

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

***NOVEMBER 4, 2019***

## *AGENDA*

# **Double Branch Community Development District**

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

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October 28, 2019

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, November 4, 2019 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 October 14, 2019 Meeting
  - B. Financial Statements
  - C. Assessment Receipt Schedule
  - D. Check Register
- IV. Consideration of Resolution 2020-01, Setting a Public Hearing for the Purpose of Adopting Amended and Restated Rules of Procedure
- V. Staff Reports
  - A. District Counsel
  - B. District Engineer
  - C. District Manager
  - D. Operations Manager - Report
- VI. Audience Comments / Supervisors' Requests

VII. Next Scheduled Meeting – December 9, 2019 @ 4:00 p.m. at the Plantation Oaks Amenity Center

VIII. 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, October 14, 2019 at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

Present and constituting a quorum were:

Cindy Nelsen	Chairperson
Chad Davis	Vice Chair
Scott Thomas	Supervisor
Tom Horton	Supervisor
Andre Lanier	Supervisor

Also present were:

Jim Perry	District Manager
Jason Walters	District Counsel
Jay Soriano	Operations Manager - GMS
Bruno Perez	VerdeGo
Chalon Suchsland	VerdeGo

**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 September 9, 2019 Meeting**
- B. Financial Statements**
- C. Assessment Receipt Schedule**
- D. Check Register**

Mr. Perry stated you are over 100% collected on your assessment receipts schedule.

Mr. Horton stated I have a quick question about the soccer fees.

Mr. Soriano stated they are in. We received a check this last month so it's not in these financials.

Mr. Horton asked so they're caught up?

Mr. Soriano stated not for this season. They're in a season right now but they're caught up for the three previous seasons.

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

#### **FOURTH ORDER OF BUSINESS**

#### **Ratification of the Engagement Letter with Grau & Associates for the Fiscal Year 2019 Audit**

Mr. Perry stated if you'll recall, Grau & Associates was ranked the number one audit firm for a three-year term, and it is renewed annually. Their fees are \$4,700 and that is consistent with their proposal.

Mr. Horton asked this is for three years now?

Mr. Perry stated it's a three-year term, but we renew it each year so if next year we wanted to go with another term we would have to go back through the process of getting proposals.

Mr. Horton asked we just ratified it for this coming year with two optional years?

Mr. Perry stated correct.

Mr. Davis asked is it a fixed price for the three years?

Mr. Perry stated it is.

Mr. Walters stated you'll see on the last page there they set out the three-year pricing.

On MOTION by Ms. Nelsen seconded by Mr. Horton with all in favor the engagement letter with Grau & Associates for the Fiscal Year 2019 audit was ratified.

#### **FIFTH ORDER OF BUSINESS**

#### **Staff Reports**

##### **A. District Counsel**

Mr. Walters stated just a heads up coming up at the next meeting, as some of my longer-term supervisors my recall, about every four years we go in and revise our rules of procedure. We have about a 65 page comprehensive set of rules of procedure that govern the District and it's from meetings to procurement and how we select the auditor and everything else and it's about 85% based on statute; you'll even see the references to all the different

statutes throughout the rules, and then it's 15% based on best practices. About every four or five years we like to go in and revise them because each year the legislature meets and they revise the statutes that govern us so we like to do it all at once so you'll see the resolution come out for the next meeting and that is just to set the public hearing. Whenever we revise our rules of procedure we have to do so at a public hearing. You will get the complete set of the rules with the redline showing word for word changes and also a memorandum that my office puts together talking about the bigger changes and why. When you receive those if you have questions feel free to reach out to me but understand at the next meeting, we're not going to have a final vote on the actual rules, it's just to set the hearing.

Mr. Horton asked how often do we do this?

Mr. Walters stated every four to five years. We don't do it every year because we do have to hold a hearing and there are publication requirements and it can get costly so it's easier to do it in one fell swoop. We do have catch-all's that say to the extent any provisions of the rules conflict with changes in statute, statute will prevail if you will, but we do like to update those every so often because they are a pretty comprehensive set of rules.

**B. District Engineer**

There being none, the next item followed.

**C. District Manager**

- 1. Consideration of Work Authorization #1 for Onsite Management and Maintenance Contract Administration for FY20**
- 2. Consideration of Work Authorization #2 for General Maintenance Services for FY20**

Mr. Perry stated work authorization number one is in regard to onsite management and contract administration. This is consistent with what we've done in the prior years. You share five full time employees with your sister district and there is an allocation based upon relative ERUs, or units, in each district. Last year the original contract was for three full-time employees and we have two other employees that were under the aquatics and for this year we've moved them all into one contract to make a little easier to follow. The second work authorization is for general maintenance services and that is consistent with the prior year and there are no changes in regard to that.

On MOTION by Mr. Horton seconded by Ms. Nelsen with all in favor GMS work authorization numbers one and two were approved.

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

Mr. Soriano stated we had a couple of events since I've seen you last. We had our Camp Out and we also had a Movie on the Green. The Movie on the Green was this past Friday and was one of our more low-key events. We talked over the past year about changing to where we have at least one event pretty much every month; sometimes we will have two or three, but some of those events became smaller. We didn't do all of those events like at the Camp Out where they have bounce houses and all these things. It was just a movie and we had concessions available for \$1.00. We had about 70 come out and hang out and bring their chairs. We had a great night and the weather was great. We had food trucks across the way, so it worked out perfect for those people that wanted dinner; they got food from the food trucks and just walked on over, so it worked out very well. We have the Pumpkin Plunge coming up this month on the 26<sup>th</sup>. Everyone dives in the pool, wrestles a pumpkin and takes their pumpkin home. Our last couple of events for the calendar year are the Turkey Trot in November and Cocoa with Claus here in this room. Probably at the November or December meeting I will present you guys with a new calendar for next year with a lot of the same events. I will probably try to squeeze in one or two more.

Mr. Horton stated I was down prior to the Camp Out and it seemed like it flooded later on. Did it affect the plans?

Mr. Thomas stated we didn't have an issue.

Mr. Lanier stated for the amount of food trucks that are there, like for the night of the Camp Out, could they be moved to the side of the soccer field?

Mr. Soriano stated we've actually tried that, and I've tried to coordinate with them. Their biggest concern was trying to get the food trucks to understand that it was just for that one event, so they ended up staying away from it. They didn't want them there every Friday. The one benefit that we get if they do come over is, we could serve adult beverages. We can't do it on the Village Center. That's actually county property so we have rules with that. I can always talk to them again. A couple of food trucks asked about it that were there for the movie. We would have been fine with it but it's up to the coordinator.

Mr. Davis stated it would probably be beneficial for them too because then people don't have to go across the street and walk so far.

Mr. Soriano stated yes, and my guys clean up whether it's at the Village Center or we're in our parking lot.

Mr. Lanier stated I think it would be a good idea to at least discuss it with them.

Mr. Soriano stated I'm good with that. Tiffany Lee does it now and she is not a resident of Oakleaf. She also does this one over here. She lives over in Eagle Landing. I know she's stretched thin a little bit on it, but I will talk to her about it.

Our pools are closed for the season. This last weekend was our last weekend. I get lots of requests every year this time of year about keeping the pools open longer. However, it's very contradictory to what we see at the pools. Nobody is there on weekends, so I'll say the same thing every year; it just doesn't make sense to do it. We spend all this money just because of a couple people that say they want to be there but then they never show up so I would recommend leaving it the way we've had it for the last 12 or 13 years. We can always look at it next year if we have those questions again. The pool over here is available for adults, even for your district, it's just done for the families until Spring Break.

There are a couple of items I'd like to talk to you about. One is a quick update on our project. We do have that green space that is coming along; a lot of the sleeving for irrigation has been done. I don't know if you guys have seen, but there is nice new sidewalk running through that park there on the corner. Pavers are sitting in the parking lot ready to go in so hopefully we will get some plants and sod in there this month and next month we will be able to see that park a little better and I will order the benches. I'm still working on applications and permits for our parking lot expansion and getting you guys total numbers for expectations on some of the other items. The building is one project by itself and then the 10-foot fencing around the basketball court, and then we will take that 8-foot fencing and if we decide based on the expansion, we can get a very small dog park area. Once we add that up and the \$52,000 on the parking lot expansion, we still come out pretty close to \$100,000 for a lot of the work. That does include the \$3,000 extra that I measured out for crack repairs on the walking path. Unless there's any objection I'll keep moving on this spot. We know we've already approved the parking lot expansion, that's going to be one, and we've already kind of approved the building, but the extra work around it I will bring back to you to make sure those amounts are approved

and everything kind of falls in place so the fence can come down for the basketball court and I can put up new fencing. It's just a lot of labor and supplies. The 10-foot fencing is going to cost about \$11,000 in addition to labor.

The other item was cardio equipment at the fitness center. This last month we experienced quite a bit of trouble with our treadmills. Our treadmills are 2010 models so that means they've been getting pretty heavy use for the last nine years. There's bound to be things that happen to them and right now we need new decks and belts. One I had to completely replace the computer console to make sure that it speeds up, slows down and talks correctly to the motors below it. We were having problems with it shutting off and not slowing down, just a sudden stop, so we had to hurry up and fix that and it was a big purchase that you will see in my receipts next month. It was about \$1,000 for that computer. Those are getting to the point that even if they look newer still, they aren't and they're going to start to nickel and dime us a little bit because at any time a small board or electronic component can go bad. Unfortunately, we ended up having one go down with the computer and almost as soon as I was able to get that diagnosed and parts purchased two others went down because of belts and treads so I had three or four treadmills down, which caused a lot of anger. Most were understanding once I explained everything to them. A lot of people don't understand that I can't go out and spend \$5,000 on a new treadmill.

Mr. Davis asked \$5,000 would be the replacement cost for a new one?

Mr. Soriano stated the treadmills that I purchased downstairs that are now four years old were purchased for \$5,500. I really would recommend them for your facility because it does see a lot more people than this side does so I would recommend a little bit higher model. They do get as high as \$7,000 per treadmill for commercial quality treadmills that are going to get used as much as ours do. We have already paid for parts so they're already being prepared. The two that went down I had them fixed to where you can at least walk on them, which made our clients happy because we have a lot of walkers. It was one person on a treadmill at a time, which was most of the concern, but we have them all up and running it's just that two of them are walking only until the belts and treads are in and then those will get swapped. Looking in the capital reserve study we didn't really have the treadmills planned. We did have some of the strength equipment set up, but the cardio was done at \$3,000 a year as kind of replacement allotment if you would. We've not really spent any of that money but \$3,000 a year doesn't



really add up too much either. In the eight or nine years that's been open it's still barely enough to cover three \$7,000 treadmills so I still need money to do other repairs. I am going to go ahead and get you guys quotes on that if we want to go that route early for the treadmills. People would like to see some of that other equipment like the ellipticals and bikes as well so it's really more of a forewarning that it's something we need to look at but we've already made repairs to what's in there now so we can let it sit.

Mr. Horton asked what's the cost to repair the two that are walking only now?

Mr. Soriano stated \$1,200 a piece. It's under my amount, that's why I went ahead and authorized that to be repaired but that's just the belt and the tread. There are two motors, one that lifts it up and down at about \$800 a piece and those will probably go in the next couple of years, and then the speed motor is another one at about \$1,200 to replace them.

Mr. Thomas stated but if they're all the same age and all of those motherboards start going out.

Mr. Davis stated one is brand new now.

Mr. Thomas stated if we do start pricing it, maybe we can bid out a bulk package.

Mr. Soriano stated that's how we got the equipment downstairs for \$5,500. Ours are actually in better shape. One vendor didn't offer us anything and one offered us \$800 for all of the equipment that was downstairs and if you remember that stuff was pretty old and beat up, it wasn't like yours at all. Basically we're going to break even because if they don't take it away we have to pay for it to get hauled off and disposed of so it's not a lot of money but if a credit helps and they're going to turn around and sell it for a lot more.

Ms. Nelsen stated this is what you do, you're the expert, so you come next month with what your recommendation is.

Mr. Soriano stated typically I would have no problem saying we need to spend \$20,000 on treadmills, but we're also getting ready to spend \$100,000 on five other projects that I think are a little more important and like I said, they are repaired right now so hopefully we can get a few months out of them before it comes up again but I do think it's something we need to keep on our radar because it wasn't in that capital plan to do right away.

Mr. Horton stated why don't we see how long these last and if one or two start failing again, we just go ahead and replace them if we're putting that much money into them to get

them running again. They may go another year without any problems, or they may fail next month.

Mr. Soriano stated and that's my concern. We did have an idea if we wanted to just purchase on piece of equipment and put one of those treadmills aside. What I can do is have that one prepared and ready to go but that way if we have one go down, we don't have that anger, we just swap them out. If I take one of those four treadmills away, I do still have to put something in its place. I am also getting a quote on what's called a stepmill. I'm hoping if we get something like that it will keep those residents calm because it's something new and exciting. It's kind of like when we got the rowers, so that may be the way to go and then we can keep one off to the side so it's ready to go if one goes down.

Mr. Horton asked is there only room for four treadmills?

Mr. Soriano stated yes right now it's a little tight.

Mr. Horton asked did the pool furniture come in?

Mr. Soriano stated yes on the pool deck and right away we started getting a lot of compliments with it, so everybody is pretty happy with it. We still have some in the rental area, but we approved that big final amount and it was about \$2,000 under the not to exceed you guys gave so I'll just replace those this off season.

Mr. Horton asked the other chairs lasted how long?

Mr. Soriano stated I think this upcoming summer will be our 15<sup>th</sup> summer. We used the same exact company and they have the same exact warranty.

Mr. Horton stated they're easier to repair.

Mr. Soriano stated I do like that part. We don't have to do the strapping so if one gets damaged, we can just replace the sling and it's a lot easier.

Mr. Lanier asked where the palms are, the ones that are on the pool deck, is that where we talked about putting in the rubber?

Mr. Soriano stated no, when you come up to the pool deck and you look straight back towards the bathrooms there are two tall trees that are completely dead and wilted. I did have Bruno take a look at them. I was concerned when they first started wilting that it was a disease or issue like that because there is a bad disease for palm trees occurring down south, called bronzing, and it kills just about everything but these are Washingtonians and so far UF has told me they don't get affected by this disease. As I did a little more investigation on it, I believe

these may have been the area where the lightning strike was. When you look at the picture of it, this is what palm trees look like when they get struck by lightning. They kind of die from the inside out and start to wilt. If you recall two months ago we did have a bad lightning strike and I don't know where it hit, but it would have had to hit on the ground someplace close enough to cause sparks to fly out of that closet and burn up our fire panel and that was the fire panel we had to replace so that very well could be how they got hit. The only reason I really want to make sure you guys know about it is I don't plan on replacing those palm trees. They're nice, but they are kind of hidden behind a lot of other landscaping. You can see the top of them but as large as they are, we would have to bring a crane service to get them in where they're at. I will be drilling and treating the other palm trees for any fungal issues. It's not real expensive but it will be something you see in my receipts. There are 24 other Washingtonians out there that I will treat just to be safe.

Mr. Lanier asked what about the corners then?

Mr. Soriano stated we're going to bring in the epoxy. We haven't started that yet.

Mr. Lanier asked do you know the requirement for the height of branches over sidewalks?

Mr. Soriano stated there is no real requirement. Our requirements come from FDOT and that's based on the roadway and it's 14-feet. In our original contract we said over the sidewalk it is 9-feet and I added up to 12-feet, but it's supposed to be 14-foot over the road.

Mr. Horton stated I followed a box truck yesterday and he came to pretty much a stop. You could see where it had scraped a big branch so I don't know how far up it was, but I suspect the UPS and FedEx trucks can hit it too.

Mr. Soriano asked where was that at? When we go through, they will take their box truck and take a couple feet off the top of that, so they've gone through all of the neighborhoods now. After storms some of the smaller branches move down.

Mr. Horton stated this was a big one. You could see where it had been rubbed before. It was down from Goddard at a little island.

Mr. Soriano asked on Oakleaf Village Parkway?

Mr. Horton stated right about there, there's a couple branches that are hanging down.

Mr. Perez asked just past the soccer field parking lot?

Mr. Horton stated Goddard is on the loop road.

Mr. Soriano stated for clarification, Andre was asking me if there are trees inside the neighborhood, we don't do any work inside the neighborhoods. We have this grey area even within our contract. We have that expectation that they cut those branches over the road. If it's a real bad problem I actually call the county because realistically it's the county's, we've just included in our contract to do the work for the county. We've talked about that in other things understanding that we cut their rights-of-way and maintain areas that are realistically theirs. Since we don't go inside the neighborhoods at all they're going to do that work so you'll call County Public Works and they have that same expectation.

Mr. Horton asked you mean the resident is not responsible for their oak trees growing in their yard?

Mr. Soriano stated it would be the same thing. Once it grows over that property line you can make an argument with that property owner. Usually the county is going to come out and cut it because they don't want anything to happen to those trucks or school buses on the road. I believe there is actually something in the grand covenants if you're talking about the resident's side if that tree is in their property. The HOA would have an argument there but I promise the county will be helpful so if the resident really has a problem, they can call public works.

Mr. Horton stated speaking of things like that, I rarely go on that sidewalk over by the Cottages, the one on the corner there.

Mr. Soriano stated that one is the county's also and it's really bad. Just a few feet down they shaved a lot of those on Plantation Oaks.

Mr. Horton stated this is beyond shaving.

Mr. Soriano stated yes, I'm not sure why they've decided over the years not to fix it. That would be one of the high priorities to me and I do bug them about that. Both sides are actually pretty bad.

Mr. Horton stated yes, the one side by soccer field is really bad. I couldn't believe it. One thing I noticed is where this big dip was there was a light green box between the sidewalk and the street, and I thought maybe it was irrigation and that's why it sank because there's a leak or something.

Mr. Soriano stated if it's a box that sticks up that's between Comcast and electric and if it's in the ground that's ours. We can check that out just to make sure.

**SIXTH ORDER OF BUSINESS****Audience Comments / Supervisors'  
Requests**

There were no audience comments.

Mr. Horton stated I mentioned the websites last time and I'll give up on that because nobody is going along with it. If we want two different websites and you mentioned last time it was going to take you guys two weeks to make a change, I don't see a real solution to it. I'm still not happy with having two websites because you can't say 'go to the Double Branch website and all of the information is there' because it's not. There's some information on one website and some on the other but I'll drop it because it appears to be too hard or we like it the way it is.

Mr. Perry stated nothing is too hard, it's cost effectiveness. In order to be fully compliant and have one website with all of the information you would like the communication would be very expensive because we would have to meet all of the ADA requirements.

Mr. Horton stated most of the things on there are just documents. There's nothing fancy on there. The other thing I mentioned last time was the mulch in the Village Center and I think everybody said they would go by and take a look at it. I went there this morning and took a look at it and took pictures of it. There's one island that is nothing but roots. There are a couple that look pretty good that have bark in them and some of them have pine straw. Overall, it's pretty ratty, I think. I went to the property appraiser's website and we own everything in there except for the library.

Mr. Soriano stated the outside if you remember was originally going to be businesses.

Mr. Horton stated I'm not talking about that; I'm talking about the entrances and the landscaping coming in. I have a picture if you'd like to see it. If you look at it, we own everything there, except for the county site, which is not really a big deal.

Mr. Soriano stated they actually own the plot. The library would have been in the back here. Unless we were going to put it in our contract, I'm sure they would have taken care of their parking lot. We pretty much accepted responsibility of everything. Until we have some more clarity on where we're going it would be up to you guys on if you want to spend the extra money. It's not anything that was ever put in the contract so it's always going to be extra.

Mr. Horton stated well it says Double Branch owns this whole area, the roads, parking lots, all of it, except for the county's section.

Mr. Soriano stated it also says we own the clock tower and we don't really; we own the tax deed for part of the clock tower so the county will put us as owning it.

Mr. Davis stated and those homes have their own homeowner's association and that's a whole other thing. They can take care of it in my opinion.

Mr. Horton stated and there's a homeless person that appears to be living there?

Mr. Soriano stated no he hangs out on the front porch of one of those homes, so I don't know if he's related to them or a friend but he's the guy that collects all of the cans with the bike. He does have a vehicle that he uses to flatten out the cans. It's going to be up to you guys to decide how much we want to take care of that area. It is a parking lot and any night you go in there, there's ten cars parked overnight. We don't allow that anywhere else.

Mr. Davis stated I'm not concerned about it.

Mr. Soriano stated it wasn't meant to be private parking or anything like that. There was going to be a building there, but I promise that building is not going to happen. I don't know what the county's plans are but last I heard the new library was going to be out here at the commercial area so why would they build this one here? So, we are going to be stuck with this area and it's going to be something we're probably going to have to figure out. I do think the HOA should help out with some of it since a lot of it is going to be privatized. We do own the road that goes around it so we've repaired potholes in the road and if there were drainage issues we'd have to take care of it but as far as property on the outside of the road, that is a little different.

Ms. Nelsen stated I'd like to make a motion to do the entryway. Is that needed?

Mr. Soriano stated last time the way we left it was we weren't going to vote on anything extra. I do have a discretionary amount. If Bruno says I can get you these islands for \$1,200 or \$1,500 I don't mind going and doing it, I just don't know if we want to spend big amounts.

Ms. Nelsen stated I think their entry should look as good as everyone else's.

Mr. Horton stated we still maintain those islands way in there too.

Mr. Soriano stated we do already spend money in there. We've got all the palms and we trim those twice a year and we still have to go in for the hedges. There are a whole lot of hedges that need to be replaced back there. It's the same thing; how much money do we want to spend on it.

Mr. Davis asked why are we going into that neighborhood if we don't go into any other neighborhoods? That's how I see it.

Mr. Horton stated because we own that property.

Mr. Davis stated we do not. We just went over that.

Mr. Lanier asked is that where the food trucks are?

Mr. Soriano stated that is where the food trucks are, and we've said before we want to try to improve it for people out there it's just how much do we want to improve it. We've been stuck with a bunch of areas that we wouldn't have been dealing with and that's why it's never been in the contract.

Mr. Davis stated we don't go into any other neighborhood.

Mr. Soriano stated yes that's an odd spot. We definitely won't go down those roads. I think it opens a big can of worms and we can always discuss this later, but we do go down those roads for other things that I don't think we should be going down those roads for. That HOA has been a little odd. We took care of the mailbox area for years and those type of things. It has to come from you guys. I don't want to do anything in that front area or under discretionary amounts, so we have to make a decision if we're going to take care of that area from now on.

Mr. Horton stated I don't think it's that much to clean it up and maintain it.

Mr. Thomas stated I agree with Cindy. Something needs to be done to the front entrance. Moving forward if it is under your discretionary amount in that area just do what you can do for right now.

Mr. Soriano stated I don't think we drop new mulch behind the sign this year. They go ahead and trim and take care of the hedges in the front. You'll see the knockout roses and things like that behind the brick sign, but we didn't add new mulch.

Mr. Thomas stated where that crossing guard likes to park her car.

Mr. Soriano stated that is not our property. That is commercial.

Mr. Horton stated one more thing. How do we divest ourselves of that property, so we don't have to worry about it anymore?

Mr. Walters stated I'll take a look through that whole area. There are some unique pieces in there, I think because of the county involvement and changes in development. I can show you the original plan. That was going to be a very different looking area so I'll go

through the records there and I've got the deeds to the extent there are some and I'll make sure of what is owned versus not and we will get to the bottom of that. The property appraiser's website is not 100% accurate, I can promise you that. I run into issues with the property appraiser's website every month where there's something incorrect so we will look through it and see what we've got.

**SEVENTH ORDER OF BUSINESS****Next Scheduled Meeting**

Mr. Perry stated the next scheduled meeting is November 4, 2019 at 4:00 p.m.

**EIGHTH ORDER OF BUSINESS****Adjournment**

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

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Secretary/Assistant Secretary

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Chairman/Vice Chairman



*B.*

# Double Branch

## Community Development District

Unaudited Financial Reporting  
September 30, 2019



**DOUBLE BRANCH**  
**Community Development District**  
**Combined Balance Sheet**  
September 30, 2019

	<u>Governmental Fund Types</u>					<b>Totals</b> <b>(Memorandum Only)</b>
	<u>General</u>	<u>Recreation</u>	<u>Capital Reserve</u>	<u>Debt Service</u>	<u>Capital Projects</u>	
<b>ASSETS:</b>						
Cash	\$39,568	\$80,382	\$326,871	---	---	\$446,821
Petty Cash	---	\$672	---	---	---	\$672
Investments:						
<u>Series 2013A-1</u>						
Revenue	---	---	---	\$522,688	---	\$522,688
Reserve A1	---	---	---	\$868,932	---	\$868,932
Interest A1	---	---	---	---	---	\$0
Acquisition and Construction	---	---	---	---	\$50,708	\$50,708
<u>Series 2013A-2</u>						
Reserve A2	---	---	---	\$96,478	---	\$96,478
Interest A2	---	---	---	---	---	\$0
Excess Revenue	---	---	---	---	---	\$0
Prepayment	---	---	---	\$9,161	---	\$9,161
<u>Operations</u>						
Custody Account-General Fund Excess	\$80,923	---	---	---	---	\$80,923
Custody Account-Recreation Fund Excess	---	\$672,406	---	---	---	\$672,406
Custody Account-Recreation Fund Reserve	---	---	\$850,916	---	---	\$850,916
Due From General Fund	---	---	---	---	---	\$0
Due From Capital Reserve Fund	---	\$29,782	---	---	---	\$29,782
Due from Rec Fund	---	---	---	---	---	\$0
Due from Other	---	\$26	---	---	---	\$26
Electric Deposits	---	\$4,583	---	---	---	\$4,583
Prepaid Expenses	---	\$73,695	---	---	---	\$73,695
<b>TOTAL ASSETS</b>	<u>\$120,491</u>	<u>\$861,545</u>	<u>\$1,177,787</u>	<u>\$1,497,259</u>	<u>\$50,708</u>	<u>\$3,707,789</u>
<b>LIABILITIES:</b>						
Accounts Payable	\$3,183	\$43,537	---	---	---	\$46,720
FICA Payable	\$153	---	---	---	---	\$153
Accrued Expenses	---	\$3,542	---	---	---	\$3,542
Due to Rec Fund	---	---	\$29,782	---	---	\$29,782
Due to Middle Village	---	\$12,307	---	---	---	\$12,307
Deferred Rental Revenue	---	\$3,900	---	---	---	\$3,900
<b>FUND BALANCES:</b>						
Nonspendable	---	\$78,278	---	---	---	\$78,278
Restricted for Debt Service	---	---	---	\$1,497,259	---	\$1,497,259
Restricted for Capital Projects	---	---	---	---	\$50,708	\$50,708
Assigned	\$2,000	---	\$1,148,005	---	---	\$1,150,005
Unassigned	\$115,154	\$719,981	---	---	---	\$835,136
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<u>\$120,491</u>	<u>\$861,545</u>	<u>\$1,177,787</u>	<u>\$1,497,259</u>	<u>\$50,708</u>	<u>\$3,707,789</u>

**DOUBLE BRANCH**  
**Community Development District**  
**GENERAL FUND**  
Statement of Revenues & Expenditures  
For The Period Ending September 30, 2019

	ADOPTED BUDGET	PRORATED BUDGET THRU 9/30/19	ACTUAL THRU 9/30/19	VARIANCE
Assessment - Tax Roll	\$177,985	\$177,985	\$178,470	\$485
Interest Income	\$200	\$200	\$276	\$76
Miscellaneous Income	\$0	\$0	\$1,027	\$1,027
<b>TOTAL REVENUES</b>	<b>\$178,185</b>	<b>\$178,185</b>	<b>\$179,774</b>	<b>\$1,589</b>

**EXPENDITURES:**

**Administrative**

Supervisors Fees	\$12,000	\$12,000	\$10,800	\$1,200
FICA Expense	\$918	\$918	\$826	\$92
Engineering	\$5,000	\$5,000	\$0	\$5,000
Arbitrage	\$700	\$700	\$700	\$0
Dissemination	\$1,333	\$1,333	\$1,933	(\$600)
Assessment Roll	\$7,821	\$7,821	\$7,520	\$301
Attorney	\$42,000	\$42,000	\$27,333	\$14,667
Annual Audit	\$5,900	\$5,900	\$4,600	\$1,300
Trustee fees	\$8,014	\$8,014	\$8,815	(\$801)
Management Fees	\$59,963	\$59,963	\$59,963	(\$0)
Information Technology	\$1,942	\$1,942	\$1,975	(\$34)
Telephone	\$290	\$290	\$408	(\$118)
Postage	\$1,900	\$1,900	\$1,778	\$122
Printing & Binding	\$3,400	\$3,400	\$2,826	\$574
Records Storage	\$300	\$300	\$0	\$300
Insurance	\$8,350	\$8,350	\$7,743	\$607
Legal Advertising	\$2,000	\$2,000	\$1,529	\$471
Office Supplies	\$350	\$350	\$245	\$105
Website Compliance	\$0	\$0	\$2,250	(\$2,250)
Dues, Licenses, Subscriptions	\$175	\$175	\$175	\$0
Reserve	\$15,829	\$15,829	\$15,829	\$0
Transfer Out	\$0	\$0	\$900	(\$900)

<b>TOTAL EXPENDITURES</b>	<b>\$178,185</b>	<b>\$178,185</b>	<b>\$158,149</b>	<b>\$20,036</b>
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<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$0</b>	<b>\$21,625</b>
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<b>FUND BALANCE - Beginning</b>	<b>\$0</b>	<b>\$95,529</b>
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<b>FUND BALANCE - Ending</b>	<b>\$0</b>	<b>\$117,154</b>
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**DOUBLE BRANCH**  
**Community Development District**  
**RECREATION AND FACILITIES MAINTENANCE**  
Statement of Revenues & Expenditures  
For The Period Ending September 30, 2019

	ADOPTED BUDGET	PRORATED BUDGET THRU 9/30/19	ACTUAL THRU 9/30/19	VARIANCE
<b>REVENUES:</b>				
Maintenance Assessments-Tax Roll	\$1,462,648	\$1,462,648	\$1,466,635	\$3,987
Interest Income	\$1,000	\$1,000	\$3,208	\$2,208
Amenities Revenue	\$33,690	\$33,690	\$46,706	\$13,016
Sports Revenue	\$11,000	\$11,000	\$4,155	(\$6,845)
<b>TOTAL REVENUES</b>	<b>\$1,508,338</b>	<b>\$1,508,338</b>	<b>\$1,520,704</b>	<b>\$12,366</b>

**EXPENDITURES:**

**Administrative:**

Management Fees - Onsite	\$110,470	\$110,470	\$110,470	\$0
Insurance	\$62,789	\$62,789	\$61,190	\$1,599
Other Current Charges	\$3,818	\$3,818	\$2,521	\$1,297
Permit Fees	\$1,635	\$1,635	\$1,571	\$64
<b>Total Administrative</b>	<b>\$178,712</b>	<b>\$178,712</b>	<b>\$175,752</b>	<b>\$2,960</b>

**Maintenance:**

**Common Area**

Security	\$50,920	\$50,920	\$50,829	\$91
Security - Clay County Off Duty Sheriff	\$43,050	\$43,050	\$43,906	(\$856)
Water - Irrigation	\$9,000	\$9,000	\$14,584	(\$5,584)
Irrigation Maintenance	\$4,250	\$4,250	\$11,066	(\$6,816)
Streetlighting	\$33,066	\$33,066	\$28,276	\$4,790
Electric	\$42,000	\$42,000	\$32,773	\$9,227
Landscape Maintenance	\$315,774	\$315,774	\$325,426	(\$9,652)
Common Area Maintenance	\$43,564	\$43,564	\$46,316	(\$2,752)
Lake Maintenance	\$28,116	\$28,116	\$24,756	\$3,360
Landscape Reserve	\$35,000	\$35,000	\$35,000	\$0
Contingency	\$1,985	\$1,985	\$0	\$1,985
Capital Reserve (1)	\$15,565	\$15,565	\$15,656	(\$91)
Misc. Maintenance	\$2,986	\$2,986	\$3,427	(\$441)
General Reserve	\$26,759	\$26,759	\$26,759	\$0
<b>Total Common Area</b>	<b>\$652,035</b>	<b>\$652,035</b>	<b>\$658,776</b>	<b>(\$6,741)</b>

**Recreation Facility**

Aquatics & Fitness Manager/Staff	\$48,495	\$48,495	\$48,495	\$0
Pool Attendants	\$94,266	\$94,266	\$150,030	(\$55,764)
Refuse Service	\$6,120	\$6,120	\$9,599	(\$3,479)
Telephone	\$4,500	\$4,500	\$4,620	(\$120)
Electric	\$47,000	\$47,000	\$34,265	\$12,735
Cable	\$8,150	\$8,150	\$6,807	\$1,343
Pool Maintenance/Chemicals	\$56,616	\$56,616	\$44,825	\$11,791
Water/Sewer/Reclaim	\$65,000	\$65,000	\$49,403	\$15,597
Facility Maintenance - General	\$27,500	\$27,500	\$20,834	\$6,666
Facility Maintenance - Preventative Contracts	\$5,617	\$5,617	\$3,919	\$1,698
Facility Maintenance - Contingency	\$29,750	\$29,750	\$25,067	\$4,683
Lighting Repairs	\$8,500	\$8,500	\$7,060	\$1,440
Special Events	\$10,500	\$10,500	\$4,021	\$6,479
Office Supplies and Equipment	\$4,000	\$4,000	\$1,666	\$2,335
Janitorial	\$31,512	\$31,512	\$29,684	\$1,828
Recreation Passes	\$7,565	\$7,565	\$5,950	\$1,615

**DOUBLE BRANCH**  
**Community Development District**  
**RECREATION AND FACILITIES MAINTENANCE**  
Statement of Revenues & Expenditures  
For The Period Ending September 30, 2019

	ADOPTED BUDGET	PRORATED BUDGET THRU 9/30/19	ACTUAL THRU 9/30/19	VARIANCE
<b><u>Recreation Facility-Continued</u></b>				
Repairs & Replacement	\$79,025	\$79,025	\$122,988	(\$43,963)
Pool Pump Reserve	\$6,500	\$6,500	\$6,500	\$0
Pool Leak Repairs	\$5,000	\$5,000	\$0	\$5,000
Soccer Field	\$21,250	\$21,250	\$0	\$21,250
<b>Total Recreation Facility</b>	<b>\$566,866</b>	<b>\$566,866</b>	<b>\$575,733</b>	<b>(\$8,867)</b>
<b><u>Fitness Center</u></b>				
Staffing	\$47,500	\$47,500	\$0	\$47,500
Telephone	\$1,092	\$1,092	\$0	\$1,092
Electric	\$12,300	\$12,300	\$14,397	(\$2,097)
Cable	\$4,169	\$4,169	\$0	\$4,169
Facility Maintenance - General	\$8,000	\$8,000	\$7,210	\$790
Facility Maintenance - Preventative	\$7,500	\$7,500	\$2,834	\$4,666
Facility Maintenance - Contingency	\$5,000	\$5,000	\$4,817	\$183
Office Supplies and Equipment	\$2,664	\$2,664	\$427	\$2,237
Janitorial	\$17,500	\$17,500	\$18,308	(\$808)
Repair and Replacements	\$5,000	\$5,000	\$192	\$4,808
<b>Total Exercise Facility</b>	<b>\$110,725</b>	<b>\$110,725</b>	<b>\$48,185</b>	<b>\$62,540</b>
<b>Total Maintenance</b>	<b>\$1,329,626</b>	<b>\$1,329,626</b>	<b>\$1,282,693</b>	<b>\$46,933</b>
<b>TOTAL EXPENDITURES</b>	<b>\$1,508,338</b>	<b>\$1,508,338</b>	<b>\$1,458,445</b>	<b>\$49,893</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$0</b>		<b>\$62,259</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$0</b>		<b>\$736,000</b>	
<b>FUND BALANCE - Ending</b>	<b>\$0</b>		<b>\$798,259</b>	

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

	October	November	December	January	February	March	April	May	June	July	August	September	Total
<b>Revenues:</b>													
Assessment - Tax Roll	\$0	\$35,181	\$133,526	\$1,419	\$1,983	\$934	\$2,288	\$551	\$2,587	\$0	\$0	\$0	\$178,470
Interest Income	\$1	\$1	\$1	\$31	\$44	\$40	\$35	\$31	\$33	\$28	\$17	\$14	\$276
Miscellaneous Income	\$0	\$0	\$0	\$0	\$0	\$622	\$0	\$0	\$405	\$0	\$0	\$0	\$1,027
<b>Total Revenues</b>	<b>\$1</b>	<b>\$35,182</b>	<b>\$133,528</b>	<b>\$1,450</b>	<b>\$2,027</b>	<b>\$1,596</b>	<b>\$2,323</b>	<b>\$582</b>	<b>\$3,025</b>	<b>\$28</b>	<b>\$17</b>	<b>\$14</b>	<b>\$179,774</b>
<b>Expenditures:</b>													
<b><u>Administrative</u></b>													
Supervisors Fees	\$1,000	\$800	\$800	\$1,000	\$1,000	\$800	\$1,000	\$1,000	\$600	\$800	\$1,000	\$1,000	\$10,800
FICA Expense	\$77	\$61	\$61	\$77	\$77	\$61	\$77	\$77	\$46	\$61	\$77	\$77	\$826
Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Arbitrage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$700	\$0	\$700
Dissemination	\$611	\$111	\$111	\$111	\$111	\$111	\$211	\$111	\$111	\$111	\$111	\$111	\$1,933
Assessment Roll	\$7,520	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,520
Attorney	\$2,265	\$2,876	\$2,452	\$2,688	\$2,904	\$2,207	\$2,712	\$2,470	\$2,400	\$1,901	\$2,458	\$0	\$27,333
Annual Audit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500	\$2,100	\$0	\$0	\$0	\$4,600
Trustee fees	\$0	\$0	\$0	\$0	\$0	\$8,815	\$0	\$0	\$0	\$0	\$0	\$0	\$8,815
Management Fees	\$4,997	\$4,997	\$4,997	\$4,997	\$4,997	\$4,997	\$4,997	\$4,997	\$4,997	\$4,997	\$4,997	\$4,997	\$59,963
Computer Time	\$162	\$162	\$162	\$162	\$162	\$162	\$178	\$162	\$162	\$178	\$162	\$162	\$1,975
Telephone	\$72	\$29	\$54	\$7	\$38	\$47	\$46	\$12	\$12	\$37	\$14	\$39	\$408
Postage	\$316	\$46	\$138	\$126	\$190	\$42	\$51	\$134	\$137	\$284	\$138	\$177	\$1,778
Printing & Binding	\$556	\$295	\$14	\$135	\$365	\$19	\$173	\$144	\$200	\$306	\$277	\$342	\$2,826
Records Storage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Insurance	\$7,743	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,743
Legal Advertising	\$0	\$65	\$63	\$63	\$72	\$72	\$70	\$72	\$72	\$185	\$72	\$725	\$1,529
Property Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$1	\$41	\$1	\$23	\$44	\$1	\$22	\$21	\$21	\$21	\$7	\$41	\$245
Website Compliance	\$0	\$0	\$0	\$0	\$2,250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,250
Dues, Licenses, Subscriptions	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
Reserve	\$0	\$0	\$0	\$0	\$0	\$15,829	\$0	\$0	\$0	\$0	\$0	\$0	\$15,829
Transfer Out	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$450	\$450	\$0	\$900
<b>Total Administrative</b>	<b>\$25,494</b>	<b>\$9,485</b>	<b>\$8,854</b>	<b>\$9,388</b>	<b>\$12,207</b>	<b>\$33,163</b>	<b>\$9,536</b>	<b>\$11,699</b>	<b>\$10,858</b>	<b>\$9,332</b>	<b>\$10,463</b>	<b>\$7,669</b>	<b>\$158,149</b>
<b>Excess Revenues (Expenditures)</b>	<b>(\$25,493)</b>	<b>\$25,698</b>	<b>\$124,674</b>	<b>(\$7,938)</b>	<b>(\$10,180)</b>	<b>(\$31,567)</b>	<b>(\$7,213)</b>	<b>(\$11,117)</b>	<b>(\$7,833)</b>	<b>(\$9,304)</b>	<b>(\$10,445)</b>	<b>(\$7,656)</b>	<b>\$21,625</b>

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

	October	November	December	January	February	March	April	May	June	July	August	September	Total
<b>Revenues:</b>													
Maintenance Assessments-Tax Roll	\$0	\$289,114	\$1,097,296	\$11,663	\$16,298	\$7,677	\$18,801	\$4,528	\$21,259	\$0	\$0	\$0	\$1,466,635
Interest Income	\$177	\$158	\$115	\$351	\$422	\$363	\$348	\$320	\$305	\$281	\$217	\$151	\$3,208
Amenities Revenue	\$2,772	\$1,371	\$3,524	\$1,914	\$3,478	\$1,311	\$3,486	\$14,236	\$7,466	\$5,472	\$731	\$946	\$46,706
Sports Revenue	\$0	\$0	\$0	\$1,260	\$0	\$0	\$0	\$0	\$600	\$1,260	\$0	\$1,035	\$4,155
<b>Total Revenues</b>	<b>\$2,948</b>	<b>\$290,643</b>	<b>\$1,100,935</b>	<b>\$15,189</b>	<b>\$20,197</b>	<b>\$9,351</b>	<b>\$22,635</b>	<b>\$19,084</b>	<b>\$29,630</b>	<b>\$7,012</b>	<b>\$948</b>	<b>\$2,132</b>	<b>\$1,520,704</b>
<b>Expenditures:</b>													
<b><u>Administrative</u></b>													
Management Fees - Onsite	\$9,206	\$9,206	\$9,206	\$9,206	\$9,206	\$9,206	\$9,206	\$9,206	\$9,206	\$9,206	\$9,206	\$9,206	\$110,470
Insurance	\$59,799	\$0	\$81	\$0	\$961	\$286	\$83	(\$327)	\$0	\$0	\$0	\$306	\$61,190
Other Current Charges	\$184	\$104	\$200	\$145	\$128	\$151	\$123	\$254	\$578	\$265	\$294	\$94	\$2,521
Permit Fees	\$0	\$27	\$27	\$27	\$558	\$0	\$27	\$54	\$744	\$27	\$53	\$27	\$1,571
<b>Total Administrative</b>	<b>\$69,189</b>	<b>\$9,337</b>	<b>\$9,514</b>	<b>\$9,378</b>	<b>\$10,853</b>	<b>\$9,643</b>	<b>\$9,439</b>	<b>\$9,187</b>	<b>\$10,528</b>	<b>\$9,497</b>	<b>\$9,553</b>	<b>\$9,633</b>	<b>\$175,752</b>
<b><u>MAINTENANCE- Common Area</u></b>													
Security	\$4,236	\$4,236	\$4,236	\$4,236	\$4,236	\$4,236	\$4,236	\$4,236	\$4,236	\$4,236	\$4,236	\$4,236	\$50,829
Security - Clay County Off Duty Sheriff	\$3,543	\$3,432	\$3,332	\$3,940	\$3,574	\$4,380	\$2,548	\$3,554	\$4,618	\$3,531	\$3,358	\$4,099	\$43,906
Water - Irrigation	\$178	\$182	\$189	\$182	\$395	(\$24)	\$182	\$182	\$1,818	\$7,893	\$2,168	\$1,240	\$14,584
Irrigation Maintenance	\$0	\$1,835	\$0	\$0	\$0	\$805	\$4,900	\$0	\$1,574	\$605	\$928	\$419	\$11,066
Streetlighting	\$2,373	\$2,373	\$2,353	\$2,353	\$2,353	\$2,353	\$2,353	\$2,353	\$2,353	\$2,353	\$2,353	\$2,353	\$28,276
Electric	\$2,898	\$3,082	\$3,294	\$2,145	\$2,302	\$2,618	\$2,643	\$2,381	\$4,251	\$2,936	\$2,506	\$1,717	\$32,773
Landscape Maintenance	\$26,315	\$26,315	\$0	\$30,311	\$30,311	\$30,311	\$30,311	\$30,311	\$30,311	\$30,311	\$30,311	\$30,311	\$325,426
Common Area Maintenance	\$3,630	\$1,596	\$2,980	\$1,574	\$1,876	\$2,969	\$6,729	\$9,174	\$3,597	\$2,270	\$4,283	\$5,639	\$46,316
Lake Maintenance	\$2,029	\$2,029	\$2,029	\$2,029	\$2,029	\$2,029	\$2,029	\$2,562	\$2,615	\$2,638	\$2,738	\$0	\$24,756
Landscape Reserve	\$0	\$0	\$0	\$0	\$0	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	\$35,000
Contingency	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Reserve (1)	\$0	\$0	\$0	\$0	\$0	\$15,656	\$0	\$0	\$0	\$0	\$0	\$0	\$15,656
Misc. Maintenance	\$0	\$0	\$0	\$680	\$0	\$0	\$0	\$0	\$295	\$528	\$834	\$1,090	\$3,427
General Reserve	\$0	\$0	\$0	\$0	\$0	\$26,759	\$0	\$0	\$0	\$0	\$0	\$0	\$26,759
<b>Total Common Area</b>	<b>\$45,202</b>	<b>\$45,079</b>	<b>\$18,413</b>	<b>\$47,449</b>	<b>\$47,075</b>	<b>\$127,092</b>	<b>\$55,929</b>	<b>\$54,752</b>	<b>\$55,667</b>	<b>\$57,300</b>	<b>\$53,714</b>	<b>\$51,104</b>	<b>\$658,776</b>



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

	October	November	December	January	February	March	April	May	June	July	August	September	Total
<b><u>Recreation Facility</u></b>													
Aquatics & Fitness Manager/Staff	\$4,041	\$4,041	\$4,041	\$4,041	\$4,041	\$4,041	\$4,041	\$4,041	\$4,041	\$4,041	\$4,041	\$4,041	\$48,495
Pool Attendants	\$7,434	\$5,086	\$4,164	\$12,043	\$4,775	\$8,520	\$9,390	\$12,185	\$22,116	\$23,836	\$29,116	\$11,365	\$150,030
Refuse Service	\$720	\$720	\$716	\$711	\$769	\$709	\$720	\$722	\$0	\$1,892	\$1,153	\$767	\$9,599
Telephone	\$409	\$373	\$372	\$375	\$235	\$278	\$522	\$289	\$342	\$536	\$486	\$402	\$4,620
Electric	\$2,950	\$2,405	\$2,600	\$2,421	\$2,229	\$1,876	\$1,976	\$2,516	\$4,889	\$3,601	\$3,438	\$3,364	\$34,265
Cable	\$556	\$557	\$558	\$570	\$570	\$570	\$570	\$570	\$570	\$570	\$573	\$573	\$6,807
Pool Maintenance/Chemicals	\$4,152	\$4,152	\$4,191	\$4,191	\$2,567	\$3,604	\$4,682	\$3,094	\$4,295	\$3,893	\$3,893	\$2,107	\$44,825
Water/Sewer/Reclaim	\$3,672	\$5,455	\$3,315	\$3,302	\$3,300	\$1,810	\$4,593	\$2,361	\$5,537	\$5,503	\$6,747	\$3,807	\$49,403
Facility Maintenance - General	\$2,291	\$2,281	\$0	\$2,295	\$0	\$2,278	\$2,291	\$2,292	\$2,301	\$2,293	\$2,512	\$0	\$20,834
Facility Maintenance - Preventative Contracts	\$1,299	\$0	\$0	\$155	\$0	\$0	\$155	\$0	\$0	\$155	\$300	\$1,855	\$3,919
Facility Maintenance - Contingency	\$2,479	\$2,470	\$0	\$2,480	\$709	\$2,481	\$4,400	\$2,480	\$2,498	\$2,485	\$2,585	\$0	\$25,067
Lighting Repairs	\$708	\$697	\$698	\$711	\$0	\$687	\$711	\$628	\$710	\$712	\$798	\$0	\$7,060
Special Events	\$0	\$1,034	\$720	\$0	\$205	\$0	\$157	\$0	\$285	\$130	\$1,189	\$302	\$4,021
Office Supplies and Equipment	\$0	\$98	\$99	\$0	\$50	\$0	\$0	\$0	\$407	\$0	\$821	\$190	\$1,666
Janitorial	\$2,894	\$2,674	\$2,079	\$2,079	\$2,940	\$2,643	\$2,079	\$2,668	\$3,010	\$2,079	\$2,460	\$2,079	\$29,684
Recreation Passes	\$0	\$681	\$232	\$0	\$0	\$913	\$230	\$0	\$1,990	\$139	\$328	\$1,436	\$5,950
Repairs & Replacement	\$7,517	\$2,316	\$9,022	\$19,453	\$8,464	\$28,626	\$8,620	\$3,869	\$22,729	\$4,762	\$6,101	\$1,510	\$122,988
Pool Pump Reserve	\$0	\$0	\$0	\$0	\$0	\$6,500	\$0	\$0	\$0	\$0	\$0	\$0	\$6,500
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
	\$41,123	\$35,040	\$32,808	\$54,827	\$30,855	\$65,537	\$45,138	\$37,716	\$75,721	\$56,627	\$66,541	\$33,800	\$575,733
<b><u>Exercise Facility</u></b>													
Staffing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Telephone	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Electric	\$1,816	\$973	\$610	\$517	\$461	\$614	\$648	\$961	\$1,509	\$1,781	\$2,874	\$1,633	\$14,397
Cable	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Facility Maintenance - General	\$666	\$665	\$2,937	\$187	\$2,488	\$267	\$0	\$0	\$0	\$0	\$0	\$0	\$7,210
Facility Maintenance - Preventative	\$0	\$763	\$0	\$278	\$360	\$568	\$0	\$288	\$0	\$288	\$0	\$288	\$2,834
Facility Maintenance - Contingency	\$0	\$0	\$2,387	\$0	\$2,430	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,817
Office Supplies and Equipment	\$39	\$0	\$0	\$91	\$0	\$0	\$70	\$0	\$70	\$91	\$33	\$33	\$427
Janitorial	\$1,286	\$1,228	\$1,284	\$1,802	\$2,110	\$1,186	\$1,370	\$1,951	\$1,246	\$1,307	\$2,269	\$1,269	\$18,308
Repair and Replacements	\$0	\$0	\$192	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$192
<b>Total Exercise Facility</b>	\$3,807	\$3,630	\$7,410	\$2,876	\$7,849	\$2,635	\$2,087	\$3,200	\$2,826	\$3,466	\$5,175	\$3,222	\$48,185
<b>Total Expenses</b>	\$159,321	\$93,086	\$68,144	\$114,530	\$96,632	\$204,907	\$112,594	\$104,856	\$144,742	\$126,891	\$134,983	\$97,759	\$1,458,445
<b>Excess Revenues (Expenditures)</b>	(\$156,372)	\$197,557	\$1,032,790	(\$99,341)	(\$76,434)	(\$195,556)	(\$89,959)	(\$85,772)	(\$115,112)	(\$119,879)	(\$134,035)	(\$95,627)	\$62,259

**DOUBLE BRANCH**  
**Community Development District**  
**Capital Reserve Fund**  
Statement of Revenues & Expenditures  
For The Period Ending September 30, 2019

	ADOPTED BUDGET	PRORATED THRU 9/30/19	ACTUAL THRU 9/30/19	VARIANCE
<b><u>REVENUES:</u></b>				
Interest Income	\$1,000	\$1,000	\$2,441	\$1,441
Landscape Reserve - Transfer In	\$35,000	\$35,000	\$35,000	\$0
Capital Reserve - Transfer In	\$15,565	\$15,565	\$15,656	\$91
Pool Pump Reserve - Transfer in	\$6,500	\$6,500	\$6,500	\$0
General Reserve - Transfer in	\$26,759	\$26,759	\$26,759	\$0
General Fund Reserve- Transfer in	\$15,829	\$15,829	\$15,829	\$0
<b>TOTAL REVENUES</b>	<b>\$100,653</b>	<b>\$100,653</b>	<b>\$102,185</b>	<b>\$1,532</b>
<b><u>EXPENDITURES:</u></b>				
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
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$100,653</b>		<b>\$102,185</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$938,919</b>		<b>\$1,045,821</b>	
<b>FUND BALANCE - Ending</b>	<b>\$1,039,572</b>		<b>\$1,148,005</b>	

**DOUBLE BRANCH**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**DEBT SERVICE FUND**  
Series 2013 A-1, & 2013 A-2 Special Assessment Bonds  
Statement of Revenues & Expenditures  
For The Period Ending September 30, 2019

	ADOPTED BUDGET	PRORATED THRU 9/30/19	ACTUAL THRU 9/30/19	VARIANCE
<b><u>Revenues:</u></b>				
Special Assessments - Tax Roll	\$1,962,561	\$1,962,561	\$1,969,107	\$6,546
Assessments- Prepayment	\$0	\$0	\$8,699	\$8,699
Interest Income	\$6,000	\$6,000	\$43,796	\$37,796
<b>TOTAL REVENUES</b>	<b>\$1,968,561</b>	<b>\$1,968,561</b>	<b>\$2,021,602</b>	<b>\$53,041</b>
<b><u>Expenditures:</u></b>				
<b><u>Series 2013 A-1</u></b>				
Interest Expense - 11/1	\$397,144	\$397,144	\$397,144	\$0
Interest Expense - 5/1	\$397,144	\$397,144	\$397,144	\$0
Principal Expense 5/1	\$955,000	\$955,000	\$955,000	\$0
<b><u>Series 2013 A-2</u></b>				
Interest Expense - 11/1	\$60,663	\$60,663	\$60,519	\$144
Prepayment Call 11/1	\$25,000	\$25,000	\$105,000	(\$80,000)
Interest Expense - 5/1	\$60,663	\$60,663	\$57,500	\$3,163
Principal Expense 5/1	\$85,000	\$85,000	\$80,000	\$5,000
Principal Expense 5/1 (Prepayment)	\$0	\$0	\$10,000	(\$10,000)
<b>TOTAL EXPENDITURES</b>	<b>\$1,980,614</b>	<b>\$1,980,614</b>	<b>\$2,062,308</b>	<b>(\$81,694)</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$12,053)</b>		<b>(\$40,706)</b>	
<b><u>Other Sources/(Uses)</u></b>				
Interfund Transfer In and (Out)	\$0	\$0	\$0	\$0
Other Debt Service Cost	\$0	\$0	\$0	\$0
<b>TOTAL OTHER</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b><i>Net change in Fund Balance</i></b>	<b>(\$12,053)</b>		<b>(\$40,706)</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$589,465</b>		<b>\$1,537,965</b>	
<b>FUND BALANCE - Ending</b>	<b>\$577,412</b>		<b>\$1,497,259</b>	

**DOUBLE BRANCH**  
**Community Development District**  
**CAPITAL PROJECTS FUND**  
Statement of Revenues & Expenditures  
For The Period Ending September 30, 2019

		<div style="border: 1px solid black; padding: 5px;"> SERIES 2013 A-1 AND A-2 </div>
<b><u>REVENUES:</u></b>		
Interest Income		\$1,089
<b>TOTAL REVENUES</b>		<div style="border: 1px solid black; padding: 2px;">\$1,089</div>
<b><u>EXPENDITURES:</u></b>		
Capital Outlay - Series 2013 A1 and A2		\$0
Cost of Issuance		\$0
<b>TOTAL EXPENDITURES</b>		<div style="border: 1px solid black; padding: 2px;">\$0</div>
<b>EXCESS REVENUES (EXPENDITURES)</b>		<div style="border: 1px solid black; padding: 2px;">\$1,089</div>
<b>FUND BALANCE - Beginning</b>		<div style="border: 1px solid black; padding: 2px;">\$49,619</div>
<b>FUND BALANCE - Ending</b>		<div style="border: 1px solid black; padding: 2px;">\$50,708</div>

# Double Branch

## Community Development District

### Long Term Debt Report

<b>Series 2013 A-1 Special Assessment Refunding Bonds</b>	
Interest Rate:	1.3%-4.25%
Maturity Date:	5/1/34
Reserve Fund Definition:	50% Max Annual on Outstanding
Reserve Fund Requirement:	\$868,932
Reserve Fund Balance:	\$868,932
Bonds outstanding - 9/30/2013	\$24,850,000
Less: November 1, 2013	\$0
Less: May 1, 2014 (Mandatory)	(\$860,000)
Less: May 1, 2015 (Mandatory)	(\$875,000)
Less: May 2, 2016 (Mandatory)	(\$890,000)
Less: May 2, 2017 (Mandatory)	(\$910,000)
Less: May 1, 2018 (Mandatory)	(\$930,000)
Less: May 1, 2019 (Mandatory)	(\$955,000)
Current Bonds Outstanding	\$19,430,000

<b>Series 2013 A-2 Special Assessment Refunding Bonds</b>	
Interest Rate:	5.750%
Maturity Date:	5/1/34
Reserve Fund Definition:	50% Max Annual on Outstanding
Reserve Fund Requirement:	\$96,478
Reserve Fund Balance:	\$96,478
Bonds outstanding - 9/30/2013	\$2,900,000
Less: November 1, 2013 (Prepayment)	(\$145,000)
Less: May 1, 2014 (Mandatory)	(\$75,000)
Less: November 1, 2014 (Prepayment)	(\$75,000)
Less: May 1, 2015 (Mandatory)	(\$75,000)
Less: May 1, 2015 (Prepayment)	(\$45,000)
Less: November 1, 2015 (Prepayment)	(\$50,000)
Less: May 2, 2016 (Mandatory)	(\$75,000)
Less: May 2, 2016 (Prepayment)	(\$35,000)
Less: November 1, 2016 (Prepayment)	(\$55,000)
Less: May 2, 2017 (Mandatory)	(\$75,000)
Less: May 2, 2017 (Prepayment)	(\$5,000)
Less: May 1, 2018 (Mandatory)	(\$80,000)
Less: May 1, 2018 (Prepayment)	(\$5,000)
Less: November 1, 2018 (Prepayment)	(\$105,000)
Less: May 1, 2019 (Mandatory)	(\$80,000)
Less: May 2, 2019 (Prepayment)	(\$10,000)
Current Bonds Outstanding	\$1,910,000

*C.*

# DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

## Fiscal Year 2019 Assessments Receipts Summary

ASSESSED	# UNITS ASSESSED	SERIES 2013A DEBT SERVICE ASSESSED	GENERAL FUND O&M ASSESSED	RECREATION FUND O&M ASSESSED	TOTAL ASSESSED
NET TAX ROLL ASSESSED NET	45,481	1,962,703.38	177,889.82	1,461,865.84	3,602,459.05
<b>TOTAL ASSESSED</b>	<b>45,481</b>	<b>1,962,703.38</b>	<b>177,889.82</b>	<b>1,461,865.84</b>	<b>3,602,459.05</b>

SUMMARY OF TAX ROLL RECEIPTS					
CLAY COUNTY DISTRIBUTION	DATE RECEIVED	TOTAL RECEIVED	SERIES 2013A DEBT SERVICE RECEIVED	GENERAL FUND O&M RECEIPTS	RECREATION FUND O&M RECEIPTS
1	11/14/18	71,071.28	38,721.28	3,509.51	28,840.49
2	11/30/18	641,388.80	349,443.52	31,671.85	260,273.43
3	12/10/18	2,216,371.84	1,207,530.87	109,444.68	899,396.29
4	12/19/18	487,681.85	265,700.40	24,081.78	197,899.67
5	01/17/19	28,741.30	15,658.93	1,419.25	11,663.12
6	02/20/19	40,161.99	21,881.19	1,983.20	16,297.60
7	03/21/19	18,917.13	10,306.49	934.13	7,676.51
8	04/12/19	46,330.83	25,242.11	2,287.82	18,800.90
9	05/13/19	11,158.63	6,079.48	551.01	4,528.14
10	06/11/19	13,234.82	7,210.64	653.54	5,370.64
TAX CERTIFICATES	06/26/19	39,153.54	21,331.76	1,933.41	15,888.37
			-	-	-
			-	-	-
			-	-	-
			-	-	-
<b>TOTAL TAX ROLL RECEIPTS</b>		<b>3,614,212.01</b>	<b>1,969,106.67</b>	<b>178,470.18</b>	<b>1,466,635.16</b>

PERCENT COLLECTED	TOTAL	DEBT	O&M
<b>TOTAL PERCENT COLLECTED</b>	<b>100.33%</b>	<b>100.33%</b>	<b>100.33%</b>

*D.*



# Double Branch

## Community Development District

### Check Run Summary

October 25, 2019

Fund	Date	Check No.	Amount
<b>General Fund</b>			
Payroll	10/21/19	50792-50796	\$ 923.50
Sub-Total			\$ 923.50
Accounts Payable	10/4/19	1547-1550	\$ 16,061.43
	10/10/19	1551-1552	\$ 754.81
	10/21/19	1553	\$ 70.20
Sub-Total			\$ 16,886.44
<b>Recreation Fund</b>			
Accounts Payable	10/3/19	6150	\$ 2,150.00
	10/4/19	6151-6159	\$ 47,503.11
	10/10/19	6160-6173	\$ 36,593.70
	10/17/19	6174-6181	\$ 12,752.86
Sub-Total			\$ 98,999.67
<b>Capital Reserve Fund</b>			
Accounts Payable			
Sub-Total			\$ -
<b>Total</b>			<b>\$ 116,809.61</b>

# Attendance Sheet


District Name: Double Branch, CDD

Board Meeting Date: October 14, 2019

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

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

Approved for Payment:

  
\_\_\_\_\_  
District Manager Signature

10/14/19  
\_\_\_\_\_  
Date

PLEASE RETURN COMPLETED FORM TO HANNAH SMITH



CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
TOTAL FOR REGISTER						16,886.44	

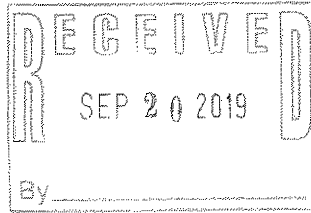
DBBR DOUBLE BRANCH HSMITH

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice****Bill To:**

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



Invoice #: 2095

Invoice Date: 9/15/19

Due Date: 9/15/19

Case:

P.O. Number:

Description	Hours/Qty	Rate	Amount
Assessment Roll Certification - FY 2020		7,821.00	7,821.00
<i>V-385 (A)</i> <i>1,810, 573, 314</i>			

<b>Total</b>	<b>\$7,821.00</b>
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<b>Payments/Credits</b>	<b>\$0.00</b>
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<b>Balance Due</b>	<b>\$7,821.00</b>
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**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice**

Invoice #: 2098

Invoice Date: 10/1/19

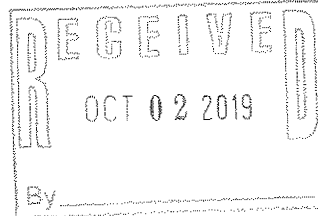
Due Date: 10/1/19

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 - October 2019 1, 310, 573, 340		4,996.92	4,996.92
Website Administration - October 2019 1, 310, 573, 520		187.50	187.50
Information Technology - October 2019 1, 310, 573, 357		161.83	161.83
Dissemination Agent Services - October 2019 1, 310, 573, 313		111.08	111.08
Office Supplies 1, 310, 573, 570		20.96	20.96
Postage -11- 400		16.15	16.15
Copies -11- 1125		221.85	221.85
Telephone -11- 410		49.14	49.14
IQNect 1, 310, 573, 357		16.65	16.65

V-35 (A)

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**Total** \$5,782.08

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**Payments/Credits** \$0.00

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**Balance Due** \$5,782.08

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# Hopping Green & Sams

Attorneys and Counselors

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

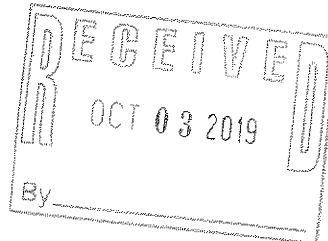
V-15 (A)  
1,310,513.315

===== STATEMENT =====

September 30, 2019

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

Bill Number 110265  
Billed through 08/31/2019



## General Counsel (O&M)

DBRNCH 00001 JMW

### FOR PROFESSIONAL SERVICES RENDERED

08/06/19	JMW	Review public records request; confer with Perry; review response; review budget documents; confer with staff regarding same.	1.20 hrs
08/08/19	JMW	Review proposed stormwater assessment from county; confer with staff regarding same.	0.50 hrs
08/09/19	JMW	Confer with county regarding right-of-way issues; research plats and conveyances regarding same.	1.10 hrs
08/30/19	MCE	Research and revise rules of procedure; review memorandum to district regarding same.	0.20 hrs
Total fees for this matter			\$752.00

### MATTER SUMMARY

Walters, Jason M.	2.80 hrs	250 /hr	\$700.00
Eckert, Michael C.	0.20 hrs	260 /hr	\$52.00

TOTAL FEES \$752.00

**TOTAL CHARGES FOR THIS MATTER \$752.00**

### BILLING SUMMARY

Walters, Jason M.	2.80 hrs	250 /hr	\$700.00
Eckert, Michael C.	0.20 hrs	260 /hr	\$52.00

TOTAL FEES \$752.00

**TOTAL CHARGES FOR THIS BILL \$752.00**

**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

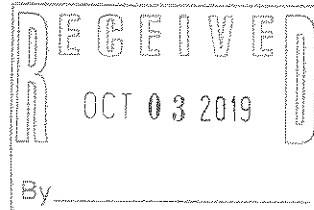
V-15 (A)  
1,310,513.315

## STATEMENT

September 30, 2019

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

Bill Number 110266  
Billed through 08/31/2019



### Monthly Meeting (O&M)

DBRNCH 00101 JM

### FOR PROFESSIONAL SERVICES RENDERED

08/09/19 JM Meeting preparation; review agenda package materials; conference with staff.  
08/12/19 JM Meeting preparation; attend regular board meeting and budget hearing by telephone.  
08/29/19 JM Prepare for and attend agenda conference call.

Total fees for this matter \$1,700.00

### DISBURSEMENTS

Bill Tracking Service 6.35

Total disbursements for this matter \$6.35

### MATTER SUMMARY

TOTAL FEES	\$1,700.00
TOTAL DISBURSEMENTS	\$6.35
<b>TOTAL CHARGES FOR THIS MATTER</b>	<b>\$1,706.35</b>

### BILLING SUMMARY

TOTAL FEES	\$1,700.00
TOTAL DISBURSEMENTS	\$6.35
<b>TOTAL CHARGES FOR THIS BILL</b>	<b>\$1,706.35</b>

Please include the bill number on your check.



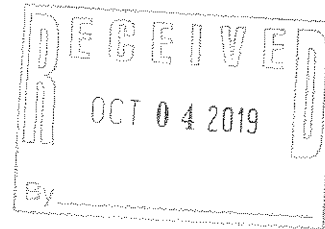
Disclosure Services LLC

1005 Bradford Way  
Kingston, TN 37763

# Invoice

Date	Invoice #
10/2/2019	4

Bill To
Double Branch CDD C/O GMS



Terms	Due Date
Net 30	11/1/2019

Description	Amount
Amortization Schedule Series 2013A -2 11-1-19 Prepay \$10,000  <i>V-107 (A)</i> <i>1.310,573.813</i>	100.00
<b>Total</b> \$100.00	
<b>Payments/Credits</b> \$0.00	
<b>Balance Due</b> \$100.00	

Phone #
865-717-0976

E-mail
tcarter@disclosureservices.info

10	11	12	13	14	15	16	17	18	19
START STOP	NEWSPAPER REFERENCE	DESCRIPTION	PRODUCT	SAU SIZE	BILLED UNITS	TIMES RUN	RATE	AMOUNT	
09/01		Balance Forward						\$0.00	
09/13 09/13	103213691-09132019	NOTICE OF MEETINGS DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT The Board of Supervisors of the Double Branch Community Development District will hold their r	JV Times-Union	2.00 x 5.0417	10.08	1	\$64.96	\$654.81	
PREVIOUS AMOUNT OWED:				\$0.00					
NEW CHARGES THIS PERIOD:				\$654.81					
CASH THIS PERIOD:				\$0.00					
DEBIT ADJUSTMENTS THIS PERIOD:				\$0.00					
CREDIT ADJUSTMENTS THIS PERIOD:				\$0.00					
We appreciate your business.									

V-7 (A)  
1,310, 513, 480

RECEIVED  
OCT 08 2019  
BY: \_\_\_\_\_

## INVOICE AND STATEMENT OF ACCOUNT

AGING OF PAST DUE ACCOUNTS

\* UNAPPLIED AMOUNTS ARE INCLUDED IN TOTAL AMOUNT DUE



21	CURRENT NET AMOUNT	22	30 DAYS	60 DAYS	OVER 90 DAYS	* UNAPPLIED AMOUNT	23	TOTAL AMOUNT DUE
	\$654.81		\$0.00	\$0.00	\$0.00	\$0.00		\$654.81
SALES REP/PHONE #		ADVERTISER INFORMATION						
Brenda Ramirez 904-359-4607	1	BILLING PERIOD	6	BILLED ACCOUNT NUMBER	7	ADVERTISER/CLIENT NUMBER	2	ADVERTISER/CLIENT NAME
		09/02/2019 - 09/29/2019		37018		37018		DOUBLE BRANCH CDD

MAKE CHECKS PAYABLE TO

The Florida Times Union Dept 1261  
PO Box 121261  
Dallas, TX 75312-1261

Payment is due upon receipt.

The Florida Times Union

PLEASE DETACH AND RETURN LOWER PORTION WITH YOUR REMITTANCE

## The Florida Times-Union

jacksonville.com

The Florida Times Union 1261  
PO Box 121261  
Dallas, TX 75312-1261

ADVERTISING INVOICE and STATEMENT

1		BILLING PERIOD		2		ADVERTISER/CLIENT NAME													
		09/02/2019 - 09/29/2019				DOUBLE BRANCH CDD													
COMPANY		23		TOTAL AMOUNT DUE		* UNAPPLIED AMOUNT		3		TERMS OF PAYMENT									
JV 5				\$654.81		\$0.00				NET 15 DAYS									
21		CURRENT NET AMOUNT		22		30 DAYS		60 DAYS		OVER 90 DAYS									
		\$654.81				\$0.00		\$0.00		\$0.00									
4		PAGE #		5		BILLING DATE		6		BILLED ACCOUNT NUMBER		7		ADVERTISER/CLIENT NUMBER		24		STATEMENT NUMBER	
						09/29/2019				37018				37018				0000055114	

8 BILLING ACCOUNT NAME AND ADDRESS

9 REMITTANCE ADDRESS



8  
8 - 2511

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



The Florida Times Union  
Dept 1261  
PO Box 121261  
Dallas, TX 75312-1261

Florida Times-Union

**DOUBLE BRANCH CDD**  
**475 WEST TOWN PLACE STE 114**  
**SAINT AUGUSTINE, FL 32092**

ACCT: 37018  
AD# 0003213691-01

State of Florida  
County of Duval

Before the undersigned authority personally appeared brenda ramirez who on oath says he/she is a Legal Advertising Representative of The Florida Times-Union, a daily newspaper published in Jacksonville in Duval County, Florida; that the attached copy of advertisement is a legal ad published in The Florida Times-Union. Affiant further says that The Florida Times-Union is a newspaper published in Jacksonville, in Duval County, Florida, and that the newspaper has heretofore been continuously published in Duval County, Florida each day, has been entered as second class mail matter at the post office in Jacksonville, in Duval County, Florida for a period of one year preceding the first publication of the attached copy of advertisement; and affiant further says the he/she 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 said newspaper.

PUBLISHED ON: 09/13/2019

FILED ON: 09/13/2019

**NOTICE OF MEETINGS**  
**DOUBLE BRANCH**  
**COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Double Branch Community Development District will hold their regularly scheduled public meetings for Fiscal Year 2020 at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065 on the second Monday of each month as follows, except where indicated:

October 14, 2019  
November 4, 2019 (\*first Monday)  
December 9, 2019  
January 13, 2020  
February 10, 2019 @ 6:00 p.m.  
March 9, 2020  
April 13, 2020  
May 11, 2020  
June 8, 2020  
July 13, 2020  
August 10, 2020 @ 6:00 p.m.  
September 14, 2020

The meetings are open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agendas for each meeting may be obtained from the District Manager, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (and phone (904) 940-5850). The meetings may be continued to a date, time, and place to be specified on the record at the meetings. There may be occasions when one or more Supervisors will participate by telephone.

Any person requiring special accommodations for the meetings because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least two calendar days prior to the meetings. 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.

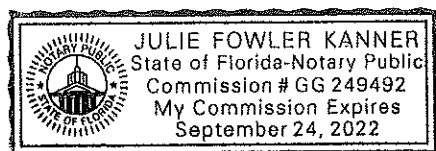
Each person who decides to appeal any action taken at the meetings is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

James A. Perry  
Manager

Name: brenda ramirez Title: Legal Advertising Representative

In testimony whereof, I have hereunto set my hand and affixed my official Seal the day and year aforesaid.

NOTARY: Julie Fowler Kanner



adreceipt  
44972

# CLAY TODAY

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

# Recorder

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

## Advertising Invoice

V-104 (A)  
1, 310. 573. 480

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

Cust#:986814  
Ad#:304276  
Phone#:904-940-5850  
Date:09/24/2019

Salesperson: Clay Legals

Classification: Legal Notice

Ad Size: 1.0 x 5.20

### Advertisement Information:

Description	Start	Stop	Ins.	Cost/Day	Total
Clay Today	10/03/2019	10/03/2019	1	70.20	70.20

### Payment Information:

Date: 09/24/2019      Order#: 304276      Type: BILLED ACCOUNT

Total Amount: 70.20

Tax: 0.00

Amount Due: 70.20

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

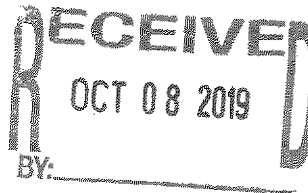
### Ad Copy

#### 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, October 14, 2019, 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.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager's Office at (904) 940-5850 at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

A person who decides to appeal any decision made by the Board with respect to any matter considered at



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

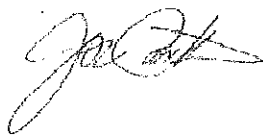
**OCTOBER MEETING**

**LEGAL: 44972 ORDER: 304276**

was published in said newspaper in the issues:

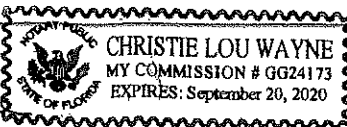
**10/03/2019**

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 10/03/2019.

*Christie Lou Wayne*  
 NOTARY PUBLIC, STATE OF FLORIDA



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

**NOTICE OF MEETING  
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 DEVELOPMENT DISTRICT**

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James A. Perry  
 District Manager  
 Legal 44972 published Oct 3, 2019 in  
 Clay County's Clay Today newspaper

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
10/03/19	00615	10/03/19 10032019	201910 320-57200-63100		*	2,150.00	
			DEPOSIT TO POUR SIDEWALK				
				K&B CONCRETE SERVICES LLC			2,150.00 006150
10/04/19	00092	9/18/19 2097	201908 320-57200-46600		*	2,512.00	
			AUG FACIL MAINT GENERAL				
		9/18/19 2097	201908 320-57200-46620		*	2,585.00	
			AUG FACIL MAINT CONTINGEN				
		9/18/19 2097	201908 320-57200-46630		*	798.00	
			AUG LIGHTING REPAIR				
		9/18/19 2097	201908 320-57200-63100		*	402.45	
			AUG REPAIR/REPALCE				
		9/18/19 2097	201908 320-57200-46400		*	3,630.00	
			AUG COMMON AREA MAINT				
		9/18/19 2097	201908 320-57200-46300		*	1,786.00	
			AUG POOL MAINTENANCE				
		9/18/19 2097	201908 320-57200-46800		*	709.00	
			AUG LAKE MAINTENANCE				
		9/18/19 2097	201908 320-57200-63200		*	834.00	
			AUG MISCELLENEOUS MAINT				
				GOVERNMENTAL MANAGEMENT SERVICES			13,256.45 006151
10/04/19	00092	9/17/19 2096	201909 300-36900-10300		*	538.50	
			EVENT STAFF THRU 9/12/19				
				GOVERNMENTAL MANAGEMENT SERVICES			538.50 006152
10/04/19	00655	10/01/19 10012019	201910 300-36900-10300		*	100.00	
			RENTAL REVENUE DEPOSIT				
				JENNIFER RAMP			100.00 006153
10/04/19	00208	9/30/19 09302019	201909 320-57200-34510		*	712.50	
			9/20/19-9/26/19 SECURITY				
				MIDDLE VILLAGE CDD			712.50 006154
10/04/19	00772	10/01/19 10012019	201910 300-36900-10300		*	100.00	
			RENTAL DEPOSIT REFUND				
				OLYMPIA WATTS			100.00 006155
10/04/19	00186	10/01/19 13129558	201910 320-57200-46300		*	2,107.49	
			OCT POOL MAINTENANCE				
				POOLSURE			2,107.49 006156
10/04/19	00616	2/22/19 INV79614	201902 320-57200-63100		*	114.00	
			LIFEGUARD SUPPLIES				
				THE LIFEGUARD STORE INC.			114.00 006157

DBBR DOUBLE BRANCH HSMITH



BANK B RECREATION FUND

DBBR DOUBLE BRANCH HSMITH





CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
10/17/19	00297	9/30/19 263	201909 320-57200-46400		*	4,366.35	
		SEP COMM AREA MAINT					
		9/30/19 263	201909 320-57200-63200		*	1,090.00	
		SEP MISC MAINTENANCE					
RIVERSIDE MANAGEMENT SERVICES, INC							5,456.35 006180
10/17/19	00512	10/10/19 W0184274	201910 320-57200-63100		*	444.16	
		LED LAMP BULBS					
1000 BULBS							444.16 006181
TOTAL FOR BANK B						98,999.67	
TOTAL FOR REGISTER						98,999.67	

DBBR DOUBLE BRANCH HSMITH

**From:** Jay Soriano jsoriano@gmsnf.com

**Subject:** Fwd: Sidewalk

**Date:** October 3, 2019 at 6:58 AM

**To:** Daniel Laughlin dlaughlin@gmsnf.com, Hannah Smith hsmith@gmstnn.com, Shelby Sovine ssovine@gmsnf.com

---

Daniel, can I get a check cut for K&B concrete? he sent me this email last night, I will have him give us a formal invoice/quote also, but for now if you are able to get the deposit cut and signed I will have him swing by and pick up on Friday.

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

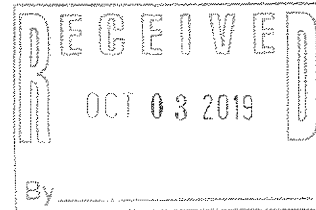
**From:** **Kenny Suggs** <[ksuggs1970@gmail.com](mailto:ksuggs1970@gmail.com)>

**Date:** Wed, Oct 2, 2019 at 6:11 PM

**Subject:** Sidewalk

**To:** <[jsoriano@gmsnf.com](mailto:jsoriano@gmsnf.com)>

K&B Concrete Services  
217 Pamela Street  
Interlachen Florida 32148  
[Ksuggs1970@gmail.com](mailto:Ksuggs1970@gmail.com)  
(850)370-0560



K&B agrees to form , pour and finish sidewalk which is 142 ft. in length and 6 ft. wide and will be 4 inches thick with fiber added to concrete and remove and clean up area of any excess concrete for the amount of \$ 4,300.00 with half 2,150.00 being payed upfront.

Double Branch

2-32-572-631

Kenny Suggs  
Owner/Operator

--

*Jay Soriano - Operations Manager*

*Double Branch & Middle Village CDDs*

*Governmental Management Services*

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

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

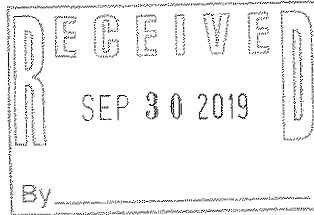
Invoice #: 2097

Invoice Date: 9/18/19

Due Date: 9/18/19

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 August 1 - August 31, 2019		12,580.69	12,580.69
Maintenance Supplies		675.76	675.76
Facility Maint. - General 2, 572, 4660 2, 320, 572, 466	\$ 2512. <sup>00</sup>		
Facility Maint. - Contingency 2, 572, 4662 2, 320, 572, 4662	\$ 2585. <sup>00</sup>		V-92 (B)
Lighting Repairs 2, 320, 572, 4663 2, 320, 572, 4663	\$ 798. <sup>00</sup>		
Repairs/Replace 2, 572, 6310 2, 320, 572, 631	\$ 402. <sup>45</sup>		
Common Area Maint. 2, 572, 4640 2, 320, 572, 464	\$ 3630. <sup>00</sup>		
Pool Maint. 2, 320, 572, 4630 2, 320, 572, 463	\$ 1786. <sup>00</sup>		
Lake Maint. 320, 572, 4680 2, 320, 572, 468	\$ 709. <sup>00</sup>		
Miscellaneous Maint. 2, 320, 572, 632	\$ 834. <sup>00</sup>		
Total			\$13,256.45
Payments/Credits			\$0.00
Balance Due			\$13,256.45

Rmn  
9.27.19

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF AUGUST 2019

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
8/1/19	4	E.T.	Cleaned pool filters on lap pool, spray ground pool and family pool, install park bench in community park
8/1/19	8	T.C.	Cleaned duck bridge and pool decks, worked on bench project, removed debris at parks
8/1/19	6	S.A.	Picked up supplies, disassembled and assembled bench at nature's hammock with new seats and backs, inspected benches at athletic field and parks, replaced seat at park
8/2/19	6	T.C.	Removed debris along roadways and parks
8/2/19	8	S.A.	Measure and angle cut 2"x6" and 2"x10" for benches
8/5/19	8	T.C.	Removed debris along roadways and parks
8/6/19	2	E.T.	Cleaned pool filters on lap pool, family pool and spray ground pool
8/6/19	8	S.A.	Planed and routed 2"x10" for benches, cleaned up shop
8/7/19	6	T.C.	Removed debris along roadways and parks
8/8/19	6.5	E.T.	Cleaned pool filters on lap pool, family pool and spray ground pool, removed trees along roadway median
8/8/19	2	T.C.	Removed debris along roadways and parks
8/8/19	8	S.A.	Assembled benches, cleaned fountain and lake bank with boat, removed dead trees in median
8/9/19	8	T.C.	Removed debris along roadways and park
8/10/19	2	E.T.	Cleaned pool filters on lap pool, family pool and spray ground pool
8/12/19	6	T.C.	Removed debris along roadways and parks
8/13/19	2.5	E.T.	Cleaned pool filters on lap pool, family pool and spray ground pool
8/13/19	8	T.C.	Cleaned duck bridge & pool decks, cleaned out fountain in lake by office, removed dead trees in roadway
8/13/19	7	G.S.	Removed debris in common areas
8/13/19	8	S.A.	Fill in knots and cracks in assembled benches, sand assembled benches, paint top of benches
8/14/19	6	T.C.	Cleaned duck bridge and pool decks, worked on bench project
8/14/19	3	G.S.	Picked up supplies, removed debris in common areas
8/15/19	4	E.T.	Cleaned pool filters on lap pool, family pool and spray ground pool, light inspection around community, repair swing at silver leaf park
8/15/19	4	T.C.	Cleaned duck bridge and pool decks, unloaded pool furniture
8/15/19	6	G.S.	Unloaded pool furniture, removed debris in common areas and ponds
8/15/19	8	S.A.	Paint bottom and sides of benches, picked up supplies, repaired & reinstalled children's excavator at playground
8/16/19	8	T.C.	Cleaned duck bridge and pool decks, installed chain and locks across drive for water company, installed toilet seat cover holders at fitness center, worked on bench project
8/16/19	6	S.A.	Picked up supplies, hung chain across gate, removed and replaced bench at fall creek
8/19/19	2	T.C.	Cleaned duck bridge and pool decks
8/19/19	6	G.S.	Removed debris in common areas and from ponds
8/20/19	3	E.T.	Light inspection around community, repaired broken fence at park along Loop Road
8/20/19	6	T.C.	Cleaned duck bridge and pool decks, worked on bench project installing at parks, installed new street signs
8/20/19	3	G.S.	Trimmed trees around school, removed debris in common areas
8/20/19	8	S.A.	Remove and replaced new benches at Waverly Park, removed and replaces street signs
8/21/19	2	T.C.	Cleaned duck bridge and pool decks
8/21/19	6	G.S.	Removed debris in common areas and from ponds
8/22/19	1	E.T.	Cleaned pool filters
8/22/19	6	T.C.	Cleaned duck bridge and pool decks, worked on bench project installing in parks
8/22/19	6	S.A.	Removed and replaced benches at Cannons point and the Oaks
8/23/19	6	T.C.	Cleaned duck bridge and pool decks, removed old and installed new water drinking fountains, picked up broken glass from side of road
8/23/19	6	G.S.	Removed debris in common areas and from ponds
8/23/19	8	S.A.	Picked up supplies, paint cannons point benches, cut and disposed old benches
8/25/19	1	E.T.	Cleaned pool filters
8/25/19	5	G.S.	Removed debris in common areas and from ponds
8/26/19	8	T.C.	Cleaned duck bridge & pool decks, finished installing drinking fountain, cleaned out & refilled fountain by office
8/27/19	2	E.T.	Cleaned pool filters, replaced light in parking lot
8/27/19	4	T.C.	Cleaned duck bridge and pool decks, unclogged and cleaned fountain in lake with boat
8/27/19	6	G.S.	Removed debris in common areas, removed deceased animal from roadway
8/27/19	3	S.A.	Picked up supplies, cleaned fountain in lake at amenity center, removed and replaced water fountain
8/28/19	4	T.C.	Cleaned duck bridge and pool decks, repaired flush valve on toilet
8/28/19	3	G.S.	Cleaned up graffiti in park, removed debris in common areas, treated fire ants in parks
8/29/19	4	E.T.	Cleaned pool filters, removed tarp on slide tower, prepared for Hurricane Dorian
8/29/19	6	T.C.	Cleaned duck bridge and pool decks, repaired leaking toilet, prepared for Hurricane Dorian
8/29/19	5	S.A.	Picked up supplies, twice repaired excavator at park, prepared for Hurricane Dorian
8/30/19	6	T.C.	Removed debris at parks and along roadways
8/30/19	4	S.A.	Preparation for Hurricane Dorian

TOTAL 287

MILES 442

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

MAINTENANCE BILLABLE PURCHASES

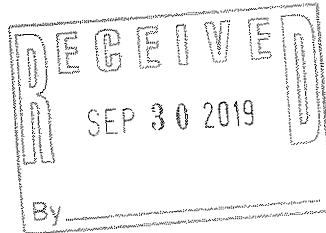
Period Ending 09/05/19

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DB				
DOUBLE BRANCH				
	8/5/19	Kwikset Key	1.27	T.C.
	8/5/19	Schlage Key	1.27	T.C.
	8/5/19	1 1/2 Split Key Ring	1.70	T.C.
	8/5/19	Lemon Pine Sol (2)	19.71	T.C.
	8/5/19	Lysol Spray (2)	15.80	T.C.
	8/5/19	Outdoor Bleach	5.15	T.C.
	8/6/19	Schlage Key (4)	10.07	T.C.
	8/8/19	LED 10w 2 pk	11.86	T.C.
	8/8/19	Blend Mop Refill (2)	18.33	T.C.
	8/9/19	Bondo Wood Filler Pint	14.92	T.C.
	8/9/19	50 pk Terry Towels	16.07	T.C.
	8/13/19	15' Hose 5/8"x16' Remnant Hose	10.32	T.C.
	8/14/19	Eco Lite Thermostat	194.35	J.S.
	8/15/19	Winged Wire Connectors 30 pk	4.55	T.C.
	8/15/19	Photo Control Wired Stem Swivel	16.08	T.C.
	8/15/19	20w50 Castro Motor Oil	2.86	T.C.
	8/15/19	Gloss Orange Spray Paint	4.91	T.C.
	8/15/19	Orange High Visibility Chain 5/16"x1" (18)	62.10	T.C.
	8/15/19	6"x15" Authorized Person Only Sign	4.57	T.C.
	8/15/19	Red Thread Locker	7.44	S.A.
	8/15/19	Cap Nut	1.36	S.A.
	8/15/19	Nylon Spacer	0.60	S.A.
	8/15/19	Sheet Metal Screws	1.36	S.A.
	8/15/19	3/8 Hexnuts (4)	2.16	S.A.
	8/15/19	3/8 Washer (6)	1.93	S.A.
	8/16/19	JB Weld	5.14	S.A.
	8/16/19	3/8" Zinc Quick Link (2)	6.83	S.A.
	8/16/19	Stainless Eyebolt (2)	8.46	S.A.
	8/19/19	Cobalt Red Helix 15 piece	45.97	T.C.
	8/19/19	Safety Glasses	18.37	T.C.
	8/21/19	3/8" Lockwashers	2.20	T.C.
	8/21/19	Pelican Paint Liner Pack	2.46	T.C.
	8/23/19	50 gallon Square Trash Can - Gray	74.72	J.S.
	8/23/19	Diablo 9"x8/10 MTL Recip Blades	10.91	T.C.
	8/23/19	Gloss Hunter Green Paint	6.88	T.C.
	8/26/19	Vinyl Electric Tape	4.58	T.C.
	8/26/19	Husky 2' GFCI Power Cord	39.07	T.C.
	8/27/19	15 GFCI Outlet	18.12	J.S.
	8/29/19	Cap Nut	1.36	S.A.
		TOTAL	<u>\$675.76</u>	

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

# Invoice

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



Invoice #: 2096  
Invoice Date: 9/17/19  
Due Date: 9/17/19  
Case:  
P.O. Number:

Description	Hours/Qty	Rate	Amount
Facility Event Staff through September 12, 2019	21.54	25.00	538.50
<i>Amenities Revenue</i> <i>2,369.103</i>			
<i>V-92 (B)</i> <i>2,300.369.103</i>			
Total			\$538.50
Payments/Credits			\$0.00
Balance Due			\$538.50

*2nd*  
*9.27.19*

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

DOUBLE BRANCH CDD

Facility Event Staff Service Hours

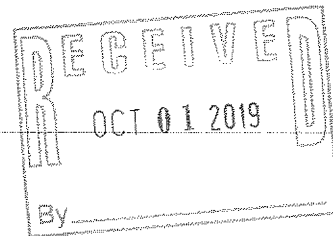
<u>Quantity</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
21.54	Facility Event Staff	\$ 25.00	\$ 538.50

Covers Period End: September 12, 2019

Amenities Revenue # 2-369-103



**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - JENNIFER RAMP  
**Date:** October 1, 2019 at 3:56 PM  
**To:** Hannah Smith [hsmith@gmstnn.com](mailto:hsmith@gmstnn.com)  
**Cc:** Daniel Laughlin [dlaughlin@gmsnf.com](mailto:dlaughlin@gmsnf.com)



Good afternoon Hannah,

Please make the following refund at your earliest opportunity:

- LOCATION – OV PATIO aka Oakleaf Village PATIO (SATURDAY) 2:00 p.m. to 6:00 p.m.
- DATE OF VENUE – SEPTEMBER 28, 2019
- RESIDENT – JENNIFER RAMP
- ADDRESS – 3855 PEBBLE BROOKE CIRCLE S, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
  - DEPOSIT REFUND
- DEPOSIT was via CHECK - drawn on BANK OF AMERICA (credit card machine inoperable):
  - DATED: 9/1/19
  - CHECK#: 1644
  - DEPOSITED: 9/1/19
  - AMOUNT: \$100.00

V-655 (B)  
2,300.389.103

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

Thank you.

*I will be out of the office WEDNESDAY, October 2, 2019 and THURSDAY, October 3, 2019, 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  
[venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
(904) 770-4661 voice email  
(904) 375-9285 ext. 3  
[www.oakleafresidents.com](http://www.oakleafresidents.com)

Governmental Management Services

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

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 writing. The information contained in this email and/or attachment(s) may be confidential and intended solely for the use of the individual or entity to which it is addressed. This email and/or attachment(s) may contain material that is privileged or protected from disclosure under applicable law. If you are not the intended recipient or the individual responsible for delivering to the intended recipient, please notify sender immediately by telephone to obtain instructions as to whether information in this email and/or attachment(s) is confidential and privileged or protected from disclosure under applicable law.

**Clay County Sheriff's Office**

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

**INVOICE**

INVOICE DATE: SEPTEMBER 30, 2019  
WEEK OF: 9/20/19-9/26/19

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

**FOR:**  
Oakleaf Amenities Manager  
and  
Oksana Kuzmuk

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
9/20/19	BEN SIMMONS	1700-2300	6	30.00	180.00
9/20/19	EVA SOLIS	1700-2300	6	30.00	180.00
9/21/19	BEN SIMMONS	1700-2300	6	30.00	180.00
9/21/19	JENNIFER COOPER	1700-2300	6	30.00	180.00
9/23/19	BRYAN SMITH	1700-2300	6	30.00	180.00
9/24/19	JOHN DRURY	1600-2200	6	30.00	180.00
9/25/19	JONATHAN BROWN	1700-2300	6	30.00	180.00
9/26/19	JOHN DRURY	1700-2230	5.5	30.00	165.00

DEPUTY SIGNATURE:

TOTAL

\$1425.00/2 =

= 712.5

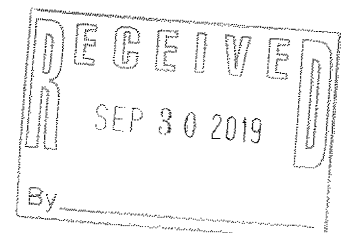
Make all checks payable to Deputy name and mail to the Sheriff's Office C/O Alyssa Rosenbaum.

THANK YOU FOR YOUR BUSINESS!

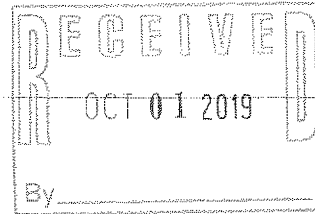
V-208

(B)

2.320.572.34570



**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - OLYMPIA WATTS  
**Date:** October 1, 2019 at 3:43 PM  
**To:** Hannah Smith [hsmith@gmstnn.com](mailto:hsmith@gmstnn.com)  
**Cc:** Daniel Laughlin [dlaughlin@gmsnf.com](mailto:dlaughlin@gmsnf.com)



Good afternoon Hannah,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR aka Oakleaf Village Clubroom (SATURDAY) 2:00 p.m. to 6:00 p.m.
- DATE OF VENUE – SEPTEMBER 28, 2019
- RESIDENT – OLYMPIA WATTS
- ADDRESS – 3880-C BUCKTHORNE DRIVE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
  - DEPOSIT REFUND
- DEPOSIT was via MONEY ORDER - PUBLIX #1177 (credit card machine inoperable):
  - DATED: 9/17/19
  - MO#: 19-030699789
  - DEPOSITED: 9/17/19
  - AMOUNT: \$100.00

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

Thank you.

*I will be out of the office WEDNESDAY, October 2, 2019 and THURSDAY, October 3, 2019, 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  
[venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
(904) 770-4661 voice email  
(904) 375-9285 ext. 3  
[www.oakleafresidents.com](http://www.oakleafresidents.com)

Governmental Management Services

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

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 writing. The information contained in this email and/or attachment(s) may be confidential and intended solely for the use of the individual or entity to which it is addressed. This email and/or attachment(s) may contain material that is privileged or protected from disclosure under applicable law. If you are not the intended recipient or the individual responsible for delivering to the intended recipient, please notify sender immediately by telephone to obtain instructions as to whether information in this email and/or attachment(s) is confidential and privileged or protected from disclosure under applicable law.

2-300-349-103  
B  
772



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

# Invoice

Date 10/1/2019

Invoice # 131295588724

Terms	Net 20
Due Date	10/21/2019
PO #	
Customer #	13OAK102

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

Item ID	Description	Qty	Units	Amount
WM-CHEM-BASE	Water Management Seasonal Billing Rate	1	ea	1,999.31
Fuel Surcharge	Fuel/Environmental Transit Fee	1	ea	108.18
<div data-bbox="617 861 941 1092"></div> <div data-bbox="487 1218 1071 1344"><p>V-186 (B) 2,320.572.463</p></div>				

**Total** 2,107.49  
**Amount Due** \$2,107.49

## Remittance Slip

Customer  
13OAK102  
Invoice #  
131295588724

Amount Due \$2,107.49

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

Make Checks Payable To

Poolsure  
PO Box 55372  
Houston, TX 77255-5372



131295588724



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

# Invoice

DATE	INVOICE #
------	-----------

02/22/2019

INV796143



## BILL TO

Jay Soriano  
GMS, LLC - Oak Leaf Plantation  
370 Oakleaf Village Pkwy  
Orange Park, FL 32065

## SHIP TO

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

Account Number: 265527

P.O. NUMBER		TERMS	REP	SHIP	VIA	Order Number	
		NET 30	002	02/22/2019	UPS GROUND	ORD663216.2	
QUANTITY	ITEM CODE		DESCRIPTION			PRICE EACH	AMOUNT
25	120MM	Soft Case Pocket Mask			\$4.75	\$118.75	
25	176B	Original Guard Infinity Whistle - Color - Black			\$2.03	\$50.75	
25	180BBLK	Break Away Neck Lanyard - Color - Black			\$1.34	\$33.50	
1	117	Rise Aquatics Dive Brick			\$25.00	\$25.00	
Page 1 of 1							

Page 1 of 1

UPS Tracking Number:

1ZW9389X0349774221

V-616 (B)  
2.320.572,631

**Code to: Split 50/50**

**Double Branch Repair and Replacements**

**2.320.57200.63100 \$114.00**

**Middle Village Repair and Replacements**

**34-600-538-64000**

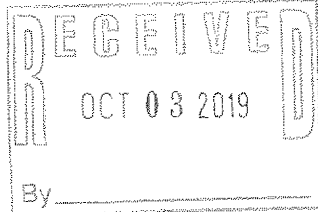
	Subtotal	\$228.00
	Discount Amount	\$0.00
	Shipping, Packaging & Handling	\$0.00
	Tax	\$0.00
	<b>TOTAL</b>	<b>\$228.00</b>

All Balances must be paid within thirty (30) days of invoice date. A 1.5% monthly finance charge will be applied to all over due balances.

Balance Due

**\$228.00**



INVOICE DATE	INVOICE #	AMOUNT	CUSTOMER COMMENTS
7/29/19	9171488230	60.25	check 6/17 9/27/19
8/05/19	9171490251	60.25	
8/12/19	9171492291	65.85	
8/19/19	9171494320	65.85	
8/26/19	9171496351	65.85	
9/02/19	9171498375	65.85 ✓	
9/09/19	9171500386	65.85 ✓	
9/16/19	9171502409	65.85 ✓	
9/23/19	9171504449	65.85 ✓	
<b>Code to:</b> <b>2.330.57200.61100</b> <b>Double Branch Fitness Janitorial</b>			✓ 382 (B)
STATEMENT DATE	ACCOUNT #	AMOUNT DUE	
9/30/19	999548	581.45	

CURRENT	30 DAYS	60 DAYS	90 DAYS and OVER
263.40	257.80	60.25	

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:
9/30/19
Invoices Paid
Amount Paid
Customer Number
999548

INVOICE NUMBER 917 1488230 REMIT TO: UniFirst Corporation  
 INVOICE DATE 7/29/19 1446 HAINES STREET  
 CUSTOMER# (BILL TO) 999548 JACKSONVILLE FL 32206  
 A/R NUMBER RTE# 02610  
 CUSTOMER DOUBLE BRANCH CDD



91714882300

PAYMENT AMOUNT \$ \_\_\_\_\_

- Please Detach and Return With Payment -



UniFirst Corporation  
 1446 HAINES STREET

JACKSONVILLE

PAGE 001  
 FL 32206

INVOICE  
 917 1488230

DATE  
 7/29/19

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

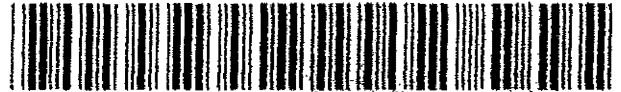
LKR/DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					
		4X6H OAKLEAF		3	24.45			3/12	3	
		MAT-4X6 HD GREAT IMP		2	16.30			1/19	2	
		DEFE CHARGE			19.50					
		INVOICE SUB-TOTAL			60.25					
		TOTAL SERVICE CHANGES								
		AMOUNT DUE								

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

SOIL PICK UP COUNT

SH \_\_\_\_\_ PT \_\_\_\_\_ OT \_\_\_\_\_ NO \_\_\_\_\_

INVOICE NUMBER 917 1488230 REMIT TO: UniFirst Corporation  
INVOICE DATE 7/29/19 1446 HAINES STREET  
CUSTOMER# (BILL TO) 999548 JACKSONVILLE FL 32206  
A/R NUMBER RTE# 02610  
CUSTOMER DOUBLE BRANCH CDD



PAYMENT AMOUNT \$ \_\_\_\_\_

91714882300

- Please Detach and Return With Payment -



UniFirst Corporation  
1446 HAINES STREET

JACKSONVILLE

PAGE 001  
FL 32206

INVOICE  
917 1488230

DATE  
7/29/19

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		3	24.45			3/12	3	
		MAT-4X6 HD GREAT IMP		2	16.30			1/19	2	
		DEFE CHARGE			19.50					
		INVOICE SUB-TOTAL			60.25					
		TOTAL SERVICE CHANGES								
		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 1490251  
8/05/19  
999548  
RTE# 02610  
DOUBLE BRANCH CDD

REMIT TO: UniFirst Corporation  
1446 HAINES STREET  
JACKSONVILLE

FL 32206



9171490251\*

PAYMENT AMOUNT \$ \_\_\_\_\_

- Please Detach and Return With Payment -



UniFirst Corporation  
1446 HAINES STREET

JACKSONVILLE

PAGE 001  
FL 32206

INVOICE  
917 1490251

DATE  
8/05/19

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		3	24.45			3/12	3	
		MAT-4X6 HD GREAT IMP		2	16.30			1/19	2	
		DEFE CHARGE			19.50					
		INVOICE SUB-TOTAL			60.25					

TOTAL SERVICE CHARGES \_\_\_\_\_

AMOUNT DUE \_\_\_\_\_

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

*X Lisa Carter*

SOIL PICK UP COUNT SH \_\_\_\_\_ PT \_\_\_\_\_ OT \_\_\_\_\_ NO \_\_\_\_\_

Please be advised that due to ongoing increases in the core operational costs associated with the processing and delivery of our products and services, beginning with your next invoice, you will see an increase to your UniFirst pricing. If you have any questions, please speak with your Route Service Representative (RSR) or call the number at the top of this invoice.

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

917 1492291  
5/12/19  
999548  
RTE# 02610  
DOUBLE BRANCH CDD

REMIT TO: UniFirst Corporation  
1446 HAINES STREET  
JACKSONVILLE

FL 32206



91714922912

PAYMENT AMOUNT \$ \_\_\_\_\_

- Please Detach and Return With Payment -



UniFirst Corporation  
1446 HAINES STREET

JACKSONVILLE

PAGE 001  
FL 32206

INVOICE  
917 1492291

DATE  
8/12/19

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		3	26.91			3/12	3	
		MAT-4X6 HD GREAT IMP		2	17.94			1/19	2	
		DEFE CHARGE			21.00					
		INVOICE SUB-TOTAL			65.85					

TOTAL SERVICE CHARGES \_\_\_\_\_

AMOUNT DUE \_\_\_\_\_

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

SOIL PICK UP COUNT SH \_\_\_\_\_ PT \_\_\_\_\_ DT \_\_\_\_\_ NO

Due to ongoing increases in our core operational costs, it has become necessary to increase your UniFirst pricing effective with this invoice/delivery.

INVOICE NUMBER 917 1494320 REMIT TO: UniFirst Corporation  
INVOICE DATE 8/19/19 1446 HAINES STREET  
CUSTOMER# (BILL TO) 999548 JACKSONVILLE FL 32206  
A/R NUMBER RTE# 02610  
CUSTOMER DOUBLE BRANCH CDD



PAYMENT AMOUNT \$ \_\_\_\_\_

- Please Detach and Return With Payment -



UniFirst Corporation  
1446 HAINES STREET

JACKSONVILLE

PAGE 001  
FL 32206

INVOICE  
917 1494320

DATE  
8/19/19

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		3	26.91			3/12	3	
		MAT-4X6 HD GREAT IMP		2	17.94			1/19	2	

DEFE CHARGE

21.00

INVOICE SUB-TOTAL

65.85

TOTAL SERVICE CHANGES

AMOUNT DUE

65.85

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

SOIL PICK UP COUNT

SH \_\_\_\_\_ PT \_\_\_\_\_ OT \_\_\_\_\_ NO \_\_\_\_\_

*Not*

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

917 1496351  
8/26/19  
999548  
RTE# 02610  
DOUBLE BRANCH CDD

REMIT TO:

UniFirst Corporation  
1446 HAINES STREET  
JACKSONVILLE

FL 32206



91714963513

PAYMENT AMOUNT \$ \_\_\_\_\_

- Please Detach and Return With Payment -



UniFirst Corporation  
1446 HAINES STREET

JACKSONVILLE

PAGE 001  
FL 32206

INVOICE  
917 1496351

DATE  
8/26/19

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		3	26.91			3/12	3	
		MAT-4X6 HD GREAT IMP		2	17.94			1/19	2	
		DEFE CHARGE			21.00					
		INVOICE SUB-TOTAL			65.85					

TOTAL SERVICE CHARGES \_\_\_\_\_

AMOUNT DUE \_\_\_\_\_

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

*Lina Carter*

SOIL PICK UP COUNT

SH \_\_\_\_\_ PT \_\_\_\_\_ OT \_\_\_\_\_ NO \_\_\_\_\_

INVOICE NUMBER 917 1498375 REMIT TO: UniFirst Corporation  
INVOICE DATE 9/02/19 1446 HAINES STREET  
CUSTOMER# (BILL TO) 999548 JACKSONVILLE FL 32206  
A/R NUMBER RTE# 02610  
CUSTOMER DOUBLE BRANCH CDD



91714983758

PAYMENT AMOUNT \$ \_\_\_\_\_

- Please Detach and Return With Payment -



UniFirst Corporation  
1446 HAINES STREET

JACKSONVILLE

PAGE 001  
FL 32206

INVOICE  
917 1498375

DATE  
9/02/19

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		3	26.91			3/12	3	
		MAT-4X6 HD GREAT IMP		2	17.94			1/19	2	
		DEFE CHARGE			21.00					
		INVOICE SUB-TOTAL			65.85					
		TOTAL SERVICE CHANGES								
		AMOUNT DUE								

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

*Lisa Carter*

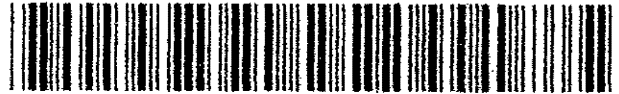
SOIL PICK UP COUNT SH \_\_\_\_\_ PT \_\_\_\_\_ OT \_\_\_\_\_ NO \_\_\_\_\_

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

917 1500386  
9/09/19  
999548  
RTE# 02610  
DOUBLE BRANCH CDD

REMIT TO: UniFirst Corporation  
1446 HAINES STREET  
JACKSONVILLE

FL 32206



9171500386/

PAYMENT AMOUNT \$ \_\_\_\_\_

- Please Detach and Return With Payment -



UniFirst Corporation  
1446 HAINES STREET

JACKSONVILLE

PAGE 001  
FL 32206

INVOICE  
917 1500386

DATE  
9/09/19

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		3	26.91			3/12	3	
		MAT-4X6 HD GREAT IMP		2	17.94			1/19	2	
		DEFE CHARGE			21.00					
		INVOICE SUB-TOTAL			65.85					
		TOTAL SERVICE CHANGES								
		AMOUNT DUE								

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

SOIL PICK UP COUNT

SH \_\_\_\_\_ PT \_\_\_\_\_ OT \_\_\_\_\_ NO \_\_\_\_\_

*No one here*

INVOICE NUMBER 917 1502409 REMIT TO: UniFirst Corporation  
INVOICE DATE 9/16/19 1446 HAINES STREET  
CUSTOMER# (BILL TO) 999548 JACKSONVILLE FL 32206  
A/R NUMBER RTE# 02610  
CUSTOMER DOUBLE BRANCH CDD



9171502409

PAYMENT AMOUNT \$ \_\_\_\_\_

- Please Detach and Return With Payment -



UniFirst Corporation  
1446 HAINES STREET

JACKSONVILLE

PAGE 001  
FL 32206

INVOICE  
917 1502409

DATE  
9/16/19

PAYMENT TERMS  
CHARGE

PURCHASE ORDER

CONTRACT  
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.	PICK UP
				QTY.	AMOUNT					
		4X6H OAKLEAF		3	26.91			3/12	3	
		MAT-4X6 HD GREAT IMP		2	17.94			1/19	2	

DEFE CHARGE

21.00

INVOICE SUB-TOTAL

65.85

TOTAL SERVICE CHANGES

AMOUNT DUE

65.85

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

SOIL PICK UP COUNT

SH \_\_\_\_\_ PT \_\_\_\_\_ QT \_\_\_\_\_

NO \_\_\_\_\_

1078

INVOICE NUMBER 917 1504449 REMIT TO: UniFirst Corporation  
INVOICE DATE 9/23/19 1446 HAINES STREET  
CUSTOMER# (BILL TO) 999548 JACKSONVILLE FL 32206  
A/R NUMBER RTE# 02610  
CUSTOMER DOUBLE BRANCH CDD



PAYMENT AMOUNT \$ \_\_\_\_\_

91715044491

- Please Detach and Return With Payment -



UniFirst Corporation  
1446 HAINES STREET

JACKSONVILLE

PAGE 001  
FL 32206

INVOICE  
917 1504449

DATE  
9/23/19

PAYMENT TERMS  
CHARGE

PURCHASE ORDER

CONTRACT  
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.	PICK UP
				QTY.	AMOUNT					
		4X6H OAKLEAF		3	26.91			3/12	3	
		MAT-4X6 HD GREAT IMP		2	17.94			1/19	2	

DEFE CHARGE

21.00

INVOICE SUB-TOTAL

65.85

TOTAL SERVICE CHANGES

AMOUNT DUE

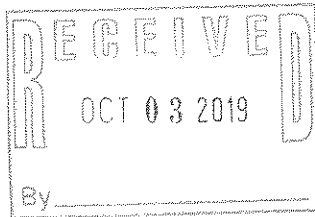
THIS IS YOUR ONLY INVCE- NET 30 DAYS. PLEASE SIGN

*Rising Carter*

SOIL PICK UP COUNT

SH \_\_\_\_\_ PT \_\_\_\_\_ OT \_\_\_\_\_ NO \_\_\_\_\_





# Invoice

Invoice #: 1438

Date: 10/01/19

Customer PO:

DUE DATE: 10/31/2019

## BILL TO

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

## FROM

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

## DESCRIPTION

#86 - Standard Maintenance Contract October 2019

## AMOUNT

\$30,310.77

## Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

\$30,310.77

**Code to:**

**2-320-572-4620**

**Double Branch Landscape Maintenance**

(B)

V-672

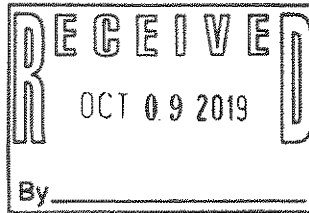


Eight Tower Bridge  
161 Washington Street, Suite 600  
Conshohocken, PA 19428  
(866) 703-7666

Invoice Date  
10/06/2019

Invoice Number  
9322963

Double Branch Community Development  
370 Oakleaf Village Parkway  
Orange Park, FL 32065



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

**PLEASE REMIT PAYMENT TO:**

Allied Universal Security Services  
P.O. Box 828854  
Philadelphia, PA 19182-8854

Total Amount Due:  
(USD) **\$4,235.79**

Terms:  
**Due Upon Receipt**

Service Location: AB364297 Customer: AB364297 Billing Period: 09/01/2019 - 09/30/2019

**DOUBLE BRANCH**

370 OAKLEAF VILLAGE PKWY  
Orange Park, FL 32065-4259

Description	Quantity	UOM	Price	Amount
Regular Guard - BARBIERI, EMILIO	9.00	Hours		0.00
Regular Guard - Davis, Anthony	123.00	Hours		0.00
Regular Guard - MELSON, LISA	161.00	Hours		0.00
Guard Services	1.00	EA	4,235.79	4,235.79
Total Hours	293.00			0.00
<b>Subtotal</b>				<b>4,235.79</b>
Sales Tax Subtotal				0.00
<b>Total for - DOUBLE BRANCH</b>				<b>4,235.79</b>

# APPROVED

**Code to:**

**Double Branch Security**

**2-320-572-345**

V-506 (B)

/

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



Invoice Date  
10/06/2019

Invoice Number  
9322963

Invoice NO. 9322963 Customer: AB364297 Double Branch Community Development Page 1 of 1

Description						Quantity	Bill Rate	Extension
Work Date	Post Description	Employee Name	In Time	Out Time	Lunch	Hours	Hours Type	
Regular Guard - BARBIERI, EMILIO						9.00	\$0.00	\$0.00
09/30/19	Roover 900	EMILIO BARBIERI	15:00	0:00		9.00	Hourly-Regular	
Regular Guard - Davis, Anthony						123.00	\$0.00	\$0.00
09/01/19	Roover 900	Anthony Davis	13:00	0:00		11.00	Hourly-Regular	
09/02/19	Roover 900	Anthony Davis	0:00	1:00		1.00	Hourly-Hol Worked 1.5	
09/02/19	Roover 900	Anthony Davis	15:00	0:00		9.00	Hourly-Hol Worked 1.5	
09/03/19	Roover 900	Anthony Davis	15:00	0:00		9.00	Hourly-Regular	
09/08/19	Roover 900	Anthony Davis	13:00	0:00		11.00	Hourly-Regular	
09/09/19	Roover 900	Anthony Davis	0:00	1:00		1.00	Hourly-Regular	
09/09/19	Roover 900	Anthony Davis	15:00	0:00		9.00	Hourly-Regular	
09/10/19	Roover 900	Anthony Davis	15:00	0:00		9.00	Hourly-Regular	
09/15/19	Roover 900	Anthony Davis	13:00	0:00		11.00	Hourly-Regular	
09/16/19	Roover 900	Anthony Davis	0:00	1:00		1.00	Hourly-Regular	
09/16/19	Roover 900	Anthony Davis	15:00	0:00		9.00	Hourly-Regular	
09/17/19	Roover 900	Anthony Davis	15:00	0:00		9.00	Hourly-Regular	
09/22/19	Roover 900	Anthony Davis	13:00	0:00		11.00	Hourly-Regular	
09/23/19	Roover 900	Anthony Davis	0:00	1:00		1.00	Hourly-Regular	
09/23/19	Roover 900	Anthony Davis	15:00	0:00		9.00	Hourly-Regular	
09/29/19	Roover 900	Anthony Davis	13:00	0:00		11.00	Hourly-Regular	
09/30/19	Roover 900	Anthony Davis	0:00	1:00		1.00	Hourly-Regular	
Regular Guard - MELSON, LISA						161.00	\$0.00	\$0.00
09/01/19	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular	
09/04/19	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
09/05/19	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
09/06/19	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
09/07/19	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular	
09/07/19	Roover 900	LISA MELSON	13:00	0:00		11.00	Hourly-Regular	
09/08/19	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular	
09/11/19	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
09/12/19	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
09/13/19	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
09/14/19	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular	
09/14/19	Roover 900	LISA MELSON	13:00	0:00		11.00	Hourly-Regular	
09/15/19	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular	
09/18/19	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
09/19/19	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
09/20/19	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
09/21/19	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular	
09/21/19	Roover 900	LISA MELSON	13:00	0:00		11.00	Hourly-Regular	
09/22/19	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular	
09/25/19	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
09/26/19	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
09/27/19	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
09/28/19	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular	
09/28/19	Roover 900	LISA MELSON	13:00	0:00		11.00	Hourly-Regular	
09/29/19	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular	
Guard Services						1.00	\$4,235.79	\$4,235.79
Total Hours						293.00		\$0.00

Revenue Total \$4,235.79  
Tax Total \$0.00  
Grand Total \$4,235.79



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

Customer Name: DOUBLE BRANCH CDD

Bill Date: 10/04/2019

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)	10/04/19 to 11/06/19					\$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	10/02/19	31	13644	13694	50

Base Charges (Prepaid)						\$80.52
Consumption Charges	Tier 1	50.0	x	0.76	\$38.00	
Proration Factor: 1.0333	Tier 2	0.0	x	1.50	\$0.00	
	Tier 3	0.0	x	2.26	\$0.00	

### Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$118.52
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
<b>TOTAL AMOUNT DUE</b>	<b>\$118.52</b>

Effective October 1, 2019, water, sewer and reuse base and consumption charges will increase by 4%. Visit our website at [www.clayutility.org/rates](http://www.clayutility.org/rates) to view the current rate schedule.

**URGENT WARNING:** Unauthorized Bill-Payment websites are suggesting an affiliation with Clay County Utility Authority. These sites, which include doxo.com, are not associated in any way with CCUA.

These companies charge YOU a processing fee and can delay payment to your account. Online payments should only be made at [www.clayutility.org/myaccount](http://www.clayutility.org/myaccount)

Please pay \$118.52 by 10/25/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$129.47 was posted to your account on 09/18/2019.

V-172 (B)  
2,320,512,485

Please return this portion with payment

### Bill Summary

Bill Date	10/04/19
Current Charges	\$118.52
<b>Current Charges Past Due After</b>	<b>10/25/19</b>
Lend A Helping Hand (If Applicable)	\$0.00
<b>Previous Balance</b>	<b>\$0.00</b>
<b>Total Amount Due</b>	<b>\$118.52</b>



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

DOUBLE BRANCH CDD

Customer #:00206379

3713-1 Thousand Oaks Drive Reclaimed Irrigation

Route #:MC05521144

Route Group:27

### ADDRESSEE:

### MAIL PAYMENT TO:

6125 1 AB 0.409 17-17



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](http://www.clayutility.org)  
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: DOUBLE BRANCH CDD

Bill Date: 10/04/2019

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)	10/04/19 to 11/06/19					\$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	10/02/19	31	721	729	8

Base Charges (Prepaid)						\$24.19
Consumption Charges	Tier 1	8.0	x	0.76	\$6.08	
Proration Factor: 1.0333	Tier 2	0.0	x	1.50	\$0.00	
	Tier 3	0.0	x	2.26	\$0.00	

### Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$30.27
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
<b>TOTAL AMOUNT DUE</b>	<b>\$30.27</b>

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These companies charge YOU a processing fee and can delay payment to your account. Online payments should only be made at [www.clayutility.org/myaccount](http://www.clayutility.org/myaccount)

Please pay \$30.27 by 10/25/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$27.82 was posted to your account on 09/18/2019.

Please return this portion with payment

### Bill Summary

Bill Date	10/04/19
Current Charges	\$30.27
<b>Current Charges Past Due After</b>	<b>10/25/19</b>
Lend A Helping Hand (If Applicable)	\$0.00
<b>Previous Balance</b>	<b>\$0.00</b>
<b>Total Amount Due</b>	<b>\$30.27</b>



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

DOUBLE BRANCH CDD

Customer #:00206376

3701-1 Thousand Oaks Drive Reclaimed Irrigation

Route #:MC05521142

Route Group:27

### ADDRESSEE:

### MAIL PAYMENT TO:

6124 1 AB 0.409 17-17



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](http://www.clayutility.org)  
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: DOUBLE BRANCH CDD

Bill Date: 10/04/2019

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) 10/04/19 to 11/06/19 \$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	10/02/19	31	1351	1355	4
Base Charges (Prepaid) \$24.19						
Consumption Charges Tier 1 4.0 x 0.76 \$3.04						
Proration Factor: 1.0333 Tier 2 0.0 x 1.50 \$0.00						
Tier 3 0.0 x 2.26 \$0.00						

### Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$27.23
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
<b>TOTAL AMOUNT DUE</b>	<b>\$27.23</b>

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Please pay \$27.23 by 10/25/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$25.54 was posted to your account on 09/18/2019.

Please return this portion with payment



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

DOUBLE BRANCH CDD

Customer #:00206381

3659-1 Thousand Oaks Drive Reclaimed Irrigation

Route #:MC05521233

Route Group:27

### ADDRESSEE:

6123 1 AB 0.409 17-17



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



### Bill Summary

Bill Date	10/04/19
Current Charges	\$27.23
<b>Current Charges Past Due After</b>	<b>10/25/19</b>
Lend A Helping Hand (If Applicable)	\$0.00
<b>Previous Balance</b>	<b>\$0.00</b>
Total Amount Due	\$27.23

### 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](http://www.clayutility.org)  
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: DOUBLE BRANCH CDD

Bill Date: 10/04/2019

Customer #: 00206380

Route #: MC05521159

Service Address: 1940-1 Woodworth Drive Reclaimed Irrigation

### Water

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

Base Charges (Prepaid)	10/04/19 to 11/06/19					\$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
67643704	.75	10/02/19	31	2058	2062	4

Base Charges (Prepaid)					\$24.19
Consumption Charges	Tier 1	4.0	x	0.76	\$3.04
Proration Factor: 1.0333	Tier 2	0.0	x	1.50	\$0.00
	Tier 3	0.0	x	2.26	\$0.00

### Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$27.23
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
<b>TOTAL AMOUNT DUE</b>	<b>\$27.23</b>

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Please pay \$27.23 by 10/25/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$26.30 was posted to your account on 09/18/2019.

Please return this portion with payment

### Bill Summary

Bill Date	10/04/19
Current Charges	\$27.23
Current Charges Past Due After	10/25/19
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$27.23



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

DOUBLE BRANCH CDD

Customer #:00206380

1940-1 Woodworth Drive Reclaimed Irrigation

Route #:MC05521159

Route Group:27

### ADDRESSEE:

### MAIL PAYMENT TO:

6122 1 AB 0.409 17-17



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](http://www.clayutility.org)  
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: DOUBLE BRANCH CDD

Bill Date: 10/04/2019

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)	10/04/19 to 11/06/19					\$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	10/02/19	31	256	267	11

Base Charges (Prepaid)						\$24.19
Consumption Charges	Tier 1	11.0	x	0.76	\$8.36	
Proration Factor: 1.0333	Tier 2	0.0	x	1.50	\$0.00	
	Tier 3	0.0	x	2.26	\$0.00	

### Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$32.55
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
<b>TOTAL AMOUNT DUE</b>	<b>\$32.55</b>

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Please pay \$32.55 by 10/25/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$31.62 was posted to your account on 09/18/2019.

Please return this portion with payment

### Bill Summary

Bill Date	10/04/19
Current Charges	\$32.55
<b>Current Charges Past Due After</b>	<b>10/25/19</b>
Lend A Helping Hand (If Applicable)	\$0.00
<b>Previous Balance</b>	<b>\$0.00</b>
Total Amount Due	\$32.55



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:

### MAIL PAYMENT TO:

6121 1 AB 0.409 17-17



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](http://www.clayutility.org)  
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: DOUBLE BRANCH CDD

Bill Date: 10/04/2019

Customer #: 00206125

Service Address: 1505-1 Canopy Oaks Drive Reclaimed Irrigation

Route #: MC05522414

### Water

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

Base Charges (Prepaid)	10/04/19 to 11/06/19					\$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	10/02/19	31	171	171	0

Base Charges (Prepaid)					\$40.25
Consumption Charges	Tier 1	0.0	x	0.76	\$0.00
Proration Factor: 1.0333	Tier 2	0.0	x	1.50	\$0.00
	Tier 3	0.0	x	2.26	\$0.00

### Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$40.25
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
<b>TOTAL AMOUNT DUE</b>	<b>\$40.25</b>

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Please pay \$40.25 by 10/25/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$38.70 was posted to your account on 09/18/2019.

Please return this portion with payment

### Bill Summary



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

Bill Date	10/04/19
Current Charges	\$40.25
<b>Current Charges Past Due After</b>	<b>10/25/19</b>
Lend A Helping Hand (If Applicable)	\$0.00
<b>Previous Balance</b>	<b>\$0.00</b>
<b>Total Amount Due</b>	<b>\$40.25</b>

DOUBLE BRANCH CDD

Customer #:00206125

1505-1 Canopy Oaks Drive Reclaimed Irrigation

Route #:MC05522414

Route Group:27

### ADDRESSEE:

6120 1 AB 0.409 17-17



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](http://www.clayutility.org)  
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: DOUBLE BRANCH CDD

Bill Date: 10/04/2019

Customer #: 00206121

Service Address: 3178-1 Wandering Oaks Drive Reclaimed Irrigation

Route #: MC05522029

### Water

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

Base Charges (Prepaid)	10/04/19 to 11/06/19					\$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)						\$24.19
Consumption Charges	Tier 1	11.0	x	0.76	\$8.36	
Proration Factor: 1.0333	Tier 2	0.0	x	1.50	\$0.00	
	Tier 3	0.0	x	2.26	\$0.00	

### Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$32.55
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
<b>TOTAL AMOUNT DUE</b>	<b>\$32.55</b>

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Please pay \$32.55 by 10/25/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$31.62 was posted to your account on 09/18/2019.

Please return this portion with payment

### Bill Summary



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

DOUBLE BRANCH CDD

Customer #:00206121

3178-1 Wandering Oaks Drive Reclaimed Irrigation

Route #:MC05522029

Route Group:27

### ADDRESSEE:

### MAIL PAYMENT TO:

6119 1 AB 0.409 17-17



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	10/04/19
Current Charges	\$32.55
<b>Current Charges Past Due After</b>	<b>10/25/19</b>
Lend A Helping Hand (If Applicable)	\$0.00
<b>Previous Balance</b>	<b>\$0.00</b>
Total Amount Due	\$32.55



3176 Old Jennings Road, Middleburg, Florida 32068  
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Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: DOUBLE BRANCH CDD

Bill Date: 10/04/2019

Customer #: 00238254  
Route #: MC05521847

Service Address: 1206-1 Bedrock Drive Reclaimed Irrigation

### Water

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

Base Charges (Prepaid)	10/04/19 to 11/06/19					\$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	10/02/19	31	460	467	7

Base Charges (Prepaid)					\$24.19
Consumption Charges	Tier 1	7.0	x	0.76	\$5.32
Proration Factor: 1.0333	Tier 2	0.0	x	1.50	\$0.00
	Tier 3	0.0	x	2.26	\$0.00

### Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$29.51
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
<b>TOTAL AMOUNT DUE</b>	<b>\$29.51</b>

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Please pay \$29.51 by 10/25/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$27.82 was posted to your account on 09/18/2019.

Please return this portion with payment

### Bill Summary

Bill Date	10/04/19
Current Charges	\$29.51
Current Charges Past Due After	10/25/19
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$29.51



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:

6118 1 AB 0.409 17-17



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  
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Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: DOUBLE BRANCH CDD

Bill Date: 10/04/2019

Customer #: 00206136

Service Address: 1591-1 Canopy Oaks Drive Reclaimed Irrigation

Route #: MC05521521

### Water

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

Base Charges (Prepaid)	10/04/19 to 11/06/19					\$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	10/02/19	31	26833	26930	97

Base Charges (Prepaid)						\$80.52
Consumption Charges	Tier 1	77.5	x	0.76	\$58.90	
Proration Factor: 1.0333	Tier 2	19.5	x	1.50	\$29.25	
	Tier 3	0.0	x	2.26	\$0.00	

### Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$168.67
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
<b>TOTAL AMOUNT DUE</b>	<b>\$168.67</b>

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Please pay \$168.67 by 10/25/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$456.27 was posted to your account on 09/18/2019.

Please return this portion with payment

### Bill Summary



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

Bill Date	10/04/19
Current Charges	\$168.67
<b>Current Charges Past Due After</b>	<b>10/25/19</b>
Lend A Helping Hand (If Applicable)	\$0.00
<b>Previous Balance</b>	<b>\$0.00</b>
Total Amount Due	\$168.67

DOUBLE BRANCH CDD

Customer #:00206136

1591-1 Canopy Oaks Drive Reclaimed Irrigation

Route #:MC05521521

Route Group:27

### ADDRESSEE:

6117 1 AB 0.409 17-17



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](http://www.clayutility.org)  
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Customer Name: DOUBLE BRANCH CDD

Bill Date: 10/04/2019

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)	10/04/19 to 11/06/19					\$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
74650877	2	10/02/19	31	6250	6648	398

Base Charges (Prepaid)						\$128.81
Consumption Charges	Tier 1	124.0	x	0.76	\$94.24	
Proration Factor: 1.0333	Tier 2	41.3	x	1.50	\$61.95	
	Tier 3	232.7	x	2.26	\$525.90	

### Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$810.90
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
<b>TOTAL AMOUNT DUE</b>	<b>\$810.90</b>

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Please pay \$810.90 by 10/25/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$910.82 was posted to your account on 09/18/2019.

Please return this portion with payment

### Bill Summary

Bill Date	10/04/19
Current Charges	\$810.90
<b>Current Charges Past Due After</b>	<b>10/25/19</b>
Lend A Helping Hand (If Applicable)	\$0.00
<b>Previous Balance</b>	<b>\$0.00</b>
Total Amount Due	\$810.90



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:

6115 1 AB 0.409 17-17



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](http://www.clayutility.org)  
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: DOUBLE BRANCH CDD

Bill Date: 10/04/2019

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)	10/04/19 to 11/06/19					\$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
58743864	2	10/02/19	31	583	594	11

Base Charges (Prepaid)					\$128.81
Consumption Charges	Tier 1	11.0	x	0.76	\$8.36
Proration Factor: 1.0333	Tier 2	0.0	x	1.50	\$0.00
	Tier 3	0.0	x	2.26	\$0.00

### Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$137.17
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
<b>TOTAL AMOUNT DUE</b>	<b>\$137.17</b>

Effective October 1, 2019, water, sewer and reuse base and consumption charges will increase by 4%. Visit our website at [www.clayutility.org/rates](http://www.clayutility.org/rates) to view the current rate schedule.

**URGENT WARNING:** Unauthorized Bill-Payment websites are suggesting an affiliation with Clay County Utility Authority. These sites, which include doxo.com, are not associated in any way with CCUA.

These companies charge YOU a processing fee and can delay payment to your account. Online payments should only be made at [www.clayutility.org/myaccount](http://www.clayutility.org/myaccount)

Please pay \$137.17 by 10/25/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$129.18 was posted to your account on 09/18/2019.

Please return this portion with payment

### Bill Summary



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

Bill Date	10/04/19
Current Charges	\$137.17
Current Charges Past Due After	10/25/19
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$137.17

DOUBLE BRANCH CDD

Customer #:00191992

716-1 Wakemont Drive Reclaimed Irrigation

Route #:MC05520506

Route Group:27

### ADDRESSEE:

### MAIL PAYMENT TO:

6114 1 AB 0.409 17-17



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



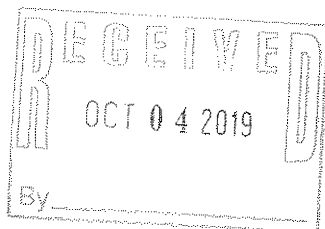
Remit To: Clay County Sheriff's Office  
PO Box 548/901 N. Orange Ave  
Green Cove Springs, FL 32043  
(904) 284-7575

Invoice Number: SSI09213  
Invoice Date: 10/4/2019  
Page: 1

Attn: Fiscal - Accounts Receivable

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

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



Due Date 10/19/2019  
Terms Net 15 Days

Customer ID C0000168  
P.O. Number  
P.O. Date 10/4/2019  
Our Order No  
SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee- SEPTEMBER 2019		193.5	193.5	5.00	967.50/2 = \$483.75
Fees-2nd Employment Scheduling		15	15	25.00	375.00/2 = \$187.50

V-285 (B)  
2,320,572.34570

Amount Subject to Sales Tax US0  
Amount Exempt from Sales Tax 1,342.50

Subtotal: 1,342.50  
Invoice Discount: 0.00  
Tax: 0.00

Total USD: 1,342.50/2  
\$671.25

OAKLEAF PLANTATION CDD	9/1/2019	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	9/4/2019	6028	WILLIAMS, MATTHEW L	4.50
OAKLEAF PLANTATION CDD	9/5/2019	7695	VOLLER, DAVID	5.50
OAKLEAF PLANTATION CDD	9/6/2019	7321	DRURY, JOHN R.	6.00
OAKLEAF PLANTATION CDD	9/6/2019	6534	SIMMONS, BENJAMIN A	6.00
OAKLEAF PLANTATION CDD	9/7/2019	7036	MACK, ANDRE D.	6.00
OAKLEAF PLANTATION CDD	9/7/2019	6273	COOPER, JENNIFER	6.00
OAKLEAF PLANTATION CDD	9/8/2019	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	9/9/2019	7223	SOLIS, EVA	6.00
OAKLEAF PLANTATION CDD	9/10/2019	7137	BROWN, JONATHAN	6.00
OAKLEAF PLANTATION CDD	9/11/2019	7137	BROWN, JONATHAN	6.00
OAKLEAF PLANTATION CDD	9/12/2019	6028	WILLIAMS, MATTHEW L	6.00
OAKLEAF PLANTATION CDD	9/13/2019	7695	VOLLER, DAVID	6.00
OAKLEAF PLANTATION CDD	9/13/2019	7036	MACK, ANDRE D.	6.00
OAKLEAF PLANTATION CDD	9/14/2019	7036	MACK, ANDRE D.	6.00
OAKLEAF PLANTATION CDD	9/15/2019	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	9/16/2019	6534	SIMMONS, BENJAMIN A	6.00
OAKLEAF PLANTATION CDD	9/17/2019	7137	BROWN, JONATHAN	6.00
OAKLEAF PLANTATION CDD	9/18/2019	6028	WILLIAMS, MATTHEW L	6.00
OAKLEAF PLANTATION CDD	9/19/2019	7321	DRURY, JOHN R.	6.00
OAKLEAF PLANTATION CDD	9/20/2019	6534	SIMMONS, BENJAMIN A	6.00
OAKLEAF PLANTATION CDD	9/20/2019	7223	SOLIS, EVA	6.00
OAKLEAF PLANTATION CDD	9/21/2019	6534	SIMMONS, BENJAMIN A	6.00
OAKLEAF PLANTATION CDD	9/21/2019	6273	COOPER, JENNIFER	6.00
OAKLEAF PLANTATION CDD	9/23/2019	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	9/24/2019	7321	DRURY, JOHN R.	6.00
OAKLEAF PLANTATION CDD	9/25/2019	7137	BROWN, JONATHAN	6.00
OAKLEAF PLANTATION CDD	9/26/2019	7321	DRURY, JOHN R.	5.50
OAKLEAF PLANTATION CDD	9/27/2019	7036	MACK, ANDRE D.	6.00
OAKLEAF PLANTATION CDD	9/27/2019	7223	SOLIS, EVA	6.00
OAKLEAF PLANTATION CDD	9/28/2019	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	9/29/2019	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	9/30/2019	6273	COOPER, JENNIFER	4.00
			TOTAL	193.50





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

Statement Date: 09/30/2019

GROUP BILLING

Page 2

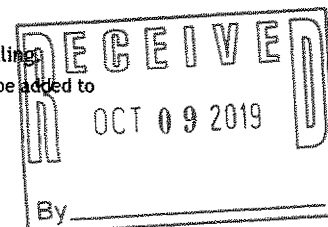


Web Address  
 clayelectric.com

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	08/27/2019	09/25/2019	861.00	-861.00	.00	350.00	350.00
	4995718	08/27/2019	09/25/2019	216.00	-216.00	.00	154.00	154.00
	5217088	08/27/2019	09/25/2019	3,438.00	-3,438.00	.00	3,364.00	3,364.00
	5347943	08/27/2019	09/25/2019	89.00	-89.00	.00	90.00	90.00
	5379615	08/30/2019	09/30/2019	2,141.00	-2,141.00	.00	2,141.00	2,141.00
	5715289	08/30/2019	09/30/2019	98.00	-98.00	.00	98.00	98.00
	5774021	08/27/2019	09/25/2019	40.00	-40.00	.00	25.00	25.00
	6875140	08/27/2019	09/25/2019	30.00	-30.00	.00	47.00	47.00
	6912612	08/27/2019	09/25/2019	26.00	-26.00	.00	26.00	26.00
	6912620	08/27/2019	09/25/2019	26.00	-26.00	.00	26.00	26.00
	6912653	08/27/2019	09/25/2019	26.00	-26.00	.00	26.00	26.00
	6912661	08/27/2019	09/25/2019	25.00	-25.00	.00	25.00	25.00
	6912687	08/27/2019	09/25/2019	26.00	-26.00	.00	26.00	26.00
	6912695	08/27/2019	09/25/2019	26.00	-26.00	.00	26.00	26.00
	6912703	08/27/2019	09/25/2019	28.00	-28.00	.00	28.00	28.00
	6912729	08/27/2019	09/25/2019	26.00	-26.00	.00	26.00	26.00
	6912737	08/27/2019	09/25/2019	26.00	-26.00	.00	26.00	26.00
	6912752	08/27/2019	09/25/2019	26.00	-26.00	.00	26.00	26.00
	6912760	08/27/2019	09/25/2019	26.00	-26.00	.00	26.00	26.00
	6912778	08/27/2019	09/25/2019	27.00	-27.00	.00	27.00	27.00
	6912786	08/27/2019	09/25/2019	34.00	-34.00	.00	27.00	27.00
	6912810	08/27/2019	09/25/2019	26.00	-26.00	.00	26.00	26.00
	6912828	08/27/2019	09/25/2019	25.00	-25.00	.00	26.00	26.00
	6912836	08/27/2019	09/25/2019	26.00	-26.00	.00	26.00	26.00
	6912869	08/27/2019	09/25/2019	26.00	-26.00	.00	26.00	26.00
	6912877	08/27/2019	09/25/2019	37.00	-37.00	.00	27.00	27.00
	6912893	08/27/2019	09/25/2019	41.00	-41.00	.00	26.00	26.00
	6912901	08/27/2019	09/25/2019	42.00	-42.00	.00	27.00	27.00
	6912919	08/27/2019	09/25/2019	41.00	-41.00	.00	26.00	26.00
	6912927	08/27/2019	09/25/2019	43.00	-43.00	.00	27.00	27.00
	6912943	08/27/2019	09/25/2019	27.00	-27.00	.00	27.00	27.00
	6912950	08/27/2019	09/25/2019	26.00	-26.00	.00	26.00	26.00
	6912968	08/27/2019	09/25/2019	26.00	-26.00	.00	26.00	26.00
	6912976	08/27/2019	09/25/2019	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.



**Group Invoice 9298**  
**Clay Electric Cooperative, Inc.**  
 P.O. Box 308  
 Keystone Heights, Florida 32656-0308

11

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 .00

Current Charges Due 9,067.00

Due Date 10/14/2019

Total Amount Due 9,067.00

77785-1A  
 DOUBLE BRANCH COMM DEV DIST  
 475 W TOWN PL STE 114  
 SAINT AUGUSTINE FL 32092-3649

FB  
 V-2

002, 300, 202, 102

00000140



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

**Statement Date: 09/30/2019**

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	08/27/2019	09/25/2019	26.00	-26.00	.00	26.00	26.00
	7332257	08/27/2019	09/25/2019	360.00	-360.00	.00	218.00	218.00
	7332265	08/30/2019	09/30/2019	212.00	-212.00	.00	212.00	212.00
	8684243	08/27/2019	09/25/2019	26.00	-26.00	.00	26.00	26.00
	8763369	08/28/2019	09/26/2019	2,874.00	-2,874.00	.00	1,633.00	1,633.00
							Subtotal	9,067.00

00000141



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

Statement Date: 09/30/2019

GROUP BILLING DETAIL

Page 4



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	09/25/2019	2447	2603	20	3120	30	499570	151851973
			Previous Bill Amount						861.00
			Invoice Payment						-861.00
			Previous Balance						.00
Dem Read	1.432		Energy						253.66
Dem Use	28.640		Access Charge						23.00
			Power Cost Adjustment X 3120 KWH						54.29
			FLA Gross Receipts Tax						8.48
			Clay Co Public Ser Utility Tax						9.61
			Operation Round Up						0.96
			CURRENT CHARGES						350.00
			TOTAL DUE						350.00

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	09/25/2019	442	473	40	1240	30	499571	152192893
			Previous Bill Amount						216.00
			Invoice Payment						-216.00
			Previous Balance						.00
Dem Read	0.125		Energy						100.81
Dem Use	5.000		Access Charge						23.00
			Power Cost Adjustment X 1240 KWH						21.58
			FLA Gross Receipts Tax						3.72
			Clay Co Public Ser Utility Tax						4.37
			Operation Round Up						0.52
			CURRENT CHARGES						154.00
			TOTAL DUE						154.00

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	09/25/2019	2076	2528	80	36160	30	499532	151851971
			Previous Bill Amount						3,438.00
			Invoice Payment						-3,438.00
			Previous Balance						.00
Dem Read	0.911		Energy						2,169.60
Dem Use	72.880		Access Charge						80.00
			Demand						317.03
			Power Cost Adjustment X 36160 KWH						629.18
			FLA Gross Receipts Tax						81.90
			Clay Co Public Ser Utility Tax						85.77
			Operation Round Up						0.52
			CURRENT CHARGES						3,364.00
			TOTAL DUE						3,364.00

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	09/25/2019	4250	4878	1	628	30	534794	151850976
			Previous Bill Amount						89.00
			Invoice Payment						-89.00
			CURRENT CHARGES						90.00
			TOTAL DUE						90.00

00000142



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

Statement Date: 09/30/2019

GROUP BILLING DETAIL

Page 5



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	6.418		Previous Balance						.00
Dem Use	6.418		Energy						51.06
			Access Charge						23.00
			Power Cost Adjustment X 628 KWH						10.93
			FLA Gross Receipts Tax						2.17
			Clay Co Public Ser Utility Tax						2.67
			Operation Round Up						0.17
									✓
						CURRENT CHARGES			90.00
						TOTAL DUE			90.00
<hr/>									
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						2,141.00
			Invoice Payment						-2,141.00
Dem Read			Previous Balance						.00
Dem Use			Small Outdoor Light						1,375.09
			Pole						633.50
			FLA Gross Receipts Tax						51.47
			Clay Co Public Ser Utility Tax						80.34
			Operation Round Up						0.60
									✓
						CURRENT CHARGES			2,141.00
						TOTAL DUE			2,141.00
<hr/>									
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
			Previous Bill Amount						98.00
			Invoice Payment						-98.00
Dem Read			Previous Balance						.00
Dem Use			Small Outdoor Light						91.67
			FLA Gross Receipts Tax						2.35
			Clay Co Public Ser Utility Tax						3.67
			Operation Round Up						0.31
									✓
						CURRENT CHARGES			98.00
						TOTAL DUE			98.00
<hr/>									
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	09/25/2019	8	11	1	3	30	577402	154521993
			Previous Bill Amount						40.00
			Invoice Payment						-40.00
Dem Read			Previous Balance						.00
Dem Use			Energy						0.24
			Access Charge						23.00
			Power Cost Adjustment X 3 KWH						0.05
			FLA Gross Receipts Tax						0.59
			Clay Co Public Ser Utility Tax						0.93
			Operation Round Up						0.19
									✓
						CURRENT CHARGES			25.00
						TOTAL DUE			25.00

00000143



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

Statement Date: 09/30/2019

GROUP BILLING DETAIL

Page 6



Web Address  
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	09/25/2019	2115	2326	1	211	30	687514	152024620
Dem Read Dem Use			Previous Bill Amount					30.00	
			Invoice Payment					-30.00	
			Previous Balance					.00	
			Energy					17.15	
			Access Charge					23.00	
			Power Cost Adjustment X 211 KWH					3.67	
			FLA Gross Receipts Tax					1.13	
			Clay Co Public Ser Utility Tax					1.51	
			Operation Round Up					0.54	
							CURRENT CHARGES		47.00
								TOTAL DUE	47.00

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	09/25/2019	8	20	1	12	30	691261	154533579
Dem Read Dem Use			Previous Bill Amount					26.00	
			Invoice Payment					-26.00	
			Previous Balance					.00	
			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 # 6912620		Name DOUBLE BRANCH COMM DEV DIST			Loc 304 OAKLEAF VILLAGE PKWY # 1			
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	09/25/2019	54	65	1	11	30	691262	151835286
Dem Read Dem Use			Previous Bill Amount					26.00	
			Invoice Payment					-26.00	
			Previous Balance					.00	
			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 # 6912653		Name DOUBLE BRANCH COMM DEV DIST			Loc 603 OAKLEAF VILLAGE PKWY # 2		
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter	
GS	09/25/2019	16	23	1	7	30	691265	154517934	
Previous Bill Amount							26.00		
Invoice Payment							-26.00		
CURRENT CHARGES							26.00		
TOTAL DUE							26.00		

00000144

00000145



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

Statement Date: 09/30/2019

GROUP BILLING DETAIL

Page 8



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	09/25/2019	24	50	1	26	30	691270	154534637	
Dem Read Dem Use								28.00	
								-28.00	
								.00	
								2.11	
								23.00	
								0.45	
								0.66	
								0.99	
								0.79	
								28.00	
							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	09/25/2019	26	39	1	13	30	691272	154517617	
Dem Read Dem Use								26.00	
								-26.00	
								.00	
								1.06	
								23.00	
								0.23	
								0.63	
								0.96	
								0.12	
								26.00	
							TOTAL DUE	26.00	
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	09/25/2019	14	21	1	7	30	691273	154517616	
Dem Read Dem Use								26.00	
								-26.00	
								.00	
								0.57	
								23.00	
								0.12	
								0.60	
								0.94	
								0.77	
								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	09/25/2019	56	66	1	10	30	691275	151839081	
								26.00	
								-26.00	
								26.00	
							TOTAL DUE	26.00	

00000146



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

Statement Date: 09/30/2019

GROUP BILLING DETAIL

Page 9



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						0.81
			Access Charge						23.00
			Power Cost Adjustment X 10 KWH						0.17
			FLA Gross Receipts Tax						0.62
			Clay Co Public Ser Utility Tax						0.95
			Operation Round Up						0.45
						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	09/25/2019	53	67	1	14	30	691276	152021602
			Previous Bill Amount						26.00
			Invoice Payment						-26.00
Dem Read			Previous Balance						.00
Dem Use			Energy						1.14
			Access Charge						23.00
			Power Cost Adjustment X 14 KWH						0.24
			FLA Gross Receipts Tax						0.63
			Clay Co Public Ser Utility Tax						0.96
			Operation Round Up						0.03
						CURRENT CHARGES			26.00
						TOTAL DUE			26.00
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	09/25/2019	83	103	1	20	30	691277	152033170
			Previous Bill Amount						27.00
			Invoice Payment						-27.00
Dem Read			Previous Balance						.00
Dem Use			Energy						1.63
			Access Charge						23.00
			Power Cost Adjustment X 20 KWH						0.35
			FLA Gross Receipts Tax						0.64
			Clay Co Public Ser Utility Tax						0.98
			Operation Round Up						0.40
						CURRENT CHARGES			27.00
						TOTAL DUE			27.00
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	09/25/2019	122	139	1	17	30	691278	152030424
			Previous Bill Amount						34.00
			Invoice Payment						-34.00
						CURRENT CHARGES			27.00
						TOTAL DUE			27.00

00000147



00000148

00000149



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

Statement Date: 09/30/2019

GROUP BILLING DETAIL

Page 12



Web Address  
clayelectric.com

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	
Dem Read		Previous Balance							.00
Dem Use		Energy							0.73
		Access Charge							23.00
		Power Cost Adjustment X 9 KWH							0.16
		FLA Gross Receipts Tax							0.62
		Clay Co Public Ser Utility Tax							0.95
		Operation Round Up							0.54
CURRENT CHARGES									26.00
TOTAL DUE									26.00

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	09/25/2019	23	38	1	15	30	691290	154521987	
Dem Read		Previous Bill Amount							42.00
Dem Use		Invoice Payment							-42.00
		Previous Balance							.00
		Energy							1.22
		Access Charge							23.00
		Power Cost Adjustment X 15 KWH							0.26
		FLA Gross Receipts Tax							0.63
		Clay Co Public Ser Utility Tax							0.96
		Operation Round Up							0.93
CURRENT CHARGES									27.00
TOTAL DUE									27.00

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	09/25/2019	14	22	1	8	30	691291	154521988	
Dem Read		Previous Bill Amount							41.00
Dem Use		Invoice Payment							-41.00
		Previous Balance							.00
		Energy							0.65
		Access Charge							23.00
		Power Cost Adjustment X 8 KWH							0.14
		FLA Gross Receipts Tax							0.60
		Clay Co Public Ser Utility Tax							0.94
		Operation Round Up							0.67
CURRENT CHARGES									26.00
TOTAL DUE									26.00

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	09/25/2019	32	50	1	18	30	691292	154517592	
		Previous Bill Amount							43.00
		Invoice Payment							-43.00
CURRENT CHARGES									27.00
TOTAL DUE									27.00

00000150



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

Statement Date: 09/30/2019

GROUP BILLING DETAIL

Page 13



Web Address  
clayelectric.com

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
Dem Read			Previous Balance						.00
Dem Use			Energy						1.46
			Access Charge						23.00
			Power Cost Adjustment X 18 KWH						0.31
			FLA Gross Receipts Tax						0.64
			Clay Co Public Ser Utility Tax						0.97
			Operation Round Up						0.62
						CURRENT CHARGES			27.00
						TOTAL DUE			27.00
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	09/25/2019	153	175	1	22	30	691294	151839080
			Previous Bill Amount						27.00
			Invoice Payment						-27.00
Dem Read			Previous Balance						.00
Dem Use			Energy						1.79
			Access Charge						23.00
			Power Cost Adjustment X 22 KWH						0.38
			FLA Gross Receipts Tax						0.65
			Clay Co Public Ser Utility Tax						0.98
			Operation Round Up						0.20
						CURRENT CHARGES			27.00
						TOTAL DUE			27.00
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	09/25/2019	9	18	1	9	30	691295	154532124
			Previous Bill Amount						26.00
			Invoice Payment						-26.00
Dem Read			Previous Balance						.00
Dem Use			Energy						0.73
			Access Charge						23.00
			Power Cost Adjustment X 9 KWH						0.16
			FLA Gross Receipts Tax						0.62
			Clay Co Public Ser Utility Tax						0.95
			Operation Round Up						0.54
						CURRENT CHARGES			26.00
						TOTAL DUE			26.00
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	09/25/2019	57	64	1	7	30	691296	151835285
			Previous Bill Amount						26.00
			Invoice Payment						-26.00
						CURRENT CHARGES			26.00
						TOTAL DUE			26.00

00000151



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

Statement Date: 09/30/2019

GROUP BILLING DETAIL

Page 14



Web Address  
clayelectric.com

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	
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 # 6912976	Name	DOUBLE BRANCH COMM DEV DIST	Loc 358 OAKLEAF VILLAGE PKWY # 2					
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter	
GS	09/25/2019	40	49	1	9	30	691297	151839078	
Dem Read		Previous Bill Amount							26.00
Dem Use		Invoice Payment							-26.00
		Previous Balance							.00
		Energy							0.73
		Access Charge							23.00
		Power Cost Adjustment X 9 KWH							0.16
		FLA Gross Receipts Tax							0.62
		Clay Co Public Ser Utility Tax							0.95
		Operation Round Up							0.54
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	09/25/2019	78	92	1	14	30	713152	151837342	
Dem Read		Previous Bill Amount							26.00
Dem Use		Invoice Payment							-26.00
		Previous Balance							.00
		Energy							1.14
		Access Charge							23.00
		Power Cost Adjustment X 14 KWH							0.24
		FLA Gross Receipts Tax							0.63
		Clay Co Public Ser Utility Tax							0.96
		Operation Round Up							0.03
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	09/25/2019	432	2288	1	1856	30	489354	154356830	
		Previous Bill Amount							360.00
		Invoice Payment							-360.00
CURRENT CHARGES									218.00
TOTAL DUE									218.00

00000152

00000153



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

**Statement Date: 09/30/2019**

GROUP BILLING DETAIL

Page 16



Web Address  
clayelectric.com

Sub-Group # 1 Current Charges

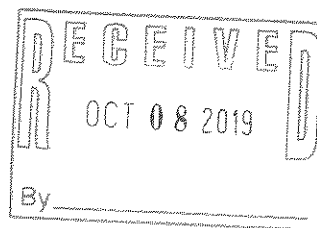
9,067.00

From: Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
Subject: DBCDD refund of rental and deposit request - DWIGHT CICERO  
Date: October 8, 2019 at 12:03 PM  
To: Hannah Smith [hsmith@gmstnn.com](mailto:hsmith@gmstnn.com)  
Cc: Daniel Laughlin [dlaughlin@gmsnf.com](mailto:dlaughlin@gmsnf.com)

Good morning Hannah,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR aka Oakleaf Village CLUBROOM (SATURDAY) 2:30 p.m. to 6:30 p.m.
- DATE OF VENUE – NOVEMBER 9, 2019
- RESIDENT – DWIGHT CICERO
- ADDRESS – 950 MUSGROVE COURT, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$150.00 - CANCELLED via email 10/8/19 - per policy 1/2 of rental fee (\$100) & 1/2 of booking/deposit fee (\$50) is refundable
  - PARTIAL RENTAL & BOOKING/DEPOSIT REFUND
- DEPOSIT was via CHECK - drawn on COMMUNITY FIRST:
  - **RENTAL FEE:**
    - DATED: 9/22/19
    - CHECK#: 635
    - DEPOSITED: 9/22/19
    - AMOUNT: \$200.00
    - BOOKING/DEPOSIT FEE:
      - DATED: 9/22/19
      - CHECK#: 636
      - DEPOSITED: 9/22/19
      - AMOUNT: \$100.00



Please confirm checks have cleared before issuing refund check.

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

Thank you.

*I will be out of the office WEDNESDAY, October 9, 2019 and THURSDAY, October 10, 2019, 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  
[venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
(904) 770-4661 voice email  
(904) 375-9285 ext. 3  
[www.oakleafresidents.com](http://www.oakleafresidents.com)

Governmental Management Services

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

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V-773  
(B)

2,300.369,103

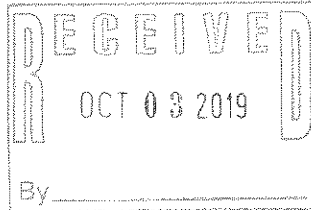


Governmental Management Services, LLC  
1001 Bradford Way  
Kingston, TN 37763

# Invoice

Invoice #: 2099  
Invoice Date: 10/1/19  
Due Date: 10/1/19  
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/Recreation - Oakleaf Plantation - October 2019  2,310,513,3400  V-92  B		12,497.67	12,497.67
Total			\$12,497.67
Payments/Credits			\$0.00
Balance Due			\$12,497.67



5021 Stepp Avenue  
Jacksonville, FL 32216  
Phone (904) 737-3511

# INVOICE

Invoice Date	Invoice #
9/30/2019	104902
Customer PO #	

**Remit Payments To:**  
P.O. Box 551629  
Jacksonville, FL 32255

**Bill To:** OA003  
Double Branch Systems  
Middle Village  
370 Oak Leaf  
Orange Park, FL 32065

**Site of Service/Delivery:**  
Oakleaf Plantation Clubhouse  
370 Oak Leaf Village Parkway  
Orange Park FL 32065

## Conditions of Sale

JSC Systems, Inc. (JSC) shall have the title to and the right to possession of the equipment until the receipt of total payment. All accounts are payable in Duval County, Florida. Failure to pay the amount due shall constitute a default and JSC may repossess the equipment without notice. Purchaser agrees to pay JSC's cost and expense of collection and/or repossession, including the maximum attorney's fees permitted by law.

JSC Job #	Terms	Date Shipped	Ship Via
X046307	Due Upon Receipt	09/30/2019	

Quantity	Item / Description	Unit Price	Amount
1.00	(1) Annual Sprinkler Inspection (3) Quarterly Sprinkler Inspections	1,149.00	1,149.00
<b>Code to:</b> <b>2-330-572-4661</b> <b>Double Branch Preventative contracts</b>  V-647 (B)  <div>RECEIVED OCT 09 2019 By _____</div>			

Sub-Total	Sales Tax	Total Due
1,149.00	0.00	1,149.00

**Clay County Sheriff's Office**

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

**INVOICE**

INVOICE DATE: OCTOBER 7, 2019  
WEEK OF: 9/27/19-10/3/19

**TO:**

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

**FOR:**

Oakleaf Amenities Manager  
and  
Oksana Kuzmuk

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
9/27/19	ANDRE MACK	2100-0300	6	30.00	180.00
9/27/19	EVA SOLIS	1700-2300	6	30.00	180.00
9/28/19	BRYAN SMITH	1700-2300	6	30.00	180.00
9/29/19	BRYAN SMITH	1700-2300	6	30.00	180.00
9/30/19	JENNIFER COOPER	1700-2100	4	30.00	120.00
10/1/19	MATTHEW WILLIAMS	1715-2215	5	30.00	150.00
10/2/19	JONATHAN BROWN	1700-2300	6	30.00	180.00
DEPUTY SIGNATURE:				TOTAL	\$1170.00/2
					\$ 585.00

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

THANK YOU FOR YOUR BUSINESS!

V-208 (B) 2,320.572.34570

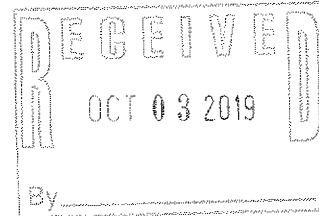
Riverside Management Services, Inc

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

# Invoice

Date	Invoice #
10/1/2019	261

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

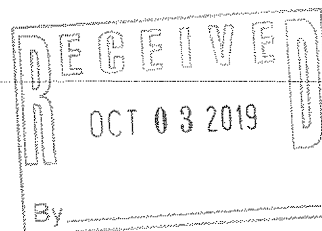


P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Janitorial Services - October 2019  2,320,572,6100  ✓ 297 (B)	4,251.00	4,251.00
Total			\$4,251.00

RMW  
10.2.19

**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** DBCDD refund of rental request - SHARONDA SCOTT  
**Date:** October 4, 2019 at 1:34 PM  
**To:** Hannah Smith [hsmith@gmstnn.com](mailto:hsmith@gmstnn.com)  
**Cc:** Daniel Laughlin [dlaughlin@gmsnf.com](mailto:dlaughlin@gmsnf.com)



Good afternoon Hannah,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR aka Oakleaf Village Clubroom (SATURDAY) 2:30 p.m. to 6:30 p.m.
- DATE OF VENUE – NOVEMBER 9, 2019
- RESIDENT – SHARONDA SCOTT
- ADDRESS – 510 MELDRUM LANE ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$200.00
  - RENTAL FEE REFUND - CANCELLED via email dated **Mon, Sep 2, 2019 at 2:15 PM**
- DEPOSIT was via VISA (credit card machine is inoperable):
  - **RENTAL FEE:**
  - DATED: 6/23/19
  - SEQ#: 1
  - BATCH#: 151
  - INVOICE#: 1
  - APPROVAL CODE: 04563C
  - AMOUNT \$200.00

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT
06/23/19	06/23/19	11/09/19	Sharonda Scott - OVCR	4	\$ 200.00

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

Thank you.

*I will be out of the office WEDNESDAY, October 9, 2019 and THURSDAY, October 10, 2019, therefore, if you require immediate attention please email me or leave a message at 904-770-4611 opportunity.*

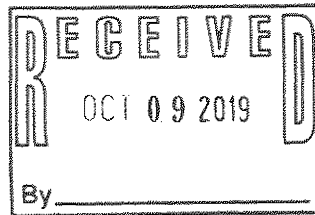
Wanda McReynolds – Venue Coordinator, OakLeaf Plantation  
[venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
(904) 770-4661 voice email  
(904) 375-9285 ext. 3  
[www.oakleafresidents.com](http://www.oakleafresidents.com)

Governmental Management Services

V-768 (B)  
2,300 - 369.103

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

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## Invoice

Invoice #: 1173

Date: 08/21/19

Customer PO:

DUE DATE: 09/20/2019

### BILL TO

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

### FROM

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

### DESCRIPTION

#1059 - irrigation Repair near Weaverly Park  
*Irrigation*

### AMOUNT

\$808.34

### Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

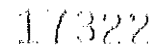
\$808.34

V-6172 (B)

### Code to:

**Double Branch - Irrigation Repairs**

**2-320-572-35100**



Work Order	Purchase Order	Change Order	Warranty Request	Return to Stock	Stock Removal	Return to Vendor	Requisition	Billable No Charge
Vendor Name & Address				Customer Name & Billing Address Oake Leaf Village Double Branch				
Phone #		Contact	Job Address			Job #		
Terms:	On Account	C.O.D.	Under Contract			Purchase Order No.		
QTY.	COMMON NAME	SIZE	UNIT COST \$	TOTAL COST \$	JOB #	JOB #	JOB #	STOCK QTY.
3	4in fitting		28.92	86.76				
1	4in slip F.x		95.08	95.08				
3	2 1/2 fitting		5.50	16.50				
	12 ft wire		5.00	60.00				
10	Labor		55.00	550.00				
Responding to a call from Cley Utility Cost \$								
By Beverly Parks. Found hole under pine tree Less % Discount -								
The roots and weight of the growing vegetation Total Cost \$								
Put pressure on the fittings forcing them to crack and separate % Sales Tax \$								
SHIPPING INSTRUCTIONS Grand Total \$ 808.34								
We Pick Up		We Deliver		Vendor Deliver				
Location:								
Date:			Receiving Notified:					
Time:			Scheduling Notified:					
AUTHORIZED SIGNATURE:					DATE:			

YELLOW - REQUISITIONER

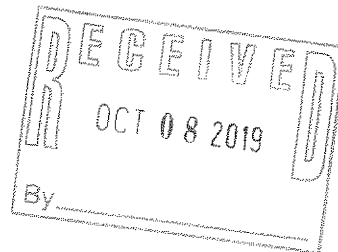
**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** DBCDD refund of rental and deposit request - WENDY KRONFORST  
**Date:** October 8, 2019 at 12:26 PM  
**To:** Hannah Smith [hsmith@gmstnn.com](mailto:hsmith@gmstnn.com)  
**Cc:** Daniel Laughlin [dlaughlin@gmsnf.com](mailto:dlaughlin@gmsnf.com)

---

Good afternoon Hannah,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR aka Oakleaf Village CLUBROOM (SATURDAY) 10:00 a.m. to 2:00 p.m.
- DATE OF VENUE – NOVEMBER 2, 2019
- RESIDENT – WENDY KRONFORST
- ADDRESS – 3204 WANDERING OAKS DRIVE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$50.00 - CANCELLED via email 10/5/19 - per policy \$0 of rental fee & 1/2 of booking/deposit fee (\$50) is refundable
  - PARTIAL BOOKING/DEPOSIT REFUND
- DEPOSIT was via CHECK - drawn on SUNTRUST:
  - **RENTAL FEE:**
    - DATED: 9/30/19
    - CHECK#: 1629
    - DEPOSITED: 9/30/19
    - AMOUNT: \$200.00
  - **BOOKING/DEPOSIT FEE:**
    - DATED: 9/30/19
    - CHECK#: 1630
    - DEPOSITED: 9/30/19
    - AMOUNT: \$100.00



Please confirm checks have cleared before issuing refund check.

*2,300.369.103*

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

Thank you.

*I will be out of the office WEDNESDAY, October 9, 2019 and THURSDAY, October 10, 2019, 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  
[venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
(904) 770-4661 voice email  
(904) 375-9285 ext. 3  
[www.oakleafresidents.com](http://www.oakleafresidents.com)

Governmental Management Services

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

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 writing. The information contained in this email and/or attachment(s) may be confidential and intended solely for the use of the individual or entity to which it is addressed. This email and/or attachment(s) may contain material that is privileged or protected from disclosure under applicable law. If you are not the intended recipient or the individual responsible for delivering to the intended recipient, please notify sender immediately by telephone to obtain instructions as to whether information in this email and/or attachment(s) is confidential and privileged or protected from disclosure under applicable law.





XEROX CORPORATION  
PO BOX 660502  
DALLAS TX  
75266

THE EASY WAY  
TO ORDER SUPPLIES  
CALL OUR TOLL  
FREE NUMBER  
1-800-822-2200

Purchase Order Number

Special Reference

Contract Number  
NET 30 DAYS  
Terms Of Payment

Telephone 888-435-6333

Please Direct Inquiries To:

Ship To/Installed At:

DOUBLE BRANCH  
COMM DEV DIST  
PKWY  
370 OAKLEAF VILLAGE  
ORANGE PARK FL  
32065

Bill To:

DOUBLE BRANCH  
COMM DEV DIST  
STE 114  
475 W TOWN PL  
SAINT AUGUSTINE FL  
32092

10-01-19  
Invoice Date  
098198802  
Invoice Number  
720343326  
Customer Number

MFP3635X1 MFP3635X W/EIP

SER.# BB1-867777

SPLY-MAINT - COST PER COPY PLAN  
AMOUNT

BASE CHARGE OCTOBER 32.54

METER USAGE 06-25-19 TO 09-21-19  
METER 1 177797 178293 496

PRINT CHARGES  
METER 1 PRINTS 496  
NET BILLABLE PRINTS 496 .036600 18.15  
TOTAL EXCESS PRINT CHARGES 18.15

SUB TOTAL 50.69

TOTAL 50.69

\*\* ALLOWANCE PRORATED FOR 087 DAYS  
THIS IS A 12 MONTH AGREEMENT WHICH INCLUDES MAINTENANCE  
AND SUPPLY CHARGES  
TOTAL OF INVOICE MAY VARY ACCORDING TO METER USAGE BILLED

XEROX FEDERAL IDENTIFICATION #16-0468020

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

Ship To/Installed At  
DOUBLE BRANCH  
COMM DEV DIST  
PKWY  
370 OAKLEAF VILLAGE  
ORANGE PARK FL  
32065

Bill To  
DOUBLE BRANCH  
COMM DEV DIST  
STE 114  
475 W TOWN PL  
SAINT AUGUSTINE FL  
32092

When Paying By Mail  
Send Payment To:  
XEROX CORPORATION  
P.O. BOX 827598  
PHILADELPHIA, PA  
19182-7598



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

Invoice Amount

01-569-8562 4 720343326 098198802 10-01-19 THIS AMOUNT  
RR004792 M 070119  
03 6M7P J779 W A7310 5933 1 C15

\$50.69  
VFL40

202100008070060 0981988029 0300050693 272034332684

Customer Information

Invoice

Payment

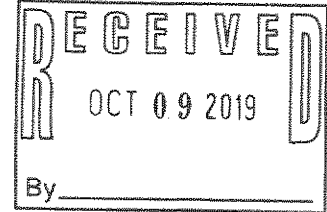
**1000Bulbs**2140 Merritt Dr.  
Garland, TX 75041**INVOICE**

Invoice Date:	Invoice:
2019-10-04	W01832511

Bill To:

Jay Soriano  
370 Oakleaf Village Pkwy  
Attn: Jay Soriano  
Orange Park, FL 32065

Ship To:

Jay Soriano  
370 Oakleaf Village Pkwy  
Attn: Jay Soriano  
Orange Park, FL 32065

Web Order #: 6784654	Customer #: 000000001064586	SO #: W01845474			
Order Date: 2019-10-03	PO #:	Terms: Net 30			
PRODUCT	ORDERED	INVOICE QTY	OPEN	UNIT PRICE	TOTAL
PLT-5103B 4800 Lumens - 36 Watt - LED Corn Bulb - 100W Metal Halide Equal - 5000 Kelvin - Medium Base - 120-277V - 1 Year Warranty	14	14	0	\$44.27	\$619.78
PLT-11554 39 000 Lumens - LED Parking Lot Fixture - 4000 Kelvin - Color Matches Metal Halide - 300 Watt - Grandview Series Mounts Sold Separately - 5 Year Warranty	10	10	0	\$247.70	\$2,477.00
PLT-11564 2 3/8 in. Inside Diameter Slipfitter Mount - For use with Select PLT LED Area Light Fixtures - View Specifications for Compatible Fixtures	10	10	0	\$16.80	\$168.00
<b>Account Manager:</b> Moni Rubio Phone: 972-535-0911 Ext: 153 Fax: 972-535-0912 Email: mrubio@1000bulbs.com			NET INVOICE: \$3,264.78  FREIGHT: \$244.86  SALES TAX: \$0.00  <b>INVOICE TOTAL: \$3,509.64</b>		
<b>TRACKING NUMBER: NONE</b>					
129641692					

1000Bulbs.com • 2140 Merritt Dr., Garland, TX 75041 • 972-288-2277

**Code to: Split****Double Branch Repair and Replacements****2.320.57200.63100 (\$1423.11)** ✓-572 (B)**Middle Village Repair and Replacements****34-600-538-64000 (\$2086.53)**

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice**

Invoice #: 2100

Invoice Date: 8/20/19

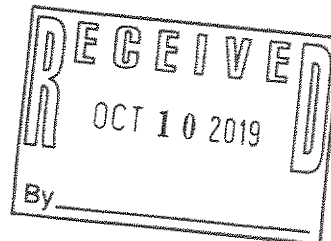
Due Date: 8/20/19

Case:

P.O. Number:

**Bill To:**

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



Description	Hours/Qty	Rate	Amount
August 2019 - Phones (022.320.572.4100) ✓		95.69	95.69
August 2019 - Permits/Licenses (002.320.572.49300) ✓		26.95	26.95
August 2019 - Special Events (002.320.572.49400) ✓		793.61	793.61
August 2019 - Office Supplies (002.320.572.5100) ✓		645.17	645.17
August 2019 - Repair and Replacement (002.320.572.63100) ✓		256.35	256.35
August 2019 - Rec passes (002.320.572.62000) ✓		328.39	328.39

V-92 (B)

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**Total** \$2,146.16

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**Payments/Credits** \$0.00

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**Balance Due** \$2,146.16

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Double Branch / Middle Village American Express Charges  
GMS Statement Closing Date – Aug 20, 2019

Purchase Date	Vendor	Amount	Description	GL Account	Middle Village	GL	Double Branch	Total
43668	Head/Penn	77.2	Tennis Maintenance	2.330.572.34400	77.2			77.2
43670	PPG paints	83.46	Repair and Replacement	34.600.538.64000	55.64	2.320.572.63100	27.82	83.46
43671	GoDaddy.com	755.74	Office Supplies	2.330.572.51000	377.87	2.320.572.5100	377.87	755.74
43673	The Websteraunt Store	141.45	Special Event	2.330.572.49400	70.73	2.320.572.49400	70.72	141.45
43676	Office Max	48.58	Office Supplies	2.330.572.51000	24.29	2.320.572.5100	24.29	48.58
43678	AutoZone	25.13	Repair and Replacement			2.320.572.63100	25.13	25.13
43681	RingCentral	191.38	Phones	2.330.572.4100	95.69	2.320.572.4100	95.69	191.38
43682	Head/Penn	245.16	Tennis Maintenance	2.330.572.34400	245.16			245.16
43682	Head/Penn	546.27	Tennis Maintenance	2.330.572.34400	546.27			546.27
43683	Walmart	256.15	Special Event	2.330.572.49400	128.08	2.320.572.49400	128.07	256.15
43683	Office Max	196.7	Office Supplies	2.330.572.51000	98.35	2.320.572.5100	98.35	196.7
43683	Office Max	267.95	Office Supplies	2.330.572.51000	133.98	2.320.572.5100	133.97	267.95
43684	publix	33.3	Special Event	2.330.572.49400	16.65	2.320.572.49400	16.65	33.3
43685	Walmart	233.96	Special Event	2.330.572.49400	116.98	2.320.572.49400	116.98	233.96
43685	publix	500	Special Event	2.330.572.49400	250	2.320.572.49400	250	500
43685	Hagan Ace	143.32	Repair and Replacement	34.600.538.64000	71.66	2.320.572.63100	71.66	143.32
43685	publix	422.39	Special Event	2.330.572.49400	211.2	2.320.572.49400	211.19	422.39
43691	Walmart	97.65	Repair and Replacement	34.600.538.64000	48.83	2.320.572.63100	48.82	97.65
43692	Mood/Pandaora	26.95	Permits/Licenses	2.310.513.49300	26.95			26.95
43692	Mood/Pandaora	26.95	Permits/Licenses			2.320.572.49300	26.95	26.95
43693	Walmart	85	Repair and Replacement	34.600.538.64000	85	2.320.572.63100		85
43696	NewEgg.com	107.88	Repair and Replacement	34.600.538.64000	53.94	2.320.572.63100	53.94	107.88
43696	NewEgg.com	7.49	Repair and Replacement	34.600.538.64000	7.49			7.49
43696	Office Max	191.85	Rec. Passes	2.330.572.49300	95.93		95.92	191.85
43696	NewEgg.com	71.24	Repair and Replacement	34.600.538.64000	71.24			71.24
43697	Sprinkler Wharehouse	86.93	Repair and Replacement	34.600.538.64000	57.95	2.320.572.63100	28.98	86.93
43697	Office Max	21.39	Office Supplies	2.330.572.51000	10.7	2.320.572.5100	10.69	21.39
43697	ID ZONE	464.95	Rec. Passes	2.330.572.49300	232.48	2.320.572.62000	232.47	464.95
<b>Totals</b>		<b>5356.42</b>			<b>3210.26</b>		<b>2146.16</b>	<b>5356.42</b>

Double Branch / Middle Village American Express Charges  
GMS Statement Closing Date – Aug 20, 2019

Totals by GL

**Double Branch: \$2146.16**

2.320.572.4100 (DB Phones) – \$95.69  
2.320.572.49300 (DB permits/ licenses) – \$26.95  
2.320.572.49400 (DB Special Events) - \$793.61  
2.320.572.5100 (DB Office Supplies) - \$ 645.17  
2.320.572.63100 (DB Repair and Replacements) - \$256.35  
2.320.572.62000 (DB Rec passes) - \$328.39

**Middle Village: \$3,210.26**

2.330.572.4100 (MV Phones) – \$95.69  
2.310.513.49300 (MV permits/ licenses) – \$26.95  
34.600.538.64000 (MV repair & replacements) – \$451.75  
2.330.572.51000 (MV Office Supplies) - \$645.19  
2.330.572.49400 (Special Events) – \$793.64  
2.330.572.49300 (MV Rec Passes) - \$328.41  
2.330.572.34400 (MV Tennis Maint) - \$868.63

				Amount
07/22/19	HEAD/PENN RACQUET SPTS 000000353104002 6024472340	PHOENIX	AZ	\$77.20
07/24/19	PPG PAINTS 8180 8180 00678524 32204 PAINT AND SUNDRIES	JACKSONVILLE	FL	\$83.46
07/25/19	GODADDY.COM (480)505-8855	480-505-8855	AZ	\$755.74 †
07/27/19	THE WEBSTURANT STORE 42682517 654259	(717)392-7472	PA	\$141.45 †
07/30/19	OFFICEMAX/DEPOT 6826 000006826 8004633768 HDMI,VGA,ADAPTER HIGHSPEED,HDMI,CBLE,ETHRNT,6FT	JACKSONVILLE	FL	\$48.58
08/01/19	AUTQZONE 6307 000006307 8002886966	JACKSONVILLE	FL	\$25.13
08/04/19	RINGCENTRAL US 103841001 94002	BELMONT	CA	\$191.38 †
08/05/19	HEAD/PENN RACQUET SPTS 000000353104002 6024472340	PHOENIX	AZ	\$245.16 †
08/05/19	HEAD/PENN RACQUET SPTS 000000353104002 6024472340	PHOENIX	AZ	\$546.27 †
08/06/19	WAL-MART SUPERCENTER 6978 6978 DISCOUNT STORE	JACKSONVILLE	FL	\$256.15 †
08/06/19	OFFICEMAX/DEPOT 6826 000006826 8004633768	JACKSONVILLE	FL	\$196.70 †
08/06/19	OFFICEMAX/DEPOT 6826 000006826 8004633768 INK,CARTRIDGE,REPL,HP952XL,BLK USB-C - USB-A CABLE-STRAP 4' HEWLETT PACKARD,952,CMY,3 PACK	JACKSONVILLE	FL	\$267.95 †
08/07/19	PUBLIX #128 000000128 8636881188	JACKSONVILLE	FL	\$33.30
08/08/19	WAL-MART SUPERCENTER 1225 1225 DISCOUNT STORE	ORANGE PARK	FL	\$233.96 †
08/08/19	PUBLIX 8636881188	ORANGE PARK	FL	\$500.00 †
08/08/19	HAGAN ACE HDWE 0000 904-272-1414	ORANGE PARK	FL	\$143.32 †
08/09/19	PUBLIX 8636881188	ORANGE PARK	FL	\$422.39 †

Continued on next page

**Business Green Rewards Card**GMS LLC  
JAMES PERRY

Closing Date 08/21/19

p. 5/7

Account Ending 6-04002

**Detail Continued**

\* - denotes Pay Over Time activity

				Amount
08/14/19	WAL-MART SUPERCENTER 6978 6978 DISCOUNT STORE	JACKSONVILLE	FL	\$97.65
08/15/19	MOOD PANDORA 0684 800-929-5407	AUSTIN	TX	\$26.95
08/15/19	MOOD PANDORA 0684 800-929-5407	AUSTIN	TX	\$26.95
08/16/19	WAL-MART SUPERCENTER 3308 3308 DISCOUNT STORE	MIDDLEBURG	FL	\$85.00
08/19/19	WWW.NEWEGG.COM 310491304 32065-	800-390-1119	CA	\$107.88 *
08/19/19	WWW.NEWEGG.COM 310491344 32065-	800-390-1119	CA	\$7.49
08/19/19	OFFICEMAX/OFFICEDEPT#6876 000006876 8004633768 Lantronix Device Server UD5 11 DELIVERY FEE	ORLANDO	FL	\$191.85 *
08/19/19	WWW.NEWEGG.COM 310491324 32065-	800-390-1119	CA	\$71.24
08/20/19	SPRINKLERWAREHOUSECOM 000000001 2815009800	HOUSTON	TX	\$86.93
08/20/19	OFFICEMAX/OFFICEDEPT#6876 000006876 8004633768 2YR REPL GEAR 100-249.99	ORLANDO	FL	\$21.39
08/20/19	IDZONE*IDZONE IDZONE MIAMI	MIAMI	FL	\$464.95 *

**Fees**

	Amount
Total Fees for this Period	\$0.00

**Interest Charged**

	Amount
Total Interest Charged for this Period	\$0.00

**About Trailing Interest**

You may see interest on your next statement even if you pay the new balance in full and on time and make no new charges. This is called "trailing interest." Trailing interest is the interest charged when, for example, you didn't pay your previous balance in full. When that happens we charge interest from the first day of the billing period until we receive your payment in full. You can avoid paying interest on purchases by paying your balance in full and on time each month. Please see the "When we charge interest" sub-section in your Cardmember Agreement for details.

**2019 Fees and Interest Totals Year-to-Date**

	Amount
Total Fees in 2019	\$171.00
Total Interest in 2019	\$1,098.74

**Interest Charge Calculation**

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Interest Charge
Pay Over Time option	29.99% (v)	\$0.00	\$0.00
<b>Total</b>			<b>\$0.00</b>
(v) Variable Rate			

**Information on Pay Over Time****There is no pre-set spending limit on your Card**

No pre-set spending limit does not mean unlimited spending. Purchasing power adjusts with your use of the Card, your payment history, credit record and financial resources known to us and other factors. Unless you have been previously notified otherwise, your Card has a no pre-set spending limit.

**There is a limit to your Pay Over Time option balance**

Your Pay Over Time limit is \$50,000.00. We may approve or decline a charge regardless of whether your Card account balance exceeds or does not exceed your Pay Over Time limit. You must pay in full all charges that are not placed into a Pay Over Time balance upon receipt of your billing statement.

**You are currently enrolled in the Pay Over Time feature**

All of your eligible charges are automatically swept into your Pay Over Time balance. Each month you simply choose whether to pay in full, pay the minimum due, or pay any amount in between. Interest only applies to balances not paid in full.



THANK YOU FOR SHOPPING AT  
HAGAN ACE BLANDING #4878  
(904) 272-1414

SERVING NORTH FLORIDA SINCE 1962  
THANK YOU FOR YOUR PATRONAGE  
08/08/19 2:54PM SSC01 569 SALE

-----  
00009550801 2 EA .99 EA  
STIHL HEX NUT FOR CHAIN SAW \$1.98  
7001111D 1 EA \$22.99 EA  
STIHL 18" .325 CHAIN F/MS250 \$22.99  
7001029D 1 EA \$18.99 EA  
STIHL 16" PICCO CHAIN \$18.99  
7002037D 1 EA \$49.99 EA  
STIHL 18" 325 063 ROLLOMATIC \$49.99  
7001528D 1 EA \$39.99 EA  
STIHL GD BAR 40CM/16 1.1 3/8P \$39.99

SUB-TOTAL:\$ 133.94 TAX: \$ 9.38  
TOTAL: \$ 143.32  
BC AMT: \$ 143.32

BK CARD#: XXXXXXXXXXXX6056  
MID:\*\*\*\*\*0889 TID:\*\*\*3446  
AUTH: 882191 AMT: \$ 143.32  
Host reference #:019624 Bat#

Authorizing Network: AMEX

Chip Read  
CARD TYPE:AM EXPRESS EXPR: XXXX  
AID : A000000025010801  
TVR : 0000008000  
IAD : 064A0103602002  
TSI : F800  
ARC : 00  
MODE : Issuer  
CVM :  
Name : AMERICAN EXPRESS  
ATC :0019  
AC : D3A9B688D99FC57C  
TxnID/ValCode: 680629

AutoZone 6307

9606 ARGYLE FOREST  
JACKSONVILLE, FL  
(904) 777-0013

#000334577 C95854 23.49 P

C95854 MightyLift  
Lift Support, 1 EA

SUBTOTAL 23.49  
TOTAL TAX @ 7.000% 1.64

TOTAL 25.13  
XXXXXXXXXXXX6056 AMEX 25.13  
APPROVAL # 838749

Data Source: CHIP

App Name/Label: AMERICAN EXPRESS

AID: A000000025010801

TC 6A92355B8AAD4608

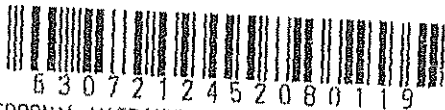
REG #12 CSR #11 RECEIPT #069219

STR. TRANS #212452

STORE #6307

DATE 08/01/2019 16:13

# OF ITEMS SOLD 1



6 3 0 7 2 1 2 4 5 2 0 8 0 1 1 9

PERSONAL WARRANTY INFORMATION

SORIANO JAY

32065

( 904 ) 562 - 0249

NO VEHICLE GIVEN

Item: 000334577 C95854 LIFEGATE LIFT

1 YEAR/12 MONTH WARRANTY PERIOD

Limited Warranty

If a part fails during the period shown on this receipt, we will replace the part to any AutoZone store and you will receive a replacement or refund.

Warranty excludes damage caused by misuse, abuse, other faulty parts, improper installation or oil-flood, commercial or marine use. Warranties on replacement parts cover the unused portion of the original warranty or 90 days, whichever is longer.

Warranties expire when you sell your vehicle.

THIS LIMITED WARRANTY REPRESENTS THE TOTAL LIABILITY OF AUTOZONE, FOR ANY PART OR PRODUCT. AUTOZONE MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

AUTOZONE SHALL NOT BE LIABLE FOR ANY INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES.

Some states do not allow limitation on how long an implied warranty lasts, or exclusion or limitation on incidental or consequential damages, so the above limitations may not apply to you. This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

Take a survey for a

chance to win \$5000

at [www.autozonecares.com](http://www.autozonecares.com)

or by calling 1-800-598-8943.

No Purchase Necessary. Ends 06/31/19

Official

# Order # 1000951042

Order Date: August 15, 2019

**MOOD: pandora**

## Items Ordered

Product Name	SKU	Price	Qty	Subtotal
Pandora Music Subscription	PMS	\$26.95	• Ordered1	\$26.95
Subtotal				\$26.95
Grand Total (Excl.Tax)				\$26.95
Tax				\$0.00
Grand Total (Incl.Tax)				\$26.95

## Order Information

### Shipping Address

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

### Billing Address

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

## Payment Method

Credit Card

## Credit Card

Credit Card Type American Express

Credit Card Number XXXX-6056



GoDaddy.com, LLC  
14455 N. Hayden Rd.  
Suite 219  
Scottsdale, AZ 85260  
(480) 505-8877

## Receipt

Date: Jul 25, 2019 6:05 PM

Receipt #: 1529545198  
Customer #: 230

Bill To:  
Jay Soriano  
370 Oakleaf Village Pkwy  
orange park, FL 32065

Payment Information:  
Jay Soriano  
AMEX #####6056  
Paid: \$755.74

## Items

### Email Marketing - Pro

Item Number: 566297  
Quantity: 1  
Term: 3

Purchase Price: \$1,079.64

Discount: \$323.90

Tax: \$0.00

Total: \$755.74

Total: \$755.74



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

Sold-to address

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

Customer No. 715220

Invoice		5192977297	
Billing Date 07/19/2019	Ship Date 07/19/2019	Order Date 07/12/2019	Requested Date 07/18/2019
Terms Credit Card preauth.			Due Date
Order No. 5102586831	P.O. Number Gravity Demo		Order Entered By: AGREEN
Salesrep: ELLIS, JEFF Order Placed By:			

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

Authorization no.:

134175 00000054 002

Material	Description	Size	Quantity	List Price	Discount %	Unit Price	Extended Price
234209	Graphene 360+ Gravity P - DE U	30	1 PC	177.00	0.000	70.00	70.00
281204	Hawk Touch (set)	17 AN	1 PC		0.000		
Total Number of Units		2					

Shipping Information

Packing Slip, BOL: 5182897152  
Shipping Terms: FOB Origin  
Shipment Origin: BALTIMORE MD  
Shipped Via: FED EX GROUND (PPA)  
Gross Weight: 2.100 LB 0.953 KG

Box Tracking Number

289180175303009

Total Number of Cartons 1

Items total	70.00	USD
Freight Charge	7.20	USD
Final amount	77.20	USD
Charged to your American Express *****053	77.20	USD
Balance Due	0.00	USD

We recommend all dealers use our Online Management Platform (OMS).  
This site allows you to see current stock of goods, place orders,  
track orders, and check invoices 24 hours a day!  
To receive your login information please email: [askus@us.head.com](mailto:askus@us.head.com)



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

Sold-to address

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

Customer No. 715220

Invoice		5192983903	
Billing Date 08/02/2019	Ship Date 08/02/2019	Order Date 08/01/2019	Requested Date 08/01/2019
Terms Credit Card preauth.			Due Date
Order No. 5102595120	P.O. Number Gravity Pro		Order Entered By: OMS3_CPIC
Salesrep: ELLIS, JEFF Order Placed By: R118			

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

Authorization no.:

195158 00000093 002

Material	Description	Size	Quantity	List Price	Discount %	Unit Price	Extended Price
234209	Graphene 360+ Gravity PRO	U 30	1 PC	177.00	0.000	159.30	159.30
	Item 10						
234209	Graphene 360+ Gravity P - DE	U 30	1 PC	177.00	0.000	70.00	70.00
	Item 20						
281204	Hawk Touch (set)-NO CHARGE	17 AN	1 PC		0.000		
	Item 21						

Total Number of Units 3

Shipping Information

Packing Slip, BOL: 5182905124  
Shipping Terms: FOB Origin  
Shipment Origin: BALTIMORE MD  
Shipped Via: FED EX GROUND (PPA)  
Gross Weight: 119.050 LB 54.001 KG

Box Tracking Number

289180175336991

Total Number of Cartons 5

Items total	229.30	USD
Freight Charge	15.86	USD
Final amount	245.16	USD
Charged to your American Express *****053	245.16	USD
Balance Due	0.00	USD

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

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

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



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

Sold-to address

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

Customer No. 715220

Invoice		5192983904	
Billing Date 08/02/2019	Ship Date 08/02/2019	Order Date 08/01/2019	Requested Date 08/01/2019
Terms Credit Card preauth.			Due Date
Order No. 5102595121	P.O. Number Pickleball Nets		Order Entered By: OMS3_CPIC
Salesrep: ELUS, JEFF Order Placed By: R118			

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

Authorization no.:

104976 00000094 002

Material	Description	Size	Quantity	List Price	Discount %	Unit Price	Extended Price
585065	HEAD Portable Pickleball Net Item 10		4 EA	150.00	15.000	127.50	510.00
Total Number of Units			4				

Shipping Information

Packing Slip, BOL: 5182905124  
Shipping Terms: FOB Origin  
Shipment Origin: BALTIMORE MD  
Shipped Via: FED EX GROUND (PPA)  
Gross Weight: 119.050 LB 54.001 KG

Box Tracking Number  
289180175336991

Total Number of Cartons 5

Items total	510.00	USD
Freight Charge	36.27	USD
Final amount	546.27	USD
Charged to your American Express *****053	546.27	USD
Balance Due	0.00	USD

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

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

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

**Sales Office:**

ID Zone North  
7003 West Lake St.  
St. Louis Park, MN  
55426  
(855) 582-8972

**Remit To Address:**

ID Zone South  
5830 NW 163rd  
Miami Lakes, FL  
33014  
(855) 582-8972

Thank you for ordering with ID Zone.

**Order Information**

<b>Order #</b> 8064117	<b>Bill To Address</b>	<b>Ship To Address</b>
<b>Payment type:</b>	GMS LLC	GMS LLC
American Express XXXXXXXXXXXX6056	Jay Soriano	Jay Soriano
<b>Date:</b> 08/19/2019 11:17:26	475 W Town Pl St Augustine, FL 32092, US	370 Oakleaf Village Pkwy orange park, FL 32065, US

**ID Zone Account Manager:** Alex Haggerty - Phone Ext. 814

Item #	Description	Quantity	Price/each	Total
84052	Fargo 84052 Color Ribbon - YMCKK - 500 prints	2	\$179.00	\$358.00
84053	Fargo 84053 HDP Film - 1500 prints	1	\$106.95	\$106.95
<i>Shipping: Free FedEx Ground:</i>				\$0.00
<i>Sales Tax:</i>				\$0.00
<b>TOTAL:</b>				<b>\$464.95</b>

Thank you for shopping with ID Zone.

Please contact ID Zone Customer Support with any questions at (855) 582-8972.

**Note:** Tracking numbers are generally available within 24 hours of shipment. Please login to your account at [www.IDZone.com](http://www.IDZone.com) to view your order status.



# Order # 1000951047

Order Date: August 15, 2019

**MOOD:** pandora

## Items Ordered

Product Name	SKU	Price	Qty	Subtotal
Pandora Music Subscription	PMS	\$26.95	• Ordered1	\$26.95
Subtotal				\$26.95
Grand Total (Excl.Tax)				\$26.95
Tax				\$0.00
Grand Total (Incl.Tax)				\$26.95

## Order Information

### Shipping Address

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

### Billing Address

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

## Payment Method

Credit Card

Credit Card

Credit Card Type American Express

Credit Card Number XXXX-6056

Customer ID: [manager@oakleafresidents.com](mailto:manager@oakleafresidents.com)  
Account Number: \*\*\*30

Dear Jay Soriano,

Thank you for shopping at Newegg Marketplace!

### Order Summary

----- Order 1 -----

**Sales Order Number: 310491304**

**Sold by GW Security Inc**

Sales Order Date: 8/19/2019 8:50:36 AM

Shipping Method: Expedited Shipping (3-5 bus. days)

Estimated to Ship Out On: 8/20/2019 by End of Day

12 x (\$8.99) GW Converter Video Balun Transmission Via UTP CAT5 Cable Video In/Out BNC Male (1 Pair)

\$107.88

Subtotal: \$107.88

Tax: \$0.00

Shipping and Handling: \$0.00

Total Amount: \$107.88

----- Order 2 -----

**Sales Order Number: 310491324**

**Sold by BIT SHOP USA**

Sales Order Date: 8/19/2019 8:50:36 AM

Shipping Method: Expedited Shipping (3-5 bus. days)

Estimated to Ship Out On: 8/20/2019 by End of Day

1 x (\$67.24) Acer DB.SZL11.006 Aspire XC-704 704G Intel Celeron J3060 1.60GHz Uma Motherboard

67.24

Subtotal: \$67.24

Tax: \$0.00

Shipping and Handling: \$4.00

Total Amount: \$71.24

----- Order 3 -----

**Sales Order Number: 310491344**

Sales Order Date: 8/19/2019 8:50:36 AM

Shipping Method: Online Services

1 x (\$7.49) 3 Year Electronic Protection Plan For Item#9SIAH9B9T00138

\$7.49

Subtotal: \$7.49

Tax: \$0.00

Shipping and Handling: \$0.00

Total Amount: \$7.49

### Billing Information

American Express: \*\*\*\*\*6056

Jay Soriano

### Shipping Information

Jay Soriano

370 Oakleaf Village Pkwy

Orange Park, FL 32065-4259 USA

Newegg reserves the right, in its sole discretion, to cancel the order at any time prior to shipment without liability.

# Office DEPOT OfficeMax

JACKSONVILLE - (904) 573-8221

07/30/2019 12:56 PM



2PVTAYYPA3Y54BX6H

SALE	6826-1-1403-956347-19.7.2	
854798	HDMI, VGA, ADAPT	34.99 SS
366249	HIGHSPEED, HDMI	13.59 SS
	Subtotal:	48.58
	Total:	48.58
	Amex 056:	48.58

AUTH CODE 861690

TDS Chip Read

AID A000000025010801 AMERICAN EXPRESS

TVR 0000008000

CVS No Signature Required

JAY SORIANO 603740602

Congratulations! You've reached VIP  
Rewards status. You'll now get 5% back  
in rewards on ink, toner, paper, and  
print/copy/ship services, plus a  
special birthday offer. Visit  
[officedepot.com/rewards](http://officedepot.com/rewards).

Tax Exemption Number 000600486993

Shop online at [www.officedepot.com](http://www.officedepot.com)

XX

WE WANT TO HEAR FROM YOU!

Visit [survey.officedepot.com](http://survey.officedepot.com)

and enter the survey code below:

S5EQ AQJP XRBB

XX

## Order Confirmation

**Thank you for shopping with us.**

We are processing your order and will send you an email notification when it ships. Due to product availability or size, your **order will arrive in multiple shipments.**


Shipping confirmation emails will provide details on all shipments.

In addition, one or more items will ship directly from our supplier. The ship date and estimated order arrival date will be supplied by email.

For your reference, below is a summary of your order:

**Shipment 1 Expected delivery date: 08/19/2019**

Order Number:	364722245-001	Status:	In Process
Order Date:	08/16/2019	Tracking:	N/A
Customer Name:	JAY SORIANO	Shipping to:	JAY SORIANO
Account #:	79025738		370 OAKLEAF VILLAGE
Payment info:	American Express, last 4 digits: 4051		PKWY
			ORANGE PARK, FL
			32065-4259
Comments:		Delivery Method:	Rush Shipping
Office Depot®   OfficeMax®	603740602		
Rewards :			

ITEM DESCRIPTION	QTY	AVAILABLE	B/O Qty	UNIT PRICE	UM	EXTENDED PRICE
 Lantronix UDS1100 - (158615)	1	1	0	\$168.990	each	\$168.99

### LEGEND

QTY: Original Quantity Ordered  
AVAILABLE: Ordered Quantity - Backorder Quantity  
B/O Qty: Backorder Quantity  
UNIT PRICE: Price per Individual Unit  
UM: Unit of Measure  
EXTENDED PRICE: Ordered Quantity x Unit Price

Subtotal: 168.99  
Tax: 12.55  
Delivery Fee: 10.31  
Misc.: 0.00

**Total: \$191.85**

364722245001

**Shipment 2 Expected delivery date: 08/20/2019 8:00 AM - 5:00 PM**


Order Number: 364722596-001  
Order Date: 08/16/2019  
Customer Name: JAY SORIANO  
Account #: 79025738  
Payment info: American Express, last 4  
digits: 4051

Status: In Process  
Tracking: N/A  
Shipping to: JAY SORIANO  
370 OAKLEAF VILLAGE  
PKWY  
ORANGE PARK, FL  
32065-4259

Comments:

Delivery  
Method:

Office Depot® | OfficeMax® 603740602  
Rewards :

ITEM DESCRIPTION	QTY	AVAILABLE	B/O Qty	UNIT PRICE	UM	EXTENDED PRICE
 Square trade 2-Year Gear Protection Plan, \$100- \$249.99 (9760617)	1	1	0	\$19.990	each	\$19.99

LEGEND

QTY: Original Quantity Ordered  
AVAILABLE Ordered Quantity - Backorder Quantity  
B/O Qty Backorder Quantity  
UNIT PRICE Price per Individual Unit  
UM: Unit of Measure  
EXTENDED PRICE Ordered Quantity x Unit Price

Subtotal: 19.99  
Tax: 1.40  
Delivery Fee: 0.00  
Misc.: 0.00

**Total: \$21.39**

364722596001

Got a question? We're taking care of business every day, and we are ready to help. Call 800-463-3768 or [email](#) us and one of our Customer Service Specialists will provide prompt answers to all your questions

This sale is subject to the [terms of use](#) that govern this website. We reserve the right to cancel or limit any order that is made contrary to any applicable offer, discount, promotion or coupon. Please be advised that prices vary based upon the order and delivery location(s) and the applicable retail store location.

Office Depot has paid the CA Electronic Waste Recycling fee on your behalf for all online and telephone purchases made in or to CA.

For compliance with select California laws and for financial reporting purposes, all sales shipped to California and Texas customers are made by eDepot LLC, a wholly-owned subsidiary of Office Depot, Inc. and are F O B destination point.

# Office DEPOT OfficeMax

JACKSONVILLE - (904) 573-8221

08/06/2019 12:26 PM



2PVTPYXPQ3Q58BEHH

SALE 6826-1-2329-953992-19.7.2

7572638 INK,RHN,HP952X

2 @ 44.99 89.98

You Pay 89.98SS

8381280 USB C-A CABLE 29.99 SS

472576 HEWLETT PACKAR

2 @ 73.99 147.98

You Pay 147.98SS

Subtotal: 267.95

Total: 267.95

Amex 056: 267.95

AUTH CODE 875315

TDS Chip Read

AID A000000025010801 AMERICAN EXPRESS

TVR 0000008000

CVS No Signature Required

Tax Exemption Number 000600486993

Shop online at [www.officedepot.com](http://www.officedepot.com)

XX

WE WANT TO HEAR FROM YOU!

Visit [survey.officedepot.com](http://survey.officedepot.com)

and enter the survey code below:

16ES BXQX DN9J

XX

# Office DEPOT OfficeMax

JACKSONVILLE - (904) 573-8221

08/06/2019 11:07 AM



2PVTYYXP43QYXBE8H

SALE 6826-2-6972-940884-19.7 2

128772 MRKR,DE,12PK,B  
3 @ 9.29 27.87

You Pay 27.87SS

268651 MKR,EXPO 2,FIN  
4 @ 7.89 31.56

Instant Savings -13.60

You Pay 17.96SS

273945 PORT,POLY,2PKT  
8 @ 0.99 7.92

Instant Savings -5.28

You Pay 2.64SS

952959 PORT,POLY,PROG  
8 @ 0.99 7.92

Instant Savings -5.28

You Pay 2.64SS

877334 PORT,POLY,PRG,  
8 @ 0.99 7.92

Instant Savings -5.28

You Pay 2.64SS

468581 PORT,POLY,PRG,  
Instant Savings -0.66

You Pay 0.99SS 0.33SS

588268 BOOK,COMP,100C  
18 @ 1.99 35.82

You Pay 35.82SS

589483 PAPR,FLR,WR,10  
13 @ 1.99 25.87

Instant Savings -12.87

You Pay 13.00SS

281888 PENCIL,CLRD,SC  
4 @ 3.69 14.76

You Pay 14.76SS

877678 HIGLTR,PEN,6PK  
2 @ 4.79 9.58

Instant Savings -5.60

You Pay 3.98SS

112266 PN,GRIP/RND  
2 @ 3.39 6.78

Instant Savings -2.80

You Pay 3.98SS

396521 PN,GRPSTK,MD  
Instant Savings -1.40

You Pay 1.99SS

206603 ERASER,12/PK  
6 @ 1.99 11.94

Instant Savings -8.94

You Pay 3.00SS

2480283 Kids Pointed S  
7 @ 4.99 9.98

Instant Savings -7.98

You Pay 2.00SS

3073798 Index Card 3x5

3 @ 1.29 3.87

Instant Savings -2.37

You Pay 1.50SS

764180 MRKR,BRDLN,CRY  
3.49

Promotion -1.99

You Pay 1.50SS

128844 HIGLTR,12PK,YE  
8.99SS

Instant Savings -4.99

You Pay 4.00SS

434252 CRAYON,24CT,AS  
5 @ 2.49 12.45

Instant Savings -8.70

You Pay 3.75SS

954196 GLUESTICK,PURP  
3 @ 6.99 20.97

Instant Savings -4.50

You Pay 16.47SS

724334 GLUESTICK,6PK  
4.89 SS

7281063 BP,BNGEE,17IN  
2 @ 19.99 39.98

Instant Savings -10.00

Promotion -9.98

You Pay 20.00SS

224744 RECYCLING PROG  
10 @ 0.01 0.10

Instant Savings -0.00

You Pay 0.00SS

588268 BOOK,COMP,100C  
12 @ 1.99 23.88

Promotion -17.88

You Pay 6.00SS

588268 BOOK,COMP,100C  
6 @ 1.99 11.94

Promotion -9.96

You Pay 1.98SS

434252 CRAYON,24CT,AS  
3 @ 2.49 7.47

Instant Savings -5.22

Promotion -0.75

You Pay 1.50SS

434252 CRAYON,24CT,AS  
4 @ 2.49 9.96

Instant Savings -6.96

Promotion -1.00

You Pay 2.00SS

Subtotal: 196.70

Total: 196.70

Amex 056: 196.70

AUTH CODE 804090

TDS Chip Read

AID A000000025010801 AMERICAN EXPRESS

TVR 0000008000

CVS No Signature Required



# PAINTS

STORE# 8180  
8180-JACKSONVILLE 52  
445 PARK STREET  
JACKSONVILLE, FL 32204  
PH: (904)353-4446 FX: (904)355-3268  
HOURS: MON-FRI 7:00 AM-5:00 PM  
SAT 8:00 AM-12:00 PM

SOLD TO: 301846080000  
(904)856-3263

CUST PO#: jay

PAF8180@PPG.COM

## INVOICE

#818002067852

SHIP TO:  
SHIPPING, CONTACT  
400 S 13TH ST  
LOUISVILLE, KY 40203-1714  
(800)332-6270



818002072419067852

DATE: 07/24/2019 TIME: 11:34 AM  
STORE REP: MICHAEL J  
SALES REP:  
PAGE 1 OF 1

QTY	ITEM#	DESCRIPTION	PRICE	AMOUNT
1	95-3300/01	DURETHANE DTM Neutral Base Comp A	\$60.00	\$60.00
	_hunter green			
1	95-339/04	DURETHANE DTM Comp B	\$18.00	\$18.00

### TERMS:

Freight will be charged on orders, blinds, and wall covering books. Special merchandise in good condition is eligible for 75% refund w/ original invoice within 60 days. Tinted merchandise cannot be returned. Non-tinted merchandise in good condition may be returned w/ original invoice w/in 60 days. Qualifying returns will be made in the same form of payment as original purchase. PPG reserves the right to make large cash returns by check w/in 10 business days. A service fee will be charged on returned checks. See the store manager for details. PPG understands, and Buyer represents that the products sold will be used for commercial or home painting, and will not be used for Nuclear, Chemical or Biological weapons facilities or activities including painting any such items or facilities. Buyer agrees to notify PPG immediately if Buyer becomes aware of any change in the end use of the products. Browse global employment opportunities at [na.careers.ppg.com](http://na.careers.ppg.com). Let us know how we're doing - visit [ppgpaintsurvey.com](http://ppgpaintsurvey.com) to give your feedback!

I agree to pay \$83.46 in accordance with my cardholder agreement.

BCard: \*\*\*\*\*6056

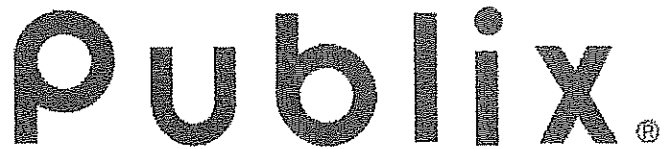
AMERICAN\_E AUTH#: 588323 Tran Amt: \$83.46  
XPRESS

SUBTOTAL:	\$78.00
LABOR:	\$0.00
FREIGHT:	\$0.00
ECO FEE:	\$0.00
SALES TAX:	\$5.46
INVOICE TOTAL:	\$83.46
AMERICAN EXPRESS:	\$83.46
TOTAL TENDERED:	\$83.46
PENDING AMT:	\$0.00
DUE TO CUSTOMER:	\$0.00

THANK YOU FOR SHOPPING AT  
PPG!



Your order and payment are confirmed.



Publix at OAK LEAF COMMONS (#1169)  
1075 OAKLEAF PLANTATION PARKWAY, SUITE 200  
ORANGE PARK, FL-32065  
904-291-5108

**Pickup Date / Time:** Saturday, 08/10/19 at 5:30 PM Eastern  
**Pickup Name:** jay soriano  
**Pickup Number:** 1169-2318

**Ordered:** Friday, 08/09/19 at 4:28 PM Eastern  
**Item Count:** 11

#### Order Summary

Publix Deli Fresh Fruit Platter, Medium	\$34.99 T
Qty: 1	
Publix Deli Sub Selections Platter, Medium	\$39.99 T
Qty: 1	
Publix Deli Chicken Tender Platter, Small	\$30.99 T
Qty: 1	
Publix Deli Fresh Fruit Platter, Small	\$25.99 T
Qty: 1	
Publix Deli Garden Fresh Vegetable Platter, Medium	\$29.99 T
Qty: 1	
Publix Deli Chicken Tender Platter, Large	\$57.99 T
Qty: 1	
Gourmet Cookie Platter Medium 48-Count	\$16.99
Qty: 1	
Boar's Head Wrap Variety, Large	\$69.99 T
Qty: 1	
Publix Deli Wrap Variety, Small	\$29.99 T
Qty: 1	
Gourmet Cookie Platter Large 96-Count	\$30.99
Qty: 1	
Publix Deli Garden Fresh Vegetable Platter, Medium	\$29.99 T
Qty: 1	
Subtotal	\$397.89
Sales Tax	\$24.50
Total	\$422.39

#### Payment

Payment Method: Online  
Transaction Type: Purchase  
Transaction Date: 8/9/2019 4:28:28 PM Eastern  
Card Number: \*\*\*\*\*4051 \$422.39  
Card Type: American Express  
Auth # 222384

# Publix

Oakleaf Plantation Center  
9518 Argyle Forest Blvd  
Jacksonville, FL 32222  
Store Manager: Rick Hemming  
904-317-5755

ICE 20 LB  
U.S. 2.89 31.12 T F

Order Total	31.12
Sales Tax	2.18
Gross Total	33.30
Credit	Payment 33.30
Change	0.00

PRESTO.

Trace #: 053895

Reference #: 1812050740

Acct #: XXXXXXXXXXXX6050

Purchase American Express

Exp. 12/31/99

OPENED BY

ACCT/DATE

Entry Method

Mode

Chip Acct

Issue

Your Cashier was Elifali

08/07/2018

# Publix

Oak Leaf Commons  
1075 Oak Leaf Plantation Parkway  
Orange Park, FL 32065

Account #XXXXXXXXXX/500  
PUBLIX GIFT CARD 25.00  
Account #XXXXXXXXXX/503  
PUBLIX GIFT CARD 25.00  
Account #XXXXXXXXXX/591  
PUBLIX GIFT CARD 25.00  
Account #XXXXXXXXXX/604  
PUBLIX GIFT CARD 25.00  
Account #XXXXXXXXXX/617  
PUBLIX GIFT CARD 25.00  
Account #XXXXXXXXXX/622  
DAREN VAR 50.00  
Account #XXXXXXXXXX/628  
DAREN VAR 50.00  
Account #XXXXXXXXXX/631  
DAREN VAR 50.00  
Account #XXXXXXXXXX/631  
HBI OUTBACK CARD 50.00  
Account #XXXXXXXXXX/631  
HBI OUTBACK CARD 50.00  
Account #XXXXXXXXXX/631  
HBI OUTBACK CARD 50.00  
Account #XXXXXXXXXX/631

Order Total	500.00	
Sales Tax	0.00	
Grand Total	500.00	
Credit	Payment	500.00
Change		0.00

PRES101  
Trace #: 012691  
Reference #: 15/5930637  
Acct #: XXXXXXXXXXXXX/631  
Purchase Amount: \$500.00  
Amount: \$500.00  
Gift: \$500.00

Publix Card  
15/5930637  
15/5930637  
Mode:

Your cashier was Meredith

06/08/2019 17:33 51164 Bkt 4925 6072

Explore the many ways to save at Publix  
publix.com/savemore



## Account Information

Account Number: (904) 770-4650  
Statement Date: 08/04/2019  
Subscription Name: RingCentral Office Standard  
Reference #: 103841001

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

## Statement Summary

Total Current Charges

**\$191.38**

Your credit card ending in [3053] was charged \$191.38.  
This charge will appear as "RingCentral, Inc" on your credit card statement.

## Statement Details

Period	Description	Unit Price	Quantity	Amount
08/02/2019 - 09/01/2019	Office Standard - Subscription Fee - Monthly (RingCentral Office Standard)	\$0.00	1	\$0.00
08/02/2019 - 09/01/2019	DigitalLine Unlimited - (904) 342-1441	\$34.99	1	\$34.99
08/02/2019 - 09/01/2019	\$8.01 off / month discount	(\$8.01)	1	(\$8.01)
08/02/2019 - 09/01/2019	DigitalLine Unlimited - (904) 770-4648	\$34.99	1	\$34.99
08/02/2019 - 09/01/2019	\$8.01 off / month discount	(\$8.01)	1	(\$8.01)
08/02/2019 - 09/01/2019	DigitalLine Unlimited - (904) 770-4649	\$34.99	1	\$34.99
08/02/2019 - 09/01/2019	\$8.01 off / month discount	(\$8.01)	1	(\$8.01)
08/02/2019 - 09/01/2019	DigitalLine Unlimited - (904) 770-4661	\$34.99	1	\$34.99
08/02/2019 - 09/01/2019	\$8.01 off / month discount	(\$8.01)	1	(\$8.01)
08/02/2019 - 09/01/2019	DigitalLine Unlimited - (904) 770-4667	\$34.99	1	\$34.99
08/02/2019 - 09/01/2019	\$8.01 off / month discount	(\$8.01)	1	(\$8.01)
Charges after Discounts and Prorates:				\$134.90
Total Charges:				\$134.90
Total Taxes and Fees*:				\$56.48
Total Charged to Credit Card:				\$191.38

**Thank you for ordering from Sprinkler Warehouse!**

**Customer ID:** 309810  
**Order Number:** 828784  
**Web Order Number:** 100927713

**Order Date:** 19-Aug-2019  
**Order Time:**

**Bill To:**

JAY SORIANO  
GMS LLC  
370 OAKLEAF VILLAGE PKWY  
ORANGE PARK FL 32065-4259  
UNITED STATES

**Ship To:**

JAY SORIANO  
GMS LLC  
370 OAKLEAF VILLAGE PKWY  
ORANGE PARK FL 32065-4259  
UNITED STATES

**Payment Information:**

AMEX

**Shipping Method:**

SW - 2Day Economy (2 Days)

**Order Details:**

Product Code	Item	Qty	Price	Total
250-00-04	Toro 250 Pin Type Valve with Flow Control 1" FPT   250-00-04	3	\$25.98	\$77.94
Sub Total:				\$77.94
Tax (7.25%):				\$0.00
Shipping:				\$8.99
Discount:				\$0.00
Surcharge:				\$0.00
Grand Total:				\$86.93
BalanceDue:				\$0.00
Amount Paid:				\$86.93

**Order Comments:**

Thank you for shopping at SprinklerWarehouse.com!  
Visit us again at [www.SprinklerWarehouse.com](http://www.SprinklerWarehouse.com)

See back of receipt for your chance  
to win \$1000 ID #:7N6VD42FKL4R

**Walmart** ✶

SUPERCENTER

904-365-2555 Mgr: BRIAN JACKSON

ST# 06978	OP# 001464	YEN 68	TR# 07967
HDMI COUPLER	068113128369		4.97 0
HDMI COUPLER	068113128369		4.97 0
12FT HDMI	068113105325		9.47 0
HDMI COUPLER	068113128369		4.97 0
HDMI COUPLER	068113128369		4.97 0
HDMI COUPLER	068113128369		4.97 0
12FT HDMI	068113105325		9.47 0
HDMI CABLE	068113128369		9.47 0
12FT HDMI	068113105325		9.47 0
HDMI CABLE	068113128369		34.92 0
SUBTOTAL			97.65
TOTAL			97.65
AMEX TEND			97.65

AMERICAN EXPRESS \*\*\* \*\* 056 ( 0

APPROVAL # 829423

REF # 000100753322

TRANS ID -- 001224933233403

AID A000000025010801

TC 647097A279A847D6

TERMINAL # SC010133

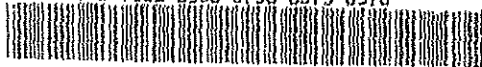
\*NO SIGNATURE REQUIRED

08/14/19 14:59:38

CHARGE DUE 0.00

# ITEMS SOLD 10

EC# 7962 2906 0798 6579 8976



08/14/19 14:59:40

\*\*\*CUSTOMER COPY\*\*\*



See back of receipt for your chance  
to win \$1000 ID #:7H6YLL14TQVS



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

STN 03308 DPH 002059 TEN 60 TRN 09902  
N600 GUAY 060644909900 79.00 0  
SUBTOTAL 79.00

\*\* VOIDED ENTRY \*\*  
N600 GUAY 060644909900 79.00-0  
N600 GUAY 060644909900 79.00 0  
2YRPROTECTPL 060113102133 6.00 0  
SUBTOTAL 85.00  
TOTAL 85.00  
ANEX TEND 85.00

AMERICAN EXPRESS \*\*\* \*\*\* 056 I 0  
APPROVAL # 091871  
REF # 000100277936  
TRANS ID - 001225898514406  
AID A000000025010001  
TC 74AAC7B12A16E0A2  
TERMINAL # SC010679  
\*NO SIGNATURE REQUIRED

08/16/19 14:25:07  
CHANGE DUE 0.00  
# ITEMS SOLD 2

TCN 9006 5091 9140 1333 0767



08/16/19 14:25:15

\*\*\*CUSTOMER COPY\*\*\*

\*\*\*\*\*  
You purchased a Walmart Protection  
Plan, provided by Allstate. Your  
receipt is required to file a claim.  
Save the receipt digitally by scanning  
the barcode with the Walmart app  
or go to [www.walmart.com/protection](http://www.walmart.com/protection).  
To file a claim, go to  
[www.walmart.com/protection](http://www.walmart.com/protection) or call  
1-877-530-4389. Terms and conditions  
are available at checkout registers.  
\*Standard messaging & data rates  
apply.

\*\*\*\*\*  
Scan with Walmart app to save receipts



See back of receipt for your chance  
to win \$1000 ID #: 7N6XHF2FKB3Q

**Walmart** \*

SUPERCENTER  
904-365-2555 My: BRTAN JACKSON

STU 06978 DP# 001483 TE# 09 TR# 00950	
WM BACKPACK 019339700110	12.00 0
WM BACKPACK 019339700110	12.00 0
ES BACKPACK 009107409040	18.88 0
ES BACKPACK 009107409040	18.88 0
2 PENCILS 088796167445	5.47 0
2 PENCILS 088796167445	5.47 0
2 PENCILS 088796167445	5.47 0
2 PENCILS 088796167445	5.47 0
2 PENCILS 088796167445	5.47 0
2 PENCILS 088796167445	5.47 0
2 PENCILS 088796167445	5.47 0
2 PENCILS 088796167445	5.47 0
16 BLUESTICK 002600000562	
4 AT 1 FOR	19.88 0
ONN ON-EAR 068113101028	9.88 0
ONN ON-EAR 068113101028	9.88 0
ONN ON-EAR 068113101028	9.88 0
ONN ON-EAR 068113101028	9.88 0
EARBUDS 068113100940	4.88 0
EARBUDS 068113100940	4.88 0
SHARPENER 072515001215	0.97 0
EARBUDS 068113100940	4.88 0
EARBUDS 068113100940	4.88 0
CALCULATOR 007976790077	8.77 0
CALCULATOR 007976790077	8.77 0
BINDER POUCH 008619615956	0.97 0
BINDER POUCH 008619615956	0.97 0
BINDER POUCH 008619615956	0.97 0
BINDER POUCH 008619615956	0.97 0
3X3 NOTE 4PK 005114197415	4.97 0
3X3 NOTE 4PK 005114197415	4.97 0
3X3 NOTE 4PK 005114197415	4.97 0
BINDER 007891062927	0.97 0
WAS 1.47 YOU SAVED 0.50	
BINDER 007891062927	0.97 0
WAS 1.47 YOU SAVED 0.50	
BINDER 007891062927	0.97 0
WAS 1.47 YOU SAVED 0.50	
BINDER 007891062927	0.97 0
WAS 1.47 YOU SAVED 0.50	
BINDER 007891062927	0.97 0
WAS 1.47 YOU SAVED 0.50	
BINDER 007891062927	0.97 0
WAS 1.47 YOU SAVED 0.50	
FABRICMONSE 068113108558	11.94 0
PENCIL BOX 695803705441	0.97 0
PENCIL BOX 695803705441	0.97 0
PENCIL BOX 695803705441	0.97 0
2IN BINDER 692173492896	4.74 0
2IN BINDER 692173492896	4.74 0
NOTEBOOK 002622957070	0.25 0
NOTEBOOK 002622957070	0.25 0
NOTEBOOK 002622957070	0.25 0
NOTEBOOK 002622957070	0.25 0
NOTEBOOK 002622957070	0.25 0
NOTEBOOK 002622957070	0.25 0
NOTEBOOK 002622957070	0.25 0
NOTEBOOK 002622957070	0.25 0
NOTEBOOK 002622957070	0.25 0
NOTEBOOK 002622957070	0.25 0

SUBTOTAL 256.15

TOTAL 256.15

AMEX TEND 256.15

AMERICAN EXPRESS \*\*\* \*\* \*\* 056 1 0

APPROVAL # 870019

REF # 000100451704

TRANS ID - 001220987059485

AID A000000025010801

IC 782755183A97A135

TERMINAL # SC010065

\*NO SIGNATURE REQUIRED

08/06/19 12:07:25

CHANGE DUE 0.00

# ITEMS SOLD 56

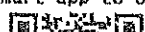
IC# 5125 8383 6511 2084 3006 0



08/06/19 12:07:35

\*\*\*CUSTOMER COPY\*\*\*

Scan with Walmart app to save receipts





Walmart\*

904-272-0036 Mr: JULIAN SPIROLLARI

099 BLANDING BLVD  
ORANGE PARK FL 32065

ST# 01225 OPH 004766 TE# 68 TR# 05422

PRODUCT SERIAL # P8Q0H303032006717

LED HDTV 001721901103 99.00 0

2YRPROTECTPL 060113102155 8.00 0

PRODUCT SERIAL # P0H0H3A3732025006

LED HDTV 001721901103 99.00 0

2YRPROTECTPL 060113102155 8.00 0

TV MOUNTS 060113120282 19.96 0

SUBTOTAL 233.96

TOTAL 233.96

ALEX TEND 233.96

AMERICAN EXPRESS \*\*\* \*\*\*\* \*\*\*G 056 I 0

APPROVAL # 019008

REF # 000100635797

TRANS ID - 001222001035403

AID A000000025010001

IC 6F1330D9DA705067

TERMINAL # SC011050

\*NO SIGNATURE REQUIRED

00/00/19 14:21:09

CHANGE DUE 0.00

# ITEMS SOLD 5

TC# 1123 3011 5197 9471 4603 1

REPRINT BY OPH 4464



00/00/19 14:21:19

\*\*\*CUSTOMER COPY\*\*\*

\*\*\*\*\*

You purchased a Walmart Protection

Plan, provided by Allstate. Your

receipt is required to file a claim.

Save the receipt digitally by scanning

the barcode with the Walmart app

or go to [www.walmart.com/protection](http://www.walmart.com/protection).

To file a claim, go to

[www.walmart.com/protection](http://www.walmart.com/protection) or call

1-877-530-4300. Terms and conditions

are available at checkout registers.

\*Standard messaging & data rates

apply.

\*\*\*\*\*

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice**

Invoice #: 2101

Invoice Date: 9/20/19

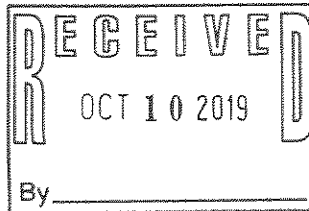
Due Date: 9/20/19

Case:

P.O. Number:

**Bill To:**

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



Description	Hours/Qty	Rate	Amount
September 2019 - Phones (002.320.572.4100) ✓		98.32	98.32
September 2019 - Permits/Licenses (002.320.572.49300) ✓		26.95	26.95
September 2019 - Special Events (002.320.572.49400) ✓		301.05	301.05
September 2019 - Office Supplies (002.320.572.5100) ✓		190.47	190.47
September 2019 - Repairs and Replacements (002.320.572.63100) ✓		670.40	670.40
September 2019 - Rec passes (002.320.572.62000)		222.50	222.50
V-92 (B)			
Total			\$1,509.69
Payments/Credits			\$0.00
Balance Due			\$1,509.69

Double Branch / Middle Village American Express Charges  
GMS Statement Closing Date – Sept. 20, 2019

Purchase Date	Vender	Amount	Description	GL Account	Middle Village	GL	Double Branch	Total
8/23/2019	walmart	78.04	Special Event	2.330.572.49400	39.02	2.320.572.49400	39.02	78.04
8/23/2019	office max	188.98	Office Supplies	2.330.572.51000	94.49	2.320.572.5100	94.49	188.98
8/23/2019	publix	54.98	Special Event	2.330.572.49400	27.49	2.320.572.49400	27.49	54.98
8/23/2019	harbor freight	81.28	Repair and Replacement	34.600.538.64000	40.64	2.320.572.63100	40.64	81.28
8/23/2019	walmart	32.04	Special Event	2.330.572.49400	16.02	2.320.572.49400	16.02	32.04
8/29/2019	hagan ace	21.39	Repair and Replacement	34.600.538.64000	10.7	2.320.572.63100	10.69	21.39
8/29/2019	wawa	60.28	Repair and Replacement	34.600.538.64000	30.14	2.320.572.63100	30.14	60.28
8/31/2019	surveillance-video.com	468	Repair and Replacement	34.600.538.64000	234	2.320.572.63100	234	468
9/2/2019	ring central	196.65	Phones	2.330.572.4100	98.33	2.320.572.4100	98.32	196.65
9/5/2019	pinch a penny	90.93	Repair and Replacement			2.320.572.63100	90.93	90.93
9/10/2019	full circle padding	44.53	Repair and Replacement	34.600.538.64000	22.27	2.320.572.63100	22.26	44.53
9/10/2019	office max	160.99	Office Supplies	2.330.572.51000	80.5	2.320.572.5100	80.49	160.99
9/10/2019	id zone	445	Rec. Passes	2.330.572.49300	222.5	2.320.572.62000	222.5	445
9/15/2019	mood	26.95	Permits/Licenses			2.320.572.49300	26.95	26.95
9/15/2019	mood	26.95	Permits/Licenses	2.310.513.49300	26.95			26.95
9/16/2019	office max	30.98	Office Supplies	2.330.572.51000	15.49	2.320.572.5100	15.49	30.98
9/19/2019	walmart	242.01	Special Event	2.330.572.49400	121.01	2.320.572.49400	121	242.01
9/19/2019	ridenow	483.48	Repair and Replacement	34.600.538.64000	241.74	2.320.572.63100	241.74	483.48
9/19/2019	publix	53.95	Special Event	2.330.572.49400	26.98	2.320.572.49400	26.97	53.95
9/20/2019	walmart	141.1	Special Event	2.330.572.49400	70.55	2.320.572.49400	70.55	141.1
<b>Totals</b>		<b>\$2,928.51</b>			<b>\$1,418.82</b>		<b>\$1,509.69</b>	<b>\$2,928.51</b>

Double Branch / Middle Village American Express Charges  
GMS Statement Closing Date – Sept. 20, 2019

Totals by GL

**Double Branch: \$1509.69**

2.320.572.4100 (DB Phones) – \$98.32  
2.320.572.49300 (DB permits/ licenses) – \$26.95  
2.320.572.49400 (DB Special Events) - \$301.05  
2.320.572.5100 (DB Office Supplies) - \$ 190.47  
2.320.572.63100 (DB Repair and Replacements) - \$670.40  
2.320.572.62000 (DB Rec passes) - \$222.50

**Middle Village: \$1418.82**

2.330.572.4100 (MV Phones) – \$98.33  
2.310.513.49300 (MV permits/ licenses) – \$26.95  
34.600.538.64000 (MV repair & replacements) – \$579.49  
2.330.572.51000 (MV Office Supplies) - \$190.48  
2.330.572.49400 (Special Events) – \$301.07  
2.330.572.49300 (MV Rec Passes) - \$222.50

				Amount
08/23/19	WAL-MART SUPERCENTER 3308 3308 DISCOUNT STORE	MIDDLEBURG	FL	\$78.04
08/23/19	OFFICE DEPOT #258 000000258 8004633768 NETGEAR GS105 10/100/1000 Mbps TONER, BROTHER, TN880, BLACK	JACKSONVILLE	FL	\$188.98 +
08/23/19	PUBLIX 8636881188	ORANGE PARK	FL	\$54.98
08/23/19	HARBOR FREIGHT TOOLS 800-444-3353	JACKSONVILLE	FL	\$81.28
08/23/19	WAL-MART SUPERCENTER 6978 6978 DISCOUNT STORE	JACKSONVILLE	FL	\$32.04
08/29/19	HAGAN ACE HDWE 0000 904-272-1414	ORANGE PARK	FL	\$21.39
08/29/19	WAWA 5266 000000000479168 6103588000	JACKSONVILLE	FL	\$60.28
08/31/19	SURVEILLANCE-VIDEO.COM 0554 800-955-5201	NEW YORK	NY	\$468.00 +
09/02/19	RINGCENTRAL, INC 267507002 94002	BELMONT	CA	\$196.65 +

Continued on next page



**Business Green Rewards Card**  
GMS LLC  
JAMES PERRY  
Closing Date 09/20/19

p. 5/9

Account Ending 6-84002

**Detail Continued**

† - denotes Pay Over Time activity

				Amount
09/05/19	PINCH A PENNY - 242 000000001 9046999629	JACKSONVILLE	FL	\$90.93
09/10/19	FULL CIRCLE PADDING, IN 9489079570010 (508)285-2500	NORTON	MA	\$44.53
09/10/19	OFFICEMAX/DEPOT 6826 000006826 8004633768 DRUM,BROTHER,DR820,BLACK	JACKSONVILLE	FL	\$160.99 †
09/10/19	IDZONE IDZONE IDZONE MIAMI	MIAMI	FL	\$445.00 †
09/15/19	MOOD PANDORA 0684 800-929-5407	AUSTIN	TX	\$26.95
09/15/19	MOOD PANDORA 0684 800-929-5407	AUSTIN	TX	\$26.95
09/16/19	OFFICEMAX/DEPOT 6826 000006826 8004633768 MOUSE,KYBD,COMBO,MK335,BLACK 2YR ADH GEAR 0-49.99	JACKSONVILLE	FL	\$30.98
09/19/19	WAL-MART SUPERCENTER 1225 1225 DISCOUNT STORE	ORANGE PARK	FL	\$242.01 †
09/19/19	RIDENOW POWERSPORTS JACKS 000000001 4807555200	JACKSONVILLE	FL	\$483.48 †
09/19/19	PUBLIX 8636881188	ORANGE PARK	FL	\$53.95
09/20/19	WAL-MART SUPERCENTER 6978 6978 DISCOUNT STORE	JACKSONVILLE	FL	\$141.10 †

**Fees**

	Amount
Total Fees for this Period	\$0.00

**Interest Charged**

	Amount
Total Interest Charged for this Period	\$0.00

**About Trailing Interest**

You may see interest on your next statement even if you pay the new balance in full and on time and make no new charges. This is called "trailing interest." Trailing interest is the interest charged when, for example, you didn't pay your previous balance in full. When that happens we charge interest from the first day of the billing period until we receive your payment in full. You can avoid paying interest on purchases by paying your balance in full and on time each month. Please see the "When we charge interest" sub-section in your Cardmember Agreement for details.

**2019 Fees and Interest Totals Year-to-Date**

	Amount
Total Fees in 2019	\$171.00
Total Interest in 2019	\$1,098.74

THANK YOU FOR SHOPPING AT  
HAGAN ACE BLANDING #4878  
(904) 272-1414

SERVING NORTH FLORIDA SINCE 1962  
THANK YOU FOR YOUR PATRONAGE  
08/29/19 10:55AM AJWD1 569 SALE

7000994D 1 EA \$19.99 EA  
STIHL 16" PICO MICRO MINI \$19.99

SUB-TOTAL:\$ 19.99 TAX: \$ 1.40  
TOTAL: \$ 21.39  
BC AMT: \$ 21.39

BK CARD#: XXXXXXXXXXXX6056  
MID:\*\*\*\*\*0889 TID:\*\*\*3446  
AUTH: 886796 AMT: \$ 21.39  
Host reference #:025028 Bat#

Authorizing Network: AMEX

Chip Read  
CARD TYPE:AM EXPRESS EXPR: XXXX  
AID : A000000025010801  
TVR : 0000008000  
IAD : 064A010360A002  
TSI : F800  
ARC : 00  
MODE : Issuer  
CVN : No CVN  
Name : AMERICAN EXPRESS  
ATC :0023  
AC : A4053EF4367D6235  
TxnID/ValCode: 721638

# Order # 1000998036

Order Date: September 15, 2019

**MOOD: pandora**

## Items Ordered

Product Name	SKU	Price	Qty	Subtotal
Pandora Music Subscription	PMS	\$26.95	• Ordered1	\$26.95
Subtotal				\$26.95
Grand Total (Excl.Tax)				\$26.95
Tax				\$0.00
Grand Total (Incl.Tax)				\$26.95

## Order Information

**Shipping Address**  
Oakleaf Plantation  
370 Oakleaf Village Pkwy  
Orange Park, Florida, 32065

**Billing Address**  
Oakleaf Plantation  
GMS LLC  
475 W Town Pl  
orange park, Florida, 32065

## Payment Method

Credit Card

## Credit Card

**Credit Card Type** American Express

**Credit Card Number** XXXX-6056





Order #10003869

9/8/2019

**ORDER CONFIRMATION**

Billing Address		Payment Information	
Bill To:	Jay Soriano GMS llc 475 W Town Pl suite 114 Saint Augustine, FL 32092 United States 9043421441	Credit Card	
		Card Type:	American Express
		Cardholder:	Jay Soriano
		Card Number:	(not saved)
		Expiration:	(not saved)
Email:	manager@oakleafresidents.com	Security Code:	(not saved)

Myself			
Ship To:	Jay Soriano GMS LLC 370 Oakleaf Village Pkwy Orange Park, FL 32065 United States 9043421441 manager@oakleafresidents.com	Shipping Method:	UPS Ground \$11.53

Item/Description	Qty	Price	Total
Vinyl Color: Black (517420)	3	\$11.00	\$33.00
Part #: HT121C <u>Elbow Wear Cover</u>			



Order Total			
	Merchandise Subtotal		\$33.00
	Shipping & Handling		\$11.53
	Tax		\$0.00
	Total		\$44.53

# HARBOR FREIGHT TOOLS

JACKSONVILLE WEST FL 320213  
8102 BLANDING BLVD. 27A  
JACKSONVILLE, FL 32244  
Telephone: (904) 573-9825

## SALE

Customer Name: jay soriano  
Customer Number: 888002369461

67703 TARP SILVER 11' 4 X 15' 6	\$18.99
67703 TARP SILVER 11' 4 X 15' 6	\$18.99
67703 TARP SILVER 11' 4 X 15' 6	\$18.99
67703 TARP SILVER 11' 4 X 15' 6	\$18.99

Subtotal	\$75.96
Sales Tax 7.000%	\$5.32
Total	\$81.28

American Express \$81.28  
Card No. XXXXXXXXXXXX6066  
Expiration Date XX/XX  
Auth. No. 874872

AMERICAN EXPRESS  
Chip Read  
Signature Verified  
Mode: Issuer  
AID: A000000025010801  
IVR: 0000008000  
IAD: 064A0103602002  
TSI: F800  
ARC: 00

Please Retain for Your Records

**Sales Office:**

ID Zone North  
7003 West Lake St., Ste. 400  
St. Louis Park, MN 55426  
(855) 285-4927

**Remit To Address:**

ID Zone South  
5830 NW 163rd Street  
Miami Lakes, FL 33014  
(855) 285-4927

Thank you for ordering with ID Zone.

For orders using UPS Next Day Air delivery, our goal is to ship most in-stock items the same day when the order is placed by 12:00 p.m. Central Standard Time (holidays and weekends excluded), pending credit card verification. For orders using UPS ground, 2 Day Air or 3 Day Select, we ship most in-stock items within 48 hours, pending credit card verification (holidays and weekends excluded). Orders consisting of two or more types of items may be shipped from multiple locations.


**Order Information**

Order # 8064954

Payment type:

American Express XXXXXXXXXXXX6056

Date: 09/09/2019 09:25:02

 Print this Receipt

**Bill To Address**

GMS LLC  
Jay Soriano  
475 W Town Pl  
St Augustine, FL 32092, US  
jsoriano@govmgtisvc.com  
9045620249

**Ship To Address**

GMS LLC  
Jay Soriano  
370 Oakleaf Village Pkwy  
orange park, FL 32065, US  
manager@oakleafresidents.com  
9045620249

ID Zone Account Manager: Alex Haggerty - Phone Ext 814

Item #	Description	Quantity	Price/each	Total
M9005-751	MagiCard M9005-751 LC1 Color Ribbon - YMCKO - 350 prints	2	\$133.00	\$266.00
84052	Fargo 84052 Color Ribbon - YMCKK - 500 prints	1	\$179.00	\$179.00
Shipping: Free FedEx Ground				\$0.00
Sales Tax:				\$0.00
<b>TOTAL:</b>				<b>\$445.00</b>

Thank you for shopping with ID Zone.

Please contact ID Zone Customer Support with any questions at (855) 285-4927

Note: Tracking numbers are generally available within 24 hours of shipment. Please login to your account at [www.IDZone.com](http://www.IDZone.com) to view your order status.

# Order # 1000998041

Order Date: September 15, 2019

**MOOD: pandora**

## Items Ordered

Product Name	SKU	Price	Qty	Subtotal
Pandora Music Subscription	PMS	\$26.95	Ordered1	\$26.95
Subtotal				\$26.95
Grand Total (Excl.Tax)				\$26.95
Tax				\$0.00
Grand Total (Incl.Tax)				\$26.95

## Order Information

**Shipping Address**  
Oakleaf Plantation  
370 Oakleaf Village Pkwy  
Orange Park, Florida, 32065

**Billing Address**  
Oakleaf Plantation  
GMS LLC  
475 W Town Pl  
orange park, Florida, 32065

## Payment Method

Credit Card

## Credit Card

**Credit Card Type** American Express

**Credit Card Number** XXXX-6056

# Office DEPOT OfficeMax

JACKSONVILLE - (904) 778-4882

08/23/2019 5:37 PM



22VTUPXPMX55B8M4H

SALE	258-1-597-746436-19.7.2
234225	NETGEAR GS105 37.99 S
485141	TNR,SPR,HGH,YL 150.99 S
	Subtotal: 188.98
	Total: 188.98
	Amex 056: 188.98

AUTH CODE 845039

TDS Chip Read

AID A000000025010801 AMERICAN EXPRESS

TVR 0000008000

CVS No Signature Required

JAY SORIANO 603740602

Congratulations! You've reached VIP  
Rewards status. You'll now get 5% back  
in rewards on ink, toner, paper, and  
print/copy/ship services, plus a  
special birthday offer. Visit  
[officedepot.com/rewards](http://officedepot.com/rewards).

Tax Exemption Number 000600486993

Shop online at [www.officedepot.com](http://www.officedepot.com)

XX

WE WANT TO HEAR FROM YOU!

Visit [survey.officedepot.com](http://survey.officedepot.com)  
and enter the survey code below:

66EY 44CT 6F5B

XX

# Office DEPOT OfficeMax

JACKSONVILLE - (904) 573-8221

09/17/2019 4:30 PM



D2PVTGY4PY3356B88H

EXCHANGE 6826-1-6154-418458-19 7.7  
992939 MOUSE, KYBD, COM (23.99) SS  
9830499 2YRADHGERO-49. (6.99) SS

Register your SquareTrade Plan online  
at [www.OfficeDepot.com/Protection](http://www.OfficeDepot.com/Protection) or  
call 844-637-7768

Contract ID# 906826091719615400101

EMP ID: 955648

992939 MOUSE, KYBD, COM 39.99SS

Instant Savings -16.00

You Pay 23.99SS

9830499 2YRADHGERO-49. 6.99 SS

Register your SquareTrade Plan online  
at [www.OfficeDepot.com/Protection](http://www.OfficeDepot.com/Protection) or  
call 844-637-7768

Contract ID# 906826091719615400102

EMP ID: 955648

Total: 0.00

Cash: 0.00

JACKSONVILLE - (904) 573 8221  
09/10/2019 10:41 AM

09/10/2019 10:41 AM



2PVTUY4PX335BBXEh

CVS No Signature Required

Congratulations! You've reached VIP Rewards status. You'll now get 5% back in rewards on ink, toner, paper, and print/copy/ship services, plus a special birthday offer. Visit [officedepot.com/rewards](http://officedepot.com/rewards).

XXXXXXXXXXXXXXX



Pinch A Penny 242  
9715 Crosshill Blvd  
Suite #105  
Junkanville, IL 62227  
Phone: 264-619-0939

### Sales Receipt

Transaction #: 13073  
Account #: 9045620249  
Date: 9/5/2019 Time: 12:11:00 PM  
Cashier: Saich Register #: 1

Bill To: Jay Soriano

Item	Description	Amount
00000018	GAL SODIUM HYPOCHLORITE	\$5.20
	Savings 2.5@10%=\$0.53:P	
	Discount	(\$0.52)
	1 JUG @ \$4.75	
00520072	2.5 GAL P.A.P STACKABLE	\$7.99
00000018	GAL SODIUM HYPOCHLORITE	\$5.20
	Savings 2.5@10%=\$0.53:P	
	Discount	(\$0.52)
	1 JUG @ \$4.75	
00520072	2.5 GAL P.A.P STACKABLE	\$7.99
00907022	ATURE EATER PLUS 1 GAL.	\$51.96
	Savings 4@10%=\$5.20:PAC	
	Discount	(\$5.20)
	4 @ \$11.69	
PAT1909001	10% Off Select Items	\$0.00

Sub Total \$84.90  
Sales Tax \$5.95  
Total \$90.85

CASH TENDERS TENDERED \$90.85  
Change Due \$0.00

You saved \$6.77!

7 TO GO - FREE 2.5 GAL COUPON!



# Publix

Oak Leaf Commons  
1075 Oakleaf Plantation Parkway  
Orange Park, FL 32065  
Store Manager: Sam Fadil  
904-291-5108

AMAZON GIFT CARD  
Account #XXXXXXXXXX3502 30.00  
101 20 LB  
6 # 3.89

Order Total 23.34 T F  
Sales Tax 53.34  
Grand Total 1.64  
Credit 54.98  
Change 54.98  
Payment 0.00

PRESTO!  
Trace #: 014286  
Reference #: 1634705186  
Acct #: XXXXXXXXXXXX0056  
Purchase American Express  
Amount: \$54.98  
Auth #: 827746

Cashier was Keaton  
1/2019 18:46 S1169 RT01 0001 10213  
e the many ways to save at Publix.  
gains at [publix.com/savingstyle](http://publix.com/savingstyle)  
Publix Super Markets, Inc.

# Publix

Oak Leaf Commons  
1075 Oakleaf Plantation Parkway  
Orange Park, FL 32065  
Store Manager: Sam Fadil  
904-291-5108

PBX DELI TEA SWT G 11.96 T F  
4 @ 2.99  
DELI LEMONADE GAL 11.96 T F  
4 @ 2.99

Order Total 23.92  
Sales Tax 1.68  
Grand Total 25.60  
Debit Payment 25.60  
Change 0.00

PRESTO!  
Trace #: 046727  
Reference #: 1633317114  
Acct #: XXXXXXXXXXXX0036  
Debit Purchase FROM CHECKING  
Amount: \$25.60

06/23/2019 11:41:04  
046727

DEBIT CARD

PURCHASE

CARD #: XXXXXXXXXXXX0056  
INVOICE: 046727  
Approval Code: 00000000  
Entry Method: FSwipe  
Mode: Issuer

SALE AMOUNT \$25.60

APPROVED BY ISSUER

CUSTOMER COPY

Your cashier was Samantha

06/23/2019 11:41 S1169 RT04 4258 10231

Explore the many ways to save at Publix.  
View bargains at [publix.com/savingstyle](http://publix.com/savingstyle)

Publix Super Markets, Inc.

# Publix

Oak Leaf Commons  
1075 Oakleaf Plantation Parkway  
Orange Park, FL 32065  
Store Manager: Sam Fadil  
904-291-5108

PUBLIX OJ W/CAL		
2 @	4.39	8.78 F
PUBLIX OJ		
3 @	4.39	13.17 F
DELI LEMONADE GAL		
5 @	2.99	14.95 I F
PBX DELI LEA SWT G		
5 @	2.99	14.95 I F

Order Total	51.85	
Sales Tax	2.10	
Grand Total	53.95	
Credit	Payment	53.95
Change		0.00

---

PRESTO!  
Trace #: 037745  
Reference #: 1568715381  
Acct #: XXXXXXXXXXXX6056  
Purchase American Express  
Amount: \$53.95  
Auth #: 037386

CREDIT CARD	PURCHASE
A000000025010601	AMERICAN EXPRESS
Entry Method:	Chip Read
Mode:	Issuer

Your cashier was Keaton

09/19/2019 17:49 51169 R103 8635 C0213

Explore the many ways to save at Publix.  
View bargains at [publix.com/savingstyle](http://publix.com/savingstyle)

Publix Super Markets, Inc.

Transaction Receipt

RideNow Powersports Jacksonville  
6407 Blanding Blvd  
Jacksonville, FL 32244  
904-771-8244

MERCHANT ID: 43025670273  
CLERK ID: jharris

SALE

AMEX \*\*\*\*\*0506  
ENTRY METHOD: CHIP/MANUAL  
DATE: 09/19/2019 TIME: 11:39:57

INVOICE: 187354192  
REFERENCE: 0007  
AUTH CODE: 277715

AMOUNT USD\$ 483.48  
TOTAL USD\$ 483.48

APPROVED - THANK YOU

I AGREE TO PAY THE ABOVE TOTAL AMOUNT  
ACCORDING TO CARD ISSUER AGREEMENT  
(MERCHANT AGREEMENT IF CREDIT VEHICLE)

x  
Cardholder Signature

Customer Copy

sonville

com

VITY

1649

## Repair Order

Due: \$483.48

Doc Number: 993842  
Service Writer: Christopher Jones  
Date Printed: 09/19/2019  
Date Promised: 08/09/2019

### Customer Information

Cell Phone: 904-562-0249  
Tax Resale #1: 85-8012511046c-7

Color: Keyboard:CP  
7806 Plate: Odom/Hrs In:0 Out:0

A WHOLE KIT AND NOW ONE OF THE INJECTORS ISNT WORKING CORRECTLY.

INTERMITTENTLY CUT OFF HOT OR COLD.  
EATING BEFORE REPLACING INJECTORS.  
QUENTLY.

IR AND WIRE TOGETHER. ITS JUST A WIRING KIT.

Description	Price	Discount	Total
SM-INJECTOR,FUEL,BLACK,MAG	\$111.99	\$0.00	\$111.99
PS SHIPPING	\$5.00	\$0.00	\$5.00
Parts Subtotal			\$116.99

Description	Technician	Hour	Total
RR INJECTOR	Reed Gucklean	1.5	\$187.50
Labor Subtotal			\$187.50
Job Subtotal			\$304.49

### NOISE IN FRONT END\*UIH\*F 9/12

Description:

#### Parts

Part #	Qty	Description	Price	Discount	Total
2877922	1.00	DEMAND DRIVE PLUS,QT	\$15.99	\$0.00	\$15.99
Parts Subtotal					\$15.99

#### Labor

Description	Technician	Hour	Total
FRONT DIFF FLUSH	Reed Gucklean	1	\$125.00
Labor Subtotal			\$125.00
Job Subtotal			\$140.99

All Jobs Subtotal: \$445.48  
Shop Supplies: \$30.00  
Zep Supplies: \$8.00  
Tax: \$0.00  
Total: \$483.48



## Account Information

Account Number: (904) 770-4650  
Statement Date: 09/02/2019  
Subscription Name: RingCentral Office Standard  
Reference #: 267507002

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

## Statement Summary

Total Current Charges **\$196.65**

Your credit card ending in [3053] was charged \$196.65.

This charge will appear as "RingCentral, Inc" on your credit card statement.

## Statement Details

Period	Description	Unit Price	Quantity	Amount
09/02/2019 - 10/01/2019	Office Standard - Subscription Fee	\$0.00	1	\$0.00
09/02/2019 - 10/01/2019	DigitalLine Unlimited - (904) 342-1441	\$34.99	1	\$34.99
09/02/2019 - 10/01/2019	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
09/02/2019 - 10/01/2019	DigitalLine Unlimited - (904) 770-4648	\$34.99	1	\$34.99
09/02/2019 - 10/01/2019	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
09/02/2019 - 10/01/2019	DigitalLine Unlimited - (904) 770-4649	\$34.99	1	\$34.99
09/02/2019 - 10/01/2019	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
09/02/2019 - 10/01/2019	DigitalLine Unlimited - (904) 770-4661	\$34.99	1	\$34.99
09/02/2019 - 10/01/2019	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
09/02/2019 - 10/01/2019	DigitalLine Unlimited - (904) 770-4667	\$34.99	1	\$34.99
09/02/2019 - 10/01/2019	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
Charges after Discounts and Prorates				\$134.90
Total Charges:				\$134.90
Total Taxes and Fees*				\$61.75
Total Charged to Credit Card:				\$196.65

For a detailed view of your billing, to change your billing information, or your service plan, please [login](#) to your account, select the Billing tab.

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**THANK YOU FOR YOUR ORDER FROM  
SURVEILLANCE-VIDEO.COM.**

Once your package ships we will send an email with a link to track your order.  
Your order summary is below. Thank you again for your business.

**Order Questions?**

**Email:** [support@surveillance-video.com](mailto:support@surveillance-video.com)

Your order #1600098973

Placed on August 27, 2019 3:58:15 PM EDT

Item	SKU	Qty	Subtotal
ICRealtime ICIP-DW212 2 Megapixel WiFi Indoor/Outdoor IR Mini Dome Camera	ICIP-DW212	6	\$468.00
Subtotal			\$468.00
Shipping & Handling			\$0.00
Grand Total			\$468.00

**BILL TO:**

Jay Soriano  
GMS LLC  
475 W Town Pl  
suite 114  
St Augustine, Florida, 32092

**SHIP TO:**

Jay Soriano  
GMS LLC  
370 Oakleaf Village Pkwy  
suite 114  
Orange Park, Florida, 32065  
United States  
T: +19043421441

**SHIPPING METHOD:**

Free Shipping - Free

**PAYMENT METHOD:**

Credit Card

Credit Card Type:  
American Express  
Credit Card Number:  
xxxx-6056

See back of receipt for your chance  
to win \$1000 TG #: 7N629C2FR04W

**Walmart**

STAR CENTER

904 365 2505 MARIAN JACKSON

STH 06978 OPH 009043 TCH 43 TRH 02205  
SOCI NECKI AC 489415213577 14 97 X  
SOCI NECKI AC 489415213577 14 97 X  
SUBTOTAL 29.94  
TAX 1 7.00 % 2.10  
TOTAL 32.04  
AMOUNT DUE 32.04

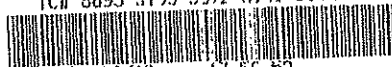
AMERICAN EXPRESS \*\*\* CARD \*\*\*  
APPROVAL # 822540  
RI # 000100325992  
TRANS ID 001223502330182  
AJD A000000025010001  
IC 6383000000000000  
TERMINAL # 00010280  
NO SIGNATURE REQUIRED

08/23/19 17:56:53

CHANGE DUE 0.00

# ITEMS SOLD 2

ICH 8895 31-95 5372 0741 9659



08/23/19 17:56:53

\*\*\*CUSTOMER COPY\*\*\*

Scan with Walmart app to save receipts



See back of receipt for your chance  
to win \$1000 TG #: 7N629C2FR04W

**Walmart**

904 365 2505 MARIAN JACKSON

STAR CENTER

904 365 2505 MARIAN JACKSON

STH 06978 OPH 009043 TCH 43 TRH 02205  
SOCI NECKI AC 489415213577 14 97 X  
SOCI NECKI AC 489415213577 14 97 X  
SUBTOTAL 29.94  
TAX 1 7.00 % 2.10  
TOTAL 32.04  
AMOUNT DUE 32.04

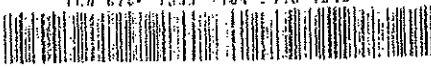
AMERICAN EXPRESS \*\*\* CARD \*\*\*  
APPROVAL # 822540  
RI # 000100325992  
TRANS ID 001223502330182  
AJD A000000025010001  
IC 6383000000000000  
TERMINAL # 00010280  
NO SIGNATURE REQUIRED

08/23/19 17:56:53

CHANGE DUE 0.00

# ITEMS SOLD 2

ICH 8895 31-95 5372 0741 9659



08/23/19 17:56:53

\*\*\*CUSTOMER COPY\*\*\*



See back of receipt for your chance  
to win \$1000 ID #:7N7986FBJ7K



904-272-0036 Mgr: JULIAN SPIROLLARI  
899 BLANDING BLVD  
ORANGE PARK FL 32065

ST# 01225 OP# 003490 TE# 17 TR# 09711  
GV 180Z RED 007874218708 6.98 0  
SPIDERMAN BD 004339652259 17.96 0  
SPIDERMAN BD 004339652259 17.96 0  
GV LUNCHBAGS 007874207181 1.96 0  
LUNCHBAG 007874207184 1.96 0  
GV ST QT 60 007874203694 5.58 0  
CHOC 003400029005 F  
15 AT 1 FOR 3.50 52.50 0  
3 PEARS 082957030051 F 3.87 0  
3 PEARS 082957030051 F 3.87 0  
APPLE 5 BAG 074183992006 F 5.92 0  
APPLE 5 BAG 074183992006 F 5.92 0  
HONEY MAID 004400000463 F  
3 AT 1 FOR 3.38 10.14 0  
HONEY MAID 004400000463 F 3.38 0  
\*\* VOIDED ENTRY \*\*  
HONEY MAID 004400000463 F 3.38-D  
HONEY MAID 0044000004717 F  
12 AT 1 FOR 4.48 53.76 0  
GV REG MARSH 007874211915 F  
32 AT 1 FOR 0.92 29.44 0  
APPLE 3 BAG 074183992008 F  
4 AT 1 FOR 4.93 19.72 0  
APPLE 3 BAG 084576204144 F 4.47 0  
SUBTOTAL 242.01  
TOTAL 242.01  
AMEX TEND 242.01  
AMERICAN EXPRESS \*\*\* \*\*\*6 056 I 0

APPROVAL # 835119  
REF # 000100569165  
TRANS ID - 001240253990486  
AID A000000025010801  
IC 34A0C23F558B3872  
TERMINAL # 283651796  
\*NO SIGNATURE REQUIRED

09/19/19 14:22:54  
CHANGE DUE 0.00

# ITEMS SOLD 77

TC# 9596 8554 2915 6159 3259 9



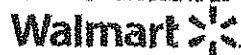
09/19/19 14:23:03

\*\*\*CUSTOMER COPY\*\*\*

Scan with Walmart app to save receipts



See back of receipt for your chance  
to win \$1000 ID #:7N79C32FKFL3



SUPERCENTER  
904-365-2555 Mgr: BRIAN JACKSON

ST# 06978 DP# 001584 IE# 07 TR# 03576  
HONEY MAID 004400004717 F 4.48 0  
HONEY MAID 004400004717 F 4.48 0  
HONEY MAID 004400004717 F 4.48 0  
IODIZED SALT 007074235338 F 0.40 0  
POPPING OIL 067017188140 F 2.78 0  
POPPING OIL 067017188140 F 2.78 0  
POPPING OIL 067017188140 F 2.78 0  
POPPING OIL 067017188140 F 2.78 0  
JP 12Z MARS 060069900328 F 1.48 0  
JP 12Z MARS 060069900328 F 1.48 0  
9 AT 1 FOR 1.48 13.32 0  
POPPING CORN 002700048814 F 4.98 0  
POPPING CORN 002700048814 F 4.98 0  
BANANAS 000000004011KF 4.10 0  
0.36 lb @ 1 lb /0.49 4.10 0  
BANANAS 000000004011KF 3.00 0  
0.12 lb @ 1 lb /0.49 3.00 0  
BANANAS 000000004011KF 2.42 0  
4.93 lb @ 1 lb /0.49 2.42 0  
MICHELOB ULT 001820096721 17.98 0  
BUD LIGHT 001820053218 30.94 0  
2 AT 1 FOR 15.47 30.94 0  
SEAGRAMS 008043200290 10.98 32.94 0  
3 AT 1 FOR 10.98 32.94 0  
SUBTOTAL 141.10  
TOTAL 141.10  
AMEX TEND 141.10

AMERICAN EXPRESS \*\*\* \*\*\*\* \*\*\*6 056 I 0  
APPROVAL # 840696  
REF # 000100288059  
TRANS ID - 001240563418483  
AID A000000025010801  
IC EF55343E10D7021C  
TERMINAL # SC050244  
\*NO SIGNATURE REQUIRED

09/20/19 08:57:13

CHANGE DUE 0.00

# ITEMS SOLD 29

TC# 3695 7346 B591 2014 3463 0



09/20/19 08:57:21

\*\*\*CUSTOMER COPY\*\*\*



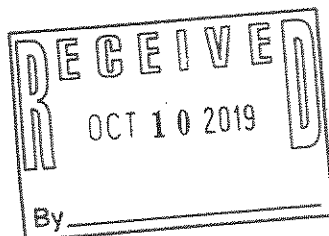


Governmental Management Services, LLC  
1001 Bradford Way  
Kingston, TN 37763

# Invoice

Invoice #: 2102  
Invoice Date: 10/8/19  
Due Date: 10/8/19  
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 September 26, 2019	5.06	25.00	126.50
<i>Amenities Revenue</i> <i>2,369.103</i> <i>2,300.369.103 (8)</i> <i>V-92</i>			
Total			\$126.50
Payments/Credits			\$0.00
Balance Due			\$126.50

*Rnw*  
*10/10/19*

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

DOUBLE BRANCH CDD

Facility Event Staff Service Hours

<u>Quantity</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
5.06	Facility Event Staff	\$ 25.00	\$ 126.50

Covers Period End: September 26, 2019

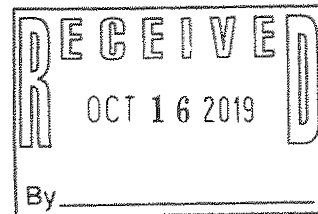
Amenities Revenue # 2-369-103

K&B Concrete Service LLC  
 217 Pamela Street, Interlachen, Florida  
 Lic#17000236386 Ins#172322-78495894-17  
 Phone# (850)370-0560  
 Email-ksuggs1970@gmail.com

## Quote / Invoice

Date	Invoice#
10/16/19	9119

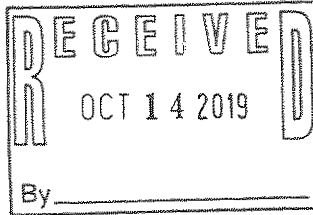
<b>Bill To</b>
Double Branch CDD 475 West Town Place Suite 114 St. Augustine, FL 32092



		P.O. No.	Terms	Project
			Due on receipt	
Description	Qty	Rate		Amount
Labor, concrete and misc. materials for sidewalk, Pour and form concrete w/ fiber added for curving sidewalk approx.. 142ftx6ftx 4", total:\$4300.00 50% deposit paid  <b>Code to:</b>  <b>Double Branch Repair and Replacements</b>  <b>2.320.57200.63100</b>	(B) 615			\$2150.00
		<b>Total</b>		\$2150.00
		<b>Payments/Credits</b>		\$0.00

**Clay County Sheriff's Office**

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

**INVOICE**

INVOICE DATE: OCTOBER 14, 2019  
WEEK OF: 10/4/19-10/10/19

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

FOR:  
Oakleaf Amenities Manager  
and  
Oksana Kuzmuk

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
10/4/19	BEN SIMMONS	1715-2315	6	30.00	180.00
10/4/19	EVA SOLIS	1700-2230	5.5	30.00	165.00
10/5/19	JENNIFER COOPER	1700-2300	6	30.00	180.00
10/5/19	BRYAN SMITH	1700-2300	6	30.00	180.00
10/6/19	BRYAN SMITH	1700-2300	6	30.00	180.00
10/7/19	DAVID VOLLER	1630-2230	6	30.00	180.00
10/8/19	BRYAN SMITH	1700-2200	5	30.00	150.00
10/9/19	DAVID VOLLER	1700-2200	5	30.00	150.00
10/10/19	JOHN DRURY	1630-2200	5.5	30.00	165.00
DEPUTY SIGNATURE:				TOTAL	\$1530.00/2
					\$765.00

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

THANK YOU FOR YOUR BUSINESS!

V-208 (B)  
2,320,592.34570

# I N V O I C E

PAULA'S PEST CONTROL  
1548 Glendale St,  
Jacksonville, Fla 32205  
(904) 389-3419

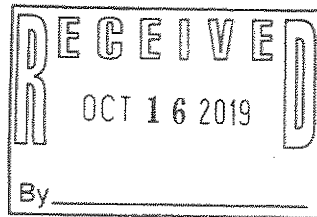
INVOICE: 42964 QT  
DATE: 10/09/19 12:30p  
ACCOUNT: 1031 Westside  
ROUTE: 0  
LAST: 7/10/19 Paula  
Paula Douglas

BILL TO  
DoubleBranch CDD  
c/o GMS, LLC  
370 Oakleaf Village Pkwy  
Orange Park, FL 32065

SERVICE TO  
Oakleaf Plantation  
370 Oakleaf Village Parkway  
Orange Park, FL 32065

759-8574 wanda 904-894-8980

DESCRIPTION	QTY	PRICE	AMOUNT
General Pest Control PEST		155.00	155.00
		SUBTOTAL	155.00
		PREVIOUS BALANCE	0.00
		TOTAL DUE	155.00



**Code to:**

**Double Branch Facility Maintenance - Preventative**

**2-320-572-4661**

*(R) 324*

Products

<input type="checkbox"/> Advion RG	<input type="checkbox"/> EC	<input type="checkbox"/> Suspend Polyzone
<input type="checkbox"/> Demand CS	<input type="checkbox"/> Niban GB	<input type="checkbox"/> Suspend SC
<input type="checkbox"/> Demon Max	<input type="checkbox"/> Precor 2000	

Other: \_\_\_\_\_

Comments: \_\_\_\_\_

EFFECTIVE June 1, 2013  
MAKE Checks Payable to:

Paula's Pest Control Inc.  
1548 Glendale St.  
Jacksonville, Fl.32205

Note: All returned Checks will be assessed a \$50.00 FEE

THANK YOU FOR YOUR BUSINESS!  
HAVE A WONDERFUL DAY!

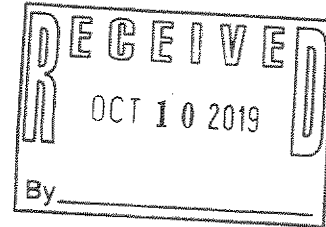
Riverside Management Services, Inc

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

# Invoice

Date	Invoice #
9/30/2019	263

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



P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Pressure Washing Services - September 2019	5,456.35	5,456.35
	<i>Common Area Maint, \$ 4366.<sup>35</sup> 2, 320, 572, 4640 Misc. Maint \$ 1090.<sup>00</sup> 2, 320, 572, 6320 (B) V- 297</i>		
		<b>Total</b>	<b>\$5,456.35</b>

*2mw  
10,8,19*

Riverside Management Services, Inc.  
9555 Florida Mining Blvd., Building 300, Suite 305, Jacksonville, FL 32257

Service Detail

Bill To: Double Branch CDD

Invoice Date: 9/30/19

Due Date: Upon Receipt

Amount Due: \$ 5,456.35

<u>Date:</u>	<u>Description</u>	<u>Amount</u>
9/10/19	Wakemont, Oakside Lattice Top Fence - 1182 lf	\$ 536.40
9/11/19	Oakleaf Athletic Club at POB Split Rail Fence - 1604 lf (2 sides)	\$ 401.00
9/12/19	Plantation Oaks Blvd. Lattice Top Fence - 1121 lf	\$ 504.45
9/18/19	Plantation Oaks Blvd. Lattice Top Fence - 1394 lf	\$ 627.30
9/23/19	P.O.B./Elementary School Split Rail Fence - (2 sides) - 2602 lf	\$ 650.60
9/24/19	P.O.B./Elementary School Split Rail Fence - (2 sides) - 1760 lf	\$ 440.00
9/25/19	Oakleaf Village Pkwy. Lattice Top Fence - 1456 lf	\$ 655.20
	Oakleaf Village Pkwy. Split Rail Fence - 1220 lf	\$ 305.00
9/26/19	Loop Road Lattice Top Fence - 1598 lf	\$ 719.10
9/27/19	Loop Road Lattice Top Fence - 1372 lf	\$ 617.40

TOTAL AMOUNT DUE: \$ 5,456.35

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

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

Contract Amount	\$	17,635.00
<u>Invoice:</u>		
Oct. 2018	\$	-
Nov. 2018	\$	-
Dec. 2018	\$	-
Jan. 2019	\$	-
Feb. 2019	\$	-
Mar. 2019	\$	-
Apr. 2019	\$	2,072.65
May 2019	\$	6,581.10
June 2019	\$	1,465.65
July 2019	\$	-
Aug. 2019	\$	1,272.90
Sept. 2019	\$	<u>5,456.35</u>
Balance:	\$	<u>786.35</u>

Should you have any questions, please contact Rich Whetzel @ (904) 759-8923  
or [rwhetzel@gmsnf.com](mailto:rwhetzel@gmsnf.com)

**1000Bulbs**2140 Merritt Dr.  
Garland, TX 75041**INVOICE**

Invoice Date:	Invoice:
2019-10-10	W01842748

Bill To:

Jay Soriano  
370 Oakleaf Village Pkwy  
Attn: Jay Soriano  
Orange Park, FL 32065

Ship To:

Jay Soriano  
370 Oakleaf Village Pkwy  
Attn: Jay Soriano  
Orange Park, FL 32065

Web Order #: 6784654	Customer #: 000000001064586	SO #: W01845474
Order Date: 2019-10-03	PO #:	Terms: Net 30

PRODUCT	ORDERED	INVOICE QTY	OPEN	UNIT PRICE	TOTAL
GREENCREATIVE-98097 9500 Lumens - 68 Watt - LED Corn Bulb - 250W Metal Halide Equal - 4000 Kelvin - Extended Mogul Base - 120-277V - 5 Year Warranty	4	4	0	\$111.04	\$444.16
<b>Account Manager:</b> Moni Rubio Phone: 972-535-0911 Ext: 153 Fax: 972-535-0912 Email: mrubio@1000bulbs.com			NET INVOICE: \$444.16 FREIGHT: \$0.00 SALES TAX: \$0.00 <b>INVOICE TOTAL: \$444.16</b>		

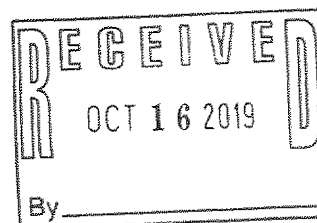
**TRACKING NUMBER: NONE**

776575437059 129641692

1000Bulbs.com • 2140 Merritt Dr., Garland, TX 75041 • 972-288-2277

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

Ⓟ 5K





## *FOURTH ORDER OF BUSINESS*

## MEMORANDUM

TO: Double Branch Community Development District  
Board of Supervisors

FROM: Jason M. Walters

RE: Updated Provisions of the District's Rules of Procedure

DATE: November 28, 2019

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Please find attached to this memorandum an updated version of the Double Branch Community Development District's (the "District's") Rules of Procedure (the "Rules"). Several substantive revisions were made to maintain consistency between the Rules and the current Florida Statutes, including changes implemented in the most recent legislative session, as well as to facilitate greater efficiency in the operation of the District. An explanation of each material change to the Rules is provided below. Minor formatting changes and edits are not discussed. Should you have any questions regarding the revisions to the Rules, please do not hesitate to contact me via e-mail at [jasonw@hgslaw.com](mailto:jasonw@hgslaw.com), or via phone at 850-222-7500.

### Costs Associated With Public Records Requests (Pages 8–9)

Language was added to Rule 1.2(4) to reflect statutory language regarding calculation of special charges for responding to certain public records requests, and to state that the District is under no duty to produce requested records if the requestor has not paid the required costs or has outstanding charges. The language will help minimize expenses incurred by the District in responding to public records requests.

### Financial Disclosure Coordination (Page 9)

Rule 1.2(7) was added to maintain consistency with legislation that was passed during the 2019 legislative session. The rule designates the Secretary as the District's Financial Disclosure Coordinator (the "Coordinator") (unless the District designates otherwise by resolution) and requires the Coordinator to create, maintain, and update certain records and provide them to the Florida Commission on Ethics by certain deadlines. Each Supervisor or other Reporting Individual must notify the Coordinator in writing if there are changes to his or her name, e-mail address, or physical address, and must notify the Commission on Ethics of changes to his or her e-mail address.

### Agenda and Meeting Materials (Page 11)

Rule 1.3(3) was amended to reflect statutory requirements that the agenda and meeting materials available in an electronic format, excluding confidential and exempt information, shall be

made available to the public at least seven days before a meeting, hearing, or workshop. The amended rule also clarifies circumstances in which the agenda may be amended or additional materials added after initial posting. It additionally specifies which documents constitute “meeting materials.” Documents that do not meet the definition of “meeting materials” may still be provided to the Board, but will be considered supplementary materials and are not required to be made available to the public before the meeting. Supplementary materials may include, but are not necessarily limited to, the following: financial statements, informational reports, and copies of receipts and invoices.

#### Flexibility for Board Authorization (Page 13)

Language was added to Rule 1.3(11) to allow the Board to waive formal approval or disapproval procedures. This will allow the Board flexibility to use different procedures when necessary and will protect the validity of the Board’s actions where there is a technical irregularity but the Board has otherwise made its decision clear.

#### Security and Firesafety Board Discussions (Page 14)

Rule 1.3(14) was added to reflect the fact that portions of a meeting which would reveal a security or firesafety system plan or portion thereof made confidential and exempt by Florida law are exempt from Florida’s statutory public meeting requirements. Including this rule will clarify the procedures the Board should use to ensure that confidential and exempt information is not made public.

#### Internal Controls to Prevent Fraud, Waste and Abuse (Page 15)

Rule 1.4 was added to reflect legislative changes enacted in the 2019 legislative session requiring special districts to establish and maintain internal controls to prevent fraud, waste, and abuse. Our office plans to work with the District Manager and auditor to develop the internal controls, which the Board will adopt in the same manner as it does policies.

#### Notice of Competitive Solicitation (Pages 27 and 36)

Rules 3.1(3) and 3.3(2)(c) have been amended to state that when a consultant has asked to be provided with notice of the District’s competitive solicitations, the District Manager’s failure to provide them with a copy of the notice will not give them bid protest rights or otherwise disqualify the District’s otherwise valid procurement. This will reduce the District’s exposure to potential bid protests and decrease the likelihood of a procurement being considered invalid due to a technical irregularity.

#### Procedure Regarding Auditor Selection (Page 31)

Language has been added to the introductory paragraph to Rule 3.2 to clarify that the District need not use the procedures set out by the Rule for audits required under Chapter 190 of the Florida Statutes but which do not meet the thresholds of Chapter 218 of the Florida Statutes.

Additionally, the requirements for composition of the Auditor Selection Committee in Rule 3.2(2) have been amended to reflect legislation passed during the 2019 legislative session. Now, at

least one individual on the Committee must be a member of the Board; the Chairperson of the Committee must be a member of the Board; and an employee, chief executive officer, or chief financial officer of the District may not be a member of the Committee but may serve in an advisory capacity.

#### Contract Periods (Pages 34, 56, and 59)

Rules 3.2(8)(d), 3.8(5), and 3.9(4) have been amended to set the maximum contract period for auditing services, the maximum renewal period for contracts for the purchase of goods, supplies, materials, and the maximum renewal period for contracts for maintenance services at five (5) years. This will provide greater specificity to guide contract terms.

#### Suspension, Revocation, or Denial of Qualification (Pages 40–42)

Rule 3.4(3) has been added to specify the procedures to be used if the District wishes to suspend, revoke, or deny a pre-qualified vendor's pre-qualified status. It specifies what constitutes good cause for such suspension, revocation, or denial; the effect of the suspension, revocation, or denial; hearing procedures the District must follow; and factors influencing the time period of the suspension, revocation, or denial.

#### Protest Bonds (Pages 61–62)

Rule 3.11(1)(c) has been amended to require that both the requirement for and the amount of the protest bond be disclosed in the competitive solicitation documents, and to allow the amount of the bond to be any amount within the limits imposed by Florida law.

## Minor Changes

The following minor changes have also been made to the Rules:

Rule 1.1(1): This Rule has been amended to clarify requirements for Board members appointed or elected to elector seats. (Page 2).

Rule 1.1(2)(c) and (d): These Rules have been amended to include the words “at least” before the required amounts of the Secretary’s or Treasurer’s fidelity bonds or employee theft insurance policies to accommodate the possibility of greater amounts. (Page 4).

Rule 1.1(6): This Rule has been amended to include the Florida Constitution as a governing authority on voting conflicts of interest. This change reflects the recently passed Amendment 12 to the Florida Constitution. (Pages 5–6).

Rules 1.3(1)(e), (1)(d), (1)(f); and 3.2(9): These Rules were amended to allow inclusion of language substantially similar to that recited in the Rules. (Pages 10–11 and 34).

Rule 1.3(6): This Rule was amended to require the chair or vice chair to consult with the District Manager and District Counsel, if they are available, before calling an emergency meeting. (Page 12).

Rule 2.0(12)(d): This Rule has been amended to allow 90 days instead of 60 days for the Board to announce a decision on a petition for variance or waiver of its Rules. (Page 21).

Rule 3.0(3)(b): The dollar thresholds in this Rule have been increased to \$2,000,000 for a study activity when the fee for such Professional Services to the District does not exceed the increased amount of \$200,000, to reflect the current statutory thresholds. (Page 22).

Rules 3.1(4)(b), 3.6(2)(c)(ii)6., and 3.8(2)(k): The word “responsive” has been added to allow the Board to proceed with evaluating and selecting a proposal from the submissions if it receives fewer than three responsive proposals. (Pages 28, 49 and 55).

Rule 3.2(3)(b): “Understanding of scope of work” has been removed from the list of required factors used to evaluate auditing proposals. The District may still include this as an evaluation criterion if it wishes, but it is not required to do so. (Page 32).

Rule 3.2(7)(b): Language has been added to specify that if the Board does not select the highest-ranked qualified auditing firm, it must document in its records its reason for not doing so. (Page 33).

Rules 3.5(2)(e) and 3.6(2)(c)(ii)3.: “Reemployment assistance” has been added to the non-exclusive list of subjects of federal labor or employment laws of which violation may render a contractor ineligible to submit a bid, response, or proposal for a District project. (Pages 44 and 48).

Rule 3.11(6): Language was added specifying that the District may reject all qualifications, proposals, replies, or responses and start the competitive solicitation process anew if all of the bids, proposals, replies, and responses are too high. (Page 63).

**RESOLUTION 2020-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE  
DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT TO  
DESIGNATE DATE, TIME AND PLACE OF PUBLIC HEARING AND  
AUTHORIZATION TO PUBLISH NOTICE OF SUCH HEARING FOR  
THE PURPOSE OF ADOPTING AMENDED AND RESTATED RULES  
OF PROCEDURE; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, Double Branch Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Clay County, Florida; and

**WHEREAS**, the Board of Supervisors of the District (the “Board”) is authorized by Section 190.011(5), *Florida Statutes*, to adopt rules and orders pursuant to Chapter 120, *Florida Statutes*.

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

**SECTION 1.** A Public Hearing will be held to adopt the District’s Amended and Restated Rules of Procedure on \_\_\_\_\_, 2019, at \_\_\_\_\_ .m., at \_\_\_\_\_.

**SECTION 2.** The District Secretary is directed to publish notice of the hearing in accordance with Section 120.54, *Florida Statutes*.

**SECTION 3.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this 4<sup>th</sup> day of November, 2019.

**ATTEST:**

**DOUBLE BRANCH COMMUNITY  
DEVELOPMENT DISTRICT**

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

\_\_\_\_\_  
Chairperson, Board of Supervisors

**AMENDED AND RESTATED**  
**RULES OF PROCEDURE**  
**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT**

**TABLE OF CONTENTS**

	<b><u>Page</u></b>
1.0 General .....	2
1.1 Board of Supervisors; Officers and Voting .....	3
1.2 District Offices; Public Information and Inspection of Records; Policies; Service Contract Requirements .....	7
1.3 Public Meetings, Hearings, and Workshops .....	10
2.0 Rulemaking Proceedings .....	15
3.0 Competitive Purchase .....	21
3.1 Procedure Under The Consultants' Competitive Negotiation Act .....	26
3.2 Procedure Regarding Auditor Selection .....	30
3.3 Purchase of Insurance .....	34
3.4 Pre-qualification .....	36
3.5 Construction Contracts, Not Design-Build .....	39
3.6 Construction Contracts, Design-Build .....	43
3.7 Payment and Performance Bonds .....	48
3.8 Goods, Supplies, and Materials .....	49
3.9 Maintenance Services .....	53
3.10 Contractual Services .....	56
3.11 Protests with Respect to Proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9 .....	57
4.0 Effective Date .....	60
<b>EFFECTIVE AS OF _____, 20__</b>	

## TABLE OF CONTENTS

Rule 1.0	General.....	3
Rule 1.1	Board of Supervisors; Officers and Voting. ....	4
Rule 1.2	District Offices; Public Information and Inspection of Records; Policies; Service Contract Requirements; Financial Disclosure Coordination. ....	8
Rule 1.3	Public Meetings, Hearings, and Workshops. ....	11
Rule 1.4	Internal Controls to Prevent Fraud, Waste and Abuse.....	16
Rule 2.0	Rulemaking Proceedings. ....	17
Rule 3.0	Competitive Purchase. ....	23
Rule 3.1	Procedure Under the Consultants' Competitive Negotiations Act. ....	28
Rule 3.2	Procedure Regarding Auditor Selection. ....	32
Rule 3.3	Purchase of Insurance. ....	37
Rule 3.4	Pre-qualification.....	39
Rule 3.5	Construction Contracts, Not Design-Build. ....	44
Rule 3.6	Construction Contracts, Design-Build. ....	48
Rule 3.7	Payment and Performance Bonds. ....	53
Rule 3.8	Goods, Supplies, and Materials. ....	54
Rule 3.9	Maintenance Services. ....	58
Rule 3.10	Contractual Services. ....	62
Rule 3.11	Protests with Respect to Proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9.....	64
Rule 4.0	Effective Date. ....	67



**Rule 1.0      General.**

- (1) The Double Branch Community Development District (the “District”) was created pursuant to the provisions of Chapter 190 of the Florida Statutes, and was established to provide for the ownership, operation, maintenance, and provision of various capital facilities and services within its jurisdiction. The purpose of these rules (the “Rules”) is to describe the general operations of the District.
- (2) Definitions located within any section of these Rules shall be applicable within all other sections, unless specifically stated to the contrary.
- (3) Unless specifically permitted by a written agreement with the District, the District does not accept documents filed by electronic mail or facsimile transmission. Filings are only accepted during normal business hours.
- (4) A Rule of the District shall be effective upon adoption by affirmative vote of the District Board. After a Rule becomes effective, it may be repealed or amended only through the rulemaking procedures specified in these Rules. Notwithstanding, the District may immediately suspend the application of a Rule if the District determines that the Rule conflicts with Florida law. In the event that a Rule conflicts with Florida law and its application has not been suspended by the District, such Rule should be interpreted in the manner that best effectuates the intent of the Rule while also complying with Florida law. If the intent of the Rule absolutely cannot be effectuated while complying with Florida law, the Rule shall be automatically suspended.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 190.011(5), 190.011(15), Fla. Stat.

## **Rule 1.1 Board of Supervisors; Officers and Voting.**

- (1) Board of Supervisors. The Board of Supervisors of the District (the “Board”) shall consist of five (5) members. Members of the Board (“Supervisors”) appointed by ordinance or rule or elected by landowners must be citizens of the United States of America and residents of the State of Florida. Supervisors elected or appointed by ~~resident electors~~ the Board to elector seats must be citizens of the United States of America, residents of the State of Florida and of the District, and registered to vote with the Supervisor of Elections of the county in which the District is located, ~~and~~ and for those elected, shall also be qualified to run by the Supervisor of Elections. The Board shall exercise the powers granted to the District under Florida law.
  - (a) Supervisors shall hold office for the term specified by Section 190.006 of the Florida Statutes. If, during the term of office, any Board member(s) vacates their office, the remaining member(s) of the Board shall fill the vacancies by appointment for the remainder of the term(s). If three or more vacancies exist at the same time, a quorum, as defined herein, shall not be required to appoint replacement Board members.
  - (b) Three (3) members of the Board shall constitute a quorum for the purposes of conducting business, exercising powers and all other purposes. A Board member shall be counted toward the quorum if physically present at the meeting, regardless of whether such Board member is prohibited from, or abstains from, participating in discussion or voting on a particular item.
  - (c) Action taken by the Board shall be upon a majority vote of the members present, unless otherwise provided in the Rules or required by law. Subject to Rule 1.3(10), a Board member participating in the Board meeting by teleconference or videoconference ~~shall be entitled to vote and take all other action as though physically present.~~
  - (d) Unless otherwise provided for by an act of the Board, any one Board member may attend a mediation session on behalf of the Board. Any agreement resulting from such mediation session must be approved pursuant to subsection (1)(c) of this Rule.
- (2) Officers. At the first Board meeting held after each election where the newly elected members take office, the Board shall select a Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, and Treasurer.
  - (a) The Chairperson must be a member of the Board. If the Chairperson resigns from that office or ceases to be a member of the Board, the Board shall select a Chairperson. The Chairperson serves at the pleasure of the Board. The Chairperson shall be authorized to execute resolutions and contracts on the District’s behalf. The Chairperson shall convene and

conduct all meetings of the Board. In the event the Chairperson is unable to attend a meeting, the Vice-Chairperson shall convene and conduct the meeting. The Chairperson or Vice-Chairperson may delegate the responsibility of conducting the meeting to the District's manager ("District Manager") or District Counsel, in whole or in part.

- (b) The Vice-Chairperson shall be a member of the Board and shall have such duties and responsibilities as specifically designated by the Board from time to time. The Vice-Chairperson has the authority to execute resolutions and contracts on the District's behalf in the absence of the Chairperson. If the Vice-Chairperson resigns from office or ceases to be a member of the Board, the Board shall select a Vice-Chairperson. The Vice-Chairperson serves at the pleasure of the Board.
- (c) The Secretary of the Board serves at the pleasure of the Board and need not be a member of the Board. The Secretary shall be responsible for maintaining the minutes of Board meetings and may have other duties assigned by the Board from time to time. An employee of the District Manager may serve as Secretary. The Secretary shall be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (d) The Treasurer need not be a member of the Board but must be a resident of the State of Florida. The Treasurer shall perform duties described in Section 190.007(2) and (3) of the Florida Statutes, as well as those assigned by the Board from time to time. The Treasurer shall serve at the pleasure of the Board. The Treasurer shall either be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (e) In the event that both the Chairperson and Vice-Chairperson are absent from a Board meeting and a quorum is present, the Board may designate one of its members or a member of District staff to convene and conduct the meeting. In such circumstances, any of the Board members present are authorized to execute agreements, resolutions, and other documents approved by the Board at such meeting. In the event that the Chairperson and Vice-Chairperson are both unavailable to execute a document previously approved by the Board, the Secretary or any Assistant Secretary may execute such document.

- (f) The Board may assign additional duties to District officers from time to time, which include, but are not limited to, executing documents on behalf of the District.
  - (g) The Chairperson, Vice-Chairperson, and any other person authorized by District Resolution may sign checks and warrants for the District, countersigned by the Treasurer or other persons authorized by the Board.
- (3) Committees. The Board may establish committees of the Board, either on a permanent or temporary basis, to perform specifically designated functions. Committees may include individuals who are not members of the Board. Such functions may include, but are not limited to, review of bids, proposals, and qualifications, contract negotiations, personnel matters, and budget preparation.
- (4) Record Book. The Board shall keep a permanent record book entitled "Record of Proceedings," in which shall be recorded minutes of all meetings, resolutions, proceedings, certificates, and corporate acts. The Records of Proceedings shall be located at a District office and shall be available for inspection by the public.
- (5) Meetings. For each fiscal year, the Board shall establish a schedule of regular meetings, which shall be published in a newspaper of general circulation in the county in which the District is located and filed with the local general-purpose governments within whose boundaries the District is located. All meetings of the Board and Committees serving an advisory function shall be open to the public in accord with the provisions of Chapter 286 of the Florida Statutes.
- (6) Voting Conflict of Interest. The Board shall comply with Section 112.3143 of the Florida Statutes, so as to ensure the proper disclosure of conflicts of interest on matters coming before the Board for a vote. For the purposes of this section, "voting conflict of interest" shall be governed by the Florida Constitution and Chapters 112 and 190 of the Florida Statutes, as amended from time to time. Generally, a voting conflict exists when a Board member is called upon to vote on an item which would inure to the Board member's special private gain or loss or the Board member knows would inure to the special private gain or loss of a principal by whom the Board member is retained, the parent organization or subsidiary of a corporate principal, a business associate, or a relative including only a father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law.
- (a) When a Board member knows the member has a conflict of interest on a matter coming before the Board, the member should notify the Board's Secretary prior to participating in any discussion with the Board on the matter. The member shall publicly announce the conflict of interest at the meeting. This announcement shall appear in the minutes.

If the Board member was elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, the Board member may vote or abstain from voting on the matter at issue. If the Board member was elected by electors residing within the District, the Board member is prohibited from voting on the matter at issue. In the event that the Board member intends to abstain or is prohibited from voting, such Board member shall not participate in the discussion on the item subject to the vote.

The Board's Secretary shall prepare a Memorandum of Voting Conflict (Form 8B) which shall then be signed by the Board member, filed with the Board's Secretary, and provided for attachment to the minutes of the meeting within fifteen (15) days of the meeting.

- (b) If a Board member inadvertently votes on a matter and later learns he or she has a conflict on the matter, the member shall immediately notify the Board's Secretary. Within fifteen (15) days of the notification, the member shall file the appropriate Memorandum of Voting Conflict, which will be attached to the minutes of the Board meeting during which the vote on the matter occurred. The Memorandum of Voting Conflict shall immediately be provided to other Board members and shall be read publicly at the next meeting held subsequent to the filing of the Memorandum of Voting Conflict. The Board member's vote is unaffected by this filing.
- (c) It is not a conflict of interest for a Board member, the District Manager, or an employee of the District to be a stockholder, officer or employee of a landowner or of an entity affiliated with a landowner.
- (d) In the event that a Board member elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, has a continuing conflict of interest, such Board member is permitted to file a Memorandum of Voting Conflict at any time in which it shall state the nature of the continuing conflict. Only one such continuing Memorandum of Voting Conflict shall be required to be filed for each term the Board member is in office.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 112.3143, 190.006, 190.007, Fla. Stat.

**Rule 1.2      District Offices; Public Information and Inspection of Records; Policies; Service Contract Requirements; Financial Disclosure Coordination.**

- (1) District Offices. Unless otherwise designated by the Board, the official District office shall be the District Manager's office identified by the District Manager. If the District Manager's office is not located within the county in which the District is located, the Board shall designate a local records office within such county which shall at a minimum contain, but not be limited to, the following documents:
- (a) Agenda packages for prior 24 months and next meeting;
  - (b) Official minutes of meetings, including adopted resolutions of the Board;
  - (c) Names and addresses of current Board members and District Manager, unless such addresses are protected from disclosure by law;
  - (d) Adopted engineer's reports;
  - (e) Adopted assessment methodologies/reports;
  - (f) Adopted disclosure of public financing;
  - (g) Limited Offering Memorandum for each financing undertaken by the District;
  - (h) Proceedings, certificates, bonds given by all employees, and any and all corporate acts;
  - (i) District policies and rules;
  - (j) Fiscal year end audits; and
  - (k) Adopted budget for the current fiscal year.

The District Manager shall ensure that each District records office contains the documents required by Florida law.

- (2) Public Records. District public records include all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received in connection with the transaction of official business of the District. All District public records not otherwise restricted by law may be copied or inspected at the District Manager's office during regular business hours. Certain District records can also be inspected and copied at the District's local records office during regular business hours. All written public records requests shall be directed to the Secretary who by these rules is appointed

as the District's records custodian. Regardless of the form of the request, any Board member or staff member who receives a public records request shall immediately forward or communicate such request to the Secretary for coordination of a prompt response. The Secretary, after consulting with District Counsel as to the applicability of any exceptions under the public records laws, shall be responsible for responding to the public records request. At no time can the District be required to create records or summaries of records, or prepare opinions regarding District policies, in response to a public records request.

- (3) Service Contracts. Any contract for services, regardless of cost, shall include provisions required by law that require the contractor to comply with public records laws. The District Manager shall be responsible for initially enforcing all contract provisions related to a contractor's duty to comply with public records laws.
- (4) Fees; Copies. Copies of public records shall be made available to the requesting person at a charge of \$0.15 per page for one-sided copies and \$0.20 per page for two-sided copies if not more than 8 ½ by 14 inches. For copies of public records in excess of the sizes listed in this section and for outside duplication services, the charge shall be equal to the actual cost of reproduction. Certified copies of public records shall be made available at a charge of one dollar (\$1.00) per page. If the nature or volume of records requested requires extensive use of information technology resources or extensive clerical or supervisory assistance, the District may charge, in addition to the duplication charge, a special service charge that is based on the cost the District incurs to produce the records requested. This charge may include, but is not limited to, the cost of information technology resource, employee labor, and fees charged to the District by consultants employed in fulfilling the request. In cases where the special service charge is based in whole or in part on the costs incurred by the District due to employee labor, consultant fees, or other forms of labor, those portions of the charge shall be calculated based on the lowest labor cost of the individual(s) who is/are qualified to perform the labor, taking into account the nature or volume of the public records to be inspected or copied. The charge may include the labor costs of supervisory and/or clerical staff whose assistance is required to complete the records request, in accordance with Florida law. For purposes of this Rule, the word "extensive" shall mean that it will take more than 15 minutes to locate, review for confidential information, copy and re-file the requested material. In cases where extensive personnel time is determined by the District to be necessary to safeguard original records being inspected, the special service charge provided for in ~~the~~this section shall apply. If the total fees, including but not limited to special service charges, are anticipated to exceed twenty-five dollars (\$25.00), then, prior to commencing work on the request, the District will inform the person making the public records request of the estimated cost, with the understanding that the final cost may vary from that estimate. If the person making the public records request decides to proceed with the request, payment of the estimated cost is required in advance. Should the person fail to pay the estimate, the District is under no duty to produce

the requested records. After the request has been fulfilled, additional payments or credits may be due. The District is under no duty to produce records in response to future records requests if the person making the request owes the District for past unpaid duplication charges, special service charges, or other required payments or credits.

- (5) Records Retention. The Secretary of the District shall be responsible for retaining the District's records in accordance with applicable Florida law.
- (6) Policies. The Board may adopt policies related to the conduct of its business and the provision of services either by resolution or motion.
- (7) Financial Disclosure Coordination. Unless specifically designated by Board resolution otherwise, the Secretary shall serve as the Financial Disclosure Coordinator ("Coordinator") for the District as required by the Florida Commission on Ethics ("Commission"). The Coordinator shall create, maintain and update a list of the names, e-mail addresses, physical addresses, and names of the agency of, and the office or position held by, all Supervisors and other persons required by Florida law to file a statement of financial interest due to his or her affiliation with the District ("Reporting Individual"). The Coordinator shall provide this list to the Commission by February 1 of each year, which list shall be current as of December 31 of the prior year. Each Supervisor and Reporting Individual shall promptly notify the Coordinator in writing if there are any changes to such person's name, e-mail address, or physical address. Each Supervisor and Reporting Individual shall promptly notify the Commission in the manner prescribed by the Commission if there are any changes to such person's e-mail address.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 112.31446(3), 112.3145(8)(a)1., 119.07., 119.0701, 190.006, ~~119.07,~~ Fla. Stat.



### **Rule 1.3      Public Meetings, Hearings, and Workshops.**

- (1) Notice. Except in emergencies, or as otherwise required by statute or these Rules, at least seven (7) days, but no more than thirty (30) days public notice shall be given of any public meeting, hearing or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation in the District and in the county in which the District is located. "General circulation" means a publication that is printed and published at least once a week for the preceding year, offering at least 25% of its words in the English language, qualifies as a periodicals material for postal purposes in the county in which the District is located, is for sale to the public generally, is available to the public generally for the publication of official or other notices, and is customarily containing information of a public character or of interest or of value to the residents or owners of property in the county where published, or of interest or of value to the general public. The annual meeting notice required to be published by Section 189.015 of the Florida Statutes, shall be published in a newspaper not of limited subject matter, which is published at least five days a week, unless the only newspaper in the county is published less than five days a week. Each Notice shall state, as applicable:
  - (a) The date, time and place of the meeting, hearing or workshop;
  - (b) A brief description of the nature, subjects, and purposes of the meeting, hearing, or workshop;
  - (c) The District office address for the submission of requests for copies of the agenda, as well as a contact name and telephone number for verbal requests for copies of the agenda; and
  - (d) The following or substantially similar language:- "Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (\_\_\_\_) \_\_\_\_\_. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770 or 1 (800) 955-8771, who can aid you in contacting the District Office."
  - (e) The following or substantially similar language: "A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop 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 proceedings is made including the testimony and evidence upon which the appeal is to be based."

- (f) The following or substantially similar language:- “The meeting [or hearing or workshop] may be continued in progress without additional notice to a time, date, and location stated on the record.”
- (2) Mistake. In the event that a meeting is held under the incorrect assumption that notice required by law and these Rules has been given, the Board at its next properly noticed meeting shall cure such defect by considering the agenda items from the prior meeting individually and anew.
- (3) Agenda. The District Manager, under the guidance of District Counsel and the Chairperson or Vice-Chairperson, shall prepare ~~a notice and~~ an agenda of the meeting/hearing/workshop. The ~~notice and~~ agenda and any meeting materials available in an electronic format, excluding any confidential and any confidential and exempt information, shall be available to the public at least ~~seventy-two (72) hours~~seven days before the meeting/hearing/workshop, except in an emergency. Meeting materials shall be defined as, and limited to, the agenda, meeting minutes, resolutions, and agreements of the District that District staff deems necessary for Board approval. Inclusion of additional materials for Board consideration other than those defined herein as “meeting materials” shall not convert such materials into “meeting materials.” For good cause, the agenda may be changed after it is first made available for distribution, and additional materials may be added or provided under separate cover at the meeting. The requirement of good cause shall be liberally construed to allow the District to efficiently conduct business and to avoid the expenses associated with special meetings.

The District may, but is not required to, use the following format in preparing its agenda for its regular meetings:

Call to order  
Roll call  
Public comment  
Organizational matters  
Review of minutes  
Specific items of old business  
Specific items of new business  
Staff reports  
    (a) District Counsel  
    (b) District Engineer  
    (c) District Manager  
        1. Financial Report  
        2. Approval of Expenditures  
Supervisor’s requests and comments  
Public comment  
Adjournment

- (4) Minutes. The Secretary shall be responsible for preparing and keeping the minutes of each meeting of the Board. Minutes shall be corrected and approved by the Board at a subsequent meeting. The Secretary may work with other staff members in preparing draft minutes for the Board's consideration.
- (5) Special Requests. Persons wishing to receive, by mail, notices or agendas of meetings, may so advise the District Manager or Secretary at the District Office. Such persons shall furnish a mailing address in writing and shall be required to pre-pay the cost of the copying and postage.
- (6) Emergency Meetings. The Chairperson, or Vice-Chairperson if the Chairperson is unavailable, upon consultation with the District Manager and District Counsel, if available, may convene an emergency meeting of the Board without first having complied with sections (1) and (3) of this Rule, to act on emergency matters that may affect the public health, safety, or welfare. Whenever possible, the District Manager shall make reasonable efforts to provide public notice and notify all Board members of an emergency meeting twenty-four (24) hours in advance. Reasonable efforts may include telephone notification. Notice of the emergency meeting must be provided both before and after the meeting on the District's website, if it has one. Whenever an emergency meeting is called, the District Manager shall be responsible for notifying at least one newspaper of general circulation in the District. After an emergency meeting, the Board shall publish in a newspaper of general circulation in the District, the time, date and place of the emergency meeting, the reasons why an emergency meeting was necessary, and a description of the action taken. Actions taken at an emergency meeting may be ratified by the Board at a regularly noticed meeting subsequently held.
- (7) Public Comment. The Board shall set aside a reasonable amount of time at each meeting for public comment and members of the public shall be permitted to provide comment on any proposition before the Board. The portion of the meeting generally reserved for public comment shall be identified in the agenda. Policies governing public comment may be adopted by the Board in accordance with Florida law.
- (8) Budget Hearing. Notice of hearing on the annual budget(s) shall be in accord with Section 190.008 of the Florida Statutes. Once adopted in accord with Section 190.008 of the Florida Statutes, the annual budget(s) may be amended from time to time by action of the Board. Approval of invoices by the Board in excess of the funds allocated to a particular budgeted line item shall serve to amend the budgeted line item.
- (9) Public Hearings. Notice of required public hearings shall contain the information required by applicable Florida law and by these Rules applicable to meeting notices and shall be mailed and published as required by Florida law. The District Manager shall ensure that all such notices, whether mailed or published, contain the information required by Florida law and these Rules and are mailed and

published as required by Florida law. Public hearings may be held during Board meetings when the agenda includes such public hearing.

- (10) Participation by Teleconference/Videoconference. District staff may participate in Board meetings by teleconference or videoconference. Board members may also participate in Board meetings by teleconference or videoconference if in the good judgment of the Board extraordinary circumstances exist; provided however, at least three Board members must be physically present at the meeting location to establish a quorum. Such extraordinary circumstances shall be presumed when a Board member participates by teleconference or videoconference, unless a majority of the Board members physically present determines that extraordinary circumstances do not exist.
- (11) Board Authorization. The District has not adopted Robert's Rules of Order. For each agenda item, there shall be discussion permitted among the Board members during the meeting. Unless such procedure is waived by the Board, Approval or disapproval of resolutions and other proposed Board actions shall be in the form of a motion by one Board member, a second by another Board member, and an affirmative vote by the majority of the Board members present. Any Board member, including the Chairperson, can make or second a motion.
- (12) Continuances. Any meeting or public hearing of the Board may be continued without re-notice or re-advertising provided that:
  - (a) The Board identifies on the record at the original meeting a reasonable need for a continuance;
  - (b) The continuance is to a specified date, time, and location publicly announced at the original meeting; and
  - (c) The public notice for the original meeting states that the meeting may be continued to a date and time and states that the date, time, and location of any continuance shall be publicly announced at the original meeting and posted at the District Office immediately following the original meeting.
- (13) Attorney-Client Sessions. An Attorney-Client Session is permitted when the District's attorneys deem it necessary to meet in private with the Board to discuss pending litigation to which the District is a party before a court or administrative agency or as may be authorized by law. The District's attorneysattorney must request such session at a public meeting. – Prior to holding the Attorney-Client Session, the District must give reasonable public notice of the time and date of the session and the names of the persons anticipated to attend the session. –The session must commence at an open meeting in which the Chairperson or Vice-Chairperson announces the commencement of the session, the estimated length of the session, and the names of the persons who will be attending the session. The discussion during the session is confined to settlement negotiations or strategy

related to litigation expenses or as may be authorized by law. Only the Board, the District's attorneys (including outside counsel), the District Manager, and the court reporter may attend an Attorney-Client Session. During the session, no votes may be taken and no final decisions concerning settlement can be made. Upon the conclusion of the session, the public meeting is reopened, and the Chairperson or Vice-Chairperson must announce that the session has concluded. The session must be transcribed by a court-reporter and the transcript of the session filed with the District Secretary within a reasonable time after the session. The transcript shall not be available for public inspection until after the conclusion of the litigation.

(14) Security and Firesafety Board Discussions. Portions of a meeting which relate to or would reveal a security or firesafety system plan or portion thereof made confidential and exempt by section 119.071(3)(a), Florida Statutes, are exempt from the public meeting requirements and other requirements of section 286.011, Florida Statutes, and section 24(b), Article 1 of the State Constitution. Should the Board wish to discuss such matters, members of the public shall be required to leave the meeting room during such discussion. Any records of the Board's discussion of such matters, including recordings or minutes, shall be maintained as confidential and exempt records in accordance with Florida law.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 189.069(2)(a)16, 190.006, 190.007, 190.008, 286.0105, 286.011, 286.0113, 286.0114, Fla. Stat.

**Rule 1.4 Internal Controls to Prevent Fraud, Waste and Abuse**

- (1) Internal Controls. The District shall establish and maintain internal controls designed to:

  - (a) Prevent and detect “fraud,” “waste” and “abuse” as those terms are defined in section 11.45(1), Florida Statutes; and
  - (b) Promote and encourage compliance with applicable laws, rules contracts, grant agreements, and best practices; and
  - (c) Support economical and efficient operations; and
  - (d) Ensure reliability of financial records and reports; and
  - (e) Safeguard assets.
- (2) Adoption. The internal controls to prevent fraud, waste and abuse shall be adopted and amended by the District in the same manner as District policies.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 218.33(3), Fla. Stat.

## **Rule 2.0      Rulemaking Proceedings.**

- (1) Commencement of Proceedings. Proceedings held for adoption, amendment, or repeal of a District rule shall be conducted according to these Rules. Rulemaking proceedings shall be deemed to have been initiated upon publication of notice by the District. A “rule” is a District statement of general applicability that implements, interprets, or prescribes law or policy, or describes the procedure or practice requirements of the District (“Rule”). Nothing herein shall be construed as requiring the District to consider or adopt rules unless required by Chapter 190 of the Florida Statutes. Policies adopted by the District which do not consist of rates, fees, rentals or other monetary charges may be, but are not required to be, implemented through rulemaking proceedings.
- (2) Notice of Rule Development.
  - (a) Except when the intended action is the repeal of a Rule, the District shall provide notice of the development of a proposed rule by publication of a Notice of Rule Development in a newspaper of general circulation in the District before providing notice of a proposed rule as required by section (3) of this Rule. Consequently, the Notice of Rule Development shall be published at least twenty-nine (29) days prior to the public hearing on the proposed Rule. The Notice of Rule Development shall indicate the subject area to be addressed by rule development, provide a short, plain explanation of the purpose and effect of the proposed rule, cite the specific legal authority for the proposed rule, and include a statement of how a person may promptly obtain, without cost, a copy of any preliminary draft, if available.
  - (b) All rules as drafted shall be consistent with Sections 120.54(1)(g) and 120.54(2)(b) of the Florida Statutes.
- (3) Notice of Proceedings and Proposed Rules.
  - (a) Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall give notice of its intended action, setting forth a short, plain explanation of the purpose and effect of the proposed action, a reference to the specific rulemaking authority pursuant to which the rule is adopted, and a reference to the section or subsection of the Florida Statutes being implemented, interpreted, or made specific. The notice shall include a summary of the District’s statement of the estimated regulatory costs, if one has been prepared, based on the factors set forth in Section 120.541(2) of the Florida Statutes, and a statement that any person who wishes to provide the District with a lower cost regulatory alternative as provided by Section 120.541(1), must do so in writing within twenty-one (21) days after publication of the notice. The notice shall additionally include a statement that any affected person may request a public hearing

by submitting a written request within twenty-one (21) days after the date of publication of the notice. Except when intended action is the repeal of a rule, the notice shall include a reference to both the date on which and the place where the Notice of Rule Development required by section (2) of this Rule appeared.

- (b) The notice shall be published in a newspaper of general circulation in the District and each county in which the District is located not less than twenty-eight (28) days prior to the intended action. The proposed rule shall be available for inspection and copying by the public at the time of the publication of notice.
  - (c) The notice shall be mailed to all persons named in the proposed rule and to all persons who, at least fourteen (14) days prior to such mailing, have made requests of the District for advance notice of its rulemaking proceedings. Any person may file a written request with the District Manager to receive notice by mail of District proceedings to adopt, amend, or repeal a rule. Such persons must furnish a mailing address and may be required to pay the cost of copying and mailing. ~~Notice will then be mailed to all persons whom, at least fourteen (14) days prior to such mailing, have made requests of the District for advance notice of its proceedings.~~
- (4) Rule Development Workshops. Whenever requested in writing by any affected person, the District must either conduct a rule development workshop prior to proposing rules for adoption or the Chairperson must explain in writing why a workshop is unnecessary. The District may initiate a rule development workshop but is not required to do so.
- (5) Petitions to Initiate Rulemaking. All Petitions to Initiate Rulemaking proceedings must contain the name, address, and telephone number of the petitioner, the specific action requested, the specific reason for adoption, amendment, or repeal, the date submitted, the text of the proposed rule, and the facts showing that the petitioner is regulated by the District, or has a substantial interest in the rulemaking. Not later than sixty (60) calendar days following the date of filing a petition, the Board shall initiate rulemaking proceedings or deny the petition with a written statement of its reasons for the denial. If the petition is directed to an existing policy that the District has not formally adopted as a rule, the District may, in its discretion, notice and hold a public hearing on the petition to consider the comments of the public directed to the policy, its scope and application, and to consider whether the public interest is served adequately by the application of the policy on a case-by-case basis, as contrasted with its formal adoption as a rule. However, this section shall not be construed as requiring the District to adopt a rule to replace a policy.



- (6) Rulemaking Materials. After the publication of the notice referenced in section (3) of this Rule, the Board shall make available for public inspection and shall provide, upon request and payment of the cost of copies, the following materials:
- (a) The text of the proposed rule, or any amendment or repeal of any existing rules;
  - (b) A detailed written statement of the facts and circumstances justifying the proposed rule;
  - (c) A copy of the statement of estimated regulatory costs if required by Section 120.541 of the Florida Statutes; and
  - (d) The published notice.
- (7) Hearing. The District may, or, upon the written request of any affected person received within twenty-one (21) days after the date of publication of the notice described in section (3) of this Rule, shall, provide a public hearing for the presentation of evidence, argument, and oral statements, within the reasonable conditions and limitations imposed by the District to avoid duplication, irrelevant comments, unnecessary delay, or disruption of the proceedings. The District shall publish notice of the public hearing in a newspaper of general circulation within the District either in the text of the notice described in section (3) of this Rule or in a separate publication at least seven (7) days before the scheduled public hearing. The notice shall specify the date, time, and location of the public hearing, and the name, address, and telephone number of the District contact person who can provide information about the public hearing. Written statements may be submitted by any person prior to or at the public hearing. All timely submitted written statements shall be considered by the District and made part of the rulemaking record.
- (8) Emergency Rule Adoption. The Board may adopt an emergency rule if it finds that immediate danger to the public health, safety, or welfare exists which requires immediate action. Prior to the adoption of an emergency rule, the District Manager shall make reasonable efforts to notify a newspaper of general circulation in the District. Notice of emergency rules shall be published as soon as possible in a newspaper of general circulation in the District. The District may use any procedure which is fair under the circumstances in the adoption of an emergency rule as long as it protects the public interest as determined by the District and otherwise complies with these provisions.
- (9) Negotiated Rulemaking. The District may use negotiated rulemaking in developing and adopting rules pursuant to Section 120.54(2)(d) of the Florida Statutes, except that any notices required under Section 120.54(2)(d) of the Florida Statutes, may be published in a newspaper of general circulation in the county in which the District is located.

- (10) Rulemaking Record. In all rulemaking proceedings, the District shall compile and maintain a rulemaking record. The record shall include, if applicable:
- (a) The texts of the proposed rule and the adopted rule;
  - (b) All notices given for a proposed rule;
  - (c) Any statement of estimated regulatory costs for the rule;
  - (d) A written summary of hearings, if any, on the proposed rule;
  - (e) All written comments received by the District and responses to those written comments; and
  - (f) All notices and findings pertaining to an emergency rule.
- (11) Petitions to Challenge Existing Rules.
- (a) Any person substantially affected by a rule may seek an administrative determination of the invalidity of the rule on the ground that the rule is an invalid exercise of the District's authority.
  - (b) The petition seeking an administrative determination must state with particularity the provisions alleged to be invalid with sufficient explanation of the facts or grounds for the alleged invalidity and facts sufficient to show that the person challenging a rule is substantially affected by it.
  - (c) The petition shall be filed with the District. Within 10 days after receiving the petition, the Chairperson shall, if the petition complies with the requirements of subsection (b) of this section, designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer who shall conduct a hearing within 30 days thereafter, unless the petition is withdrawn or a continuance is granted by agreement of the parties. The failure of the District to follow the applicable rulemaking procedures or requirements in this Rule shall be presumed to be material; however, the District may rebut this presumption by showing that the substantial interests of the petitioner and the fairness of the proceedings have not been impaired.
  - (d) Within 30 days after the hearing, the hearing officer shall render a decision and state the reasons therefor in writing.
  - (e) Hearings held under this section shall be de novo in nature. The petitioner has a burden of proving by a preponderance of the evidence that the

existing rule is an invalid exercise of District authority as to the objections raised. The hearing officer may:

- (i) Administer oaths and affirmations;
  - (ii) Rule upon offers of proof and receive relevant evidence;
  - (iii) Regulate the course of the hearing, including any pre-hearing matters;
  - (iv) Enter orders; and
  - (v) Make or receive offers of settlement, stipulation, and adjustment.
- (f) The petitioner and the District shall be adverse parties. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.
- (12) Variances and Waivers. A “variance” means a decision by the District to grant a modification to all or part of the literal requirements of a rule to a person who is subject to the rule. A “waiver” means a decision by the District not to apply all or part of a rule to a person who is subject to the rule. Variances and waivers from District rules may be granted subject to the following:
- (a) Variances and waivers shall be granted when the person subject to the rule demonstrates that the purpose of the underlying statute will be or has been achieved by other means by the person, and when application of the rule would create a substantial hardship or would violate principles of fairness. For purposes of this section, "substantial hardship" means a demonstrated economic, technological, legal, or other type of hardship to the person requesting the variance or waiver. For purposes of this section, "principles of fairness" are violated when the literal application of a rule affects a particular person in a manner significantly different from the way it affects other similarly situated persons who are subject to the rule.
  - (b) A person who is subject to regulation by a District Rule may file a petition with the District, requesting a variance or waiver from the District’s Rule. Each petition shall specify:
    - (i) The rule from which a variance or waiver is requested;
    - (ii) The type of action requested;
    - (iii) The specific facts that would justify a waiver or variance for the petitioner; and

- (iv) The reason why the variance or the waiver requested would serve the purposes of the underlying statute.
  - (c) The District shall review the petition and may request only that information needed to clarify the petition or to answer new questions raised by or directly related to the petition. If the petitioner asserts that any request for additional information is not authorized by law or by Rule of the District, the District shall proceed, at the petitioner's written request, to process the petition.
  - (d) The Board shall grant or deny a petition for variance or waiver, and shall announce such disposition at a publicly held meeting of the Board, within ~~sixty (60)~~ninety (90) days after receipt of the original petition, the last item of timely requested additional material, or the petitioner's written request to finish processing the petition. The District's statement granting or denying the petition shall contain a statement of the relevant facts and reasons supporting the District's action.
- (13) Rates, Fees, Rentals and Other Charges. All rates, fees, rentals, or other charges shall be subject to rulemaking proceedings. Policies adopted by the District which do not consist of rates, fees, rentals or other charges may be, but are not required to be, implemented through rulemaking proceedings.

**Specific Authority:** §§ 190.011(5), 190.011(15), 190.035, Fla. Stat.

**Law Implemented:** §§ 190.011(5), 190.035(2), Fla. Stat.

### **Rule 3.0      Competitive Purchase.**

- (1) Purpose and Scope. In order to comply with Sections 190.033(1) through (3), 287.055 and 287.017 of the Florida Statutes, the following provisions shall apply to the purchase of Professional Services, insurance, construction contracts, design-build services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) Board Authorization. Except in cases of an Emergency Purchase, a competitive purchase governed by these Rules shall only be undertaken after authorization by the Board.
- (3) Definitions.
  - (a) “Competitive Solicitation” means a formal, advertised procurement process, other than an Invitation to Bid, Request for Proposals, or Invitation to Negotiate, approved by the Board to purchase commodities and/or services which affords vendors fair treatment in the competition for award of a District purchase contract.
  - (b) “Continuing Contract” means a contract for Professional Services entered into in accordance with Section 287.055 of the Florida Statutes, between the District and a firm, whereby the firm provides Professional Services to the District for projects in which the costs do not exceed ~~one~~two million dollars (\$~~1~~2,000,000), for a study activity when the fee for such Professional Services to the District does not exceed ~~fifty~~two hundred thousand dollars (\$~~50~~200,000), or for work of a specified nature as outlined in the contract with the District, with no time limitation except that the contract must provide a termination clause (for example, a contract for general District engineering services). Firms providing Professional Services under Continuing Contracts shall not be required to bid against one another.
  - (c) “Contractual Service” means the rendering by a contractor of its time and effort rather than the furnishing of specific commodities. The term applies only to those services rendered by individuals and firms who are independent contractors. Contractual Services do not include auditing services, Maintenance Services, or Professional Services as defined in Section 287.055(2)(a) of the Florida Statutes, and these Rules. Contractual Services also do not include any contract for the furnishing of labor or materials for the construction, renovation, repair, modification, or demolition of any facility, building, portion of building, utility, park, parking lot, or structure or other improvement to real property entered into pursuant to Chapter 255 of the Florida Statutes, and Rules 3.5 or 3.6.

- (d) “Design-Build Contract” means a single contract with a Design-Build Firm for the design and construction of a public construction project.
- (e) “Design-Build Firm” means a partnership, corporation or other legal entity that:
  - (i) Is certified under Section 489.119 of the Florida Statutes, to engage in contracting through a certified or registered general contractor or a certified or registered building contractor as the qualifying agent; or
  - (ii) Is certified under Section 471.023 of the Florida Statutes, to practice or to offer to practice engineering; certified under Section 481.219 of the Florida Statutes, to practice or to offer to practice architecture; or certified under Section 481.319 of the Florida Statutes, to practice or to offer to practice landscape architecture.
- (f) “Design Criteria Package” means concise, performance-oriented drawings or specifications for a public construction project. The purpose of the Design Criteria Package is to furnish sufficient information to permit Design-Build Firms to prepare a bid or a response to the District’s Request for Proposals, or to permit the District to enter into a negotiated Design-Build Contract. The Design Criteria Package must specify performance-based criteria for the public construction project, including the legal description of the site, survey information concerning the site, interior space requirements, material quality standards, schematic layouts and conceptual design criteria of the project, cost or budget estimates, design and construction schedules, site development requirements, provisions for utilities, stormwater retention and disposal, and parking requirements applicable to the project. Design Criteria Packages shall require firms to submit information regarding the qualifications, availability, and past work of the firms, including the partners and members thereof.
- (g) “Design Criteria Professional” means a firm who holds a current certificate of registration under Chapter 481 of the Florida Statutes, to practice architecture or landscape architecture, or a firm who holds a current certificate as a registered engineer under Chapter 471 of the Florida Statutes, to practice engineering, and who is employed by or under contract to the District to provide professional architect services, landscape architect services, or engineering services in connection with the preparation of the Design Criteria Package.
- (h) “Emergency Purchase” means a purchase necessitated by a sudden unexpected turn of events (for example, acts of God, riot, fires, floods, hurricanes, accidents, or any circumstances or cause beyond the control of the Board in the normal conduct of its business), where the Board finds

that the delay incident to competitive purchase would be detrimental to the interests of the District. This includes, but is not limited to, instances where the time to competitively award the project will jeopardize the funding for the project, will materially increase the cost of the project, or will create an undue hardship on the public health, safety, or welfare.

- (i) “Invitation to Bid” is a written solicitation for sealed bids with the title, date, and hour of the public bid opening designated specifically and defining the commodity or service involved. It includes printed instructions prescribing conditions for bidding, qualification, evaluation criteria, and provides for a manual signature of an authorized representative. It may include one or more bid alternates.
- (j) “Invitation to Negotiate” means a written solicitation for competitive sealed replies to select one or more vendors with which to commence negotiations for the procurement of commodities or services.
- (k) “Negotiate” means to conduct legitimate, arm’s length discussions and conferences to reach an agreement on a term or price.
- (l) “Professional Services” means those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of Florida, or those services performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper, in connection with the firm's or individual's professional employment or practice.
- (m) “Proposal (or Reply or Response) Most Advantageous to the District” means, as determined in the sole discretion of the Board, the proposal, reply, or response that is:
  - (i) Submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements, who has the integrity and reliability to assure good faith performance;
  - (ii) The most responsive to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation as determined by the Board; and
  - (iii) For a cost to the District deemed by the Board to be reasonable.
- (n) “Purchase” means acquisition by sale, rent, lease, lease/purchase, or installment sale. It does not include transfer, sale, or exchange of goods, supplies, or materials between the District and any federal, state, regional or local governmental entity or political subdivision of the State of Florida.

- (o) “Request for Proposals” or “RFP” is a written solicitation for sealed proposals with the title, date, and hour of the public opening designated and requiring the manual signature of an authorized representative. It may provide general information, applicable laws and rules, statement of work, functional or general specifications, qualifications, proposal instructions, work detail analysis, and evaluation criteria as necessary.
- (p) “Responsive and Responsible Bidder” means an entity or individual that has submitted a bid that conforms in all material respects to the Invitation to Bid and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. “Responsive and Responsible Vendor” means an entity or individual that has submitted a proposal, reply, or response that conforms in all material respects to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. In determining whether an entity or individual is a Responsive and Responsible Bidder (or Vendor), the District may consider, in addition to factors described in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the following:
  - (i) The ability and adequacy of the professional personnel employed by the entity/individual;
  - (ii) The past performance of the entity/individual for the District and in other professional employment;
  - (iii) The willingness of the entity/individual to meet time and budget requirements;
  - (iv) The geographic location of the entity’s/individual’s headquarters or office in relation to the project;
  - (v) The recent, current, and projected workloads of the entity/individual;
  - (vi) The volume of work previously awarded to the entity/individual;
  - (vii) Whether the cost components of the bid or proposal are appropriately balanced; and
  - (viii) Whether the entity/individual is a certified minority business enterprise.



- (q) “Responsive Bid,” “Responsive Proposal,” “Responsive Reply,” and “Responsive Response” all mean a bid, proposal, reply, or response which conforms in all material respects to the specifications and conditions in the Invitation to Bid, Request for Proposals, Invitations to Negotiate, or Competitive Solicitation document and these Rules, and the cost components of which, if any, are appropriately balanced. A bid, proposal, reply or response is not responsive if the person or firm submitting it fails to meet any material requirement relating to the qualifications, financial stability, or licensing of the bidder.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 190.033, 255.20, 287.055, Fla. Stat.

**Rule 3.1 Procedure Under ~~The~~the Consultants' Competitive Negotiations Act.**

- (1) Scope. The following procedures are adopted for the selection of firms or individuals to provide Professional Services exceeding the thresholds herein described, for the negotiation of such contracts, and to provide for protest of actions of the Board under this Rule. As used in this Rule, "Project" means that fixed capital outlay study or planning activity when basic construction cost is estimated by the District to exceed the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FIVE, or for a planning study activity when the fee for Professional Services is estimated by the District to exceed the threshold amount provided in Section 287.017 for CATEGORY TWO, as such categories may be amended or adjusted from time to time.

- (2) Qualifying Procedures. In order to be eligible to provide Professional Services to the District, a consultant must, at the time of receipt of the firm's qualification submittal:

(a) Hold all required applicable ~~federal licenses in good standing, if any;~~

~~(b) Hold all required applicable~~ state professional licenses in good standing;

~~(b) Hold all required applicable federal licenses in good standing, if any;~~

(c) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the consultant is a corporation; and

(d) Meet any qualification requirements set forth in the District's Request for Qualifications.

Evidence of compliance with this Rule may be submitted with the qualifications, if requested by the District. In addition, evidence of compliance must be submitted any time requested by the District.

- (3) Public Announcement. Except in cases of valid public emergencies as certified by the Board, the District shall announce each occasion when Professional Services are required for a Project or a Continuing Contract by publishing a notice providing a general description of the Project, or the nature of the Continuing Contract, and the method for interested consultants to apply for consideration. The notice shall appear in at least one (1) newspaper of general circulation in the District and in such other places as the District deems appropriate. The notice must allow at least fourteen (14) days for submittal of qualifications from the date of publication. The District may maintain lists of consultants interested in receiving such notices. These consultants are encouraged to submit annually statements of qualifications and performance data. ~~Consultants who provide their name and address to the District Manager for inclusion on the list shall receive~~

~~notices by mail.~~ The District shall make reasonable efforts to provide copies of any notices to such consultants, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process. The Board has the right to reject any and all qualifications, and such reservation shall be included in the published notice. Consultants not receiving a contract award shall not be entitled to recover from the District any costs of qualification package preparation or submittal.

(4) Competitive Selection.

- (a) The Board shall review and evaluate the data submitted in response to the notice described in section (3) of this Rule regarding qualifications and performance ability, as well as any statements of qualifications on file. The Board shall conduct discussions with, and may require public presentation by consultants regarding their qualifications, approach to the Project, and ability to furnish the required services. The Board shall then select and list the consultants, in order of preference, deemed to be the most highly capable and qualified to perform the required Professional Services, after considering these and other appropriate criteria:
  - (i) The ability and adequacy of the professional personnel employed by each consultant;
  - (ii) Whether a consultant is a certified minority business enterprise;
  - (iii) Each consultant's past performance;
  - (iv) The willingness of each consultant to meet time and budget requirements;
  - (v) The geographic location of each consultant's headquarters, office and personnel in relation to the project;
  - (vi) The recent, current, and projected workloads of each consultant; and
  - (vii) The volume of work previously awarded to each consultant by the District.
- (b) Nothing in these Rules shall prevent the District from evaluating and eventually selecting a consultant if less than three (3) Responsive qualification packages, including packages indicating a desire not to provide Professional Services on a given Project, are received.
- (c) If the selection process is administered by any person or committee other than the full Board, the selection made will be presented to the full Board

with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

- (d) Notice of the rankings adopted by the Board, including the rejection of some or all qualification packages, shall be provided in writing to all consultants by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's ranking decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

(5) Competitive Negotiation.

- (a) After the Board has authorized the beginning of competitive negotiations, the District may begin such negotiations with the firm listed as most qualified to perform the required Professional Services at a rate or amount of compensation which the Board determines is fair, competitive, and reasonable.
- (b) In negotiating a lump-sum or cost-plus-a-fixed-fee professional contract for more than the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, the firm receiving the award shall be required to execute a truth-in-negotiation certificate stating that "wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contracting." In addition, any professional service contract under which such a certificate is required, shall contain a provision that "the original contract price and any additions thereto, shall be adjusted to exclude any significant sums by which the Board determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs."
- (c) Should the District be unable to negotiate a satisfactory agreement with the firm determined to be the most qualified at a price deemed by the District to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the District shall immediately begin negotiations with the second most qualified firm. If a satisfactory agreement with the second firm cannot be reached, those negotiations shall be terminated and negotiations with the third most qualified firm shall be undertaken.
- (d) Should the District be unable to negotiate a satisfactory agreement with one of the top three (3) ranked consultants, additional firms shall be selected by the District, in order of their competence and qualifications.

Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.

- (6) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (7) Continuing Contract. Nothing in this Rule shall prohibit a Continuing Contract between a consultant and the District.
- (8) Emergency Purchase. The District may make an Emergency Purchase without complying with these Rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 119.0701, 190.011(3), 190.033, 287.055, Fla. Stat.

### Rule 3.2 Procedure Regarding Auditor Selection.

In order to comply with the requirements of Section 218.391 of the Florida Statutes, the following procedures are outlined for selection of firms or individuals to provide Auditing Services and for the negotiation of such contracts. For audits required under Chapter 190 of the Florida Statutes but not meeting the thresholds of Chapter 218 of the Florida Statutes, the District need not follow these procedures but may proceed with the selection of a firm or individual to provide Auditing Services and for the negotiation of such contracts in the manner the Board determines is in the best interests of the District.

(1) Definitions.

- (a) "Auditing Services" means those services within the scope of the practice of a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.
- (b) "Committee" means the ~~audit~~auditor selection committee appointed by the Board as described in section (2) of this Rule.

(2) Establishment of ~~Audit~~Auditor Selection Committee. Prior to a public announcement under section (4) of this Rule that Auditing Services are required, the Board shall establish an ~~audit~~auditor selection committee ("Committee"), the primary purpose of which is to assist the Board in selecting an auditor to conduct the annual financial audit required by Section 218.39 of the Florida Statutes. The Committee ~~should~~shall include at least three individuals, ~~some or all~~at least one of ~~whom may~~which must also ~~serve as members~~be a member of the Board. The establishment and selection of the Committee must be conducted at a publicly noticed and held meeting of the Board. The Chairperson of the Committee must be a member of the Board. An employee, a chief executive officer, or a chief financial officer of the District may not serve as a member of the Committee; provided however such individual may serve the Committee in an advisory capacity.

(3) Establishment of Minimum Qualifications and Evaluation Criteria. Prior to a public announcement under section (4) of this Rule that Auditing Services are required, the Committee shall meet at a publicly noticed meeting to establish minimum qualifications and factors to use for the evaluation of Auditing Services to be provided by a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.

- (a) Minimum Qualifications. In order to be eligible to submit a proposal, a firm must, at all relevant times including the time of receipt of the proposal by the District:

- (i) Hold all required applicable ~~federal~~state professional licenses in good standing, ~~if any~~;
- (ii) Hold all required applicable ~~state professional~~federal licenses in good standing, ~~if any~~;
- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation; and
- (iv) Meet any pre-qualification requirements established by the Committee and set forth in the RFP or other specifications.

If requested in the RFP or other specifications, evidence of compliance with the minimum qualifications as established by the Committee must be submitted with the proposal.

- (b) Evaluation Criteria. The factors established for the evaluation of Auditing Services by the Committee shall include, but are not limited to:
  - (i) Ability of personnel;
  - (ii) Experience;
  - (iii) ~~Understanding of scope of work;~~
  - ~~(iv)~~—Ability to furnish the required services; and
  - ~~(iv)~~ Such other factors as may be determined by the Committee to be applicable to its particular requirements.

The Committee may also choose to consider compensation as a factor. If the Committee establishes compensation as one of the factors, compensation shall not be the sole or predominant factor used to evaluate proposals.

- (4) Public Announcement. After identifying the factors to be used in evaluating the proposals for Auditing Services as set forth in section (3) of this Rule, the Committee shall publicly announce the opportunity to provide Auditing Services. Such public announcement shall include a brief description of the audit and how interested firms can apply for consideration and obtain the RFP. The notice shall appear in at least one (1) newspaper of general circulation in the District and the county in which the District is located. The public announcement shall allow for at least seven (7) days for the submission of proposals.

- (5) Request for Proposals. The Committee shall provide interested firms with a Request for Proposals (“RFP”). The RFP shall provide information on how proposals are to be evaluated and such other information the Committee determines is necessary for the firm to prepare a proposal. The RFP shall state the time and place for submitting proposals.
- (6) Committee’s Evaluation of Proposals and Recommendation. The Committee shall meet at a publicly held meeting that is publicly noticed for a reasonable time in advance of the meeting to evaluate all qualified proposals and may, as part of the evaluation, require that each interested firm provide a public presentation where the Committee may conduct discussions with the firm, and where the firm may present information, regarding the firm’s qualifications. At the public meeting, the Committee shall rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the factors established pursuant to subsection (3)(b) of this Rule. If fewer than three firms respond to the RFP or if no firms respond to the RFP, the Committee shall recommend such firm as it deems to be the most highly qualified. Notwithstanding the foregoing, the Committee may recommend that any and all proposals be rejected.
- (7) Board Selection of Auditor.
- (a) Where compensation was not selected as a factor used in evaluating the proposals, the Board shall negotiate with the firm ranked first and inquire of that firm as to the basis of compensation. If the Board is unable to negotiate a satisfactory agreement with the first ranked firm at a price deemed by the Board to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the Board shall immediately begin negotiations with the second ranked firm. If a satisfactory agreement with the second ranked firm cannot be reached, those negotiations shall be terminated and negotiations with the third ranked firm shall be undertaken. The Board may reopen formal negotiations with any one of the three top-ranked firms, but it may not negotiate with more than one firm at a time. If the Board is unable to negotiate a satisfactory agreement with any of the selected firms, the Committee shall recommend additional firms in order of the firms’ respective competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.
- (b) Where compensation was selected as a factor used in evaluating the proposals, the Board shall select the highest-ranked qualified firm- or document in its public records the reason for not selecting the highest-ranked qualified firm.



- (c) In negotiations with firms under this Rule, the Board may allow the District Manager, District Counsel, or other designee to conduct negotiations on its behalf.
  - (d) Notwithstanding the foregoing, the Board may reject any or all proposals. The Board shall not consider any proposal, or enter into any contract for Auditing Services, unless the proposed agreed-upon compensation is reasonable to satisfy the requirements of Section 218.39 of the Florida Statutes, and the needs of the District.
- (8) Contract. Any agreement reached under this Rule shall be evidenced by a written contract, which may take the form of an engagement letter signed and executed by both parties. The written contract shall include all provisions and conditions of the procurement of such services and shall include, at a minimum, the following:
- (a) A provision specifying the services to be provided and fees or other compensation for such services;
  - (b) A provision requiring that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract;
  - (c) A provision setting forth deadlines for the auditor to submit a preliminary draft audit report to the District for review and to submit a final audit report no later than ~~July 1~~June 30 of the fiscal year that follows the fiscal year for which the audit is being conducted;
  - (d) A provision specifying the contract period, including renewals, and conditions under which the contract may be terminated or renewed. The maximum contract period including renewals shall be five (5) years. A renewal may be done without the use of the auditor selection procedures provided in this Rule; but must be in writing.
  - (e) Provisions required by law that require the auditor to comply with public records laws.
- (9) Notice of Award. Once a negotiated agreement with a firm or individual is reached, or the Board authorizes the execution of an agreement with a firm where compensation was a factor in the evaluation of proposals, notice of the intent to award, including the rejection of some or all proposals, shall be provided in writing to all proposers by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests regarding the award of contracts under this Rule

shall be as provided for in Rule 3.11. No proposer shall be entitled to recover any costs of proposal preparation or submittal from the District.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 119.0701, 218.33, 218.391, Fla. Stat.

### **Rule 3.3      Purchase of Insurance.**

- (1) Scope. The purchases of life, health, accident, hospitalization, legal expense, or annuity insurance, or all of any kinds of such insurance for the officers and employees of the District, and for health, accident, hospitalization, and legal expenses upon a group insurance plan by the District, shall be governed by this Rule. This Rule does not apply to the purchase of any other type of insurance by the District, including but not limited to liability insurance, property insurance, and directors and officers insurance. Nothing in this Rule shall require the District to purchase insurance.
- (2) Procedure. For a purchase of insurance within the scope of these Rules, the following procedure shall be followed:
  - (a) The Board shall cause to be prepared a Notice of Invitation to Bid.
  - (b) Notice of the Invitation to Bid shall be advertised at least once in a newspaper of general circulation within the District. The notice shall allow at least fourteen (14) days for submittal of bids.
  - (c) The District may maintain a list of persons interested in receiving notices of Invitations to Bid. ~~Persons who provide their name and address to the District Manager for inclusion on the list shall receive notices by mail. The District shall make reasonable efforts to provide copies of any notices to such persons, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process.~~
  - (d) Bids shall be opened at the time and place noted in the Invitation to Bid.
  - (e) If only one (1) response to an Invitation is received, the District may proceed with the purchase. If no response to an Invitation to Bid is received, the District may take whatever steps are reasonably necessary in order to proceed with the purchase.
  - (f) The Board has the right to reject any and all bids and such reservations shall be included in all solicitations and advertisements.
  - (g) Simultaneously with the review of the submitted bids, the District may undertake negotiations with those companies that have submitted reasonable and timely bids and, in the opinion of the District, are fully qualified and capable of meeting all services and requirements. Bid responses shall be evaluated in accordance with the specifications and criteria contained in the Invitation to Bid; in addition, the total cost to the District, the cost, if any, to the District officers, employees, or their dependents, the geographic location of the company's headquarters and

offices in relation to the District, and the ability of the company to guarantee premium stability may be considered. A contract to purchase insurance shall be awarded to that company whose response to the Invitation to Bid best meets the overall needs of the District, its officers, employees, and/or dependents.

- (h) Notice of the intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, by hand delivery, or by overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's procurement of insurance under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** § 112.08, Fla. Stat.

### **Rule 3.4      Pre-qualification**

- (1) Scope. In its discretion, the District may undertake a pre-qualification process in accordance with this Rule for vendors to provide construction services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) Procedure. When the District seeks to pre-qualify vendors, the following procedures shall apply:
  - (a) The Board shall cause to be prepared a Request for Qualifications.
  - (b) For construction services exceeding the thresholds described in Section 255.20 of the Florida Statutes, the Board must advertise the proposed pre-qualification criteria and procedures and allow at least seven (7) days notice of the public hearing for comments on such pre-qualification criteria and procedures. At such public hearing, potential vendors may object to such pre-qualification criteria and procedures. Following such public hearing, the Board shall formally adopt pre-qualification criteria and procedures prior to the advertisement of the Request for Qualifications for construction services.
  - (c) The Request for Qualifications shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall allow at least seven (7) days for submittal of qualifications for goods, supplies and materials, Contractual Services, maintenance services, and construction services under two hundred fifty thousand dollars (\$250,000). The notice shall allow at least twenty-one (21) days for submittal of qualifications for construction services estimated to cost over two hundred fifty thousand dollars (\$250,000) and thirty (30) days for construction services estimated to cost over five hundred thousand dollars (\$500,000).
  - (d) The District may maintain lists of persons interested in receiving notices of Requests for Qualifications. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any pre-qualification determination or contract awarded in accordance with these Rules and shall not be a basis for a protest of any pre-qualification determination or contract award.
  - (e) If the District has pre-qualified vendors for a particular category of purchase, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies or

responses in response to the applicable Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

- (f) In order to be eligible to submit qualifications, a firm or individual must, at the time of receipt of the qualifications:
  - (i) Hold ~~the~~all required applicable state professional licenses in good standing;
  - (ii) Hold all required applicable federal licenses in good standing, if any;
  - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
  - (iv) Meet any special pre-qualification requirements set forth in the Request for Qualifications.

Evidence of compliance with these Rules must be submitted with the qualifications if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the qualifications.

- (g) Qualifications shall be presented to the Board, or a committee appointed by the Board, for evaluation in accordance with the Request for Qualifications and this Rule. Minor variations in the qualifications may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature.
- (h) All vendors determined by the District to meet the pre-qualification requirements shall be pre-qualified. To assure full understanding of the responsiveness to the requirements contained in a Request for Qualifications, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion and revision of qualifications. For construction services, any contractor pre-qualified and considered eligible by the Department of Transportation to bid to perform the type of work the project entails shall be presumed to be qualified to perform the project.
- (i) The Board shall have the right to reject all qualifications if there are not enough to be competitive or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of qualification preparation or submittal from the District.

(j) Notice of intent to pre-qualify, including rejection of some or all qualifications, shall be provided in writing to all vendors by United States Mail, electronic mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's pre-qualification decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11; provided however, protests related to the pre-qualification criteria and procedures for construction services shall be resolved in accordance with section (2)(b) of this Rule and Section 255.20(1)(b) of the Florida Statutes.

(3) Suspension, Revocation, or Denial of Qualification

(a) The District, for good cause, may deny, suspend, or revoke a prequalified vendor's pre-qualified status. A suspension, revocation, or denial for good cause shall prohibit the vendor from bidding on any District construction contract for which qualification is required, shall constitute a determination of non-responsibility to bid on any other District construction or maintenance contract, and shall prohibit the vendor from acting as a material supplier or subcontractor on any District contract or project during the period of suspension, revocation, or denial. Good cause shall include the following:

- i. One of the circumstances specified under Section 337.16(2), Fla. Stat., has occurred.
- ii. Affiliated contractors submitted more than one proposal for the same work. In this event the pre-qualified status of all of the affiliated bidders will be revoked, suspended, or denied. All bids of affiliated bidders will be rejected.
- iii. The vendor made or submitted false, deceptive, or fraudulent statements, certifications, or materials in any claim for payment or any information required by any District contract.
- iv. The vendor or its affiliate defaulted on any contract or a contract surety assumed control of financial responsibility for any contract of the vendor.
- v. The vendor's qualification to bid is suspended, revoked, or denied by any other public or semi-public entity, or the vendor has been the subject of a civil enforcement proceeding or settlement involving a public or semi-public entity.
- vi. The vendor failed to comply with contract or warranty requirements or failed to follow District direction in the performance of a contract.

vii. The vendor failed to timely furnish all contract documents required by the contract specifications, special provisions, or by any state or federal statutes or regulations. If the vendor fails to furnish any of the subject contract documents by the expiration of the period of suspension, revocation, or denial set forth above, the vendor's pre-qualified status shall remain suspended, revoked, or denied until the documents are furnished.

viii. The vendor failed to notify the District within 10 days of the vendor, or any of its affiliates, being declared in default or otherwise not completing work on a contract or being suspended from qualification to bid or denied qualification to bid by any other public or semi-public agency.

ix. The vendor did not pay its subcontractors or suppliers in a timely manner or in compliance with contract documents.

x. The vendor has demonstrated instances of poor or unsatisfactory performance, deficient management resulting in project delay, poor quality workmanship, a history of payment of liquidated damages, untimely completion of projects, uncooperative attitude, contract litigation, inflated claims or defaults.

xi. An affiliate of the vendor has previously been determined by the District to be non-responsible, and the specified period of suspension, revocation, denial, or non-responsibility remains in effect.

xii. The vendor or affiliate(s) has been convicted of a contract crime.

1. The term "contract crime" means any violation of state or federal antitrust laws with respect to a public contract or any violation of any state or federal law involving fraud, bribery, collusion, conspiracy, or material misrepresentation with respect to a public contract.

2. The term "convicted" or "conviction" means a finding of guilt or a conviction of a contract crime, with or without an adjudication of guilt, in any federal or state trial court of record as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

(b) A denial, suspension, or revocation shall prohibit the vendor from being a subcontractor on District work during the period of denial, suspension, or revocation, except when a prime contractor's bid has used prices of a subcontractor who becomes disqualified after the bid, but before the request for authorization to sublet is presented.



- (c) The District shall inform the vendor in writing of its intent to deny, suspend, or revoke its pre-qualified status and inform the vendor of its right to a hearing, the procedure which must be followed, and the applicable time limits. If a hearing is requested within 10 days after the receipt of the notice of intent, the hearing shall be held within 30 days after receipt by the District of the request for the hearing. The decision shall be issued within 15 days after the hearing.
- (d) Such suspension or revocation shall not affect the vendor's obligations under any preexisting contract.
- (e) In the case of contract crimes, the vendor's pre-qualified status under this Rule shall be revoked indefinitely. For all violations of Rule 3.4(3)(a) other than for the vendor's conviction for contract crimes, the revocation, denial, or suspension of a vendor's pre-qualified status under this Rule shall be for a specific period of time based on the seriousness of the deficiency.

Examples of factors affecting the seriousness of a deficiency are:

- i. Impacts on project schedule, cost, or quality of work;
- ii. Unsafe conditions allowed to exist;
- iii. Complaints from the public;
- iv. Delay or interference with the bidding process;
- v. The potential for repetition;
- vi. Integrity of the public contracting process;
- vii. Effect on the health, safety, and welfare of the public.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.  
**Law Implemented:** §§ 190.033, 255.0525, 255.20, Fla. Stat.

**Rule 3.5      Construction Contracts, Not Design-Build.**

- (1) Scope. All contracts for the construction or improvement of any building, structure, or other public construction works authorized by Chapter 190 of the Florida Statutes, the costs of which are estimated by the District in accordance with generally accepted cost accounting principles to be in excess of the threshold amount for applicability of Section 255.20 of the Florida Statutes, as that amount may be indexed or amended from time to time, shall be let under the terms of these Rules and the procedures of Section 255.20 of the Florida Statutes, as the same may be amended from time to time. A project shall not be divided solely to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of construction services is within the scope of this Rule, the following procedures shall apply:
  - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
  - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation in the District and in the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least twenty-one (21) days for submittal of sealed bids, proposals, replies, or responses, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of bids, proposals, replies, or responses. If the Board has previously pre-qualified contractors pursuant to Rule 3.4 and determined that only the contractors that have been pre-qualified will be permitted to submit bids, proposals, replies, and responses, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation need not be published. Instead, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be sent to the pre-qualified contractors by United States Mail, hand delivery, facsimile, or overnight delivery service.
  - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.

- (d) If the District has pre-qualified providers of construction services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses to Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations.
- (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
  - (i) Hold ~~the~~all required applicable state professional licenses in good standing;
  - (ii) Hold all required applicable federal licenses in good standing, if any;
  - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the bidder is a corporation; and
  - (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects ~~such as~~including but not limited to, reemployment assistance, safety, tax withholding, worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past 5 years may be considered ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response, if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting, and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. Bids, proposals, replies, and responses shall be evaluated in

accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and these Rules. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.

- (g) The lowest Responsive Bid submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No contractor shall be entitled to recover any costs of bid, proposal, response, or reply preparation or submittal from the District.
- (i) The Board may require potential contractors to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses, shall be provided in writing to all contractors by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of construction services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

- (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase construction services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may ~~take whatever steps reasonably necessary in order to~~ proceed with the procurement of construction services, in the manner the Board determines is in the best interests of the District, which ~~steps~~ may include but is not limited to a direct purchase of the construction services without further competitive selection processes.
- (3) Sole Source; Government. Construction services that are only available from a single source are exempt from this Rule. Construction services provided by governmental agencies are exempt from this Rule. This Rule shall not apply to the purchase of construction services, which may include goods, supplies, or materials, that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules. A contract for construction services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
- (4) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (5) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board Meeting.
- (6) Exceptions. This Rule is inapplicable when:
- (a) The project is undertaken as repair or maintenance of an existing public facility;
  - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
  - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the ~~contractor~~contract; or
  - (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

**Rule 3.6 Construction Contracts, Design-Build.**

- (1) Scope. The District may utilize Design-Build Contracts for any public construction project for which the Board determines that use of such contract is in the best interest of the District. When letting a Design-Build Contract, the District shall use the following procedure:
- (2) Procedure.
  - (a) The District shall utilize a Design Criteria Professional meeting the requirements of Section 287.055(2)(k) of the Florida Statutes, when developing a Design Criteria Package, evaluating the proposals and qualifications submitted by Design-Build Firms, and determining compliance of the project construction with the Design Criteria Package. The Design Criteria Professional may be an employee of the District, may be the District Engineer selected by the District pursuant to Section 287.055 of the Florida Statutes, or may be retained pursuant to Rule 3.1. The Design Criteria Professional is not eligible to render services under a Design-Build Contract executed pursuant to the Design Criteria Package.
  - (b) A Design Criteria Package for the construction project shall be prepared and sealed by the Design Criteria Professional. If the project utilizes existing plans, the Design Criteria Professional shall create a Design Criteria Package by supplementing the plans with project specific requirements, if any.
  - (c) The Board may either choose to award the Design-Build Contract pursuant to the competitive proposal selection process set forth in Section 287.055(9) of the Florida Statutes, or pursuant to the qualifications-based selection process pursuant to Rule 3.1.
    - (i) Qualifications-Based Selection. If the process set forth in Rule 3.1 is utilized, subsequent to competitive negotiations, a guaranteed maximum price and guaranteed completion date shall be established.
    - (ii) Competitive Proposal-Based Selection. If the competitive proposal selection process is utilized, the Board, in consultation with the Design Criteria Professional, shall establish the criteria, standards and procedures for the evaluation of Design-Build Proposals based on price, technical, and design aspects of the project, weighted for the project. After a Design Criteria Package and the standards and procedures for evaluation of proposals have been developed,

competitive proposals from qualified firms shall be solicited pursuant to the design criteria by the following procedure:

1. A Request for Proposals shall be advertised at least once in a newspaper of general circulation in the county in which the District is located. The notice shall allow at least twenty-one (21) days for submittal of sealed proposals, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of proposals.
2. The District may maintain lists of persons interested in receiving notices of Requests for Proposals. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
3. In order to be eligible to submit a proposal, a firm must, at the time of receipt of the proposals:
  - a. Hold the required applicable state professional licenses in good standing, as defined by Section 287.055(2)(h) of the Florida Statutes;
  - b. Hold all required applicable federal licenses in good standing, if any;
  - c. Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation;
  - d. Meet any special pre-qualification requirements set forth in the Request for Proposals and Design Criteria Package.

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects ~~such as~~ including but not limited to reemployment assistance, safety, tax withholding, worker's compensation,

unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past 5 years may be considered ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the proposal if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the proposal.

4. The proposals, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting; and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. In consultation with the Design Criteria Professional, the Board shall evaluate the proposals received based on evaluation criteria and procedures established prior to the solicitation of proposals, including but not limited to qualifications, availability, and past work of the firms and the partners and members thereof. The Board shall then select no fewer than three (3) Design-Build Firms as the most qualified.
5. The Board shall have the right to reject all proposals if the proposals are too high, or rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of proposal preparation or submittal from the District.
6. If less than three (3) ~~proposals~~Responsive Proposals are received, the District may purchase design-build services or may reject the proposals for lack of competitiveness. If no ~~proposals~~Responsive Proposals are received, the District may ~~take whatever steps reasonably necessary in order to~~ proceed with the procurement of design-build services in the manner the Board determines is in the best interests of the District, which ~~steps~~ may include but is not limited to a direct purchase of the design-build services without further competitive selection processes.
7. Notice of the rankings adopted by the Board, including the rejection of some or all proposals, shall be provided in writing to all consultants by United States Mail, hand



delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's rankings under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

8. The Board shall negotiate a contract with the firm ranking the highest based on the evaluation standards and shall establish a price which the Board determines is fair, competitive and reasonable. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the second most qualified firm, based on the ranking by the evaluation standards. ~~Failing~~  
~~accord~~Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the second most qualified firm, the Board at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must terminate negotiations, be terminated. The Board shall then undertake negotiations with the third most qualified firm. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the third most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. Should the Board be unable to negotiate a satisfactory contract with any of the selected firms, the Board shall select additional firms in order of their rankings based on the evaluation standards and continue negotiations until an agreement is reached or the list of firms is exhausted.
9. After the Board contracts with a firm, the firm shall bring to the Board for approval, detailed working drawings of the project.
10. The Design Criteria Professional shall evaluate the compliance of the detailed working drawings and project construction with the Design Criteria Package, and shall provide the Board with a report of the same.

- (3) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (4) Emergency Purchase. The Board may, in case of public emergency, declare an emergency and immediately proceed with negotiations with the best qualified Design-Build Firm available at the time. The fact that an Emergency Purchase has occurred shall be noted in the minutes of the next Board meeting.
- (5) Exceptions. This Rule is inapplicable when:
  - (a) The project is undertaken as repair or maintenance of an existing public facility;
  - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
  - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contractor; or
  - (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

**Rule 3.7      Payment and Performance Bonds.**

- (1)    Scope.    This Rule shall apply to contracts for the construction of a public building, for the prosecution and completion of a public work, or for repairs upon a public building or public work; and shall be construed in addition to terms prescribed by any other Rule that may also apply to such contracts.
- (2)    Required Bond.    Upon entering into a contract for any of the services described in section (1) of this Rule in excess of \$200,000, the Board should require that the contractor, before commencing the work, execute and record a payment and performance bond in an amount equal to the contract price. Notwithstanding the terms of the contract or any other law, the District may not make payment to the contractor until the contractor has provided to the District a certified copy of the recorded bond.
- (3)    Discretionary Bond.    At the discretion of the Board, upon entering into a contract for any of the services described in section (1) of this Rule for an amount not exceeding \$200,000, the contractor may be exempted from executing a payment and performance bond.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** § 255.05, Fla. Stat.

### **Rule 3.8      Goods, Supplies, and Materials.**

- (1) Purpose and Scope. All purchases of goods, supplies, or materials exceeding the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, shall be purchased under the terms of this Rule. Contracts for purchases of “goods, supplies, and materials” do not include printing, insurance, advertising, or legal notices. A contract involving goods, supplies, or materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of goods, supplies, or materials is within the scope of this Rule, the following procedures shall apply:
  - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
  - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.
  - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, or Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
  - (d) If the District has pre-qualified suppliers of goods, supplies, and materials, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses.
  - (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
    - (i) Hold ~~the~~all required applicable state professional licenses in good standing;
    - (ii) Hold all required applicable federal licenses in good standing, if any;

- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
- (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

Any firm or individual whose principal place of business is outside the State of Florida must also submit a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that foreign state to business entities whose principal places of business are in that foreign state, in the letting of any or all public contracts. Failure to submit such a written opinion or submission of a false or misleading written opinion may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and this Rule. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid, after taking into account the preferences provided for in this subsection, submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be accepted. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which does not grant a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the

lowest Responsible and Responsive Bidder whose principal place of business is in the State of Florida shall be awarded a preference of five (5) percent. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which grants a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the lowest Responsible and Responsive Bidder whose principal place of business is in the State of Florida shall be awarded a preference equal to the preference granted by such foreign state.

To assure full understanding of the responsiveness to the solicitation requirements contained in an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.

- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.
- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all vendors by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of goods, supplies, and materials under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
- (k) If less than three (3) ~~bids, proposals, replies~~ Responsive Bids, Proposals, Replies, or ~~responses~~ Responses are received, the District may purchase goods, supplies, or materials, or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may ~~take whatever steps reasonably necessary in order to~~ proceed with the procurement of goods, supplies, and materials, in the manner the Board determines is in the best

interests of the District, which ~~steps~~ may include but is not limited to a direct purchase of the goods, supplies, and materials without further competitive selection processes.

- (3) Goods, Supplies, and Materials included in a Construction Contract Awarded Pursuant to Rule 3.5 or 3.6. There may be occasions where the District has undergone the competitive purchase of construction services which contract may include the provision of goods, supplies, or materials. In that instance, the District may approve a change order to the contract and directly purchase the goods, supplies, and materials. Such purchase of goods, supplies, and materials deducted from a competitively purchased construction contract shall be exempt from this Rule.
- (4) Exemption. Goods, supplies, and materials that are only available from a single source are exempt from this Rule. Goods, supplies, and materials provided by governmental agencies are exempt from this Rule. A contract for goods, supplies, or materials is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process. This Rule shall not apply to the purchase of goods, supplies or materials that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules.
- (5) Renewal. Contracts for the purchase of goods, supplies, and/or materials subject to this Rule may be renewed for ~~a period that may not exceed three (3) years or the term of the original contract, whichever period is longer~~ a maximum period of five (5) years.
- (6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 189.053, 190.033, 287.017, 287.084, Fla. Stat.

### **Rule 3.9      Maintenance Services.**

- (1) Scope. All contracts for maintenance of any District facility or project shall be set under the terms of this Rule if the cost exceeds the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR. A contract involving goods, supplies, and materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of maintenance services is within the scope of this Rule, the following procedures shall apply:
  - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
  - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.
  - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
  - (d) If the District has pre-qualified suppliers of maintenance services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, and responses.
  - (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
    - (i) Hold ~~the~~all required applicable state professional licenses in good standing;
    - (ii) Hold all required applicable federal licenses in good standing, if any;



- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
- (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and these Rules. Minor variations in the bids, proposals, replies, and responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid submitted in response to an Invitation to Bid by a Responsive and Responsible Bidder shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate or Competitive Solicitation the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, or responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No Vendor shall be

entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.

- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
  - (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all vendors by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's procurement of maintenance services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
  - (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase the maintenance services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may ~~take whatever steps reasonably necessary in order to~~ proceed with the procurement of maintenance services, in the manner the Board determines is in the best interests of the District, which ~~steps~~ may include but is not limited to a direct purchase of the maintenance services without further competitive selection processes.
- (3) Exemptions. Maintenance services that are only available from a single source are exempt from this Rule. Maintenance services provided by governmental agencies are exempt from this Rule. A contract for maintenance services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
- (4) Renewal. Contracts for the purchase of maintenance services subject to this Rule may be renewed for ~~a period that may not exceed three (3) years or the term of the original contract, whichever period is longer. a maximum period of five (5) years.~~
- (5) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), 190.033, Fla. Stat.

**Law Implemented: §§ 119.0701, 190.033, 287.017, Fla. Stat.**

**Rule 3.10 Contractual Services.**

- (1) Exemption from Competitive Purchase. Pursuant to Section 190.033(3) of the Florida Statutes, Contractual Services shall not be subject to competitive purchasing requirements. If an agreement is predominantly for Contractual Services, but also includes maintenance services or the purchase of goods and services, the contract shall not be subject to competitive purchasing requirements. Regardless of whether an advertisement or solicitation for Contractual Services is identified as an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, no rights or remedies under these Rules, including but not limited to protest rights, are conferred on persons, firms, or vendors proposing to provide Contractual Services to the District.
- (2) Contracts; Public Records. In accordance with Florida law, each contract for Contractual Services shall include provisions required by law that require the contractor to comply with public records laws.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 119.0701, 190.011(3), 190.033, Fla. Stat.

~~Rule 3.11 Protests~~ **With Respect To Proceedings under Rules 3.1, 3.2, 3.3,  
3.4, 3.5, 3.6, 3.8, and 3.9.**

**with Respect to Proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9.**

The resolution of any protests with respect to proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9 shall be in accordance with this Rule.

(1) Filing.

- (a) With respect to a protest regarding qualifications, specifications, documentation, or other requirements contained in a Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation issued by the District, the notice of protest shall be filed in writing within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after the first advertisement of the Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's intended decision. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.
- (b) Except for those situations covered by subsection (1)(a) of this Rule, any firm or person who is affected adversely by a District's ranking or intended award under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, or 3.9 and desires to contest the District's ranking or intended award, shall file with the District a written notice of protest within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after receipt of the notice of the District's ranking or intended award. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's ranking or intended award. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.

~~(e) If~~ (c) If the requirement for the posting of a protest bond and the amount of the protest bond, which may be expressed by a percentage of the contract to be awarded or a set amount, is disclosed in the District's competitive solicitation documents for a particular purchase under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, or 3.9, the Board may require

any person who files a notice of protest ~~to~~must post ~~a~~the protest bond ~~in the. The~~ amount ~~equal to 1% of the anticipated contract amount that is the subject of the protest~~ bond shall be determined by District staff after consultation with the Board and within the limits, if any, imposed by Florida law. In the event the protest is successful, the protest bond shall be refunded to the protestor. In the event the protest is unsuccessful, the protest bond shall be applied towards the District's costs, expenses, and attorney's fees associated with hearing and defending the protest. In the event the protest is settled by mutual agreement of the parties, the protest bond shall be distributed as agreed to by the District and protestor.

- (d) The District does not accept documents filed by electronic mail or facsimile transmission. Filings are only accepted during normal business hours.
- (2) Contract Execution. Upon receipt of a notice of protest which has been timely filed, the District shall not execute the contract under protest until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances showing that delay incident to protest proceedings will jeopardize the funding for the project, will materially increase the cost of the project, or will create an immediate and serious danger to the public health, safety, or welfare, the contract may be executed.
- (3) Informal Proceeding. If the Board determines a protest does not involve a disputed issue of material fact, the Board may, but is not obligated to, schedule an informal proceeding to consider the protest. Such informal proceeding shall be at a time and place determined by the Board. Notice of such proceeding shall be sent via facsimile, United States Mail, or hand delivery to the protestor and any substantially affected persons or parties not less than three (3) calendar days prior to such informal proceeding. Within thirty (30) calendar days following the informal proceeding, the Board shall issue a written decision setting forth the factual, legal, and policy grounds for its decision.
- (4) Formal Proceeding. If the Board determines a protest involves disputed issues of material fact or if the Board elects not to use the informal proceeding process provided for in section (3) of this Rule, the District shall schedule a formal hearing to resolve the protest. The Chairperson shall designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer to conduct the hearing. The hearing officer may:
  - (a) Administer oaths and affirmations;
  - (b) Rule upon offers of proof and receive relevant evidence;
  - (c) Regulate the course of the hearing, including any pre-hearing matters;

(d) Enter orders; and

(e) Make or receive offers of settlement, stipulation, and adjustment.

The hearing officer shall, within thirty (30) days after the hearing or receipt of the hearing transcript, whichever is later, file a recommended order which shall include a caption, time and place of hearing, appearances entered at the hearing, statement of the issues, findings of fact and conclusions of law, separately stated, and a recommendation for final District action. The District shall allow each party fifteen (15) days in which to submit written exceptions to the recommended order. The District shall issue a final order within sixty (60) days after the filing of the recommended order.

(5) Intervenors. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.

(6) Rejection of all Qualifications, Bids, Proposals, Replies and Responses after Receipt of Notice of Protest. If the Board determines there was a violation of law, defect, or an irregularity in the competitive solicitation process, the Bids, Proposals, Replies, and Responses are too high, or if the Board determines it is otherwise in the District's best interest, the Board may reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew. If the Board decides to reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew, any pending protests shall automatically terminate.

(7) Settlement. Nothing herein shall preclude the settlement of any protest under this Rule at any time.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** § 190.033, Fla. Stat.



**Rule 4.0      Effective Date.**

These Rules shall be effective \_\_\_\_\_, ~~2018,20~~, except that no election of officers required by these Rules shall be required until after the next regular election for the Board.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 190.011(5), 190.011(15), Fla. Stat.

*FIFTH ORDER OF BUSINESS*

*D.*

## Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

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

### Memorandum

**Date:** November 2019

**To:** Board of Supervisors

**From:** GMS – OakLeaf Operations Manager

### Community:

#### Special Events

- Report – Pumpkin Plunge
- Upcoming events – Turkey Trot, Cocoa with Clause

#### Aquatics

- Pools – closed for season
- Adult only pool heaters tested and will run beginning 11/15

#### AMENITY USAGE

- *Total Facilities usage – 7289*
- *Average daily usage – 291*

#### *Card Counts:*

DB Owners	31
DB Renters	18
DB Replacements	2
DB Updated	12

*Total cards printed: 130 (both districts)*

#### Rentals

- 7 of 31 days rented in October , 3 of 4 weekends had rentals
- 7 clubroom rentals, 0 patio rentals
- 17 tours (approx.37 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; [manager@oakleafresidents.com](mailto:manager@oakleafresidents.com)

### Memorandum

#### Operations:

##### Open Items:

- Cardio Equipment/ Treadmill Quotes at Fitness Center
- Updates on current projects and upcoming capitol planning
- Parking Lot expansion
- Storage building
- Fencing changes / possible dog park areas

##### MAINTENANCE

- Repair lighting at Entry waterfall (removed damaged contactor)
- Inspect and coordinate needed repair to entry sign at new commercial shopping center
- Install new camera power supply (to handle additional cameras)
- Install new camera at Basketball courts
- Updated cameras installed at front of Field House
- Replace motor on four way fountain at Amenity Center entry
- Cut clear branches from basketball court cameras
- Replace post lights at Multi-use fields (LED replacement progress)
- Inspect and tighten bolts on exercise units at multi-use fields
- Cleaned/Cleared storage area at Pool house in preparation for winter and pool closure
- Preventative maintenance performed on golf carts
- Preventative maintenance performed on Utility Vehicle
- Dispose of multiple large electronics equipment (hazardous waste refuse)
- Clean lake fountain at Amenity Center
- Adjust swing chains at playground Natures Hammock
- Added outlets at entries (prepping for Christmas lighting)
- Data collection for Florida Department of Labor
- *Lake inspections, all lakes inspected monthly – reports kept on file in Ops. Manager office.*
- *Continual Park inspections and cleaning – all lakes inspected monthly – reports kept on file.*
- *Light Inspections completed – Worthington Oaks, Hearthstone, Highland Mill, Piedmont, Stonebrier, Waverly, Litchfield, and Timberfield completed 10/8. Nature's Hammock, Fall Creek, The Oaks, Cannon's Point, Pebble Creek, Silver Leaf, Oakbrook, and The Cottages completed 10/22.*

##### Landscaping

- *Column quotes/planning*
- *Flower rotations completed*
- *Finalize irrigation install at new greenspace park*
- *Monthly report for October submitted and filed at Operations office*

For questions, comments, or clarification, please contact:

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

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







# Double Branch CDD 2013 Clay County, Florida

