

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

*JUNE 8, 2020*

## *AGENDA*

# Double Branch Community Development District

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

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June 1, 2020

Board of Supervisors  
Double Branch Community Development District

Dear Board Members:

The Double Branch Community Development District Board of Supervisors Meeting is scheduled for **Monday, June 8, 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. Approval of Consent Agenda
  - A. Approval of the Minutes of the May 11, 2020 Meeting
  - B. Financial Statements
  - C. Assessment Receipt Schedule
  - D. Check Register
- IV. Consideration of Proposed Rule Change for Rental of Facilities Allowing Operations Manager to Set Temporary Rates Based on Economic / Environmental Conditions
- V. Consideration of Resolution 2020-04, Approving a Proposed Budget for Fiscal Year 2021 and Setting a Public Hearing Date for Adoption
- VI. Staff Reports
  - A. District Counsel
  - B. District Engineer
  - C. District Manager

D. Operations Manager - Memorandum

VII. Audience Comments / Supervisors' Requests

VIII. Next Scheduled Meeting – July 13, 2020 @ 4:00 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*

*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, May 11, 2020 at 4:00 p.m. using *Zoom* media technology pursuant to Executive Orders 20-52, 20-69, 20-112 and 20-114 issued by Governor DeSantis on March 9, 2020, March 20, 2020, April 29, 2020 and May 8, 2020 respectively, and pursuant to Section 120.54(5)(b)2., *Florida Statutes*.

Present and constituting a quorum were:

Cindy Nelsen	Chairperson
Scott Thomas	Supervisor
Tom Horton	Supervisor
Andre Lanier	Supervisor
Chad Davis	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 being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of Consent Agenda**

- A. Approval of the Minutes of the March 9, 2020 Meeting**
- B. Financial Statements**
- C. Assessment Receipt Schedule**
- D. Check Register**

Mr. Perry stated you are 98% collected on the tax roll. The check register totals \$209,139.98

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

**FOURTH ORDER OF BUSINESS****Discussion of Opening Plan and Timeline  
for Amenities**

Mr. Perry stated Jay has been working with counsel and staff in regard to this and circulating drafts and outlines of what he envisioned in regard to the opening structure for the facilities. Your sister district spent a considerable amount of time discussing options, and they settled on moving forward with an opening coming this Friday.

Mr. Soriano stated I went through this with some of the other districts and went through some brainstorming to come up with these guidelines, but much of it was directed by other agencies, of course the Governor's office, and then I also had best practices from a lot of national organizations in there, so there is a lot of information to go through. The items in yellow is what I was using for Oakleaf as far as trying to figure out how we start up and open up the pools. For instance, I labeled out some things that I know people are asking about that we just can't open yet and are not allowed yet by the Governor's office or some of these other guidelines so those items in yellow are what we want to look at first. We don't have a lot of direction yet for phases two and three, it was just here's what is allowed in phase one and some things are not allowed yet. We do see some of those things in phase two possibly being opened but we don't know yet what limitations will be on them, so we can only make some plans as far as if we're allowed to, say start renting birthday party rooms and things like that, I've gone through that with staff and how we can put it in place. For now, most of the focus is really on the pools and how we can open up. A lot of districts are trying to go through this where we can open up. I have to remind everybody that typically in a normal year we aren't open right now anyway, we're still on that limited every other day schedule except for the weekends because kids would still be in school. If we opened up every day it would create some issues, especially with staffing, however if you noticed in there, we're not recommending the slides or the spray ground. There could be consideration for that being considered a water park. The recommendations from a lot of organizations is to keep those closed in phase one so that's what we're planning on, which means I don't have to have the lifeguards, but I do have to have pool monitors for control and safety so I will have staff here, but we don't need to be as loaded as we typically are. We know the kids are out and it seems like it's been summer for two



months for them so I know they're ready to get to the pools, so we do have the ability to do it without stretching us over budget, but we do have those extreme limits that are going to create some contention for the residents that are going to be waiting in line and it's going to be hectic. I've gotten the question from staff, what happens when people wait in line or they go through this reservation process that I've listed, and then they get here and there is thunder and lightning and we still have to close. That's still regular operating condition. We can't let them in when it's unsafe. I've been trying to figure out how we can give them a first come on their next reservation for a day later or however we can do that to make sure we serve them as best as possible. There's no way I'm going to be able to think of everything, and even then for those things I have thought about, it's going to be kind of hard to do a lot of this work. I know a lot of people have been in a hurry to open up. Opening up is not that easy. The staffing has been a little tough, but also all those things we have to go through; all the cleaning, the way we will have to be shut down to make sure we're checking everything and cleaning in between and making sure we can rotate through people is going to cause a lot of work so I will be trying to put that out there in letters to the residents that we will be taking all of these steps and with all these limits and controls it's going to cause a bit of commotion. Your sister district thought Friday would be best so we have the next few days to get the information out there to get everybody prepared that you may have to wait in line and you may come down and wait in line for a while and still not get a chance to come in, but if you can get on that reservation side that will give you a chance for the next day or day after. We may see some residents say, we don't want to go to the pool because we don't want to deal with it. Phase two we would be able to open up and it would basically be increasing capacity a little bit and we will also hear more about things like our fitness center and our indoor facilities, such as the rental venues. I know it's a lot of information. So far, I haven't gotten any questions from anybody. I tried to think of everything I could for the social distancing aspect to make sure people feel like they're safe and we've thought about them. There was something we talked about this morning with an online reservation system, which would be very convenient, however it's something else I and staff would have to learn, so I think sticking to you come up and wait in line and make your written reservation, whether it's for the next day or day after, and then you come back that day when you have your reservation would be easiest and I can guarantee people will be coming. If it's easy for them the concern is they might sign up to get their spot and then they don't show

up like they do for our community events sometimes. I have concerns that once we are busy, because of these limits, our pools typically hold close to 400 people and we're going to be down well below 100 right now, so that is going to create some issues where it's hot and people want to come out. Maybe to start we won't see that. I do think the first couple of days will be a little slow so that will make it easier on the staff also, but we will eventually see that.

Mr. Davis asked do you see any issues with needing security or anything like that? I know some of these people get heated at times and when they've been standing in line for an hour and they have to go home that could create some issues.

Mr. Soriano stated right now I'm not looking to increase security. We could do that, especially if we see problems I think it will be needed whether it's CCSO or just security guards. We have had a bit of a problem with CCSO lately, the same problems we've had in the past with whether we get supported when we need somebody removed from property. Right now, they've been a little hesitant. They're stating it as not everybody is really clear on what they can and can't do, so we don't want to do too much and trespass somebody and things like that, which hasn't been helpful to us. If this was something that was just coming up right now, I could see it, but we've dealt with this problem before so it is a little frustrating, but we may just have to have an extra officer or security guard here whether it's just for the weekends. I'm hoping we can start off without that and we may need to bring it in so we will go from there, but there may be an increased cost there. We will talk a little bit later about some of the areas I do see some increased costs because of the way we have to operate, things like supplies. There's no way we can do that much cleaning without buying more supplies. We're going through the budgeting time right now so Jim has already hit me with a couple of questions that I will have to look at for next year because this isn't going to go away, and when it finally does and we can get to that phase three or later and get back to more of a normal, we're not going to stop cleaning so we're going to have some of those costs increase, and I'm looking at that right now. Even to the point where there are some items that I pointed out in there like the link to [ashrae.org](https://www.ashrae.org), which deals with HVAC systems for a national organization. They put out a paper that says there is some limited proof that COVID-19 travels through HVAC units and in Florida we definitely can't operate a fitness center without the A/C units, so they put some recommendations in there and those will increase my costs a little bit. Security and the sheriff's office I'm hoping we can hold off on, but those first couple weekends will be telling if people

are being understanding and are listening to staff. However, in everything we put out it will be mentioned that staff is going to have the ability to ask people to leave and shut the whole thing down and close the facility if a big group is not listening to those controls and staff and we're having commotion and that has to be understood. Future privileges may be at stake if there are concerns like that. The only way this works is if everybody works together even if they don't agree with it.

Mr. Thomas stated we have a lot of residents who like to cry, "I didn't know". Maybe at each pool where the check-in is there is a list of the guidelines that must be followed, that way before they enter the facilities they know what the expectations are, and hopefully they won't have to stand in line, but realistically there probably will be a line, but that's just another visual reminder that staff has the authority. At soccer complexes it says the referees are volunteers, parents are here to be a parent and the kids are here to play; kind of like something like that just reminding them of the pool rules and that at this time flexibility is key, that way we don't have any flare ups because I'd hate to go to the pool on Friday with my children and have a Clay County Sheriff's officer standing there. I think that would be not a very welcoming sight.

Mr. Soriano stated right. There's also mention in there about a general waiver for them to come into these facilities and we can have wording in that too. One of the things I talked to staff about is in those two-hours block I spelled out how we could do it here for about an hour and a half the residents will be able to swim and go to the facilities and for the next half hour we're asking them to leave, getting everybody out and cleaning the chairs and getting ready for the next group for another two hour block. What we would do is one of those pool monitors as we're closing would also go out and start looking at the line and the reservations. The first day we won't have those reservations so that line might be a little longer, but after we get going and this is a normal thing that reservation line will be there, we can go through and check their cards and make sure everything is good, that way they're not sitting in line for a long time and get to the front and find out they can't get in because I didn't follow some of these rules or I don't have my card on me or I'm bringing a guest. In there I put no guests everywhere and that was a big one that we went through and didn't really feel comfortable saying anybody could bring somebody from another neighborhood if we're limited and we're asking residents that live here to stand outside and wait while people swim. We can go through that line and whittle

those problems down, but until the first day or two until they get it, it's going to be tough. I think the more time to advertise this the better so after our meetings I'll start working on that first email to the residents and start posting it everywhere. The more they know these things before they get here the easier it will be. They may not agree, and of course we're going to get complaints about something no matter how we do this. I've prepared staff for that and we will do everything we can to figure out how to limit that.

Mr. Davis stated I like Scott's idea of posting something at the check-in so as you're coming in you realize you're not camping out here all day. It's an hour and a half, and you will be asked to leave after that hour and a half, so they can't say they didn't know or didn't see it. Some people may very well come and think they're going to stay for two or three hours.

Mr. Lanier asked another aspect is how many reservations can they do? You're going to get people that are going to say I'm going to do four reservation slots. What's a fair limit?

Mr. Soriano responded I was only going to give them one a head so let's say you come down with your family this morning and you stood in line; you can do your one now and one for later this week and that's it; that way we give an opportunity to everybody else. That day you come down you can do your next one after that, but only one at a time, that way it limits it. We do have a lot of residents. As we see whether people actually come out or not, because we there are a lot of people chomping at the bit to come out, but they may not actually come out once we open up. Even the ones waiting in line. Jason can tell you a little bit about Fleming Island. They did open up this weekend and the weather was a little different so that held them off, but some people will just not come out, so we will see but there may be a day where it's 95 degrees out and they're going to be here and it's going to create issues so we will be prepared either way. I was looking at one reservation and I was also not looking to do reservations for a Saturday or Sunday, they've pretty much got to come and wait their turn. It's just very tough. We do have a lot of those active cards. We're also not going to be going through and scanning everything the same we usually do. We're basically looking at cards and making sure they have everything quickly in order, but I won't have time to correct everything right now like we normally would or catch the 19 and 20-year-old kids that are home and don't really live there. Typically, we would let them know the rules on having your card active, we just don't have time to do that deep auditing. As we open up for those other phases then we can get back to

more of that in depth audit process. It's going to be a little tough at first and I don't see us taking the time at the line right at the pool is going to help.

Mr. Davis stated I agree.

Mr. Horton stated I see we're limiting the number of people to 80. Are you going to have enough staff at the gate to make sure only 80 get in and monitor who goes in and who goes out?

Mr. Soriano stated we will have monitors and I actually talked about four pool monitors here at your district and a fifth over at Middle Village. The slides and spray grounds are not included in phase one, so that makes it a little easier. They can spread out around the deck, but those items will be off. I don't have to have all those lifeguards. We are going to have the lines coming in through the front and they're going to exit out the gate by the playground so we're going to have one way in and one way out and it's the same thing, let's say they come and they're there for an hour and they want to leave, they can't leave and come back and try to get their last 15 minutes. It's come in, get your hour or hour and a half or leave early if you want, and then we hold everybody up at the front and wait for that next group. For the reservations I did have that concern what if somebody reserves a spot and doesn't show up, so after about 20 or 30 minutes I haven't finalized what we will do, but we will cut that out to where we are going to give up their spot and if they're waiting in that first come first serve line they can go in, but they have to realize you're still going to have to leave at the same time as everyone else. We're closing the facility just like it's closed for the night for a half an hour so we can clean and do bathrooms, they're supposed to do the chairs and those type of things, and then we will open up to the next crew. If it's a small line and they get to go in again they're welcome to stand back in line, but they do have to leave.

Mr. Horton stated you also mentioned on page one about the bids for certified deep cleaning of the facilities.

Mr. Soriano stated for the CDC recommendations there are a couple options. This to me would really be more concerning for the fitness center. Let's say we get contacted that somebody was in yesterday and went to get tested and it came back positive and they let us know. We're going to shut that facility back down. We may have some contact tracing to do, it really depends on how they inform us on what we can do. The good thing is if they're scanning their cards, I know exactly who was at our fitness center so that helps out, but we will still have

to close down and clean so you can go the professional route of that deep certified hospital cleaning. They come in with special chemicals and there's actually this neat device, it's a negatively charged ion machine that sprays disinfectant. They use them in hospitals, and it makes the disinfectant stick to every surface, so you're not just spraying around and doing a basic wipe. They're very expensive. I have looked into whether we want to buy one or not because this may be the new normal, but we can have a company come in and do that and there are a lot of companies selling that surface right now. Some I think are a little overpriced. It is thousands of dollars to have a building professionally cleaned and then they say they can guarantee there are no issues there. Then it allows us to open back up and feel a little safer as far as our liability. The other route from the CDC is to do a deep cleaning and still use those disinfectants and shut down for about a week and then they would say everything is dead and we can open back up.

Mr. Horton stated we're just talking about opening up the pool right now.

Mr. Soriano stated in phase one it's just the pools. Also, the playgrounds, unless anybody has any big concern there. The playgrounds have been shut down for a reason. I did get a lot of complaints from that. That was recommended by the National Parks and Recreation Association. Florida doesn't seem to agree as much because they didn't make any such statements and a lot of counties have decided to keep their playgrounds open. Orange Park did shut down the Kingsley playground. The county-owned playgrounds did not shut down. In fact, if you watched the press conference a week ago, they were kind of proud that they were able to keep their parks and playgrounds open. I didn't agree with making that statement because I think it makes it hard on the rest of us to do this, but that was out there so then we get these people mad at us because they can go to the park down on Moody, which is a county-owned park and the playground is open. That's kind of why I listed out some of those links for you guys. Everywhere we decide to do something I have some kind of backup and defense for why we're looking at doing that so we can use that, but what has been said is we can open up the playgrounds and we just have to put out there some of those statements that we don't feel it's the safest. We're going to do our best to clean it, but we can't pressure wash a playground every day. I can't even do it every week. There are a lot of cleaning and safety precautions we can take, I just can't do everything. I didn't hear any objections from your sister district on opening those up, but we would put that out there that as those facilities would open up it's still

inherently dangerous because of that cleanliness issue, but the pools are really the main focus in this phase one. The fitness centers and rentals are not in there yet. We still have yet to hear what's going to happen in phase two, if they are allowed to open and what kind of limits will be on those and will they open up at that 25% capacity. That's kind of what everybody is thinking and then some of those other items that were already open would go to 50%, which would help us out at the pools. We will have a whole other set of problems when we open the fitness center.

Mr. Horton stated what you sent out has six pages and you talk a lot about both phase one and phase two. Did phase two get something different than what we've got or is it the same thing you sent us?

Mr. Soriano stated the phases mentioned in there are for the phase one of opening.

Mr. Horton stated I understand that, but in here you're mentioning phase two pools.

Mr. Soriano stated the only thing Middle Village had different was they are a little larger in use, so they have a little more capacity. They got the same guidelines you have though, so the only thing we talked about a little different was their adult pool. We may actually open up to allow families back there for a little while because that will increase capacity about 60 people. Right now, that would be of good use if we have a lot of people clamoring to get to the pool. If we see that's not the case, then it may just go right back to the adult pool right away. Everybody is going to be understanding that pool is normally the pool reserved for adults, it's just right now there is a capacity issue, but other than that they got the same thing you did.

Mr. Horton stated to me it's confusing when you're going through the procedure here saying phase one will do this and phase two will do that. I just wonder if you're going to send it out to people, maybe you need to break it up to say this is what phase one pool is going to be like, and phase two will be like this, so that they're completely separate.

Mr. Soriano stated we will do that, but they're not getting that guideline. That was really just for the supervisors, so as long as there are not any concerns or anything we don't want to do, or something you would like to see instead, I'm going to work on a letter to go out to the residents and I'm really only going to talk about what's happening now. I of course will get those questions of when the gym is going to open and we will give some vague answers, but I'm not going to put anything in writing yet because we don't know. Even in the

Governor's planning we don't see the detail. That document was really for you guys to see where I and the rest of the staff were coming up with our planning, but that's not going to the residents. Once we're done with this and we're making the plans to open whether it be Friday or a different day I'm going to work on an email to the residents explaining how the pools will open. The only other thing mentioned in there that does open in the phase on is the playgrounds, but the other stuff is already open. The multi-use fields are in there and we've kind of said those are open. The tennis courts at the Middle Village side are open. The tennis and basketball courts on your side are not open because they're hooked to the fitness center and we're not going through there yet so really it's just the pools and I'll be sending out that information just on what is opening up so they understand we have some of these things coming and these are the rules to be followed until the next set of things open up. I have my plans in there if we're allowed to open in phase two, but we don't know. I know it doesn't affect your district much, but I mentioned this to Middle Village, we may be able to plan for summer tennis camps in that phase two step from the Governor's office. We haven't been told yet. There are a lot of summer camps around this part of Jacksonville that are selling spots, but they've also put that out there that they can't guarantee that camp will actually go on and they may have to refund based on what gets opened up and what they're allowed to do. They may be given extreme limits. If they're limited to 10 people a camp, many of those camps can't go on. We have 90 kids in our tennis camp for that summer camp so right now we're making plans not to do it because we don't want to do anything halfway.

Mr. Horton stated put the information out that it's completely clear that we're talking about Double Branch and if something applies to Middle Village, then it should be clear that's it's Middle Village.

Mr. Soriano stated we can do that.

Mr. Davis stated I'm fine with Friday on the pools. My personal opinion is if the County parks are open, we should open our playgrounds as well.

Mr. Soriano stated yes like I said, some of these things it's just going to be us putting notices out there that there is still a risk involved. I still have to hang some basic signage. I've bought a couple but I'm not going to buy a lot of signs, especially nice signs where they're going to cost us a lot of money but we are going to have signs like the handwashing that I will



print and put them in nice frames and put them in the bathrooms and those are going to be around for a little while because it's expected.

Mr. Davis stated if anybody has a television, radio, computer or phone or anything they know they have to wash their hands right now. I would put one sign up.

Mr. Soriano stated I'm not going to go overboard. That could be an increase in cost too if we start putting nice signs everywhere. Staff was asking me about outside when they stand in line. I was just going to post a little sign about keeping your distance at six feet, but I can't buy the little stickers and put them on the sidewalk like you see at some of these stores. It's outside so it will get rained on and disappear within a week. We are going to do some of these things because some of it is expected as a business to lessen our liability and be safe and make sure people understand, but we can't do everything.

Mr. Horton stated maybe instead of fancy signs out there like I see at some stores, just get some chalk and mark it out.

Mr. Soriano stated yeah, we can do something like that.

Mr. Horton asked are you going to turn the water fountains off?

Mr. Soriano stated the water fountains should be off. There's a power button underneath our fountains so some people have learned how to turn these on, so I've actually asked the maintenance crew to cut the breakers on some of these, especially out at our field house where we have a lot of exercising, but for that concern of liability that was a big suggestion from FIA, which does our insurance. Their recommendation was we need to let people know to bring their own water bottles and things like that.

Mr. Horton asked you're going to tape them off too, right?

Mr. Soriano stated we will cover them.

Mr. Horton stated if the security guards make their rounds you could have them check them periodically to make sure they're still covered.

Mr. Soriano stated yes, kind of like our tape on our playgrounds. I got the email the first day to tape them off and close them and I took pictures of everything because I knew a week later most of them would not be still taped off and probably half of them are not.

Mr. Horton stated the tape is gone on the one down from me. I see people down there on occasion, but just a few.

Mr. Soriano stated there is a good amount of people following it and paying attention and there are definitely a lot of understanding people, but we have the people here and there that just don't understand or seem to care. I know for the most part people will heed our direction and do what's asked for a while. How long this goes on is a little bit different. If this plays out for four or five months, it's definitely going to get harder.

Mr. Horton stated number eight says fitness centers will not open in phase one and then it's going to be limited by capacity when it's allowed to open in later phases. To me, they're closed. I don't know if we want to put anything else in there.

Mr. Soriano stated I'm not even planning on mentioning the fitness center in that first set of emails. It's really just about the pools. If somebody comes up and asks us what about the fitness center, we will tell them we're not allowed to open that up yet.

Mr. Horton stated if you say anything at all it might be a good idea to say the fitness centers are closed so it's clear. I'm good with it, I guess.

Mr. Perry stated I'm assuming the Board is comfortable with Jay disseminating the information to the residents within the next day or so to open on the 15<sup>th</sup>.

The board members each confirmed they are in agreeance.

## **SIXTH ORDER OF BUSINESS**

### **Staff Reports**

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

Mr. Walters stated obviously the last few months have been interesting times and we've spent a lot of time and phone calls analyzing the different governmental directives and how that impacts the districts. Obviously, we're joining together in a new form of meeting, which is only permitted because of one of the several Executive Orders that the Governor has issued allowing for use of technology in lieu of physical quorum. We will continue to monitor those. Everyone keeps referring to the phases and there is an expectation that at least from the first phase to the second will probably be a two week period so we expect some further guidance in the next several days, and we will keep everyone informed on that including your onsite staff.

Each project and community is individualized in how they roll out the plan and I think Jay has done an excellent job coming up with a plan of action for the facilities in Oakleaf. I also represent Fleming Island Plantation CDD and they held a meeting Friday night to open up their facilities on a limited basis kind of line with what we're looking at here and they started

on Sunday. I don't know if it was the weather or short turnaround, but it was a very low turnout. I think it's a different demographic there. It's a much older skewed population and I think that had something to do with it combined with the other factors. We operate a little different as a CDD. We are a form of local government. If you read the Governor's Executive Orders there are provisions in there that the local governments will enforce the restrictions that he has in place, including the groups no larger than 10, social distancing and things like that. We are a little bit more constrained in terms of our activities. After that meeting Friday night I did get a flurry of emails, texts and calls Saturday morning including from representatives at Clay County and candidly they were questioning the decision and how we're able to do that and there was some confusion, at least amongst County staff in terms of whether several of them took the interpretation that you could have no group larger than 10 at any facility. I spoke to the County attorney at length Saturday morning and walked her through the particulars and realities and our interpretation, which is different than hers and I explained these are large facilities and we have significant staffing in place and I don't interpret the Governor's order to say you can't have any more than 10 people at any facility, but we left those calls and conversations with me explaining to them that if that is going to be their strict interpretation, and allowing more than 10 people anywhere would result in the Sheriff and the Fire Marshall or someone else then I need to know that. By the end of the day I think they had backed off that position, but all that is to say we are keeping in contact with the County to make sure we're not going to have any issues with them on these type of things because if they sent the Sheriff out to shut us down I think we'd have to abide by that. I think Jay has a great plan in play and I think the Supervisors have hit on some of the issues that we expect to try and deal with and we will all make our way through it. I think one of the key things mentioned in the plan is we as a collective staff/Board group here we need to empower Jay and his group to the fullest extent possible to make sure things go smoothly and if they don't, that they have the ability to deal with that. If folks are not abiding by the procedures that have been put in place and things like that, then they need to have the ability to take appropriate action because at the end of the day it's one thing for us to sit on this meeting and thumbs up and thumbs down, Jay and his folks are going to be the ones boots on the ground dealing with it and trying to implement these things and that's not going to be easy for fun so we need to provide that support to them. Again, we will continue to monitor any governmental directives that come out

and to the extent they affect our operations we will keep the staff and supervisors informed of that.

Mr. Horton stated I can assure you Jay has my full support and I'm sure the rest of the Board does too.

Mr. Walters stated I think your history with this district proves you fully support him, and I think that's going to be important for them moving forward. We will all circle back in about a month and we will have feedback on how it's going.

Mr. Horton stated on Friday I might drop by to observe what's going on and see how it's going. I won't be in your way.

## **B. District Engineer**

There being nothing to report, the next item followed.

## **C. District Manager – Report on the Number of Registered Voters (5,463)**

Mr. Perry stated we have to report the number of registered voters within the District boundaries each year and you have 5,463. Your sister district had about 4,300.

## **D. Operations Manager**

Mr. Soriano stated I sent you guys a separate maintenance report. I didn't have that in-depth report that I typically send as part of the agenda package. We didn't have rentals the last couple of months and we haven't had cards printed. We are getting back to printing cards now. You may have seen in the package the refunds. Those were processed for the club room rentals. You guys don't have a huge revenue generator up here. The club room brings in money; it's not a lot, but we did lose out on that. There were some weekends and of course all those weekends we are typically packed are gone and will continue to be gone for a while. We can't even really do birthday parties because now we have limited pool capacity so we can't take away from that, so we do have a little loss in revenue there. I did mention in the Middle Village meeting if there's a way we can do something to change for the future, because we don't know how long this is going to take, rate issues if we're controlled by how many people can be in here, they may not want to pay full price. Here it may not cause as big of a backlash as it does over at Middle Village. A 150-person room is a lot different than your room. The

biggest room you have is 50 people, but we still have to cut it down and if we can change that a bit to make sure once we're allowed to get people in, whether it's 50% or whatever, we are able to fill that room every weekend.

There were a lot of big projects that we're moving forward with. You may have seen we've gotten the fence posting put up around where the storage building is going to go. The storage buildings were delivered. I don't have a foundation yet so as soon as I get that we will start to see some work on the buildings. The one thing I want to work on is getting all of the Duval Asphalt. If our fitness centers are closed for a while we have seen a good increase on that outdoor exercise area so even though they were trying to give us a discount to do the parking lot and the track together I may just see if they can move things around and give us the track now even if it's still a couple months before the parking lot moves forward just because there are so many people out exercising on that track and it becomes a little more important now so I'm going to try to move that one around and will bring you guys an update on that next month. I will be sending you guys some work from Chalon. Last month we had a meeting and talked about improvements at the columns. If you have a chance to drive through Middle Village and notice some of their columns, they have done their improvements on Deerview and they look really nice. I'll send you guys the renderings of what we think they will look like and a full pricing plan so we can make some decisions if you guys want to go through improving them whether we do them all at once or do a few at a time we can touch on that for next month.

Mr. Horton asked which ones have you done?

Mr. Soriano responded if you go down Deerview, all of the neighborhoods that are down there. If you turn left at the new elementary school and go down that road those neighborhoods all have their columns complete. Unless there are any comments on the quick maintenance list that I sent to you guys that's all I had for you.

Mr. Davis stated I had two quick things. One we've already discussed; the sprinklers that I think are still on right at Oakside Drive and Oakleaf Village and then in the large median area on Oakleaf Village if you're coming into the neighborhood approaching the amenity center there are some large dead patches of grass. My concern is are they keeping up on sprinklers that are working and not working. These sprinklers on Oakside Drive have been on since Friday.

Mr. Soriano stated David just sent me something a little while ago. I think there was a bigger problem out there so hopefully he's got that figure out. As far as the median on Oakleaf Village Parkway, we will check that out. I didn't notice the dead spots but I know they have started spraying. It is kind of hot and dry for it being this early so I know they've adjusted their sprinklers and they have to turn everything up so we can make sure everything has enough water so will double check with them and make sure that median is good. We have had some issues with pests. I know we had a fungus issue out at Middle Village this last month, so they were spraying.

Ms. Suchsland stated the one zone that was stuck on we took care of today. The areas that you're seeing the medians are fungus and those have been taken care of. They have had two applications now so now we're just waiting on them to recover. We haven't mowed them because if you mow then you're spreading the fungus, so you'll notice it's a little bit longer on those islands. We will be mowing them tomorrow. We are on top of it and we should start seeing regrowth there.

Mr. Davis stated great job, thank you.

Ms. Nelsen stated I'd like to propose we go ahead and do the columns at that Litchfield entry. It's the one that everybody passes going in there and it's looked kind of sad for a while. Isn't that the one we started looking at originally?

Mr. Soriano responded yes. There are a couple that are kind of rough.

Ms. Nelsen stated if they have time and we have numbers now I'm up for making a motion to start those.

Mr. Soriano stated Chalon took the time to break everything out by monument.

Ms. Nelsen stated any other one that you think, Jay? I haven't driven by them all and paid a lot of attention but that one stands out.

Mr. Soriano stated that one is probably the worst.

Ms. Suchsland stated if they take a look at the newest designs and pricing sheet through this next weekend and touch base with you.

Mr. Soriano stated I was going to add up really quick even if we did a couple columns, we can do a not to exceed and that way we can break it down from there. Biltmore, south Village Center, Pebble Creek two monuments, Waverly, Stonebrier, Hearthstone, Highland

Mill, Oak Point, Timberfield, Litchfield, Piedmont, and then your prep and cleanup of all that was in there. The total prep and demo are separate than the columns, right?

Ms. Suchsland responded right, each column and then we can break down the irrigation upgrades and pine straw or mulch, which I left to be determined whether they want mulch or pine straw. The cost is about the same in there and then the demo and prep would be broken down but each column for plant material is separate.

Mr. Soriano stated the general prep and demo we would need is \$5,375 and that's for if we're doing all of them. All of the columns together are \$12,005. The upgrades Chalon is talking about will add up to another \$2,000 for irrigation, \$3,300 for mulch or pine straw so we're adding up to \$17,305 to do everything. If you guys just want to do half or a third of those we can put a not to exceed and I'll work with Chalon and we can make Litchfield the first one and I will work with her to figure out which one or two we can do from there. I have some concerns with spending too much more money right now because we're in these weird times. I have the budget coming up that we're going to work on, but we do have money. The outdoor area is something a lot of people are paying attention to right now. We have a lot of people out and about walking. We got a lot of comments on some of the work they have done so far, and they've gone around and done a lot of the replacements. You've seen them out doing a lot of tree limbing and a lot of things like that, so I have gotten those good comments, but people do notice things right now since they're out.

Ms. Nelsen asked what would you recommend right now?

Mr. Soriano stated why don't we just start with half of that? We can do a \$10,000 not to exceed and I'll knock off as many as I can with Chalon based on that pricing and priority. We can start with Litchfield. I can still send these to you guys that way you can see the pictures and pricing and keep track and I'll tell you next month what we knocked off and we can break it down even further from there or finish out the group.

On MOTION by Ms. Nelsen seconded by Mr. Lanier with all in favor landscape enhancements at the columns/entryways were approved at an amount not to exceed \$12,000.
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Ms. Nelsen asked Jay, are you seeing any more four-wheelers at the amenity center because I'm having a huge issue on CDD property back here?

Mr. Soriano responded we caught one and it was a little kid so the police officers didn't do much to him, but we have a family that rides some and they live off of Cotton Clover and we've had residents get pictures of them riding up and down the road on their Ring cameras and things like that and we've passed them along to the Sheriff's office. I think it's the same group that rides over towards Middle Village and goes on to the promenade. They did open an investigation over there. Whether anything comes out of it, I don't know, but we have had a case here on the soccer fields where we caught one but there have been a couple and it's increasing with them out of school.

Ms. Nelsen stated with the ponds so low we're seeing them go down and circle in the dirt and get stuck and all kinds of fun stuff over here, so I was just curious.

Mr. Davis stated they're probably from my neighborhood. I've called the police on them multiple times.

Mr. Soriano stated yes right now there's a bit of an increase on those things.

Mr. Davis stated when you have a six-year-old on a four-wheeler with no lights in the dark, on the road with cars that's ridiculous. No parental supervision, nothing, but they're coming from the back of Litchfield.

Mr. Thomas stated there's a couple of them that live in the Oaks too. They come flying down my street because it's the only straight street in the Oaks and we've had several discussions, myself and the neighbors, with them so maybe they're avoiding my neighborhood now and cutting through yours.

Mr. Davis stated they're coming down these 25 or 30 mph roads at 50 or 60 mph with no safety equipment. Maybe we need to talk to the Sheriff's office as a Board or something.

Mr. Thomas stated the funny thing is when they're going through our neighborhood, they're going by Sheriff Daniel's house.

Mr. Soriano stated I was going to see if I could pull in one of the supervisors or even Darrell and let you guys poke them a little bit because I've had some issues where I just haven't gotten enough support from them on things. There are definitely issues like this and it doesn't seem like we're getting enough help sometimes so if we can prod them a little more and if we have to do that in a public meeting once we get back to it I will get some of those guys to agree to coming in and talking to us a bit. I know we've talked about that before and it seemed like they were going to help out a little bit more.



Mr. Davis stated please do.

Mr. Horton stated in the past on the Stonbrier pond I have seen four-wheelers and dirt bikes ripping up around the banks. I'll wait until they come by my house and I'll flag them down and tell them don't be doing that because everybody pays for the damage they do and stuff like that and I've had some pretty good success. When I tell people, they don't ever do it again. I might see them one more time and I'll go out there and tell them again and they usually stop. I'm not saying everybody will do that, but if you can catch them and talk to them nicely it might stop them.

Mr. Davis stated I started out nice and that's why I started calling the cops.

Mr. Thomas stated Jay, my friend with the orange and white semi-truck is back and I know that I am not the biggest fan of signs, but in order for this guy to get the idea, do we need to put a sign that says 'no overnight truck parking', because once again that water management place's fence is broken again and like you said, more and more people are out and a lot of people know that I sit on the Board and I always get, "why is that fence always broken?". Well, because of teenagers and their shenanigans, but that orange and white semi is back again, and I guess this time he brought a friend because he parked in one of the cul-de-sacs in the Oaks. Have we had any luck trying to track down who that is? If not, I have a contact at the Sheriff's office who is ready to move on it.

Mr. Davis asked can we put a boot on it or something?

Mr. Thomas stated it can be towed.

Mr. Soriano stated the biggest problem is it can't be towed by us and they know it's not our road.

Mr. Thomas asked is that Clay County water management? Because technically he is blocking their entrance and I'm wondering if we have any contacts over there saying when he parks there can you guys have it towed, because you are part of the County.

Mr. Soriano stated it's a county-owned road. The fence isn't even really ours. We put it up, but it goes over top of a county-owned road but mostly because it's undeveloped. Clay Utility and Clay Electric both have boxes back there and that is there access. We can't have them towed, the County would have to tow them but they generally don't come out unless there is a problem so you almost have to get involved with an officer and it's not a CCSO officer that helped us out last time it was a trooper and he's kind of taken it personally on him

because he actually doesn't have jurisdiction there. I don't like to ask him to do that stuff. If he wants to do it, great. I can talk to the Sheriff's officers but like I said, we're not getting a lot of help on other things, so unless they catch him out there and take it personally and say we're going to have him towed it is actually county code enforcement that handles whenever something is parked on the road and they're not real helpful. They look at it like if it's blocking an ambulance or fire truck and it's not improperly tagged or anything like that they don't get involved.

Mr. Thomas stated so I'm pretty much get stuck looking at a tractor trailer every time I enter my neighborhood?

Mr. Davis asked how are we able to tow from the soccer fields?

Mr. Soriano stated the parking lot is ours, not the road. So, if they park out on Silver Bluff, that's why I can't do anything to those cars that constantly park on Silver Bluff. I get complaints from the Cottages but that's a county-owned road and we don't have the authority to tow. It's the roads that are ours, which are very few. We own the Village Center and the parking lots so we can tow out of any parking lot. He's actually sitting in a road that ends there at Oakleaf Village Parkway, which is a county-owned road.

Mr. Horton stated I might suggest either you or Scott could call up the HOA. We had three deputies when I was a liaison between the Sheriff's Department and HOA. I would have them drop by and tell them we don't want those semis parked in our neighborhood and they seemed to go away after that.

Mr. Soriano stated I got a chance to talk to the gentleman Scott was talking about and he posed it when he talked to the owner of the truck that was parking in that fire lane behind the school that it's safety issue because it's a thru road so cars are going past this trailer and truck so I don't know if he's going to have the same thoughts and if he's going to be able to affect that one. It is sitting at the end of the road and nobody drives down there, but it is unsightly.

Mr. Thomas stated it sounds to me like we can't enforce it, but can I put up a sign and maybe he will read the sign and think something is going to happen?

Mr. Soriano stated I could definitely put up a sign and even areas that are not quite ours that I find people parking on, especially when people complain, I have this little written letter that we stick on their windshield and it lets them know that we have recorded their license plate

and they are parked on District property. It's a bark without a bite. I can't do anything if he decides to stay there. I really need that officer that does it on their own to be able to help out.

Mr. Thomas asked did we talk to our people who were tying off their ropes to our trees?

Mr. Soriano stated if you've seen when you come in on Oakleaf Village Parkway right there at Silver Bluff, two houses in, there is a professional shade structure that they've tied to our pine trees. I did talk to them. The husband is not at home right now so when he gets home, I did tell her I need him to take it down and she understood. I gave them by the end of this next week that I wanted it down and she said he should be home.

Mr. Horton stated one of the things you're doing here is a large replacement monitor for I think Wanda's office. Is that in the works?

Mr. Soriano stated I have the monitor already; I just have to figure out a way to attach it so I'm going to pick up a new mount. We had to replace a couple of the older TVs in the fitness center.

Mr. Horton asked did we get all the parts in for the storage building yet?

Mr. Soriano responded yes; everything was delivered. We also got a garage door as part of the purchase and I've bought garage doors before and they come rolled up all ready to go so if it is in there I have to put it together, but everything came. Unloading it was a little tough. Your sister district has theirs also.

Mr. Horton asked how about the concrete pad. Is that in the works still?

Mr. Soriano stated yes, I'm still just waiting on the foundation for both of them.

Mr. Horton stated there was a picture on Facebook recently; the fountain had some bubbles in it. Is it nice and clean now?

Mr. Soriano stated it is. Staff asked me about that because it happened twice. The first time they did it they didn't get it really bubble. It takes a lot to bubble those up, you really have to put in a lot of detergent. The second time they did a better job, but I told staff just leave it and it will clean it out. We really haven't had a lot of issues for the kids being out now almost two months. We could've had a lot worse. They didn't damage anything, so I wasn't too worried about it. The worst we've had so far was one of our signs in the parking lot got pulled up. They didn't break or damage the sign, they just pulled it directly on the ground and laid it down so we were able to put it back in place.

Mr. Horton stated I've seen comments on Facebook about the security guards yelling. One of the guards is not very nice when she tells people to do things and that seems to be the only one that gets complaints. There might be more to the story, but I just think the residents deserve respect and don't need to be yelled out unless it gets to that point. I just want to make sure they're clear that there's a way to handle that without getting outrageous.

Mr. Soriano stated I know she's had some issues lately and many of them have been things that have actually had to involve the officers because people are not listening. If you've met her, she's not the most intimidating so if people are getting yelled at and bothered by it, that is a little odd. People just talk back to her. That doesn't mean she hasn't said something wrong. There is a reason we have those lower dollar employees as part of our security company but I have seen her attacked a lot more than I can imagine she's done to anybody else and I've seen people getting on Facebook complaining the officers did something wrong, when it's clearly not the case and the officers are enforcing what we've asked and what their own boss has asked. When we have those paid officers, they do a little better job than when I have to call dispatch. We have had to clear that soccer field a couple times this last month.

Mr. Horton stated I'm not saying she's in the wrong or anything like that, I just want to make sure they understand they should act official when they interact with our residents and if all else fails go into irate mode and call CCSO or whatever it takes but I think initially the residents deserve as much respect as we can give them.

Mr. Soriano stated I go through that with them constantly. Even then, I don't ever tell them they can go into an irate mode even when it's deserved, they have to hold off. They have to involved me by that time.

Mr. Davis stated no different than the people that cut everybody out and come to the meetings and say my kid didn't do anything. Everybody is innocent.

## **SEVENTH ORDER OF BUSINESS**

### **Audience Comments / Supervisors' Requests**

The supervisors covered their comments and requests above. There were no audience comments.

**EIGHTH ORDER OF BUSINESS**

**Next Scheduled Meeting**

Mr. Perry stated the next scheduled meeting is June 8, 2020 at 4:00 p.m. It may be held onsite or via Zoom, we will see how this progresses.

**NINTH ORDER OF BUSINESS**

**Adjournment**

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

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Chairman/Vice Chairman

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# Double Branch

## Community Development District

Unaudited Financial Reporting  
April 30, 2020



**DOUBLE BRANCH**  
**Community Development District**  
**Combined Balance Sheet**  
April 30, 2020

	<u>Governmental Fund Types</u>					<b>Totals</b> <b>(Memorandum Only)</b>
	<u>General</u>	<u>Recreation</u>	<u>Capital Reserve</u>	<u>Debt Service</u>	<u>Capital Projects</u>	
<b>ASSETS:</b>						
Cash	\$42,677	\$159,617	\$100,000	---	---	\$302,295
Petty Cash	---	\$672	---	---	---	\$672
Investments:						
<u>Series 2013A-1</u>						
Revenue	---	---	---	\$2,028,041	---	\$2,028,041
Reserve A1	---	---	---	\$868,932	---	\$868,932
Acquisition and Construction	---	---	---	---	\$18,587	\$18,587
<u>Series 2013A-2</u>						
Reserve A2	---	---	---	\$96,303	---	\$96,303
<u>Operations</u>						
Custody Account-General Fund Excess	\$99,881	---	---	---	---	\$99,881
Custody Account-Recreation Fund Excess	---	\$819,855	---	---	---	\$819,855
Custody Account-Recreation Fund Reserve	---	---	\$73	---	---	\$73
<u>State Board</u>						
General Fund	\$77,204	---	---	---	---	\$77,204
Recreation	---	\$481,912	---	---	---	\$481,912
Capital Reserve	---	---	\$1,084,533	---	---	\$1,084,533
Due From General Fund	---	\$7,936	---	---	---	\$7,936
Due From Capital Reserve Fund	---	\$40,383	---	---	---	\$40,383
Due from Other	---	\$26	---	---	---	\$26
Electric Deposits	---	\$4,583	---	---	---	\$4,583
Prepaid Expenses	\$3,409	---	---	---	---	\$3,409
<b>TOTAL ASSETS</b>	<b>\$223,171</b>	<b>\$1,514,985</b>	<b>\$1,184,606</b>	<b>\$2,993,276</b>	<b>\$18,587</b>	<b>\$5,934,627</b>
<b>LIABILITIES:</b>						
Accounts Payable	\$12,218	\$15,044	---	---	---	\$27,262
FICA Payable	\$153	---	---	---	---	\$153
Accrued Expenses	---	\$35,385	---	---	---	\$35,385
Due to Rec Fund	\$7,936	---	\$40,383	---	---	\$48,319
Due to Middle Village	---	\$12,615	---	---	---	\$12,615
Deferred Rental Revenue	---	\$600	---	---	---	\$600
<b>FUND BALANCES:</b>						
Nonspendable	---	\$4,583	---	---	---	\$4,583
Restricted for Debt Service	---	---	---	\$2,993,276	---	\$2,993,276
Restricted for Capital Projects	---	---	---	---	\$18,587	\$18,587
Assigned	---	\$45,921	\$1,144,223	---	---	\$1,190,144
Unassigned	\$202,864	\$1,400,837	---	---	---	\$1,603,701
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>\$223,171</b>	<b>\$1,514,985</b>	<b>\$1,184,606</b>	<b>\$2,993,276</b>	<b>\$18,587</b>	<b>\$5,934,627</b>



**DOUBLE BRANCH**  
**Community Development District**  
**GENERAL FUND**  
Statement of Revenues & Expenditures  
For The Period Ending April 30, 2020

	ADOPTED BUDGET	PRORATED BUDGET THRU 4/30/20	ACTUAL THRU 4/30/20	VARIANCE
Assessment - Tax Roll	\$177,985	\$174,725	\$174,725	\$0
Interest Income	\$200	\$117	\$537	\$421
Miscellaneous Income	\$0	\$0	\$0	\$0
<b>TOTAL REVENUES</b>	<b>\$178,185</b>	<b>\$174,841</b>	<b>\$175,262</b>	<b>\$421</b>

**EXPENDITURES:**

**Administrative**

Supervisors Fees	\$12,000	\$7,000	\$5,400	\$1,600
FICA Expense	\$918	\$536	\$352	\$184
Engineering	\$5,000	\$2,917	\$1,028	\$1,889
Arbitrage	\$700	\$408	\$0	\$408
Dissemination	\$1,333	\$778	\$978	(\$200)
Assessment Roll	\$7,821	\$7,821	\$7,821	\$0
Attorney	\$42,000	\$24,500	\$13,711	\$10,789
Annual Audit	\$5,900	\$5,900	\$4,700	\$1,200
Trustee fees	\$8,815	\$5,142	\$5,406	(\$264)
Management Fees	\$59,963	\$34,978	\$34,978	(\$0)
Information Technology	\$1,942	\$1,133	\$1,249	(\$117)
Telephone	\$290	\$169	\$188	(\$19)
Postage	\$1,900	\$1,108	\$712	\$396
Printing & Binding	\$3,400	\$1,983	\$1,589	\$395
Records Storage	\$300	\$175	\$0	\$175
Insurance	\$8,130	\$8,130	\$7,936	\$194
Legal Advertising	\$2,000	\$1,167	\$658	\$509
Office Supplies	\$350	\$204	\$147	\$57
Website Compliance	\$2,250	\$1,313	\$1,313	\$0
Dues, Licenses, Subscriptions	\$175	\$175	\$175	\$0
Reserve	\$12,998	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$61	(\$61)

<b>TOTAL EXPENDITURES</b>	<b>\$178,185</b>	<b>\$105,537</b>	<b>\$88,403</b>	<b>\$17,134</b>
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<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$0)</b>	<b>\$86,859</b>
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<b>FUND BALANCE - Beginning</b>	<b>\$0</b>	<b>\$116,005</b>
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<b>FUND BALANCE - Ending</b>	<b>(\$0)</b>	<b>\$202,864</b>
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**DOUBLE BRANCH**  
**Community Development District**  
**RECREATION AND FACILITIES MAINTENANCE**  
Statement of Revenues & Expenditures  
For The Period Ending April 30, 2020

	ADOPTED BUDGET	PRORATED BUDGET THRU 4/30/20	ACTUAL THRU 4/30/20	VARIANCE
<b>REVENUES:</b>				
Maintenance Assessments-Tax Roll	\$1,462,648	\$1,435,854	\$1,435,854	\$0
Interest Income	\$1,000	\$583	\$3,509	\$2,925
Amenities Revenue	\$33,690	\$19,653	\$17,997	(\$1,655)
Sports Revenue	\$11,000	\$6,417	\$9,418	\$3,001
<b>TOTAL REVENUES</b>	<b>\$1,508,338</b>	<b>\$1,462,507</b>	<b>\$1,466,777</b>	<b>\$4,271</b>

**EXPENDITURES:**

**Administrative:**

Management Fees - Onsite	\$178,487	\$104,118	\$104,118	\$0
Insurance	\$62,789	\$62,789	\$65,520	(\$2,731)
Other Current Charges	\$3,818	\$2,227	\$1,501	\$727
Permit Fees	\$1,635	\$954	\$703	\$250
<b>Total Administrative</b>	<b>\$246,729</b>	<b>\$170,088</b>	<b>\$171,842</b>	<b>(\$1,754)</b>

**Maintenance:**

**Common Area**

Security	\$50,920	\$29,703	\$29,651	\$53
Security - Clay County Off-Duty Sheriff	\$43,050	\$25,113	\$25,938	(\$825)
Water - Irrigation	\$9,000	\$5,250	\$4,160	\$1,090
Irrigation Maintenance	\$4,250	\$2,479	\$4,642	(\$2,163)
Streetlighting	\$33,066	\$19,289	\$16,229	\$3,060
Electric	\$42,000	\$24,500	\$16,548	\$7,952
Landscape Maintenance	\$371,004	\$216,419	\$216,419	(\$0)
Common Area Maintenance	\$43,564	\$25,412	\$11,295	\$14,117
Lake Maintenance	\$28,116	\$16,401	\$17,927	(\$1,526)
Landscape Reserve	\$30,000	\$0	\$0	\$0
Capital Reserve	\$15,565	\$0	\$0	\$0
Repairs and Replacement	\$88,996	\$51,914	\$82,780	(\$30,866)
General Reserve	\$26,759	\$0	\$0	\$0
<b>Total Common Area</b>	<b>\$786,290</b>	<b>\$416,480</b>	<b>\$425,589</b>	<b>(\$9,109)</b>

**Recreation Facility**

Amenity Staff	\$110,000	\$64,167	\$42,587	\$21,579
Refuse Services	\$6,120	\$3,570	\$5,697	(\$2,127)
Telephone	\$5,592	\$3,262	\$2,485	\$777
Electric	\$59,300	\$34,592	\$18,975	\$15,617
Cable	\$12,319	\$7,186	\$4,061	\$3,125
Pool Maintenance	\$56,616	\$33,026	\$21,737	\$11,289
Water / Sewer/Reclaim	\$65,000	\$37,917	\$24,290	\$13,627
Facility Maintenance-General	\$43,500	\$25,375	\$18,640	\$6,735
Facility Maintenance-Preventative	\$13,117	\$7,652	\$2,495	\$5,157
Facility Maintenance - Contingency	\$34,750	\$20,271	\$17,810	\$2,461
Lighting Repairs	\$8,500	\$4,958	\$4,213	\$745
Special Events	\$10,500	\$6,125	\$1,999	\$4,126
Office Supplies & Equipment	\$6,664	\$3,887	\$546	\$3,341
Janitorial	\$51,012	\$29,757	\$35,298	(\$5,541)
Recreation Passes	\$5,500	\$3,208	\$1,914	\$1,295

**DOUBLE BRANCH**  
**Community Development District**  
**RECREATION AND FACILITIES MAINTENANCE**  
Statement of Revenues & Expenditures  
For The Period Ending April 30, 2020

	ADOPTED BUDGET	PRORATED BUDGET THRU 4/30/20	ACTUAL THRU 4/30/20	VARIANCE
<b><u>Recreation Facility-Continued</u></b>				
Pool Pump Reserve	\$6,500	\$0	\$0	\$0
Pool Leak Repairs	\$5,000	\$2,917	\$0	\$2,917
Multiuse Field	\$21,250	\$12,396	\$0	\$12,396
<b>Total Recreation Facility</b>	<b>\$521,240</b>	<b>\$300,265</b>	<b>\$202,746</b>	<b>\$97,519</b>
<b>Total Maintenance</b>	<b>\$1,307,530</b>	<b>\$716,745</b>	<b>\$628,335</b>	<b>\$88,410</b>
<b>TOTAL EXPENDITURES</b>	<b>\$1,554,259</b>	<b>\$886,833</b>	<b>\$800,177</b>	<b>\$86,656</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$45,921)</b>		<b>\$666,600</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$45,921</b>		<b>\$738,820</b>	
<b>FUND BALANCE - Ending</b>	<b>\$0</b>		<b>\$1,405,420</b>	

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

	October	November	December	January	February	March	April	May	June	July	August	September	Total
<b>Revenues:</b>													
Assessment - Tax Roll	\$0	\$26,996	\$140,168	\$1,979	\$2,141	\$1,500	\$1,940	\$0	\$0	\$0	\$0	\$0	\$174,725
Interest Income	\$12	\$10	\$97	\$132	\$123	\$99	\$65	\$0	\$0	\$0	\$0	\$0	\$537
Miscellaneous Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$12</b>	<b>\$27,007</b>	<b>\$140,265</b>	<b>\$2,111</b>	<b>\$2,264</b>	<b>\$1,599</b>	<b>\$2,005</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$175,262</b>
<b>Expenditures:</b>													
<b><u>Administrative</u></b>													
Supervisors Fees	\$1,000	\$800	\$1,000	\$1,000	\$800	\$800	\$0	\$0	\$0	\$0	\$0	\$0	\$5,400
FICA Expense	\$77	\$61	\$77	\$77	\$61	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$352
Engineering	\$0	\$833	\$195	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,028
Arbitrage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dissemination	\$211	\$111	\$111	\$111	\$111	\$211	\$111	\$0	\$0	\$0	\$0	\$0	\$978
Assessment Roll	\$7,821	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,821
Attorney	\$2,252	\$2,480	\$2,981	\$0	\$2,733	\$3,267	\$0	\$0	\$0	\$0	\$0	\$0	\$13,711
Annual Audit	\$0	\$0	\$0	\$1,500	\$3,200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,700
Trustee fees	\$0	\$0	\$0	\$0	\$0	\$5,406	\$0	\$0	\$0	\$0	\$0	\$0	\$5,406
Management Fees	\$4,997	\$4,997	\$4,997	\$4,997	\$4,997	\$4,997	\$4,997	\$0	\$0	\$0	\$0	\$0	\$34,978
Computer Time	\$178	\$178	\$178	\$178	\$178	\$178	\$178	\$0	\$0	\$0	\$0	\$0	\$1,249
Telephone	\$49	\$35	\$36	\$0	\$17	\$10	\$40	\$0	\$0	\$0	\$0	\$0	\$188
Postage	\$16	\$143	\$130	\$123	\$147	\$138	\$15	\$0	\$0	\$0	\$0	\$0	\$712
Printing & Binding	\$222	\$451	\$23	\$259	\$259	\$197	\$178	\$0	\$0	\$0	\$0	\$0	\$1,589
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	\$212	\$124	\$62	\$0	\$136	\$0	\$0	\$0	\$0	\$0	\$658
Property Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$21	\$41	\$1	\$21	\$21	\$21	\$21	\$0	\$0	\$0	\$0	\$0	\$147
Website Compliance	\$188	\$188	\$188	\$188	\$188	\$188	\$188	\$0	\$0	\$0	\$0	\$0	\$1,313
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	\$61	\$0	\$0	\$0	\$0	\$0	\$0	\$61
<b>Total Administrative</b>	<b>\$25,204</b>	<b>\$10,380</b>	<b>\$10,128</b>	<b>\$8,577</b>	<b>\$12,774</b>	<b>\$15,476</b>	<b>\$5,863</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$88,403</b>
<b>Excess Revenues (Expenditures)</b>	<b>(\$25,192)</b>	<b>\$16,627</b>	<b>\$130,137</b>	<b>(\$6,466)</b>	<b>(\$10,510)</b>	<b>(\$13,877)</b>	<b>(\$3,859)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$86,859</b>

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

	October	November	December	January	February	March	April	May	June	July	August	September	Total
<b>Revenues:</b>													
Maintenance Assessments-Tax Roll	\$0	\$221,851	\$1,151,875	\$16,266	\$17,598	\$12,323	\$15,942	\$0	\$0	\$0	\$0	\$0	\$1,435,854
Interest Income	\$113	\$68	\$602	\$838	\$807	\$659	\$423	\$0	\$0	\$0	\$0	\$0	\$3,509
Amenities Revenue	\$3,801	\$2,499	\$2,703	\$2,142	\$1,749	\$6,003	(\$900)	\$0	\$0	\$0	\$0	\$0	\$17,997
Sports Revenue	\$7,130	\$285	\$0	\$1,245	\$195	\$240	\$323	\$0	\$0	\$0	\$0	\$0	\$9,418
<b>Total Revenues</b>	<b>\$11,044</b>	<b>\$224,703</b>	<b>\$1,155,180</b>	<b>\$20,491</b>	<b>\$20,348</b>	<b>\$19,225</b>	<b>\$15,787</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,466,777</b>

**Expenditures:**

**Administrative**

Management Fees - Onsite	\$14,874	\$14,874	\$14,874	\$14,874	\$14,874	\$14,874	\$14,874	\$0	\$0	\$0	\$0	\$0	\$104,118
Insurance	\$65,520	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$65,520
Other Current Charges	\$311	\$391	\$492	\$452	\$621	(\$956)	\$188	\$0	\$0	\$0	\$0	\$0	\$1,501
Permit Fees	\$266	\$27	\$384	\$0	\$27	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$703
<b>Total Administrative</b>	<b>\$80,970</b>	<b>\$15,292</b>	<b>\$15,750</b>	<b>\$15,326</b>	<b>\$15,522</b>	<b>\$13,918</b>	<b>\$15,062</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$171,842</b>

**MAINTENANCE- Common Area**

Security	\$4,236	\$4,236	\$4,236	\$4,236	\$4,236	\$4,236	\$4,236	\$0	\$0	\$0	\$0	\$0	\$29,651
Security - Clay County Off-Duty Sheriff	\$2,849	\$4,161	\$4,003	\$3,758	\$3,773	\$3,638	\$3,758	\$0	\$0	\$0	\$0	\$0	\$25,938
Water - Irrigation	\$1,263	\$1,358	\$449	\$352	\$287	\$274	\$178	\$0	\$0	\$0	\$0	\$0	\$4,160
Irrigation Maintenance	\$0	\$0	\$411	\$2,567	\$1,211	\$0	\$453	\$0	\$0	\$0	\$0	\$0	\$4,642
Streetlighting	\$2,353	\$2,353	\$2,338	\$2,338	\$2,338	\$2,338	\$2,171	\$0	\$0	\$0	\$0	\$0	\$16,229
Electric	\$2,546	\$2,528	\$3,018	\$2,197	\$2,338	\$2,690	\$1,231	\$0	\$0	\$0	\$0	\$0	\$16,548
Landscape Maintenance	\$30,917	\$30,917	\$30,917	\$30,917	\$30,917	\$30,917	\$30,917	\$0	\$0	\$0	\$0	\$0	\$216,419
Common Area Maintenance	\$1,188	\$2,212	\$1,678	\$2,118	\$1,678	\$2,421	\$0	\$0	\$0	\$0	\$0	\$0	\$11,295
Lake Maintenance	\$4,266	\$2,237	\$2,070	\$2,070	\$2,702	\$2,512	\$2,070	\$0	\$0	\$0	\$0	\$0	\$17,927
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	\$13,587	\$1,726	\$11,866	\$30,081	\$13,605	\$992	\$0	\$0	\$0	\$0	\$0	\$82,780
General Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Common Area</b>	<b>\$60,540</b>	<b>\$63,589</b>	<b>\$50,845</b>	<b>\$62,418</b>	<b>\$79,560</b>	<b>\$62,630</b>	<b>\$46,006</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$425,589</b>

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

	October	November	December	January	February	March	April	May	June	July	August	September	Total
<b><u>Recreation Facility</u></b>													
Amenity Staff	\$11,322	\$5,392	\$4,963	\$8,075	\$5,258	\$6,231	\$1,346	\$0	\$0	\$0	\$0	\$0	\$42,587
Refuse Service	\$765	\$769	\$769	\$769	\$816	\$814	\$996	\$0	\$0	\$0	\$0	\$0	\$5,697
Telephone	\$402	\$424	\$412	\$314	\$260	\$336	\$336	\$0	\$0	\$0	\$0	\$0	\$2,485
Electric	\$3,664	\$2,984	\$2,976	\$2,848	\$2,380	\$2,337	\$1,786	\$0	\$0	\$0	\$0	\$0	\$18,975
Cable	\$573	\$573	\$573	\$587	\$585	\$585	\$585	\$0	\$0	\$0	\$0	\$0	\$4,061
Pool Maintenance/Chemicals	\$4,003	\$2,605	\$2,107	\$2,107	\$4,722	\$4,083	\$2,107	\$0	\$0	\$0	\$0	\$0	\$21,737
Water/Sewer/Reclaim	\$4,884	\$3,944	\$3,494	\$2,848	\$2,626	\$2,951	\$3,541	\$0	\$0	\$0	\$0	\$0	\$24,290
Facility Maintenance - General	\$2,958	\$3,625	\$2,869	\$3,609	\$2,869	\$2,710	\$0	\$0	\$0	\$0	\$0	\$0	\$18,640
Facility Maintenance - Preventative Contracts	\$640	(\$49)	\$378	\$155	\$288	\$0	\$1,083	\$0	\$0	\$0	\$0	\$0	\$2,495
Facility Maintenance - Contingency	\$2,895	\$2,895	\$2,895	\$2,877	\$2,866	\$3,382	\$0	\$0	\$0	\$0	\$0	\$0	\$17,810
Lighting Repairs	\$708	\$708	\$701	\$709	\$701	\$686	\$0	\$0	\$0	\$0	\$0	\$0	\$4,213
Special Events	\$466	\$645	\$698	\$190	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,999
Office Supplies and Equipment	\$130	\$174	\$33	\$44	\$83	\$33	\$50	\$0	\$0	\$0	\$0	\$0	\$546
Janitorial	\$5,415	\$5,285	\$4,514	\$5,577	\$4,593	\$5,663	\$4,251	\$0	\$0	\$0	\$0	\$0	\$35,298
Recreation Passes	\$0	\$817	\$0	\$1,097	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,914
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	\$30,791	\$27,382	\$31,806	\$28,047	\$29,812	\$16,082	\$0	\$0	\$0	\$0	\$0	\$202,746
<b>Total Expenses</b>	\$180,337	\$109,672	\$93,977	\$109,550	\$123,129	\$106,360	\$77,150	\$0	\$0	\$0	\$0	\$0	\$800,177
<b>Excess Revenues (Expenditures)</b>	(\$169,294)	\$115,031	\$1,061,202	(\$89,059)	(\$102,782)	(\$87,136)	(\$61,363)	\$0	\$0	\$0	\$0	\$0	\$666,600

**DOUBLE BRANCH**  
**Community Development District**  
**Capital Reserve Fund**  
Statement of Revenues & Expenditures  
For The Period Ending April 30, 2020

	ADOPTED BUDGET	PRORATED THRU 4/30/20	ACTUAL THRU 4/30/20	VARIANCE
<b><u>REVENUES:</u></b>				
Interest Income	\$1,000	\$583	\$6,820	\$6,236
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
<b>TOTAL REVENUES</b>	<b>\$92,822</b>	<b>\$583</b>	<b>\$6,820</b>	<b>\$6,236</b>
<b><u>EXPENDITURES:</u></b>				
Other Current Charges	\$0	\$0	\$0	\$0
Landscape Reserve	\$0	\$0	\$0	\$0
Capital Projects	\$0	\$0	\$10,602	(\$10,602)
Pool Pump Reserve	\$0	\$0	\$0	\$0
General Reserve	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,602</b>	<b>(\$10,602)</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$92,822</b>		<b>(\$3,782)</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$1,147,970</b>		<b>\$1,148,005</b>	
<b>FUND BALANCE - Ending</b>	<b>\$1,240,792</b>		<b>\$1,144,223</b>	

**DOUBLE BRANCH**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**DEBT SERVICE FUND**  
Series 2013 A-1, & 2013 A-2 Special Assessment Bonds  
Statement of Revenues & Expenditures  
For The Period Ending April 30, 2020

ADOPTED BUDGET	PRORATED THRU 4/30/20	ACTUAL THRU 4/30/20	VARIANCE
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**Revenues:**

Special Assessments - Tax Roll	\$1,962,561	\$1,926,969	\$1,926,969	\$0
Assessments- Prepayment	\$0	\$0	\$0	\$0
Interest Income	\$10,000	\$5,000	\$18,213	\$13,213
<b>TOTAL REVENUES</b>	<b>\$1,972,561</b>	<b>\$1,931,969</b>	<b>\$1,945,182</b>	<b>\$13,213</b>

**Expenditures:**

**Series 2013 A-1**

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

**Series 2013 A-2**

Interest Expense - 11/1	\$54,913	\$54,913	\$54,913	\$0
Prepayment Call 11/1	\$0	\$0	\$10,000	(\$10,000)
Interest Expense - 5/1	\$54,913	\$0	\$0	\$0
Principal Expense 5/1	\$85,000	\$0	\$0	\$0
Prepayment Call 5/1	\$0	\$0	\$0	\$0

<b>TOTAL EXPENDITURES</b>	<b>\$1,943,329</b>	<b>\$439,164</b>	<b>\$449,164</b>	<b>(\$10,000)</b>
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EXCESS REVENUES (EXPENDITURES)	<b>\$29,232</b>	<b>\$1,496,017</b>
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**Other Sources/(Uses)**

Interfund Transfer In and (Out)	\$0	\$0	\$0	\$0
Other Debt Service Cost	\$0	\$0	\$0	\$0

<b>TOTAL OTHER</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
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<b>Net change in Fund Balance</b>	<b>\$29,232</b>	<b>\$1,496,017</b>
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<b>FUND BALANCE - Beginning</b>	<b>\$516,591</b>	<b>\$1,497,259</b>
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<b>FUND BALANCE - Ending</b>	<b>\$545,823</b>	<b>\$2,993,276</b>
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\$532,023.94



**DOUBLE BRANCH**  
**Community Development District**  
**CAPITAL PROJECTS FUND**  
Statement of Revenues & Expenditures  
For The Period Ending April 30, 2020

		<div style="border: 1px solid black; padding: 5px;"> SERIES 2013 A-1 AND A-2 </div>
<b><u>REVENUES:</u></b>		
Interest Income		\$411
<b>TOTAL REVENUES</b>		<div style="border: 1px solid black; padding: 2px;">\$411</div>
<b><u>EXPENDITURES:</u></b>		
Capital Outlay - Series 2013 A1 and A2		\$32,532
Cost of Issuance		\$0
<b>TOTAL EXPENDITURES</b>		<div style="border: 1px solid black; padding: 2px;">\$32,532</div>
<b>EXCESS REVENUES (EXPENDITURES)</b>		<div style="border: 1px solid black; padding: 2px;">(\$32,120)</div>
<b>FUND BALANCE - Beginning</b>		<div style="border: 1px solid black; padding: 2px;">\$50,708</div>
<b>FUND BALANCE - Ending</b>		<div style="border: 1px solid black; padding: 2px;">\$18,587</div>

# Double Branch

## Community Development District

### Long Term Debt Report

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

<b>Series 2013 A-2 Special Assessment Refunding Bonds</b>	
Interest Rate:	5.750%
Maturity Date:	5/1/34
Reserve Fund Definition:	50% Max Annual on Outstanding
Reserve Fund Requirement:	\$95,778
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

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# 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
<b>TOTAL ASSESSED</b>	<b>45,481</b>	<b>1,961,878.15</b>	<b>177,889.82</b>	<b>1,461,865.84</b>	<b>3,601,633.81</b>

SUMMARY OF TAX ROLL RECEIPTS					
CLAY COUNTY DISTRIBUTION	DATE RECEIVED	TOTAL RECEIVED	SERIES 2013A DEBT SERVICE RECEIVED	GENERAL FUND O&M RECEIPTS	RECREATION FUND O&M RECEIPTS
1	11/13/19	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
5	01/22/20	40,073.70	21,828.90	1,979.30	16,265.50
6	02/21/20	43,355.75	23,616.70	2,141.40	17,597.65
7	03/17/20	30,359.80	16,537.56	1,499.51	12,322.73
8	04/17/20	39,275.51	21,394.11	1,939.87	15,941.53
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
<b>TOTAL TAX ROLL RECEIPTS</b>		<b>3,537,547.78</b>	<b>1,926,969.26</b>	<b>174,724.51</b>	<b>1,435,854.01</b>

PERCENT COLLECTED	TOTAL	DEBT	O&M
<b>TOTAL PERCENT COLLECTED</b>	<b>98.22%</b>	<b>98.22%</b>	<b>98.22%</b>

*D.*

# Double Branch

## Community Development District

### Check Run Summary

May 31, 2020

Fund	Date	Check No.	Amount
<b>General Fund</b>			
	5/14/20	50819-50823	\$ 923.50
		Sub-Total	\$ 923.50
Accounts Payable	5/7/20	1585	\$ 87.00
	5/14/20	1586-1589	\$ 17,642.81
	5/21/20	1590	\$ 49.00
	5/28/20	1591	\$ 11,195.47
		Sub-Total	\$ 28,974.28
<b>Recreation Fund</b>			
Accounts Payable	5/7/20	6409-6416	\$ 41,153.66
	5/14/20	6417-6423	\$ 25,638.58
	5/21/20	6424-6426	\$ 900.43
	5/28/20	6427-6431	\$ 14,690.65
		Sub-Total	\$ 82,383.32
<b>Capital Reserve Fund</b>			
		Sub-Total	\$ -
<b>Total</b>			<b>\$ 112,281.10</b>

CHECK #	EMP #	EMPLOYEE NAME	CHECK AMOUNT	CHECK DATE
50819	16	ANDRE LANIER	184.70	5/14/2020
50820	12	CHAD E DAVIS	184.70	5/14/2020
50821	15	CHARLES T HORTON	184.70	5/14/2020
50822	8	CYNTHIA Y. NELSEN	184.70	5/14/2020
50823	14	SCOTT THOMAS	184.70	5/14/2020

TOTAL FOR REGISTER 923.50

DEER DOUBLE BRANCH DLAUGHLIN

# Attendance Sheet

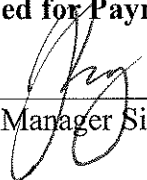
District Name: Double Branch, CDD

Board Meeting Date: May 11, 2020

	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

5/11/20  
Date

**PLEASE RETURN COMPLETED FORM TO HANNAH SMITH**



CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
5/28/20	00015	5/31/19 107726	201904 310-51300-31500		V	1,802.53-	
			APR MONTHLY MEETING				
				HOPPING GREEN & SAMS			1,802.53-001528
5/07/20	00111	4/30/20 20-00069	202004 310-51300-48000		*	87.00	
			NOTICE OF MEETING 5/11/20				
				JACKSONVILLE DAILY RECORD			87.00 001585
5/14/20	00035	5/01/20 2140	202005 310-51300-34000		*	4,996.92	
			MAY MANAGEMENT FEES				
		5/01/20 2140	202005 310-51300-52000		*	187.50	
			MAY WEBSITE ADMIN				
		5/01/20 2140	202005 310-51300-35100		*	161.83	
			MAY INFORM TECHNOLOGY				
		5/01/20 2140	202005 310-51300-31300		*	111.08	
			MAY DISSEMINATION SERVICE				
		5/01/20 2140	202005 310-51300-35100		*	16.65	
			IQ NECT EMAIL SERVICE				
		5/01/20 2140	202005 310-51300-51000		*	.69	
			OFFICE SUPPLIES				
		5/01/20 2140	202005 310-51300-42000		*	13.70	
			POSTAGE				
		5/01/20 2140	202005 310-51300-42500		*	27.30	
			COPIES				
		5/01/20 2140	202005 310-51300-41000		*	44.84	
			TELEPHONE				
				GOVERNMENTAL MANAGEMENT SERVICES			5,560.51 001586
5/14/20	00015	4/30/20 114414	202003 310-51300-31500		*	1,567.00	
			MAR GENERAL COUNSEL				
				HOPPING GREEN & SAMS			1,567.00 001587
5/14/20	00015	4/30/20 114415	202003 310-51300-31500		*	1,700.00	
			MAR MONTHLY MEETING				
				HOPPING GREEN & SAMS			1,700.00 001588
5/14/20	00042	3/25/20 5687160	202003 310-51300-32300		*	4,772.40	
			SE 2013A1&A2 TRUSTEE FY20				
		3/25/20 5687160	202003 300-15500-10000		*	3,408.85	
			SE 2013A1&A2 TRUSTEE FY21				
		3/25/20 5687160	202003 310-51300-32300		*	634.05	
			INCIDENTAL EXPENSES				
				U.S. BANK			8,815.30 001589
5/21/20	00104	4/28/20 311373	202004 310-51300-48000		*	49.00	
			NOTICE QUALIF CANDIDATES				
				CLAY TODAY			49.00 001590
				DBBR DOUBLE BRANCH HSMITH			

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
5/28/20	00108	5/26/20 05262020	202005 310-51300-55000		*	12,998.00	
		FY20 CAP RESERVE FUNDING					
				DOUBLE BRANCH CDD CAPITAL RESERVE			12,998.00 001591
-----							
						TOTAL FOR BANK A	28,974.28
						TOTAL FOR REGISTER	28,974.28

DBBR DOUBLE BRANCH HSMITH

# 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

April 30, 2020

Date

RECEIVED

APR 30 2020

Attn: Courtney Hogge

GMS, LLC

475 WEST TOWN PLACE, STE 114

SAINT AUGUSTINE FL 32092

Payment Due Upon Receipt

Serial # 20-00069C

PO/File #

\$87.00

Amount Due

Notice of Meeting

Amount Paid

Double Branch Community Development District

\$87.00

Payment Due

Case Number

Publication Dates 4/30

County Clay

111 (7)

1,310,573.480

*Payment is due before the  
Proof of Publication is released.*

*For your convenience, you  
may remit payment at  
[jaxdailyrecord.com/send-payment](http://jaxdailyrecord.com/send-payment).*

Your notice can be found at [www.jaxdailyrecord.com](http://www.jaxdailyrecord.com)

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

**Preliminary Proof Of Legal Notice**  
*(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**

A regular meeting of the Board of Supervisors of the Double Branch Community Development District is scheduled to be held on **Monday, May 11, 2020, at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.** Alternatively, the meeting may be conducted remotely, pursuant to *Zoom* media technology and/or by telephone pursuant to Executive Orders 20-52 and 20-69 issued by Governor DeSantis on March 9, 2020 and March 20, 2020 respectively, and pursuant to Section 120.54(5)(b)2., *Florida Statutes* if such Executive Orders are still in effect. Anyone wishing to participate in the meeting should refer to the District's website, [www.DoubleBranchCDD.com](http://www.DoubleBranchCDD.com) or contact the office of the District Manager, c/o Governmental Management Services, LLC at (904) 940-5850 or [jperry@gmsnf.com](mailto:jperry@gmsnf.com) to obtain access information.

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) and is expected to also be available on the District's website at [www.DoubleBranchCDD.com](http://www.DoubleBranchCDD.com). 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

Apr. 30 00(20-00069C)

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

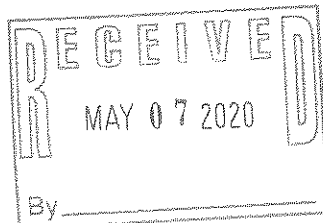
Invoice #: 2140

Invoice Date: 5/1/20

Due Date: 5/1/20

Case:

P.O. Number:

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

Description	Hours/Qty	Rate	Amount
General - Management Fees - May 2020 1,310.573, 340		4,996.92	4,996.92
Website Administration - May 2020 520		187.50	187.50
Information Technology - May 2020 357		161.83	161.83
Dissemination Agent Services - May 2020 313		111.08	111.08
IQ Nect Email Service 357		16.65	16.65
Office Supplies 570		0.69	0.69
Postage 420		13.70	13.70
Copies 1125		27.30	27.30
Telephone 410		44.84	44.84

85 (A)

**Total** \$5,560.51**Payments/Credits** \$0.00**Balance Due** \$5,560.51

RECEIVED

# Hopping Green & Sams

Attorneys and Counselors

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

MAY 08 2020

===== STATEMENT =====

April 30, 2020

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

Bill Number 114414  
Billed through 03/31/2020

15 (A)  
1,310.53.815

## General Counsel (O&M)

DBRNCH 00001 JMW

### FOR PROFESSIONAL SERVICES RENDERED

03/03/20	JMW	Review project completion issues; confer with Mossing and Ma.	0.60 hrs
03/10/20	AHJ	Confer with Hogge regarding general election board member seats; prepare updates to district file regarding same.	0.10 hrs
03/11/20	JMW	Review legislative session status.	0.30 hrs
03/12/20	JMW	Research impact fee credit issues.	0.40 hrs
03/16/20	JMW	Review proposed and current Covid-19 response and directives; confer with staff regarding same.	0.60 hrs
03/17/20	JMW	Review legislative session wrap up summary; review facilities update from Soriano; review local and state orders.	0.80 hrs
03/18/20	JMW	Review executive order; research meeting notice and operation options; confer with staff.	0.60 hrs
03/18/20	SSW	Research questions regarding public meeting, sunshine law, and notice requirements and exemptions related to COVID-19 public health emergency.	0.20 hrs
03/19/20	JJ	Work session regarding sunshine law requirements in light of Governor's emergency order; follow up on research regarding sunshine law procedures in light of COVID-19 emergency; review draft memo to district managers regarding CMT and sunshine law issues; review declarations of emergency from Governor's office; revise memo.	0.20 hrs
03/19/20	TFM	Confer and research matters pertaining to amenity center closure.	0.10 hrs
03/19/20	EGRE	Research employment and labor law related to COVID-19; confer with Mackie regarding same; review amenity services contract; attend webinar regarding COVID-19 employment issues, research contractual payment obligations and contractual defenses related to amenity service contracts and COVID-19; prepare memorandum regarding same, prepare overview of Families First Coronavirus Response Act.	0.40 hrs
03/20/20	JMW	Review executive orders; research meeting and technology issues.	0.40 hrs
03/23/20	JMW	Review correspondence; confer with Soriano regarding settlement check.	0.20 hrs
03/24/20	JMW	Confer with staff regarding meeting issues.	0.20 hrs

03/30/20	AHJ	Research and provide names of districts with amenities facilities.	0.10 hrs
03/31/20	MCE	Review proposed legislation; monitor committee activity and agendas; monitor Amendment 12 Implementation.	1.00 hrs
03/31/20	JLK	Research, draft and multiple conference calls on memorandum to district managers and amenity managers and e-blast to residents on COVID-19 notices/best practices/closures; multiple calls with staff and legal team on same; call with FIA on same; research DOH, EOG and other regulatory agencies best practices and recommendations; multiple calls with project team on same; conference call with staff and insurance company regarding closures and research related to staffing, federal bill impacts, etc; conference call regarding security options for communities via executive order, tax considerations and assessment considerations; continue research on laws affecting on site staffing requirements, options and new federal law for coronavirus affecting local governments, including families first bill; transmit information on same; confer with employment team on same; continue researching employment related matters, including impact of federal pay bill signed on March 19, 2020, contractual provisions and the like; research sensitive employment matters; confer with insurance carrier on closures and violations thereof; finalize shelter in place EO provisions and impact on district on same.	0.30 hrs
03/31/20	SSW	Attend Florida Bar sponsored local government panel session regarding public meetings during COVID-19 public health emergency; prepare memorandum to district manager regarding updated information and best practices for conducting district meetings virtually.	0.10 hrs

Total fees for this matter

\$1,567.00

**MATTER SUMMARY**

Jaskolski, Amy H. - Paralegal	0.20 hrs	125 /hr	\$25.00
Gregory, Emma C.	0.40 hrs	180 /hr	\$72.00
Johnson, Jonathan T.	0.20 hrs	290 /hr	\$58.00
Kilinski, Jennifer L.	0.30 hrs	180 /hr	\$54.00
Walters, Jason M.	4.10 hrs	250 /hr	\$1,025.00
Eckert, Michael C.	1.00 hrs	260 /hr	\$260.00
Warren, Sarah S.	0.30 hrs	180 /hr	\$54.00
Mackie, A.Tucker Frazee	0.10 hrs	190 /hr	\$19.00

TOTAL FEES

\$1,567.00

**TOTAL CHARGES FOR THIS MATTER****\$1,567.00****BILLING SUMMARY**

Jaskolski, Amy H. - Paralegal	0.20 hrs	125 /hr	\$25.00
Gregory, Emma C.	0.40 hrs	180 /hr	\$72.00
Johnson, Jonathan T.	0.20 hrs	290 /hr	\$58.00
Kilinski, Jennifer L.	0.30 hrs	180 /hr	\$54.00
Walters, Jason M.	4.10 hrs	250 /hr	\$1,025.00
Eckert, Michael C.	1.00 hrs	260 /hr	\$260.00
Warren, Sarah S.	0.30 hrs	180 /hr	\$54.00
Mackie, A.Tucker Frazee	0.10 hrs	190 /hr	\$19.00

=====

TOTAL FEES

\$1,567.00

**TOTAL CHARGES FOR THIS BILL****\$1,567.00****Please include the bill number with your payment.**



# Hopping Green & Sams

Attorneys and Counselors

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

RECEIVED

MAY 08 2020

===== STATEMENT =====

April 30, 2020

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

Bill Number 114415  
Billed through 03/31/2020

15 (A)  
1,310,572.315

## Monthly Meeting (O&M)

DBRNCH 00101 JMW

### FOR PROFESSIONAL SERVICES RENDERED

03/06/20 JMW Meeting preparation; review agenda package materials; conference with staff.

03/09/20 JMW Meeting preparation; attend regular board meeting by telephone.

Total fees for this matter \$1,700.00

### MATTER SUMMARY

TOTAL FEES \$1,700.00

TOTAL CHARGES FOR THIS MATTER \$1,700.00

### BILLING SUMMARY

TOTAL FEES \$1,700.00

TOTAL CHARGES FOR THIS BILL \$1,700.00

Please include the bill number with your payment.



Corporate Trust Services  
EP-MN-WN3L  
60 Livingston Ave.  
St. Paul, MN 55107

Invoice Number: 5687160  
Invoice Date: 03/25/2020  
Account Number: 202941000  
Direct Inquiries To: STACEY JOHNSON  
Phone: 407-835-3805

DOUBLE BRANCH COMMUNITY DEVELOPMENT  
DISTRICT  
(CLAY COUNTY, FLORIDA) SPECIAL ASSESSMENT  
REFUNDING  
BONDS SERIES 2013A-1 & 2013A-2

Accounts Included	202941000	202941001	202941002	202941003	202941004	202941005
In This Relationship:	202941006	202941007	202941008	202941009	202941010	202941011

CURRENT CHARGES SUMMARIZED FOR ENTIRE RELATIONSHIP

Detail of Current Charges	Volume	Rate	Portion of Year	Total Fees
04200 Trustee	1.00	7,631.25	100.00%	\$7,631.25
04120 Paying Agent	1.00	550.00	100.00%	\$550.00
<b>Subtotal Administration Fees - In Advance 03/01/2020 - 02/28/2021</b>				<b>\$8,181.25</b>
Incidental Expenses	8,181.25	0.0775		\$634.05
<b>Subtotal Incidental Expenses</b>				<b>\$634.05</b>
<b>TOTAL AMOUNT DUE</b>				<b>\$8,815.30</b>

FY20 1,310,573,323  $\Rightarrow 8181.25 \times \frac{42}{12} = 4772.40$  (A)  
FY21 1,300,155,100  $\Rightarrow 8181.25 \times \frac{5}{12} = 3408.85$





Corporate Trust Services  
EP-MN-WN3L  
60 Livingston Ave.  
St. Paul, MN 55107

Invoice Number: 5687160  
Account Number: 202941000  
Invoice Date: 03/25/2020  
Direct Inquiries To: STACEY JOHNSON  
Phone: 407-835-3805

GOVERNMENTAL MANAGEMENT SERVICES  
CENTRAL FLORIDA  
475 WEST TOWN PLACE SUITE 114  
WORLD GOLF VILLAGE  
ST AUGUSTINE FL 32092

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT  
(CLAY COUNTY, FLORIDA) SPECIAL ASSESSMENT REFUNDING  
BONDS SERIES 2013A-1 & 2013A-2

The following is a statement of transactions pertaining to your account. For further information, please review the attached.

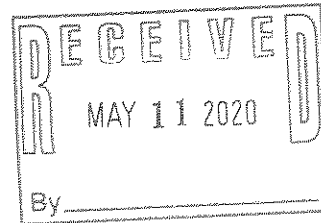
### STATEMENT SUMMARY

**PLEASE REMIT BOTTOM COUPON PORTION OF THIS PAGE WITH CHECK PAYMENT OF INVOICE.**

TOTAL AMOUNT DUE

**\$8,815.30**

All invoices are due upon receipt.



Please detach at perforation and return bottom portion of the statement with your check, payable to U.S. Bank.

DOUBLE BRANCH COMMUNITY DEVELOPMENT  
DISTRICT  
(CLAY COUNTY, FLORIDA) SPECIAL ASSESSMENT  
REFUNDING  
BONDS SERIES 2013A-1 & 2013A-2

Invoice Number:	5687160
Account Number:	202941000
Current Due:	\$8,815.30
Direct Inquiries To:	STACEY JOHNSON
Phone:	407-835-3805

#### Wire Instructions:

U.S. Bank  
ABA # 091000022  
Acct # 1-801-5013-5135  
Trust Acct # 202941000  
Invoice # 5687160  
Attn: Fee Dept St. Paul

#### Please mail payments to:

U.S. Bank  
CM-9690  
PO BOX 70870  
St. Paul, MN 55170-9690



**CLAY  
TODAY**3513 U.S. Hwy. 17 • Fleming Island, FL 32003  
Phone: (904) 264-3200**Ponte Vedra  
Recorder**  
Not your average newspaper, not your average reader.1102 A1A North, Unit 108 • Ponte Vedra Beach, FL 32082  
Phone: (904) 285-8831

## Advertising Invoice

**DOUBLE BRANCH CDD  
C/O GMS 475 WEST TOWN PLACE  
SUITE 114  
ST AUGUSTINE, FL 32092****Cust#:986814  
Ad#:311373  
Phone#:904-940-5850  
Date:04/28/2020****Salesperson: Clay Legals****Classification: Legal Notice****Ad Size: 1.0 x 4.90****Advertisement Information:**

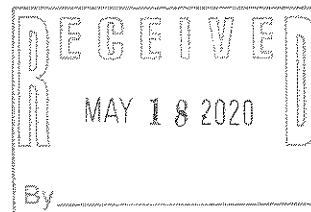
Description	Start	Stop	Ins.	Cost/Day	Total
Clay Today	05/14/2020	05/14/2020	1	49.00	49.00

**Payment Information:**

<b>Date:</b>	<b>Order#</b>	<b>Type</b>
04/28/2020	311373	BILLED ACCOUNT

**Total Amount: 49.00****Tax: 0.00****Amount Due: 49.00****Attention: Requests for credits or refunds for early cancellations must be made within 90 days.****Ad Copy****NOTICE OF  
QUALIFYING PERIOD  
FOR CANDIDATES  
FOR THE BOARD OF  
SUPERVISORS OF THE  
DOUBLE BRANCH COMMUNITY  
DEVELOPMENT DISTRICT**

Notice is hereby given that the qualifying period for candidates for the office of Supervisor of the Double Branch Community Development District ("District") will commence at noon on June 8, 2020, and close at noon on June 12, 2020. Candidates must qualify for the office of Supervisor with the Clay County Supervisor of Elections located at 500 North Orange Avenue, Green Cove Springs, Florida 32043; Ph: (904) 269-6350. All candidates shall qualify for individual seats in accordance with Section 99.061, Florida Statutes, and must also be a "qualified elector" of the District, as defined in Section 190.003, Florida Statutes. A "qualified elector" is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the Clay County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 196, Florida Statutes. The Double Branch Community Development District has three (3) seats up for election, specifically seats 1, 3 and 5. Each seat carries a four-year term of office. Elections are nonpartisan and will be held at the same time as the general election



PUBLISHER AFFIDAVIT  
CLAY TODAY  
Published Weekly  
Orange Park, Florida

STATE OF FLORIDA  
COUNTY OF CLAY:

Before the undersigned authority personally appeared  
Jon Cantrell, who on oath says that he is the publisher of the  
"Clay Today" a newspaper published weekly at Orange Park in  
Clay County, Florida; that the attached copy of advertisement  
being a

NOTICE OF QUALIFYING PERIOD

in the matter of

2020 ELECTIONS

LEGAL: 46036      ORDER: 341373

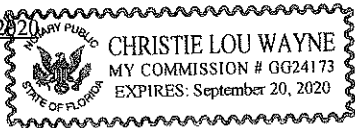
was published in said newspaper in the issues:

05/14/2020

Affiant further says that said "Clay Today" is a newspaper published  
at Orange Park, in said Clay County, Florida, and that the said newspaper  
has heretofore been continuously published in said Clay County, Florida,  
weekly, and has been entered as Periodical material matter at the post  
office in Orange Park, in said Clay County, Florida, for period of one  
year next proceeding the first publication of the attached copy of  
advertisement; and affiant further says that he has neither paid nor promised  
any person, firm or corporation any discount, rebate, commission or  
refund for the purpose of securing this advertisement for publication in  
the said newspaper.



Sworn to me and subscribed before me 05/14/2020  
*Christie Lou Wayne*  
NOTARY PUBLIC, STATE OF FLORIDA



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

**NOTICE OF  
QUALIFYING PERIOD  
FOR CANDIDATES  
FOR THE BOARD OF  
SUPERVISORS OF THE  
DOUBLE BRANCH COMMUNITY  
DEVELOPMENT DISTRICT**

Notice is hereby given that the  
qualifying period for candidates for  
the office of Supervisor of the  
Double Branch Community  
Development District ("District") will  
commence at noon on June 8, 2020,  
and close at noon on June 12, 2020.  
Candidates must qualify for the  
office of Supervisor with the Clay  
County Supervisor of Elections  
located at 500 North Orange Avenue,  
Green Cove Springs, Florida 32043;  
Ph: (904) 269-6350. All candidates  
shall qualify for individual seats in  
accordance with Section 99.061,  
Florida Statutes, and must also be a  
"qualified elector" of the District, as  
defined in Section 190.003, Florida  
Statutes. A "qualified elector" is any  
person at least 18 years of age who is  
a citizen of the United States, a legal  
resident of the State of Florida and  
of the District, and who is registered  
to vote with the Clay County  
Supervisor of Elections. Campaigns  
shall be conducted in accordance  
with Chapter 106, Florida Statutes.  
The Double Branch Community  
Development District has three (3)  
seats up for election, specifically  
seats 1, 3 and 5. Each seat carries a  
four-year term of office. Elections  
are nonpartisan and will be held at  
the same time as the general election  
on November 3, 2020, and in the  
manner prescribed by law for  
general elections.  
For additional information, please  
contact the Clay County Supervisor  
of Elections.  
Legal 46036 published May 14, 2020  
in Clay County's Clay Today  
newspaper

RECEIVED

**Double Branch**  
**COMMUNITY DEVELOPMENT DISTRICT**

MAY 26 2020

**General Fund**

**Check Request**

Date	Amount	Authorized By
May 26, 2020	\$12,998.00	Hannah Smith

Payable to:

Double Branch CDD Capital Reserve (#108)
--

Date Check Needed:

Budget Category:

ASAP	001-310-51300-55000	(A)
------	---------------------	-----

Intended Use of Funds Requested:

FY20 Capital Reserve Funding
General Fund Reserve

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
5/28/20	00049	7/19/19 33444	201907 320-57200-63100	REPAIRED HANDSET	V	158.00-	
				CUSICK COMMUNICATIONS, INC.			158.00-006066
5/07/20	00506	4/30/20 10019250	202004 320-57200-34500	4/1/20-4/30/20 SECURITY	*	4,235.79	
				ALLIED UNIVERSAL			4,235.79 006409
5/07/20	00024	5/01/20 499720	202005 320-57200-46800	MAY LAKE MAINTENANCE	*	2,070.00	
				THE LAKE DOCTORS, INC.			2,070.00 006410
5/07/20	00208	5/04/20 05042020	202005 320-57200-34510	4/27/20-5/3/20 SECURITY	*	720.00	
				MIDDLE VILLAGE CDD			720.00 006411
5/07/20	00186	5/01/20 13129559	202005 320-57200-46300	MAY POOL CHEMICALS	*	2,107.49	
				POOLSURE			2,107.49 006412
5/07/20	00264	4/23/20 04232020	202004 320-57200-63100	INSTALLED POST	*	450.00	
				T FENCEMAN INC			450.00 006413
5/07/20	00672	4/22/20 2683	202004 320-57200-63100	CLEANUP/CHIP DOWNED TREES	*	200.00	
				VERDEGO, LLC			200.00 006414
5/07/20	00672	4/22/20 2684	202004 320-57200-35100	IRRIGATION REPAIRS	*	453.39	
				VERDEGO, LLC			453.39 006415
5/07/20	00672	5/01/20 2770	202005 320-57200-46200	MAY LANDSCAPE MAINTENANCE	*	30,916.99	
				VERDEGO, LLC			30,916.99 006416
5/14/20	00172	5/06/20 05062020	202004 320-57200-43500	716-1 WAKEMONT DR	*	135.92	
		5/06/20 05062020	202004 320-57200-43500	566-1 PAKLEAF VILLAGE PRW	*	588.43	
		5/06/20 05062020	202004 320-57200-43500	1591-1 CANOPY OAKS DR	*	498.80	
		5/06/20 05062020	202004 320-57200-43500	1206-1 BEDROCK DR	*	31.30	
		5/06/20 05062020	202004 320-57200-43500	3178-1 WANDERING OAKS DR	*	31.30	

DBBR DOUBLE BRANCH HSMITH

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
		5/06/20	05062020 202004 320-57200-43500 1505-1 CANOPY OAKS DR		*	40.25	
		5/06/20	05062020 202004 320-57200-43500 603-1 WATERFORD OAKS DR		*	24.19	
		5/06/20	05062020 202004 320-57200-43500 1940-1 WOODWORTH DR		*	26.56	
		5/06/20	05062020 202004 320-57200-43500 3659-1 THOUSAND OAKS DR		*	28.93	
		5/06/20	05062020 202004 320-57200-43500 3701-1 THOUSAND OAKS DR		*	24.98	
		5/06/20	05062020 202004 320-57200-43500 3713-1 THOUSAND OAKS DR		*	89.21	
				CLAY COUNTY UTILITY AUTHORITY			1,519.87 006417
5/14/20	00285	5/07/20	SSI09590 202004 320-57200-34510 APR EMPLOYMENT FEE		*	510.00	
		5/07/20	SSI09590 202004 320-57200-34510 APR SCHEDULING FEE		*	187.50	
				CLAY COUNTY SHERIFF'S OFFICE			697.50 006418
5/14/20	00002	4/24/20	04242020 202004 300-20200-10200 APR ELECTRIC RECREATION		*	1,415.00	
		4/24/20	04242020 202004 300-20200-10200 APR ELECTRIC COMMON AREA		*	2,023.00	
		4/24/20	04242020 202004 300-20200-10200 APR ELECTRIC FITNESS CNTR		*	371.00	
		4/24/20	04242020 202004 300-20200-10200 APR ELECTRIC STREETLIGHT		*	2,171.00	
				CLAY ELECTRIC COOPERATIVE, INC			5,980.00 006419
5/14/20	00092	5/01/20	2141 202005 310-51300-34000 MAY FACIL MNGM-RECREATION		*	12,497.67	
				GOVERNMENTAL MANAGEMENT SERVICES			12,497.67 006420
5/14/20	00208	5/11/20	05112020 202005 320-57200-34510 5/4/20-5/9/20 SECURITY		*	660.00	
				MIDDLE VILLAGE CDD			660.00 006421
5/14/20	00297	5/01/20	272 202005 320-57200-61000 MAY JANITORIAL SERVICES		*	4,251.00	
				RIVERSIDE MANAGEMENT SERVICES, INC			4,251.00 006422
5/14/20	00399	5/01/20	10144529 202005 330-57200-50000 MAY BASE CHARGE		*	32.54	
				XEROX CORPORATION			32.54 006423
				DBBR DOUBLE BRANCH HSMITH			







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

Invoice Date  
**04/30/2020**

Invoice Number  
**10019250**

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

RECEIVED

MAY 6 2020

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: **04/01/2020 - 04/30/2020**

**DOUBLE BRANCH**

370 OAKLEAF VILLAGE PKWY  
Orange Park, FL 32065-4259

Description	Quantity	UOM	Price	Amount
Regular Guard - Dimuna, Abanus	120.00	Hours		0.00
Regular Guard - MELSON, LISA	178.00	Hours		0.00
Guard Services	1.00	EA	4,235.79	4,235.79
Total Hours	298.00			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** (B) 506

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



Invoice Date  
04/30/2020

Invoice Number  
10019250

Invoice NO. 10019250 Customer: AB364297 Double Branch Community Development

Page 1 of 1

Description			Quantity		Bill Rate		Extension	
Work Date	Post Description	Employee Name	In Time	Out Time	Lunch	Hours	Hours Type	
Regular Guard - Dimuna, Abanus						120.00	\$0.00	\$0.00
04/05/20	Roover 900	Abanus Dimuna	13:00	0:00		11.00	Hourly-Regular	
04/06/20	Roover 900	Abanus Dimuna	0:00	1:00		1.00	Hourly-Regular	
04/06/20	Roover 900	Abanus Dimuna	15:00	0:00		9.00	Hourly-Regular	
04/07/20	Roover 900	Abanus Dimuna	15:00	0:00		9.00	Hourly-Regular	
04/12/20	Roover 900	Abanus Dimuna	13:00	0:00		11.00	Hourly-Regular	
04/13/20	Roover 900	Abanus Dimuna	0:00	1:00		1.00	Hourly-Regular	
04/13/20	Roover 900	Abanus Dimuna	15:00	0:00		9.00	Hourly-Regular	
04/14/20	Roover 900	Abanus Dimuna	15:00	0:00		9.00	Hourly-Regular	
04/19/20	Roover 900	Abanus Dimuna	13:00	0:00		11.00	Hourly-Regular	
04/20/20	Roover 900	Abanus Dimuna	0:00	1:00		1.00	Hourly-Regular	
04/20/20	Roover 900	Abanus Dimuna	15:00	0:00		9.00	Hourly-Regular	
04/21/20	Roover 900	Abanus Dimuna	15:00	0:00		9.00	Hourly-Regular	
04/26/20	Roover 900	Abanus Dimuna	13:00	0:00		11.00	Hourly-Regular	
04/27/20	Roover 900	Abanus Dimuna	0:00	1:00		1.00	Hourly-Regular	
04/27/20	Roover 900	Abanus Dimuna	15:00	0:00		9.00	Hourly-Regular	
04/28/20	Roover 900	Abanus Dimuna	15:00	0:00		9.00	Hourly-Regular	
Regular Guard - MELSON, LISA						178.00	\$0.00	\$0.00
04/01/20	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
04/02/20	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
04/03/20	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
04/04/20	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular	
04/04/20	Roover 900	LISA MELSON	13:00	0:00		11.00	Hourly-Regular	
04/05/20	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular	
04/08/20	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
04/09/20	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
04/10/20	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
04/11/20	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular	
04/11/20	Roover 900	LISA MELSON	13:00	0:00		11.00	Hourly-Regular	
04/12/20	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular	
04/15/20	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
04/16/20	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
04/17/20	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
04/18/20	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular	
04/18/20	Roover 900	LISA MELSON	13:00	0:00		11.00	Hourly-Regular	
04/19/20	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular	
04/22/20	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
04/23/20	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
04/24/20	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
04/25/20	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular	
04/25/20	Roover 900	LISA MELSON	13:00	0:00		11.00	Hourly-Regular	
04/26/20	Roover 900	LISA MELSON	0:00	1:00		1.00	Hourly-Regular	
04/29/20	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
04/30/20	Roover 900	LISA MELSON	15:00	0:00		9.00	Hourly-Regular	
Guard Services						1.00	\$4,235.79	\$4,235.79
Total Hours						298.00		\$0.00

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

**Clay County Sheriff's Office**

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

**RECEIVED**

MAY 4 2020

**INVOICE**

INVOICE DATE: MAY 4 2020  
WEEK OF 4-27-MAY 3 2020

**TO:**

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

**FOR:**

Oakleaf Amenities Manager  
and  
Brian Sanchez

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
04/27/20	BRYAN SMITH	1600-2200	6	30.00	180.00
04/28/20	DAVID VOLLER	1500-2100	6	30.00	180.00
04/29/20	DAVID VOLLER	1600-2200	6	30.00	180.00
04/30/20	BRYAN SMITH	1600-2200	6	30.00	180.00
05/01/20	MIKE BURNS	1600-2200	6	30.00	180.00
05/01/20	JENNIFER COOPER	1700-2300	6	30.00	180.00
05/02/20	MIKE BURNS	1600-2200	6	30.00	180.00
05/03/20	BRYAN SMITH	1600-2200	6	30.00	180.00

DEPUTY SIGNATURE:

TOTAL

1,440.00  $\div 2 =$ 720.00

Make all checks payable to Deputy name and mail to the Sheriff's Office C/O ANGEL ALBRITTON

THANK YOU FOR YOUR BUSINESS!

208 (B)

2,320,572.8450



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

# Invoice

Date

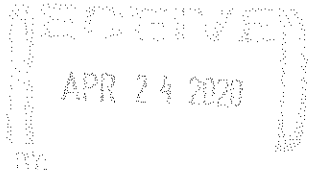
5/1/2020

Invoice #

131295592251

Terms	Net 20
Due Date	5/21/2020
PO #	
Customer #	13OAK102

<b>Bill To</b>	<b>Ship To</b>
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
				

Total 2,107.49  
Amount Due \$2,107.49

186 (B)  
2,320,572,463

## Remittance Slip

Customer  
13OAK102  
Invoice #  
131295592251

Amount Due \$2,107.49

Amount Paid

Make Checks Payable To

Poolsure  
PO Box 55372  
Houston, TX 77255-5372

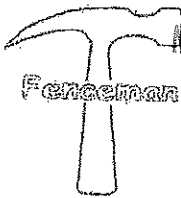


131295592251

RECEIVED

## Proposal

Page # \_\_\_\_\_ of \_\_\_\_\_ pages



MAY 6 2020

**T Fenceman, Inc.**  
 1506 Summit Oaks Drive West  
 Jacksonville, FL 32221

Cell: (904) 759-5875  
 Email: TFenceman@comcast.net

"Built With Pride and Quality"

Free Estimates  
 Licensed / Insured  
 20 Year Experience

Aluminum • Vinyl  
 Chainlink • Wood Privacy

Proposal Submitted To: <u>Double Branch</u>	Job Name	Job #
Address: <u>370 Oak Leaf Village Pkwy</u>	Job Location	
<u>Orange Park FL 32065</u>	Date: <u>23 April 2020</u>	Date of Plans
Phone #: <u>562-0349</u>	Fax #	Architect

We hereby submit specifications and estimates for:

1. Install 12 - 2 3/8 x 13' postCode to:Double Branch Repair and Replacements2.320.57200.63100264(B)

We propose hereby to furnish material and labor — complete in accordance with the above specifications for the sum of:

\$ 450.00

Dollars

with payments to be made as follows:

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully  
 submitted \_\_\_\_\_

Note — this proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

## Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.  
 Payments will be made as outlined above.

Date of Acceptance \_\_\_\_\_

Signature \_\_\_\_\_

Signature Terry Williams



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

RECEIVED

MAY 6 2020

# INVOICE

Invoice #	499720
Account #	708477
Invoice Date	5/1/2020
Due Date	5/11/2020
Rep	MAS

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

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

Purchase Order Number	Terms	Invoice Date Reflects Month of Service Provided
	NET 10 DAYS	
Item	Description	Amount
	Monthly Water Management Service (R)	2,070.00
<b>Code to:</b>  <b>2-320-572-4680</b> 185 (B)  <b>Double Branch Lake Maintenance</b>		
<b>Customer Total Balance \$2,070.00</b>		
Please confirm your bank bill payer amount matches your invoice amount if you use a bank bill payer service. Thank you!		<b>Total Invoice \$2,070.00</b>

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](http://www.lakedoctors.com) for your local office contact information.

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT

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

Amount Enclosed
-----------------

Invoice #	499720
Account #	708477
Date	5/1/2020

Go Green! Contact us at [Payments@lakedoctors.com](mailto:Payments@lakedoctors.com) to have your invoices emailed.

For address and contact updates, please email us at [Frontdesk@lakedoctors.com](mailto:Frontdesk@lakedoctors.com).

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



IF PAYING BY CREDIT CARD, FILL OUT BELOW	
<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa <input type="checkbox"/> American Express
Card #	_____
Card Verification #	_____
Exp. Date #	_____
Print Name	_____
Billing Address:	_____ Check box if same as above
Signature	_____



RECEIVED

MAY 6 2020

## Invoice

Invoice #: 2683

Date: 04/22/20

Customer PO:

DUE DATE: 05/22/2020

### 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

#2245 -

Clean up and chip downed pine trees just right of basketball courts per Jay to ready for new building.

*Landscape Enhancement*

### AMOUNT

\$200.00

### Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

\$200.00

### Code to:

Double Branch Repair and Replacements

2.320.57200.63100

672 (B)





RECEIVED

MAY 6 2020

## Invoice

Invoice #: 2684

Date: 04/22/20

Customer PO:

DUE DATE: 05/22/2020

### 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

#2629 - Irrigation Repairs  
Labor and materials to repair pin hole leak in reclaimed mainline  
*Irrigation*

### AMOUNT

\$453.39

### Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

\$453.39

### Code to:

Double Branch - Irrigation Repairs

2-320-572-35100

692 (B)



RECEIVED

MAY 6 2020

## Invoice

Invoice #: 2770

Date: 05/01/20

Customer PO:

DUE DATE: 05/31/2020

### 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

#2029 - Standard Maintenance Contract May 2020

### AMOUNT

\$30,916.99

### Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

\$30,916.99

### Code to:

2-320-572-4620 672

Double Branch Landscape Maintenance



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

Customer Name: DOUBLE BRANCH CDD

Bill Date: 05/06/2020

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)	05/06/20 to 06/04/20					\$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	05/04/20	33	644	653	9
Base Charges (Prepaid)						\$128.81
Consumption Charges	Tier 1	9.0	x	0.79	\$7.11	
Proration Factor: 1.1000	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	\$135.92
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
<b>TOTAL AMOUNT DUE</b>	<b>\$135.92</b>

Record numbers of people are unemployed, businesses are closed, and budgets are tight. We are growing our Lend a Helping Hand fund to help customers in need.

If you are interested in rounding up your bill, simply round up your payment and note on your bill stub that you are applying the change to Lend a Helping Hand.

If you would like to do more, you can donate to Lend a Helping Hand for any amount or even pay a friend or family member's bill. All donations are greatly appreciated and will help our customers in need.

Please pay \$135.92 by 5/27/2020 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$136.06 was posted to your account on 04/27/2020.

172 (B)  
2,320.572, 485

Please return this portion with payment

### Bill Summary



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

Bill Date	05/06/20
Current Charges	\$135.92
Current Charges Past Due After	05/27/20
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$135.92

DOUBLE BRANCH CDD

Customer #:00191992

716-1 Wakemont Drive Reclaimed Irrigation

Route #:MC05520506

Route Group:27

### ADDRESSEE:

### MAIL PAYMENT TO:

6171 1 AB 0.416 17-17



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



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



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

Customer Name: DOUBLE BRANCH CDD

Bill Date: 05/06/2020

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)	05/06/20 to 06/04/20					\$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	05/04/20	33	7998	8296	298

Base Charges (Prepaid)						\$128.81
Consumption Charges	Tier 1	132.0	x	0.79	\$104.28	
Proration Factor: 1.1000	Tier 2	44.0	x	1.56	\$68.64	
	Tier 3	122.0	x	2.35	\$286.70	

### Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$588.43
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
<b>TOTAL AMOUNT DUE</b>	<b>\$588.43</b>

Record numbers of people are unemployed, businesses are closed, and budgets are tight. We are growing our Lend a Helping Hand fund to help customers in need.

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If you would like to do more, you can donate to Lend a Helping Hand for any amount or even pay a friend or family member's bill. All donations are greatly appreciated and will help our customers in need.

Please pay \$588.43 by 5/27/2020 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$246.30 was posted to your account on 04/27/2020.

Please return this portion with payment

### Bill Summary



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

Bill Date	05/06/20
Current Charges	\$588.43
<b>Current Charges Past Due After</b>	<b>05/27/20</b>
Lend A Helping Hand (If Applicable)	\$0.00
<b>Previous Balance</b>	<b>\$0.00</b>
<b>Total Amount Due</b>	<b>\$588.43</b>

DOUBLE BRANCH CDD

Customer #:00201224

566-1 Oakleaf Village Parkway Reclaimed Irrigation

Route #:MC05521392

Route Group:27

### ADDRESSEE:

6172 1 AB 0.416 17-17



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



### MAIL PAYMENT TO:



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



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

Customer Name: DOUBLE BRANCH CDD

Bill Date: 05/06/2020

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)	05/06/20 to 06/04/20					\$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	82.5	x	0.79	\$65.18	
Proration Factor: 1.1000	Tier 2	27.5	x	1.56	\$42.90	
	Tier 3	132.0	x	2.35	\$310.20	

### Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$498.80
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
<b>TOTAL AMOUNT DUE</b>	<b>\$498.80</b>

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If you would like to do more, you can donate to Lend a Helping Hand for any amount or even pay a friend or family member's bill. All donations are greatly appreciated and will help our customers in need.

Please pay \$498.80 by 5/27/2020 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$154.35 was posted to your account on 04/27/2020.

Please return this portion with payment

### Bill Summary



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

Bill Date	05/06/20
Current Charges	\$498.80
<b>Current Charges Past Due After</b>	<b>05/27/20</b>
Lend A Helping Hand (If Applicable)	\$0.00
<b>Previous Balance</b>	<b>\$0.00</b>
Total Amount Due	\$498.80

DOUBLE BRANCH CDD

Customer #:00206136

1591-1 Canopy Oaks Drive Reclaimed Irrigation

Route #:MC05521521

Route Group:27

### ADDRESSEE:

### MAIL PAYMENT TO:

6173 1 AB 0.416 17-17



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



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



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

Customer Name: DOUBLE BRANCH CDD

Bill Date: 05/06/2020

Customer #: 00238254

Service Address: 1206-1 Bedrock Drive Reclaimed Irrigation

Route #: MC05521847

### Water

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

Base Charges (Prepaid)	05/06/20 to 06/04/20					\$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	05/04/20	33	518	527	9
Base Charges (Prepaid)						\$24.19
Consumption Charges	Tier 1	9.0	x	0.79	\$7.11	
Proration Factor: 1.1000	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	\$31.30
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
<b>TOTAL AMOUNT DUE</b>	<b>\$31.30</b>

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If you would like to do more, you can donate to Lend a Helping Hand for any amount or even pay a friend or family member's bill. All donations are greatly appreciated and will help our customers in need.

Please pay \$31.30 by 5/27/2020 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$31.02 was posted to your account on 04/27/2020.

Please return this portion with payment

### Bill Summary

Bill Date	05/06/20
Current Charges	\$31.30
<b>Current Charges Past Due After</b>	<b>05/27/20</b>
Lend A Helping Hand (If Applicable)	\$0.00
<b>Previous Balance</b>	<b>\$0.00</b>
Total Amount Due	\$31.30



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

DOUBLE BRANCH CDD

Customer #:00238254

1206-1 Bedrock Drive Reclaimed Irrigation

Route #:MC05521847

Route Group:27

### ADDRESSEE:

### MAIL PAYMENT TO:

6174 1 AB 0.416 17-17



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



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



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

Customer Name: DOUBLE BRANCH CDD

Bill Date: 05/06/2020

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)	05/06/20 to 06/04/20					\$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	05/04/20	33	247	256	9
Base Charges (Prepaid)						\$24.19
Consumption Charges	Tier 1	9.0	x	0.79	\$7.11	
Proration Factor: 1.1000	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	\$31.30
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
<b>TOTAL AMOUNT DUE</b>	<b>\$31.30</b>

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Please pay \$31.30 by 5/27/2020 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$31.81 was posted to your account on 04/27/2020.

Please return this portion with payment



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:

6175 1 AB 0.416 17-17



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



### Bill Summary

Bill Date	05/06/20
Current Charges	\$31.30
Current Charges Past Due After	05/27/20
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$31.30

### MAIL PAYMENT TO:



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



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

Customer Name: DOUBLE BRANCH CDD

Bill Date: 05/06/2020

Customer #: 00206125

Service Address: 1505-1 Canopy Oaks Drive Reclaimed Irrigation

Route #: MC05522414

### Water

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

Base Charges (Prepaid)	05/06/20 to 06/04/20					\$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	05/04/20	33	174	174	0
Base Charges (Prepaid)						\$40.25
Consumption Charges	Tier 1	0.0	x	0.79	\$0.00	
Proration Factor: 1.1000	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
<b>TOTAL AMOUNT DUE</b>	<b>\$40.25</b>

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Please pay \$40.25 by 5/27/2020 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$40.34 was posted to your account on 04/27/2020.

Please return this portion with payment

### Bill Summary



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

Bill Date	05/06/20
Current Charges	\$40.25
<b>Current Charges Past Due After</b>	<b>05/27/20</b>
Lend A Helping Hand (If Applicable)	\$0.00
<b>Previous Balance</b>	<b>\$0.00</b>
Total Amount Due	\$40.25

DOUBLE BRANCH CDD

Customer #:00206125

1505-1 Canopy Oaks Drive Reclaimed Irrigation

Route #:MC05522414

Route Group:27

### ADDRESSEE:

### MAIL PAYMENT TO:

6176 1 AB 0.416 17-17



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



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





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

Customer Name: DOUBLE BRANCH CDD

Bill Date: 05/06/2020

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)	05/06/20 to 06/04/20					\$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	05/04/20	33	268	268	0
Base Charges (Prepaid)						\$24.19
Consumption Charges	Tier 1	0.0	x	0.79	\$0.00	
Proration Factor: 1.1000	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
<b>TOTAL AMOUNT DUE</b>	<b>\$24.19</b>

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Please pay \$24.19 by 5/27/2020 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$23.91 was posted to your account on 04/27/2020.

Please return this portion with payment

### Bill Summary

Bill Date	05/06/20
Current Charges	\$24.19
Current Charges Past Due After	05/27/20
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$24.19



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

DOUBLE BRANCH CDD

Customer #:00207243

603-1 Waterford Oaks Drive Reclaimed Irrigation

Route #:MC05522459

Route Group:27

### ADDRESSEE:

### MAIL PAYMENT TO:

6177 1 AB 0.416 17-17



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



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



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

Customer Name: DOUBLE BRANCH CDD

Bill Date: 05/06/2020

Customer #: 00206380

Service Address: 1940-1 Woodworth Drive Reclaimed Irrigation

Route #: MC05521159

### Water

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

Base Charges (Prepaid)	05/06/20 to 06/04/20					\$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)				\$24.19	
Consumption Charges	Tier 1	3.0	x	0.79	\$2.37
Proration Factor: 1.1000	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
<b>TOTAL AMOUNT DUE</b>	<b>\$26.56</b>

**Record numbers of people are unemployed, businesses are closed, and budgets are tight. We are growing our Lend a Helping Hand fund to help customers in need.**

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If you would like to do more, you can donate to Lend a Helping Hand for any amount or even pay a friend or family member's bill. All donations are greatly appreciated and will help our customers in need.

**Please pay \$26.56 by 5/27/2020 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.**

Your last payment of \$26.28 was posted to your account on 04/27/2020.

*Please return this portion with payment*

### Bill Summary

Bill Date	05/06/20
Current Charges	\$26.56
<b>Current Charges Past Due After</b>	<b>05/27/20</b>
Lend A Helping Hand (If Applicable)	\$0.00
<b>Previous Balance</b>	<b>\$0.00</b>
Total Amount Due	\$26.56



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

DOUBLE BRANCH CDD

Customer #:00206380

1940-1 Woodworth Drive Reclaimed Irrigation

Route #:MC05521159

Route Group:27

### ADDRESSEE:

### MAIL PAYMENT TO:

6178 1 AB 0.416 17-17



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



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



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

Customer Name: DOUBLE BRANCH CDD

Bill Date: 05/06/2020

Customer #: 00206381

Service Address: 3659-1 Thousand Oaks Drive Reclaimed Irrigation

Route #: MC05521233

### Water

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

Base Charges (Prepaid)	05/06/20 to 06/04/20					\$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	05/04/20	33	1384	1390	6
Base Charges (Prepaid)						\$24.19
Consumption Charges	Tier 1	6.0	x	0.79	\$4.74	
Proration Factor: 1.1000	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	\$28.93
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
<b>TOTAL AMOUNT DUE</b>	<b>\$28.93</b>

Record numbers of people are unemployed, businesses are closed, and budgets are tight. We are growing our Lend a Helping Hand fund to help customers in need.

If you are interested in rounding up your bill, simply round up your payment and note on your bill stub that you are applying the change to Lend a Helping Hand.

If you would like to do more, you can donate to Lend a Helping Hand for any amount or even pay a friend or family member's bill. All donations are greatly appreciated and will help our customers in need.

Please pay \$28.93 by 5/27/2020 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$27.86 was posted to your account on 04/27/2020.

Please return this portion with payment

### Bill Summary



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

DOUBLE BRANCH CDD

Customer #:00206381

3659-1 Thousand Oaks Drive Reclaimed Irrigation

Route #:MC05521233

Route Group:27

### ADDRESSEE:

### MAIL PAYMENT TO:

6179 1 AB 0.416 17-17



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



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

Bill Date	05/06/20
Current Charges	\$28.93
<b>Current Charges Past Due After</b>	<b>05/27/20</b>
Lend A Helping Hand (If Applicable)	\$0.00
<b>Previous Balance</b>	<b>\$0.00</b>
Total Amount Due	\$28.93



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

Customer Name: DOUBLE BRANCH CDD

Bill Date: 05/06/2020

Customer #: 00206376

Service Address: 3701-1 Thousand Oaks Drive Reclaimed Irrigation

Route #: MC05521142

### Water

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

Base Charges (Prepaid)	05/06/20 to 06/04/20					\$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	05/04/20	33	769	770	1
Base Charges (Prepaid)						\$24.19
Consumption Charges	Tier 1	1.0	x	0.79	\$0.79	
Proration Factor: 1.1000	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	\$24.98
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
<b>TOTAL AMOUNT DUE</b>	<b>\$24.98</b>

Record numbers of people are unemployed, businesses are closed, and budgets are tight. We are growing our Lend a Helping Hand fund to help customers in need.

If you are interested in rounding up your bill, simply round up your payment and note on your bill stub that you are applying the change to Lend a Helping Hand.

If you would like to do more, you can donate to Lend a Helping Hand for any amount or even pay a friend or family member's bill. All donations are greatly appreciated and will help our customers in need.

Please pay \$24.98 by 5/27/2020 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$28.65 was posted to your account on 04/27/2020.

Please return this portion with payment

### Bill Summary



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

Bill Date	05/06/20
Current Charges	\$24.98
<b>Current Charges Past Due After</b>	<b>05/27/20</b>
Lend A Helping Hand (If Applicable)	\$0.00
<b>Previous Balance</b>	<b>\$0.00</b>
Total Amount Due	\$24.98

DOUBLE BRANCH CDD

Customer #:00206376

3701-1 Thousand Oaks Drive Reclaimed Irrigation

Route #:MC05521142

Route Group:27

### ADDRESSEE:

### MAIL PAYMENT TO:

6180 1 AB 0.416 17-17



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



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



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

Customer Name: DOUBLE BRANCH CDD

Bill Date: 05/06/2020

Customer #: 00206379

Service Address: 3713-1 Thousand Oaks Drive Reclaimed Irrigation

Route #: MC05521144

### Water

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

Base Charges (Prepaid)	05/06/20 to 06/04/20					\$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	11.0	x	0.79	\$8.69
Proration Factor: 1.1000	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	\$89.21
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
<b>TOTAL AMOUNT DUE</b>	<b>\$89.21</b>

Record numbers of people are unemployed, businesses are closed, and budgets are tight. We are growing our Lend a Helping Hand fund to help customers in need.

If you are interested in rounding up your bill, simply round up your payment and note on your bill stub that you are applying the change to Lend a Helping Hand.

If you would like to do more, you can donate to Lend a Helping Hand for any amount or even pay a friend or family member's bill. All donations are greatly appreciated and will help our customers in need.

Please pay \$89.21 by 5/27/2020 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$87.82 was posted to your account on 04/27/2020.

Please return this portion with payment

### Bill Summary



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

Bill Date	05/06/20
Current Charges	\$89.21
Current Charges Past Due After	05/27/20
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$89.21

DOUBLE BRANCH CDD

Customer #:00206379

3713-1 Thousand Oaks Drive Reclaimed Irrigation

Route #:MC05521144

Route Group:27

### ADDRESSEE:

### MAIL PAYMENT TO:

6181 1 AB 0.416 17-17



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



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



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

Invoice Number: SSI09590  
Invoice Date: 5/7/2020  
Page: 1

Attn: Fiscal - Accounts Receivable

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

RECEIVED

MAY 7 2020

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

Due Date 5/22/2020  
Terms Net 15 Days

Customer ID C0000168  
P.O. Number  
P.O. Date 5/7/2020  
Our Order No  
SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee-APRIL 2020		204	204	5.00	1,020.00
Fees-2nd Employment Scheduling		15	15	25.00	375.00

$1,020.00 / 2 = 510$   
 $375.00 / 2 = 187.50$

285 (B)

2,320, 572, 34570

Amount Subject to Sales Tax US0  
Amount Exempt from Sales Tax 1,395.00

Subtotal: 1,395.00  
Invoice Discount: 0.00  
Tax: 0.00

Total USD: 1,395.00  
 $1,395.00 / 2 = 697.50$

OAKLEAF PLANTATION CDD	4/1/2020	7695	VOLLER, DAVID	6.00
OAKLEAF PLANTATION CDD	4/3/2020	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	4/4/2020	7036	MACK, ANDRE D.	6.00
OAKLEAF PLANTATION CDD	4/4/2020	6273	COOPER, JENNIFER	6.00
OAKLEAF PLANTATION CDD	4/5/2020	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	4/6/2020	6534	SIMMONS, BENJAMIN A	4.00
OAKLEAF PLANTATION CDD	4/7/2020	6267	HOLMES, JEFFREY R	6.00
OAKLEAF PLANTATION CDD	4/8/2020	6584	BURNS, MIACHEL	6.00
OAKLEAF PLANTATION CDD	4/9/2020	6584	BURNS, MIACHEL	6.00
OAKLEAF PLANTATION CDD	4/10/2020	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	4/10/2020	6267	HOLMES, JEFFREY R	6.00
OAKLEAF PLANTATION CDD	4/11/2020	6267	HOLMES, JEFFREY R	6.00
OAKLEAF PLANTATION CDD	4/11/2020	6584	BURNS, MIACHEL	4.00
OAKLEAF PLANTATION CDD	4/12/2020	6584	BURNS, MIACHEL	6.00
OAKLEAF PLANTATION CDD	4/13/2020	6584	BURNS, MIACHEL	6.00
OAKLEAF PLANTATION CDD	4/14/2020	7695	VOLLER, DAVID	6.00
OAKLEAF PLANTATION CDD	4/15/2020	6584	BURNS, MIACHEL	6.00
OAKLEAF PLANTATION CDD	4/16/2020	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	4/17/2020	6534	SIMMONS, BENJAMIN A	6.00
OAKLEAF PLANTATION CDD	4/17/2020	6584	BURNS, MIACHEL	6.00
OAKLEAF PLANTATION CDD	4/18/2020	7036	MACK, ANDRE D.	6.00
OAKLEAF PLANTATION CDD	4/18/2020	6584	BURNS, MIACHEL	6.00
OAKLEAF PLANTATION CDD	4/19/2020	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	4/21/2020	6267	HOLMES, JEFFREY R	4.00
OAKLEAF PLANTATION CDD	4/22/2020	7695	VOLLER, DAVID	6.00
OAKLEAF PLANTATION CDD	4/23/2020	6584	BURNS, MIACHEL	6.00
OAKLEAF PLANTATION CDD	4/24/2020	6028	WILLIAMS, MATTHEW L	6.00
OAKLEAF PLANTATION CDD	4/24/2020	6267	HOLMES, JEFFREY R	6.00
OAKLEAF PLANTATION CDD	4/25/2020	6028	WILLIAMS, MATTHEW L	6.00
OAKLEAF PLANTATION CDD	4/25/2020	6267	HOLMES, JEFFREY R	6.00
OAKLEAF PLANTATION CDD	4/26/2020	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	4/27/2020	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	4/28/2020	7695	VOLLER, DAVID	6.00
OAKLEAF PLANTATION CDD	4/29/2020	7695	VOLLER, DAVID	6.00

OAKLEAF PLANTATION CDD	4/30/2020	6839	SMITH, BRYAN	6.00
			TOTAL	204.00





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

Statement Date: 04/24/2020

GROUP BILLING

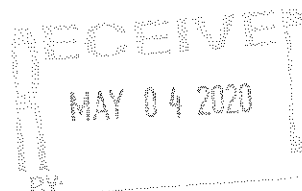
Page 1



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	6912620	02/29/2020	03/31/2020	26.00	-26.00	.00	27.00	27.00
							Subtotal	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 10098**  
**Clay Electric Cooperative, Inc.**  
 P.O. Box 308  
 Keystone Heights, Florida 32656-0308

1

Mailing Address Correction: \_\_\_\_\_

911 Emergency Address: \_\_\_\_\_

Primary Person No.	I included an additional amount as a donation to Project Share to help those in need.
1121032	
Phone Number	
(904) 406-2206	
Phone Correction	\$
	Payment Amount
Return this coupon with your payment	Write Primary Person No. on check and make payable to: Clay Electric Cooperative, Inc.

Previous Balance Due .00

Current Charges Due 27.00

Due Date 05/15/2020

Total Amount Due 27.00



79891-24A  
 DOUBLE BRANCH COMM DEV DIST  
 475 W TOWN PL STE 114  
 SAINT AUGUSTINE FL 32092-3649

00000001



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

Statement Date: 04/24/2020

GROUP BILLING DETAIL

Page 2



Web Address  
clayelectric.com

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	03/31/2020	0	0	1	0	23	691262	POP1000965
	GS	03/08/2020	125	130	1	5	9	691262	151835286
Dem Read Dem Use	Previous Bill Amount								26.00
	Invoice Payment								-26.00
	Previous Balance								.00
	Energy								0.41
	Access Charge								24.53
	Power Cost Adjustment X 0 KWH								0.09
	FLA Gross Receipts Tax								0.65
	Clay Co Public Ser Utility Tax								1.00
	Operation Round Up								0.32
	CURRENT CHARGES								27.00
CLOSING BILL								TOTAL DUE	27.00
Sub-Group # 1 Current Charges									27.00

00000002



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

**Statement Date: 04/30/2020**

GROUP BILLING

Page 2



Web Address  
 clayelectric.com

Customer Name	Primary Person No.
DOUBLE BRANCH COMM DEV DIST	1121032

Sub ID	Account	Reading From	Reading To	Previous Statement Balance	Payments & Credits	Balance Forward	Current Charges	Total Due
1121032-1	4995700	03/30/2020	04/27/2020	1,067.00	-1,067.00	.00	733.00 ✓	733.00
	4995718	03/30/2020	04/27/2020	399.00	-399.00	.00	164.00 ✓	164.00
	5217088	03/30/2020	04/27/2020	1,823.00	-1,823.00	.00	1,415.00 ✓	1,415.00
	5347943	03/30/2020	04/26/2020	54.00	-54.00	.00	51.00 ✓	51.00
	5379615	04/02/2020	04/30/2020	2,128.00	-2,128.00	.00	1,982.00 ✓	1,982.00
	5715289	03/30/2020	04/27/2020	122.00	-122.00	.00	112.00 ✓	112.00
	5774021	03/30/2020	04/26/2020	25.00	-25.00	.00	25.00 ✓	25.00
	6875140	03/30/2020	04/26/2020	51.00	-51.00	.00	43.00 ✓	43.00
	6912612	03/30/2020	04/27/2020	26.00	-26.00	.00	26.00 ✓	26.00
	6912653	03/30/2020	04/27/2020	26.00	-26.00	.00	26.00 ✓	26.00
	6912661	03/30/2020	04/27/2020	25.00	-25.00	.00	25.00 ✓	25.00
	6912687	03/30/2020	04/26/2020	26.00	-26.00	.00	26.00 ✓	26.00
	6912695	03/30/2020	04/26/2020	26.00	-26.00	.00	26.00 ✓	26.00
	6912703	03/30/2020	04/27/2020	28.00	-28.00	.00	27.00 ✓	27.00
	6912729	03/30/2020	04/27/2020	26.00	-26.00	.00	26.00 ✓	26.00
	6912737	03/30/2020	04/26/2020	26.00	-26.00	.00	26.00 ✓	26.00
	6912752	03/30/2020	04/27/2020	26.00	-26.00	.00	26.00 ✓	26.00
	6912760	03/30/2020	04/26/2020	27.00	-27.00	.00	26.00 ✓	26.00
	6912778	03/30/2020	04/27/2020	27.00	-27.00	.00	26.00 ✓	26.00
	6912786	03/30/2020	04/26/2020	26.00	-26.00	.00	25.00 ✓	25.00
	6912810	03/30/2020	04/27/2020	26.00	-26.00	.00	26.00 ✓	26.00
	6912828	03/30/2020	04/27/2020	26.00	-26.00	.00	25.00 ✓	25.00
	6912836	03/30/2020	04/27/2020	26.00	-26.00	.00	25.00 ✓	25.00
	6912869	03/30/2020	04/26/2020	26.00	-26.00	.00	26.00 ✓	26.00
	6912877	03/30/2020	04/26/2020	26.00	-26.00	.00	26.00 ✓	26.00
	6912893	03/30/2020	04/26/2020	26.00	-26.00	.00	26.00 ✓	26.00
	6912901	03/30/2020	04/27/2020	27.00	-27.00	.00	26.00 ✓	26.00
	6912919	03/30/2020	04/26/2020	26.00	-26.00	.00	26.00 ✓	26.00
	6912927	03/30/2020	04/26/2020	25.00	-25.00	.00	25.00 ✓	25.00
	6912943	03/30/2020	04/27/2020	28.00	-28.00	.00	26.00 ✓	26.00
	6912950	03/30/2020	04/26/2020	26.00	-26.00	.00	26.00 ✓	26.00
	6912968	03/30/2020	04/27/2020	26.00	-26.00	.00	26.00 ✓	26.00
	6912976	03/30/2020	04/26/2020	26.00	-26.00	.00	26.00 ✓	26.00
	7131527	03/30/2020	04/26/2020	27.00	-27.00	.00	26.00 ✓	26.00

\* Credits only affect the account they are associated with.

Credits in the Total Due column will be applied to that account's next billing.

A late charge of \$5.00 or 5 percent of the delinquent amount (which ever is greater) will be added to your account, if payment is not received within 24 days of billing.

When Paying in Person: Bring entire bill with you.

When Paying By Mail: Return this portion with your payment.

**Group Invoice 10156**

**Clay Electric Cooperative, Inc.**

P.O. Box 308

Keystone Heights, Florida 32656-0308

13

Mailing Address Correction: \_\_\_\_\_

911 Emergency Address: \_\_\_\_\_

Primary Person No.	I included an additional amount as a donation to Project Share to help those in need.
1121032	
Phone Number	
(904) 406-2206	\$
Phone Correction	
Return this coupon with your payment	Payment Amount
	Write Primary Person No. on check and make payable to: Clay Electric Cooperative, Inc.

Previous Balance Due .00

Current Charges Due 5,953.00

Due Date 05/21/2020

Total Amount Due 5,953.00

79891-30A

DOUBLE BRANCH COMM DEV DIST

475 W TOWN PL STE 114

SAINT AUGUSTINE FL 32092-3649

00000164



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

**Statement Date: 04/30/2020**

GROUP BILLING

Page 3



Web Address  
clayelectric.com

Customer Name	Primary Person No.
DOUBLE BRANCH COMM DEV DIST	1121032

Sub ID	Account	Reading		Previous Statement Balance	Payments & Credits	Balance Forward	Current Charges	Total Due
		From	To					
	7332257	03/30/2020	04/26/2020	238.00	-238.00	.00	171.00 ✓	171.00
	7332265	04/02/2020	04/30/2020	210.00	-210.00	.00	189.00 ✓	189.00
	8684243	03/30/2020	04/27/2020	26.00	-26.00	.00	25.00 ✓	25.00
	8763369	03/31/2020	04/28/2020	514.00	-514.00	.00	371.00	371.00
							Subtotal	5,953.00

+ 27  
Σ \$5980



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

Statement Date: 04/30/2020

GROUP BILLING DETAIL

Page 4



Web Address  
clayelectric.com

Sub ID 1	Acct # 4995700	Name	DOUBLE BRANCH COMM DEV DIST		Loc 370 OAKLEAF VILLAGE PKWY				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	04/27/2020	5058	5536	20	9560	29	499570	151851973
		Dem Read	1.524						
		Dem Use	30.480						
								Previous Bill Amount	1,067.00
								Invoice Payment	-1,067.00
								Previous Balance	.00
								Energy	777.23
								Access Charge	23.00
								Power Cost Adjustment X 9560 KWH	-102.58
								FLA Gross Receipts Tax	17.88
								Clay Co Public Ser Utility Tax	16.81
								Operation Round Up	0.66
								CURRENT CHARGES	733.00
								TOTAL DUE	733.00

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	04/27/2020	1059	1106	40	1880	29	499571	152192893
		Dem Read	0.227						
		Dem Use	9.080						
								Previous Bill Amount	399.00
								Invoice Payment	-399.00
								Previous Balance	.00
								Energy	152.84
								Access Charge	23.00
								Power Cost Adjustment X 1880 KWH	-20.17
								FLA Gross Receipts Tax	3.99
								Clay Co Public Ser Utility Tax	4.04
								Operation Round Up	0.30
								CURRENT CHARGES	164.00
								TOTAL DUE	164.00

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	04/27/2020	4372	4633	80	20880	29	499532	151851971
		Dem Read	0.693						
		Dem Use	55.440						
								Previous Bill Amount	1,823.00
								Invoice Payment	-1,823.00
								Previous Balance	.00
								Energy	1,252.80
								Access Charge	80.00
								Demand	241.16
								Power Cost Adjustment X 20880 KWH	-224.04
								FLA Gross Receipts Tax	34.59
								Clay Co Public Ser Utility Tax	29.76
								Operation Round Up	0.73
								CURRENT CHARGES	1,415.00
								TOTAL DUE	1,415.00

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	04/26/2020	7471	7826	1	355	28	534794	151850976
		Dem Read							
		Dem Use							
								Previous Bill Amount	54.00
								Invoice Payment	-54.00
								CURRENT CHARGES	51.00
								TOTAL DUE	51.00

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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		6.252	Previous Balance						.00
Dem Use		6.252	Energy						28.86
			Access Charge						23.00
			Power Cost Adjustment X 355 KWH						-3.81
			FLA Gross Receipts Tax						1.23
			Clay Co Public Ser Utility Tax						1.51
			Operation Round Up						0.21
						CURRENT CHARGES			51.00
						TOTAL DUE			51.00
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						2,128.00
			Invoice Payment						-2,128.00
Dem Read			Previous Balance						.00
Dem Use			Small Outdoor Light						1,225.85
			Pole						633.50
			FLA Gross Receipts Tax						47.64
			Clay Co Public Ser Utility Tax						74.37
			Operation Round Up						0.64
						CURRENT CHARGES			1,982.00
						TOTAL DUE			1,982.00
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	04/27/2020	15	18	1	3	29	571528	152055399
			Previous Bill Amount						122.00
			Invoice Payment						-122.00
Dem Read			Previous Balance						.00
Dem Use			Energy						0.24
			Access Charge						23.00
			Power Cost Adjustment X 3 KWH						-0.03
			Small Outdoor Light						81.72
			FLA Gross Receipts Tax						2.68
			Clay Co Public Ser Utility Tax						4.19
			Operation Round Up						0.20
						CURRENT CHARGES			112.00
						TOTAL DUE			112.00
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	04/26/2020	33	37	1	4	28	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 # 6912653	Name	DOUBLE BRANCH COMM DEV DIST	Loc 603 OAKLEAF VILLAGE PKWY # 2					
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
Dem Read			Previous Balance						.00
Dem Use			Energy						0.65
			Access Charge						23.00
			Power Cost Adjustment X 8 KWH						-0.09
			FLA Gross Receipts Tax						0.60
			Clay Co Public Ser Utility Tax						0.93
			Operation Round Up						0.91
						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	04/27/2020	0	0	1	0	29	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	04/26/2020	89	97	1	8	28	691268	152058372
			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						-0.09
			FLA Gross Receipts Tax						0.60
			Clay Co Public Ser Utility Tax						0.93
			Operation Round Up						0.91
						CURRENT CHARGES			26.00
						TOTAL DUE			26.00
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	04/26/2020	80	89	1	9	28	691269	154529665
			Previous Bill Amount						26.00
			Invoice Payment						-26.00
Dem Read			Previous Balance						.00
Dem Use			Energy						0.73
			Access Charge						23.00
			Power Cost Adjustment X 9 KWH						-0.10
			FLA Gross Receipts Tax						0.60
			Clay Co Public Ser Utility Tax						0.93
			Operation Round Up						0.84
						CURRENT CHARGES			26.00
						TOTAL DUE			26.00

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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	04/27/2020	264	289	1	25	29	691270	154534637
Dem Read Dem Use			Previous Bill Amount						28.00
			Invoice Payment						-28.00
			Previous Balance						.00
			Energy						2.03
			Access Charge						23.00
			Power Cost Adjustment X 25 KWH						-0.27
			FLA Gross Receipts Tax						0.64
			Clay Co Public Ser Utility Tax						0.96
			Operation Round Up						0.64
						CURRENT CHARGES			27.00
							TOTAL DUE	27.00	
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	04/27/2020	139	152	1	13	29	691272	154517617
Dem Read Dem Use			Previous Bill Amount						26.00
			Invoice Payment						-26.00
			Previous Balance						.00
			Energy						1.06
			Access Charge						23.00
			Power Cost Adjustment X 13 KWH						-0.14
			FLA Gross Receipts Tax						0.62
			Clay Co Public Ser Utility Tax						0.94
			Operation Round Up						0.52
						CURRENT CHARGES			26.00
							TOTAL DUE	26.00	
Sub ID 1	Acct # 6912737		Name DOUBLE BRANCH COMM DEV DIST			Loc 3859 PLANTATION OAKS BLVD # 1			
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	04/26/2020	76	83	1	7	28	691273	154517616
Dem Read Dem Use			Previous Bill Amount						26.00
			Invoice Payment						-26.00
			Previous Balance						.00
			Energy						0.57
			Access Charge						23.00
			Power Cost Adjustment X 7 KWH						-0.08
			FLA Gross Receipts Tax						0.60
			Clay Co Public Ser Utility Tax						0.93
			Operation Round Up						0.98
						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	04/27/2020	129	138	1	9	29	691275	151839081
			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 # 6912752		Name DOUBLE BRANCH COMM DEV DIST		Loc 3805 PLANTATION OAKS BLVD # 1				
		Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
Dem Read				Previous Balance					.00	
Dem Use				Energy					0.73	
				Access Charge					23.00	
				Power Cost Adjustment X 9 KWH					-0.10	
				FLA Gross Receipts Tax					0.60	
				Clay Co Public Ser Utility Tax					0.93	
				Operation Round Up					0.84	
								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	04/26/2020	168	181	1	13	28	691276	152021602
				Previous Bill Amount					27.00	
				Invoice Payment					-27.00	
Dem Read				Previous Balance					.00	
Dem Use				Energy					1.06	
				Access Charge					23.00	
				Power Cost Adjustment X 13 KWH					-0.14	
				FLA Gross Receipts Tax					0.62	
				Clay Co Public Ser Utility Tax					0.94	
				Operation Round Up					0.52	
								CURRENT CHARGES	26.00	
								TOTAL DUE	26.00	
Sub ID 1		Acct # 6912778		Name DOUBLE BRANCH COMM DEV DIST		Loc 3306 VILLAGE OAKS LN # 1				
		Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
		GS	04/27/2020	226	245	1	19	29	691277	152033170
				Previous Bill Amount					27.00	
				Invoice Payment					-27.00	
Dem Read				Previous Balance					.00	
Dem Use				Energy					1.54	
				Access Charge					23.00	
				Power Cost Adjustment X 19 KWH					-0.20	
				FLA Gross Receipts Tax					0.63	
				Clay Co Public Ser Utility Tax					0.95	
				Operation Round Up					0.08	
								CURRENT CHARGES	26.00	
								TOTAL DUE	26.00	
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	04/26/2020	196	202	1	6	28	691278	152030424
				Previous Bill Amount					26.00	
				Invoice Payment					-26.00	
								CURRENT CHARGES	25.00	
								TOTAL DUE	25.00	



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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
Dem Read			Previous Balance						.00
Dem Use			Energy						0.49
			Access Charge						23.00
			Power Cost Adjustment X 6 KWH						-0.06
			FLA Gross Receipts Tax						0.60
			Clay Co Public Ser Utility Tax						0.93
			Operation Round Up						0.04
						CURRENT CHARGES			25.00
								TOTAL DUE	25.00
<hr/>									
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	04/27/2020	105	115	1	10	29	691281	152030422
			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						-0.11
			FLA Gross Receipts Tax						0.60
			Clay Co Public Ser Utility Tax						0.94
			Operation Round Up						0.76
						CURRENT CHARGES			26.00
								TOTAL DUE	26.00
<hr/>									
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	04/27/2020	54	60	1	6	29	691282	152054493
			Previous Bill Amount						26.00
			Invoice Payment						-26.00
Dem Read			Previous Balance						.00
Dem Use			Energy						0.49
			Access Charge						23.00
			Power Cost Adjustment X 6 KWH						-0.06
			FLA Gross Receipts Tax						0.60
			Clay Co Public Ser Utility Tax						0.93
			Operation Round Up						0.04
						CURRENT CHARGES			25.00
								TOTAL DUE	25.00
<hr/>									
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	04/27/2020	61	67	1	6	29	691283	154532169
			Previous Bill Amount						26.00
			Invoice Payment						-26.00
						CURRENT CHARGES			25.00
								TOTAL DUE	25.00

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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
Dem Read			Previous Balance						.00
Dem Use			Energy						0.49
			Access Charge						23.00
			Power Cost Adjustment X 6 KWH						-0.06
			FLA Gross Receipts Tax						0.60
			Clay Co Public Ser Utility Tax						0.93
			Operation Round Up						0.04
						CURRENT CHARGES			25.00
								TOTAL DUE	25.00
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	04/26/2020	118	129	1	11	28	691286	154529951
			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						-0.12
			FLA Gross Receipts Tax						0.60
			Clay Co Public Ser Utility Tax						0.94
			Operation Round Up						0.69
						CURRENT CHARGES			26.00
								TOTAL DUE	26.00
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	04/26/2020	129	138	1	9	28	691287	154528294
			Previous Bill Amount						26.00
			Invoice Payment						-26.00
Dem Read			Previous Balance						.00
Dem Use			Energy						0.73
			Access Charge						23.00
			Power Cost Adjustment X 9 KWH						-0.10
			FLA Gross Receipts Tax						0.60
			Clay Co Public Ser Utility Tax						0.93
			Operation Round Up						0.84
						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	04/26/2020	88	95	1	7	28	691289	154521991
			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 # 6912893	Name	DOUBLE BRANCH COMM DEV DIST		Loc 576-1 WAKEMOUNT DR				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
Dem Read			Previous Balance						.00
Dem Use			Energy						0.57
			Access Charge						23.00
			Power Cost Adjustment X 7 KWH						-0.08
			FLA Gross Receipts Tax						0.60
			Clay Co Public Ser Utility Tax						0.93
			Operation Round Up						0.98
						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	04/27/2020	103	117	1	14	29	691290	154521987
			Previous Bill Amount						27.00
			Invoice Payment						-27.00
Dem Read			Previous Balance						.00
Dem Use			Energy						1.14
			Access Charge						23.00
			Power Cost Adjustment X 14 KWH						-0.15
			FLA Gross Receipts Tax						0.62
			Clay Co Public Ser Utility Tax						0.94
			Operation Round Up						0.45
						CURRENT CHARGES			26.00
						TOTAL DUE			26.00
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	04/26/2020	87	95	1	8	28	691291	154521988
			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						-0.09
			FLA Gross Receipts Tax						0.60
			Clay Co Public Ser Utility Tax						0.93
			Operation Round Up						0.91
						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	04/26/2020	137	137	1	0	28	691292	154517592
			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



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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	04/27/2020	368	375	1	7	29	691294	151839080

Dem Read Dem Use	Previous Bill Amount	28.00
	Invoice Payment	-28.00
	Previous Balance	.00
	Energy	0.57
	Access Charge	23.00
	Power Cost Adjustment X 7 KWH	-0.08
	FLA Gross Receipts Tax	0.60
	Clay Co Public Ser Utility Tax	0.93
	Operation Round Up	0.98
	CURRENT CHARGES	26.00
TOTAL DUE		26.00

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	04/26/2020	90	98	1	8	28	691295	154532124

Dem Read Dem Use	Previous Bill Amount	26.00
	Invoice Payment	-26.00
	Previous Balance	.00
	Energy	0.65
	Access Charge	23.00
	Power Cost Adjustment X 8 KWH	-0.09
	FLA Gross Receipts Tax	0.60
	Clay Co Public Ser Utility Tax	0.93
	Operation Round Up	0.91
	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	04/27/2020	4	11	1	7	29	691296	156324453

Dem Read Dem Use	Previous Bill Amount	26.00
	Invoice Payment	-26.00
	Previous Balance	.00
	Energy	0.57
	Access Charge	23.00
	Power Cost Adjustment X 7 KWH	-0.08
	FLA Gross Receipts Tax	0.60
	Clay Co Public Ser Utility Tax	0.93
	Operation Round Up	0.98
	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	04/26/2020	14	21	1	7	28	691297	154767644

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 # 6912976	Name	DOUBLE BRANCH COMM DEV DIST	Loc	358 OAKLEAF VILLAGE PKWY # 2				
	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						-0.08
			FLA Gross Receipts Tax						0.60
			Clay Co Public Ser Utility Tax						0.93
			Operation Round Up						0.98
						CURRENT CHARGES			26.00
						TOTAL DUE			26.00
Sub ID 1	Acct # 7131527	Name	DOUBLE BRANCH COMM DEV DIST	Loc	3206 SILVER BLUFF BLVD # 1				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	04/26/2020	186	200	1	14	28	713152	151837342
			Previous Bill Amount						27.00
			Invoice Payment						-27.00
Dem Read			Previous Balance						.00
Dem Use			Energy						1.14
			Access Charge						23.00
			Power Cost Adjustment X 14 KWH						-0.15
			FLA Gross Receipts Tax						0.62
			Clay Co Public Ser Utility Tax						0.94
			Operation Round Up						0.45
						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	04/26/2020	14018	15991	1	1973	28	489354	154356830
			Previous Bill Amount						238.00
			Invoice Payment						-238.00
Dem Read	7.740		Previous Balance						.00
Dem Use	7.740		Energy						160.40
			Access Charge						23.00
			Power Cost Adjustment X 1973 KWH						-21.17
			FLA Gross Receipts Tax						4.16
			Clay Co Public Ser Utility Tax						4.20
			Operation Round Up						0.41
						CURRENT CHARGES			171.00
						TOTAL DUE			171.00
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						210.00
			Invoice Payment						-210.00
Dem Read			Previous Balance						.00
Dem Use			Small Outdoor Light						177.07
			FLA Gross Receipts Tax						4.54
			Clay Co Public Ser Utility Tax						7.08
			Operation Round Up						0.31
						CURRENT CHARGES			189.00
						TOTAL DUE			189.00

00000176



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

Statement Date: 04/30/2020

GROUP BILLING DETAIL

Page 15



Web Address  
clayelectric.com

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	04/27/2020	42	47	1	5	29	868424	154533629
Dem Read Dem Use	Previous Bill Amount								26.00
	Invoice Payment								-26.00
	Previous Balance								.00
	Energy								0.41
	Access Charge								23.00
	Power Cost Adjustment X 5 KWH								-0.05
	FLA Gross Receipts Tax								0.59
	Clay Co Public Ser Utility Tax								0.93
	Operation Round Up								0.12
	CURRENT CHARGES								25.00
TOTAL DUE								25.00	

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	04/28/2020	48108	52780	1	4672	29	8763369	13794545
Dem Read Dem Use	Previous Bill Amount								514.00
	Invoice Payment								-514.00
	Previous Balance								.00
	Energy								379.83
	Access Charge								23.00
	Power Cost Adjustment X 4672 KWH								-50.13
	FLA Gross Receipts Tax								9.04
	Clay Co Public Ser Utility Tax								8.68
	Operation Round Up								0.58
	CURRENT CHARGES								371.00
TOTAL DUE								371.00	

Sub-Group # 1 Current Charges 5,953.00



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

# Invoice

RECEIVED

MAY 08 2020

Invoice #: 2141  
Invoice Date: 5/1/20  
Due Date: 5/1/20  
Case:  
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Recreation - Facility Management - Oakleaf Plantation - May 2020		12,497.67	12,497.67
2,310,513,3400			
(B) 92			

Total	\$12,497.67
Payments/Credits	\$0.00
Balance Due	\$12,497.67

RAW  
5,820

**Clay County Sheriff's Office**

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

**INVOICE****RECEIVED****MAY 11 2020**

INVOICE DATE: MAY 11 2020  
WEEK OF 5/4-5/10 2020

**TO:**

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

**FOR:**

Oakleaf Amenities Manager  
and  
Brian Sanchez

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
05/04/20	JERFFERY HOLMES	1615-2215	6	30.00	180.00
05/05/20	BEN SIMMONS	1700-2300	6	30.00	180.00
05/06/20	DAVID VOLLER	1600-2200	6	30.00	180.00
05/07/20	MIKE BURNS	1600-2200	6	30.00	180.00
05/08/20	MIKE BURNS	1600-1800	2	30.00	60.00
05/08/20	BRYAN SIMTH	1700-2300	6	30.00	180.00
05/09/20	JEFFERY HOLMES	1700-2300	6	30.00	180.00
05/09/20	BEN SIMMONS	1700-2300	6	30.00	180.00

DEPUTY SIGNATURE:

TOTAL

1,320.00 / 2 =

= \$ 660.00

Make all checks payable to Deputy name and mail to the Sheriff's Office C/O ANGEL ALBRITTON

THANK YOU FOR YOUR BUSINESS!

208 B  
2,320, 572, 3450

Riverside Management Services, Inc

9655 Florida Mining Blvd. W.

Building 300, Suite 305

Jacksonville, FL 32257

# Invoice

Date	Invoice #
5/1/2020	272

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

RECEIVED

MAY 08 2020

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Double Branch Amenity - Janitorial Services - May 2020	4,251.00	4,251.00
	2,320,572.6100		
	297 (B)		
		Total	\$4,251.00

2Hw

5,6.20

Customer Information



XEROX CORPORATION  
PO BOX 660502  
DALLAS TX  
75266-0502  
WWW.XEROX.COM/MYACCT

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

05-01-20  
Invoice Date  
010144529  
Invoice Number  
720343326  
Customer Number

40  
8-14908

MFP3635X1 MFP3635X W/EIP

SER.# BB1-867777

SPLY-MAINT - COST PER COPY PLAN  
AMOUNT

BASE CHARGE

MAY

32.54

SUB TOTAL

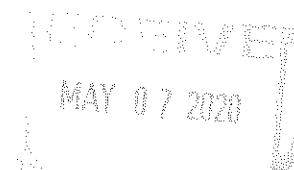
32.54

TOTAL

32.54

THIS IS A 12 MONTH AGREEMENT WHICH INCLUDES MAINTENANCE  
AND SUPPLY CHARGES  
THIS COST PER COPY AGREEMENT RENEWS ON 06-30-20

399 (B)  
2,330,572.500



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.

01-569-8562 4 720343326 010144529 05-01-20 THIS AMOUNT  
RT003535 M 070119  
03 6M1D 2X06 W 00000 5933 1 B15

Invoice Amount  
\$32.54  
VFL40

202100008070060 0101445290 0300032541 272034332686

Invoice

Payment



PO BOX 2317  
Jacksonville, FL 32203-2317

SHIPPED TO:  
MIDDLE VILLAGE CDD  
370 OAKLEAF VILLAGE PARKWAY  
ORANGE PARK FL 32065

INVOICE DATE 01/23/20  
INVOICE NUMBER 532260619  
ACCOUNT NUMBER 647283  
ORDER NUMBER 28337273-2

SOLD TO:  
MIDDLE VILLAGE CDD  
DBA OAKLEAF PLANTATION  
370 OAKLEAF PLANTATION PKWY  
ORANGE PARK FL 32065

FOR INQUIRIES CALL:  
(866) 412-6726 FAX: (877) 712-6726

[www.HomeDepotPro.com/Institutional](http://www.HomeDepotPro.com/Institutional)

ORDER DATE	ORDER NO.	CUSTOMER P.O.	SHIPPED VIA	TERMS	SALESPERSON
01/20/20	28337273-	JSO01202020	JAX1 - DR22	NET 30 DAYS	JAX HOUSE

LN	ITEM NO.	CAT	DESCRIPTION	ORDERED	SHIPPED	B/O	UOM	PRICE	EXT	AMT	T
1	REN06132-WB	8	CONTROLLED HARD ROLL TOWEL NATURAL	5	3	2	CA	43.23	129.69		

Delivery information for this invoice may be found at: [www.HomeDepotPro.com/Institutional](http://www.HomeDepotPro.com/Institutional)

RECEIVED

Code to: Split 50/50

MAY 20 2020

Double Branch Repair and Replacements

2.320.57200.63100

\$64.85 422  
(B)

Middle Village Repair and Replacements

NET MERCHANDISE TOTAL	FREIGHT	HANDLING	TAX	INVOICE TOTAL
129.69	0.00	0.00	0.00	129.69

34-600-538-64000

RETAIN THIS PORTION OF THE INVOICE FOR YOUR RECORDS

RETURN THIS PORTION WITH YOUR REMITTANCE



ACCOUNT NUMBER	INVOICE DATE	INVOICE NUMBER	INVOICE AMOUNT DUE
647283	01/23/20	532260619	129.69

BILL TO:

MIDDLE VILLAGE CDD  
DBA OAKLEAF PLANTATION  
370 OAKLEAF PLANTATION PKWY  
ORANGE PARK FL 32065

NET  
AMOUNT  
PAID

REMIT TO:

The Home Depot Pro  
PO Box 404468  
Atlanta, GA 30384-4468

PO BOX 2317  
Jacksonville, FL 32203-2317

SHIPPED TO:  
MIDDLE VILLAGE CDD  
370 OAKLEAF VILLAGE PARKWAY  
ORANGE PARK FL 32065

INVOICE DATE 05/13/20  
INVOICE NUMBER 550854871  
ACCOUNT NUMBER 647283  
ORDER NUMBER 30335321

SOLD TO:  
MIDDLE VILLAGE CDD  
DBA OAKLEAF PLANTATION  
370 OAKLEAF PLANTATION PKWY  
ORANGE PARK FL 32065

FOR INQUIRIES CALL:  
(866) 412-6726 FAX: (877) 712-6726

[www.HomeDepotPro.com/Institutional](http://www.HomeDepotPro.com/Institutional)

ORDER DATE	ORDER NO.	CUSTOMER P.O.	SHIPPED VIA	TERMS	SALESPERSON
05/07/20	30335321		DROPSHIP	NET 30 DAYS	VERONICA WOOD

LN	ITEM NO.	CAT	DESCRIPTION	ORDERED	SHIPPED	B/O	UOM	PRICE	EXT	AMT	T
1	306727371	8	BABY CHANGE STATION	1	1	0	EA	145.58	145.58		

Delivery information for this invoice may be found at: [www.HomeDepotPro.com/Institutional](http://www.HomeDepotPro.com/Institutional)

Code to:

RECEIVED

Double Branch Repair and Replacements

MAY 20 2020

2.320.57200.63100 (B) 422

NET MERCHANDISE TOTAL	FREIGHT	HANDLING	TAX	INVOICE TOTAL
145.58	0.00	0.00	0.00	145.58

RETAIN THIS PORTION OF THE INVOICE FOR YOUR RECORDS  
RETURN THIS PORTION WITH YOUR REMITTANCE

**Pro** Institutional  
formerly SupplyWorks

ACCOUNT NUMBER	INVOICE DATE	INVOICE NUMBER	INVOICE AMOUNT DUE
647283	05/13/20	550854871	145.58

BILL TO:

MIDDLE VILLAGE CDD  
DBA OAKLEAF PLANTATION  
370 OAKLEAF PLANTATION PKWY  
ORANGE PARK FL 32065

NET  
AMOUNT  
PAID

REMIT TO:

The Home Depot Pro  
PO Box 404468  
Atlanta, GA 30384-4468

**Clay County Sheriff's Office**

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

**INVOICE**

INVOICE DATE: MAY 17 2020  
WEEK OF 5/11/5/17 2020

**TO:**

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

**FOR:**

Oakleaf Amenities Manager  
and  
Brian Sanchez

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
05/11/20	ANDRE MACK	1800-0000	6	30.00	180.00
05/12/20	MIKE BURNS	1600-2200	6	30.00	180.00
05/13/20	MIKE BURNS	1600-2200	6	30.00	180.00
05/14/20	DAVID VOLLER	1630-2130	6	30.00	180.00
05/15/20	ANDRE MACK	1800-0000	6	30.00	180.00
05/16/20	JENNIFER COOPER	1700-2100	4	30.00	120.00
05/16/20	ANDRE MACK	1800-0000	6	30.00	180.00
05/17/20	ANDRE MACK	1700-2300	6	30.00	180.00

DEPUTY SIGNATURE:

TOTAL

1,380.00  $\frac{1}{2}$  =

= \$690

Make all checks payable to Deputy name and mail to the Sheriff's Office C/O ANGEL ALBRITTON

THANK YOU FOR YOUR BUSINESS!

208 (B)  
2,320, 572.34570

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

MAY 27 2020

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

Invoice #: 2132

Invoice Date: 3/10/20

Due Date: 3/10/20

Case:

P.O. Number:

Description	Hours/Qty	Rate	Amount
Facility Event Staff through February 27, 2020	13.51	25.00	337.75
<i>2,800,369.103</i> <i>92 (B)</i>			
<b>Total</b>			<b>\$337.75</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$337.75</b>



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

# Invoice

RECEIVED

MAY 27 2020

Invoice #: 2133  
Invoice Date: 3/10/20  
Due Date: 3/10/20  
Case:  
P.O. Number:

**Bill To:**

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

Description	Hours/Qty	Rate	Amount
February 2020 - Phones (002.320.57200.41000)		96.97	96.97
February 2020 - Permits/ Licenses (002.320.57200.493000)		26.95	26.95
February 2020 - Special Events (002.320.57200.49400)		133.98	133.98
February 2020 - Office Supplies (002.320.57200.51000)		59.94	59.94
February 2020 - Repair & Replacements (002.320.57200.63100)		296.39	296.39
February 2020 - Rec. Passes (002.320.57200.62000)		199.00	199.00
92 (B)			
Total			\$813.23
Payments/Credits			\$0.00
Balance Due			\$813.23

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

Invoice #: 2137

Invoice Date: 4/1/20

Due Date: 4/1/20

Case:

P.O. Number:

**Bill To:**Double Branch CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092**RECEIVED****MAY 26 2020**

Description	Hours/Qty	Rate	Amount
Facility Management/ Recreation - Oakleaf Plantation - April 2020		12,497.67	12,497.67
2,810,573.340 (B) 92			
<b>Total</b>			<b>\$12,497.67</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$12,497.67</b>

**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** DBCDD refund request due to COVID 19 - MARJORIE NESBY  
**Date:** May 21, 2020 at 4:01 PM  
**To:** Hannah Smith [hsmith@gmstnn.com](mailto:hsmith@gmstnn.com)  
**Cc:** Daniel Laughlin [dlaughlin@gmsnf.com](mailto:dlaughlin@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)

Good afternoon Hannah,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR aka Oakleaf Village CLUBROOM (SATURDAY) 2:30 P.M. to 6:30 P.M.
- DATE OF VENUE – MAY 23, 2020
- RESIDENT – MARJORIE NESBY
- ADDRESS – 3755 TIMBERLINE DRIVE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$300.00 - REFUNDING ALL FEES
  - RENTAL FEE AND BOOKING / DEPOSIT FEE REFUND
- RENTAL AND BOOKING / DEPOSIT were via VISA (5925)
  - **RENTAL FEE:**
    - DATED: 3/6/20
    - SEQ#: 1
    - BATCH#: 212
    - INVOICE: 1
    - APPROVAL CODE: 804319
    - AMOUNT: \$200.00
  - **BOOKING / DEPOSIT FEE:**
    - DATED: 3/6/20
    - SEQ#: 2
    - BATCH#: 212
    - INVOICE: 2
    - APPROVAL CODE: 647261
    - AMOUNT: \$100.00

RECEIVED

MAY 21 2020

2,800,369.103  
(B) 777

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/C
03/06/20	03/06/20	05/23/20	Majorie Nesby - OVCR	4	\$ 200.00		
03/06/20	03/06/20	05/23/20	Majorie Nesby - 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 TUESDAY, MAY 26, 2020 and WEDNESDAY, MAY 27, 2020, therefore, if you require immediate attention please email me or leave a message at 904-770-4661 with your name, contact number and email opportunity.

Wanda McReynolds – Venue Coordinator, OakLeaf Plantation  
[venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
(904) 770-4661 voice email  
(904) 375-9265 ext. 3  
[www.oakleafresidents.com](http://www.oakleafresidents.com)

Governmental Management Services

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

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in person. If 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 protected from disclosure under applicable law. If you are not the intended recipient, please notify the 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.

**Clay County Sheriff's Office**

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

**RECEIVED****MAY 26 2020****INVOICE**

INVOICE DATE: MAY 25 2020  
WEEK OF 5/18-24 2020

**TO:**

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

**FOR:**

Oakleaf Amenities Manager  
and  
Brian Sanchez

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
05/18/20	DAVID VOLLER	1630-2230	6	30.00	180.00
05/19/20	MAT WILLIAMS	1630-2230	6	30.00	180.00
05/20/20	DAVID VOLLER	1545-2145	6	30.00	180.00
05/21/20	BRYAN SMITH	1600-2200	6	30.00	180.00
05/22/20	JEFFERY HOLMES	1630-2230	6	30.00	180.00
05/22/20	MATT WILLIAMS	1615-2215	6	30.00	180.00
05/23/20	MATT WILLIAMS	1500-2100	6	30.00	180.00
05/23/20	JEFFERY HOLMES	1700-2300	6	30.00	180.00
05/24/20	BRYAN SMITH	1700-2300	6	30.00	180.00
05/10/20	BRYAN SMITH	1600-2200	6	30.00	180.00
	WASN'T ON LAST INVOICE				

DEPUTY SIGNATURE:

TOTAL

1.800.00/2 =  
= 900.00

Make all checks payable to Deputy name and mail to the Sheriff's Office C/O ANGEL ALBRITTON

THANK YOU FOR YOUR BUSINESS!

208 (B)  
2,320.572,34570

## *FIFTH ORDER OF BUSINESS*

## RESOLUTION 2020-04

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2020/2021 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has heretofore prepared and submitted to the Board of Supervisors ("**Board**") of the Double Branch Community Development District ("**District**") prior to June 15, 2020, proposed budgets ("**Proposed Budget**") for the fiscal year beginning October 1, 2020 and ending September 30, 2021 ("**Fiscal Year 2020/2021**"); and

**WHEREAS**, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

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

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2020/2021 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set as follows:

DATE: August 10, 2020

HOUR: 6:00 p.m.

The hearing may be conducted remotely, pursuant to Zoom media technology and/or by telephone pursuant to Executive Orders 20-52, 20-69, and 20-112 issued by Governor DeSantis on March 9, 2020, March 20, 2020, and April 29, 2020, as such orders may be extended, respectively, and pursuant to Section 120.54(5)(b)2., *Florida Statutes*. In the event that conditions allow the meeting to be held in person, it will be held at the following location:

LOCATION: Plantation Oaks Amenity Center  
845 Oakleaf Plantation Parkway  
Orange Park, Florida 32065

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to Clay County at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District's Secretary is further directed to post the approved Proposed Budget on the District's website at least two days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

7. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS 8<sup>TH</sup> DAY OF JUNE, 2020.**

ATTEST:

**DOUBLE BRANCH COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary

By: \_\_\_\_\_  
Its: \_\_\_\_\_

# **Double Branch Community Development District**



## **Proposed Budget**

**FY 2021**





**Double Branch  
Community Development District**

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Assessment Allocation	20
Capital Reserve Fund	21
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# Double Branch

Community Development District

General Fund

Description	Adopted Budget FY 2020	Actual YTD 4/30/20	Projected Next 5 Months	Total Projected FY 2020	Proposed Budget FY 2021
<b>Revenues</b>					
Maintenance Assessments	\$177,985	\$174,725	\$1,574	\$176,298	\$177,985
Interest Income	\$200	\$537	\$300	\$837	\$200
Miscellaneous Income	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$178,185</b>	<b>\$175,262</b>	<b>\$1,874</b>	<b>\$177,135</b>	<b>\$178,185</b>
<b>Expenditures</b>					
<b>Administrative</b>					
Supervisor Fees	\$12,000	\$5,400	\$4,000	\$9,400	\$12,000
FICA Expense	\$918	\$352	\$385	\$737	\$918
Engineering	\$5,000	\$1,028	\$1,000	\$2,028	\$5,000
Arbitrage	\$700	\$0	\$600	\$600	\$700
Dissemination	\$1,333	\$978	\$555	\$1,533	\$1,333
Assessment Roll	\$7,821	\$7,821	\$0	\$7,821	\$8,212
Attorney	\$42,000	\$13,711	\$11,426	\$25,138	\$42,000
Annual Audit	\$5,900	\$4,700	\$0	\$4,700	\$5,900
Trustee Fees	\$8,815	\$5,406	\$3,000	\$8,406	\$8,815
Management Fees	\$59,963	\$34,978	\$24,985	\$59,963	\$59,963
Information Technology	\$1,942	\$1,249	\$892	\$2,142	\$2,142
Telephone	\$290	\$188	\$100	\$288	\$290
Postage	\$1,900	\$712	\$500	\$1,212	\$1,900
Printing & Binding	\$3,400	\$1,589	\$750	\$2,339	\$3,400
Records Storage	\$300	\$0	\$300	\$300	\$300
Insurance	\$8,130	\$7,936	\$0	\$7,936	\$8,333
Legal Advertising	\$2,000	\$658	\$200	\$858	\$2,000
Office Supplies	\$350	\$147	\$75	\$222	\$350
Website Compliance	\$2,250	\$1,313	\$938	\$2,250	\$2,250
Dues, Licenses & Subscriptions	\$175	\$175	\$0	\$175	\$175
Reserve	\$12,998	\$0	\$12,998	\$12,998	\$12,204
Transfer Out	\$0	\$61	\$0	\$61	\$0
<b>Administrative Expenses</b>	<b>\$178,185</b>	<b>\$88,403</b>	<b>\$62,704</b>	<b>\$151,045</b>	<b>\$178,185</b>
<b>Excess Revenues (Expenses)</b>	<b>\$0</b>	<b>86,859</b>	<b>(60,831)</b>	<b>26,090</b>	<b>\$0</b>

**Double Branch**  
**Community Development District**  
GENERAL FUND BUDGET  
FISCAL YEAR 2021

**REVENUES:**

*Maintenance Assessments*

The District will levy a non ad-valorem special assessment on all assessable property within the District to fund all of the General Operating Expenditures for the fiscal year.

*Interest Income*

The operating fund of the District will be invested in a money market fund held by US Bank.

*Carry Forward Surplus*

Represents the estimated excess funds at the end of the prior fiscal year brought forward to the current fiscal year to reduce assessments.

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**EXPENDITURES:**

**Administrative:**

*Supervisor Fees*

The Florida Statutes allows each board member to receive \$200 per meeting not to exceed \$4,800 in one year. The amount for the fiscal year is based upon five supervisors attending the estimated 12 annual meetings.

*FICA Expense*

These expenses represent the Employer's share of Social Security and Medicare taxes withheld from the Board of Supervisors checks.

*Engineering Fees*

The District's engineering firm will be providing general engineering services to the District including attendance and preparation for monthly board meetings, review invoices, etc. England, Thims & Miller serves as the District's engineering firm.

*Arbitrage*

The District is required to have an annual arbitrage rebate calculation prepared for the District's Series 2013 A-1 and A-2 Special Assessment Refunding Bonds. Currently, the District has contracted with Grau and Associates.

*Dissemination Agent*

The District is required by the Security and Exchange Commission to comply with Rule 15(c)(2)-12(b)(5), which relates to additional reporting requirements for un-rated bond issues.

*Assessment Roll*

Governmental Management Services, LLC serves as the District's collection agent and certifies the District's non-ad valorem assessments with the county tax collector.

**Double Branch**  
**Community Development District**  
GENERAL FUND BUDGET  
FISCAL YEAR 2021

Attorney

The District's legal counsel will be providing general legal services to the District including attendance and preparation for monthly meetings, review operating and maintenance contracts, etc. Hopping Green & Sams serves as the District's legal counsel.

Annual Audit

The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting Firm. Grau and Associates currently serves as the District's Independent Auditor.

Trustee Fees

The District issued \$24,850,000 of Series 2013 A1 and \$2,900,000 of Series 2013 A2 Special Assessment Refunding Bonds that are held by a Trustee at US Bank, N.A. The amount of the trustee fees is based on the agreement between US Bank and the District.

Management Fees

The District receives management, accounting and administrative services as part of a Management Agreement with Governmental Management Services, LLC.

Information Technology

The cost related to District's accounting and information systems, District website creation and maintenance, electronic compliance with Florida Statutes and other electronic data requirements.

Telephone

Telephone and fax machine.

Postage

Mailing of agenda packages, overnight deliveries, correspondence, etc.

Printing & Binding

Printing and Binding agenda packages for board meetings, printing of computerized checks, stationary, envelopes etc.

Records and Storage

All documents of the District will be copied and stored electronically with automatic back up to ensure complete records. Back up of all records will be kept off-site for security and safety.

Insurance

The District's General Liability & Public Officials Liability Insurance policy is with the Florida Property Alliance (FPA). FPA specializes in providing insurance coverage to governmental agencies.

Legal Advertising

The District is required to advertise various notices for monthly Board meetings, public hearings etc. in the Florida Times Union.

Office Supplies

Miscellaneous office supplies.

**Double Branch**  
**Community Development District**  
GENERAL FUND BUDGET  
FISCAL YEAR 2021

*Dues, Licenses & Subscriptions*

The District is required to pay an annual fee to the Department of Economic Opportunity for \$175. This is the only expense under this category for the District.

*General Reserves*

Established to maintain community service levels at present standards for FY 2020

# Double Branch

Community Development District

Recreation Fund

Description	Adopted Budget FY 2020	Actual YTD 4/30/20	Projected Next 5 Months	Total Projected FY 2020	Proposed Budget FY 2021
<b><u>Revenues</u></b>					
Maintenance Assessments	\$1,462,648	\$1,435,854	\$12,931	\$1,448,785	\$1,462,648
Interest Income	\$1,000	\$3,509	\$1,000	\$4,509	\$1,000
Amenities Revenue/Miscellaneous	\$33,690	\$17,997	\$10,000	\$27,997	\$33,690
Sports Revenue	\$11,000	\$9,418	\$4,000	\$13,418	\$11,000
Carry Forward Surplus	\$45,921	\$0	\$0	\$0	\$27,297
<b>Total Revenues</b>	<b>\$1,554,259</b>	<b>\$1,466,777</b>	<b>\$27,931</b>	<b>\$1,494,708</b>	<b>\$1,535,635</b>
<b><u>Expenditures</u></b>					
<b><u>Administrative</u></b>					
Management Fees - On Site Staff	\$178,487	\$104,118	\$74,370	\$178,487	\$178,487
Insurance	\$62,789	\$65,520	\$0	\$65,520	\$68,797
Other Current Charges	\$3,818	\$1,501	\$500	\$2,001	\$3,818
Permit Fees	\$1,635	\$703	\$150	\$853	\$1,635
<b>Administrative Expenses</b>	<b>\$246,729</b>	<b>\$171,842</b>	<b>\$75,020</b>	<b>\$246,861</b>	<b>\$252,737</b>
<b><u>Maintenance</u></b>					
Security	\$50,920	\$29,651	\$21,179	\$50,829	\$50,920
Security - Clay County Off-Duty Sheriff	\$43,050	\$25,938	\$18,500	\$44,438	\$43,050
Water - Irrigation	\$9,000	\$4,160	\$3,525	\$7,685	\$9,000
Irrigation Maintenance	\$4,250	\$4,642	\$1,500	\$6,142	\$4,250
Streetlighting	\$33,066	\$16,229	\$13,780	\$30,009	\$33,066
Electric	\$42,000	\$16,548	\$16,300	\$32,848	\$42,000
Landscape Maintenance	\$371,004	\$216,419	\$154,585	\$371,004	\$371,004
Common Area Maintenance	\$43,564	\$11,295	\$15,000	\$26,295	\$43,564
Lake Maintenance	\$28,116	\$17,927	\$10,350	\$28,277	\$28,116
Landscape Reserve	\$30,000	\$0	\$30,000	\$30,000	\$30,000
Capital Reserve	\$15,565	\$0	\$15,565	\$15,565	\$15,565
Repairs and Replacement	\$88,996	\$82,780	\$10,000	\$92,780	\$95,000
General Reserve	\$26,759	\$0	\$26,759	\$26,759	\$26,759
<b>Common Area Expenses</b>	<b>\$786,290</b>	<b>\$425,589</b>	<b>\$337,043</b>	<b>\$762,632</b>	<b>\$792,294</b>

# Double Branch

Community Development District

Recreation Fund

Description	Adopted Budget FY 2020	Actual YTD 4/30/20	Projected Next 5 Months	Total Projected FY 2020	Proposed Budget FY 2021
<u>Recreation Facility</u>					
Amenity Staff	\$110,000	\$42,587	\$50,000	\$92,587	\$110,000
Refuse Services	\$6,120	\$5,697	\$4,075	\$9,772	\$10,000
Telephone	\$5,592	\$2,485	\$1,680	\$4,165	\$5,592
Electric	\$59,300	\$18,975	\$14,750	\$33,725	\$40,000
Cable	\$12,319	\$4,061	\$2,925	\$6,986	\$12,319
Pool Maintenance	\$56,616	\$21,737	\$15,000	\$36,737	\$50,000
Water / Sewer/Reclaim	\$65,000	\$24,290	\$18,285	\$42,575	\$48,000
Facility Maintenance-General	\$43,500	\$18,640	\$14,000	\$32,640	\$43,500
Facility Maintenance-Preventative	\$13,117	\$2,495	\$1,250	\$3,745	\$13,117
Facility Maintenance - Contingency	\$34,750	\$17,810	\$12,500	\$30,310	\$34,750
Lighting Repairs	\$8,500	\$4,213	\$3,500	\$7,713	\$8,500
Special Events	\$10,500	\$1,999	\$1,000	\$2,999	\$10,500
Office Supplies & Equipment	\$6,664	\$546	\$250	\$796	\$6,664
Janitorial	\$51,012	\$35,298	\$27,000	\$62,298	\$59,412
Recreation Passes	\$5,500	\$1,914	\$1,000	\$2,914	\$5,500
Pool Pump Reserve	\$6,500	\$0	\$6,500	\$6,500	\$6,500
Pool Leak Repairs	\$5,000	\$0	\$1,000	\$1,000	\$5,000
Multiuse Field	\$21,250	\$0	\$21,250	\$21,250	\$21,250
<b>Recreation Facility Expenses</b>	<b>\$521,240</b>	<b>\$202,746</b>	<b>\$195,965</b>	<b>\$398,711</b>	<b>\$490,604</b>
<b>Total Expenses</b>	<b>\$1,554,259</b>	<b>\$800,177</b>	<b>\$608,028</b>	<b>\$1,408,205</b>	<b>\$1,535,635</b>
<b>Excess Revenues(Expenses)</b>	<b>\$0</b>	<b>\$666,600</b>	<b>(580,097)</b>	<b>\$86,504</b>	<b>\$0</b>

**Double Branch**  
**Community Development District**  
RECREATION BUDGET  
FISCAL YEAR 2021

**REVENUES:**

*Maintenance Assessments*

The District will levy a non ad-valorem special assessment on all assessable property within the District to fund all of the Recreational Operating Expenditures for the fiscal year.

*Interest Income*

The District will have all excess funds invested in a money market fund held by US Bank. The amount is based upon the estimated average balance of funds available during the fiscal year.

*Amenities Revenue*

Income received from resident rental of Clubroom and Patio and access cards, fitness class, vending machines, and non-resident user fee for the Recreation Facility.

*Sports Revenue*

These are estimated fees for programmed sports activities.

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**EXPENDITURES:**

**Administrative:**

*Management Fees – On Site Staff*

The District has contracted with Governmental Management Services, LLC (“GMS”) for the supervision and on-site management of the District’s amenities. The responsibilities include management of District maintenance contracts, scheduling special events, management of District employees, rental of facilities, scheduling of special events, resident inquiries and other maintenance related items. The District shares the cost of a community manager, aquatics director, fitness center/access director, rental coordinator and administrative assistant with the Middle Village Community Development District.

*Insurance*

The District's Property and Liability Insurance policy is with Florida Property Alliance (FPA). FPA specializes in providing insurance coverage to governmental agencies.



**Double Branch**  
**Community Development District**  
RECREATION BUDGET  
FISCAL YEAR 2021

*Other Current Charges*

Includes bank charges and any other miscellaneous administrative expenses that are incurred during the year with the use of deposit/credit card machine.

*Permit Fees*

Miscellaneous permit fees to operate the pool and water slides as well as special events.

Description	Annual
Play Pool Permit	\$ 250
Lap Pool Permit	\$ 250
Spray Pool Permit	\$ 125
State Public Broadcast for Music Fees	\$ 1,010
<b>Total</b>	<b>\$ 1,635</b>

*Office Supplies*

Miscellaneous office supplies.

**Maintenance Common Area:**

*Security*

Allied Universal Services provides the District with Athletic Center and Common area security patrol.

Description	Monthly	Annual
Security Contract	\$ 4,243	\$ 50,920

*Clay County off Duty Security*

Provision for off-duty-security patrol by Clay County Sheriff's Dept. Split 50/50 with Middle Village CDD.

# Double Branch

## Community Development District

RECREATION BUDGET  
FISCAL YEAR 2021

### Water – Irrigation

The District will purchase bulk water from JEA for irrigation purposes.

Account Number	Description	Monthly	Annual
62945977	2226 Pebblewood LA Apt 1	\$ 50	\$ 602
66042924	302 Oakleaf Village Parkway	\$ 19	\$ 227
61929298	3468 Worthington Oaks Drive Apt 1	\$ 29	\$ 342
62744114	3570 Silver Bluff Boulevard Apt 1	\$ 576	\$ 6,912
60770057	563 Acornridge Lane Apt 1	\$ 32	\$ 378
	Contingency	\$ 45	\$ 539
<b>Total</b>		<b>\$ 750</b>	<b>\$ 9,000</b>

### Irrigation Maintenance

The cost of miscellaneous irrigation, pump repairs and maintenance incurred by the district.

### Street Lighting

The cost of street lighting provided by Clay Electric Cooperative, Inc.:

Account Number	Description	Monthly	Annual
7332265	Oakleaf Village Center Outdoor	\$ 241	\$ 2,894
5379615	East Side of Brannanfield	\$ 2,291	\$ 27,488
	Contingency	\$ 224	\$ 2,684
<b>Total</b>		<b>\$ 2,756</b>	<b>\$ 33,066</b>

**Double Branch**  
**Community Development District**  
RECREATION BUDGET  
FISCAL YEAR 2021

Electric

The cost of electricity for signage lighting, entry feature lighting (main entry, Athletic Center entry and neighborhood entries) for the following accounts provided by Clay Electric Cooperative, Inc.:

Account Number	Description	Monthly	Annual
4995700	370 Oakleaf Village	\$ 1,170	\$ 14,037
4995718	370-1 Oakleaf Village Pkwy	\$ 910	\$ 10,914
5347943	3926-1 Plantation Oaks Blvd	\$ 60	\$ 721
5715289	1591 Canopy Oaks Dr - Irrigation	\$ 34	\$ 410
5774021	2971 Thorncrest Dr	\$ 18	\$ 213
6875140	373-1 Oakleaf Village Center	\$ 37	\$ 438
6912612	608-1 Oakleaf Village Pkwy	\$ 35	\$ 417
6912620	304-1 Oakleaf Village Pkwy	\$ 30	\$ 362
6912653	603-2 Oakleaf Village Pkwy	\$ 42	\$ 504
6912661	602-1 Oakleaf Village Pkwy	\$ 34	\$ 410
6912687	537-1 Oakleaf Village Pkwy	\$ 18	\$ 212
6912695	529-1 Oakleaf Village Pkwy	\$ 18	\$ 220
6912703	3925-1 Plantation Oaks Blvd	\$ 81	\$ 967
6912729	3860-1 Plantation Oaks Blvd	\$ 18	\$ 210
6912737	3859-1 Plantation Oaks Blvd	\$ 29	\$ 350
6912752	3805-1 Plantation Oaks Blvd	\$ 38	\$ 459
6912760	3800-1 Plantation Oaks Blvd	\$ 48	\$ 570
6912778	3306-1 Village Oaks Lane	\$ 18	\$ 213
6912786	465-1 Oakleaf Village Pkwy	\$ 34	\$ 406
6912810	3801-1 Plantation Oaks Blvd	\$ 29	\$ 352
6912828	728-1 Bellshire Drive	\$ 17	\$ 209
6912836	721-1 Bellshire Lane	\$ 20	\$ 238
6912869	715-1 Wakemont Drive	\$ 42	\$ 506
6912877	3219-1 Stonebrier Ridge Drive	\$ 26	\$ 316
6912893	576-1 Wakemont Drive	\$ 17	\$ 209
6912901	507-1 Millstone Drive	\$ 17	\$ 209
6912919	498-1 Millstone Drive	\$ 17	\$ 209
6912927	3442-1 Worthington Oaks Drive	\$ 17	\$ 209
6912943	309-1 Oakleaf Village Pkwy	\$ 25	\$ 303
6912950	373-2 Oakleaf Village Pkwy	\$ 39	\$ 472
6912968	308-1 Oakleaf Village Pkwy	\$ 20	\$ 236
6912976	358-2 Oakleaf Village Pkwy	\$ 34	\$ 405
7131527	3206-1 Silver Bluff Blvd	\$ 20	\$ 243
7332257	3168 Stonebrier Ridge	\$ 228	\$ 2,730
8684243	571 Oakleaf Village Pkwy	\$ 18	\$ 215
	Contingency	\$ 242	\$ 2,906
<b>Total</b>		<b>\$ 3,502</b>	<b>\$ 42,000</b>

# Double Branch

## Community Development District

RECREATION BUDGET  
FISCAL YEAR 2021

### Landscape Maintenance

The District has a contract with Verdego to provide landscaping and irrigation maintenance services to all the common areas within the District as well as the Amenity Center. The amount is based upon the following:

Description	Monthly	Annual
Contract - Common Area	\$ 30,917	\$ 371,004

### Common Area Maintenance

Represents the estimated day-to-day maintenance of the Districts common areas. Services include:

-Pressure washing of District fences, entrance signage and pillars, pool areas, gazebos, amenity center, field house, parks, park equipment and sidewalks. The estimated annual amount for these services are based upon contractor proposals

The estimated cost for the following is based upon past history and current hourly rates:

- All common area, easements and park litter clean up
- Lake and outfall inspections and debris removal
- Storm sewer grate inspections and cleaning
- Removal of unauthorized signage and maintenance of community signage
- Trapper for wild hogs
- Traffic/car accident clean up
- Inspection and repairs to all park equipment, playground, picnic table and benches

### Lake Maintenance

The District has a contract with The Lake Doctors to provide monthly water management services and annual carp as needed per the contract, to 25 lakes throughout the District. Contingency represents monthly lake inspections and clean-up of outfall structures and fish barriers. The amount is based upon the following:

Description	Monthly	Annual
Lake Maintenance Contract	\$ 1,893	\$ 22,716
Stocking of Carp	\$ 283	\$ 3,400
Contingency	\$ 167	\$ 2,000
<b>Total</b>	<b>\$ 2,343</b>	<b>\$ 28,116</b>

**Double Branch**  
**Community Development District**  
RECREATION BUDGET  
FISCAL YEAR 2021

*Landscape Reserve*

Represents additional mulch and storm replacement and clean up district may incur. Plant replacements outside of contract, new plantings, and projects that become necessary due to changes in use, etc. and tree preservation and/or removal.

*Capital Reserve*

Money set aside for future replacements of capital related items and operating capital.

*Repairs & Replacement*

Regular maintenance and replacement that includes, but is not limited to, pool pumps, filters, air conditioning repairs facility lighting/electrical, or any replacement of District infrastructure. Also covers miscellaneous repairs around the District for the FY.

*General Reserve*

Provision for general repairs and replacements based upon detailed study of District assets.

**Recreation Facility:**

*Amenity Staff*

Direct cost to provide lifeguard/pool attendant services from District employees during the operational season of the swimming pool, which is from Mid-March through October. Also covers front desk personnel at the Fitness Center.

*Refuse Service*

The District has contracted with Advanced Disposal for refuse removal service twice weekly.

*Telephone*

The Amenity Center currently pays AT&T for three phone lines and one fax line. The amounts are based upon the following:

Description	Monthly	Annual
AT&T	\$ 80	\$ 960
RingCentral	\$ 97	\$ 1,160
Contingency	\$ 289	\$ 3,472
Total	\$ 466	\$ 5,592

**Double Branch**  
**Community Development District**  
 RECREATION BUDGET  
 FISCAL YEAR 2021

**Electric**

Cost of electric associated with the Recreation facility and Fitness Center provided by Clay Electric:

<b>Account Number</b>	<b>Description</b>	<b>Monthly</b>	<b>Annual</b>
5217088	370 Oakleaf Village Pkwy	\$ 2,450	\$ 29,400
8763369	382 Oakleaf Village Pkwy	\$ 500	\$ 6,000
	Contingency	\$ 383	\$ 4,600
<b>Total</b>		<b>\$ 3,333</b>	<b>\$ 40,000</b>

**Cable/Internet**

Cost of cable and internet access for the Recreation Facility from Comcast.

<b>Account Number</b>	<b>Description</b>	<b>Monthly</b>	<b>Annual</b>
8495 7414 4108 3370	Comcast	\$ 282	\$ 3,387
8495 7414 4100 9267	Comcast- Fitness	\$ 288	\$ 3,450
	Contingency	\$ 457	\$ 5,482
<b>Total</b>		<b>\$ 1,027</b>	<b>\$ 12,319</b>

**Pool Maintenance**

The District currently has a contract with Poolsure to supply chemicals and chemical feeders for the Amenity Center pools. The District is contracted with RMS for the cleaning, water testing, and treatment of the Amenity Center pools. During summer months, district employees will help with basic poolside cleaning such as brushing, skimming, and tile cleaning. Additionally, GMS staff handles the annual maintenance projects on the pool and deck features. The amount is based upon the following:

<b>Description</b>	<b>Monthly</b>	<b>Annual</b>
Pool Maintenance Contract	\$ 1,500	\$ 18,000
Fuel Surcharge	\$ 42	\$ 500
Pool Chemical Contract	\$ 2,083.33	\$ 25,000
Slide Maintenance/Waxing	\$ 208	\$ 2,500
Spray ground/Furniture Cleaning	\$ 250	\$ 3,000
Preseason Filter clean and Prep	\$ 83	\$ 1,000
<b>Total</b>	<b>\$ 4,167</b>	<b>\$ 50,000</b>

# Double Branch

## Community Development District

RECREATION BUDGET  
FISCAL YEAR 2021

### Water /Sewer/Reclaim

Cost of water / sewer from JEA (acct # 7616920495) associated with the Recreation Facility and Reclaimed Water from Clay County Utility Authority.

Account Number	Description	Monthly	Annual
76832466	370 Oakleaf Village Parkway - Water	\$ 596	\$ 7,154
76832466	370 Oakleaf Village Parkway - Sewer	\$ 373	\$ 4,474
80532813	370 Oakleaf Village Parkway - Pool	\$ 1,070	\$ 12,840
Fire Sprinkler	371 Oakleaf Village Parkway - Sprinkle	\$ 42	\$ 504
	<b>Total JEA</b>	<b>\$ 2,081</b>	<b>\$ 24,972</b>
201224	566-1 Oakleaf Village Parkway	\$ 600	\$ 7,200
191992	716-1 Wakemont Drive Reclaim	\$ 150	\$ 1,800
206121	3178-1 Wandering Oaks Drive	\$ 32	\$ 378
206125	1505-1 Canopy Oaks Drive R	\$ 32	\$ 378
206136	1591-1 Canopy Oaks Drive R	\$ 500	\$ 6,000
206376	3701-1 Thousand Oaks Drive	\$ 29	\$ 349
206379	3713-1 Thousand Oaks Drive	\$ 92	\$ 1,106
206380	1940-1 Woodworth Drive Reclaim	\$ 30	\$ 359
206381	3659-1 Thousand Oaks Drive	\$ 36	\$ 437
207243	603-1 Waterford Oaks Drive	\$ 22	\$ 265
238253	1422-1 Bitterberry Drive Reclaim	\$ 29	\$ 350
238254	1206-1 Bedrock Drive Reclaim	\$ 24	\$ 286
	<b>Total CCUA</b>	<b>\$ 1,576</b>	<b>\$ 18,908</b>
	Contingency	\$ 343	\$ 4,120
<b>Total</b>		<b>\$ 4,000</b>	<b>\$ 48,000</b>

### Facility Maintenance – General

Represents estimated cost for general maintenance throughout the District based upon historical cost.

### Facility Maintenance - Preventative

Cost of routine repairs and general maintenance contracts for District Facilities.

Vendor	Description	Annual
S.E. Fitness	Bi-Monthly Service	\$ 1,160
Paula's Pest Control	Quarterly Service	\$ 620
Certified Air Contractors	Bi-Monthly Service	\$ 1,290
Jacksonville Sound & Communication	Alarm System Inspection	\$ 744
Cintas	Sprinklers & Extinguishers	\$ 1,073
Termite Bond	Preventative	\$ 730
Contingency		\$ 7,500
<b>Total</b>		<b>\$ 13,117</b>

**Double Branch**  
**Community Development District**  
RECREATION BUDGET  
FISCAL YEAR 2021

*Facility Maintenance – Contingency*

Represents estimated amount based upon historical cost for fence repairs, graffiti clean-up, signage repairs, wall cap replacements and damaged park equipment

*Lighting Repairs*

Cost for fixtures, bulbs and ballast replacement, and electrician labor based on past history.

*Special Events*

Monthly events and organized functions the Amenity Center Director provides for all residents of Oakleaf Plantation.

*Office Supplies and Equipment*

Office supplies for the Amenity Center. Lease agreement with Cannon (\$150/month) \$1800 annually.

*Janitorial Services*

The District has contracted with Riverside Management to provide janitorial services, and scheduled carpet cleanings to the District. Janitorial Services shall be provided seven days per week and carpets will be cleaned 9xs a year unless otherwise needed. Supplies will be purchased directly from First Coast Choice Cleaning Supplies. The amount is based upon the following:

Description	Monthly	Annual
Janitorial Contract	\$ 4,251	\$ 51,012
Supplies	\$ 500	\$ 6,000
Mat Cleaning- Fitness Room	\$ 200	\$ 2,400
<b>Total</b>	<b>\$ 4,951</b>	<b>\$ 59,412</b>

*Recreation Passes*

Entry cards are issued to all CDD residents for facility access. Recreation passes includes the cards, ribbon, cleaner, guest cards and repairs to card printers, etc.

*Repairs & Replacement*

Regular maintenance and replacement that includes, but is not limited to, pool pumps, filters, air conditioning repairs facility lighting/electrical, or any replacement of District infrastructure.



**Double Branch**  
**Community Development District**  
RECREATION BUDGET  
FISCAL YEAR 2021

*Pump Reserve*

For pump replacement as needed.

*Pool Leak Repairs*

Estimated structural repairs for leaks in pool structure.

*Multiuse Fields*

Cost of maintaining field and repairs, landscape maintenance, and renovations.

# Double Branch

Community Development District

Debt Service Fund  
Series 2013A-1 and A-2

Description	Adopted Budget FY 2020	Actual YTD 4/30/20	Projected Next 5 Months	Total Projected FY 2020	Proposed Budget FY 2021
<b>Revenues</b>					
Carry Forward Surplus	\$516,591	\$532,024	\$0	\$532,024	\$549,518
Special Assessments	\$1,962,561	\$1,926,969	\$17,354	\$1,944,323	\$1,962,561
Interest Income	\$10,000	\$18,213	\$8,000	\$26,213	\$10,000
<b>Total Revenues</b>	<b>\$2,489,152</b>	<b>\$2,477,206</b>	<b>\$25,354</b>	<b>\$2,502,560</b>	<b>\$2,522,079</b>
<b>Expenditures</b>					
<b>Series 2013A-1</b>					
Interest 11/1	\$384,252	\$384,252	\$0	\$384,252	\$369,552
Interest 5/1	\$384,252	\$0	\$384,252	\$384,252	\$369,552
Principal 5/1	\$980,000	\$0	\$980,000	\$980,000	\$1,015,000
<b>Series 2013A-2</b>					
Interest 11/1	\$54,913	\$54,913	\$0	\$54,913	\$52,181
Prepayment Call Due 11/1	\$0	\$10,000	\$0	\$10,000	\$0
Interest 5/1	\$54,913	\$0	\$54,625	\$54,625	\$52,181
Principal 5/1	\$85,000	\$0	\$80,000	\$80,000	\$85,000
Prepayment Call Due 5/1	\$0	\$0	\$5,000	\$5,000	\$0
<b>Total Expenses</b>	<b>\$1,943,329</b>	<b>\$449,164</b>	<b>\$1,503,877</b>	<b>\$1,953,042</b>	<b>\$1,943,466</b>
<b>EXCESS REVENUES / (EXPENDITURES)</b>	<b>\$545,823</b>	<b>\$2,028,041</b>	<b>(1,478,523)</b>	<b>\$549,518</b>	<b>\$578,613</b>

Interest November 1, 2021

Series 2013A-1	\$ 353,312
Series 2013A-2	\$ 49,738
<b>Total</b>	<b>\$ 403,049</b>

Unit Type	Units	Per Unit Assessment	Gross Assessment
Single Family	2,205	\$ 878	\$ 1,935,792
Multi-Family	276	\$ 605	\$ 167,115
Total Gross Assessment			\$ 2,102,907
Less: Discounts and Collections (6%)			\$ 140,346
Total Net Assessment			<u>1,962,561</u>

# Double Branch

## Amortization Schedule

Community Development District

Series 2013A-1 Special Assessment Refunding Bonds

DATE	BOND BALANCE	PRINCIPAL	COUPON	INTEREST	ANNUAL DEBT SERVICE
11/1/20				369,551.88	1,733,803.76
5/1/21	18,450,000	1,015,000	3.20%	369,551.88	
11/1/21				353,311.88	1,737,863.76
5/1/22	17,435,000	1,045,000	3.40%	353,311.88	
11/1/22				335,546.88	1,733,858.76
5/1/23	16,390,000	1,085,000	3.63%	335,546.88	
11/1/23				315,881.25	1,736,428.13
5/1/24	15,305,000	1,125,000	3.75%	315,881.25	
11/1/24				294,787.50	1,735,668.75
5/1/25	14,180,000	1,170,000	4.00%	294,787.50	
11/1/25				271,387.50	1,736,175.00
5/1/26	13,010,000	1,220,000	4.13%	271,387.50	
11/1/26				246,225.00	1,737,612.50
5/1/27	11,790,000	1,270,000	4.13%	246,225.00	
11/1/27				220,031.25	1,736,256.25
5/1/28	10,520,000	1,320,000	4.13%	220,031.25	
11/1/28				192,806.25	1,732,837.50
5/1/29	9,200,000	1,380,000	4.13%	192,806.25	
11/1/29				164,343.75	1,737,150.00
5/1/30	7,820,000	1,435,000	4.13%	164,343.75	
11/1/30				134,746.88	1,734,090.63
5/1/31	6,385,000	1,495,000	4.13%	134,746.88	
11/1/31				103,912.50	1,733,659.38
5/1/32	4,890,000	1,560,000	4.25%	103,912.50	
11/1/32				70,762.50	1,734,675.00
5/1/33	3,330,000	1,630,000	4.25%	70,762.50	
11/1/33				36,125.00	1,736,887.50
5/1/34	1,700,000	1,700,000	4.25%	36,125.00	
11/1/34					1,736,125.00
<b>TOTAL</b>		<b>\$ 18,450,000</b>		<b>\$ 6,218,840</b>	<b>\$ 26,033,092</b>

# Double Branch

## Amortization Schedule

Community Development District

Series 2013A-2 Special Assessment Refunding Bonds

DATE	BOND BALANCE	PRINCIPAL	COUPON	INTEREST	ANNUAL DEBT SERVICE
11/1/20			5.75%	52,181.25	52,181.25
5/1/21	1,815,000	85,000	5.75%	52,181.25	
11/1/21			5.75%	49,737.50	186,918.75
5/1/22	1,730,000	90,000	5.75%	49,737.50	
11/1/22			5.75%	47,150.00	186,887.50
5/1/23	1,640,000	95,000	5.75%	47,150.00	
11/1/23			5.75%	44,418.75	186,568.75
5/1/24	1,545,000	105,000	5.75%	44,418.75	
11/1/24			5.75%	41,400.00	190,818.75
5/1/25	1,440,000	110,000	5.75%	41,400.00	
11/1/25			5.75%	38,237.50	189,637.50
5/1/26	1,330,000	115,000	5.75%	38,237.50	
11/1/26			5.75%	34,931.25	188,168.75
5/1/27	1,215,000	125,000	5.75%	34,931.25	
11/1/27			5.75%	31,337.50	191,268.75
5/1/28	1,090,000	130,000	5.75%	31,337.50	
11/1/28			5.75%	27,600.00	188,937.50
5/1/29	960,000	135,000	5.75%	27,600.00	
11/1/29			5.75%	23,718.75	186,318.75
5/1/30	825,000	145,000	5.75%	23,718.75	
11/1/30			5.75%	19,550.00	188,268.75
5/1/31	680,000	155,000	5.75%	19,550.00	
11/1/31			5.75%	15,093.75	189,643.75
5/1/32	525,000	165,000	5.75%	15,093.75	
11/1/32			5.75%	10,350.00	190,443.75
5/1/33	360,000	175,000	5.75%	10,350.00	
11/1/33			5.75%	5,318.75	190,668.75
5/1/34	185,000	185,000	5.75%	5,318.75	
11/1/34					190,318.75
<b>TOTAL</b>		<b>\$ 1,815,000</b>		<b>\$ 882,050</b>	<b>\$ 2,697,050</b>

**Double Branch CDD**  
**Percentage Allocation of O&M Assessments**

	Single Family	Multi-Family	Village Center Retail	Village Center Office	Active Adult	Total
General Fund	89.85%	8.30%	0.61%	1.24%	0.00%	100.00%
Facility Administration	89.85%	8.30%	0.61%	1.24%	0.00%	100.00%
Common Area	89.85%	8.30%	0.61%	1.24%	0.00%	100.00%
Recreation Facilities	91.70%	8.30%	0.00%	0.00%	0.00%	100.00%

<b>Description</b>	<b>Total Expenses</b>
General Fund	\$178,185
Facility Administration	\$252,737
Common Area	\$792,294
Recreation Facilities	\$495,604
Total	<u><u>\$1,718,820</u></u>

	Single Family	Multi-Family	Village Center Retail	Village Center Office	Active Adult	Total
General Fund	\$160,099	\$14,789	\$1,087	\$2,209	\$0	\$178,185
Facility Administration	\$227,085	\$20,977	\$1,542	\$3,134	\$0	\$252,737
Common Area	\$711,876	\$65,760	\$4,833	\$9,824	\$0	\$792,294
Recreation Facilities	\$454,469	\$41,135	\$0	\$0	\$0	\$495,604
Total Expenses	\$1,553,529	\$142,662	\$7,462	\$15,168	\$0	\$1,718,820
Allocation - Other Revenues	<u>(67,529)</u>	<u>(6,542)</u>	<u>(539)</u>	<u>(1,390)</u>	0	<u>(76,000)</u>
Net Assessments After Allocation	\$1,486,000	\$136,121	\$6,922	\$13,778	\$0	\$1,642,821
Discounts and Collections (6%)	\$94,851	\$8,689	\$442	\$879	\$0	\$104,861
Gross Assessment	<u><u>\$1,580,851</u></u>	<u><u>\$144,809</u></u>	<u><u>\$7,364</u></u>	<u><u>\$14,657</u></u>	<u><u>\$0</u></u>	<u><u>\$1,747,682</u></u>

# of Units	2,205	276	8,000	35,000
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Per Unit Assessment FY 2021	<u><u>\$716.94</u></u>	<u><u>\$524.67</u></u>	<u><u>\$0.92</u></u>	<u><u>\$0.42</u></u>
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Per Unit Assesment FY 2020	<u><u>\$718.75</u></u>	<u><u>\$515.33</u></u>	<u><u>\$0.90</u></u>	<u><u>\$0.41</u></u>
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Percentage Increase(Decrease)	0%	2%	2%	2%
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# Double Branch

Community Development District

Capital Reserve Fund

Description	Adopted Budget FY 2020	Actual YTD 4/30/20	Projected Next 5 Months	Total Projected FY 2020	Proposed Budget FY 2021
<b>REVENUES:</b>					
Beginning Fund Balance	\$1,147,970	\$1,148,005	\$0	\$1,148,005	\$1,238,545
Interest Income	\$1,000	\$6,820	\$2,500	\$9,320	\$1,000
Transfer In - Landscape Reserve	\$30,000	\$0	\$30,000	\$30,000	\$30,000
Transfer In - Capital Reserve	\$15,565	\$0	\$15,565	\$15,565	\$15,565
Transfer In - Pool Pump Reserve	\$6,500	\$0	\$6,500	\$6,500	\$6,500
Transfer In - General Reserve	\$26,759	\$0	\$26,759	\$26,759	\$26,759
Transfer In - General Fund Reserve	\$12,998	\$0	\$12,998	\$12,998	\$12,204
<b>TOTAL REVENUES</b>	<b>\$1,240,792</b>	<b>\$1,154,825</b>	<b>\$94,322</b>	<b>\$1,249,147</b>	<b>\$1,330,573</b>
<b>EXPENDITURES:</b>					
Other Current Charges	\$0	\$0	\$0	\$0	\$0
Landscape Reserve	\$0	\$0	\$0	\$0	\$0
Capital Projects	\$0	\$10,602	\$0	\$10,602	\$0
Pool Pump Reserve	\$0	\$0	\$0	\$0	\$0
General Reserve	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$10,602</b>	<b>\$0</b>	<b>\$10,602</b>	<b>\$0</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$1,240,792</b>	<b>\$1,144,223</b>	<b>\$94,322</b>	<b>\$1,238,545</b>	<b>\$1,330,573</b>

# Double Branch Community Development District

## Exhibit "A"

### Allocation of Operating Reserves

#### Estimated Funds Available

General Fund - Beginning Fund Balance - 10/1/19	\$ 116,005
Recreation Fund - Beginning Fund Balance - 10/1/19	\$ 738,820
Estimated General Excess Revenues - Fiscal Year 2020	\$ 26,090
Estimated Recreation Excess Revenues- Fiscal Year 2020	\$ 86,504
Total Estimated Operating Funds Available - 9/30/2020	<u>\$ 967,418</u>

#### Allocation of Funds Available

General Fund Operating Reserve - First Quarter Operating Capital	\$ 44,546
Recreation Fund Operating Reserve - First Quarter Operating Capital	<u>\$ 385,159</u>
Total Reserve	<u>\$ 429,705</u>
Total Working Capital Surplus	<u>\$ 537,713</u>

Capital Reserve- Beginning Fund Balance - 10/1/19	\$ 1,148,005
Projected Capital Excess Revenues - Fiscal Year 2020	<u>\$ 90,540</u>
Total Estimated Reserve Funds Available - 9/30/20	<u>\$ 1,238,545</u>

Landscape Reserve	\$ 30,000
Capital Projects Reserve	\$ 15,565
Pool Pump Reserve at	\$ 6,500
General Reserve	\$ 26,759
General Fund Reserve	<u>\$ 12,204</u>
Total Funding FY 2021	<u>\$ 91,028</u>

Total Estimate Reserve Fund Balances - 9/30/21	<u>\$ 1,329,573</u>
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## *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](mailto:manager@oakleafresidents.com)

## **Memorandum**

**Date:** June 2020

**To:** Board of Supervisors

**From:** GMS – OakLeaf Operations Manager

### **Community:**

#### **Special Events**

- Event reports –Tennis camp, Summer swim team
- Current re-opening status and future planning
- Card appointments – DB total 123, total for Oakleaf - 246

#### **Aquatics**

- Pools – operating without issue, no capacity concerns thus far
- Lifeguarding classes – 1 completed

#### **Rentals**

- Emails/communications have been made to cancel June and July events.
- Holding onto August bookings for possible gathering at limited capacities

### **Operations:**

#### **MAINTENANCE**

- Updated of Playground repair / replacement
- Meeting for new bids – concrete pad work to be completed by K&B
- Fence post installs at storage areas
- program / prepare of Treadmills at fitness center for re-opening
- meet with rep for future custom work on “specialized” playgrounds
- Cleaning and repair of lifeguard break room
- Prep work for door install at break room (removal of garage door)
- Drain and clean slide pool , inspect for leak
- Repair leak in slide pool, replace ground and paver surround
- Inspect and repair electrical for exhaust fans at pool bathrooms
- Install decorative fans at fieldhouse bathrooms
- Inspect electric for repair of exhaust fans in fieldhouse bathrooms
- Sign painting at brick columns and walls
- Finalize gate install at rental area (club room rear veranda)
- Lock re-keying at check in desk at Pool
- Cut backing for replacement signs – ongoing
- Inspection of multiple areas of tree concerns from residents

## **Double Branch Community Development District (CDD)**

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285; [manager@oakleafresidents.com](mailto:manager@oakleafresidents.com)

### **Memorandum**

#### **MAINTENANCE (continued)**

- Repotting multiple hanging baskets and plantings
- Cleaner wax on slide finish
- Prime waterfall due to power outages
- Data collection for Florida Department of Labor
- Coordination for required fire inspection repairs (5 year inspections, and multiple small gauges)
- *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 5/9. Nature's Hammock, Fall Creek, The Oaks, Cannon's Point, Pebble Creek, Silver Leaf, Oakbrook, and The Cottages completed 5/21.*

#### **Landscaping**

- *Planning for column improvements*
- *Mulch installs at parks and playgrounds*
- *Monthly report for May submitted and filed at Operations office*

**For questions, comments, or clarification, please contact:**

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

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

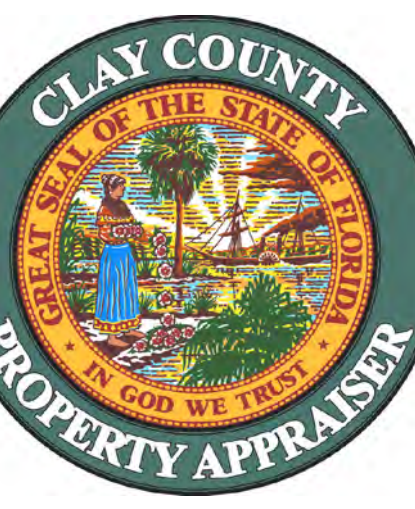






THE HONORABLE ROGER A. SUGGS, CFA, AAS  
CLAY COUNTY PROPERTY APPRAISER  
State-Certified General Real Estate Appraiser RZ2771

# Double Branch CDD 2013 Clay County, Florida



GENERATED BY THE GIS DEPARTMENT 05/29/2013  
This graphic representation of ownership does not constitute a  
information available for use in the Property Appraisers Office. This  
office does not assume responsibility for errors or omissions.

	Boundary
	Parcel Line Work
	930000.00
	930001.00
	930002.00
	930372.01
	930372.02
	930372.03
	930372.04
	930373.00
	930373.01
	930373.02
	930373.03
	930373.04
	930373.05
	930373.06
	930373.11
	930373.21
	930374.01
	930374.10
	930375.01
	930375.10
	930400.01