

MINUTES OF MEETING  
DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Double Branch Community Development District was held Monday, May 14, 2018 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:

Chad Davis	Supervisor
Barry Morton	Supervisor (by phone)
Scott Thomas	Supervisor
Tom Horton	Supervisor

Also present were:

Jim Perry	District Manager
Jason Walters	District Counsel (by phone)
Jay Soriano	GMS Community Manager
One Resident	

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Affidavits of Publication**

Mr. Perry stated the affidavits of publication include the regular meeting and the public hearing in regards to the rates and fees that will be discussed today.

**FOURTH ORDER OF BUSINESS**

**Approval of Consent Agenda**

- A. Approval of the Minutes of the April 9, 2018 Meeting
- B. Financial Statements
- C. Assessment Receipt Schedule
- D. Check Register

Mr. Perry stated on the assessment receipt schedule we are 98% collected. The check register totals approximately \$84,000.

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

**FIFTH ORDER OF BUSINESS**

**Public Hearing Adopting Rates and Fees  
Relating to the Use of the District Amenity  
Facilities**

**A. Consideration of Resolution 2018-01**

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

Mr. Perry stated there are no members of the public here but we will go first with the discussion of the proposed rates and fees and then there is a resolution of standard form to be adopted by the Board.

Mr. Soriano stated behind the resolution you have a table of the rates. Those rates have not changed over the last couple of months that we've discussed this. Because this was a public notice I put the nanny pass in there that your sister district wished to discuss and they did decide to move forward with the nanny pass. We informed them this was not something you guys would choose to do. However, just for public notice and in the event you changed your minds I put it in there so we could if we wanted to. They did decide to offer it at their District and the idea is it would just be available at this facility. It cannot be used at your facility.

Mr. Horton stated I'd be curious to know in the next couple of months how many people take advantage of that.

Mr. Soriano stated I'll report whether we get any sales. They made a change to the ability to purchase one month at a time which is still very costly but it does make it available to those that feel they can't get their kids to the pool. They can pay \$300 and it's only available during the week. There are a bunch of rules that go along with it. I think we do have one or two that will take advantage of it but I will let you know.

Mr. Perry stated for clarification, that pass would be available to residents of both Districts so if you have someone in your District, you don't have that policy to use your facilities, they can still buy it and use this facility.

Mr. Davis stated if there's an overwhelming response we can always open it up.

Mr. Soriano stated all of the other rates are still the same so unless there are any questions on those I would ask for approval for the rates, minus the nanny pass.

On MOTION by Mr. Davis seconded by Mr. Thomas with all in favor resolution 2018-01 was approved.

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

**SIXTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**B. Attorney**

Mr. Davis asked you said there were a couple legislation things on the radar at the last meeting. Did anything pop up?

Mr. Walters responded I'll circulate the end of session wrap up by email. Very few things for us and for us that's a good thing unless there's something we're looking for.

**C. Engineer**

There being none, the next item followed.

**D. Manager – Report on the Number of Registered Voters (5,308)**

Mr. Perry stated we are required by the statute to report on an annual basis the number of registered voters within the District boundaries. You have 5,308 voters. Your sister District, for informational purposes, has 4,418. Your population within both Districts is probably within the range of 18,000-24,000 so that gives you an idea of the size of community that both of you serve.

At our June meeting we will have the budget to consider for approval. In going through it currently, we don't see any need for an increase in assessments. We think we have enough in

cost savings for this year and our reserve for capital items is sufficient enough. We will be looking to move forward with bidding out the landscape agreement for both districts. There is a potential there that it might have an increase but we think we can offset that increase with the savings that we've acquired with the lifeguards and so forth.

Mr. Horton asked why would there be an increase?

Mr. Perry responded there's going to be some additional scope of services in regards to the contract. Plus, the previous service provider was providing a lot of services at reduced or no cost and that was with Bill, who was here for several years and he sold his company. We're just anticipating when we go out for bid that we might have increases. We don't think it's going to be substantial but from what we've seen with other contracts in other Districts we've had increases from what the current contracts are.

#### **D. Operations Manager - Report**

Mr. Soriano stated we have finished up a lot of our District-run events that we have every year. Normally, at this time we hand it over to who the aquatics vendor was. As part of their contract they were supposed to run events at the pools through the summer. We did see a few events here and there, however that's now District-run so we will absorb that. We are still working on plans for all of our events. We will be doing some of the same events that they have done in the past such as the "School's Out" day. There's a party on the last day of school and both pools will be open. Usually the bigger events I've tried to push towards your facility since we get overrun when we do it here. This is where everyone wants to be and when we throw in food and a DJ, it's twice as many people here and this is the only facility we've had to shut down. We do those parties at your side and it's quieter and more low-key. We will report on how that goes this summer and take ideas for the future of what we'd like to see in the summer. We had our yard sale and Spring Campout last month. The yard sale rained out a bit. The Spring Campout was great. There were well over 200 people out there. We had three food trucks so this was one of the biggest campouts that we've had in a long time.

Mr. Davis asked what was the laser tag event?

Mr. Soriano responded it's called mizuko ball. They're little foam balls, kind of like a paintball but they don't hurt. It's set up like paintball where they have obstacles. They really enjoy that game and we can play 20-30 people at one time.

Mr. Davis stated we had flag football practice and we couldn't keep the kids attention for nothing.

Mr. Soriano stated it's lots of fun. Laser tag we had a problem with so mizuko ball has worked out a lot better for us.

Moving on, you'll see rentals and usage are picking up now that it's getting to summer time. Not as high as it was last year. Our April was a little cooler than we've had in past springs.

Mr. Horton stated before you go on, you skipped a couple of things on the food trucks. I'm just curious how that's going.

Mr. Soriano stated there are some internal fights between food trucks. We've asked them to police themselves. We have a lot of food trucks wanting to get into a consistent rotation. They like to limit how many trucks are out there to about six trucks but the residents will email me or Tiffany asking why another truck hasn't been asked back. I try not to get involved too much. The trucks that are there I don't think ever complain that they don't sell enough so I try not to step on their toes. They are running pretty smooth. Last year around the middle of the summer they had a problem with participation and I think that had more to do with it being outrageously hot out there but right now they're doing pretty well.

On the operations side I have a few open items for you guys. The first is the park update. You'll notice we cleared out quite a bit of that park and cleaned up a lot of the debris. We should see ground clearing for the landscape going in this month and forming for the sidewalk. I have one issue I have to mention. I'm working with the County to figure out if there's anything else that can be done. We have one house that was built without a fence and it's occupied by an owner. Unless I can force their hand somehow we may have to put up a vinyl section for that fence as part of finishing the park. It shouldn't be much more than \$1,000 at the most but just to inform you since it wasn't the original plan. There's going to be an understanding that it is their fence once it's up. We will take care of the outside that faces the park but that will be part of their property.

Mr. Horton asked did you talk to the homeowner about that?

Mr. Soriano responded briefly and that was originally when they moved in. They liked the fact that they didn't have a fence back there so I don't think they're going to be willing to

pay for it themselves. That should have been on the builder and that's why I'm working with the County now.

Mr. Davis asked was that not a requirement?

Mr. Soriano responded that's why I'm working with the County to see if that should have been done since it borders our property. I just don't know if they're going to say we can help you make them put it up. If they can't it will fall on us.

Mr. Horton asked which house is it?

Mr. Soriano responded when you're standing on Oakleaf Village Parkway and you're looking into the park it's on the right corner all the way at the back.

I have a couple of quotes for you guys. This is what we talked about last month. I got with R&D for the Nature's Hammock area to give us some idea of what we can do for blocking people from parking and tearing up our sod that's out there. They gave me a few different options. It matches the pricing that goes along with our expected contract fees so it wouldn't be something I would need to ask other companies to provide quotes also, however I can do that if you wish. The first two options are pretty similar. When you're looking at the park on the right and left side there's a 253 foot stretch that runs along that split-rail vinyl section in front of the park. Pretty much that whole length would be Ligustrum trees, grasses and Viburnum. Option A has the smaller 3-gallons which may work. They're somewhat fast growing but at 3-gallon I would be concerned with people trampling it. You don't really see the 3-gallon real easy so people could drive on these. Option B had Viburnum that would be twice the size, 7-gallon. The cost difference is just the size of the Viburnum but it will have the Ligustrum and grasses also. Option C is more expensive at \$6,535. There would be a lot of Viburnum but also Crape Myrtles. This would match more of what we have going from the school all the way back through Waverly. You'll see in the medians we have all Crape Myrtles. Those are a little more expensive.

Mr. Horton how tall are the Viburnum going to grow in option A?

Mr. Soriano responded it's probably about a foot and a half tall in the 3-gallon right now but it can grow to 10 feet if you let it grow up. These are usually the plants you'll see around everyone's air conditioners. Within a few years it can grow the height of the air conditioner.

Mr. Horton asked is it multi-colored?

Mr. Soriano responded no, those red and green are a little more expensive and slower growers. They're not a huge price difference so if we wanted to switch that we could.

Mr. Horton asked we would cut them down to the height of what?

Mr. Soriano responded when they're mature I wouldn't want them getting much higher than the split-rails.

Mr. Horton asked you don't want to close the park off?

Mr. Soriano responded correct I want to be able to see through them into the park when you drive by.

Mr. Horton asked there would be gaps?

Mr. Soriano responded correct. There are going to be walk throughs in between. The Ligustrums are just to give it a little more detail.

Mr. Thomas asked I thought they were going on the other side of the street?

Mr. Soriano responded we didn't plant anything on the other side of the street. This is going to be on the curb and sidewalks of the park. The other side sits on a preserve natural area so until that starts to look bad I don't know that we want to spend thousands to do anything over there yet.

Mr. Thomas asked is the option C going to increase our costs because we're going to have to cut the Crape Myrtles back?

Mr. Soriano responded not really. Right now all Crape Myrtles until they're full and mature we do basic thinning every year but they don't top them every year. They top new installs through the first four years until they get full and then we let them bloom. All the Crape Myrtles that have to be trimmed are included in the contract so whether we have 100 or 200, they will take care of them all.

Mr. Horton asked what's your recommendation?

Mr. Soriano responded I like option B because it's pretty much ready to go. I like Crape Myrtles and they match costs. I could probably put that money towards other things but we do have enough money to cover any one of these options.

Mr. Horton stated I don't know that Crape Myrtles would look good in there. They get a little bit too big.

Mr. Soriano stated that and we really don't have a lot of other common areas there so with that park area, all you're going to see is Crape Myrtles right there.

Mr. Thomas stated I like B for the fact that they are 7-gallons.

Mr. Davis stated I'm on board for B too.

Mr. Horton stated me too.

Mr. Thomas stated Barry, the amounts for A is \$2,840; B is \$4,289; C, the one with the Crape Myrtles, is going to be \$6,500.

Mr. Morton stated B works.

On MOTION by Mr. Davis seconded by Mr. Horton with all in favor landscaping option B in the amount of \$4,289 was approved.
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Mr. Soriano stated the last two items are also based on landscaping. I will be asking for extra amounts of sodding tonight. We generally get 10,000 square feet of sodding every year as part of our contract. It's been a few years since I've asked for more money. For that amount there are lots of areas that we classify as low priority and we don't get to as part of that 10,000 square feet. We are doing pretty well financially so I'd like to ask for an extra 10,000 square feet of sodding. In our contract that runs about \$4,500. We have some islands that are always last in line. We take care of the amenity center and major roadways first whenever there is damage and we go down that priority list and we never really get into the neighborhood areas unless we're doing extra amounts. Since we're doing well I think it's a good year to do it. I think the last time we did it was about three years ago.

Mr. Horton stated I've seen some areas that are being cleaned up like over by the school.

Mr. Soriano stated those are areas that they are sodding right now. They're finishing up our 10,000 that's part of our contract.

Mr. Horton asked but there are more areas?

Mr. Soriano responded yeah.

Mr. Thomas stated I'm okay with it if it continues the beautification of our neighborhood.

Mr. Soriano stated I'd like to ask for an amount not to exceed \$4,500.

Mr. Horton asked you're talking about the packet fee?

Mr. Soriano responded this is going to be next. We're getting ready to do an RFP for landscaping.

Mr. Horton stated I'm okay with it.

On MOTION by Mr. Davis seconded by Mr. Thomas with all in favor additional sod in amount not to exceed \$4,500 was approved.

Mr. Soriano stated this is our fifth year of the landscape contract. Every five years we let our landscape contractor know that whether we're happy with service or not we go out for bid to help keep numbers reasonable. This is a calendar based on the last time we did this back in 2013. We will do a public notice and I'll invite a lot of contractors out to look at the place. We go through a lot of meetings and emails with them to provide scope of service and answer questions. Both Jason and I will work with the landscape vendors and I even rent a bus and we do a tour through both districts so they can get a good visual on everything and ask questions. We will have the bid opening here so you guys can see the numbers and then a month later we will go through rating and accepting. This calendar is a month earlier than the last time we did it. We will accept it the same date in August but I'm starting the process a month earlier and this will help me with numbers because I do see an increase. The gentleman that owned the landscape company was living here. He did the install for everything in Oakleaf and he was able to keep costs low. With every RFP he was either the lowest or second lowest. It doesn't mean we need to stick to that. There are a lot of things we could sink more money into and we'd get better landscaping. It doesn't always work out like that but they were generally pretty low cost. I don't see us getting that with the new company that has taken over. In fact, it took a little while in some of these meetings to get them to understand that. It's a big contract and we have a lot of area we have to take care of. They are doing better but we want to make sure all of our bases are covered for this RFP and then we will open it up to all of the commercial landscape companies that meet the requirements. The packet fee is for the extra work involved and it limits a lot of companies from coming out when they can't even handle this type of work or meet the requirements. That is normal with the RFP process.

Mr. Horton asked generally, the company that has it now, are they doing good or better?

Mr. Soriano responded they're doing pretty good right now. It took them a little while to understand the contract. The contract is pretty typical for a lot of other districts, it's just the cost and detail there. For instance, the extra work that's been added in over the years for the soccer fields would typically be a whole other contract so they had to learn the extra weeding, fertilizing aeration, and number of cuts they do out there. They've been here for this last year and they're starting to get it down pretty good. I'm pretty happy with them but they've told me they're concerned with what they're providing right now for their costs. I'm going to try to use some of those savings in other budget lines and move it to that landscape increase that I'll be expecting. If we end up getting something cheaper then we will have a savings on that line but I'll do that just to be prepared for budget time. We will do the award in August but we will have already provided you a couple of versions of the budget by then.

Mr. Horton stated a lot of our money goes toward the landscaping.

Mr. Soriano stated I will come back next month. Jason and I will talk about this a little more before we send out the notice. We will set a committee and dates and times for the actual award so that everyone knows when it takes place and the process involved but for now it's just to let you know the tentative dates. That's it for my report unless there are any questions.

Mr. Thomas stated I see that we're almost done. Is he going to have to shut the road down to put the caps on there?

Mr. Soriano responded I'm hoping not, although we did get clearance from the County to shut the roads down if we need to. When we took the cap down we didn't need to shut the road down. It's a little more precarious putting it up there and making sure it's in a safe spot but we shouldn't need to and the County gave us a plan if we do.

Mr. Horton asked what's the completion date?

Mr. Soriano responded he was hoping to have it done this week but with the rain that probably won't happen. We still have to secure it up top. Until that one fades out a little bit, it's going to stand out compared to the other columns. He did a good job matching the bricks since they're not the original style.

Mr. Horton asked what's going on with the school bus accident where the two sections of fence were taken out.

Mr. Soriano responded we will take care of that even though it's not really done through us. Clay County School District takes care of everything so they will pay for it. I

haven't talked to the insurance adjuster for them yet but they agreed to everything and understand that they to.

Mr. Horton asked but that's our fence right?

Mr. Soriano responded that's our fence. They also have to pay for the damage to the main line. There's going to be sodding there because the bus really dug in. They've already come in and dug up the resident's backyard because the bus dropped a lot of diesel so environmental had to come in and dig up fertile yard. They talked to me to get permission to bring the big equipment through our property. Once her area is done then they can start working on our fence. The main line work has already been repaired.

Mr. Horton asked what's the rough completion date?

Mr. Soriano responded that will be on them. We can take care of what we need but the completion date for me is when they pay us back for everything and it's really based on their insurance adjuster.

Mr. Thomas asked now that this has passed when do they plan on working on the park?

Mr. Soriano responded I would like to try to get them to do that this month. This is prime time for install because of good weather. I'd like to see all of the new installs go in.

Mr. Horton stated speaking of that other park you're talking about, I've been by there twice and somebody has been parking on that grass. Can we put some plants across that so people can't drive back in there?

Mr. Soriano responded we can. I'd rather just tell them it's not for public use. We put the split-rail up across the front when it became ours but the builder didn't take the sign down. It's really up to you guys. We can put in some grasses or something like that.

Mr. Horton asked are the residents complaining?

Mr. Soriano responded I do have one resident that will usually point everything out to me.

Mr. Horton asked do we have irrigation?

Mr. Soriano responded there's no irrigation there but it gets feed over from the sidewalk. We can put sod in there if you want. I don't know that it would be a good idea because it backs up to that unsold undeveloped property.

Mr. Horton stated I'm just saying if there's irrigation there then the reason for not parking there is because you'd damage the sprinkler heads.

Mr. Soriano stated besides posting stuff on cars, I actually have a letter that has my name. I take down the license plate number and take pictures of it. I'll also pass this along to the two master association presidents for them to help out because they'll call me and tell me there's someone parked on the common grounds. They take a picture, they tell me when they noticed it, they write the VIN number and address on it so I can tell who the culprit is and when they were there. I'll let them slide one time and after that if I find them anywhere I have them towed.

#### **EIGHTH ORDER OF BUSINESS**

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

Mr. Ken Johnson stated the lighting over at the phase one tennis courts are a waste. If you've got them out there just to keep people away or to keep it safe that's another matter. Does the Sheriff's office give you a monthly or quarterly summary of the amount of patrols they do in the neighborhood and statistics on the stealing and stuff that goes on?

Mr. Soriano responded no there are only two beat officers that stay on the road on a regular basis.

Mr. Ken Johnson stated stealing and that sort of stuff has gone up over the years. I don't know if you've noticed it or not. Of course there are more people here too. I just wondered how well you're connected. My wife won't let me carry a gun but I'm considering it. I'm past military anyhow but it's getting to the point where I feel like I have to do that just to be safe.

Mr. Horton stated the CDD does pay officers extra. There is one officer during the week and two during the weekends.

Mr. Ken Johnson asked what about cameras for the main entrances?

Mr. Horton responded we don't have any.

Mr. Ken Johnson asked is it a consideration? When you get a call about something stolen in the neighborhood you know about the time it happened and many times you can just look at the camera.

Mr. Soriano responded we've talked about it before with things like the parks and playgrounds, but not on the roadways and entrances.

Mr. Horton stated in addition to the CDD I used to coordinate with the HOA for phase one that they pay the Sheriff's department to come out and monitor things during the early evening hours just about every night except for the weekends. The HOA pays for 60 hours a month. There used to be reports but they did away with that.

Mr. Ken Johnson stated the biggest problem are the driveways because we let our builders get away with planting crummy trees and it's really going to cost the people of this community an awful lot of money.

Mr. Davis stated I'm on board with you 100% on that.

Mr. Ken Johnson stated I don't think there's anything you can do about it.

**NINTH ORDER OF BUSINESS**

**Next Scheduled Meeting**

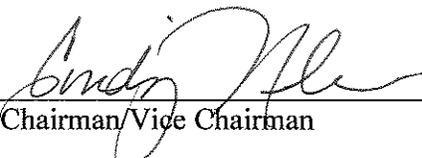
Mr. Perry stated the next scheduled meeting is June 11, 2018, 4:00 p.m. at Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida.

**TENTH ORDER OF BUSINESS**

**Adjournment**

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

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman