

**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, September 9, 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 (by phone)
Jay Soriano	Operations Manager - GMS
Bruno Perez	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 August 12, 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 checked the budget for next year and I think we put all of the swimming stuff in one pot.

Mr. Soriano asked the staff?

Mr. Horton stated the lifeguards.

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

FOURTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There being none, the next item followed.

B. District Engineer

Mr. Perry stated there is a copy of the engineer's report in here. This is a requirement of the trust indenture in regards to the bonds. He just reviews some of the assets out here to ensure they are being properly maintained and we have to submit this to the trustee on an annual basis.

On MOTION by Ms. Nelsen seconded by Mr. Davis with all in favor the 2019 annual engineer's report was accepted.

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**
- 3. Consideration of Work Authorization #3 for Aquatic and Athletic Manager Staff for FY20**

Mr. Perry stated unfortunately I couldn't get to the work authorizations last week for a number of reasons so I want to defer those until the next meeting. They are in the same format that you have had in years past. I believe there are just a couple small dollar changes.

Mr. Horton stated I don't remember what it was last year but does it break it down with how many people and what their jobs will be?

Mr. Perry stated yes it does and it specifies full-time, part-time and things of that nature.

D. Operations Manager - Report

Mr. Soriano stated with the timing of the storm I couldn't get the report to Courtney for binding in the packets. We had our final dive in of the summer this past month and there were almost 150 people at your sister district's pool. Now we will be moving back to the Movies on the Green. Our next movie will be during the Camp Out, which is scheduled for this month.

Mr. Lanier asked what's the movie?

Mr. Soriano stated this next one for the Camp Out is Spider-Verse. Because of the storm we changed the date of the garage sale. It had been on the marquees and the website but we really didn't do a lot of advertising and a week before we were dealing with prep for the storm. We did get a few email questions of whether we were going to keep it to that weekend so we changed and let everybody know that instead of doing it this past Saturday we will do it this upcoming Saturday and we will have the maintenance guys go out Thursday and Friday planting the signs everywhere to direct people into Oakleaf and then you guys can do your own directing to your driveway.

Our pools are on that limited schedule and the next step down is October where we're just open for the weekends. We are still seeing good usage but I think that's because we have a lot more people in the neighborhood and it's still outrageously hot.

The only open item I have on the maintenance side is more to update everybody. We did start work on the green space but then we had to stop. Forms were down for the sidewalk and we have the turf block in so landscapers can be ready to go and we have to add some sleeves for irrigation and then we can start work with the maintenance side and stuff like that. Our mason got pushed off because he's working on another project and we had to stop because we were worried about the storm. I was hoping we would see some concrete by now but it looks like it's pushed off for another week or so but you can see the form and where it goes and how we have everything planned out. Once we get the turf block in you will see the other sidewalk area that will come off to the side. We did have a good busy month but last week was just storm prep. I sent out an email to forewarn everybody with the path that it might take. Mathew had a good amount of damage. Nothing major, but it was so many little things. We lost a lot of trees and if you remember we had a couple of packs that flooded out because of all the extra rain. A lot of our pool equipment is under ground. The motors for our waterfall are all underground so when those things start to pull in water it will fry the motors so there's a lot of prep and that's also part of the reason why I closed down. Usually I don't close the pools until the last minute but with shutting off all the motors and turning off all of the filters I have to have those things running for a while so even though we knew it was going to be nice weather and that storm didn't really come near us we couldn't open right away. That was a little different than what we've done during past storms but really that was more because of the

concern of things like Mathew in the past. Luckily we did pretty well and we didn't have many issues. I did have one tree on this side in the preserve area that fell on a vinyl fence.

Mr. Horton asked what's an Evax panel?

Mr. Soriano stated that is that fire panel I had mentioned was damaged due to lightning. When you go into the clubroom when you first enter you will see our fire panel in the wall and there's also a big box. By commercial code it has to be there. I think it is kind of waste. It has a microphone in it so that you can announce to everybody that is right there in front of you to get out of the building but because we have a commercial set-up we have to have that in the building.

Mr. Horton stated I saw on the receipts that there was a lot of damage to the irrigation system from a lightning strike.

Mr. Soriano stated we did have a couple of controllers that have been taken out this summer. The last one was just this past month. That one has actually been taken out probably three times since I've been here. I don't know if it's Cannon's Point park and whether it's just grounding in that area but as you go around that circle you'll see the breaker box and the controller just sits out in the open there. It's got protection to it.

Mr. Perez stated surge protection and a huge grounding rod.

Ms. Nelsen stated we spend a fortune on lightning.

Mr. Soriano stated this one was quite as bad as the last one. We took pictures because you could see it. It was charred inside and the plastic was melted. That's why I don't like people out here when there's lightning. They always tell you lightning won't strike twice in the same spot but this building has been hit so many times. That tree out next to tennis courts has been hit three times and you can see each mark.

Mr. Davis asked if it continues to take a beating is it something worth looking into relocating?

Mr. Soriano stated it might be. That controller is kind of costly but I think moving it may cost us more with trenching and electrical but we can always look at that down the road.

Mr. Horton asked what about mulch in the Village Center?

Mr. Soriano stated actually I do apologize. One of my plans for this month, and like I said the storm threw it off, was to measure that out so we can get prices if you guys want to do that as something extra. There are still some areas that need to be mulched but that was what

we do on a normal basis so that wouldn't be extra if you guys want to say we spend \$800 or \$1,000 to do a top-off so we have to measure that out and I'll bring that to you.

Ms. Nelsen asked is that something that needs to be done for sure?

Mr. Horton stated they have food trucks there so people go there and teams go there and practice and things like that.

Ms. Nelsen asked can you give us a ballpark or not to exceed so you can just go ahead with it?

Mr. Soriano stated if everybody is in agreement that we want to spend extra. Say it's \$1,000 or \$1,500 that's still under my amount. Normally extra mulch is not something I would do; I would bring it to you guys.

Ms. Nelsen stated I can't picture the area.

Mr. Horton stated right there at the stop light where the food trucks are.

Mr. Davis asked what are we mulching?

Mr. Soriano stated unless you want to knock off certain areas it would be all of those little islands on the parking lot and entry. The entry isn't bad and it's kind of our included area but once you get in there a lot of the stuff in there hasn't been done in years.

Mr. Davis asked have you had any phone calls or issues?

Mr. Soriano stated usually it's brought up along the lines of food trucks and people see it when they're out there on the food truck Fridays but that's about it. Other than that only the people living in the Village Center would see that all the time and they have their HOA.

Ms. Nelsen asked and that is ours and not the HOAs?

Mr. Soriano stated yes. The difference was on the outside, the areas you would be mulching other than the parking lot we would have probably gotten a little help. There were supposed to be businesses in there too but now it's private owned so they even use that as their guest parking. There are vehicles out there all night long. It is an odd area that's left out.

Mr. Davis stated I'm not that concerned with it.

Mr. Lanier asked will the food trucks continue for the rest of the year or do they taper off?

Mr. Soriano stated they did a couple times cancel I think it was January when they were doing it once a month because it was pretty cold and attendance was pretty low but I think they plan to continue it. They do an every other Friday type thing with the food truck Friday here.

Ms. Nelsen stated it sounds like we might like to see what the price is.

Mr. Soriano stated either that or I could take direction if you guys really want me to do it and it's a small enough amount.

Mr. Horton stated I don't think it's that much mulch that's needed in there. I don't think the library is going to happen now so somebody has to maintain that area and it belongs to us.

Mr. Soriano stated I have a good amount of money left if you want to put a cap on it and say we don't mind spending extra we just don't want to spend more than say \$800 or \$1,000. You guys can give me direction or we can wait until next month. I'm not in any hurry.

Mr. Davis stated how about we all take a minute to evaluate it ourselves and then we will have a better idea next month to talk about making a decision on it.

Mr. Soriano stated once I measure it too we will have an actual quote.

Mr. Thomas stated it's just being trampled on anyway because when you go out to the food trucks people are just walking all over stuff anyway so I don't want to spend money on something that's just going to be trampled all over and then we will have to maintain it after that if we do it once. I'd rather just revisit it next month like Chad said, that way we have a solid number.

Mr. Soriano stated if you guys want to you can go out and take a look at those areas. You'll see where the old pine bark is.

Mr. Davis stated we just went through there but nothing stood out to me like oh wow we have to take care of that. That being said I do want to revisit it.

FIFTH ORDER OF BUSINESS

Audience Comments / Supervisors' Requests

Audience Comments

Ms. Janie Long, 3854 Cardinal Oaks Circle, stated it's about the ponds. I don't know who maintains those or who oversees those. The one behind our house seems to be really low. The water used to be at the grass line and we have beachfront now. The pond behind us also seems low so we just went ahead and drove around and none of the other ones seem to be that low, except for the one near Stonebriar. I think it's called Wakemont.

Mr. Soriano stated all together there are 45 that we actually maintain and they're all kind of put together. They're just retention ponds so they're there to catch the runoff and things like that. We don't use that water. People think it's part of our reuse but it's not water that goes

to irrigation or anything. We can't really control the level. It's based on our water for the year and there was about two or three weeks that we caught up and it seemed like the ponds were coming up. This has been a drier year than in the past so I'd suspect most of them are going to stay pretty low, even throughout the winter. It's not anything that's going to damage the pond or anything like that. Usually the problem I have to deal with is dealing with the company that maintains them when it gets that low concentration of the chemicals and we will see things like algae but they've done a pretty good job this year. I haven't seen too many ponds that were too bad. I've seen a couple pop up here and there and they've done a pretty good job of maintaining but as far as the level it's really based on rain.

A resident stated I knew they hooked together and I know one time the neighbor said there was an outlet.

Mr. Soriano stated there is an outfall where one goes into the next one and so forth.

A resident stated right and he had put some kind of ridge there where it controls the levels so if it gets above that it spills over. I guess the county came in and took it down.

Mr. Soriano stated I can make sure that nobody did anything. We go out and check the outfalls so most of those ponds were checked the week before the storm and the county actually comes out too and helps out. They don't own the ponds but they own the culverts from the roads that drop into a lot of those so they will go out and help clear for us too, especially if I make a request and I've done that before for the one right by the school. It's the only spot we really see flooding right there on Plantation Oaks. Nobody should be putting anything in them. When we see it we will pull it out and even the guys that maintain will pull stuff out because there are also rules for St. Johns Water Management to make sure nobody is trying to attract fish or anything like that so we can always check on the ponds.

Mr. Horton stated I don't know if there's rhyme or reason but the one coming in on the left is nice and full. You look at some of the others like the one in front of me and the one in Wakemont there it's down pretty low but when it rains real good it fills right up.

Mr. Soriano stated that one down the road there's a large pipe that runs under Oakleaf Village Parkway so that goes to the one by the amenity center.

Mr. Thomas stated the one behind my house is pretty high right now but when it does go low I can literally step down into it. Mine doesn't seem to drain as fast as some of the other ones and maybe it's just because of the sheer size of it.

Ms. Janie Long stated we have the big step down too and then you have lots of beach.

Mr. Soriano stated there's not really a concern. Nothing bad is going to happen. In fact, when they are dry for a long time like that what you may see is a little bit of grass start to grow out there and then it will disappear as soon as that water comes back in. Throughout the years they constantly go up and down.

A resident stated I didn't know how deep those things were.

Mr. Soriano stated yes some of them are real deep. There was an accident a couple years ago we lost a car in this one over here so they're deep.

Mr. Horton stated speaking of water. The waterfall out there, are we missing a pump or something?

Mr. Soriano stated one is leaking so I've got it turned off. The leak is inside that tank so we will go in there and check it out and make sure the sump pump is going and filling up that underground tank. I have placeholders for parts. It's just a small leak but it's something that's going to cause bigger problems if I were to let it go.

Mr. Horton stated two-thirds is working and one-third is not.

Mr. Soriano stated I don't understand that part. Your waterfall has three sections and I think it's just the way this side has worn down over the years. They should be level and when the water is on it should all work exactly the same but I think the right hand side just hasn't worn down as much over the years. The other two have water coming out and this one just has one or two little trickles. When the other pump is on you won't notice that.

Ms. Rose Cantwell, 1727 Canopy Oaks Drive, stated I have a question about the pools. The four areas where there is mulch on the corners of the pools, has anyone considered changing that over to a rubberized material? I know your guys are really careful but those wood chips I've been pelted and then they're in the pool.

Mr. Soriano stated I've talked about it before. It's a high cost to do pouring mulch.

Ms. Rose Cantwell stated I think it would be so much safer for both cleaning and also for the kids. When a kid takes a face plant into that mulch they're going to get hurt. If a kid takes a face plant into the rubberized stuff it's not going to be as bad.

Mr. Soriano stated it's been that way for 15 years and I haven't had too many kids taking face plants into the mulch but it's the cleanliness of it. When we have storms that's usually the lifeguards are doing is helping to sweep that stuff back to the little areas. Yes, it's

nice decorations and manicured landscape but we it is a high dollar cost to rip all that stuff up. There's epoxy that helps keep the rubberized stuff together and it kind of looks like mulch. The nice part about it is when it rains or the wind blows it doesn't go anywhere but it's just a cost.

Mr. Davis stated we have it in our little playground out at the ballpark and one thing about it is it ends up all the way up by the concession stand because it's nice and soft and the kids like to put in their pockets and throw it at each other.

Mr. Soriano stated you have it loose though. I'm talking about a bonded product. It's the same stuff but you put it in a tumbler or even a wheelbarrow if you want to do it by hand and you pour epoxy in it so it would stick together. When you see some of the spray grounds they take those small chips and pour it in and flatten it out with concrete. You don't have to do the small ones; we could do the larger chunks and just pour the epoxy in. We've done it in some other neighborhoods. We could get costs. I've talked about doing it for years because I hate having to take the lifeguards while they're trying to set up and reopen they will sweep and go around with the blower. We want mulch because it looks good but it's one of those things that you get the good and bad with it. We have big pool decks so to do that area it's not just going to be a few hundred.

Mr. Lanier asked would it all have to be done at once?

Mr. Soriano stated no we could break it up and do some of the closest trees first. Right now I have a couple trees I have to look at that are dying off so we might be giving them some work in the offseason anyway.

Mr. Lanier asked could you get some quotes?

Mr. Soriano stated yes we could break it up.

Ms. Rose Cantwell stated I'm just talking about the four corners. One of them doesn't even have a tree anymore. I have to say when these guys come in they try and keep all of that stuff away but those four corners are ridiculous.

Mr. Soriano stated that would be the start that you're talking about and it wouldn't be much. If that costs \$1,000 I would be surprised. One of them I was thinking about repaving because there's no tree in there unless you want to put the tree back. It's been gone for about eight years. It was one of the big pineapple tops palms and to bring a full one in we have to bring a crane in.

Mr. Davis stated if it's been gone for years nobody is missing it.

Ms. Rose Cantwell stated that's what I'm talking about. When they try and blow that stuff from those corners it flies everywhere.

Mr. Soriano stated I can start there and I can wait until you guys see what it looks like and we can add on over time. It would be something that makes it easier on everybody.

Supervisors' Requests

Mr. Horton stated just a question on the website. How are changes made to that? Is it a convoluted affair? Do you guys have access to it?

Mr. Soriano stated just to clarify, which website are you talking about?

Mr. Horton stated the official one.

Mr. Perry stated GMS monitors it and they make the changes so if there are updates to the meeting schedule or documents they are uploaded into it.

Mr. Horton asked who does that?

Mr. Perry stated typically the recording secretary and/or the system administrator.

Mr. Horton asked at GMS?

Mr. Perry stated yes so if there's anything you have a question on you can contact me.

Mr. Horton stated I'm still a little bit conflicted on having two websites. It seems like we should have an official website and we should have everything on there and if it's easy enough to make changes to it instead of worrying about trying to link it. I guess you're the one that maintains that one?

Mr. Soriano stated on that one yes so if you saw the links on there for the policies now when they go to where the policies used to be, they just click and it goes to the official website that has the policies so they can download it there. If we want to start going through all of that and directing it that way the residents really like that special user interface if they want to find the hours for the gym or something and that official website is for the official documents that have to be there that have to be ADA compliant.

Mr. Horton asked why couldn't we put that stuff on there?

Mr. Soriano asked the gym hours?

Mr. Horton stated sure. It's Double Branch and if you want to know something about Double Branch you go to this website and you can get everything you ever wanted to know

about Double Branch is right there. Now they go to this one and they say I don't see anything I'm looking for.

Mr. Soriano stated the oakleafresidents.com one has been around for quite a few years and that's the bigger problem is it's going to be the Double Branch CDD website.

Mr. Horton stated just keep it like a big link to everything else. If you really want to know something it won't be there, it will be on the official website so if anything is happening and anything they would want to know would be on the official website. We paid a lot of money to get that thing done.

Mr. Perry stated you use yours for a lot of things that are next day and changes and the official one is probably updated every two weeks or every week unless there's some issue.

Mr. Soriano stated if you want to go through the website a lot of things can just be linked to that if that's what we want to do is go through each page and decide what should be on the resident one. They like that oakleafresidents.com, especially since you have two different communities that go to the one website. They don't go to the Middle Village CDD or Double Branch CDD a lot of times, especially if they're just looking for the gym.

Mr. Horton stated I think a lot of people don't even know what phase they're in.

Mr. Soriano stated yes and that's when that Oakleaf residents one comes in handy but as far as the official things, a lot of that I've already linked to those official sites so if we want to start going through that and pulling some of that stuff off we can. It makes our website much easier and quicker to change so I'm good with that if you want to start helping me look. There are only three pages to that anyway. There's a whole page that's a Q&A and those types of things can be answered from the official website. If you want to find budgets or things like that, that's where that's at.

Mr. Horton stated to me if people ask questions on there that don't know because they're new here where do you direct them? If you direct them to the website that you maintain it doesn't have all of the answers. It doesn't have meetings times and things like that. What about the pool hours? It should go to one place and everything should be right there. Everything you need to know about Double Branch ought to be right there. There might be a few things you want to keep there but that's just my thinking to make it as easy as possible for residents. Not everybody is as knowledgeable as we are on where things are at.

Ms. Nelsen stated I think the Oakleaf residents website is very user friendly.

Mr. Horton stated but it doesn't have everything and that's the catch.

Mr. Soriano stated but everything can be there if there's a link that says when the meeting times are. The only thing they're not getting is when somebody says where can I find the meeting you're not telling them doublebranchcdd.com, you're still telling them oakleafresidents.com.

Ms. Nelsen stated of all of the things that the people in this community could complain about that has never been a complaint so if you start changing stuff it could open up a whole can of worms.

Mr. Horton stated the complaint is when is the CDD meeting, questions like that. They just don't know.

Mr. Soriano stated my concern is for 14 years or so it's always been oakleafresidents.com and it's on the bottom of our marquees everywhere. Then we're starting to take stuff away from that and put it on another website it's still going to be there so we're still either going to have to have information on both or you're actually getting rid of one. Doublebranchcdd.com has to be there for compliance reasons.

Mr. Horton stated so we're only doing the official one because we have to?

Ms. Nelsen stated yes that's the only reason we're doing that.

Mr. Soriano stated yeah but how they're getting the information is different and that's why I've tried to put all those links on there. A few years ago I did try to lean some of it and make sure they knew where they were going and that's also when we started trying to direct people to the HOA's information but we don't always have updated HOA information. We have the masters but we also have nine or ten subs that will change companies every year. If we want to start going through to pick it apart go page by page and tell me what you do and don't want on there.

Mr. Horton stated I could do that.

Ms. Nelsen stated before we start making changes I would like the Board to know what they are. Can we get a consensus at least? If I'm on the site and I click amenities and there's all the pool hours and gym hours. I don't know how much simpler it can get.

Mr. Horton stated for that yeah, that's good. Before we also had problems with the policies being updated on one and not updated on the other one. I'll take a look.

SIXTH ORDER OF BUSINESS

Next Scheduled Meeting

Mr. Perry stated the next scheduled meeting is October 14, 2019 at 4:00 p.m.

SEVENTH ORDER OF BUSINESS

Adjournment

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



Secretary/Assistant Secretary



Chairman/Vice Chairman