

DOUBLE BRANCH
Community Development District

JULY 9, 2018

AGENDA

Double Branch Community Development District

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

July 2, 2018

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

Dear Board Members:

The Double Branch Community Development District Board of Supervisors Meeting is scheduled for **Monday, July 9, 2018 at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.**

Following is the advance agenda for the meeting:

- I. Roll Call
- II. Audience Comments
- III. Approval of Consent Agenda
 - A. Approval of the Minutes of the June 11, 2018 Meeting
 - B. Financial Statements
 - C. Assessment Receipt Schedule
 - D. Check Register
- IV. Acceptance of the Fiscal Year 2017 Audit
- V. Discussion of the Fiscal Year 2019 Budget
- VI. Discussion of Landscape RFP
- VII. Other Business
- VIII. Staff Reports
 - A. Attorney

- B. Engineer
 - C. Manager – Website Conversion for Compliance with Accessibility for Disabled Persons
 - D. Operations Manager - Report
- IX. Audience Comments / Supervisor's Requests
- X. Next Scheduled Meeting – August 13, 2018 @ 6:00 p.m. at the Plantation Oaks Amenity Center
- XI. Adjournment

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

Sincerely,

James A. Perry

James A. Perry
District Manager

THIRD ORDER OF BUSINESS

A.

MINUTES OF MEETING
DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Double Branch Community Development District was held Monday, June 11, 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:

Cindy Nelsen	Chairperson (by phone)
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

Approval of Consent Agenda

- A. Approval of the Minutes of the May 14, 2018 Meeting**
- B. Financial Statements**
- C. Assessment Receipt Schedule**
- D. Check Register**

Mr. Perry stated on the assessment receipt schedule we are 99% collected.

Mr. Morton I think I might need to exclude myself on voting because my son is working as a lifeguard.

Mr. Perry stated, yes just for the payroll invoices then.

On MOTION by Mr. Davis seconded by Mr. Horton with all in favor the Consent Agenda, with exception to the lifeguard payroll, was approved.

On MOTION by Mr. Davis seconded by Mr. Horton with Mr. Morton abstaining a vote, the lifeguard payroll, was approved.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2018-02, Approving the Proposed Budget for Fiscal Year 2019 and Setting a Public Hearing Date for Adoption

Mr. Perry stated you have a copy of the resolution and proposed budget in front of you. This is the start of the budget process. What we will do is ask to have the public hearing set for August 13th at 6:00 p.m. That gives us the 60 days we need in between the date of approval and date of adoption.

Mr. Horton asked before we get that far are there any differences?

Mr. Perry stated yes, I'm just going over the process and what we would be looking for. The process tonight would be to approve the budget, adopt it in August and in between we will make some revisions to the budget based upon where things fallout this year. In regards to the budget itself, there are very few changes. In the general fund the budget is basically the same and usually your general fund does not change. In regards to the recreation fund there have been several changes. Most of those deal with the refocusing of the lifeguards, supervisors and staff to be District employees and/or GMS employees as far as the staff people go. The one thing we haven't done in here, even though there are already some cost savings shown, we expect there are going to be a lot more cost savings, but we want to go through a fiscal year before we reflect all of that in the budget. Included in those cost savings, if you'll remember when Jay had proposed doing this, not only is there cost savings but the hourly employees did have increases in salaries so it's worked out pretty good so far. The only other thing in the budget that we haven't adjusted that we will be looking at adjusting based upon what happens with the landscape RFP. We hope that the costs will stay in line with where we are in budget but we will adjust it once we do the adoption of the budget. We've had some other districts that have recently gone out for bids and the costs have been relatively flat. We know we're going to have a lot of competition on this. There are at least four to six firms that will be looking at it.

Some of the firms are ones we approached last time we did this and they declined to even put in a bid but now they are expressing interest.

Mr. Horton asked why did they decline?

Mr. Davis stated probably not enough staff.

Mr. Soriano stated I'll go through that a little bit too and we will go through the scope.

Mr. Perry stated again, other than those items the budget has basically stated flat.

Mr. Thomas asked you said August 16th?

Mr. Perry responded August 13th at 6:00. That's our regularly scheduled meeting. Your sister district has it a week later at 6:00.

On MOTION by Mr. Davis seconded by Mr. Horton with all in favor resolution 2018-02, approving the proposed budget for Fiscal Year 2019 and setting a public hearing date for August 13, 2018 at 6:00 p.m. at the Plantation Oaks Amenity Center was approved.

FIFTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being none, the next item followed.

B. Engineer

There being none, the next item followed.

C. Manager

Mr. Perry stated we have elections this year. Cindy Nelsen's and Barry Morton's seats are up. I've communicated with them on that.

D. Operations Manager - Report

Mr. Soriano stated food trucks are still doing every other Friday. This past week they sent me an email requesting the Board to consider letting them try a Saturday or Sunday. I'm not opposed to it. They've done well handling it in-house. Sometimes it's pulling teeth to make sure I get COIs and things like that but Tiffany who runs it does a pretty good job. She lives here and she has one of the trucks. She communicates with everybody and sets it up on a

volunteer basis. During the summer time we don't have any issue competing with soccer so they can move into the other parking lot if they wanted to. I really don't see an issue either way, it's really up to you guys if they want to move from a Friday to a Saturday. I don't know about doing multiple days like Friday and Saturday or every week.

Mr. Davis asked so they're proposing switching from Friday to Saturday?

Mr. Soriano responded yes.

Mr. Davis stated I was thinking it would be good because we end up having practices and they're sold out when we get over there so maybe the next Saturday we wouldn't miss them. I don't have a problem with it at all.

Mr. Soriano stated I think some of that might be coming from the food trucks too because you'll notice a lot of the local areas do a Food Truck Friday so they can only spread themselves so thin. This would allow them to get out Friday and Saturday. It could also help their business. We want them to be successful. If their clientele is getting pulled up on Argyle or anything and they're missing out on Fridays to make more money on Saturdays, that's fine. I'd rather them be successful. As long as they're following the rules and making sure we're covered then I'm fine with it.

Mr. Horton stated I don't care when they do it either. If they're doing the paperwork like they're supposed to, to me it's a self regulating thing. If they move to Saturdays and it doesn't work then they're not going to stay there. If that locations not good then we can move that too. Whatever works for them.

Mr. Thomas asked are we talking the same time?

Mr. Soriano responded I believe it will be the same evening hours, just moving to Saturday. I'll take the Board direction, talk to her and see what she wants to do as far as if it's going to be both Saturdays or one Friday and one Saturday and let them know that we're okay with it as long as they're following all the rules and the procedures are in place.

Mr. Horton stated I noticed one of the churches here had Food Truck Friday and it was the opposite Friday as us so it confused people I think because it was a different location.

Mr. Soriano stated yeah that wasn't real helpful. That was the church that is purchasing that corner. I have a lot of food trucks sitting in our parking lots. Tiffany does remind them that they're not supposed to be on property other than those days that we approve.

Mr. Horton asked what property?

Mr. Soriano responded the corner near the clock tower. They're not supposed to just leave their trucks there.

Mr. Horton stated it's not our property.

Mr. Soriano stated the owner has now given the authority to go ahead and tow. We get so many complaints from people parking out there. We don't have any say over the church lot.

Mr. Thomas asked so the four corners in front of Forest Hammock?

Mr. Soriano responded they are privately owned. Three by the developer and one by the church.

Mr. Thomas asked but now you have permission to tow them?

Mr. Soriano responded for the three corners owned by the developer, not the church.

Mr. Davis stated I saw a semi and there were a bunch of utility trailers yesterday.

Mr. Soriano stated some of the utility trailers aren't intact so I'll take those out real easy. We're trying to be lenient and warn people. We've been posting notes from the developer and my office to move so they know we record VIN numbers and tags so they won't have any argument when they realize their vehicle is gone.

Mr. Thomas asked do we know when they're going to be breaking ground at the church?

Mr. Soriano responded no.

Mr. Horton asked who is the developer?

Mr. Soriano responded Hinson Properties. Moving on, we've worked with aquatics to set up our summer schedule and we have already started. Kids are out of school. We had an out of school, into the pool party on the last day of school. We got rained out, however there were about 35-45 kids that showed up to take part in activities, pizza and ice cream so we had a lot of fun, just not in the pool. We had our first rather large event over here at your sister district which was a swim meet. This weekend the weather was great. There were a couple hundred kids from two of the largest teams in the league and a couple of family members for each one of those kids so there were 500-600 people out there. We also had tennis, basketball, and a wedding going on here. I had minimal complaints. I had one complaint on parking. She had an older family member and we're limited on ADA spots to begin with but we can't do much with a thousand cars out there. Everything went smooth and everyone enjoyed themselves. The summer is picking up with aquatics. We haven't had a lot of big events at the pool that are

community events. It was always part of the contract and was minimal in the past to make sure they were honoring the contract. I wanted them to do more so this summer I am trying to bring back dive-in movies. Residents have always asked us about that. We're limited in some aspects because it brings in a lot of people and it puts a lot of stress on our guards. We've trained them to be able to handle this stuff. If we plan the movies right, I've talked to them about maybe doing them on a weekday. It's summertime and families will still come out but it will help with the crowd. We have one planned in a couple of weeks. I'm still trying to set the date but it's the week of June 18th. We are looking at a superhero party and we have Incredibles coming out in theaters so we will pay for the license to show the old Incredibles and probably give away prizes to go see the new movie. Part of it is a benefit for one of our staff members who lost her son years ago so we're hoping to raise some money for her through that. She has a scholarship fund that was done through the school so it has benefitted a couple of families here. We're hoping to raise a little money for her through that too.

Mr. Horton asked what pool are you talking about?

Mr. Soriano responded that is going to be done hopefully at your pool. I like the fact that we have more space here but when we set parties up here it pulls everyone in. Later in the summer I'm looking at giving them one also. Thing slow down after July 4th so that's when I'm looking at doing theirs. I was thinking of doing one for the adults and showing Jaws. I can set up two different screens to run at one time. We can bring back these activities and the guards will be able to handle it. I'm looking at working with them from the middle of June until about the middle of July when it slows down. These guys are recreational specialists, not just lifeguards so they've learned to do those poolside activities. If you go to a resort they're playing poolside games. It's really not that hard and not that expensive. If we have those plans every other weekend throughout the summer I think residents will really enjoy that. It actually gets the lifeguards more into and they have more fun when they do that kind of stuff. I've worked with them to set this calendar up so we have things going throughout the summer.

Mr. Thomas stated I was thinking a kid friendly DJ.

Mr. Soriano stated we had a DJ for the back to school party so we do that every once in a while. Those are things I can work with Tiffany on so we don't have to spend money on food, we can just invite some trucks up into the parking lot. It causes some commotion since our parking lot is not the largest but the people at the pool enjoy it.

Mr. Horton asked are the swim meets open to the public?

Mr. Soriano responded they are. We have some families that come down and brave the commotion. We open up our pool facilities during the swim meets. A lot of places will shut down but we bring lifeguards and operate as normal. The only thing I change is that we turn the slides off. Sometimes that bothers the residents but I get more complaints from the families of the swim team because their kid will be on the slide and they will end up missing the event so we just turn the slides off until the meet is done and turn everything back on. We send out emails and notices and tell people at the pool that there will be a swim meet.

Moving on, we're open every day now. Once school is out we're open 10 in the morning until 8 at night. It's going to be that way until they get back into school in August. We started aqua aerobics this weekend and that was a success. The only thing I've gotten from not just the aqua group, but some of the early morning swimmers is that we're still dealing with ducks. This year the spring weather wasn't the greatest. It rained and was cold pretty much all the way until a few weeks ago. I depend on the crowd at the pool because it helps keep the ducks away. I've still got a couple hanging out and swimming around people. We can shoo them off but we can't harrass them or damage nests or anything. They've got to get used to everybody being around and then they will go away.

You'll see our numbers are going up and we're busy with rentals.

Moving on to the operations side, I've got a couple things for you. One being the landscape RFP. This is a couple month long process. Some of you were here when we did this five years ago. This is the same process and pretty much the same scope that we've had for 15 years. I'm going to email each one of you the full version of the RFP. It is a rather large packet at about 50 pages. This is probably the most important part to those vendors. They want to know exactly what we're asking. We have it spelled out line for line. We've already had a couple pick up their packets and a few call to say they're interested and will pick a packet up. We may end up having more interested than we did last time we did the RFP. That's partly due to the fact that the original install company is not here. A company bought them out. A lot of those guys are looking at the fact that we used to give them an automatic bump in the grade because they were the most experienced and it put them above everybody else. This company is learning and have been here for almost a year, but it's not the same experience and realistically some of those guys that worked for that company now work for those other

vendors. It seems like it's more level ground with this RFP and I think vendors have seen that too. That may help with price. We've had it pretty cheap for the amount of work we have done. We had planned for an increase in the budget and moved stuff around so I knew we could afford it. The first page is the evaluation criteria. I start collecting bids on July 27th. On the 21st I do a tour where I rent a big bus and take them through all of the properties at both Districts and give detailed maps of things I want to see and what's supposed to be done. It's all open so they can ask questions and everybody gets the same answers; all of the information is disseminated at one time. After that, they get a couple of weeks to prepare their bids. I will start bringing them out to you guys as soon as they drop them off so that will give you time to look through them and you can decide whether you want to do an indepth analysis or just flip through the books and get an idea. They're going to give you pictures, numbers and references from other communities. You're welcome to call those references. You can even do tours of some of those other properties if they have them nearby and pick them apart. Some of that grading is going to come from you guys on how you feel as far as personnel, or understanding of scope. There are going to be some things that are easy to rate. Experience is the one that I dropped. We used to do an automatic 20 points to whoever had the most experience which was usually DTE. That 20 points is really going to be based on what we see in their references now. The biggest one is the price so that gets the most points. There is a mathematical equation to that. The lowest bid kind of sets the scale so they will get points just for being the low bid and then everyone afterwards is a mathematical equation based on their percentage. We have the August meeting set up for you guys to discuss and finalize our grading and then we will award in September. We will be done with our budget by then. At your sister district we talked about doing an earlier committee meeting. That's something we can do here. Generally, everyone is part of the committee, will review the packets and grade them and we can have short meeting before that to go through this discussion just for the landscape RFP. Last time we met briefly before the monthly meeting.

Mr. Perry stated we asked the board to by motion approve the landscape committee which would be comprised of the board of supervisors. That doesn't mean you all have to come. One of you can come, or all can come to the committee meeting. Also, the District Engineer, Community Manager, District Manager and District Attorney will be involved in the committee.

Mr. Horton stated I'm all for it. There's a lot of money involved in this so there needs to be some good thinking involved. You said it's awarded for five years?

Mr. Soriano responded we actually do an award for three years with single-year extension after. As long as there are no concerns from the board we do an automatic year after that until five years. We don't have to do it that way. It's just the way it's been done in the past. Since this is a rather large process I wouldn't recommend doing it every year.

Mr. Perry stated you get the economies with the three year because they know they're going to be locked in unless they really mess up.

Mr. Horton asked how about if we get somebody that does poorly after they start?

Mr. Perry responded there are remedies in the contract.

Mr. Soriano stated Jason will help me out with the legal part of that.

Mr. Horton asked do you specify exactly where they cut the grass?

Mr. Soriano responded I give them some detailed maps, one of which has a general outline of all the roadways, cul-de-sacs, playgrounds, etc that they have to cut. Also I give them detailed information such as how many times a year they cut. The pricing is based on those numbers so let's imagine we give them something off whether they need it, or we feel it's not needed. For instance, so many cuts on the soccer field. They're going to be ten short this year. They actually give me a pricing for each one of those cuts so I can go back to them and say those cuts are worth \$1,000 to us, I need either a credit or we need to put it towards something else. With that pricing you'll see they break everything down, cost of plants, cost of people's hours, etc. They go through that not just for an overall, but they also do it year by year how much it's going to cost to do each cut this year, how much it's going to cost to overseed, how much fertilization. That soccer field every fourth year we won't overseed. We learned that on golf courses years ago that if you cut out some time it helps the roots to thicken up. That winter overseed is great to make it look green all year round but that competes with the summer grass so we take that time off and it helps to thicken it up. That overseed is \$4,000 so we were able to put that \$4,000 somewhere else. If you remember we were putting trees and everything in. I use that to help us negotiate down the road.

Mr. Horton asked so we would meet 30 minutes early?

Mr. Perry responded we might meet a week earlier or we can meet a couple hours prior to the meeting. There are all kinds of different ways to do it.

Mr. Horton asked is it still a public meeting?

Mr. Perry responded yes.

Mr. Davis asked how much time do you need to advertise?

Mr. Perry responded seven days.

Mr. Davis asked what is our meeting date for September?

Mr. Perry responded it would be for the August meeting, which is the 13th at 6:00.

Mr. Soriano stated the bids are due on July 27th so you have a couple weeks in between there.

Mr. Davis asked but you're awarding the contract at the September meeting?

Mr. Soriano responded if we're done by the August meeting we could, I just didn't plan on awarding it since they're nighttime meetings and they're going to be broken up. I planned on September just because they were the back to back meetings. If we've done the committee meeting and we do the discussion a week before we can award on 8/13 and 8/20. Jason and I would just have to send out an addendum letting everybody know in the RFP that we've done our committee meetings so we may be awarding early.

On MOTION by Mr. Thomas seconded by Mr. Horton with all in favor a landscape committee comprised of the Board of Supervisors, District Engineer, Community Manager, District Manager and the District Counsel was approved.

Mr. Perry stated Middle Village set a committee also and since in the past we've utilized the same contractors for both Districts, we might have both committees meet at the same time.

Mr. Davis asked because it's all under one contract.

Mr. Perry responded we actually do two separate contracts because at one time we did have two separate contractors out here.

Mr. Soriano stated once again, I will send you guys by email the full RFP packet. I wanted to keep it pretty close to what we've done over the years. It helps me with the apples to apples comparison.

Mr. Horton asked the current contract is for I think \$325,000 a year?

Mr. Perry responded we've got \$315,000 in this District but that's just the landscape maintenance. There are other parts that are included so it's above that. Between both Districts it's \$700,000 plus.

Mr. Soriano stated it's a busy time of the year. We have our normal maintenance everywhere but now that the pools are open it keeps me extra busy because whenever there's an issue at the pools we have to try to get out and repair early in the morning so we're out of the way before people get to the pool. We strive to have everything open 100% of the time. We've done pretty well so far this year.

Our column is done. The only thing I need to do is pressure wash that.

I haven't checked out the final to make sure I go through the punch out list for the park at Nature's Hammock. I thought slab was coming this week but with some of the rain we may not get it. If they do not get to that it will be going shortly to the green space park across from the amenity center. I was hoping to have a rendering for you but I may just send it to you by email. I had mentioned changing the sidewalk shape from a u-shape to more of an "s" pattern to go out to back which would save us a lot on both landscaping and sidewalk. Once I did that the sidewalk costs dropped as low as \$4,000. I thought about putting in a cut out for a paver walk through so we'd still be able to have some good walking space in there. It would bring down the numbers drastically once I made those changes. Landscaping also came down to about \$12,000 so now the total is looking closer to \$20,000 to \$30,000 compared to \$50,000 that we were looking at before. Hopefully they will be able to get on that in the next couple of weeks.

Mr. Horton asked there were a lot of vines coming out of the trees. Will they take care of that?

Mr. Soriano responded yes. I have to bring in an arborist for that. My guys did a lot of the tree clearing but I'm not comfortable with them climbing so I'll bring in an arborist to clean that out.

Mr. Horton asked the Nature's Hammock landscaping is finished?

Mr. Soriano responded I have not gotten over there to check out the punch list. I saw them when they were bringing in the Viburnum but I didn't go out next week.

Mr. Horton stated I drove by on my way over here and it looks nice. It's a little flooded from all the rain right now.

Mr. Soriano stated I'll go out to check out the punch list and make sure we got the number of plants we were supposed to get.

I mentioned last month that we've had a lot of trespass issues at the Double Branch basketball courts. It seems like that's becoming our problem area. I've had a couple of parents of kids that have been trespassed that were a little upset. I tell them once we involved the Sheriff's office we step back and it's out of our hands. We don't want to step on their toes and rescind it because the off duty officers got to the point where they didn't want to trespass people because they knew we were going to take it away. Years ago it seemed like every time a parent would come in the board would say let's help them out.

Mr. Davis stated zero tolerance policy in my opinion.

Mr. Soriano stated they're warned and the officers aren't there quick. They do drive between both locations so these kids or adults have to be so bad and flagrant that they sit there while we tell them an officer is coming and they're going to trespass you. They'll even go through the paperwork with them and they're still arguing and then after the fact they're sorry they are getting kicked out for two years. Some of them are young and learning. We can always go through disciplinary hearings and forgive a year or something like that. It's more of the board's time. I just don't feel comfortable rescinding a trespass right away.

Mr. Davis stated consequences are a great way of learning.

Mr. Soriano stated that's usually the way I feel too. If the officers really feels like it's a mistake and they're going to give them a warning, I don't step on their toes. It's their job and they're trained in what to do. The latest one, I've known the gentleman now for twelve years. His daughter is 20 years old. She's an adult by now and he really should let her fight her own fights. She knew what was going on but I did tell him I would bring it to the board. Two years is a long time. I told him after a year if you want to come back to us, we can discuss it but it's not something we feel comfortable dropping right away. This was three weeks ago.

Mr. Horton asked what was it?

Mr. Soriano responded it was an issue where they didn't want to follow the rules. They argued, didn't want their guests pulled off the floor, and they cursed in front of staff and residents. One of our supervisors was up there at the time. The officer was taking care of a hit and run out in the parking lot. She saw it going on and when she was done with the hit and run she helped out there. No matter what the rule is, once the staff tells you you're breaking the

rules and we're asking you to stop, and you get to the point where you're yelling and cussing they're asking you to leave at that point. Then if you stay there and continue that action while they're waiting for the cop to come at that point I say hands off, it's a trespass issue. It doesn't have anything more to do with our policy, it's she's been asked to leave and she's not leaving.

Mr. Thomas stated I appreciate you bringing it up but at this time I have no interest in addressing this.

Mr. Soriano stated I offered to the residents to bring it forward. They're welcome to come to the meeting but I told them I have my beliefs too and I can't imagine if my kid did that.

Ms. Nelsen stated I agree with you guys.

Mr. Morton stated I agree.

Mr. Horton asked how do other places handle that?

Mr. Perry stated they do trespass. Sometimes depending on the nature of the violation they might suspend their privileges for a month or longer. In this instance, they were asked to leave and they continued to stay there and use vulgar language. It's just not fair to the other members of the community.

Mr. Soriano stated there was another issue that happened last year. I haven't talked to the mom yet. They were fine waiting for a time. It's usually this time of year they protest because they want to be at the pool and back on the playground, things like that. If it happens in October or November, most of the time I don't even hear from the parents. I have tried to get on staff because I get so many complaints from residents. When we're walking around the soccer track they're out for a game and they hear all this cursing. They watch people climb over or under the fence to sneak in and the people inside just go along with it and keep playing ball. That's where we see there's problems down there and the rest of the residents complain so I get on staff and they kind of have to be strict.

Mr. Horton asked is there something wrong with the new card reader?

Mr. Soriano responded no, every once in a while we will have IT problems and we don't really have any IT staff so I have to train them whenever things come up like how to change IP addresses, how to reset stuff. That old printer we had still works so I set it up as a shared drive so if they have problems with the one that's there they can just switch the printer like you can at your house.

Mr. Horton asked you installed a credit card machine at the fitness center?

Mr. Soriano responded yes. Credit card machines have gotten a lot cheaper. We were forced to change our credit card machine for our rentals so we had an update to the chips this last . When they did that Wells Fargo made the machine cheaper, it was \$300. This will make it a lot easier for those people that don't use cash or checks. I'd prefer not to do much cash for safety reasons. I'd like to get rid of checks. It does cost us money to process a check through the machine. Also, we tend to have bounced checks and a lot of times it costs us more dealing with a bounced check for \$8 than it does to get the \$8 back. The credit card machine worked out so now when people want to pay for guest fees or card replacements we have that available.

Mr. Thomas asked do you mind putting a little blurb on the website about that?

Mr. Soriano stated yes we will put the accepted card symbols on the website and stickers that will go on the counter there.

SEVENTH ORDER OF BUSINESS

Audience Comments / Supervisors' Requests

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS

Next Scheduled Meeting

Mr. Perry stated the next scheduled meeting is July 9, 2018, 4:00 p.m. at Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida.

NINTH ORDER OF BUSINESS

Adjournment

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

Chairman/Vice Chairman

B.

Double Branch

Community Development District

Unaudited Financial Reporting
May 31, 2018

DOUBLE BRANCH
Community Development District
Combined Balance Sheet
May 31, 2018

	Governmental Fund Types				Totals	
	General	Recreation	Capital Reserve	Debt Service	Capital Projects	(Memorandum Only)
ASSETS:						
Cash	\$125,654	\$248,795	\$124,432	---	---	\$498,881
Petty Cash	---	\$672	---	---	---	\$672
Investments:						
<u>Series 2013A-1</u>						
Revenue	---	---	---	\$476,420	---	\$476,420
Reserve A1	---	---	---	\$868,932	---	\$868,932
Interest A1	---	---	---	---	---	\$0
Acquisition and Construction	---	---	---	---	\$49,335	\$49,335
<u>Series 2013A-2</u>						
Reserve A2	---	---	---	\$101,941	---	\$101,941
Interest A2	---	---	---	---	---	\$0
Excess Revenue	---	---	---	\$40,594	---	\$40,594
Prepayment	---	---	---	---	---	\$0
<u>Operations</u>						
Custody Account-General Fund Excess	\$18,870	---	---	---	---	\$18,870
Custody Account-Recreation Fund Excess	---	\$1,024,540	---	---	---	\$1,024,540
Custody Account-Recreation Fund Reserve	---	---	\$818,208	---	---	\$818,208
Prepaid Expenses	\$4,585	---	---	---	---	\$4,585
Assessments Receivable	---	---	---	---	---	\$0
Due From General Fund	---	\$29,482	---	---	---	\$29,482
Due From Capital Reserve Fund	---	---	---	---	---	\$0
Due from Rec Fund	\$15,733	---	---	---	---	\$15,733
Due from Other	---	\$26	---	---	---	\$26
Electric Deposits	---	\$4,500	---	---	---	\$4,500
TOTAL ASSETS	\$164,841	\$1,308,015	\$942,640	\$1,487,887	\$49,335	\$3,952,718
<u>LIABILITIES:</u>						
Accounts Payable	\$2,250	\$80,381	---	---	---	\$82,631
Accrued Expenses	---	---	---	---	---	\$0
Fica Payable	---	---	---	---	---	\$0
Due to Capital Reserve	---	---	---	---	---	\$0
Due to Rec Fund	---	---	---	---	---	\$0
Due to Debt Service	---	---	---	---	---	\$0
Due to General Fund	---	\$15,733	---	---	---	\$15,733
Due to Middle Village	---	---	---	---	---	\$0
Deferred Rental Revenue	---	\$8,335	---	---	---	\$8,335
FUND BALANCES:						
Nonspendable	---	\$4,500	---	---	---	\$4,500
Restricted for Debt Service	---	---	---	\$1,487,887	---	\$1,487,887
Restricted for Capital Projects	---	---	---	---	\$49,335	\$49,335
Assigned	\$2,000	---	\$942,640	---	---	\$944,640
Unassigned	\$160,592	\$1,199,065	---	---	---	\$1,359,657
TOTAL LIABILITIES & FUND EQUITY	\$164,841	\$1,308,015	\$942,640	\$1,487,887	\$49,335	\$3,952,718

DOUBLE BRANCH
Community Development District
GENERAL FUND
Statement of Revenues & Expenditures
For The Period Ending May 31, 2018

	ADOPTED BUDGET	PRORATED BUDGET THRU 05/31/2018	ACTUAL THRU 05/31/2018	VARIANCE
Assessment - Tax Roll	\$178,985	\$178,985	\$176,891	(\$2,094)
Interest Income	\$200	\$133	\$121	(\$12)
Miscellaneous Income	\$0	\$0	\$386	\$386
TOTAL REVENUES	\$179,185	\$179,118	\$177,398	(\$1,721)

EXPENDITURES:

Administrative

Supervisors Fees	\$12,000	\$8,000	\$7,400	\$600
FICA Expense	\$918	\$612	\$566	\$46
Engineering	\$5,000	\$3,333	\$488	\$2,846
Arbitrage	\$700	\$467	\$700	(\$233)
Dissemination	\$1,333	\$889	\$717	\$172
Assessment Roll	\$7,520	\$7,520	\$7,520	\$0
Attorney	\$42,000	\$28,000	\$12,984	\$15,016
Annual Audit	\$5,900	\$3,933	\$3,500	\$433
Trustee fees	\$8,014	\$5,343	\$4,295	\$1,047
Management Fees	\$57,657	\$38,438	\$38,438	\$0
Information Technology	\$1,942	\$1,294	\$1,295	(\$0)
Telephone	\$290	\$193	\$224	(\$31)
Postage	\$1,900	\$1,267	\$1,476	(\$209)
Printing & Binding	\$3,400	\$2,267	\$1,408	\$859
Records Storage	\$300	\$200	\$0	\$200
Insurance	\$8,350	\$8,350	\$8,350	\$0
Legal Advertising	\$2,000	\$1,333	\$1,092	\$241
Property Taxes	\$0	\$0	\$1,896	(\$1,896)
Office Supplies	\$350	\$233	\$198	\$35
Dues, Licenses, Subscriptions	\$175	\$175	\$175	\$0
Reserve	\$19,436	\$0	\$0	\$0

TOTAL EXPENDITURES

\$179,185	\$111,848	\$92,722	\$19,126
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EXCESS REVENUES (EXPENDITURES)

\$0	\$84,676
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FUND BALANCE - Beginning

\$0	\$77,916
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FUND BALANCE - Ending

\$0	\$162,592
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DOUBLE BRANCH
Community Development District
RECREATION AND FACILITIES MAINTENANCE
Statement of Revenues & Expenditures
For The Period Ending May 31, 2018

	ADOPTED BUDGET	PRORATED BUDGET THRU 05/31/2018	ACTUAL THRU 05/31/2018	VARIANCE
REVENUES:				
Maintenance Assessments-Tax Roll	\$1,462,648	\$1,462,648	\$1,445,537	(\$17,111)
Interest Income	\$1,000	\$667	\$1,333	\$666
Amenities Revenue	\$33,690	\$22,460	\$31,311	\$8,851
Soccer Revenue	\$8,122	\$5,415	\$10,090	\$4,675
TOTAL REVENUES	\$1,505,460	\$1,491,189	\$1,488,271	(\$2,919)

EXPENDITURES:

Administrative:

Management Fees - Onsite	\$95,470	\$63,647	\$63,647	\$0
Insurance	\$62,789	\$62,789	\$59,192	\$3,597
Other Current Charges	\$3,818	\$2,545	\$2,568	(\$23)
Permit Fees	\$1,635	\$1,090	\$108	\$982
Total Administrative	\$163,712	\$130,071	\$125,515	\$4,556

Maintenance:

Common Area

Security	\$50,920	\$33,947	\$33,886	\$60
Security - Clay County Off Duty Sheriff	\$43,050	\$28,700	\$24,470	\$4,230
Water - Irrigation	\$9,000	\$6,000	\$1,742	\$4,258
Irrigation Maintenance	\$4,250	\$2,833	\$895	\$1,939
Streetlighting	\$33,066	\$22,044	\$18,983	\$3,061
Electric	\$42,000	\$28,000	\$24,504	\$3,496
Landscape Maintenance	\$315,774	\$210,516	\$210,516	\$0
Common Area Maintenance	\$43,564	\$29,043	\$19,774	\$9,269
Lake Maintenance	\$28,116	\$18,744	\$16,870	\$1,874
Landscape Reserve	\$35,000	\$23,333	\$468	\$22,865
Contingency	\$1,985	\$1,323	\$0	\$1,323
Capital Reserve (1)	\$15,565	\$10,377	\$0	\$10,377
Misc. Maintenance	\$2,986	\$1,991	\$0	\$1,991
General Reserve	\$22,894	\$15,263	\$6,027	\$9,235
Total Common Area	\$648,170	\$432,113	\$358,135	\$73,978

Recreation Facility

Aquatics & Fitness Manager/Staff	\$50,744	\$33,829	\$21,143	\$12,686
Amenity Payroll	\$0	\$0	\$24,603	(\$24,603)
Pool Attendants	\$107,650	\$3,019	\$5,170	(\$2,151)
Refuse Service	\$6,120	\$4,080	\$4,502	(\$422)
Telephone	\$4,500	\$3,000	\$2,293	\$707
Electric	\$47,000	\$31,333	\$21,808	\$9,526
Cable	\$4,752	\$3,168	\$5,401	(\$2,233)
Pool Maintenance/Chemicals	\$56,616	\$37,744	\$35,960	\$1,784
Water/Sewer/Reclaim	\$65,000	\$43,333	\$31,266	\$12,067
Facility Maintenance - General	\$27,500	\$18,333	\$18,328	\$5
Facility Maintenance - Preventative Contracts	\$5,617	\$3,745	\$2,990	\$755
Facility Maintenance - Contingency	\$29,750	\$19,833	\$19,685	\$148
Lighting Repairs	\$8,500	\$5,667	\$5,604	\$63
Special Events	\$10,500	\$7,000	\$8,417	(\$1,417)
Office Supplies and Equipment	\$4,000	\$2,667	\$1,615	\$1,052
Janitorial	\$31,512	\$21,008	\$19,738	\$1,270
Recreation Passes	\$7,565	\$5,043	\$2,292	\$2,752

DOUBLE BRANCH
Community Development District
RECREATION AND FACILITIES MAINTENANCE
Statement of Revenues & Expenditures
For The Period Ending May 31, 2018

	ADOPTED BUDGET	PRORATED BUDGET THRU 05/31/2018	ACTUAL THRU 05/31/2018	VARIANCE
Recreation Facility-Continued				
Repairs & Replacement	\$79,025	\$52,683	\$37,241	\$15,442
Pool Pump Reserve	\$9,500	\$6,333	\$0	\$6,333
Pool Leak Repairs	\$5,000	\$3,333	\$0	\$3,333
Soccer Field	\$21,250	\$14,167	\$0	\$14,167
Total Recreation Facility	\$582,102	\$319,320	\$268,056	\$51,264
Fitness Center				
Staffing	\$55,517	\$37,011	\$38,235	(\$1,224)
Telephone	\$1,092	\$728	\$0	\$728
Electric	\$12,300	\$8,200	\$7,983	\$217
Cable	\$4,169	\$2,779	\$0	\$2,779
Facility Maintenance - General	\$8,000	\$5,333	\$5,170	\$163
Facility Maintenance - Preventative	\$7,500	\$5,000	\$2,356	\$2,644
Facility Maintenance - Contingency	\$5,000	\$3,333	\$0	\$3,333
Office Supplies and Equipment	\$2,664	\$1,776	\$186	\$1,590
Janitorial	\$13,435	\$8,957	\$11,055	(\$2,098)
Repair and Replacements	\$1,800	\$1,200	\$1,174	\$26
Total Exercise Facility	\$111,477	\$74,318	\$66,158	\$8,160
Total Maintenance	\$1,341,748	\$825,751	\$692,350	\$133,402
TOTAL EXPENDITURES	\$1,505,460	\$955,822	\$817,864	\$137,958
EXCESS REVENUES (EXPENDITURES)	(\$0)		\$670,406	
FUND BALANCE - Beginning	\$0		\$533,159	
FUND BALANCE - Ending	(\$0)		\$1,203,565	

*Double Branch
Community Development District
Month by Month Income Statement
General Fund*

	October	November	December	January	February	March	April	May	June	July	August	September	Total
Revenues:													
Assessment - Tax Roll	\$0	\$36,134	\$131,788	\$2,394	\$1,035	\$1,283	\$3,406	\$851	\$0	\$0	\$0	\$0	\$176,891
Interest Income	\$2	\$2	\$2	\$21	\$30	\$25	\$23	\$16	\$0	\$0	\$0	\$0	\$121
Miscellaneous Income	\$0	\$0	\$0	\$0	\$0	\$0	\$274	\$112	\$0	\$0	\$0	\$0	\$386
Total Revenues	\$2	\$36,136	\$131,790	\$2,415	\$1,065	\$1,308	\$3,703	\$978	\$0	\$0	\$0	\$0	\$177,398
Expenditures:													
Administrative													
Supervisors Fees	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$600	\$1,000	\$800	\$0	\$0	\$0	\$0	\$7,400
FICA Expense	\$77	\$77	\$77	\$77	\$77	\$46	\$77	\$61	\$0	\$0	\$0	\$0	\$566
Engineering	\$98	\$0	\$195	\$0	\$195	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$488
Arbitrage	\$0	\$0	\$0	\$0	\$0	\$0	\$700	\$0	\$0	\$0	\$0	\$0	\$700
Dissemination	\$83	\$83	\$83	\$83	\$83	\$83	\$133	\$83	\$0	\$0	\$0	\$0	\$717
Assessment Roll	\$7,520	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,520
Attorney	\$2,046	\$2,036	\$1,845	\$0	\$2,792	\$2,193	\$2,073	\$0	\$0	\$0	\$0	\$0	\$12,984
Annual Audit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,500	\$0	\$0	\$0	\$0	\$3,500
Trustee fees	\$0	\$0	\$0	\$0	\$0	\$4,295	\$0	\$0	\$0	\$0	\$0	\$0	\$4,295
Management Fees	\$4,805	\$4,805	\$4,805	\$4,805	\$4,805	\$4,805	\$4,805	\$4,805	\$0	\$0	\$0	\$0	\$38,438
Computer Time	\$162	\$162	\$162	\$162	\$162	\$162	\$162	\$162	\$0	\$0	\$0	\$0	\$1,295
Telephone	\$9	\$21	\$12	\$34	\$32	\$23	\$57	\$36	\$0	\$0	\$0	\$0	\$224
Postage	\$168	\$178	\$164	\$223	\$153	\$162	\$236	\$192	\$0	\$0	\$0	\$0	\$1,476
Printing & Binding	\$200	\$143	\$148	\$152	\$225	\$245	\$13	\$284	\$0	\$0	\$0	\$0	\$1,408
Records Storage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Insurance	\$8,350	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,350
Legal Advertising	\$127	\$65	\$65	\$63	\$65	\$116	\$284	\$308	\$0	\$0	\$0	\$0	\$1,092
Property Taxes	\$1,536	\$0	\$0	\$0	\$0	\$0	\$361	\$0	\$0	\$0	\$0	\$0	\$1,896
Office Supplies	\$24	\$30	\$24	\$46	\$0	\$23	\$30	\$23	\$0	\$0	\$0	\$0	\$198
Dues, Licenses, Subscriptions	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Administrative	\$26,378	\$8,598	\$8,579	\$6,644	\$9,588	\$12,752	\$9,929	\$10,253	\$0	\$0	\$0	\$0	\$92,722
Excess Revenues (Expenditures)	(\$26,376)	\$27,537	\$123,211	(\$4,229)	(\$8,523)	(\$11,444)	(\$6,226)	(\$9,274)	\$0	\$0	\$0	\$0	\$84,676

*Double Branch
Community Development District
Month by Month Income Statement
Recreation Fund*

	October	November	December	January	February	March	April	May	June	July	August	September	Total
Revenues:													
Maintenance Assessments-Tax Roll	\$0	\$295,281	\$1,076,957	\$19,566	\$8,457	\$10,486	\$27,836	\$6,952	\$0	\$0	\$0	\$0	\$1,445,537
Interest Income	\$92	\$72	\$59	\$187	\$248	\$202	\$218	\$254	\$0	\$0	\$0	\$0	\$1,333
Amenities Revenue	\$2,936	\$2,684	\$2,428	\$6,114	(\$257)	\$5,905	\$6,254	\$5,249	\$0	\$0	\$0	\$0	\$31,311
Soccer Revenue	\$1,220	\$2,600	\$0	\$1,020	\$0	\$5,250	\$0	\$0	\$0	\$0	\$0	\$0	\$10,090
Total Revenues	\$4,248	\$300,637	\$1,079,443	\$26,887	\$8,449	\$21,843	\$34,308	\$12,455	\$0	\$0	\$0	\$0	\$1,488,271
Expenditures:													
Administrative													
Management Fees - Onsite	\$7,956	\$7,956	\$7,956	\$7,956	\$7,956	\$7,956	\$7,956	\$7,956	\$0	\$0	\$0	\$0	\$63,647
Insurance	\$59,192	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$59,192
Other Current Charges	\$267	\$373	\$414	\$233	\$287	\$294	\$295	\$406	\$0	\$0	\$0	\$0	\$2,568
Permit Fees	\$0	\$27	\$54	\$0	\$0	\$27	\$0	\$0	\$0	\$0	\$0	\$0	\$108
Total Administrative	\$67,415	\$8,355	\$8,423	\$8,188	\$8,243	\$8,277	\$8,251	\$8,362	\$0	\$0	\$0	\$0	\$125,515
MAINTENANCE- Common Area													
Security	\$4,236	\$4,236	\$4,236	\$4,236	\$4,236	\$4,236	\$4,236	\$4,236	\$0	\$0	\$0	\$0	\$33,886
Security - Clay County Off Duty Sheriff	\$1,540	\$2,523	\$2,468	\$4,007	\$3,743	\$3,068	\$3,840	\$3,284	\$0	\$0	\$0	\$0	\$24,470
Water - Irrigation	\$286	\$252	\$276	\$232	\$174	\$174	\$174	\$174	\$0	\$0	\$0	\$0	\$1,742
Irrigation Maintenance	\$0	\$895	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$895
Streetlighting	\$2,548	\$2,548	\$2,022	\$2,373	\$2,373	\$2,373	\$2,373	\$2,373	\$0	\$0	\$0	\$0	\$18,983
Electric	\$3,329	\$3,074	\$2,885	\$3,780	\$3,392	\$2,495	\$2,474	\$3,075	\$0	\$0	\$0	\$0	\$24,504
Landscape Maintenance	\$26,315	\$26,315	\$26,315	\$26,315	\$26,315	\$26,315	\$26,315	\$26,315	\$0	\$0	\$0	\$0	\$210,516
Common Area Maintenance	\$2,521	\$964	\$2,415	\$3,674	\$1,885	\$1,940	\$4,567	\$1,808	\$0	\$0	\$0	\$0	\$19,774
Lake Maintenance	\$1,970	\$1,970	\$1,970	\$1,970	\$3,080	\$1,970	\$1,970	\$1,970	\$0	\$0	\$0	\$0	\$16,870
Landscape Reserve	\$0	\$0	\$0	\$468	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$468
Contingency	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Reserve (1)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Misc. Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Reserve	\$0	\$0	\$0	\$0	\$1,727	\$0	\$2,783	\$1,517	\$0	\$0	\$0	\$0	\$6,027
Total Common Area	\$42,744	\$42,776	\$42,586	\$47,054	\$46,923	\$42,570	\$48,732	\$44,751	\$0	\$0	\$0	\$0	\$358,135

Double Branch
Community Development District
Month by Month Income Statement
Recreation Fund

	October	November	December	January	February	March	April	May	June	July	August	September	Total
<u>Recreation Facility</u>													
Aquatics & Fitness Manager/Staff	\$4,229	\$4,229	\$4,229	\$4,229	\$4,229	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$21,143
Amenity Payroll	\$0	\$0	\$0	\$0	\$0	\$8,870	\$5,724	\$10,008	\$0	\$0	\$0	\$0	\$24,603
Pool Attendants	\$3,019	\$0	\$0	\$0	\$0	\$2,151	\$0	\$0	\$0	\$0	\$0	\$0	\$5,170
Refuse Service	\$0	\$1,585	\$0	\$568	\$0	\$1,766	\$583	\$0	\$0	\$0	\$0	\$0	\$4,502
Telephone	\$343	\$298	\$416	\$219	\$94	\$444	\$231	\$247	\$0	\$0	\$0	\$0	\$2,293
Electric	\$4,343	\$3,949	\$2,448	\$2,407	\$2,416	\$2,310	\$1,324	\$2,611	\$0	\$0	\$0	\$0	\$21,808
Cable	\$771	\$653	\$534	\$784	\$546	\$784	\$665	\$665	\$0	\$0	\$0	\$0	\$5,401
Pool Maintenance/Chemicals	\$4,095	\$4,095	\$4,152	\$4,152	\$5,537	\$4,152	\$5,129	\$4,648	\$0	\$0	\$0	\$0	\$35,960
Water/Sewer/Reclaim	\$3,364	\$4,375	\$5,118	\$3,734	\$2,823	\$3,289	\$4,205	\$4,359	\$0	\$0	\$0	\$0	\$31,266
Facility Maintenance - General	\$2,290	\$2,290	\$2,291	\$2,292	\$2,289	\$2,289	\$2,295	\$2,292	\$0	\$0	\$0	\$0	\$18,328
Facility Maintenance - Preventative Contracts	\$2,230	\$0	\$225	\$155	\$225	\$0	\$155	\$0	\$0	\$0	\$0	\$0	\$2,990
Facility Maintenance - Contingency	\$2,477	\$2,376	\$2,479	\$2,480	\$2,503	\$2,409	\$2,481	\$2,480	\$0	\$0	\$0	\$0	\$19,685
Lighting Repairs	\$701	\$689	\$709	\$710	\$711	\$675	\$707	\$702	\$0	\$0	\$0	\$0	\$5,604
Special Events	\$2,297	\$3,529	\$1,434	\$0	\$0	\$702	\$455	\$0	\$0	\$0	\$0	\$0	\$8,417
Office Supplies and Equipment	\$0	\$256	\$614	\$0	\$0	\$745	\$0	\$0	\$0	\$0	\$0	\$0	\$1,615
Janitorial	\$2,079	\$2,444	\$2,079	\$3,295	\$2,079	\$2,705	\$2,079	\$2,979	\$0	\$0	\$0	\$0	\$19,738
Recreation Passes	\$0	\$0	\$232	\$681	\$0	\$681	\$0	\$697	\$0	\$0	\$0	\$0	\$2,292
Repairs & Replacement	\$8,543	\$7,934	\$2,388	\$10,130	\$2,742	\$1,504	\$3,435	\$565	\$0	\$0	\$0	\$0	\$37,241
Pool Pump Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pool Leak Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Soccer Fields	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$40,781	\$38,701	\$29,348	\$35,835	\$26,194	\$35,475	\$29,469	\$32,254	\$0	\$0	\$0	\$0	\$268,056
<u>Exercise Facility</u>													
Staffing	\$4,744	\$4,399	\$4,493	\$4,650	\$4,273	\$5,225	\$5,225	\$5,225	\$0	\$0	\$0	\$0	\$38,235
Telephone	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Electric	\$1,340	\$1,173	\$665	\$1,382	\$1,112	\$901	\$758	\$652	\$0	\$0	\$0	\$0	\$7,983
Cable	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Facility Maintenance - General	\$659	\$667	\$567	\$667	\$697	\$577	\$676	\$660	\$0	\$0	\$0	\$0	\$5,170
Facility Maintenance - Preventative	\$471	\$0	\$471	\$0	\$843	\$280	\$0	\$290	\$0	\$0	\$0	\$0	\$2,356
Facility Maintenance - Contingency	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies and Equipment	\$26	\$0	\$0	\$0	\$105	\$0	\$29	\$26	\$0	\$0	\$0	\$0	\$186
Janitorial	\$1,240	\$1,891	\$1,257	\$1,257	\$1,841	\$1,206	\$1,206	\$1,156	\$0	\$0	\$0	\$0	\$11,055
Repair and Replacements	\$648	\$526	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,174
Total Exercise Facility	\$9,128	\$8,656	\$7,453	\$7,956	\$8,871	\$8,190	\$7,895	\$8,009	\$0	\$0	\$0	\$0	\$66,158
Total Expenses	\$160,069	\$98,489	\$87,810	\$99,033	\$90,231	\$94,511	\$94,346	\$93,376	\$0	\$0	\$0	\$0	\$817,864
Excess Revenues (Expenditures)	(\$155,821)	\$202,148	\$991,634	(\$72,145)	(\$81,782)	(\$72,668)	(\$60,038)	(\$80,921)	\$0	\$0	\$0	\$0	\$670,406

DOUBLE BRANCH
Community Development District
Capital Reserve Fund
Statement of Revenues & Expenditures
For The Period Ending May 31, 2018

REVENUES:

	ADOPTED BUDGET	PRORATED THRU 05/31/2018	ACTUAL THRU 05/31/2018	VARIANCE
Interest Income	\$1,000	\$667	\$1,125	\$458
Landscape Reserve - Transfer In	\$35,000	\$0	\$0	\$0
Capital Reserve - Transfer In	\$15,565	\$0	\$0	\$0
Pool Pump Reserve - Transfer in	\$9,500	\$0	\$0	\$0
General Reserve - Transfer in	\$22,894	\$0	\$0	\$0
General Fund Reserve- Transfer in	\$19,436	\$0	\$0	\$0
TOTAL REVENUES	\$103,395	\$667	\$1,125	\$458

EXPENDITURES:

Other Current Charges	\$0	\$0	\$0	\$0
Landscape Reserve	\$0	\$0	\$0	\$0
Capital Projects	\$0	\$0	\$0	\$0
Pool Pump Reserve	\$0	\$0	\$0	\$0
General Reserve	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0
EXCESS REVENUES (EXPENDITURES)	\$103,395		\$1,125	
FUND BALANCE - Beginning	\$838,330		\$941,516	
FUND BALANCE - Ending	\$941,725		\$942,640	

DOUBLE BRANCH
COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND
Series 2013 A-1, & 2013 A-2 Special Assessment Bonds
Statement of Revenues & Expenditures
For The Period Ending May 31, 2018

	ADOPTED BUDGET	PRORATED THRU 05/31/2018	ACTUAL THRU 05/31/2018	VARIANCE
Revenues:				
Special Assessments - Tax Roll	\$1,962,561	\$1,962,561	\$1,941,796	(\$20,765)
Interest Income	\$6,000	\$4,000	\$17,725	\$13,725
TOTAL REVENUES	\$1,968,561	\$1,966,561	\$1,959,521	(\$7,040)
Expenditures:				
Series 2013 A-1				
Interest Expense - 11/1	\$417,973	\$417,973	\$408,304	\$9,669
Interest Expense - 5/1	\$417,973	\$417,973	\$408,304	\$9,669
Principal Expense 5/1	\$910,000	\$910,000	\$930,000	(\$20,000)
Series 2013 A-2				
Interest Expense - 11/1	\$62,963	\$62,963	\$62,963	\$0
Prepayment Call 11/1	\$25,000	\$25,000	\$5,000	\$20,000
Interest Expense - 5/1	\$62,963	\$62,963	\$62,963	\$0
Principal Expense 5/1	\$80,000	\$80,000	\$80,000	\$0
Principal Expense 5/1 (Prepayment)	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$1,976,871	\$1,976,871	\$1,957,534	\$19,337
EXCESS REVENUES (EXPENDITURES)	(\$8,310)		\$1,988	
Other Sources/(Uses)				
Interfund Transfer In and (Out)	\$0	\$0	\$0	\$0
Other Debt Service Cost	\$0	\$0	\$0	\$0
TOTAL OTHER	\$0	\$0	\$0	\$0
Net change in Fund Balance	(\$8,310)		\$1,988	
FUND BALANCE - Beginning	\$519,790		\$1,485,899	
FUND BALANCE - Ending	\$511,480		\$1,487,887	

DOUBLE BRANCH
Community Development District
CAPITAL PROJECTS FUND
Statement of Revenues & Expenditures
For The Period Ending May 31, 2018

SERIES
2013 A-1 AND A-2

REVENUES:

Interest Income \$369

TOTAL REVENUES

\$369

EXPENDITURES:

Capital Outlay - Series 2013 A1 and A2 \$0

Cost of Issuance \$0

TOTAL EXPENDITURES

\$0

EXCESS REVENUES (EXPENDITURES)

\$369

FUND BALANCE - Beginning

\$48,965

FUND BALANCE - Ending

\$49,335

Double Branch
Community Development District
Long Term Debt Report

Series 2013 A-1 Special Assessment Refunding Bonds	
Interest Rate:	1.3%-4.25%
Maturity Date:	5/1/34
Reserve Fund Definition:	50% Max Annual on Outstanding
Reserve Fund Requirement:	\$868,932
Reserve Fund Balance:	\$868,932
Bonds outstanding - 9/30/2013	\$24,850,000
Less: November 1, 2013	\$0
Less: May 1, 2014 (Mandatory)	(\$860,000)
Less: May 1, 2015 (Mandatory)	(\$875,000)
Less: May 2, 2016 (Mandatory)	(\$890,000)
Less: May 2, 2017 (Mandatory)	(\$910,000)
Less: May 1, 2018 (Mandatory)	(\$930,000)
Current Bonds Outstanding	\$20,385,000

Series 2013 A-2 Special Assessment Refunding Bonds	
Interest Rate:	5.750%
Maturity Date:	5/1/34
Reserve Fund Definition:	50% Max Annual on Outstanding
Reserve Fund Requirement:	\$105,106
Reserve Fund Balance:	\$101,941
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)	(\$35,000)
Less: May 2, 2017 (Mandatory)	(\$75,000)
Less: May 1, 2018 (Mandatory)	(\$80,000)

Less: May 1, 2018 (Prepayment)	(\$5,000)
Current Bonds Outstanding	\$2,130,000

C.

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
Fiscal Year 2018 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	45,484	1,963,130.49	178,834.52	1,461,418.30	3,603,383.31
TOTAL ASSESSED	45,484	1,963,130.49	178,834.52	1,461,418.30	3,603,383.31

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	11/15/17	125,146.17	68,179.89	6,210.96	50,755.32
2	11/30/17	602,920.13	328,472.10	29,922.69	244,525.34
3	12/12/17	2,378,821.52	1,295,986.76	118,059.99	964,774.77
4	12/21/17	276,605.40	150,695.18	13,727.82	112,182.40
5	01/18/18	48,244.05	26,283.46	2,394.33	19,566.26
6	02/20/18	20,852.93	11,360.72	1,034.92	8,457.29
7	03/19/18	25,855.72	14,086.25	1,283.21	10,486.26
8	04/12/18	68,635.70	37,392.87	3,406.36	27,836.47
9	05/10/18	17,142.46	9,339.25	850.77	6,952.44
10	06/11/18	13,544.39	7,379.01	672.20	5,493.18
TAX CERTIFICATES	06/26/18	51,678.21	28,154.39	2,564.77	20,959.05
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
TOTAL TAX ROLL RECEIPTS		3,629,446.68	1,977,329.88	180,128.02	1,471,988.78

PERCENT COLLECTED	TOTAL	DEBT	O&M
TOTAL PERCENT COLLECTED	100.72%	100.72%	100.72%

D.

Double Branch

Community Development District

Check Run Summary

June 28, 2018

<i>Fund</i>	<i>Date</i>	<i>Check No.</i>	<i>Amount</i>
<i>General Fund</i>			
<i>Payroll</i>	6/13/18	50713-50717	\$ 923.50
		<i>Sub-Total</i>	\$ 923.50
<i>Accounts Payable</i>	6/7/18	1450-1452	\$ 5,480.61
	6/14/18	1453-1454	\$ 2,073.02
	6/21/18	1455	\$ 193.18
		<i>Sub-Total</i>	\$ 7,746.81
<i>Recreation Fund</i>			
<i>Accounts Payable</i>	6/7/18	5460-5474	\$ 45,873.83
	6/14/18	5475-5481	\$ 21,521.11
	6/21/18	5482-5496	\$ 22,474.00
		<i>Sub-Total</i>	\$ 89,868.94
<i>Capital Reserve Fund</i>			
<i>Accounts Payable</i>			
		<i>Sub-Total</i>	\$ -
<i>Total</i>			\$ 98,539.25

BR040M-A CHECKS WRITTEN LISTING AS OF 6/30/2018 RUN 6/28/2018 PAGE 1
 CMPY-001 DOUBLE BRANCH - GENERAL FUND BANK-P PAYROLL FUND

CHECK#	TYPE	SYSTEM	CHECK DATE	CHECK AMT	EMP/CUS/VEN#	DESCRIPTION
050713	R	PR	06/13/2018	184.70	11	BARRY E MORTON
050714	R	PR	06/13/2018	184.70	12	CHAD E DAVIS
050715	R	PR	06/13/2018	184.70	15	CHARLES T HORTON
050716	R	PR	06/13/2018	184.70	8	CYNTHIA Y. NELSEN
050717	R	PR	06/13/2018	184.70	14	SCOTT THOMAS
BANK TOTAL				923.50		
COMPANY TOTAL				923.50		

DBBR DOUBLE BRANCH BSANCHEZ

Attendance Sheet

District Name: Double Branch, CDD

Board Meeting Date: June 11, 2018

	Name	In Attendance	Fee
1	Cindy Nelsen ✓ <i>Chairperson</i>	<input checked="" type="checkbox"/> phone	YES-\$200
2	Charles Horton ✓ <i>Assistant Secretary</i>	<input checked="" type="checkbox"/>	YES - \$200
3	Barry Morton ✓ <i>Vice Chairman</i>	<input checked="" type="checkbox"/> phone	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

6/11/18

Date

PLEASE RETURN COMPLETED FORM TO BRIAN SANCHEZ

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
6/07/18	00104	5/18/18 284949	201805 310-51300-48000		*	64.80	
		6/11/18	NOTICE OF MEETING				
			CLAY TODAY				64.80 001450
6/07/18	00104	5/25/18 285300	201805 310-51300-48000		*	112.05	
			RFP LANDSCAPE/IRRIGATION				
			CLAY TODAY				112.05 001451
6/07/18	00035	6/01/18 1979	201806 310-51300-34000		*	4,804.75	
			JUN MANAGEMENT FEES				
		6/01/18 1979	201806 310-51300-35100		*	161.83	
			JUN INFORMATION TECH				
		6/01/18 1979	201806 310-51300-31300		*	83.33	
			JUN DISSEMINATION FEES				
		6/01/18 1979	201806 310-51300-51000		*	23.91	
			OFFICE SUPPLIES				
		6/01/18 1979	201806 310-51300-42000		*	22.30	
			POSTAGE				
		6/01/18 1979	201806 310-51300-42500		*	178.50	
			COPIES				
		6/01/18 1979	201806 310-51300-41000		*	29.14	
			TELEPHONE				
			GOVERNMENTAL MANAGEMENT SERVICES				5,303.76 001452
6/14/18	00015	5/31/18 100701	201804 310-51300-31500		*	1,791.02	
			APR MONTHLY MEETING				
			HOPPING GREEN & SAMS				1,791.02 001453
6/14/18	00015	5/31/18 100700	201804 310-51300-31500		*	282.00	
			RVW RULE MAKING				
			HOPPING GREEN & SAMS				282.00 001454
6/21/18	00013	6/12/18 62098616	201806 310-51300-42000		*	193.18	
			JUNE FEDEX POSTAGE				
			FEDEX				193.18 001455
TOTAL FOR BANK A						7,746.81	
TOTAL FOR REGISTER						7,746.81	

**CLAY
TODAY**3513 U.S. Hwy. 17 • Fleming Island, FL 32003
Phone: (904) 264-3200**Recorder**
Not your average newspaper. Not your average reader.1102 A1A North, Unit 108 • Ponte Vedra Beach, FL 32082
Phone: (904) 285-8831

Advertising Invoice

**DOUBLE BRANCH CDD
C/O GMS 475 WEST TOWN PLACE
SUITE 114
ST AUGUSTINE, FL 32092****Cust#:986814
Ad#:284949
Phone#:904-940-5850
Date:05/18/2018**1-31-513-48
104**Salesperson: Clay Legals****Classification: Legal Notice****Ad Size: 1.0 x 4.80****Advertisement Information:**

Description	Start	Stop	Ins.	Cost/Day	Total
Clay Today	05/31/2018	05/31/2018	1	64.80	64.80

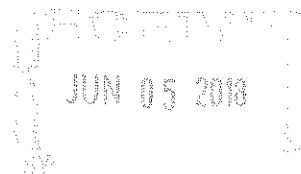
Payment Information:

Date:	Order#	Type
05/18/2018	284949	BILLED ACCOUNT

Total Amount: 64.80**Tax: 0.00****Amount Due: 64.80****Attention: Requests for credits or refunds for early cancellations must be made within 90 days.****Ad Copy****NOTICE OF MEETING
DOUBLE BRANCH COMMUNITY
DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Double Branch Community Development District will be held on Monday, June 11, 2018, at 4:00 pm, 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. A copy of the agenda for this meeting may be obtained from the District Manager, 475 West Town Place, Suite 114, St. Augustine, Florida 32082 (and phone (904) 940-5850). 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 Office at (904) 940-5850 at least two calendar days prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770, for aid in contacting the District Office. Each person who decides to appeal any action taken at these meetings is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the



PUBLISHER AFFIDAVIT
CLAY TODAY
 Published Weekly
 Orange Park, Florida

STATE OF FLORIDA
COUNTY OF CLAY:

Before the undersigned authority personally appeared Jon Cantrell, who on oath says that he is the publisher of the "Clay Today" a newspaper published weekly at Orange Park in Clay County, Florida; that the attached copy of advertisement being a

NOTICE OF MEETING

in the matter of

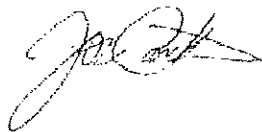
JUNE MEETING

LEGAL: 41783 ORDER: 284949

was published in said newspaper in the issues:

05/31/2018

Affiant further says that said "Clay Today" is a newspaper published at Orange Park, in said Clay County, Florida, and that the said newspaper has heretofore been continuously published in said Clay County, Florida, weekly, and has been entered as Periodical material matter at the post office in Orange Park, in said Clay County, Florida, for period of one year next proceeding the first publication of the attached copy of advertisement; and affiant further says that he has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.



Sworn to me and subscribed before me 05/31/2018

Christie Lou Wayne
 NOTARY PUBLIC, STATE OF FLORIDA



CHRISTIE LOU WAYNE
 MY COMMISSION # GG24173
 EXPIRES: September 20, 2020

3515 US HWY 17 Suite A, Fleming Island FL 32003
 Telephone (904) 264-3200 - FAX (904) 264-3285
 E-Mail: Christie@opcfla.com

NOTICE OF MEETING
DOUBLE BRANCH COMMUNITY
DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Double Branch Community Development District will be held on Monday, June 11, 2018, at 4:00 pm, 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. A 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). 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.

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James A. Perry
 District Manager
 Legal 41783 published May 31, 2018
 in Clay County's Clay Today newspaper



3513 U.S. Hwy. 17 • Fleming Island, FL 32003
Phone: (904) 264-3200



1102 A1A North, Unit 108 • Ponte Vedra Beach, FL 32082
Phone: (904) 285-8831

Advertising Invoice

DOUBLE BRANCH CDD
C/O GMS 475 WEST TOWN PLACE
SUITE 114
ST AUGUSTINE, FL 32092

Cust#:986814
Ad#:285300
Phone#:904-940-5850
Date:05/25/2018

1-31-513-48
104

Salesperson: Clay Legals Classification: Bid Notices Ad Size: 1.0 x 8.30

Advertisement Information:

Description	Start	Stop	Ins.	Cost/Day	Total
Clay Today	05/31/2018	05/31/2018	1	112.05	112.05

Payment Information:

Date: Order# Type
05/25/2018 285300 BILLED ACCOUNT

Total Amount: 112.05
Tax: 0.00
Amount Due: 112.05

Attention: Requests for credits or refunds for early cancellations must be made within 90 days.

Ad Copy

REQUEST FOR PROPOSALS
LANDSCAPE AND IRRIGATION MAINTENANCE SERVICES FOR: DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
Clay County, Florida
Notice is hereby given that the Double Branch Community Development District (the "District") will accept proposals from qualified firms interested in providing landscape and irrigation maintenance services, all as more specifically set forth in the Project Manual.
The Project Manual, including contract documents, project scope and any technical specifications, will be available beginning June 8, 2018, at 1:00 p.m. (EST), from Governmental Management Services, LLC, 370 Oakleaf Village Parkway, Orange Park, Florida 32065. A fee of One hundred and Fifty dollars (\$150.00) payable to G.M.S. is required for a complete copy of the Project Manual and Maintenance Map. There will be a mandatory contractor site meeting on June 21, 2018, at 10:00 a.m. This meeting will convene at the Double Branch Amenity Center, 370 Oakleaf Village Parkway, Orange Park, Florida 32065. The purpose of this meeting will be to assist in the reduction of voluminous amounts of questions regarding the landscape and irrigation maintenance services requested, the proposals of same,

JUN 01 2018

PUBLISHER AFFIDAVIT
CLAY TODAY
 Published Weekly
 Orange Park, Florida

**STATE OF FLORIDA
 COUNTY OF CLAY:**

Before the undersigned authority personally appeared
 Jon Cantrell, who on oath says that he is the publisher of the
 "Clay Today" a newspaper published weekly at Orange Park in
 Clay County, Florida; that the attached copy of advertisement
 being a

REQUEST FOR PROPOSALS

in the matter of

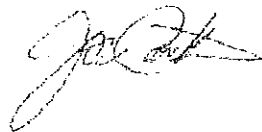
ANNUAL AUDIT SERVICES

LEGAL: 41829 ORDER: 285300

was published in said newspaper in the issues:

05/31/2018

Affiant further says that said "Clay Today" is a newspaper published
 at Orange Park, in said Clay County, Florida, and that the said newspaper
 has heretofore been continuously published in said Clay County, Florida,
 weekly, and has been entered as Periodical material matter at the post
 office in Orange Park, in said Clay County, Florida, for period of one
 year next proceeding the first publication of the attached copy of
 advertisement; and affiant further says that he has neither paid nor promised
 any person, firm or corporation any discount, rebate, commission or
 refund for the purpose of securing this advertisement for publication in
 the said newspaper.



Sworn to me and subscribed before me 05/31/2018

Christie Lou Wayne
 NOTARY PUBLIC, STATE OF FLORIDA



**REQUEST FOR
 PROPOSALS**
**LANDSCAPE AND IRRIGATION
 MAINTENANCE SERVICES FOR:
 DOUBLE BRANCH COMMUNITY
 DEVELOPMENT DISTRICT
 Clay County, Florida**

Notice is hereby given that the
 Double Branch Community
 Development District (the "District")
 will accept proposals from qualified
 firms interested in providing
 landscape and irrigation
 maintenance services, all as more
 specifically set forth in the Project
 Manual.

The Project Manual, including
 contract documents, project scope
 and any technical specifications, will
 be available beginning June 8, 2018,
 at 1:00 p.m. (EST), from
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 LLC, 370 Oakleaf Village Parkway,
 Orange Park, Florida 32065. A fee of
 One hundred and Fifty dollars
 (\$150.00) payable to G.M.S. is
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 contractor site meeting on June 21,
 2018, at 10:00 a.m. This meeting will
 convene at the Double Branch
 Amenity Center, 370 Oakleaf Village
 Parkway, Orange Park, Florida
 32065. The purpose of this meeting
 will be to assist in the reduction of
 voluminous amounts of questions
 regarding the landscape and
 irrigation maintenance services
 requested, the proposals of same,
 etc.

Firms desiring to provide services
 for this project must submit one (1)
 original and nine (9) hard copies of
 the required proposal no later than
 1:00 p.m. (EST), July 27, 2018, at
 Governmental Management Services,
 LLC, 370 Oakleaf Village Parkway,
 Orange Park, Florida 32065,
 Attention: Jay Soriano. Proposals
 shall be submitted in a sealed
 package, shall bear the name of the
 proposer on the outside of the
 package and shall clearly identify
 the project. Proposals will be
 publicly opened at the time and date
 stipulated above; those received
 after the time and date stipulated
 above will be returned unopened to
 the proposer. Any proposal not
 completed as specified or missing
 the required proposal documents
 may be disqualified.

Ranking of proposals will be made
 on the basis of qualifications
 according to the criteria set forth in
 the ranking worksheet contained
 within the Project Manual. The
 District has the right to reject any
 and all proposals and waive any
 informalities or irregularities if it
 determines in its discretion it is in
 the best interest to do so. Any and all
 questions relative to this project
 shall be directed in writing only to
 Jay Soriano at the address
 referenced above or jsoriano
 @gmsnf.com.

Double Branch Community
 Development District
 Jay Soriano,
 Oakleaf Operations Manager
 Legal 41829 published May 31, 2018
 in Clay County's Clay Today
 newspaper

3515 US HWY 17 Suite A, Fleming Island FL 32003
 Telephone (904) 264-3200 - FAX (904) 264-3285
 E-Mail: Christie@opcfla.com

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice**Invoice #:** 1979**Invoice Date:** 6/1/18**Due Date:** 6/1/18**Case:****P.O. Number:****Bill To:**

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

Description	Hours/Qty	Rate	Amount
Management Fees - June 2018 1-31-513-34		4,804.75	4,804.75
Information Technology - June 2018 1-31-513-351		161.83	161.83
Dissemination Agent Services - June 2018 1-31-513-313		83.33	83.33
Office Supplies 1-31-513-51		23.91	23.91
Postage 1-31-513-42		22.30	22.30
Copies 1-31-513-425		178.50	178.50
Telephone 1-31-513-41		29.14	29.14
35			
Total			\$5,303.76
Payments/Credits			\$0.00
Balance Due			\$5,303.76

Hopping Green & Sams

Attorneys and Counselors

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

===== STATEMENT =====

May 31, 2018

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

Bill Number 100701
Billed through 04/30/2018

JUN 11 2018

Monthly Meeting (O&M)

DBRNCH 00101 JMW

1-31-513-315
15

FOR PROFESSIONAL SERVICES RENDERED

04/02/18 JMW Prepare for and attend agenda conference call.

04/06/18 JMW Meeting preparation; review agenda package materials; conference with staff.

04/09/18 JMW Meeting preparation; travel to and attend regular board meeting; return travel.

04/10/18 JMW Meeting follow-up.

04/19/18 JMW Review draft minutes; confer with staff.

04/30/18 JMW Review draft agenda; confer with staff.

Total fees for this matter \$1,700.00

DISBURSEMENTS

Travel 91.02

Total disbursements for this matter \$91.02

MATTER SUMMARY

TOTAL FEES \$1,700.00
TOTAL DISBURSEMENTS \$91.02

TOTAL CHARGES FOR THIS MATTER \$1,791.02

BILLING SUMMARY

TOTAL FEES \$1,700.00
TOTAL DISBURSEMENTS \$91.02

TOTAL CHARGES FOR THIS BILL \$1,791.02

Please include the bill number on your check.

Hopping Green & Sams

Attorneys and Counselors

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

===== STATEMENT =====

May 31, 2018

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

Bill Number 100700
Billed through 04/30/2018

JUN 1 2018

1.31.513.315
15

General Counsel (O&M)
DBRNCH 00001 JMW

FOR PROFESSIONAL SERVICES RENDERED

04/11/18	JMW	Review rule making and rate setting issues.	0.60 hrs
04/25/18	JMW	Review draft notices; confer with staff.	0.30 hrs
04/30/18	JMW	Confer with staff regarding resident correspondence.	0.30 hrs
Total fees for this matter			\$282.00

MATTER SUMMARY

Walters, Jason M.	1.20 hrs	235 /hr	\$282.00
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TOTAL FEES	\$282.00
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TOTAL CHARGES FOR THIS MATTER	<u>\$282.00</u>
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BILLING SUMMARY

Walters, Jason M.	1.20 hrs	235 /hr	\$282.00
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TOTAL FEES	\$282.00
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TOTAL CHARGES FOR THIS BILL	<u>\$282.00</u>
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Please include the bill number on your check.

**Invoice Number**

6-209-86167

Invoice Date

Jun 12, 2018

Page

1 of 4

Billing Address:

GMS/DOUBLE RANCH
475 W TOWN PL STE 114
SAINT AUGUSTINE FL 32092-3649

Shipping Address:

GMS/DOUBLE RANCH
475 W TOWN PL STE 114
SAINT AUGUSTINE FL 32092-3649

Invoice Questions?**Contact FedEx Revenue Services**

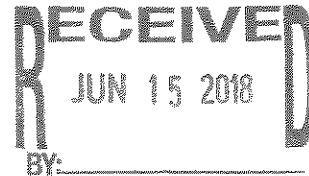
Phone: (800) 622-1147
M-F 7 AM to 8 PM CST
Sa 7 AM to 6 PM CST
Fax: (800) 548-3020
Internet: www.fedex.com

Invoice Summary Jun 12, 2018**FedEx Express Services**

Transportation Charges		158.53
Special Handling Charges		34.65
Total Charges	USD	\$193.18
TOTAL THIS INVOICE	USD	\$193.18

Other discounts may apply.

1.31.513.42
13

Detailed descriptions of surcharges can be located at fedex.com

To ensure proper credit, please return this portion with your payment to FedEx.
Please do not staple or fold. Please make check payable to FedEx.

☐ For change of address, check here and complete form on reverse side.

Invoice Number

6-209-86167

Account Number**Amount Due**

USD \$193.18

Remittance Advice**Your payment is due by Jun 27, 2018**

0037978 01 AB 0.405 **AUTO T2 0 1162 32092-364939 -C01-P38015-11



GMS/DOUBLE RANCH
475 W TOWN PL STE 114
SAINT AUGUSTINE FL 32092-3649



FedEx
P.O. Box 660481
DALLAS TX 75266-0481



60007620008614

1162-01-00-0037978-0002-0086048

Invoice Number

6-209-86167

Invoice Date

Jun 12, 2018

Account Number

Page

2 of 4

Adjustment Request

Fax to (800) 548-3020

Use this form to fax requests for adjustments due to the reasons indicated below. Requests for adjustments due to other reasons, **including** service failures, should be submitted by going to **www.fedex.com** or calling 800.622.1147. Please use multiple forms for additional requests.

Please complete all fields in black ink.

Requestor Name Date / /

Phone - - Fax # - -

E-mail Address ☐ Yes, I want to update account contact with the above information.

Tracking Number	Bill to Account	\$ Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

ADR - Address Correction	INW - Incorrect Weight	OVS - Oversize Surcharge	For all Service failures or other surcharges please use our web site www.fedex.com or call (800) 622-1147
DVC - Declared Value	INS - Incorrect Service	RSU - Residential Delivery	
IAN - Invalid Acct #	OCF - Grd Pick-up Fee	PND - Pwrshp Not Delivered	
	OCS - Exp Pick-up Fee	SDR - Saturday Delivery	

Tracking Number	Code	\$ Amount	Rerate information only (round to nearest inch)			
			LBS	L	W	H
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Check all that apply

Effective Date / /

<input type="checkbox"/> Shipping Address (Physical Address) Company <input type="text"/> Address <input type="text"/> Address <input type="text"/> Dept. <input type="text"/> Floor <input type="text"/> Apt/Suite # <input type="text"/> City <input type="text"/> State <input type="text"/> Zip Code <input type="text"/> - <input type="text"/> Phone <input type="text"/> - <input type="text"/> - <input type="text"/> Fax # <input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="checkbox"/> Billing Address Only <input type="checkbox"/> Billing Same As Shipping Address Company <input type="text"/> Address <input type="text"/> Address <input type="text"/> Dept. <input type="text"/> Floor <input type="text"/> Apt/Suite # <input type="text"/> City <input type="text"/> State <input type="text"/> Zip Code <input type="text"/> - <input type="text"/> Phone <input type="text"/> - <input type="text"/> - <input type="text"/> Fax # <input type="text"/> - <input type="text"/> - <input type="text"/>
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**Invoice Number**

6-209-86167

Invoice Date

Jun 12, 2018

Account Number

Page

3 of 4

FedEx Express Shipment Detail By Payor Type (Original)**Ship Date:** Jun 05, 2018**Cust. Ref.:** Double Branch**Ref.#2:****Payor:** Third Party**Ref.#3:**

- Fuel Surcharge - FedEx has applied a fuel surcharge of 7.75% to this shipment.
- Distance Based Pricing, Zone 2
- FedEx has audited this shipment for correct packages, weight, and service. Any changes made are reflected in the invoice amount.
- Package Delivered to Recipient Address - Release Authorized
- The package weight exceeds the maximum for the packaging type, therefore, FedEx Pak was rated as Customer Packaging.

Automation	INET	Sender	Recipient
Tracking ID	772402503244	Shelby Stephens	Scott Thomas
Service Type	FedEx Standard Overnight	GMS, LLC	3635 Sunset Oak Drive
Package Type	Customer Packaging	475 W. Town Pl., Ste. 114	ORANGE PARK FL 32065 US
Zone	02	SAINT AUGUSTINE FL 32092 US	
Packages	1		
Rated Weight	3.0 lbs, 1.4 kgs		
Delivered	Jun 06, 2018 15:13	Transportation Charge	29.61
Svc Area	A2	Fuel Surcharge	2.62
Signed by	see above	Residential Delivery	4.15
FedEx Use	000000000/1283/02	Total Charge	USD \$36.38

Ship Date: Jun 05, 2018**Cust. Ref.:** Double Branch**Ref.#2:****Payor:** Third Party**Ref.#3:**

- Fuel Surcharge - FedEx has applied a fuel surcharge of 7.75% to this shipment.
- The delivery commitment for FedEx 2Day to residences (including home offices) is 7 P.M. the second business day for A1, A2, AA, A3, A4, A5, A6, AM, PM, and RM service areas.
- Distance Based Pricing, Zone 2
- FedEx has audited this shipment for correct packages, weight, and service. Any changes made are reflected in the invoice amount.
- Package Delivered to Recipient Address - Release Authorized
- The package weight exceeds the maximum for the packaging type, therefore, FedEx Pak was rated as Customer Packaging.

Automation	INET	Sender	Recipient
Tracking ID	772402519162	Shelby Stephens	Barry Morton
Service Type	FedEx 2Day	GMS, LLC	3109 HEARTHSTONE LN
Package Type	Customer Packaging	475 W. Town Pl., Ste. 114	ORANGE PARK FL 32065 US
Zone	02	SAINT AUGUSTINE FL 32092 US	
Packages	1		
Rated Weight	3.0 lbs, 1.4 kgs		
Delivered	Jun 07, 2018 16:42	Transportation Charge	18.12
Svc Area	A2	Fuel Surcharge	1.73
Signed by	see above	Residential Delivery	4.15
FedEx Use	000000000/5980/02	Total Charge	USD \$24.00

Ship Date: Jun 05, 2018**Cust. Ref.:** Double Branch**Ref.#2:****Payor:** Third Party**Ref.#3:**

- Fuel Surcharge - FedEx has applied a fuel surcharge of 7.75% to this shipment.
- Distance Based Pricing, Zone 2
- Package Delivered to Recipient Address - Release Authorized

Automation	INET	Sender	Recipient
Tracking ID	772402567977	Shelby Stephens	Chad Davis
Service Type	FedEx Standard Overnight	GMS, LLC	600 Longcrest Lane
Package Type	FedEx Pak	475 W. Town Pl., Ste. 114	ORANGE PARK FL 32065 US
Zone	02	SAINT AUGUSTINE FL 32092 US	
Packages	1		
Rated Weight	1.0 lbs, 0.5 kgs		
Delivered	Jun 06, 2018 15:29	Transportation Charge	25.79
Svc Area	A2	Fuel Surcharge	2.32
Signed by	see above	Residential Delivery	4.15
FedEx Use	000000000/1283/02	Total Charge	USD \$32.26

Invoice Number

6-209-86167

Invoice Date

Jun 12, 2018

Account Number

Page

4 of 4

Ship Date: Jun 05, 2018

Cust. Ref.: Double Branch

Ref.#2:
Payor: Third Party

Ref.#3:

- Fuel Surcharge - FedEx has applied a fuel surcharge of 7.75% to this shipment.
- Distance Based Pricing, Zone 2
- Package Delivered to Recipient Address - Release Authorized

Automation INET
Tracking ID 772402579227
Service Type FedEx Standard Overnight
Package Type FedEx Pak
Zone 02
Packages 1
Rated Weight 1.0 lbs, 0.5 kgs
Delivered Jun 06, 2018 15:18
Svc Area A2
Signed by see above
FedEx Use 000000000/1283/02

Sender
Shelby Stephens
GMS, LLC
475 W. Town Pl., Ste. 114
SAINT AUGUSTINE FL 32092 US

Recipient
Cindy Nelsen
1394 CANOPY OAKS DR
ORANGE PARK FL 32065 US

Transportation Charge
Fuel Surcharge
Residential Delivery
Total Charge

25.79

2.32

4.15

USD
\$32.26
Ship Date: Jun 05, 2018

Cust. Ref.: Double Branch CDD

Ref.#2:
Payor: Third Party

Ref.#3:

- Fuel Surcharge - FedEx has applied a fuel surcharge of 7.75% to this shipment.
- Distance Based Pricing, Zone 2
- FedEx has audited this shipment for correct packages, weight, and service. Any changes made are reflected in the invoice amount.
- Package Delivered to Recipient Address - Release Authorized
- The package weight exceeds the maximum for the packaging type, therefore, FedEx Pak was rated as Customer Packaging.

Automation INET
Tracking ID 772402588964
Service Type FedEx Standard Overnight
Package Type Customer Packaging
Zone 02
Packages 1
Rated Weight 3.0 lbs, 1.4 kgs
Delivered Jun 06, 2018 15:37
Svc Area A2
Signed by see above
FedEx Use 000000000/1283/02

Sender
Shelby Stephens
GMS, LLC
475 W. Town Pl., Ste. 114
SAINT AUGUSTINE FL 32092 US

Recipient
Charles T. Horton
2958 Thorncrest Drive
ORANGE PARK FL 32065 US

Transportation Charge
Fuel Surcharge
Residential Delivery
Total Charge

29.61

2.62

4.15

USD
\$36.38
Ship Date: Jun 06, 2018

Cust. Ref.: Double Branch

Ref.#2:
Payor: Third Party

Ref.#3:

- Fuel Surcharge - FedEx has applied a fuel surcharge of 7.75% to this shipment.
- Distance Based Pricing, Zone 2
- FedEx has audited this shipment for correct packages, weight, and service. Any changes made are reflected in the invoice amount.
- The package weight exceeds the maximum for the packaging type, therefore, FedEx Pak was rated as Customer Packaging.

Automation INET
Tracking ID 772411084628
Service Type FedEx Standard Overnight
Package Type Customer Packaging
Zone 02
Packages 1
Rated Weight 3.0 lbs, 1.4 kgs
Delivered Jun 07, 2018 09:39
Svc Area A2
Signed by D.ANTONETTI
FedEx Use 000000000/1283/

Sender
Shelby Stephens
GMS, LLC
475 W. Town Pl., Ste. 114
SAINT AUGUSTINE FL 32092 US

Recipient
Jason Walters
Hopping Green and Sams
119 S MONROE ST
TALLAHASSEE FL 32301 US

Transportation Charge
Fuel Surcharge
Total Charge

29.61

2.29

USD
\$31.90
Third Party Subtotal
USD
\$193.18
Total FedEx Express
USD
\$193.18

*** CHECK DATES 06/01/2018 - 06/30/2018 ***

DOUBLE BRANCH - REC FUND
BANK B RECREATION FUND

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
6/07/18	00628	6/05/18 06052018	201806 300-36900-10300	RENTAL DEPOSIT REFUND	*	100.00	
				ALISA STEDT			100.00 005460
6/07/18	00506	5/31/18 7973621	201805 320-57200-34500	5/1/18-5/31/18 SECURITY	*	4,235.79	
				ALLIED UNIVERSAL			4,235.79 005461
6/07/18	00589	6/05/18 06052018	201806 300-36900-10300	RENTAL DEPOSIT REFUND	*	100.00	
				APRIL GIBSON			100.00 005462
6/07/18	00002	5/30/18 7596	201806 320-57200-43100	JUN REC ELECTRIC	*	2,731.00	
		5/30/18 7596	201806 320-57200-43000	JUN COMMON ELECTRIC	*	2,992.00	
		5/30/18 7596	201806 330-57200-43110	JUN FITNESS CENTER	*	798.00	
		5/30/18 7596	201806 320-57200-42900	JUN STREETLIGHTING	*	2,373.00	
				CLAY ELECTRIC COOPERATIVE, INC			8,894.00 005463
6/07/18	00477	6/05/18 06052018	201806 300-36900-10300	RENTAL DEPOSIT REFUND	*	100.00	
				HEATHER PRENTICE			100.00 005464
6/07/18	00024	6/01/18 363670	201806 320-57200-46800	JUN LAKE MAINTENANCE	*	1,970.00	
				THE LAKE DOCTORS, INC.			1,970.00 005465
6/07/18	00625	6/05/18 06052018	201806 300-36900-10300	RENTAL DEPOSIT REFUND	*	100.00	
				LINDA REID			100.00 005466
6/07/18	00627	6/05/18 06052018	201806 300-36900-10300	RENTAL DEPOSIT REFUND	*	100.00	
				MELISSA STROSKY			100.00 005467
6/07/18	00208	5/30/18 05302018	201805 300-20700-10100	5/18/18-5/24/18 SECURITY	*	630.00	
				MIDDLE VILLAGE CDD			630.00 005468
6/07/18	00208	6/04/18 06042018	201805 300-20700-10100	5/25/18-5/31/18 SECURITY	*	810.00	
				MIDDLE VILLAGE CDD			810.00 005469

DBBR DOUBLE BRANCH BSANCHEZ

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
6/07/18	00186	6/01/18 13129557	201806 320-57200-46300	JUN POOL MAINTENANCE	*	1,960.11	
		6/01/18 13129557	201806 320-57200-46300	FUEL	*	108.18	
				POOLSURE			2,068.29 005470
6/07/18	00518	6/01/18 INV5411	201806 320-57200-46200	JUN LANDSCAPE MAINTENANCE	*	26,314.50	
				R&D LANDSCAPE & IRRIGATION			26,314.50 005471
6/07/18	00624	6/05/18 06052018	201806 300-36900-10300	RENTAL DEPOSIT REFUND	*	100.00	
				RENA MELENDEZ-OVERTON			100.00 005472
6/07/18	00626	6/05/18 06052018	201806 300-36900-10300	RENTAL DEPOSIT REFUND	*	100.00	
				TATIANA GOMEZ			100.00 005473
6/07/18	00382	4/23/18 91713600	201804 330-57200-61100	4/23/18 MAT CLEANING	*	50.25	
		4/30/18 31713619	201804 330-57200-61100	4/30/18 MAT CLEANING	*	50.25	
		5/07/18 31713638	201805 330-57200-61100	5/7/18 MAT CLEANING	*	50.25	
		5/14/18 91713657	201805 330-57200-61100	5/14/18 MAT CLEANING	*	50.25	
		5/21/18 91713676	201805 330-57200-61100	5/21/18 MAT CLEANING	*	50.25	
				UNIFIRST CORPORATION			251.25 005474
6/14/18	00172	6/07/18 06072018	201806 320-57200-43500	716-1 WAKEMONT DRIVE	*	220.81	
		6/07/18 06072018	201806 320-57200-43500	566-1 OAKLEAF VILLAGE	*	1,291.84	
		6/07/18 06072018	201806 320-57200-43500	1591-1 CANOPY OAKS DRIVE	*	1,718.73	
		6/07/18 06072018	201806 320-57200-43500	1422-1 BITTERBERRY DRIVE	*	28.30	
		6/07/18 06072018	201806 320-57200-43500	1206-1 BEDROCK DRIVE	*	28.93	
		6/07/18 06072018	201806 320-57200-43500	3178-1 WANDERING OAKS DR	*	26.41	
		6/07/18 06072018	201806 320-57200-43500	1505-1 CANOPY OAKS DRIVE	*	43.11	
		6/07/18 06072018	201806 320-57200-43500	603-1 WATERFORD OAKS DR	*	23.26	

DBBR DOUBLE BRANCH BSANCHEZ

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
		6/07/18	06072018 201806 320-57200-43500 1940-1 WOODWORTH DRIVE		*	30.19	
		6/07/18	06072018 201806 320-57200-43500 3659-1 THOUSAND OAKS DR		*	23.26	
		6/07/18	06072018 201806 320-57200-43500 3701-1 THOUSAND OAKS DR		*	27.04	
		6/07/18	06072018 201806 320-57200-43500 3713-1 THOUSAND OAKS DR		*	95.06	
				CLAY COUNTY UTILITY AUTHORITY			3,556.94 005475
6/14/18 00092		6/05/18 1982	201805 300-36900-10300 EVENT STAFF THRU 5/24/18		*	1,038.75	
				GOVERNMENTAL MANAGEMENT SERVICES			1,038.75 005476
6/14/18 00092		6/01/18 1980	201806 310-51300-34000 JUN FACILITY MANAGEMENT		*	7,955.83	
				GOVERNMENTAL MANAGEMENT SERVICES			7,955.83 005477
6/14/18 00092		6/01/18 1981	201806 310-51300-34000 JUNE AMENITY STAFF		*	5,255.17	
				GOVERNMENTAL MANAGEMENT SERVICES			5,255.17 005478
6/14/18 00208		6/12/18 06122018	201806 300-20700-10100 6/1/18-6/7/18 SECURITY		*	630.00	
				MIDDLE VILLAGE CDD			630.00 005479
6/14/18 00297		6/01/18 217	201806 320-57200-61000 JUNE JANITORIAL SERVICES		*	2,079.00	
				RIVERSIDE MANAGEMENT SERVICES, INC			2,079.00 005480
6/14/18 00297		6/01/18 218	201806 330-57200-61100 JUNE FITNESS JANITORIAL		*	1,005.42	
				RIVERSIDE MANAGEMENT SERVICES, INC			1,005.42 005481
6/21/18 00629		6/15/18 06152018	201806 300-36900-10300 RENTAL DEPOSIT REFUND		*	100.00	
				ALICIA CORDERO			100.00 005482
6/21/18 00478		6/12/18 9090	201806 320-57200-62000 500 KANTECH PROX CARDS		*	680.90	
				CARDS AND KEYFOBS			680.90 005483
6/21/18 00285		6/13/18 SSI08188	201805 320-57200-34510 MAY EMPLOYMENT ADMIN FEE		*	306.00	
		6/13/18 SSI08188	201805 320-57200-34510 MAY SCHEDULING FEE		*	187.50	
				CLAY COUNTY SHERIFF'S OFFICE			493.50 005484
				DBBR DOUBLE BRANCH BSANCHEZ			

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
6/21/18	00518	6/07/18 INV5986	201806 320-57200-63100	LANDSCAPE ENHANCEMENT	*	4,289.00	
				R&D LANDSCAPE & IRRIGATION			4,289.00 005493
6/21/18	00518	6/11/18 INV5953	201806 320-57200-63100	IRRIGATION REPAIRS	*	1,200.00	
				R&D LANDSCAPE & IRRIGATION			1,200.00 005494
6/21/18	00632	6/15/18 06152018	201806 300-22300-10000	RENTAL DEPOSIT REFUND	*	250.00	
				ROSITTA PETTAWAY			250.00 005495
6/21/18	00630	6/15/18 06152018	201806 300-36900-10300	RENTAL DEPOSIT REFUND	*	100.00	
				SHAVON ROGERS			100.00 005496
TOTAL FOR BANK B						89,868.94	
TOTAL FOR REGISTER						89,868.94	

DBBR DOUBLE BRANCH BSANCHEZ

From: **Oakleaf Venues** venuerentals@oakleafresidents.com

Subject: DBCDD refund of deposit request

Date: June 5, 2018 at 7:24 PM

To: Brian Sanchez BSANCHEZ@gmsnf.com

Good evening Brian,

Please make the following refund at your earliest opportunity:

- o LOCATION – OVCR aka Oakleaf Village CLUBROOM
- o DATE OF VENUE – JUNE 2, 2018 (SATURDAY) 2:30 p.m. - 6:30 p.m.
- o RESIDENT – ALISA STEDT
- o ADDRESS – 3775 PONDVIEW STREET, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND - \$100.00
 - DEPOSIT REFUND
- o DEPOSIT was via VISA (4315):
 - DATED: 1/20/18
 - INVOICE#: 0002
 - BATCH#: 000443
 - APPROVAL CODE: 385009
 - AMOUNT: \$100.00

2-300-369-103
628

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELECTRONIC	CHECK/CASH	CREDIT CARD
01/20/18	01/20/18	06/02/18	Alisa Stedt - OVCR DEPOSIT		DEPOSIT \$ 100.00			VISA-385009

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

Thank you.

I will be out of the office WEDNESDAY, June 6, 2018 to THURSDAY, June 7, 2018, therefore, if you require immediate attention please email me or leave a message at 904-770-4661 with your name, contact number and email address. I will respond at my earliest convenience.

Wanda McReynolds – Venue Coordinator, Oak Leaf Plantation

venuerentals@oakleafresidents.com

(904) 770-4661 voice email

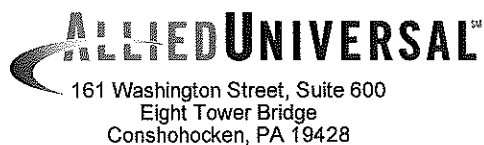
(904) 375-9285 ext. 3

www.oakleafresidents.com

Governmental Management Services

www.OakLeafResidents.com

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Invoice Date
05/31/2018

Invoice Number
7973621

Double Branch Community Development
370 OAKLEAF VILLAGE PKWY
ORANGE PARK FL 32065-4259

To ensure proper credit, please
reference this invoice number
on your remittance advice.

PLEASE REMIT PAYMENT TO:
Allied Universal Security Services
P.O. Box 828854
Philadelphia, PA 19182-8854

Total Amount Due:
\$ 4,235.79
Terms:
Due Upon Receipt

Service Location: **AB364297** Customer: **AB364297** Billing Period: **05/01/2018 - 05/31/2018**

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

Description	Quantity	UOM	Price	Amount
Guard Services	1.00	EA	4,235.79	4,235.79
Total Hours				0.00
Subtotal				4,235.79

APPROVED

Code to:

Double Branch Security

2-320-572-345

Any questions? Please contact a Customer Connection
Representative at (866) 703-7666

Subtotal	\$ 4,235.79
Sales Tax	\$ 0.00
Total Amount Due	\$ 4,235.79

From: Oakleaf Venues venuerentals@oakleafresidents.com

Subject: DBCDD refund of deposit request

Date: June 5, 2018 at 7:01 PM

To: Brian Sanchez BSANCHEZ@gmsnf.com

Good evening Brian,

Please make the following refund at your earliest opportunity:

- o LOCATION – OVCR (Oakleaf Village Clubroom)
- o DATE OF VENUE – SATURDAY, MAY 26, 2018 from 10:00 a.m. to 2:00 p.m.
- o RESIDENT – APRIL GIBSON
- o ADDRESS – 3910 LEATHERWOOD DRIVE, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND - \$100.00
 - DEPOSIT REFUND
- o DEPOSIT was via CHECK drawn on VYSTAR:
 - DATED: 4/7/18
 - CHECK#: 8328
 - DEPOSITED 4/10/18
 - AMOUNT: \$250.00

2-300-369-103
599

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELECTRONIC	CHECK#
04/07/18	04/10/18	05/26/18	April Gibson -OVCR DEPOSIT	DEPOSIT	\$ 100.00		8328

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

Thank you.

I will be out of the office WEDNESDAY, June 6, 2018 to THURSDAY, June 7, 2018, therefore, if you require immediate attention please email me or leave a message at 904-770-4661 with your name, contact number and email address.

Wanda McReynolds – Venue Coordinator, OakLeaf Plantation

venuerentals@oakleafresidents.com

(904) 770-4661 voice email

(904) 375-9285 ext. 3

www.oakleafresidents.com

Governmental Management Services

www.OakLeafResidents.com

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

Statement Date: 05/30/2018

GROUP BILLING

Page 2

Web Address
 clayelectric.com

Customer Name	Primary Person No.
DOUBLE BRANCH COMM DEV DIST	1121032

Sub ID	Account	Reading From	Reading To	Previous Statement Balance	Payments & Credits	Balance Forward	Current Charges	Total Due
1121032-1	4995700	04/12/2018	05/10/2018	1,304.00	-1,304.00	.00	1,448.00	1,448.00
	4995718	04/12/2018	05/10/2018	512.00	-512.00	.00	325.00	325.00
	5217088	04/12/2018	05/10/2018	2,611.00	-2,611.00	.00	2,731.00	2,731.00
	5347943	04/12/2018	05/10/2018	122.00	-122.00	.00	103.00	103.00
	5379615	05/01/2018	05/30/2018	2,158.00	-2,158.00	.00	2,158.00	2,158.00
	5715289	04/12/2018	05/10/2018	124.00	-124.00	.00	124.00	124.00
	5774021	04/10/2018	05/08/2018	25.00	-25.00	.00	25.00	25.00
	6875140	04/10/2018	05/08/2018	67.00	-67.00	.00	66.00	66.00
	6912612	04/12/2018	05/10/2018	25.00	-25.00	.00	25.00	25.00
	6912620	04/12/2018	05/10/2018	25.00	-25.00	.00	25.00	25.00
	6912653	04/12/2018	05/10/2018	26.00	-26.00	.00	26.00	26.00
	6912661	04/12/2018	05/10/2018	26.00	-26.00	.00	25.00	25.00
	6912687	04/12/2018	05/10/2018	25.00	-25.00	.00	25.00	25.00
	6912695	04/12/2018	05/10/2018	26.00	-26.00	.00	26.00	26.00
	6912703	04/12/2018	05/10/2018	28.00	-28.00	.00	28.00	28.00
	6912729	04/12/2018	05/10/2018	27.00	-27.00	.00	29.00	29.00
	6912737	04/12/2018	05/10/2018	26.00	-26.00	.00	26.00	26.00
	6912752	04/12/2018	05/10/2018	26.00	-26.00	.00	26.00	26.00
	6912760	04/10/2018	05/08/2018	-192.78	.00	-192.78	33.00	-159.78
	6912778	04/10/2018	05/08/2018	26.00	-26.00	.00	26.00	26.00
	6912786	04/10/2018	05/08/2018	27.00	-27.00	.00	26.00	26.00
	6912810	04/10/2018	05/08/2018	30.00	-30.00	.00	30.00	30.00
	6912828	04/11/2018	05/09/2018	25.00	-25.00	.00	25.00	25.00
	6912836	04/11/2018	05/09/2018	25.00	-25.00	.00	25.00	25.00
	6912869	04/10/2018	05/08/2018	36.00	-36.00	.00	34.00	34.00
	6912877	04/10/2018	05/08/2018	27.00	-27.00	.00	27.00	27.00
	6912893	04/10/2018	05/08/2018	25.00	-25.00	.00	25.00	25.00
	6912901	04/10/2018	05/08/2018	25.00	-25.00	.00	25.00	25.00
	6912919	04/10/2018	05/08/2018	25.00	-25.00	.00	25.00	25.00
	6912927	04/10/2018	05/08/2018	25.00	-25.00	.00	25.00	25.00
	6912943	04/12/2018	05/10/2018	28.00	-28.00	.00	28.00	28.00
	6912950	04/11/2018	05/09/2018	25.00	-25.00	.00	25.00	25.00
	6912968	04/12/2018	05/10/2018	26.00	-26.00	.00	25.00	25.00
	6912976	04/12/2018	05/10/2018	26.00	-26.00	.00	26.00	26.00

* Credits only affect the account they are associated with.
 Credits in the Total Due column will be applied to that account's next billing.
 A late charge of \$5.00 or 5 percent of the delinquent amount (which ever is greater) will be added to your account, if payment is not received within 24 days of billing.
 When Paying in Person: Bring entire bill with you.
 When Paying By Mail: Return this portion with your payment.

JUN 05 2018

Group Invoice 7596
Clay Electric Cooperative, Inc.
 P.O. Box 308
 Keystone Heights, Florida 32656-0308

9

Mailing Address Correction: _____
 911 Emergency Address: _____

Primary Person No.	I included an additional amount as a donation to Project Share to help those in need.
1121032	
Phone Number	
(904) 406-2206	\$
Phone Correction	
Return this coupon with your payment	Payment Amount
	Write Primary Person No. on check and make payable to: Clay Electric Cooperative, Inc.

Previous Balance Due -33.00

Current Charges Due 8,927.00

Due Date 06/13/2018

Total Amount Due 8,894.00

71915-30A
 DOUBLE BRANCH COMM DEV DIST
 475 W TOWN PL STE 114
 SAINT AUGUSTINE FL 32092-3649

00000101



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

Statement Date: 05/30/2018

GROUP BILLING

Page 3



Web Address
clayelectric.com

Customer Name	Primary Person No.
DOUBLE BRANCH COMM DEV DIST	1121032

Sub ID	Account	Reading		Previous Statement Balance	Payments & Credits	Balance Forward	Current Charges	Total Due
		From	To					
	7131527	04/12/2018	05/10/2018	26.00	-26.00	.00	26.00	26.00
	7332257	04/10/2018	05/08/2018	208.00	-208.00	.00	192.00	192.00
	7332265	05/01/2018	05/30/2018	215.00	-215.00	.00	215.00	215.00
	8684243	04/12/2018	05/10/2018	26.00	-26.00	.00	25.00	25.00
	8763369	04/12/2018	05/10/2018	652.00	-652.00	.00	798.00	798.00
							Subtotal	8,734.22



Clay Electric Cooperative, Inc.
Orange Park District
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Statement Date: 05/30/2018

GROUP BILLING DETAIL

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Web Address
clayelectric.com

Sub ID 1	Acct # 4995700		Name DOUBLE BRANCH COMM DEV DIST			Loc 370 OAKLEAF VILLAGE PKWY			
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	05/10/2018	66644	67328	20	13680	29	499570	81671894
Dem Read Dem Use	1.610 32.200	Previous Bill Amount						1,304.00	
		Invoice Payment						<u>-1,304.00</u>	
		Previous Balance						.00	
		Energy						1,112.18	
		Access Charge						23.00	
		Power Cost Adjustment X 13680 KWH						238.03	
		FLA Gross Receipts Tax						35.19	
		Clay Co Public Ser Utility Tax						38.93	
		Operation Round Up						<u>0.67</u>	
		CURRENT CHARGES						<u>1,448.00</u>	
TOTAL DUE							<u>1,448.00</u>		

Sub ID 1	Acct # 4995718		Name DOUBLE BRANCH COMM DEV DIST			Loc 370 OAKLEAF VILLAGE PKWY # 1			
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	05/10/2018	5866	5938	40	2880	29	499571	17287884
			Previous Bill Amount					512.00	
			Invoice Payment					-512.00	
Dem Read	0.170		Previous Balance					.00	
Dem Use	6.800		Energy					234.14	
			Access Charge					23.00	
			Power Cost Adjustment X 2880 KWH					50.11	
			FLA Gross Receipts Tax					7.87	
			Clay Co Public Ser Utility Tax					8.92	
			Operation Round Up					0.96	
						CURRENT CHARGES		325.00	
						TOTAL DUE		325.00	

Sub ID 1	Acct # 5217088		Name DOUBLE BRANCH COMM DEV DIST			Loc 370 OAKLEAF VILLAGE PKWY			
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GSD	05/10/2018	91136	91488	80	28160	29	499532	81671876
			Previous Bill Amount					2,611.00	
			Invoice Payment					-2,611.00	
								.00	
Dem Read	0.960		Previous Balance						
Dem Use	76.800		Energy					1,689.60	
			Access Charge					80.00	
			Demand					334.08	
			Power Cost Adjustment X 28160 KWH					489.98	
			FLA Gross Receipts Tax					66.46	
			Clay Co Public Ser Utility Tax					70.82	
			Operation Round Up					0.06	
			CURRENT CHARGES					2,731.00	
			TOTAL DUE					2,731.00	

Sub ID 1	Acct # 5347943	Name	DOUBLE BRANCH COMM DEV DIST		Loc 3926 PLANTATION OAKS BLVD # 1				
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter	
GS	05/10/2018	59539	60291	1	752	29	534794	11582907	
							Previous Bill Amount	122.00	
							Invoice Payment	-122.00	
							CURRENT CHARGES	103.00	
							TOTAL DUE	103.00	

00000103



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

Statement Date: 05/30/2018

GROUP BILLING DETAIL

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Web Address
clayelectric.com

Sub ID 1	Acct # 5347943	Name	DOUBLE BRANCH COMM DEV DIST	Loc	3926 PLANTATION OAKS BLVD # 1				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
Dem Read		6.420	Previous Balance					.00	
Dem Use		6.420	Energy					61.14	
			Access Charge					23.00	
			Power Cost Adjustment X 752 KWH					13.08	
			FLA Gross Receipts Tax					2.49	
			Clay Co Public Ser Utility Tax					3.01	
			Operation Round Up					0.28	
						CURRENT CHARGES		103.00	
						TOTAL DUE		103.00	
Sub ID 1	Acct # 5379615	Name	DOUBLE BRANCH COMM DEV DIST	Loc	EAST SIDE OF BRANNANFIELD				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
			Previous Bill Amount					2,158.00	
			Invoice Payment					-2,158.00	
Dem Read			Previous Balance					.00	
Dem Use			Small Outdoor Light					1,390.75	
			Pole					633.50	
			FLA Gross Receipts Tax					51.88	
			Clay Co Public Ser Utility Tax					80.97	
			Operation Round Up					0.90	
						CURRENT CHARGES		2,158.00	
						TOTAL DUE		2,158.00	
Sub ID 1	Acct # 5715289	Name	DOUBLE BRANCH COMM DEV DIST	Loc	1591 CANOPY OAKS DR				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	05/10/2018	36	36	1	0	29	571528	19820589
			Previous Bill Amount					124.00	
			Invoice Payment					-124.00	
Dem Read			Previous Balance					.00	
Dem Use			Access Charge					23.00	
			Small Outdoor Light					92.72	
			FLA Gross Receipts Tax					2.97	
			Clay Co Public Ser Utility Tax					4.63	
			Operation Round Up					0.68	
						CURRENT CHARGES		124.00	
						TOTAL DUE		124.00	
Sub ID 1	Acct # 5774021	Name	DOUBLE BRANCH COMM DEV DIST	Loc	2971 THORNCREST DR				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	05/08/2018	313	317	1	4	29	577402	40591048
			Previous Bill Amount					25.00	
			Invoice Payment					-25.00	
Dem Read			Previous Balance					.00	
Dem Use			Energy					0.33	
			Access Charge					23.00	
			Power Cost Adjustment X 4 KWH					0.07	
			FLA Gross Receipts Tax					0.60	
			Clay Co Public Ser Utility Tax					0.93	
			Operation Round Up					0.07	
						CURRENT CHARGES		25.00	
						TOTAL DUE		25.00	



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

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clayelectric.com

Sub ID 1	Acct # 6875140	Name	DOUBLE BRANCH COMM DEV DIST	Loc	373 OAKLEAF VILLAGE CTR 1			
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
GS	05/08/2018	3780	4170	1	390	29	687514	26220782

Dem Read Dem Use	Previous Bill Amount	67.00
	Invoice Payment	-67.00
	Previous Balance	.00
	Energy	31.71
	Access Charge	23.00
	Power Cost Adjustment X 390 KWH	6.79
	FLA Gross Receipts Tax	1.58
	Clay Co Public Ser Utility Tax	2.00
	Operation Round Up	0.92
	CURRENT CHARGES	66.00
TOTAL DUE	66.00	

Sub ID 1	Acct # 6912612	Name	DOUBLE BRANCH COMM DEV DIST	Loc	608 OAKLEAF VILLAGE PKWY # 1			
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
GS	05/10/2018	7	7	1	0	29	691261	11007694

Dem Read Dem Use	Previous Bill Amount	25.00
	Invoice Payment	-25.00
	Previous Balance	.00
	Access Charge	23.00
	FLA Gross Receipts Tax	0.59
	Clay Co Public Ser Utility Tax	0.92
	Operation Round Up	0.49
	CURRENT CHARGES	25.00
	TOTAL DUE	25.00

Sub ID 1	Acct # 6912620	Name	DOUBLE BRANCH COMM DEV DIST	Loc	304 OAKLEAF VILLAGE PKWY # 1			
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
GS	05/10/2018	18457	18457	1	0	29	691262	26220995

Dem Read Dem Use	Previous Bill Amount	25.00
	Invoice Payment	-25.00
	Previous Balance	.00
	Access Charge	23.00
	FLA Gross Receipts Tax	0.59
	Clay Co Public Ser Utility Tax	0.92
	Operation Round Up	0.49
	CURRENT CHARGES	25.00
	TOTAL DUE	25.00

Sub ID 1	Acct # 6912653	Name	DOUBLE BRANCH COMM DEV DIST	Loc	603 OAKLEAF VILLAGE PKWY # 2			
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
GS	05/10/2018	11437	11444	1	7	29	691265	50801500

Previous Bill Amount	26.00
Invoice Payment	-26.00
CURRENT CHARGES	26.00
TOTAL DUE	26.00



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

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GROUP BILLING DETAIL

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Web Address
clayelectric.com

Sub ID 1	Acct # 6912653	Name	DOUBLE BRANCH COMM DEV DIST	Loc 603 OAKLEAF VILLAGE PKWY # 2					
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
Dem Read			Previous Balance						.00
Dem Use			Energy						0.57
			Access Charge						23.00
			Power Cost Adjustment X 7 KWH						0.12
			FLA Gross Receipts Tax						0.60
			Clay Co Public Ser Utility Tax						0.94
			Operation Round Up						0.77
						CURRENT CHARGES			26.00
								TOTAL DUE	26.00
Sub ID 1	Acct # 6912661	Name	DOUBLE BRANCH COMM DEV DIST	Loc 602 OAKLEAF VILLAGE PKWY # 1					
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	05/10/2018	17785	17785	1	0	29	691266	26220998
			Previous Bill Amount						26.00
			Invoice Payment						-26.00
Dem Read			Previous Balance						.00
Dem Use			Access Charge						23.00
			FLA Gross Receipts Tax						0.59
			Clay Co Public Ser Utility Tax						0.92
			Operation Round Up						0.49
						CURRENT CHARGES			25.00
								TOTAL DUE	25.00
Sub ID 1	Acct # 6912687	Name	DOUBLE BRANCH COMM DEV DIST	Loc 537 OAKLEAF VILLAGE P PKWY # 1					
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	05/10/2018	10103	10103	1	0	29	691268	26220997
			Previous Bill Amount						25.00
			Invoice Payment						-25.00
Dem Read			Previous Balance						.00
Dem Use			Access Charge						23.00
			FLA Gross Receipts Tax						0.59
			Clay Co Public Ser Utility Tax						0.92
			Operation Round Up						0.49
						CURRENT CHARGES			25.00
								TOTAL DUE	25.00
Sub ID 1	Acct # 6912695	Name	DOUBLE BRANCH COMM DEV DIST	Loc 529 OAKLEAF VILLAGE PKWY # 1					
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	05/10/2018	16005	16012	1	7	29	691269	26220996
			Previous Bill Amount						26.00
			Invoice Payment						-26.00
Dem Read			Previous Balance						.00
Dem Use			Energy						0.57
			Access Charge						23.00
			Power Cost Adjustment X 7 KWH						0.12
			FLA Gross Receipts Tax						0.60
			Clay Co Public Ser Utility Tax						0.94
			Operation Round Up						0.77
						CURRENT CHARGES			26.00
								TOTAL DUE	26.00



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

Statement Date: 05/30/2018

GROUP BILLING DETAIL

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Web Address
clayelectric.com

Sub ID 1	Acct # 6912703		Name DOUBLE BRANCH COMM DEV DIST			Loc 3925 PLANTATION OAKS BLVD # 1			
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	05/10/2018	54286	54312	1	26	29	691270	25203257
Dem Read Dem Use			Previous Bill Amount						28.00
			Invoice Payment						<u>-28.00</u>
			Previous Balance						.00
			Energy						2.11
			Access Charge						23.00
			Power Cost Adjustment X 26 KWH						0.45
			FLA Gross Receipts Tax						0.66
			Clay Co Public Ser Utility Tax						0.99
			Operation Round Up						<u>0.79</u>
						CURRENT CHARGES			<u>28.00</u>
							TOTAL DUE		28.00

Sub ID 1	Acct # 6912729		Name DOUBLE BRANCH COMM DEV DIST			Loc 3860 PLANTATION OAKS BLVD # 1			
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	05/10/2018	13731	13765	1	34	29	691272	24808397
Dem Read Dem Use			Previous Bill Amount						27.00
			Invoice Payment						-27.00
			Previous Balance						.00
			Energy						2.76
			Access Charge						23.00
			Power Cost Adjustment X 34 KWH						0.59
			FLA Gross Receipts Tax						0.68
			Clay Co Public Ser Utility Tax						1.01
			Operation Round Up						0.96
						CURRENT CHARGES			29.00
								TOTAL DUE	29.00

Sub ID 1	Acct # 6912737		Name DOUBLE BRANCH COMM DEV DIST			Loc 3859 PLANTATION OAKS BLVD # 1			
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	05/10/2018	16444	16451	1	7	29	691273	26220993
Dem Read Dem Use			Previous Bill Amount						26.00
			Invoice Payment						-26.00
			Previous Balance						.00
			Energy						0.57
			Access Charge						23.00
			Power Cost Adjustment X 7 KWH						0.12
			FLA Gross Receipts Tax						0.60
			Clay Co Public Ser Utility Tax						0.94
			Operation Round Up						0.77
						CURRENT CHARGES			26.00
							TOTAL DUE		26.00

Sub ID 1	Acct # 6912752		Name DOUBLE BRANCH COMM DEV DIST			Loc 3805 PLANTATION OAKS BLVD # 1		
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
GS	05/10/2018	20488	20500	1	12	29	691275	24808306
		Previous Bill Amount					26.00	
		Invoice Payment					-26.00	
		CURRENT CHARGES					26.00	
		TOTAL DUE					26.00	

00000107



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

Statement Date: 05/30/2018

GROUP BILLING DETAIL

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Web Address
clayelectric.com

Sub ID 1	Acct # 6912752	Name	DOUBLE BRANCH COMM DEV DIST	Loc	3805 PLANTATION OAKS BLVD # 1				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
Dem Read			Previous Balance						.00
Dem Use			Energy						0.98
			Access Charge						23.00
			Power Cost Adjustment X 12 KWH						0.21
			FLA Gross Receipts Tax						0.62
			Clay Co Public Ser Utility Tax						0.95
			Operation Round Up						0.24
						CURRENT CHARGES			26.00
						TOTAL DUE			26.00
Sub ID 1	Acct # 6912760	Name	DOUBLE BRANCH COMM DEV DIST	Loc	3800 PLANTATION OAKS BLVD # 1				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	05/08/2018	39765	39843	1	78	29	691276	24808305
			Previous Bill Amount						-192.78
Dem Read			Previous Balance						-192.78
Dem Use			Energy						6.34
			Access Charge						23.00
			Power Cost Adjustment X 78 KWH						1.36
			FLA Gross Receipts Tax						0.79
			Clay Co Public Ser Utility Tax						1.14
			Operation Round Up						0.37
						CURRENT CHARGES			33.00
						TOTAL DUE			.00
Sub ID 1	Acct # 6912778	Name	DOUBLE BRANCH COMM DEV DIST	Loc	3306 VILLAGE OAKS LN # 1				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	05/08/2018	9039	9045	1	6	29	691277	26251620
			Previous Bill Amount						26.00
			Invoice Payment						-26.00
Dem Read			Previous Balance						.00
Dem Use			Energy						0.49
			Access Charge						23.00
			Power Cost Adjustment X 6 KWH						0.10
			FLA Gross Receipts Tax						0.60
			Clay Co Public Ser Utility Tax						0.94
			Operation Round Up						0.87
						CURRENT CHARGES			26.00
						TOTAL DUE			26.00
Sub ID 1	Acct # 6912786	Name	DOUBLE BRANCH COMM DEV DIST	Loc	465 OAKLEAF VILLAGE PKWY # 1				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	05/08/2018	16485	16498	1	13	29	691278	24808352
			Previous Bill Amount						27.00
			Invoice Payment						-27.00
						CURRENT CHARGES			26.00
						TOTAL DUE			26.00



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Sub ID 1	Acct # 6912786	Name	DOUBLE BRANCH COMM DEV DIST		Loc 465 OAKLEAF VILLAGE PKWY # 1				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
Dem Read			Previous Balance						.00
Dem Use			Energy						1.06
			Access Charge						23.00
			Power Cost Adjustment X 13 KWH						0.23
			FLA Gross Receipts Tax						0.63
			Clay Co Public Ser Utility Tax						0.96
			Operation Round Up						0.12
						CURRENT CHARGES			26.00
						TOTAL DUE			26.00

Sub ID 1	Acct # 6912810	Name	DOUBLE BRANCH COMM DEV DIST		Loc 3801 PLANTATION OAKS BLVD # 1				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	05/08/2018	22257	22305	1	48	29	691281	24808307
			Previous Bill Amount						30.00
			Invoice Payment						-30.00
Dem Read			Previous Balance						.00
Dem Use			Energy						3.90
			Access Charge						23.00
			Power Cost Adjustment X 48 KWH						0.84
			FLA Gross Receipts Tax						0.71
			Clay Co Public Ser Utility Tax						1.05
			Operation Round Up						0.50
						CURRENT CHARGES			30.00
						TOTAL DUE			30.00

Sub ID 1	Acct # 6912828	Name	DOUBLE BRANCH COMM DEV DIST		Loc 728 BELLSHIRE DR # 1				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	05/09/2018	8571	8571	1	0	29	691282	27670047
			Previous Bill Amount						25.00
			Invoice Payment						-25.00
Dem Read			Previous Balance						.00
Dem Use			Access Charge						23.00
			FLA Gross Receipts Tax						0.59
			Clay Co Public Ser Utility Tax						0.92
			Operation Round Up						0.49
						CURRENT CHARGES			25.00
						TOTAL DUE			25.00

Sub ID 1	Acct # 6912836	Name	DOUBLE BRANCH COMM DEV DIST		Loc 721 BELLSHIRE DR # 1				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	05/09/2018	9182	9182	1	0	29	691283	27670045
			Previous Bill Amount						25.00
			Invoice Payment						-25.00
Dem Read			Previous Balance						.00
Dem Use			Access Charge						23.00
			FLA Gross Receipts Tax						0.59
			Clay Co Public Ser Utility Tax						0.92
			Operation Round Up						0.49
						CURRENT CHARGES			25.00
						TOTAL DUE			25.00



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Sub ID 1	Acct # 6912869	Name	DOUBLE BRANCH COMM DEV DIST	Loc 715-1 WAKEMOUNT DR					
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter	
GS	05/08/2018	27411	27500	1	89	29	691286	26003425	
		Previous Bill Amount						36.00	
		Invoice Payment						-36.00	
Dem Read		Previous Balance						.00	
Dem Use		Energy						7.24	
		Access Charge						23.00	
		Power Cost Adjustment X 89 KWH						1.55	
		FLA Gross Receipts Tax						0.81	
		Clay Co Public Ser Utility Tax						1.17	
		Operation Round Up						0.23	
		CURRENT CHARGES						34.00	
		TOTAL DUE						34.00	

Sub ID 1	Acct # 6912877	Name	DOUBLE BRANCH COMM DEV DIST	Loc 3219 STONEBRIER RIDGE DR # 1					
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter	
GS	05/08/2018	17375	17391	1	16	29	691287	26251622	
		Previous Bill Amount						27.00	
		Invoice Payment						-27.00	
Dem Read		Previous Balance						.00	
Dem Use		Energy						1.30	
		Access Charge						23.00	
		Power Cost Adjustment X 16 KWH						0.28	
		FLA Gross Receipts Tax						0.63	
		Clay Co Public Ser Utility Tax						0.96	
		Operation Round Up						0.83	
		CURRENT CHARGES						27.00	
		TOTAL DUE						27.00	

Sub ID 1	Acct # 6912893	Name	DOUBLE BRANCH COMM DEV DIST	Loc 576-1 WAKEMOUNT DR					
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter	
GS	05/08/2018	11830	11830	1	0	29	691289	26251619	
		Previous Bill Amount						25.00	
		Invoice Payment						-25.00	
Dem Read		Previous Balance						.00	
Dem Use		Access Charge						23.00	
		FLA Gross Receipts Tax						0.59	
		Clay Co Public Ser Utility Tax						0.92	
		Operation Round Up						0.49	
		CURRENT CHARGES						25.00	
		TOTAL DUE						25.00	

Sub ID 1	Acct # 6912901	Name	DOUBLE BRANCH COMM DEV DIST	Loc 507 MILLSTONE DR # 1					
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter	
GS	05/08/2018	10036	10036	1	0	29	691290	25007136	
		Previous Bill Amount						25.00	
		Invoice Payment						-25.00	
		CURRENT CHARGES						25.00	
		TOTAL DUE						25.00	



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Sub ID 1	Acct # 6912901	Name	DOUBLE BRANCH COMM DEV DIST				Loc 507 MILLSTONE DR # 1		
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
Dem Read			Previous Balance						.00
Dem Use			Access Charge						23.00
			FLA Gross Receipts Tax						0.59
			Clay Co Public Ser Utility Tax						0.92
			Operation Round Up						0.49
			CURRENT CHARGES						25.00
			TOTAL DUE						25.00
Sub ID 1	Acct # 6912919	Name	DOUBLE BRANCH COMM DEV DIST				Loc 498 MILLSTONE DR # 1		
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	05/08/2018	15105	15105	1	0	29	691291	26251621
			Previous Bill Amount						25.00
			Invoice Payment						-25.00
Dem Read			Previous Balance						.00
Dem Use			Access Charge						23.00
			FLA Gross Receipts Tax						0.59
			Clay Co Public Ser Utility Tax						0.92
			Operation Round Up						0.49
			CURRENT CHARGES						25.00
			TOTAL DUE						25.00
Sub ID 1	Acct # 6912927	Name	DOUBLE BRANCH COMM DEV DIST				Loc 3442-1 WORTHINGTON OAKS DR		
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	05/08/2018	9016	9016	1	0	29	691292	25007134
			Previous Bill Amount						25.00
			Invoice Payment						-25.00
Dem Read			Previous Balance						.00
Dem Use			Access Charge						23.00
			FLA Gross Receipts Tax						0.59
			Clay Co Public Ser Utility Tax						0.92
			Operation Round Up						0.49
			CURRENT CHARGES						25.00
			TOTAL DUE						25.00
Sub ID 1	Acct # 6912943	Name	DOUBLE BRANCH COMM DEV DIST				Loc 309 OAKLEAF VILLAGE PKWY # 1		
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	05/10/2018	30130	30158	1	28	29	691294	24808308
			Previous Bill Amount						28.00
			Invoice Payment						-28.00
Dem Read			Previous Balance						.00
Dem Use			Energy						2.28
			Access Charge						23.00
			Power Cost Adjustment X 28 KWH						0.49
			FLA Gross Receipts Tax						0.66
			Clay Co Public Ser Utility Tax						1.00
			Operation Round Up						0.57
			CURRENT CHARGES						28.00
			TOTAL DUE						28.00

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Sub ID 1 Acct # 6912950 Name DOUBLE BRANCH COMM DEV DIST Loc 373 OAKLEAF VILLAGE PKWY # 2

Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
GS	05/09/2018	19723	19724	1	1	29	691295	26251625

Dem Read Dem Use	Previous Bill Amount	25.00
	Invoice Payment	-25.00
	Previous Balance	.00
	Energy	0.08
	Access Charge	23.00
	Power Cost Adjustment X 1 KWH	0.02
	FLA Gross Receipts Tax	0.59
	Clay Co Public Ser Utility Tax	0.92
	Operation Round Up	0.39
	CURRENT CHARGES	25.00
TOTAL DUE 25.00		

Sub ID 1 Acct # 6912968 Name DOUBLE BRANCH COMM DEV DIST Loc 308 OAKLEAF VILLAGE PKWY # 1

Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
GS	05/10/2018	3212	3216	1	4	29	691296	43357093

Dem Read Dem Use	Previous Bill Amount	26.00
	Invoice Payment	-26.00
	Previous Balance	.00
	Energy	0.33
	Access Charge	23.00
	Power Cost Adjustment X 4 KWH	0.07
	FLA Gross Receipts Tax	0.60
	Clay Co Public Ser Utility Tax	0.93
	Operation Round Up	0.07
	CURRENT CHARGES	25.00
TOTAL DUE 25.00		

Sub ID 1 Acct # 6912976 Name DOUBLE BRANCH COMM DEV DIST Loc 358 OAKLEAF VILLAGE PKWY # 2

Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
GS	05/10/2018	15280	15287	1	7	29	691297	40591147

Dem Read Dem Use	Previous Bill Amount	26.00
	Invoice Payment	-26.00
	Previous Balance	.00
	Energy	0.57
	Access Charge	23.00
	Power Cost Adjustment X 7 KWH	0.12
	FLA Gross Receipts Tax	0.60
	Clay Co Public Ser Utility Tax	0.94
	Operation Round Up	0.77
	CURRENT CHARGES	26.00
TOTAL DUE 26.00		

Sub ID 1 Acct # 7131527 Name DOUBLE BRANCH COMM DEV DIST Loc 3206 SILVER BLUFF BLVD # 1

Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
GS	05/10/2018	9400	9411	1	11	29	713152	28837107

Previous Bill Amount	26.00
Invoice Payment	-26.00
CURRENT CHARGES	26.00
TOTAL DUE	26.00



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Sub ID 1	Acct # 7131527	Name	DOUBLE BRANCH COMM DEV DIST		Loc	3206 SILVER BLUFF BLVD # 1			
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
Dem Read			Previous Balance						.00
Dem Use			Energy						0.89
			Access Charge						23.00
			Power Cost Adjustment X 11 KWH						0.19
			FLA Gross Receipts Tax						0.62
			Clay Co Public Ser Utility Tax						0.95
			Operation Round Up						0.35
						CURRENT CHARGES			26.00
						TOTAL DUE			26.00
Sub ID 1	Acct # 7332257	Name	DOUBLE BRANCH COMM DEV DIST		Loc	3168 STONEBRIER RIDGE DR NEXTT			
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	05/08/2018	76370	77977	1	1607	29	489354	07557514
			Previous Bill Amount						208.00
			Invoice Payment						-208.00
Dem Read	6.900		Previous Balance						.00
Dem Use	6.900		Energy						130.65
			Access Charge						23.00
			Power Cost Adjustment X 1607 KWH						27.96
			FLA Gross Receipts Tax						4.65
			Clay Co Public Ser Utility Tax						5.39
			Operation Round Up						0.35
						CURRENT CHARGES			192.00
						TOTAL DUE			192.00
Sub ID 1	Acct # 7332265	Name	DOUBLE BRANCH COMM DEV DIST		Loc	OAKLEAF VILLAGE CENTER			
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
			Previous Bill Amount						215.00
			Invoice Payment						-215.00
Dem Read			Previous Balance						.00
Dem Use			Small Outdoor Light						200.89
			FLA Gross Receipts Tax						5.15
			Clay Co Public Ser Utility Tax						8.04
			Operation Round Up						0.92
						CURRENT CHARGES			215.00
						TOTAL DUE			215.00
Sub ID 1	Acct # 8684243	Name	DOUBLE BRANCH COMM DEV DIST		Loc	571 OAKLEAF VILLAGE PKWY			
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	05/10/2018	298	302	1	4	29	868424	40935673
			Previous Bill Amount						26.00
			Invoice Payment						-26.00
Dem Read			Previous Balance						.00
Dem Use			Energy						0.33
			Access Charge						23.00
			Power Cost Adjustment X 4 KWH						0.07
			FLA Gross Receipts Tax						0.60
			Clay Co Public Ser Utility Tax						0.93
			Operation Round Up						0.07
						CURRENT CHARGES			25.00
						TOTAL DUE			25.00



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Sub ID 1	Acct # 8763369	Name	DOUBLE BRANCH COMM DEV DIST			Loc 382 OAKLEAF VILLAGE PKWY			
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter	
GS	05/10/2018	17059	24491	1	7432	29	8763369	13794545	
Dem Read Dem Use	Previous Bill Amount							652.00	
	Invoice Payment							-652.00	
	Previous Balance							.00	
	Energy							604.22	
	Access Charge							23.00	
	Power Cost Adjustment X 7432 KWH							129.32	
	FLA Gross Receipts Tax							19.38	
	Clay Co Public Ser Utility Tax							21.57	
	Operation Round Up							0.51	
	CURRENT CHARGES							798.00	
TOTAL DUE							798.00		
Sub-Group # 1 Current Charges								8,927.00	

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request
Date: June 5, 2018 at 7:13 PM
To: Brian Sanchez BSANCHEZ@gmsnf.com

Good evening Brian,

Please make the following refund at your earliest opportunity:

- o LOCATION – OVCR (Oakleaf Village Clubroom)
- o DATE OF VENUE – SATURDAY, JUNE 2, 2018 from 7:00 p.m. to 11:00 p.m.
- o RESIDENT – HEATHER PRENTICE
- o ADDRESS – 3416 BILTMORE WAY, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND - \$100.00
 - DEPOSIT REFUND
- o DEPOSIT was via CHECK drawn on WELLS FARGO:
 - DATED: 2/3/18
 - CHECK#: 3303
 - DEPOSITED 2/8/18
 - AMOUNT: \$250.00

2-300-369-103
477

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELECTRONIC	CHECK#
02/08/18	02/08/18	06/02/18	Heather Prentice - OVCR DEPOSIT	DEPOSIT	\$ 100.00		3303

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

Thank you.

I will be out of the office WEDNESDAY, June 6, 2018 to THURSDAY, June 7, 2018, therefore, if you require immediate attention please email me or leave a message at 904-770-4661 with your name, contact number and email address.

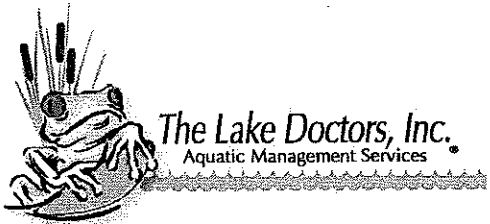
Wanda McReynolds – Venue Coordinator, OakLeaf Plantation

venuerentals@oakleafresidents.com
(904) 770-4661 voice email
(904) 375-9285 ext. 3
www.oakleafresidents.com

Governmental Management Services

www.OakLeafResidents.com

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INVOICE

3543 State Road 419, Winter Springs, FL 32708

Invoice #	363670
Account #	708477
Invoice Date	6/1/2018
Due Date	6/11/2018

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

Invoice Questions:
Please call us at
1-800-666-5253 or
lakes@lakedoctors.com

P.O. No.	Terms	Rep
	NET 10 DAYS	MAS
Item Number	Description	Amount
	Monthly Water Management Service (R)	1,970.00
Code to: 2-320-572-4680 Double Branch Lake Maintenance		
Customer Total Balance		\$1,970.00
INVOICE DATE REFLECTS MONTH SERVICE PROVIDED.		
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 do not send any correspondence with your payment as it may delay our response to your inquiry. Follow us on Facebook & Instagram!!		
Non-Taxable Subtotal		
Taxable Subtotal		
Tax		
Total Invoice		\$1,970.00

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT

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

Amount Enclosed

Invoice #	363670
Account #	708477
Date	6/1/2018

Save a Stamp - Go Green & Go Paperless! Have your invoice emailed!
Email address: _____

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 _____		

☐ Please Check Box if New Address and Make Changes Above

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

From: **Oakleaf Venues** venue rentals@oakleafresidents.com
Subject: DBCDD refund of deposit request
Date: June 5, 2018 at 6:54 PM
To: Brian Sanchez BSANCHEZ@gmsnf.com

Good evening Brian,

Please make the following refund at your earliest opportunity:

- o LOCATION – OV PATIO aka Oakleaf Village PATIO
- o DATE OF VENUE – JUNE 9, 2018 (SATURDAY) 3:00 p.m. – 7:00 p.m.
- o RESIDENT – LINDA REID
- o ADDRESS – 516 MILLSTONE DRIVE, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND – \$100.00
 - DEPOSIT REFUND
- o DEPOSIT was via CHECK drawn on VyStar:
 - CHECK#: 289
 - DATED: 5/13/18
 - DEPOSITED: 5/14/18
 - AMOUNT: \$250.00

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

Thank you.

I will be out of the office WEDNESDAY, June 6, 2018 to THURSDAY, June 7, 2018, therefore, if you require immediate attention please email me or leave a message at 904-770-4661 with your name, contact number and email address. I will respond at my earliest opportunity.

Wanda McReynolds – Venue 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

2-300-369-103
625

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request
Date: June 5, 2018 at 7:17 PM
To: Brian Sanchez BSANCHEZ@gmsnf.com

Good evening Brian,

Please make the following refund at your earliest opportunity:

- o LOCATION – OVCR (Oakleaf Village Clubroom)
- o DATE OF VENUE – SUNDAY, JUNE 3, 2018 from 1:00 p.m. to 5:00 p.m.
- o RESIDENT – MELISSA STROSKY
- o ADDRESS – 3915-B BUCHTHORNE DRIVE, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND - \$100.00
 - DEPOSIT REFUND
- o DEPOSIT was via CHECK drawn on NAVY FEDERAL:
 - DATED: 3/3/18
 - CHECK#: 0101
 - DEPOSITED 3/3/18
 - AMOUNT: \$250.00

2-300-369-103
627

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELECTRONIC	CHECK#
03/03/18	03/03/18	06/03/18	Melissa A Strosky - OVCR RENTAL & DEPOSIT	4/DEP	\$ 250.00		101

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

Thank you.

I will be out of the office WEDNESDAY, June 6, 2018 to THURSDAY, June 7, 2018, therefore, if you require immediate attention please email me or leave a message at 904-770-4661 with your name, contact number and email address.

Wanda McReynolds – Venue Coordinator, OakLeaf Plantation

venuerentals@oakleafresidents.com
 (904) 770-4661 voice email
 (904) 375-9285 ext. 3
www.oakleafresidents.com

Governmental Management Services

www.OakLeafResidents.com

Clay County Sheriff's Office

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

INVOICE

INVOICE DATE: MAY 30, 2018
WEEK OF: 05/18/18-05/24/18

TO:

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

FOR:

Oakleaf Amenities Manager
and
Brian Sanchez

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
05/18/18	BEN WASE	1700-2300	6	30.00	180.00
05/19/18	WAYNE SIMANDL	1700-2300	6	30.00	180.00
05/20/18	BRYAN SMITH	1700-2300	6	30.00	180.00
05/21/18	STEVEN HILLS	1700-2300	6	30.00	180.00
05/22/18	EVA SOLIS	1700-2300	6	30.00	180.00
05/23/18	BEN WASE	1745-2345	6	30.00	180.00
05/24/18	MATT WILLIAMS	1600-2200	6	30.00	180.00
DEPUTY SIGNATURE:				TOTAL	\$1260.00/2
					\$630.00

Make all checks payable to Deputy name and mail to the Sheriff's Office C/O Brittany Gillard.

THANK YOU FOR YOUR BUSINESS!

Clay County Sheriff's Office

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

INVOICE

INVOICE DATE: JUNE 4, 2018
WEEK OF: 05/25/18-05/31/18

TO:

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

FOR:

Oakleaf Amenities Manager
and
Brian Sanchez

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
05/25/18	EVA SOLIS	1700-2300	6	30.00	180.00
05/25/18	STEVEN HILLS	1700-2300	6	30.00	180.00
05/26/18	WAYNE SIMANDL	1700-2300	6	30.00	180.00
05/26/18	BRYAN SMITH	1700-2300	6	30.00	180.00
05/27/18	WAYNE SIMANDL	1700-2300	6	30.00	180.00
05/28/18	WAYNE SIMANDL	1700-2300	6	30.00	180.00
05/29/18	JONATHAN BROWN	1700-2300	6	30.00	180.00
05/30/18	MATT WILLIAMS	1700-2300	6	30.00	180.00
05/31/18	EVA SOLIS	1700-2300	6	30.00	180.00
DEPUTY SIGNATURE:				TOTAL	\$1620.00/2
					\$810.00

Make all checks payable to Deputy name and mail to the Sheriff's Office C/O Brittany Gillard.

THANK YOU FOR YOUR BUSINESS!



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

Invoice

Date 6/1/2018

Invoice # 131295578497

Terms	Net 20
Due Date	6/21/2018
PO #	
Customer #	13OAK102

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	1,960.11
Fuel Surcharge	Fuel/Environmental Transit Fee	1	ea	108.18
2-320-572-463 186 MAY 22 2018				

Season Billing Schedule:
Summer - April through September monthly service
Winter - October through March monthly service

Total 2,068.29
Amount Due \$2,068.29

Remittance Slip

Customer 13OAK102
Invoice # 131295578497

Amount Due \$2,068.29

Amount Paid

Make Checks Payable To

Poolsure
PO Box 55372
Houston, TX 77255-5372



131295578497

R&D Landscaping & Irrigation
8850 Corporate Square Court
Jacksonville, FL 32216
(904) 737-9733



Invoice

#INV5411

BILLING ADDRESS

C/O GMS LCC
DOUBLE BRANCH CDD
475 WEST TOWN PLACE, STE 114
SAINT AUGUSTINE FL 32092
UNITED STATES
JSORIANO@GMSNF.COM

SHIPPING ADDRESS

DOUBLE BRANCH CDD
C/O GMS LCC
ST. AUGUSTINE FL 32092
UNITED STATES
JSORIANO@GMSNF.COM

Project/Job	Invoice Date	Due Date	Terms	PO #
	6/1/2018	7/1/2018	Net 30	

Item	Qty	Rate	Amount
Monthly Maintenance Description: Monthly - Property Maintenance - JUNE 2018	1	\$26,314.50	\$26,314.50

Please Remit Payments To:
7887 Safeguard Circle
Valley View, OH 44125

Subtotal	\$26,314.50
Payments/Credits	\$0.00
Balance Due	\$26,314.50

Code to:
2-320-572-4620
Double Branch Landscape Maintenance

From: **Oakleaf Venues** venue rentals@oakleafresidents.com
Subject: DBCDD refund of deposit request
Date: June 5, 2018 at 6:50 PM
To: Brian Sanchez BSANCHEZ@gmsnf.com

Good evening Brian,

Please make the following refund at your earliest opportunity:

- o LOCATION – OV PATIO aka Oakleaf Village PATIO
- o DATE OF VENUE – May 26, 2018 (SATURDAY) 2:30 p.m. - 6:30 p.m.
- o RESIDENT – RENA MELENDEZ-OVERTON
- o ADDRESS – 3267 CHESTNUT RIDGE WAY, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND - \$100.00
 - DEPOSIT REFUND
- o DEPOSIT was via CASH:
 - CR#: 059325
 - DATED: 5/7/18
 - DEPOSITED: 5/7/18
 - AMOUNT: \$250.00

2-300-369-103
624

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

Thank you.

I will be out of the office WEDNESDAY, June 6, 2018 to THURSDAY, June 7, 2018, therefore, if you require immediate attention please email me or leave a message at 904-770-4661 with your name, contact number and email address. I will respond at my earliest opportunity.

Wanda McReynolds – Venue 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

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request
Date: June 5, 2018 at 7:06 PM
To: Brian Sanchez BSANCHEZ@gmsnf.com

Good evening Brian,

Please make the following refund at your earliest opportunity:

- o LOCATION – OVCR (Oakleaf Village Clubroom)
- o DATE OF VENUE – SUNDAY, MAY 27, 2018 from 1:00 p.m. to 5:00 p.m.
- o RESIDENT – TATIANA GOMEZ
- o ADDRESS – 625 OAKLEAF PLANTATION PARKWAY UNIT# 611, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND - \$100.00
 - DEPOSIT REFUND
- o DEPOSIT was via CHECK drawn on VYSTAR:
 - DATED: 4/13/18
 - CHECK#: 102
 - DEPOSITED 4/13/18
 - AMOUNT: \$250.00

2-300-369-103
626

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELECTRONIC	CHECK#
04/13/18	04/13/18	05/27/18	Tatiana Gomez - OVCR DEPOSIT	DEPOSIT	\$ 100.00		102

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

Thank you.

I will be out of the office WEDNESDAY, June 6, 2018 to THURSDAY, June 7, 2018, therefore, if you require immediate attention please email me or leave a message at 904-770-4661 with your name, contact number and email address.

Wanda McReynolds – Venue Coordinator, OakLeaf Plantation

venuerentals@oakleafresidents.com
(904) 770-4661 voice email
(904) 375-9285 ext. 3
www.oakleafresidents.com

Governmental Management Services

www.OakLeafResidents.com

I understand there is a mail address on public records. If you do not want your mail address released in connection to a public records request, do not send electronic mail to this entity. Instead, send



Servicing Plant JACKSONVILLE

FL

Location 917

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

INVOICE DATE	INVOICE #	AMOUNT	CUSTOMER COMMENTS
4/23/18	9171360074	50.25	
4/30/18	9171361957	50.25	
5/07/18	9171363883	50.25	
5/14/18	9171365755	50.25	
5/21/18	9171367643	50.25	
Code to: 2.330.57200.61100 Double Branch Fitness Janitorial 382			
STATEMENT DATE	ACCOUNT #	AMOUNT DUE	
5/29/18	999548	251.25	

CURRENT	30 DAYS	60 DAYS	90 DAYS and OVER
201.00	50.25		

Charges, Payments and Credits received after the above statement date will reflect on the next statement. Terms Net 30 days from date of invoice.

REMIT TO:

UNIFIRST CORPORATION
ATTENTION-ACCOUNTS RECEIVABLE
1446 HAINES STREET
JACKSONVILLE FL 32206

Please return This Stub With Your Payment

REMIT TO:

UNIFIRST CORPORATION
ATTENTION-ACCOUNTS RECEIVABLE
1446 HAINES STREET
JACKSONVILLE FL 32206

DOUBLE BRANCH CDD
370 OAKLEAG VILLAGE PKWY O

ORANGE PARK FL 32065

Statement Date:
5/29/18
Invoices Paid
Amount Paid
Customer Number
999548

INVOICE NUMBER 917 1360074 REMIT TO UniFirst Corporation
INVOICE DATE 4/23/18 1446 HAINES STREET
CUSTOMER# (BILL TO) 999548 JACKSONVILLE FL 32206
A/R NUMBER RTE# 02610
CUSTOMER DOUBLE BRANCH CDD



PAYMENT AMOUNT \$ _____

9171360074

- Please Detach and Return With Payment -



UniFirst Corporation
1446 HAINES STREET

JACKSONVILLE

PAGE 001
FL 32206

INVOICE 917 1360074 DATE 4/23/18 PAYMENT TERMS CHARGE PURCHASE ORDER CONTRACT 668911

SHIP
TO

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

BILL
TO

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

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL

704/353-4121

RTE# 02610

LKR/ DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					
		4X6H OAKLEAF		2	13 90			3/12	2	
		4X6H OAKLEAF		1	6 95			3/12	1	
		MAT-4X6 U1ST GREAT I		2	13 90			4/12	2	
		DEFE CHARGE			15 50					
		INVOICE SUB-TOTAL			50.25					

TOTAL SERVICE CHARGES _____

AMOUNT DUE _____

THIS IS YOUR ONLY INVCE- NET 30 DAYS PLEASE SIGN

Vance Moore

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

INVOICE NUMBER 917 1361957 REMIT TO: UniFirst Corporation
 INVOICE DATE 4/30/18 1446 HAINES STREET
 CUSTOMER# (BILL TO) 999548 JACKSONVILLE FL 32206
 A/R NUMBER RTE# 02610
 CUSTOMER DOUBLE BRANCH CDD



91713619576

PAYMENT AMOUNT \$ _____

- Please Detach and Return With Payment -



UniFirst Corporation
 1446 HAINES STREET

JACKSONVILLE

PAGE 001
 FL 32206

INVOICE
 917 1361957

DATE
 4/30/18

PAYMENT TERMS
 CHARGE

PURCHASE ORDER

CONTRACT
 668911

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

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

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL:

904/353-4121

RTE# 02610

LKR/ DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					
		4X6H OAKLEAF		2	13.90			3/12	2	
		4X6H OAKLEAF		1	6.75			3/12	1	
		MAT-4X6 U1ST GREAT I		2	13.90			4/12	2	
		DEFE CHARGE			15.50					
		INVOICE SUB-TOTAL			50.25					

TOTAL SERVICE CHARGES _____

AMOUNT DUE _____

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

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

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

917 1363883
5/07/18
999548
RTE# 02610
DOUBLE BRANCH CDD

REMIT TO: UniFirst Corporation
1446 HAINES STREET
JACKSONVILLE

FL 32206



PAYMENT AMOUNT \$ _____

91713638836

- Please Detach and Return With Payment -



UniFirst Corporation
1446 HAINES STREET

JACKSONVILLE

PAGE 001
FL 32206

INVOICE
917 1363883

DATE
5/07/18

PAYMENT TERMS
CHARGE

PURCHASE ORDER

CONTRACT
668911

SHIP
TO

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

BILL
TO

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

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL:

904/353-4121

RTE# 02610

LKR/ DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					
		4X6H OAKLEAF		2	15.90			3/12	2	
		4X6H OAKLEAF		1	6.95			3/12	1	
		MAT-4X6 U1ST GREAT I		2	13.90			4/12	2	
		DEFE CHARGE			15.50					
		INVOICE SUB-TOTAL			50.25					

TOTAL SERVICE CHARGES _____

AMOUNT DUE _____

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

Lina Carter

SOIL PICK UP COUNT

SH _____ PT _____ QT _____ NO _____

INVOICE NUMBER 917 1365755 REMIT TO: UniFirst Corporation
INVOICE DATE 5/14/18 1446 HAINES STREET
CUSTOMER# (BILL TO) 999548 JACKSONVILLE FL 32206
A/R NUMBER RTE# 02610
CUSTOMER DOUBLE BRANCH CDD



PAYMENT AMOUNT \$ _____

91713657556

- Please Detach and Return With Payment -



UniFirst Corporation
1446 HAINES STREET

JACKSONVILLE

PAGE 001
FL 32206

INVOICE
917 1365755

DATE
5/14/18

PAYMENT TERMS
CHARGE

PURCHASE ORDER

CONTRACT
668911

SHIP
TO

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

BILL
TO

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

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL:

904/353-4121

RTE# 02610

LKR/ DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					
		4X6H OAKLEAF		2	13.90			3/12	2	
		4X6H OAKLEAF		1	6.95			3/12	1	
		MAT-4X6 U1ST GREAT I		2	13.90			4/12	2	
		DEFE CHARGE			15.50					
		INVOICE SUB-TOTAL			50.25					

TOTAL SERVICE CHARGES _____

AMOUNT DUE _____

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

NOTS

SOIL PICK UP COUNT

SH _____ PT _____ OT _____ NO _____

INVOICE NUMBER 917 1367643 REMIT TO: UniFirst Corporation
INVOICE DATE 5/21/18 1446 HAINES STREET
CUSTOMER# (BILL TO) 999548 JACKSONVILLE FL 32206
A/R NUMBER RTE# 02610
CUSTOMER DOUBLE BRANCH CDD



91713676434

PAYMENT AMOUNT \$ _____

- Please Detach and Return With Payment -



UniFirst Corporation
1446 HAINES STREET

JACKSONVILLE

PAGE 001
FL 32206

INVOICE DATE PAYMENT TERMS PURCHASE ORDER CONTRACT
917 1367643 5/21/18 CHARGE 66891

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

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

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL:

904/353-4121

RTE# 02610

LKR/ DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PIC UP
				QTY.	AMOUNT					
		4X6H OAKLEAF		2	13.90			3/12	2	
		4X6H OAKLEAF		1	6.95			3/12	1	
		MAT-4X6 U1ST GREAT I		2	13.90			4/12	2	
		DEFE CHARGE			15.50					
		INVOICE SUB-TOTAL			50.25					

TOTAL SERVICE CHARGES _____

AMOUNT DUE _____

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

Lynn Carter

SOIL PICK UP COUNT

SH _____

PT _____

DT _____

NO _____



3176 Old Jennings Road, Middleburg, Florida 32068
Please visit us on the web at www.clayutility.org
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: DOUBLE BRANCH CDD

Bill Date: 06/07/2018

Customer #: 00206379
Route #: MC05521144

Service Address: 3713-1 Thousand Oaks Drive Reclaimed Irrigation

Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
--------------	------------	-----------	-------------	------------------	-----------------	---------------

Base Charges (Prepaid)	06/07/18 to 07/06/18					\$0.00
Consumption Charges	Tier 1	0.0	x	0.00	\$0.00	
Proration Factor: 0.0000	Tier 2	0.0	x	0.00	\$0.00	
	Tier 3	0.0	x	0.00	\$0.00	
	Tier 4	0.0	x	0.00	\$0.00	

Sewer

Base Charges (Prepaid)						\$0.00
Consumption Charges	0.0	x	0.00	\$0.00		

Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
54004672	1.5	06/05/18	35	13046	13074	28

Base Charges (Prepaid)						\$77.42
Consumption Charges	Tier 1	28.0	x	0.63	\$17.64	
Proration Factor: 1.1667	Tier 2	0.0	x	1.25	\$0.00	
	Tier 3	0.0	x	1.88	\$0.00	

Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$95.06
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
TOTAL AMOUNT DUE	\$95.06

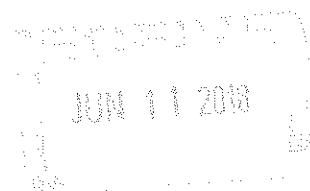
Rainy days can mean fewer days needed for watering your lawn. Only water your lawn when needed. Overwatering can promote weeds, insect pests, and weaker grass roots.

Conserving Clay Tip: Check your irrigation timer. Never water between the hours of 10 a.m. and 4 p.m. and only water on designated days.

Lawn and landscape irrigation is allowed no more than two days each week on designated days during daylight saving time. Visit www.sjrwmd.com/watering_restrictions/ to learn your days!

Please pay \$95.06 by 6/28/2018 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$92.54 was posted to your account on 5/21/2018.



Please return this portion with payment

Bill Summary



Clay County Utility Authority
3176 Old Jennings Road
Middleburg, Florida 32068

Bill Date	06/07/18
Current Charges	\$95.06
Current Charges Past Due After	06/28/18
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$95.06

DOUBLE BRANCH CDD

Customer #:00206379

3713-1 Thousand Oaks Drive Reclaimed Irrigation

Route #:MC05521144

Route Group:27

ADDRESSEE:

MAIL PAYMENT TO:

6113 1 AB 0.405 16-16



DOUBLE BRANCH CDD
475 W TOWN PL STE 114
ST AUGUSTINE, FL 32092-3649



CLAY COUNTY UTILITY AUTHORITY
3176 OLD JENNINGS ROAD
MIDDLEBURG, FL 32068



3176 Old Jennings Road, Middleburg, Florida 32068
Please visit us on the web at www.clayutility.org
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: DOUBLE BRANCH CDD

Bill Date: 06/07/2018

Customer #: 00206376

Route #: MC05521142

Service Address: 3701-1 Thousand Oaks Drive Reclaimed Irrigation

Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
--------------	------------	-----------	-------------	------------------	-----------------	---------------

Base Charges (Prepaid)	06/07/18 to 07/06/18					\$0.00
Consumption Charges	Tier 1	0.0	x	0.00	\$0.00	
Proration Factor: 0.0000	Tier 2	0.0	x	0.00	\$0.00	
	Tier 3	0.0	x	0.00	\$0.00	
	Tier 4	0.0	x	0.00	\$0.00	

Sewer

Base Charges (Prepaid)					\$0.00
Consumption Charges	0.0	x	0.00	\$0.00	

Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
69062536	.75	06/05/18	35	636	642	6
Base Charges (Prepaid)						\$23.26
Consumption Charges	Tier 1	6.0	x	0.63	\$3.78	
Proration Factor: 1.1667	Tier 2	0.0	x	1.25	\$0.00	
	Tier 3	0.0	x	1.88	\$0.00	

Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$27.04
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
TOTAL AMOUNT DUE	\$27.04

Rainy days can mean fewer days needed for watering your lawn. Only water your lawn when needed. Overwatering can promote weeds, insect pests, and weaker grass roots.

Conserving Clay Tip: Check your irrigation timer. Never water between the hours of 10 a.m. and 4 p.m. and only water on designated days.

Lawn and landscape irrigation is allowed no more than two days each week on designated days during daylight saving time. Visit www.sjrwm.com/watering_restrictions/ to learn your days!

Please pay \$27.04 by 6/28/2018 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$26.41 was posted to your account on 5/21/2018.

Please return this portion with payment

Bill Summary



Clay County Utility Authority
3176 Old Jennings Road
Middleburg, Florida 32068

Bill Date	06/07/18
Current Charges	\$27.04
Current Charges Past Due After	06/28/18
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$27.04

DOUBLE BRANCH CDD

Customer #:00206376

3701-1 Thousand Oaks Drive Reclaimed Irrigation

Route #:MC05521142

Route Group:27

ADDRESSEE:

6112 1 AB 0.405 16-16



DOUBLE BRANCH CDD
475 W TOWN PL STE 114
ST AUGUSTINE, FL 32092-3649



MAIL PAYMENT TO:

CLAY COUNTY UTILITY AUTHORITY
3176 OLD JENNINGS ROAD
MIDDLEBURG, FL 32068



3176 Old Jennings Road, Middleburg, Florida 32068
Please visit us on the web at www.clayutility.org
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: DOUBLE BRANCH CDD

Bill Date: 06/07/2018

Customer #: 00206381
Route #: MC05521233

Service Address: 3659-1 Thousand Oaks Drive Reclaimed Irrigation

Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
--------------	------------	-----------	-------------	------------------	-----------------	---------------

Base Charges (Prepaid)	06/07/18 to 07/06/18					\$0.00
Consumption Charges	Tier 1	0.0	x	0.00	\$0.00	
Proration Factor: 0.0000	Tier 2	0.0	x	0.00	\$0.00	
	Tier 3	0.0	x	0.00	\$0.00	
	Tier 4	0.0	x	0.00	\$0.00	

Sewer

Base Charges (Prepaid)						\$0.00
Consumption Charges	0.0	x	0.00	\$0.00		

Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
71191253	.75	06/05/18	35	956	956	0

Base Charges (Prepaid)						\$23.26
Consumption Charges	Tier 1	0.0	x	0.63	\$0.00	
Proration Factor: 1.1667	Tier 2	0.0	x	1.25	\$0.00	
	Tier 3	0.0	x	1.88	\$0.00	

Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$23.26
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
TOTAL AMOUNT DUE	\$23.26

Rainy days can mean fewer days needed for watering your lawn. Only water your lawn when needed. Overwatering can promote weeds, insect pests, and weaker grass roots.

Conserving Clay Tip: Check your irrigation timer. Never water between the hours of 10 a.m. and 4 p.m. and only water on designated days.

Lawn and landscape irrigation is allowed no more than two days each week on designated days during daylight saving time. Visit www.sjrwmd.com/watering_restrictions/ to learn your days!

Please pay \$23.26 by 6/28/2018 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$23.26 was posted to your account on 5/21/2018.

Please return this portion with payment

Bill Summary



Clay County Utility Authority
3176 Old Jennings Road
Middleburg, Florida 32068

DOUBLE BRANCH CDD

3659-1 Thousand Oaks Drive Reclaimed Irrigation

Customer #:00206381

Route #:MC05521233

Route Group:27

Bill Date	06/07/18
Current Charges	\$23.26
Current Charges Past Due After	06/28/18
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$23.26

ADDRESSEE:

MAIL PAYMENT TO:

6111 1 AB 0.405 16-16



DOUBLE BRANCH CDD
475 W TOWN PL STE 114
ST AUGUSTINE, FL 32092-3649



CLAY COUNTY UTILITY AUTHORITY
3176 OLD JENNINGS ROAD
MIDDLEBURG, FL 32068



3176 Old Jennings Road, Middleburg, Florida 32068
Please visit us on the web at www.clayutility.org
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: DOUBLE BRANCH CDD

Bill Date: 06/07/2018

Customer #: 00206380

Service Address: 1940-1 Woodworth Drive Reclaimed Irrigation

Route #: MC05521159

Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
--------------	------------	-----------	-------------	------------------	-----------------	---------------

Base Charges (Prepaid)	06/07/18 to 07/06/18					\$0.00
Consumption Charges	Tier 1	0.0	x	0.00	\$0.00	
Proration Factor: 0.0000	Tier 2	0.0	x	0.00	\$0.00	
	Tier 3	0.0	x	0.00	\$0.00	
	Tier 4	0.0	x	0.00	\$0.00	

Sewer

Base Charges (Prepaid)						\$0.00
Consumption Charges	0.0	x	0.00	\$0.00		

Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
--------------	------------	-----------	-------------	------------------	-----------------	---------------

Base Charges (Prepaid)						\$23.26
Consumption Charges	Tier 1	11.0	x	0.63	\$6.93	
Proration Factor: 1.1667	Tier 2	0.0	x	1.25	\$0.00	
	Tier 3	0.0	x	1.88	\$0.00	

Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00

Current Charges	\$30.19
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
TOTAL AMOUNT DUE	\$30.19

Rainy days can mean fewer days needed for watering your lawn. Only water your lawn when needed. Overwatering can promote weeds, insect pests, and weaker grass roots.

Conserving Clay Tip: Check your irrigation timer. Never water between the hours of 10 a.m. and 4 p.m. and only water on designated days.

Lawn and landscape irrigation is allowed no more than two days each week on designated days during daylight saving time. Visit www.sjrwm.com/watering_restrictions/ to learn your days!

Please pay \$30.19 by 6/28/2018 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$27.04 was posted to your account on 5/21/2018.

Please return this portion with payment

Bill Summary



Clay County Utility Authority
3176 Old Jennings Road
Middleburg, Florida 32068

Bill Date	06/07/18
Current Charges	\$30.19
Current Charges Past Due After	06/28/18
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$30.19

DOUBLE BRANCH CDD

Customer #:00206380

1940-1 Woodworth Drive Reclaimed Irrigation

Route #:MC05521159

Route Group:27

ADDRESSEE:

MAIL PAYMENT TO:

6110 1 AB 0.405 16-16



DOUBLE BRANCH CDD
475 W TOWN PL STE 114
ST AUGUSTINE, FL 32092-3649



CLAY COUNTY UTILITY AUTHORITY
3176 OLD JENNINGS ROAD
MIDDLEBURG, FL 32068



3176 Old Jennings Road, Middleburg, Florida 32068
Please visit us on the web at www.clayutility.org
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: DOUBLE BRANCH CDD

Bill Date: 06/07/2018

Customer #: 00207243
Route #: MC05522459

Service Address: 603-1 Waterford Oaks Drive Reclaimed Irrigation

Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
--------------	------------	-----------	-------------	------------------	-----------------	---------------

Base Charges (Prepaid)	06/07/18 to 07/06/18					\$0.00
Consumption Charges	Tier 1	0.0	x	0.00	\$0.00	
Proration Factor: 0.0000	Tier 2	0.0	x	0.00	\$0.00	
	Tier 3	0.0	x	0.00	\$0.00	
	Tier 4	0.0	x	0.00	\$0.00	

Sewer

Base Charges (Prepaid)						\$0.00
Consumption Charges	0.0	x	0.00	\$0.00		

Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
70067264	.75	06/05/18	35	116	116	0

Base Charges (Prepaid)						\$23.26
Consumption Charges	Tier 1	0.0	x	0.63	\$0.00	
Proration Factor: 1.1667	Tier 2	0.0	x	1.25	\$0.00	
	Tier 3	0.0	x	1.88	\$0.00	

Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$23.26
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
TOTAL AMOUNT DUE	\$23.26

Rainy days can mean fewer days needed for watering your lawn. Only water your lawn when needed. Overwatering can promote weeds, insect pests, and weaker grass roots.

Conserving Clay Tip: Check your irrigation timer. Never water between the hours of 10 a.m. and 4 p.m. and only water on designated days.

Lawn and landscape irrigation is allowed no more than two days each week on designated days during daylight saving time. Visit www.sjrwm.com/watering_restrictions/ to learn your days!

Please pay \$23.26 by 6/28/2018 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$23.26 was posted to your account on 5/21/2018.

Please return this portion with payment



Clay County Utility Authority
3176 Old Jennings Road
Middleburg, Florida 32068

DOUBLE BRANCH CDD

Customer #:00207243

603-1 Waterford Oaks Drive Reclaimed Irrigation

Route #:MC05522459

Route Group:27

ADDRESSEE:

6109 1 AB 0.405 16-16



DOUBLE BRANCH CDD
475 W TOWN PL STE 114
ST AUGUSTINE, FL 32092-3649



Bill Summary

Bill Date	06/07/18
Current Charges	\$23.26
Current Charges Past Due After	06/28/18
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$23.26

MAIL PAYMENT TO:



CLAY COUNTY UTILITY AUTHORITY
3176 OLD JENNINGS ROAD
MIDDLEBURG, FL 32068



3176 Old Jennings Road, Middleburg, Florida 32068
Please visit us on the web at www.clayutility.org
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: DOUBLE BRANCH CDD

Bill Date: 06/07/2018

Customer #: 00206125

Route #: MC05522414

Service Address: 1505-1 Canopy Oaks Drive Reclaimed Irrigation

Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
--------------	------------	-----------	-------------	------------------	-----------------	---------------

Base Charges (Prepaid)	06/07/18 to 07/06/18					\$0.00
Consumption Charges	Tier 1	0.0	x	0.00	\$0.00	
Proration Factor: 0.0000	Tier 2	0.0	x	0.00	\$0.00	
	Tier 3	0.0	x	0.00	\$0.00	
	Tier 4	0.0	x	0.00	\$0.00	

Sewer

Base Charges (Prepaid)					\$0.00
Consumption Charges	0.0	x	0.00	\$0.00	

Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
71385119	1	06/05/18	35	142	149	7

Base Charges (Prepaid)					\$38.70
Consumption Charges	Tier 1	7.0	x	0.63	\$4.41
Proration Factor: 1.1667	Tier 2	0.0	x	1.25	\$0.00
	Tier 3	0.0	x	1.88	\$0.00

Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$43.11
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
TOTAL AMOUNT DUE	\$43.11

Rainy days can mean fewer days needed for watering your lawn. Only water your lawn when needed. Overwatering can promote weeds, insect pests, and weaker grass roots.

Conserving Clay Tip: Check your irrigation timer. Never water between the hours of 10 a.m. and 4 p.m. and only water on designated days.

Lawn and landscape irrigation is allowed no more than two days each week on designated days during daylight saving time. Visit www.sjrwmd.com/watering_restrictions/ to learn your days!

Please pay \$43.11 by 6/28/2018 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$44.37 was posted to your account on 5/21/2018.

Please return this portion with payment



Clay County Utility Authority
3176 Old Jennings Road
Middleburg, Florida 32068

DOUBLE BRANCH CDD

Customer #:00206125

1505-1 Canopy Oaks Drive Reclaimed Irrigation

Route #:MC05522414

Route Group:27

ADDRESSEE:

6108 1 AB 0.405 16-16



DOUBLE BRANCH CDD
475 W TOWN PL STE 114
ST AUGUSTINE, FL 32092-3649



Bill Summary

Bill Date	06/07/18
Current Charges	\$43.11
Current Charges Past Due After	06/28/18
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$43.11

MAIL PAYMENT TO:



CLAY COUNTY UTILITY AUTHORITY
3176 OLD JENNINGS ROAD
MIDDLEBURG, FL 32068



3176 Old Jennings Road, Middleburg, Florida 32068
Please visit us on the web at www.clayutility.org
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: DOUBLE BRANCH CDD

Bill Date: 06/07/2018

Customer #: 00206121
Route #: MC05522029

Service Address: 3178-1 Wandering Oaks Drive Reclaimed Irrigation

Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
--------------	------------	-----------	-------------	------------------	-----------------	---------------

Base Charges (Prepaid)	06/07/18 to 07/06/18					\$0.00
Consumption Charges	Tier 1	0.0	x	0.00	\$0.00	
Proration Factor: 0.0000	Tier 2	0.0	x	0.00	\$0.00	
	Tier 3	0.0	x	0.00	\$0.00	
	Tier 4	0.0	x	0.00	\$0.00	

Sewer

Base Charges (Prepaid)						\$0.00
Consumption Charges	0.0	x	0.00	\$0.00		

Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
70945868	.75	06/05/18	35	13	18	5

Base Charges (Prepaid)						\$23.26
Consumption Charges	Tier 1	5.0	x	0.63	\$3.15	
Proration Factor: 1.1667	Tier 2	0.0	x	1.25	\$0.00	
	Tier 3	0.0	x	1.88	\$0.00	

Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$26.41
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
TOTAL AMOUNT DUE	\$26.41

Rainy days can mean fewer days needed for watering your lawn. Only water your lawn when needed. Overwatering can promote weeds, insect pests, and weaker grass roots.

Conserving Clay Tip: Check your irrigation timer. Never water between the hours of 10 a.m. and 4 p.m. and only water on designated days.

Lawn and landscape irrigation is allowed no more than two days each week on designated days during daylight saving time. Visit www.sjrwmd.com/watering_restrictions/ to learn your days!

Please pay \$26.41 by 6/28/2018 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$23.26 was posted to your account on 5/21/2018.

Please return this portion with payment

Bill Summary



Clay County Utility Authority
3176 Old Jennings Road
Middleburg, Florida 32068

Bill Date	06/07/18
Current Charges	\$26.41
Current Charges Past Due After	06/28/18
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$26.41

DOUBLE BRANCH CDD

Customer #:00206121

3178-1 Wandering Oaks Drive Reclaimed Irrigation

Route #:MC05522029

Route Group:27

ADDRESSEE:

MAIL PAYMENT TO:

6107 1 AB 0.405 16-16



DOUBLE BRANCH CDD
475 W TOWN PL STE 114
ST AUGUSTINE, FL 32092-3649



CLAY COUNTY UTILITY AUTHORITY
3176 OLD JENNINGS ROAD
MIDDLEBURG, FL 32068



3176 Old Jennings Road, Middleburg, Florida 32068
Please visit us on the web at www.clayutility.org
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: DOUBLE BRANCH CDD

Bill Date: 06/07/2018

Customer #: 00238254

Service Address: 1206-1 Bedrock Drive Reclaimed Irrigation

Route #: MC05521847

Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
--------------	------------	-----------	-------------	------------------	-----------------	---------------

Base Charges (Prepaid)	06/07/18 to 07/06/18					\$0.00
Consumption Charges	Tier 1	0.0	x	0.00	\$0.00	
Proration Factor: 0.0000	Tier 2	0.0	x	0.00	\$0.00	
	Tier 3	0.0	x	0.00	\$0.00	
	Tier 4	0.0	x	0.00	\$0.00	

Sewer

Base Charges (Prepaid)					\$0.00
Consumption Charges	0.0	x	0.00	\$0.00	

Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
70003479	.75	06/05/18	35	339	348	9
Base Charges (Prepaid)						\$23.26
Consumption Charges	Tier 1	9.0	x	0.63	\$5.67	
Proration Factor: 1.1667	Tier 2	0.0	x	1.25	\$0.00	
	Tier 3	0.0	x	1.88	\$0.00	

Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$28.93
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
TOTAL AMOUNT DUE	\$28.93

Rainy days can mean fewer days needed for watering your lawn. Only water your lawn when needed. Overwatering can promote weeds, insect pests, and weaker grass roots.

Conserving Clay Tip: Check your irrigation timer. Never water between the hours of 10 a.m. and 4 p.m. and only water on designated days.

Lawn and landscape irrigation is allowed no more than two days each week on designated days during daylight saving time. Visit www.sjrwm.com/watering_restrictions/ to learn your days!

Please pay \$28.93 by 6/28/2018 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$27.67 was posted to your account on 5/21/2018.

Please return this portion with payment

Bill Summary

Bill Date	06/07/18
Current Charges	\$28.93
Current Charges Past Due After	06/28/18
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$28.93



Clay County Utility Authority
3176 Old Jennings Road
Middleburg, Florida 32068

DOUBLE BRANCH CDD

Customer #:00238254

1206-1 Bedrock Drive Reclaimed Irrigation

Route #:MC05521847

Route Group:27

ADDRESSEE:

MAIL PAYMENT TO:

6106 1 AB 0.405 16-16



DOUBLE BRANCH CDD
475 W TOWN PL STE 114
ST AUGUSTINE, FL 32092-3649



CLAY COUNTY UTILITY AUTHORITY
3176 OLD JENNINGS ROAD
MIDDLEBURG, FL 32068



3176 Old Jennings Road, Middleburg, Florida 32068
Please visit us on the web at www.clayutility.org
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: DOUBLE BRANCH CDD

Bill Date: 06/07/2018

Customer #: 00238253
Route #: MC05521740

Service Address: 1422-1 Bitterberry Drive Reclaimed Irrigation

Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
--------------	------------	-----------	-------------	------------------	-----------------	---------------

Base Charges (Prepaid)	06/07/18 to 07/06/18					\$0.00
Consumption Charges	Tier 1	0.0	x	0.00	\$0.00	
Proration Factor: 0.0000	Tier 2	0.0	x	0.00	\$0.00	
	Tier 3	0.0	x	0.00	\$0.00	
	Tier 4	0.0	x	0.00	\$0.00	

Sewer

Base Charges (Prepaid)						\$0.00
Consumption Charges	0.0	x	0.00	\$0.00		

Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
54789478	.75	06/05/18	35	1498	1506	8

Base Charges (Prepaid)						\$23.26
Consumption Charges	Tier 1	8.0	x	0.63	\$5.04	
Proration Factor: 1.1667	Tier 2	0.0	x	1.25	\$0.00	
	Tier 3	0.0	x	1.88	\$0.00	

Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$28.30
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
TOTAL AMOUNT DUE	\$28.30

Rainy days can mean fewer days needed for watering your lawn. Only water your lawn when needed. Overwatering can promote weeds, insect pests, and weaker grass roots.

Conserving Clay Tip: Check your irrigation timer. Never water between the hours of 10 a.m. and 4 p.m. and only water on designated days.

Lawn and landscape irrigation is allowed no more than two days each week on designated days during daylight saving time. Visit www.sjrwmd.com/watering_restrictions/ to learn your days!

Please pay \$28.30 by 6/28/2018 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$27.67 was posted to your account on 5/21/2018.

Please return this portion with payment



Clay County Utility Authority
3176 Old Jennings Road
Middleburg, Florida 32068

DOUBLE BRANCH CDD

Customer #:00238253

1422-1 Bitterberry Drive Reclaimed Irrigation

Route #:MC05521740

Route Group:27

ADDRESSEE:

6105 1 AB 0.405 16-16



DOUBLE BRANCH CDD
475 W TOWN PL STE 114
ST AUGUSTINE, FL 32092-3649



Bill Summary

Bill Date	06/07/18
Current Charges	\$28.30
Current Charges Past Due After	06/28/18
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$28.30

MAIL PAYMENT TO:



CLAY COUNTY UTILITY AUTHORITY
3176 OLD JENNINGS ROAD
MIDDLEBURG, FL 32068



3176 Old Jennings Road, Middleburg, Florida 32068
Please visit us on the web at www.clayutility.org
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: DOUBLE BRANCH CDD

Bill Date: 06/07/2018

Customer #: 00206136
Route #: MC05521521

Service Address: 1591-1 Canopy Oaks Drive Reclaimed Irrigation

Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
--------------	------------	-----------	-------------	------------------	-----------------	---------------

Base Charges (Prepaid)	06/07/18 to 07/06/18					\$0.00
Consumption Charges	Tier 1	0.0	x	0.00	\$0.00	
Proration Factor: 0.0000	Tier 2	0.0	x	0.00	\$0.00	
	Tier 3	0.0	x	0.00	\$0.00	
	Tier 4	0.0	x	0.00	\$0.00	

Sewer

Base Charges (Prepaid)					\$0.00
Consumption Charges	0.0	x	0.00	\$0.00	

Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
70065889	1.5	06/05/18	35	21117	22058	941
Base Charges (Prepaid)						\$77.42
Consumption Charges	Tier 1	87.5	x	0.63	\$55.13	
Proration Factor: 1.1667	Tier 2	29.2	x	1.25	\$36.50	
	Tier 3	824.3	x	1.88	\$1,549.68	

Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$1,718.73
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
TOTAL AMOUNT DUE	\$1,718.73

Rainy days can mean fewer days needed for watering your lawn. Only water your lawn when needed. Overwatering can promote weeds, insect pests, and weaker grass roots.

Conserving Clay Tip: Check your irrigation timer. Never water between the hours of 10 a.m. and 4 p.m. and only water on designated days.

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Please pay \$1718.73 by 6/28/2018 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$1407.81 was posted to your account on 5/21/2018.

Please return this portion with payment

Bill Summary

Bill Date	06/07/18
Current Charges	\$1,718.73
Current Charges Past Due After	06/28/18
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$1,718.73



Clay County Utility Authority
3176 Old Jennings Road
Middleburg, Florida 32068

DOUBLE BRANCH CDD

Customer #:00206136

1591-1 Canopy Oaks Drive Reclaimed Irrigation

Route #:MC05521521

Route Group:27

ADDRESSEE:

MAIL PAYMENT TO:

6104 1 AB 0.405 16-16



DOUBLE BRANCH CDD
475 W TOWN PL STE 114
ST AUGUSTINE, FL 32092-3649



CLAY COUNTY UTILITY AUTHORITY
3176 OLD JENNINGS ROAD
MIDDLEBURG, FL 32068



3176 Old Jennings Road, Middleburg, Florida 32068
Please visit us on the web at www.clayutility.org
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: DOUBLE BRANCH CDD

Bill Date: 06/07/2018

Customer #: 00201224

Service Address: 566-1 Oakleaf Village Parkway Reclaimed Irrigation

Route #: MC05521392

Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
--------------	------------	-----------	-------------	------------------	-----------------	---------------

Base Charges (Prepaid)	06/07/18 to 07/06/18					\$0.00
Consumption Charges	Tier 1	0.0	x	0.00	\$0.00	
Proration Factor: 0.0000	Tier 2	0.0	x	0.00	\$0.00	
	Tier 3	0.0	x	0.00	\$0.00	
	Tier 4	0.0	x	0.00	\$0.00	

Sewer

Base Charges (Prepaid)					\$0.00
Consumption Charges	0.0	x	0.00	\$0.00	

Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
71247812	2	06/05/18	35	17798	18528	730
Base Charges (Prepaid)						\$123.86
Consumption Charges	Tier 1	140.0	x	0.63	\$88.20	
Proration Factor: 1.1667	Tier 2	46.7	x	1.25	\$58.38	
	Tier 3	543.3	x	1.88	\$1,021.40	

Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$1,291.84
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
TOTAL AMOUNT DUE	\$1,291.84

Rainy days can mean fewer days needed for watering your lawn. Only water your lawn when needed. Overwatering can promote weeds, insect pests, and weaker grass roots.

Conserving Clay Tip: Check your irrigation timer. Never water between the hours of 10 a.m. and 4 p.m. and only water on designated days.

Lawn and landscape irrigation is allowed no more than two days each week on designated days during daylight saving time. Visit www.sjrwmd.com/watering_restrictions/ to learn your days!

Please pay \$1291.84 by 6/28/2018 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$712.37 was posted to your account on 5/21/2018.

Please return this portion with payment

Bill Summary

Bill Date	06/07/18
Current Charges	\$1,291.84
Current Charges Past Due After	06/28/18
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$1,291.84



Clay County Utility Authority
3176 Old Jennings Road
Middleburg, Florida 32068

DOUBLE BRANCH CDD

Customer #:00201224

566-1 Oakleaf Village Parkway Reclaimed Irrigation

Route #:MC05521392

Route Group:27

ADDRESSEE:

6103 1 AB 0.405 16-16



DOUBLE BRANCH CDD
475 W TOWN PL STE 114
ST AUGUSTINE, FL 32092-3649



MAIL PAYMENT TO:



CLAY COUNTY UTILITY AUTHORITY
3176 OLD JENNINGS ROAD
MIDDLEBURG, FL 32068



3176 Old Jennings Road, Middleburg, Florida 32068
Please visit us on the web at www.clayutility.org
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: DOUBLE BRANCH CDD

Bill Date: 06/07/2018

Customer #: 00191992

Service Address: 716-1 Wakemont Drive Reclaimed Irrigation

Route #: MC05520506

Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
--------------	------------	-----------	-------------	------------------	-----------------	---------------

Base Charges (Prepaid)	06/07/18 to 07/06/18					\$0.00
Consumption Charges	Tier 1	0.0	x	0.00	\$0.00	
Proration Factor: 0.0000	Tier 2	0.0	x	0.00	\$0.00	
	Tier 3	0.0	x	0.00	\$0.00	
	Tier 4	0.0	x	0.00	\$0.00	

Sewer

Base Charges (Prepaid)				\$0.00
Consumption Charges	0.0	x	0.00	\$0.00

Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
--------------	------------	-----------	-------------	------------------	-----------------	---------------

Base Charges (Prepaid)				\$123.86	
Consumption Charges	Tier 1	140.0	x	0.63	\$88.20
Proration Factor: 1.1667	Tier 2	7.0	x	1.25	\$8.75
	Tier 3	0.0	x	1.88	\$0.00

Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00

Current Charges	\$220.81
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
TOTAL AMOUNT DUE	\$220.81

Rainy days can mean fewer days needed for watering your lawn. Only water your lawn when needed. Overwatering can promote weeds, insect pests, and weaker grass roots.

Conserving Clay Tip: Check your irrigation timer. Never water between the hours of 10 a.m. and 4 p.m. and only water on designated days.

Lawn and landscape irrigation is allowed no more than two days each week on designated days during daylight saving time. Visit www.sjrwm.com/watering_restrictions/ to learn your days!

Please pay \$220.81 by 6/28/2018 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$162.29 was posted to your account on 5/21/2018.

Please return this portion with payment

Bill Summary



Clay County Utility Authority
3176 Old Jennings Road
Middleburg, Florida 32068

DOUBLE BRANCH CDD

Customer #:00191992

716-1 Wakemont Drive Reclaimed Irrigation

Route #:MC05520506

Route Group:27

ADDRESSEE:

MAIL PAYMENT TO:

6102 1 AB 0.405 16-16



DOUBLE BRANCH CDD
475 W TOWN PL STE 114
ST AUGUSTINE, FL 32092-3649



CLAY COUNTY UTILITY AUTHORITY
3176 OLD JENNINGS ROAD
MIDDLEBURG, FL 32068

Bill Date	06/07/18
Current Charges	\$220.81
Current Charges Past Due After	06/28/18
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$220.81

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

Invoice

Invoice #: 1982
Invoice Date: 6/5/18
Due Date: 6/5/18
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 5/24/18	41.55	25.00	1,038.75
<i>Amenities Revenue</i> <i>2,369,103</i> <i>92</i>			
Total			\$1,038.75
Payments/Credits			\$0.00
Balance Due			\$1,038.75

RMW
6-6-18

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>
41.55	Facility Event Staff	\$ 25.00	\$ 1,038.75

Covers Period End: May 24, 2018

Amenities Revenue # 2-369-103

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

Invoice

Invoice #: 1980
Invoice Date: 6/1/18
Due Date: 6/1/18
Case:
P.O. Number:

Bill To:

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

Description	Hours/Qty	Rate	Amount
Facility Management/ Rec.- Oakleaf Plantation - June 2018		7,955.83	7,955.83
2,310,513,340 92			
Total			\$7,955.83
Payments/Credits			\$0.00
Balance Due			\$7,955.83

RMW
6-5-18

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

Invoice

Invoice #: 1981
Invoice Date: 6/1/18
Due Date: 6/1/18
Case:
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Amenity Staff - Oakleaf Plantation - June 2018		5,255.17	5,255.17
2,310,513,340 92			
Total			\$5,255.17
Payments/Credits			\$0.00
Balance Due			\$5,255.17

RNW
6-6-18

Clay County Sheriff's Office

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

INVOICE

INVOICE DATE: JUNE 12, 2018
WEEK OF: 06/01/18-06/07/18

TO:

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

FOR:

Oakleaf Amenities Manager
and
Brian Sanchez

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
06/01/18	BRYAN SMIH	1700-2300	6	30.00	180.00
06/02/18	WATNE SIMANDL	1700-2300	6	30.00	180.00
06/03/18	BRYAN SMITH	1700-2300	6	30.00	180.00
06/04/18	STEVEN HILLS	1700-2300	6	30.00	180.00
06/05/18	MATT WILLIAMS	1700-2300	6	30.00	180.00
06/06/18	BRYAN SMITH	1700-2300	6	30.00	180.00
06/07/18	MATT WILLIAMS	1700-2300	6	30.00	180.00
DEPUTY SIGNATURE:				TOTAL	\$1260.00/2
					\$630.00

Make all checks payable to Deputy name and mail to the Sheriff's Office C/O Brittany Gillard.

THANK YOU FOR YOUR BUSINESS!

Riverside Management Services, Inc

9655 Florida Mining Blvd West
Suite 305
Jacksonville, FL 32257

Invoice

Date	Invoice #
6/1/2018	217

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

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Janitorial Services - June 2018	2,079.00	2,079.00
	2,320,572.6100 297		
		Total	\$2,079.00

RAW
6-4-18

Riverside Management Services, Inc

9655 Florida Mining Blvd West
Suite 305
Jacksonville, FL 32257

Invoice

Date	Invoice #
6/1/2018	218

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

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Janitorial Services/ Fitness Center - June 2018	1,005.42	1,005.42
	2, 33,572,6110 217		
		Total	\$1,005.42

RMW
6-7-18

From: **Oakleaf Venues** venuerentals@oakleafresidents.com

Subject: DBCDD refund of deposit request

Date: June 15, 2018 at 9:08 AM

To: Brian Sanchez BSANCHEZ@gmsnf.com

Good morning Brian,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR aka Oakleaf Village CLUBROOM
- DATE OF VENUE – JUNE 9, 2018 (SATURDAY) 7:00 p.m. - 11:00 p.m.
- RESIDENT – ALICIA CORDERO
- ADDRESS – 720 SKIPPING STONE WAY, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - DEPOSIT REFUND
- DEPOSIT was via MASTER CARD (6966)
 - DATED: 8/14/17
 - INVOICE#: 0006
 - BATCH#: 000388
 - APPROVAL CODE: 32603P
 - AMOUNT: \$100.00

2-300-369-103
629

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELECTRONIC CHECK/CASH	CREDIT CARD
08/14/17	08/14/17	06/09/17	Alicia Cordero - OVCR DEPOSIT	DEPOSIT	\$ 100.00		MC-32603P

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

Thank you.

I will be out of the office SATURDAY, June 16, 2018 to TUESDAY, June 19, 2018, therefore, if you require immediate attention please email me or leave a message at 904-770-4661 with your name, contact number and email address. I will respond at my earliest

Wanda McReynolds – Venue Coordinator, OakLeaf Plantation

venuerentals@oakleafresidents.com

(904) 770-4661 voice email

(904) 375-9285 ext. 3

www.oakleafresidents.com

Governmental Management Services

www.OakLeafResidents.com

Under Florida law, e-mail addresses are public records. If you do not want your e-mail 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 person. This email and/or attachment(s) may contain material that is privileged or protected by applicable law. If you are not the intended recipient or the individual responsible for delivering to the intended recipient, please notify sender immediately by telephone to obtain instructions as to whether information in this email is confidential and privileged or protected from disclosure under applicable law.

Order Information

Thank you for ordering at CardsAndKeyfobs.com

Order Detail	Payment Method: Purchase Order (#JSO06122018) Shipping Method: USPS Priority (Weight: 10.00lb)
Order ID: #9090 Date Added: 06/12/2018	

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

Product Name	Model	Quantity	Price	Total
Printable Proximity Card - Kantech® ioProx® XSF/26bit P20DYE Compatible	PtPrx-Kan26	500	\$2.69	\$1,345.00
			Sub-Total:	\$1,345.00
			USPS Priority (Weight: 10.00lb):	\$16.79
			Total:	\$1,361.79

Order Comments
PO Number: JSO06122018

Code to: Split 50/50
2-330-572-493
Middle Village Rec. Passes
2-330-572-6200 #680.90
Double Branch Rec. Passes 478



Remit To: Clay County Sheriff's Office
PO Box 548/901 N. Orange Ave
Green Cove Springs, FL 32043
(904) 284-7575

Invoice Number: SSI08188
Invoice Date: 6/13/2018

Page: 1

Attn: Fiscal - Accounts Receivable

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

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

Due Date 6/28/2018
Terms Net 15 Days

Customer ID C0000168
P.O. Number
P.O. Date 6/13/2018
Our Order No
SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee-MAY 2018		204	204	3.00	612.00/2 - \$306
Fees-2nd Employment Scheduling		15	15	25.00	375.00/2 - \$187.50

2-32-572-34510
285

Amount Subject to Sales Tax US0
Amount Exempt from Sales Tax 987.00

Subtotal: 987.00
Invoice Discount: 0.00
Tax: 0.00

Total USD: 987.00 / 2
\$493.50

OAKLEAF PLANTATION CDD	5/1/2018	6799 SIMANDL, WAYNE A.	6.00
OAKLEAF PLANTATION CDD	5/2/2018	7137 BROWN, JONATHAN	6.00
OAKLEAF PLANTATION CDD	5/3/2018	25117 HILLS, STEVEN L.	6.00
OAKLEAF PLANTATION CDD	5/4/2018	6839 SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	5/5/2018	6799 SIMANDL, WAYNE A.	6.00
OAKLEAF PLANTATION CDD	5/6/2018	6839 SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	5/7/2018	6905 WASE, BEN	6.00
OAKLEAF PLANTATION CDD	5/8/2018	7223 SOLIS, EVA	6.00
OAKLEAF PLANTATION CDD	5/9/2018	6028 WILLIAMS, MATTHEW L	6.00
OAKLEAF PLANTATION CDD	5/10/2018	6905 WASE, BEN	6.00
OAKLEAF PLANTATION CDD	5/11/2018	6839 SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	5/12/2018	6799 SIMANDL, WAYNE A.	6.00
OAKLEAF PLANTATION CDD	5/12/2018	25117 HILLS, STEVEN L.	6.00
OAKLEAF PLANTATION CDD	5/13/2018	6799 SIMANDL, WAYNE A.	6.00
OAKLEAF PLANTATION CDD	5/14/2018	6839 SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	5/15/2018	7137 BROWN, JONATHAN	6.00
OAKLEAF PLANTATION CDD	5/16/2018	7137 BROWN, JONATHAN	6.00
OAKLEAF PLANTATION CDD	5/17/2018	6028 WILLIAMS, MATTHEW L	6.00
OAKLEAF PLANTATION CDD	5/18/2018	6905 WASE, BEN	6.00
OAKLEAF PLANTATION CDD	5/19/2018	6799 SIMANDL, WAYNE A.	6.00
OAKLEAF PLANTATION CDD	5/20/2018	6839 SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	5/21/2018	25117 HILLS, STEVEN L.	6.00
OAKLEAF PLANTATION CDD	5/22/2018	7223 SOLIS, EVA	6.00
OAKLEAF PLANTATION CDD	5/23/2018	6905 WASE, BEN	6.00
OAKLEAF PLANTATION CDD	5/24/2018	6028 WILLIAMS, MATTHEW L	6.00
OAKLEAF PLANTATION CDD	5/25/2018	7223 SOLIS, EVA	6.00
OAKLEAF PLANTATION CDD	5/25/2018	25117 HILLS, STEVEN L.	6.00
OAKLEAF PLANTATION CDD	5/26/2018	6799 SIMANDL, WAYNE A.	6.00
OAKLEAF PLANTATION CDD	5/26/2018	6839 SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	5/27/2018	6799 SIMANDL, WAYNE A.	6.00
OAKLEAF PLANTATION CDD	5/28/2018	6799 SIMANDL, WAYNE A.	6.00
OAKLEAF PLANTATION CDD	5/29/2018	7137 BROWN, JONATHAN	6.00
OAKLEAF PLANTATION CDD	5/30/2018	6028 WILLIAMS, MATTHEW L	6.00
OAKLEAF PLANTATION CDD	5/31/2018	7223 SOLIS, EVA	6.00
		TOTAL	204.00

Crystal Clean Pool Service, Inc
9020-1 Berry Ave.
Jacksonville, Florida 32211
904-855-8884
crystalcleanpools@comcast.net

Invoice

BILL TO Oakleaf Plantation 370 Oakleaf Village Parkway Orange Park, FL 32065
--

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
M18833	06/12/2018	\$2,083.73	07/12/2018	Net 30	

P.O. NUMBER

June - Double Branch

ACTIVITY	QTY	RATE	AMOUNT
Monthly Service Monthly Pool Service Double Branch	1	2,083.73	2,083.73

BALANCE DUE

\$2,083.73

Code to:
02-320-572-4630
Double Branch Pool Maintenance

329



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
656825	1
6/13/2018	

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

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

Order No.	Customer P/O	Ship Via	Terms	Sales Rep
631500	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		55.5000	832.50
	Tracking/Pro #:471914866						
Code to: Double Branch Fitness Center Janitorial 2-330-572-611000 261							
RAGS • TOWELS • PAPER WIPERS							
<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



AT	Sub Total:	832.50
	Sales Tax:	.00
DUE DATE:	Shipping:	142.95
7/13/2018		
Please Remit To:	Deposits:	.00
19 Bennett St		
Lynn MA 01905	Balance:	975.45

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

Invoice

Invoice #: 1984
Invoice Date: 6/15/18
Due Date: 6/15/18
Case:
P.O. Number:

Bill To:

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

Description	Hours/Qty	Rate	Amount
Facility Maintenance May 1 - May 31, 2018		9,140.27	9,140.27
Maintenance Supplies		814.90	814.90
Facility Maint. - Gen. 2, 572, 4660		\$ 2292, ⁰⁰	
Facility Maint. - Conting. 2, 572, 4662		\$ 2480, ⁰⁰	
Lighting Repairs 2, 320, 572, 4663		\$ 702, ⁰⁰	
Facility Maint. - Gen. (fitness) 330, 572, 471		\$ 660, ⁰⁰	
Common Area Maint. 2, 572, 4640		\$ 1808, ⁰⁰	
Pool Maint. 320, 572, 4630		\$ 496, ⁰⁰	
RESERVES 320, 572, 6010 92		\$ 1517, ¹⁷	

Total	\$9,955.17
Payments/Credits	\$0.00
Balance Due	\$9,955.17

214W
6-18-18

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF MAY 2018

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
5/1/18	4	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed, mixed concrete for trash can bases, removed debris from Loop Rd., replaced bulb at entrance lighting
5/1/18	8	T.C.	Removed duck feces from bridge and pool decks, completed cleaning lifeguard stands, removed debris from new park
5/2/18	6	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed, mixed concrete for trash can bases, removed debris from new park under construction
5/2/18	4	B.M.	Removed brush and stumps from new park area, repaired garbage cans on track
5/2/18	4	T.C.	Removed duck feces from bridge and pool decks, removed debris from track
5/2/18	6	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants, assisted filling washout on soccer field
5/3/18	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
5/3/18	2	B.M.	Removed toilet to repair blockage and reinstall toilet
5/3/18	8	T.C.	Removed duck feces from bridge and pool decks, assisted with repairing toilet from clog
5/4/18	5	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed, repaired light fixture on track, mixed concrete for trash can bases, worked on repairs to front fountain
5/4/18	8	B.M.	Inspected lighting on field track, replaced bulbs as needed, removed light fixture, retrofitted LED, repaired fencing at basketball courts, replaced broken garbage can at fitness center, assisted repairs to front fountain, removed debris from Fieldhouse
5/4/18	4	T.C.	Removed duck feces from bridge and pool decks, assisted on front fountain repairs
5/4/18	6	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
5/7/18	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
5/7/18	4	B.M.	Inspected parks and playground equipment, removed graffiti as needed
5/7/18	6	T.C.	Removed duck feces from bridge and pool decks, repaired lifeguard stand, removed debris from parking lot and Amenity Center
5/7/18	6	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
5/8/18	8	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed, primed fountain at entrance, repaired playground equipment as needed, lled down table at park
5/8/18	4	B.M.	Repaired playground equipment as needed, assisted with entry waterfall
5/8/18	6	T.C.	Removed duck feces from bridge and pool decks, repaired broken playground equipment
5/9/18	5	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed, mixed concrete for trash can bases, inspected lights at parking lot, replaced bulbs on field house
5/9/18	5	B.M.	Installed new garbage can on basketball court, inspected lights at village center, removed debris from parking lot
5/9/18	4	T.C.	Removed duck feces from bridge and pool decks, cleaned graffiti from Fieldhouse
5/9/18	6	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
5/10/18	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
5/10/18	3	T.C.	Removed duck feces from bridge and pool decks, removed graffiti from duck bridge
5/11/18	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
5/11/18	3	B.M.	Installed ventilation in boxes, repaired garbage cans on track, removed debris from Fieldhouse area
5/11/18	4	T.C.	Removed duck feces from bridge and pool decks, removed debris from Amenity Center
5/14/18	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
5/14/18	2	T.C.	Removed duck feces from bridge and pool decks
5/14/18	6	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
5/15/18	2	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed, replaced photocell at park, removed debris from parking lot
5/15/18	4	B.M.	Removed broken bench from park, anchored picnic table at Oaks park, removed signs on Loop Rd., fabricated new sign for Amenity Center park, installed new photocell at village center
5/15/18	4	T.C.	Removed duck feces from bridge and pool decks, hung flower baskets
5/16/18	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed, replaced table at Oak park, anchored down picnic table, anchored down trash can at basketball area
5/16/18	2	B.M.	Removed picnic table from new park, installed and anchored picnic table at Cannon's Point park, removed debris from park
5/16/18	2	T.C.	Removed duck feces from bridge and pool decks
5/16/18	6	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
5/17/18	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
5/17/18	2	T.C.	Removed duck feces from bridge and pool decks
5/18/18	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
5/18/18	4	T.C.	Removed duck feces from bridge and pool decks, installed picnic table at park
5/18/18	6	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
5/21/18	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
5/21/18	4	B.M.	Repaired & reinstalled sign at Amenity Center park, hung decorative hangers for planter baskets, repaired playground equipment as needed
5/21/18	6	T.C.	Removed duck feces from bridge and pool decks, hung decorative hangers for planter baskets, installed

GMS

**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF MAY 2018**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
5/21/18	6	G.S.	sign at park, removed debris from park
5/22/18	1	E.T.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
5/22/18	6	T.C.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
5/23/18	1	E.T.	Removed duck feces from bridge and pool decks, repaired wipe dispenser and mat holder in fitness center, repaired holes in wall of fitness center
5/23/18	2	T.C.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
5/23/18	6	G.S.	Removed duck feces from bridge and pool decks
5/24/18	1	E.T.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
5/24/18	8	B.M.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed, cleaned entrance fountain waterfall, installed post for park sign, removed broken fencing as needed
5/24/18	4	T.C.	Assisted cleaning entrance fountain waterfall, installed post for park sign, removed broken fencing as needed, removed posts and caution tape for repaired column
5/25/18	1	E.T.	Removed duck feces from bridge and pool decks, removed tree stump from roadside
5/25/18	6	G.S.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
5/29/18	1	E.T.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants, removed road kill
5/29/18	2	T.C.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
5/29/18	6	G.S.	Removed duck feces from bridge and pool decks
5/30/18	7	E.T.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
5/30/18	8	B.M.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed, replaced light fixture at entrance to community, inspected lighting at Amenity Center, removed graffiti from playground, inspected community parks and playground equipment
5/30/18	4	T.C.	Assisted replacing light fixture at community entrance, inspected Amenity Center lighting, assisted removing graffiti from playground, repaired light fixture at Amenity Center, replaced bulbs as needed
5/31/18	1	E.T.	Removed duck feces from bridge and pool decks, installed sign at park
5/31/18	8	B.M.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
5/31/18	8	T.C.	Inspected and cleaned all lakes and outfall structures, removed debris from parking lot
5/31/18	6	G.S.	Removed duck feces from bridge and pool decks, inspected and cleaned all lakes and outfall structures
			Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants

TOTAL 279

MILES 477

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

MAINTENANCE BILLABLE PURCHASES

Period Ending 6/5/18

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DB				
DOUBLE BRANCH	5/7/18	Metric long arm hex set	11.47	B.M.
	5/7/18	SAE Long arm hex set 13pc	11.47	B.M.
	5/8/18	2" PVC Silp cap (2)	4.09	B.M.
	5/8/18	Quick link (2)	10.80	B.M.
	5/8/18	S-Hooks (2)	2.71	B.M.
	5/8/18	Hex nuts (4)	1.98	B.M.
	5/8/18	Cut washers (4)	1.15	B.M.
	5/8/18	Hex bolts (4)	3.86	B.M.
	5/8/18	S-Hooks 2pk	2.14	B.M.
	5/8/18	Quick link (4)	11.41	B.M.
	5/8/18	Masonry bit	7.80	B.M.
	5/8/18	Sleeve anchors (2)	2.53	B.M.
	5/8/18	3/4" Hex bolts (2)	2.83	B.M.
	5/8/18	Hex nuts (4)	1.98	B.M.
	5/8/18	Washers	1.73	B.M.
	5/8/18	5/16" Hex bolts (2)	1.93	B.M.
	5/8/18	Wire nuts	10.32	B.M.
	5/9/18	Photocells (2)	29.83	B.M.
	5/9/18	Hex nuts (4)	1.13	B.M.
	5/9/18	Washers (8)	2.02	B.M.
	5/9/18	Hex bolts (4)	8.14	B.M.
	5/9/18	Rebar (3)	6.24	B.M.
	5/9/18	60lb Concrete mix (2)	7.94	B.M.
	5/15/18	Photocell	11.47	B.M.
	5/15/18	Eye bolts (3)	11.48	B.M.
	5/15/18	Sleeve anchors (3)	3.80	B.M.
	5/15/18	Electrical tape 3pk	11.47	B.M.
	5/15/18	Drop-in anchors (3)	3.38	B.M.
	5/18/18	Decorative plant bracket (2)	22.95	B.M.
	5/21/18	Decorative plant bracket (8)	68.86	B.M.
	5/21/18	Screws 1lb	11.47	B.M.
	5/21/18	Sika fence post mix	13.77	B.M.
	5/21/18	2x4 Lumber	19.25	B.M.
	5/21/18	Level	5.72	B.M.
	5/21/18	Sanding block	4.57	B.M.
	5/21/18	Drywall patch kit	9.18	B.M.
	5/22/18	Ant killer	4.57	B.M.
	5/22/18	Ant bait	12.62	B.M.
	5/22/18	Ant granules	8.02	B.M.
	5/23/18	Plunger caddy	14.92	B.M.
	5/23/18	Febreze	5.72	B.M.
	5/23/18	Lysol all purpose cleaner (2)	18.33	B.M.
	5/24/18	4x4-8" Lumber	12.18	B.M.
	5/24/18	Broom	19.52	B.M.
	5/24/18	Black paint	6.06	B.M.
	5/24/18	Sika fence post mix	13.77	B.M.
	5/24/18	Lag screws (4)	6.26	B.M.
	5/24/18	Washers	1.01	B.M.
	5/25/18	Ant granules	48.09	G.S.
	5/30/18	LED Spot light	22.98	B.M.
	5/30/18	Terry towels	22.97	B.M.
	5/30/18	LED Bulbs 3pk 40w	8.02	B.M.
	5/30/18	LED Bulbs 3pk 60w	8.59	B.M.
	5/30/18	LED Spot light	22.98	B.M.
	5/31/18	Ladder grip tape (3)	22.37	J.S.
	6/1/18	Fire ant bait	22.97	G.S.
	6/1/18	Pest glue boards (3)	13.70	G.S.
	6/1/18	Ant granules (2)	16.03	G.S.
	6/1/18	Roach killer	6.06	G.S.
	6/1/18	Mop head refills (2)	33.28	B.M.
	6/1/18	Dust mop head	13.77	B.M.
	6/1/18	Mop bucket	74.72	B.M.
	6/5/18	3/4" Locllo conduit	12.54	J.S.

TOTAL \$814.90

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

Invoice

Invoice #: 1983
Invoice Date: 6/14/18
Due Date: 6/14/18
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 6/7/18	49.11	25.00	1,227.75
<i>Amenities Revenue</i>			
<i>2,369.103</i>			
<i>92</i>			
Total			\$1,227.75
Payments/Credits			\$0.00
Balance Due			\$1,227.75

RW
6-18-18

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>
49.11	Facility Event Staff	\$ 25.00	\$ 1,227.75

Covers Period End: June 7, 2018

Amenities Revenue # 2-369-103

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



Invoice 1310

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

SHIP TO
Middle Village CDD
845 Oakleaf Village Parkway
Orange Park, FL 32065

DATE
06/07/2018

PLEASE PAY
\$257.00

DUE DATE
06/29/2018

SHIP DATE
06/03/2018

SHIP VIA
Box Truck

SALES REP
Krysta Struble

QTY	ITEM	DESCRIPTION	RATE	AMOUNT
71	330	2" Wide Vinyl cut to size up to 29" with plugs	2.00	142.00T
2	511	Multi-Gauge Rivet (Bag of 100)	25.00	50.00T
1	Colors	Vinyl- 201 white 40 Seat Strap - 1202 6 Back Straps - 1109 25 Seat Straps - 1109	0.00	0.00

Thank you for your business!

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

SUBTOTAL	192.00
TAX	0.00
SHIPPING	65.00
TOTAL	257.00

TOTAL DUE \$257.00

THANK YOU.

Code to: Split 50/50

34-600-538-64000

Middle Village Repair and Replacements

2.320.57200.63100 \$128.50

Double Branch Repair and Replacements

232

From: Oakleaf Venues venuerentals@oakleafresidents.com

Subject: DBCDD refund of deposit request

Date: June 15, 2018 at 9:15 AM

To: Brian Sanchez BSANCHEZ@gmsnf.com

Good morning Brian,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR aka Oakleaf Village CLUBROOM
- DATE OF VENUE – June 9, 2018 (SATURDAY) 2:30 p.m. - 6:30 p.m.
- RESIDENT – KATHY FORESI
- ADDRESS – 3355 HIGHLAND MILL LANE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
- DEPOSIT REFUND
- DEPOSIT was via CHECK drawn on BANK OF AMERICA:
 - CHECK#: 2650
 - DATED: 3/17/18
 - AMOUNT OF CK: \$100.00
 - DEPOSITED: 3/19/18
 - AMOUNT DEPOSITED: \$250.00 (included both Rental and Deposit checks)

2,300.369.103
631

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELECTRONIC	CHECK	CASH	CREDIT	CARD
03/17/18	03/19/18	06/09/18	Katherine M Foresi - OVCR DEPOSIT	DEPOSIT	\$ 100.00		2650			DEP

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

Thank you.

I will be out of the office SATURDAY, June 16, 2018 to TUESDAY, June 19, 2018, therefore, if you require immediate attention please email me or leave a message at 904-770-4661 with your name, contact number and email address. I will respond at my earliest.

Wanda McReynolds – Venue Coordinator, Oak Leaf Plantation

venuerentals@oakleafresidents.com
(904) 770-4661 voice email
(904) 375-9285 ext. 3
www.oakleafresidents.com

Governmental Management Services

www.OakLeafResidents.com

Under Florida law, e-mail addresses are public records. If you do not want your e-mail 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 person. 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 by applicable law. If you are not the intended recipient or the individual responsible for delivering to the intended recipient, please notify sender immediately by telephone to obtain instructions as to whether information in this email is confidential and privileged or protected from disclosure under applicable law.

Clay County Sheriff's Office

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

INVOICE

INVOICE DATE: JUNE 19, 2018
WEEK OF: 06/08/18-06/14/18

TO:

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

FOR:

Oakleaf Amenities Manager
and
Brian Sanchez

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
06/09/18	STEVEN HILLS	1630-2230	6	30.00	180.00
06/10/18	BRYAN SMITH	1700-2300	6	30.00	180.00
06/11/18	BRYAN SMITH	1700-2300	6	30.00	180.00
06/12/18	BEN WASE	1800-0000	6	30.00	180.00
06/13/18	STEVEN HILLS	1700-2300	6	30.00	180.00
06/14/18	STEVEN HILLS	1630-2230	6	30.00	180.00
DEPUTY SIGNATURE:				TOTAL	\$1080.00/2
					\$540.00

Make all checks payable to Deputy name and mail to the Sheriff's Office C/O Brittany Gillard.

THANK YOU FOR YOUR BUSINESS!



Total Entertainment Services

Invoice

Mailing Correspondence Address: 1623 Troy Lynn Trail, Jacksonville, FL 32225

(904) 645-9068 Fax: (904)645-9082

E-mail: bookme@progressiveent.com

www.progressiveent.com

Invoice date: 6/6/2018

Invoice # 6099

Terms: Net 15 days

PO#

Customer name:

Oakleaf Plantation

Type of Event: Community

Billing address:

370 Oakleaf Village Parkway, Orange Park, FL 32065

Original contact person:

Lisa Carter

Wk: 904-375-9285 ext. 7

E-mail/ fax:

residentassistant@oakleafresidents.com

At event contacts with cell:

Jay Soriano Cell-904-342-1441 manager@oakleafresidents.com

Event date: Wednesday June 6 2018

Hours of event: 2:00 - 4:00 pm

Hours of service:

Same

Approximate set up time:

between: 1:00-1:15 pm

Location name and address:

Phase 1 Pool- 370 Oakleaf Village Parkway, Orange Park, FL 32065.

Where to set up at location:

Pool Area

Power within 75':

Yes

Set up-grass or pavement:

PV

Water within 75': n/a

Covered area for entertainer:

Yes

Notes:

SERVICES NEEDED:

* Ballzooka Ball with barricades and attendant - 3 Hrs.

Reg. Rate \$ 400.00

Your Cost \$ 350.00

Susan Raab, Aquatics Director Contact at Event

Code to:
2-320-572-49400
Double Branch Special Event

415

Sub Total: \$ 350.00

Sales Tax: \$ -

Invoice Total: \$ 350.00

50 % Deposit required \$ Waived

Balance due at set up \$ - net 15 days

Payments received \$ -

Current Balance \$ 350.00

CANCELLATION, RE-SCHEDULING, INCLAMENT WEATHER POLICY

Any cancellation of this agreement by customer must be in writing at least 30 days prior to event date with specific reasons with verification by Progressive Entertainment. Any stopping of delivery/service of Progressive Entertainment must be at least 24 hrs. in advance to avoid labor costs. No penalties or loss of deposit occur if event is re-scheduled within 60 days of original event date. A 50% cancellation fee of total amount occurs when not within these terms. Other arrangements must be noted by Progressive Entertainment. For customer pick up- customer is responsible for theft or damage to equipment or materials while in possession. Progressive Entertainment is not responsible for any acts of nature which prevent event from taking place or being shortened. Service reserves the right to stop service if guests cause a safety or behavior issue to service.

Customer signature required x _____ Date: _____

R&D Landscaping & Irrigation
8850 Corporate Square Court
Jacksonville, FL 32216
(904) 737-9733



Invoice

#INV5986

BILLING ADDRESS

C/O GMS LCC
DOUBLE BRANCH CDD
475 WEST TOWN PLACE, STE 114
ST. AUGUSTINE FL 32092
UNITED STATES
JSORIANO@GMSNF.COM

SHIPPING ADDRESS

C/O GMS LCC
DOUBLE BRANCH CDD
475 WEST TOWN PLACE, STE 114
ST. AUGUSTINE FL 32092
UNITED STATES
JSORIANO@GMSNF.COM

Project/Job	Invoice Date	Due Date	Terms	PO #
	6/7/2018	7/7/2018	Net 30	

Item	Qty	Rate	Amount
Landscape Enhancement Description: Completed approved Landscape Proposal #L25304 Option B	1	\$4,289.00	\$4,289.00

Please Remit Payments To:
7887 Safeguard Circle
Valley View, OH 44125

Subtotal	\$4,289.00
Payments/Credits	\$0.00
Balance Due	\$4,289.00

Code to:
Double Branch Repair and Replacements
2.320.57200.63100

518

R&D Landscaping & Irrigation
 8850 Corporate Square Court
 Jacksonville, FL 32216
 (904) 737-9733



Invoice

#INV5953

BILLING ADDRESS

C/O GMS LCC
 DOUBLE BRANCH CDD
 475 WEST TOWN PLACE, STE 114
 ST. AUGUSTINE FL 32092
 UNITED STATES
 JSORIANO@GMSNF.COM

SHIPPING ADDRESS

C/O GMS LCC
 DOUBLE BRANCH CDD
 475 WEST TOWN PLACE, STE 114
 ST. AUGUSTINE FL 32092
 UNITED STATES
 JSORIANO@GMSNF.COM

Project/Job	Invoice Date	Due Date	Terms	PO #
	6/11/2018	7/11/2018	Net 30	

Item	Qty	Rate	Amount
IRRIGATION REPAIRS AFTER INSPECTION Description: Repaired broken 6" main line pipe by the volleyball court at amenities center	0	\$0.00	\$0.00
IRRIGATION PARTS Description: 6" coupling	1	\$40.00	\$40.00
IRRIGATION PARTS Description: 6" Slip Fix	1	\$400.00	\$400.00
Technician Description: Technician	20	\$38.00	\$760.00

Please Remit Payments To:
 7887 Safeguard Circle
 Valley View, OH 44125

Subtotal	\$1,200.00
Payments/Credits	\$0.00
Balance Due	\$1,200.00

Code to:
Double Branch Repair and Replacements
2.320.57200.63100

\$518

From: **Oakleaf Venues** venue rentals@oakleafresidents.com
 Subject: DBCDD refund of deposit request
 Date: June 15, 2018 at 2:43 PM
 To: Brian Sanchez BSANCHEZ@gmsnf.com

Good afternoon Brian,

Please make the following refund at your earliest opportunity:

- o LOCATION – OVCR (Oakleaf Village Clubroom)
- o DATE OF VENUE – JULY 21, 2018 (SATURDAY) 2:30 p.m. - 6:30 p.m.
- o RESIDENT – ROSITTA PETTAWAY
- o ADDRESS – 3520 WATERFORD OAKS DRIVE, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND - \$250.00
 - DEPOSIT & RENTAL FEE REFUND - CANCELLED 6/13/18 via email
- o DEPOSIT was via CHECKS drawn on Legacy:
 - RENTAL FEE:
 - CHECK#: 9971
 - DATED: 4/13/18
 - AMOUNT: \$150.00
 - DEPOSIT FEE:
 - CHECK #: 9970
 - DATED 4/13/18
 - AMOUNT \$100.00
 - DEPOSITED: 4/13/18
 - TOTAL AMOUNT OF DEPOSIT: \$250.00

2.300.223.1
632

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELECTRONIC CHECK/CASH	CREDIT CARD
04/12/18	04/13/18	07/21/18	Rositta Pettaway - OVCR	4	\$ 150.00	9971	
04/12/18	04/13/18	07/21/18	Rositta Pettaway - OVCR DEPOSIT	DEPOSIT	\$ 100.00	9970	DEP

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

Thank you.

..

I will be out of the office SATURDAY, June 16, 2018 to TUESDAY, June 19, 2018, therefore, if you require immediate attention please email me or leave a message at 904-770-4661 with your name, contact number and email address. I will respond at my earliest.

Wanda McReynolds – Venue 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

I Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send e-mail in this entity. Instead, contact this office by phone or in person.

From: Oakleaf Venues venue rentals@oakleafresidents.com
Subject: DBCDD refund of deposit request
Date: June 15, 2018 at 8:57 AM
To: Brian Sanchez BSANCHEZ@gmsnf.com

Good morning Brian,

Please make the following refund at your earliest opportunity:

- o LOCATION – OV PATIO aka Oakleaf Village PATIO
- o DATE OF VENUE – June 10, 2018 (SUNDAY) 3:00 p.m. - 7:00 p.m.
- o RESIDENT – SHAVON ROGERS
- o ADDRESS – 3618 OLD VILLAGE DRIVE, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND - \$100.00
 - DEPOSIT REFUND
- o DEPOSIT was via CHECK drawn on SunTrust:
 - CHECK#: 1460
 - DATED: 5/23/18
 - AMOUNT OF CK: \$100.00
 - DEPOSITED: 5/24/18
 - AMOUNT DEPOSITED: \$250.00 (included both Rental and Deposit checks)

2.300.369.103
630

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELECTRONIC	CHECK	CASH	CREDIT	CARD
05/23/18	05/24/18	06/10/18	Shavon Rogers - OV PATIO DEPOSIT	DEPOSIT	\$ 100.00		1460			DEP

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

Thank you.

I will be out of the office SATURDAY, June 16, 2018 to TUESDAY, June 19, 2018, therefore, if you require immediate attention please email me or leave a message at 904-770-4661 with your name, contact number and email address. I will respond at my earliest

Wanda McReynolds – Venue Coordinator, OakLeaf Plantation

venue rentals@oakleafresidents.com
 (904) 770-4661 voice email
 (904) 375-9285 ext. 3
www.oakleafresidents.com

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FOURTH ORDER OF BUSINESS

**DOUBLE BRANCH
COMMUNITY DEVELOPMENT DISTRICT
CLAY COUNTY, FLORIDA
FINANCIAL REPORT
FOR THE FISCAL YEAR ENDED
SEPTEMBER 30, 2017**

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

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Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

951 Yamato Road • Suite 280
Boca Raton, Florida 33431
(561) 994-9299 • (800) 299-4728
Fax (561) 994-5823
www.graucpa.com

INDEPENDENT AUDITOR'S REPORT

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

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of Double Branch Community Development District, Clay County, Florida ("District") as of and for the fiscal year ended September 30, 2017, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the District as of September 30, 2017, and the respective changes in financial position thereof for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

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

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated June 27, 2018, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

Report on Other Legal and Regulatory Requirements

We have also issued our report dated June 27, 2018, on our consideration of the District's compliance with the requirements of Section 218.415, Florida Statutes, as required by Rule 10.556(10) of the Auditor General of the State of Florida. The purpose of that report is to provide an opinion based on our examination conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants.

June 27, 2018

MANAGEMENT'S DISCUSSION AND ANALYSIS

Our discussion and analysis of Double Branch Community Development District, Clay County, Florida ("District") provides a narrative overview of the District's financial activities for the fiscal year ended September 30, 2017. Please read it in conjunction with the District's Independent Auditor's Report, basic financial statements, accompanying notes and supplementary information to the basic financial statements.

FINANCIAL HIGHLIGHTS

- The assets plus deferred outflows of resources of the District exceeded its liabilities at the close of the most recent fiscal year resulting in a net position balance of \$8,696,345.
- The change in the District's total net position in comparison with the prior fiscal year was (\$40,822), a decrease. The key components of the District's net position and change in net position are reflected in the table in the government-wide financial analysis section.
- At September 30, 2017, the District's governmental funds reported combined ending fund balances of \$3,097,649, an increase of \$232,789 in comparison with the prior fiscal year. The total fund balance is restricted for debt service and capital projects, non-spendable for prepaid items and deposits, assigned to recreation and capital reserves and the remainder is unassigned fund balance which is available for spending at the District's discretion.

OVERVIEW OF FINANCIAL STATEMENTS

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

Government-Wide Financial Statements

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

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

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

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

Fund Financial Statements

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

OVERVIEW OF FINANCIAL STATEMENTS (Continued)

Governmental Funds

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

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

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

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

Notes to the Financial Statements

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

GOVERNMENT-WIDE FINANCIAL ANALYSIS

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

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

NET POSITION SEPTEMBER 30,		
	2017	2016
Current and other assets	\$ 3,175,828	\$ 2,984,421
Capital assets, net of depreciation	28,307,325	29,564,850
Total assets	31,483,153	32,549,271
Deferred outflows of resources	954,474	1,012,598
Current liabilities	470,902	523,575
Long-term liabilities	23,270,380	24,301,127
Total liabilities	23,741,282	24,824,702
Net position		
Net investment in capital assets	6,040,384	6,276,321
Restricted	1,093,176	1,162,117
Unrestricted	1,562,785	1,298,729
Total net position	\$ 8,696,345	\$ 8,737,167

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

GOVERNMENT-WIDE FINANCIAL ANALYSIS (Continued)

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

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

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

CHANGES IN NET POSITION FOR THE FISCAL YEAR ENDED SEPTEMBER 30,			
	2017		2016
Revenues:			
Program revenues:			
Charges for services	\$ 3,618,324	\$	3,672,163
Operating grants and contributions	62,827		39,681
Capital grants and contributions	256		69
General revenues:			
Unrestricted investment earnings	2,718		2,974
Total revenues	3,684,125		3,714,887
Expenses:			
General government	301,774		296,081
Maintenance and operations	1,717,728		1,717,728
Recreation	676,307		760,834
Interest	1,029,138		1,055,674
Total expenses	3,724,947		3,830,317
Change in net position	(40,822)		(115,430)
Net position - beginning	8,737,167		8,852,597
Net position - ending	\$ 8,696,345	\$	8,737,167

As noted above and in the statement of activities, the cost of all governmental activities during the fiscal year ended September 30, 2017 was \$3,724,947. As in the prior fiscal year, program revenues are comprised primarily of assessments. The remainder of the current fiscal year revenue includes interest revenue, and miscellaneous income.

GENERAL FUND BUDGETING HIGHLIGHTS

An operating budget was adopted and maintained by the governing board for the District pursuant to the requirements of Florida Statutes. The budget is adopted using the same basis of accounting that is used in preparation of the fund financial statements. The legal level of budgetary control, the level at which expenditures may not exceed budget, is in the aggregate. Any budget amendments that increase the aggregate budgeted appropriations must be approved by the Board of Supervisors. Actual general and recreation fund expenditures did not exceed appropriations for the fiscal year ended September 30, 2017.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

At September 30, 2017, the District had \$44,672,301 invested in capital assets for its governmental activities. In the government-wide financial statements, depreciation of \$16,364,976 has been taken, which resulted in a net book value of \$28,307,325. More detailed information about the District's capital assets is presented in the notes of the financial statements.

Capital Debt

At September 30, 2017, the District had \$23,505,000 in Bonds outstanding. More detailed information about the District's capital debt is presented in the notes of the financial statements.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND OTHER EVENTS

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

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

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

**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
CLAY COUNTY, FLORIDA
STATEMENT OF NET POSITION
SEPTEMBER 30, 2017**

	Governmental Activities
ASSETS	
Cash	\$ 328,253
Investments	1,307,479
Accounts receivable	26
Prepaid items and deposits	5,206
Restricted assets:	
Investments	1,534,864
Capital assets:	
Nondepreciable	7,146,352
Depreciable, net	21,160,973
Total assets	<u>31,483,153</u>
 DEFERRED OUTFLOWS OF RESOURCES	
Deferred charge on refunding (debit)	954,474
Total deferred outflows of resources	<u>954,474</u>
 LIABILITIES	
Accounts payable	70,776
Deposits payable	7,403
Accrued interest payable	392,723
Non-current liabilities:	
Due within one year	1,010,000
Due in more than one year	22,260,380
Total liabilities	<u>23,741,282</u>
 NET POSITION	
Net investment in capital assets	6,040,384
Restricted for debt service	1,093,176
Unrestricted	1,562,785
Total net position	<u>\$ 8,696,345</u>

See notes to the financial statements

**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
CLAY COUNTY, FLORIDA
STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2017**

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
Governmental activities:					
General government	\$ 301,774	\$ 301,774	\$ -	\$ -	\$ -
Maintenance and operations	1,717,728	668,968	-	256	(1,048,504)
Recreation	676,307	676,307	52,573	-	52,573
Interest on long-term debt	1,029,138	1,971,275	10,254	-	952,391
Total governmental activities	3,724,947	3,618,324	62,827	256	(43,540)
General revenues:					
Unrestricted investment earnings					2,718
Total general revenues					2,718
Change in net position					(40,822)
Net position - beginning					8,737,167
Net position - ending					<u>\$ 8,696,345</u>

See notes to the financial statements

**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
CLAY COUNTY, FLORIDA
BALANCE SHEET
GOVERNMENTAL FUNDS
SEPTEMBER 30, 2017**

	Major Funds				Total Governmental Funds
	General	Recreation	Debt Service	Capital Projects	
ASSETS					
Cash	\$ 100,904	\$ 227,349	\$ -	\$ -	\$ 328,253
Investments	12,724	1,294,755	1,485,899	48,965	2,842,343
Due from other funds	-	29,482	-	-	29,482
Accounts receivable	-	26	-	-	26
Prepaid items and deposits	-	5,206	-	-	5,206
Total assets	<u>\$ 113,628</u>	<u>\$ 1,556,818</u>	<u>\$ 1,485,899</u>	<u>\$ 48,965</u>	<u>\$ 3,205,310</u>
LIABILITIES AND FUND BALANCES					
Liabilities:					
Accounts payable	\$ 6,231	\$ 64,545	\$ -	\$ -	\$ 70,776
Deposits payable	-	7,403	-	-	7,403
Due to other funds	29,482	-	-	-	29,482
Total liabilities	<u>35,713</u>	<u>71,948</u>	<u>-</u>	<u>-</u>	<u>107,661</u>
Fund balances:					
Nonspendable:					
Prepaid items and deposits	-	5,206	-	-	5,206
Restricted for:					
Debt service	-	-	1,485,899	-	1,485,899
Capital projects	-	-	-	48,965	48,965
Assigned to:					
Recreation	-	662,580	-	-	662,580
Capital reserves	-	817,084	-	-	817,084
Unassigned	77,915	-	-	-	77,915
Total fund balances	<u>77,915</u>	<u>1,484,870</u>	<u>1,485,899</u>	<u>48,965</u>	<u>3,097,649</u>
Total liabilities and fund balances	<u>\$ 113,628</u>	<u>\$ 1,556,818</u>	<u>\$ 1,485,899</u>	<u>\$ 48,965</u>	<u>\$ 3,205,310</u>

See notes to the financial statements

**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
CLAY COUNTY, FLORIDA
RECONCILIATION OF THE BALANCE SHEET TO THE STATEMENT OF NET POSITION
GOVERNMENTAL FUNDS
SEPTEMBER 30, 2017**

Fund balance - governmental funds		\$ 3,097,649
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Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported as assets in the governmental funds. The statement of net position includes those capital assets, net of any accumulated depreciation, in the net position of the government as a whole.

Cost of capital assets	44,672,301	
Accumulated depreciation	<u>(16,364,976)</u>	28,307,325

Deferred charges on refunding of long-term debt are shown as deferred outflows of resources in the government-wide financial statements; however, this amount is expensed in the governmental fund financial statements.

954,474

Liabilities not due and payable from current available resources are not reported as liabilities in the governmental fund statements. All liabilities, both current and long-term, are reported in the government-wide financial statements.

Accrued interest payable	(392,723)	
Bonds payable	<u>(23,270,380)</u>	<u>(23,663,103)</u>
Net position of governmental activities		<u>\$ 8,696,345</u>

See notes to the financial statements

**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
CLAY COUNTY, FLORIDA
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2017**

	Major Funds				Total Governmental Funds
	General	Recreation	Debt Service	Capital Projects	
REVENUES					
Assessments	\$ 179,297	\$ 1,467,752	\$ 1,971,275	\$ -	\$ 3,618,324
Interest	103	2,615	10,254	256	13,228
Miscellaneous	-	52,573	-	-	52,573
Total revenues	179,400	1,522,940	1,981,529	256	3,684,125
EXPENDITURES					
Current:					
General government	146,325	155,449	-	-	301,774
Recreation	-	383,960	-	-	383,960
Maintenance and operations	-	752,550	-	-	752,550
Debt service:					
Principal	-	-	1,045,000	-	1,045,000
Interest	-	-	968,052	-	968,052
Total expenditures	146,325	1,291,959	2,013,052	-	3,451,336
Excess (deficiency) of revenues over (under) expenditures	33,075	230,981	(31,523)	256	232,789
OTHER FINANCING SOURCES (USES)					
Transfers in	-	19,436	-	-	19,436
Transfers out	(19,436)	-	-	-	(19,436)
Total other financing sources (uses)	(19,436)	19,436	-	-	-
Net change in fund balances	13,639	250,417	(31,523)	256	232,789
Fund balances - beginning	64,276	1,234,453	1,517,422	48,709	2,864,860
Fund balances - ending	\$ 77,915	\$ 1,484,870	\$ 1,485,899	\$ 48,965	\$ 3,097,649

See notes to the financial statements

**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
CLAY COUNTY, FLORIDA
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2017**

Net change in fund balances - total governmental funds	\$ 232,789
Amounts reported for governmental activities in the statement of activities are different because:	
Depreciation on capital assets is not recognized in the governmental fund statement but is reported as an expense in the statement of activities.	(1,257,525)
Repayment of long-term liabilities are reported as expenditures in the governmental fund financial statements, but such repayments reduce liabilities in the statement of net position and are eliminated in the statement of activities.	1,045,000
Governmental funds report the effect of premiums, discounts and deferred amounts on refunding when debt is first issued, whereas these amounts are deferred and amortized in the government-wide financial statements.	
Amortization of discount	(14,253)
Amortization of deferred amount on refunding	(58,124)
The change in accrued interest on long-term liabilities between the current and prior fiscal year is recorded in the statement of activities but not in the fund financial statements.	11,291
Change in net position of governmental activities	<u>\$ (40,822)</u>

See notes to the financial statements

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

NOTE 1 – NATURE OF ORGANIZATION AND REPORTING ENTITY

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

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

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

The Board has the responsibility for:

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

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

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Government-Wide and Fund Financial Statements

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

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

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

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Measurement Focus, Basis of Accounting and Financial Statement Presentation

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

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

Assessments

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

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

The District reports the following major governmental funds:

General Fund

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

Recreation Fund

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

Debt Service Fund

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

Capital Projects Fund

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

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

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

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Assets, Liabilities and Net Position or Equity

Restricted Assets

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

Deposits and Investments

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

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

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

Securities listed in paragraph c and d shall be invested to provide sufficient liquidity to pay obligations as they come due.

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

Prepaid Items

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

Capital Assets

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

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

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

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

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

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Assets, Liabilities and Net Position or Equity (Continued)

Refundings of Debt

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

Unearned Revenue

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

Long-Term Obligations

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

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

Deferred Outflows/Inflows of Resources

Deferred outflows of resources represent a consumption of net position that applies to future reporting period(s). For example, the District would record deferred outflows of resources on the statement of net position related to debit amounts resulting from current and advance refundings resulting in the defeasance of debt (i.e. when there are differences between the reacquisition price and the net carrying amount of the old debt).

Deferred inflows of resources represent an acquisition of net position that applies to future reporting period(s). For example, when an asset is recorded in the governmental fund financial statements, but the revenue is unavailable, the District reports a deferred inflow of resources on the balance sheet until such times as the revenue becomes available.

Fund Equity/Net Position

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

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

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

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

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Assets, Liabilities and Net Position or Equity (Continued)

Fund Equity/Net Position (Continued)

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

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

Other Disclosures

Use of Estimates

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

NOTE 3 – BUDGETARY INFORMATION

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

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

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

NOTE 4 – DEPOSITS AND INVESTMENTS

Deposits

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

NOTE 4 – DEPOSITS AND INVESTMENTS (Continued)

Investments

The District's investments were held as follows at September 30, 2017:

Investment	Amortized cost	Credit Risk	Maturities
First American Government Obligation Class Z	\$ 1,534,864	S&P AAAM	Weighted average of 23 days
US Bank Mmkt 5 - Ct	1,307,479	N/A	N/A
Total Investments	<u>\$ 2,842,343</u>		

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

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

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

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

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

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

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

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

Money market investments that have a maturity at the time of purchase of one year or less and are held by governments other than external investment pools should be measured at amortized cost. Accordingly, the District's investments have been reported at amortized cost above.

NOTE 5 – INTERFUND RECEIVABLES, PAYABLES AND TRANSFERS

Interfund receivables and payables at September 30, 2017 were as follows:

Fund	Receivable	Payable
General	\$ -	\$ 29,482
Recreation	29,482	-
Total	<u>\$ 29,482</u>	<u>\$ 29,482</u>

The outstanding balances between funds result primarily from the time lag between the dates that transactions are recorded in the accounting system and payments between funds are made. In the case of the District, the balances between the general fund and the recreation fund relate to assessments collected in the general fund that have not yet been transferred to the recreation fund.

NOTE 5 – INTERFUND RECEIVABLES, PAYABLES AND TRANSFERS (Continued)

Interfund transfers for the fiscal year ended September 30, 2017 were as follows:

Fund	Transfer in	Transfer out
General	\$ -	\$ 19,436
Recreation	19,436	-
Total	<u>\$ 19,436</u>	<u>\$ 19,436</u>

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

NOTE 6 – CAPITAL ASSETS

Capital asset activity for the fiscal year ended September 30, 2017 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental activities				
Capital assets, not being depreciated				
Land	\$ 7,146,352	\$ -	\$ -	\$ 7,146,352
Total capital assets, not being depreciated	<u>7,146,352</u>	<u>-</u>	<u>-</u>	<u>7,146,352</u>
Capital assets, being depreciated				
Improvements other than buildings	28,887,276	-	-	28,887,276
Recreational facilities	8,572,817	-	-	8,572,817
Equipment	65,856	-	-	65,856
Total capital assets, being depreciated	<u>37,525,949</u>	<u>-</u>	<u>-</u>	<u>37,525,949</u>
Less accumulated depreciation for:				
Improvements other than buildings	11,885,428	965,178	-	12,850,606
Recreational facilities	3,192,386	285,761	-	3,478,147
Equipment	29,637	6,586	-	36,223
Total accumulated depreciation	<u>15,107,451</u>	<u>1,257,525</u>	<u>-</u>	<u>16,364,976</u>
Total capital assets, being depreciated, net	<u>22,418,498</u>	<u>(1,257,525)</u>	<u>-</u>	<u>21,160,973</u>
Governmental activities capital assets	<u>\$ 29,564,850</u>	<u>\$ (1,257,525)</u>	<u>\$ -</u>	<u>\$ 28,307,325</u>

Depreciation expense was charged to function/programs as follows:

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

NOTE 7 – LONG TERM LIABILITIES

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

The Series 2013A-1 and 2013A-2 Bonds are subject to redemption at the option of the District as set forth in the Bond Indenture. The Series 2013A-1 and 2013A-2 Bonds are subject to extraordinary mandatory redemption prior to maturity in the manner determined by the Bond Registrar if certain events occurred as outlined in the Bond Indenture. This occurred during the current fiscal year as the District collected assessments from lot closings and prepaid \$60,000 of the Series 2013A-1 Bonds.

NOTE 7 – LONG TERM LIABILITIES (Continued)

The Bond Indenture established a debt service reserve requirement and has certain other restrictions and requirements relating principally to the use of proceeds and the procedures to be followed by the District on assessments to property owners. The District agrees to levy special assessments in annual amounts adequate to provide payment of debt service and to meet the reserve requirements. The District is in compliance with the requirements of the Bond Indenture at September 30, 2017.

Changes in long-term liability activity for the fiscal year ended September 30, 2017 were as follows:

	Beginning Balance	Increases	Decreases	Ending Balance	Due Within One Year
<u>Governmental activities</u>					
Bonds payable:					
Series 2013A-1	\$ 22,225,000	\$ -	\$ (910,000)	\$ 21,315,000	\$ 930,000
Series 2013A-2	2,325,000	-	(135,000)	2,190,000	80,000
Original Issue Discount	248,873	-	(14,253)	234,620	-
Total	<u>\$ 24,301,127</u>	<u>\$ -</u>	<u>\$ (1,030,747)</u>	<u>\$ 23,270,380</u>	<u>\$ 1,010,000</u>

At September 30, 2017, the scheduled debt service requirements on the long-term debt were as follows:

Year ending September 30:	Governmental Activities		
	Principal	Interest	Total
2018	\$ 1,010,000	\$ 942,534	\$ 1,952,534
2019	1,040,000	915,614	1,955,614
2020	1,070,000	884,941	1,954,941
2021	1,110,000	850,366	1,960,366
2022	1,145,000	812,424	1,957,424
2023-2027	6,455,000	3,364,369	9,819,369
2028-2032	7,965,000	1,880,369	9,845,369
2033-2034	3,710,000	246,838	3,956,838
Total	<u>\$ 23,505,000</u>	<u>\$ 9,897,455</u>	<u>\$ 33,402,455</u>

NOTE 8 – INTERLOCAL AGREEMENTS

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

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

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

In a prior fiscal year, the District entered into an impact fee credit agreement with Clay County and Middle Village which provides the District a road impact fee credit equal to approximately \$5.1 million. As of September 30, 2017, none of the credits have been recognized.

NOTE 9 – MANAGEMENT COMPANY

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

NOTE 10 – RISK MANAGEMENT

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

**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
CLAY COUNTY, FLORIDA
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCE - BUDGET AND ACTUAL – GENERAL FUND
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2017**

	Budgeted Amounts <u>Original & Final</u>	Actual Amounts	Variance with Final Budget - Positive (Negative)
REVENUES			
Assessments	\$ 178,600	\$ 179,297	\$ 697
Interest	200	103	(97)
Total revenues	<u>178,800</u>	<u>179,400</u>	<u>600</u>
EXPENDITURES			
Current:			
General government	178,800	146,325	32,475
Total expenditures	<u>178,800</u>	<u>146,325</u>	<u>32,475</u>
Excess (deficiency) of revenues over (under) expenditures	-	33,075	33,075
OTHER FINANCING SOURCES			
Transfer in (out)	-	(19,436)	(19,436)
Total other financing sources	<u>-</u>	<u>(19,436)</u>	<u>(19,436)</u>
Net change in fund balances	<u>\$ -</u>	13,639	<u>\$ 13,639</u>
Fund balance - beginning		<u>64,276</u>	
Fund balance - ending		<u>\$ 77,915</u>	

See notes to required supplementary information

**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
CLAY COUNTY, FLORIDA
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCE - BUDGET AND ACTUAL – RECREATION FUND
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2017**

	Budgeted Amounts Original & Final	Actual Amounts	Variance with Final Budget - Positive (Negative)
REVENUES			
Assessments	\$ 1,462,048	\$ 1,467,752	\$ 5,704
Amenities and other revenue	40,220	52,573	12,353
Interest	2,431	2,615	184
Total revenues	<u>1,504,699</u>	<u>1,522,940</u>	<u>18,241</u>
EXPENDITURES			
Current:			
General government	160,036	155,449	4,587
Recreation	693,279	383,960	309,319
Maintenance and operations	651,385	752,550	(101,165)
Total expenditures	<u>1,504,700</u>	<u>1,291,959</u>	<u>212,741</u>
Excess (deficiency) of revenues over (under) expenditures	(1)	230,981	230,982
OTHER FINANCING SOURCES			
Transfer in (out)	-	19,436	19,436
Total other financing sources	<u>-</u>	<u>19,436</u>	<u>19,436</u>
Net change in fund balances	<u>\$ (1)</u>	250,417	<u>\$ 250,418</u>
Fund balance - beginning		<u>1,234,453</u>	
Fund balance - ending		<u>\$ 1,484,870</u>	

See notes to required supplementary information

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

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

The legal level of budgetary control, the level at which expenditures may not exceed budget, is in the aggregate. Any budget amendments that increase the aggregate budgeted appropriations must be approved by the Board of Supervisors. Actual general and recreation fund expenditures did not exceed appropriations for the fiscal year ended September 30, 2017.



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

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

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of Double Branch Community Development District, Clay County, Florida ("District") as of and for the fiscal year ended September 30, 2017, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our opinion thereon dated June 27, 2018.

Internal Control Over Financial Reporting

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

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

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

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

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

June 27, 2018



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

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

We have examined Double Branch Community Development District, Clay County, Florida's ("District") compliance with the requirements of Section 218.415, Florida Statutes, in accordance with Rule 10.556(10) of the Auditor General of the State of Florida during the fiscal year ended September 30, 2017. Management is responsible for District's compliance with those requirements. Our responsibility is to express an opinion on District's compliance based on our examination.

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

In our opinion, the District complied, in all material respects, with the aforementioned requirements for the fiscal year ended September 30, 2017.

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

June 27, 2018



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

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

Report on the Financial Statements

We have audited the accompanying basic financial statements of Double Branch Community Development District, Clay County, Florida ("District") as of and for the fiscal year ended September 30, 2017, and have issued our report thereon dated June 27, 2018.

Auditor's Responsibility

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

Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*; and Independent Auditor's Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated June 27, 2018, should be considered in conjunction with this management letter.

Purpose of this Letter

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

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

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

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

June 27, 2018

REPORT TO MANAGEMENT

I. CURRENT YEAR FINDINGS AND RECOMMENDATIONS

None

II. PRIOR YEAR FINDINGS AND RECOMMENDATIONS

None

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

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

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

There were no significant findings and recommendations made in the preceding annual financial audit report for the fiscal year ended September 30, 2016.

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

There were no such matters discovered by, or that came to the attention of, the auditor, to be reported for the fiscal year ended September 30, 2017.

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

There were no such matters discovered by, or that came to the attention of, the auditor, to be reported, for the fiscal year ended September 30, 2017.

4. The name or official title and legal authority of the District are disclosed in the notes to the financial statements.
5. The financial report filed with the Florida Department of Financial Services pursuant to Section 218.32(1)(a), Florida Statutes agrees with the September 30, 2017 financial audit report.
6. The District has not met one or more of the financial emergency conditions described in Section 218.503(1), Florida Statutes.
7. We applied financial condition assessment procedures and no deteriorating financial conditions were noted. It is management's responsibility to monitor financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

FIFTH ORDER OF BUSINESS

Double Branch

Community Development District



Approved Budget

Fiscal Year 2019

June 11, 2018



Double Branch
Community Development District
BUDGET
FISCAL YEAR 2019

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Double Branch

Community Development District

General Fund

<i>Description</i>	<i>Adopted Budget FY 2018</i>	<i>Actual YTD 3/31/18</i>	<i>Projected Next 6 Months</i>	<i>Total Projected FY 2018</i>	<i>Approved Budget FY 2019</i>
<u>Revenues</u>					
<i>Maintenance Assessments</i>	\$178,985	\$172,634	\$6,351	\$178,985	\$177,985
<i>Interest Income</i>	\$200	\$83	\$117	\$200	\$200
<i>Total Revenues</i>	\$179,185	\$172,717	\$6,468	\$179,185	\$178,185
<u>Expenditures</u>					
<u>Administrative</u>					
<i>Supervisor Fees</i>	\$12,000	\$5,600	\$6,000	\$11,600	\$12,000
<i>FICA Expense</i>	\$918	\$428	\$459	\$887	\$918
<i>Engineering</i>	\$5,000	\$488	\$2,500	\$2,988	\$5,000
<i>Arbitrage</i>	\$700	\$0	\$700	\$700	\$700
<i>Dissemination</i>	\$1,333	\$500	\$667	\$1,167	\$1,333
<i>Assessment Roll</i>	\$7,520	\$7,520	\$0	\$7,520	\$7,821
<i>Attorney</i>	\$42,000	\$8,718	\$21,000	\$29,718	\$42,000
<i>Annual Audit</i>	\$5,900	\$0	\$5,900	\$5,900	\$5,900
<i>Trustee Fees</i>	\$8,014	\$4,295	\$3,719	\$8,014	\$8,014
<i>Management Fees</i>	\$57,657	\$28,829	\$28,828	\$57,657	\$59,963
<i>Information Technology</i>	\$1,942	\$971	\$971	\$1,942	\$1,942
<i>Telephone</i>	\$290	\$132	\$145	\$277	\$290
<i>Postage</i>	\$1,900	\$1,048	\$852	\$1,900	\$1,900
<i>Printing & Binding</i>	\$3,400	\$1,112	\$1,700	\$2,812	\$3,400
<i>Records Storage</i>	\$300	\$0	\$300	\$300	\$300
<i>Insurance</i>	\$8,350	\$8,350	\$0	\$8,350	\$8,350
<i>Legal Advertising</i>	\$2,000	\$501	\$1,000	\$1,501	\$2,000
<i>Office Supplies</i>	\$350	\$146	\$175	\$321	\$350
<i>Dues, Licenses & Subscriptions</i>	\$175	\$175	\$0	\$175	\$175
<i>Reserve</i>	\$19,436	\$0	\$19,436	\$19,436	\$15,829
<i>Administrative Expenses</i>	\$179,185	\$68,813	\$94,351	\$163,164	\$178,185
<i>Excess Revenues (Expenses)</i>	\$0	103,904	(87,884)	16,020	\$0

Double Branch
Community Development District
BUDGET
FISCAL YEAR 2019

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.

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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. The District has contracted with GMS, LLC, the District's bond underwriter, to provide this service.

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.

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

The cost related to District's accounting and information systems, District website creation and maintenance, electronic compliance with Florida Statutes and other electronic data requirements.

Telephone

Telephone and fax machine.

Postage

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

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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.

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 2019.

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Community Development District

Recreation Fund

<i>General</i>		<i>Adopted</i>	<i>Actual</i>	<i>Projected</i>	<i>Total</i>	<i>Approved</i>
<i>Ledger Code</i>	<i>Description</i>	<i>Budget</i>	<i>YTD</i>	<i>Next 6</i>	<i>Projected</i>	<i>Budget</i>
		<i>FY 2018</i>	<i>3/31/18</i>	<i>Months</i>	<i>FY 2018</i>	<i>FY 2019</i>
<u>Revenues</u>						
002.363.100/101	Maintenance Assessments	\$1,462,648	\$1,410,748	\$51,900	\$1,462,648	\$1,462,648
002.361.100	Interest Income	\$1,000	\$860	\$140	\$1,000	\$1,000
002.369.100	Amenities Revenue/Miscellaneous	\$33,690	\$19,809	\$13,881	\$33,690	\$33,690
002.369.1031	Sports Revenue	\$8,122	\$10,090	\$0	\$10,090	\$11,000
Total Revenues		\$1,505,460	\$1,441,507	\$65,921	\$1,507,428	\$1,508,338
<u>Expenditures</u>						
<u>Administrative</u>						
002.513.3400	Management Fees - On Site	\$95,470	\$47,735	\$47,735	\$95,470	\$110,470
002.513.4500	Insurance	\$62,789	\$59,192	\$0	\$59,192	\$62,789
002.513.4900	Other Current Charges	\$3,818	\$1,867	\$1,867	\$3,734	\$3,818
002.513.4930	Permit Fees	\$1,635	\$81	\$1,554	\$1,635	\$1,635
Administrative Expenses		\$163,712	\$108,875	\$51,156	\$160,031	\$178,712
<u>Maintenance</u>						
002.572.3450	Security	\$50,920	\$25,415	\$25,415	\$50,830	\$50,920
002.572.3451	Security - Clay County Off-Duty Sheriff	\$43,050	\$17,347	\$17,347	\$34,694	\$43,050
002.572.3500	Water - Irrigation	\$9,000	\$1,394	\$1,394	\$2,788	\$9,000
002.572.3510	Irrigation Maintenance	\$4,250	\$895	\$895	\$1,790	\$4,250
002.572.4290	Streetlighting	\$33,066	\$14,237	\$14,237	\$28,474	\$33,066
002.572.4300	Electric	\$42,000	\$18,955	\$18,955	\$37,910	\$42,000
002.572.4620	Landscape Maintenance	\$315,774	\$157,887	\$157,887	\$315,774	\$315,774
002.572.4640	Common Area Maintenance	\$43,564	\$11,459	\$11,459	\$22,918	\$43,564
002.572.4680	Lake Maintenance	\$28,116	\$12,930	\$12,930	\$25,860	\$28,116
002.572.4621	Landscape Reserve	\$35,000	\$468	\$468	\$936	\$35,000
002.572.4910	Contingency	\$1,985	\$1,727	\$258	\$1,985	\$1,985
002.572.6000	Capital Reserve	\$15,565	\$0	\$15,565	\$15,565	\$15,565
002.572.6320	Miscellaneous Maintenance	\$2,986	\$0	\$2,986	\$2,986	\$2,986
002.572.6350	General Reserve	\$22,894	\$0	\$22,894	\$22,894	\$26,759
Common Area Expenses		\$648,170	\$262,714	\$302,690	\$565,404	\$652,035
<u>Recreation Facility</u>						
002.572.1200	Aquatic & Athletic Manager / Staff	\$50,744	\$21,143	\$21,143	\$42,286	\$48,495
002.572.3460	Pool Attendants	\$107,650	\$5,170	\$5,170	\$10,340	\$94,266
002.572.3490	Refuse Services	\$6,120	\$3,919	\$2,201	\$6,120	\$6,120

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Recreation Fund

<i>General</i>		<i>Adopted</i>	<i>Actual</i>	<i>Projected</i>	<i>Total</i>	<i>Approved</i>
<i>Ledger Code</i>	<i>Description</i>	<i>Budget</i>	<i>YTD</i>	<i>Next 6</i>	<i>Projected</i>	<i>Budget</i>
		<i>FY 2018</i>	<i>3/31/18</i>	<i>Months</i>	<i>FY 2018</i>	<i>FY 2019</i>
002.572.4100	Telephone	\$4,500	\$1,716	\$2,784	\$4,500	\$4,500
002.572.4310	Electric	\$47,000	\$17,873	\$29,127	\$47,000	\$47,000
002.572.4320	Cable	\$4,752	\$4,071	\$4,071	\$8,142	\$8,150
002.572.4630	Pool Maintenance	\$56,616	\$26,183	\$26,183	\$52,366	\$56,616
5720.437/435	Water / Sewer/Reclaim	\$65,000	\$22,702	\$22,702	\$45,404	\$65,000
002.572.4660	Facility Maintenance-General	\$27,500	\$11,452	\$11,452	\$22,904	\$27,500
002.572.4661	Facility Maintenance-Preventative	\$5,617	\$2,835	\$2,782	\$5,617	\$5,617
002.572.4662	Facility Maintenance - Contingency	\$29,750	\$12,315	\$17,435	\$29,750	\$29,750
002.572.4663	Lighting Repairs	\$8,500	\$3,520	\$3,520	\$7,040	\$8,500
002.572.4940	Special Events	\$10,500	\$7,659	\$2,841	\$10,500	\$10,500
002.572.5100	Office Supplies & Equipment	\$4,000	\$870	\$3,130	\$4,000	\$4,000
002.572.6100	Janitorial	\$31,512	\$14,681	\$14,681	\$29,362	\$31,512
002.572.6200	Recreation Passes	\$7,565	\$1,594	\$5,971	\$7,565	\$7,565
002.572.6310	Repairs & Replacements	\$79,025	\$22,138	\$56,887	\$79,025	\$79,025
002.572.6330	Pool Pump Reserve	\$9,500	\$0	\$9,500	\$9,500	\$6,500
002.572.6340	Pool Leak Repairs	\$5,000	\$0	\$5,000	\$5,000	\$5,000
002.572.63601	Multiuse Field	\$21,250	\$0	\$21,250	\$21,250	\$21,250
Recreation Facility Expenses		\$582,102	\$179,841	\$267,830	\$447,671	\$566,866
<u>Fitness Center</u>						
002.572.1210	Staffing	\$55,517	\$22,560	\$32,957	\$55,517	\$47,500
002.572.4110	Telephone	\$1,092	\$0	\$1,092	\$1,092	\$1,092
002.572.4311	Electric	\$12,300	\$6,573	\$5,727	\$12,300	\$12,300
002.572.4321	Cable	\$4,169	\$0	\$4,169	\$4,169	\$4,169
002.572.4710	Facility Maintenance - General	\$8,000	\$3,257	\$4,743	\$8,000	\$8,000
002.572.4720	Facility Maintenance - Preventative	\$7,500	\$2,066	\$5,434	\$7,500	\$7,500
002.572.4730	Facility Maintenance - Contingency	\$5,000	\$0	\$5,000	\$5,000	\$5,000
002.572.5000	Office Supplies and Equipment	\$2,664	\$131	\$131	\$262	\$2,664
002.572.6110	Janitorial	\$13,435	\$8,642	\$8,642	\$17,284	\$17,500
002.572.6311	Repairs & Replacements	\$1,800	\$1,174	\$1,174	\$4,992	\$5,000
Fitness Center Expenses		\$111,477	\$44,403	\$69,069	\$116,116	\$110,725
Total Expenses		\$1,505,460	\$595,833	\$690,745	\$1,289,222	\$1,508,338
Excess Revenues(Expenses)		\$0	\$845,674	(624,824)	218,206	\$0

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REVENUES:

Maintenance Assessments

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

Interest Income

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

Amenities Revenue

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

Sports Revenue

These are estimated fees for programmed sports activities.

EXPENDITURES:

Administrative:

Management Fees – On Site

The District has contracted with Governmental Management Services, LLC ("GMS") for the supervision and on-site management of the District's Amenity Center. The responsibilities include management of District maintenance contracts, scheduling Special Events, weekend management services, rentals of the facilities, resident inquiries and other maintenance related items. The District will share the cost of an onsite manager, operations manager, weekend manager and rental coordinator with the Middle Village Community Development District.

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.

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Permit Fees

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

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

Office Supplies

Miscellaneous office supplies.

Maintenance Common Area:

Security

ABM Security Services provides the District with Athletic Center and Common area security patrol.

Description	Monthly	Annual
Security	\$ 4,243	\$ 50,920

Clay County off Duty Security

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

Water – Irrigation

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

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

Irrigation Maintenance

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

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Street Lighting

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

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

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	\$ 1,170	\$ 14,037
4995718	370-1 Oakleaf Village Pkwy	\$ 910	\$ 10,914
5347943	3926-1 Plantation Oaks Blvd	\$ 60	\$ 721
5715289	1591 Canopy Oaks Dr - Irrigation	\$ 34	\$ 410
5774021	2971 Thorncrest Dr	\$ 18	\$ 213
6875140	373-1 Oakleaf Village Center	\$ 37	\$ 438
6912612	608-1 Oakleaf Village Pkwy	\$ 35	\$ 417
6912620	304-1 Oakleaf Village Pkwy	\$ 30	\$ 362
6912653	603-2 Oakleaf Village Pkwy	\$ 42	\$ 504
6912661	602-1 Oakleaf Village Pkwy	\$ 34	\$ 410
6912687	537-1 Oakleaf Village Pkwy	\$ 18	\$ 212
6912695	529-1 Oakleaf Village Pkwy	\$ 18	\$ 220
6912703	3925-1 Plantation Oaks Blvd	\$ 81	\$ 967
6912729	3860-1 Plantation Oaks Blvd	\$ 18	\$ 210
6912737	3859-1 Plantation Oaks Blvd	\$ 29	\$ 350
6912752	3805-1 Plantation Oaks Blvd	\$ 38	\$ 459
6912760	3800-1 Plantation Oaks Blvd	\$ 48	\$ 570
6912778	3306-1 Village Oaks Lane	\$ 18	\$ 213
6912786	465-1 Oakleaf Village Pkwy	\$ 34	\$ 406
6912810	3801-1 Plantation Oaks Blvd	\$ 29	\$ 352
6912828	728-1 Bellshire Drive	\$ 17	\$ 209
6912836	721-1 Bellshire Lane	\$ 20	\$ 238
	Subtotal	\$ 2,736	\$ 32,832

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Account Number	Description	Monthly	Annual
6912869	715-1 Wakemont Drive	\$ 42	\$ 506
6912877	3219-1 Stonebrier Ridge Drive	\$ 26	\$ 316
6912893	576-1 Wakemont Drive	\$ 17	\$ 209
6912901	507-1 Millstone Drive	\$ 17	\$ 209
6912919	498-1 Millstone Drive	\$ 17	\$ 209
6912927	3442-1 Worthington Oaks Drive	\$ 17	\$ 209
6912943	309-1 Oakleaf Village Pkwy	\$ 25	\$ 303
6912950	373-2 Oakleaf Village Pkwy	\$ 39	\$ 472
6912968	308-1 Oakleaf Village Pkwy	\$ 20	\$ 236
6912976	358-2 Oakleaf Village Pkwy	\$ 34	\$ 405
7131527	3206-1 Silver Bluff Blvd	\$ 20	\$ 243
7332257	3168 Stonebrier Ridge	\$ 228	\$ 2,730
8684243	571 Oakleaf Village Pkwy	\$ 18	\$ 215
	Contingency	\$ 242	\$ 2,906
	Subtotal	\$ 2,736	\$ 32,832
	Total	\$ 3,500	\$ 42,000

Landscape Maintenance

The District has a contract with R&D Landscaping 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	\$ 26,315	\$ 315,774

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 are 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

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- 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

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
Contract	\$ 1,893	\$ 22,716
Stocking of Carp	\$ 283	\$ 3,400
Contingency	\$ 167	\$ 2,000
Total	\$ 2,343	\$ 28,116

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.

Contingency

A contingency for any unanticipated and unscheduled cost incurred to the District.

Capital Reserve

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

Miscellaneous Maintenance

Provision for unscheduled repairs and maintenance.

General Reserve

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

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Recreation Facility:

Aquatic & Athletic Manager / Staff

The District has contracted with GMS,LLC to provide management of the District's hourly employees. Their services include providing an Amenity Center Director and One Assistant who issues access cards per contract and daily facility operations of the Oakleaf Plantation Amenity Center.

Pool Attendants

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.

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	\$ 198	\$ 2,380
Total	\$ 375	\$ 4,500

Electric

Cost of electric associated only with the Recreation facility provided by Clay Electric:

Account Number	Description	Monthly	Annual
5217088	370 Oakleaf Village Pkwy	\$ 3,663	\$ 43,953
	Contingency	\$ 254	\$ 3,047
	Total	\$ 3,917	\$ 47,000

Cable/Internet

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

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Pool Maintenance

The District currently has a contract with Poolsure to supply chemicals and chemical feeders for the Amenity Center pools. The amount is as follows:

Description	Monthly	Annual
Contract	\$ 1,437	\$ 17,244
Fuel Surcharge	\$ 85	\$ 1,020
Total	\$ 1,522	\$ 18,264

The District is contracted with Crystal Clean Pools for the cleaning, water testing, and treatment of the Amenity Center pools. Additionally, GMS staff handles the annual maintenance projects on the pool and deck features. The amount is based upon the following:

Description	Monthly	Annual
Contract	\$ 2,146	\$ 25,752
Slide Maintenance/Waxing	\$ 375	\$ 4,500
Spray ground/Furniture Cleaning	\$ 550	\$ 6,600
Preseason Filter clean and Prep	\$ 125	\$ 1,500
Total	\$ 3,196	\$ 38,352
Total Pool Maintenance	\$ 4,718	\$ 56,616

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Water /Sewer/Reclaim

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

Account Number	Description	Monthly	Annual
60603531	370 Oakleaf Village Parkway - Water	\$ 790	\$ 9,482
60603531	370 Oakleaf Village Parkway - Sewer	\$ 2,360	\$ 28,324
	Total JEA	\$ 3,151	\$ 37,806
201224	566-1 Oakleaf Village Parkway	\$ 850	\$ 10,196
191992	716-1 Wakemont Drive Reclaim	\$ 239	\$ 2,867
206121	3178-1 Wandering Oaks Drive	\$ 22	\$ 265
206125	1505-1 Canopy Oaks Drive R	\$ 37	\$ 440
206136	1591-1 Canopy Oaks Drive R	\$ 256	\$ 3,077
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
	Contingency	\$ 600	\$ 7,197
	Total Clay County Utility Authority	\$ 2,266	\$ 27,194
	Total Water/Sewer/Reclaim	\$ 5,417	\$ 65,000

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.

Contractor	Purpose	Annual Cost
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
Total		\$ 5,617

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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 provides for all residents of Oakleaf Plantation.

Office Supplies and Equipment

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

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
Contract	\$ 2,079	\$ 24,948
Supplies	\$ 547	\$ 6,564
Total	\$ 2,626	\$ 31,512

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.

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Pool Leak Repairs

Estimated structural repairs for leaks in pool structure.

Multiuse Fields

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

Fitness Center:

Staffing

Cost to provide attendant services for front desk of fitness center.

Telephone

The Amenity Center currently pays AT&T for telephone service.

Electric

Estimated cost of electric associated only with the Fitness Center provided by Clay Electric:

Account Number	Description	Monthly	Annual
8763369	382 Oakleaf Village Pkwy	\$ 988	\$ 11,858
		\$ 37	\$ 442
	Total	\$ 988	\$ 12,300

Cable/Internet

The estimated cost of cable/internet access for the Fitness Center provided by Comcast

Facility Maintenance – General

Represents estimated cost for general maintenance for Fitness Center

Facility Maintenance - Preventative

The estimated cost of routine repairs and general maintenance contracts for Fitness Center.

Facility Maintenance – Contingency

Represents estimated amount for other cost associated with Fitness Center.

Office Supplies and Equipment

Office supplies for the Fitness Center.

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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.

Repairs & Replacements

Estimated cost for the purchase or repair of fitness equipment.

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Debt Service Fund

Series 2013A-1 and A-2

<i>Description</i>	<i>Adopted Budget FY 2018</i>	<i>Actual From 3/31/18</i>	<i>Projected Next 6 Months</i>	<i>Total Projected FY 2018</i>	<i>Approved Budget FY 2019</i>
<u>Revenues</u>					
Carry Forward Surplus	\$519,790	\$519,790	\$23,594	\$543,384	\$546,833
Special Assessments	\$1,966,802	\$1,895,064	\$71,738	\$1,966,802	\$1,962,561
Interest Income	\$2,500	\$10,637	\$3,546	\$14,183	\$6,000
Total Revenues	\$2,489,092	\$2,425,491	\$98,877	\$2,524,368	\$2,515,394
<u>Expenditures</u>					
<u>Series 2013A-1</u>					
Interest 11/1	\$408,304	\$408,304	\$0	\$408,304	\$397,144
Interest 5/1	\$408,304	\$0	\$408,304	\$408,304	\$397,144
Principal 5/1	\$930,000	\$0	\$930,000	\$930,000	\$955,000
<u>Series 2013A-2</u>					
Interest 11/1	\$62,963	\$62,963	\$0	\$62,963	\$60,663
Prepayment Call Due 11/1	\$25,000	\$0	\$25,000	\$25,000	\$25,000
Interest 5/1	\$62,963	\$0	\$62,963	\$62,963	\$60,663
Principal 5/1	\$80,000	\$0	\$80,000	\$80,000	\$85,000
Total Expenses	\$1,977,534	\$471,267	\$1,506,268	\$1,977,535	\$1,980,614
EXCESS REVENUES / (EXPENDITURES)	\$511,558	\$1,954,224	(1,407,391)	\$546,833	\$534,780

Interest November 1, 2018

Series 2013A-1	\$ 397,144.38
Series 2013A-2	\$ 60,662.50
Total	<u>\$ 457,806.88</u>

<u>Unit Type</u>	<u>Units</u>	<u>Per Unit Assessment</u>	<u>Gross Assessment</u>
Single Family	2,197	\$ 878	\$ 1,928,768
Multi-Family	275	\$ 605	\$ 166,510
Total Gross Assessment			<u>\$ 2,095,278</u>
Less: Discounts and Collections (6%)			<u>\$ 132,717</u>
Total Net Assessment			<u><u>1,962,561</u></u>

Double Branch

Amortization Schedule

Community Development District

Series 2013A-1 Special Assessment Refunding Bonds

DATE	PRINCIPAL	COUPON	INTEREST	DEBT SERVICE	ANNUAL DEBT SERVICE	BOND BALANCE
5/1/17	910,000	2.13%	417,973.13	1,327,973.13		21,315,000
11/1/17			408,304.38	408,304.38	1,736,277.51	21,315,000
5/1/18	930,000	2.40%	408,304.38	1,338,304.38		20,385,000
11/1/18			397,144.38	397,144.38	1,735,448.76	20,385,000
5/1/19	955,000	2.70%	397,144.38	1,352,144.38		19,430,000
11/1/19			384,251.88	384,251.88	1,736,396.26	19,430,000
5/1/20	980,000	3.00%	384,251.88	1,364,251.88		18,450,000
11/1/20			369,551.88	369,551.88	1,733,803.76	18,450,000
5/1/21	1,015,000	3.20%	369,551.88	1,384,551.88		17,435,000
11/1/21			353,311.88	353,311.88	1,737,863.76	17,435,000
5/1/22	1,045,000	3.40%	353,311.88	1,398,311.88		16,390,000
11/1/22			335,546.88	335,546.88	1,733,858.76	16,390,000
5/1/23	1,085,000	3.63%	335,546.88	1,420,546.88		15,305,000
11/1/23			315,881.25	315,881.25	1,736,428.13	15,305,000
5/1/24	1,125,000	3.75%	315,881.25	1,440,881.25		14,180,000
11/1/24			294,787.50	294,787.50	1,735,668.75	14,180,000
5/1/25	1,170,000	4.00%	294,787.50	1,464,787.50		13,010,000
11/1/25			271,387.50	271,387.50	1,736,175.00	13,010,000
5/1/26	1,220,000	4.13%	271,387.50	1,491,387.50		11,790,000
11/1/26			246,225.00	246,225.00	1,737,612.50	11,790,000
5/1/27	1,270,000	4.13%	246,225.00	1,516,225.00		10,520,000
11/1/27			220,031.25	220,031.25	1,736,256.25	10,520,000
5/1/28	1,320,000	4.13%	220,031.25	1,540,031.25		9,200,000
11/1/28			192,806.25	192,806.25	1,732,837.50	9,200,000
5/1/29	1,380,000	4.13%	192,806.25	1,572,806.25		7,820,000
11/1/29			164,343.75	164,343.75	1,737,150.00	7,820,000
5/1/30	1,435,000	4.13%	164,343.75	1,599,343.75		6,385,000
11/1/30			134,746.88	134,746.88	1,734,090.63	6,385,000
5/1/31	1,495,000	4.13%	134,746.88	1,629,746.88		4,890,000
11/1/31			103,912.50	103,912.50	1,733,659.38	4,890,000
5/1/32	1,560,000	4.25%	103,912.50	1,663,912.50		3,330,000
11/1/32			70,762.50	70,762.50	1,734,675.00	3,330,000
5/1/33	1,630,000	4.25%	70,762.50	1,700,762.50		1,700,000
11/1/33			36,125.00	36,125.00	1,736,887.50	1,700,000
5/1/34	1,700,000	4.25%	36,125.00	1,736,125.00		
11/1/34					1,736,125.00	
TOTAL	\$ 22,225,000.00		\$ 9,016,214.45			

Double Branch

Amortization Schedule

Community Development District

Series 2013A-2 Special Assessment Refunding Bonds

DATE	PRINCIPAL	COUPON	INTEREST	DEBT SERVICE	ANNUAL DEBT SERVICE	BOND BALANCE
11/1/17		5.75%	62,962.50	62,962.50	203,368.75	2,190,000
5/1/18	80,000	5.75%	62,962.50	142,962.50		2,190,000
11/1/18		5.75%	60,662.50	60,662.50	203,625.00	2,110,000
5/1/19	85,000	5.75%	60,662.50	145,662.50		2,110,000
11/1/19		5.75%	58,218.75	58,218.75	203,881.25	2,025,000
5/1/20	90,000	5.75%	58,218.75	148,218.75		2,025,000
11/1/20		5.75%	55,631.25	55,631.25	203,850.00	1,935,000
5/1/21	95,000	5.75%	55,631.25	150,631.25		1,935,000
11/1/21		5.75%	52,900.00	52,900.00	203,531.25	1,840,000
5/1/22	100,000	5.75%	52,900.00	152,900.00		1,840,000
11/1/22		5.75%	50,025.00	50,025.00	202,925.00	1,740,000
5/1/23	105,000	5.75%	50,025.00	155,025.00		1,740,000
11/1/23		5.75%	47,006.25	47,006.25	202,031.25	1,635,000
5/1/24	110,000	5.75%	47,006.25	157,006.25		1,635,000
11/1/24		5.75%	43,843.75	43,843.75	200,850.00	1,525,000
5/1/25	115,000	5.75%	43,843.75	158,843.75		1,525,000
11/1/25		5.75%	40,537.50	40,537.50	199,381.25	1,410,000
5/1/26	125,000	5.75%	40,537.50	165,537.50		1,410,000
11/1/26		5.75%	36,943.75	36,943.75	202,481.25	1,285,000
5/1/27	130,000	5.75%	36,943.75	166,943.75		1,285,000
11/1/27		5.75%	33,206.25	33,206.25	200,150.00	1,155,000
5/1/28	135,000	5.75%	33,206.25	168,206.25		1,155,000
11/1/28		5.75%	29,325.00	29,325.00	197,531.25	1,020,000
5/1/29	145,000	5.75%	29,325.00	174,325.00		1,020,000
11/1/29		5.75%	25,156.25	25,156.25	199,481.25	875,000
5/1/30	155,000	5.75%	25,156.25	180,156.25		875,000
11/1/30		5.75%	20,700.00	20,700.00	200,856.25	720,000
5/1/31	165,000	5.75%	20,700.00	185,700.00		720,000
11/1/31		5.75%	15,956.25	15,956.25	201,656.25	555,000
5/1/32	175,000	5.75%	15,956.25	190,956.25		555,000
11/1/32		5.75%	10,925.00	10,925.00	201,881.25	380,000
5/1/33	185,000	5.75%	10,925.00	195,925.00		380,000
11/1/33		5.75%	5,606.25	5,606.25	201,531.25	195,000
5/1/34	195,000	5.75%	5,606.25	200,606.25		195,000
11/1/34					200,606.25	0
TOTAL	\$ 2,190,000.00		\$ 1,299,212.50	\$ 3,489,212.50	\$ 3,629,618.75	0

Double Branch CDD
Percentage Allocation of O&M Assessments

	Single Family	Multi-Family	Village Center Retail	Village Center Office	Active Adult	Total
General Fund	89.85%	8.30%	0.61%	1.24%	0.00%	100.00%
Facility Administration	89.85%	8.30%	0.61%	1.24%	0.00%	100.00%
Common Area	89.85%	8.30%	0.61%	1.24%	0.00%	100.00%
Recreation Facilities	91.70%	8.30%	0.00%	0.00%	0.00%	100.00%
Exercise Facility	91.70%	8.30%	0.00%	0.00%	0.00%	100.00%

<u>Description</u>	<u>Total Expenses</u>
General Fund	\$178,185
Facility Administration	\$178,712
Common Area	\$652,035
Recreation Facilities	\$566,866
Exercise Facility	\$110,725
Total	<u><u>\$1,686,523</u></u>

	Single Family	Multi-Family	Village Center Retail	Village Center Office	Active Adult	Total
General Fund	\$160,099.11	\$14,789.34	\$1,086.93	\$2,209.49	\$0.00	\$178,185
Facility Administration	\$160,572.73	\$14,833.10	\$1,090.14	\$2,216.03	\$0.00	\$178,712
Common Area	\$585,853.45	\$54,118.91	\$3,977.41	\$8,085.23	\$0.00	\$652,035
Recreation Facilities	\$519,816.12	\$47,049.88	\$0.00	\$0.00	\$0.00	\$566,866
Exercise Facility	\$101,534.64	\$9,190.16	\$0.00	\$0.00	\$0.00	\$110,725
Total Expenses	<u>\$1,527,876</u>	<u>\$139,981</u>	<u>\$6,154</u>	<u>\$12,511</u>	<u>\$0</u>	<u>\$1,686,523</u>

Allocation - Other Revenues	<u>(42,783)</u>	<u>(2,489)</u>	<u>(594)</u>	<u>(1,390)</u>	<u>0</u>	<u>(47,257)</u>
Net Assessments After Allocation	\$1,485,093	\$137,493	\$5,560	\$11,120	\$0	\$1,639,266
Discounts and Collections (6%)	<u>\$93,828</u>	<u>\$8,687</u>	<u>\$351</u>	<u>\$703</u>	<u>\$0</u>	<u>\$103,569</u>
Gross Assessment	<u><u>\$1,579,886</u></u>	<u><u>\$146,269</u></u>	<u><u>\$5,915</u></u>	<u><u>\$11,830</u></u>	<u><u>\$0</u></u>	<u><u>\$1,743,900</u></u>

# of Units	2,200	284	8,000	35,000		
Per Unit Assessment FY 2018	<u><u>\$718.13</u></u>	<u><u>\$515.03</u></u>	<u><u>\$0.74</u></u>	<u><u>\$0.34</u></u>		
Per Unit Assesment FY 2017	<u><u>\$718.75</u></u>	<u><u>\$515.33</u></u>	<u><u>\$0.73</u></u>	<u><u>\$0.33</u></u>		
Percentage Increase(Decrease)	0%	0%	1%	0%		

Double Branch

Community Development District

Capital Reserve Fund

<i>Description</i>	<i>Adopted Budget FY 2018</i>	<i>Actual YTD 3/31/18</i>	<i>Projected Next 6 Months</i>	<i>Total Projected FY 2018</i>	<i>Approved Budget FY 2019</i>
<u>REVENUES:</u>					
<i>Carry Forward Surplus (1)</i>	\$838,330	\$838,330	\$337	\$838,667	\$938,299
<i>Interest Income</i>	\$1,000	\$685	\$315	\$1,000	\$1,000
<i>Transfer In - Landscape Reserve</i>	\$35,000	\$0	\$35,000	\$35,000	\$35,000
<i>Transfer In - Capital Reserve</i>	\$14,765	\$0	\$14,765	\$14,765	\$15,565
<i>Transfer In - Pool Pump Reserve</i>	\$9,500	\$0	\$9,500	\$9,500	\$6,500
<i>Transfer In - General Reserve</i>	\$22,894	\$0	\$22,894	\$22,894	\$26,759
<i>Transfer In - General Fund Reserve</i>	\$19,436	\$0	\$19,436	\$19,436	\$15,829
<i>TOTAL REVENUES</i>	\$940,925	\$839,015	\$102,247	\$941,262	\$1,038,952
<u>EXPENDITURES:</u>					
<i>Other Current Charges</i>	\$0	\$0	\$0	\$0	\$0
<i>Landscape Reserve</i>	\$0	\$0	\$800	\$800	\$0
<i>Capital Projects</i>	\$0	\$0	\$0	\$0	\$0
<i>Pool Pump Reserve</i>	\$0	\$0	\$2,163	\$2,163	\$0
<i>General Reserve</i>	\$0	\$0	\$0	\$0	\$0
<i>TOTAL EXPENDITURES</i>	\$0	\$0	\$2,963	\$2,963	\$0
<i>EXCESS REVENUES (EXPENDITURES)</i>	\$940,925	\$839,015	\$99,284	\$938,299	\$1,038,952

(1) Prior year balance transferred into Capital Reserve Fund

*Double Branch
Community Development District*

Exhibit "A"

Allocation of Operating Reserves

Estimated Funds Available

General Fund - Beginning Fund Balance - 10/1/17	\$ 64,276
Recreation Fund - Beginning Fund Balance - 10/1/17	\$ 395,786
Estimated General Fund Balance - Fiscal Year 2018	\$ 140
Estimated Recreation Fund Balance - Fiscal Year 2018	\$ 1,400
Total Estimated Funds Available - 9/30/2018	<u>\$ 461,602</u>

Allocation of Funds Available

General Fund Operating Reserve - First Quarter Operating Capital	\$ 41,555
Recreation Fund Operating Reserve - First Quarter Operating Capital	\$ 352,112
Total Reserve	<u>\$ 393,667</u>
 Total Working Capital Surplus	 <u>\$ 67,935</u>

**Funds Available for FY 2019
Capital Reserve Funds - Beginning Fund Balance**

Beginning Fund Balance - 10/1/17	\$ 838,330
Projected Excess Revenues - Fiscal Year 2018	\$ 99,632
Total Estimated Fund Available - 9/30/18	<u>\$ 938,299</u>

Capital Reserve Funding - FY 2019

Landscape Reserve est. at 10/1/2018	\$ 35,000
Capital Projects Reserve at 10/1/2018	\$ 15,565
Pool Pump Reserve at 10/1/2018	\$ 6,500
General Reserve at 10/1/2018	\$ 22,894
General Fund Reserve at 10/1/2018	\$ 15,829
Total Funding FY 2019	<u>\$ 95,788</u>
 Total Estimate Reserve Fund Balances - 9/30/18	 <u>\$ 1,034,087</u>

EIGHTH ORDER OF BUSINESS

D.

Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285 x7; manager@oakleafresidents.com

Memorandum

Date: July 2018
To: Board of Supervisors
From: GMS – OakLeaf Operations Manager

Community:

Special Events

- Food Trucks @ DB
- Report of Dive in at DB
- Dive in at MV 7/19/18
- Swim meet – 7/7 last

Aquatics

- Aqua Aerobics class available at DB, Swim Lessons take place at DB, Swim Team programs take place at MV
- July – staff will run poolside programs at random times/days during the week
- Planning for Back-to-School parties at both districts

AMENITY USAGE

- *Total Facilities usage – 8961*
- *Average daily usage – 290*

Card Counts:

DB Owners	85
DB Renters	78
DB Replacements	46
DB Updated	45

Total cards printed: 580 (both districts)

Rentals

- 18 of 30 days rented in June, 4 of 4 weekends had rentals
- 26 clubroom rentals, 16 patio rentals
- 43 tours (approx.42 hours) /63 staff hours used for scheduling, administrative, etc..

Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285 x7; manager@oakleafresidents.com

Memorandum

Operations:

Open Item

- Landscaping “Extra” approved items
- Fence-line at The Oaks

MAINTENANCE

- Coordinate inspection and repair of wiring for controllers/ valves at Cannons point (lightning strike)
- Install anchors at pool deck for movie screen
- Test and repair lightning for pool area – prep for “dive in”
- Replace post lights at Multi-use fields (LED replacement progress)
- Repair (multiple repairs) fencing at basketball courts
- Install of clock on pool deck
- Repair mag-lock (reposition) at Men’s bathroom at fieldhouse
- Re-prime pumps at waterfall (power outage)
- Repair/replace netting and bars for sprayground
- Repair keypad at pool check in station
- Repair cabling at pool check in station
- Dispose of multiple large electronics equipment (hazardous waste refuse)
- replace fan at walkway on pool deck
- replace multiple 4-pin lights at Fitness Center
- replace photo sensor for entry lights at Highland mills
- repair light niche at lap pool
- graffiti removal at bridges
- replace desktop (email usage) at Fitness Center
- Replace desk chair at Fitness Center
- Replace cartridge (leaky faucet) at Men’s room at Fitness Center
- Repair drain connection at concession stand sink at Amenity Center
- Repair trash compactor at Club room
- *Lake inspections, all lakes inspected monthly – reports kept on file in Ops. Manager office.*
- *Continual Park inspections and cleaning – all lakes inspected monthly – reports kept on file.*
- *Light Inspections completed – Worthington Oaks, Hearthstone, Highland Mill, Piedmont, Stonebrier, Waverly, Litchfield, and Timberfield completed 6/9 . Nature’s Hammock, Fall Creek, The Oaks, Cannon’s Point, Pebble Creek, Silver Leaf, Oakbrook, and The Cottages completed 6/29.*

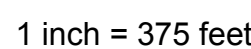
Landscaping

- *Mainline repair at Volleyball courts*
- *Pine straw install through out*
- *Annual rotations completed*
- *Monthly property reports and irrigation inspections kept on file in Ops. Manager office.*

For questions, comments, or clarification, please contact:

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

jsoriano@gmsnf.com



THE HONORABLE ROGER A. SUGGS, CFA, AAS
CLAY COUNTY PROPERTY APPRAISER
State-Certified General Real Estate Appraiser RZ27771

GENERATED BY THE GIS DEPARTMENT 05/29/2013

Double Branch CDD 2013 Clay County, Florida

