

DOUBLE BRANCH
Community Development District

JANUARY 13, 2020

AGENDA

Double Branch Community Development District

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

January 6, 2020

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, January 13, 2020 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. Affidavits of Publication
- IV. Approval of Consent Agenda
 - A. Approval of the Minutes of the December 9, 2019 Meeting
 - B. Financial Statements
 - C. Assessment Receipt Schedule
 - D. Check Register
- V. Public Hearing for the Purpose of Adopting Amended and Restated Rules of Procedure; Consideration of Resolution 2020-02
- VI. Staff Reports
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
 - D. Operations Manager - Report

VII. Audience Comments / Supervisors' Requests

VIII. Next Scheduled Meeting – February 10, 2020 @ 6:00 p.m. at the Plantation Oaks Amenity Center

IX. 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

(Published daily except Saturday, Sunday and legal holidays)
Orange Park, Clay County, Florida

STATE OF FLORIDA,

S.S.

COUNTY OF CLAY,

Before the undersigned authority personally appeared Rhonda Fisher, who on oath says that she is the Publisher's Representative of JACKSONVILLE DAILY RECORD, a daily (except Saturday, Sunday and legal holidays) newspaper published at Orange Park, in Clay County, Florida; that the attached copy of advertisement, being a Notice of Rule Development

in the matter of Double Branch Community Development District

in the Court of Clay County, Florida, was published in said newspaper in the issues of 12/5/19

Affiant further says that the said JACKSONVILLE DAILY RECORD is a newspaper at Orange Park, in said Clay County, Florida, and that the said newspaper has heretofore been continuously published in said Clay County, Florida, each day (except Saturday, Sunday and legal holidays) and has been entered as periodicals matter at the post office in Orange Park, in said Clay County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that 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.

*This notice was placed on the newspaper's website and floridapublicnotices.com on the same day the notice appeared in the newspaper.



Rhonda Fisher

Sworn to and subscribed before me this 5th day of December, 2019 A.D. by Rhonda Fisher who is personally known to me.

**NOTICE OF RULE
DEVELOPMENT BY THE
DOUBLE BRANCH
COMMUNITY**

DEVELOPMENT DISTRICT

In accord with Chapters 120 and 190, *Florida Statutes*, the Double Branch Community Development District ("District") hereby gives notice of its intention to develop Amended and Restated Rules of Procedure to govern the operations of the District.

The Amended and Restated Rules of Procedure will address such areas as the Board of Supervisors, officers and voting, district offices, public information and inspection of records, policies, public meetings, hearings and workshops, rulemaking proceedings and competitive purchase including procedure under the Consultants Competitive Negotiation Act, procedure regarding auditor selection, purchase of insurance, pre-qualification, construction contracts, goods, supplies and materials, maintenance services, contractual services and protests with respect to proceedings, as well as any other area of the general operation of the District.

The purpose and effect of the Amended and Restated Rules of Procedure is to provide for efficient and effective District operations and to ensure compliance with recent changes to Florida law. The legal authority for the adoption of the proposed Amended and Restated Rules of Procedure includes sections 190.011(5), 190.011(15) and 190.035, *Florida Statutes* (2019). The specific laws implemented in the Amended and Restated Rules of Procedure include, but are not limited to, sections 112.08, 112.3143, 112.31446, 112.3145, 119.07, 119.0701, 189.053, 189.069(2)(a)16, 190.006, 190.007, 190.008, 190.011(3), 190.011(5), 190.011(15), 190.033, 190.035, 218.33, 218.391, 255.05, 255.0518, 255.0525, 255.20, 286.0105, 286.011, 286.0113, 286.0114, 287.017, 287.055 and 287.084, *Florida Statutes* (2019).

A copy of the proposed Amended and Restated Rules of Procedure may be obtained by contacting the District Manager, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 or by calling (904) 940-5850.

James Perry, District Manager
Double Branch Community
Development District

Dec. 5 00(19-00052C)

(Published daily except Saturday, Sunday and legal holidays)
Orange Park, Clay County, Florida

STATE OF FLORIDA,

S.S.

COUNTY OF CLAY,

Before the undersigned authority personally appeared Rhonda Fisher, who on oath says that she is the Publisher's Representative of JACKSONVILLE DAILY RECORD, a daily (except Saturday, Sunday and legal holidays) newspaper published at Orange Park, in Clay County, Florida; that the attached copy of advertisement, being a Notice of Rulemaking Regarding the Amended and restated Rules of Procedure

in the matter of Double Branch Community Development District

in the Court of Clay County, Florida, was published in said newspaper in the issues of 12/12/19

Affiant further says that the said JACKSONVILLE DAILY RECORD is a newspaper at Orange Park, in said Clay County, Florida, and that the said newspaper has heretofore been continuously published in said Clay County, Florida, each day (except Saturday, Sunday and legal holidays) and has been entered as periodicals matter at the post office in Orange Park, in said Clay County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that 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.

*This notice was placed on the newspaper's website and floridapublicnotices.com on the same day the notice appeared in the newspaper.

**NOTICE OF RULEMAKING
REGARDING THE AMENDED
AND RESTATED RULES OF
PROCEDURE OF THE
DOUBLE BRANCH
COMMUNITY
DEVELOPMENT DISTRICT**

A public hearing will be conducted by the Board of Supervisors of the Double Branch Community Development District ("District") on January 13, 2020 at 4:00 p.m. at Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

In accord with Chapters 120 and 190, Florida Statutes, the District hereby gives the public notice of its intent to adopt its proposed Amended and Restated Rules of Procedure. The purpose and effect of the proposed Amended and Restated Rules of Procedure is to provide for efficient and effective District operations and to ensure compliance with recent changes to Florida law. Prior notice of rule development was published in the *Jacksonville Daily Record* on December 5, 2019.

The Amended and Restated Rules of Procedure may address such areas as the Board of Supervisors, officers and voting, district offices, public information and inspection of records, policies, public meetings, hearings and workshops, rulemaking proceedings and competitive purchase including procedure under the Consultants Competitive Negotiation Act, procedure regarding auditor selection, purchase of insurance, pre-qualification, construction contracts, goods, supplies and materials, maintenance services, contractual services and protests with respect to proceedings, as well as any other area of the general operation of the District.

Specific legal authority for the adoption of the proposed amended and Restated Rules of Procedure includes Sections 190.011(5), 190.011(15) and 190.035, Florida Statutes (2019). The specific laws implemented in the Amended and Restated Rules of Procedure include, but are not limited to, Sections 112.08, 112.3143, 112.31446,

112.3145, 119.07, 119.0701, 189.053, 189.069(2)(a)16, 190.006, 190.007, 190.008, 190.011(3), 190.011(5), 190.011(15), 190.033, 190.035, 218.33, 218.391, 255.05, 255.0518, 255.0525, 255.20, 286.0105, 286.011, 286.0113, 286.0114, 287.017, 287.055 and 287.084, Florida Statutes (2019).

A copy of the proposed Amended and Restated Rules of Procedure may be obtained by contacting the District Manager's Office at 475 West Town Place, Suite 114, St. Augustine, Florida 32092 or by calling (904) 940-5850.

Any person who wishes to provide the District with a proposal for a lower cost regulatory alternative as provided by Section 120.54(1), Florida Statutes, must do so in writing within twentyone (21) days after publication of this notice to the District Manager's Office.

This public hearing may be continued to a date, time, and place to be specified on the record at the hearing without additional notice. If anyone chooses to appeal any decision of the Board with respect to any matter considered at a public hearing, such person will need a record of the proceedings and should accordingly ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which such appeal is to be based. At the hearing, staff or Supervisors may participate in the public hearing by speaker telephone.

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8771 or 1800-955-8770 for aid in contacting the District Office.

Double Branch Community
Development District
James Perry, District Manager
Dec. 12 00 (19-00056C)



Rhonda Fisher

Sworn to and subscribed before me this 12th day of December, 2019 A.D. by Rhonda Fisher who is personally known to me.

FOURTH 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, December 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 Chairman
Scott Thomas	Supervisor
Tom Horton	Supervisor
Andre Lanier	Supervisor

Also present were:

Jim Oliver	District Manager
Jason Walters	District Counsel (by phone)
Jay Soriano	Operations Manager - GMS
Chalon Suchsland	VerdeGo
Shane Blair	VerdeGo

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Audience Comments

There were no audience members in attendance.

THIRD ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the November 4, 2019 Meeting**
- B. Financial Statements**
- C. Assessment Receipt Schedule**
- D. Check Register**

Mr. Oliver stated we've only received two distributions from Clay County on the assessment receipts schedule and we are sitting at about 16% collected. The check register has expenditures of \$120,000.

On MOTION by Mr. Davis seconded by Mr. Horton with all in favor the Consent Agenda was approved.
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FOURTH ORDER OF BUSINESS**Consideration of Agreement with Clay County Property Appraiser Regarding Public Records Exemptions**

Mr. Oliver stated we receive the assessment roll from the property appraiser and they have exempt information on there, typically names and addresses, of certain public officials such as police officers and judges to protect them and they ask that when they provide this information to us we maintain those exemptions, which we do. We're looking for the Board to approve this agreement.

On MOTION by Ms. Nelsen seconded by Mr. Davis with all in favor the agreement with the Clay County property appraiser was approved.

Mr. Horton asked have we done this before?

Mr. Oliver stated we have not done this before, but we have always treated that information exempt, but Clay County Property Appraiser asked all of the districts within Clay County to reach this agreement. I'm sure it's to protect them, but also to protect people on the list. This is the first time I've seen this particular cycle.

FIFTH ORDER OF BUSINESS**Consideration of Transfer of Funds to Capital Reserve from General and Recreation Funds**

Mr. Oliver stated the agenda states to the capital reserve fund, but it's actually to the State Board of Administration account. This was discussed at your last meeting and Mr. Perry said he would look at the year-end funds and see what could be moved over to the State Board of Administration account. It's a fund that's operated by the State of Florida so that you can have earnings in an approved account in the overnight market and that's what he has done here so we're looking for a motion to ratify that. What he has done is moved \$76,000 from the general fund account, \$479,000 from the recreation fund and \$1,078,000 from the capital reserve fund. This will still show up on your balance sheet each month. At the top of the balance sheet where you have cash, right under that we will have investments – SBA so you will still be able to track that, and the Board can continue to use those funds for any legal purpose.

On MOTION by Ms. Nelsen seconded by Mr. Davis with all in favor transfers of funds from the general, recreation and capital reserve funds to the State Board of Administration accounts were approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Walters stated just a heads up that we are already back in the swing of things with the legislative sessions. They've been having committee meetings and so forth over the last month or so and then the regular session is early again this year in January so we've already started to compile the legislative updates and I will circulate that to the Board here soon and as always, if you have questions, feel free to reach out to me. These are just preliminary so we will know better in the January or February timeframe what is gaining traction.

B. District Engineer – Ratification of Requisition No. 12

Mr. Oliver stated requisition number 12 is from the Series 2013 account for landscape improvements that were conducted by VerdeGo in the amount of \$32,531. This was executed by the engineer as well as Jim Perry so we're looking for a motion to ratify.

On MOTION by Mr. Horton seconded by Ms. Nelsen with all in favor requisition number 12 was ratified.

C. District Manager

There being none, the next item followed.

D. Operations Manager - Report

Mr. Soriano stated we just had our Thanksgiving community event, the Turkey Trot and there were about 100 participants. This is the free event that we do every year. The weather worked out perfect and everybody enjoyed themselves. Our next event, Cocoa with Claus, will be here at your sister district's facility on December 19th. I do have a tentative calendar for 2020 that matches what we did this year. It's something we will put on the website so people can plan, however this is going to change a bit due to the vendor fair that we had over here. We went through a couple months ago with your sister district a vendor fair here and we kind of tightened up the policies because what the coordinator of the event was doing didn't quite fall

into our rules and as it got bigger and bigger we had to cut it off. She wasn't very happy about that, but we explained how she could go about doing everything properly and after a couple of months thinking about she came back to me and said I would like to do this, can I work with you to try to get something done and she approached it the right way and followed all of our rules. They went out of their way to do everything we asked and then had volunteers clean up, so they did a great job. They didn't have this big over the top event but there was a vendor fair held out in the parking lot and they took care of cleaning up the bathrooms, did their own advertising and followed all the rules with making sure they got event insurance and all the COIs for the food trucks. Because of that she has asked to be able to do it again in the spring. The only thing that I asked is if she would consider alternating between the districts so as not to create a burden on one district. It wasn't that bad of an event, but spring could cause problems because we have a lot of weddings here and a lot of programs that go on in this area. In your district they have had a spring expo in the past so that would fill that void because it's no longer there and I have asked that she do the same thing with following all the rules and she said she would do that and she wouldn't mind alternating. Then I leave it up to you guys as to whether you would be okay running that vendor fair/expo over there. She was looking around Easter so that would change our March and April plans because we have a lot going on, but we can squeeze that in and make sure we're getting everything done.

Mr. Davis stated I'm fine with it. The expo is the same thing so you're just replacing one with another. You have the school across the street for overflow parking when there are sports going on and it always worked out.

Mr. Soriano stated she had concerns with letting it get too big, so she doesn't want to do bounce houses and things like that. She actually wanted to focus on the vendors. The kids have fun and it does bring people in, but a lot of times they're not there to shop with the vendors. She's a resident here so as long as she can make it work, I'm good with it too.

Mr. Horton stated I'm okay with it.

Ms. Nelsen stated I'm good.

Mr. Soriano stated I will continue to work with her and make sure she follows all those rules and expectations and she will alternate each district if she can make a good go at it.

Mr. Lanier stated maybe have her contact the sports organizations as well to get a feel for when they are on or off and whether she wants to include that as part of her audience.

Mr. Soriano stated in the past Carla would try to work with soccer and there were times where you guys actually wanted everything there even though it seemed like it caused more headache it also brought a lot more people in so it really depends on how she wants to operate. I did tell her to make sure she talks to soccer and I-9 for the spring.

Moving on, the heater at your sister district is running pretty much all the time now. We did email out and post all of the rules to the website for usage.

Mr. Davis asked it's not running today is it? I don't think you need it.

Mr. Soriano stated no the heaters are not running today. They will start running in the middle of the night, but we do use the cover every night. Sometimes we get complaints from residents because they don't get off work until 5:00 or later and they want to come out here late at night, but it just doesn't work. Even when it's 60 degrees it's not bad but those heaters will work overtime. The reason we spent a lot of money on those covers to try to save that heat is we use the sun during the day to help out but as soon as that sun starts to go down, we cover it right away. On the weekends we are a little more lenient as long as it's good weather we will leave that off. The rules have been posted at each facility at the fitness centers too so they can explain everything to anyone that complains. You'll see our usage has dropped considerably from the summer, but we are still pretty busy out there. With good weather like this we're going to have people out at the basketball courts and around the field and fitness centers.

I did want to have some updates for you, but I timing-wise I couldn't get quotes quick enough. I had a couple people come out to give me quotes on the concrete pad for the future building. I've already looked at the building so hopefully we will get a better price. We're going to be moving here soon for Middle Village to get theirs in and I'm hoping if I purchase two, they will give me a little bit better deal so I will be able to report to you on that.

Mr. Horton asked Middle Village is getting one too?

Mr. Soriano stated yes. Back here they have right now two storage containers to help with housing a lot of VerdeGo's equipment so we will have a little room in there but they will have room too so we will do that steel building under the trees. They're kind of hidden right now but it is a bit of an eyesore when you walk on that back path. Other than those maintenance items it's been quiet, just a lot of Christmas decorations right now.

Mr. Horton asked did you get them all up or are you still working on them?

Mr. Soriano stated we're still working on them. We've purchased a lot more this year, so we haven't gotten the lights up at the actual amenity center. The bushes and everything up front were lit up last year and the fitness center was lit up too, so we don't have those two areas up yet. We started working on the waterfall Friday. All of the entries have their lights; however I did purchase nice thick garland that will go over the signs so they have to go out there and add that still too but pretty much most of the lights are up. The one thing we did add this year, and you won't see lights on them yet but you should start seeing them this week is we added outlets to the brick columns too so for those neighborhoods that don't have their own big sign we will have icicle lights on those.

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

Mr. Lanier asked do we keep a normal amount of petty cash?

Mr. Soriano stated I don't have a district petty cash account. When we do something like the movies and we need change I go and get \$100 out of my account just because I don't like keeping a lot of cash around. We have to keep records for everything so it's just easier.

Mr. Lanier stated I just hadn't seen it yet, so I was just curious.

Mr. Soriano stated if I could find a way to get away from cash in every aspect I would. Whether it's just \$5 or \$10 I just don't like having it around. That way staff can never be blamed. A couple years ago there was a swim meet that actually had their drawer robbed. I try to stay away from that when I can.

EIGHTH ORDER OF BUSINESS**Next Scheduled Meeting**

Mr. Oliver stated the next scheduled meeting is January 13, 2020 at 4:00 p.m.

NINTH 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

B.

Double Branch

Community Development District

Unaudited Financial Reporting
November 30, 2019



DOUBLE BRANCH
Community Development District
Combined Balance Sheet
November 30, 2019

	<u>Governmental Fund Types</u>					Totals (Memorandum Only)
	<u>General</u>	<u>Recreation</u>	<u>Capital Reserve</u>	<u>Debt Service</u>	<u>Capital Projects</u>	
ASSETS:						
Cash	\$89,053	\$534,360	\$1,178,021	---	---	\$1,801,434
Petty Cash	---	\$672	---	---	---	\$672
Investments:						
<u>Series 2013A-1</u>						
Revenue	---	---	---	\$385,256	---	\$385,256
Reserve A1	---	---	---	\$868,932	---	\$868,932
Interest A1	---	---	---	---	---	\$0
Acquisition and Construction	---	---	---	---	\$50,866	\$50,866
<u>Series 2013A-2</u>						
Reserve A2	---	---	---	\$96,303	---	\$96,303
Interest A2	---	---	---	---	---	\$0
Excess Revenue	---	---	---	---	---	\$0
Prepayment	---	---	---	---	---	\$0
Operations						
Custody Account-General Fund Excess	\$32,102	---	---	---	---	\$32,102
Custody Account-Recreation Fund Excess	---	\$215,418	---	---	---	\$215,418
Custody Account-Recreation Fund Reserve	---	---	---	---	---	\$0
Due From General Fund	---	\$7,936	---	---	---	\$7,936
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	---	---	---	---	---	\$0
TOTAL ASSETS	<u>\$121,155</u>	<u>\$792,776</u>	<u>\$1,178,021</u>	<u>\$1,350,491</u>	<u>\$50,866</u>	<u>\$3,493,308</u>
LIABILITIES:						
Accounts Payable	\$3,146	\$33,794	---	---	---	\$36,940
FICA Payable	\$153	---	---	---	---	\$153
Accrued Expenses	---	\$3,722	---	---	---	\$3,722
Due to Rec Fund	\$7,936	---	\$29,782	---	---	\$37,718
Due to Middle Village	---	\$12,307	---	---	---	\$12,307
Deferred Rental Revenue	---	\$1,200	---	---	---	\$1,200
FUND BALANCES:						
Nonspendable	---	\$4,583	---	---	---	\$4,583
Restricted for Debt Service	---	---	---	\$1,350,491	---	\$1,350,491
Restricted for Capital Projects	---	---	---	---	\$50,866	\$50,866
Assigned	---	\$45,921	\$1,148,239	---	---	\$1,194,161
Unassigned	\$109,919	\$691,249	---	---	---	\$801,168
TOTAL LIABILITIES & FUND EQUITY	<u>\$121,155</u>	<u>\$792,776</u>	<u>\$1,178,021</u>	<u>\$1,350,491</u>	<u>\$50,866</u>	<u>\$3,493,308</u>

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

	ADOPTED BUDGET	PRORATED BUDGET THRU 11/30/19	ACTUAL THRU 11/30/19	VARIANCE
Assessment - Tax Roll	\$177,985	\$26,996	\$26,996	\$0
Interest Income	\$200	\$33	\$23	(\$11)
Miscellaneous Income	\$0	\$0	\$0	\$0
TOTAL REVENUES	\$178,185	\$27,030	\$27,019	(\$11)

EXPENDITURES:

Administrative

Supervisors Fees	\$12,000	\$2,000	\$1,800	\$200
FICA Expense	\$918	\$153	\$138	\$15
Engineering	\$5,000	\$833	\$833	\$1
Arbitrage	\$700	\$117	\$0	\$117
Dissemination	\$1,333	\$222	\$322	(\$100)
Assessment Roll	\$7,821	\$7,821	\$7,821	\$0
Attorney	\$42,000	\$7,000	\$2,252	\$4,748
Annual Audit	\$5,900	\$983	\$0	\$983
Trustee fees	\$8,815	\$1,469	\$0	\$1,469
Management Fees	\$59,963	\$9,994	\$9,994	(\$0)
Information Technology	\$1,942	\$324	\$357	(\$33)
Telephone	\$290	\$48	\$84	(\$36)
Postage	\$1,900	\$317	\$159	\$157
Printing & Binding	\$3,400	\$567	\$672	(\$106)
Records Storage	\$300	\$50	\$0	\$50
Insurance	\$8,130	\$8,130	\$7,936	\$194
Legal Advertising	\$2,000	\$333	\$124	\$209
Office Supplies	\$350	\$58	\$62	(\$4)
Website Compliance	\$2,250	\$375	\$375	\$0
Dues, Licenses, Subscriptions	\$175	\$175	\$175	\$0
Reserve	\$12,998	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0

TOTAL EXPENDITURES	\$178,185	\$40,970	\$33,104	\$7,865
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EXCESS REVENUES (EXPENDITURES)	(\$0)	(\$6,085)
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FUND BALANCE - Beginning	\$0	\$116,005
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FUND BALANCE - Ending	(\$0)	\$109,919
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DOUBLE BRANCH
Community Development District
RECREATION AND FACILITIES MAINTENANCE
Statement of Revenues & Expenditures
For The Period Ending November 30, 2019

	ADOPTED BUDGET	PRORATED BUDGET THRU 11/30/19	ACTUAL THRU 11/30/19	VARIANCE
REVENUES:				
Maintenance Assessments-Tax Roll	\$1,462,648	\$221,851	\$221,851	\$0
Interest Income	\$1,000	\$167	\$180	\$14
Amenities Revenue	\$33,690	\$5,615	\$6,300	\$685
Sports Revenue	\$11,000	\$1,833	\$7,415	\$5,582
TOTAL REVENUES	\$1,508,338	\$229,466	\$235,747	\$6,280

EXPENDITURES:

Administrative:

Management Fees - Onsite	\$178,487	\$29,748	\$24,995	\$4,753
Insurance	\$62,789	\$62,789	\$65,520	(\$2,731)
Other Current Charges	\$3,818	\$636	\$702	(\$66)
Permit Fees	\$1,635	\$273	\$266	\$7
Total Administrative	\$246,729	\$93,446	\$91,483	\$1,963

Maintenance:

Common Area

Security	\$50,920	\$8,487	\$8,472	\$15
Security - Clay County Off-Duty Sheriff	\$43,050	\$7,175	\$7,010	\$165
Water - Irrigation	\$9,000	\$1,500	\$2,621	(\$1,121)
Irrigation Maintenance	\$4,250	\$708	\$0	\$708
Streetlighting	\$33,066	\$5,511	\$4,706	\$805
Electric	\$42,000	\$7,000	\$5,074	\$1,926
Landscape Maintenance	\$371,004	\$61,834	\$61,834	(\$0)
Common Area Maintenance	\$43,564	\$7,261	\$1,188	\$6,073
Lake Maintenance	\$28,116	\$4,686	\$4,307	\$379
Landscape Reserve	\$30,000	\$0	\$0	\$0
Capital Reserve	\$15,565	\$0	\$0	\$0
Repairs and Replacement	\$88,996	\$14,833	\$31,463	(\$16,631)
General Reserve	\$26,759	\$0	\$0	\$0
Total Common Area	\$786,290	\$118,994	\$126,675	(\$7,680)

Recreation Facility

Amenity Staff	\$110,000	\$18,333	\$16,714	\$1,619
Refuse Services	\$6,120	\$1,020	\$1,534	(\$514)
Telephone	\$5,592	\$932	\$727	\$205
Electric	\$59,300	\$9,883	\$6,648	\$3,235
Cable	\$12,319	\$2,053	\$1,146	\$908
Pool Maintenance	\$56,616	\$9,436	\$6,111	\$3,325
Water / Sewer/Reclaim	\$65,000	\$10,833	\$8,829	\$2,004
Facility Maintenance-General	\$43,500	\$7,250	\$2,958	\$4,292
Facility Maintenance-Preventative	\$13,117	\$2,186	\$591	\$1,595
Facility Maintenance - Contingency	\$34,750	\$5,792	\$2,895	\$2,897
Lighting Repairs	\$8,500	\$1,417	\$708	\$709
Special Events	\$10,500	\$1,750	\$466	\$1,284
Office Supplies & Equipment	\$6,664	\$1,111	\$163	\$948
Janitorial	\$51,012	\$8,502	\$10,371	(\$1,869)
Recreation Passes	\$5,500	\$917	\$817	\$100

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

	ADOPTED BUDGET	PRORATED BUDGET THRU 11/30/19	ACTUAL THRU 11/30/19	VARIANCE
<u>Recreation Facility-Continued</u>				
Pool Pump Reserve	\$6,500	\$0	\$0	\$0
Pool Leak Repairs	\$5,000	\$833	\$0	\$833
Multiuse Field	\$21,250	\$3,542	\$0	\$3,542
Total Recreation Facility	\$521,240	\$85,790	\$60,677	\$25,113
Total Maintenance	\$1,307,530	\$204,784	\$187,352	\$17,432
TOTAL EXPENDITURES	\$1,554,259	\$298,230	\$278,835	\$19,395
EXCESS REVENUES (EXPENDITURES)	(\$45,921)		(\$43,088)	
FUND BALANCE - Beginning	\$45,921		\$738,920	
FUND BALANCE - Ending	\$0		\$695,832	

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

	October	November	December	January	February	March	April	May	June	July	August	September	Total
Revenues:													
Assessment - Tax Roll	\$0	\$26,996	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$26,996
Interest Income	\$12	\$10	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$23
Miscellaneous Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Revenues	\$12	\$27,007	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$27,019
Expenditures:													
<u>Administrative</u>													
Supervisors Fees	\$1,000	\$800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,800
FICA Expense	\$77	\$61	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$138
Engineering	\$0	\$833	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$833
Arbitrage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dissemination	\$211	\$111	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$322
Assessment Roll	\$7,821	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,821
Attorney	\$2,252	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,252
Annual Audit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Trustee fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Management Fees	\$4,997	\$4,997	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,994
Computer Time	\$178	\$178	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$357
Telephone	\$49	\$35	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$84
Postage	\$16	\$143	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$159
Printing & Binding	\$222	\$451	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$672
Records Storage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Insurance	\$7,936	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,936
Legal Advertising	\$62	\$62	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$124
Property Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$21	\$41	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$62
Website Compliance	\$188	\$188	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$375
Dues, Licenses, Subscriptions	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Administrative	\$25,204	\$7,900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$33,104
Excess Revenues (Expenditures)	(\$25,192)	\$19,107	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$6,085)

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

	October	November	December	January	February	March	April	May	June	July	August	September	Total
Revenues:													
Maintenance Assessments-Tax Roll	\$0	\$221,851	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$221,851
Interest Income	\$113	\$68	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$180
Amenities Revenue	\$3,801	\$2,499	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,300
Sports Revenue	\$7,130	\$285	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,415
Total Revenues	\$11,044	\$224,703	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$235,747
Expenditures:													
<u>Administrative</u>													
Management Fees - Onsite	\$12,498	\$12,498	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$24,995
Insurance	\$65,520	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$65,520
Other Current Charges	\$311	\$391	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$702
Permit Fees	\$266	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$266
Total Administrative	\$78,594	\$12,889	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$91,483
<u>MAINTENANCE- Common Area</u>													
Security	\$4,236	\$4,236	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,472
Security - Clay County Off-Duty Sheriff	\$2,849	\$4,161	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,010
Water - Irrigation	\$1,263	\$1,358	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,621
Irrigation Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Streetlighting	\$2,353	\$2,353	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,706
Electric	\$2,546	\$2,528	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,074
Landscape Maintenance	\$30,917	\$30,917	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$61,834
Common Area Maintenance	\$1,188	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,188
Lake Maintenance	\$2,237	\$2,070	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,307
Landscape Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Repairs and Replacement	\$10,923	\$20,540	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$31,463
General Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Common Area	\$58,511	\$68,163	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$126,675

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

	October	November	December	January	February	March	April	May	June	July	August	September	Total
<u>Recreation Facility</u>													
Amenity Staff	\$11,322	\$5,392	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16,714
Refuse Service	\$765	\$769	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,534
Telephone	\$402	\$325	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$727
Electric	\$3,664	\$2,984	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,648
Cable	\$573	\$573	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,146
Pool Maintenance/Chemicals	\$4,003	\$2,107	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,111
Water/Sewer/Reclaim	\$4,884	\$3,944	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,829
Facility Maintenance - General	\$2,958	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,958
Facility Maintenance - Preventative Contracts	\$640	(\$49)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$591
Facility Maintenance - Contingency	\$2,895	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,895
Lighting Repairs	\$708	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$708
Special Events	\$466	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$466
Office Supplies and Equipment	\$130	\$33	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$163
Janitorial	\$5,415	\$4,956	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,371
Recreation Passes	\$0	\$817	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$817
Pool Pump Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pool Pump Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pool Leak Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Multiuse Field	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$38,827	\$21,851	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$60,677
Total Expenses	\$175,932	\$102,903	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$278,835
Excess Revenues (Expenditures)	(\$164,888)	\$121,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$43,088)

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

	ADOPTED BUDGET	PRORATED THRU 11/30/19	ACTUAL THRU 11/30/19	VARIANCE
<u>REVENUES:</u>				
Interest Income	\$1,000	\$167	\$234	\$68
Landscape Reserve - Transfer In	\$30,000	\$0	\$0	\$0
Capital Reserve - Transfer In	\$15,565	\$0	\$0	\$0
Pool Pump Reserve - Transfer in	\$6,500	\$0	\$0	\$0
General Reserve - Transfer in	\$26,759	\$0	\$0	\$0
General Fund Reserve- Transfer in	\$12,998	\$0	\$0	\$0
TOTAL REVENUES	\$92,822	\$167	\$234	\$68
<u>EXPENDITURES:</u>				
Other Current Charges	\$0	\$0	\$0	\$0
Landscape Reserve	\$0	\$0	\$0	\$0
Capital Projects	\$0	\$0	\$0	\$0
Pool Pump Reserve	\$0	\$0	\$0	\$0
General Reserve	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0
EXCESS REVENUES (EXPENDITURES)	\$92,822		\$234	
FUND BALANCE - Beginning	\$1,147,970		\$1,148,005	
FUND BALANCE - Ending	\$1,240,792		\$1,148,239	

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 November 30, 2019

	ADOPTED BUDGET	PRORATED THRU 11/30/19	ACTUAL THRU 11/30/19	VARIANCE
<u>Revenues:</u>				
Special Assessments - Tax Roll	\$1,962,561	\$297,733	\$297,733	\$0
Assessments- Prepayment	\$0	\$0	\$0	\$0
Interest Income	\$10,000	\$1,667	\$4,664	\$2,997
TOTAL REVENUES	\$1,972,561	\$299,399	\$302,396	\$2,997
<u>Expenditures:</u>				
<u>Series 2013 A-1</u>				
Interest Expense - 11/1	\$384,252	\$384,252	\$384,252	\$0
Interest Expense - 5/1	\$384,252	\$0	\$0	\$0
Principal Expense 5/1	\$980,000	\$0	\$0	\$0
<u>Series 2013 A-2</u>				
Interest Expense - 11/1	\$54,913	\$54,913	\$54,913	\$0
Prepayment Call 11/1	\$0	\$0	\$0	\$0
Interest Expense - 5/1	\$54,913	\$0	\$0	\$0
Principal Expense 5/1	\$85,000	\$0	\$0	\$0
Principal Expense 5/1 (Prepayment)	\$0	\$0	\$10,000	(\$10,000)
TOTAL EXPENDITURES	\$1,943,329	\$439,164	\$449,164	(\$10,000)
EXCESS REVENUES (EXPENDITURES)	\$29,232		(\$146,768)	
<u>Other Sources/(Uses)</u>				
Interfund Transfer In and (Out)	\$0	\$0	\$0	\$0
Other Debt Service Cost	\$0	\$0	\$0	\$0
TOTAL OTHER	\$0	\$0	\$0	\$0
Net change in Fund Balance	\$29,232		(\$146,768)	
FUND BALANCE - Beginning	\$516,591		\$1,497,259	
FUND BALANCE - Ending	\$545,823		\$1,350,491	

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

		<div style="border: 1px solid black; padding: 5px;"> SERIES 2013 A-1 AND A-2 </div>
<u>REVENUES:</u>		
Interest Income		\$158
TOTAL REVENUES		<div style="border: 1px solid black; padding: 2px;">\$158</div>
<u>EXPENDITURES:</u>		
Capital Outlay - Series 2013 A1 and A2		\$0
Cost of Issuance		\$0
TOTAL EXPENDITURES		<div style="border: 1px solid black; padding: 2px;">\$0</div>
EXCESS REVENUES (EXPENDITURES)		<div style="border: 1px solid black; padding: 2px;">\$158</div>
FUND BALANCE - Beginning		<div style="border: 1px solid black; padding: 2px;">\$50,708</div>
FUND BALANCE - Ending		<div style="border: 1px solid black; padding: 2px;">\$50,866</div>

Double Branch

Community Development District

Long Term Debt Report

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

Series 2013 A-2 Special Assessment Refunding Bonds	
Interest Rate:	5.750%
Maturity Date:	5/1/34
Reserve Fund Definition:	50% Max Annual on Outstanding
Reserve Fund Requirement:	\$96,478
Reserve Fund Balance:	\$96,303
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)
Less: November 1, 2019 (Prepayment)	(\$10,000)
Current Bonds Outstanding	\$1,900,000

C.

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT**Fiscal Year 2020 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	1,961,878.15	177,889.82	1,461,865.84	3,601,633.81
TOTAL ASSESSED	45,481	1,961,878.15	177,889.82	1,461,865.84	3,601,633.81

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	11/13/19	62,976.86	34,304.69	3,110.52	25,561.65
2	11/21/19	483,603.48	263,427.97	23,885.86	196,289.65
3	12/11/19	2,668,633.22	1,453,655.05	131,807.59	1,083,170.58
4	12/18/19	169,269.46	92,204.28	8,360.46	68,704.72
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
TOTAL TAX ROLL RECEIPTS		3,384,483.02	1,843,591.99	167,164.43	1,373,726.60

PERCENT COLLECTED	TOTAL	DEBT	O&M
TOTAL PERCENT COLLECTED	93.97%	93.97%	93.97%

D.

Double Branch

Community Development District

Check Run Summary

December 31, 2019

Fund	Date	Check No.	Amount
General Fund			
Payroll	12/16/19	50801-50805	\$ 923.50
Sub-Total			\$ 923.50
Accounts Payable	12/3/19	1559	\$ 76,740.66
	12/5/19	1560	\$ 62.00
	12/12/19	1561-1565	\$ 7,993.09
	12/20/19	1566-1567	\$ 967.00
Sub-Total			\$ 85,762.75
Recreation Fund			
Accounts Payable	12/3/19	6232	\$ 479,018.47
	12/5/19	6233-6236	\$ 15,292.56
	12/12/19	6237-6254	\$ 58,387.39
	12/20/19	6255-6256	\$ 13,337.67
Sub-Total			\$ 566,036.09
Capital Reserve Fund			
Accounts Payable	12/3/19	20	\$ 1,078,021.02
Sub-Total			\$ 1,078,021.02
Total			\$ 1,730,743.36

PR300R

PAYROLL CHECK REGISTER

RUN 12/16/19 PAGE 1

CHECK #	EMP #	EMPLOYEE NAME	CHECK AMOUNT	CHECK DATE
50801	16	ANDRE LANIER	184.70	12/16/2019
50802	12	CHAD E DAVIS	184.70	12/16/2019
50803	15	CHARLES T HORTON	184.70	12/16/2019
50804	8	CYNTHIA Y. NELSEN	184.70	12/16/2019
50805	14	SCOTT THOMAS	184.70	12/16/2019
TOTAL FOR REGISTER			923.50	

DBBR DOUBLE BRANCH DLAUGHLIN

Attendance Sheet

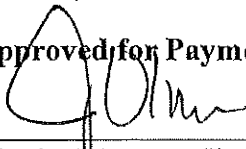
District Name: Double Branch, CDD

Board Meeting Date: December 9, 2019

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

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

Approved for Payment:


District Manager Signature

12/9/2019
Date

PLEASE RETURN COMPLETED FORM TO HANNAH SMITH

AP300R		YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER										RUN	1/03/20	PAGE	1
*** CHECK DATES 12/01/2019 - 12/31/2019 ***		DOUBLE BRANCH - GENERAL FUND													
		BANK A GENERAL FUND													

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
12/03/19	00040	11/26/19 11262019	201912 300-15100-10000		*	76,740.66	
		DB GEN 131305	FUNDING	STATE BOARD OF ADMINISTRATION			76,740.66 001559
12/05/19	00111	11/29/19 19-00046	201911 310-51300-48000		*	62.00	
		NOTICE OF MEETING 12/6/19		JACKSONVILLE DAILY RECORD			62.00 001560
12/12/19	00035	12/01/19 2109	201912 310-51300-34000		*	4,996.92	
		DEC MANAGEMENT FEES					
		12/01/19 2109	201912 310-51300-52000		*	187.50	
		DEC WEBSITE ADMIN					
		12/01/19 2109	201912 310-51300-35100		*	161.83	
		DEC INFORM TECHNOLOGY					
		12/01/19 2109	201912 310-51300-31300		*	111.08	
		DEC DISSEMINATION SERVICE					
		12/01/19 2109	201912 310-51300-35100		*	16.65	
		DEC IQ NECT					
		12/01/19 2109	201912 310-51300-51000		*	.96	
		OFFICE SUPPLIES					
		12/01/19 2109	201912 310-51300-42000		*	130.11	
		POSTAGE					
		12/01/19 2109	201912 310-51300-42500		*	23.10	
		COPIES					
		12/01/19 2109	201912 310-51300-41000		*	36.17	
		TELEPHONE					
				GOVERNMENTAL MANAGEMENT SERVICES			5,664.32 001561
12/12/19	00015	11/30/19 111494	201910 310-51300-31500		*	450.50	
		OCT GENERAL COUNSEL					
				HOPPING GREEN & SAMS			450.50 001562
12/12/19	00015	11/30/19 111495	201910 310-51300-31500		*	1,801.27	
		OCT MONTHLY MEETING					
				HOPPING GREEN & SAMS			1,801.27 001563
12/12/19	00111	12/05/19 19-00052	201912 310-51300-48000		*	77.00	
		NOTICE RULE DEVELOPMENT					
				JACKSONVILLE DAILY RECORD			77.00 001564
12/12/19	00111	12/09/19 19-09681	201912 310-51300-48000		*	99.88	
		NOTICE RULE DEVELOPMENT					
				JACKSONVILLE DAILY RECORD			99.88 001565
12/16/19	00111	12/09/19 19-09681	201912 310-51300-48000		V	99.88-	
		NOTICE RULE DEVELOPMENT					
				JACKSONVILLE DAILY RECORD			99.88-001565

DBBR DOUBLE BRANCH HSMITH							

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
12/20/19	00023	12/04/19 192561	201911 310-51300-31100	NOV PROFESSIONAL SERVICES	*	832.50	
				ENGLAND-THIMS & MILLER, INC.			832.50 001566
12/20/19	00111	12/12/19 19-00056	201912 310-51300-48000	NOTICE OF RULEMAKING	*	134.50	
				JACKSONVILLE DAILY RECORD			134.50 001567
TOTAL FOR BANK A						85,762.75	
TOTAL FOR REGISTER						85,762.75	

DBBR DOUBLE BRANCH HSMITH

From: Hannah Smith hsmith@gmstnn.com
Subject: SBA Checks- Middle & Double
Date: November 26, 2019 at 11:33 AM
To: Daniel Laughlin dlaughlin@gmsnf.com
Cc: Jim Perry jperry@gmsnf.com

Daniel,

Please cut the following checks payable to State Board of Administration and for the memo, please list the SBA account numbers stated below:

Middle Village General Fund (Memo: 221571 Funding)	\$91,168.13
Middle Village Rec Fund (Memo: 221573 Funding)	\$456,312.30
Middle Village Capital Reserve (Memo: 221572 Funding)	\$772,337.41
Double Branch General Fund (Memo: 131305 Funding)	\$76,740.66
Double Branch Rec Fund (Memo: 131306 Funding)	\$479,018.47
Double Branch Capital Reserve (Memo: 131303 Funding)	\$1,078,021.02

If you have any questions, please let me know. Once completed, please let me know the check numbers so I can complete the Transmittal letters and send those over.

Best,
Hannah Smith
Governmental Management Services
1001 Bradford Way
Kingston, TN 37763
Direct: (865) 935-4570
Cell: (865) 617-8194

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

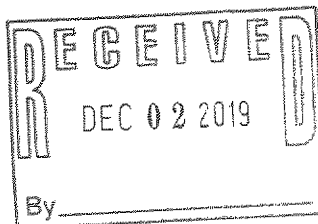
10 N. Newnan Street (32202)
P.O. Box 1769
Jacksonville, FL 32201
(904) 356-2466

INVOICE

November 29, 2019

Date

Attn: Courtney Hogge
GMS, LLC
475 WEST TOWN PLACE, STE 114
SAINT AUGUSTINE FL 32092



Payment Due Upon Receipt

Serial #	19-00046C	PO/File #		\$62.00
Notice of Meeting				Amount Due
				Amount Paid
Double Branch Community Development District				\$62.00
				Payment Due
Case Number				
Publication Dates	11/29			
County	Clay			

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1.310.573.480 (A) V-111

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TERMS: Net 30 days. Past due amounts will be charged a finance charge of 1.5% per month.

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(This is not a proof of publication.)

*Please read copy of this advertisement and advise us of any
necessary corrections before further publications.*

**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, December 9, 2019, at 4:00 p.m. 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.

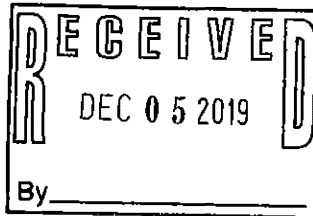
Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, 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 the meeting is advised that this same 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.

James A. Perry
District Manager

Nov. 29

00(19-00046C)

Governmental Management Services, LLC1001 Bradford Way
Kingston, TN 37763**Invoice****Bill To:**Double Branch CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092

Invoice #: 2109

Invoice Date: 12/1/19

Due Date: 12/1/19

Case:

P.O. Number:

Description	Hours/Qty	Rate	Amount
Management Fees - December 2019	1,310, 573, 840	4,996.92	4,996.92
Website Administration - December 2019	620	187.50	187.50
Information Technology - December 2019	857	161.83	161.83
Dissemination Agent Services - December 2019	- 813	111.08	111.08
IQ Next Email Service - December 2019	387	16.65	16.65
Office Supplies	570	0.96	0.96
Postage	420	130.11	130.11
Copies	425	23.10	23.10
Telephone	410	36.17	36.17

V-38 (A)

Total \$5,664.32**Payments/Credits** \$0.00**Balance Due** \$5,664.32

Hopping Green & Sams

Attorneys and Counselors

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

V-15 (4)
1,310,573.815

STATEMENT

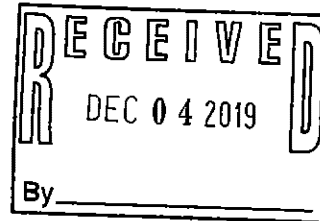
November 30, 2019

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

Bill Number 111494
Billed through 10/31/2019

General Counsel (O&M)

DBRNCH 00001 JMW



FOR PROFESSIONAL SERVICES RENDERED

10/21/19	JMW	Revise rules of procedure documents; confer with staff regarding same.	0.60 hrs
10/21/19	AHJ	Prepare amended and restated rules of procedure, memorandum regarding same and resolution setting hearing on same; review Florida Department of Economic Opportunity special district fee invoice and update form.	0.40 hrs
10/23/19	JMW	Review draft notice; confer with staff.	0.30 hrs
10/28/19	JMW	Research regarding commercial not-for-profit use of district facilities.	0.70 hrs
Total fees for this matter			\$450.00

DISBURSEMENTS

Document Reproduction	0.50
Total disbursements for this matter	\$0.50

MATTER SUMMARY

Jaskolski, Amy H. - Paralegal	0.40 hrs	125 /hr	\$50.00
Walters, Jason M.	1.60 hrs	250 /hr	\$400.00

TOTAL FEES	\$450.00
TOTAL DISBURSEMENTS	\$0.50

TOTAL CHARGES FOR THIS MATTER **\$450.50**

BILLING SUMMARY

Jaskolski, Amy H. - Paralegal	0.40 hrs	125 /hr	\$50.00
Walters, Jason M.	1.60 hrs	250 /hr	\$400.00

TOTAL FEES	\$450.00
TOTAL DISBURSEMENTS	\$0.50

=====

TOTAL CHARGES FOR THIS BILL

\$450.50

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

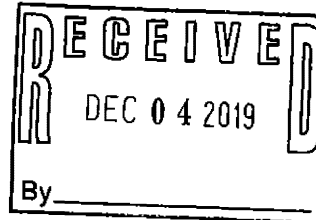
V-15 (A)
1,812. 613. 315

STATEMENT

November 30, 2019

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

Bill Number 111495
Billed through 10/31/2019



Monthly Meeting (O&M)

DBRNCH 00101 JMW

FOR PROFESSIONAL SERVICES RENDERED

10/07/19	JMW	Review draft agenda; confer with staff.
10/11/19	JMW	Meeting preparation; review agenda package materials; conference with staff.
10/14/19	JMW	Meeting preparation; travel to and attend regular board meeting; return travel.
10/18/19	JMW	Meeting follow-up.
10/28/19	JMW	Prepare for and attend agenda conference call.

Total fees for this matter	\$1,700.00
----------------------------	------------

DISBURSEMENTS

Travel	94.54
Travel - Meals	6.50
Bill Tracking Service	0.23
Total disbursements for this matter	\$101.27

MATTER SUMMARY

TOTAL FEES	\$1,700.00
TOTAL DISBURSEMENTS	\$101.27
TOTAL CHARGES FOR THIS MATTER	\$1,801.27

BILLING SUMMARY

TOTAL FEES	\$1,700.00
TOTAL DISBURSEMENTS	\$101.27
TOTAL CHARGES FOR THIS BILL	\$1,801.27

Please include the bill number on your check.

Jacksonville Daily Record

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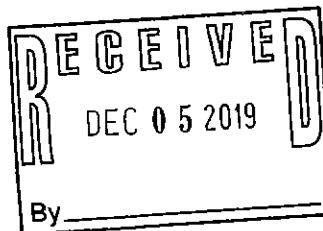
10 N. Newnan Street (32202)
P.O. Box 1769
Jacksonville, FL 32201
(904) 356-2466

INVOICE

December 5, 2019

Date

Attn: Courtney Hogge
GMS, LLC
475 WEST TOWN PLACE, STE 114
SAINT AUGUSTINE FL 32092



Payment Due Upon Receipt

Serial #	19-00052C	PO/File #		\$77.00
Notice of Rule Development				Amount Due
				Amount Paid
Double Branch Community Development District				\$77.00
				Payment Due
Case Number				
Publication Dates	12/5			
County	Clay			

V-111 (A)
1,310, 573, 480

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**NOTICE OF RULE
DEVELOPMENT BY THE
DOUBLE BRANCH
COMMUNITY**

DEVELOPMENT DISTRICT

In accord with Chapters 120 and 190, *Florida Statutes*, the Double Branch Community Development District ("District") hereby gives notice of its intention to develop Amended and Restated Rules of Procedure to govern the operations of the District.

The Amended and Restated Rules of Procedure will address such areas as the Board of Supervisors, officers and voting, district offices, public information and inspection of records, policies, public meetings, hearings and workshops, rulemaking proceedings and competitive purchase including procedure under the Consultants Competitive Negotiation Act, procedure regarding auditor selection, purchase of insurance, pre-qualification, construction contracts, goods, supplies and materials, maintenance services, contractual services and protests with respect to proceedings, as well as any other area of the general operation of the District.

The purpose and effect of the Amended and Restated Rules of Procedure is to provide for efficient and effective District operations and to ensure compliance with recent changes to Florida law. The legal authority for the adoption of the proposed Amended and Restated Rules of Procedure includes sections 190.011(5), 190.011(15) and 190.035, *Florida Statutes* (2019). The specific laws implemented in the Amended and Restated Rules of Procedure include, but are not limited to, sections 112.08, 112.3143, 112.31446, 112.3145, 119.07, 119.0701, 189.053, 189.069(2)(a)16, 190.006, 190.007, 190.008, 190.011(3), 190.011(5), 190.011(16), 190.033, 190.035, 218.33, 218.391, 255.05, 255.0518, 255.0525, 255.20, 286.0105, 286.011, 286.0113, 286.0114, 287.017, 287.055 and 287.084, *Florida Statutes* (2019).

A copy of the proposed Amended and Restated Rules of Procedure may be obtained by contacting the District Manager, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 or by calling (904) 940-5850.

James Perry, District Manager
Double Branch Community
Development District

Dec. 5 00 (19-00052C)

Jacksonville Daily Record

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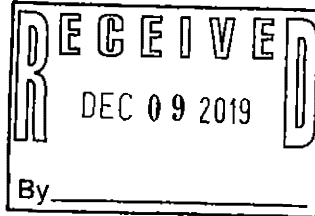
10 N. Newnan Street (32202)
P.O. Box 1769
Jacksonville, FL 32201
(904) 356-2466

INVOICE

December 9, 2019

Date

Attn: Sarah Sweeting
GMS, LLC
475 WEST TOWN PLACE, STE 114
SAINT AUGUSTINE FL 32092



Payment Due Upon Receipt

Serial #	19-09681D	PO/File #		\$99.88
Notice of Rule Development				Amount Due
				Amount Paid
Bartram Springs Community Development District				\$99.88
				Payment Due
Case Number				
Publication Dates	12/9			
County	Duval			

V-III (A)
1,810, 573, 480

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**NOTICE OF RULE
DEVELOPMENT BY THE
BARTRAM SPRINGS
COMMUNITY**

DEVELOPMENT DISTRICT

In accord with Chapters 120 and 190, *Florida Statutes*, the Bartram Springs Community Development District ("District") hereby gives notice of its intention to develop Rules of Procedure to govern the operations of the District.

The Rules of Procedure will address such areas as the Board of Supervisors, officers and voting, district offices, public information and inspection of records, policies, public meetings, hearings and workshops, rulemaking proceedings and competitive purchase including procedure under the Consultants Competitive Negotiation Act, procedure regarding auditor selection, purchase of insurance, pre-qualification, construction contracts, goods, supplies and materials, maintenance services, contractual services and protests with respect to proceedings, as well as any other area of the general operation of the District.

The purpose and effect of the Rules of Procedure is to provide for efficient and effective District operations and to ensure compliance with recent changes to Florida law. The legal authority for the adoption of the proposed Rules of Procedure includes sections 190.011(5), 190.011(15) and 190.035, *Florida Statutes* (2019). The specific laws implemented in the Rules of Procedure include, but are not limited to, sections 112.08, 112.3143, 112.3144, 112.3145, 119.07, 119.0701, 189.053, 189.069(2)(a)16, 190.006, 190.007, 190.008, 190.011(3), 190.011(5), 190.011(15), 190.033, 190.035, 218.33, 218.391, 255.05, 255.0518, 255.0525, 255.20, 286.0105, 286.011, 286.0113, 286.0114, 287.017, 287.055 and 287.084, *Florida Statutes* (2019).

A copy of the proposed Rules of Procedure may be obtained by contacting the District Manager, c/o Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, Phone: (904) 940-5850.

James Oliver, District Manager
Bartram Springs Community
Development District
Dec. 9 00 (19-09681D)



VISION • EXPERIENCE • RESULTS

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

December 4, 2019

Project No: 01149.32000

Invoice No: 0192561

Project 01149.32000 Double Branch CDD - 2014/2015 General Consulting Engineering Services (WA#18A)

Work Description: Modify parking lot to amenity center.

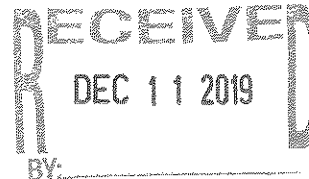
Professional Services rendered through November 30, 2019

Professional Personnel

	Hours	Rate	Amount
Principal - Vice President	4.00	195.00	780.00
CADD/GIS Technician	.50	105.00	52.50
Totals	4.50		832.50
Total Labor			832.50

Invoice Total this Period **\$832.50**

V-23 (A)
1,310,573.811



England-Thims & Miller, Inc.

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS
14775 Old St. Augustine Road • Jacksonville, Florida 32228 • tel 904-642-8950 • fax 904-646-9485
CA-00002584 LG-0000316

Billing Backup

Wednesday, December 4, 2019

ENGLAND-THIMS AND MILLER, INC.

Invoice 0192561 Dated 12/4/2019

12:41:50 PM

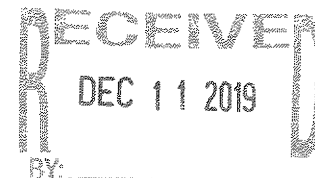
Project 01149.32000 Double Branch CDD - 2014/2015 General Consulting Engineering Services (WA#18A)

Professional Personnel

			Hours	Rate	Amount
	Principal - Vice President				
23320	Ma, Ka Tai	11/9/2019	1.00	195.00	195.00
23320	Ma, Ka Tai	11/16/2019	1.00	195.00	195.00
23320	Ma, Ka Tai	11/23/2019	2.00	195.00	390.00
	CADD/GIS Technician				
12850	Checorski, Jody	11/23/2019	.50	105.00	52.50
	Totals		4.50		832.50
	Total Labor				832.50

Total this Project \$832.50

Total this Report \$832.50



England-Thims & Miller, Inc.

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CA-00002584 LC-0000316

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P.O. Box 1769

Jacksonville, FL 32201

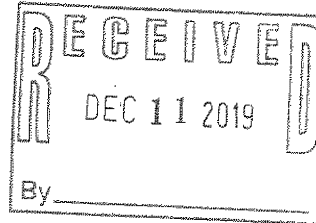
(904) 356-2466

INVOICE

December 12, 2019

Date

Attn: Courtney Hogge
GMS, LLC
475 WEST TOWN PLACE, STE 114
SAINT AUGUSTINE FL 32092



Payment Due Upon Receipt

Serial #	19-00056C	PO/File #		\$134.50
Notice of Rulemaking Regarding the Amended and restated Rules of Procedure				Amount Due
Double Branch Community Development District				Amount Paid
				\$134.50
				Payment Due
Case Number				
Publication Dates	12/12			
County	Clay			

V-111 A
1,310,513.480

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**NOTICE OF RULEMAKING
REGARDING THE AMENDED
AND RESTATED RULES OF
PROCEDURE OF THE
DOUBLE BRANCH
COMMUNITY
DEVELOPMENT DISTRICT**

A public hearing will be conducted by the Board of Supervisors of the Double Branch Community Development District ("District") on January 13, 2020 at 4:00 p.m. at Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

In accord with Chapters 120 and 190, Florida Statutes, the District hereby gives the public notice of its intent to adopt its proposed Amended and Restated Rules of Procedure. The purpose and effect of the proposed Amended and Restated Rules of Procedure is to provide for efficient and effective District operations and to ensure compliance with recent changes to Florida law. Prior notice of rule development was published in the *Jacksonville Daily Record* on December 5, 2019.

The Amended and Restated Rules of Procedure may address such areas as the Board of Supervisors, officers and voting, district offices, public information and inspection of records, policies, public meetings, hearings and workshops, rulemaking proceedings and competitive purchase including procedure under the Consultants Competitive Negotiation Act, procedure regarding auditor selection, purchase of insurance, pre-qualification, construction contracts, goods, supplies and materials, maintenance services, contractual services and protests with respect to proceedings, as well as any other area of the general operation of the District.

Specific legal authority for the adoption of the proposed amended and Restated Rules of Procedure includes Sections 190.011(5), 190.011(15) and 190.035, Florida Statutes (2019). The specific laws implemented in the Amended and Restated Rules of Procedure include, but are not limited to, Sections 112.08, 112.3143, 112.31446,

112.3145, 119.07, 119.0701, 189.053, 189.069(2)(a)16, 190.006, 190.007, 190.008, 190.011(3), 190.011(5), 190.011(15), 190.033, 190.035, 218.33, 218.391, 255.05, 255.0518, 255.0525, 255.20, 286.0105, 286.011, 286.0113, 286.0114, 287.017, 287.055 and 287.084, Florida Statutes (2019).

A copy of the proposed Amended and Restated Rules of Procedure may be obtained by contacting the District Manager's Office at 475 West Town Place, Suite 114, St. Augustine, Florida 32092 or by calling (904) 940-5850.

Any person who wishes to provide the District with a proposal for a lower cost regulatory alternative as provided by Section 120.541(1), Florida Statutes, must do so in writing within twentyone (21) days after publication of this notice to the District Manager's Office.

This public hearing may be continued to a date, time, and place to be specified on the record at the hearing without additional notice. If anyone chooses to appeal any decision of the Board with respect to any matter considered at a public hearing, such person will need a record of the proceedings and should accordingly ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which such appeal is to be based. At the hearing, staff or Supervisors may participate in the public hearing by speaker telephone.

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8771 or 1800-955-8770 for aid in contacting the District Office.

Double Branch Community
Development District

James Perry, District Manager
Dec. 12 00 (19-00056C)

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
12/03/19	00153	11/26/19 11262019	201912 300-15100-10000		*	479,018.47	
		DB REC 131306	FUNDING				
				STATE BOARD OF ADMINISTRATION			479,018.47 006232
12/05/19	00092	11/26/19 2113	201910 320-57200-46600		*	2,958.00	
			OCT FACIL MAINT-GENERAL				
		11/26/19 2113	201910 320-57200-46620		*	2,895.00	
			OCT FACIL MAINT-CONTINGEN				
		11/26/19 2113	201910 320-57200-46630		*	708.07	
			OCT LIGHTING REPAIRS				
		11/26/19 2113	201910 320-57200-46400		*	1,188.00	
			OCT COMMON AREA MAINT				
		11/26/19 2113	201910 320-57200-46300		*	1,896.00	
			OCT POOL MAINTENANCE				
		11/26/19 2113	201910 320-57200-46800		*	167.00	
			OCT LAKE MAINTENANCE				
		11/26/19 2113	201910 320-57200-63100		*	1,948.00	
			OCT REPAIRS/REPLACEMENT				
				GOVERNMENTAL MANAGEMENT SERVICES			11,760.07 006233
12/05/19	00208	12/02/19 12022019	201911 320-57200-34510		*	660.00	
			11/15-11/21/19 SECURITY				
				MIDDLE VILLAGE CDD			660.00 006234
12/05/19	00208	12/02/19 12022019	201911 320-57200-34510		*	765.00	
			11/22-11/28/19 SECURITY				
				MIDDLE VILLAGE CDD			765.00 006235
12/05/19	00186	12/01/19 13129558	201912 320-57200-46300		*	2,107.49	
			DEC POOL MAINTENANCE				
				POOLSURE			2,107.49 006236
12/16/19	00506	12/08/19 9525652	201911 320-57200-34500		*	4,235.79	
			11/1/19-11/30/19 SECURITY				
				ALLIED UNIVERSAL			4,235.79 006237
12/16/19	00172	12/06/19 12062019	201911 320-57200-43500		*	35.25	
			3178-1 WANDERING OAKS DR				
		12/06/19 12062019	201911 320-57200-43500		*	441.11	
			566-1 OAKLEAF VILLAGE PKW				
		12/06/19 12062019	201911 320-57200-43500		*	30.51	
			1206-1 BEDROCK DR				
		12/06/19 12062019	201911 320-57200-43500		*	611.17	
			1591-1 CANOPY OAKS DR				
		12/06/19 12062019	201911 320-57200-43500		*	136.71	
			716-1 WAKEMONT DR				

DBBR DOUBLE BRANCH HSMITH

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
12/16/19	00618	12/10/19 12102019	201912 300-36900-10300	RENTAL DEPOSIT REFUND	*	100.00	
				MARY MIRACLE			100.00 006245
12/16/19	00208	12/09/19 12092019	201912 320-57200-34510	11/29/19-12/5/19 SECURITY	*	675.00	
				MIDDLE VILLAGE CDD			675.00 006246
12/16/19	00786	11/22/19 724373	201911 320-57200-63100	SAND DIGGERS	*	959.00	
		11/22/19 724373	201911 320-57200-63100	SHIPPING	*	201.00	
				NVB PLAYGROUNDS			1,160.00 006247
12/16/19	00297	12/01/19 265	201912 320-57200-61000	DEC JANITORIAL SERVICES	*	4,251.00	
				RIVERSIDE MANAGEMENT SERVICES, INC			4,251.00 006248
12/16/19	00305	12/04/19 12384A	201912 320-57200-63100	REPAIR FITNESS EQUIPMENT	*	380.00	
				SOUTHEAST FITNESS REPAIR			380.00 006249
12/16/19	00672	11/27/19 1784	201911 320-57200-63100	TREES REMOVAL	*	1,440.00	
				VERDEGO, LLC			1,440.00 006250
12/16/19	00672	11/07/19 1649	201911 320-57200-63100	INSTALLED MULCH	*	2,200.00	
				VERDEGO, LLC			2,200.00 006251
12/16/19	00672	12/02/19 1836	201912 320-57200-46200	DEC LANDSCAPE MAINTENANCE	*	30,916.99	
				VERDEGO, LLC			30,916.99 006252
12/16/19	00672	12/04/19 1846	201912 320-57200-63100	IRRIGATION REPAIR	*	595.00	
				VERDEGO, LLC			595.00 006253
12/16/19	00399	12/01/19 98771987	201912 330-57200-50000	DEC BASE CHARGE	*	32.54	
				XEROX CORPORATION			32.54 006254
12/20/19	00092	12/01/19 2110	201912 310-51300-34000	DEC FACIL MNGMT-RECREAT	*	12,497.67	
				GOVERNMENTAL MANAGEMENT SERVICES			12,497.67 006255

DBBR DOUBLE BRANCH HSMITH

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
12/20/19	00208	12/16/19	12162019 201912 320-57200-34510 12/6/19-12/12/19 SECURITY	MIDDLE VILLAGE CDD	*	840.00	
							840.00 006256
						TOTAL FOR BANK B	566,036.09
						TOTAL FOR REGISTER	566,036.09

DBBR DOUBLE BRANCH HSMITH

From: Hannah Smith hsmith@gmstnn.com
Subject: SBA Checks- Middle & Double
Date: November 26, 2019 at 11:33 AM
To: Daniel Laughlin dlaughlin@gmsnf.com
Cc: Jim Perry jperry@gmsnf.com

Daniel,

Please cut the following checks payable to State Board of Administration and for the memo, please list the SBA account numbers stated below:

Middle Village General Fund (Memo: 221571 Funding)	\$91,168.13
Middle Village Rec Fund (Memo: 221573 Funding)	\$456,312.30
Middle Village Capital Reserve (Memo: 221572 Funding)	\$772,337.41

Double Branch General Fund (Memo: 131305 Funding)	\$76,740.66
Double Branch Rec Fund (Memo: 131306 Funding)	\$479,018.47
Double Branch Capital Reserve (Memo: 131303 Funding)	\$1,078,021.02

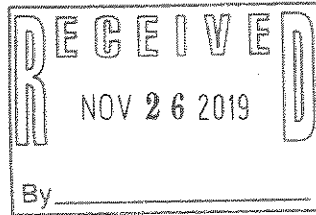
If you have any questions, please let me know. Once completed, please let me know the check numbers so I can complete the Transmittal letters and send those over.

Best,
Hannah Smith
Governmental Management Services
1001 Bradford Way
Kingston, TN 37763
Direct: (865) 935-4570
Cell: (865) 617-8194

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 #: 2113
Invoice Date: 11/26/19
Due Date: 11/26/19
Case:
P.O. Number:

Description	Hours/Qty	Rate	Amount
Facility Maintenance October 1 - October 31, 2019		9,812.71	9,812.71
Maintenance Supplies		1,947.36	1,947.36
Facility Maint. - General 2,572.4660 2,320,572.466		\$2958.00	
Facility Maint. - Contingency 2,572.4662 2,320,572.4662		\$2895.00	
Lighting Repairs 2,320,572.4663		\$708.07	
Common Area Maint. 2,572.4640 2,320,572.464		\$1188.00	
Pool Maint. 2,320,572.4630		\$1896.00	
Lake Maint. 2,320,572.468		\$167.00	
Repairs/Replace 2,572.6310 2,320,572.631		\$1948.00	

V-92 (B)

Total	\$11,760.07
Payments/Credits	\$0.00
Balance Due	\$11,760.07

RMW
11,26,19

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
10/1/19	6	E.T.	lap
			pool, pull and repair grids
10/1/19	4	T.C.	Cleaned duck bridge and pool deck, inspected fitness equipment around track
10/1/19	3	G.S.	Removed debris in common areas, chased geese out from ponds, treated fire ant mounds, picked up supplies
10/1/19	6	L.N.	Cleaned pool, fix tank
10/2/19	6	G.S.	Removed debris in common areas
10/3/19	3	E.T.	Cleaned pool filters on lap pool, spray ground and family pool, light check around community
10/3/19	3	L.N.	Cleaned pool, change lights around walkway
10/4/19	6	G.S.	Removed debris in common areas, cleaned graffiti on playground
10/7/19	4	T.C.	Cleaned duck bridge and pool deck, worked on cameras
10/7/19	6	G.S.	Removed debris in common areas, maintenance work on golf cart
10/8/19	2	E.T.	Cleaned pool filters on lap pool, family pool and spray ground, adjust water level in pool areas, lap, family and spray ground
10/8/19	8	T.C.	Cleaned duck bridge and pool deck, watered plants around amenity center, worked on cameras
10/8/19	2	L.N.	cleaned pool
10/9/19	4	T.C.	Cleaned duck bridge and pool deck, worked on cameras
10/9/19	6	G.S.	Removed debris in common areas
10/10/19	3	E.T.	Cleaned pool filters on lap pool, spray ground and family pool, cement trash receptacles in place in community park
10/10/19	6	T.C.	Cleaned duck bridge and pool deck, watered plants, worked on cameras
10/10/19	3	L.F.	Blow leaves and debris off basketball courts, tennis courts and walkways
10/10/19	3	L.N.	Cleaned pools, fixed cameras
10/11/19	6	T.C.	Cleaned duck bridge and pool deck, set up for movie in the park event
10/11/19	6	G.S.	Removed debris in common areas, cleaned graffiti in park, picked up supplies
10/11/19	4	L.F.	Set up for movie night event
10/14/19	4	T.C.	Cleaned duck bridge and pool decks, repaired split rail fence
10/14/19	6	G.S.	Removed debris in common areas, trimmed trees at outflow, removed debris from lake
10/14/19	8	L.F.	Inspected nature's hammock park, removed debris at park, cut and painted wood for fence repair
10/15/19	1	E.T.	Cleaned pool filters on lap pool, family pool and spray ground
10/15/19	2	T.C.	Cleaned duck bridge and pool decks
10/16/19	2	T.C.	Cleaned duck bridge and pool decks
10/16/19	6	G.S.	Removed debris in common areas and ponds
10/17/19	1	E.T.	Cleaned pool filters on lap pool, family pool and spray ground
10/17/19	3	T.C.	Cleaned duck bridge and pool decks
10/17/19	3	L.F.	Finished fence repair
10/18/19	8	T.C.	Cleaned duck bridge and pool decks, watered plants around pool deck, worked on pump replacement for fountain at amenity center entrance
10/18/19	6	G.S.	Removed debris in common areas
10/18/19	4	B.A.	Cleaned A/C, removed debris in common areas
10/21/19	8	T.C.	Cleaned duck bridge and pool decks, worked on cameras
10/21/19	6	G.S.	Removed debris in common areas
10/21/19	8	L.F.	Inspected all lights, changed light bulbs
10/22/19	4	E.T.	Replaced swing at Piedmont Community Park, blew off leaves and debris at basketball court, removed deer from roadway
10/22/19	8	T.C.	Cleaned duck bridge and pool decks, watered plants around pool deck, trimmed trees around basketball court for cameras, worked on cameras
10/22/19	8	B.A.	Trimmed trees, removed and installed cameras
10/23/19	3	T.C.	Cleaned duck bridge and pool decks
10/23/19	4	G.S.	Removed debris in common areas, treated fire ant mounds in parks and playgrounds
10/23/19	8	T.C.	Cleaned duck bridge and pool decks, watered plants around pool deck, helped with cameras, picked up and unloaded pumpkins
10/24/19	3	L.F.	Repaired steering wheel on playground, picked up supplies for repair
10/25/19	8	E.T.	Installed electrical outlets on community entrances
10/25/19	8	T.C.	Cleaned duck bridge and pool deck, installed electrical outlets at entrance signs, preparing for Christmas lights, pick up pumpkins for plunge and unload
10/25/19	6	G.S.	Removed debris in common areas, treated fire ant mounds in parks, removed dead animal at park
10/25/19	4	B.A.	GFCI Outlets and Lighting repairs
10/25/19	3	L.F.	Repaired fence
10/28/19	6	T.C.	Cleaned pool decks and duck bridge, installed electrical outlets at entrance signs preparing for Christmas lights
10/28/19	6	G.S.	Removed debris in common areas
10/29/19	8	T.C.	Cleaned duck bridge and pool deck, pressure washed around amenity center and Steward entrance
10/30/19	8	T.C.	Cleaned duck bridge and pool deck, dug new hole and ran new wire for entrance signs
10/30/19	5	G.S.	Removed debris in common areas
10/30/19	8	B.A.	Installed outlets and circuit breakers
10/30/19	8	C.P.	Installed new power cables to island lights
10/31/19	8	T.C.	Cleaned duck bridge and pool deck, pressure washed entrance signs
TOTAL	300		
MILES	478		Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

MAINTENANCE BILLABLE PURCHASES

Period Ending 11/05/19

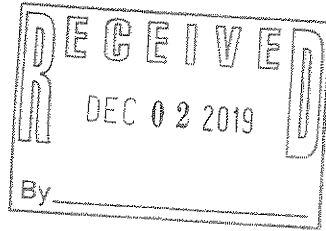
<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DB				
DOUBLE BRANCH				
	10/1/19	Pumka Scouring Stick	2.86	T.C.
	10/1/19	Schlage Key	1.27	T.C.
	10/1/19	10wx30 Oil for Golf Cart (3)	17.18	G.S.
	10/1/19	Socket Adapter	9.17	G.S.
	10/1/19	Oil Filler	4.58	G.S.
	10/1/19	Hose Shutoff Valve	11.47	G.S.
	10/1/19	Orthene Fire Ant Killer (6)	75.69	G.S.
	10/1/19	Ezfoggles	8.63	J.S.
	10/1/19	Wire Connectors	1.56	J.S.
	10/1/19	LED T8 Tube Lights (2)	40.48	J.S.
	10/8/19	Fire Ant Polsen (7)	88.31	G.S.
	10/9/19	Keys (2)	5.04	J.S.
	10/10/19	Schlage Key	1.27	T.C.
	10/10/19	Terry Towels	8.04	T.C.
	10/10/19	60 lb Sakrete Concrete Mix (2)	8.28	T.C.
	10/10/19	5 Gallon Bucket	3.74	T.C.
	10/10/19	Pool Test Strips	6.89	T.C.
	10/10/19	3/8x16"x6" Hex Bolt (4)	10.03	T.C.
	10/10/19	3/8 Hex Nut (8)	2.48	T.C.
	10/10/19	3/8 Flat Cul Washer (4)	1.24	T.C.
	10/11/19	Basketball Net (4)	12.27	L.F.
	10/11/19	36" Bungee Cord (4)	6.76	G.S.
	10/11/19	24" Bungee Cord (4)	4.51	G.S.
	10/11/19	Vinyl Tarp	17.23	G.S.
	10/11/19	Fire Ant Polsen (7)	88.31	G.S.
	10/14/19	Short Cut Brush (2)	13.50	T.C.
	10/14/19	Gloss White QT Paint	10.33	T.C.
	10/14/19	1x3-8 Strip (3)	5.11	T.C.
	10/14/19	9x11 Sandpaper 60 Grit 4 pk	4.91	T.C.
	10/14/19	PVC Solvent	5.60	T.C.
	10/14/19	PVC Cleaner	9.83	T.C.
	10/14/19	2"x1 1/2" Reducer/Inoreaser Filling	1.61	T.C.
	10/14/19	2" PVC Coupling	1.31	T.C.
	10/14/19	2" Male Adapter	1.76	T.C.
	10/14/19	Coil Cleaner (2)	16.03	T.C.
	10/17/19	2" 22.5 degree Elbow (2)	6.00	J.S.
	10/17/19	2" Male Adapter (2)	3.31	J.S.
	10/17/19	2" 45 degree Elbow (2)	2.25	J.S.
	10/17/19	2" Unkon	26.01	J.S.
	10/17/19	2"x2" Pipe	5.70	J.S.
	10/18/19	2" PVC Coupling (2)	1.29	J.S.
	10/18/19	Filter Fresh Pads (7)	26.16	J.S.
	10/18/19	AC Coil Cleaner (4)	32.06	J.S.
	10/18/19	Blue Color Key 5 pk	1.31	T.C.
	10/18/19	Green Color Key 5 pk	1.25	T.C.
	10/21/19	Cutting Wheel 4 1/2x1/8x7/8	3.76	G.S.
	10/21/19	Cutting Wheel (4)	13.66	G.S.
	10/21/19	Roach Spray (2)	10.28	G.S.
	10/21/19	Fire Ant Polsen (8)	100.92	G.S.
	10/22/19	Wall Mounted Hose Rack (3)	43.06	T.C.
	10/24/19	Hex Bolt	1.24	L.F.
	10/24/19	Washer	0.56	L.F.
	10/24/19	Helloom Pumpkin	12.63	J.S.
	10/24/19	White Pumpkins (2)	16.05	J.S.
	10/25/19	Hand Towels 40 pk	16.07	G.S.
	10/25/19	Fire Ant Polsen (6)	75.69	G.S.
	10/25/19	15A GFCI White (4)	72.50	T.C.
	10/25/19	Holesaw 1 1/4"	10.32	T.C.

10/25/19	15 pc Cobalt Red Helix	22.89	T.C.
10/25/19	Liquidlite AC Wipe	14.69	T.C.
10/25/19	Plug Breakers 15A 1 Pole	5.00	T.C.
10/25/19	1-Gang Clear In Use Cover (2)	18.88	T.C.
10/25/19	1G CVR Gray	9.75	T.C.
10/25/19	20A GFCI Gray	20.45	T.C.
10/25/19	Photo Control Wired Swivel	16.08	T.C.
10/25/19	Tbox 1/2" Gang Grey 34CU	6.75	T.C.
10/25/19	Wallplate 1G Grey Nylon	1.00	T.C.
10/25/19	Large Cable Cuff	1.69	T.C.
10/25/19	Electrical Tape 3/4"x66'	4.91	T.C.
10/25/19	White Electrical Tape .75"x66"x7mm	4.58	T.C.
10/25/19	10W(75W) LED 2 pk (3)	35.54	T.C.
10/25/19	Lyson Cleaner Lemon (2)	18.79	T.C.
10/25/19	Lyson Lavendar Spray	7.91	T.C.
10/25/19	Electrical Tester Kit	9.76	T.C.
10/25/19	7" Wire Stripper and Cutter	6.89	T.C.
10/25/19	Junction Box 4x4x2	8.15	T.C.
10/28/19	Weatherproof GFCI Combo (4)	110.28	T.C.
10/28/19	1/2 Schedule 40x10'	2.54	T.C.
10/28/19	FSC 1/2" Box 2 Gang 32CU Gray	6.72	T.C.
10/28/19	Non Metallic 2-Gang Blank Cover Gray	3.32	T.C.
10/30/19	Wingtwists 150 pk	11.45	T.C.
10/30/19	3/4" Coupling	0.35	T.C.
10/30/19	PVC Solvent Low Voc 8 oz Gray	5.73	T.C.
10/30/19	12 Stranded Black 100' Wire	29.64	T.C.
10/30/19	12 Stranded White 100' Wire	29.64	T.C.
10/30/19	12 Stranded Green 100' Wire	29.64	T.C.
10/30/19	1 qt Prem Synthetic Wax Wire Lube	10.29	T.C.
10/31/19	Gallon Household Bleach	2.88	T.C.
10/31/19	Max Blue 3' Tablets (3)	12.01	T.C.
11/1/19	Female Adapter 1/2"	0.36	T.C.
11/1/19	Outlet Box	5.27	T.C.
11/1/19	Conduit Offset	1.47	T.C.
11/1/19	In-Use Cover (4)	39.01	T.C.
11/1/19	15A GFCI White 4 pk	57.88	T.C.
11/4/19	1/2" 2-Hole Strap Clamp	1.13	T.C.
11/4/19	In-Use Cover (3)	28.32	T.C.
11/4/19	15A Tamper GFCI White 4 pk	63.66	T.C.
11/4/19	1-1/4" Coarse Drywall Screws 1 lb	5.73	T.C.
11/4/19	1-Gang 3 Hole 1/2" Deep Box (3)	30.67	T.C.
11/4/19	3/16x1 1/4 Hex Head Tapcon 8 pk (2)	7.18	T.C.
11/4/19	1/2"x6' Liquidlite AC Whip	14.69	T.C.
11/5/19	Microfiber Towels	5.74	T.C.
11/5/19	Mop Refill 2 pk	17.22	T.C.
11/5/19	LED Landscape Lights	28.73	T.C.
11/5/19	1-3/16" Set Your Own Combo Locks (3)	24.05	T.C.
11/5/19	Gallon Household Bleach (2)	5.75	T.C.
11/5/19	Fire Ant Killer (8)	75.69	G.S.
11/5/19	Socket Wrench Extension	11.47	G.S.
11/6/19	7" Continuous Rim Mason Blade	18.98	J.S.
11/6/19	4" Continuous Rim Mason Blade	13.20	J.S.
11/6/19	EZ Lock Dremel Diamond Wheel	15.81	J.S.
11/7/19	6x1 Wood Screws	5.38	T.C.
11/7/19	Plastic Rib Anchors for Screws 50 pc	7.98	T.C.
11/7/19	1/4" 1-Hole Camble Clamp 18 pk (3)	4.42	T.C.

TOTAL \$1,947.36

Clay County Sheriff's Office

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

**INVOICE**

INVOICE DATE: DECEMBER 2, 2019
WEEK OF: 11/15/19-11/21/19

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
11/15/19	ANDRE MACK	1815-0015	6	30.00	180.00
11/15/19	BRYAN SMITH	1700-2300	6	30.00	180.00
11/16/19	JENNIFER COOPER	1700-2100	4	30.00	120.00
11/16/19	ANDRE MACK	1815-0015	6	30.00	180.00
11/17/19	MATTHEW WILLIAMS	1520-2120	6	30.00	180.00
11/18/19	BRYAN SMITH	1700-2200	5	30.00	150.00
11/19/19	DAVID VOLLER	1630-2200	5.5	30.00	165.00
11/21/19	DAVID VOLLER	1530-2100	5.5	30.00	165.00
DEPUTY SIGNATURE:				TOTAL	\$1320.00/2
					\$660.00

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

THANK YOU FOR YOUR BUSINESS!

(B) 2,320.572.34570
V- 208

Clay County Sheriff's Office

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

**INVOICE**

INVOICE DATE: DECEMBER 2, 2019
WEEK OF: 11/22/19-11/28/19

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
11/22/19	EVA SOLIS	1600-2200	6	30.00	180.00
11/22/19	JOHN DRURY	1600-2130	5.5	30.00	165.00
11/23/19	EVA SOLIS	1700-2130	4.5	30.00	135.00
11/23/19	MATTHEW WILLIAMS	1745-2345	6	30.00	180.00
11/24/19	BRYAN SMITH	1600-2200	6	30.00	180.00
11/25/19	EVA SOLIS	1600-2200	6	30.00	180.00
11/26/19	JOHN DRURY	1600-2100	5	30.00	150.00
11/27/19	MATTHEW WILLIAMS	1615-2215	6	30.00	180.00
11/28/19	BRYAN SMITH	1600-2200	6	30.00	180.00
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!

(B) 2,322,572,34570
V-228



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

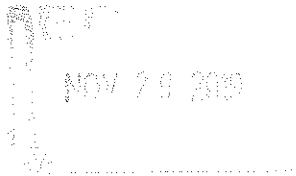
Invoice

Date 12/1/2019

Invoice # 131295589936

Terms	Net 20
Due Date	12/21/2019
PO #	
Customer #	13OAK102

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

Item ID	Description	Qty	Units	Amount
WM-CHEM-BASE	Water Management Seasonal Billing Rate	1	ea	1,999.31
Fuel Surcharge	Fuel/Environmental Transit Fee	1	ea	108.18
				

A prepayment discount of 5% is available if the entire amount for 2020 is paid by December 31st, 2019. Please contact us at ar@poolsure.com or 1-800-858-POOL(7665) if you have any questions.

Total 2,107.49
Amount Due \$2,107.49

V-186 (B)
2,320,572.463

Remittance Slip

Customer
13OAK102
Invoice #
131295589936

Amount Due \$2,107.49

Amount Paid

Make Checks Payable To
Poolsure
PO Box 55372
Houston, TX 77255-5372



131295589936



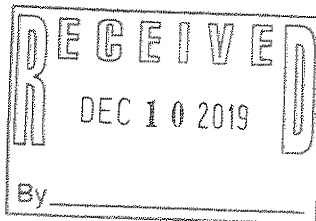
There for you.

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

Invoice Date
12/08/2019

Invoice Number
9525652

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: 11/01/2019 - 11/30/2019

DOUBLE BRANCH

370 OAKLEAF VILLAGE PKWY
Orange Park, FL 32065-4259

Description	Quantity	UOM	Price	Amount
Regular Guard - BARBIERI, EMILIO	18.00	Hours		0.00
Regular Guard - MELSON, LISA	153.00	Hours		0.00
Regular Guard - Oliver, Carrie	15.00	Hours		0.00
Overtime Guard - Hardmon, Robert	9.00	Hours		0.00
Overtime Guard - Holmes, Arnisha	12.00	Hours		0.00
Overtime Guard - MELSON, LISA	64.00	Hours		0.00
Overtime Guard - Oliver, Carrie	12.00	Hours		0.00
Overtime Guard - Wilson, Aubrey	9.00	Hours		0.00
Guard Services	1.00	EA	4,235.79	4,235.79
Total Hours	292.00			0.00
Subtotal				4,235.79
Sales Tax Subtotal				0.00
Total for - DOUBLE BRANCH				4,235.79

APPROVED

Code to:

Double Branch Security

2-320-572-345

VB
Security

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



Invoice Date
12/08/2019

Invoice Number
9525652

Invoice NO. 9525652 Customer: AB364297 Double Branch Community Development Page 1 of 2

Description						Quantity	Bill Rate	Extension
Work Date	Post Description	Employee Name	In Time	Out Time	Lunch	Hours	Hours Type	
Regular Guard - BARBIERI, EMILIO						18.00	\$0.00	\$0.00
11/04/19	Roover 900	EMILIO BARBIERI	15:00	0:00		9.00	Hourly-Regular	
11/05/19	Roover 900	EMILIO BARBIERI	15:00	0:00		9.00	Hourly-Regular	
Regular Guard - MELSON, LISA						153.00	\$0.00	\$0.00
11/01/19	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
11/02/19	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular	
11/02/19	Roover 900	LISA MELSON	13:00	0:00		11.00	Hourly-Regular	
11/03/19	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular	
11/06/19	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
11/07/19	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
11/15/19	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
11/16/19	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular	
11/16/19	Roover 900	LISA MELSON	13:00	0:00		11.00	Hourly-Regular	
11/17/19	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular	
11/17/19	Roover 900	LISA MELSON	13:00	0:00		11.00	Hourly-Regular	
11/18/19	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular	
11/20/19	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
11/21/19	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
11/22/19	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
11/23/19	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular	
11/23/19	Roover 900	LISA MELSON	13:00	0:00		11.00	Hourly-Regular	
11/24/19	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular	
11/27/19	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
11/28/19	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Hot Worked 1.5	
11/29/19	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
11/30/19	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular	
11/30/19	Roover 900	LISA MELSON	13:00	0:00		11.00	Hourly-Regular	
Regular Guard - Oliver, Carrie						15.00	\$0.00	\$0.00
11/18/19	Roover 900	Carrie Oliver	15:00	0:00		9.00	Hourly-Regular	
11/19/19	Roover 900	Carrie Oliver	15:00	21:00		6.00	Hourly-Regular	
Overtime Guard - Hardmon, Robert						9.00	\$0.00	\$0.00
11/12/19	Roover 900	Robert Hardmon	15:00	0:00		9.00	Hourly-Regular	
Overtime Guard - Holmes, Arnisha						12.00	\$0.00	\$0.00
11/03/19	Roover 900	Arnisha Holmes	13:00	0:00		11.00	Hourly-Regular	
11/04/19	Roover 900	Arnisha Holmes	0:00	1:00		1.00	Hourly-Regular	
Overtime Guard - MELSON, LISA						64.00	\$0.00	\$0.00
11/08/19	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
11/09/19	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular	
11/09/19	Roover 900	LISA MELSON	13:00	0:00		11.00	Hourly-Regular	
11/10/19	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular	
11/10/19	Roover 900	LISA MELSON	13:00	0:00		11.00	Hourly-Regular	
11/11/19	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular	
11/13/19	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
11/14/19	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
11/24/19	Roover 900	LISA MELSON	13:00	0:00		11.00	Hourly-Regular	
11/25/19	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular	
Overtime Guard - Oliver, Carrie						12.00	\$0.00	\$0.00
11/19/19	Roover 900	Carrie Oliver	21:00	0:00		3.00	Hourly-Regular	
11/26/19	Roover 900	Carrie Oliver	15:00	0:00		9.00	Hourly-Regular	
Overtime Guard - Wilson, Aubrey						9.00	\$0.00	\$0.00
11/11/19	Roover 900	Aubrey Wilson	15:00	0:00		9.00	Hourly-Regular	



Invoice Date
12/08/2019

Invoice Number
9525652

Invoice NO. 9525652 Customer: AB364297 Double Branch Community Development Page 2 of 2

Description						Quantity	Bill Rate	Extension
Work Date	Post Description	Employee Name	In Time	Out Time	Lunch	Hours	Hours Type	
Guard Services						1.00	\$4,235.79	\$4,235.79
Total Hours						292.00		\$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
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: DOUBLE BRANCH CDD

Bill Date: 12/06/2019

Customer #: 00206121
Route #: MC05522029

Service Address: 3178-1 Wandering Oaks Drive Reclaimed Irrigation

Water

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

Base Charges (Prepaid)	12/06/19 to 01/08/20					\$0.00
Consumption Charges	Tier 1	0.0	x	0.00	\$0.00	
Proration Factor: 0.0000	Tier 2	0.0	x	0.00	\$0.00	
	Tier 3	0.0	x	0.00	\$0.00	
	Tier 4	0.0	x	0.00	\$0.00	

Sewer

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

Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
70945868	.75	12/04/19	30	189	203	14

Base Charges (Prepaid)						\$24.19
Consumption Charges	Tier 1	14.0	x	0.79	\$11.06	
Proration Factor: 1.0000	Tier 2	0.0	x	1.56	\$0.00	
	Tier 3	0.0	x	2.35	\$0.00	

Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$35.25
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
TOTAL AMOUNT DUE	\$35.25

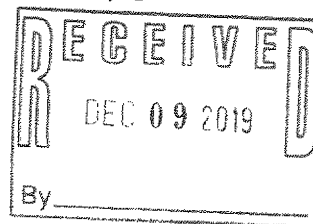
Please join us in our effort to provide children in Clay County with a wonderful holiday season. We have partnered with Kids First of Florida and will be collecting toys and gift cards.

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Make your donation at 3176 Old Jennings Road, Middleburg, Florida. To learn more about Kids First of Florida visit <http://kidsfirstofflorida.org>. Thank you for your generous support.

Please pay \$35.25 by 12/27/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$35.25 was posted to your account on 11/21/2019.



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:

6124 1 AB 0.409 17-17



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



MAIL PAYMENT TO:

Bill Date	12/06/19
Current Charges	\$35.25
Current Charges Past Due After	12/27/19
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$35.25



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



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

Customer Name: DOUBLE BRANCH CDD

Bill Date: 12/06/2019

Customer #: 00201224

Route #: MC05521392

Service Address: 566-1 Oakleaf Village Parkway Reclaimed Irrigation

Water

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

Base Charges (Prepaid)	12/06/19 to 01/08/20					\$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	12/04/19	30	6968	7194	226

Base Charges (Prepaid)						\$128.81
Consumption Charges	Tier 1	120.0	x	0.79	\$94.80	
Proration Factor: 1.0000	Tier 2	40.0	x	1.56	\$62.40	
	Tier 3	66.0	x	2.35	\$155.10	

Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$441.11
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
TOTAL AMOUNT DUE	\$441.11

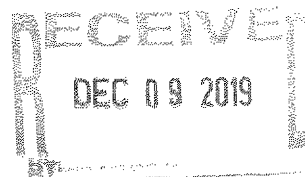
Please join us in our effort to provide children in Clay County with a wonderful holiday season. We have partnered with Kids First of Florida and will be collecting toys and gift cards.

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Make your donation at 3176 Old Jennings Road, Middleburg, Florida. To learn more about Kids First of Florida visit <http://kidsfirstofflorida.org>. Thank you for your generous support.

Please pay \$441.11 by 12/27/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$640.13 was posted to your account on 11/21/2019.



Please return this portion with payment

Bill Summary



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

Bill Date	12/06/19
Current Charges	\$441.11
Current Charges Past Due After	12/27/19
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$441.11

DOUBLE BRANCH CDD

Customer #:00201224

566-1 Oakleaf Village Parkway Reclaimed Irrigation

Route #:MC05521392

Route Group:27

ADDRESSEE:

MAIL PAYMENT TO:

6120 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
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: DOUBLE BRANCH CDD

Bill Date: 12/06/2019

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)	12/06/19 to 01/08/20					\$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	12/04/19	30	477	485	8

Base Charges (Prepaid)						\$24.19
Consumption Charges	Tier 1	8.0	x	0.79	\$6.32	
Proration Factor: 1.0000	Tier 2	0.0	x	1.56	\$0.00	
	Tier 3	0.0	x	2.35	\$0.00	

Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$30.51
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
TOTAL AMOUNT DUE	\$30.51

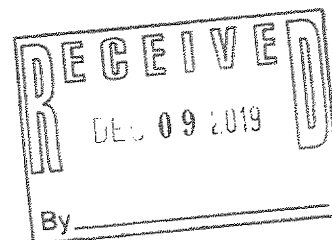
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Please pay \$30.51 by 12/27/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$32.09 was posted to your account on 11/21/2019.



Please return this portion with payment

Bill Summary



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

Bill Date	12/06/19
Current Charges	\$30.51
Current Charges Past Due After	12/27/19
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$30.51

ADDRESSEE:

MAIL PAYMENT TO:

6123 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
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: DOUBLE BRANCH CDD

Bill Date: 12/06/2019

Customer #: 00206136

Route #: MC05521521

Service Address: 1591-1 Canopy Oaks Drive Reclaimed Irrigation

Water

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

Base Charges (Prepaid)	12/06/19 to 01/08/20					\$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)						\$80.52
Consumption Charges	Tier 1	75.0	x	0.79	\$59.25	
Proration Factor: 1.0000	Tier 2	25.0	x	1.56	\$39.00	
	Tier 3	184.0	x	2.35	\$432.40	

Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$611.17
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
TOTAL AMOUNT DUE	\$611.17

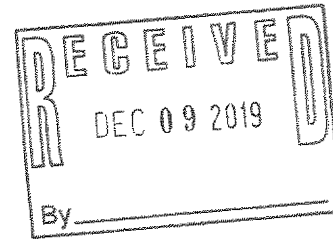
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Please pay \$611.17 by 12/27/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$1015.80 was posted to your account on 11/21/2019.



Please return this portion with payment

Bill Summary



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

Bill Date	12/06/19
Current Charges	\$611.17
Current Charges Past Due After	12/27/19
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$611.17

DOUBLE BRANCH CDD

Customer #:00206136

1591-1 Canopy Oaks Drive Reclaimed Irrigation

Route #:MC05521521

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

Customer Name: DOUBLE BRANCH CDD

Bill Date: 12/06/2019

Customer #: 00191992

Route #: MC05520506

Service Address: 716-1 Wakemont Drive Reclaimed Irrigation

Water

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

Base Charges (Prepaid)	12/06/19 to 01/08/20					\$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	12/04/19	30	608	618	10

Base Charges (Prepaid)					\$128.81
Consumption Charges	Tier 1	10.0	x	0.79	\$7.90
Proration Factor: 1.0000	Tier 2	0.0	x	1.56	\$0.00
	Tier 3	0.0	x	2.35	\$0.00

Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$136.71
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
TOTAL AMOUNT DUE	\$136.71

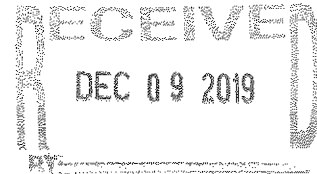
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Please pay \$136.71 by 12/27/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$139.87 was posted to your account on 11/21/2019.



Please return this portion with payment

Bill Summary



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

Bill Date	12/06/19
Current Charges	\$136.71
Current Charges Past Due After	12/27/19
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$136.71

DOUBLE BRANCH CDD

Customer #:00191992

716-1 Wakemont Drive Reclaimed Irrigation

Route #:MC05520506

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



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

Customer Name: DOUBLE BRANCH CDD

Bill Date: 12/06/2019

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)	12/06/19 to 01/08/20					\$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	12/04/19	30	13748	13808	60
Base Charges (Prepaid)						\$80.52
Consumption Charges	Tier 1	60.0	x	0.79	\$47.40	
Proration Factor: 1.0000	Tier 2	0.0	x	1.56	\$0.00	
	Tier 3	0.0	x	2.35	\$0.00	

Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$127.92
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
TOTAL AMOUNT DUE	\$127.92

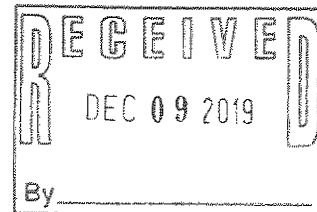
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Make your donation at 3176 Old Jennings Road, Middleburg, Florida. To learn more about Kids First of Florida visit <http://kidsfirstofflorida.org>. Thank you for your generous support.

Please pay \$127.92 by 12/27/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$123.18 was posted to your account on 11/21/2019.



Please return this portion with payment

Bill Summary



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

Bill Date	12/06/19
Current Charges	\$127.92
Current Charges Past Due After	12/27/19
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$127.92

DOUBLE BRANCH CDD

Customer #:00206379

3713-1 Thousand Oaks Drive Reclaimed Irrigation

Route #:MC05521144

Route Group:27

ADDRESSEE:

6130 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
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: DOUBLE BRANCH CDD

Bill Date: 12/06/2019

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)	12/06/19 to 01/08/20					\$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	12/04/19	30	736	744	8
Base Charges (Prepaid)						\$24.19
Consumption Charges	Tier 1	8.0	x	0.79	\$6.32	
Proration Factor: 1.0000	Tier 2	0.0	x	1.56	\$0.00	
	Tier 3	0.0	x	2.35	\$0.00	

Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$30.51
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
TOTAL AMOUNT DUE	\$30.51

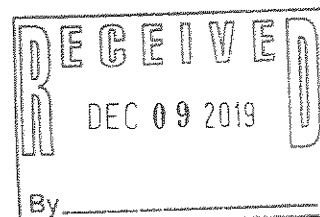
Please join us in our effort to provide children in Clay County with a wonderful holiday season. We have partnered with Kids First of Florida and will be collecting toys and gift cards.

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Make your donation at 3176 Old Jennings Road, Middleburg, Florida. To learn more about Kids First of Florida visit <http://kidsfirstofflorida.org>. Thank you for your generous support.

Please pay \$30.51 by 12/27/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$29.72 was posted to your account on 11/21/2019.



Please return this portion with payment

Bill Summary



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:

6129 1 AB 0.409 17-17



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



MAIL PAYMENT TO:

Bill Date	12/06/19
Current Charges	\$30.51
Current Charges Past Due After	12/27/19
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$30.51



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



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

Customer Name: DOUBLE BRANCH CDD

Bill Date: 12/06/2019

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)	12/06/19 to 01/08/20					\$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	12/04/19	30	1360	1365	5

Base Charges (Prepaid)						\$24.19
Consumption Charges	Tier 1	5.0	x	0.79	\$3.95	
Proration Factor: 1.0000	Tier 2	0.0	x	1.56	\$0.00	
	Tier 3	0.0	x	2.35	\$0.00	

Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$28.14
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
TOTAL AMOUNT DUE	\$28.14

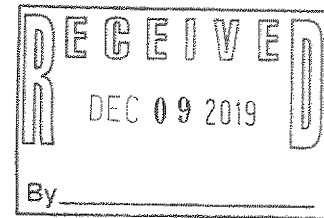
Please join us in our effort to provide children in Clay County with a wonderful holiday season. We have partnered with Kids First of Florida and will be collecting toys and gift cards.

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Make your donation at 3176 Old Jennings Road, Middleburg, Florida. To learn more about Kids First of Florida visit <http://kidsfirstofflorida.org>. Thank you for your generous support.

Please pay \$28.14 by 12/27/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$28.14 was posted to your account on 11/21/2019.



Please return this portion with payment

Bill Summary



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

Bill Date	12/06/19
Current Charges	\$28.14
Current Charges Past Due After	12/27/19
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$28.14

DOUBLE BRANCH CDD

Customer #:00206381

3659-1 Thousand Oaks Drive Reclaimed Irrigation

Route #:MC05521233

Route Group:27

ADDRESSEE:

6128 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
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: DOUBLE BRANCH CDD

Bill Date: 12/06/2019

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)	12/06/19 to 01/08/20					\$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	12/04/19	30	2066	2069	3

Base Charges (Prepaid)						\$24.19
Consumption Charges	Tier 1	3.0	x	0.79	\$2.37	
Proration Factor: 1.0000	Tier 2	0.0	x	1.56	\$0.00	
	Tier 3	0.0	x	2.35	\$0.00	

Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$26.56
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
TOTAL AMOUNT DUE	\$26.56

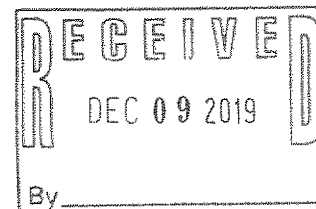
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Make your donation at 3176 Old Jennings Road, Middleburg, Florida. To learn more about Kids First of Florida visit <http://kidsfirstofflorida.org>. Thank you for your generous support.

Please pay \$26.56 by 12/27/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$27.35 was posted to your account on 11/21/2019.



Please return this portion with payment

Bill Summary



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

Bill Date	12/06/19
Current Charges	\$26.56
Current Charges Past Due After	12/27/19
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$26.56

DOUBLE BRANCH CDD

Customer #:00206380

1940-1 Woodworth Drive Reclaimed Irrigation

Route #:MC05521159

Route Group:27

ADDRESSEE:

MAIL PAYMENT TO:

6127 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
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: DOUBLE BRANCH CDD

Bill Date: 12/06/2019

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)	12/06/19 to 01/08/20					\$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	12/04/19	30	268	268	0

Base Charges (Prepaid)						\$24.19
Consumption Charges	Tier 1	0.0	x	0.79	\$0.00	
Proration Factor: 1.0000	Tier 2	0.0	x	1.56	\$0.00	
	Tier 3	0.0	x	2.35	\$0.00	

Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$24.19
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
TOTAL AMOUNT DUE	\$24.19

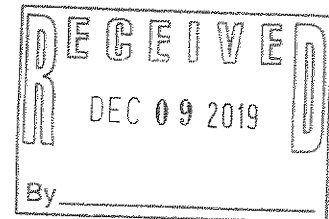
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Please pay \$24.19 by 12/27/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$24.98 was posted to your account on 11/21/2019.



Please return this portion with payment

Bill Summary



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

Bill Date	12/06/19
Current Charges	\$24.19
Current Charges Past Due After	12/27/19
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$24.19

DOUBLE BRANCH CDD

Customer #:00207243

603-1 Waterford Oaks Drive Reclaimed Irrigation

Route #:MC05522459

Route Group:27

ADDRESSEE:

6126 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
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: DOUBLE BRANCH CDD

Bill Date: 12/06/2019

Customer #: 00206125
Route #: MC05522414

Service Address: 1505-1 Canopy Oaks Drive Reclaimed Irrigation

Water

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

Base Charges (Prepaid)	12/06/19 to 01/08/20					\$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	12/04/19	30	172	172	0

Base Charges (Prepaid)						\$40.25
Consumption Charges	Tier 1	0.0	x	0.79	\$0.00	
Proration Factor: 1.0000	Tier 2	0.0	x	1.56	\$0.00	
	Tier 3	0.0	x	2.35	\$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
TOTAL AMOUNT DUE	\$40.25

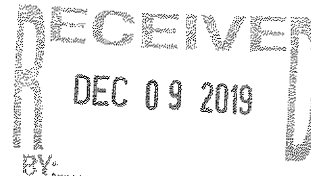
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Please pay \$40.25 by 12/27/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$41.04 was posted to your account on 11/21/2019.



Please return this portion with payment



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

DOUBLE BRANCH CDD

Customer #:00206125

1505-1 Canopy Oaks Drive Reclaimed Irrigation

Route #:MC05522414

Route Group:27

ADDRESSEE:

6125 1 AB 0.409 17-17

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



Bill Summary

Bill Date	12/06/19
Current Charges	\$40.25
Current Charges Past Due After	12/27/19
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$40.25

MAIL PAYMENT TO:

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



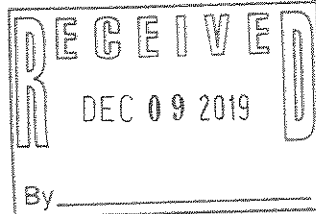
Remit To: Clay County Sheriff's Office
PO Box 548/901 N. Orange Ave
Green Cove Springs, FL 32043
(904) 284-7575

Invoice Number: SSI09356
Invoice Date: 12/9/2019
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 12/24/2019
Terms Net 15 Days

Customer ID C0000168
P.O. Number
P.O. Date 12/9/2019
Our Order No
SalesPerson

Item/Description	Unit	Order Qtv	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee- NOVEMBER 2019		218.5	218.5	5.00	1,092.50/2 = \$546.25
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 1,467.50

Subtotal: 1,467.50
Invoice Discount: 0.00
Tax: 0.00

Total USD: 1,467.50 / 2
\$ 733.75

OAKLEAF PLANTATION CDD	11/1/2019	6534	SIMMONS, BENJAMIN A	6.00
OAKLEAF PLANTATION CDD	11/1/2019	7036	MACK, ANDRE D.	6.00
OAKLEAF PLANTATION CDD	11/2/2019	6534	SIMMONS, BENJAMIN A	6.00
OAKLEAF PLANTATION CDD	11/2/2019	7036	MACK, ANDRE D.	6.00
OAKLEAF PLANTATION CDD	11/3/2019	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	11/4/2019	6028	WILLIAMS, MATTHEW L	6.00
OAKLEAF PLANTATION CDD	11/5/2019	7695	VOLLER, DAVID	6.00
OAKLEAF PLANTATION CDD	11/6/2019	6028	WILLIAMS, MATTHEW L	5.00
OAKLEAF PLANTATION CDD	11/7/2019	7321	DRURY, JOHN R.	5.00
OAKLEAF PLANTATION CDD	11/8/2019	7223	SOLIS, EVA	5.50
OAKLEAF PLANTATION CDD	11/8/2019	6584	BURNS, MIACHEL	6.00
OAKLEAF PLANTATION CDD	11/9/2019	7223	SOLIS, EVA	6.00
OAKLEAF PLANTATION CDD	11/9/2019	6584	BURNS, MIACHEL	6.00
OAKLEAF PLANTATION CDD	11/10/2019	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	11/11/2019	6273	COOPER, JENNIFER	6.00
OAKLEAF PLANTATION CDD	11/12/2019	6584	BURNS, MIACHEL	6.00
OAKLEAF PLANTATION CDD	11/13/2019	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	11/14/2019	7223	SOLIS, EVA	6.00
OAKLEAF PLANTATION CDD	11/15/2019	7036	MACK, ANDRE D.	6.00
OAKLEAF PLANTATION CDD	11/15/2019	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	11/16/2019	6273	COOPER, JENNIFER	4.00
OAKLEAF PLANTATION CDD	11/16/2019	7036	MACK, ANDRE D.	6.00
OAKLEAF PLANTATION CDD	11/17/2019	6028	WILLIAMS, MATTHEW L	6.00
OAKLEAF PLANTATION CDD	11/18/2019	6839	SMITH, BRYAN	5.00
OAKLEAF PLANTATION CDD	11/19/2019	7695	VOLLER, DAVID	5.50
OAKLEAF PLANTATION CDD	11/21/2019	7695	VOLLER, DAVID	5.50
OAKLEAF PLANTATION CDD	11/22/2019	7223	SOLIS, EVA	6.00
OAKLEAF PLANTATION CDD	11/22/2019	7321	DRURY, JOHN R.	5.50
OAKLEAF PLANTATION CDD	11/23/2019	7223	SOLIS, EVA	4.50
OAKLEAF PLANTATION CDD	11/23/2019	6028	WILLIAMS, MATTHEW L	6.00
OAKLEAF PLANTATION CDD	11/24/2019	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	11/25/2019	7223	SOLIS, EVA	6.00
OAKLEAF PLANTATION CDD	11/26/2019	7321	DRURY, JOHN R.	5.00
OAKLEAF PLANTATION CDD	11/27/2019	6028	WILLIAMS, MATTHEW L	6.00
OAKLEAF PLANTATION CDD	11/28/2019	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	11/29/2019	6534	SIMMONS, BENJAMIN A	6.00
OAKLEAF PLANTATION CDD	11/30/2019	6534	SIMMONS, BENJAMIN A	6.00

OAKLEAF PLANTATION CDD	11/30/2019	6273	COOPER, JENNIFER	6.00
			TOTAL	218.50



Clay Electric Cooperative, Inc.
 Orange Park District
 734 Blanding Blvd
 Orange Park FL 32065-5798
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GROUP BILLING

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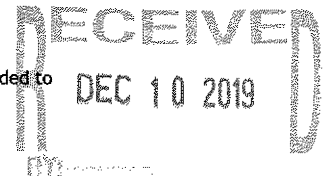


Web Address
 clayelectric.com

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	10/25/2019	11/26/2019	993.00	-993.00	.00	978.00	978.00
	4995718	10/25/2019	11/26/2019	312.00	-312.00	.00	266.00	266.00
	5217088	10/25/2019	11/26/2019	3,056.00	-3,056.00	.00	2,450.00	2,450.00
	5347943	10/25/2019	11/26/2019	91.00	-91.00	.00	96.00	96.00
	5379615	10/30/2019	12/02/2019	2,141.00	-2,141.00	.00	2,141.00	2,141.00
	5715289	10/25/2019	11/26/2019	119.00	-119.00	.00	123.00	123.00
	5774021	10/25/2019	11/26/2019	25.00	-25.00	.00	25.00	25.00
	6875140	10/25/2019	11/26/2019	63.00	-63.00	.00	71.00	71.00
	6912612	10/25/2019	11/26/2019	26.00	-26.00	.00	26.00	26.00
	6912620	10/25/2019	11/26/2019	26.00	-26.00	.00	26.00	26.00
	6912653	10/25/2019	11/26/2019	26.00	-26.00	.00	26.00	26.00
	6912661	10/25/2019	11/26/2019	25.00	-25.00	.00	25.00	25.00
	6912687	10/25/2019	11/26/2019	26.00	-26.00	.00	26.00	26.00
	6912695	10/25/2019	11/26/2019	26.00	-26.00	.00	26.00	26.00
	6912703	10/25/2019	11/26/2019	28.00	-28.00	.00	28.00	28.00
	6912729	10/25/2019	11/26/2019	26.00	-26.00	.00	27.00	27.00
	6912737	10/25/2019	11/26/2019	26.00	-26.00	.00	26.00	26.00
	6912752	10/25/2019	11/26/2019	26.00	-26.00	.00	26.00	26.00
	6912760	10/25/2019	11/26/2019	27.00	-27.00	.00	27.00	27.00
	6912778	10/25/2019	11/26/2019	27.00	-27.00	.00	27.00	27.00
	6912786	10/25/2019	11/26/2019	25.00	-25.00	.00	26.00	26.00
	6912810	10/25/2019	11/26/2019	26.00	-26.00	.00	26.00	26.00
	6912828	10/25/2019	11/26/2019	26.00	-26.00	.00	26.00	26.00
	6912836	10/25/2019	11/26/2019	26.00	-26.00	.00	26.00	26.00
	6912869	10/25/2019	11/26/2019	26.00	-26.00	.00	27.00	27.00
	6912877	10/25/2019	11/26/2019	27.00	-27.00	.00	26.00	26.00
	6912893	10/25/2019	11/26/2019	26.00	-26.00	.00	26.00	26.00
	6912901	10/25/2019	11/26/2019	26.00	-26.00	.00	25.00	25.00
	6912919	10/25/2019	11/26/2019	26.00	-26.00	.00	26.00	26.00
	6912927	10/25/2019	11/26/2019	27.00	-27.00	.00	27.00	27.00
	6912943	10/25/2019	11/26/2019	28.00	-28.00	.00	28.00	28.00
	6912950	10/25/2019	11/26/2019	26.00	-26.00	.00	26.00	26.00
	6912968	10/25/2019	11/26/2019	26.00	-26.00	.00	26.00	26.00
	6912976	10/25/2019	11/26/2019	26.00	-26.00	.00	27.00	27.00

* 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 9519
Clay Electric Cooperative, Inc.
 P.O. Box 308
 Keystone Heights, Florida 32656-0308

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Mailing Address Correction: _____

911 Emergency Address: _____

V-2 (B)
 2,300.202.102

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 7,865.00

Due Date 12/16/2019

Total Amount Due 7,865.00

78595-2A
 DOUBLE BRANCH COMM DEV DIST
 475 W TOWN PL STE 114
 SAINT AUGUSTINE FL 32092-3649

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Clay Electric Cooperative, Inc.
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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	10/25/2019	11/26/2019	26.00	-26.00	.00	26.00	26.00
	7332257	10/25/2019	11/26/2019	209.00	-209.00	.00	233.00	233.00
	7332265	10/30/2019	12/02/2019	212.00	-212.00	.00	212.00	212.00
	8684243	10/25/2019	11/26/2019	26.00	-26.00	.00	26.00	26.00
	8763369	10/26/2019	11/26/2019	608.00	-608.00	.00	534.00	534.00
							Subtotal	7,865.00

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GROUP BILLING DETAIL

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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	11/26/2019	3068	3526	20	9160	33	499570	151851973	
		Previous Bill Amount					993.00		
		Invoice Payment					-993.00		
Dem Read	1.612	Previous Balance					.00		
Dem Use	32.240	Energy					744.71		
		Access Charge					23.00		
		Power Cost Adjustment X 9160 KWH					159.38		
		FLA Gross Receipts Tax					23.76		
		Clay Co Public Ser Utility Tax					26.43		
		Operation Round Up					0.72		
		CURRENT CHARGES					978.00		
		TOTAL DUE					978.00		

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	11/26/2019	542	600	40	2320	33	499571	152192893	
		Previous Bill Amount					312.00		
		Invoice Payment					-312.00		
Dem Read	0.178	Previous Balance					.00		
Dem Use	7.120	Energy					188.62		
		Access Charge					23.00		
		Power Cost Adjustment X 2320 KWH					40.37		
		FLA Gross Receipts Tax					6.46		
		Clay Co Public Ser Utility Tax					7.38		
		Operation Round Up					0.17		
		CURRENT CHARGES					266.00		
		TOTAL DUE					266.00		

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	11/26/2019	2931	3249	80	25440	33	499532	151851971	
		Previous Bill Amount					3,056.00		
		Invoice Payment					-3,056.00		
Dem Read	0.798	Previous Balance					.00		
Dem Use	63.840	Energy					1,526.40		
		Access Charge					80.00		
		Demand					277.70		
		Power Cost Adjustment X 25440 KWH					442.66		
		FLA Gross Receipts Tax					59.62		
		Clay Co Public Ser Utility Tax					63.48		
		Operation Round Up					0.14		
		CURRENT CHARGES					2,450.00		
		TOTAL DUE					2,450.00		

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	11/26/2019	5508	6186	1	678	33	534794	151850976	
		Previous Bill Amount					91.00		
		Invoice Payment					-91.00		
		CURRENT CHARGES					96.00		
		TOTAL DUE					96.00		

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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	6.462		Previous Balance						.00
Dem Use	6.462		Energy						55.12
			Access Charge						23.00
			Power Cost Adjustment X 678 KWH						11.80
			FLA Gross Receipts Tax						2.31
			Clay Co Public Ser Utility Tax						2.81
			Operation Round Up						0.96
						CURRENT CHARGES			96.00
						TOTAL DUE			96.00
Sub ID 1	Acct # 5379615	Name	DOUBLE BRANCH COMM DEV DIST	Loc	EAST SIDE OF BRANNANFIELD				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
			Previous Bill Amount						2,141.00
			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
Sub ID 1	Acct # 5715289	Name	DOUBLE BRANCH COMM DEV DIST	Loc	1591 CANOPY OAKS DR				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	11/26/2019	2	5	1	3	33	571528	152055399
			Previous Bill Amount						119.00
			Invoice Payment						-119.00
Dem Read			Previous Balance						.00
Dem Use			Energy						0.24
			Access Charge						23.00
			Power Cost Adjustment X 3 KWH						0.05
			Small Outdoor Light						91.67
			FLA Gross Receipts Tax						2.94
			Clay Co Public Ser Utility Tax						4.60
			Operation Round Up						0.50
						CURRENT CHARGES			123.00
						TOTAL DUE			123.00
Sub ID 1	Acct # 5774021	Name	DOUBLE BRANCH COMM DEV DIST	Loc	2971 THORNCREST DR				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	11/26/2019	15	19	1	4	33	577402	154521993
			Previous Bill Amount						25.00
			Invoice Payment						-25.00
						CURRENT CHARGES			25.00
						TOTAL DUE			25.00

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Sub ID 1	Acct # 5774021	Name	DOUBLE BRANCH COMM DEV DIST	Loc 2971 THORNCREST DR					
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
Dem Read			Previous Balance						.00
Dem Use			Energy						0.33
			Access Charge						23.00
			Power Cost Adjustment X 4 KWH						0.07
			FLA Gross Receipts Tax						0.60
			Clay Co Public Ser Utility Tax						0.93
			Operation Round Up						0.07
						CURRENT CHARGES			25.00
						TOTAL DUE			25.00
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	11/26/2019	2689	3133	1	444	33	687514	152024620
			Previous Bill Amount						63.00
			Invoice Payment						-63.00
Dem Read			Previous Balance						.00
Dem Use			Energy						36.10
			Access Charge						23.00
			Power Cost Adjustment X 444 KWH						7.73
			FLA Gross Receipts Tax						1.71
			Clay Co Public Ser Utility Tax						2.16
			Operation Round Up						0.30
						CURRENT CHARGES			71.00
						TOTAL DUE			71.00
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	11/26/2019	31	44	1	13	33	691261	154533579
			Previous Bill Amount						26.00
			Invoice Payment						-26.00
Dem Read			Previous Balance						.00
Dem Use			Energy						1.06
			Access Charge						23.00
			Power Cost Adjustment X 13 KWH						0.23
			FLA Gross Receipts Tax						0.63
			Clay Co Public Ser Utility Tax						0.96
			Operation Round Up						0.12
						CURRENT CHARGES			26.00
						TOTAL DUE			26.00
Sub ID 1	Acct # 6912620	Name	DOUBLE BRANCH COMM DEV DIST	Loc 304 OAKLEAF VILLAGE PKWY # 1					
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	11/26/2019	75	89	1	14	33	691262	151835286
			Previous Bill Amount						26.00
			Invoice Payment						-26.00
						CURRENT CHARGES			26.00
						TOTAL DUE			26.00



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Sub ID 1	Acct # 6912620	Name	DOUBLE BRANCH COMM DEV DIST	Loc	304 OAKLEAF VILLAGE PKWY # 1				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
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 # 6912653	Name	DOUBLE BRANCH COMM DEV DIST	Loc	603 OAKLEAF VILLAGE PKWY # 2				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	11/26/2019	31	42	1	11	33	691265	154517934
			Previous Bill Amount						26.00
			Invoice Payment						-26.00
Dem Read			Previous Balance						.00
Dem Use			Energy						0.89
			Access Charge						23.00
			Power Cost Adjustment X 11 KWH						0.19
			FLA Gross Receipts Tax						0.62
			Clay Co Public Ser Utility Tax						0.95
			Operation Round Up						0.35
						CURRENT CHARGES			26.00
						TOTAL DUE			26.00
Sub ID 1	Acct # 6912661	Name	DOUBLE BRANCH COMM DEV DIST	Loc	602 OAKLEAF VILLAGE PKWY # 1				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	11/26/2019	0	0	1	0	33	691266	154533626
			Previous Bill Amount						25.00
			Invoice Payment						-25.00
Dem Read			Previous Balance						.00
Dem Use			Access Charge						23.00
			FLA Gross Receipts Tax						0.59
			Clay Co Public Ser Utility Tax						0.92
			Operation Round Up						0.49
						CURRENT CHARGES			25.00
						TOTAL DUE			25.00
Sub ID 1	Acct # 6912687	Name	DOUBLE BRANCH COMM DEV DIST	Loc	537 OAKLEAF VILLAGE P PKWY # 1				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	11/26/2019	33	43	1	10	33	691268	152058372
			Previous Bill Amount						26.00
			Invoice Payment						-26.00
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



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Sub ID 1	Acct # 6912695		Name		DOUBLE BRANCH COMM DEV DIST		Loc 529 OAKLEAF VILLAGE PKWY # 1		
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	11/26/2019	21	32	1	11	33	691269	154529665
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 # 6912703		Name		DOUBLE BRANCH COMM DEV DIST		Loc 3925 PLANTATION OAKS BLVD # 1		
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	11/26/2019	76	107	1	31	33	691270	154534637
Dem Read Dem Use			Previous Bill Amount					28.00	
			Invoice Payment					-28.00	
			Previous Balance					.00	
			Energy					2.52	
			Access Charge					23.00	
			Power Cost Adjustment X 31 KWH					0.54	
			FLA Gross Receipts Tax					0.67	
			Clay Co Public Ser Utility Tax					1.01	
			Operation Round Up					0.26	
							CURRENT CHARGES		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	11/26/2019	53	70	1	17	33	691272	154517617
Dem Read Dem Use	Previous Bill Amount							26.00	
	Invoice Payment							-26.00	
	Previous Balance							.00	
	Energy							1.38	
	Access Charge							23.00	
	Power Cost Adjustment X 17 KWH							0.30	
	FLA Gross Receipts Tax							0.64	
	Clay Co Public Ser Utility Tax							0.97	
	Operation Round Up							0.71	
	CURRENT CHARGES							27.00	
TOTAL DUE							27.00		

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	11/26/2019	28	37	1	9	33	691273	154517616
		Previous Bill Amount					26.00	
		Invoice Payment					-26.00	
		CURRENT CHARGES					26.00	
		TOTAL DUE					26.00	

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Clay Electric Cooperative, Inc.
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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
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 # 6912752	Name	DOUBLE BRANCH COMM DEV DIST		Loc 3805 PLANTATION OAKS BLVD # 1				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	11/26/2019	74	82	1	8	33	691275	151839081
			Previous Bill Amount						26.00
			Invoice Payment						-26.00
Dem Read			Previous Balance						.00
Dem Use			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 # 6912760	Name	DOUBLE BRANCH COMM DEV DIST		Loc 3800 PLANTATION OAKS BLVD # 1				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	11/26/2019	82	100	1	18	33	691276	152021602
			Previous Bill Amount						27.00
			Invoice Payment						-27.00
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 # 6912778	Name	DOUBLE BRANCH COMM DEV DIST		Loc 3306 VILLAGE OAKS LN # 1				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	11/26/2019	122	143	1	21	33	691277	152033170
			Previous Bill Amount						27.00
			Invoice Payment						-27.00
						CURRENT CHARGES			27.00
						TOTAL DUE			27.00



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

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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
Dem Read			Previous Balance						.00
Dem Use			Energy						1.71
			Access Charge						23.00
			Power Cost Adjustment X 21 KWH						0.37
			FLA Gross Receipts Tax						0.65
			Clay Co Public Ser Utility Tax						0.98
			Operation Round Up						0.29
						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	11/26/2019	139	147	1	8	33	691278	152030424
			Previous Bill Amount						25.00
			Invoice Payment						-25.00
Dem Read			Previous Balance						.00
Dem Use			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 # 6912810	Name	DOUBLE BRANCH COMM DEV DIST		Loc 3801 PLANTATION OAKS BLVD # 1				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	11/26/2019	51	63	1	12	33	691281	152030422
			Previous Bill Amount						26.00
			Invoice Payment						-26.00
Dem Read			Previous Balance						.00
Dem Use			Energy						0.98
			Access Charge						23.00
			Power Cost Adjustment X 12 KWH						0.21
			FLA Gross Receipts Tax						0.62
			Clay Co Public Ser Utility Tax						0.95
			Operation Round Up						0.24
						CURRENT CHARGES			26.00
						TOTAL DUE			26.00
Sub ID 1	Acct # 6912828	Name	DOUBLE BRANCH COMM DEV DIST		Loc 728 BELLSHIRE DR # 1				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	11/26/2019	15	22	1	7	33	691282	152054493
			Previous Bill Amount						26.00
			Invoice Payment						-26.00
						CURRENT CHARGES			26.00
						TOTAL DUE			26.00

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Sub ID 1	Acct # 6912828	Name	DOUBLE BRANCH COMM DEV DIST	Loc 728 BELLSHIRE DR # 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 # 6912836	Name	DOUBLE BRANCH COMM DEV DIST	Loc 721 BELLSHIRE DR # 1					
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	11/26/2019	20	27	1	7	33	691283	154532169
			Previous Bill Amount						26.00
			Invoice Payment						-26.00
Dem Read			Previous Balance						.00
Dem Use			Energy						0.57
			Access Charge						23.00
			Power Cost Adjustment X 7 KWH						0.12
			FLA Gross Receipts Tax						0.60
			Clay Co Public Ser Utility Tax						0.94
			Operation Round Up						0.77
						CURRENT CHARGES			26.00 ✓
						TOTAL DUE			26.00

Sub ID 1	Acct # 6912869	Name	DOUBLE BRANCH COMM DEV DIST	Loc 715-1 WAKEMOUNT DR					
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	11/26/2019	35	58	1	23	33	691286	154529951
			Previous Bill Amount						26.00
			Invoice Payment						-26.00
Dem Read			Previous Balance						.00
Dem Use			Energy						1.87
			Access Charge						23.00
			Power Cost Adjustment X 23 KWH						0.40
			FLA Gross Receipts Tax						0.65
			Clay Co Public Ser Utility Tax						0.98
			Operation Round Up						0.10
						CURRENT CHARGES			27.00 ✓
						TOTAL DUE			27.00

Sub ID 1	Acct # 6912877	Name	DOUBLE BRANCH COMM DEV DIST	Loc 3219 STONEBRIER RIDGE DR # 1					
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	11/26/2019	66	79	1	13	33	691287	154528294
			Previous Bill Amount						27.00
			Invoice Payment						-27.00
						CURRENT CHARGES			26.00
						TOTAL DUE			26.00

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Sub ID 1	Acct # 6912877		Name DOUBLE BRANCH COMM DEV DIST			Loc 3219 STONEBRIER RIDGE DR # 1			
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
Dem Read			Previous Balance						.00
Dem Use			Energy						1.06
			Access Charge						23.00
			Power Cost Adjustment X 13 KWH						0.23
			FLA Gross Receipts Tax						0.63
			Clay Co Public Ser Utility Tax						0.96
			Operation Round Up						0.12
			CURRENT CHARGES						26.00
			TOTAL DUE						26.00
Sub ID 1	Acct # 6912893		Name DOUBLE BRANCH COMM DEV DIST			Loc 576-1 WAKEMOUNT DR			
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	11/26/2019	36	49	1	13	33	691289	154521991
			Previous Bill Amount						26.00
			Invoice Payment						-26.00
Dem Read			Previous Balance						.00
Dem Use			Energy						1.06
			Access Charge						23.00
			Power Cost Adjustment X 13 KWH						0.23
			FLA Gross Receipts Tax						0.63
			Clay Co Public Ser Utility Tax						0.96
			Operation Round Up						0.12
			CURRENT CHARGES						26.00
			TOTAL DUE						26.00
Sub ID 1	Acct # 6912901		Name DOUBLE BRANCH COMM DEV DIST			Loc 507 MILLSTONE DR # 1			
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	11/26/2019	49	51	1	2	33	691290	154521987
			Previous Bill Amount						26.00
			Invoice Payment						-26.00
Dem Read			Previous Balance						.00
Dem Use			Energy						0.16
			Access Charge						23.00
			Power Cost Adjustment X 2 KWH						0.03
			FLA Gross Receipts Tax						0.59
			Clay Co Public Ser Utility Tax						0.93
			Operation Round Up						0.29
			CURRENT CHARGES						25.00
			TOTAL DUE						25.00
Sub ID 1	Acct # 6912919		Name DOUBLE BRANCH COMM DEV DIST			Loc 498 MILLSTONE DR # 1			
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	11/26/2019	31	41	1	10	33	691291	154521988
			Previous Bill Amount						26.00
			Invoice Payment						-26.00
			CURRENT CHARGES						26.00
			TOTAL DUE						26.00



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Sub ID 1	Acct # 6912919	Name	DOUBLE BRANCH COMM DEV DIST		Loc 498 MILLSTONE DR # 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 # 6912927	Name	DOUBLE BRANCH COMM DEV DIST		Loc 3442-1 WORTHINGTON OAKS DR				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	11/26/2019	69	90	1	21	33	691292	154517592
			Previous Bill Amount						27.00
			Invoice Payment						-27.00
Dem Read			Previous Balance						.00
Dem Use			Energy						1.71
			Access Charge						23.00
			Power Cost Adjustment X 21 KWH						0.37
			FLA Gross Receipts Tax						0.65
			Clay Co Public Ser Utility Tax						0.98
			Operation Round Up						0.29
						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	11/26/2019	199	227	1	28	33	691294	151839080
			Previous Bill Amount						28.00
			Invoice Payment						-28.00
Dem Read			Previous Balance						.00
Dem Use			Energy						2.28
			Access Charge						23.00
			Power Cost Adjustment X 28 KWH						0.49
			FLA Gross Receipts Tax						0.66
			Clay Co Public Ser Utility Tax						1.00
			Operation Round Up						0.57
						CURRENT CHARGES			28.00 ✓
						TOTAL DUE			28.00
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	11/26/2019	26	37	1	11	33	691295	154532124
			Previous Bill Amount						26.00
			Invoice Payment						-26.00
						CURRENT CHARGES			26.00
						TOTAL DUE			26.00

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Sub ID 1	Acct # 6912950	Name	DOUBLE BRANCH COMM DEV DIST	Loc	373 OAKLEAF VILLAGE PKWY # 2				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
Dem Read			Previous Balance						.00
Dem Use			Energy						0.89
			Access Charge						23.00
			Power Cost Adjustment X 11 KWH						0.19
			FLA Gross Receipts Tax						0.62
			Clay Co Public Ser Utility Tax						0.95
			Operation Round Up						0.35
						CURRENT CHARGES			26.00 ✓
						TOTAL DUE			26.00
Sub ID 1	Acct # 6912968	Name	DOUBLE BRANCH COMM DEV DIST	Loc	308 OAKLEAF VILLAGE PKWY # 1				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	11/26/2019	72	82	1	10	33	691296	151835285
			Previous Bill Amount						26.00
			Invoice Payment						-26.00
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 # 6912976	Name	DOUBLE BRANCH COMM DEV DIST	Loc	358 OAKLEAF VILLAGE PKWY # 2				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	11/26/2019	59	74	1	15	33	691297	151839078
			Previous Bill Amount						26.00
			Invoice Payment						-26.00
Dem Read			Previous Balance						.00
Dem Use			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 # 7131527	Name	DOUBLE BRANCH COMM DEV DIST	Loc	3206 SILVER BLUFF BLVD # 1				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	11/26/2019	106	118	1	12	33	713152	151837342
			Previous Bill Amount						26.00
			Invoice Payment						-26.00
						CURRENT CHARGES			26.00
						TOTAL DUE			26.00

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Sub ID 1	Acct # 7131527	Name	DOUBLE BRANCH COMM DEV DIST		Loc 3206 SILVER BLUFF BLVD # 1				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
Dem Read			Previous Balance						.00
Dem Use			Energy						0.98
			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 # 7332257	Name	DOUBLE BRANCH COMM DEV DIST		Loc 3168 STONEBRIER RIDGE DR NEXTT				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	11/26/2019	4053	6048	1	1995	33	489354	154356830
			Previous Bill Amount						209.00
			Invoice Payment						-209.00
Dem Read	12.313		Previous Balance						.00
Dem Use	12.313		Energy						162.19
			Access Charge						23.00
			Power Cost Adjustment X 1995 KWH						34.71
			FLA Gross Receipts Tax						5.64
			Clay Co Public Ser Utility Tax						6.48
			Operation Round Up						0.98
						CURRENT CHARGES			233.00 ✓
						TOTAL DUE			233.00
Sub ID 1	Acct # 7332265	Name	DOUBLE BRANCH COMM DEV DIST		Loc OAKLEAF VILLAGE CENTER				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
			Previous Bill Amount						212.00
			Invoice Payment						-212.00
Dem Read			Previous Balance						.00
Dem Use			Small Outdoor Light						198.62
			FLA Gross Receipts Tax						5.09
			Clay Co Public Ser Utility Tax						7.94
			Operation Round Up						0.35
						CURRENT CHARGES			212.00 ✓
						TOTAL DUE			212.00
Sub ID 1	Acct # 8684243	Name	DOUBLE BRANCH COMM DEV DIST		Loc 571 OAKLEAF VILLAGE PKWY				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	11/26/2019	16	21	1	5	33	868424	154533629
			Previous Bill Amount						26.00
			Invoice Payment						-26.00
Dem Read			Previous Balance						.00
Dem Use			Energy						0.41
			Access Charge						23.00
			Power Cost Adjustment X 5 KWH						0.09
			FLA Gross Receipts Tax						0.60
			Clay Co Public Ser Utility Tax						0.93
			Operation Round Up						0.97
						CURRENT CHARGES			26.00 ✓
						TOTAL DUE			26.00

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Sub ID 1	Acct # 8763369		Name		DOUBLE BRANCH COMM DEV DIST		Loc 382 OAKLEAF VILLAGE PKWY		
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	11/26/2019	27154	32048	1	4894	32	8763369	13794545
			Previous Bill Amount					608.00	
			Invoice Payment					-608.00	
Dem Read	20.780		Previous Balance					.00	
Dem Use	20.780		Energy					397.88	
			Access Charge					23.00	
			Power Cost Adjustment X 4894 KWH					85.16	
			FLA Gross Receipts Tax					12.97	
			Clay Co Public Ser Utility Tax					14.55	
			Operation Round Up					0.44	
						CURRENT CHARGES		534.00	
						TOTAL DUE		534.00	
Sub-Group # 1 Current Charges									7,865.00

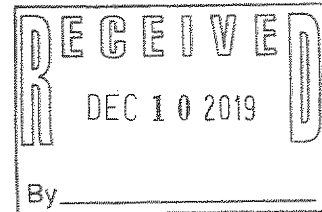
00000153

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - FREDERICK FAJARDO
Date: December 10, 2019 at 4:07 PM
To: Hannah Smith hsmith@gmsnfn.com
Cc: Daniel Laughlin dlaughlin@gmsnfn.com, Oksana Kuzmuk okuzmuk@gmsnfn.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 – DECEMBER 7, 2019
- RESIDENT – FREDERICK FAJARDO
- ADDRESS – ~~3544~~³⁴⁵⁵ WORTHINGTON OAKS DRIVE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - DEPOSIT REFUND
- DEPOSIT was via MASTERCARD (2881):
 - DATED: 11/03/19
 - SEQ#: 4
 - BATCH#: 161
 - INVOICE#: 4
 - APPROVAL CODE: 01630B
 - AMOUNT: \$100.00



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

Thank you.

V-787 (B)
2,300,869.103

I will be out of the office WEDNESDAY, December 11, 2019 - THURSDAY, December 12, 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
(904) 770-4661 voice email
(904) 375-9285 ext. 3
www.oakleafresidents.com

Governmental Management Services

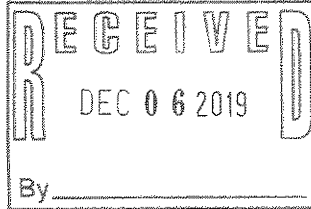
www.OakLeafResidents.com

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

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 #: 2110
Invoice Date: 12/1/19
Due Date: 12/1/19
Case:
P.O. Number:

Description	Hours/Qty	Rate	Amount
Facility Management/Recreation - Oakleaf Plantation - December 2019		12,497.67	12,497.67
2,310,513,3400			
V-92 (B)			
Total			\$12,497.67
Payments/Credits			\$0.00
Balance Due			\$12,497.67

RHW
12, 5, 19

INVOICE



3543 State Road 419, Winter Springs, FL 32708
PH: 800-666-5253

Invoice #	470366
Account #	708477
Invoice Date	12/1/2019
Due Date	12/11/2019
Rep	MAS

Invoice Questions:
Lakes@lakedoctors.com
Payment Questions:
Payments@lakedoctors.com

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

Purchase Order Number	Terms	Invoice Date Reflects Month of Service Provided
	NET 10 DAYS	
Item	Description	Amount
Code to: 2-320-572-4680 Middle Village Lake Maintenance Double Branch	Monthly Water Management Service (R) <div style="border: 1px solid black; padding: 5px; display: inline-block;"> RECEIVED DEC 10 2019 By _____ </div>	2,070.00 V-24 (B) /
Customer Total Balance \$4,099.00		
Please confirm your bank bill payer amount matches your invoice amount if you use a bank bill payer service. Thank you!		Total Invoice \$2,070.00

To help ensure prompt and accurate credit to your account, please include your account number and invoice number on your check and always include your remittance stub with your payment.

Please visit www.lakedoctors.com for your local office contact information.

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT

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

Amount Enclosed

Invoice #	470366
Account #	708477
Date	12/1/2019

Go Green! Contact us at Payments@lakedoctors.com to have your invoices emailed.

For address and contact updates, please email us at Frontdesk@lakedoctors.com.

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



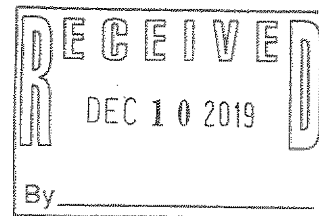
IF PAYING BY CREDIT CARD, FILL OUT BELOW	
____ Mastercard	____ Visa
____ American Express	
Card #	_____
Card Verification #	_____
Exp. Date #	_____
Print Name	_____
Billing Address:	____ Check box if same as above
Signature	_____

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - LINTON McCLAIN
Date: December 10, 2019 at 4:04 PM
To: Hannah Smith hsmith@gmsnf.com
Cc: Daniel Laughlin dlaughlin@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com

Good afternoon Hannah,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR aka Oakleaf Village Clubroom (THURSDAY) 5:30 P.M. to 7:30 P.M.
- DATE OF VENUE – DECEMBER 5, 2019
- RESIDENT – LINTON McCLAIN
- ADDRESS – 3750 SILVER BLUFF BLVD #2005, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - DEPOSIT REFUND
- DEPOSIT was via MASTERCARD (9610):
 - DATED: 11/10/19
 - SEQ#: 2
 - BATCH#: 174
 - INVOICE#: 11
 - APPROVAL CODE: 175888
 - AMOUNT: \$100.00



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

Thank you.

V-788 (B)
2,800.369.103

I will be out of the office WEDNESDAY, December 11, 2019 - THURSDAY, December 12, 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
(904) 770-4661 voice email
(904) 375-9285 ext. 3
www.oakleafresidents.com

Governmental Management Services

www.OakLeafResidents.com

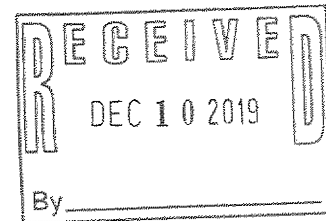
Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. The information contained in this email and/or attachment(s) 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.

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - MARY MIRACLE
Date: December 10, 2019 at 4:00 PM
To: Hannah Smith hsmith@gmstnn.com
Cc: Daniel Laughlin dlaughlin@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com

Good afternoon Hannah,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR aka Oakleaf Village Clubroom (SATURDAY) 7:00 p.m. to 11:00 p.m.
- DATE OF VENUE – NOVEMBER 23, 2019
- RESIDENT – MARY MIRACLE
- ADDRESS – 581 LONGMILL LANE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - DEPOSIT REFUND
- DEPOSIT was via CHECK drawn on SUNTRUST:
 - DATED: 9/17/19
 - CHECK#: 1150
 - DEPOSITED: 9/17/19
 - AMOUNT: \$100.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT
09/17/19	09/17/19	11/23/19	Mary Miracle - OVCR DEPOSIT	DEPOSIT	\$ 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, December 11, 2019 - THURSDAY, December 12, 2019, therefore, if you require immediate attention please email me or leave a message at 904-7 earliest opportunity.

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

Governmental Management Services

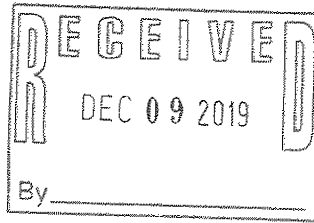
www.OakLeafResidents.com

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, an 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 proprietary. The sender is 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

✓ 618 (B)
2,300.369.105

Clay County Sheriff's Office

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

**INVOICE**

INVOICE DATE: DECEMBER 9, 2019
WEEK OF: 11/29/19-12/5/19

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
11/29/19	BEN SIMMONS	1645-2245	6	30.00	180.00
11/30/19	BEN SIMMONS	1645-2245	6	30.00	180.00
11/30/19	JENNIFER COOPER	1700-2300	6	30.00	180.00
12/1/19	BRYAN SMITH	1600-2200	6	30.00	180.00
12/2/19	MATTHEW WILLIAMS	1900-2300	4	30.00	120.00
12/3/19	MATTHEW WILLIAMS	1730-2230	5	30.00	150.00
12/4/19	JENNIFER COOPER	1700-2300	6	30.00	180.00
12/5/19	MIACHEL BURNS	1600-2200	6	30.00	180.00
DEPUTY SIGNATURE:				TOTAL	\$1350.00/2
					\$675.00

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



STATE OF PLAY®

Quote #724373

NVB Playgrounds
d/b/a AAA State of Play
3623 N. 700 West
Greenfield, IN 46140
Phone: (877) 826-2776
Local: (317) 826-2777
Fax: (317) 245-2375

Ship Via: UPS Ground
Request By: Kelly
Quote Out: 11/22/2019

Visit:
www.AAASTATEOFPLAY.com
for more great deals

Bill To

Jay Soriano

Orange Park, FL 32065 USA
manager@oakleafresidents.com
Ph: (904) 342-1441
Fax:

Ship To:

Jay Soriano

Orange Park, FL 32065 USA
Ph: (904) 342-1441

Product ID	Description	Weight	Qty	Price	Amount
361509	Sand Digger - Color TBD	30 lbs	1	\$472.00	\$472.00
361509H	Sand Digger - ADA Accessible - Blue - Age Group: 2 to 5 years	30 lbs	1	\$487.00	\$487.00

QUOTE ONLY
VALID FOR 30 DAYS FROM DATE OF ISSUE

Subtotal: \$959.00
Shipping: \$201.00
Tax Rate: 0%
Sales Tax: \$0.00
Total Weight: 60 lbs
Installation:
Total: **\$1,160.00**

Notes

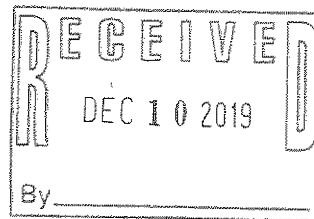
These products will ship UPS Ground from MO.

Code to:

Double Branch Repair and Replacements

2.320.57200.63100

1-786 (B)



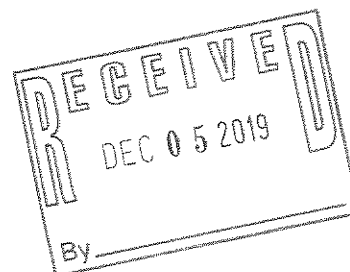
Riverside Management Services, Inc

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

Invoice

Date	Invoice #
12/1/2019	265

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/Amenity - December 2019 2,320,572,6100 V-297 (B)	4,251.00	4,251.00
		Total	\$4,251.00

2019
12.2.19

SoutheastFitness

REPAIR

Equipment Repair & Maintenance

14476 Duval Place West, Suite 208 • Jacksonville, FL 32218

Office: 904.683.1439 • Fax: 904.683.1624

southeastfitnessrepair@comcast.net

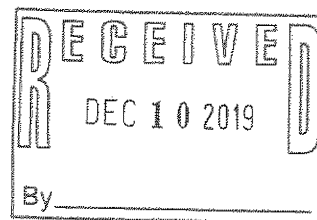
www.southeastfitnessrepair.com

Invoice # 12384A

Facility Name:	Double Branch
Facility Address:	Oakleaf Village Attn: Lynne 370 Oakleaf Village Parkway Orange Park, Florida 32065
Billing Address:	Oakleaf Village Attn: Lynne 370 Oakleaf Village Parkway Orange Park, Florida 32065
Contact & Phone:	
Reason for call:	AVERY AND FRANK repairs of the 3 treadmills at DB. we received the rest of the parts today. We have 3 new tread belts, and 3 decks. I also order 2 power buttons that Robert has been asking for. The parts are at the fitness center ready to go. I will be unavailable next week if you are able to schedule it for then.

Date: 04-Dec-2019

Payment is due within 30 days of invoice date.



Description	Part #	Part Cost	QTY	Total
TRAVEL 1 - 60 MILES: TRAVEL 1 - 60 MILES		65.00	1.00	65.00
LABOR PER HOUR 2 TECHS: LABOR PER HOUR 2 TECHS		90.00	3.50	315.00
Comments:			<i>Parts Total</i>	380.00
			<i>Tax</i>	0.00
			<i>Balance</i>	380.00

Technician: AVERY HAMMONDS

Thank you for your business.

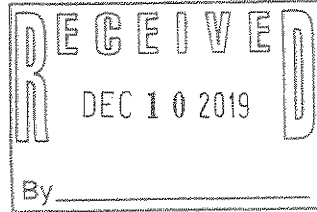
Code to:

Double Branch Repair and Replacements

2.320.57200.63100

(B)

V-305



Invoice

Invoice #: 1784

Date: 11/27/19

Customer PO:

DUE DATE: 12/27/2019

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

AMOUNT

#1577 - Tree Removal

3 Trees to be removed from Cannon Point Rd. 2 located on the left side declining from a lightning strike, and 1 on the right side that is broken more than halfway up the tree and is a hazard.

2 dead Cypress to be removed from the backside of the Amenity Center.

4 dead Pine trees to be removed along Oakleaf Village Pkwy.

Landscape Enhancement

\$1,440.00

Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

\$1,440.00

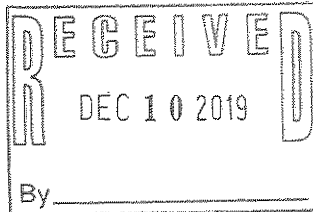
Code to:

Double Branch Repair and Replacements

2.320.57200.63100

(B)

671



PROPOSAL

Mailing Address

Oakleaf Plantation
370 Oakleaf Village Parkway
Orange Park, FL 32065

Job Address

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

Date: November 07, 2019

Phone: Orange Park

Opportunity#: 1649

Job Summary:

Village Center mulch install:

Entry-25 cy

Middle Islands-30 cy

Code to:**Double Branch Repair and Replacements****2.320.57200.63100**

Ⓟ 672

Landscape Enhancement

Quantity	Description	Unit	Unit Price	Ext Price
25.00	Pine Bark 'Mini' Nuggets	CY	\$40.00	\$1,000.00
30.00	Pine Bark 'Mini' Nuggets	CY	\$40.00	\$1,200.00
Landscape Enhancement Total				\$2,200.00

Proposal Total: \$2,200.00

Note: This proposal includes all labor and material necessary to complete the job.

Payment due 30 days after receipt of invoice.

All material is guaranteed for one year as long as proper maintenance and landscape practices are being performed. All work to be completed in a workman-like manner according to standard practices. Any changes or additional work from the above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimates. Any verbal authorizations given by the customer will be treated the same as a written order even if authorization is not written.

Verdego employees are fully covered by workman's compensation insurance.



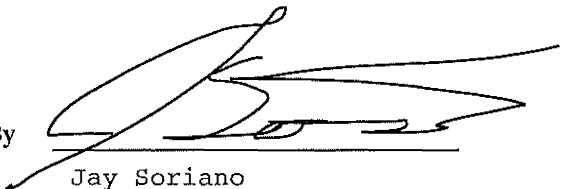
PROPOSAL

ACCEPTANCE OF PROPOSAL

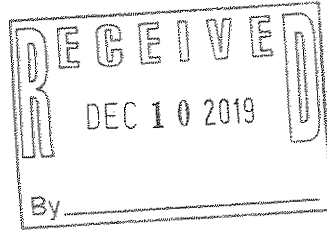
I/WE have reviewed your proposal and hereby indicate our acceptance of the same, as per the scope, specifications and amounts mentioned in the proposal form. I/We agree to the proposed terms of payment and will release the funds as per agreed herein.

By _____
Chalon Suchsland
Date 11/7/2019

VerdeGo

By 
Jay Soriano
Date 11/12/19

Oakleaf Plantation



Invoice

Invoice #: 1836

Date: 12/02/19

Customer PO:

DUE DATE: 01/01/2020

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 December 2019

AMOUNT

\$30,916.99

Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

\$30,916.99

Code to:

2-320-572-4620

(B)

671

Double Branch Landscape Maintenance



PROPOSAL

Mailing Address

Oakleaf Plantation
370 Oakleaf Village Parkway
Orange Park, FL 32065

Job Address

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

Date: December 04, 2019

Phone: Orange Park

Opportunity#: 1846

Job Summary:

Proposal to remove single station battery valves and install single clock to make irrigation maintenance more efficient.

Irrigation

Quantity	Description	Unit	Unit Price	Ext Price
5.00	Irrigation Labor	Hr	\$55.00	\$275.00
1.00	XC Hybrid Clock 12 Zone	Ea	\$320.00	\$320.00
			Irrigation Total	\$595.00

Proposal Total: \$595.00

Note: This proposal includes all labor and material necessary to complete the job.

Payment due 30 days after receipt of invoice.

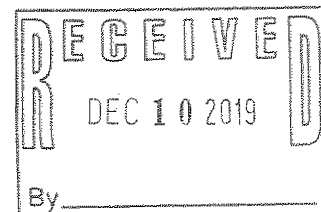
All material is guaranteed for one year as long as proper maintenance and landscape practices are being performed. All work to be completed in a workman-like manner according to standard practices. Any changes or additional work from the above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimates. Any verbal authorizations given by the customer will be treated the same as a written order even if authorization is not written.

Verdego employees are fully covered by workman's compensation insurance.

ⓑ

V 672

2. 820. 572 631





PROPOSAL

ACCEPTANCE OF PROPOSAL

I/WE have reviewed your proposal and hereby indicate our acceptance of the same, as per the scope, specifications and amounts mentioned in the proposal form. I/We agree to the proposed terms of payment and will release the funds as per agreed herein.

By _____
Chalon Suchsland
Date 12/4/2019
VerdeGo

By _____
Date _____
Oakleaf Plantation

Code to:

Double Branch Repair and Replacements

2.320.57200.63100

Customer Information

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

12-01-19
Invoice Date
098771987
Invoice Number
720343326
Customer Number

MFP3635X1 MFP3635X W/EIP

SER.# BB1-867777

SPLY-MAINT - COST PER COPY PLAN
AMOUNT

BASE CHARGE

DECEMBER

32.54

V-888
2,830,572,500

SUB TOTAL

32.54

TOTAL

32.54

THIS IS A 12 MONTH AGREEMENT WHICH INCLUDES MAINTENANCE
AND SUPPLY CHARGES



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

PLEASE PAY
01-569-8562 4 720343326 098771987 12-01-19 THIS AMOUNT
RT004045 M 070119
03 6M7P J779 W 00000 5933 1 B15

\$32.54
VFL40

202100008070060 0987719878 0300032541 272034332684

Invoice

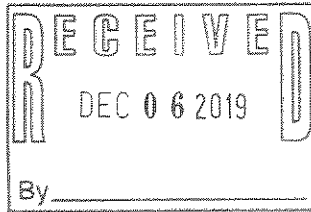
Payment

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



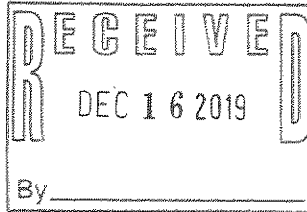
Invoice #: 2110
Invoice Date: 12/1/19
Due Date: 12/1/19
Case:
P.O. Number:

Description	Hours/Qty	Rate	Amount
Facility Management/Recreation - Oakleaf Plantation - December 2019		12,497.67	12,497.67
2,310,513,3400			
V-92 (B)			
Total			\$12,497.67
Payments/Credits			\$0.00
Balance Due			\$12,497.67

RMW
12, 5, 19

Clay County Sheriff's Office

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

**INVOICE**

INVOICE DATE: DECEMBER 16, 2019
WEEK OF: 12/6/19-12/12/19

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
12/6/19	JOHN DRURY	1600-2100	5	30.00	150.00
12/6/19	BRYAN SMITH	1700-2300	6	30.00	180.00
12/7/19	MATTHEW WILLIAMS	1440-1740	3	30.00	90.00
12/7/19	BRYAN SMITH	1600-2200	6	30.00	180.00
12/7/19	BEN SIMMONS	1700-2300	6	30.00	180.00
12/8/19	BRYAN SMITH	1600-2200	6	30.00	180.00
12/9/19	ANDRE MACK	1800-0000	6	30.00	180.00
12/10/19	DAVID VOLLER	1600-2200	6	30.00	180.00
12/11/19	MIACHEL BURNS	1600-2200	6	30.00	180.00
12/12/19	JOHN DRURY	1300-1900	6	30.00	180.00
DEPUTY SIGNATURE:				TOTAL	\$1680.00/2
					= \$840.00

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

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
12/03/19	00011	11/26/19	11262019 201912 600-15100-00200 DB RESERVE 131303 FUNDING	STATE BOARD OF ADMINISTRATION	*	1,078,021.02	
						1,078,021.02	000020
						TOTAL FOR BANK C	1,078,021.02
						TOTAL FOR REGISTER	1,078,021.02

DBBR DOUBLE BRANCH HSMITH

From: Hannah Smith hsmith@gmstnn.com
Subject: SBA Checks- Middle & Double
Date: November 26, 2019 at 11:33 AM
To: Daniel Laughlin dlaughlin@gmsnf.com
Cc: Jim Perry jperry@gmsnf.com

Daniel,

Please cut the following checks payable to State Board of Administration and for the memo, please list the SBA account numbers stated below:

Middle Village General Fund (Memo: 221571 Funding)	\$91,168.13
Middle Village Rec Fund (Memo: 221573 Funding)	\$456,312.30
Middle Village Capital Reserve (Memo: 221572 Funding)	\$772,337.41
Double Branch General Fund (Memo: 131305 Funding)	\$76,740.66
Double Branch Rec Fund (Memo: 131306 Funding)	\$479,018.47
Double Branch Capital Reserve (Memo: 131303 Funding)	\$1,078,021.02

If you have any questions, please let me know. Once completed, please let me know the check numbers so I can complete the Transmittal letters and send those over.

Best,
Hannah Smith
Governmental Management Services
1001 Bradford Way
Kingston, TN 37763
Direct: (865) 935-4570
Cell: (865) 617-8194

FIFTH ORDER OF BUSINESS

RESOLUTION 2020-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT ADOPTING AMENDED AND RESTATED RULES OF PROCEDURE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Double Branch Community Development District (“**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, Chapter 190, *Florida Statutes*, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, the District has previously adopted Rules of Procedure to govern the administration of the District; and

WHEREAS, to provide for efficient and effective District operations and to maintain compliance with recent changes to Florida law, the Board of Supervisors finds that it is in the best interests of the District to adopt by resolution the Amended and Restated Rules of Procedure attached hereto as **Exhibit A** for immediate use and application; and

WHEREAS, the Board of Supervisors has complied with applicable Florida law concerning rule development and adoption.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The attached Amended and Restated Rules of Procedure are hereby adopted pursuant to this resolution as necessary for the conduct of District business. These Amended and Restated Rules of Procedure replace all prior versions of the Rules of Procedure, and shall stay in full force and effect until such time as the Board of Supervisors may amend these rules in accordance with Chapter 190, *Florida Statutes*.

SECTION 2. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 3. This resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 13th day of January, 2020.

ATTEST:

**DOUBLE BRANCH COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

Chairperson, Board of Supervisors

Exhibit A: Amended and Restated Rules of Procedure

EXHIBIT A:
AMENDED AND RESTATED RULES OF PROCEDURE

**AMENDED AND RESTATED
RULES OF PROCEDURE
DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT**

EFFECTIVE AS OF JANUARY 13, 2020

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Rule 4.0	Effective Date.	63

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 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 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 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, 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 an agenda of the meeting/hearing/workshop. The 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 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 attorney 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.
- (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 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 two million dollars (\$2,000,000), for a study activity when the fee for such Professional Services to the District does not exceed two hundred thousand dollars (\$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 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 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. 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 auditor selection committee appointed by the Board as described in section (2) of this Rule.

(2) Establishment of Auditor Selection Committee. Prior to a public announcement under section (4) of this Rule that Auditing Services are required, the Board shall establish an 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 shall include at least three individuals, at least one of which must also 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 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 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) 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 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. 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 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 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 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 proceed with the procurement of construction services, in the manner the Board determines is in the best interests of the District, which 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 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 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) Responsive Proposals are received, the District may purchase design-build services or may reject the proposals for lack of competitiveness. If no Responsive Proposals are received, the District may proceed with the procurement of design-build services in the manner the Board determines is in the best interests of the District, which 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. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the second 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 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 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) Responsive Bids, Proposals, Replies, or 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 proceed with the procurement of goods, supplies, and materials, in the manner the Board determines is in the best interests of the District, which 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 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 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 proceed with the procurement of maintenance services, in the manner the Board determines is in the best interests of the District, which 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 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.

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.
- (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, any person who files a notice of protest must post the protest bond. The amount 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 January 13, 2020, 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.

SIXTH ORDER OF BUSINESS

D.

Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285; manager@oakleafresidents.com

Memorandum

Date: January 2020

To: Board of Supervisors

From: GMS – OakLeaf Operations Manager

Community:

Special Events

- Report – Cocoa with Clause
- Upcoming events – Polar Plunge
- Yearly calendar presentation

Aquatics

- Pools – closed for season
- Adult only pool heaters running, hours of operation posted/emailed

AMENITY USAGE

- *Total Facilities usage –3611*
- *Average daily usage – 117*

Card Counts:

DB Owners	19
DB Renters	16
DB Replacements	7
DB Updated	14

Total cards printed: 109 (both districts)

Rentals

- 9 of 31 days rented in December , 4 of 5 weekends had rentals
- 10 clubroom rentals, 0 patio rentals
- 22 tours (approx.43 hours) /68 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

Memorandum

Operations:

Open Items:

- Quotes for cement pad
- Planning for Playground repairs/replacements
- Update on delivery for items at Fitness Center

MAINTENANCE

- Coordinate repairs to multiple sidewalks on Amenity Center property
- Order signage from County (1 street sign at Natures Hammock)
- Order Signage (multiple playground signs damaged/missing)
- Remove damaged playground digger at Cannons point playground
- Coordinate install of new circuit for pool chem-trollers
- Diagnose issues/leaks from 4" return valve on Slide pool
- Begin mulching project on pool deck
- Paver install of one quadrant on pool deck
- Clean fountain at Amenity Center
- Coordination of cement work for Benches at new "greenspace park"
- Speak with county departments on permit process/update for parking lot expansion
- Replace post lights at Multi-use fields (LED replacement progress)
- Finalize Christmas Decoration installs
- Install LED panel lights at maintenance office/storage (ongoing)
- Clean coils (air handler only) on HVAC Fitness Center unit (Zumba room)
- Clean coils (air handler only) on HVAC Clubhouse Clubroom unit
- Install hose bib at rear of Fitness Center
- Dispose of multiple large electronics equipment (hazardous waste refuse)
- 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 12/5. Nature's Hammock, Fall Creek, The Oaks, Cannon's Point, Pebble Creek, Silver Leaf, Oakbrook, and The Cottages completed 12/20.*

Landscaping

- *FY 19 Contractual Sodding and plantings completed*
- *Mulching and detail work completed at Village Center*
- *Diagnose / repair leak at Waverly*
- *Diagnose / replace damaged controller at Amenity Center*
- *Monthly report for December submitted and filed at Operations office*

For questions, comments, or clarification, please contact:

- Jay Soriano, Oakleaf Operations Manager 904-342-1441

jsoriano@gmsnf.com



THE HONORABLE ROGER A. SUGGS, CFA, AAS
CLAY COUNTY PROPERTY APPRAISER
State-Certified General Real Estate Appraiser RZ2771

Double Branch CDD 2013 Clay County, Florida

