double Branch

Community Development District

Long Term Debt Report

Series 2013 A-1 Special Assessment Refunding Bonds	
Interest Rate:	1.3%-4.25%
Maturity Date:	5/1/34
Reserve Fund Definition:	50% Max Annual on Outstanding
Reserve Fund Requirement:	\$868,932
Reserve Fund Balance:	\$868,932
 Bonds outstanding - 9/30/2013	 \$24,850,000
Less: November 1, 2013	\$0
Less: May 1, 2014 (Mandatory)	(\$860,000)
Less: May 1, 2015 (Mandatory)	(\$875,000)
Less: May 2, 2016 (Mandatory)	(\$890,000)
Less: May 2, 2017 (Mandatory)	(\$910,000)
Less: May 1, 2018 (Mandatory)	(\$930,000)
Less: May 1, 2019 (Mandatory)	(\$955,000)
Less: May 1, 2020 (Mandatory)	(\$980,000)
Less: May 1, 2021 (Mandatory)	(\$1,015,000)
 Current Bonds Outstanding	 \$17,435,000

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)
Less: May 1, 2021 (Mandatory)	(\$85,000)
 Current Bonds Outstanding	 \$1,730,000

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
9	05/11/21	10,321.07	5,622.08	509.77	4,189.22
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
TOTAL TAX ROLL RECEIPTS		3,573,122.02	1,946,347.23	176,481.58	1,450,293.21

PERCENT COLLECTED	TOTAL	DEBT	O&M
TOTAL PERCENT COLLECTED	99.21%	99.21%	99.21%

D.

Double Branch

Community Development District

Check Run Summary

June 30, 2021

Fund	Date	Check No.	Amount
General Fund			
Payroll	6/21/21	50881-50885	\$ 923.50
		Sub-Total	\$ 923.50
Accounts Payable	6/11/21	1650-1652	\$ 10,702.43
	6/23/21	1653	\$ 112.00
		Sub-Total	\$ 10,814.43
Recreation Fund			
Accounts Payable	6/11/21	6742-6752	\$ 25,831.44
	6/23/21	6753-6772	\$ 59,727.45
		Sub-Total	\$ 85,558.89
Capital Reserve Fund			
Accounts Payable	6/23/21	47-51	\$ 70,655.00
		Sub-Total	\$ 70,655.00
Total			\$ 167,951.82

Attendance Sheet


District Name: Double Branch, CDD

Board Meeting Date: June 14, 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

6/14/21
Date

PLEASE RETURN COMPLETED FORM TO DANIEL

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
6/11/21	00035	6/01/21 2195	202106 310-51300-34000	JUN MANAGEMENT FEES	*	4,996.92	
		6/01/21 2195	202106 310-51300-52000	JUN WEBSITE ADMIN	*	187.50	
		6/01/21 2195	202106 310-51300-35100	JUN INFORMATION TECH	*	161.83	
		6/01/21 2195	202106 310-51300-31300	JUN DISSEMINATION SERVICE	*	111.08	
		6/01/21 2195	202106 310-51300-35100	JUN IQ NECT EMAIL SERVICE	*	16.65	
		6/01/21 2195	202106 310-51300-51000	OFFICE SUPPLIES	*	20.69	
		6/01/21 2195	202106 310-51300-42000	POSTAGE	*	11.73	
		6/01/21 2195	202106 310-51300-42500	COPIES	*	220.50	
		6/01/21 2195	202106 310-51300-41000	TELEPHONE	*	71.03	
GOVERNMENTAL MANAGEMENT SERVICES						5,797.93	001650
6/11/21	00027	6/01/21 21138	202106 310-51300-32200	AUDIT FYE 9/30/20	*	4,800.00	
GRAU & ASSOCIATES						4,800.00	001651
6/11/21	00111	4/01/21 21-00077	202104 310-51300-48000	NOTICE OF MEETING 4/12/21	*	104.50	
JACKSONVILLE DAILY RECORD						104.50	001652
6/23/21	00111	5/13/21 21-00106	202105 310-51300-48000	NOTICE OF RULEMAKING	*	112.00	
JACKSONVILLE DAILY RECORD						112.00	001653
TOTAL FOR BANK A						10,814.43	
TOTAL FOR REGISTER						10,814.43	

DBBR DOUBLE BRANCH OKUZMUK

Governmental Management Services, LLC

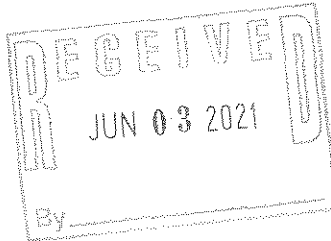
1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 2195
Invoice Date: 6/1/21
Due Date: 6/1/21
Case:
P.O. Number:

Bill To:

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



Description	Hours/Qty	Rate	Amount
General Fund - Management Fees - June 2021 1-31-513-34		4,996.92	4,996.92
Website Administration - June 2021 1-31-513-52		187.50	187.50
Information Technology - June 2021 1-31-513-351		161.83	161.83
Dissemination Agent Services - June 2021 1-31-513-313		111.08	111.08
IQ Nect Email Service - June 2021 1-31-513-351		16.65	16.65
Office Supplies 1-31-513-51		20.69	20.69
Postage 1-31-513-42		11.73	11.73
Copies 1-31-513-425		220.50	220.50
Telephone 1-31-513-41		71.03	71.03
35			
Total			\$5,797.93
Payments/Credits			\$0.00
Balance Due			\$5,797.93

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

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

INVOICE

April 1, 2021

Date

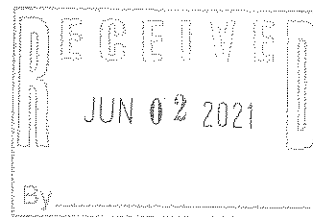
Attn: Courtney Hogge
GMS, LLC
475 WEST TOWN PLACE, STE 114
SAINT AUGUSTINE FL 32092

Payment Due Upon Receipt

Serial #	21-00077C	PO/File #		\$104.50
Notice of Meeting of the Board of Supervisors				Amount Due
				Amount Paid
Double Branch Community Development District				\$104.50
				Payment Due
Case Number				
Publication Dates	4/1			
County	Clay			

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

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



1-31-513-48
11

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, April 12, 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. 1

00 (21-00077C)

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

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

INVOICE

May 13, 2021

Date

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

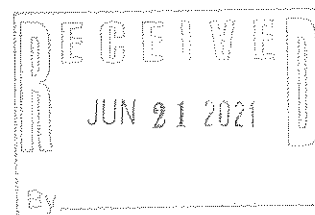
1-31-513-48
111

Payment Due Upon Receipt

Serial #	21-00106C	PO/File #		\$112.00
Notice of Rulemaking				Amount Due
				Amount Paid
Double Branch Community Development District				\$112.00
				Payment Due
Case Number				
Publication Dates	5/13			
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](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 RULEMAKING 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 proposed Amenity Rates are as follows:

Item:	Current Rate	Proposed Rate
Non-Resident Annual Rate	\$1,800.00	\$2,200.00
Club Room Rental for 4 hours (Friday - Sunday)	\$200.00	\$250.00

A public hearing will be conducted by the Board of Supervisors ("*Board*") of 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. The public hearing will provide an opportunity for the public to address a proposed rule establishing fees related to the use of the District's Facilities.

Prior notice of rule development was published in the *Jacksonville Daily Record* on May 6, 2021. Specific legal authority for the Amenity Rates includes, but is not limited to, Sections 190.011, 190.012(3), 190.035(2), 190.011(5), 120.54 and 120.61, *Florida Statutes*.

Any person who wishes to provide the District with a proposal for a lower cost regulatory alternative as provided by Section 120.541(1), *Florida Statutes*, must do so in writing within twenty one (21) days after publication of this notice to the District Manager, 475 West Town Place, Suite 114, St. Augustine, Florida 32092.

This public hearing may be continued to a date, time, and place to be specified on the record at the hearing. If anyone chooses to appeal any decision of the Board with respect to any matter considered at a public hearing, such person will need a record of the proceedings and should accordingly ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which such appeal is to be based. At the hearing, staff or Supervisors may participate in the public hearing by speaker telephone.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least 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 Office.

A copy of the Amenity Rates 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 13

00 (21-00106C)

*** CHECK DATES 06/01/2021 - 06/30/2021 ***

DOUBLE BRANCH - REC FUND
BANK B RECREATION FUND

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
6/11/21	00399	6/01/21 13476268	202106 330-57200-50000	JUN BASE CHARGE	*	37.09	
				XEROX CORPORATION			37.09 006752
6/23/21	00478	6/16/21 CAK-1430	202106 320-57200-62000	ACCESS CARDS	*	1,087.70	
				CARDS AND KEYFOBS			1,087.70 006753
6/23/21	00285	6/15/21 SSI10121	202105 320-57200-34510	MAY ADMIN FEE	*	409.37	
		6/15/21 SSI10121	202105 320-57200-34510	MAY SCHEDULING FEE	*	187.50	
				CLAY COUNTY SHERIFF'S OFFICE			596.87 006754
6/23/21	00828	6/09/21 2780	202106 320-57200-63100	MULCH INSTALL PLAYGROUND	*	1,980.00	
				FIRST COAST MULCH			1,980.00 006755
6/23/21	00092	6/15/21 2201	202105 320-57200-46600	MAY FACILITY MAINT- GEN	*	1,883.00	
		6/15/21 2201	202105 320-57200-46620	MAY FACILITY MAINT-CONTIN	*	1,285.00	
		6/15/21 2201	202105 320-57200-46630	MAY LIGHTING REPAIRS	*	325.00	
		6/15/21 2201	202105 320-57200-46400	MAY COMMON AREA MAINT	*	1,961.00	
		6/15/21 2201	202105 320-57200-63100	MAY REPAIRS/REPLACE	*	1,051.76	
				GOVERNMENTAL MANAGEMENT SERVICES			6,505.76 006756
6/23/21	00092	6/18/21 2202	202106 300-36900-10200	EVENT STAFF 6/16/21	*	703.75	
				GOVERNMENTAL MANAGEMENT SERVICES			703.75 006757
6/23/21	00232	6/09/21 3031	202106 320-57200-63100	CHAIRS & TABLES	*	2,203.80	
				HORIZON CASUAL, INC.			2,203.80 006758
6/23/21	00844	6/14/21 06142021	202106 300-36900-10300	RENTAL DEPOSIT REFUND	*	100.00	
				KARLIE JOHNSON			100.00 006759
6/23/21	00839	6/15/21 6858	202105 320-57200-34500	MAY SECURITY OFFICER	*	4,095.00	
				SECURITY DEVELOPMENT GROUP LLC			4,095.00 006760

DBBR DOUBLE BRANCH OKUZMUK

*** CHECK DATES 06/01/2021 - 06/30/2021 ***

DOUBLE BRANCH - REC FUND
BANK B RECREATION FUND

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
6/23/21	00839	6/01/21 6884	202106 320-57200-34500	JUN SECURITY OFFICER	*	7,110.00	
				SECURITY DEVELOPMENT GROUP LLC			7,110.00 006761
6/23/21	00841	6/14/21 06142021	202106 300-36900-10300	RENTAL DEPOSIT REFUND	*	100.00	
				SHANETTE ROBERSON			100.00 006762
6/23/21	00845	6/14/21 06142021	202106 300-36900-10300	RENTAL DEPOSIT REFUND	*	100.00	
				SHAUNTINA BANKS			100.00 006763
6/23/21	00840	6/14/21 06142021	202106 300-36900-10300	RENTAL DEPOSIT REFUND	*	50.00	
				SLYVAN GREEN			50.00 006764
6/23/21	00846	6/21/21 06212021	202106 320-57200-63100	ELECTRICAL REPAIR	*	900.79	
				ST.AUGUSTINE ELECTRIC MOTOR WORKS			900.79 006765
6/23/21	00843	6/14/21 06142021	202106 300-36900-10300	RENTAL DEPOSIT REFUND	*	100.00	
				STEPHANIE SMITH			100.00 006766
6/23/21	00842	6/14/21 06142021	202106 300-36900-10300	RENTAL DEPOSIT REFUND	*	100.00	
				SUZANNE TURCOTTE			100.00 006767
6/23/21	00382	5/03/21 91716785	202105 320-57200-63100	5/3/21 MAT CLEANING	*	77.55	
		5/10/21 91716805	202105 320-57200-63100	5/10/21 MAT CLEANING	*	77.55	
				UNIFIRST CORPORATION			155.10 006768
6/23/21	00382	5/17/21 94171682	202105 320-57200-63100	5/17/21 MAT CLEANING	*	77.55	
				UNIFIRST CORPORATION			77.55 006769
6/23/21	00382	5/24/21 91716847	202105 320-57200-63100	5/24/21 MAT CLEANING	*	77.55	
				UNIFIRST CORPORATION			77.55 006770
6/23/21	00672	6/01/21 5491	202106 320-57200-46200	JUN LANDSCAPE MAINTENANCE	*	31,536.08	
				VERDEGO, LLC			31,536.08 006771

DBBR DOUBLE BRANCH OKUZMUK

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
6/23/21	00342	6/07/21	DZ001767 202106 320-57200-63100 32 GAL RECEIPTICAL X9	WABASH VALLEY MANUFACTURING, INC	*	2,147.50	
							2,147.50 006772
						TOTAL FOR BANK B	85,558.89
						TOTAL FOR REGISTER	85,558.89



Florida Department of Health
in Clay County
Notification of Fees Due

1/5303450
10-BID-5303450

Permit Number

10-60-00112

For: Swimming Pools - Public Pool > 25000 Gallons

Notice: This bill is due and payable in full upon receipt and must be received by the local office by the payment due date (06/30/2021).

Fee Amount: \$250.00

Previous Balance: \$0.00

Total Amount Due: \$250.00

Payment Due Date: 06/30/2021 or Upon Receipt

Mail To: Double Branch Community Development District
475 W Town Place, Suite 114
Saint Augustine, FL 32092

Please verify all information below at www.myfloridaehpermit.com and make changes as necessary.

Account Information:

Name: Oakleaf Plantation - LAP POOL
Location: 370 Oakleaf Village Parkway
Orange Park, FL 32065

Pool Volume: 156,047 gallons
Bathing Load: 86
Flow Rate: 434

Owner Information:

Name: Double Branch Community Development District
Address: 475 W Town Place, Suite 114
(Mailing) Saint Augustine, FL 32092
Home Phone: (904) 940-5850 Work Phone: (904) 406-2211

Circle One: MC

Name on Card: _____

Account #: _____

Exp Date: ____/____ Security Code (CVV): _____

Card's Billing Address: _____

City: _____ State: _____ Zip: _____

I Authorize Florida Department of Health in Clay County to charge my credit card account for the following:

Payment Amount: \$_____ For: _____

Signature _____

Date _____

Please go online to pay fee at:
www.MyFloridaEHPermit.com

Permit Number: 10-60-00112 Bill ID: 10-BID-5303450

Billing Questions call DOH-Clay at: (904) 278-3784

If you do not pay online, make checks payable to and mail invoice WITH payment to:
Florida Department of Health in Clay County
P.O. Box 578
Green Cove Springs, FL 32043

[Please RETURN invoice with your payment]

Batch Billing ID:32938

PERMIT HOLDERS CAN NOW

pay invoices online!

The Florida Department of Health now offers a secure system for permit holders to pay invoices and print permits online!

- No sign-up cost.
- Save time. Paying a bill online is faster than mailing a check or hand delivering payment.
- Our safe and secure system will keep your information protected.
- Pay at your convenience. With our online system, you can pay with your credit card or e-check and don't have to worry about envelopes or stamps.

Pay this invoice online at www.myfloridaehpermit.com

NOTE: Payments made online will be assessed a small convenience fee. Visit the site for more information





Florida Department of Health
in Clay County
Notification of Fees Due

1/5303451
10-BID-5303451

Permit Number

10-60-00113

For: Swimming Pools - Public Pool > 25000 Gallons

Notice: This bill is due and payable in full upon receipt and must be received by the local office by the payment due date (06/30/2021).

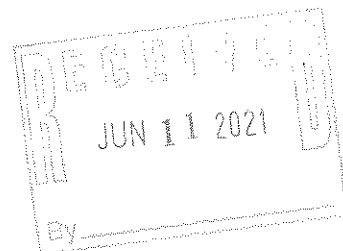
Fee Amount: \$250.00

Previous Balance: \$0.00

Total Amount Due: \$250.00

Payment Due Date: 06/30/2021 or Upon Receipt

Mail To: Double Branch Community Development District
475 W Town Place, Suite 114
Saint Augustine, FL 32092



Please verify all information below at www.myfloridaehpermit.com and make changes as necessary.

Account Information:

Name: Oakleaf Plantation - Play Pool
Location: 370 Oakleaf Village Parkway
Orange Park, FL 32065

Pool Volume: 69,721 gallons
Bathing Load: 77
Flow Rate: 388

Owner Information:

Name: Double Branch Community Development District
Address: 475 W Town Place, Suite 114
(Mailing) Saint Augustine, FL 32092
Home Phone: (904) 940-5850 Work Phone: (904) 406-2211

Circle One: MC

Name on Card: _____

Account #: _____

Exp Date: ____/____ Security Code (CVV): _____

Card's Billing Address: _____

City: _____ State: ____ Zip: _____

I Authorize Florida Department of Health in Clay County to charge my credit card account for the following:

Payment Amount: \$_____ For: _____

Signature _____

Date _____

**Please go online to pay fee at:
www.MyFloridaEHPermit.com**

Permit Number: 10-60-00113 Bill ID: 10-BID-5303451

Billing Questions call DOH-Clay at: (904) 278-3784

If you do not pay online, make checks payable to and mail invoice WITH payment to:

Florida Department of Health in Clay County
P.O. Box 578
Green Cove Springs, FL 32043

[Please RETURN invoice with your payment]

Batch Billing ID:32938

PERMIT HOLDERS CAN NOW

pay invoices online!

The Florida Department of Health now offers a secure system for permit holders to pay invoices and print permits online!

- No sign-up cost.
- Save time. Paying a bill online is faster than mailing a check or hand delivering payment.
- Our safe and secure system will keep your information protected.
- Pay at your convenience. With our online system, you can pay with your credit card or e-check and don't have to worry about envelopes or stamps.

Pay this invoice online at www.myfloridaehpermit.com

NOTE: Payments made online will be assessed a small convenience fee. Visit the site for more information





Florida Department of Health
in Clay County
Notification of Fees Due

1/5303483
10-BID-5303483

Permit Number

10-60-00114

For: Swimming Pools - Water Activity

Notice: This bill is due and payable in full upon receipt and must be received by the local office by the payment due date (06/30/2021).

Fee Amount: \$125.00

Previous Balance: \$0.00

Total Amount Due: \$125.00

Payment Due Date: 06/30/2021 or Upon Receipt

Mail To: Double Branch Community Development District
475 W Town Place, Suite 114
Saint Augustine, FL 32092

Please verify all information below at www.myfloridaehpermit.com and make changes as necessary.

Account Information:

Name: Oakleaf Plantation - Spray Pool
Location: 370 Oakleaf Village Parkway
Orange Park, FL 32065

Pool Volume: 11,931 gallons
Bathing Load: 86
Flow Rate: 67

Owner Information:

Name: Double Branch Community Development District
Address: 475 W Town Place, Suite 114
(Mailing) Saint Augustine, FL 32092
Home Phone: (904) 940-5850 Work Phone: (904) 406-2211

Circle One: MC

Name on Card: _____

Account #: _____

Exp Date: ____/____ Security Code (CVV): ____

Card's Billing Address: _____

City: _____ State: ____ Zip: _____

I Authorize Florida Department of Health in Clay County to charge my credit card account for the following:

Payment Amount: \$_____ For: _____

Signature _____

Date _____

**Please go online to pay fee at:
www.MyFloridaEHPermit.com**

Permit Number: 10-60-00114 Bill ID: 10-BID-5303483

Billing Questions call DOH-Clay at: (904) 278-3784

If you do not pay online, make checks payable to and mail invoice WITH payment to:

Florida Department of Health in Clay County
P.O. Box 578
Green Cove Springs, FL 32043

[Please RETURN invoice with your payment]

Batch Billing ID:32938

PERMIT HOLDERS CAN NOW

pay invoices online!

The Florida Department of Health now offers a secure system for permit holders to pay invoices and print permits online!

- No sign-up cost.
- Save time. Paying a bill online is faster than mailing a check or hand delivering payment.
- Our safe and secure system will keep your information protected.
- Pay at your convenience. With our online system, you can pay with your credit card or e-check and don't have to worry about envelopes or stamps.

Pay this invoice online at www.myfloridaehpermit.com

NOTE: Payments made online will be assessed a small convenience fee. Visit the site for more information





For Department Use Only	
Fee Received \$	Date
Check#	From

Application Type: (check box, see instructions on back)

- ☐ Initial Permit ☐ Modification
☐ Transfer, change of owner or name
☐ Renewal

Operating Permit # -60-

**STATE OF FLORIDA
DEPARTMENT OF HEALTH
APPLICATION FOR A SWIMMING POOL OPERATING PERMIT**

1. Project /Facility Name: _____ County: _____
Address of Pool: _____ City: _____ Zip: _____
2. Owner Name: _____ E-Mail: _____ Phone: () _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
3. Building Dept. Name: _____
Mailing Address _____ City _____ Zip _____
E-mail Address _____ Phone Number () _____
4. Design Engineer/Architect Name: _____
Phone Number: _____ E-mail: _____
5. Pool Water Source (Name of Public Water System): _____
6. Lighting (check one): () No Night Swimming
() Outdoor: Three foot candles overhead and 1/2 watt per square foot of pool surface area underwater
() Indoor: Ten foot candles overhead and 8/10 watt per square foot of pool surface area underwater
7. Pool Volume in Gallons: Main Pool _____ Spa Pool _____ Other _____
8. Pool Bathing Load: _____ Number & Type of Dwelling Units Served: _____
9. Pool Dimensions: Width: _____ Length: _____ Area: _____ Perimeter: _____ Depth: Max. _____ Min. _____
10. Water Treatment Equipment Manufacturer and Model:
(A) Recirculation Pump: _____ Flow _____ GPM At _____ TDH HP _____
(B) Filter: _____ Area: _____ Sq. Ft. Flow Capacity _____ GPM
(C) Disinfection Equipment: _____ Capacity _____ (GPD) or (PPD)
(Secondary Disinfection if Applicable): _____
(D) pH Adjustment Feeder: _____ Capacity _____ (GPD)
(E) Test Kit: _____
11. Other Equipment Details: _____

REMARKS: _____

CERTIFICATION OF OWNER

The undersigned owner, or owner's representative, hereby agrees to operate the pool described in this application in accordance with the requirements of Chapter 514 of the Florida Statutes (F.S.), and Chapter 64E-9 of the Florida Administrative Code, and maintain the original construction approved under the Florida Building Code by the jurisdictional building department. This agreement includes keeping a daily record of the information regarding pool operation on the monthly report form furnished by the department or on other forms approved by the department and when requested, submission of the completed form to the appropriate county health department.

Sign: _____

Date: _____

Name: _____
(Print or type)

Title: _____
(Print or type) If not the Owner, attach authorization from Owner

THIS SECTION FOR DOH USE ONLY:

Building Department Construction Approval Date: _____ Approval Number: _____

CERTIFICATION OF INSPECTION

I hereby certify that an inspection of this pool has been made and the foregoing information is correct to the best of my knowledge and belief. It is recommended the first annual operating permit be granted subject to the provisions of the Florida Administrative Code.

Signature DOH Engineer/Authorized Staff

Date

Print Name

[] Change data entered into EHD by _____ on _____

Instructions- Before submitting application to DOH:

For Initial Permit: Complete the entire application with owner certification. Include the original and one copy of this completed form, a copy of construction plans & specs to be submitted to the building department (electronic copy in PDF, TIF or JPG format is acceptable), and the appropriate fee. The operating permit number will be entered by DOH staff. This application will not be complete until a copy of the final building department inspection is received.

For Modification: Enter existing operating permit number, complete items 1 - 4, note proposed or completed changes in the appropriate sections, and complete the owner certification. Include a copy of the construction plans & specs to be submitted to the building department (electronic copy is acceptable). This application will not be complete until a copy of the final building department inspection is received.

For Transfer: Enter existing operating permit number, complete items 1 and 2, then note changes in the remarks section, and complete the owner certification. There is no fee or building plans required for a transfer permit reissued due to change of ownership, name of facility, phone number, or mailing address.

For Renewal: Enter existing operating permit number, complete items 1 and 2, and complete the owner certification. There is an annual operating permit fee charged for renewal.

Mission:

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.



Vision: To be the Healthiest State in the Nation

Ron DeSantis
Governor

Scott A. Rivkees, MD
State Surgeon General

NOTICE OF THE RENEWAL PROCESS OF OPERATING PERMIT **FOR PUBLIC SWIMMING POOLS AND SPAS**

May 12, 2021

Dear Public Swimming Pool/Spa Owner or Operator:

This is a reminder regarding Florida Department of Health's (DOH) process for the renewal of the Annual Operating Permit, which is required for the operation of the public swimming pool and/or spa and/or water activity feature. To renew the operating permit, compliance with the following is required:

1. **Submit a Complete Renewal Application** – The State of Florida Department of Health's Swimming Pool Operating Permit Renewal Application is included in this correspondence. Please complete the forms and submit the annual operating fee. This may also be completed by using the Permit Invoice **if NO** changes have been made to the pool. Ensure that signatures are on these forms. Ensure the method of payment is indicated on the invoice.
2. **Ensure Corrections Are Completed for Outstanding Florida Building Code Violations** – Per Rule 64E-9.001(4), FAC, the review and approval of the application for the renewal of the operating permit is dependent upon the facility's compliance with the Rule, with the previous operating permit, and with the maintenance of the pool in the same functional, safety, and sanitation conditions as approved by the jurisdictional building department and/or the Florida Department of Health. As such, DOH staff must refer to and use the Florida Building Code, Building Chapter 4, Section 454.1, or its predecessor, as applicable.
3. **Ensure Corrections Are Completed (Previous Closure and/or Unsatisfactory Status)** – Regarding previously cited violations which caused the pool and/or spa to receive an unsatisfactory inspection and/or resulted in its closure, please ensure all violations are corrected and documented appropriately.
4. **Submit a Pool Owner/Operator Verification of Entrapment Safety Features Form** - Included in this correspondence for completion. Please submit this form with the application for renewal of operating permit.
5. **Ensure Facility Access for the Department** - Provide Florida Department of Health the proper access codes, facility keys, and any other access implements to all parts of the public pool or spa, including the equipment room(s), to facilitate efficient service to the operation and to avoid unsatisfactory inspections.
6. **REMINDER** Please be aware that by January 1, 2022, all pools must add "POOL MAXIMUM DEPTH:___FEET," in **2-inch** (51 mm) letters to the previously listed pool rules.

Sincerely,

Ric Mathis

Environmental Administrator
Florida Department of Health in Saint Johns County

RM/gk

Enclosures

- Renewal Application Form for Operating Pool/Spa Permit
- Attestation of Pool Owner/Operator Verification of Entrapment Safety Features
- Invoice for Operating Permit

Florida Department of Health in St. Johns County

200 San Sebastian View, Suite 1322, St. Augustine, FL 32084

PHONE: 904-506-6081

www.StJohns.FloridaHealth.gov



Accredited Health Department
Public Health Accreditation Board



DOH Permit No. _____ County _____

Pool Owner/Operator Verification of Entrapment Safety Features

1. Name of Facility Pool: _____

2. Street Address: _____

City: _____ Zip: _____ Facility Phone: _____

3. Owner's Name: _____
(Print Name)

4. Owner's Phone: _____ Email: _____

5. Suction Outlet Drain Cover(s) as required by section 514.0315(1), FS:

Make & Model Number: _____
(You may use additional sheets if facility has more than one device or system.)

Installation Date: _____ FL Approved Flow (GPM): _____ Life Years: _____

6. Type of Safety Device installed as required by section 514.0315(2), FS: (Check one)

☐ a. Safety Vacuum Release System

Make & Model Number: _____
(Use additional sheets if facility has more than one device or system.)

☐ b. Suction Limiting Vent System w/Tamper-Resistant Atmospheric Opening

☐ c. Automatic Pump Shut-off System

Make & Model Number: _____
(Use additional sheets if facility has more than one device or system.)

☐ d. Dual Drains (must be on the same drain line & 36" apart on center)

☐ e. Drain Disablement (requires a construction or modification permit)

☐ f. Gravity Drainage with Collector Tank (requires a construction or modification permit)

Installation Date: _____

Licensed pool contractor that installed the device/system:

(Installation by a FL licensed pool contractor is a requirement of s. 514.0315(2), Florida Statutes)

Name: _____

Phone Number: _____ License Number: _____

E-mail: _____

7. Owner's commitment to have all safety device operation & maintenance manuals on site and readily available, and to conduct routine testing of the device/system in accordance with the manufacturer's recommendations or in accordance with state code testing requirements:

Signature of Duly Authorized Person (owner, permittee, corporate officer or registered agent.)

Print Name

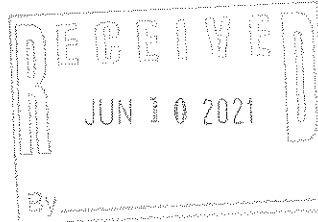
Date

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice**Invoice #:** 2199**Invoice Date:** 4/19/21**Due Date:** 4/19/21**Case:****P.O. Number:****Bill To:**

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



Description	Hours/Qty	Rate	Amount
2.320.572.4100 - Phones- April 2021		88.47	88.47
2.320.572.49300 - Permits / Licenses - April 2021		26.95	26.95
2.320.572.63100 - Repair and Replacements - April 2021		526.33	526.33
2.320.572.49400 - Special Events - April 2021		315.66	315.66
2.320.572.62000 - Rec Passes - April 2021		199.50	199.50
92			
Total			\$1,156.91
Payments/Credits			\$0.00
Balance Due			\$1,156.91

Double Branch / Middle Village American Express Charges
GMS Statement Closing Date – April 19, 2021

Purchase Date	Vender	Amount	Description	GL Account	Middle Village	GL	Double Branch	Total
3/27/2021	Pinch a Penny	120.34	Repair and Replacement	34.600.538.64000	60.17	2.320.572.63100	60.17	120.34
3/30/2021	Head/Penn	303.65	Tennis Maintenance	2.330.572.34400	303.65			303.65
4/1/2021	ID Zone	399	Rec. Passes	2.330.572.49300	199.5	2.320.572.62000	199.5	399
4/1/2021	Head/Penn	428.58	Tennis Maintenance	2.330.572.34600	428.58			428.58
4/2/2021	Ring Central	176.94	Phones	2.330.572.4100	88.47	2.320.572.4100	88.47	176.94
4/2/2021	Head/Penn	276.67	Tennis Maintenance	2.330.572.34400	276.67			276.67
4/8/2021	Swank	285	Special Event	2.330.572.49400	142.5	2.320.572.49400	142.5	285
4/9/2021	walmart	187.85	Repair and Replacement	34.600.538.64000	93.93	2.320.572.63100	93.92	187.85
4/9/2021	Target	21.49	Special Event	2.310.513.49300	10.75	2.320.572.49400	10.74	21.49
4/9/2021	Pinch a Penny	52.11	Repair and Replacement	34.600.538.64000	26.06	2.320.572.63100	26.05	52.11
4/10/2021	Head/Penn	137.62	Tennis Maintenance	2.330.572.34400	137.62			137.62
4/12/2021	1&1 Ionos	18	Repair and Replacement	34.600.538.64000	9	2.320.572.63100	9	18
4/13/2021	Another Bloomin Nursery	200	Repair and Replacement	34.600.538.64000	100	2.320.572.63100	100	200
4/15/2021	Mood/Pandora	26.95	Permits/Licenses			2.320.572.49300	26.95	26.95
4/15/2021	Mood/Pandora	26.95	Permits/Licenses	2.310.513.49300	26.95			26.95
4/16/2021	Swim Outlet	207.1	Repair and Replacement	34.600.538.64000	103.55	2.320.572.63100	103.55	207.1
4/16/2021	Marine Rescue	51.65	Repair and Replacement	34.600.538.64000	25.83	2.320.572.63100	25.82	51.65
4/16/2021	E-Rigging	45.01	Special Event	2.330.572.49400	22.51	2.320.572.49400	22.5	45.01
4/19/2021	Leslies	279.84	Special Event	2.330.572.49400	139.92	2.320.572.49400	139.92	279.84
4/19/2021	SmartSign	215.64	Repair and Replacement	34.600.538.64000	107.82	2.320.572.63100	107.82	215.64
Totals		\$3,460.39			\$2,303.48		\$1,156.91	\$3,460.39

Totals by GL

Double Branch / Middle Village American Express Charges
GMS Statement Closing Date – April 19, 2021

Double Branch: \$1156.91

2.320.572.4100 (DB Phones) – \$88.47
2.320.572.49300 (DB permits/ licenses) – \$26.95
2.320.572.63100 (DB Repair and Replacements) - \$526.33
2.320.572.49400 (DB Special Events) – \$315.66
2.320.572.62000 (DB Rec Passes) – \$199.50

Middle Village: \$2303.48

2.330.572.4100 (MV Phones) – \$88.73
2.310.513.49300 (MV permits/ licenses) – \$26.95
34.600.538.64000 (MV repair & replacements) – \$526.36
2.330.572.49400 (MV Special Events) – \$315.68
2.330.572.51000 (MV Office Supplies) – \$199.50
2.330.572.34400 (MV Tennis Maintenance) – \$1146.52

ANOTHER BLOOMIN NURSERY
3079 1 RUSSELL RD
GREEN COVE SPRINGS, FL 32043
904 284 5000

Bank ID: 0100
Merchant ID: 0000001847
Term ID: 000

Sale

XXXXXXXXXX8052

ANEX Entry Method: Chip

Total: \$ 200.00

04/13/21 12:17:34

Inv #: 000014 Appr Code: 833719

Apprvd: Online Batch#: 000710

Retrieval Key: 00000014

AMERICAN EXPRESS
RID: 000000025010001
TS1: 1800
IVR: 0000000000

Customer Copy

THANK YOU
PLEASE TURN AGAIN



POWERED BY MOOD:

Complete
Order Date: April 15, 2021

Invoice #1001585905

Items Invoiced				
Product Name	SKU	Price	Qty Invoiced	Subtotal
Pandora Music Subscription	PMS	\$26.95	1	\$26.95
				Subtotal
				\$26.95
				Grand Total (Excl.Tax)
				\$26.95
				Tax
				\$0.00
				Grand Total (Incl.Tax)
				\$26.95

Order Information

Shipping Address

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

Billing Address

Oakleaf Plantation
GMS LLC
475 W Town Pl
orange park, Florida, 32065
United States

Shipping Method

Free Shipping - Free

Payment Method

Credit Card

Credit Card

Credit Card Type

American Express

Credit Card Number

XXXX-6056

Order ER-295130

Date Ordered:
4/16/2021
Order Number
ER-295130

E-Rigging.com
1000 Edwards Ave
Suite C
New Orleans, LA 70123

Billing Address

Jay Soriano
GMS llc
475 west town place
St. Augustine, FL 32092 - US
9043421441
jsoriano@gmsnf.com

SHIPPING ADDRESS

Jay Soriano
GMS llc
370 OAKLEAF VILLAGE PKWY
ORANGE PARK, FL 32065-4259 - US

Shipping Method:
UPS - US Postal Service (UPS Surepost)
(2-8 Days Transit) (4.40lbs.)
Payment Type:
Credit Card

Item ID	ITEMS	PRICE	QTY	TOTAL
51731050	5/8" x 1-3/4" Shank Machinery Eye Bolt, Yellow Chromate	\$4.45	8	\$35.60

Subtotal:	\$35.60
Discount(s):	\$0.00
Taxes:	\$0.00
Shipping:	\$9.41
TOTAL:	\$45.01



HEAD/Penn Racquet Sports
306 South 45th Avenue
Phoenix, AZ 85043-3913

Sold-to address

Middle Village CDD
DBA Oakleaf Plantation
475 Town Place West Ste 114
SAINT AUGUSTINE FL 32092

Customer No. 715220

Invoice		5193239399	
Billing Date 03/29/2021	Ship Date 03/29/2021	Order Date 03/25/2021	Requested Date 03/25/2021
Terms Credit Card preauth.			Due Date
Order No. 5102832610	P.O. Number Ball Trolleys		Order Entered By: OMS3_CPIC
Salesrep: Order Placed By:		ELLIS, JEFF R118	

Ship-to address
Oakleaf Plantation
370 Oakleaf Village Pwky
ORANGE PARK FL 32065

Authorization no.:

150392 21032505942100

Material	Description	Size	Quantity	List Price	Discount %	Unit Price	Extended Price
287256	NEW Ball Trolley (fits for 2 Item 10)		2 PC	149.95	8.000	137.96	275.92

Total Number of Units 2

Shipping Information

Packing Slip, BOL: 5183140134
Shipping Terms: FOB Origin
Shipment Origin: BALTIMORE MD
Shipped Via: FED EX GROUND (PPA)
Gross Weight: 16.500 LB 7.484 KG

Box Tracking Number

289180170773845

Total Number of Cartons 2

Items total	275.92	USD
Freight Charge	17.11	USD
Freight Surcharge	10.62	USD
Final amount	303.65	USD
Charged to your American Express *****053	303.65	USD
Balance Due	0.00	USD

We recommend all dealers use our Online Management Platform (OMS).

This site allows you to see current stock of goods, place orders,
track orders, and check invoices 24 hours a day!

To receive your login information please email: askus@us.head.com



HEAD/Penn Racquet Sports
306 South 45th Avenue
Phoenix, AZ 85043-3913

Sold-to address

Middle Village CDD
DBA Oakleaf Plantation
475 Town Place West Ste 114
SAINT AUGUSTINE FL 32092

Customer No. 715220

Invoice		5193241021	
Billing Date 03/31/2021	Ship Date 03/31/2021	Order Date 03/30/2021	Requested Date 03/31/2021
Terms 5% 30 2% 60 NET 61 days			Due Date
Order No. 5102834438	P.O. Number Pro Penn		Order Entered By: OMS3_CPIC
Salesrep: Order Placed By: ELLIS, JEFF R118			

Ship-to address
Oakleaf Plantation
370 Oakleaf Village Pwky
ORANGE PARK FL 32065

Authorization no.:

128968 21033006091124

Material	Description	Size	Quantity	List Price	Discount %	Unit Price	Extended Price
522102	PRO PENN MARATHON REGULAR-DU Item 10		144 CA	2.73	0.000	2.73	393.12
	HS Tarrif No.: ... Country of Origin: China						
Total Number of Units		144					

Shipping Information
Packing Slip, BOL: 5183141554
Shipping Terms: FOB Origin
Shipment Origin: PHOENIX AZ
Shipped Via: FED EX GROUND (PPA)
Gross Weight: 73.080 LB 33.149 KG

Box Tracking Number
336473670610435

Total Number of Cartons 2

Items total	393.12	USD
Freight Charge	39.98	USD
Freight Surcharge	15.14	USD
CC Discount	5.000 %	19.66- USD
Final amount	428.58	USD
Charged to your American Express *****053	428.58	USD
Balance Due	0.00	USD

We recommend all dealers use our Online Management Platform (OMS).

This site allows you to see current stock of goods, place orders,
track orders, and check invoices 24 hours a day!

To receive your login information please email: askus@us.head.com

Please include stub with your payment			
REMIT TO HEAD/Penn Racquet Sports P.O. Box 53232 Phoenix, AZ 85072-3232	Middle Village CDD	Customer No. 715220 Invoice 5193241021	For payment by EFT or credit card, please contact the office directly. Thank you.
	Amount Enclosed \$		
For questions regarding your order please contact Customer Service (800)289-7366 Option 2			



HEAD/Penn Racquet Sports
306 South 45th Avenue
Phoenix, AZ 85043-3913

Sold-to address

Middle Village CDD
DBA Oakleaf Plantation
475 Town Place West Ste 114
SAINT AUGUSTINE FL 32092

Customer No. 715220

Invoice		5193244041	
Billing Date	04/09/2021	Ship Date	04/09/2021
Order Date	04/06/2021	Requested Date	04/07/2021
Terms			Due Date
Credit Card preauth.			
Order No.	5102837031	P.O. Number	Gravity S Demo
Salesrep:			ELLIS, JEFF
Order Placed By:			R118

Ship-to address
Oakleaf Plantation
370 Oakleaf Village Pwky
ORANGE PARK FL 32065

Authorization no.:

136739 21040606399754

Material	Description	Size	Quantity	List Price	Discount %	Unit Price	Extended Price
233841	Gravity S 2021 Item 10	U 30	1 PC	136.00	8.000	125.12	125.12

Total Number of Units 1

Shipping Information

Packing Slip, BOL: 5183144104
Shipping Terms: FOB Origin
Shipment Origin: BALTIMORE MD
Shipped Via: FED EX GROUND (PPA)
Gross Weight: 1.700 LB 0.771 KG

Box Tracking Number

289180170797483

Total Number of Cartons 1

Items total	125.12	USD
Freight Charge	7.68	USD
Freight Surcharge	4.82	USD
Final amount	137.62	USD
Charged to your American Express *****053	137.62	USD
Balance Due	0.00	USD

We recommend all dealers use our Online Management Platform (OMS).

This site allows you to see current stock of goods, place orders,
track orders, and check invoices 24 hours a day!

To receive your login information please email: askus@us.head.com



HEAD/Penn Racquet Sports
306 South 45th Avenue
Phoenix, AZ 85043-3913

Sold-to address

Middle Village CDD
DBA Oakleaf Plantation
475 Town Place West Ste 114
SAINT AUGUSTINE FL 32092

Customer No. 715220

Invoice		5193241339	
Billing Date 04/01/2021	Ship Date 04/01/2021	Order Date 03/30/2021	Requested Date 03/31/2021
Terms Credit Card preauth.			Due Date
Order No. 5102834440	P.O. Number String/Grip		Order Entered By: OMS3_CPIC
Salesrep: ELLIS, JEFF Order Placed By: R118			

Ship-to address
Oakleaf Plantation
370 Oakleaf Village Pwky
ORANGE PARK FL 32065

Authorization no.:

157922 21033006091941

Material	Description	Size	Quantity	List Price	Discount %	Unit Price	Extended Price
285425	Xtreme Soft 60 pcs Box Item 10	MX	1 BOX	60.00	8.000	55.20	55.20
281204	Hawk Touch (set) Item 20	17 AN	10 PC	12.75	8.000	11.73	117.30
281790	Lynx Tour Set Item 30	17 CP	10 PC	9.40	8.000	8.65	86.50
Total Number of Units		21					

Shipping Information

Packing Slip, BOL: 5183141468
Shipping Terms: FOB Origin
Shipment Origin: BALTIMORE MD
Shipped Via: FED EX GROUND (PPA)
Gross Weight: 3.600 LB 1.633 KG

Box Tracking Number

289180170785152

Total Number of Cartons 1

Items total	259.00	USD
Freight Charge	7.70	USD
Freight Surcharge	9.97	USD
Final amount	276.67	USD
Charged to your American Express *****053	276.67	USD
Balance Due	0.00	USD

We recommend all dealers use our Online Management Platform (OMS).

This site allows you to see current stock of goods, place orders,
track orders, and check invoices 24 hours a day!

To receive your login information please email: askus@us.head.com



P.O. Box 95323 Chicago, IL 60694-5323
Phone: (800) 910-5987 | Fax: (952) 937-0956
Email: sales@IDZone.com | Web: IDZone.com

Credit Card Invoice

Date	Sale #
3/30/2021	CC6412136

Bill To				Ship To		
GMS LLC Attn: Jay Soriano 475 W Town Pl St Augustine FL 32092 United States				GMS LLC Attn: Jay Soriano 370 Oakleaf Village Pkwy orange park FL 32065 United States		
Customer #	Order Number	Payment Method	Check #	Account Manager		
1111772043	SO213278317	M-AMex		Brent Hascall		
Online Order #	Currency	Tracking #	Ship Via			
8127426	USD	785396114826	FedEx Ground®			
Item	Quantity	Units	Description	Price	Amount	Serial Number
M9005-751	3	Single	LC1/D 5 Panel Color Dye Film YMCKO-350 Images	133.00	399.00	
				Subtotal	399.00	
				Shipping Cost (FedEx Ground®)	0.00	
				Total	\$399.00	

PAID by CCARD – This invoice is for your record only. Thank you for your business!



CC6412136



1&1 IONOS Inc.
701 Lee Road
Suite 300
Chesterbrook, PA 19087
USA

Jay Soriano
370 Oakleaf Village Pkwy

Orange Park, FL 32065-4259
UNITED STATES

Copy

Invoice Date: 04/10/2021
Invoice: 202032414111
Contract: 85644648
Customer ID: 270980442
Help Center: ionos.com/help
My IONOS: my.ionos.com/invoices
Phone support: 1-877-300-8316
E-mail support: billing@ionos.com
Service hours: 24/7

Please have your personal phone PIN available for quick and secure authentication when speaking with our agents. You can set and manage this by logging in to my.ionos.com.

Invoice Summary (MyWebsite Creator+)

Billing period starting: 04/06/2021

Item	Service	Charges	Usage	Total
1	Basic Fee 04/06/2021-05/06/2021	\$18.00 a month	1 mo.	\$18.00
Total amount due Please DO NOT send cash, check or money order				\$18.00

The total amount due will be charged to your credit card within the next seven days, most likely in the next day or two. Thank you.

Do you have questions regarding this invoice? Please refer to your Help Center or log in to my.ionos.com for further information.



ORANGE PARK, FL #529
6001 ARGYLE FOREST BLVD STE 35
JACKSONVILLE, FL 32244-6127
904-573-6515

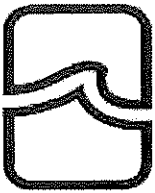
Store: 529 Register: 1
Date: 4/19/21 Time: 4:55 PM
Ticket: 45985
Salesperson: 50654 (Brandi B)
Customer ID: S00529000004398

Item	Qty	Price	Amount
BLACK ALGAE KILLER QT			
14007	1	27.22	27.22
BLK ALGAE KILLER 1/2GAL			
14024	1	49.49	49.49
50LB POWER POWDER GRANULAR 70			
14208	1	183.14	183.14

Subtotal 259.85
Tax 19.49

Total\$ 279.34

Amex Purchase 279.34
Apr 19 2021 04:56 pm Trans# 45985

**Marine Rescue Products, Inc.**

PO Box 3484
Newport, RI 02840
Toll Free (800) 341-9500
Fax (401) 848-9577
Email: staff@marine-rescue.com
www.Marine-Rescue.com
Fed ID #050382859

Invoice

Order # 99439A
Invoice Date 04/16/21
Page 1

Bill To			Ship To		
Jay Soriano GMS llc 475 west town place St. Augustine, FL 32092			Jay Soriano 370 OAKLEAF VILLAGE PKWY ORANGE PARK ORANGE PARK, FL 32065-4259		
Customer No.	Sales I.D.	Ship Via	Source	Terms	
76565	WEB/WEB	PM	R /	XXXXXXXX8052 VISA	
Ordered By		Warehouse	Phone Number	Reference #	
			(904) 342-1441	000003889	

Qty	B/O	Ship	Item #	Description	Un. Price	Ds	Amount
2	0	2	LLS RED	LOOP LOCK STRAPS RED	6.95	--	13.90
2	0	2	LLS BLACK	LOOP LOCK STRAPS BLACK	6.95	--	13.90
2	0	2	LLS BLUE	LOOP LOCK STRAPS ROYAL BLUE	6.95	--	13.90

MERCHANDISE INVOICE TOTAL \$ 41.70
SHIPPING & HANDLING \$ 9.95
INVOICE TOTAL \$ 51.65
CR. CARD: VI, APPR:191750 \$ -51.65



POWERED BY MOOD:

Complete
Order Date: April 15, 2021

Invoice #1001585904

Items Invoiced					
Product Name	SKU	Price	Qty Invoiced		Subtotal
Pandora Music Subscription	PMS	\$26.95	1		\$26.95
					Subtotal
					\$26.95
					Grand Total (Excl.Tax)
					\$26.95
					Tax
					\$0.00
					Grand Total (Incl.Tax)
					\$26.95

Order Information

Shipping Address

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

Billing Address

Oakleaf Plantation
GMS LLC
475 W Town Pl
orange park, Florida, 32065
United States

Shipping Method

Free Shipping - Free

Payment Method

Credit Card

Credit Card

Credit Card Type

American Express

Credit Card Number

XXXX-6056

PINCH-A-PENNY POOL-PATIO-SPA

The Perfect People For A Perfect Pool



Like Us on Facebook
For Our Special Offers!

Pinch A Penny 242
9715 Crosshill Blvd
Suite #105
Jacksonville, FL 32222
Phone: 904-619-0939

SALES RECEIPT

Transaction #: 30242
Account #: 9045620249
Date: 3/27/2021 Time: 5:10:20 PM
Cashier: Saich Register #: 1

PAY TO: Mr. Sorianor

Item	Description	Amount
00907022	ALGAE EATER PLUS 1 GAL.	\$51.96
	4 @ \$12.99	
00921470	OXIDIZING SHOCK & SWIM	\$59.98
	2 @ \$29.99	

Sub Total \$111.94
Sales Tax \$8.40
Total \$120.34

CASH TENDERED \$120.34
Change Due \$0.00



* 9 0 4 5 6 2 0 2 4 9 *

Thank you for shopping
Pinch A Penny 242
We hope you'll come back soon!

PINCH-A-PENNY POOL-PATIO-SPA®

The Perfect People For A Perfect Pool



Like Us on Facebook
For Our Special Offers!

Pinch A Penny 242
9715 Trasshill Blvd
Suite #105
Jacksonville, FL 32222
Phone: 904-619-0939

Sales Receipt

Transaction #: 30805
Account #: 9045620249
Date: 4/9/2021 Time: 12:58:42 PM
Cashier: Dominick Ruiz Register #: 1

BILL TO: Jay Soriano

Item	Description	Amount
72420052	STAIN ERASER FOR CONCRE	\$23.99
24321101	LUBETUBE 40Z LUBRICANT/	\$11.49
02120830	METAL VACUUM HANDLE	\$12.99

Sub Total \$48.47
Sales Tax \$3.64
Total \$52.11

SIDE TERMINAL Tendered \$52.11
Change Due \$0.00



* 9 0 4 5 6 2 0 2 4 9 *

Thank you for shopping
Pinch A Penny 242
We hope you'll come back soon!



Account Number: (904) 770-4650
Statement Date: 04/02/2021
Subscription Name: RingCentral Office
Standard

Bill To:
Jay Soriano
Oakleaf Plantation
475 west town place ste 114
St Augustine, FL 32092

Statement Summary
Total Current Charges

\$176.94

*Your credit card ending in [3053] was charged \$176.94.
This charge will appear as "RingCentral, Inc" on your credit card statement.*

Statement Details

Charges and credits

Period	Description	Unit Price	Quantity	Amount
03/02/2021 - 04/01/2021	Office Standard - Monthly Subscription Fee	\$0.00	1	\$0.00
03/02/2021 - 04/01/2021	DigitalLine Unlimited - (904) 342-1441	\$34.99	1	\$34.99
03/02/2021 - 04/01/2021	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
03/02/2021 - 04/01/2021	DigitalLine Unlimited - (904) 770-4648	\$34.99	1	\$34.99
03/02/2021 - 04/01/2021	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
03/02/2021 - 04/01/2021	DigitalLine Unlimited - (904) 770-4649	\$34.99	1	\$34.99
03/02/2021 - 04/01/2021	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
03/02/2021 - 04/01/2021	DigitalLine Unlimited - (904) 770-4661	\$34.99	1	\$34.99
03/02/2021 - 04/01/2021	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
03/02/2021 - 04/01/2021	DigitalLine Unlimited - (904) 770-4667	\$34.99	1	\$34.99
03/02/2021 - 04/01/2021	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
Charges after Discounts and Prorates:				\$134.90
Total Charges:				\$134.90
Total Taxes and Fees*:				\$42.04
Total Charged to Credit Card:				\$176.94



300 Cadman Plaza West, Suite 1303, Brooklyn, NY 11201

Invoice

Questions? Call (800) 952 1457

Bill To

Jay Soriano
GMS LLC
475 W TOWN PL
STE 114
ST AUGUSTINE, FL 32092 3649
Phone: 904 342 1441
Email: manager@oakleafresidents.com

Ship To

Jay Soriano
GMS LLC
370 OAKLEAF VILLAGE PKWY
ORANGE PARK, FL 32065
Phone: 904 342 1441

Order No.: POO-36626	Date: April 17, 2021	Ship by: Two-Day	
CC: AmExCard	Name: Jay Soriano	Card # *****8052	Expiry: 11/25

Item Description	Unit Price	Qty.	Amount
1. All Pets Must Be On A Leash Please Clean Up After Your Pet (pet walking symbol) Color: Green Reversed Size: 18" x 12" Part #: DZ-12x18 • HTC Code: 8310.00.0000	\$35.94/Sign Package: 1 Sign	6 Signs	\$215.64

Product Subtotal : \$215.64

Estimated Shipping Charges : Free

Order Total : **\$215.64**

Please make checks payable to **SmartSign**.

Print

Close

SWANK

MOTION PICTURES, INC.

10795 Watson Road • St Louis, MO 63127
Phone: 800-876-5445 • Fax: 314-966-3472

Routing: COKMORGA

ORIGINAL INVOICE

Order Number: BO 1793965
Order Date: 04/08/21

Bill-To Customer: 0322280-001

Ship-To Customer: 0322280-001

Jay Soriano
Operations Manager
Double Branch CDD
370 Oakleaf Village Pkwy
Orange Park, FL 32065

Jay Soriano
Operations Manager
Double Branch CDD
370 Oakleaf Village Pkwy
Orange Park, FL 32065

Order:1793965

Terms: THIS IS YOUR RECEIPT

--Line--

#	Typ	Qty	Bill Date	Product Description	Unit Price	Total Price
1	RT	1	04/07/21	THE CROODS - A NEW AGE Widescreen DVD Show Dates: 04/09/21 to 04/09/21	285.00	285.00

For further information, please contact
Kaitlyn Pollock
at 1-800-876-5577

PAID

Item Subtotal: 285.00
Prepayment Amount: 285.00
BALANCE DUE: \$0.00

Please remit payment to: 2844 Paysphere Circle, Chicago, Illinois 60674



Thanks for shopping with us, Jay!

Your order number is SO12104136, placed 04/16/21 at 9:59 AM.

Ship to:

Jay Soriano
370 OAKLEAF VILLAGE PKWY
ORANGE PARK, FL 32065-4259
(904) 342-1441
jsoriano@gmsnf.com

Payment:

American Express

Shipping:

Standard Dropship Shipping

ORDER SUMMARY

Competitor Stainless Steel Multi Lane Brackets (Pair)

Qty:1

\$198.95

SUBTOTAL (1 ITEM):

\$198.95

TAX:

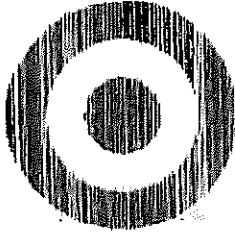
\$0.00

SHIPPING:

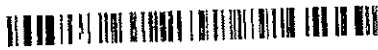
\$8.15

ORDER TOTAL:

\$207.10



Jacksonville West - 904-243-4365
 9325 Crossfield Blvd
 Jacksonville, Florida 32222-5812
 04/09/2021 09:27 AM



ELECTRONICS \$19.99
 058109452 DVD
 Return by 05/09/2021

SUBTOTAL \$19.99
 T - FL TAX 7.500000 \$1.50
 TOTAL \$21.49
 AMEX CHARGE \$21.49
 AID: A700100025010801
 AMERICAN EXPRESS
 AUTH CODE: 355114

REC#2-1099-2233 0171-4164-0 0001751-250-540

Help make your Target Run better.
 Take a 2 minute survey about today's trip

InformTarget.com
 User ID: 7390 0776 1982
 Password: 858 354

Copyright © 2001

Please take this survey within 7 days

Give us feedback @ survey.walmart.com
 Thank you! ID #:7QBQDS14TK07

Walmart

904-214-9411 Mgr: COREY
 1580 BRANHAM FIELD RD
 MIDDLEBURG FL 32068

STH 03308 OPN 002859 TEN 57 TRM 04354
 DVD PLAYER 068113130838 24.96 0
 BIC WD TAPE 007033050589 5.48 0
 BIC WD TAPE 007033050589 5.48 0
 BIC WD TAPE 007033050589 5.48 0
 BIC WD TAPE 007033050589 5.48 0
 PAPER CLIPS 005050572514 1.97 0
 PAPER CLIPS 005050572514 1.97 0
 PAPER CLIPS 005050572514 1.97 0
 952XL YELLOW 006929685015 05.89 0
 HP 952 CHYK 019078095535 100.00 0
 SUBTOTAL 187.85
 TOTAL 187.85
 AMEX TEND 187.85

AMERICAN EXPRESS *** **** ***B 052 I 0
 APPROVAL N 805856
 REF N 109900009512
 TRANS ID - 001398660602404
 AID A000000025010801
 AAC 2089A5A0CE781F65
 TERMINAL N SC010679

04/09/21 09:28:57
 CHANGE DUE 0.00
 N ITEMS SOLD 10

TCN 1924 4372 5098 4170 4656 5



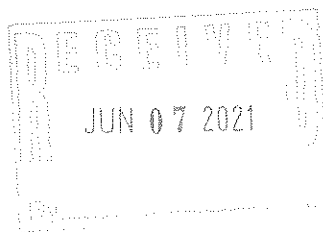
04/09/21 09:29:05
 CUSTOMER COPY

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice**Invoice #:** 2196**Invoice Date:** 6/1/21**Due Date:** 6/1/21**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 - June 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

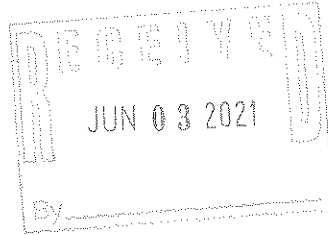
6-7-21
GWS

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice**Bill To:**

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



Invoice #: 2198
Invoice Date: 6/4/21
Due Date: 6/4/21
Case:
P.O. Number:

2-300-369-103
92

Description	Hours/Qty	Rate	Amount
Facility Event Staff through June 3, 2021	9.5	25.00	237.50
Total			\$237.50
Payments/Credits			\$0.00
Balance Due			\$237.50

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>
9.50	Facility Event Staff	\$ 25.00	\$ 237.50

Covers Period End: June 3, 2021

Amenities Revenue # 2-369-103



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

Invoice

Date 6/1/2021

Invoice # 131295599625

Terms	Net 20
Due Date	6/21/2021
PO #	

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

Item ID	Description	Qty	Units	Amount
WM-CHEM-BASE	Water Management Seasonal Billing Rate	1	ea	1,999.31
Fuel Surcharge	Fuel/Environmental Transit Fee	1	ea	108.18
<div data-bbox="721 953 1032 1167"></div> <div data-bbox="756 1255 1029 1339">2-32-572-463 186</div>				

Total 2,107.49
Amount Due \$2,107.49

Remittance Slip

Customer
13OAK102
Invoice #
131295599625

Amount Due \$2,107.49
Amount Paid _____
Make Checks Payable To
Poolsure
PO Box 55372
Houston, TX 77255-5372



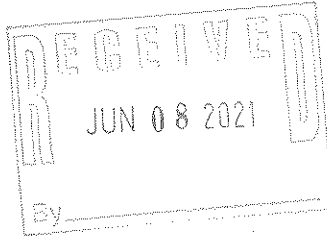
131295599625

Riverside Management Services, Inc

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

Invoice**Bill To:**

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



Invoice #: 293
Invoice Date: 6/3/2021
Due Date: 6/3/2021
Case:
P.O. Number:

Description	Hours/Qty	Rate	Amount
Pressure Washing Services - May 2021 Common Area Maint. 2.572.4640 297		300.00	300.00

Total \$300.00

Payments/Credits \$0.00

Balance Due \$300.00

6-7-21
COT

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

Service Detail

Bill To: Double Branch CDD

Invoice Date: --5/1/21--

Due Date: Upon Receipt

Amount Due: \$ 300.00

Date:	Description	Amount
5/20/21	Pressure washed pool portico	\$ 300.00

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

TOTAL AMOUNT DUE: \$ 300.00

Should you have any questions, please contact Rich Whetsel @ (904) 759-8923
 or rwhetsel@gmsnfl.com

Remit Payment

**** Pressure Washing according to contract and within budget**

Contract Amount	\$	17,935.00
<u>Invoice:</u>		
Oct. 2020	\$.
Nov. 2020	\$.
Dec. 2020	\$.
Jan. 2021	\$.
Feb. 2021	\$.
Mar. 2021	\$.
Apr. 2021	\$.
May 2021	\$	300.00
June 2021	\$.
July 2021	\$.
Aug. 2021	\$.
Sept. 2021	\$.
Balance:	\$	<u>17,335.00</u>

Should you have any questions, please contact Rich Whetsel @ (904) 759-8923
 or rwhetsel@gmsnfl.com

Riverside Management Services, Inc

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

Invoice

Invoice #: 292

Invoice Date: 6/1/2021

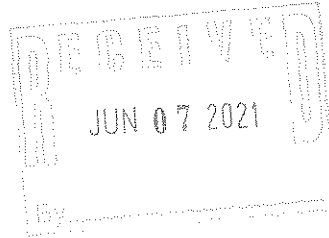
Due Date: 6/1/2021

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 - June 2021 2,320.572.6100 297		4,251.00	4,251.00
Total			\$4,251.00
Payments/Credits			\$0.00
Balance Due			\$4,251.00

6-7-21
[signature]

Riverside Management Services, Inc

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

Invoice

Invoice #: 294

Invoice Date: 6/3/2021

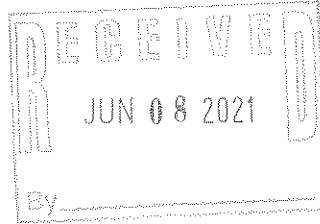
Due Date: 6/3/2021

Case:

P.O. Number:

Bill To:

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



Description	Hours/Qty	Rate	Amount
Pressure Washing Services - May 2021		2,242.50	2,242.50
Common Area Maint. 2.572.4640 297			
Total			\$2,242.50
Payments/Credits			\$0.00
Balance Due			\$2,242.50

6-7-21
COK

Riverside Management Services, Inc.
8855 Florida Midway Blvd. Building 300, Suite 305 Jacksonville, FL 32247

Service Detail

Bill To: Double Branch CDD

Invoice Date: 6/1/21

Due Date: Upon Receipt

Amount Due: \$ 2,242.50

ADDITIONAL PRESSURE WASHING SERVICES:

Date	Description	Amount
5/13/21	Pressure washed surface at Fall Creek, surface clean half of Cannons Point	\$ 520.00
5/18/21	Pressure washed pool deck	\$ 650.00
6/20/21	Pressure washed pool deck and under gazebo at pool	\$ 455.00
5/25/21	Pressure washed surface of pool deck	\$ 617.50

TOTAL AMOUNT DUE: \$ 2,242.50

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

06-01-21

Invoice Date

013476268

Invoice Number

720343326

Customer Number

MFP3635X1 MFP3635X W/EIP

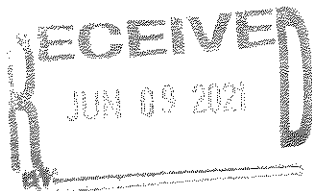
SER.# BB1-867777

SPLY-MAINT - COST PER COPY PLAN
AMOUNT

BASE CHARGE

JUNE

37.09



SUB TOTAL

37.09

TOTAL

37.09

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

233-572-50
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

PLEASE PAY THIS AMOUNT

\$37.09

RR004092 M 070120

VFL40

03 6GSW 6GSW

W 00000 5933 1 B15

202100008070060 0134762687 0300037096 272034332688

Invoice



Payment

Invoice / Order Detail



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



Thank you for ordering at CardsAndKeyfobs.com

Order Detail

Order ID: #14308
Invoice: #CAK-14308
Date Added: 06/16/2021

Payment Method: Purchase Order (#JSO06162021)
Shipping Method: USPS Priority (Weight: 16.00lb)

Payment Address

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

Shipping Address

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



<input type="checkbox"/>	Product Name	Model	Quantity	Price	Total
<input type="checkbox"/>	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

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

478



Remit To: Clay County Sheriff's Office
PO Box 548/901 N. Orange Ave
GREEN COVE SPRINGS, FL 32043

(904) 284-7575

Invoice Number: SSI10121
Invoice Date: 6/15/2021
Page: 1

Attn: Fiscal - Accounts Receivable

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

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



Due Date 6/30/2021
Terms Net 15 Days

Customer ID C0000168
P.O. Number
P.O. Date 6/15/2021
Our Order No
SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee-MAY 2021		163.75	163.75	5.00	818.75/2 = \$409.37
Fees-2nd Employment Scheduling		15	15	25.00	375.00/2 = \$187.50

2.32.572.34510
285

Amount Subject to Sales Tax US0
Amount Exempt from Sales Tax 1,193.75

Subtotal: 1,193.75
Invoice Discount: 0.00
Tax: 0.00

Total USD: 1,193.75/2
\$596.87



Welcome Deborah Bell

Home



Help/FAQ



Logout



PERSONNEL

CLIENTS

EVENTS

FORMS/LINKS

ADMIN PANEL

REPORTS

SEARCH

TRAINING

START DATE	END DATE	CLIENT NAME	EVENT TITLE	PERSONNEL ASSIGNED	EVENT HOURS	TOTAL HOURS	EVENT HOURS	INVOICE CREATED	CREATE INVOICE	VIEW INVOICE
CONFIRMED										
05/01/21 0000	05/01/21 0000	OAKLEAF AMENITIES	<u>OAKLEAF</u> <u>AMENITIES</u>	1	0.00	5.00	<u>05-03-2021</u> (Review)	05-17-21		View/Edit
05/02/21 0000	05/02/21 0000	OAKLEAF AMENITIES	<u>OAKLEAF</u> <u>AMENITIES</u>	1	0.00	6.00	<u>05-03-2021</u> (Review)	05-17-21		View/Edit
05/03/21 0000	05/03/21 0000	OAKLEAF AMENITIES	<u>OAKLEAF</u> <u>AMENITIES</u>	1	0.00	6.00	<u>05-04-2021</u> (Review)	05-17-21		View/Edit
05/04/21 0000	05/04/21 0000	OAKLEAF AMENITIES	<u>OAKLEAF</u> <u>AMENITIES</u>	1	0.00	6.00	<u>05-10-2021</u> (Review)	05-17-21		View/Edit
05/05/21 0000	05/05/21 0000	OAKLEAF AMENITIES	<u>OAKLEAF</u> <u>AMENITIES</u>	1	0.00	6.00	<u>05-10-2021</u> (Review)	05-17-21		View/Edit
05/06/21 0000	05/06/21 0000	OAKLEAF AMENITIES	<u>OAKLEAF</u> <u>AMENITIES</u>	1	0.00	6.00	<u>05-10-2021</u> (Review)	05-17-21		View/Edit
05/07/21 0000	05/07/21 0000	OAKLEAF AMENITIES	<u>OAKLEAF</u> <u>AMENITIES</u>	2	0.00	12.00	<u>05-10-2021</u> (Review)	05-17-21		View/Edit
05/08/21 0000	05/08/21 0000	OAKLEAF AMENITIES	<u>OAKLEAF</u> <u>AMENITIES</u>	2	0.00	12.00	<u>05-10-2021</u> (Review)	05-17-21		View/Edit
05/09/21 0000	05/09/21 0000	OAKLEAF AMENITIES	<u>OAKLEAF</u> <u>AMENITIES</u>	1	0.00	6.00	<u>05-17-2021</u> (Review)	05-17-21		View/Edit
05/10/21 0000	05/10/21 0000	OAKLEAF AMENITIES	<u>OAKLEAF</u> <u>AMENITIES</u>	1	0.00	6.00	<u>05-17-2021</u> (Review)	05-17-21		View/Edit
05/11/21 0000	05/11/21 0000	OAKLEAF AMENITIES	<u>OAKLEAF</u> <u>AMENITIES</u>	1	0.00	6.00	<u>05-17-2021</u> (Review)	05-17-21		View/Edit
05/12/21 0000	05/12/21 0000	OAKLEAF AMENITIES	<u>OAKLEAF</u> <u>AMENITIES</u>	1	0.00	6.00	<u>05-17-2021</u> (Review)	05-17-21		View/Edit
05/13/21 0000	05/13/21 0000	OAKLEAF AMENITIES	<u>OAKLEAF</u> <u>AMENITIES</u>	1	0.00	6.00	<u>05-17-2021</u> (Review)	05-17-21		View/Edit
05/14/21 0000	05/14/21 0000	OAKLEAF AMENITIES	<u>OAKLEAF</u> <u>AMENITIES</u>	2	0.00	11.00	<u>05-17-2021</u> (Review)	06-01-21		View/Edit
05/15/21 0000	05/15/21 0000	OAKLEAF AMENITIES	<u>OAKLEAF</u> <u>AMENITIES</u>	1	0.00	4.75	<u>05-17-2021</u> (Review)	06-01-21		View/Edit
05/16/21 0000	05/16/21 0000	OAKLEAF AMENITIES	<u>OAKLEAF</u> <u>AMENITIES</u>	1	0.00	6.00	<u>05-17-2021</u> (Review)	06-01-21		View/Edit
05/17/21 0000	05/17/21 0000	OAKLEAF AMENITIES	<u>OAKLEAF</u> <u>AMENITIES</u>	1	0.00	6.00	<u>05-24-2021</u> (Review)	06-01-21		View/Edit
05/18/21	05/18/21	OAKLEAF	<u>OAKLEAF</u>	1	0.00	6.00	<u>05-24-2021</u>	06-01-21		View/Edit

0000	0000	AMENITIES	<u>AMENITIES</u>					(Review)		
05/19/21	05/19/21	OAKLEAF	<u>OAKLEAF</u>	1	0.00	6.00	<u>05-24-2021</u>	06-01-21	<u>View/Edit</u>	
0000	0000	AMENITIES	<u>AMENITIES</u>				(Review)			
05/20/21	05/20/21	OAKLEAF	<u>OAKLEAF</u>	1	0.00	5.00	<u>05-24-2021</u>	06-01-21	<u>View/Edit</u>	
0000	0000	AMENITIES	<u>AMENITIES</u>				(Review)			
05/21/21	05/21/21	OAKLEAF	<u>OAKLEAF</u>	2	0.00	12.00	<u>05-24-2021</u>	06-01-21	<u>View/Edit</u>	
0000	0000	AMENITIES	<u>AMENITIES</u>				(Review)			
05/22/21	05/22/21	OAKLEAF	<u>OAKLEAF</u>	1	0.00	6.00	<u>05-24-2021</u>	06-01-21	<u>View/Edit</u>	
0000	0000	AMENITIES	<u>AMENITIES</u>				(Review)			
05/23/21	05/23/21	OAKLEAF	<u>OAKLEAF</u>	1	0.00	6.00	<u>06-01-2021</u>	06-01-21	<u>View/Edit</u>	
0000	0000	AMENITIES	<u>AMENITIES</u>				(Review)			
05/24/21	05/24/21	OAKLEAF	<u>OAKLEAF</u>	0	0.00	0.00	<u>Confirmation</u>	----		
0000	0000	AMENITIES	<u>AMENITIES</u>				<u>Required</u>			
05/25/21	05/25/21	OAKLEAF	<u>OAKLEAF</u>	1	0.00	6.00	<u>06-01-2021</u>	06-01-21	<u>View/Edit</u>	
0000	0000	AMENITIES	<u>AMENITIES</u>				(Review)			
05/26/21	05/26/21	OAKLEAF	<u>OAKLEAF</u>	0	0.00	0.00	<u>Confirmation</u>	----		
0000	0000	AMENITIES	<u>AMENITIES</u>				<u>Required</u>			
05/27/21	05/27/21	OAKLEAF	<u>OAKLEAF</u>	1	0.00	6.00	<u>06-01-2021</u>	06-01-21	<u>View/Edit</u>	
0000	0000	AMENITIES	<u>AMENITIES</u>				(Review)			
05/28/21	05/28/21	OAKLEAF	<u>OAKLEAF</u>	2	0.00	6.00	<u>06-14-2021</u>	06-14-21	<u>View/Edit</u>	
0000	0000	AMENITIES	<u>AMENITIES</u>				(Review)			
05/29/21	05/29/21	OAKLEAF	<u>OAKLEAF</u>	0	0.00	0.00	<u>Confirmation</u>	----		
0000	0000	AMENITIES	<u>AMENITIES</u>				<u>Required</u>			
05/30/21	05/30/21	OAKLEAF	<u>OAKLEAF</u>	1	0.00	6.00	<u>06-03-2021</u>	06-14-21	<u>View/Edit</u>	
0000	0000	AMENITIES	<u>AMENITIES</u>				(Review)			
05/31/21	05/31/21	OAKLEAF	<u>OAKLEAF</u>	1	0.00	6.00	<u>06-01-2021</u>	06-14-21	<u>View/Edit</u>	
0000	0000	AMENITIES	<u>AMENITIES</u>				(Review)			

[Create Invoice](#)
Total Event Hours This Period: **0**Total Personnel Hours This Period (Event Hours * Personnel): **187.75**Total Personnel (or Admin) Confirmed Hours This Period: **163.75**For help, please email help@myodiss.comSend suggestions to info@myodiss.comFor product information, go to www.myodiss.com

Public Safety Software Group, 31566 Redwood Canyon Road, Suite 2, PMB 112 Canyon Lake, CA, 92587-9449

PAX 774-5883



First Coast Mulch
4672 Race Track Rd
St Johns, FL 32259
(904) 254-5366
bobbyk@firstcoastmulch.com

Estimate

ADDRESS

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

SHIP TO

3447 Laurel Leaf Dr
Orange Park Fl 32065

ESTIMATE #

2780

DATE

06/09/2021

ACTIVITY

QTY

RATE

AMOUNT

Mulch Installation: Playground Chips

Installation of IPEMA Certified chips
<https://www.cpsc.gov/safety-education/safety-guides/playgrounds>

36

55.00

1,980.00

Thank you for the opportunity to bid your project. We look forward to working with you soon! Please note that there is 3% surcharge for all credit card payments.

TOTAL

\$1,980.00

Accepted By

Accepted Date

Code to:

Double Branch Repair and Replacements
2.320.57200.63100

828



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

Invoice

Invoice #: 2201
Invoice Date: 6/15/21
Due Date: 6/15/21
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 May 1 - May 31, 2021		4,522.30	4,522.30
Maintenance Supplies		1,983.46	1,983.46
Facility Main. General \$1883 ⁰⁰ 2.572.4660			
Facility Main. Cont. \$1285 ⁰⁰ 2.572.4660			
Lighting Repairs \$325 ⁰⁰ 2.320.572.4663			
Common Areas Maint. \$1961 ⁰⁰ 2.572.4640			
Repairs / Replace \$1051.76 2.572.6310			
92			
Total			\$6,505.76
Payments/Credits			\$0.00
Balance Due			\$6,505.76

6-21-21
CDD

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
5/3/21	7	G.S.	Removed debris from all common areas and ponds
5/4/21	3	G.S.	Removed debris from all common areas, maintenance work on EZ-Go
5/6/21	2	T.C.	Cleaned and filled fountain by office
5/6/21	5	G.S.	Removed debris from all common areas, treated fire ant mounds in play area
5/8/21	3.5	G.S.	Removed debris from all common areas
5/10/21	4.5	G.S.	Removed debris from all common areas and ponds
5/11/21	1.5	G.S.	Removed debris from all common areas, removed deceased animal from road
5/12/21	2	T.C.	Cleaned and filled fountain
5/12/21	5	G.S.	Removed debris from all common areas, treated fire ant mounds in parks
5/13/21	4	G.S.	Removed debris from all common areas and ponds
5/17/21	7	G.S.	Removed debris from all common areas
5/18/21	4	E.T.	Replace pool feature pump motor on spray ground pool
5/18/21	6	T.C.	Pulled old pool pump motor and installed new pool pump motor
5/18/21	1.5	G.S.	Removed debris from all common areas
5/19/21	4	E.T.	Repair playground plastic border around play area
5/19/21	5	T.C.	Fixed playground border and secured at Fall Creek
5/19/21	5	G.S.	Removed debris from all common areas and ponds
5/20/21	6	T.C.	Installed wipe dispensers in fitness center, weld railing at entrance steps
5/20/21	5	G.S.	Removed debris from all common areas, treated fire ant mounds in parks
5/20/21	12	R.M.	Assisted pressure washing on pool deck and under gazebo
5/21/21	4	T.C.	Removed broken bench at field house and tightened and secured other benches, repaired and installed horse at playground
5/24/21	2	T.C.	Repaired windscreen for tennis courts
5/24/21	7	G.S.	Removed debris from all common areas and ponds
5/24/21	8	L.N.	Repaired windscreens at tennis court and basketball courts, removed debris around courts
5/25/21	1.5	G.S.	Removed debris from all common areas and ponds
5/26/21	5	G.S.	Removed debris from all common areas
5/27/21	4.5	G.S.	Removed debris from all common areas

TOTAL 125

MILES 331

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

MAINTENANCE BILLABLE PURCHASES

Period Ending 08/05/21

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DB				
DOUBLE BRANCH				
	5/7/21	13W SW 11K LED 4pk	15.50	T.C.
	5/7/21	13W DL 11K LED 4pk	15.85	T.C.
	5/7/21	6.5W SW Dlm 11K LED3 (2)	22.66	T.C.
	5/7/21	DRK WLNT Wood Restore	11.48	T.C.
	5/7/21	Bosch Xtreme 1/2x6 SDS+ HMR Bit	6.31	T.C.
	5/7/21	Padlock	19.27	J.S.
	5/8/21	1/2" Sandply 4x8 Sheet	54.45	J.S.
	5/12/21	Epoxy Gorilla Glue	3.15	T.C.
	5/12/21	9W DL 11K LED 2pk	3.44	T.C.
	5/12/21	9W DL 11K LED 8pk	11.43	T.C.
	5/13/21	Ryobi 40a Battery	159.85	J.S.
	5/13/21	10" Pneumatic Tire	28.73	T.C.
	5/13/21	6CU FT Wheelbarrow	60.94	T.C.
	5/17/21	Cotter Pins	0.56	J.S.
	5/17/21	Angle Iron 4' (2)	21.83	J.S.
	5/18/21	6x6x12 (5)	425.39	J.S.
	5/18/21	Sod Cutter Rental	146.51	J.S.
	5/18/21	Hose Quick Connect Kit	5.73	J.S.
	5/18/21	Contractor Nozzle Set	6.31	J.S.
	5/18/21	Copper Split Bolt (3)	14.87	J.S.
	5/18/21	10' Water Hose	17.23	J.S.
	5/18/21	30 Secon Cleaner 2.6gl	25.97	J.S.
	5/19/21	24" Gear Loop Tiles	10.83	J.S.
	5/19/21	1.cu.ft. Black Kow	6.06	J.S.
	5/19/21	30 Secon Cleaner 64oz Spray Bottle	6.89	J.S.
	5/19/21	1.5cu.ft. Garden Soil	9.74	J.S.
	5/19/21	2pk Muriatic Acid	7.46	J.S.
	5/23/21	Wall Mount Lock Box (2)	79.99	J.S.
	5/23/21	Graco Handheld LVL.P Sprayer	114.43	J.S.
	5/24/21	Blue Nitrile Disposable Gloves 50ct	14.93	T.C.
	5/24/21	Glass Cooktop Cleaner	4.01	T.C.
	5/24/21	Disinfectant Aero Linen	5.66	T.C.
	5/24/21	Lemon Pine Sol	14.78	T.C.
	5/24/21	Terry Towels 10pk	5.74	T.C.
	5/24/21	500' Caution Tape	5.73	T.C.
	5/27/21	6x6-8ft (2)	110.35	J.S.
	5/27/21	6x6-12ft (2)	170.15	J.S.
	5/28/21	Machine Screw	1.36	J.S.
	5/28/21	Sleeve Anchors (4)	8.05	J.S.
	5/28/21	Red White Splice Connector	6.04	J.S.
	5/28/21	Yellow Splice Connector	6.04	J.S.
	5/31/21	Post Hole Digger	24.73	J.S.
	5/31/21	Edge Trenching Shovel	33.33	J.S.
	5/31/21	Digging Shovel	10.91	J.S.
	5/31/21	Flat Edge Shovel	16.66	J.S.
	6/1/21	Terry Towels 20pk	11.47	G.S.
	6/1/21	Dish Cleaner	10.32	G.S.
	6/1/21	Fire Ant Killer (9)	118.71	G.S.
	6/3/21	2" Rubber Coupling (8)	42.96	J.S.
	6/3/21	2" Coupling (8)	6.53	J.S.
	6/3/21	PVC Solvent (3)	29.81	J.S.
	6/3/21	2"x10' PVC Pipe	12.35	J.S.

TOTAL \$1,983.46


Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice**Invoice #:** 2202**Invoice Date:** 6/18/21**Due Date:** 6/18/21**Case:****P.O. Number:****Bill To:**

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

2-300-369103
92

Description	Hours/Qty	Rate	Amount
Facility Event Staff through June 16, 2021	28.15	25.00	703.75
			

Total \$703.75**Payments/Credits** \$0.00**Balance Due** \$703.75

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

DOUBLE BRANCH CDD

Facility Event Staff Service Hours

Quantity	Description	Rate	Amount
28.15	Facility Event Staff	\$ 25.00	\$ 703.75

Covers Period End: June 16, 2021

Amenities Revenue # 2-369-103

Horizon Casual, Inc
P.O Box 1000
Ocala, FL 34478
(352) 622-6852
www.horizoncasual.com



Estimate

ADDRESS

Middle Village CDD
475 W Town Pl Ste 114
St. Augustine, FL 32092-3649

SHIP TO

Middle Village CDD
875 Oakleaf Village Parkway
Orange Park, FL 32065

ESTIMATE # 3031

DATE 06/09/2021

SALES REP

Krysta

QTY	ITEM	DESCRIPTION	RATE	AMOUNT
20	1109SL	Biscayne Sling Dining Chair- 1 1/4" Round Tube	103.00	2,060.00T
1	Colors	Frame- 201 White Sling Fabric- HC-251 Forest Green Plus	0.00	0.00

To Process your order, Please, sign and date the bottom of the estimate and return via email. Thank you for your business!

All claims must be made within five days after receipt of goods, and claims for loss or damage in transit must be filed at once with carrier. We hold a shipping receipt in good order and accept no liability. If merchandise is damaged in transit and so received, you are responsible for securing proper notation of such damage from your local freight agent in order to secure settlement. Title of shipment passes to you upon delivery to, properly receipted by, transportation carrier. We are not responsible for delays in transit and our terms are not to be affected by such delays. Merchandise returned without written authorization will be refused. Goods listed herein remain property of Horizon Casual Inc. until invoice is paid.

SUBTOTAL	2,060.00
DISCOUNT 2%	-41.20
TAX	0.00
SHIPPING	185.00
TOTAL	\$2,203.80



Accepted By

Accepted Date

6/9/21

Code to:

Double Branch Repair and Replacements
2.320.57200.63100

232

From: Oakleaf Venues venue rentals@oakleafresidents.com
Subject: Re: DBCDD refund of deposit request - KARLIE JOHNSON
Date: June 14, 2021 at 8:34 PM
To: Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Daniel Laughlin dlaughlin@gmsnf.com

ADDRESS IS: 405 SUNSTONE COURT, ORANGE PARK, FL 32065

I will be out of the office THURSDAY, JUNE 10, 2021 thru WEDNESDAY, JUNE 23, 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 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 privileged or protected from disclosure under applicable law.

On Mon, Jun 14, 2021 at 5:11 PM Oakleaf Venues <venue rentals@oakleafresidents.com> wrote:

Good afternoon Oksana,

Please make the following refund at your earliest opportunity:

- LOCATION - OV PATIO aka Oakleaf Village PATIO (SATURDAY) 11:00 a.m. to 3:00 p.m.
- DATE OF VENUE - JUNE 12, 2021
- RESIDENT - **KARLIE JOHNSON**
- ADDRESS - 405 SUNSTONE COURT, RANGE PARK, FL 32065
- AMOUNT OF REFUND - **\$100.00**
 - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA (8449):
 - DATED: 5/07/21
 - SEQ#: 4
 - BATCH#: 183
 - INVOICE#: 4
 - APPROVAL CODE: 007422
 - AMOUNT: \$100.00

2.300.369.103
849

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
05/07/21	05/07/21	08/07/21	Karlise Johnson - OV PATIO DEPOSIT	DEPOSIT	\$ 100.00			VISA-007793

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

Thank you.

I will be out of the office THURSDAY, JUNE 10, 2021 thru WEDNESDAY, JUNE 23, 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 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 privileged or protected from disclosure under applicable law.





Security Development Group, LLC
8130 Baymeadows Way W., Suite 302
Jacksonville, FL 32256
htillman@sthreeseecurity.com
www.sthreeseecurity.com

INVOICE

BILL TO

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

INVOICE # 6858

DATE 05/15/2021

DUE DATE 05/31/2021

TERMS End of the month

SERVICE MONTH

May

ACTIVITY	QTY	RATE	AMOUNT
Dedicated Officer I 10 hours (3p-1a) dedicated foot patrol Mon-Fri; 12 hours (1p-1a) dedicated foot patrol Sat-Sun; begins 5/15/2021	182	22.50	4,095.00

BALANCE DUE

\$4,095.00

APPROVED

Code to:

Double Branch Security

2-320-572-345

839





Security Development Group, LLC
8130 Baymeadows Way W., Suite 302
Jacksonville, FL 32256
htillman@sthreesecurity.com
www.sthreesecurity.com

INVOICE

BILL TO

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

INVOICE # 6884

DATE 06/01/2021

DUE DATE 06/30/2021

TERMS End of the month

SERVICE MONTH

June

ACTIVITY	QTY	RATE	AMOUNT
Dedicated Officer I 10 hours (3p-1a) dedicated foot patrol Mon-Fri; 12 hours (1p-1a) dedicated foot patrol Sat-Sun	316	22.50	7,110.00

BALANCE DUE

\$7,110.00

APPROVED

Code to:

Double Branch Security

2-320-572-345

839



From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - SHANETTE ROBERSON
Date: June 14, 2021 at 9:02 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 CLUBROOM (SATURDAY) 7:00 p.m. to 11:00 p.m.
- DATE OF VENUE – MAY 29, 2021
- RESIDENT – SHANETTE ROBERSON
- ADDRESS – 3213 TIMBERTRAIL COURT, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA (4057):
 - DATED: 5/14/21
 - SEQ#: 2
 - BATCH# 185
 - INVOICE#: 2
 - APPROVAL CODE: 065252 (4057)

2.300.369.103
891

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
05/14/21	05/14/21	05/29/21	Shanette Roberson - OVCR DEPOSIT	DEPOSIT	\$ 100.00			VISA-065252

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

Thank you.

I will be out of the office FRIDAY, JUNE 18, 2021 thru WEDNESDAY, JUNE 23, 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 McReynolds – 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 email and 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 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 privileged or protected from disclosure under applicable law.

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - SHAUNTINA BANKS
Date: June 14, 2021 at 8:33 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 – OV PATIO aka Oakleaf Village PATIO (SUNDAY) 3:00 p.m. to 7:00 p.m.
- DATE OF VENUE – JUNE 6, 2021
- RESIDENT – SHAUNTINA BANKS
- ADDRESS – 670 REESE AVENUE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND – \$100.00
 - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA (4067):
 - DATED: 5/13/21
 - SEQ#: 2
 - BATCH# 184
 - INVOICE#: 2
 - APPROVAL CODE: 071040
 - AMOUNT: \$100.00



2-300-369-103
845

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
05/13/21	05/13/21	06/06/21	Shauntina Banks - OV PATIO DEPOSIT	DEPOSIT	\$ 100.00			VISA-071040

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

Thank you.

I will be out of the office FRIDAY, JUNE 18, 2021 thru WEDNESDAY, JUNE 23, 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 McReynolds – 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 email and 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, 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 privileged or protected from disclosure under applicable law.

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - SLYVAN GREEN
Date: June 14, 2021 at 9:57 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:

2-300-369-103
840

- LOCATION – OVCR aka Oakleaf Village CLUBROOM (SATURDAY) 7:00 p.m. to 11:00 p.m.
- DATE OF VENUE – JUNE 5, 2021
- RESIDENT – SLYVAN GREEN
- ADDRESS – 3730-B CRESWICK CIRCLE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$50.00 - CANCELLED EVENT ON 6/3/21 - 50% OF BOOKING FEE DEPOSIT IS REFUNDABLE PER POLICY
 - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA (0169):
 - DATED: 5/21/21
 - SEQ#: 4
 - BATCH# 187
 - INVOICE#: 4
 - APPROVAL CODE: 060943

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
05/21/21	05/21/21	06/05/21	Slyvan Green - OVCR DEPOSIT	DEPOSIT	\$ 100.00			VISA-060943

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

Thank you.

I will be out of the office FRIDAY, JUNE 18, 2021 thru WEDNESDAY, JUNE 23, 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 McReynolds – Community Amenities 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 email and 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 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 privileged or protected from disclosure under applicable law.

St. Augustine Electric Motor Works, Inc.

14 Center St.
St. Augustine, FL. 32084
904-829-8211
904-829-8030 Fax Line

Invoice- Sales Receipt #HELI

6/21/2021

Cashier: jb

Cash Sale
, 32084

REPRINTED

P.O. # DOUBLE BRA

Part #	Description	Price	Ext Price
6310ZZ	BEARING 6310ZZ	\$98.88	\$98.88
6207ZZ	BEARING 6207 SHIELDED	\$26.28	\$26.28
UFAN	USED FAN	\$12.00	\$12.00
SHOP SUPPLIES 7.5-25	LUBE,PAINT,TAPE FOR 7.5HP-25HP	\$14.00	\$14.00
3116	MINOR REPAIR 15HP &REPAIR LEADS	\$550.00	\$550.00
6309ZZ	BEARING 6309ZZ	\$68.96	\$68.96
6208ZZ	BEARING 6208 SHIELDED	\$47.12	\$47.12
3 THRROD3/8	THREADED ROD 3/8" PER FT.	\$1.31	\$1.74
SHOP SUPPLIES 7.5-25	LUBE,PAINT,TAPE FOR 7.5HP-25HP	\$14.00	\$14.00
3115	MINOR REPAIR 15HP 3PH ODP	\$470.00	\$470.00
6310ZZ	BEARING 6310ZZ	\$98.88	\$98.88
6207ZZ	BEARING 6207 SHIELDED	\$26.28	\$26.28
THRROD5/16	THREADED ROD 5/16" PER FT.	\$4.29	\$6.43
SHOP SUPPLIES 7.5-25	LUBE,PAINT,TAPE FOR 7.5HP-25HP	\$14.00	\$14.00
3116	MINOR REPAIR 15HP WASH,DIP&BAKE	\$560.00	\$560.00
EST	ESTIMATE (MINIMUM CHG.)	\$69.00	(\$207.00)

Tax Exempt Customer

Subtotal: \$1,801.57
0 % Tax: + \$0.00
RECEIPT TOTAL: \$1,801.57

Total Deposit Taken: \$0.00

DOUBLE BRANCH CDD-

ALL WARRANTY ITEMS MUST BE ACCOMPANIED BY RECEIPT and will be REPAIRED or REPLACED per manufacturer.
Electrical components are not returnable - No REFUNDS or EXCHANGES

Code to: Split

Double Branch Repair and Replacements

2.320.57200.63100 \$ 900.79 846

Middle Village Repair and Replacements

34-600-538-64000

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - STEPHANIE SMITH
Date: June 14, 2021 at 8:39 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 – OV PATIO aka Oakleaf Village PATIO (SUNDAY) 3:00 p.m. to 7:00 p.m.
- DATE OF VENUE – JUNE 5, 2021
- RESIDENT – STEPHANIE SMITH
- ADDRESS – 3636 SUNSET OAK DRIVE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via CHECK drawn on FIRST FLORIDA CU:
 - DATED: 5/19/21
 - CHECK#: 792
 - DEPOSITED: 5/20/21
 - AMOUNT: \$100.00



2-300-369-103
443

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
05/19/21	05/20/21	06/05/21	Stephanie Smith - OV PATIO DEPOSIT	DEPOSIT	\$ 100.00		CK# 792	DEPOSITED 5/20/21

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

Thank you.

I will be out of the office FRIDAY, JUNE 18, 2021 thru WEDNESDAY, JUNE 23, 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 McReynolds – 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 email and 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 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 privileged or protected from disclosure under applicable law.

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - SUZANNE TURCOTTE
Date: June 14, 2021 at 8:44 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 – OV PATIO aka Oakleaf Village PATIO (FRIDAY) 5:00 p.m. to 9:00 p.m.
- DATE OF VENUE – JUNE 4, 2021
- RESIDENT – SUZANNE TURCOTTE
- ADDRESS – 624 LONGCREST LANE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA (1937):
 - DATED: 5/19/21
 - SEQ#: 2
 - BATCH# 186
 - INVOICE#: 2
 - APPROVAL CODE: 019040

2-300-369-103
842

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
05/19/21	05/19/21	06/04/21	Suanne Turcotte - OV PATIO DEPOSIT	DEPOSIT	\$ 100.00			VISA-019040

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

Thank you.

I will be out of the office FRIDAY, JUNE 18, 2021 thru WEDNESDAY, JUNE 23, 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 McReynolds – 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 email and 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 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 privileged or protected from disclosure under applicable law.




Servicing Plant JACKSONVILLE

FL

Location 917

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

INVOICE DATE	INVOICE #	AMOUNT	CUSTOMER COMMENTS
4/12/21	9171672240	77.55	
5/03/21	9171678515	77.55	
5/10/21	9171680595	77.55	
5/17/21	9171682701	77.55	
5/24/21	9171684791	77.55	
Code to: Double Branch Repair and Replacements 2.320.57200.63100 302			
STATEMENT DATE	ACCOUNT #	AMOUNT DUE	
6/01/21	999548	387.75	

CURRENT	30 DAYS	60 DAYS	90 DAYS and OVER
310.20	77.55		

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:
6/01/21
Invoices Paid
Amount Paid
Customer Number
999548

INVOICE NUMBER 917 1672240 REMIT TO: UniFirst Corporation
INVOICE DATE 4/12/21 P.O. BOX 650481
CUSTOMER# (BILL TO) 999548 Dallas TX 75265
A/R NUMBER RTE# 02610
CUSTOMER DOUBLE BRANCH CDD



PAYMENT AMOUNT \$ _____

9171672240*

- Please Detach and Return With Payment -

UniFirst

UniFirst Corporation
4251 PERIMETER IND PKWY E JACKSONVILLE

PAGE 001
FL 32219

INVOICE DATE PAYMENT TERMS PURCHASE ORDER CONTRACT
917 1672240 4/12/21 CHARGE 668711

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

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

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL:

904/353-4121

RTE# 02610

LKR/ DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					
		4X6H OAKLEAF		3	31.38			3/12	3	
		MAT-4X6 HD GREAT IMP		2	20.92			1/17	2	
		DEFE CHARGE			24.00					
		MAT PROTECTION		5	1.25					
		INVOICE SUB-TOTAL			77.55					

TOTAL SERVICE CHANGES _____

AMOUNT DUE _____

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

SOIL PICK UP COUNT SH _____ PT _____ QT _____ 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 1678515 REMIT TO: UniFirst Corporation
INVOICE DATE 5/03/21 P.O. BOX 650481
CUSTOMER# (BILL TO) 999548 Dallas TX 75265
A/R NUMBER RTE# 02610
CUSTOMER DOUBLE BRANCH CDD



PAYMENT AMOUNT \$ _____

91716785157

- Please Detach and Return With Payment -

UniFirst

UniFirst Corporation
4251 PERIMETER IND PKWY E JACKSONVILLE

PAGE 001
FL 32219

INVOICE
917 1678515

DATE
5/03/21

PAYMENT TERMS
CHARGE

PURCHASE ORDER

CONTRACT
668911

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

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

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL:

904/353-4121

RTE# 02610

LKR/ DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					
		4X6H OAKLEAF		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.

INVOICE NUMBER 917 1680595
INVOICE DATE 5/10/21
CUSTOMER# (BILL TO) 999548
A/R NUMBER
CUSTOMER

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

RTE# 02610

DOUBLE BRANCH CDD



91716805958

PAYMENT AMOUNT \$

- Please Detach and Return With Payment -

UniFirst

UniFirst Corporation
4251 PERIMETER IND PKWY E JACKSONVILLE

PAGE 001
FL 32219

INVOICE	DATE	PAYMENT TERMS	PURCHASE ORDER	CONTRACT
917 1680595	5/10/21	CHARGE		668911

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

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

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL:

904/353-4121

RTE# 02610

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

4X6H OAKLEAF	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 CHARGES

AMOUNT DUE

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

SOIL PICK UP COUNT SH _____ PT _____ QT _____ 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.

INVOICE NUMBER 917 1682701
INVOICE DATE 5/17/21
CUSTOMER# (BILL TO) 999548
A/R NUMBER
CUSTOMER

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

RTE# 02610

DOUBLE BRANCH CDD



PAYMENT AMOUNT \$

9171682701

- Please Detach and Return With Payment -

UniFirst

UniFirst Corporation
4251 PERIMETER IND PKWY E JACKSONVILLE

PAGE 001
FL 32219

INVOICE DATE PAYMENT TERMS PURCHASE ORDER CONTRACT
917 1682701 5/17/21 CHARGE 668911

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

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

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL:

904/353-4121

RTE# 02610

LKR/DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					
		4X6H OAKLEAF		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 CHARGES								
		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.

INVOICE NUMBER 917 1684791 REMIT TO: UniFirst Corporation
INVOICE DATE 5/24/21 P.O. BOX 650481
CUSTOMER# (BILL TO) 999548 Dallas TX 75265
A/R NUMBER RTE# 02610
CUSTOMER DOUBLE BRANCH CDD



9171684791A

PAYMENT AMOUNT \$ _____

- Please Detach and Return With Payment -



UniFirst Corporation
4251 PERIMETER IND PKWY E JACKSONVILLE

PAGE 001
FL 32219

INVOICE 917 1684791 DATE 5/24/21 PAYMENT TERMS CHARGE PURCHASE ORDER CONTRACT 668911

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

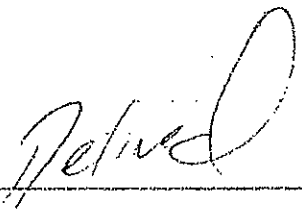
BILL TO
999548
DOUBLE BRANCH CDD
370 OAKLEAG VILLAGE PKWY
ORANGE PARK FL 32065

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL: 904/353-4121 RTE# 02610

LKR/DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC. RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					
		4X6H OAKLEAF		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.



Invoice

Invoice #: 5491

Date: 06/01/21

Customer PO:

DUE DATE: 07/01/2021

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 June 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





WABASH VALLEY
PLASTISOL

GREEN VALLEY
RECYCLED

urbanscape
POWDER COAT

878 E. Highway 60
Monett, MO 65708-9210
Toll Free: 800-253-8619
Web: wabashvalley.com
Remit To Address:
29441 Network Place
Chicago, IL 60673-1294

Sales Rep: Jack Dzoba
JKDZوبا@GMAIL.COM
P 561-603-2097
F 772-872-7307

QUOTE	
Date:	6/7/2021
Quote #	DZ001767
Customers P.O.#	

Bill To: Double Branch CDD		
370 Oakleaf Village Parkway		
City	State	Zip
Orange Park	FL	32065
Phone:	904-406-2200	
Fax:		
Contact:	Jay Soriano	
Email:	jsoriano@gmsnf.com	

Ship To: Double Branch CDD		
370 Oakleaf Village Parkway		
City	State	Zip
Orange Park	FL	32065
Phone:	904-406-2200	
Fax:		
Contact:	Jay Soriano	
Email:		

Model	Qty	Description	Price	Total	Wgts
LR300D	9	32 Gallon Receptacle - Diamond	\$258.00	\$2,322.00	603
SB100N	9	Flat Top Solid Bonnet - Inward Opening	\$113.00	\$1,017.00	144
		6 ALL BLACK - 3 ALLGREEN			
LR310N	9	32 Gallon Liner	\$32.00	\$288.00	45
Code to: Split 50/50					
Middle Village Repair and Replacements					
34-600-538-64000					
Double Branch Repair and Replacements					
2.320.57200.63100					
\$2,147.50					

Total Wgt	Tax Exempt Certificate	Terms
792	PLEASE PROVIDE	TBD

342

Sub Total	\$3,627.00
Freight	\$668.00
Tax	\$0.00
Frt Tax	\$0.00
Total	\$4,295.00

Tax Rate: 0.000%

Color Selections		
Frame Color	Plastisol Color	Other
TBD	TBD	

Comments:

Tax will be added if applicable. Quote valid for 30 days. Credit card payments accepted, application required for payment terms. Verify colors with order. Email signed quote to jkdzoba@mail.com to process order. Off loading, assembly NOT included unless listed above. CONTRACT PRICING APPLIED.

Please sign and Fax back to: 772-872-7307

Shipping Lead Time: 20+ WEEKS

Please Print Name & Date: Jay Soriano 6/14/21

*Tax rate based upon ship to zip code - Percent can change based upon entire ship to address at time of order placement.

** All freight costs include Drop ship only; Extra services such as home delivery, Lift gate and unloading of furniture may incur extra charges.**

***Being solely a manufacturer, WVM does not sign purchase order agreements - only WVM terms and conditions apply

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
6/23/21	00020	6/15/21 Q21.4636	202106 600-53800-62000	DOG WASTE BINS	*	1,010.00	
				HIGHLAND PRODUCTS GROUP LLC			1,010.00 000047
6/23/21	00020	6/16/21 Q21.4654	202106 600-53800-62000	BENCHS/HOOP JUMP	*	3,045.00	
				HIGHLAND PRODUCTS GROUP LLC			3,045.00 000048
6/23/21	00018	6/15/21 1058	202106 600-53800-62000	CONCRETE WORK	*	53,000.00	
				JETT CONCRETE WORKS			53,000.00 000049
6/23/21	00019	6/14/21 06142021	202106 600-53800-62000	DEPOSIT ASPHALT INSTALL	*	6,800.00	
				TJK PAVING INK			6,800.00 000050
6/23/21	00019	6/14/21 06142021	202106 600-53800-62000	BALANCE ASPHALT INSTALL	*	6,800.00	
				TJK PAVING INK			6,800.00 000051
TOTAL FOR BANK C						70,655.00	
TOTAL FOR REGISTER						70,655.00	

DBBR DOUBLE BRANCH OKUZMUK

thepark AND FACILITIES

CATALOG


Highland Products Group, LLC
220 Congress Park Drive, Suite 215
Delray Beach FL 33445
Phone : 561-620-7878
Email : sales@theparkcatalog.com

Bill to:
Jay Soriano
GMS LLC
475 West Town Place
Saint Augustine, Florida, 32092
United States
T: 904-342-1441

Ship to:
Jay Soriano
Double Branch CDD
370 Oakleaf Village Parkway
Orange Park, Florida, 32065
United States
T: 904-342-1441

Quote Proposal Q21.46368
Date of Proposal Jun 15, 2021
Proposal valid until Jun 29, 2021 (14 days)
Sales Rep. Carrie Georgopoulos

Lead times quoted are only estimates and may change due to the volatility and demand of raw materials.

Product image	Product name	Item #	QTY	Price	Your Price	Discount	Subtotal
	DOGIPOT Poly DogValet Color Green	135-1019-51693	2	\$285.00	\$275.00	\$20.00	\$550.00



DOGIPOT Poly DogValet, color=Beige	135-1019-51694	1	\$285.00	\$275.00	\$10.00	\$275.00
------------------------------------	----------------	---	----------	----------	---------	----------

Code to:
Double Branch Capitol Projects
34.600.53800.62000

20



Adjustment Quote	\$-30.00
Total Discount	\$30.00
Subtotal	\$825.00
Shipping & Handling (Excl. Tax)	\$185.00
Tax	\$0.00
Grand Total	\$1,010.00

- THIS QUOTE COMES WITH A BEST PRICE GUARANTEE -

TERMS & CONDITIONS

SHIPPING:

All merchandise is sold F.O.B. Deliveries are made during normal business hours, 8am - 4pm Monday - Friday. Unless otherwise noted, shipping charges include standard delivery only. Standard shipping charges are for Tailgate delivery to any commercial location on a commercial truck route; the truck driver is under no obligation to help you unload. If you are unable to accept a shipment via this method, you must purchase additional services.

- Additional Services - Residential Delivery, Limited Access Delivery, Construction Site Delivery, Liftgate Service, Inside Delivery, Notify Before Delivery.
- Service Discrepancies - If there is a discrepancy in the services requested and the minimum services required to deliver the product, The Park Catalog reserves the right to charge the customer for any necessary additional services provided at the time of delivery.
- Inspection of Shipments - It is the customer's responsibility to inspect all deliveries for possible damage, correct quantities and to note any discrepancies on the freight bill PRIOR to signing the delivery receipt provided by the driver. All claims MUST be recorded on the delivery receipt and reported within 48 hours of delivery. The Park Catalog does NOT GUARANTEE replacement parts or products FREE of charge due to concealed or unreported damages.
- Assembly May Be Required - Many of our products are shipped unassembled in order to minimize damage and lower freight charges.

CANCELLATIONS:

All cancellations must be done prior to shipping. Made-to-Order items already in production may not be cancelled.

RETURNS:

We will accept returns of unused products, up to 30 days from the shipping date, subject to ALL of the following terms and conditions:

- Approval - Written approval and instructions must be issued by our Customer Service Department before any merchandise can be returned.
- Shipping Returns - All merchandise must be returned in its original packaging, freight Prepaid. No Collect shipments are accepted.
- Re-Stocking & Shipping Fees - The customer is responsible for a minimum 25% re-stocking fee and all related shipping charges on product returned for reasons other than damage or defect. Original shipping charges will not be refunded.
- Web-Orders - For online orders, The Park Catalog is not responsible if the customer orders incorrect product or colors. All return and restock fees apply.
- Made-to-Order or Personalized - These items are not returnable unless a defect in manufacturing is presented to us with pictures prior to return.
- Force Majeure: No Party to this Agreement shall be responsible for any delays or failure to perform any obligation under this Agreement due to acts of God, outbreaks, epidemic/pandemic or the spreading of disease or contagion strikes or other disturbances, including, without limitation, war, insurrection, embargoes, governmental restrictions, acts of governments or governmental authorities, and any other cause beyond the control of such party. During an event of force majeure, the Parties' duty to perform obligations shall be suspended.

To accept this proposal please Sign Here:

Date: 6/15/21

thepark

AND FACILITIES CATALOG



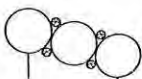
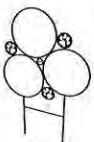

Highland Products Group, LLC
220 Congress Park Drive, Suite 215
Delray Beach FL 33445
Phone : 561-620-7878
Email : sales@theparkcatalog.com

Bill to:
Jay Soriano
Double Branch Community Development District
-GMS
475 West Town Place
Saint Augustine, Florida, 32092
United States
T: 904-342-1441

Ship to:
Jay Soriano
Double Branch CDD
370 Oakleaf Village Parkway
Orange Park, Florida, 32065
United States
T: 904-342-1441

Quote Proposal Q21.46547
Date of Proposal Jun 16, 2021
Proposal valid until Jun 30, 2021 (14 days)
Sales Rep. Carrie Georgopoulos

Lead times quoted are only estimates and may change due to the volatility and demand of raw materials.

Product image	Product name	Item #	QTY	Price	Your Price	Discount	Subtotal
	Small Dog Hoop Jump Color Blue	439-1037	1	\$442.00	\$397.00	\$45.00	\$397.00
	Hoop Jump Color Green	439-1004-108834	1	\$738.00	\$664.00	\$74.00	\$664.00
	Plaza Strap Metal Bench without Backrest Size 6 Ft Color Black	398-8001-112	2	\$793.00	\$713.00	\$160.00	\$1,426.00

Code to:
Double Branch Capitol Projects
34.600.53800.62000

20

EST LEAD TIME TO SHIP IS 10 WEEKS

Adjustment Quote	-\$279.00
Total Discount	\$279.00
Subtotal	\$2,487.00
Shipping & Handling (Excl. Tax)	\$558.00
Tax	\$0.00
Grand Total	\$3,045.00

- THIS QUOTE COMES WITH A BEST PRICE GUARANTEE -

TERMS & CONDITIONS

SHIPPING:

All merchandise is sold F.O.B. Deliveries are made during normal business hours, 8am - 4pm Monday - Friday. Unless otherwise noted, shipping charges include standard delivery only. Standard shipping charges are for Tailgate delivery to any commercial location on a commercial truck route; the truck driver is under no obligation to help you unload. If you are unable to accept a shipment via this method, you must purchase additional services.

- Additional Services - Residential Delivery, Limited Access Delivery, Construction Site Delivery, Liftgate Service, Inside Delivery, Notify Before Delivery.
- Service Discrepancies - If there is a discrepancy in the services requested and the minimum services required to deliver the product, The Park Catalog reserves the right to charge the customer for any necessary additional services provided at the time of delivery.
- Inspection of Shipments - It is the customer's responsibility to inspect all deliveries for possible damage, correct quantities and to note any discrepancies on the freight bill PRIOR to signing the delivery receipt provided by the driver. All claims MUST be recorded on the delivery receipt and reported within 48 hours of delivery. The Park Catalog does NOT GUARANTEE replacement parts or products FREE of charge due to concealed or unreported damages.
- Assembly May Be Required - Many of our products are shipped unassembled in order to minimize damage and lower freight charges.

CANCELLATIONS:

All cancellations must be done prior to shipping. Made-to-Order items already in production may not be cancelled.

RETURNS:

We will accept returns of unused products, up to 30 days from the shipping date, subject to ALL of the following terms and conditions:

- Approval - Written approval and instructions must be issued by our Customer Service Department before any merchandise can be returned.
- Shipping Returns - All merchandise must be returned in its original packaging, freight Prepaid. No Collect shipments are accepted.
- Re-Stocking & Shipping Fees - The customer is responsible for a minimum 25% re-stocking fee and all related shipping charges on product returned for reasons other than damage or defect. Original shipping charges will not be refunded.
- Web-Orders - For online orders, The Park Catalog is not responsible if the customer orders incorrect product or colors. All return and restock fees apply.
- Made-to-Order or Personalized - These items are not returnable unless a defect in manufacturing is presented to us with pictures prior to return.

• Force Majeure: No Party to this Agreement shall be responsible for any delays or failure to perform any obligation under this Agreement due to acts of God, outbreaks, epidemic/pandemic or the spreading of disease or contagion strikes or other disturbances, including, without limitation, war, insurrection, embargoes, governmental restrictions, acts of governments or governmental authorities, and any other cause beyond the control of such party. During an event of force majeure, the Parties' duty to perform obligations shall be suspended.

To accept this proposal please Sign Here: _____ Date: _____

Jett Concrete Works

3111 Longleaf Ranch Circle
Middleburg, FL 32068 US
+1 9042142902
jettconcrete20@gmail.com

**JETT CONCRETE WORKS****Estimate**

ADDRESS
double branch cdd
370 oakleaf village parkway
orange park fl 32065

ESTIMATE 1058
DATE 06/15/2021
EXPIRATION DATE 06/22/2021

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Place curb	353 linear ft spill curb	353	28.00	9,884.00
Fill Dirt	estimated 20 lds	20	200.00	4,000.00
Crush concrete sold	for parking lot base	30	650.00	19,500.00
Haul off grass strippings	15 lds	15	150.00	2,250.00
equipment for job			9,800.00	9,800.00
Labor		1	7,566.00	7,566.00

db parking lot expansion

TOTAL

\$53,000.00

50% down payment required before start of job

Accepted By

Accepted Date

Code to:
Double Branch Capitol Projects
34.600.53800.62000

18



**TJK PAVING, Inc.**

7749 Normandy Blvd.

Suite 145-344

Jacksonville, FL 32221

tjkpaving007@gmail.com

(904) 616-2214

Job Agreement / Work Order Invoice #1116

All Major Credit Cards Accepted (3% Fee)

Date: 6-14-21**Receipt-Equipment and Bodily Damage Release**

I and/or We Jay Soriano / Double Branch Fitness Center
 Property Owner Street Address Zip
 of 370 OAKleaf Village Parkway Orange Park, FL 3206
 Address
 Cell: 904-562-0249 email: jsoriano@gmail.com

Party of the second part, set fourth this contract agreement and agrees to and with all terms and provisions as said to be in this contract agreement.

- II. A. Property owner or agent party of the first part shall not be liable for any bodily damage to a contractor or his employees while work is being performed on said property.
 B. Property owner shall not be liable for any type equipment damage.

- III. Property owner, party of the first part agrees to said prices of \$ 1.50 Per square foot and \$ 1.50 per 100 square foot and fully understands and agrees with this price, and also understands and agrees that said price is this contractors price and does not reflect on any other contractors prices, high or low. Other contractors do not set this contractors prices, as he and or we do not set other contractors prices.

Property owner, party for the first part agrees only to and within full the above prices and terms. Therefore, not to compare price or workmanship but agrees only to price, terms and conditions of this contract agreement. And or any specifications listed below. This agreement is effective immediately and undersigned waive 3 day cool off period. No guarantee on grass.

Install hot mix asphalt 1.5" over 7560 sq ft

Code to:**Double Branch Capitol Projects****34.600.53800.62000**19

JUN 17 2021

Total Amount to be paid in full: \$ 13000.00 1/2 down balance
due upon job completion dollars.

Contractor

Property Owner or Agent



ONE YEAR WARRANTY-Any labor or material furnished and installed by contractor is guaranteed for one year against defects in materials, except items beyond controls of contractor such as: hairline & settling cracks, standing water, vegetation, unraveling, improper base, indentations, damage or misuse by owner. No warranty on asphalt milling or the seal coating thereof, unless stated otherwise. Must allow 90 days for millings to harden completely. Contractor liability to replacement of defective material and shall not include an additional resulting or consequential liability. We are not responsible for acts of God or Mother Nature. No refunds on credit card charges. Warranty repairs only as per contract. Any work performed on above job (Sealcoating, repairs, etc.) by any Contractor or individual other TJK Paving voids all warranty. TJK Paving is not responsible for the damage of any underground utilities not made aware of.

This contract is valid for 90 days.

SIXTH ORDER OF BUSINESS

D.

Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285; manager@oakleafresidents.com

Memorandum

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

Community:

Special Events

- Upcoming event: Dog Park opening, Summer nights at Oakleaf, Dive in at MV in August

Aquatics

- Requests for pool usage during High School Swim Season
- Aqua Zumba taking place at pools

Amenity Usage

- *Total Facilities Usage – 5702*
- *Average daily usage – 190*

Card counts:

DB Owners	140
DB Renters	84
DB Replacements	42
DB Updated	32

Total cards printed: 577 (both districts)

Rentals

- *8 of 30 days rented in June , 4 of 4 weekends rented*
- *4 Clubroom rentals, 8 patio rentals*
- *24 tours (approx. 48 hours)/64 hours used for scheduling, administrative, etc*

Double Branch Community Development District (CDD)

370 Oakleaf Village Parkway, Orange Park, FL 32065

904-375-9285; manager@oakleafresidents.com

Memorandum

Operations:

- Updates on projects: nature walk bridge, parking expansion, seal coating
- floor plans and quotes for Fitness Center change over

MAINTENANCE

- Complete install of new filter grids at Slide pool
- Complete install of new filter grids at lap pool
- Diagnose damage to check-in computer at pools
- Replace check in computer and access programming
- Repair door handle set at lifeguard break room at pools
- Concrete boundary spikes at Fall creek playground-complete
- Repair of damaged bench at Fall Creek park
- Audit of access cards – ongoing
- Install shelving at Storage Shed
- Wood work for upper and lower outer rails completed at Dog Park
- Install “DogiPots” at Dog Park
- Replace drain covers and piping at Waterfall – inspect damage due to vandalism
- Install for wooden play structure at Silverleaf
- Plan and Prep for concrete/wood bollard installs at Nature walk trails
- Obtain quotes for split rail fencing at pond and roadsides for nature walk area
- Coordination and planning for new 12 volt lighting at trees and pool deck facilities
- Inspect ADA lift and coordinate repairs (motor and gearing replacement)
- Replace battery on ADA lift at slide pool
- Cut backing for new and replacement signs – ongoing
- Inspect and coordinate repairs/replacement of older outdoor speakers at pool areas (50% replaced currently)
- 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 6/4. Nature’s Hammock, Fall Creek, The Oaks, Cannon’s Point, Pebble Creek, Silver Leaf, Oakbrook, and The Cottages completed 6/23.

Landscaping

- *Playground mulch install*
- *Mulch replacements throughout roadways and Amenity Center*
- *Monthly report for June submitted and filed at Operations office*

For questions, comments, or clarification, please contact:

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

jsoriano@gmsnf.com



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

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

Double Branch CDD 2013 Clay County, Florida



	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