

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, January 13, 2020 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 Perry	District Manager
Jason Walters	District Counsel
Jay Soriano	Operations Manager - GMS
Chalon Suchsland	VerdeGo

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Audience Comments

There were no audience members in attendance.

THIRD ORDER OF BUSINESS

Affidavits of Publication

Mr. Perry stated there's no action needed by the Board, these are just copies of the notices for today's public hearing.

Mr. Horton asked did something change in that?

Mr. Perry stated no, we typically just have the affidavit for the meeting but there should be two.

Mr. Horton stated I'm just curious why it showed up all the sudden and we're using a different newspaper now. I've never heard of the Jacksonville Daily Record.

Mr. Perry stated it only publishes once a week for this area.

Mr. Soriano stated I think a couple months ago we got notice of the timing of when they would go out. I know we have to have these out at a certain time before the meeting.

Mr. Perry stated we don't use the Times Union because it's very expensive.

FOURTH ORDER OF BUSINESS

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**

Mr. Perry stated you are 94% collected on your tax roll, which is great. The check register has some of the transfers from the State Board of Administration that was discussed at the last meeting.

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

FIFTH ORDER OF BUSINESS

**Public Hearing for the Purpose of Adopting
Amended and Restated Rules of Procedure;
Consideration of Resolution 2020-02**

On MOTION by Ms. Nelsen seconded by Mr. Horton with all in favor the public hearing was opened.

Mr. Perry stated included in your agenda package is the proposed rules. We provided a redlined copy at the November meeting. The rules cover general matters related to the Board including voting, district offices, public information and public records request, the public meetings themselves and public workshops, and there's a new section on internal controls to prevent fraud, waste and abuse. That's been done in years past, it just hasn't been specified in the rules, but there was a change in the statute that you need to adopt a rule in regards to that. That has been covered with our annual audit previously. Then you have the rulemaking procedure and competitive purchases, which makes up most of the rules of procedure, which covers requests for proposals and qualifications. With this district and your sister district, since most of the assets have already been constructed, a lot of that just doesn't really pertain. The rules of procedure are drafted by Hopping, Green & Sams and basically incorporates all of the changes in the statutes over the last couple years.

Mr. Walters stated this is a two-step process; we put out the initial proposal, and then we have to do those advertisements that you saw in the package. The one thing I explained to the Middle Village board just to make sure everyone is comfortable, is this wasn't something where we said, Double Branch is out of date, let's work on their rules of procedure. This is something that we do for all of the districts that we work on throughout the state so it's a comprehensive update every three or four years, as Jim mentioned, largely based on statutory changes and then some of it is based on best practices. If the Board is comfortable, the action will be on the resolution itself. In terms of implementing these changes, as Jim mentioned as well, any statutory change that becomes effective on the date, we make sure we are in compliance. Any of the other changes we will take care of that from a staff perspective to make sure we're in compliance with our rules of procedure. One concern I've heard before, and want to make sure the Board is aware of, is to the extent a statute comes out this year or a new bill that would be in conflict with the rules of procedure, the statute will always control it and we will make sure we are in compliance with that, so it's not as if we put ourselves in a bad position.

Mr. Horton stated I did look through it and I think it covers just about everything you can think of.

Mr. Lanier asked if this is adopted, do we need to change anything on the website? Like when people research the policies.

Mr. Walters stated no this isn't our policies in terms of our recreational policies. Those we can change by a motion of the Board, it's a little more routine. We're not required to post our rules of procedure on the website, so I don't believe we do, but they're always available from the District office.

On MOTION by Mr. Davis seconded by Mr. Thomas with all in favor resolution 2020-02, adopting amended and restated rules of procedure was approved.

On MOTION by Ms. Nelsen seconded by Mr. Lanier with all in favor the public hearing was closed.

SIXTH ORDER OF BUSINESS**Staff Reports****A. District Counsel**

Mr. Walters stated the next update on the legislative side will probably come out in the next week or so. There are several bills we're monitoring this year. Committees are working their way through and if it's starting to pass through committees, then it's something we will obviously keep our eyes on, but there are several we anticipate will impact districts this year so we will keep the Board up to date.

Mr. Lanier asked is that a good thing or bad thing?

Mr. Walters stated I view it as a bad thing in terms of if there's a lot of activity. They're generally not going to say let's pay the supervisors more or make things easier. There are oftentimes more controls or additional steps to go through, but there are some bills that are helpful. One this year that comes up every year, but we haven't gotten enough legs with it yet would allow us to post certain notices on the website rather than newspapers. It's there again and it's already got a co-bill so we will see if it gets any legs. A lot of times we're playing defense to make sure it isn't a real problem.

B. District Engineer

There being nothing to report, the next item followed.

C. District Manager

There being none, the next item followed.

D. Operations Manager - Report

Mr. Soriano stated we just had our Cocoa with Claus event in this room and we had about 200 people. Everything went smooth. Years ago, it was small enough that we held the event over at your facility but it got to be so large at one point we had almost 500 people and had to start figuring out ways to limit that because Santa only has so much time for kids. Our next event is February 1st and that is our Polar Plunge. If the weather is like this, I don't know how cold it's going to be, but usually I try to plan it in February to get some of the coldest weather to make it a fun, quick dip in the pool and then there's some breakfast foods. I gave

you guys the calendar last month and we ended up sticking to what I presented. I spoke to Ms. Tingle, who is doing the vendor fair I told you about at the last meeting, and she agreed to everything. She wants to keep it much smaller and it will be in the parking lot. She wants to do it April 4th, so we had planned our community-wide garage sale. We're just going to keep it rather than try to figure out different dates and times. Soccer always has a lot going on that month and the pools will be open. It will bring people into the neighborhood. I don't see it getting anywhere the size of what the expo was with the way she's planning it so it's not going to cause a problem. I wanted to let you guys review it again because that will be what I post on the website so residents can see all the planned events for the year.

You will see our numbers are staying pretty high, a little higher than they were in the past. This is about average and if you look at the cards printed; it has dropped down. We will get back up in March to 300-500 cards printed every month but right now we have a little bit of breathing room.

On the maintenance side, I have a couple of notes for you guys. I got an email today that the stepmills will be in this week and if they have any issues with delivery, our end date to have them in is January 27th so we will see those by the next meeting and I'll be able to report to you whether people really like them in those first couple of weeks. I have some quotes on a couple things; one will be a cement pad. Even though we really haven't finalized the storage unit, no matter what type of building I go with, I will need a foundation. Looking at the unit that we talked about, the unit that Middle Village is getting is a steel frame and sheet metal building. I was able to go back to them and when we were setting up an order for Middle Village, they did give me a better price if I do two of them. They knocked off a couple thousand bucks. If you remember, I gave you guys pictures of them and it was a little over \$13,000. If I purchase two, it's \$11,132. It is that 24'x24' building and I designed it with an 8' lean-to on one side so if you want to put a trailer underneath or have a little bit of protection you can. That would also create a 33'x24.5' foundation that I will need. I called around and got a couple quotes; \$4,000 is what I'm looking at. I had planned on three inches and everybody wants to give me a four-inch slab, but I don't really see a lot of cracking in Florida and this is not a heavy building, however I do want them to do some specialized work if they'll build a trench. The frames are surface mounted on the concrete, so they won't go through the foundation. With that, I'll get a deeper five inch or six-inch trench underneath that frame to

help with wind. That does a little bit more hand digging, but right now I'm still looking at \$4,000.

Mr. Horton asked what's the difference in price between the three-inch and four-inch?

Mr. Soriano stated probably \$500 or \$600. It's 808 square feet so about six yards of concrete.

Mr. Horton stated I'd recommend getting four inches of concrete because the support for the building itself is imbedded in the concrete. I've seen million-dollar houses where they've cracked.

Mr. Soriano stated the only reason I looked at the three-inch is it's a sheet metal building. It's not like a house where it has a lot more weight. If this is the direction we want to move, we can add \$1,000 on there and if I can get it put in for \$500 it gives me a little room.

Mr. Horton stated my son had one like that put in too and they had to anchor the thing, so you need a good foundation. I'm thinking about wind and if you get wind, you're going to get pressure on the sides of it.

Mr. Davis stated they're going to have to base it on the engineering anyway. Did they look at engineering?

Mr. Soriano stated they sent me basic plans because they say it's custom, but it is a design that I picked off of their website and the minimum was three inches. They did recommend four inches, but that was the minimum based on the engineer's facts so I asked for quotes on that, but we could easily add on to it.

Mr. Davis stated yes, I can almost assure you that is going to change.

Mr. Soriano stated like I said, I was quoted about \$4,000 so at \$5,000 I'd be fine.

Mr. Horton stated my son had a much bigger building put in like this and there's not a crack on it.

Mr. Soriano stated I'm good if that's what you guys want to do. Like I said, we still haven't picked out the building, but if you want to wait, we can wait. It may save us on shipping if we do both of them together. They do come in big boxes on a flatbed. I've seen pictures of them on the back of a truck and they're actually pretty small. I will be cutting the check for theirs to get everything moving, but if we want to wait, I'm good with that too. Like I said, I need a pad there no matter what building we go with.

Mr. Horton stated I'm sure it's in the plans, but when you put have these buildings done, they put the studs in there for the girders to mount to and it worked out like a champ.

Mr. Soriano stated we can do it. Like I said, I was just going to do the surface mount instead. Almost everything we have is surface mount.

Mr. Horton stated this one worked out really great bolted down. It's something to think about.

Mr. Soriano stated but I do need at least the pad to get going.

Mr. Horton stated when you get the pad you can do the studs at the same time.

Ms. Nelsen stated so the building is going to go aesthetically and we're not going to get complaints? Middle Village's building is in the back.

Mr. Soriano stated if we're going to redo the fencing, and I've given you guys an idea on a cost for fencing, which will also help increase the height of the basketball court and cut down on some of the problems there, that's going to hide three sides of your building anyway. I think the rest would fall under landscaping. The rest of our buildings have hardy board on the side and brick columns so it's not going to look like that and it will look a little out of place but I think if we hide it with landscaping and the fencing it will be fine and the color scheme will match.

Mr. Horton asked is it green or something like that?

Mr. Soriano stated right now I had planned on grey and it's a terracotta grey almost.

Ms. Nelsen stated if we're going to do it, we might as well do it and save on shipping. We're going to be saving that money so that will be more for landscaping to hide it.

Mr. Horton asked so you need approval?

Mr. Soriano stated at least the pad. I need that portion first. For the two of them together was \$11,132.

Mr. Thomas stated quite honestly, I think we've waited long enough so I'm all for just getting it done.

Ms. Nelsen stated I think there was a discussion on the rendering so we would have an idea of what it would look like, but we can trust you.

Mr. Soriano stated I just had the pictures that I presented before. I can send those back around. If you remember, the consensus was that spot next to the basketball court in the trees so it's already going to be hidden pretty well in the first place so I don't have too much concern

and I don't think we will get many complaints. The biggest part about it is I'm not going to be able to hide a garage door and that's going to be facing out.

Mr. Davis asked will it make it easier for them to break into the basketball court?

Mr. Soriano stated that sheet metal doesn't have a lot to grab on to.

Ms. Nelsen asked do you need a not to exceed amount?

Mr. Soriano stated like I said, the building is \$11,132. If we did \$5,000 for the pad that puts us at just over \$16,000. If you wanted to say \$18,000 to be safe you know I'm always going to try to haggle with them anyway.

Mr. Horton asked there's going to be electricity up there too, right?

Mr. Soriano stated I'm doing electricity or water first, only because of the permitting. I'm still dealing with permitting on the parking lot, so it will go much quicker for me to permit this thing if I don't have to deal with the electric or water permit first. I can get the pad and building put up and we can come back later and have the electrician pull it. That also protects us a little bit because we're going to start to add up with the parking lot, the asphalt work and this everything under \$75,000 I can do without that commercial contractor involved. Once I hit that spot no matter what the work is, I have to involve that commercial contractor.

On MOTION by Mr. Davis seconded by Mr. Thomas with all in favor purchasing a storage building and cement pad at an amount not to exceed \$18,000 was approved.
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Mr. Horton asked what size is the building?

Mr. Soriano stated 24'x24' with an eight-foot lean-to that's a carport side that continues down off the roof. I can send you guys the basic plans, which is the expanded format of this that shows pictures of what it's supposed to look like and the color choices.

I went out to have the guys take a slide down today. This is something that occurred over the weekend and they had to basically jump on this slide to where the stainless-steel bolts that go through the mounting hardware and it's connected to thermoplastic landing. The thermoplastic landing is rusted enough to where they were able to split the bolts through and get them down so the slide, the bolts and everything are in great shape, it's just the landing. It was actually hard for us to unbolt it. I don't believe they were able to do it today, but we will have to put up a temporary block because it's going to take a couple of months to get parts for

that. When we've had issues like this before we've put up a wooden grate in front of it so you can't go through an empty opening. We do have some areas like this where the thermoplastic is starting to rust. The biggest issue is I had to take that whole unit apart to get to the thermoplastic landing in the middle to replace it and that one platform is around \$900-\$1,000. It's going to be a lot of work just to replace that one part. Like I said, the slide and hardware are in good shape so we can reuse all that, but my concern is there are issues like this happening in other neighborhoods. That slide was fine last week. I went through and started marking all of the playgrounds so I could figure out as we look through our planning which ones I think should be first. Cannon's Point was first and Nature's Hammock was second. That one does have some rusty parts and is the one I usually get more complaints on the park and playground area. We did have some kids with too much time on their hands the last couple of weeks and we had vandalism on the slide over here also where they were jumping on it and popped a hole right through the middle about the size of a foot. It had to be a pretty good-sized kid to do this because those slides are heavy duty. Those slides cost \$1,300 to replace and it's not something I can repair so we have taken that one down and ordered a new one. This will be something I think we need to address with doing some larger replacements. This entire unit at Nature's Hammock is about \$60,000. This equipment is really nice equipment called Burke playground equipment and they are here out of Florida. I've mentioned before they are a great company to work with and they've sent us slides before when the plastic cracks and it's a manufacturing defect they're guaranteed for life so these slides that might be \$5,000 for some of the larger ones they just send one to us for free. The thermoplastic platforms are not covered, and anything metal they realize will rust over time, so they don't cover that.

Ms. Nelsen stated we are at 15+ years.

Mr. Soriano stated we are. We do have those amounts in the capital reserve study to slowly start replacing parts and the playground, we just didn't have it planned to do a \$60,000 lump at a time, and we have 11 of these units so altogether there's 13 of these big playgrounds through both sides of Oakleaf. We do need to look at repairing or replacing a little sooner than what I originally thought.

Mr. Lanier asked so you're talking a whole day to take it apart?

Mr. Soriano stated I got the slide off.

Mr. Lanier stated you said you have to take the whole thing apart just to replace the middle piece, so you're talking one day breakdown and another day to put it back together so you're talking two and a half to three days just to replace one little piece?

Mr. Soriano stated yes. This is just for discussion purposes to get you planning. This unit here was a little bit cheaper and we had a not to exceed of \$48,000 and I bought it from a company that does not have that lifetime warranty, but it's held up pretty good. I can't stop vandalism, but as far as rusting and deterioration and materials, this one is doing pretty good, but it has been 15 or 16 summers now. The fact that this company warranties most of their items for life is one of the reasons why they're so expensive.

Mr. Horton stated it looks like it's just rusted through and is normal wear and tear.

Mr. Soriano stated the biggest concern with the thermoplastic that I have is it's nice, looks good and feels comfortable when the kids are sliding across it but there's rust underneath the rubberized coating so if you go out there and look at it, you can't really see how bad it is underneath that plastic cover, but it will rust completely.

Ms. Nelsen asked what are you recommending?

Mr. Soriano stated this was really just to plan. I think we need to replace quite a bit of it or replace one whole unit. I've mentioned before what we can do is use pieces from a unit to make repairs on other units so as far as the grates, they look like gates to stop kids from coming off a section now that I've left that open. In other sections like that there is gates, alphabet letter toys, things like that. Each one of those things cost \$1,000 here or \$1,000 there. The metal ones are easy. I can have them powder coated, and we can reuse them. The plastic ones and things that actually look nice we can reuse them and that will go towards other playgrounds, but that means we would be purchasing at least one full unit. Either that, or we piecemeal it and try to slowly take care of them. I have concern with that too, because at this point, I think it's going to be kind of like our treadmills in the fitness center where they nickel and dime us to death every year.

Ms. Nelsen asked do you have storage if we replaced a whole unit to store the parts?

Mr. Soriano stated at the moment we've been putting them back here in this shop. I have two large slides. I'm slowly running out of space on both sides and my office won't handle much more. Let's say we decided in the next month or so to replace this unit, it's going

to come in a large flatbed box that will sit on that playground until we can finish putting it up. That's about the only place I have for it.

Mr. Thomas asked are you going to need more crew to help with this? It seems like it's going to take a lot of time away from the everyday maintenance.

Mr. Soriano stated I would probably include RMS time as part of the not to exceed because I will borrow extra people, same as we did with this one out here, so that we can still do our work; or, obviously it would be a lot more expensive, but I would get quotes for playground construction crews, which I can bring just to compare but you're not really going to beat my guys doing it. They're already onsite doing work it's just the hard part is usually in February I tell you guys we start looking at pavers, repairs around the pools, and we do have some items we want to look at to make cleaner and prettier so if I start pulling away from that too many things just don't get done before spring break. I have to find a way to balance that work.

Mr. Horton stated you say you went around and looked at all of these. Are any of the others in poor condition like this or need items replaced?

Mr. Soriano stated I made a list of items to be replaced, but nothing looked that bad. I was out there about a week ago, so I didn't see it in that shape. The rust underneath that thermoplastic is a problem. Nothing out there is going to fall apart with little kids on it. I don't have a concern there but what happened was due to a little more force but it's still in a shape where we need to start addressing some of that.

Mr. Horton stated I'm just not sure if we buy the whole unit and piecemeal it out that it's cost effective at this point. It depends on what the rest of the playgrounds look like and if this is the worst one we're looking at.

Mr. Soriano stated, like I said, we don't have to do anything today; this was for discussion. I took some pictures and ranked them already and this was one that had more rusty components. If you add new it's going to make a big difference the way it looks out there. Nature's Hammock was second and Fall Creek was in there so it's actually the ones that are farther back in the neighborhood and as you get farther up, those weren't as in bad of shape. The two at the amenity center, the only reason they're in better shape is we've actually repaired items on those. I get to see those a lot more and we're on those a little quicker. My guys will go

through and do an inspection and will replace a swing if it's damaged, but we don't do that full inspection all the time.

Mr. Horton stated maybe we should replace one a year or something like that.

Mr. Soriano stated we can work on it. If I pull off good parts I don't throw too much away.

Mr. Horton stated if you pull this one down the only really bad part is that platform and you'll have a lot of extra parts to fix others.

Ms. Nelsen stated that's what he was saying; replace it and piecemeal what he took out.

Mr. Soriano stated that way we're not replacing two, three or four of these \$60,000 units at one time. I just don't think that's the way to go.

Mr. Horton asked would replacing one or two a year be in our budget?

Mr. Soriano stated yes. If you want, I can bring back some of those pictures and then I'll bring back an exact quote for a unit this size, but we can always go a little smaller. We don't have to replace it with the exact same set. Those big four and five-inch posts that come up are expensive and I'd be able to reuse those. They're already set up and they have their own hardware to bolt the next one to so those type of things would be beneficial to have moving on to the next site but that way you can see a little more cost.

Mr. Horton asked so you're going to order the platform for this one then?

Mr. Soriano stated yes, I do have to move on that one so that's going to be \$1,000. Either that or that slide will sit for as much as two or three months if we don't do something with that one now so unless you guys tell me to hold off until you make a decision, I was going to go ahead and start the repair. It takes a while to get that in.

Mr. Lanier stated I recommend starting that repair.

Ms. Nelsen stated yes, worst case we will have the part and we will use it somewhere else.

Mr. Soriano stated yes, it will be reusable the same way we use the rest of them.

Ms. Nelsen asked is that under your amount?

Mr. Soriano stated yes.

Mr. Lanier stated I'd like to throw out there to replace the floors in the offices at the amenity center. The carpets are stained and old and I think that's our first look when someone comes in.

Ms. Nelsen stated the worst part would be moving the stuff out because they're not that big so it shouldn't be very costly.

Mr. Lanier asked would it be cost effective to do some sprucing up, like maybe some new office furniture or something?

Mr. Soriano stated those two offices are tiny so there's only so much I can do in there. We can get some new furniture. Lisa has a little more room in her office and a nicer looking desk. I don't know if we're going to do much renovation in there. I can definitely make it look better by painting. We can put up trim.

Mr. Lanier stated if we're going to move everything out anyway to replace the carpet we might as well think about what we're going to put back in there and if they need a new desk or something to make it look nice.

Mr. Soriano stated my desk that's in the storage office was very expensive when it was bought years ago.

Mr. Davis stated you could probably get the flooring done under your discretionary amount.

Mr. Soriano stated I did talk to Andre briefly about this. We had some boxes left so I may just borrow some from Middle Village because I overestimated theirs just to be safe with all the cuts. I had about 14 boxes when I was done so I told them even if I replace a box every year, which I haven't, it's going to last a long time, so I do have a couple extra to use. We can do the hallway and their portion. I would ask not to do mine because it's storage. Once I get stuff out of there, we can always look at that, but those two front offices are small, and I'll be able to do that. Really, I think the concern was going ahead and doing it now because we do have a lot of projects but if this is something we want to do, I'll go ahead and put it on the list. Some of the safety concern items are always the things I go to first, even if they're new. We always have a lot of projects, even just to beautify the place.

Mr. Lanier stated the only other thing I have is the arbitrage. How does that relate to us, because normally it's selling of stocks, right?

Mr. Perry stated no, we've issued tax-free bonds and if those bonds were issued at the 4% interest rate and we had excess funds, like our debt service reserve funds and so forth, if they're invested in something that is above that 4% rate, then we have to pay back the IRS that

income off of it. The arbitrage reports are required to be done for this district and almost all others. We're not earning in excess of the tax-free rate.

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

Mr. Horton stated I saw the invoice for the treadmills. Are they up and running now?

Mr. Soriano stated yes, they were up during the month of the December. We did start having a problem about a week ago and really, it's just due to their fresh install the belts are kind of tight and start to skip a little bit, so we had to shut them down until they come back and readjust them. They were here Thursday, and everything has been fine. If the two other pieces get here next week, we will pull one of those treadmills out to go in my office and we will have the two stepmills and three treadmills so that will help if we have any issues.

Mr. Horton stated the second thing is the track around the soccer field. I noticed there were some marks. Are you sure we have enough marks?


Mr. Soriano stated that is not the amounts that we marked for Duval Asphalt to look at for repairs. That was for Turkey Trot. I was out on vacation the day of the Turkey Trot. Lisa was a little concerned somebody was going to trip so she went out there and marked and I told her that was fine because we were going to be repairing it anyway.

EIGHTH ORDER OF BUSINESS**Next Scheduled Meeting**

Mr. Perry stated the next scheduled meeting is February 10, 2020 at 6:00 p.m.

NINTH ORDER OF BUSINESS**Adjournment**

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


Secretary/Assistant Secretary
Chairman/Vice Chairman