

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 26th. 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 15th 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.


Secretary/Assistant Secretary


Chairman/Vice Chairman