

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

***MARCH 8, 2021***

## *AGENDA*

# **Double Branch Community Development District**

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

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March 1, 2021

Board of Supervisors  
Double Branch Community Development District  
**Staff Call In #: 1-800-264-8432 Code 182247**

Dear Board Members:

The Double Branch Community Development District Board of Supervisors Meeting is scheduled for **Monday, March 8, 2021 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 (limited to three minutes)
- III. Approval of Consent Agenda
  - A. Approval of the Minutes of the February 8, 2021 Meeting
  - B. Financial Statements
  - C. Assessment Receipts Schedule
  - D. Check Register
- IV. Ratification of E-Verify Memorandum of Understanding
- V. Staff Reports
  - A. District Counsel
  - B. District Engineer
  - C. District Manager
  - D. Operations Manager – Memorandum
- VI. Audience Comments (limited to three minutes) / Supervisors' Requests

VII. Next Scheduled Meeting – April 12, 2021 @ 4:00 p.m. at the Plantation Oaks  
Amenity Center

VIII. Official Grievance - Mr. Salem

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, February 8, 2021 at 6:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

Present and constituting a quorum were:

Cindy Nelsen	Chairperson
Chad Davis	Vice Chairman
Scott Thomas	Supervisor
Tom Horton	Supervisor
Andre Lanier	Supervisor

Also present were:

Jim Perry	District Manager
Michael Eckert	District Counsel
Jay Soriano	Operations Manager - GMS
Chalon Suchsland	VerdeGo
Abdullah Salam	
Two Residents	

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Perry called the meeting to order at 6:00 p.m.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There being no comments, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of Consent Agenda**

- A. Approval of the Minutes of the January 11, 2021 Meeting**
- B. Financial Statements**
- C. Assessment Receipt Schedule**
- D. Check Register**

Mr. Perry stated on page 26 there is a blank where the transcriptionist couldn't make out what was said. Inserted in there should be "bubblers". It was related to the pump. Included are the financial statements as of December 31, 2020. Your assessments are 96% collected.

Mr. Thomas stated on page 5 it says Mr. Shane Willis. That's actually Shannon Willits.

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

**FOURTH ORDER OF BUSINESS****Consideration of Resolution 2021-04,  
Adopting Prompt Payment Policies**

Mr. Eckert stated in doing some due diligence and going through your records I noticed you have not adopted prompt payment policies and procedures. You're already subject to the Prompt Payment Act under Florida Law, which is applicable to all local governments. You have to pay your vendors within a certain amount of time, and you have to give them fair notice if you dispute a bill and there are some rights that you have and some rights that they have. The statute gives local governments a little bit of leeway in terms of determining what flexibility you have in dealing with payment disputes and dealing with vendors who have not provided you with a proper invoice. All this does is build in that flexibility the statute allows and protects the district in the event we had a payment dispute with a vendor.

On MOTION by Ms. Nelsen seconded by Mr. Horton with all in favor Resolution 2021-04 adopting prompt payment policies was approved.

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

There being nothing to report, the next item followed.

**B. District Engineer**

There being nothing to report, the next item followed.

**C. District Manager**

There being nothing to report, the next item followed.

**D. Operations Manager - Memorandum**

Mr. Soriano stated I dropped off the tentative schedules for you for the pool and events. In years past our schedule and planning for events has stayed the same. Those may have slightly changed as far as going towards more movies on the green so people will feel



comfortable so if you look on there I have about six movies planned as of right now. We also threw in another virtual fun run event for the spring and of course spring break is the second week in March. Starting with spring break we will have lifeguards at the pool. The pool schedule follows the same schedule we've had for the last several years. This has been pretty well accepted by the residents and they know why we do certain things like the alternating days when they're in school for usage and lifeguards during certain hours. I do have a couple things I wanted to mention on the events calendar. It's not on the pool hours yet but I've gotten a lot of requests for later nights at the pools during the summer. I don't think it's really needed. I don't think there would be a lot of usage and we're limited. In July we can stay open until about 9:00 or 9:30 because dusk is not officially until 9:00. I was looking at possibly starting the week after July and going until the kids go back to school, which is the second or third week in August so it's only about four weeks where we could do late Friday and Saturday nights. I want to make sure with the aquatic staff, mostly Susie with scheduling, that this is something we can do and then we may try that this year. The only other thing I have on the schedule is a quick discussion on the beginning of April. Typically, we do weekends in April. Every once in a while, we get that Easter holiday on the very first weekend and we have been closed in the past. Sometimes that brings complaints because it's that first weekend in April and people are ready to get to the pool. We tend to close for big holidays and Easter is one we have closed for in the past. At times where it falls later in April, we have been open so it's hard to tell residents it's always closed for Easter because we aren't, but I have done that for that first weekend the last time it fell this time of year. I wanted to get your thoughts and get a little direction. Your sister district decided to keep the pools closed, but we can operate separately.

Mr. Davis stated I don't have a dog in the fight so I'm good either way.

Ms. Nelsen stated me too.

Mr. Soriano stated for most other holidays we're open such as Memorial Day and Labor Day since they're recreational-type holidays. It being the first weekend, I don't see a problem staying closed to allow staff their family time too. I will bring this back to you one more time. Our meeting next month occurs before the beginning of all this so I will finalize it and take that out.

Mr. Lanier asked so you're planning on being closed?

Mr. Soriano responded yes.

Mr. Soriano continued. I do have one item for you that we put off last month and that is consideration for the Easter vendor fair. We are getting to the point where she's got to be able to advertise for her event. I can let you know that she was approached by Rob to possibly use their parking lot. She would have to get permission from all of the stores there, but that would give her a place to go.

Mr. Horton stated it's not very big.

Mr. Soriano stated it is not and I don't know that all those stores would agree. I thought that was a lot he was offering before talking to the rest of them. I told her it was a good idea to keep that in your planning just in case we don't know what we're going to do here yet, but I told her she would have to wait until at least this month.

Mr. Horton stated it hasn't gone away yet. It's still with us, so I'm still not crazy about having crowds out there. I know they can be a little spread out, but it's something that's not necessary. Is it something the community is going to get a lot out of or is just something she can make money off of? I don't think it's that important. We could wait until fall maybe. The numbers are getting better, but I think fall is still a good time to shoot for.

Mr. Lanier stated I personally think it's important for the community, but does that safety override the event?

Ms. Nelsen stated I'm indifferent.

Mr. Davis stated I don't see a problem with it.

Mr. Thomas stated I kind of liked it. The participation is there, but I also err on the side of caution right now due to the fact that this thing is still out there and we did discuss the legal aspect of it. Would we have responsibility if someone were to catch the virus if we gave them permission?

Mr. Eckert responded no, what I would recommend is we make sure whoever is having it posts the appropriate signage that most businesses and local governments are posting when they have an event like that and then I think that's something your insurance company has recommended as well as a best practice, but the case law hasn't really developed that much on that issue yet. I don't have a concern if you have the event with appropriate signage. There are events like that going on such as the farmer's market at the St. Augustine amphitheater and there is signage and masks.

Mr. Soriano stated before we get too far into it, that goes along with our discussion of when we open up that room. I hate to get to the point where we tell her no, but then we say we're going to open up the room for rental. It may be a small party, but now you're in a room. Those two should go together in the decision-making process whether we say yes to both or no to both.

Mr. Horton stated the club room to me is more problematic.

Mr. Soriano stated that makes it easier then if we're going to keep the club room closed then it helps defend that we just don't want to get into anything right now.

Mr. Horton stated another consideration was if you were to have that and it's a beautiful day and a bunch of people showed up, including the local TV stations and they may or may not have a lot of masks on that would make us responsible that we allowed it to happen.

Mr. Davis stated in my opinion it's been a year now almost. If everyone is not aware to take the necessary precautions when you see it all over the news and everywhere else and you don't wear a mask and stay six feet away from somebody, especially if there is signage up, that's not on us.

Mr. Horton stated it's just the moral responsibility, I think. If someone is not wearing a mask and they're spreading it, even if you've got a mask on you still have a potential to get it.

Mr. Davis stated right, so you wear a mask yourself. We're not canceling soccer games and football games and stuff like that.

Mr. Horton stated at least that's not as many.

Mr. Davis stated nobody may show up, we don't know.

Mr. Lanier stated I understand the concerns but I'm kind of leaning toward what you guys are thinking that if we don't have the liability and the farmers market is opening.

Mr. Thomas stated it's a tough call and I see both sides of it. Would holding it off another four or five months actually be a bad thing, because we're still thinking of offering it in the fall.

Mr. Horton stated I think fall could be a safe time to do it.

Mr. Thomas stated I also see that it's something that's been in our community and I myself have benefitted from it and it's nice to get out and we're talking April, when people already have a little bit of cabin fever and want to get out and about and if all these other things

are open, then you have to be an adult and make the appropriate choices. If the signage and the insurance companies say all of this is acceptable, then I would be okay with it.

Mr. Soriano stated I do need some kind of direction because I need to tell her. As far as the room, if you want to do something different that can be something we discuss every month still. There's no need for definite action but for her I need to be able to tell her something so she can start planning.

Mr. Thomas stated as far as the room, that's a no.

Ms. Nelsen stated we can hold off on that.

Mr. Horton stated I'm still a firm no on having the vendor fair here too.

Mr. Davis stated I'm fine with the outdoor event.

Mr. Lanier stated I'm fine with the outdoor event although I understand the concerns.

Mr. Eckert stated if the majority of the Board is giving you direction then you can do that, it doesn't have to be a motion.

Mr. Soriano stated I will speak with her and of course I'll speak to her about making sure we have the necessary things in place. She was planning that before when it was canceled, and she did a good job with the one here in November.

Mr. Soriano continued there is a special request. I was contacted by a potential eagle scout. She is from one of the only all girl troops here and she would like to do a black box for retired flags. I really like the idea. They would have somebody that comes out and checks the box every month or every other month and take them to do the ceremony. Hopefully we won't have issues with people wanting to steal old, tattered flags. She hasn't given me a spot yet, she just wanted to ask if it was okay. I did have concerns if we start building too many boxes, but I do like this idea and I think it's something that could easily go out in other areas.

Mr. Thomas stated I would definitely be okay with that.

Mr. Davis asked you don't have a specified number of boxes or locations at this point?

Mr. Soriano responded she's just going to do this one but I'm sure we're going to hear from them the same we did with the lending library. I already spoke to your sister district in case she wants to put it here.

Mr. Soriano stated now moving on to the maintenance side, I do have a couple items for you. I have an encroachment issue that I want to talk about really quick. This is a property at the end of Highland Mill, and this was reported to us by the HOA. His concern was whose

problem is it to take care of it. The highlighted area is the homeowner's area. The other highlighted line going out to the side is a fence that was installed on our property. The current owner has only been there since 2018 but looking at it, it's been there longer so I believe it was the original owner. I didn't get a chance to speak to the people that live there, however the next-door neighbors were there and the original owners were there back in 2005 and they had actually requested to take care of the area themselves so that's where we stopped doing that cul-de-sac. At the moment, that's fine but we haven't been back there to see this. They planted some trees and put in a vinyl fence and like I said, they've kind of taken over that section so my concern going forward is making sure they know. In talking to the HOA that is one of the rental companies now. We may just need to do a license agreement.

Mr. Eckert stated if you wanted to allow the infrastructure to remain, I would suggest you do a license agreement that basically provides that they have permission to have it there, but that you can revoke that permission at any time as you see fit. It establishes that it's not an adverse possession case because they're not hostile to you, it's an agreement that you all have worked out that you can revoke at any point in time. Typically, in a situation like that, people are coming to ask for permission for that before they've actually done it and in those cases the resident that is asking for permission pays the cost for preparing the license agreement and reimburses the district. This is a little bit different because it's already there, but it's not their fault that it's there so you guys would have to decide whether or not you want to require that resident if they want to keep it there to pay the cost for preparing the license agreement.

Mr. Davis asked which would be what?

Mr. Eckert responded usually around \$500.

Mr. Thomas asked if they did not want the license agreement then we would just go back to taking care of it? Would we take down the final fence then?

Mr. Soriano responded they'd have to take the fence down. We could leave the trees.

Mr. Horton asked they're not taking care of it?

Mr. Soriano responded no it looks good.

Mr. Horton asked what's the problem then?

Mr. Soriano responded the concern now is making sure it's on record. We don't want anything to happen and for some reason there's an argument over our property because that is

CDD property. I can contact the rental company first. They may not realize it and they may say they want to get rid of it.

Mr. Thomas asked is the house currently occupied?

Mr. Soriano responded yes, but I didn't get a chance to talk to the people in the house. I can make contact with the rental company and they may make the decision for us.

Mr. Soriano continued. I have an invoice that is not in your packet here; it will be in next month's packet because I just got it, but I do need to ratify it. It's a little higher than my amount at \$2,800 to remove quite a few trees and three were bordering residential properties. It will be invoice 4638 from VerdeGo.

On MOTION by Mr. Davis seconded by Mr. Horton with all in favor tree removal by VerdeGo in the amount of \$2,800 was approved.

Mr. Soriano stated lastly, this is another item that just came to me the weekend before. I was contacted by a group that runs the concession stand and they're having a problem with the ice machine and they would like us to repair it as part of the usage agreement. In that last usage agreement, I pointed out that they're supposed to take care of those items because they're using them to make money and we don't use them for anything. I did repair it a couple of years ago and I told them then that it was going to be the last time, however they're asking for it now, so I wanted to point that out because I am going to respond to them that we're not going to repair the ice machine anymore. I can set them up with our contractor though to give them a good rate, however the district won't pay for that.

Mr. Lanier asked have we opened up the water fountains yet?

Mr. Soriano responded yes.

Mr. Horton asked how about where we're going to put the extension for the parking lot?

Mr. Soriano responded I was contacted last week to try to work out a schedule even though he originally said it would be end of February or beginning of March so he thinks he's about a month out still so hopefully by the next meeting we will either have a date or the work will have already been started.

Mr. Horton stated there's still a ditch.

Mr. Soriano stated they're not going to fill that in to level it out. They filled in and covered up the pipe farther down, but the asphalt guy is going to have to come in and dig all that up anyway so there's no sense in putting dirt back in to flatten it out.

Mr. Horton asked why did they dig it up in the first place?

Mr. Soriano responded they dig out the ground and level it and then they have to put on probably six inches worth of sub grade there for the asphalt so then they drop a lot of small rock everywhere and then that will come up to the level of the asphalt now.

Mr. Horton asked why the ditch?

Mr. Soriano responded we have a large pipe that was a little shallow so it had to go down further because if we had poured the asphalt and we had a crack in that pipe we would have had to dig the asphalt up and it was just poor placement. It was always designed to go past that, we just didn't finish it, yet we put the main line irrigation right in the back of it.

Mr. Thomas asked you're fencing around the basketball court is finished?

Mr. Soriano responded it's finished. It's a little more impressive and the screening is up so it's kind of private. The fencing at the storage building should be finished up, there's just the two spots next to the building to stop you from walking into the building so once that's complete, I can start throwing stuff in there because it will be locked down.

Mr. Horton asked we're going to complete the fencing in front of it, right?

Mr. Soriano responded yes.

Mr. Thomas stated they replaced the stop sign that I talked to you about, but they put up their stop sign as opposed to on the decorative post.

Mr. Soriano asked is there an empty decorative post there?

Mr. Thomas responded there is and there is a very contractor grade stop sign.

Mr. Soriano stated we can remove the decorative post. Typically, they just drop it off to us if it's decorative because they're not going to attach the sign to our post. When the posts are taken out by car accident or something like that, that's different and we get them to put in theirs, so we know it falls under them. I will find out why they did that.

Mr. Thomas stated to their credit it was less than 24 hours from when I called, and I got a call back saying it was completed.

**SIXTH ORDER OF BUSINESS****Consideration of Trespass of Individual  
from District Property**

Mr. Eckert stated this is an item where a person was trespassed from District property and the person requested to be heard by the Board. As our typical process, I'm going to go ahead and provide you some facts and remind you of what your policies say, and the resident is here and would like to address the Board, so we made this an agenda item rather than handling it under audience comments. The date of the incident that we're talking about is January 10, 2021. The Board has previously been provided with copies of the trespass warrant, copies of policy violation reports, and the witness statement. The Board also has the amenity facility policies that were last revised in 2019. Mr. Salem has been provided with the trespass warrant as well. In terms of the pertinent policies for you to deal with, under parks and playgrounds no profanity is permitted. Also, additional district policies page 8, there will be no pets except for service animals allowed on any district-owned property. I will note that the situation also involved a dog that was not on a leash, which is a violation of Clay County ordinance. We also had under Suspension and Termination of Privileges, exhibits unsatisfactory behavior, fails to abide by rules, regulations and policies established for use of the facilities, treats personnel or employees of the facility in an unreasonable or abusive manner, engages in conduct that is improper or likely to endanger the welfare, safety or reputation of the center or its management and then finally he was asked to leave after the policy violations were noted and he remained in the facilities after being asked to leave by a facility staff member. Finally, inappropriate behavior such as foul or abusive language, or any of the above actions I just stated are never permitted on district land. Your policy also states that for anyone who is issued a trespass warrant their amenity privileges are suspended for two years and the trespass warrant is effective for two years. That's where we're at today. You have the incident report and I'm not going to go through it. At this point in time, you have all of the reports from staff for you to look at. I would ask that the record include the policies regarding the amenity facilities dated July 2019, the policy violation report and witness statement, the trespass warning and the minutes from this meeting. Finally, I would remind the Board that this park is property that is owned by the CDD. A CDD is a public entity, but even as a public entity you do have the ability to adopt rules and policies that govern the use of those facilities and certainly you can govern abusive language or conduct, vulgarity in that park setting, as well as prohibit animals except for service animals from being at those facilities. I would ask you to focus on those



violations and at this point in time I'd be happy to answer any questions, but if the Board doesn't have any questions then I would defer to the resident for five minutes to say what he wants to say to the Board and then we will go from there. We will have a recommendation after we hear from the resident.

Mr. Salem stated I've asked the question of whether the property was public or not since day one. Let me start with the planning coordinator approached me out of nowhere asking for a resident ID card. Are you required to have a resident ID card to have access to the park?

Mr. Davis responded yes you are.

Mr. Salem asked you are required to have a resident ID to have access to a public park?

Mr. Eckert responded you are required to have an ID card to access to a CDD-owned property that is there for recreation.

Mr. Salem stated I don't think that's true. I contacted a district manager from another CDD in Tampa and confirmed this. So, either he's telling a lie or you're telling a lie. If this is a public entity, the CDD owns it, but if the CDD is a public entity and owns it, then the public owns it. Yes or no?

Mr. Eckert responded no, the CDD owns it.

Mr. Salem asked and what is the CDD?

Mr. Eckert responded the CDD is a community development district, which is a special purpose unit of local government under Florida Law.

Mr. Salem asked is it a public entity?

Mr. Eckert responded it is a public entity.

Mr. Salem stated so this public entity owns this park. Is it private or public?

Mr. Eckert responded it is a CDD-owned park.

Mr. Salem stated you keep dancing around the question. Is the park public or private?

Mr. Eckert responded the park is owned by the CDD. I'm not going to argue with you. You can go ahead and address the Board.

Mr. Salem stated I just want to the Board to acknowledge one thing. I've asked a very unambiguous, direct objective question.

Mr. Davis stated he answered your question before you started talking. He said we are allowed to enforce rules on this CDD-owned property and one of the rules is you have to have a card on you, point blank, period, the end on that question.

Mr. Salem stated to access the restricted amenities that are fenced in. You can walk from a cul-de-sac into this park. There are no gates and there are no fences. It's a public entity surrounded by public roads. The CDD is public. It is public property. The woman should have never approached me in the first place to ask me about my resident ID card. I've confirmed this. Ultimately, I'm part of the collective that is paying for this CDD Board to pay him, so if he wants to go to court, I'm willing to do this. If it's a public entity and I'm a member of the public, she should have never approached me to begin with about a resident ID card. Everything else that he's talking about, happened as a consequence of this action. Technically you haven't charged me with trespassing yet, but you've engaged the police and you made this a criminal matter. About what? About being in a park. For what? I'm a member of the public. People from Argyle, people from the north side and people from the west side can all access this park whether you want to admit it or not. I'm sure you guys try really hard to convince people that is not the case, but it's absolutely the case. I'm willing to do whatever I have to do to prove it. If we have to go to civil court, then we will go to civil court. Also, I haven't been trespassed here so more important, I've only been to the athletic center one time and I've been here since 2007. I've been here since I was a baby, but as an adult one time and I can't even tell you the last time I've been there. I got a new puppy and yes, she was off the leash for all of 30 seconds that she got away from me. Okay, I'm sorry about that. She's a puppy. The woman didn't even mention the dog until she didn't have anything else to complain about. She approached me about a resident ID card and I simply asked her if I needed a resident ID card to be here and she started making up stuff, so I told I didn't care about any of that stuff she was talking about. If I'm a member of the public and this is public property, then I'm entitled to be here. I do live here, and I do have a resident ID card, it's right here in my pocket. I didn't have it on me that day, but I've got it. How do you trespass someone from your own community and deny them access to your public park? Then you're going to say, because you can. Well, in your policies and procedures it specifically outlines a system of reprimands. She didn't give me an offense. They keep saying I refused to leave. I was on my way out. I was leaving and I was walking to the car when she approached me. I was kind enough to entertain the woman and

find out what she was asking me for. She ignored the other 40 white people in front of me and didn't ask anybody else for their resident ID cards. There's a security guard that works there and he didn't speak to me one time. You've got a venue coordinator that's picking up trash. I wonder what she gets paid an hour. Wouldn't it be cheaper for us the community to hire a janitor? There are four seats on this Board that will be up for election the next election. I have over 20 family members living in this community. There are four people here. If each one of my family members brings 10 people here with them, we can have the board. I also want to know if I am trespassed and this is a public entity and I have business to conduct at the public entity, will I be barred from participating in board meetings? Because I plan on being here for every single one as long as I live here forever. I will be the most participating member of the community there is. All of you guys were talking about this mask thing, like you were going to leave the responsibility up to the general public. You are the CDD board. Take some initiative and have some responsibility. There are old people that live in this neighborhood. He's 100% right. Shame on every single one of you.

Mr. Horton stated you were trespassed because you were belligerent and using profane, foul language at one of our staff members and Mr. Horton was interrupted by Mr. Salem.

Mr. Salem stated after the fact.

Mr. Soriano stated this is not time for you to talk.

Mr. Salem stated sir, I'm a member of the public. If you have rules let me know what they are.

Mr. Eckert stated Mr. Supervisor, if he's not going to listen to you, I'm suggesting that dialogue is probably not going to be productive. Members of the board, if you have questions for each other, or if you have questions for him that's fine, but if you're going to be talked over and talked down to then I think at this point in time you can hear what our recommendation is, and we can move on. We don't need to spend an hour here arguing.

Mr. Davis stated I'd like to hear the recommendation and move on.

Mr. Eckert stated at this point in time, based on the incident and based on what we've heard from our staff in terms of the way our staff was treated and the things that were said, which are not denied here today, they're just said well I did that after I became offended. Our recommendation at this point in time, because it's an automatic suspension for two years, our recommendation would be to reduce that suspension to one year and then after one year if you

don't have any other incidents or violations of the policies or additional trespass, then you would contact the Sheriff's office and ask them to withdraw that trespass warrant after one year. It's within your discretion, but just looking at experiences that we've had we would recommend that you consider going down to one year in terms of the suspension from the amenities.

Mr. Horton stated I'm okay with one year.

Mr. Lanier stated I'd recommend the one-year suspension.

Mr. Davis stated I'm on board as well.

On MOTION by Mr. Davis seconded by Mr. Lanier with all in favor reducing the resident's suspension to one year was approved.

Mr. Eckert stated Mr. Salem, you have the right to file a grievance with the Board. That is in our policies and procedures.

Mr. Salem stated I will exhaust every effort and then I will make it a civil matter. That's what a lawyer would tell me to do.

Mr. Eckert asked and you're familiar with the policies?

Mr. Salem responded according to the manager there are no grievance policies. They wouldn't even field my phone calls for three days. Are you going to email me about this grievance process that suddenly exists?

Mr. Eckert responded I will send you a letter.

## **SEVENTH ORDER OF BUSINESS**

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

#### **Audience Comments**

Mr. Salem stated you won't answer my question as to whether I can attend the meetings. There's no place I can conduct the business other than here. If there was anywhere else I could conduct the business, then maybe, but I know there isn't so yes I can come to these meetings. If you'd like to confirm that you're more than welcome.

#### **Supervisor Requests**

Mr. Horton stated the sprayer for the track; could you speak to that?

Mr. Soriano responded I didn't finalize it because I would like to get better pricing on the paint because there are some areas on the tennis courts and basketball courts that's I'd like to do also. It's the same paint so I'd like to get a good price from the supplier.

Mr. Horton asked the fence at the dog park, are we finished with that now?

Mr. Soriano responded we just finished this last week. We do have to finish the gazebo. The wrap around the gazebo is where your entry will be and like most other dog parks it will have a double door system, so you'll walk into the gazebo with one gate and you'll have your doors to get into either the little dog side or the big dog side, so we do have to wrap that portion, but the outside fence is up. Just to clarify, the railing on the top and all that has to go up.

Mr. Horton asked have you heard anything on the bridge for the walking trail yet?

Mr. Soriano responded no, I can check to see where they're at with manufacturing, but they told us six to eight weeks and that puts us at the end of February or beginning of March.

Mr. Horton stated I attended the neighborhood engagement team meeting via Zoom for the Sheriff's department and out of that came a response that a Sergeant Prior would like to move the substation, which is right up the road here and if you've noticed here lately, they don't use it, and they'd like to move it over to phase one. I thought the Sergeant said he was going to be here but I'm sure he must have had something else come up. I was hoping he could give more detail, but I've mentioned it to Jay since I found out about it to get his feelings for it. I think it's a good idea and I thought also maybe we could move a spot on our parking lot up front where the recreation center is as you come in the main entrance there on the left there are six parking spots, and we could put the trailer there. We would lose six parking spots, but we will gain 28 when we get that parking lot extension so we're not losing a lot and we'd be gaining the presence of the Clay County Sheriff's office on occasion. I just wanted to run that by. I know nothing is firm yet. Jay mentioned one of the things that would be more convenient for the deputies is there's a restroom they could use there. Up here there's not much they can do. I think it would be a good thing. It's convenient for them and it would be good for us to have the presence.

Mr. Thomas asked is there power?

Mr. Soriano responded we can get power pretty easily. I'm not sure what they will need for that.

Mr. Thomas stated I would think no more than 220.

Mr. Soriano stated our box is right there in that corner if we wanted to go that route. That is very convenient. There's a little argument about losing spaces, but I think that's a good spot. There is the benefit we do have to getting it there compared to some other spots but there are other locations we could do also; I thought about the Village Green area, but I like the amenity center because it is that presence there. The look of the trailer is a little rough, but we could do a little work on that too as far as landscaping. I don't know exactly what they will need so if they talk to us and let us know as far as electrical and plumbing. I don't know that they'll need to do much with the plumbing because the amenity center is right there. We're able to program their cards to work all night long if they need to use the bathrooms.

Mr. Davis stated I'm not opposed to it at all, but I would like to hear some more from the Sheriff's office about it if they can make it to the next meeting.

Mr. Thomas asked is there a possible timeline like by the summer?

Mr. Horton responded he seemed excited about getting it done so I guess the sooner we and they can make it happen. I looked at the trailer when I came by and I was thinking it was not as quite as long as it was. I hope it will fit into those six spots because I think that would be a good place for it.

#### **EIGHTH ORDER OF BUSINESS**

#### **Next Scheduled Meeting**

Mr. Perry stated the next scheduled meeting is March 8, 2021 at 4:00 p.m. at this location.

#### **NINTH ORDER OF BUSINESS**

#### **Adjournment**

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

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Secretary/Assistant Secretary

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Chairman/Vice Chairman

*B.*

# Double Branch

## Community Development District

Unaudited Financial Reporting  
January 31, 2021





**DOUBLE BRANCH**  
**Community Development District**  
**Combined Balance Sheet**  
January 31, 2021

	<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	\$71,726	\$145,610	\$319,016	---	---	\$536,351
Petty Cash	---	\$672	---	---	---	\$672
Investments:						
<u>Series 2013A-1</u>						
Revenue	---	---	---	\$2,025,896	---	\$2,025,896
Reserve A1	---	---	---	\$868,933	---	\$868,933
Prepayment	---	---	---	\$144	---	\$144
Acquisition and Construction	---	---	---	---	\$18,597	\$18,597
<u>Series 2013A-2</u>						
Reserve A2	---	---	---	\$95,634	---	\$95,634
<u>Operations</u>						
Custody Account-General Fund Excess	\$19,142	---	---	---	---	\$19,142
Custody Account-Recreation Fund Excess	---	\$951,901	---	---	---	\$951,901
Custody Account-Recreation Fund Reserve	---	---	\$73	---	---	\$73
<u>State Board</u>						
General Fund	\$77,417	---	---	---	---	\$77,417
Recreation	---	\$483,241	---	---	---	\$483,241
Capital Reserve	---	---	\$1,087,524	---	---	\$1,087,524
Due From Capital Reserve Fund	---	\$300	---	---	---	\$300
Due from Other	\$25	\$26	---	---	---	\$51
Electric Deposits	---	\$4,583	---	---	---	\$4,583
<b>TOTAL ASSETS</b>	<b>\$168,310</b>	<b>\$1,586,333</b>	<b>\$1,406,614</b>	<b>\$2,990,607</b>	<b>\$18,597</b>	<b>\$6,170,462</b>
<b>LIABILITIES:</b>						
Accounts Payable	\$3,658	\$21,159	\$1,744	---	---	\$26,562
FICA Payable	\$153	---	---	---	---	\$153
Accrued Expenses	---	\$6,439	---	---	---	\$6,439
Due to Rec Fund	\$0	---	\$300	---	---	\$300
Due to Middle Village	---	\$398	---	---	---	\$398
<b>FUND BALANCES:</b>						
Nonspendable	---	\$4,583	---	---	---	\$4,583
Restricted for Debt Service	---	---	---	\$2,990,607	---	\$2,990,607
Restricted for Capital Projects	---	---	---	---	\$18,597	\$18,597
Assigned	---	\$34,717	\$1,404,570	---	---	\$1,439,287
Unassigned	\$164,499	\$1,519,036	---	---	---	\$1,683,535
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>\$168,310</b>	<b>\$1,586,333</b>	<b>\$1,406,614</b>	<b>\$2,990,607</b>	<b>\$18,597</b>	<b>\$6,170,462</b>

**DOUBLE BRANCH**  
**Community Development District**  
**GENERAL FUND**  
Statement of Revenues & Expenditures  
For The Period Ending January 31, 2021

	AMENDED BUDGET	PRORATED BUDGET THRU 1/31/21	ACTUAL THRU 1/31/21	VARIANCE
Assessment - Tax Roll	\$177,985	\$170,498	\$170,498	\$0
Interest Income	\$200	\$67	\$52	(\$14)
Miscellaneous Income	\$0	\$0	\$0	\$0
<b>TOTAL REVENUES</b>	<b>\$178,185</b>	<b>\$170,565</b>	<b>\$170,551</b>	<b>(\$14)</b>

**EXPENDITURES:**

**Administrative**

Supervisors Fees	\$12,000	\$4,000	\$3,800	\$200
FICA Expense	\$918	\$306	\$291	\$15
Engineering	\$5,000	\$1,667	\$0	\$1,667
Arbitrage	\$700	\$233	\$0	\$233
Dissemination	\$1,333	\$444	\$444	\$0
Assessment Roll	\$8,212	\$8,212	\$8,212	\$0
Attorney	\$42,000	\$14,000	\$6,276	\$7,724
Annual Audit	\$5,900	\$1,967	\$0	\$1,967
Trustee fees	\$8,815	\$3,409	\$3,409	\$0
Management Fees	\$59,963	\$19,988	\$19,988	(\$0)
Information Technology	\$2,142	\$714	\$714	\$0
Telephone	\$290	\$97	\$169	(\$72)
Postage	\$1,900	\$633	\$287	\$346
Printing & Binding	\$3,400	\$1,133	\$565	\$568
Records Storage	\$300	\$100	\$0	\$100
Insurance	\$8,333	\$8,333	\$8,333	\$0
Legal Advertising	\$2,000	\$667	\$600	\$67
Office Supplies	\$350	\$117	\$83	\$33
Website Compliance	\$2,250	\$750	\$799	(\$49)
Dues, Licenses, Subscriptions	\$175	\$175	\$175	\$0
Reserve	\$12,204	\$0	\$0	\$0
Transfer Out	\$90,000	\$90,000	\$90,000	\$0

<b>TOTAL EXPENDITURES</b>	<b>\$268,185</b>	<b>\$156,944</b>	<b>\$144,145</b>	<b>\$12,799</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$90,000)</b>		<b>\$26,406</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$90,000</b>		<b>\$138,093</b>	
<b>FUND BALANCE - Ending</b>	<b>\$0</b>		<b>\$164,499</b>	

**DOUBLE BRANCH**  
**Community Development District**  
**RECREATION AND FACILITIES MAINTENANCE**  
Statement of Revenues & Expenditures  
For The Period Ending January 31, 2021

	AMENDED BUDGET	PRORATED BUDGET THRU 1/31/21	ACTUAL THRU 1/31/21	VARIANCE
<b>REVENUES:</b>				
Maintenance Assessments-Tax Roll	\$1,462,648	\$1,401,125	\$1,401,125	\$0
Interest Income	\$1,000	\$333	\$326	(\$7)
Amenities Revenue	\$33,690	\$11,230	\$784	(\$10,446)
Sports Revenue	\$11,000	\$3,667	\$1,325	(\$2,342)
<b>TOTAL REVENUES</b>	<b>\$1,508,338</b>	<b>\$1,416,355</b>	<b>\$1,403,560</b>	<b>(\$12,795)</b>

**EXPENDITURES:**

**Administrative:**

Management Fees - Onsite	\$178,487	\$59,496	\$59,496	\$0
Insurance	\$68,797	\$68,797	\$72,252	(\$3,455)
Other Current Charges	\$3,818	\$1,273	\$966	\$306
Permit Fees	\$1,635	\$545	\$27	\$518
<b>Total Administrative</b>	<b>\$252,737</b>	<b>\$130,110</b>	<b>\$132,741</b>	<b>(\$2,630)</b>

**Maintenance:**

**Common Area**

Security	\$50,920	\$16,973	\$12,707	\$4,266
Security - Clay County Off-Duty Sheriff	\$43,050	\$14,350	\$12,648	\$1,703
Water - Irrigation	\$9,000	\$3,000	\$2,702	\$298
Irrigation Maintenance	\$4,250	\$1,417	\$0	\$1,417
Streetlighting	\$33,066	\$11,022	\$9,240	\$1,782
Electric	\$42,000	\$14,000	\$8,470	\$5,530
Landscape Maintenance	\$378,424	\$126,141	\$126,144	(\$3)
Common Area Maintenance	\$43,564	\$14,521	\$9,446	\$5,075
Lake Maintenance	\$28,116	\$9,372	\$8,280	\$1,092
Landscape Reserve	\$30,000	\$0	\$0	\$0
Capital Reserve	\$15,565	\$5,188	\$0	\$5,188
Repairs and Replacement	\$95,000	\$31,667	\$28,249	\$3,418
General Reserve	\$26,759	\$0	\$0	\$0
<b>Total Common Area</b>	<b>\$799,714</b>	<b>\$247,652</b>	<b>\$217,886</b>	<b>\$29,766</b>

**Recreation Facility**

Amenity Staff	\$110,000	\$36,667	\$27,024	\$9,643
Refuse Services	\$10,000	\$3,333	\$3,159	\$174
Telephone	\$5,592	\$1,864	\$1,503	\$361
Electric	\$40,000	\$13,333	\$9,367	\$3,967
Cable	\$12,319	\$4,106	\$2,568	\$1,538
Pool Maintenance	\$50,000	\$16,667	\$8,430	\$8,237
Water / Sewer/Reclaim	\$48,000	\$16,000	\$11,230	\$4,770
Facility Maintenance-General	\$43,500	\$14,500	\$13,688	\$812
Facility Maintenance-Preventative	\$13,117	\$4,372	\$3,257	\$1,115
Facility Maintenance - Contingency	\$34,750	\$11,583	\$10,781	\$802
Lighting Repairs	\$8,500	\$2,833	\$2,794	\$39
Special Events	\$10,500	\$3,500	\$0	\$3,500
Office Supplies & Equipment	\$6,664	\$2,221	\$484	\$1,737
Janitorial	\$59,412	\$19,804	\$18,989	\$815
Recreation Passes	\$5,500	\$1,833	\$0	\$1,833

**DOUBLE BRANCH**  
**Community Development District**  
**RECREATION AND FACILITIES MAINTENANCE**  
Statement of Revenues & Expenditures  
For The Period Ending January 31, 2021

	AMENDED BUDGET	PRORATED BUDGET THRU 1/31/21	ACTUAL THRU 1/31/21	VARIANCE
<b><u>Recreation Facility-Continued</u></b>				
Pool Pump Reserve	\$6,500	\$0	\$0	\$0
Pool Leak Repairs	\$5,000	\$1,667	\$0	\$1,667
Multiuse Field	\$21,250	\$7,083	\$0	\$7,083
Transfer Out	\$200,000	\$200,000	\$200,000	\$0
<b>Total Recreation Facility</b>	<b>\$690,604</b>	<b>\$161,368</b>	<b>\$313,275</b>	<b>\$48,093</b>
<b>Total Maintenance</b>	<b>\$1,490,318</b>	<b>\$409,020</b>	<b>\$531,161</b>	<b>\$77,859</b>
<b>TOTAL EXPENDITURES</b>	<b>\$1,743,055</b>	<b>\$539,130</b>	<b>\$663,902</b>	<b>\$75,229</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$234,717)</b>		<b>\$739,659</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$234,717</b>		<b>\$783,961</b>	
<b>FUND BALANCE - Ending</b>	<b>\$0</b>		<b>\$1,523,620</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	\$8,129	\$160,306	\$2,064	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$170,498
Interest Income	\$14	\$14	\$12	\$12	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$52
Miscellaneous Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$14</b>	<b>\$8,143</b>	<b>\$160,318</b>	<b>\$2,076</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$170,551</b>
<b>Expenditures:</b>													
<b><u>Administrative</u></b>													
Supervisors Fees	\$1,000	\$1,000	\$1,000	\$800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,800
FICA Expense	\$77	\$77	\$77	\$61	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$291
Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Arbitrage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dissemination	\$111	\$111	\$111	\$111	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$444
Assessment Roll	\$8,212	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,212
Attorney	\$187	\$2,548	\$3,541	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,276
Annual Audit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Trustee fees	\$3,409	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,409
Management Fees	\$4,997	\$4,997	\$4,997	\$4,997	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$19,988
Computer Time	\$178	\$178	\$178	\$178	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$714
Telephone	\$54	\$67	\$38	\$10	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$169
Postage	\$15	\$121	\$129	\$22	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$287
Printing & Binding	\$168	\$122	\$183	\$92	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$565
Records Storage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Insurance	\$8,333	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,333
Legal Advertising	\$244	\$0	\$239	\$117	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$600
Property Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$21	\$21	\$21	\$21	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$83
Website Compliance	\$188	\$188	\$236	\$188	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$799
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	\$90,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$90,000
<b>Total Administrative</b>	<b>\$117,368</b>	<b>\$9,430</b>	<b>\$10,750</b>	<b>\$6,598</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$144,145</b>
<b>Excess Revenues (Expenditures)</b>	<b>(\$117,353)</b>	<b>(\$1,286)</b>	<b>\$149,568</b>	<b>(\$4,522)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$26,406</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	\$66,802	\$1,317,364	\$16,960	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,401,125
Interest Income	\$89	\$89	\$73	\$75	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$326
Amenities Revenue	(\$6)	\$209	\$336	\$245	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$784
Sports Revenue	\$0	\$0	\$0	\$1,325	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,325
<b>Total Revenues</b>	<b>\$83</b>	<b>\$67,100</b>	<b>\$1,317,773</b>	<b>\$18,604</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,403,560</b>

**Expenditures:**

**Administrative**

Management Fees - Onsite	\$14,874	\$14,874	\$14,874	\$14,874	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$59,496
Insurance	\$72,252	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$72,252
Other Current Charges	\$220	\$203	\$297	\$245	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$966
Permit Fees	\$27	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$27
<b>Total Administrative</b>	<b>\$87,373</b>	<b>\$15,077</b>	<b>\$15,171</b>	<b>\$15,119</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$132,741</b>

**MAINTENANCE- Common Area**

Security	\$4,236	\$4,236	\$4,236	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,707
Security - Clay County Off-Duty Sheriff	\$3,648	\$3,678	\$3,873	\$1,450	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,648
Water - Irrigation	\$915	\$438	\$577	\$772	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,702
Irrigation Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Streetlighting	\$2,302	\$2,302	\$2,318	\$2,318	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,240
Electric	\$2,194	\$2,245	\$1,869	\$2,162	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,470
Landscape Maintenance	\$31,536	\$31,536	\$31,536	\$31,536	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$126,144
Common Area Maintenance	\$4,647	\$767	\$2,428	\$1,604	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,446
Lake Maintenance	\$2,070	\$2,070	\$2,070	\$2,070	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,280
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	\$12,984	\$3,365	\$6,714	\$5,185	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$28,249
General Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Common Area</b>	<b>\$64,531</b>	<b>\$50,637</b>	<b>\$55,621</b>	<b>\$47,097</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$217,886</b>

**Recreation Facility**

Amenity Staff	\$11,297	\$4,497	\$7,466	\$3,763	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$27,024
Refuse Service	\$790	\$788	\$788	\$794	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,159
Telephone	\$613	\$355	\$354	\$181	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,503
Electric	\$3,437	\$2,538	\$1,433	\$1,959	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,367
Cable	\$631	\$640	\$640	\$657	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,568
Pool Maintenance/Chemicals	\$2,107	\$2,107	\$2,107	\$2,107	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,430
Water/Sewer/Reclaim	\$3,463	\$3,327	\$2,782	\$1,659	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,230
Facility Maintenance - General	\$3,625	\$3,377	\$3,297	\$3,389	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13,688

**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
Facility Maintenance - Preventative Contracts	\$861	\$773	\$1,180	\$443	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,257
Facility Maintenance - Contingency	\$2,895	\$2,563	\$2,667	\$2,656	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,781
Lighting Repairs	\$708	\$702	\$705	\$679	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,794
Special Events	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies and Equipment	\$352	\$37	\$37	\$58	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$484
Janitorial	\$4,601	\$4,631	\$5,269	\$4,487	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18,989
Recreation Passes	\$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
Interfund Transfer Out	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000
	<b>\$235,382</b>	<b>\$26,336</b>	<b>\$28,724</b>	<b>\$22,833</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$313,275</b>
<b>Total Expenses</b>	<b>\$387,286</b>	<b>\$92,050</b>	<b>\$99,516</b>	<b>\$85,049</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$663,902</b>
<b>Excess Revenues (Expenditures)</b>	<b>(\$387,203)</b>	<b>(\$24,951)</b>	<b>\$1,218,257</b>	<b>(\$66,445)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$739,659</b>

**DOUBLE BRANCH**  
**Community Development District**  
**Capital Reserve Fund**  
Statement of Revenues & Expenditures  
For The Period Ending January 31, 2021

	ADOPTED BUDGET	PRORATED THRU 1/31/21	ACTUAL THRU 1/31/21	VARIANCE
<b><u>REVENUES:</u></b>				
Interest Income	\$1,000	\$250	\$722	\$472
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	\$12,204	\$0	\$0	\$0
Interfund Transfer In	\$0	\$0	\$290,000	\$290,000
<b>TOTAL REVENUES</b>	<b>\$92,028</b>	<b>\$250</b>	<b>\$290,722</b>	<b>\$290,472</b>
<b><u>EXPENDITURES:</u></b>				
Other Current Charges	\$0	\$0	\$0	\$0
Capital Projects	\$0	\$0	\$95,664	(\$95,664)
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$95,664</b>	<b>(\$95,664)</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$92,028</b>		<b>\$195,058</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$1,238,762</b>		<b>\$1,209,512</b>	
<b>FUND BALANCE - Ending</b>	<b>\$1,330,790</b>		<b>\$1,404,570</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 January 31, 2021

ADOPTED BUDGET	PRORATED THRU 1/31/21	ACTUAL THRU 1/31/21	VARIANCE
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**Revenues:**

Special Assessments - Tax Roll	\$1,961,878	\$1,880,361	\$1,880,361	\$0
Assessments- Prepayment	\$0	\$0	\$0	\$0
Interest Income	\$10,000	\$2,500	\$188	(\$2,312)
<b>TOTAL REVENUES</b>	<b>\$1,971,878</b>	<b>\$1,882,861</b>	<b>\$1,880,549</b>	<b>(\$2,312)</b>

**Expenditures:**

**Series 2013 A-1**

Interest Expense - 11/1	\$369,552	\$369,552	\$369,552	\$0
Interest Expense - 5/1	\$369,552	\$0	\$0	\$0
Principal Expense 5/1	\$1,015,000	\$0	\$0	\$0

**Series 2013 A-2**

Interest Expense - 11/1	\$52,181	\$52,181	\$52,181	\$0
Interest Expense - 5/1	\$52,181	\$0	\$0	\$0
Principal Expense 5/1	\$85,000	\$0	\$0	\$0

<b>TOTAL EXPENDITURES</b>	<b>\$1,943,466</b>	<b>\$421,733</b>	<b>\$421,733</b>	<b>\$0</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$28,412</b>		<b>\$1,458,816</b>	

<b>Net change in Fund Balance</b>	<b>\$28,412</b>	<b>\$1,458,816</b>
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<b>FUND BALANCE - Beginning</b>	<b>\$687,628</b>	<b>\$1,531,791</b>
---------------------------------	------------------	--------------------

<b>FUND BALANCE - Ending</b>	<b>\$716,040</b>	<b>\$2,990,607</b>
------------------------------	------------------	--------------------

Revenue	\$2,025,896
Reserve 2013-1	\$868,933
Reserve 2013-2	\$95,634
Prepayment	\$144
<b>Total</b>	<b>\$2,990,607</b>

**DOUBLE BRANCH**  
**Community Development District**  
**CAPITAL PROJECTS FUND**  
Statement of Revenues & Expenditures  
For The Period Ending January 31, 2021

		<div style="border: 1px solid black; padding: 5px;"> SERIES 2013 A-1 AND A-2 </div>
<b><u>REVENUES:</u></b>		
Interest Income		\$2
<b>TOTAL REVENUES</b>		<div style="border: 1px solid black; padding: 2px;">\$2</div>
<b><u>EXPENDITURES:</u></b>		
Capital Outlay - Series 2013 A1 and A2		\$0
Cost of Issuance		\$0
<b>TOTAL EXPENDITURES</b>		<div style="border: 1px solid black; padding: 2px;">\$0</div>
<b>EXCESS REVENUES (EXPENDITURES)</b>		<div style="border: 1px solid black; padding: 2px;">\$2</div>
<b>FUND BALANCE - Beginning</b>		<div style="border: 1px solid black; padding: 2px;">\$18,595</div>
<b>FUND BALANCE - Ending</b>		<div style="border: 1px solid black; padding: 2px;">\$18,597</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:	\$868,933
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)
Less: May 1, 2020 (Mandatory)	(\$980,000)
<b>Current Bonds Outstanding</b>	<b>\$18,450,000</b>

<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:	\$95,634
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)
Less: May 1, 2020 (Mandatory)	(\$80,000)
Less: May 2, 2020 (Prepayment)	(\$5,000)
<b>Current Bonds Outstanding</b>	<b>\$1,815,000</b>

*C.*

# DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

## Fiscal Year 2021 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	11/18/20	164,580.48	89,650.10	8,128.86	66,801.52
2	12/01/20	408,734.29	222,645.31	20,187.97	165,901.01
3	12/04/20	2,386,098.61	1,299,753.10	117,852.81	968,492.70
4	12/17/20	450,787.63	245,552.56	22,265.04	182,970.03
5	01/14/21	41,783.52	22,760.27	2,063.75	16,959.50
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
<b>TOTAL TAX ROLL RECEIPTS</b>		<b>3,451,984.53</b>	<b>1,880,361.34</b>	<b>170,498.43</b>	<b>1,401,124.76</b>

PERCENT COLLECTED	TOTAL	DEBT	O&M
<b>TOTAL PERCENT COLLECTED</b>	<b>95.84%</b>	<b>95.84%</b>	<b>95.84%</b>

*D.*

# Double Branch

## Community Development District

### Check Run Summary

February 28, 2021

Fund	Date	Check No.	Amount
<b>General Fund</b>			
	2/9/21	508625-50866	\$ 923.50
		Sub-Total	\$ 923.50
Accounts Payable	2/3/21	6643-6645	\$ 3,658.20
	2/10/21	6646	\$ 5,903.29
		Sub-Total	\$ 9,561.49
<b>Recreation Fund</b>			
Accounts Payable	2/3/21	6643-6647	\$ 5,172.12
	2/10/21	6648-6651	\$ 20,261.76
	2/22/21	6652-6655	\$ 45,873.65
	2/24/21	6657	\$ 1,924.00
		Sub-Total	\$ 73,231.53
<b>Capital Reserve Fund</b>			
	2/10/21	34	\$ 1,744.00
	2/22/21	35	\$ 792.00
	2/24/21	36	\$ 2,099.00
		Sub-Total	\$ 4,635.00
<b>Total</b>			<b>\$ 88,351.52</b>

CHECK #	EMP #	EMPLOYEE NAME	CHECK AMOUNT	CHECK DATE
50862	16	ANDRE LANIER	184.70	2/09/2021
50863	12	CHAD E DAVIS	184.70	2/09/2021
50864	15	CHARLES T HORTON	184.70	2/09/2021
50865	8	CYNTHIA Y. NELSEN	184.70	2/09/2021
50866	14	SCOTT THOMAS	184.70	2/09/2021
TOTAL FOR REGISTER			923.50	

DBBR DOUBLE BRANCH    DLAUGHLIN



# Attendance Sheet

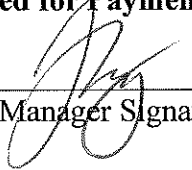
District Name: Double Branch, CDD

Board Meeting Date: February 8, 2021

	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

2/8/21  
Date

**PLEASE RETURN COMPLETED FORM TO OKSANA**

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT #
2/03/21	00015	1/22/21 119815	202012 310-51300-31500	DEC GENERAL COUNSEL	*	1,558.50	
				HOPPING GREEN & SAMS			1,558.50 006643
2/03/21	00015	1/22/21 119816	202012 310-51300-31500	DEC MONTHLY MEETING	*	1,982.70	
				HOPPING GREEN & SAMS			1,982.70 006644
2/03/21	00111	1/28/21 21-00026	202101 310-51300-48000	NOTICE OF MEETING 1/28	*	117.00	
				JACKSONVILLE DAILY RECORD			117.00 006645
2/10/21	00035	2/01/21 2179	202102 310-51300-34000	FEB GEN FUND MANAGEMENT F	*	4,996.92	
		2/01/21 2179	202102 310-51300-52000	FEB WEBSITE ADMINISTRATION	*	187.50	
		2/01/21 2179	202102 310-51300-35100	FEB INFORMATION TECHNOLOG	*	161.83	
		2/01/21 2179	202102 310-51300-31300	FEB DISSEMINATION AGENT S	*	111.08	
		2/01/21 2179	202102 310-51300-35100	IQ NECT EMAIL SERVICES	*	16.65	
		2/01/21 2179	202102 310-51300-51000	OFFICE SUPPLIES	*	20.66	
		2/01/21 2179	202102 310-51300-42000	POSTAGE	*	179.68	
		2/01/21 2179	202102 310-51300-42500	COPIES	*	198.90	
		2/01/21 2179	202102 310-51300-41000	TELEPHONE	*	30.07	
				GOVERNMENTAL MANAGEMENT SERVICES			5,903.29 006646
TOTAL FOR BANK A						9,561.49	
TOTAL FOR REGISTER						9,561.49	

# Hopping Green & Sams

Attorneys and Counselors

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

===== STATEMENT =====

January 22, 2021

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

Bill Number 119815

Billed through 12/31/2020

RECEIVED

JAN 22 2021

001-310-51300-31500

15A

**General Counsel (O&M)**

**DBRNCH 00001 MCE**

**FOR PROFESSIONAL SERVICES RENDERED**

12/01/20	SRS	Attend agenda conference call.	0.10 hrs
12/10/20	MCE	Confer with Perry; research and forward sample compensation policy.	0.30 hrs
12/18/20	MCE	Review correspondence from department of economic opportunity regarding special district fee invoice and update form.	0.10 hrs
12/28/20	MCE	Research disclosure of public financing and project completion.	1.80 hrs
12/29/20	ALS	Revise disclosure of public financing.	1.00 hrs
12/30/20	MCE	Research outstanding resolutions and needed updates and policy changes; research project completion; prepare and distribute disclosure of public financing.	0.70 hrs
12/30/20	ALS	Revise disclosure of public financing.	1.00 hrs
12/31/20	MCE	Review project completion status and issues; review policy and resolution updates needed; review e-verify new law and impact on district.	0.90 hrs
12/31/20	EGRE	Research application of e-verify law; prepare memorandum regarding same.	0.10 hrs
Total fees for this matter			\$1,583.50

**MATTER SUMMARY**

Sousa, Adriana L. - Paralegal	2.00 hrs	130 /hr	\$260.00
Gregory, Emma C.	0.10 hrs	235 /hr	\$23.50
Eckert, Michael C.	3.80 hrs	335 /hr	\$1,273.00
Sandy, Sarah R.	0.10 hrs	270 /hr	\$27.00
TOTAL FEES			\$1,583.50
LESS COURTESY DISCOUNT			\$25.00 CR
<b>TOTAL CHARGES FOR THIS MATTER</b>			<b>\$1,558.50</b>

**BILLING SUMMARY**

Sousa, Adriana L. - Paralegal	2.00 hrs	130 /hr	\$260.00
Gregory, Emma C.	0.10 hrs	235 /hr	\$23.50
Eckert, Michael C.	3.80 hrs	335 /hr	\$1,273.00
Sandy, Sarah R.	0.10 hrs	270 /hr	\$27.00

TOTAL FEES	\$1,583.50
LESS COURTESY DISCOUNT	\$25.00 CR

<b>TOTAL CHARGES FOR THIS BILL</b>	<b>\$1,558.50</b>
------------------------------------	-------------------

**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

===== STATEMENT =====

January 22, 2021

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

Bill Number 119816  
Billed through 12/31/2020

RECEIVED

JAN 22 2021

**Monthly Meeting (O&M)**

**DBRNCH 00101 MCE**

001-310-51300-31500  
15A

**FOR PROFESSIONAL SERVICES RENDERED**

12/01/20 MCE Prepare for and attend agenda conference call.

12/09/20 MCE Prepare for and travel to board meeting.

12/14/20 MCE Travel to and attend lunch meeting and board meeting; return travel; meeting follow up.

12/29/20 MCE Review draft meeting minutes and provide comments.

12/30/20 MCE Attend agenda conference call.

Total fees for this matter \$1,700.00

**DISBURSEMENTS**

Travel 254.30

Travel - Meals 28.40

Total disbursements for this matter \$282.70

**MATTER SUMMARY**

TOTAL FEES \$1,700.00  
TOTAL DISBURSEMENTS \$282.70

**TOTAL CHARGES FOR THIS MATTER \$1,982.70**

**BILLING SUMMARY**

TOTAL FEES \$1,700.00  
TOTAL DISBURSEMENTS \$282.70

**TOTAL CHARGES FOR THIS BILL \$1,982.70**

**Please include the bill number with your payment.**

# Jacksonville Daily Record

*A Division of*  
**DAILY RECORD & OBSERVER, LLC**

P.O. Box 1769  
Jacksonville, FL 32201  
(904) 356-2466

## INVOICE

January 28, 2021

Date

RECEIVED

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

JAN 28 2021

111A

001-310-51300-48000

Payment Due Upon Receipt

Serial #	21-00026C	PO/File #		\$117.00
Notice of Meeting of the Board of Supervisors				Amount Due
				Amount Paid
Double Branch Community Development District				\$117.00
				Payment Due
Case Number				
Publication Dates	1/28			
County	Clay			

*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.**

**DOUBLE BRANCH  
COMMUNITY  
DEVELOPMENT DISTRICT  
NOTICE OF MEETING  
OF THE BOARD OF  
SUPERVISORS**

Notice is hereby given that the Board of Supervisors of the Double Branch Community Development District is scheduled to be meet on **Monday, February 8, 2021, at 6:00 p.m.** at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

In light of the COVID-19 public health emergency, the meeting may be conducted remotely, pursuant to Zoom communications media technology and/or by telephone pursuant to Executive Orders 20-52 and 20-69 issued by Governor DeSantis, including any extensions or supplements thereof ("Executive Orders"), 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 and obtain information about how the meeting will occur 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 [jerry@gmsnf.com](mailto:jerry@gmsnf.com) to obtain access information.

The District fully encourages public participation in a safe and efficient manner. Toward that end, participants are strongly encouraged to submit questions and comments to the District Manager by calling (904) 940-5850 or emailing [jerry@gmsnf.com](mailto:jerry@gmsnf.com) at least 24 hours in advance of the meeting to facilitate the Board's consideration of such questions and comments during the meeting.

The meeting is open to the

public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. An electronic 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.

If you are unable to participate by telephone or by Zoom, please contact the District Manager's office at (904) 940-5850 or [jerry@gmsnf.com](mailto:jerry@gmsnf.com) for further accommodations.

James A. Perry  
District Manager

Jan. 28 00(20-00026C)

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

RECEIVED

FEB 02 2021

**Bill To:**Double Branch CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092Invoice #: 2179  
Invoice Date: 2/1/21  
Due Date: 2/1/21  
Case:  
P.O. Number:

35A

Description	Hours/Qty	Rate	Amount
1 General Fund - Management Fees - February 2021		4,996.92	4,996.92
2 Website Administration - February 2021		187.50	187.50
3 Information Technology - February 2021		161.83	161.83
4 Dissemination Agent Services - February 2021		111.08	111.08
5 IQ Nect Email Service		16.65	16.65
6 Office Supplies		20.66	20.66
7 Postage		179.68	179.68
8 Copies		198.90	198.90
9 Telephone		30.07	30.07

1. 001, 310, 51300, 34000  
2. 001, 310, 51300, 52000  
3. 001, 310, 51300, 35700  
4. 001, 310, 51300, 31300  
5. 001, 310, 51300, 35700  
6. 001, 310, 51300, 51000  
7. 001, 310, 51300, 42000  
8. 001, 310, 51300, 42500  
9. 001, 310, 51300, 41000

**Total** \$5,903.29**Payments/Credits** \$0.00**Balance Due** \$5,903.29



CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
2/03/21	00186	2/01/21 13129559	202102 320-57200-46300	FEB POOL CHEMICALS	*	2,107.49	
				POOLSURE			2,107.49 006643
2/03/21	00305	1/13/21 14942A	202101 320-57200-46610	FITNESS EQUIPMENT	*	288.00	
				SOUTHEAST FITNESS REPAIR			288.00 006644
2/03/21	00305	1/15/21 QUOTE200	202101 320-57200-63100	FITNESS EQUIPMENT	*	800.90	
				SOUTHEAST FITNESS REPAIR			800.90 006645
2/03/21	00672	11/06/20 OPPORTUN	202011 320-57200-46200	CLEANUP OF WALKING TRAIL	*	1,918.00	
				VERDEGO, LLC			1,918.00 006646
2/03/21	00399	1/06/21 12365274	202101 330-57200-50000	JAN BASE METER USUAGE	*	37.09	
		1/06/21 12365274	202101 330-57200-50000	JAN PRINT CHARGES	*	20.64	
				XEROX CORPORATION			57.73 006647
2/10/21	00092	2/01/21 2180	202102 310-51300-34000	FEB RECREATION FAC MANAGE	*	14,873.95	
				GOVERNMENTAL MANAGEMENT SERVICES			14,873.95 006648
2/10/21	00208	2/01/21 02012021	202102 320-57200-34510	1/25/21-1/31/21 SECURITY	*	510.00	
				MIDDLE VILLAGE CDD			510.00 006649
2/10/21	00297	2/01/21 287	202102 320-57200-61000	FEB JANITORIAL SERVICES	*	4,251.00	
				RIVERSIDE MANAGEMENT SERVICES, INC			4,251.00 006650
2/10/21	00382	11/30/20 91716323	202011 330-57200-61100	11/30/20 MAT CLEANING	*	77.55	
		12/07/20 91716344	202012 330-57200-61100	12/7/20 MAT CLEANING	*	80.70	
		12/14/20 91716365	202012 330-57200-61100	12/14/20 MAT CLEANING	*	77.55	
		12/21/20 91716386	202012 330-57200-61100	12/21/20 MAT CLEANING	*	77.55	
		12/28/20 91716407	202012 330-57200-61100	12/28/20 MAT CLEANING	*	77.55	
		1/04/21 91716429	202101 330-57200-61100	1/4 MAT CLEANING	*	80.81	

DBBR DOUBLE BRANCH OKUZMUK

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
		1/11/21	91716450 202101 330-57200-61100		*	77.55	
		1/11/21	MAT CLEANING				
		1/18/21	91716471 202101 330-57200-61100		*	77.55	
		1/18	MAT CLEANING				
UNIFIRST CORPORATION							626.81 006651
2/22/21	00092	2/15/21	2183 202101 320-57200-46600		*	3,389.00	
			FACILITY MAINTENANCE GENE				
		2/15/21	2183 202101 320-57200-46620		*	2,656.00	
			FACILITY MAINTENANCE CONT				
		2/15/21	2183 202101 320-57200-46630		*	679.48	
			LIGHTING REPAIRS				
		2/15/21	2183 202101 320-57200-46400		*	1,604.00	
			COMMON AREA MAINTENANCE				
		2/15/21	2183 202101 320-57200-63100		*	3,072.00	
			REPAIRS/REPLACE				
GOVERNMENTAL MANAGEMENT SERVICES							11,400.48 006652
2/22/21	00024	2/11/21	559374 202102 320-57200-63100		*	2,900.00	
			TRIPOD GRASS CARP				
THE LAKE DOCTORS, INC.							2,900.00 006653
2/22/21	00672	2/01/21	4670 202102 320-57200-46200		*	31,536.08	
			FEB LANDSCAPE MAINTENANCE				
VERDEGO, LLC							31,536.08 006654
2/22/21	00399	2/01/21	12486483 202102 330-57200-50000		*	37.09	
			FEB BASE CHARGE				
XEROX CORPORATION							37.09 006655
2/24/21	00672	11/23/20	4109 202011 320-57200-63100		*	1,924.00	
			WALKING TRAIL CLEANUP 50%				
		11/23/20	4109 202011 320-57200-63100		V	1,924.00-	
			WALKING TRAIL CLEANUP 50%				
VERDEGO, LLC							.00 006656
2/24/21	00672	11/23/20	4109 202011 320-57200-63100		*	1,924.00	
			WALKING TRAIL CLEANUP 50%				
VERDEGO, LLC							1,924.00 006657
TOTAL FOR BANK B						73,231.53	
TOTAL FOR REGISTER						73,231.53	

DBBR DOUBLE BRANCH OKUZMUK



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

# Invoice

Date

2/1/2021

Invoice #

131295597618

Terms	Net 20
Due Date	2/21/2021
PO #	

<b>Bill To</b> Oakleaf Village/Double Branch c/o Double Branch Comm Dev 475 West Town Place Ste 114 St Augustine FL 32092	<b>Ship To</b> 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
<div>RECEIVED</div> <div>JAN 18 2021</div> <div>002-320-57200-46300</div> <div>186 B</div>				

A prepayment discount of 5% is available if the entire amount for 2021 is paid by December 31st, 2020. Please contact us at ar@poolsure.com or 1-800-858-POOL(7665) if you have any questions.

<b>Total</b>	2,107.49
<b>Amount Due</b>	\$2,107.49

## Remittance Slip

**Customer**

13OAK102

**Invoice #**

131295597618

**Amount Due**

\$2,107.49

**Amount Paid**

**Make Checks Payable To**

Poolsure  
PO Box 55372  
Houston, TX 77255-5372



131295597618

# SoutheastFitness

## REPAIR

Equipment Repair & Maintenance

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

Office: 904.683.1439 • Fax: 904.683.1624

[southeastfitnessrepair@comcast.net](mailto:southeastfitnessrepair@comcast.net)

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

Invoice # 14942A

Date: 13-Jan-2021

Payment is due within 30 days of  
invoice date.

<b>Facility Name:</b>	Double Branch
<b>Facility Address:</b>	Oakleaf Village Attn: Lynne 370 Oakleaf Village Parkway Orange Park, Florida 32065
<b>Billing Address:</b>	Oakleaf Village Attn: Lynne 370 Oakleaf Village Parkway Orange Park, Florida 32065
<b>Contact &amp; Phone:</b>	
<b>Reason for call:</b>	BIMONTHLY PM VISIT 4 TREADMILLS 3 ELLIPTICALS 2 BIKES 1 ROWER 1 MULTI STATION 10 SINGLE STATIONS \$288.00 TAX EXEMPT JAY 904-562-0249

RECEIVED

JAN 20 2021

2-320-572-00-46610

905B

Description	Part #	Part Cost	QTY	Total
PM - FLAT RATE: TRAVEL + FIRST HOUR LABOR		288.00	1.00	288.00
Comments:			Parts Total	288.00
			Tax	0.00
			Balance	288.00

Technician: ROBERT PETERKIN

Code to:

Thank you for your business.

Double Branch Facility Maintenance - Preventative

2-320-572-4661

RECEIVED

JAN 20 2021

**SoutheastFITNESS**  
REPAIR  
Equipment Repair & Maintenance

Southeast Fitness Repair  
14476 Duval Place West, Suite 208  
Jacksonville, Florida 32218  
Office: 904.683.1439 Fax: 904.683.1624

**ESTIMATE**  
**Date:** Jan 15, 2021  
All estimates are valid for 30 days

Quote# : 2008

<b>Facility Name:</b>	Double Branch
<b>Facility Address:</b>	Oakleaf Village Attn: Lynne 370 Oakleaf Village Parkway Orange Park 32065
<b>ON-SITE POC:</b>	

Estimate For: Double Branch

Description	Part #	Each	QTY.	Total
SS - GENERIC LARGE CABLE OVAL SLEEVE: SS - GENERIC LARGE CABLE OVAL SLEEVE	P0000SLEEVAL00	\$ 2.35	2.00	\$ 4.70
SS - GENERIC LARGE CABLE ZINC THIMBLE: SS - GENERIC LARGE CABLE ZINC THIMBLE	P0000THIM316000	\$ 1.10	2.00	\$ 2.20
SS - GENERIC LARGE CABLE : SS - GENERIC LARGE CABLE	SS - GENERIC LARGE CABLE	\$ 12.00	48.00	\$ 576.00
MINIMUM SHIPPING: MINIMUM SHIPPING	MINIMUM SHIPPING	\$ 33.00	1.00	\$ 33.00
TRAVEL 1 - 60 MILES: TRAVEL 1 - 60 MILES		\$ 65.00	1.00	\$ 65.00
LABOR PER HOUR 1 TECH: LABOR PER HOUR 1 TECH		\$ 60.00	2.00	\$ 120.00
<b>Comments:</b> MAGNUM MS S/N 143803 - CHANGE OUT ROPE TO A CABLE SYSTEM PER JS. JAY 904-406-2200 LABOR HOUR IS ESTIMATED AND SUBJECT TO CHANGE.			<b>Subtotal</b>	\$800.90
			<b>Tax</b>	\$0.00
			<b>TOTAL</b>	<b>\$800.90</b>

To approve this estimate, please sign below and fax to 904.683.1624  
or you may email your acceptance to [rosemary@southeastfitnessrepair.com](mailto:rosemary@southeastfitnessrepair.com)

X

Date:

Code to:

Double Branch Repair and Replacements

2.320.57200.63100

305 B



RECEIVED

PROPOSAL

JAN 27 2021

**Mailing Address**

Oakleaf Plantation  
370 Oakleaf Village Parkway  
Orange Park, FL 32065

**Job Address**

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

Date: November 06, 2020

Phone: Orange Park

Opportunity#: 4015

**Job Summary:**

Cleanup of walking trail around lake. Estimate may change based on width of trail that is TBD. This estimate reflects half of the trail.

**Landscape Enhancement**

Quantity	Description	Unit	Unit Price	Ext Price
14.00	Labor and Prep	Hr	\$37.00	\$518.00
10.00	Bobcat with brush cutter	Hr	\$140.00	\$1,400.00
Landscape Enhancement Total				\$1,918.00

002-320-57200-416200  
472B

**Proposal Total: \$1,918.00**

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

**Payment due 30 days after receipt of invoice.**

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

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

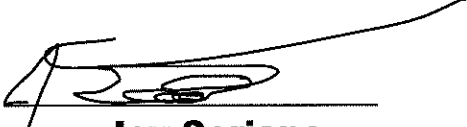


## PROPOSAL

### ACCEPTANCE OF PROPOSAL

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

By \_\_\_\_\_  
Chalon Suchsland  
Date 11/6/2020  
VerdeGo

By   
Jay Soriano  
Date 11/11/20  
Oakleaf Plantation

Customer Information

XEROX CORPORATION  
PO BOX 660502  
DALLAS TX  
75266-0502

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

01-06-21  
Invoice Date  
012365274  
Invoice Number  
720343326  
Customer Number

MFP3635X1 MFP3635X W/EIP

SER.# BB1-867777

SPLY-MAINT - COST PER COPY PLAN  
AMOUNT

BASE CHARGE

JANUARY

37.09

METER USAGE

09-21-20 TO 12-30-20

METER 1

181906

182401

495

PRINT CHARGES

METER 1 PRINTS

495

NET BILLABLE PRINTS

495 .041700

20.64

TOTAL EXCESS PRINT CHARGES

20.64

SUB TOTAL

57.73

TOTAL

57.73

\*\* ALLOWANCE PRORATED FOR 099 DAYS

AT THE TIME OF BILLING, NO VALID METER READ WAS AVAILABLE,  
SO METER USAGE WAS ESTIMATED. ANY OVERAGE/UNDERAGE WILL BE  
ADJUSTED ON NEXT METER INVOICE. PLEASE VISIT OUR WEBSITE  
AT WWW.XEROX.COM TO SUBMIT YOUR NEXT METER READ.

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

TOTAL OF INVOICE MAY VARY ACCORDING TO METER USAGE BILLED

XEROX FEDERAL IDENTIFICATION #16-0468020

PLEASE INCLUDE THIS STUB WITH YOUR PAYMENT, OR WRITE YOUR INVOICE NUMBER(S) ON YOUR CHECK.

Ship To/Installed At

DOUBLE BRANCH  
COMM DEV DIST  
PKWY  
370 OAKLEAF VILLAGE  
ORANGE PARK FL  
32065

Bill To

DOUBLE BRANCH  
COMM DEV DIST  
STE 114  
475 W TOWN PL  
SAINT AUGUSTINE FL  
32092

When Paying By Mail

Send Payment To:

XEROX CORPORATION  
P.O. BOX 827598  
PHILADELPHIA, PA  
19182-7598



Please check here if your "Bill To" address or "Ship To/Installed At"  
location has changed and complete reverse side.

Invoice Amount

01-569-8562 4 720343326 012365274 01-06-21 THIS AMOUNT  
RR002172 M 070120  
03 6GSW 6GSW W W0220 5933 1 115

\$57.73  
VFL40

202100008070060 0123652746 0300057731 272034332680

Invoice

Payment



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

Invoice #: 2180

Invoice Date: 2/1/21

Due Date: 2/1/21

Case:

P.O. Number:

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

RECEIVED

FEB 08 2021

92 B

Description	Hours/Qty	Rate	Amount
Recreation - Facility Management - Oakleaf Plantation - February 2021 2,310.513.3400		14,873.95	14,873.95
Total			\$14,873.95
Payments/Credits			\$0.00
Balance Due			\$14,873.95

2-3-21  
CDD

**Clay County Sheriff's Office**

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

**INVOICE**

INVOICE DATE: FEB 1 2021  
WEEK OF 1-25 1-31 2021

**TO:**

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

**FOR:**

Oakleaf Amenities Manager  
and  
Brian Sanchez

**RECEIVED***1/25/21 - 1/31/21**\$510.**208 B*

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
1-26-21	BRYAN SMITH	1600-2200	6	30.00	180.00
1-27-21	EVA SOLIS	1700-2300	4	30.00	120.00
1-28-21	DAVID VOLLER	1600-2100	6	30.00	180.00
1-30-21	ANTHONY PENA	1600-2200	6	30.00	180.00
1-31-21	BRYAN SMITH	1530-2130	6	30.00	180.00
1-25-21	DAVID VOLLER	1600-2300	6	30.00	180.00
DEPUTY SIGNATURE:	TOTAL				

*2-320-572-34510*

1020.00/2 =  
~~2 \$510.00~~

*↑*

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

THANK YOU FOR YOUR BUSINESS!

**Riverside Management Services, Inc**

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

**Invoice**

Invoice #: 287

Invoice Date: 2/1/2021

Due Date: 2/1/2021

Case:

P.O. Number:

**Bill To:**

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

**RECEIVED**

FEB 03 2021

Description	Hours/Qty	Rate	Amount
Janitorial Services - February 2021 2.320.572.6100. 297B		4,251.00	4,251.00
<b>Total</b>			<b>\$4,251.00</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$4,251.00</b>

2-3-21  
CDD

INVOICE NUMBER 917 1632335 REMIT TO: UniFirst Corporation  
 INVOICE DATE 11/30/20 P.O. BOX 650481  
 CUSTOMER# (BILL TO) 999548 Dallas TX 75245  
 A/R NUMBER RTE# 02610  
 CUSTOMER DOUBLE BRANCH CDD



PAYMENT AMOUNT \$ \_\_\_\_\_

9171632335/

- Please Detach and Return With Payment -

# UniFirst

UniFirst Corporation  
 4251 PERIMETER IND PKWY E JACKSONVILLE

PAGE 001  
 FL 32219

INVOICE 917 1632335 DATE 11/30/20 PAYMENT TERMS CHARGE PURCHASE ORDER CONTRACT 66891

SHIP TO  
 999548  
 DOUBLE BRANCH CDD  
 370 OAKLEAG VILLAGE PKWY  
 ORANGE PARK FL 32065

BILL TO  
 999548  
 DOUBLE BRANCH CDD  
 370 OAKLEAG VILLAGE PKWY  
 ORANGE PARK FL 32065

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL: 904/353-4121 RTE# 02610

LKR/ DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PIC UP
				QTY.	AMOUNT					
		4X6H OAKLEAF		3	31.38			3/12	3	
		MAT-4X6 HD GREAT IMP		2	20.92			1/19	2	
		DEFE CHARGE			24.00					
		MAT PROTECTION		5	1.25					
		INVOICE SUB-TOTAL			77.55					
		TOTAL SERVICE CHANGES								
		AMOUNT DUE								

THIS IS YOUR ONLY INVCE- NET 30 DAYS. PLEASE SIGN

*Delivered*

SOIL PICK UP COUNT SH \_\_\_\_\_ PT \_\_\_\_\_ QT \_\_\_\_\_ NO \_\_\_\_\_

382B

002-330-57200.61100

INVOICE NUMBER  
INVOICE DATE  
CUSTOMER# (BILL TO)  
A/R NUMBER  
CUSTOMER

917 1634427  
12/07/20  
999548

REMIT TO: UniFirst Corporation  
P.O. BOX 650481  
Dallas TX 75265

RTE# 02610

DOUBLE BRANCH CDD



91716344271

PAYMENT AMOUNT \$ \_\_\_\_\_

- Please Detach and Return With Payment -

# UniFirst

UniFirst Corporation  
4251 PERIMETER IND PKWY E JACKSONVILLE

PAGE 001  
FL 32219

INVOICE DATE PAYMENT TERMS PURCHASE ORDER CONTRACT  
917 1634427 12/07/20 *mat* CHARGE 66891

SHIP TO

999548  
DOUBLE BRANCH CDD  
370 OAKLEAG VILLAGE PKWY  
ORANGE PARK FL 32065

BILL TO

999548  
DOUBLE BRANCH CDD  
370 OAKLEAG VILLAGE PKWY  
ORANGE PARK FL 32065

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL:

904/353-4121

RTE# 02610

LKR/ DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PIC UP
				QTY.	AMOUNT					
		4X6H OAKLEAF		3	31.38			3/12	3	
		MAT-4X6 HD GREAT IMP		2	20.92			1/19	2	
		FINANCE CHARGE			3.15					
		DEFE CHARGE			24.00					
		MAT PROTECTION		5	1.25					
		INVOICE SUB-TOTAL			80.70					
		TOTAL SERVICE CHANGES								
		AMOUNT DUE								

THIS IS YOUR ONLY INVCE- NET 30 DAYS. PLEASE SIGN *Delivered*

SOIL PICK UP COUNT SH \_\_\_\_\_ PT \_\_\_\_\_ OT \_\_\_\_\_ NO \_\_\_\_\_

002- 330-57200-61100

382B

INVOICE NUMBER  
INVOICE DATE  
CUSTOMER# (BILL TO)  
A/R NUMBER  
CUSTOMER

917 1636536  
12/14/20  
999548

REMIT TO: UniFirst Corporation  
P. O. BOX 650481  
Dallas TX 75265

RTE# 02610

DOUBLE BRANCH CDD



91716365364

PAYMENT AMOUNT \$ \_\_\_\_\_

- Please Detach and Return With Payment -

# UniFirst

UniFirst Corporation  
4251 PERIMETER IND PKWY E JACKSONVILLE

PAGE 001  
FL 32219

INVOICE	DATE	PAYMENT TERMS	PURCHASE ORDER	CONTRACT
917 1636536	12/14/20	CHARGE		66891

**SHIP TO**  
999548  
DOUBLE BRANCH CDD  
370 OAKLEAF VILLAGE PKWY  
ORANGE PARK FL 32065

**BILL TO**  
999548  
DOUBLE BRANCH CDD  
370 OAKLEAF VILLAGE PKWY  
ORANGE PARK FL 32065

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL:

904/353-4121

RTE# 02610

LKR/ DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PIC UP
				QTY.	AMOUNT					
		4X6H OAKLEAF		3	31.38			8/12	3	
		MAT-4X6 HD GREAT IMP		2	20.92			1/19	2	
		DEFE CHARGE			24.00					
		MAT PROTECTION		5	1.25					
		INVOICE SUB-TOTAL			77.55					

TOTAL SERVICE CHANGES

AMOUNT DUE

THIS IS YOUR ONLY INVCE- NET 30-DAYS. PLEASE SIGN

SOIL PICK UP COUNT SH \_\_\_\_\_ PT \_\_\_\_\_ QT \_\_\_\_\_ NO \_\_\_\_\_

*Deliver*

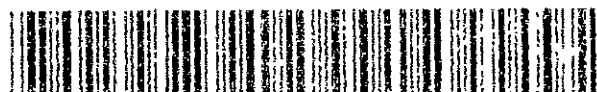
382 B

002 - 330-57200-61100

INVOICE NUMBER 917 1638638  
INVOICE DATE 12/21/20  
CUSTOMER# (BILL TO) 999548  
A/R NUMBER  
CUSTOMER

REMIT TO: UniFirst Corporation  
P. O. BOX 650481  
Dallas TX 75265

RTE# D2610  
DOUBLE BRANCH CDD



PAYMENT AMOUNT \$

91716386389

- Please Detach and Return With Payment -

# UniFirst

UniFirst Corporation  
4251 PERIMETER IND PKWY E JACKSONVILLE

PAGE 001  
FL 32219

INVOICE  
917 1638638

DATE  
12/21/20

PAYMENT TERMS  
CHARGE

PURCHASE ORDER

CONTRACT  
66891

SHIP TO

999548  
DOUBLE BRANCH CDD  
370 OAKLEAF VILLAGE PKWY  
ORANGE PARK FL 32065

BILL TO

999548  
DOUBLE BRANCH CDD  
370 OAKLEAF VILLAGE PKWY  
ORANGE PARK FL 32065

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL:

904/353-4121

RTE# D2610

LKR/ DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PIC UP
				QTY.	AMOUNT					
		4X6H OAKLEAF		3	31.38			3/12	3	
		MAT-4X6 HD GREAT IMP		2	20.92			1/17	2	
		DEFE CHARGE			24.00					
		MAT PROTECTION		5	1.25					
		INVOICE SUB-TOTAL			77.55					
		TOTAL SERVICE CHARGES								
		AMOUNT DUE								

THIS IS YOUR ONLY INVCE- NET 30 DAYS. PLEASE SIGN

SOIL PICK UP COUNT

SM

PT

OT

ND

382B

002 - 330-97200 - 6/1/88

INVOICE NUMBER 917 1640747 REMIT TO: UniFirst Corporation  
 INVOICE DATE 12/28/20 P.O. BOX 650481  
 CUSTOMER# (BILL TO) 999548 Dallas TX 75265  
 A/R NUMBER RTE# 02610  
 CUSTOMER DOUBLE BRANCH CDD



PAYMENT AMOUNT \$ \_\_\_\_\_

91716407473

- Please Detach and Return With Payment -

**UniFirst**

UniFirst Corporation  
 4251 PERIMETER IND PKWY E JACKSONVILLE

PAGE 00  
 FL 3201

INVOICE 917 1640747 DATE 12/28/20 PAYMENT TERMS CHARGE PURCHASE ORDER CONTRACT 6689

SHIP TO 999548  
 DOUBLE BRANCH CDD  
 370 OAKLEAF VILLAGE PKWY  
 ORANGE PARK FL 32065

BILL TO 999548  
 DOUBLE BRANCH CDD  
 370 OAKLEAF VILLAGE PKWY  
 ORANGE PARK FL 32065

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL:

904/353-4121

RTE# 02610

LKR/ DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PI U
				QTY.	AMOUNT					
		4X6H OAKLEAF		3	31.28			3/12	3	
		NAT-4X6 HD GREAT IMP		2	20.92			1/19	2	
		DEFE CHARGE			24.00					
		MAT PROTECTION		5	1.25					
		INVOICE SUB-TOTAL			77.55					
		TOTAL SERVICE CHARGES								
		AMOUNT DUE								

THIS IS YOUR ONLY INVCE- NET 30 DAYS. PLEASE SIGN

*Net 30*

SPIL PICK UP COUNT

SH \_\_\_\_\_ PT \_\_\_\_\_ QT \_\_\_\_\_ NO \_\_\_\_\_

382B

002 330-57200-61100



INVOICE NUMBER 917 1642932 REMIT TO: UniFirst Corporation  
INVOICE DATE 1/04/21 P.O. BOX 650481  
CUSTOMER# (BILL TO) 999548 Dallas TX 75265  
A/R NUMBER RTE# 02610  
CUSTOMER DOUBLE BRANCH CDD



PAYMENT AMOUNT \$ \_\_\_\_\_

91716429321

- Please Detach and Return With Payment -

# UniFirst

UniFirst Corporation  
4251 PERIMETER IND PKWY E JACKSONVILLE

PAGE 001  
FL 32219

INVOICE DATE PAYMENT TERMS PURCHASE ORDER CONTRACT  
917 1642932 1/04/21 CHARGE 665911

SHIP TO

999548  
DOUBLE BRANCH CDD  
370 OAKLEAF VILLAGE PKWY  
ORANGE PARK FL 32065

*mat cleaning*

BILL TO

999548  
DOUBLE BRANCH CDD  
370 OAKLEAF VILLAGE PKWY  
ORANGE PARK FL 32065

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL:

904/353-4121

RTE# 02610

LKR/DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED QTY.	AMOUNT	TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
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		370 OAKLEAF		3	31.35			3/12		
		MAT-4X6 HD GREAT IMP		2	20.92			1/19		
		FINANCE CHARGE			3.26					
		DEFT CHARGE			24.00					
		NAT PROTECTION		5	1.25					
		INVOICE SUB-TOTAL			80.81					

ADDITIONAL SERVICE CHARGES

AMOUNT DUE

THIS IS YOUR ONLY INVOICE- NET 30 DAYS. PLEASE SIGN

SOIL PICK UP COUNT SK PT DT NO

382B

002-330-57200-61100

INVOICE NUMBER  
INVOICE DATE  
CUSTOMER# (BILL TO)  
A/R NUMBER  
CUSTOMER

917 1645046  
1/11/21  
999548  
RTE# 02610  
DOUBLE BRANCH CDD

REMIT TO: UniFirst Corporation  
P.O BOX 650481  
Dallas TX 75262



91716450460

PAYMENT AMOUNT \$ \_\_\_\_\_

- Please Detach and Return With Payment -

# UniFirst

UniFirst Corporation  
4251 PERIMETER IND PKWY E JACKSONVILLE

PAGE 001  
FL 32219

INVOICE  
917 1645046

DATE  
1/11/21

PAYMENT TERMS  
CHARGE

PURCHASE ORDER

CONTRACT  
66891

SHIP TO

999548  
DOUBLE BRANCH CDD  
370 OAKLEAG VILLAGE PKWY  
ORANGE PARK FL 32065

*mat clean*

BILL TO

999548  
DOUBLE BRANCH CDD  
370 OAKLEAG VILLAGE PKWY  
ORANGE PARK FL 32065

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL:

904/352-4121

RTE# 02610

LKR/ DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PIC UP
				QTY.	AMOUNT					
		4X6H OAKLEAF		3	31.38			3/12	3	
		MAT-4X6 HD. GREAT IMP.		2	20.92			3/19	2	
		DEFE CHARGE			24.00					
		MAT PROTECTION		5	1.25					
		INVOICE SUB-TOTAL			77.55					

TOTAL SERVICE CHARGES

AMOUNT DUE

THIS IS YOUR ONLY INVCE- NET 30 DAYS. PLEASE SIGN

SOIL PICK UP COUNT SH \_\_\_\_\_ PT \_\_\_\_\_ OT \_\_\_\_\_ MD \_\_\_\_\_

382B

002 - 330 - 572 00 61100

INVOICE NUMBER  
INVOICE DATE  
CUSTOMER# (BILL TO)  
A/R NUMBER  
CUSTOMER

917 1647144  
1/18/21  
999548

REMIT TO:

UniFirst Corporation  
P. O. BOX 450481  
Dallas

TX 75205

RTE# 02610

DOUBLE BRANCH CDD



91716471441

PAYMENT AMOUNT \$

- Please Detach and Return With Payment -

**UniFirst**

UniFirst Corporation  
4251 PERIMETER IND PKWY E JACKSONVILLE

PAGE 001  
FL 32214

INVOICE

DATE

PAYMENT TERMS

PURCHASE ORDER

CONTRACT

917 1647144

1/18/21

CHARGE

66891

**SHIP TO**  
999548 *mat cleaning*  
DOUBLE BRANCH CDD  
370 OAKLEAF VILLAGE PKWY  
ORANGE PARK FL 32065

**BILL TO**  
999548  
DOUBLE BRANCH CDD  
370 OAKLEAF VILLAGE PKWY  
ORANGE PARK FL 32065

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL:

904/353-4121

RTE# 02610

LKR/DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PIC UP
				QTY.	AMOUNT					
		4X6 OAKLEAF		3	31.38			2/12	3	
		NAT-4X6 HD GREAT IMP		2	20.92			2/19	2	
		DEFE CHARGE			24.00					
		MAT PROTECTION		5	1.25					
		INVOICE SUB-TOTAL			77.55					
		TOTAL SERVICE CHARGES								
		AMOUNT DUE								

THIS IS YOUR ONLY INVOICE- NET-30-DAYS. PLEASE SIGN

SOIL PICK UP COUNT SH PT OT NO

382.3  
002, 330, 572.00, 6480

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice**

Invoice #: 2183

Invoice Date: 2/15/21

Due Date: 2/15/21

Case:

P.O. Number:

**Bill To:**

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

92 B

Description	Hours/Qty	Rate	Amount
Facility Maintenance January 1 - January 31, 2021		9,764.44	9,764.44
Maintenance Supplies		1,636.04	1,636.04
320 Facility Main - General \$3389 <sup>00</sup> 2.572.4660			
Facility Main - Contig. \$2656 <sup>00</sup> 2.572.4662			
Lighting Repairs \$679.48 2.320.572.4663			
Common Area Maint. \$1604 <sup>00</sup> 2.572.4640			
Repairs / Replace \$3072 <sup>00</sup> 2.572.6310			
<b>Total</b>			<b>\$11,400.48</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$11,400.48</b>

**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF JANUARY 2021**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
1/1/21	2	L.N.	Removed debris on track, field house, amenity center, plantation oaks boulevard and Oakleaf Village Parkway
1/4/21	6	T.C.	Removed Christmas decorations and lights
1/4/21	6.5	G.S.	Removed debris from all common areas and ponds
1/5/21	2	E.T.	Removed Christmas lights and decorations from community entrance
1/5/21	2.6	G.S.	Removed debris from all common areas
1/6/21	2	E.T.	Removed Christmas lights and decorations around community
1/6/21	6	T.C.	Removed Christmas decorations and lights
1/6/21	6	G.S.	Removed debris from all common areas
1/6/21	6	L.N.	Put windscreens up around new fence area shop, tennis and basketball
1/7/21	4.6	G.S.	Removed debris from all common areas, treated ant mounds on playgrounds
1/8/21	4	T.C.	Removed Christmas decorations and lights
1/11/21	4	T.C.	Busted up and removed concrete
1/11/21	6.6	G.S.	Removed debris from all common areas
1/11/21	8	L.N.	Removed all old sidewalk to shop area
1/12/21	2.6	G.S.	Removed debris from all common areas
1/13/21	7.5	E.T.	Replace roof vents on Gazebo at Piedmont Park, trim up trees off gazebo, repair fence on right of way, replace photo sensor at entrance to Piedmont community
1/13/21	8	T.C.	Fixed rail on fence at park, replaced vents of gazebo at park, busted up and removed concrete
1/13/21	5	G.S.	Removed debris from all common areas
1/13/21	8	L.N.	Remove all old sidewalk to shop area
1/14/21	5	G.S.	Removed debris from all common areas
1/15/21	4	E.T.	Light inspection on community entrance, replace photo sensor on Wavery entrance, replace lights on Timber Ridge entrance, replace photo sensor on Silverleaf entrance
1/15/21	6	T.C.	Busted up concrete
1/15/21	6	L.N.	Removed concrete slabs from around track
1/18/21	6	T.C.	Busted up concrete
1/18/21	6.6	G.S.	Removed debris from all common areas
1/18/21	8	L.N.	Removed concrete slabs from around track
1/19/21	4	E.T.	Repair basketball backboard and hoops, replace nets, repaired trash receptacle on soccer field track, clean pool filter on spray ground, inspect Silverleaf playground
1/19/21	6	T.C.	Replaced bolts and springs on basketball hoops, installed windscreens
1/19/21	4	G.S.	Removed debris from all common areas
1/20/21	5	E.T.	Clean up broken concrete around soccer field sidewalk
1/20/21	6	T.C.	Busted up concrete
1/20/21	5	G.S.	Removed debris from all common areas and ponds
1/21/21	5.5	G.S.	Removed debris from all common areas, maintenance work on gazebo
1/22/21	5	E.T.	Clean up broken concrete left on sidewalk replacement project
1/25/21	6	T.C.	Tore down old playground equipment
1/25/21	6.5	G.S.	Removed debris from all common areas, maintenance work on soccer fields
1/26/21	8	L.N.	Dismantled playground equipment
1/26/21	8	T.C.	Tore down old playground equipment
1/26/21	2	G.S.	Removed debris from all common areas
1/27/21	8	E.T.	Take down playground at Silverleaf Park
1/27/21	8	T.C.	Tore down old playground equipment, returned tractor
1/27/21	6	G.S.	Removed debris from all common areas and ponds
1/27/21	8	L.N.	Dismantled playground equipment
1/28/21	4	T.C.	Removed old playground equipment
1/28/21	6.6	G.S.	Removed debris from all common areas and ponds
1/29/21	8	E.T.	Remove playground equipment from the playground at Silverleaf, install windscreens on basketball courts
1/29/21	8	T.C.	Cleaned up busted concrete, installed new windscreens
1/29/21	8	L.N.	Remove park equipment

**TOTAL**274**MILES**392

\*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

**MAINTENANCE BILLABLE PURCHASES**

Period Ending 02/05/21

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DB				
DOUBLE BRANCH				
	12/31/20	Garage Door Rear Track Hanger	24.04	J.S.
	12/31/20	4' T8 LED Lights (2)	40.48	J.S.
	12/31/20	Dremel Versa	22.43	J.S.
	12/31/20	Dremel Versa Pads/Access	22.86	J.S.
	12/31/20	Garage Door Slide Lock Set (4)	39.42	J.S.
	12/31/20	Garage Door Snap Lock Set (2)	66.63	J.S.
	1/6/21	55 Gallon Tote	27.58	T.C.
	1/6/21	64 Qt Latching Box (3)	36.14	T.C.
	1/7/21	27 Gallon Tote (3)	34.43	T.C.
	1/7/21	55 Gallon Tote	27.58	T.C.
	1/8/21	3/8 SS Lockwasher	4.83	S.A.
	1/8/21	3/8 Washer (14)	4.99	S.A.
	1/8/21	3/4 Nut (6)	3.66	S.A.
	1/8/21	3/8x2 Bolt (4)	6.95	S.A.
	1/8/21	3/8x1 Bolt (2)	2.37	S.A.
	1/8/21	3/8x4 Carridge Bolt (4)	9.08	S.A.
	1/8/21	3/8 Washer (2)	0.62	S.A.
	1/8/21	3/8 Nut (2)	0.62	S.A.
	1/8/21	3/8 Lockwasher (2)	0.62	S.A.
	1/8/21	1/2x3 1/2 Carridge Bolt (2)	5.06	S.A.
	1/8/21	1/2 Nut (2)	1.06	S.A.
	1/8/21	1/2 Washer (2)	0.92	S.A.
	1/8/21	1/2 Lockwasher (2)	0.71	S.A.
	1/11/21	Windex Refill	5.74	T.C.
	1/11/21	Pine Sol	5.74	T.C.
	1/11/21	Mullin Cleaner Lemon	7.22	T.C.
	1/11/21	1-3/16 Set Your Own Combo	12.03	T.C.
	1/11/21	1-1/2" Set Your Own Combo	19.27	T.C.
	1/11/21	Wood Restore Finish	5.74	T.C.
	1/11/21	Latex Gloves 50pk	8.61	T.C.
	1/11/21	20pk Terry Towels	11.47	T.C.
	1/12/21	1-3/16 Set Your Own Combo (5)	40.08	T.C.
	1/12/21	Gray Locking Outlet Covers (6)	20.07	T.C.
	1/13/21	Thermal Photocontrol Sensor (2)	22.68	T.C.
	1/13/21	Quick Link Chain 1/4 Zinc (2)	8.33	T.C.
	1/13/21	1-3/16 Set Your Own Combo	8.02	T.C.
	1/13/21	BI Metal Recip Blades 14pc	17.18	T.C.
	1/13/21	12x12 White Plastic Louvers	11.49	T.C.
	1/22/21	3/4"x10' Conduit	3.97	T.C.
	1/22/21	#8x1 Screws	2.16	T.C.
	1/22/21	#8x3/4 Screws	3.02	T.C.
	1/22/21	WD-40	11.35	T.C.
	1/22/21	1" PVC Coupling	0.76	T.C.
	1/22/21	Heavy Duty Caulk Gun	10.34	T.C.
	1/22/21	10W(75W) LED 2pk (2)	25.00	T.C.
	1/22/21	Heavy Duty Liquid Nail Caulk (6)	21.55	T.C.
	1/26/21	Drywall Screws #8x1	1.36	T.C.
	1/26/21	Bit Socket 3/8" Drive	3.20	T.C.
	1/26/21	Metal Grinding Disc 4-1/2"x1/4"x7/8"	2.58	T.C.
	1/26/21	Metal Cut Off Disc 4.5"	14.38	T.C.
	1/26/21	Temperproof Bit Socket Set	10.91	T.C.
	1/26/21	Sae and Metric Long Arm Hex Set	5.74	T.C.
	1/26/21	Bucket	2.00	T.C.
	1/26/21	Bit Socket 3/8" Drive 3/16" Hex	2.84	T.C.
	1/26/21	Husky Tow Straps	22.98	J.S.
	1/26/21	Traler Tri Ball	25.86	J.S.
	1/26/21	Rental Deposit - Mini Excavator	345.00	J.S.
	1/27/21	Rental Balance - Mini Excavator	441.08	J.S.
	1/27/21	9pc Temperproof Torx Set	17.22	S.A.
	1/27/21	2x3 7pc Masterbit Set	57.43	S.A.
	1/28/21	Fencing Staples	17.19	J.S.
	1/28/21	Garage Door Lift Handle	3.44	J.S.

TOTAL \$1,636.04



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

# INVOICE

Invoice #	559374
Account #	708477
Invoice Date	2/11/2021
Due Date	2/21/2021
Rep	MAS

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

Invoice Questions: <a href="mailto:Lakes@lakedoctors.com">Lakes@lakedoctors.com</a> Payment Questions: <a href="mailto:Payments@lakedoctors.com">Payments@lakedoctors.com</a>
--

Purchase Order Number	Terms
	NET 10 DAYS

Item	Description	Amount
	Triploid Grass Carp Stocking (400) - Completed 01/21/21	2,900.00
<b>Code to:</b>		
<b>Double Branch Repair and Replacements</b>		
<b>2.320.57200.63100</b>		
<b>Total Invoice</b>		<b>\$2,900.00</b>

24B

To ensure prompt and accurate processing of your payment, please include your remittance stub and/or your account number/invoice number on your check.

For scheduling, please contact your local office.

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 #	559374
Account #	708477
Date	2/11/2021

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 ___ Mastercard ___ Visa ___ American Express Card # _____ Card Verification # _____ Exp. Date # _____ Print Name _____ Billing Address: _____ Check box if same as above _____ Signature _____
---



RECEIVED  
FEB 12 2021

## Invoice

Invoice #: 4670

Date: 02/01/21

Customer PO:

DUE DATE: 03/03/2021

### 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

#4211 - Standard Maintenance Contract 2021-2022 February 2021

### AMOUNT

\$31,536.08

### Invoice Notes:

Thank you for your business!

**AMOUNT DUE THIS INVOICE**

**\$31,536.08**

### Code to:

**2-320-572-4620**

**Double Branch Landscape Maintenance**

672B  
feb landscape maintenance





RECEIVED  
FEB 12 2021

## PROPOSAL

**Mailing Address**

Oakleaf Plantation  
370 Oakleaf Village Parkway  
Orange Park, FL 32065

**Job Address**

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

Date: November 06, 2020

Phone: Orange Park

Opportunity#: 4005

**Job Summary:**

Provide Labor to Remove existing turf 4-5' from south side fence line 200' in length and plant 7 gallon Firebush for a live wall, this includes mulch and irrigation upgrades.

**Landscape Enhancement**

Quantity	Description	Unit	Unit Price	Ext Price
8.00	Labor and Prep	Hr	\$39.69	\$317.54
1.00	Disposal Fee	Ea	\$50.00	\$50.00
48.00	Firebush- Red Cluster	7g	\$56.70	\$2,721.60
250.00	Irrigation Parts	Dollars	\$2.70	\$675.00
3.00	Irrigation Labor	Hr	\$45.00	\$135.00
2.00	Colored Mulch (Red)	CY	\$50.00	\$100.00

**Code to:**

**Landscape Enhancement Total** **\$3,999.14**

**Double Branch Repair and Replacements**

**Proposal Total: \$3,999.14**

**2.320.57200.63100**

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

**Payment due 30 days after receipt of invoice.**

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

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



## PROPOSAL

### ACCEPTANCE OF PROPOSAL

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

By \_\_\_\_\_

Chalon Suchsland

Date \_\_\_\_\_

11/6/2020

VerdeGo

By \_\_\_\_\_

Date \_\_\_\_\_

Oakleaf Plantation

*Board approved*  
*11/9/2020*

Customer Information



XEROX CORPORATION  
PO BOX 660502  
DALLAS TX  
75266-0502

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

02-01-21  
Invoice Date  
012486483  
Invoice Number  
720343326  
Customer Number

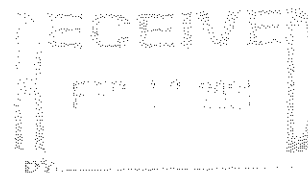
MFP3635X1 MFP3635X W/EIP

SER.# BB1-867777  
SPLY-MAINT - COST PER COPY PLAN  
AMOUNT

BASE CHARGE	FEBRUARY	37.09
	SUB TOTAL	37.09
	TOTAL	37.09

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

2-330-57200-50000  
399B



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 012486483 02-01-21 THIS AMOUNT  
RR004274 M 070120  
03 6GSW 6GSW W 00000 5933 1 B15

Invoice Amount  
\$37.09  
VFL40

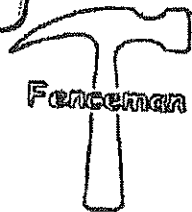
202100008070060 0124864836 0300037096 272034332686

Invoice

Payment

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
2/10/21	00010	10/13/20	10132020 202010 600-53800-62000 BASKETBALL COURT (FRONT)	T FENCEMAN INC.	*	1,744.00	1,744.00 000034
2/22/21	00010	2/10/21	11 202102 600-53800-62000 INSTALL CHAINFENCE DOGPAR	T FENCEMAN INC.	*	792.00	792.00 000035
2/24/21	00010	10/13/20	10132020 202010 600-53800-62000 BASKETBALL COURT REAR	T FENCEMAN INC.	*	2,099.00	2,099.00 000036
TOTAL FOR BANK C						4,635.00	
TOTAL FOR REGISTER						4,635.00	

DBBR DOUBLE BRANCH OKUZMUK



# Proposal

Page # 1 of 2 pages

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

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

"Built With Pride and Quality"

Free Estimates  
Licensed / Insured  
20 Year Experience

Aluminum • Vinyl  
Chainlink • Wood Privacy

100

Proposal Submitted To: <u>Double Branch</u>	Job Name	Job #
Address: <u>370 Oakleaf Village Parkway</u>	Job Location	
<u>Orange Park FL 32065</u>	Date: <u>13 Oct 2020</u>	Date of Plans
Phone # <u>Jay 562-0249</u>	Fax #	Architect

We hereby submit specifications and estimates for:

Basket ball court (Front) \$1744.00

1. Install 120' of 10' high black vinyl chain link.
2. Removal of existing fence \$3.00 pf. and install 10' wire \$7.00 pf.
3. Weld & paint 1/4" extensions
4. Hang wire with twist ties

RECEIVED

Code to:

Double Branch Capitol Projects

34.600.53800.62000

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

\$ Front \$1744.00 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 \_\_\_\_\_

# T Fenceman Inc.

"Built With Pride and Quality"

1506 Summit Oaks Drive West  
Jacksonville Fl. 32221  
904.759.5875 Fax: 904.683.1432

DATE: 2/10/2021  
INVOICE # 11  
FOR: Dog Park Chain  
link Fence

**Bill To:**

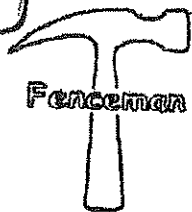
Double Branch  
370 Oakleaf Village parkway  
Orange park, Fl. 32065  
Jay S. 904 562-0249

DESCRIPTION	AMOUNT
1. Cut down 8' high chain link to 4'	
2. Install 633' of 4' high chain link around dog park	792.00
<b>Code to:</b>	
<b>Double Branch Capitol Projects</b>	
<b>34.600.53800.62000</b>	
<b>TOTAL</b>	<b>\$ 792.00</b>

Please make check payable to **T fenceman Inc.**

If you have any questions concerning this invoice, contact N: Terry at 904-683-1432 cell 904.759.5875

**THANK YOU FOR YOUR BUSINESS!**



# Proposal

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

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

Call: (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 Oakleaf Village Parkway</u>	Job Location	
<u>Orange Park FL 32065</u>	Date: <u>13 Oct 2020</u>	Date of Plans
Phone # <u>Jay 562-0249</u>	Fax #	Architect

We hereby submit specifications and estimates for: \_\_\_\_\_

Code to: \_\_\_\_\_

Double Branch Capitol Projects

34.600.53800.62000

<u>Basket Ball Court (Rear) \$2099.00</u>	<u>10' 26"</u>	<u>Rear</u>
<u>1. Install 156' of 10' high black</u>		<u>120'</u>
<u>vinyl chain link</u>		
<u>2. Removal of existing fence</u>		
<u>\$3.00 pf and install 10' wire</u>		
<u>\$7.00 pf.</u>		
<u>3. Weld &amp; paint 16 extensions</u>		
<u>4. Hang wire with twist ties.</u>		
		<u>Front</u>
		<u>120'</u>

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

\$ Rear \$2099.00

**RECEIVED**

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.

Signature \_\_\_\_\_

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

Signature \_\_\_\_\_

## *FOURTH ORDER OF BUSINESS*



Company ID Number: 1635567

## **THE E-VERIFY MEMORANDUM OF UNDERSTANDING FOR EMPLOYERS**

### **ARTICLE I PURPOSE AND AUTHORITY**

The parties to this agreement are the Department of Homeland Security (DHS) and the Double Branch Community Development District (Employer). The purpose of this agreement is to set forth terms and conditions which the Employer will follow while participating in E-Verify.

E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of Form I-9, Employment Eligibility Verification (Form I-9). This Memorandum of Understanding (MOU) explains certain features of the E-Verify program and describes specific responsibilities of the Employer, the Social Security Administration (SSA), and DHS.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). The Federal Acquisition Regulation (FAR) Subpart 22.18, "Employment Eligibility Verification" and Executive Order 12989, as amended, provide authority for Federal contractors and subcontractors (Federal contractor) to use E-Verify to verify the employment eligibility of certain employees working on Federal contracts.

### **ARTICLE II RESPONSIBILITIES**

#### **A. RESPONSIBILITIES OF THE EMPLOYER**

1. The Employer agrees to display the following notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system:
  - a. Notice of E-Verify Participation
  - b. Notice of Right to Work
2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted about E-Verify. The Employer also agrees to keep such information current by providing updated information to SSA and DHS whenever the representatives' contact information changes.
3. The Employer agrees to grant E-Verify access only to current employees who need E-Verify access. Employers must promptly terminate an employee's E-Verify access if the employer is separated from the company or no longer needs access to E-Verify.

Company ID Number: 1635567

4. The Employer agrees to become familiar with and comply with the most recent version of the E-Verify User Manual.
  5. The Employer agrees that any Employer Representative who will create E-Verify cases will complete the E-Verify Tutorial before that individual creates any cases.
    - a. The Employer agrees that all Employer representatives will take the refresher tutorials when prompted by E-Verify in order to continue using E-Verify. Failure to complete a refresher tutorial will prevent the Employer Representative from continued use of E-Verify.
  6. The Employer agrees to comply with current Form I-9 procedures, with two exceptions:
    - a. If an employee presents a "List B" identity document, the Employer agrees to only accept "List B" documents that contain a photo. (List B documents identified in 8 C.F.R. § 274a.2(b)(1)(B)) can be presented during the Form I-9 process to establish identity.) If an employee objects to the photo requirement for religious reasons, the Employer should contact E-Verify at 888-464-4218.
    - b. If an employee presents a DHS Form I-551 (Permanent Resident Card), Form I-766 (Employment Authorization Document), or U.S. Passport or Passport Card to complete Form I-9, the Employer agrees to make a photocopy of the document and to retain the photocopy with the employee's Form I-9. The Employer will use the photocopy to verify the photo and to assist DHS with its review of photo mismatches that employees contest. DHS may in the future designate other documents that activate the photo screening tool.
- Note: Subject only to the exceptions noted previously in this paragraph, employees still retain the right to present any List A, or List B and List C, document(s) to complete the Form I-9.
7. The Employer agrees to record the case verification number on the employee's Form I-9 or to print the screen containing the case verification number and attach it to the employee's Form I-9.
  8. The Employer agrees that, although it participates in E-Verify, the Employer has a responsibility to complete, retain, and make available for inspection Forms I-9 that relate to its employees, or from other requirements of applicable regulations or laws, including the obligation to comply with the antidiscrimination requirements of section 274B of the INA with respect to Form I-9 procedures.
    - a. The following modified requirements are the only exceptions to an Employer's obligation to not employ unauthorized workers and comply with the anti-discrimination provision of the INA: (1) List B identity documents must have photos, as described in paragraph 6 above; (2) When an Employer confirms the identity and employment eligibility of newly hired employee using E-Verify procedures, the Employer establishes a rebuttable presumption that it has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) with respect to the hiring of that employee; (3) If the Employer receives a final nonconfirmation for an employee, but continues to employ that person, the Employer must notify DHS and the Employer is subject to a civil money penalty between \$550 and \$1,100 for each failure to notify DHS of continued employment following a final nonconfirmation; (4) If the Employer continues to employ an employee after receiving a final nonconfirmation, then the Employer is subject to a rebuttable presumption that it has knowingly

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employed an unauthorized alien in violation of section 274A(a)(1)(A); and (5) no E-Verify participant is civilly or criminally liable under any law for any action taken in good faith based on information provided through the E-Verify.

b. DHS reserves the right to conduct Form I-9 compliance inspections, as well as any other enforcement or compliance activity authorized by law, including site visits, to ensure proper use of E-Verify.

9. The Employer is strictly prohibited from creating an E-Verify case before the employee has been hired, meaning that a firm offer of employment was extended and accepted and Form I-9 was completed. The Employer agrees to create an E-Verify case for new employees within three Employer business days after each employee has been hired (after both Sections 1 and 2 of Form I-9 have been completed), and to complete as many steps of the E-Verify process as are necessary according to the E-Verify User Manual. If E-Verify is temporarily unavailable, the three-day time period will be extended until it is again operational in order to accommodate the Employer's attempting, in good faith, to make inquiries during the period of unavailability.

10. The Employer agrees not to use E-Verify for pre-employment screening of job applicants, in support of any unlawful employment practice, or for any other use that this MOU or the E-Verify User Manual does not authorize.

11. The Employer must use E-Verify for all new employees. The Employer will not verify selectively and will not verify employees hired before the effective date of this MOU. Employers who are Federal contractors may qualify for exceptions to this requirement as described in Article II.B of this MOU.

12. The Employer agrees to follow appropriate procedures (see Article III below) regarding tentative nonconfirmations. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending. Further, when employees contest a tentative nonconfirmation based upon a photo mismatch, the Employer must take additional steps (see Article III.B. below) to contact DHS with information necessary to resolve the challenge.

13. The Employer agrees not to take any adverse action against an employee based upon the employee's perceived employment eligibility status while SSA or DHS is processing the verification request unless the Employer obtains knowledge (as defined in 8 C.F.R. § 274a.1(l)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated verification system to verify work authorization, a tentative nonconfirmation, a case in continuance (indicating the need for additional time for the government to resolve a case), or the finding of a photo mismatch, does not establish, and should not be interpreted as, evidence that the employee is not work authorized. In any of such cases, the employee must be provided a full and fair opportunity to contest the finding, and if he or she does so, the employee may not be terminated or suffer any adverse employment consequences based upon the employee's perceived employment eligibility status

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(including denying, reducing, or extending work hours, delaying or preventing training, requiring an employee to work in poorer conditions, withholding pay, refusing to assign the employee to a Federal contract or other assignment, or otherwise assuming that he or she is unauthorized to work) until and unless secondary verification by SSA or DHS has been completed and a final nonconfirmation has been issued. If the employee does not choose to contest a tentative nonconfirmation or a photo mismatch or if a secondary verification is completed and a final nonconfirmation is issued, then the Employer can find the employee is not work authorized and terminate the employee's employment. Employers or employees with questions about a final nonconfirmation may call E-Verify at 1-888-464-4218 (customer service) or 1-888-897-7781 (worker hotline).

14. The Employer agrees to comply with Title VII of the Civil Rights Act of 1964 and section 274B of the INA as applicable by not discriminating unlawfully against any individual in hiring, firing, employment eligibility verification, or recruitment or referral practices because of his or her national origin or citizenship status, or by committing discriminatory documentary practices. The Employer understands that such illegal practices can include selective verification or use of E-Verify except as provided in part D below, or discharging or refusing to hire employees because they appear or sound "foreign" or have received tentative nonconfirmations. The Employer further understands that any violation of the immigration-related unfair employment practices provisions in section 274B of the INA could subject the Employer to civil penalties, back pay awards, and other sanctions, and violations of Title VII could subject the Employer to back pay awards, compensatory and punitive damages. Violations of either section 274B of the INA or Title VII may also lead to the termination of its participation in E-Verify. If the Employer has any questions relating to the anti-discrimination provision, it should contact OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

15. The Employer agrees that it will use the information it receives from E-Verify only to confirm the employment eligibility of employees as authorized by this MOU. The Employer agrees that it will safeguard this information, and means of access to it (such as PINS and passwords), to ensure that it is not used for any other purpose and as necessary to protect its confidentiality, including ensuring that it is not disseminated to any person other than employees of the Employer who are authorized to perform the Employer's responsibilities under this MOU, except for such dissemination as may be authorized in advance by SSA or DHS for legitimate purposes.

16. The Employer agrees to notify DHS immediately in the event of a breach of personal information. Breaches are defined as loss of control or unauthorized access to E-Verify personal data. All suspected or confirmed breaches should be reported by calling 1-888-464-4218 or via email at [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov). Please use "Privacy Incident – Password" in the subject line of your email when sending a breach report to E-Verify.

17. The Employer acknowledges that the information it receives from SSA is governed by the Privacy Act (5 U.S.C. § 552a(i)(1) and (3)) and the Social Security Act (42 U.S.C. 1306(a)). Any person who obtains this information under false pretenses or uses it for any purpose other than as provided for in this MOU may be subject to criminal penalties.

18. The Employer agrees to cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, which includes permitting DHS, SSA, their contractors and other agents, upon

**Company ID Number:** 1635567

reasonable notice, to review Forms I-9 and other employment records and to interview it and its employees regarding the Employer's use of E-Verify, and to respond in a prompt and accurate manner to DHS requests for information relating to their participation in E-Verify.

19. The Employer shall not make any false or unauthorized claims or references about its participation in E-Verify on its website, in advertising materials, or other media. The Employer shall not describe its services as federally-approved, federally-certified, or federally-recognized, or use language with a similar intent on its website or other materials provided to the public. Entering into this MOU does not mean that E-Verify endorses or authorizes your E-Verify services and any claim to that effect is false.

20. The Employer shall not state in its website or other public documents that any language used therein has been provided or approved by DHS, USCIS or the Verification Division, without first obtaining the prior written consent of DHS.

21. The Employer agrees that E-Verify trademarks and logos may be used only under license by DHS/USCIS (see [M-795 \(Web\)](#)) and, other than pursuant to the specific terms of such license, may not be used in any manner that might imply that the Employer's services, products, websites, or publications are sponsored by, endorsed by, licensed by, or affiliated with DHS, USCIS, or E-Verify.

22. The Employer understands that if it uses E-Verify procedures for any purpose other than as authorized by this MOU, the Employer may be subject to appropriate legal action and termination of its participation in E-Verify according to this MOU.

## **B. RESPONSIBILITIES OF FEDERAL CONTRACTORS**

1. If the Employer is a Federal contractor with the FAR E-Verify clause subject to the employment verification terms in Subpart 22.18 of the FAR, it will become familiar with and comply with the most current version of the E-Verify User Manual for Federal Contractors as well as the E-Verify Supplemental Guide for Federal Contractors.

2. In addition to the responsibilities of every employer outlined in this MOU, the Employer understands that if it is a Federal contractor subject to the employment verification terms in Subpart 22.18 of the FAR it must verify the employment eligibility of any "employee assigned to the contract" (as defined in FAR 22.1801). Once an employee has been verified through E-Verify by the Employer, the Employer may not create a second case for the employee through E-Verify.

a. An Employer that is not enrolled in E-Verify as a Federal contractor at the time of a contract award must enroll as a Federal contractor in the E-Verify program within 30 calendar days of contract award and, within 90 days of enrollment, begin to verify employment eligibility of new hires using E-Verify. The Employer must verify those employees who are working in the United States, whether or not they are assigned to the contract. Once the Employer begins verifying new hires, such verification of new hires must be initiated within three business days after the hire date. Once enrolled in E-Verify as a Federal contractor, the Employer must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.



Company ID Number: 1635567

b. Employers enrolled in E-Verify as a Federal contractor for 90 days or more at the time of a contract award must use E-Verify to begin verification of employment eligibility for new hires of the Employer who are working in the United States, whether or not assigned to the contract, within three business days after the date of hire. If the Employer is enrolled in E-Verify as a Federal contractor for 90 calendar days or less at the time of contract award, the Employer must, within 90 days of enrollment, begin to use E-Verify to initiate verification of new hires of the contractor who are working in the United States, whether or not assigned to the contract. Such verification of new hires must be initiated within three business days after the date of hire. An Employer enrolled as a Federal contractor in E-Verify must begin verification of each employee assigned to the contract within 90 calendar days after date of contract award or within 30 days after assignment to the contract, whichever is later.

c. Federal contractors that are institutions of higher education (as defined at 20 U.S.C. 1001(a)), state or local governments, governments of Federally recognized Indian tribes, or sureties performing under a takeover agreement entered into with a Federal agency under a performance bond may choose to only verify new and existing employees assigned to the Federal contract. Such Federal contractors may, however, elect to verify all new hires, and/or all existing employees hired after November 6, 1986. Employers in this category must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

d. Upon enrollment, Employers who are Federal contractors may elect to verify employment eligibility of all existing employees working in the United States who were hired after November 6, 1986, instead of verifying only those employees assigned to a covered Federal contract. After enrollment, Employers must elect to verify existing staff following DHS procedures and begin E-Verify verification of all existing employees within 180 days after the election.

e. The Employer may use a previously completed Form I-9 as the basis for creating an E-Verify case for an employee assigned to a contract as long as:

- i. That Form I-9 is complete (including the SSN) and complies with Article II.A.6,
- ii. The employee's work authorization has not expired, and
- iii. The Employer has reviewed the Form I-9 information either in person or in communications with the employee to ensure that the employee's Section 1, Form I-9 attestation has not changed (including, but not limited to, a lawful permanent resident alien having become a naturalized U.S. citizen).

f. The Employer shall complete a new Form I-9 consistent with Article II.A.6 or update the previous Form I-9 to provide the necessary information if:

- i. The Employer cannot determine that Form I-9 complies with Article II.A.6,
- ii. The employee's basis for work authorization as attested in Section 1 has expired or changed, or
- iii. The Form I-9 contains no SSN or is otherwise incomplete.

Note: If Section 1 of Form I-9 is otherwise valid and up-to-date and the form otherwise complies with

**Company ID Number:** 1635567

Article II.C.5, but reflects documentation (such as a U.S. passport or Form I-551) that expired after completing Form I-9, the Employer shall not require the production of additional documentation, or use the photo screening tool described in Article II.A.5, subject to any additional or superseding instructions that may be provided on this subject in the E-Verify User Manual.

g. The Employer agrees not to require a second verification using E-Verify of any assigned employee who has previously been verified as a newly hired employee under this MOU or to authorize verification of any existing employee by any Employer that is not a Federal contractor based on this Article.

3. The Employer understands that if it is a Federal contractor, its compliance with this MOU is a performance requirement under the terms of the Federal contract or subcontract, and the Employer consents to the release of information relating to compliance with its verification responsibilities under this MOU to contracting officers or other officials authorized to review the Employer's compliance with Federal contracting requirements.

### **C. RESPONSIBILITIES OF SSA**

1. SSA agrees to allow DHS to compare data provided by the Employer against SSA's database. SSA sends DHS confirmation that the data sent either matches or does not match the information in SSA's database.

2. SSA agrees to safeguard the information the Employer provides through E-Verify procedures. SSA also agrees to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security numbers or responsible for evaluation of E-Verify or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).

3. SSA agrees to provide case results from its database within three Federal Government work days of the initial inquiry. E-Verify provides the information to the Employer.

4. SSA agrees to update SSA records as necessary if the employee who contests the SSA tentative nonconfirmation visits an SSA field office and provides the required evidence. If the employee visits an SSA field office within the eight Federal Government work days from the date of referral to SSA, SSA agrees to update SSA records, if appropriate, within the eight-day period unless SSA determines that more than eight days may be necessary. In such cases, SSA will provide additional instructions to the employee. If the employee does not visit SSA in the time allowed, E-Verify may provide a final nonconfirmation to the employer.

Note: If an Employer experiences technical problems, or has a policy question, the employer should contact E-Verify at 1-888-464-4218.

### **D. RESPONSIBILITIES OF DHS**

1. DHS agrees to provide the Employer with selected data from DHS databases to enable the Employer to conduct, to the extent authorized by this MOU:

a. Automated verification checks on alien employees by electronic means, and

**Company ID Number:** 1635567

- b. Photo verification checks (when available) on employees.
2. DHS agrees to assist the Employer with operational problems associated with the Employer's participation in E-Verify. DHS agrees to provide the Employer names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.
3. DHS agrees to provide to the Employer with access to E-Verify training materials as well as an E-Verify User Manual that contain instructions on E-Verify policies, procedures, and requirements for both SSA and DHS, including restrictions on the use of E-Verify.
4. DHS agrees to train Employers on all important changes made to E-Verify through the use of mandatory refresher tutorials and updates to the E-Verify User Manual. Even without changes to E-Verify, DHS reserves the right to require employers to take mandatory refresher tutorials.
5. DHS agrees to provide to the Employer a notice, which indicates the Employer's participation in E-Verify. DHS also agrees to provide to the Employer anti-discrimination notices issued by the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC), Civil Rights Division, U.S. Department of Justice.
6. DHS agrees to issue each of the Employer's E-Verify users a unique user identification number and password that permits them to log in to E-Verify.
7. DHS agrees to safeguard the information the Employer provides, and to limit access to such information to individuals responsible for the verification process, for evaluation of E-Verify, or to such other persons or entities as may be authorized by applicable law. Information will be used only to verify the accuracy of Social Security numbers and employment eligibility, to enforce the INA and Federal criminal laws, and to administer Federal contracting requirements.
8. DHS agrees to provide a means of automated verification that provides (in conjunction with SSA verification procedures) confirmation or tentative nonconfirmation of employees' employment eligibility within three Federal Government work days of the initial inquiry.
9. DHS agrees to provide a means of secondary verification (including updating DHS records) for employees who contest DHS tentative nonconfirmations and photo mismatch tentative nonconfirmations. This provides final confirmation or nonconfirmation of the employees' employment eligibility within 10 Federal Government work days of the date of referral to DHS, unless DHS determines that more than 10 days may be necessary. In such cases, DHS will provide additional verification instructions.

### **ARTICLE III**

## **REFERRAL OF INDIVIDUALS TO SSA AND DHS**

### **A. REFERRAL TO SSA**

1. If the Employer receives a tentative nonconfirmation issued by SSA, the Employer must print the notice as directed by E-Verify. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify



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case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.

2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.
3. After a tentative nonconfirmation, the Employer will refer employees to SSA field offices only as directed by E-Verify. The Employer must record the case verification number, review the employee information submitted to E-Verify to identify any errors, and find out whether the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security number, or any other corrected employee information that SSA requests, to SSA for verification again if this review indicates a need to do so.
4. The Employer will instruct the employee to visit an SSA office within eight Federal Government work days. SSA will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.
5. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.
6. The Employer agrees not to ask the employee to obtain a printout from the Social Security Administration number database (the Numident) or other written verification of the SSN from the SSA.

## **B. REFERRAL TO DHS**

1. If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.
2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.
3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation.
4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will instruct the

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employee to contact DHS through its toll-free hotline (as found on the referral letter) within eight Federal Government work days.

5. If the Employer finds a photo mismatch, the Employer must provide the photo mismatch tentative nonconfirmation notice and follow the instructions outlined in paragraph 1 of this section for tentative nonconfirmations, generally.

6. The Employer agrees that if an employee contests a tentative nonconfirmation based upon a photo mismatch, the Employer will send a copy of the employee's Form I-551, Form I-766, U.S. Passport, or passport card to DHS for review by:

- a. Scanning and uploading the document, or
- b. Sending a photocopy of the document by express mail (furnished and paid for by the employer).

7. The Employer understands that if it cannot determine whether there is a photo match/mismatch, the Employer must forward the employee's documentation to DHS as described in the preceding paragraph. The Employer agrees to resolve the case as specified by the DHS representative who will determine the photo match or mismatch.

8. DHS will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.

9. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.

## **ARTICLE IV SERVICE PROVISIONS**

### **A. NO SERVICE FEES**

1. SSA and DHS will not charge the Employer for verification services performed under this MOU. The Employer is responsible for providing equipment needed to make inquiries. To access E-Verify, an Employer will need a personal computer with Internet access.

## **ARTICLE V MODIFICATION AND TERMINATION**

### **A. MODIFICATION**

1. This MOU is effective upon the signature of all parties and shall continue in effect for as long as the SSA and DHS operates the E-Verify program unless modified in writing by the mutual consent of all parties.

2. Any and all E-Verify system enhancements by DHS or SSA, including but not limited to E-Verify checking against additional data sources and instituting new verification policies or procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes.

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## **B. TERMINATION**

1. The Employer may terminate this MOU and its participation in E-Verify at any time upon 30 days prior written notice to the other parties.
2. Notwithstanding Article V, part A of this MOU, DHS may terminate this MOU, and thereby the Employer's participation in E-Verify, with or without notice at any time if deemed necessary because of the requirements of law or policy, or upon a determination by SSA or DHS that there has been a breach of system integrity or security by the Employer, or a failure on the part of the Employer to comply with established E-Verify procedures and/or legal requirements. The Employer understands that if it is a Federal contractor, termination of this MOU by any party for any reason may negatively affect the performance of its contractual responsibilities. Similarly, the Employer understands that if it is in a state where E-Verify is mandatory, termination of this by any party MOU may negatively affect the Employer's business.
3. An Employer that is a Federal contractor may terminate this MOU when the Federal contract that requires its participation in E-Verify is terminated or completed. In such cases, the Federal contractor must provide written notice to DHS. If an Employer that is a Federal contractor fails to provide such notice, then that Employer will remain an E-Verify participant, will remain bound by the terms of this MOU that apply to non-Federal contractor participants, and will be required to use the E-Verify procedures to verify the employment eligibility of all newly hired employees.
4. The Employer agrees that E-Verify is not liable for any losses, financial or otherwise, if the Employer is terminated from E-Verify.

## **ARTICLE VI PARTIES**

- A. Some or all SSA and DHS responsibilities under this MOU may be performed by contractor(s), and SSA and DHS may adjust verification responsibilities between each other as necessary. By separate agreement with DHS, SSA has agreed to perform its responsibilities as described in this MOU.
- B. Nothing in this MOU is intended, or should be construed, to create any right or benefit, substantive or procedural, enforceable at law by any third party against the United States, its agencies, officers, or employees, or against the Employer, its agents, officers, or employees.
- C. The Employer may not assign, directly or indirectly, whether by operation of law, change of control or merger, all or any part of its rights or obligations under this MOU without the prior written consent of DHS, which consent shall not be unreasonably withheld or delayed. Any attempt to sublicense, assign, or transfer any of the rights, duties, or obligations herein is void.
- D. Each party shall be solely responsible for defending any claim or action against it arising out of or related to E-Verify or this MOU, whether civil or criminal, and for any liability wherefrom, including (but not limited to) any dispute between the Employer and any other person or entity regarding the applicability of Section 403(d) of IIRIRA to any action taken or allegedly taken by the Employer.
- E. The Employer understands that its participation in E-Verify is not confidential information and may be disclosed as authorized or required by law and DHS or SSA policy, including but not limited to,

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Congressional oversight, E-Verify publicity and media inquiries, determinations of compliance with Federal contractual requirements, and responses to inquiries under the Freedom of Information Act (FOIA).

F. The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively. The Employer understands that any inaccurate statement, representation, data or other information provided to DHS may subject the Employer, its subcontractors, its employees, or its representatives to: (1) prosecution for false statements pursuant to 18 U.S.C. 1001 and/or; (2) immediate termination of its MOU and/or; (3) possible debarment or suspension.

G. The foregoing constitutes the full agreement on this subject between DHS and the Employer.

**To be accepted as an E-Verify participant, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 1-888-464-4218.**

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**Approved by:**

<b>Employer</b> Double Branch Community Development District	
Name (Please Type or Print) Darren De Santis	Title
Signature Electronically Signed	Date 01/28/2021
<b>Department of Homeland Security – Verification Division</b>	
Name (Please Type or Print) USCIS Verification Division	Title
Signature Electronically Signed	Date 01/28/2021

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### Information Required for the E-Verify Program

#### Information relating to your Company:

Company Name	Double Branch Community Development District
Company Facility Address	475 West Town Place Saint Augustine, FL 32092
Company Alternate Address	
County or Parish	SAINT JOHNS
Employer Identification Number	030468920
North American Industry Classification Systems Code	925
Parent Company	
Number of Employees	5 to 9
Number of Sites Verified for	1

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**Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:**

FLORIDA

1 site(s)

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**Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:**

Name Kelly Adams  
Phone Number (865) 717 - 7700  
Fax Number  
Email Address kadams@gmstnn.com

Name Darren A De Santis  
Phone Number (954) 721 - 8681 ext. 208  
Fax Number  
Email Address ddesantis@gmssf.com



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*FIFTH 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: March 2021

To: Board of Supervisors

From: GMS – OakLeaf Operations Manager

### Community:

#### Special Events

- Report Upcoming: Spring Break, Easter Fun Run, Vendor Fair
- Annual Event Schedule

#### Aquatics

- Pools at MV – heater usage will end with Spring Break
- Pool Operating Hours finalization
- First Lifeguard Classes and in-service for returning guards completed

#### Amenity Usage

- *Total Facilities Usage – 3276*
- *Average daily usage – 117*

#### *Card counts:*

DB Owners	28
DB Renters	18
DB Replacements	11
DB Updated	5

*Total cards printed: 123 (both districts)*

#### Rentals

- Discussions on restarting club room utilization

#### Operations:

- Updates on storage area – began moving equipment and supplies to building

## **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**

#### **Operations (...continued):**

- Proposal for purchase of small chipping equipment
- Final proposal to complete entry columns

#### **MAINTENANCE**

- Repair connection for bubbler pump at entry waterfall
- Install of new door controllers at Amenity Center (pool check in and bathrooms)
- Coordinate upgrade to access system
- Reprogram new controllers, schedulers, and access level
- Planning finalization for audit of access cards beginning March
- Diagnose and re-connect power supply of Tennis/Basketball Court cameras at Fitness Center
- Install of new thermostat at Amenity Center Storage and Offices
- Replace belt on HVAC unit at Amenity Storage/Office
- Diagnose issues with EVACS panel at Amenity Center
- Repair replacement of cam on Leg Curl machine at Fitness Center unit
- Replacement of oil tanks on large HVAC unit at Fitness Center
- Finalize 10' fencing screening at basketball courts
- Estimate replacements for Tennis court screening
- Coordinate replacement of Grids in Amenity pool filter tanks
- Site walkthroughs with multiple Security services for bids
- Coordinate with County sidewalk repairs at Silver Bluff
- mark and begin cutting of large roots at nature walk area
- Light timer – reprogramming – due to power outage
- Coordinate replacement of multiple large LED drivers (warranty work)
- Coordinate removal / replcmnt of 3rd playground structure (Worthington Oaks/Cannon's Point)
- Site walkthrough and communications with multiple chemical delivery companies
- Cut backing for replacement signs – ongoing
- Data collection for Florida Department of Labor
- Lake inspections, all lakes inspected monthly – reports kept on file in Ops. Manager office.
- Continual Park inspections and cleaning – all parks inspected monthly – reports kept on file.
- Light Inspections completed – Worthington Oaks, Hearthstone, Highland Mill, Piedmont, Stonebrier, Waverly, Litchfield, and Timberfield completed 2/6. Nature's Hammock, Fall Creek, The Oaks, Cannon's Point, Pebble Creek, Silver Leaf, Oakbrook, and The Cottages completed 2/23.

#### **Landscaping**

- *Tree trimming throughout*
- *Monthly report for February 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)

*EIGHTH ORDER OF BUSINESS*

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**From:** Abdullah Salem <[amsalem47@icloud.com](mailto:amsalem47@icloud.com)>  
**Date:** February 17, 2021 at 3:12:35 AM EST  
**To:** Jim Perry <[jperry@gmsnf.com](mailto:jperry@gmsnf.com)>  
**Cc:** Michael Eckert <[MichaelE@hgslaw.com](mailto:MichaelE@hgslaw.com)>  
**Subject:** Official Grievance

**Notice: External**

To the ccd and general public record,

I would like to start my grievance by posing a question that is very relevant. I found this available on the internet. I have attached the link in previous emails extensively.

Can non-residents of the CDD utilize the CDD property?

Yes. The reason is based on the nature of the revenue that was used to construct and acquire the CDD's facilities. Despite the fact that only the property owners within the boundaries of a CDD are subject to assessments for the bond debt and operational expenses of the CDD, because the improvements and facilities are financed through the use of proceeds from the sale of tax-exempt bonds – a form of public financing – they must remain open and available to the general public. Many property owners struggle with this concept, as it is contrary to the property use rights they are accustomed to as members of a homeowners' or condominium association, where only the members of the association paying the fees may use association facilities. The key difference is that a CDD is a public entity, while an association is a private entity.

Wanda should never have approached me about a resident ID card in the first place ( which lead to everything that followed.) as it is public property no matter how hard you try to pretend it's not and that's exactly why she approached us. Secondly she said I refused to put my dog on a Leash , that's a lie. She was off leash of all of 10 mins max(less then 3 month old puppy) I immediately leashed her before Wanda even walked up, video evidence will prove me right. The only thing Wanda mentioned upon engaging us was that resident I'd cards were required for access to the open/common area , and that We needed to show them to her immediately. that's when I informed Wanda that the open/common space is accessible to the general public and a residential ID card is not legally required to freely pass there. She started talking to me about policy, then I explained to her that I don't care about policy that is illegal. She didn't like that I

knew the park was not private and threatened me by saying that I could be escorted out of there by police at her discretion and permanently trespassed , that's when I challenged the legitimacy of her using the police to do just that , and asked her why the security guard had not bothered us once ,and even offered to show her my ID to reassure her that I am from within the cdd, it wasn't until after I questioned her authority that she even mentioned my dog. I asked her why she's spending time harassing us when we are walking to our car to leave, which brings me to my most important point, WE WERE ALREADY LEAVING and made her aware of that many many times. That's why I got so frustrated with her to begin with I kept saying "why are you still bothering me I heard you, we are already leaving , leave us alone , then finally said "is this how you get your &\$\*@ hard" My dog was getting nervous at the park and we didn't want to over stimulate her , the only thing inhibiting our departure was wandas unnecessary and illegal detention. I asked her why she was wasting her time dealing with people who were already leaving The park voluntarily and asked her why she didnt use her precious time to Harass any of the other 100 white people present , which is when she said and I quote and have witness testimony to support " that it's in her policy to randomly select people that have to provide proof of residency" which we all know is a lie to begin with. That's when I told her that I think she's lying and no such policy exists, she became very angry and aggressive, and rude (I believe my witness' testimony will validate this, an actual eye witness) this sparked my own frustrations and I began expressing my opinions about the politics of the public entity, it's officials , and there official staff. The choice of words I used albeit not the classiest were never even remotely violent or could be interpreted as potentially threatening words. Unlike when your board member threatened my life with physical violent abusive harm.

I provided all of my information voluntarily, I even let the security guard use my phone and even called ccso non emergency on his behalf my self, someone who is willing to co-operate to that extent should Be considered a rational person capable of articulating there opinions in a peaceful way. I allowed the security guard to record all of my information when it became questionable if the sheriffs would show , and didn't leave until he advised I go and assured me that the police would be given my info and That I have provided him with all of the information he needed.

On the contrary you all have lied about me and to me in my face and on the record. I will prove this with the meetings minutes. At the board meeting you said that I was asked to leave by your staff numerous times and refused, that's a lie. For starters I was already leaving of my own free will , and would have been gone if not for her illegal detention. As a matter of fact she asked/challenged me To stay until the authorities arrived. Never not once did she say leave or informed me that I was trespassing , how could she even have logically? I showed her my drivers license, My residency was no longer even a question , and all she had to say was " if you lost your resident I'd card they are only (x) dollars ." I then told her I didn't lose it, I just forgot it. Then she mentioned the dog. Also you (mike) told the board that a person who witnessed



mentioned the dog. Also you (mike) told the board that a person who witnessed the engagement left a statement, that's a big lie. Your "witness" was cleaning the pool at the time by his own addition. This shows the record that you are untrustworthy and have manipulated the context to fit your agendas. While I have been exonerated by the truth. You cannot offer one time that I lied and prove it, proving that I am trustworthy. The opinions that you strange insignificant (to me personally) people have of me is subjective and holds zero weight in my self worth. In my opinion I am better than each of you in every stroke of life. I've only just come to learn about CDDs and I already understand the board's true purpose better than the board collectively. This guy Jim and his lawyers were hired directly by the developer(s). It's obvious to me that Jim only cares about the developers and investors. Why would the CDD expand boundaries and build new homes to enslave with bond debt, when the existing community has sink holes under our main roads, and is barely kept at bare minimum Esthetic acceptance. The board's job is to make sure that these greedy managers and over paid lawyers aren't serving the interests of developers, investors, or anyone else who isn't a resident. Shame on all of you! These board members are more like high school committees members than public officials. The psycho board member who threatened my life (I filed a police report) shows up to board meeting in basketball shorts 😂. You're more concerned about the vernacular I use when expressing my political opinions peacefully, then these guys tricking you into allowing them to serve their true masters (developers).

I have never once in my entire life of living here been the the common/open area, according to the plat, without seeing many dogs with their owners. I hope to god you are ready to trespass every one of them, because I am willing to stand on the public sidewalk across the street from the public land you illegally trespassed me from with a camera and bring forth evidence of poor standard in your policies. To shed light on another unfair implementation of policy without standard, you all suspended my access to the amenities for "abusive language" when I've never said anything remotely violent or physically threatening. Only my opinions on politics of the public entity, but at the end of the exact same meeting your board member threatened to decapitate me, are you going to implement your policy with standard, or do board members get special treatment. Speaking of which I had to rent a lot to store our commercial trucks in and there's a board member who parks his commercial vehicle outside of his house everyday.

I think the public entity has exposed itself to be unfair, deceptive, unethical, and is not informed or aware of their duties and obligations to the public. You are not a country club! I have to break it to you. You are not a private association, you are a public entity. Those facilities are ultimately paid for and kept up with a form of publicly raised funds. You don't have to understand it you don't have to accept it, but it's reality. Like I said I really don't care about your suspension. This is my new joy, my new hobby. I love this. I am going to be the most informed citizen in this district soon. I have a lot more learning to do. And

I am very aware of the behavior that you would love me to exhibit. I am a man of principle and discipline and I know how to win . I know if I come in there and cuss y'all out you'll make me look crazy and have me arrested probably, I bet I'd win that too, but anyway that's not gonna happen , only in your dreams Jim/mike. I'm gonna conduct myself like a true political tactician. I'm going to spend my time getting to know everyone at our county commissioners office . Florida land and water adj comm , I will find Someone able to end your tyrannical attack on my constitutional rights.

On multiple occasions the administration has said “ you haven't denied any of these allegations” that's a lie I asked about a grievance process the very next day to Jim Perry , and was told by Jim that no such process exist. You intentionally and maliciously stripped me of any due process. Before I could even say one word to the board mike Eckert set all the context in a way that suited his and Jim's agenda from the very beginning. Your goal as the board should be to get us out of the cdd all together, we aren't gonna do that by expanding the boundaries, if they want to play bob the builder tell them to do it with there own money. We should be focused on efficiently maintain our communities standard at the lowest cost possible so that the additional funds can towards closing off our debts that most people don't fully realize they are in. The state and county are perfectly capable of handling the infrastructure and municipalities, and our HOA president is doing a great job we don't need the CDD to continuously make them selves an ever growing burden. Our goal should be to ultimately become independent of the cdd.







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

GENERATED BY THE GIS DEPARTMENT 05/29/2013

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# Double Branch CDD 2013

## Clay County, Florida

