

***DOUBLE BRANCH***  
***Community Development District***

***SEPTEMBER 7, 2021***

## *AGENDA*

# **Double Branch Community Development District**

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

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August 31, 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 **Tuesday, September 7, 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 August 9, 2021 Meeting
  - B. Financial Statements
  - C. Assessment Receipts Schedule
  - D. Check Register
- IV. Consideration of Amendment to Fee Agreement with Hopping Green & Sams
- V. Acceptance of the Annual Engineer's Report for Fiscal Year 2021
- VI. Consideration of Resident Member Suspension
- VII. Public Hearing for the Purpose of Adopting the Fiscal Year 2022 Budget
  - A. Consideration of Resolution 2021-08, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2022
  - B. Consideration of Resolution 2021-09, Imposing Special Assessments and Certifying an Assessment Roll

VIII. Staff Reports

A. District Counsel

B. District Engineer

C. District Manager

1. Consideration of Work Authorization for Onsite Management and Maintenance Contract Administration for FY22

2. Consideration of Work Authorization for General Maintenance Services for FY22

D. Operations Manager – Memorandum

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

X. Next Scheduled Meeting – October 11, 2021 at 4:00 p.m. the Plantation Oaks Amenity Center

XI. Adjournment

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

Sincerely,

*James A. Perry*

James A. Perry  
District Manager

### *THIRD ORDER OF BUSINESS*

*A.*

MINUTES OF MEETING  
DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Double Branch Community Development District was held Monday, August 9, 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
Marilee Giles	GMS

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There were no members of the public in attendance.

**THIRD ORDER OF BUSINESS**

**Approval of Consent Agenda**

- A. Approval of the Minutes of the July 12, 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 June 30th, your assessment receipts schedule showing you are 100% collected and the check register totaling \$110,120.05.

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

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-07,  
Designating Officers**

Mr. Perry stated we're asking the Board to consider keeping the current slate, other than adding Ms. Giles as the Secretary and Treasurer to the list of officers.

On MOTION by Mr. Lanier seconded by Mr. Horton with all in favor Resolution 2021-07, designating Ms. Giles as Secretary and Treasurer was approved.

**FIFTH ORDER OF BUSINESS**

**Discussion on the Fiscal Year 2022 Budget**

Mr. Perry stated this is a placeholder for the Fiscal Year 2022 budget, which we will be adopting at your next meeting. We haven't made any changes to the budget at this point in time. We will be updating it for actuals and projections for next year for your next meeting, but we don't anticipate any changes in the assessments so they will remain the same as they are this year. If there are no questions from the Board, we will go through the budget in detail at your next meeting.

Mr. Horton stated just glancing through there I noticed there are a lot of things that bumped a bit, more so than last year.

Mr. Perry stated we always make adjustments based on where we actually are and obviously there are a lot of things that Jay has been working on, which will make changes to the budget from last year. Again, at the end of the day, the assessments stay the same.

**SIXTH ORDER OF BUSINESS**

**Consideration of Designating a Regular  
Meeting Schedule for Fiscal Year 2022**

Mr. Perry stated a copy of the proposed meeting schedule is in your agenda package. The only question we have is the February meeting is February 14<sup>th</sup> at 6:00 p.m. You're fine with that?

There were no objections to the meeting date.

On MOTION by Ms. Nelsen seconded by Mr. Davis with all in favor moving the Fiscal Year 2022 meeting schedule was approved as presented.



**SEVENTH ORDER OF BUSINESS****Staff Reports****A. District Counsel – Consideration of HGS Rate Adjustment**

Mr. Eckert stated I have two items for the Board today. Included in the agenda package is a letter that we sent to GMS back in March. Every year we look at our rates that we have and the firm decides what our new rate should be. The last time we brought this issue before you was in 2019, where we asked for a rate adjustment. At this point in time, we're proposing an hourly rate adjustment for me from \$335 to \$350, which is \$15 an hour. Also, paralegal services would go up from \$130 to \$150. Associates would be between \$265 and \$285. There are no associates that are assigned to your district at this point. Certainly, we can bring somebody in if it makes more sense to do so, but I have a good walking around knowledge. The rates won't take effect until October 1, 2021, so when you start your new budget year. The reason I wasn't really concerned about this not coming up in March or April is I was not proposing a change to your budget as a result of it.

Mr. Davis asked do you recall what the increase was in 2019?

Mr. Eckert responded I don't, but I can get that for you. I don't think I was the counsel at that point.

Mr. Thomas asked this is already reflected in the upcoming budget, or we would have to adjust it?

Mr. Eckert responded no; you don't need to adjust the budget for it. We don't work up to your budget number. Hopefully we've over budgeted for legal services because once you get any kind of litigation, you've under budgeted for the year. I would recommend it to Jim if I thought it had any kind of material difference on this. The other thing that is happening too is that I'm moving over to this area from Tallahassee and right now you all have a flat fee for my meeting attendance and preparation. I'm going to sit down with your Chair and talk about whether that makes sense going forward, because I think since I'm going to be over here now, that some of that can be reduced and rather than do a flat fee, going on the hourly rate may end up saving the District \$300 to \$500 a month. Overall, I don't think you're going to see much of an increase, if any increase at all.

Mr. Davis stated I know inflation is running rampant everywhere so I have no issues with it.

On MOTION by Mr. Lanier seconded by Ms. Nelsen with all in favor Hopping Green & Sams' rate adjustments were approved.

Mr. Eckert stated the second issue is we will be reaching out, and we have been reaching out, to the insurance companies who provide liability insurance for the CDDs throughout Florida and talking to them about whether or not they have any new restrictions that they want us to be imposing related to the CDC's latest revised guidance. It doesn't mean we have to follow it, but it is something we should at least be aware of.

**B. District Engineer**

There being nothing to report, the next item followed.

**C. District Manager**

There being nothing to report, the next item followed.

**D. Operations Manager - Memorandum**

Mr. Soriano stated we just had a couple of our District events. There was a dive-in over here and that was the last one for the summer at your sister district. We have one more on your side in the pool coming up and then everything else we have on the multi-use fields. We are also onto the limited pool schedule. The kids are back in school, and we have gone to the alternating schedule. Today your pools are open and tomorrow yours will be closed and this pool will be open, and we will go back and forth. We whittle down again a little later in September to where they're only open in the afternoons and then we eventually get to just being open on the weekends in October. There was a request to use your pool from Bishop Snyder. I don't know that we will be able to accommodate, but they asked to use lanes. They go all the way out to Baldwin and rent lanes out there and it's been problematic, so they were hoping for any help. I told them if we could, we would. I just don't know if we have the ability to. You don't have diving blocks for secondary athletics. You're not even allowed to dive in our pools because they have to be at least 5 ½ feet deep so it's a little problematic but I did tell them if there was any way at all I can work with them for some of their practices that I would unless there are any concerns from you guys.

Mr. Horton asked how many times a week and what are the time periods?

Mr. Soriano responded most swim teams practice every day during the week. I told them we definitely wouldn't be able to handle that. They're a private school so we would have to do something a little different if we did okay something with them as far as a usage agreement.

Mr. Davis stated two years ago I put in a \$100,000 covered batting facility for them. They can put a pool in.

Mr. Soriano stated I didn't get to the point of asking them for money or anything. I'm willing to try to help out where we can, we just can't compete against our own organizations that are here. I don't want to cause problems with people stepping on each other's toes and I can't go beyond what the facility can handle. There are rules they have to follow anyway that our pools just don't meet right now. I can't put a third on this pool so it would only fall under yours if I can help them, but I wanted you guys to be aware in case there were any concerns.

Mr. Horton asked they'd only be practicing late afternoon?

Mr. Soriano responded it would be really late afternoon. They have two high schools here that start right after school at 2:00 and they go all the way until 8:00.

Mr. Horton asked would they block out the pool when they were practicing?

Mr. Soriano responded no; I would ask it to be the same exact thing as here. They would have to leave a couple lanes open.

Mr. Soriano continued with his report. If you'll notice, our numbers are creeping up here. We had 100 plus people out on the deck for the back-to-school event. The entire time it was packed, and the kids had a lot of fun. We gave away stuffed backpacks and \$10 Amazon cards and the DJ had them all partying so that was the first time it's looked like a regular summer day. If you see our numbers there for July, this is the highest we've been in a long time. It was comparative to pre-pandemic times. We were constantly busy every day. The only reason these are a little lower I think has to do with us having a really wet summer. The rain did cut down our operating hours quite a bit.

There are a couple of items I want to discuss with you. I'm going to update you guys on a couple of projects and then we also have some items for purchase. One problem I'm having that has stopped us from opening the dog park is standing water after all of that rain. I still don't see that as being problematic for the dogs. I am going to raise the level up a bit on the outside of the fence. We're going to put smaller gravel and bring up the ground level.

However, on the inside of that fencing where it goes down into the culvert, you can't see them in the picture, but there are actually fish in the puddle. That goes to that pipe and all the way out to the pond. That keeps the level with that pond, so right now that pond level is really high and that is where that water is coming from. We have gotten the fencing solved, so don't have to worry about dogs going down into that drain or anything, but it is staying a little wet so we're going to bring that up a little bit, but there is always going to be a problem when we have that much rain. I do have to put out that sign that we use reclaimed water everywhere just in case it ever happens, and somebody's dog gets sick because they're drinking that water.

Our bridge is built. It's not out there on site yet, we built it in our storage room, which came in handy the last couple of weeks while it was raining. We put it together in the sections that were prefabricated, which is what you will see on the front page. The second page is from a city the manufacturer worked with before to give an idea of how to dress it up with the wood slats at the bottom and the railing so we can make it look a little nicer of an outdoor bridge. That is what we're planning, so we're going to go ahead and cut the wood and we're going to paint so the aluminum slats will get a powder coat green matching the bridge that we have at the amenity center to try to make it look like something we've already done as we put it together out there on site. Hopefully we will have that finished up for next month's meeting too.

Mr. Horton asked you can do powder coating?

Mr. Soriano responded powder coat green. I'm not going to powder coat it. I was just talking about that light coat of green that is going to look like it is powder coated, but I'm not taking it to get powder coated. If we want to, I did look at that. I can take them one at a time, but you're probably talking another couple thousand bucks to powder coat that whole unit.

Mr. Horton stated no, I was just curious.

Mr. Soriano stated it would match everything more and be more durable but I'm good with going out there and painting it every year or so.

Mr. Davis asked what was the cost of this bridge and the length?

Mr. Soriano responded it's a 24-foot bridge and I believe we paid \$14,000 for it. I'll have to double check. I've been dealing with a lot of companies that have given us outrageously long turnaround times like four months to eight months just to get something delivered and that is the norm right now, however, this company wasn't that slow, but we did

pay them differently. We paid them an extra \$1,800 to have that PO price so they got their check before that bridge went out the door. I asked the owner if they would consider giving us a bit of a discount since it didn't really go out like a PO and the price is set up based on that. They haven't responded to me yet. Anything would be nice.

We also have the parking lot expansion, most of you guys have seen that. I am waiting on striping and then I'll have to work with Chalon on landscaping so we can get that closed in. He is looking to seal coat on a weekend for the track. After this next weekend I'm going to have to hold them off and tell him we'd rather go during the week because weekends are going to get too packed here. I know he was hoping to get that scheduled because he's already behind because of the rain for some of this other jobs. If he can get it this next weekend then great, the track will be done too, but if not, I'll have to push him off and we will do it during the week.

Mr. Horton asked I noticed on the receipt it says it's got to set up for 36 hours. How are you going to protect that?

Mr. Soriano responded so you won't that one like our concrete. Kids aren't going to be able to go down there and spell their name in it. However, if you walk across it right away it would damage your shoes, so we do have to have signs out there for that reason. We will send out an email and we're going to stick wooden stakes with printed signs all the way around the track.

Mr. Horton asked is somebody going to keep an eye on it?

Mr. Soriano responded our security is going to pay extra attention, but we're only going to be able to do so much. While we were out there fixing a couple of pot holes when he was doing the expansion, we're putting down asphalt and there's people just walking right through a fresh pothole.

Mr. Davis stated just tape it off and say stay off. I wouldn't even warn them it's going to mess up their shoes.

Mr. Soriano stated the last couple of items will be things we have to set aside money for if you want to move forward. I've been talking about the Hammer Strength equipment in the fitness center. I'm looking at five machines. These are refurbished models so they have a lower price. On average the Hammer Strength machines will go anywhere from about \$2,500 upwards to \$5,000 for a brand-new machine from Life Fitness. That is who provided our treadmills and stepmills this last year. I'm still waiting for them to give me a price on new

models. The refurbished do come with a one-year warranty. The Hammer Strength machines are a little different than the other equipment we have. We don't have a lot of motors. Moving parts I have concerns with, so I don't need it to be a brand new model to make it last. If we go with the new ones, just to pick up five pieces we're talking at least \$25,000. Here, it's going to be closer to \$10,000 or \$15,000.

Mr. Horton asked how do you put the weights on there?

Mr. Soriano responded these are plate weights, so they are large round plates with the handles that you'll just slide onto a big bar that's on the side there. This is the price of the machine. It doesn't include the weights or shipping. I'll buy the weights separately, but I can do that with my amount, so this is just to confirm the machines. If we want to go this route, I'd move the treadmills, the ellipticals and the two stepmills and we've purchase new rowing equipment, one standing and another rower so we will have two rowers and those will all go into the aerobics room. I will have to purchase some small items such as mats to protect the floor and two new TVs. The space that those will come out we will move the fitness equipment around and get these machines in place on the other fitness floor.

Mr. Horton asked how many are you going to get?

Mr. Soriano responded right now I'm looking at just starting with five. They are a bigger footprint than the equipment that we use now so I'm going to be able to fit a lot in that room. It really depends on availability though. The reason I picked these machines out is because they do multiple movements and multiple muscles rather than one specific exercise. With our Select Rise machines, they have one just for one muscle group, so we'd have to have 15 or 20 of those machines. These are more combo machines. Our athlete-minded people will be more interested in that too.

Mr. Lanier asked would all demographics be able to use this with no issue?

Mr. Soriano responded no, whenever you consider a free weight, the concern with that is it is a little harder to understand and it's a little more intimidating. We don't have someone that is going to take them through a training session, so there are groups of people that would just not mess with this and would get on the select rise equipment that has a little picture of how to sit and how to move.

Mr. Davis stated and the weights are heavier.

Mr. Thomas stated these should come with a little diagram that shows the target muscle area. I really like the Hammer Strength equipment; I would just encourage you to buy extra pads and maybe we need to put in the gym policies to use the machines correctly. Some of these guys just slam them. If there's a thick pad and you do that, it will break that pad down and it will bust the arm.

Mr. Soriano stated that's actually why I like the older models. I can get replacement pads easier than the newer model items. I have that problem sometimes with the equipment we have now. If I can get a machine that has easier replacement parts, it makes it easier for us long run maintenance-wise. If we spend about \$15,000 to \$20,000 today to go ahead and make purchases, the problem is it's not just about buying the equipment. I think everybody is going to like the idea of having a cardio room now. We're almost doubling the size of our fitness center by doing this. That goes to the concern of maintenance and budget line down the road. We have all this extra equipment that we have to clean, pay for preventative maintenance, and repair it when something does go out. Every time we do something like the bridge, the dog park, we're adding on a lot to our large capital plan.

Mr. Davis stated the one thing about the Hammer Strength equipment is it's very rare, if ever, that I see in any gym a Hammer Strength machine down because you don't have the pulleys and cables involved. They're very user friendly and low maintenance.

Mr. Soriano stated the most I get is a bearing every once and a while.

Mr. Lanier asked is Southeast adept at fixing Hammer Strength equipment?

Mr. Soriano responded yes. They work with the Life Fitness company that provides our equipment. If we want to move in the direction of Hammer Strength, I would ask for at least \$15,000 if not up to \$20,000. I do not know what it will cost to ship these. I still have to make sure we have availability. I would like to get it moving pretty soon because the one problem I have come up again is the Zumba ladies are asking if they can use it until it's changed and I'd rather go ahead and get it done and changed and start moving stuff in there.

Mr. Horton asked what's the cost of the weights?

Mr. Soriano responded right now we're looking at anywhere from \$4 to \$6 a pound, so it really depends on how many pounds I get.

Mr. Thomas asked where are you getting these weights from?

Mr. Soriano responded they're plated with the handles.

Mr. Thomas stated oh you're not talking bumper plates.

Mr. Soriano stated we're not doing Olympic lift, so I don't need the bumper. They are going to be rubberized.

On MOTION by Mr. Lanier seconded by Mr. Davis with all in favor purchasing fitness equipment at an amount not to exceed \$15,000 was approved.

Mr. Soriano stated the last item is the salt changeover. We do not have the leak fixed yet in the slide pool, however I had mentioned before the best time to get this changeover done is in the winter. I save money during the summer, so the higher rate is during the winter. I would like to go ahead and get moving on this. The slide pool uses what is called a PRO3, basically three of these systems stacked on top of each other and your other pool can use a PRO3, but they're looking for a higher amount of cells. The number on the right is what the Auto Pilot company says the state requires to let us go 100%. I don't agree with that, because every health inspector I've ever seen says we can't go 100%, we always have to have that backup chlorinator, so whether we use chlorine tabs or liquid, they don't allow us just to use the salt system. This number here may produce more than enough salt to handle it by itself, they just want us to still have something there as backup, but that is a higher number of cells. For the slide pool, I would actually start with a six unit, but it comes with four soft cells, so if you look at these boxes here, you will see one that says PRO3, that is a lower price, and then there is a PRO6. It has six individual controllers inside of it. The six is the high dollar one, it's \$13,790. The PRO3 is a big unit, but it's only going to come with three inside of it, so there is space to expand. There is also a PRO4, it is \$11,000. That's where I would start. It's a little higher than their suggestion. The lap pool I would put a PRO6 on it and a PRO3 so that we have more than enough there also. So, for your slide pool I would be looking at \$11,000 and then for your lap pool you're looking at \$22,300. To change the spray ground over, it's \$774 so I can take care of that kind of stuff.

Ms. Nelsen asked what is the rate of return on this investment as far as labor and materials?

Mr. Soriano responded most of the install is going to be done in-house. I do have to have Crown finalize and if we end up having to put on a booster pump to make sure we have



correct flow our pool contractors would have to do that so there will be some labor costs involved there, not a lot. Most of it is going to be this purchase price. Right now, look at these two, we are looking at \$33,000, maybe \$35,000 once we're done. Right now, we're spending \$24,900 in chemicals each year so once we make it into the second year, we start to see a return on investment.

Mr. Horton asked will you be able to adjust any of your chlorine contracts on the fly?

Mr. Soriano responded we're going to get rid of it. They only do an all-inclusive contract. I can work with companies that deliver in bulk and it will sit there for a couple months because it's only needed as backup. So, we will have chemicals we still have to buy.

Mr. Lanier asked what is the average cost per year to run salt solution?

Mr. Davis responded I have the DIG-220 on my pool and have for years and I can't speak for the two larger systems, but the Auto Pilot, I've had to do maybe \$300 or \$400 worth of maintenance to replace the motherboard and such in the last seven years. That is a very low maintenance unit. I can't speak for the other larger units, but if they're Auto Pilot as well, I love the system.

Mr. Soriano stated it's basically a stacked version of that little one so if the salt cells go out, those salt cells can be anywhere from \$300 to \$600 depending on where you purchase it from. If we lose one for one summer, we're replacing one for a few hundred bucks. If we lose all six, then it will add up. They do come with a one-year commercial warranty, but many will last a few years if you're taking care of them.

Mr. Davis stated on the DIG-220 they don't advertise it, but there is a \$60 or \$70 rebate that I found out about after replacing the cell for the third time.

Mr. Thomas asked so you're looking at a not to exceed \$37,000?

Mr. Soriano responded yes, that should be more than enough.

Ms. Nelsen stated it's hard to argue with a less than two-year rate of return.

Mr. Soriano stated my only concern would be at two years we start to see small amounts of maintenance to replace the cells or electrical damage. That would be the only thing that cuts into our return on investment. Right now, we're not going to get cheaper on chlorine, we're only going up and after this year I think every company is going to find an excuse to increase costs for pool chemicals, so this I think is one way we're going to be able to control it better ourselves.

Mr. Horton stated I'm thinking Middle Village will go along with this too.

Mr. Soriano stated they have already done theirs. Their large pool in the back has been salt for years, it's just a different type of commercial system with a giant commercial salt cell and every time that goes out it's \$7,000 just to replace it so it has not given us that return that we would like. They are switching it to this. That's the way they did their heaters too, they're stacked systems, so if I ever have it go down the others take over for it for a while until I replace it, so we don't have a system out. Unless for some reason we lost all six and then we keep chlorine.

On MOTION by Mr. Thomas seconded by Ms. Nelsen with all in favor purchasing a salt cell system at an amount not to exceed \$37,000 was approved.

Mr. Soriano stated the last item for discussion concerns a parent of one of my employees. Mom was upset that a lifeguard didn't get lunch when he was supposed to, so she came onto the deck yelling and cussing at our staff. This did occur here. This is one of your residents, so I did talk to your sister district about it also. You can read the statements. I did finally talk to her yesterday, and I just don't think she understands, so at this point I would treat her just like I would treat any other resident if they were out there yelling and cussing at people. I would suggest we take the steps we go through and send out a letter and she would get the opportunity to come talk to you guys at our next meeting.

Mr. Horton asked this is because her son didn't go to lunch on time?

Mr. Soriano responded she felt he didn't. She came to the point she wanted to yell at the Supervisor and take him out of the lifeguard stand.

Mr. Davis asked she refused to leave after CCSO asked her to leave?

Mr. Soriano responded CCSO didn't get here in time. Our security guards did get here, and they saw the end of this confrontation. She did decide to leave once she understood the trespassing issue and warning there so she did eventually leave. At first, she was refusing. The supervisor she is cussing at and talking to and that wrote this statement is one of our adult supervisors.

Ms. Nelsen asked what is your recommendation?

Mr. Horton asked Middle Village has to take action on this, right?

Mr. Eckert stated there's a process we have to go through that I think will resolve this issue. First of all, we have to provide a notice and opportunity to be heard. That is their due process rights. We've not provided her with a letter because I think Jay wanted to have that conversation with her, which is standard protocol to figure out if something was going on with that person that day. Now that we know the answer to that, we would keep the card suspended until your September meeting. After this meeting, we will write a letter saying your card is suspended and you're welcome to come to the Board meeting and the Board is going to discuss whether to lift the suspension or whether to lengthen it.

Mr. Horton asked we've told her she's suspended already?

Mr. Soriano responded right now I've told her she's not allowed to be on the property. I did explain coming to the Board and things like that.

Mr. Davis asked what was her attitude like when you spoke with her?

Mr. Soriano responded she didn't agree with me, and she didn't think we could take her privileges. There was a statement I will share with you that she is upset because the supervisor repeated profanity when she was telling her that she couldn't say that word. She truly believes that makes it okay because she did it and that's hypocritical if we're getting her in trouble and not the supervisor. Then it went into, I wasn't really yelling at her, I was yelling at my son. I'm thinking, you're out here cussing at your son, a minor on deck and she didn't quite get that she couldn't do that so she didn't agree and then she hung up on me so her attitude wasn't that great. She didn't present anything to me that would give me any kind of excuse that I could work with her. That's typically what I would do, especially on a first offense. This is a first offense, however it's kind of a bad one. If we had some teenagers out here I promise I wouldn't deal with that so I do have to look at with consistency.

Mr. Thomas stated start the letter.

Mr. Horton asked did her son quit or you let him go?

Mr. Soriano responded I did let him know his mother's actions don't reflect on him. He was completely embarrassed. But he has been late a couple of times and I didn't realize he was gone until I talked to his mom. It's someone that Susie deals with, but yeah, he's no longer with us.

Mr. Thomas asked so we will just start the letter?

Mr. Soriano responded yes.

Ms. Nelsen asked if this person was a renter, does the property owner get notified as well?

Mr. Eckert responded typically they don't. We're going to notify whoever the card is registered to because they're the ones that have the privileges that are being suspended. We've never gone back to try to find out who the property owner is to let them know. The property owner and the tenant have to have a lease that they bring to staff to be able to get the cards.

Mr. Horton stated I thought S3 was going to have a representative here at our meetings.

Mr. Soriano stated I will mention it to them that we had this scheduled. They were here last time, so they heard the date, so I didn't remind them this time.

Mr. Horton stated just curious. They might have added something to it.

Mr. Soriano stated they did ask me Friday if I had gotten the golf carts yet. I've found a couple, but I haven't paid for them yet. I'll respond to them and say yes, but could you be at the meetings.

Mr. Horton stated I have a couple of questions on the maintenance section of your report. I saw the graffiti at the bridge, and I noticed you took care of the bridge and you painted it. It seemed like a hard way to fix it.

Mr. Soriano stated it got pressure washed first, but most of the paint came off with it.

Ms. Nelsen asked are we talking about the overpass?

Mr. Soriano responded no, if you didn't get to see it on Facebook I'll bring that disciplinary report to you next month because I still have not gotten a report from Clay County Sheriff's Office on this, but they were involved. They did catch the kids and they are residents so right now their cards are temporarily off but I'm still trying to find out if Clay County did anything more because if they did then it helps take some of it out of our hands. This was during the day.

Mr. Davis asked what about some restitution?

Mr. Soriano responded I would look for that, but I can tell you I've never gotten restitution out of Clay County before for their residents.

Mr. Davis stated that's something we need to talk to the Sheriff's Office about. It's costing us money.

Mr. Horton asked how old were they?

Mr. Soriano responded 13 or 14. Once I get the report from Clay County Sheriff's Office, that will also come with our report for the kid's privileges next month.

Mr. Davis asked what was the age of the other boy involved?

Mr. Soriano responded I do not know, but I'll find out for you.

Mr. Davis stated I'm just thinking you can't buy spray paint anymore until you're 18, so that should fall back on the parents. It's frustrating to spend money on ignorance and vandalism and stuff.

Mr. Soriano stated our off-duty officer wasn't involved, however the arresting officer, the one that went to the house sent the report to Clay County and not directly to us so we have to wait for to finish everything.

Mr. Horton asked so they arrested the kids?

Mr. Soriano responded I don't know. They didn't give us any information so I'm still waiting for them. I would have thought something more should come out of this.

Mr. Davis asked did they ask you how much costs are involved?

Mr. Soriano responded no so I don't know if anything more came out of it, like they were going to press charges for something else, which to me makes sense that they wouldn't just let them get away with a warning when there are monetary damages involved.

Mr. Horton stated the parking lot extension, you talked about that a bit, the striping, the fencing, the landscaping. We haven't really gone out for anything on that?

Mr. Soriano responded no. There will be landscaping going up. Fencing may go up this week so that will be first and then we will get some landscaping in.

Mr. Horton asked what about the striping? It's still blocked off.

Mr. Soriano responded I can take the block off, but there are no spaces, so I wasn't going to take it off yet. He was going to do the striping with the seal coat, so that's my concern is if he can't get to the seal coat quick.

Mr. Horton asked is he still going to do it on the weekend?

Mr. Soriano responded that's what he was hoping for but unless he can do it this weekend, we're down to the minute.

Ms. Suchsland asked are they the ones that put down the asphalt as well?

Mr. Soriano responded yes.

Ms. Suchsland asked have you asked him to clean up on the hedge line where he dumped the asphalt?

Mr. Soriano responded yes.

Mr. Horton asked what about the woodchipper?

Mr. Soriano responded it's supposed to be in this week. We were supposed to have it last week. I was looking forward to playing with it because we cut down a couple of trees along the backside of that walkway so hopefully, I will be able to pick it up soon. It does come from the commercial division of Home Depot so they're usually very quick.

Mr. Horton stated just a general comment, I'm on Next Door, which is like a Facebook group, and I noticed Jim Haynes was on there advertising pickleball at Oakleaf. Next Door goes out to just about everybody, so we were talking about having outside people coming in here and he's out there advertising, mostly to outside people.

Mr. Soriano stated we were supposed to be joined by the pickleball group. He warned me that they were organizing full force to show up so I'm not sure why they aren't here. However, they do have a lot of outside people. They do have a lot of residents too, but they have a lot of outside people. That was one of the big things they wanted to ask for was for us to waive fees for guests and I don't agree with that.

Mr. Horton stated I don't either.

Mr. Soriano stated in some form or fashion we do that with everything. Even with our sports associations, soccer pays extra in house and then soccer pays us, so there's supposed to be an increased rate for non-residents so almost everything we have the non-residents are supposed to pay so I don't agree with not charging them but was one of their big asks and then the other ask was when can we get our courts so I'm still working on that stuff.

Mr. Horton stated I ran across a pickleball page so I joined in. There's a lot of different courts on there so there's a lot of different ways you can do it and not all of them are totally expensive like what we're talking about here. They were fenced in and lights weren't really an option to start off with it looked like so it didn't seem like it was that expensive to get it done so I just wondered if we're going to do that if it was going to cost as much money as we were talking about.

Mr. Soriano stated I can bring you multiple quotes, but we're looking at \$20,000 or \$30,000 depending on how many courts we need. That's for taking away tennis and giving to pickleball.

Mr. Horton stated I was talking about to build them.

Mr. Soriano stated to build them is still expensive. You're talking about a good asphalt; concrete overlay and we still have to surface it correctly. Can people do this in their backyard cheaper? Yes. That is our problem with being commercial. I can buy a residential playground, but I think we would get trouble if anybody got hurt, and I have to have the right vendors.

Mr. Horton stated this wasn't just somebody doing it in their backyard, this was cities too.

Mr. Soriano stated there is one district that is doing it and it is about a quarter million. They're on the high end and they like their things nicer, but that is still costs that you're going to see out there. I could bring quotes on what it costs to build. I would stay away from lights because we already have lights depending on where we're going to put it, but if we have to add electrical that's going to be a higher cost.

Mr. Horton stated to start off with if we're going to have people coming from other these areas, they need to pay.

Ms. Nelsen asked can we convert a basketball court?

Mr. Soriano responded I would be good with that too.

Mr. Davis stated so would I.

Mr. Soriano stated we would hear from those basketball players.

Ms. Nelsen asked there's three, right?

Mr. Soriano responded two.

Ms. Nelsen stated I think it would be okay if we took away one. We'd have to get a quote.

Mr. Horton stated it would cut down on a lot of trouble.

Ms. Nelsen stated maybe if we get a quote, we could get a quote for each area.

Mr. Soriano stated right now I'm looking at quotes for painting and changing something that is already there. If you guys want to look at building brand new, that is going to be even more expensive.

Mr. Horton stated I wasn't pushing for new courts, I was just saying.

Mr. Soriano stated I'm not sure where the pickleball people are as far as what their true thoughts are. They want something now but I can't imagine they are thinking they want standalone courts. I think Jim would like that, but he doesn't expect that anytime soon. He's looking at years down the road. So, what they're asking for is kind of problematic. Let's spend \$20,000 on painting courts and taking them away from tennis, and then in a couple of years look at building. That's asking for a lot. I don't know if they're thinking about it the same way. He was looking at it as trying to build the program and then they can get standalone courts down the road. I think we will hear from them constantly.

Mr. Davis stated baseball people ask all the time for covered batting cages. I guess come to a meeting three times in a row and you'll get it. There's a lot of people that want a lot of stuff around here.

Mr. Soriano asked can we put pickleball courts at the County courts?

Mr. Davis stated the County just took over all of the leases for all of the athletic associations so it's getting interesting.

Mr. Lanier stated if we do at all entertain the basketball courts, we may need to think about fencing.

Mr. Soriano stated the plan that I had was I have to change the fencing that is there right now.

## **EIGHTH ORDER OF BUSINESS**

### **Audience Comments / Supervisors' Requests**

#### **Audience Comments**

There being no audience comments, the next item followed.

#### **Supervisor's Requests**

Mr. Lanier stated VerdeGo, thanks for all you do.

Ms. Suchsland stated I'm glad you appreciate it. I will forward that on to my guys.

Mr. Horton asked just out of curiosity, do you stop cutting when it rains or only when it starts lightening?

Ms. Suchsland responded it depends on how heavy it is. If it's heavy, we're done because it's too saturated. Some of your areas didn't get mowed last week because they were



under water and we're going to catch up tomorrow and Wednesday. If we stopped every time we would be really behind.

**EIGHTH ORDER OF BUSINESS**

**Next Scheduled Meeting**

Mr. Perry stated the September meeting is the 7<sup>th</sup> at 4:00 p.m.

Ms. Nelsen stated that is a Tuesday, not a Monday.

**NINTH ORDER OF BUSINESS**

**Adjournment**

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

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Chairman/Vice Chairman

*B.*

# Double Branch

## Community Development District

Unaudited Financial Reporting  
July 31, 2021



**DOUBLE BRANCH**  
**Community Development District**  
**Combined Balance Sheet**  
July 31, 2021

	<u>Governmental Fund Types</u>					<b>Totals</b> <b>(Memorandum Only)</b>
	<u>General</u>	<u>Recreation</u>	<u>Capital Reserve</u>	<u>Debt Service</u>	<u>Capital Projects</u>	
<b>ASSETS:</b>						
Cash	\$5,312	\$54,294	\$345,715	---	---	\$405,321
Petty Cash	---	\$672	---	---	---	\$672
Investments:						
<u>Series 2013A-1</u>						
Revenue	---	---	---	\$591,052	---	\$591,052
Reserve A1	---	---	---	\$868,932	---	\$868,932
Prepayment	---	---	---	\$144	---	\$144
Acquisition and Construction	---	---	---	---	\$18,600	\$18,600
<u>Series 2013A-2</u>						
Reserve A2	---	---	---	\$95,634	---	\$95,634
<u>Operations</u>						
Custody Account-General Fund Excess	\$1,995	---	---	---	---	\$1,995
Custody Account-Recreation Fund Excess	---	\$16,437	---	---	---	\$16,437
Custody Account-Recreation Fund Reserve	---	---	\$73	---	---	\$73
<u>State Board</u>						
General Fund	\$77,469	---	---	---	---	\$77,469
Recreation	---	\$883,790	---	---	---	\$883,790
Capital Reserve	---	---	\$1,088,249	---	---	\$1,088,249
Due From Capital Reserve Fund	---	\$300	---	---	---	\$300
Due from Other	\$25	\$92	---	---	---	\$117
Due From Middle Village	---	\$5,676	---	---	---	\$5,676
Electric Deposits	---	\$4,583	---	---	---	\$4,583
Prepaid Expenses	\$3,409	---	---	---	---	\$3,409
<b>TOTAL ASSETS</b>	<u>\$88,209</u>	<u>\$965,845</u>	<u>\$1,434,038</u>	<u>\$1,555,762</u>	<u>\$18,600</u>	<u>\$4,062,454</u>
<b>LIABILITIES:</b>						
Accounts Payable	\$7,697	\$15,626	---	---	---	\$23,323
FICA Payable	\$153	---	---	---	---	\$153
Accrued Expenses	---	\$9,231	---	---	---	\$9,231
Due to Rec Fund	---	---	\$300	---	---	\$300
<b>FUND BALANCES:</b>						
Nonspendable	---	\$4,583	---	---	---	\$4,583
Restricted for Debt Service	---	---	---	\$1,555,762	---	\$1,555,762
Restricted for Capital Projects	---	---	---	---	\$18,600	\$18,600
Assigned	---	\$34,717	\$1,433,738	---	---	\$1,468,455
Unassigned	\$80,359	\$901,687	---	---	---	\$982,047
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<u>\$88,209</u>	<u>\$965,845</u>	<u>\$1,434,038</u>	<u>\$1,555,762</u>	<u>\$18,600</u>	<u>\$4,062,454</u>

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

	AMENDED BUDGET	PRORATED BUDGET THRU 7/31/2021	ACTUAL THRU 7/31/2021	VARIANCE
Assessment - Tax Roll	\$177,985	\$177,985	\$178,350	\$365
Interest Income	\$200	\$167	\$105	(\$62)
Miscellaneous Income	\$0	\$0	\$0	\$0
<b>TOTAL REVENUES</b>	<b>\$178,185</b>	<b>\$178,152</b>	<b>\$178,455</b>	<b>\$303</b>

**EXPENDITURES:**

**Administrative**

Supervisors Fees	\$12,000	\$10,000	\$9,400	\$600
FICA Expense	\$918	\$765	\$719	\$46
Engineering	\$5,000	\$4,167	\$0	\$4,167
Arbitrage	\$700	\$583	\$0	\$583
Dissemination	\$1,333	\$1,111	\$1,111	\$0
Assessment Roll	\$8,212	\$8,212	\$8,212	\$0
Attorney	\$42,000	\$35,000	\$34,037	\$963
Annual Audit	\$5,900	\$5,900	\$4,800	\$1,100
Trustee fees	\$8,815	\$8,815	\$8,815	\$0
Management Fees	\$59,963	\$49,969	\$49,969	(\$0)
Information Technology	\$2,142	\$1,785	\$1,785	\$0
Telephone	\$290	\$290	\$570	(\$280)
Postage	\$1,900	\$1,583	\$942	\$641
Printing & Binding	\$3,400	\$2,833	\$1,751	\$1,082
Records Storage	\$300	\$250	\$0	\$250
Insurance	\$8,333	\$8,333	\$8,333	\$0
Legal Advertising	\$2,000	\$1,667	\$1,222	\$445
Office Supplies	\$350	\$292	\$220	\$72
Website Compliance	\$2,250	\$1,875	\$1,924	(\$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

<b>TOTAL EXPENDITURES</b>	<b>\$268,185</b>	<b>\$245,809</b>	<b>\$236,188</b>	<b>\$9,621</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$90,000)</b>		<b>(\$57,733)</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$90,000</b>		<b>\$138,093</b>	
<b>FUND BALANCE - Ending</b>	<b>\$0</b>		<b>\$80,359</b>	

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

	AMENDED BUDGET	PRORATED BUDGET THRU 7/31/2021	ACTUAL THRU 7/31/2021	VARIANCE
<b>REVENUES:</b>				
Maintenance Assessments-Tax Roll	\$1,462,648	\$1,462,648	\$1,465,649	\$3,001
Interest Income	\$1,000	\$833	\$887	\$54
Amenities Revenue	\$33,690	\$28,075	\$26,527	(\$1,548)
Sports Revenue	\$11,000	\$9,167	\$27,970	\$18,803
<b>TOTAL REVENUES</b>	<b>\$1,508,338</b>	<b>\$1,500,723</b>	<b>\$1,521,033</b>	<b>\$20,310</b>

**EXPENDITURES:**

**Administrative:**

Management Fees - Onsite	\$178,487	\$148,740	\$148,740	\$0
Insurance	\$68,797	\$68,797	\$71,995	(\$3,198)
Other Current Charges	\$3,818	\$3,182	\$3,261	(\$80)
Permit Fees	\$1,635	\$1,363	\$747	\$615
<b>Total Administrative</b>	<b>\$252,737</b>	<b>\$222,081</b>	<b>\$224,743</b>	<b>(\$2,662)</b>

**Maintenance:**

**Common Area**

Security	\$50,920	\$42,433	\$43,325	(\$891)
Security - Clay County Off-Duty Sheriff	\$43,050	\$35,875	\$32,002	\$3,873
Water - Irrigation	\$9,000	\$7,500	\$6,492	\$1,008
Irrigation Maintenance	\$4,250	\$3,542	\$1,270	\$2,272
Streetlighting	\$33,066	\$27,555	\$23,148	\$4,407
Electric	\$42,000	\$35,000	\$21,567	\$13,433
Landscape Maintenance	\$378,424	\$315,353	\$315,361	(\$7)
Common Area Maintenance	\$43,564	\$36,303	\$30,491	\$5,813
Lake Maintenance	\$28,116	\$23,430	\$20,700	\$2,730
Landscape Reserve	\$30,000	\$30,000	\$30,000	\$0
Capital Reserve	\$15,565	\$15,565	\$15,565	\$0
Repairs and Replacement	\$95,000	\$79,167	\$77,852	\$1,315
General Reserve	\$26,759	\$26,759	\$26,759	\$0
<b>Total Common Area</b>	<b>\$799,714</b>	<b>\$678,482</b>	<b>\$644,531</b>	<b>\$33,951</b>

**Recreation Facility**

Amenity Staff	\$110,000	\$110,000	\$111,348	(\$1,348)
Refuse Services	\$10,000	\$8,333	\$6,638	\$1,696
Telephone	\$5,592	\$4,660	\$4,460	\$200
Electric	\$40,000	\$33,333	\$24,943	\$8,391
Cable	\$12,319	\$10,266	\$6,597	\$3,669
Pool Maintenance	\$50,000	\$41,667	\$21,075	\$20,592
Water / Sewer/Reclaim	\$48,000	\$40,000	\$35,682	\$4,318
Facility Maintenance-General	\$43,500	\$36,250	\$28,318	\$7,932
Facility Maintenance-Preventative	\$13,117	\$10,931	\$4,495	\$6,436
Facility Maintenance - Contingency	\$34,750	\$28,958	\$21,629	\$7,329
Lighting Repairs	\$8,500	\$7,083	\$5,335	\$1,748
Special Events	\$10,500	\$8,750	\$1,617	\$7,133
Office Supplies & Equipment	\$6,664	\$5,553	\$925	\$4,629
Janitorial	\$59,412	\$49,510	\$45,432	\$4,078
Recreation Passes	\$5,500	\$4,583	\$3,662	\$921

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

	AMENDED BUDGET	PRORATED BUDGET THRU 7/31/2021	ACTUAL THRU 7/31/2021	VARIANCE
<b><u>Recreation Facility-Continued</u></b>				
Pool Pump Reserve	\$6,500	\$6,500	\$6,500	\$0
Pool Leak Repairs	\$5,000	\$4,167	\$795	\$3,372
Multiuse Field	\$21,250	\$17,708	\$0	\$17,708
Transfer Out	\$200,000	\$200,000	\$200,000	\$0
<b>Total Recreation Facility</b>	<b>\$690,604</b>	<b>\$628,253</b>	<b>\$529,449</b>	<b>\$98,804</b>
<b>Total Maintenance</b>	<b>\$1,490,318</b>	<b>\$1,306,736</b>	<b>\$1,173,980</b>	<b>\$132,755</b>
<b>TOTAL EXPENDITURES</b>	<b>\$1,743,055</b>	<b>\$1,528,816</b>	<b>\$1,398,723</b>	<b>\$130,093</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$234,717)</b>		<b>\$122,309</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$234,717</b>		<b>\$783,961</b>	
<b>FUND BALANCE - Ending</b>	<b>\$0</b>		<b>\$906,270</b>	

**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
<b>Revenues:</b>													
Assessment - Tax Roll	\$0	\$8,129	\$160,306	\$2,064	\$1,906	\$1,006	\$2,561	\$510	\$1,869	\$0	\$0	\$0	\$178,350
Interest Income	\$14	\$14	\$12	\$12	\$9	\$9	\$8	\$7	\$6	\$13	\$0	\$0	\$105
Miscellaneous Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$14</b>	<b>\$8,143</b>	<b>\$160,318</b>	<b>\$2,076</b>	<b>\$1,916</b>	<b>\$1,015</b>	<b>\$2,568</b>	<b>\$517</b>	<b>\$1,875</b>	<b>\$13</b>	<b>\$0</b>	<b>\$0</b>	<b>\$178,455</b>
<b>Expenditures:</b>													
<b><u>Administrative</u></b>													
Supervisors Fees	\$1,000	\$1,000	\$1,000	\$800	\$1,000	\$800	\$1,000	\$1,000	\$1,000	\$800	\$0	\$0	\$9,400
FICA Expense	\$77	\$77	\$77	\$61	\$77	\$61	\$77	\$77	\$77	\$61	\$0	\$0	\$719
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	\$111	\$111	\$0	\$0	\$1,111
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	\$3,462	\$5,003	\$2,625	\$0	\$0	\$34,037
Annual Audit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,800	\$0	\$0	\$0	\$4,800
Trustee fees	\$3,409	\$0	\$0	\$0	\$0	\$5,406	\$0	\$0	\$0	\$0	\$0	\$0	\$8,815
Management Fees	\$4,997	\$4,997	\$4,997	\$4,997	\$4,997	\$4,997	\$4,997	\$4,997	\$4,997	\$4,997	\$0	\$0	\$49,969
Computer Time	\$178	\$178	\$178	\$178	\$178	\$178	\$178	\$178	\$178	\$178	\$0	\$0	\$1,785
Telephone	\$54	\$67	\$38	\$10	\$30	\$120	\$63	\$63	\$71	\$53	\$0	\$0	\$570
Postage	\$15	\$121	\$129	\$22	\$180	\$38	\$18	\$264	\$12	\$144	\$0	\$0	\$942
Printing & Binding	\$168	\$122	\$183	\$92	\$199	\$326	\$30	\$114	\$221	\$295	\$0	\$0	\$1,751
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	\$139	\$0	\$0	\$1,222
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	\$21	\$27	\$0	\$0	\$220
Website Compliance	\$188	\$188	\$236	\$188	\$188	\$188	\$188	\$188	\$188	\$188	\$0	\$0	\$1,924
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
<b>Total Administrative</b>	<b>\$119,068</b>	<b>\$9,430</b>	<b>\$10,750</b>	<b>\$10,748</b>	<b>\$13,215</b>	<b>\$14,660</b>	<b>\$21,391</b>	<b>\$10,632</b>	<b>\$16,677</b>	<b>\$9,618</b>	<b>\$0</b>	<b>\$0</b>	<b>\$236,188</b>
<b>Excess Revenues (Expenditures)</b>	<b>(\$119,053)</b>	<b>(\$1,286)</b>	<b>\$149,568</b>	<b>(\$8,672)</b>	<b>(\$11,300)</b>	<b>(\$13,645)</b>	<b>(\$18,823)</b>	<b>(\$10,114)</b>	<b>(\$14,802)</b>	<b>(\$9,605)</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$57,733)</b>



**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
<b>Revenues:</b>													
Maintenance Assessments-Tax Roll	\$0	\$66,802	\$1,317,364	\$16,960	\$15,667	\$8,271	\$21,042	\$4,189	\$15,356	\$0	\$0	\$0	\$1,465,649
Interest Income	\$89	\$89	\$73	\$75	\$60	\$102	\$97	\$84	\$71	\$147	\$0	\$0	\$887
Amenities Revenue	(\$6)	\$209	\$336	\$245	\$425	\$3,705	\$7,966	\$9,667	\$925	\$3,055	\$0	\$0	\$26,527
Sports Revenue	\$0	\$0	\$0	\$1,325	\$2,210	\$1,255	\$0	\$5,460	\$13,532	\$4,188	\$0	\$0	\$27,970
<b>Total Revenues</b>	<b>\$83</b>	<b>\$67,100</b>	<b>\$1,317,773</b>	<b>\$18,604</b>	<b>\$18,361</b>	<b>\$13,332</b>	<b>\$29,105</b>	<b>\$19,401</b>	<b>\$29,884</b>	<b>\$7,389</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,521,033</b>

**Expenditures:**

**Administrative**

Management Fees - Onsite	\$14,874	\$14,874	\$14,874	\$14,874	\$14,874	\$14,874	\$14,874	\$14,874	\$14,874	\$14,874	\$0	\$0	\$148,740
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	\$461	\$604	\$0	\$0	\$3,261
Permit Fees	\$54	\$27	\$390	\$0	\$223	\$27	\$27	\$0	\$0	\$0	\$0	\$0	\$747
<b>Total Administrative</b>	<b>\$87,400</b>	<b>\$15,104</b>	<b>\$15,582</b>	<b>\$15,141</b>	<b>\$15,269</b>	<b>\$14,829</b>	<b>\$15,303</b>	<b>\$15,302</b>	<b>\$15,335</b>	<b>\$15,478</b>	<b>\$0</b>	<b>\$0</b>	<b>\$224,743</b>

**MAINTENANCE- Common Area**

Security	\$4,236	\$4,236	\$4,236	\$4,236	\$4,236	\$4,236	\$0	\$4,095	\$7,110	\$6,705	\$0	\$0	\$43,325
Security - Clay County Off-Duty Sheriff	\$3,648	\$3,678	\$3,873	\$2,015	\$2,831	\$3,150	\$1,740	\$3,124	\$3,114	\$4,830	\$0	\$0	\$32,002
Water - Irrigation	\$915	\$438	\$577	\$772	\$711	\$655	\$694	\$516	\$616	\$599	\$0	\$0	\$6,492
Irrigation Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,270	\$0	\$0	\$0	\$0	\$1,270
Streetlighting	\$2,302	\$2,302	\$2,318	\$2,318	\$2,318	\$2,318	\$2,318	\$2,318	\$2,318	\$2,318	\$0	\$0	\$23,148
Electric	\$2,194	\$2,245	\$1,869	\$2,162	\$1,641	\$2,515	\$2,462	\$2,406	\$2,475	\$1,598	\$0	\$0	\$21,567
Landscape Maintenance	\$31,536	\$31,536	\$31,536	\$31,536	\$31,536	\$31,536	\$31,536	\$31,536	\$31,536	\$31,536	\$0	\$0	\$315,361
Common Area Maintenance	\$4,647	\$767	\$2,428	\$1,809	\$516	\$3,527	\$3,487	\$2,261	\$5,832	\$5,217	\$0	\$0	\$30,491
Lake Maintenance	\$2,070	\$2,070	\$2,070	\$2,070	\$2,070	\$2,070	\$2,070	\$2,070	\$2,070	\$2,070	\$0	\$0	\$20,700
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	\$7,494	\$8,226	\$8,403	\$7,848	\$9,340	\$4,605	\$3,541	\$13,495	\$1,667	\$0	\$0	\$77,852
General Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$26,759	\$0	\$0	\$0	\$0	\$0	\$26,759
<b>Total Common Area</b>	<b>\$64,779</b>	<b>\$54,766</b>	<b>\$57,132</b>	<b>\$55,321</b>	<b>\$53,707</b>	<b>\$59,347</b>	<b>\$121,236</b>	<b>\$53,138</b>	<b>\$68,565</b>	<b>\$56,540</b>	<b>\$0</b>	<b>\$0</b>	<b>\$644,531</b>

**Recreation Facility**

Amenity Staff	\$11,297	\$4,557	\$7,466	\$3,763	\$3,999	\$6,985	\$4,780	\$9,296	\$16,441	\$42,763	\$0	\$0	\$111,348
Refuse Service	\$790	\$788	\$788	\$794	\$867	\$876	\$867	\$867	\$0	\$0	\$0	\$0	\$6,638
Telephone	\$702	\$444	\$442	\$181	\$445	\$444	\$444	\$335	\$634	\$390	\$0	\$0	\$4,460
Electric	\$3,437	\$2,538	\$1,433	\$1,959	\$1,758	\$2,056	\$2,303	\$2,608	\$3,458	\$3,393	\$0	\$0	\$24,943
Cable	\$631	\$640	\$640	\$657	\$671	\$671	\$671	\$674	\$666	\$674	\$0	\$0	\$6,597
Pool Maintenance/Chemicals	\$2,107	\$2,107	\$2,107	\$2,107	\$2,107	\$2,107	\$2,107	\$2,107	\$2,107	\$2,107	\$0	\$0	\$21,075
Water/Sewer/Reclaim	\$3,463	\$3,327	\$2,749	\$2,756	\$2,639	\$3,684	\$4,057	\$4,423	\$4,146	\$4,438	\$0	\$0	\$35,682
Facility Maintenance - General	\$3,625	\$3,377	\$3,297	\$3,389	\$2,374	\$3,421	\$3,391	\$1,883	\$3,561	\$0	\$0	\$0	\$28,318

**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	\$155	\$0	\$0	\$4,495
Facility Maintenance - Contingency	\$2,895	\$2,563	\$2,667	\$2,656	\$1,878	\$2,795	\$1,997	\$1,285	\$2,893	\$0	\$0	\$0	\$21,629
Lighting Repairs	\$708	\$702	\$705	\$679	\$152	\$705	\$655	\$325	\$703	\$0	\$0	\$0	\$5,335
Special Events	\$0	\$183	\$738	\$0	\$154	\$225	\$316	\$0	\$0	\$0	\$0	\$0	\$1,617
Office Supplies and Equipment	\$352	\$37	\$37	\$58	\$146	\$103	\$56	\$37	\$37	\$61	\$0	\$0	\$925
Janitorial	\$4,601	\$4,631	\$5,269	\$4,487	\$4,484	\$4,251	\$4,956	\$4,251	\$4,251	\$4,251	\$0	\$0	\$45,432
Recreation Passes	\$200	\$0	\$0	\$0	\$1,088	\$0	\$200	\$1,088	\$1,088	\$0	\$0	\$0	\$3,662
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
	<b>\$235,670</b>	<b>\$26,667</b>	<b>\$29,518</b>	<b>\$23,930</b>	<b>\$22,763</b>	<b>\$28,612</b>	<b>\$34,096</b>	<b>\$29,975</b>	<b>\$39,986</b>	<b>\$58,232</b>	<b>\$0</b>	<b>\$0</b>	<b>\$529,449</b>
<b>Total Expenses</b>	<b>\$387,849</b>	<b>\$96,537</b>	<b>\$102,232</b>	<b>\$94,392</b>	<b>\$91,739</b>	<b>\$102,788</b>	<b>\$170,634</b>	<b>\$98,415</b>	<b>\$123,886</b>	<b>\$130,250</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,398,723</b>
<b>Excess Revenues (Expenditures)</b>	<b>(\$387,766)</b>	<b>(\$29,438)</b>	<b>\$1,215,541</b>	<b>(\$75,788)</b>	<b>(\$73,378)</b>	<b>(\$89,456)</b>	<b>(\$141,530)</b>	<b>(\$79,014)</b>	<b>(\$94,002)</b>	<b>(\$122,861)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$122,309</b>

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

	AMENDED BUDGET	PRORATED THRU 7/31/2021	ACTUAL THRU 7/31/2021	VARIANCE
<b><u>REVENUES:</u></b>				
Interest Income	\$1,000	\$833	\$1,447	\$614
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
<b>TOTAL REVENUES</b>	<b>\$382,028</b>	<b>\$381,861</b>	<b>\$382,475</b>	<b>\$614</b>
<b><u>EXPENDITURES:</u></b>				
Other Current Charges	\$0	\$0	\$0	\$0
Landscape Reserves	\$0	\$0	\$2,800	(\$2,800)
Capital Projects	\$0	\$0	\$155,449	(\$155,449)
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$158,249</b>	<b>(\$158,249)</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$382,028</b>		<b>\$224,226</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$1,238,762</b>		<b>\$1,209,512</b>	
<b>FUND BALANCE - Ending</b>	<b>\$1,620,790</b>		<b>\$1,433,738</b>	

**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 July 31, 2021

ADOPTED BUDGET	PRORATED THRU 7/31/2021	ACTUAL THRU 7/31/2021	VARIANCE
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**Revenues:**

Special Assessments - Tax Roll	\$1,961,878	\$1,961,878	\$1,966,956	\$5,078
Assessments- Prepayment	\$0	\$0	\$0	\$0
Interest Income	\$10,000	\$8,333	\$481	(\$7,852)
<b>TOTAL REVENUES</b>	<b>\$1,971,878</b>	<b>\$1,970,211</b>	<b>\$1,967,437</b>	<b>(\$2,775)</b>

**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

<b>TOTAL EXPENDITURES</b>	<b>\$1,943,466</b>	<b>\$1,943,466</b>	<b>\$1,943,466</b>	<b>\$0</b>
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EXCESS REVENUES (EXPENDITURES)	\$28,412	\$23,970
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<b>Net change in Fund Balance</b>	<b>\$28,412</b>	<b>\$23,970</b>
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<b>FUND BALANCE - Beginning</b>	<b>\$687,628</b>	<b>\$1,531,791</b>
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<b>FUND BALANCE - Ending</b>	<b>\$716,040</b>	<b>\$1,555,762</b>
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Revenue	\$591,052
Reserve 2013-1	\$868,932
Reserve 2013-2	\$95,634
Prepayment	\$144
<b>Total</b>	<b>\$1,555,762</b>

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

		<div style="border: 1px solid black; padding: 5px;"> SERIES 2013 A-1 AND A-2 </div>
<b><u>REVENUES:</u></b>		
Interest Income		\$5
<b>TOTAL REVENUES</b>		<div style="border: 1px solid black; padding: 2px;">\$5</div>
<b><u>EXPENDITURES:</u></b>		
Capital Outlay - Series 2013 A1 and A2		\$0
Cost of Issuance		\$0
<b>TOTAL EXPENDITURES</b>		<div style="border: 1px solid black; padding: 2px;">\$0</div>
<b>EXCESS REVENUES (EXPENDITURES)</b>		<div style="border: 1px solid black; padding: 2px;">\$5</div>
<b>FUND BALANCE - Beginning</b>		<div style="border: 1px solid black; padding: 2px;">\$18,595</div>
<b>FUND BALANCE - Ending</b>		<div style="border: 1px solid black; padding: 2px;">\$18,600</div>

# Double Branch

## Community Development District

### Long Term Debt Report

<b>Series 2013 A-1 Special Assessment Refunding Bonds</b>	
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

<b>Series 2013 A-2 Special Assessment Refunding Bonds</b>	
Interest Rate:	5.750%
Maturity Date:	5/1/34
Reserve Fund Definition:	50% Max Annual on Outstanding
Reserve Fund Requirement:	\$95,634
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
<b>TOTAL ASSESSED</b>	<b>45,481</b>	<b>1,961,878.15</b>	<b>177,889.82</b>	<b>1,461,865.84</b>	<b>3,601,633.81</b>

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
10	06/05/21	14,431.44	7,861.08	712.79	5,857.57
TAX CERTIFICATES	06/11/21	23,401.81	12,747.41	1,155.85	9,498.55
			-	-	-
			-	-	-
			-	-	-
			-	-	-
<b>TOTAL TAX ROLL RECEIPTS</b>		<b>3,610,955.27</b>	<b>1,966,955.72</b>	<b>178,350.22</b>	<b>1,465,649.33</b>

PERCENT COLLECTED	TOTAL	DEBT	O&M
<b>TOTAL PERCENT COLLECTED</b>	<b>100.26%</b>	<b>100.26%</b>	<b>100.26%</b>



*D.*

# Double Branch

## Community Development District

### Check Run Summary

August 31, 2021

Fund	Date	Check No.	Amount
<b>General Fund</b>			
Payroll	8/11/21	50890-50894	\$ 923.50
Sub-Total			\$ 923.50
Accounts Payable	8/12/21	1659-1662	\$ 10,916.82
	8/17/21	1663-1664	\$ 877.00
	8/30/21	1665-1666	\$ 2,624.55
Sub-Total			\$ 14,418.37
<b>Recreation Fund</b>			
Accounts Payable	8/12/21	6801-6810	\$ 6,247.29
	8/17/21	6811-6818	\$ 19,667.23
	8/30/21	6819-6839	\$ 46,546.87
Sub-Total			\$ 72,461.39
<b>Capital Reserve Fund</b>			
Accounts Payable	8/30/21	53-54	\$ 1,985.00
Sub-Total			\$ 1,985.00
<b>Total</b>			<b>\$ 89,788.26</b>

## Attendance Sheet


District Name: Double Branch, CDD

Board Meeting Date: August 9, 2021

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

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

Approved for Payment:

  
District Manager Signature

8/9/21  
Date

PLEASE RETURN COMPLETED FORM TO DANIEL



CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
8/29/21	00015	8/18/21 124583	202007 310-51300-31500	JUL GENERAL COUNSEL	V	850.15-	
		8/18/21 124584	202107 310-51300-31500	JUL MONTHLY MEETING	V	1,774.40-	
HOPPING GREEN & SAMS							2,624.55-001665
8/30/21	00015	8/18/21 124583	202107 310-51300-31500	JUL GENERAL COUNSEL	*	850.15	
		8/18/21 124584	202107 310-51300-31500	JUL MONTHLY MEETING	*	1,774.40	
HOPPING GREEN & SAMS							2,624.55 001666
TOTAL FOR BANK A						14,418.37	
TOTAL FOR REGISTER						14,418.37	

DBBR DOUBLE BRANCH OKUZMUK

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

Invoice #: 2207

Invoice Date: 8/1/21

Due Date: 8/1/21

Case:

P.O. Number:

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

35A

Description	Hours/Qty	Rate	Amount
General Fund - Management Fees - August 2021 1.310.513.34000		4,996.92	4,996.92
Website Administration - August 2021 1.310.51300.52000		187.50	187.50
Information Technology - August 2021 1.310.513.35100		161.83	161.83
Dissemination Agent Services - August 2021 1.310.513.31700		111.08	111.08
IQ Nect Email Service 1.310.513.35100		16.65	16.65
Office Supplies 1.310.513.51000		20.00	20.00
Postage 1.310.513.42000		159.61	159.61
Copies 1.310.51300.42500		177.15	177.15
Telephone 1.310.51300.41000		13.87	13.87

**Total** \$5,844.61**Payments/Credits** \$0.00**Balance Due** \$5,844.61

# Hopping Green & Sams

Attorneys and Counselors

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

## STATEMENT

July 21, 2021

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

Bill Number 123897  
Billed through 06/30/2021

### General Counsel (O&M)

DBRNCH 00001

MCE

1.310.51300.31500

### FOR PROFESSIONAL SERVICES RENDERED



06/06/21	MCE	Prepare resolution adopting non-resident user rates.	0.40 hrs
06/30/21	RCV	Prepare for conference call; analyze mobility fee program; review statutes; analyze credit agreement; revise questions for district manager and district engineer; participate in conference call with district manager and district engineer.	2.30 hrs
06/06/21	MCE	Review draft audit.	0.70 hrs
06/15/21	DGW	Board meeting follow-up.	0.30 hrs
06/19/21	MCE	Review impact fee issues; research sample employee bonus policy.	0.40 hrs
06/20/21	MCE	Research impact fee credits.	0.20 hrs
06/21/21	RCV	Review and research impact fee questions; prepare analysis of impact fee amendment.	0.50 hrs
06/21/21	DGW	Compile materials for review regarding impact fee credits.	1.80 hrs
06/22/21	RCV	Review impact fee agreement; analyze state and local regulations regarding impact fee transfer and assignment.	0.30 hrs
06/22/21	DGW	Research and prepare license agreements for use of amenity facilities.	1.30 hrs
06/23/21	VDG	Review impact fee issues and path to address; review related materials; schedule meeting with district engineer.	2.00 hrs
06/23/21	RCV	Research impact fee credit transfer and assignment; prepare questions and outline regarding impact fee issues.	1.30 hrs
06/28/21	RCV	Prepare for conference call regarding impact fee issues; review impact fee credit agreement and Clay County mobility fee ordinance.	0.20 hrs
06/29/21	RCV	Prepare for conference call with district engineer; analyze relevant transfer and assignment criteria.	0.30 hrs
06/30/21	VDG	Confer with district engineer and district manager; review related materials.	0.60 hrs

=====

Total fees for this matter \$3,145.00

**MATTER SUMMARY**

Wilbourn, David - Paralegal	3.40 hrs	130 /hr	\$442.00
Eckert, Michael C.	1.70 hrs	335 /hr	\$569.50
Volpe, Robert C.	4.90 hrs	255 /hr	\$1,249.50
Godelia, Vinette D.	2.60 hrs	340 /hr	\$884.00

TOTAL FEES \$3,145.00

**TOTAL CHARGES FOR THIS MATTER** **\$3,145.00**

**BILLING SUMMARY**

Wilbourn, David - Paralegal	3.40 hrs	130 /hr	\$442.00
Eckert, Michael C.	1.70 hrs	335 /hr	\$569.50
Volpe, Robert C.	4.90 hrs	255 /hr	\$1,249.50
Godelia, Vinette D.	2.60 hrs	340 /hr	\$884.00

TOTAL FEES \$3,145.00

**TOTAL CHARGES FOR THIS BILL** **\$3,145.00**

**Please include the bill number with your payment.**



# Hopping Green & Sams

Attorneys and Counselors

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

===== STATEMENT =====

July 21, 2021

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

Bill Number 123898  
Billed through 06/30/2021

15A

1,310.51300, 31500

## Monthly Meeting (O&M)

DBRNCH 00101 MCE

### FOR PROFESSIONAL SERVICES RENDERED

06/01/21	MCE	Attend agenda conference call.
06/11/21	MCE	Prepare for board meeting.
06/14/21	MCE	Prepare for, travel to and attend board meeting; return travel; follow up.
06/22/21	MCE	Review draft meeting minutes and provide comments.



Total fees for this matter \$1,700.00

### DISBURSEMENTS

Travel	140.47
Travel - Meals	17.24
Total disbursements for this matter	\$157.71

### MATTER SUMMARY

TOTAL FEES	\$1,700.00
TOTAL DISBURSEMENTS	\$157.71
<b>TOTAL CHARGES FOR THIS MATTER</b>	<b>\$1,857.71</b>

### BILLING SUMMARY

TOTAL FEES	\$1,700.00
TOTAL DISBURSEMENTS	\$157.71
<b>TOTAL CHARGES FOR THIS BILL</b>	<b>\$1,857.71</b>

Please include the bill number with your payment.

# Jacksonville Daily Record

*A Division of*  
**DAILY RECORD & OBSERVER, LLC**

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

## INVOICE

July 29, 2021

Date

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

111A

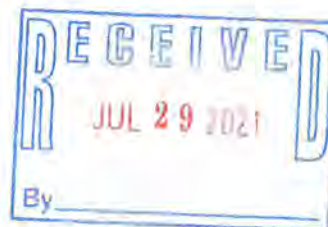
1-310-51300-48000

Payment Due Upon Receipt

Serial #	21-00183C	PO/File #		\$69.50
Notice of Meeting of the Board of Supervisors				Amount Due
				Amount Paid
Double Branch Community Development District				\$69.50
				Payment Due
Case Number				
Publication Dates	7/29			
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](http://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 meet on **Monday, August 9, 2021, at 4:00 p.m.** at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. 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 on the District's website at [www.DoubleBranchCDD.com](http://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.

James A. Perry  
District Manager

Jul. 29 00 (21-00183C)

## Grau and Associates

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

Phone: 561-994-9299

Fax: 561-994-5823

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

Invoice No. 21585  
Date 08/12/2021

SERVICE	AMOUNT
Arbitrage Series 2013 FYE 02/28/2021	\$ 700.00
Current Amount Due	\$ 700.00

1. 310.51300.31200  
27A

RECEIVED

AUG 13 2021

0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Balance
700.00	0.00	0.00	0.00	0.00	700.00

Payment due upon receipt.

# Jacksonville Daily Record

*A Division of*  
**DAILY RECORD & OBSERVER, LLC**

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

## INVOICE

August 12, 2021

Date

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

111A

1,310.51300,48000

Payment Due Upon Receipt

Serial # 21-00191C	PO/File #	\$177.00
Notice of Public Hearing		Amount Due
		Amount Paid
Double Branch Community Development District		\$177.00
		Payment Due
Case Number		
Publication Dates 8/12,19		
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](http://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 PUBLIC  
HEARING TO CONSIDER  
THE ADOPTION OF THE  
FISCAL YEAR 2021/2022  
BUDGETS; AND NOTICE  
OF REGULAR BOARD OF  
SUPERVISORS' MEETING.**

The Board of Supervisors ("Board") of the Double Branch Community Development District ("District") will hold a public hearing on September 7, 2021 at 4:00 p.m. at Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065, for the purpose of hearing comments and objections on the adoption of the proposed budgets ("Proposed Budget") of the District for the fiscal year beginning October 1, 2021 and ending September 30, 2022 ("Fiscal Year 2021/2022"). A regular board meeting of the District will also be held at that time where the Board may consider any other business that may properly come before it. A copy of the agenda and Proposed Budget may be obtained at the offices of the District Manager, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, (904) 940-5850 ("District Manager's Office"), during normal business hours, or by visiting the District's website at [www.doublebranchcdd.com](http://www.doublebranchcdd.com).

The public hearing and meeting are open to the public and will be conducted in accordance with the provisions of Florida law. The public hearing and meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when Board Supervisors or District Staff may participate by speaker 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.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearing or meeting is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

James Perry  
District Manager  
Aug. 12/19 00 (21-00191C)



# Hopping Green & Sams

Attorneys and Counselors

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

===== STATEMENT =====

August 18, 2021

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

Bill Number 124583  
Billed through 07/31/2021

1,310.51300.31020  
15A

**General Counsel (O&M)**  
**DBRNCH 00001 MCE**

**FOR PROFESSIONAL SERVICES RENDERED**

07/09/21	EJT	Research impact fee issue.	0.30 hrs
07/09/21	RCV	Research and prepare summary of impact fee credit issues.	0.50 hrs
07/16/21	EJT	Research impact fee issue.	2.40 hrs
Total fees for this matter			\$843.00

**DISBURSEMENTS**

Conference Calls	7.15
Total disbursements for this matter	\$7.15



**MATTER SUMMARY**

Tilton, Erin J.	2.70 hrs	265 /hr	\$715.50
Volpe, Robert C.	0.50 hrs	255 /hr	\$127.50

TOTAL FEES	\$843.00
TOTAL DISBURSEMENTS	\$7.15

**TOTAL CHARGES FOR THIS MATTER** **\$850.15**

**BILLING SUMMARY**

Tilton, Erin J.	2.70 hrs	265 /hr	\$715.50
Volpe, Robert C.	0.50 hrs	255 /hr	\$127.50

TOTAL FEES	\$843.00
TOTAL DISBURSEMENTS	\$7.15

**TOTAL CHARGES FOR THIS BILL** **\$850.15**

**Please include the bill number with your payment.**

# Hopping Green & Sams

Attorneys and Counselors

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

===== STATEMENT =====

August 18, 2021

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

Bill Number 124584  
Billed through 07/31/2021

**Monthly Meeting (O&M)**

**DBRNCH 00101 MCE**

1. 310.57300, 31500  
15A

**FOR PROFESSIONAL SERVICES RENDERED**

07/01/21 MCE Participate in agenda conference call.  
07/12/21 MCE Prepare for, travel to and attend board meeting; return travel; meeting follow up.  
07/23/21 MCE Review meeting minutes and provide comments.  
07/29/21 MCE Prepare for and attend agenda conference call.

Total fees for this matter \$1,700.00

**DISBURSEMENTS**

Travel 62.52  
Travel - Meals 11.88  
Total disbursements for this matter \$74.40



**MATTER SUMMARY**

TOTAL FEES \$1,700.00  
TOTAL DISBURSEMENTS \$74.40  
-----  
**TOTAL CHARGES FOR THIS MATTER \$1,774.40**

**BILLING SUMMARY**

TOTAL FEES \$1,700.00  
TOTAL DISBURSEMENTS \$74.40  
-----  
**TOTAL CHARGES FOR THIS BILL \$1,774.40**

**Please include the bill number with your payment.**



CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
8/12/21	00751	7/24/21 07242021	202107 300-36900-10300	RENTAL DEPOSIT REFUND	*	100.00	
				CHRISTINE DAVIES			100.00 006801
8/12/21	00092	3/19/21 2200	202103 320-57200-41000	MAR PHONES	*	88.72	
		3/19/21 2200	202103 320-57200-49300	MAR PERMITS / LICENSES	*	26.95	
		3/19/21 2200	202103 320-57200-63100	MAR REPAIR/REPLC	*	1,606.33	
		3/19/21 2200	202103 320-57200-49400	MAR SPECIAL EVENTS	*	225.30	
		3/19/21 2200	202103 320-57200-51000	MAR OFFICE SUPPLIES	*	66.13	
		3/19/21 2200	202103 320-57200-34600	MAR AQUA STAFF	*	180.82	
				GOVERNMENTAL MANAGEMENT SERVICES			2,194.25 006802
8/12/21	00092	8/02/21 2210	202107 300-36900-10200	EVENT STAFF THROUGH JULY	*	364.50	
				GOVERNMENTAL MANAGEMENT SERVICES			364.50 006803
8/12/21	00765	7/25/21 07252021	202107 300-36900-10300	RENTAL REFUND DEPOSIT	*	100.00	
				LAURA GARCIA			100.00 006804
8/12/21	00186	8/01/21 13129560	202108 320-57200-46300	AUG POOL CHEMICALS	*	2,107.49	
				POOLSURE			2,107.49 006805
8/12/21	00856	7/24/21 07242021	202107 300-36900-10300	RENTAL REFUND DEPOSIT	*	50.00	
				ROSHEDIA HOWARD			50.00 006806
8/12/21	00672	5/27/21 5404	202105 320-57200-35100	DB- LOOP RD MAINLINE RPR	*	590.00	
				VERDEGO, LLC			590.00 006807
8/12/21	00672	5/27/21 5405	202105 320-57200-35100	DB - AMENITY CTR IRRIG	*	680.00	
				VERDEGO, LLC			680.00 006808
8/12/21	00399	7/07/21 01386908	202107 330-57200-50000	BILLABLE PRINTS	*	18.77	
				XEROX CORPORATION			18.77 006809
				DBBR DOUBLE BRANCH OKUZMUK			

AP300R	YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER										RUN	8/30/21	PAGE	2
*** CHECK DATES 08/01/2021 - 08/31/2021 ***														
DOUBLE BRANCH - REC FUND														
BANK B RECREATION FUND														

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
8/12/21	00399	7/07/21 01386909	202107 330-57200-50000	JULY BASE CHARGE	*	42.28	
				XEROX CORPORATION			42.28 006810
8/17/21	00857	8/01/21 08012021	202108 300-36900-10300	RENTAL DEPOSIT REFUND 8/1	*	100.00	
				AU'NISTI ROGERS			100.00 006811
8/17/21	00860	8/11/21 8112021	202108 300-36900-10300	RENTAL DEP REFUND	*	100.00	
				CHARISSE BELL			100.00 006812
8/17/21	00858	8/07/21 08072021	202108 300-36900-10300	RENTAL DEPOSIT REFUND	*	100.00	
				CHIQUITA POWELL			100.00 006813
8/17/21	00859	8/11/21 08112021	202108 300-36900-10300	RENTAL DEP REFUND	*	100.00	
				FELICIA SMITH			100.00 006814
8/17/21	00092	8/01/21 2208	202108 310-51300-34000	AUG FAC MANAGEMENT	*	14,873.95	
				GOVERNMENTAL MANAGEMENT SERVICES			14,873.95 006815
8/17/21	00844	8/07/21 08072021	202108 300-36900-10300	RENTAL DEP REFUND	*	100.00	
				KARLIE JOHNSON			100.00 006816
8/17/21	00297	8/01/21 296	202108 320-57200-61000	AUG JANITORIAL SERVICES	*	4,251.00	
				RIVERSIDE MANAGEMENT SERVICES, INC			4,251.00 006817
8/17/21	00399	8/01/21 01396832	202108 330-57200-50000	AUG BASE CHARGE	*	42.28	
				XEROX CORPORATION			42.28 006818
8/25/21	00028	8/17/21 214933	202108 320-57200-63100	RPR/RPLC SECURITY MONITOR	*	935.00	
				ATLANTIC SECURITY			935.00 006819
8/29/21	00028	8/17/21 214933	202108 320-57200-63100	RPR/RPLC SECURITY MONITOR	V	935.00-	
				ATLANTIC SECURITY			935.00-006819
8/25/21	00861	8/21/21 08212021	202108 300-36900-10300	RENTAL DEPOSIT REFUND	*	50.00	
				DEBBIE NIEVES			50.00 006820

DBBR DOUBLE BRANCH OKUZMUK



CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	....EXPENSED TO.... YRMO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT	#
8/25/21	00264	8/05/21 408	202108 320-57200-63100			*	986.00		
		INSTALL CHAIN LINK FENCE							
		8/05/21 409	202108 320-57200-63100			*	743.00		
		RPLC WHITE FENCE							
					T FENCEMAN INC			1,729.00	006826
8/30/21	00264	8/05/21 408	202108 320-57200-63100			V	986.00-		
		INSTALL CHAIN LINK FENCE							
		8/05/21 409	202108 320-57200-63100			V	743.00-		
		RPLC WHITE FENCE							
					T FENCEMAN INC			1,729.00-	006826
8/25/21	00672	11/23/20 4108	202011 320-57200-63100			*	1,924.00		
		WALKING TRAIL CLEANUP 50%							
					VERDEGO, LLC			1,924.00	006827
8/29/21	00672	11/23/20 4108	202011 320-57200-63100			V	1,924.00-		
		WALKING TRAIL CLEANUP 50%							
					VERDEGO, LLC			1,924.00-	006827
8/25/21	00672	8/01/21 6101	202108 320-57200-46200			*	31,536.08		
		AUG LANDSCAPE MAINTENANCE							
					VERDEGO, LLC			31,536.08	006828
8/29/21	00672	8/01/21 6101	202108 320-57200-46200			V	31,536.08-		
		AUG LANDSCAPE MAINTENANCE							
					VERDEGO, LLC			31,536.08-	006828
8/30/21	00028	8/17/21 214933	202108 320-57200-63100			*	935.00		
		RPR/RPLC SECURITY MONITOR							
					ATLANTIC SECURITY			935.00	006829
8/30/21	00861	8/21/21 08212021	202108 300-36900-10300			*	50.00		
		RENTAL DEPOSIT REFUND							
					DEBBIE NIEVES			50.00	006830
8/30/21	00862	8/14/21 08142021	202108 300-36900-10300			*	100.00		
		RENTAL DEPOSIT REFUND							
					EDISON GREEN			100.00	006831
8/30/21	00261	7/15/21 822848	202107 320-57200-63100			*	150.00		
		SHIPPING FEE							
					ERC WIPING PRODUCTS, INC			150.00	006832
8/30/21	00092	8/16/21 2212	202108 300-36900-10300			*	562.50		
		AUG EVENT STAFF AMENITY							
					GOVERNMENTAL MANAGEMENT SERVICES			562.50	006833

DBBR DOUBLE BRANCH OKUZMUK

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
8/30/21	00422	6/30/21 06302021	202107 320-57200-43100	COM CHIPPER SPLIT 50/50	*	2,273.29	
				THE HOME DEPOT PRO			2,273.29 006834
8/30/21	00024	8/01/21 593436	202108 320-57200-46800	AUG LAKE MAINTENANCE	*	2,070.00	
				THE LAKE DOCTORS, INC.			2,070.00 006835
8/30/21	00297	8/20/21 298	202107 320-57200-46400	JUL PRESSURE WASHING	*	3,267.00	
		8/20/21 299	202107 320-57200-46400	JUL PRESSURE WASHING ADDL	*	1,950.00	
				RIVERSIDE MANAGEMENT SERVICES, INC			5,217.00 006836
8/30/21	00264	8/05/21 408	202108 320-57200-63100	INSTALL CHAIN LINK FENCE	*	986.00	
		8/05/21 409	202108 320-57200-63100	RPLC WHITE FENCE	*	743.00	
				T FENCEMAN INC			1,729.00 006837
8/30/21	00672	11/23/20 4108	202011 320-57200-63100	WALKING TRAIL CLEANUP 50%	*	1,924.00	
				VERDEGO, LLC			1,924.00 006838
8/30/21	00672	8/01/21 6101	202108 320-57200-46200	AUG LANDSCAPE MAINTENANCE	*	31,536.08	
				VERDEGO, LLC			31,536.08 006839
TOTAL FOR BANK B						72,461.39	
TOTAL FOR REGISTER						72,461.39	

DBBR DOUBLE BRANCH OKUZMUK

**From:** Daniel Laughlin [dlaughlin@gmsnf.com](mailto:dlaughlin@gmsnf.com)  
**Subject:** Fwd: DBCDD refund of deposit request - CHRISTINE DAVIES  
**Date:** July 29, 2021 at 8:47 AM  
**To:** Margaret Bronson [mbronson@gmsnf.com](mailto:mbronson@gmsnf.com)



Daniel Laughlin  
Governmental Management Services, LLC  
District Manager  
475 West Town Place, Suite 114  
Saint Augustine, Florida 32092  
(904)-940-5850 x401 (Office)  
(904)-940-5899 (Fax)  
[dlaughlin@gmsnf.com](mailto:dlaughlin@gmsnf.com)

Begin forwarded message:

**From:** Oakleaf Venues <[venue rentals@oakleafresidents.com](mailto:venue rentals@oakleafresidents.com)>  
**Subject:** DBCDD refund of deposit request - CHRISTINE DAVIES  
**Date:** July 28, 2021 at 6:25:18 PM EDT  
**To:** Oksana Kuzmuk <[okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)>  
**Cc:** Daniel Laughlin <[dlaughlin@gmsnf.com](mailto:dlaughlin@gmsnf.com)>

Good evening Oksana,

Please make the following refund at your earliest opportunity:

- LOCATION – OV PATIO aka Oakleaf Village PATIO (SATURDAY) 10:00 A.M. to 2:00 P.M.
- DATE OF VENUE – JULY 24, 2021
- RESIDENT – CHRISTINE DAVIES
- ADDRESS – 623 WAKEVIEW DRIVE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA (7194):
  - DATED: 6/10/21
  - SEC#: 2
  - BATCH#: 191
  - INVOICE#: 2
  - APPROVAL CODE: 03640D
  - AMOUNT: \$100.00

757B

2-300-36900-10300  
Rental Deposit  
Refund

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
06/10/21	06/10/21	07/24/21	Christine Davies - OV PATIO - DEPOSIT	DEPOSIT	\$ 100.00			VISA-03640D

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

Thank you.

I will be out of the office SATURDAY, JULY 31, 2021 and SUNDAY, AUGUST 1, 2021, therefore, if you require immediate attention please email me, or you may 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](mailto:venue rentals@oakleafresidents.com)  
(904) 770-4661 voice email  
(904) 375-9285 ext. 3  
[www.oakleafresidents.com](http://www.oakleafresidents.com)

Governmental Management Services

[www.OakLeafResidents.com](http://www.OakLeafResidents.com)

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**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice****Invoice #:** 2200**Invoice Date:** 3/19/21**Due Date:** 3/19/21**Case:****P.O. Number:****Bill To:**

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

9213

Description	Hours/Qty	Rate	Amount
2.320.572.4100 - Phones - March 2021		88.72	88.72
2.320.572.49300 - Permits / Licenses - March 2021		26.95	26.95
2.320.572.63100 - Repair and Replacements - March 2021		1,606.33	1,606.33
2.320.572.49400 - Special Events - March 2021		225.30	225.30
2.320.572.51000 - Office Supplies - March 2021		66.13	66.13
2.320.572.34600 - Aqua Staff - March 2021		180.82	180.82
<div data-bbox="578 1108 909 1339"><div>RECEIVED</div><div>AUG 02 2021</div><div>By _____</div></div>			
<b>Total</b>			<b>\$2,194.25</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$2,194.25</b>

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

Invoice #: 2210

Invoice Date: 8/2/21

Due Date: 8/2/21

Case:

P.O. Number:

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

92B

Description	Hours/Qty	Rate	Amount
Facility Event Staff through July 29, 2021 <u>Amenities Revenue</u> <del>2-369-103</del> 2-300-369.00-10200	14.58	25.00	364.50

**Total** \$364.50**Payments/Credits** \$0.00**Balance Due** \$364.508-3-21  
CDD



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

**DOUBLE BRANCH CDD**

**Facility Event Staff Service Hours**

<b><u>Quantity</u></b>	<b><u>Description</u></b>	<b><u>Rate</u></b>	<b><u>Amount</u></b>
14.58	Facility Event Staff	\$ 25.00	\$ 364.50

Covers Period End: July 29, 2021

Amenities Revenue # 2-369-103

**From:** Daniel Laughlin [dlaughlin@gmsnf.com](mailto:dlaughlin@gmsnf.com)  
**Subject:** Fwd: DBCDD refund of deposit request - LAURA GARCIA  
**Date:** July 29, 2021 at 8:47 AM  
**To:** Margaret Bronson [mbronson@gmsnf.com](mailto:mbronson@gmsnf.com)

Daniel Laughlin  
Governmental Management Services, LLC  
District Manager  
475 West Town Place, Suite 114  
Saint Augustine, Florida 32092  
(904)-940-5850 x401 (Office)  
(904)-940-5899 (Fax)  
[dlaughlin@gmsnf.com](mailto:dlaughlin@gmsnf.com)

Begin forwarded message:

**From:** Oakleaf Venues <[venue rentals@oakleafresidents.com](mailto:venue rentals@oakleafresidents.com)>  
**Subject:** DBCDD refund of deposit request - LAURA GARCIA  
**Date:** July 28, 2021 at 6:38:45 PM EDT  
**To:** Oksana Kuzmuk <[okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)>  
**Cc:** Daniel Laughlin <[dlaughlin@gmsnf.com](mailto:dlaughlin@gmsnf.com)>

Good evening Oksana,

Please make the following refund at your earliest opportunity:

- LOCATION – OV PATIO aka Oakleaf Village PATIO (SUNDAY) 10:00 A.M. to 2:00 P.M.
- DATE OF VENUE – JULY 25, 2021
- RESIDENT – LAURA GARCIA
- ADDRESS – 849 STALLION WAY, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
  - \* BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA (5539):
  - \* DATED: 7/9/21
  - \* SEQ#: 2
  - \* BATCH#: 194
  - \* INVOICE#: 2
  - \* APPROVAL CODE: 082520
  - \* AMOUNT: \$100.00

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
07/09/21	07/09/21	07/31/21	Laura Garcia - OV PATIO DEPOSIT	DEPOSIT	\$ 100.00			VISA-082620

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

Thank you.

I will be out of the office SATURDAY, JULY 31, 2021 and SUNDAY, AUGUST 1, 2021, therefore, if you require immediate attention please email me, or you may leave a detailed message at 904-770-4861 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](mailto:venue rentals@oakleafresidents.com)  
(904) 770-4861 voice email  
(904) 375-9285 ext. 3  
[www.oakleafresidents.com](http://www.oakleafresidents.com)

Governmental Management Services

[www.OakLeafResidents.com](http://www.OakLeafResidents.com)

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765 B

2-300-36900-10300

Rental Deposit  
Refund



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

## Invoice

Date 8/1/2021

Invoice # 131295601016

Terms	Net 20
Due Date	8/21/2021
PO #	
For Invoice Grouping	No

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
<p>186 B</p> <p>2 - 320-57200-46300</p> <p>RECEIVED JUL 26 2021 BY: _____</p>				

Total 2,107.49  
Amount Due \$2,107.49

### Remittance Slip

Customer  
130AK102  
Invoice #  
131295601016

Amount Due \$2,107.49

Amount Paid \_\_\_\_\_

Make Checks Payable To

Poolsure  
PO Box 55372  
Houston, TX 77255-5372



131295601016

**From:** Daniel Laughlin dlaughlin@gmsnf.com  
**Subject:** Fwd: DBCDD refund of deposit request - ROSHEDIA HOWARD  
**Date:** July 29, 2021 at 8:47 AM  
**To:** Margaret Bronson mbronson@gmsnf.com

DL

Daniel Laughlin  
Governmental Management Services, LLC  
District Manager  
475 West Town Place, Suite 114  
Saint Augustine, Florida 32092  
(904)-940-5850 x401 (Office)  
(904)-940-5899 (Fax)  
dlaughlin@gmsnf.com

Begin forwarded message:

**From:** Oakleaf Venues <venue rentals@oakleafresidents.com>  
**Subject:** DBCDD refund of deposit request - ROSHEDIA HOWARD  
**Date:** July 28, 2021 at 6:08:45 PM EDT  
**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 (SATURDAY) 3:30 p.m. to 7:30 p.m.
- DATE OF VENUE – JULY 24, 2021
- RESIDENT – ROSHEDIA HOWARD
- ADDRESS – 4190 PLANTATION OAKS BLVD, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$50.00 (CHECKED OUT LATE AND DID NOT CLEAN-CHARGED 1/2 OF DEPOSIT)
  - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via MASTERCARD(3245):
  - DATED: 7/1/21
  - SEQ#: 2
  - BATCH#: 193
  - INVOICE#: 2
  - APPROVAL CODE: 689FB8
  - AMOUNT: \$100.00

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
07/01/21	07/01/21	07/24/21	Roshedia Howard - OV PATIO DEPOSIT	DEPOSIT	\$ 100.00			MC-689FB8

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

Thank you.

I will be out of the office SATURDAY, JULY 31, 2021 and SUNDAY, AUGUST 1, 2021, therefore, if you require immediate attention please email me, or you may 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

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8526 B

2-300-36900-10300  
Rental Deposit  
Refund





## Invoice

Invoice #: 5404

Date: 05/27/21

Customer PO:

DUE DATE: 06/26/2021

### 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

672B

### DESCRIPTION

#3847 - Loop Road Mainline Repair

While performing the inspection on the Piedmont clock Kenny found a main line leak by the sidewalk of loop road. Dug down to find a junction point leaking. Repaired and covered

*Irrigation*

### AMOUNT

\$590.00

### Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

\$590.00

**Code to:**

**Double Branch - Irrigation Repairs**

**2-320-572-35100**





## Invoice

Invoice #: 5405

Date: 05/27/21

Customer PO:

DUE DATE: 06/26/2021

### 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

672B

### DESCRIPTION

### AMOUNT

#4042 -

Install micro tubing to flower baskets and hibiscus pots around the amenity center  
*Irrigation*

\$680.00

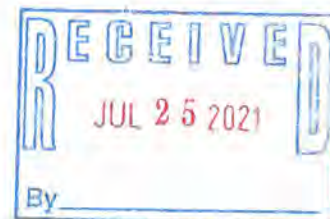
### Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

\$680.00

**Code to:**  
**Double Branch - Irrigation Repairs**  
**2-320-572-35100**



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

07-07-21

Invoice Date

013869089

Invoice Number

720343326

Customer Number

21  
8-7751

2-330-57200-5000

MFP3635X1 MFP3635X W/EIP

SER.# BB1-867777

SPLY-MAINT - COST PER COPY PLAN  
AMOUNT

METER USAGE  
METER 1

03-30-21 TO 06-30-21  
182851 183301 450

PRINT CHARGES  
METER 1 PRINTS

Billable Prints

NET BILLABLE PRINTS

450  
450 .041700  
TOTAL EXCESS PRINT CHARGES

18.77

18.77



SUB TOTAL

18.77

TOTAL

18.77

\*\* ALLOWANCE PRORATED FOR 089 DAYS  
FINAL INVOICE FOR SPLY-MAINT - COST PER COPY PLAN  
AT THE TIME OF BILLING, NO VALID METER READ WAS AVAILABLE,  
SO METER USAGE WAS ESTIMATED. ANY OVERAGE/UNDERAGE WILL BE  
ADJUSTED ON NEXT METER INVOICE. PLEASE VISIT OUR WEBSITE  
AT WWW.XEROX.COM TO SUBMIT YOUR NEXT METER READ.  
THIS IS A 12 MONTH AGREEMENT WHICH INCLUDES MAINTENANCE  
AND SUPPLY CHARGES  
TOTAL OF INVOICE MAY VARY ACCORDING TO METER USAGE BILLED

XEROX FEDERAL IDENTIFICATION #16-0468020

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

Ship To/Installed At  
DOUBLE BRANCH  
COMM DEV DIST  
PKWY

370 OAKLEAF VILLAGE  
ORANGE PARK FL  
32065

Bill To  
DOUBLE BRANCH  
COMM DEV DIST  
STE 114

475 W TOWN PL  
SAINT AUGUSTINE FL  
32092

When Paying By Mail  
Send Payment To:

XEROX CORPORATION  
P.O. BOX 827598  
PHILADELPHIA, PA  
19182-7598



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

Invoice Amount

PLEASE PAY  
01-569-8562 4 720343326 013869089 07-07-21 THIS AMOUNT  
RR002570 M 070120  
03 6GSW 6GSW W W0225 5933 1 U65CA

\$18.77  
VFL40

202100008070060 0138690890 0300018778 272034332684

Invoice

Payment



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

07-07-21

Invoice Date

013869090

Invoice Number

720343326

Customer Number

MFP3635X1 MFP3635X W/EIP

SER.# BB1-867777

INITIAL INVOICE

AMOUNT

*July*  
BASE CHARGE



07-01-21 TO 07-30-21

42.28

SUB TOTAL

42.28

TOTAL

42.28

CONTRACT EFFECTIVE DATE 07-01-21

INITIAL INVOICE FOR SPLY-MAINT - COST PER COPY PLAN  
INITIAL METER READS - METER A 183301  
AT THE TIME OF BILLING, NO VALID METER READ WAS AVAILABLE,  
SO METER USAGE WAS ESTIMATED. ANY OVERAGE/UNDERAGE WILL BE  
ADJUSTED ON NEXT METER INVOICE. PLEASE VISIT OUR WEBSITE  
AT WWW.XEROX.COM TO SUBMIT YOUR NEXT METER READ.  
THIS IS A 12 MONTH AGREEMENT WHICH INCLUDES MAINTENANCE  
AND SUPPLY CHARGES

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  
01-569-8562 4 720343326 013869090 07-07-21 THIS AMOUNT  
RR002571 M 070121  
03 6GSW 6GSW W W0225 5933 1 U65IN

\$42.28  
VFL40

202100008070060 0138690902 0300042287 272034332688

Invoice

Payment





**From:** Oksana Kuzmuk okuzmuk@gmsnf.com  
**Subject:** Fwd: DBCDD refund of deposit request - AU'NISTI ROGERS  
**Date:** August 11, 2021 at 4:58 PM  
**To:** Margaret Bronson mbronson@gmsnf.com

OK

Oksana Kuzmuk  
Governmental Management Services  
393 Palm Coast Pkwy SW Unit 4  
Palm Coast, Florida 32137  
Office: (904) 940-5850 ext. 404  
Cell: (386) 237-8444

GMS

857B

Begin forwarded message:

**From:** Oakleaf Venues <venues@oakleafresidents.com>  
**Subject:** DBCDD refund of deposit request - AU'NISTI ROGERS  
**Date:** August 11, 2021 at 4:33:43 PM EDT  
**To:** Oksana Kuzmuk <okuzmuk@gmsnf.com>  
**Cc:** Daniel Laughlin <dlaughlin@gmsnf.com>

Good afternoon Oksana,

Please make the following refund at your earliest opportunity:

- LOCATION – OV PATIO aka Oakleaf Village PATIO (SUNDAY) 3:00 p.m. to 7:00 p.m.
- DATE OF VENUE – AUGUST 1, 2021
- RESIDENT – AU'NISTI ROGERS
- ADDRESS – 163 CANOPY OAKS DRIVE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA (8466):
  - DATED: 7/15/21
  - SEQ#: 2
  - BATCH#: 196
  - INVOICE#: 2
  - APPROVAL CODE: 01284
  - AMOUNT: \$100.00

2-300-369-10300

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
07/15/21	07/15/21	08/01/21	Au'Nisti Rogers - OV PATIO DEPOSIT	DEPOSIT	\$ 100.00			VISA-012849

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

Thank you.

I will be out of the office MONDAY, AUGUST 16, 2021 thru WEDNESDAY, AUGUST 18, 2021, therefore, if you require immediate attention please email me, or you may 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  
venues@oakleafresidents.com  
(904) 770-4661 voice email  
(904) 375-9285 ext. 3  
www.oakleafresidents.com

Governmental Management Services

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**From:** Daniel Laughlin dlaughlin@gmsnf.com  
**Subject:** Fwd: DBCDD refund of deposit request - CHARISSE BELL  
**Date:** August 11, 2021 at 5:46 PM  
**To:** Margaret Bronson mbronson@gmsnf.com

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

**From:** Oakleaf Venues <venue rentals@oakleafresidents.com>  
**Date:** Wed, Aug 11, 2021, 5:33 PM  
**Subject:** Fwd: DBCDD refund of deposit request - CHARISSE BELL  
**To:** Oksana Kuzmuk <okuzmuk@gmsnf.com>  
**Cc:** Daniel Laughlin <dlaughlin@gmsnf.com>, Shelby Sovine <ssovine@gmsnf.com>, Oakleaf Manager <manager@oakleafresidents.com>

Good afternoon Oksana,

Please provide a status update on the attached deposit refund request for Charisse Bell that was originally requested on June 14, 2021, with a reminder sent on August 6, 2021. The resident is calling the offices requesting her refund.

Thank you.

I will be out of the office MONDAY, AUGUST 16, 2021 thru WEDNESDAY, AUGUST 18, 2021, therefore, if you require immediate attention please email me, or you may 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](http://www.OakLeafResidents.com)

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

**From:** Oakleaf Venues <venue rentals@oakleafresidents.com>  
**Date:** Mon, Jun 14, 2021 at 5:07 PM  
**Subject:** DBCDD refund of deposit request - CHARISSE BELL  
**To:** Oksana Kuzmuk <okuzmuk@gmsnf.com>  
**Cc:** Daniel Laughlin <dlaughlin@gmsnf.com>

Good afternoon Oksana,

Please make the following refund at your earliest opportunity

- LOCATION - OV PATIO aka Oakleaf Village PATIO (SATURDAY) 4:00 p.m. to 8:00 p.m.
- DATE OF VENUE - JUNE 12, 2021
- RESIDENT - CHARISSE BELL
- ADDRESS - 625 OAKLEAF PLANTATION PARKWAY, UNIT# 116, RANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA (8909):
  - DATED: 5/19/21
  - SEQ#: 4
  - BATCH#: 186
  - INVOICE#: 4
  - APPROVAL CODE: 019176
  - AMOUNT: \$100.00

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC. CHECK/CASH	CREDIT CARD
05/19/21	05/19/21	06/12/21	Charisse Bell - OV PATIO DEPOSIT	DEPOSIT	\$ 100.00		VISA-019176

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

Thank you.

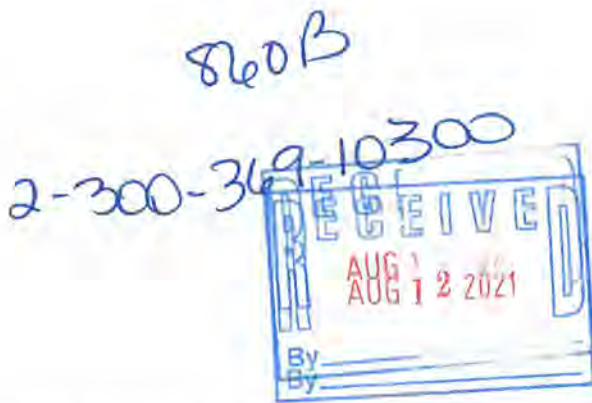
I will be out of the office FRIDAY, JUNE 11, 2021 and SATURDAY, JUNE 12, 2021, therefore, if you require immediate attention please email me or leave a detailed message at 904-770-4661 with your NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL 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](http://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.





**From:** Daniel Laughlin dlaughlin@gmsnf.com  
**Subject:** Fwd: DBCDD refund of deposit request - CHIQUITA POWELL  
**Date:** August 11, 2021 at 6:01 PM  
**To:** Margaret Bronson mbronson@gmsnf.com

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

**From:** Oakleaf Venues <venues@oakleafresidents.com>  
**Date:** Wed, Aug 11, 2021, 5:57 PM  
**Subject:** DBCDD refund of deposit request - CHIQUITA POWELL  
**To:** Oksana Kuzmuk <okuzmuk@gmsnf.com>  
**Cc:** Daniel Laughlin <dlaughlin@gmsnf.com>

Good afternoon Oksana,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR aka Oakleaf Village CLUBROOM (SATURDAY) 2:30 p.m. to 6:30 p.m.
- DATE OF VENUE – AUGUST 7, 2021
- RESIDENT – CHIQUITA POWELL
- ADDRESS – 575 OAKLEAF PLANTATION PKWY #508 ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via CHECK drawn on VyStar:
  - DATED: 5/2/21
  - CHECK#: 0193
  - DEPOSITED: 5/4/21
  - AMOUNT: \$100.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
05/02/21	05/04/21	05/01/21	Chiquita Powell - OVCR DEPOSIT	DEPOSIT	\$ 100.00		CK# 193	DEPOSITED 5/4/21

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

Thank you.

I will be out of the office MONDAY, AUGUST 16, 2021 thru WEDNESDAY, AUGUST 18, 2021, therefore, if you require immediate attention please email me, or you may 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  
 venues@oakleafresidents.com  
 (904) 770-4661 voice email  
 (904) 375-9285 ext. 3  
 www.oakleafresidents.com

Governmental Management Services

[www.OakLeafResidents.com](http://www.OakLeafResidents.com)

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85813  
 2-300-369-10300

**From:** Oksana Kuzmuk okuzmuk@gmsnf.com  
**Subject:** Fwd: DBCDD refund of deposit request - FELICIA SMITH  
**Date:** August 11, 2021 at 4:12 PM  
**To:** Margaret Bronson mbronson@gmsnf.com

OK

Oksana Kuzmuk  
Governmental Management Services  
393 Palm Coast Pkwy SW Unit 4  
Palm Coast, Florida 32137  
Office: (904) 940-5850 ext. 404  
Cell: (386) 237-8444



Begin forwarded message:

**From:** Oakleaf Venues <venue rentals@oakleafresidents.com>  
**Subject:** DBCDD refund of deposit request - FELICIA SMITH  
**Date:** August 11, 2021 at 4:04:08 PM EDT  
**To:** Oksana Kuzmuk <okuzmuk@gmsnf.com>  
**Cc:** Daniel Laughlin <dlaughlin@gmsnf.com>

Good afternoon Oksana,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR aka Oakleaf Village CLUBROOM (FRIDAY) 8:00 PM to 12:00 A.M
- DATE OF VENUE – JULY 30, 2021
- RESIDENT – FELICIA SMITH
- ADDRESS – 1476 CANOPY OAKS DRIVE, RANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA (4437):
  - DATED: 7/14/21
  - SEC#: 6
  - BATCH#: 195
  - INVOICE#: 3
  - APPROVAL CODE 051244
  - AMOUNT: \$100.00

859B

2-300-369-10300



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
07/14/21	07/14/21	07/30/21	Felicia Smith - OVCR DEPOSIT	DEPOSIT	\$ 100.00			VISA-051244

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

Thank you.

I will be out of the office MONDAY, AUGUST 16, 2021 thru WEDNESDAY, AUGUST 18, 2021, therefore, if you require immediate attention please email me, or you may 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](http://www.oakleafresidents.com)

Governmental Management Services

[www.OakleafResidents.com](http://www.OakleafResidents.com)

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1001 Bradford Way  
Kingston, TN 37763

**Invoice #:** 2208  
**Invoice Date:** 8/1/21  
**Due Date:** 8/1/21  
**Case:**  
**P.O. Number:**

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

92B

Description	Hours/Qty	Rate	Amount
Facility Management - Oakleaf Plantation - August 2021 2.310.513.3400		14,873.95	14,873.95

RECEIVED  
AUG 06 2021  
By \_\_\_\_\_

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

8/5/21  
OK



**From:** Oksana Kuzmuk okuzmuk@gmsnf.com  
**Subject:** Fwd: DBCCD refund of deposit request - KARLIE JOHNSON  
**Date:** August 11, 2021 at 4:23 PM  
**To:** Margaret Bronson mbronson@gmsnf.com

OK

Oksana Kuzmuk  
Governmental Management Services  
393 Palm Coast Pkwy SW Unit 4  
Palm Coast, Florida 32137  
Office: (904) 940-5850 ext. 404  
Cell: (386) 237-8444



Begin forwarded message:

**From:** Oakleaf Venues <venues@oakleafresidents.com>  
**Subject:** DBCCD refund of deposit request - KARLIE JOHNSON  
**Date:** August 11, 2021 at 4:20:15 PM EDT  
**To:** Oksana Kuzmuk <okuzmuk@gmsnf.com>  
**Cc:** Daniel Laughlin <dlaughlin@gmsnf.com>

Good afternoon Oksana,

Please make the following refund at your earliest opportunity:

- LOCATION – OV PATIO aka Oakleaf Village PATIO (SATURDAY) 3:30 p.m. to 7:30 p.m.
- DATE OF VENUE – AUGUST 7, 2021
- RESIDENT – KARLIE JOHNSON
- ADDRESS – 405 SUNSTONE COURT, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA (8445):
  - DATED: 5/7/21
  - SEQ#: 2
  - BATCH#: 183
  - INVOICE#: 2
  - APPROVAL CODE: 007793
  - AMOUNT: \$100.00

844 B

2-300-36900-10300

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
05/07/21	05/07/21	06/12/21	Karlle Johnson - OV PATIO DEPOSIT	DEPOSIT	\$ 100.00			VISA-007422

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

Thank you.

I will be out of the office MONDAY, AUGUST 16, 2021 thru WEDNESDAY, AUGUST 18, 2021, therefore, if you require immediate attention please email me, or you may 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  
venues@oakleafresidents.com  
(904) 770-4661 voice email  
(904) 375-9285 ext. 3  
www.oakleafresidents.com

Governmental Management Services

[www.OakLeafResidents.com](http://www.OakLeafResidents.com)

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

**Invoice #:** 296  
**Invoice Date:** 8/1/2021  
**Due Date:** 8/1/2021  
**Case:**  
**P.O. Number:**

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

RECEIVED  
AUG 06 2021  
By \_\_\_\_\_

<b>Balance Due</b>	<b>\$4,251.00</b>
--------------------	-------------------

1.00  
8/5/21  
R

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

08-01-21

Invoice Date

013968326

Invoice Number

720343326

Customer Number

MFP3635X1 MFP3635X W/EIP

SER.# BB1-867777

SPLY-MAINT - COST PER COPY PLAN  
AMOUNT

BASE CHARGE

AUGUST

42.28

SUB TOTAL

42.28

TOTAL

42.28

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

399 B

2- 330-57200-5000

Aug. Base Charge



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

Payment



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

Invoice Amount

PLEASE PAY  
01-569-8562 4 720343326 013968326 08-01-21 THIS AMOUNT

\$42.28

RR003915 M 070121

VFL40

03 6GSW 6GSW

W 00000 5933 1 B15

202100008070060 0139683264 0300042287 272034332688

Invoice







Tel. 904-743-8444  
www.smarthome.biz  
sales@smarthome.biz

PLEASE PAY BY	AMOUNT	INVOICE DATE
09/14/2021	\$935.00	08/17/2021

**INVOICE NO. 214933**

**Service - Security**

Item	Quantity	Unit Price	Total
Residential service	6.00 hrs	\$150.00	\$900.00
Sub-Total ex Tax			\$935.00
Tax			\$0.00
Total			\$935.00

**Code to:**  
**Double Branch Repair and Replacements**  
**2.320.57200.63100**

280



"Thank you—we really appreciate your business! Please send payment within 21 days of receiving this invoice."

**IMPORTANT:** Please remember to test your system monthly.

Need automation for your home? Visit us online at [www.smarthome.biz](http://www.smarthome.biz)

There will be a 1.5% interest charge per month on late invoices.

Sub-Total ex Tax	\$935.00
Tax	\$0.00
Total inc Tax	\$935.00
Amount Applied	\$0.00
Balance Due	\$935.00

**How To Pay**



**Credit Card (MasterCard, Visa, Amex )**

Credit Card No.

Card Holder's Name: \_\_\_\_\_ CCV: \_\_\_\_\_

Expiry Date:  /  Signature: \_\_\_\_\_



**Mail**

Detach this section and mail check to:

**Atlantic Security**  
1714 Cesery Blvd  
Jacksonville, FL 32211

INVOICE NO. 214933

**NAME:** Oakleaf Plantation **DUE DATE:** 09/14/2021 **AMOUNT DUE:** \$935.00

Please Reference: **214933**



Tel. 904-743-8444  
www.smarthome.biz  
sales@smarthome.biz

Oakleaf Plantation  
370 Oakleaf Village Parkway  
Orange Park FL 32065

PLEASE PAY BY

09/14/2021

AMOUNT

\$935.00

INVOICE DATE

08/17/2021

## INVOICE NO. 214933

**Site:** Oakleaf Plantation  
**Site Address:** 845 Oakleaf Plantation Parkway  
Orange Park FL 32073  
**Job No.:** 63526  
**Job Name:**  
**Order No.:**

### Description

5/17 need to get system finish guest cards and reader guest bath  
POC 562-0249

Jerry, can you set up to come out and replace a couple of our kt300boards with a new four door controller. We have had the controller for a while but have not gotten with you guys this past year to install.

I am also in need of transferring our server/and database over to another computer along with possible updating the software. I have tokens but would need you guys to complete the work.

Please let me know when you can make it out.

Jay Soriano - Operations Manager, OakLeaf Plantation

**05/25/2021 Brent Touchet**

The job is complete.

Reprogram pool supervisor keypad reader and test

If you have any further problems with your system please contact us.

Discounted Labor on job for late invoice.



Governmental Management Services

jsoriano@gmsnf.com

(904)342-1441 (cell)

2813

### Service - Security

Item	Quantity	Unit Price	Total
Service Fee	1.00	\$35.00	\$35.00



From: Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
Subject: DBCDD refund of deposit request - DEBBIE NIEVES (PICKETT)  
Date: August 21, 2021 at 12:54 PM  
To: Margaret Bronson [mbronson@gmsnf.com](mailto:mbronson@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
Cc: Daniel Laughlin [dlaughlin@gmsnf.com](mailto:dlaughlin@gmsnf.com), Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com)

OV

Good afternoon Margaret and Oksana,

861 B

\$50.00  
2-300-36900-10300  
Rental Deposit  
Refund

Please make the following refund at your earliest opportunity:

- o LOCATION – OV PATIO aka Oakleaf Village PATIO (SATURDAY) 3:00 p.m. to 7:00 p.m.
- o DATE OF VENUE – JULY 31, 2021
- o RESIDENT – DEBBIE NIEVES
- o ADDRESS – 3534 PEBBLE STONE COURT, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND - \$50.00 - (CHECKED OUT LATE & DID NOT COMPLETE CLEAN-UP RESPONSIBILITIES - CHARGED 1/2 OF DEPOSIT)
  - BOOKING FEE / DEPOSIT REFUND
- o DEPOSIT was via VISA (0932):
  - DATED: 7/14/21
  - SEQ#: 2
  - BATCH# 195
  - INVOICE#: 2
  - APPROVAL CODE: 115004
  - AMOUNT: \$100.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION
07/14/21	07/14/21	07/24/21	Debbie Nieves - OV PATIO DEPOSIT

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

Thank you.

I will be out of the office MONDAY, AUGUST 23, 2021 thru FRIDAY, AUGUST 27, 2021, therefore, if you require immediate attention please email me, or you may 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](mailto:venuerentals@oakleafresidents.com)  
(904) 770-4661 voice email  
(904) 375-9285 ext. 3  
[www.oakleafresidents.com](http://www.oakleafresidents.com)

Governmental Management Services

[www.OakLeafResidents.com](http://www.OakLeafResidents.com)

From: Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)

Subject: DBCDD refund of deposit request - EDISON GREEN

Date: August 21, 2021 at 4:33 PM

To: Margaret Bronson [mbronson@gmsnf.com](mailto:mbronson@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)

Cc: Daniel Laughlin [dlaughlin@gmsnf.com](mailto:dlaughlin@gmsnf.com), Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com)

DV

Good afternoon Margaret and Oksana,

Please make the following refund at your earliest opportunity:

- LOCATION – OV PATIO aka Oakleaf Village PATIO (SATURDAY) 3:00 p.m. to 7:00 p.m.
- DATE OF VENUE – AUGUST 14, 2021
- RESIDENT – EDISON GREEN
- ADDRESS – 3945 BUCKTHORNE DRIVE UNIT# E, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA (0740):
  - DATED: 7/1/21
  - SEQ#: 4
  - BATCH#: 193
  - INVOICE#: 4
  - APPROVAL CODE: 033203
  - AMOUNT: \$100.00

\$100.00  
Rental Deposit Refund  
2. 300.369.10300  
S2B

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
07/01/21	07/01/21	08/14/21	Edison Green - OV PATIO DEPOSIT	DEPOSIT	\$ 100.00			VISA-033203

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

Thank you.

I will be out of the office MONDAY, AUGUST 23, 2021 thru FRIDAY, AUGUST 27, 2021, therefore, if you require immediate attention please email me, or you may 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](mailto:venuerentals@oakleafresidents.com)  
(904) 770-4661 voice email  
(904) 375-9285 ext. 3  
[www.oakleafresidents.com](http://www.oakleafresidents.com)

Governmental Management Services

[www.OakLeafResidents.com](http://www.OakLeafResidents.com)

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19 Bennett Street • Lynn, MA 01905  
1-800-225-9473 (WIPE)  
781-593-4000 • Fax 781-593-4020  
email: erc@ercwipe.com • www.ercwipe.com

Invoice Number	Page
822848	1
7/15/2021	

Bill-To #: 29121  
OAKLEAF PLANTATION  
370 OAKLEAF VILLAGE PARKWAY  
ORANGE PARK, FL 32065

Ship-To #:  
OAKLEAF PLANTATION  
370 OAKLEAF VILLAGE PARKWAY  
ORANGE PARK, FL 32065

Order No.	Customer P/O	Ship Via	Terms	Sales Rep
763557	DOUBLE BRANCH	UPS LTL-FRT- EXC	NET 30	SHOPPING CART

Item	Description	U/M	Order	Ship	B/O	Net Price	Extended
EW3000MAX	MAX ROLL	CSE	15	15		57.5000	862.50
	Tracking/Pro #:030230480						
	***** * **PLEASE PAY WITHIN TERMS** * WE ACCEPT ALL MAJOR CREDIT CARDS * VISA - MASTERCARD - DISCOVER * AMERICAN EXPRESS * PLEASE CALL 781-593-4000 TO PAY *****						
	<b>Code to:</b> <b>Double Branch Repair and Replacements</b> <b>2.320.57200.63100</b> <b>Pay shipping only (\$150)</b>						
	261B						
	<b>RAGS • TOWELS • PAPER WIPERS</b>						
	<i>Thank You For Your Business</i>						



FINANCES CHARGES OF 1.5% PER MONTH (18% PER ANNUM)  
WILL BE CHARGED ON INVOICES OVER 30 DAYS

ALL FEES AND EXPENSES INVOLVED IN THE COLLECTION OF PAST DUE ACCOUNTS OR  
BAD CHECKS WILL BE PAID BY THE CUSTOMER



A  
MEMBER  
OF  
**SMART**  
SECONDARY MATERIALS AND RECYCLED TEXTILES  
AN  
INTERNATIONAL  
ASSOCIATION

AT	Sub Total:	862.50
	Sales Tax:	.00
DUE DATE: 8/14/2021	Shipping:	150.00
Please Remit To: 19 Bennett St Lynn MA 01905	Deposits:	.00
	Balance:	1012.50

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice**

Invoice #: 2212

Invoice Date: 8/16/21

Due Date: 8/16/21

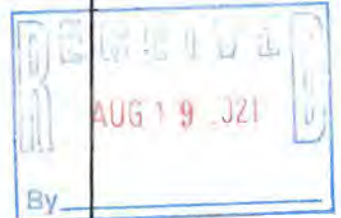
Case:

P.O. Number:

**Bill To:**

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

Description	Hours/Qty	Rate	Amount
Facility Event Staff through August 12, 2021  Amenitie Revenue <del>2,369.103</del>  2,300.36900.10300  92B	22.5	25.00	562.50

**Total** \$562.50**Payments/Credits** \$0.00**Balance Due** \$562.50

8/16/21  
GAC

**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>
22.50	Facility Event Staff	\$ 25.00	\$ 562.50

Covers Period End: August 12, 2021

Amenities Revenue # 2-369-103



## Secure Checkout

### Contact

[Update Your Info](#)

Jay Soriano

manager@oakleafresidents.com

(904) 562-0249



Text me when my order is ready.

Home Depot will send you a text message when your order is ready for pickup. Message and data rates may apply and texts may be sent between the hours of [8:00 am and 9:00 pm]. Privacy Policy at [www.homedepot.com/c/Privacy\\_Security](http://www.homedepot.com/c/Privacy_Security). Full terms

Will someone else pick it up?

### Store Pickup Location

Jacksonville W (oakleaf) Store

Where would you like to pick up your items?



In Store



Curbside

Your Order **\$4,887<sup>58</sup>**

[Edit Cart \(1\)](#)



### Pick Up In Store

See below for pick up availability.

FREE

**Jacksonville W (oakleaf) Store**

9751 Crosshill Blvd, Jacksonville, FL 32222 | (904)771-3228

✓ Curbside Selected



DK2 5 in. 14 HP Gas Powered ... \$4546.58

Qty : 1

Expected pick up by  
Jul 12 - Jul 15

Subtotal

\$4,546.58

Pick Up In Store

FREE

Estimated Sales Tax\*

\$341.00

Apply Tax Exempt ID

**Total**

**\$4,887<sup>58</sup>**

[Have a promo code?](#)

Feedback

DK2 Commercial Chipper

\$4546.58

**Code to: Split 50/50**

**Middle Village Repair and Replacements**

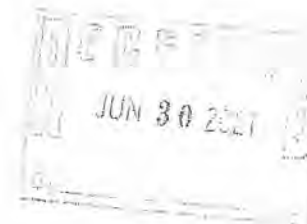
**34-600-538-64000**

**Double Branch Repair and Replacements**

**2.320.57200.63100 #2,273.29**

422B

6/30/2021 A





# INVOICE



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

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

Invoice #	593436
Account #	708477
Invoice Date	8/1/2021
Due Date	8/11/2021
Rep	MAS

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

Purchase Order Number	Terms	Invoice Date Reflects Month of Service Provided
	NET 10 DAYS	

Item	Description	Amount
	Monthly Water Management Service (R)	2,070.00
<b>Code to:</b> <b>2-320-572-4680</b> <b>Double Branch Lake Maintenance</b> <i>Aug Lake maintenance</i> <i>24B</i>		
<b>Customer Total Balance</b>		\$2,070.00



Please confirm your bank bill payer amount matches your invoice amount if you use a bank bill payer service. Thank you!

**Total Invoice \$2,070.00**

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

Please visit [www.lakedoctors.com](http://www.lakedoctors.com) for your local office contact information.

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT

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

Amount Enclosed

Invoice #	593436
Account #	708477
Date	8/1/2021

Go Green! Contact us at [Payments@lakedoctors.com](mailto:Payments@lakedoctors.com) to have your invoices emailed.

For address and contact updates, please email us at [Frontdesk@lakedoctors.com](mailto:Frontdesk@lakedoctors.com).

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

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

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

# Invoice

Invoice #: 298  
Invoice Date: 8/20/2021  
Due Date: 8/20/2021  
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 - July 2021  Common Area Maint. 2.572.4640  2.320.57200.46400  297B		3,267.00	3,267.00
<div>RECEIVED AUG 20 2021 By _____</div>			

<b>Total</b>	<b>\$3,267.00</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$3,267.00</b>

8/20/21  
CDD

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

Service Detail

Bill To: Double Branch CDD

Invoice Date: 6/1/21

Due Date: Upon Receipt

Amount Due: \$ 3,267.00

Date:	Description	Amount
6/29/21	Pressure wash 1,333' of lattice top	\$ 600.00
7/1/21	Pressure wash 700' of lattice top, pressure wash 1,144' of split rail	\$ 601.00
7/9/21	Pressure wash 997' of lattice top	\$ 449.00
7/13/21	Pressure wash 1,100' of lattice top	\$ 495.00
7/15/21	Pressure wash 1,192 of lattice top	\$ 537.00
7/22/21	Pressure wash 1,300 of lattice top	\$ 588.00

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

**TOTAL AMOUNT DUE:** \$ 3,267.00

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

Remit Payment

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

Contract Amount	\$	17,635.00
Invoice:		
Oct. 2020	\$	-
Nov. 2020	\$	-
Dec. 2020	\$	-
Jan. 2021	\$	-
Feb. 2021	\$	-
Mar. 2021	\$	-
Apr. 2021	\$	-
May 2021	\$	300.00
June 2021	\$	600.00
July 2021	\$	3,267.00
Aug. 2021	\$	-
Sept. 2021	\$	-
Balance:	\$	<u>13,468.00</u>

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

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

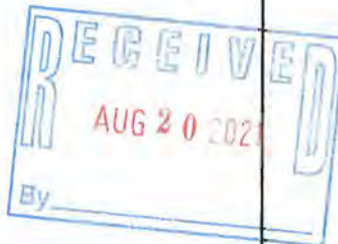
# Invoice

**Bill To:**

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

Invoice #: 299  
Invoice Date: 8/20/2021  
Due Date: 8/20/2021  
Case:  
P.O. Number:

Description	Hours/Qty	Rate	Amount
Additional Pressure Washing Services - July 2021  Common Area Maint. 2.572 .4640  2973 2.320.57200.46400		1,950.00	1,950.00



<b>Total</b>	<b>\$1,950.00</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$1,950.00</b>

8/20/21  
CDD

**Riverside Management Services, Inc.**  
8555 N. 50th Ave., Building 300, Suite 205, Fort Lauderdale, FL 33221

Service Detail

Bill To: Double Branch CDD

Invoice Date: 8/1/21

Due Date: Upon Receipt

Amount Due: \$ 1,950.00

**ADDITIONAL PRESSURE WASHING SERVICES:**

<u>Date</u>	<u>Description</u>	<u>Amount</u>
6/2/21	Surface clean rental patio, breezeway and ADA ramp to pool	\$ 650.00
7/27/21	Pressure wash graffiti from bridge over lake and on track	\$ 650.00
7/29/21	Pressure wash entry fountain	\$ 650.00

**TOTAL AMOUNT DUE:** \$ 1,950.00



# T Fenceman Inc.

" Built With Pride and Quality "

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

DATE: 8/5/2021  
INVOICE # 408  
FOR: Dog Park Storm Dra

**Bill To:**

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

DESCRIPTION	AMOUNT
1. Install 40' of black vinly chain link with 1- 4' wide gate 2. Coustom cut fence to ground 3. all post will be set in concrete	986.00
<b>Code to:</b> <b>Double Branch Repair and Replacements</b> <b>2.320.57200.63100</b>	
264B	
	
<b>TOTAL</b>	<b>\$ 986.00</b>

Please make check payable to **T fenceman Inc.**

If you have any questions concerning this invoice, contact N: Terry at 904-683-1432 cell 904.759.5875

**THANK YOU FOR YOUR BUSINESS!**

# T Fenceman Inc.

*" Built With Pride and Quality "*

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

DATE: 8/5/2021  
INVOICE # 409  
FOR: Fence Repair / Stock

**Bill To:**

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

DESCRIPTION	AMOUNT
1. Take down and haul away old fence	
2. Replace 2-6' high white vinyl panels with lattic and 3 line post.	
3. Deliver 2 line post, 2 post caps and 2 set of fence rails only	743.00
<b>Code to:</b> <b>Double Branch Repair and Replacements</b> <b>2.320.57200.63100</b>	
<p>264B</p> <p>RECEIVED AUG 19 2021 By _____</p>	
<b>TOTAL</b>	<b>\$ 743.00</b>

Please make check payable to **T fenceman Inc.**

If you have any questions concerning this invoice, contact Ne Terry at 904-683-1432 cell 904.759.5875

**THANK YOU FOR YOUR BUSINESS!**



## Invoice

Invoice #: 4108

Date: 11/23/20

Customer PO:

DUE DATE: 12/23/2020

### BILL TO

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

### FROM

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

### DESCRIPTION

#4016 - Walking trail cleanup revised  
Cleanup of walking trail around lake. Estimate may change based on width of trail that is  
TBD. This estimate reflects half of the trail.  
*Landscape Enhancement*

### AMOUNT

\$1,924.00

### Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

\$1,924.00

walking trail cleanup 50%







## Invoice

Invoice #: 6101

Date: 08/01/21

Customer PO:

DUE DATE: 08/31/2021

### BILL TO

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

### FROM

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

### DESCRIPTION

#4211 - Standard Maintenance Contract 2021-2022 August 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**

6720



CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
8/25/21	00021	8/05/21 1034847	202108 600-53800-62000	ROWERG,SKIERG,SKIERG2	*	1,985.00	
				CONCEPT 2, INC			1,985.00 000053
8/29/21	00021	8/05/21 1034847	202108 600-53800-62000	ROWERG,SKIERG,SKIERG2	V	1,985.00-	
				CONCEPT 2, INC			1,985.00-000053
8/30/21	00021	8/05/21 1034847	202108 600-53800-62000	ROWERG,SKIERG,SKIERG2	*	1,985.00	
				CONCEPT 2, INC			1,985.00 000054
TOTAL FOR BANK C						1,985.00	
TOTAL FOR REGISTER						1,985.00	

DBBR DOUBLE BRANCH OKUZMUK



CONCEPT2, INC., 105 INDUSTRIAL PARK DRIVE, MORRISVILLE, VT 05661

## QUOTATION

Customer #	Quotation #	Page
909727	1034847	1 of 1
Expires On: 08/15/21		Printed On: 08/05/21

**Bill To**

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT  
ATTN: JAY SORIANO  
475 W TOWN PL STE 114  
ST AUGUSTINE, FL 32092  
TEL #: 9043421441

**Ship To**

DOUBLE BRANCH CDD  
ATTN: JAY SORIANO  
370 OAKLEAF VILLAGE PKWY  
ORANGE PARK, FL 32065  
TEL #: 9043421441

Payment Terms	Terms of Sale	P.O. Number	Ship Via
PREPAYMENT REQUIRED	FOB DESTINATION FRT PPD & ADD	ROWERG, SKIERG & STAND	UPS GROUND
Entry Date	Preferred Ship Date	Currency	Contact Rep
07/16/21		USD	DJEPSON

Quote Quantity	Unit of Measure	Item Number / Description		Unit Price	Extended Price
1	each	2712	ROWERG WITH STANDARD LEGS	900.00	900.00
1	each	2715	SKIERG WITH PM5 MONITOR	770.00	770.00
1	each	2720	SKIERG2 FLOOR STAND	180.00	180.00

**\*\*PREPAYMENT IS REQUIRED IN US FUNDS PRIOR TO SHIPPING\*\***

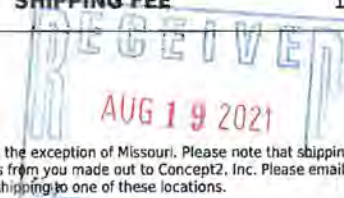
PLEASE INCLUDE SHIPPING CHARGES AND, IF APPLICABLE, SALES TAX. WE ACCEPT PAYMENT BY CREDIT CARD (MASTERCARD/VISA/DISCOVER/AMERICAN EXPRESS) OR CHECK. PLEASE REFER TO QUOTE OR ORDER NUMBER SHOWN ABOVE IN ALL CORRESPONDENCE.  
PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE. UNPAID ORDERS AND QUOTES WILL REMAIN ON FILE UNTIL THE EXPIRATION DATE SHOWN ABOVE. THANK YOU.

**Code to:**

21C

**SHIPPING FEE** 135.00

**Double Branch Capitol Projects**  
**34.600.53800.62000**



Concept2 collects HI GET tax for orders shipping to Hawaii and sales tax for orders shipping to all other locations where sales tax applies, with the exception of Missouri. Please note that shipping charges may also be taxable on shipments to these locations. If you are tax exempt in one of these locations, Concept2 needs tax exempt certificates from you made out to Concept2, Inc. Please email these to [ar@concept2.com](mailto:ar@concept2.com) or fax them to 802.888.4791. If you are not tax exempt, sales tax will apply to any transaction shipping to one of these locations.

IF THERE IS NO SALES TAX ON YOUR TRANSACTION AND YOU ARE NOT A TAX-EXEMPT ENTITY, IT IS BECAUSE CONCEPT2 IS NOT REQUIRED TO AND DOES NOT COLLECT SALES OR USE TAX FOR THE STATE TO WHICH THE ORDER IS BEING DELIVERED. DEPENDING ON THE STATE'S TAX LAWS, YOU MAY BE REQUIRED TO PAY USE TAX TO THE STATE TO WHICH THE ORDER IS BEING DELIVERED. CONTACT THE STATE'S TAX DEPARTMENT TO DETERMINE YOUR USE TAX LIABILITY.

PALLETS ARE PRODUCED FROM NON-CONIFEROUS HARDWOOD, ARE FREE OF ALL BARK CONTAMINATION AND CONFORM TO THE ISPM-15 STANDARD FOR HEAT TREATMENT.  
THESE COMMODITIES, TECHNOLOGIES OR SOFTWARE WERE EXPORTED FROM THE UNITED STATES IN ACCORDANCE WITH THE EXPORT ADMINISTRATION REGULATIONS, DIVERSION CONTRARY TO U.S. LAW PROHIBITED.

Thank you for your request.	<b>TOTAL</b>	<b>1,985.00 USD</b>
-----------------------------	--------------	---------------------

U.S. & CANADA: 800.245.5676 PHONE: 802.888.7971 INTL: 802.888.6333 FAX: 802.888.4791 [info@concept2.com](mailto:info@concept2.com) [concept2.com](http://concept2.com)

## *FOURTH ORDER OF BUSINESS*

## AMENDMENT TO FEE AGREEMENT

THIS AMENDMENT is made and entered into as of the \_\_\_\_ day of \_\_\_\_\_, 2021, by and between:

**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT**  
475 West Town Place, Suite 114  
St. Augustine, Florida 32092  
(the “**District**”), and

**HOPPING GREEN & SAMS, P.A**  
119 South Monroe Street, Suite 300  
Tallahassee, Florida 32301  
 (“**HGS**” and, together with the District, the “**Parties**”).

### RECITALS

**WHEREAS**, the District and HGS previously entered into that certain *Fee Agreement* dated July 9, 2002, as amended from time to time, for the provision of legal services to be provided to the District (the “**Agreement**”);

**WHEREAS**, the Parties desire to amend the Agreement in order to change the \$1,700 flat fee expense for Board meeting attendance and preparation to an hourly fee at the current, mutually agreed upon, hourly rates for attorneys, associates, paralegals and staff (the “**Amendment**”); and

**WHEREAS**, the District and HGS warrant and agree that they have all right, power and authority to enter into and be bound by this Amendment.

**NOW THEREFORE**, in consideration of the recitals, agreements, and mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Parties, the Parties agree as follows:

**SECTION 1.** The recitals so stated are true and correct and by this reference are incorporated into and form a material part of this Amendment.

**SECTION 2.** The Agreement is hereby amended to change the \$1,700 flat fee expense for Board meeting attendance and preparation to an hourly fee at the current, mutually agreed upon, hourly rates for attorneys, associates, paralegals and staff.

**SECTION 3.** This Amendment shall be effective as of September 1, 2021.

**SECTION 4.** Except as specifically amended above, the Agreement shall remain in full force and effect, unaltered by this Amendment.

**IN WITNESS WHEREOF**, the Parties hereto have signed this Amendment on the day and year first written above.

Attest:

**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairman, Board of Supervisors

**HOPPING GREEN & SAMS, P.A.**

By: \_\_\_\_\_

Print: \_\_\_\_\_

Its: \_\_\_\_\_

*FIFTH ORDER OF BUSINESS*



July 27, 2021

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

**Re: Consulting Engineer's Report, Section 9.21 of the Master Trust Indenture  
Double Branch Village Community Development District  
Fiscal Year 2021  
ETM Proj Num: 01-149**

Dear Mr. Perry:

In accordance with Section 9.21 of the Master Trust Indenture for the 2013 A1 and A2 Bonds, we have completed our annual review of the portions of the project within the Double Branch Community Development District constructed to date. We find these portions have been maintained in good repair with the following exception:

1. It was observed a homemade boat ramp has been constructed on the Silverleaf pond.
2. Cracked mitered end section at the Pebble Creek pond.
3. The eastern pond of Nature's Hammock was observed to have turbid water. This is next to CCUA wastewater treatment plant.
4. The mitered end section of the pipe within Timberfield southern pond appears to be blocked by soils.
5. The pond by the amenity center pool has washed outs. The sidewalk along the pond in the same area appears broken/cracked.
6. Pavement markings in the Village Center has appeared to be faded.
7. The pond at Stonebrier has broken fence and the mitered end section of the pipe appears blocked by soils.

We have reviewed the Double Branch Community Development District Operations and Maintenance budget for fiscal year 2021 and appears to be sufficient for proper maintenance and repair of the items listed above.



Mr. James Perry  
Double Branch Community Development District  
c/o GMS, LLC.

July 27, 2021

**Re: Consulting Engineer's Report, Section 9.21 of the Master Trust Indenture Double Branch  
Community Development District  
Fiscal Year 2021**

In addition, in accordance with Section 9.14 of the Master Trust Indenture, we recommend that the District Manager and Insurance Provider review the insurance coverage for the CDD improvements and CDD property, which may include but not limited to:

1. Amenity Center, Fitness Center and Pools	4. Neighborhood Parks and Structures
2. Entry Monuments	5. Stormwater Ponds
3. Mail Kiosk	6. Entry Fountains

We are not qualified to provide specific insurance coverage recommendations and recommend that the insurance coverage amounts be reviewed by the District Manager annually to confirm that the coverages and current replacement costs are appropriate.

If you have any questions, please contact our office.

Very truly yours,

**ENGLAND-THIMS & MILLER, INC.**



K.T. Peter Ma, P.E.  
Executive Vice President/Shareholder  
District Engineer

## *SEVENTH ORDER OF BUSINESS*

# **Double Branch Community Development District**



**Approved Budget**

**FY 2022**



**Double Branch  
Community Development District**

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Recreation Narrative	7-16
Debt Service	17
Debt Service Fund - Series 2006A Amortization	18-19
Assessment Allocation	20
Capital Reserve Fund	21
Exhibit 'A'	22

# Double Branch

Community Development District

General Fund

Description	Amended Budget FY 2021	Actual YTD 7/31/21	Projected Next 2 Months	Total Projected FY 2021	Approved Budget FY 2022
<b>Revenues</b>					
Maintenance Assessments	\$ 177,985	\$ 178,350	\$ -	\$ 178,350	\$ 177,890
Interest Income	\$ 200	\$ 105	\$ 30	\$ 135	\$ 200
Miscellaneous Income	\$ -	\$ -	\$ -	\$ -	\$ -
Carry Forward Surplus	\$ 90,000	\$ 90,000	\$ -	\$ 90,000	\$ -
<b>Total Revenues</b>	<b>\$ 268,185</b>	<b>\$ 268,455</b>	<b>\$ 30</b>	<b>\$ 268,485</b>	<b>\$ 178,090</b>
<b>Expenditures</b>					
<b>Administrative</b>					
Supervisor Fees	\$ 12,000	\$ 9,400	\$ 2,000	\$ 11,400	\$ 12,000
FICA Expense	\$ 918	\$ 719	\$ 153	\$ 872	\$ 918
Engineering	\$ 5,000	\$ -	\$ 2,500	\$ 2,500	\$ 5,000
Arbitrage	\$ 700	\$ -	\$ 700	\$ 700	\$ 700
Dissemination	\$ 1,333	\$ 1,111	\$ 222	\$ 1,333	\$ 1,600
Assessment Roll	\$ 8,212	\$ 8,212	\$ -	\$ 8,212	\$ 8,212
Attorney	\$ 42,000	\$ 34,037	\$ 7,000	\$ 41,037	\$ 42,000
Annual Audit	\$ 5,900	\$ 4,800	\$ -	\$ 4,800	\$ 5,900
Trustee Fees	\$ 8,815	\$ 8,815	\$ -	\$ 8,815	\$ 8,815
Management Fees	\$ 59,963	\$ 49,969	\$ 9,994	\$ 59,963	\$ 61,762
Information Technology	\$ 2,142	\$ 1,785	\$ 357	\$ 2,142	\$ 2,142
Telephone	\$ 290	\$ 570	\$ 30	\$ 600	\$ 600
Postage	\$ 1,900	\$ 942	\$ 650	\$ 1,592	\$ 1,900
Printing & Binding	\$ 3,400	\$ 1,751	\$ 1,050	\$ 2,801	\$ 3,000
Records Storage	\$ 300	\$ -	\$ 150	\$ 150	\$ 300
Insurance	\$ 8,333	\$ 8,333	\$ -	\$ 8,333	\$ 9,166
Legal Advertising	\$ 2,000	\$ 1,222	\$ 1,500	\$ 2,722	\$ 2,800
Office Supplies	\$ 350	\$ 220	\$ 100	\$ 320	\$ 350
Website Compliance	\$ 2,250	\$ 1,924	\$ 375	\$ 2,299	\$ 2,500
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ -	\$ 175	\$ 175
Reserve	\$ 12,204	\$ 12,204	\$ -	\$ 12,204	\$ 8,250
Transfer Out	\$ 90,000	\$ 90,000	\$ -	\$ 90,000	\$ -
<b>Administrative Expenses</b>	<b>\$ 268,185</b>	<b>\$ 236,188</b>	<b>\$ 26,781</b>	<b>\$ 262,969</b>	<b>\$ 178,090</b>
<b>Excess Revenues (Expenses)</b>	<b>\$ (0)</b>	<b>\$ 32,266</b>	<b>\$ (26,751)</b>	<b>\$ 5,516</b>	<b>\$ -</b>

**Double Branch**  
**Community Development District**  
GENERAL FUND BUDGET  
FISCAL YEAR 2022

**REVENUES:**

*Maintenance Assessments*

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

*Interest Income*

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

*Carry Forward Surplus*

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

---

**EXPENDITURES:**

**Administrative:**

*Supervisor Fees*

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

*FICA Expense*

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

*Engineering Fees*

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

*Arbitrage*

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

*Dissemination Agent*

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

*Assessment Roll*

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

**Double Branch**  
**Community Development District**  
GENERAL FUND BUDGET  
FISCAL YEAR 2022

*Attorney*

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

*Annual Audit*

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

*Trustee Fees*

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

*Management Fees*

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

*Information Technology*

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

*Website Maintenance*

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

*Telephone*

Telephone and fax machine.

*Postage*

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

*Printing & Binding*

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

*Records and Storage*

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

*Insurance*

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



**Double Branch**  
**Community Development District**  
GENERAL FUND BUDGET  
FISCAL YEAR 2022

Legal Advertising

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

Office Supplies

Miscellaneous office supplies.

Dues, Licenses & Subscriptions

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

General Reserves

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

# Double Branch

Community Development District

Recreation Fund

Description	Amended Budget FY 2021	Actual YTD 7/31/21	Projected Next 2 Months	Total Projected FY 2021	Approved Budget FY 2022
<b><u>Revenues</u></b>					
Maintenance Assessments	\$ 1,462,648	\$ 1,465,649	\$ -	\$ 1,465,649	\$ 1,462,648
Interest Income	\$ 1,000	\$ 887	\$ 100	\$ 987	\$ 1,000
Amenities Revenue/Miscellaneous	\$ 33,690	\$ 26,527	\$ 5,000	\$ 31,527	\$ 40,000
Sports Revenue	\$ 11,000	\$ 27,970	\$ 2,000	\$ 29,970	\$ 13,000
Carry Forward Surplus	\$ 234,717	\$ 234,717	\$ -	\$ 234,717	\$ -
<b>Total Revenues</b>	<b>\$ 1,743,055</b>	<b>\$ 1,755,750</b>	<b>\$ 7,100</b>	<b>\$ 1,762,850</b>	<b>\$ 1,516,648</b>
<b><u>Expenditures</u></b>					
<b><u>Administrative</u></b>					
Management Fees - On Site Staff	\$ 178,487	\$ 148,740	\$ 29,748	\$ 178,487	\$ 192,766
Insurance	\$ 68,797	\$ 71,995	\$ -	\$ 71,995	\$ 74,118
Other Current Charges	\$ 3,818	\$ 3,261	\$ 230	\$ 3,491	\$ 3,500
Permit Fees	\$ 1,635	\$ 747	\$ 700	\$ 1,447	\$ 1,635
<b>Administrative Expenses</b>	<b>\$ 252,737</b>	<b>\$ 224,743</b>	<b>\$ 30,678</b>	<b>\$ 255,421</b>	<b>\$ 272,019</b>
<b><u>Maintenance</u></b>					
Security	\$ 50,920	\$ 43,325	\$ 40,000	\$ 83,325	\$ 85,000
Security - Clay County Off-Duty Sheriff	\$ 43,050	\$ 32,002	\$ 10,890	\$ 42,892	\$ 43,000
Water - Irrigation	\$ 9,000	\$ 6,492	\$ 2,500	\$ 8,992	\$ 9,000
Irrigation Maintenance	\$ 4,250	\$ 1,270	\$ 2,930	\$ 4,200	\$ 4,250
Streetlighting	\$ 33,066	\$ 23,148	\$ 9,636	\$ 32,784	\$ 33,066
Electric	\$ 42,000	\$ 21,567	\$ 10,504	\$ 32,071	\$ 35,000
Landscape Maintenance	\$ 378,424	\$ 315,361	\$ 63,072	\$ 378,433	\$ 389,777
Common Area Maintenance	\$ 43,564	\$ 30,491	\$ 21,000	\$ 51,491	\$ 52,000
Lake Maintenance	\$ 28,116	\$ 20,700	\$ 6,140	\$ 26,840	\$ 26,840
Landscape Reserve	\$ 30,000	\$ 30,000	\$ -	\$ 30,000	\$ -
Capital Reserve	\$ 15,565	\$ 15,565	\$ -	\$ 15,565	\$ -
Repairs and Replacement	\$ 95,000	\$ 77,852	\$ 27,000	\$ 104,852	\$ 105,000
General Reserve	\$ 26,759	\$ 26,759	\$ -	\$ 26,759	\$ -
<b>Common Area Expenses</b>	<b>\$ 799,714</b>	<b>\$ 644,531</b>	<b>\$ 193,672</b>	<b>\$ 838,203</b>	<b>\$ 782,933</b>

# Double Branch

Community Development District

Recreation Fund

Description	Amended Budget FY 2021	Actual YTD 7/31/21	Projected Next 2 Months	Total Projected FY 2021	Approved Budget FY 2022
<u>Recreation Facility</u>					
Amenity Staff	\$ 110,000	\$ 111,348	\$ 6,652	\$ 118,000	\$ 118,000
Refuse Services	\$ 10,000	\$ 6,638	\$ 2,630	\$ 9,268	\$ 10,000
Telephone	\$ 5,592	\$ 4,460	\$ 900	\$ 5,360	\$ 5,500
Electric	\$ 40,000	\$ 24,943	\$ 13,900	\$ 38,843	\$ 40,000
Cable	\$ 12,319	\$ 6,597	\$ 1,500	\$ 8,097	\$ 8,500
Pool Maintenance	\$ 50,000	\$ 21,075	\$ 13,000	\$ 34,075	\$ 40,000
Water / Sewer/Reclaim	\$ 48,000	\$ 35,682	\$ 9,000	\$ 44,682	\$ 48,000
Facility Maintenance-General	\$ 43,500	\$ 28,318	\$ 20,000	\$ 48,318	\$ 50,000
Facility Maintenance-Preventative	\$ 13,117	\$ 4,495	\$ 8,562	\$ 13,057	\$ 13,117
Facility Maintenance - Contingency	\$ 34,750	\$ 21,629	\$ 13,000	\$ 34,629	\$ 34,750
Lighting Repairs	\$ 8,500	\$ 5,335	\$ 3,000	\$ 8,335	\$ 8,500
Special Events	\$ 10,500	\$ 1,617	\$ 8,000	\$ 9,617	\$ 10,500
Office Supplies & Equipment	\$ 6,664	\$ 925	\$ 1,000	\$ 1,925	\$ 2,000
Janitorial	\$ 59,412	\$ 45,432	\$ 18,000	\$ 63,432	\$ 64,000
Recreation Passes	\$ 5,500	\$ 3,662	\$ 325	\$ 3,987	\$ 4,000
Pool Pump Reserve	\$ 6,500	\$ 6,500	\$ -	\$ 6,500	\$ -
Pool Leak Repairs	\$ 5,000	\$ 795	\$ 1,650	\$ 2,445	\$ 2,500
Multiuse Field	\$ 21,250	\$ -	\$ 10,000	\$ 10,000	\$ 2,330
Transfer Out to Capital Reserve Fund	\$ 200,000	\$ 200,000	\$ -	\$ 200,000	\$ -
<b>Recreation Facility Expenses</b>	<b>\$ 690,604</b>	<b>\$ 529,449</b>	<b>\$ 131,119</b>	<b>\$ 660,569</b>	<b>\$ 461,697</b>
<b>Total Expenses</b>	<b>\$ 1,743,055</b>	<b>\$ 1,398,723</b>	<b>\$ 355,469</b>	<b>\$ 1,754,193</b>	<b>\$ 1,516,648</b>
<b>Excess Revenues(Expenses)</b>	<b>\$ (0)</b>	<b>\$ 357,026</b>	<b>\$ (348,369)</b>	<b>\$ 8,657</b>	<b>\$ -</b>

**Double Branch**  
**Community Development District**  
RECREATION BUDGET  
FISCAL YEAR 2022

**REVENUES:**

*Maintenance Assessments*

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

*Interest Income*

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

*Amenities Revenue*

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

*Sports Revenue*

These are estimated fees for programmed sports activities.

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**EXPENDITURES:**

**Administrative:**

*Management Fees – On Site Staff*

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

**Double Branch**  
**Community Development District**  
RECREATION BUDGET  
FISCAL YEAR 2022

Insurance

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

Other Current Charges

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

Permit Fees

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

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

Office Supplies

Miscellaneous office supplies.

**Maintenance Common Area:**

Security

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

Description	Monthly	Annual
Security Contract	\$ 7,083	\$ 85,000
<b>Total</b>		<b>\$ 85,000</b>

Clay County off Duty Security

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

**Double Branch**  
**Community Development District**  
 RECREATION BUDGET  
 FISCAL YEAR 2022

Water – Irrigation

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

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

Irrigation Maintenance

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

Street Lighting

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

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

**Double Branch**  
**Community Development District**  
RECREATION BUDGET  
FISCAL YEAR 2022

*Electric*

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

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



**Double Branch**  
**Community Development District**  
RECREATION BUDGET  
FISCAL YEAR 2022

*Landscape Maintenance*

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

Description	Monthly	Annual
Contract - Common Area	\$ 32,481	\$ 389,777
<b>Total</b>		\$ 389,777

*Common Area Maintenance*

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

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

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

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

**Double Branch**  
**Community Development District**  
RECREATION BUDGET  
FISCAL YEAR 2022

Lake Maintenance

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

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

Landscape Reserve

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

Capital Reserve

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

Repairs & Replacement

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

General Reserve

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

**Recreation Facility:**

Amenity Staff

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

**Double Branch**  
**Community Development District**  
 RECREATION BUDGET  
 FISCAL YEAR 2022

Refuse Service

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

Telephone

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

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

Electric

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

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

Cable/Internet

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

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

**Double Branch**  
**Community Development District**  
 RECREATION BUDGET  
 FISCAL YEAR 2022

*Pool Maintenance*

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

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

*Water /Sewer/Reclaim*

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

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

**Double Branch**  
**Community Development District**  
RECREATION BUDGET  
FISCAL YEAR 2022

*Facility Maintenance – General*

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

*Facility Maintenance - Preventative*

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

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

*Facility Maintenance – Contingency*

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

*Lighting Repairs*

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

*Special Events*

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

*Office Supplies and Equipment*

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

## Double Branch Community Development District

RECREATION BUDGET  
FISCAL YEAR 2022

### Janitorial Services

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

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

### Recreation Passes

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

### Repairs & Replacement

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

### Pump Reserve

For pump replacement as needed.

### Pool Leak Repairs

Estimated structural repairs for leaks in pool structure.

### Multiuse Fields

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

# Double Branch

Community Development District

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

Description	Adopted Budget FY 2021	Actual YTD 7/31/21	Projected Next 2 Months	Total Projected FY 2021	Approved Budget FY 2022
<b>Revenues</b>					
Special Assessments	\$ 1,961,878	\$ 1,966,956	\$ -	\$ 1,966,956	\$ 1,961,878
Interest Income	\$ 10,000	\$ 481	\$ 100	\$ 581	\$ 800
Carry Forward Surplus	\$ 687,628	\$ 567,225	\$ -	\$ 567,225	\$ 591,295
<b>Total Revenues</b>	<b>\$ 2,659,506</b>	<b>\$ 2,534,662</b>	<b>\$ 100</b>	<b>\$ 2,534,762</b>	<b>\$2,553,973</b>
<b>Expenditures</b>					
<u>Series 2013A-1</u>					
Interest 11/1	\$ 369,552	\$ 369,552	\$ -	\$ 369,552	\$ 353,312
Interest 5/1	\$ 369,552	\$ 369,552	\$ -	\$ 369,552	\$ 353,312
Principal 5/1	\$ 1,015,000	\$ 1,015,000	\$ -	\$ 1,015,000	\$ 1,045,000
<u>Series 2013A-2</u>					
Interest 11/1	\$ 52,181	\$ 52,181	\$ -	\$ 52,181	\$ 49,738
Interest 5/1	\$ 52,181	\$ 52,181	\$ -	\$ 52,181	\$ 49,738
Principal 5/1	\$ 85,000	\$ 85,000	\$ -	\$ 85,000	\$ 90,000
Total Expenses	\$ 1,943,466	\$ 1,943,466	\$ -	\$ 1,943,467	\$ 1,941,099
<b>EXCESS REVENUES / (EXPENDITURES)</b>	<b>\$ 716,040</b>	<b>\$ 591,195</b>	<b>\$ 100</b>	<b>\$ 591,295</b>	<b>\$ 612,874</b>

Interest November 1, 2022

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

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



# Double Branch

## Amortization Schedule

Community Development District

Series 2013A-1 Special Assessment Refunding Bonds

DATE	BOND BALANCE	PRINCIPAL	COUPON	INTEREST	ANNUAL DEBT SERVICE
11/1/21				\$ 353,312	\$ 1,737,864
5/1/22	\$ 17,435,000	\$ 1,045,000	3.40%	\$ 353,312	
11/1/22				\$ 335,547	\$ 1,733,859
5/1/23	\$ 16,390,000	\$ 1,085,000	3.63%	\$ 335,547	
11/1/23				\$ 315,881	\$ 1,736,428
5/1/24	\$ 15,305,000	\$ 1,125,000	3.75%	\$ 315,881	
11/1/24				\$ 294,788	\$ 1,735,669
5/1/25	\$ 14,180,000	\$ 1,170,000	4.00%	\$ 294,788	
11/1/25				\$ 271,388	\$ 1,736,175
5/1/26	\$ 13,010,000	\$ 1,220,000	4.13%	\$ 271,388	
11/1/26				\$ 246,225	\$ 1,737,613
5/1/27	\$ 11,790,000	\$ 1,270,000	4.13%	\$ 246,225	
11/1/27				\$ 220,031	\$ 1,736,256
5/1/28	\$ 10,520,000	\$ 1,320,000	4.13%	\$ 220,031	
11/1/28				\$ 192,806	\$ 1,732,838
5/1/29	\$ 9,200,000	\$ 1,380,000	4.13%	\$ 192,806	
11/1/29				\$ 164,344	\$ 1,737,150
5/1/30	\$ 7,820,000	\$ 1,435,000	4.13%	\$ 164,344	
11/1/30				\$ 134,747	\$ 1,734,091
5/1/31	\$ 6,385,000	\$ 1,495,000	4.13%	\$ 134,747	
11/1/31				\$ 103,913	\$ 1,733,659
5/1/32	\$ 4,890,000	\$ 1,560,000	4.25%	\$ 103,913	
11/1/32				\$ 70,763	\$ 1,734,675
5/1/33	\$ 3,330,000	\$ 1,630,000	4.25%	\$ 70,763	
11/1/33				\$ 36,125	\$ 1,736,888
5/1/34	\$ 1,700,000	\$ 1,700,000	4.25%	\$ 36,125	
11/1/34					\$ 1,736,125
<b>TOTAL</b>		<b>\$ 17,435,000</b>		<b>\$ 6,218,840</b>	<b>\$ 26,033,092</b>

# Double Branch

## Amortization Schedule

Community Development District

Series 2013A-2 Special Assessment Refunding Bonds

DATE	BOND BALANCE	PRINCIPAL	COUPON	INTEREST	ANNUAL DEBT SERVICE
11/1/21			5.75%	\$ 49,738	\$ 186,919
5/1/22	\$ 1,730,000	\$ 90,000	5.75%	\$ 49,738	
11/1/22			5.75%	\$ 47,150	\$ 186,888
5/1/23	\$ 1,640,000	\$ 95,000	5.75%	\$ 47,150	
11/1/23			5.75%	\$ 44,419	\$ 186,569
5/1/24	\$ 1,545,000	\$ 105,000	5.75%	\$ 44,419	
11/1/24			5.75%	\$ 41,400	\$ 190,819
5/1/25	\$ 1,440,000	\$ 110,000	5.75%	\$ 41,400	
11/1/25			5.75%	\$ 38,238	\$ 189,638
5/1/26	\$ 1,330,000	\$ 115,000	5.75%	\$ 38,238	
11/1/26			5.75%	\$ 34,931	\$ 188,169
5/1/27	\$ 1,215,000	\$ 125,000	5.75%	\$ 34,931	
11/1/27			5.75%	\$ 31,338	\$ 191,269
5/1/28	\$ 1,090,000	\$ 130,000	5.75%	\$ 31,338	
11/1/28			5.75%	\$ 27,600	\$ 188,938
5/1/29	\$ 960,000	\$ 135,000	5.75%	\$ 27,600	
11/1/29			5.75%	\$ 23,719	\$ 186,319
5/1/30	\$ 825,000	\$ 145,000	5.75%	\$ 23,719	
11/1/30			5.75%	\$ 19,550	\$ 188,269
5/1/31	\$ 680,000	\$ 155,000	5.75%	\$ 19,550	
11/1/31			5.75%	\$ 15,094	\$ 189,644
5/1/32	\$ 525,000	\$ 165,000	5.75%	\$ 15,094	
11/1/32			5.75%	\$ 10,350	\$ 190,444
5/1/33	\$ 360,000	\$ 175,000	5.75%	\$ 10,350	
11/1/33			5.75%	\$ 5,319	\$ 190,669
5/1/34	\$ 185,000	\$ 185,000	5.75%	\$ 5,319	
11/1/34					\$ 190,319
<b>TOTAL</b>		<b>\$ 1,730,000</b>		<b>\$ 882,050</b>	<b>\$ 2,697,050</b>

**Double Branch CDD**  
**Operation and Maintenance Assessment Allocation**

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

# Double Branch

Community Development District

Capital Reserve Fund

Description	Amended Budget FY 2021	Actual YTD 7/31/21	Projected Next 2 Months	Total Projected FY 2021	Approved Budget FY 2022
<b>REVENUES:</b>					
Beginning Fund Balance	\$ 1,238,762	\$ 1,209,512	\$ -	\$ 1,209,512	\$ 1,385,853
Interest Income	\$ 1,000	\$ 1,447	\$ 350	\$ 1,797	\$ 2,000
Transfer In - Landscape Reserve	\$ 30,000	\$ 30,000	\$ -	\$ 30,000	\$ -
Transfer In - Capital Reserve	\$ 15,565	\$ 15,565	\$ -	\$ 15,565	\$ -
Transfer In - Pool Pump Reserve	\$ 6,500	\$ 6,500	\$ -	\$ 6,500	\$ -
Transfer In - General Reserve	\$ 26,759	\$ 26,759	\$ -	\$ 26,759	\$ -
Transfer In - General Fund Reserve	\$ 12,204	\$ 12,204	\$ -	\$ 12,204	\$ 8,250
Interfund Transfer In	\$ 290,000	\$ 290,000	\$ -	\$ 290,000	\$ -
<b>TOTAL REVENUES</b>	<b>\$ 1,620,790</b>	<b>\$ 1,591,987</b>	<b>\$ 350</b>	<b>\$ 1,592,337</b>	<b>\$ 1,396,103</b>
<b>EXPENDITURES:</b>					
Other Current Charges	\$ -	\$ -	\$ -	\$ -	\$ -
Landscape Reserve	\$ -	\$ 2,800	\$ 7,000	\$ 9,800	\$ 10,000
Capital Projects	\$ -	\$ 155,449	\$ 80,000	\$ 196,684	\$ 200,000
Pool Pump Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
General Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 158,249</b>	<b>\$ 87,000</b>	<b>\$ 206,484</b>	<b>\$ 210,000</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$ 1,620,790</b>	<b>\$ 1,433,738</b>	<b>\$ (86,650)</b>	<b>\$ 1,385,853</b>	<b>\$ 1,186,103</b>

# Double Branch Community Development District

## Exhibit "A"

### Allocation of Operating Reserves

#### Estimated Funds Available

General Fund - Beginning Fund Balance - 10/1/20	\$ 138,093
Recreation Fund - Beginning Fund Balance - 10/1/20	\$ 783,961
Estimated General Excess Revenues - Fiscal Year 2021	\$ 5,516
Estimated Recreation Excess Revenues- Fiscal Year 2021	\$ 8,657
Total Estimated Operating Funds Available - 9/30/2021	<u>\$ 936,227</u>

#### Allocation of Funds Available

General Fund Operating Reserve - First Quarter Operating Capital	\$ 44,522
Recreation Fund Operating Reserve - First Quarter Operating Capital	<u>\$ 379,162</u>
Total Reserve	<u>\$ 423,685</u>
Total Working Capital Surplus	<u>\$ 512,542</u>

Capital Reserve- Beginning Fund Balance - 10/1/20	\$ 1,209,512
Projected Capital Excess Revenues - Fiscal Year 2021	<u>\$ 176,341</u>
Total Estimated Reserve Funds Available - 9/30/21	<u>\$ 1,385,853</u>

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

Total Estimate Reserve Fund Balances - 9/30/22	<u>\$ 1,394,103</u>
--	---------------------

*A.*

## **RESOLUTION 2021-08**

**THE ANNUAL APPROPRIATION RESOLUTION OF THE DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGETS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2021, AND ENDING SEPTEMBER 30, 2022; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has, prior to the fifteenth (15<sup>th</sup>) day in June, 2021, submitted to the Board of Supervisors (“**Board**”) of the Double Branch Community Development District (“**District**”) proposed budgets (“**Proposed Budget**”) for the fiscal year beginning October 1, 2021 and ending September 30, 2022 (“**Fiscal Year 2021/2022**”) along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

**WHEREAS**, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

**WHEREAS**, the Board set a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

**WHEREAS**, the District Manager posted the Proposed Budget on the District’s website at least two days before the public hearing; and

**WHEREAS**, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1<sup>st</sup> of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

**WHEREAS**, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

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

### **SECTION 1. BUDGET**

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.

- b. The Proposed Budget, attached hereto as **Exhibit "A,"** as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* ("**Adopted Budget**"), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District's Local Records Office and identified as "The Budget for the Double Branch Community Development District for the Fiscal Year Ending September 30, 2022."
- d. The Adopted Budget shall be posted by the District Manager on the District's official website within thirty (30) days after adoption, and shall remain on the website for at least 2 years.

## **SECTION 2. APPROPRIATIONS**

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2021/2022, the sum of \$\_\_\_\_\_ to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$_____
RECREATION FUND	\$_____
DEBT SERVICE FUND (SERIES 2018)	\$_____
CAPITAL RESERVE FUND	\$_____
TOTAL ALL FUNDS	\$_____

## **SECTION 3. BUDGET AMENDMENTS**

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2021/2022 or within 60 days following the end of the Fiscal Year 2021/2022 may amend its Adopted Budget for that fiscal year as follows:

- a. A line-item appropriation for expenditures within a fund may be decreased or increased by motion of the Board recorded in the minutes, and approving the expenditure, if the total appropriations of the fund do not increase.



- b. The District Manager or Treasurer may approve an expenditure that would increase or decrease a line-item appropriation for expenditures within a fund if the total appropriations of the fund do not increase and if either (i) the aggregate change in the original appropriation item does not exceed the greater of \$15,000 or 15% of the original appropriation, or (ii) such expenditure is authorized by separate disbursement or spending resolution.
- c. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must ensure that any amendments to the budget under paragraph c. above are posted on the District's website within 5 days after adoption and remain on the website for at least 2 years.

**SECTION 4. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS 7TH DAY OF SEPTEMBER, 2021.**

ATTEST:

**DOUBLE BRANCH COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

By: \_\_\_\_\_

Its: \_\_\_\_\_

*B.*

## RESOLUTION 2021-09

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT MAKING A DETERMINATION OF BENEFIT AND IMPOSING SPECIAL ASSESSMENTS FOR FISCAL YEAR 2021/2022; PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Double Branch Community Development District ("**District**") is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

**WHEREAS**, the District is located in Clay County, Florida ("**County**"); and

**WHEREAS**, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District's adopted capital improvement plan and Chapter 190, *Florida Statutes*; and

**WHEREAS**, the Board of Supervisors ("**Board**") of the District hereby determines to undertake various operations and maintenance and other activities described in the District's budget ("**Adopted Budget**") for the fiscal year beginning October 1, 2021 and ending September 30, 2022 ("**Fiscal Year 2021/2022**"), attached hereto as **Exhibit "A"** and incorporated by reference herein; and

**WHEREAS**, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the Adopted Budget; and

**WHEREAS**, the provision of such services, facilities, and operations is a benefit to lands within the District; and

**WHEREAS**, Chapter 190, *Florida Statutes*, provides that the District may impose special assessments on benefitted lands within the District; and

**WHEREAS**, it is in the best interests of the District to proceed with the imposition of the special assessments for operations and maintenance in the amount set forth in the Adopted Budget; and

**WHEREAS**, the District has previously levied an assessment for debt service, which the District desires to collect for Fiscal Year 2021/2022; and

**WHEREAS**, Chapter 197, *Florida Statutes*, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector ("**Uniform Method**"), and the District has previously authorized the use of the Uniform Method by, among other things, entering into agreements with the Property Appraiser and Tax Collector of the County for that purpose; and

**WHEREAS**, it is in the best interests of the District to adopt the Assessment Roll of the Double Branch Community Development District ("**Assessment Roll**") attached to this Resolution as **Exhibit "B"** and incorporated as a material part of this Resolution by this reference, and to certify the Assessment Roll to the County Tax Collector pursuant to the Uniform Method; and

**WHEREAS**, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll, certified to the County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for the County, for such time as authorized by Florida law.

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

**SECTION 1. BENEFIT & ALLOCATION FINDINGS.** The Board hereby finds and determines that the provision of the services, facilities, and operations as described in **Exhibit "A"** confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the cost of the assessments. The allocation of the assessments to the specially benefitted lands, as shown in **Exhibits "A" and "B,"** is hereby found to be fair and reasonable.

**SECTION 2. ASSESSMENT IMPOSITION.** Pursuant to Chapters 190 and 197, *Florida Statutes*, and using the procedures authorized by Florida law for the levy and collection of special assessments, a special assessment for operation and maintenance is hereby imposed and levied on benefitted lands within the District, and in accordance with **Exhibits "A" and "B."** The lien of the special assessments for operations and maintenance imposed and levied by this Resolution shall be effective upon passage of this Resolution. Moreover, pursuant to Section 197.3632(4), *Florida Statutes*, the lien amount shall serve as the "maximum rate" authorized by law for operation and maintenance assessments.

**SECTION 3. COLLECTION.** The collection of the operation and maintenance special assessments and previously levied debt service assessments shall be at the same time and in the same manner as County taxes in accordance with the Uniform Method, as indicated on **Exhibits "A" and "B."** The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

**SECTION 4. ASSESSMENT ROLL.** The Assessment Roll, attached to this Resolution as **Exhibit "B,"** is hereby certified to the County Tax Collector and shall be collected by the County Tax Collector in the same manner and time as County taxes. The proceeds therefrom shall be paid to the District.

**SECTION 5. ASSESSMENT ROLL AMENDMENT.** The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution, and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll. After any amendment of the Assessment Roll, the District Manager shall file the updates in the District records.

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

**SECTION 7. EFFECTIVE DATE.** This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

**PASSED AND ADOPTED** this 7th day of September, 2021.

ATTEST:

**DOUBLE BRANCH COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary / Assistant Secretary

By: \_\_\_\_\_

Its: \_\_\_\_\_

**Exhibit A:** Budget

**Exhibit B:** Assessment Roll

*EIGHTH ORDER OF BUSINESS*

*C.*

*1.*



## Double Branch & Middle Village Work Authorization #1 FY 2022

### Onsite Management and Maintenance Contract Administration

The following are the onsite services provided by Governmental Management Services, LLC:

- Onsite Community Manager is the liaison for the Community Development District Board. Attend all Community Development District meetings and provide monthly report on District operations.
- Community Manager is the on-site representative for the District Manager. Answer resident questions concerning the District / complaints/ customer service and refer to appropriate party if required.
- Community Manager provides maintenance contract administration for District recreational amenities including swimming pools, recreational fields, basketball courts, clubhouse and area parks to ensure contractors are providing services in accordance with contracts approved by the Board of Supervisors. During the annual budget process recommendations will be made to the Board as well as during contract renewals.
- Community Manager provides maintenance contract administration for landscape, security, refuse and lake maintenance contracts to ensure contractors are providing services in accordance with contracts approved by the Board of Supervisors.
- Community Manager supervises the GMS employees which manage the Aquatics and Athletic functions of the Districts.
- Community Manager interfaces with vendors for repairs, billings/payments and approval of certain invoices.
- Community Manager inspects and coordinates Amenity Center and Common Area maintenance including pest control, lighting, cleaning, trash, pressure washing, irrigation, signage, fencing and pump maintenance.
- Community Manager assists in coordinating special events during the planning stages and working with the vendors in the processing of charges. Additionally, during some special events the Community Manager will be present to supplement other staff.
- Community Manager enforces and evaluates Policies and Procedures of the Amenity Center and Athletic Facilities. Coordinates District policies and procedures with staff and brings to the Board recommendations for changes to the policies and procedures.
- Rental coordinator provides services for reservation of District facilities.

- Community Manager provides other services as required by the Board of Supervisors to ensure satisfactory operation of the District

Such services shall be staffed by full time employees consisting of an onsite Community Manager, a rental coordinator, staff administrator, Amenity Director and an Amenity Supervisor. The services are split between the Districts based upon the development unit's proration and reflects the basis of the level of service required for the Districts assets.

Total fees for FY 2022 are \$192,766 for Double Branch CDD and \$201,535 for Middle Village CDD. Although the fees are based upon five full time employees of GMS, LLC they will from time to time be supplemented by additional operational management resources of GMS, LLC at no additional charge. Such fees may be adjusted annually based upon the District's adopted budget and will be billed accordingly.

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Double Branch CDD Chairperson	Date
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Middle Village CDD Chairperson	Date
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GMS, LLC Managing Director	Date
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2.

*Double Branch Work Authorization #2 FY 2022*

*General Maintenance Services*

The following are the general maintenance services provided by Governmental Management Services, LLC as directed by the onsite Community Manager:

- General maintenance to include but not limited to: painting, patching, special cleaning, maintenance and repairs at a rate of \$35 per hour plus mileage if necessary at .45/mile.
- Special trash pickup utilizing ATV at a rate of \$43 per hour.

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Double Branch CDD Chairperson                      Date

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GMS, LLC Managing Director                      Date

*D.*

## Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285; [manager@oakleafresidents.com](mailto:manager@oakleafresidents.com)

### Memorandum

**Date:** September 2021

**To:** Board of Supervisors

**From:** GMS – OakLeaf Operations Manager

### Community:

#### Special Events

- Upcoming event: Dive in at DB pools, Fall resident run event at MV – Oct. 30
- Bringing back Pumpkin Plunge, Virtual Turkey Trot, Discussion of Christmas Event

#### Aquatics

- High School Swim Season – discussion of usage and expectations
- Pools back to alternating “limited” schedule

#### Amenity Usage

- *Total Facilities Usage – 7843*
- *Average daily usage – 261*

#### *Card counts:*

DB Owners	47
DB Renters	63
DB Replacements	11
DB Updated	18

*Total cards printed: 408 (both districts)*

#### Rentals

- *5 of 30 days rented in Aug , 3 of 4 weekends rented*
- *3 Clubroom rentals, 8 patio rentals*
- *12 tours (approx. 38 hours)/51 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](mailto: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**

- Diagnose leak (broken ball valve) at Slide pool
- Coordinate repair of ball valve and complete manifold replacement
- Replace autofill valve at Slide pool
- Finalize floor plans and quotes for Fitness Center change over
- Coordinate purchase and delivery of new equipment
- Coordinate electrician and work for additional outlets (on separate breakers) for cardio change
- Install new water fountain at Multi-use fieldhouse
- Removal of damaged soccer goals at Multi-use fields
- Build amenities for dog park ( bone ramps)
- Coordinate install of amenities at dog park (ramps, hoops, benches)
- Pressure washing schedule coordination/changes – due to high number of rain days ( almost caught up to typical schedule)
- Replace linkage (bolts on canopy) for slide on sprayground
- Repair wiring for charger on hammerhead (pool cleaning equipment)
- Audit of access cards – ongoing
- Install shelving at Storage Shed, remove multiple shelving sets at storage office
- Preventative maintenance on golf carts
- Replace solenoid and battery on 2008 workhorse cart
- Coordinated drop off and repair of 2013 RXV golf cart
- Coordinated drop off and repair of Ranger UTV
- Planning and prep work for parking lot striping
- Finalize install of split rail fencing at new parking areas
- Coordinate landscape install for new parking areas
- Cut backing for new and replacement signs – ongoing
- Inspection of tree concerns from residents at Laurel leaf
- 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 – reports kept on file.
- Light Inspections completed – Worthington Oaks, Hearthstone, Highland Mill, Piedmont, Stonebrier, Waverly, Litchfield, and Timberfield completed 8/8. Nature's Hammock, Fall Creek, The Oaks, Cannon's Point, Pebble Creek, Silver Leaf, Oakbrook, and The Cottages completed 8/22.

## **Double Branch Community Development District (CDD)**

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285; [manager@oakleafresidents.com](mailto:manager@oakleafresidents.com)

### **Memorandum**

#### **Landscaping**

- *Tree trimming throughout for canopy heights*
- *Finalize contract amount install for this past fiscal year*
- *Clock repair at biltmore*
- *Monthly report for Aug submitted and filed at Operations office*

**For questions, comments, or clarification, please contact:**

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

[jsoriano@gmsnf.com](mailto:jsoriano@gmsnf.com)









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

# Double Branch CDD 2013 Clay County, Florida



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.

	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