

DOUBLE BRANCH
Community Development District

APRIL 12, 2021

AGENDA

Double Branch Community Development District

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

April 5, 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, April 12, 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 March 8, 2021 Meeting
 - B. Financial Statements
 - C. Assessment Receipts Schedule
 - D. Check Register
- IV. Review of District Policies
- 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 – May 10, 2021 @ 4:00 p.m. at the Plantation Oaks
Amenity Center

VIII. 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, March 8, 2021 at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

Present and constituting a quorum were:

Cindy Nelsen	Chairperson
Scott Thomas	Supervisor
Tom Horton	Supervisor
Andre Lanier	Supervisor

Also present were:

Jim Perry	District Manager
Mike Eckert	District Counsel
Jay Soriano	Operations Manager
Marilee Giles	GMS
Chalon Suchsland	VerdeGo

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the February 8, 2021 Meeting**
- B. Financial Statements**
- C. Assessment Receipt Schedule**
- D. Check Register**

Mr. Perry stated you are 96% collected on the assessment roll. The check register totals \$88,351.52.

Mr. Lanier asked where are we at compared to other communities?

Mr. Perry responded you're probably average, if not a little bit above. Clay County is pretty good about remittance. St. Johns County is a little slow to remit assessments once they collect them, so a lot of those districts are at less than 90%, but you're in great shape.

Mr. Horton stated I don't have any corrections to the minutes, but I passed on some information concerning the substation for the Clay County Sheriff's Office. It turns out they don't want to move that trailer anywhere for two reasons; one, it's not their trailer and second, the thing is condemned so that eliminates that. I talked to Sergeant Pryor about this and showed him what would be a good place to put it and I sent him an email letting him know about the meeting and he was going to look into finding a newer one or something else he can use to replace that one so as it is right now, it really depends on them finding a building. I just wanted to clarify that. I think he's still working on it, but I never did get an email back from him.

Mr. Perry stated in future meetings if you get some correspondence and you want it on the agenda, just forward it to us and we can add it on there for discussion.

Mr. Horton stated I told him if he couldn't be here, and he had something to pass along to let me know and I'd pass it along for him. I didn't send it until yesterday afternoon so he might be busy.

An audience member stated Sergeant Pryor won't get it until tonight if you sent it yesterday because he was off all weekend and he will get to work tonight.

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

FOURTH ORDER OF BUSINESS

Ratification of E-Verify Memorandum of Understanding

Mr. Perry stated each of the Districts in the State of Florida are going through establishing themselves in compliance with E-Verify. We've already filled out all the documentation in regard to this so we would just look for ratification of the MOU.

Mr. Horton asked are we responsible for the subcontractors too?

Mr. Eckert responded the new State law is that we have to register for E-Verify. If we find out a contractor is not registered with or complying with E-Verify that we're contracting with, we have to terminate our contract and they have similar responsibilities as well in dealing with subcontractors. If we find out there is a subcontractor, we should be notifying the contractor and they should be dealing with it.

On MOTION by Ms. Nelsen seconded by Mr. Horton with all in favor the E-Verify memorandum of understanding was ratified.

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 we have Spring Break coming up. I talked to our food truck coordinator. I forgot on that tentative schedule that I gave you guys last month that we would start the movies up this month, so we are doing a couple of short family Easter movies with this Friday's food truck event so that will be out at the multi-use field and then Spring Break starts next Monday. We will have staff at the pools, and everything will be open as it is in the summer, but then it shuts back down. The full schedule will be posted online, I just wanted to take this meeting to remind everybody about Spring Break hours and also that we've made the decision to stay closed for Easter, which is that first weekend in April so we won't open until the second week of April. We are open on weekends, and then May is when we open fully. There's always one pool open and we do have those alternating hours while kids are still in school. Unless there are any concerns with that, I will be posting it online. I also reviewed our budget and planning for operational hours. We will be doing the extended Friday and Saturday night hours after July 4th weekend. This is for a period of about five weeks before they get ready to go back to school so it only adds up to approximately \$2,000, possibly \$3,000 depending on which workers and how much money per hour on your side. On this side it is a little bit more because they keep seven guards on compared to your five guards. We will see how well it goes over this year.

We have decided to do a fun run for the Easter holiday. This will be done like our virtual run we did for Thanksgiving. We have some wooden eggs that are going to be hidden in trees and areas like that and we will send out a map and they will get two weeks. It will end on Easter Sunday. They have to start sending us their pictures when they find their eggs. As I shared before, most people found their Turkeys on the Turkey Shoot. Our vendor fair is coming up on April 3rd, so that Saturday right before the holiday. If you guys have gotten a chance to go over that event schedule of movies every couple months, we have events going on that are ours and then we have the school parties that are at the pool. We did get back to the Pumpkin Plunge in October and hopefully we will be back to normal next year and we can have a full schedule starting with our Polar Plunge in February.

Mr. Soriano continued. Your sister district heats their pool until we open up the pools. We started our first lifeguarding class, but I think they got rained out a bit and didn't have a chance to finalize their training. All of our guards will be here for Spring Break and then I will start new guards coming up.

Mr. Horton asked do they learn the rules for the pool and all that kind of stuff in class or is that something extra?

Mr. Soriano responded no, they go over that and they are expected to memorize all of the policies and the rules.

Mr. Soriano continued. I did want to ask again about restarting rentals. We've been going back and forth on this but every month it's something we bring up. My concern with rentals is we will be opening the pools in April and I'm getting a lot of questions on things like pool parties so that goes along with that.

Mr. Horton stated I'm still against it until September or October; something like that.

Ms. Nelsen asked what about the patio? Don't we do that too?

Mr. Soriano responded the side patio and that's a big one. We generally can bring in as much revenue just for the summer there as we do for the other rooms, pretty much all year long and they're both about the same price.

Mr. Lanier stated I would recommend we keep it at no rentals, at least for one more month for the room. Outside is maybe a little different. There's much more airflow going through there.

Mr. Thomas asked but if they rent the outside, they're going to want to get access inside to the kitchen, correct?

Mr. Soriano responded they have the concession stand for that, so that's separate. The concession stand only goes with the one outdoor patio. The other rental room has its own little kitchen there.

Mr. Thomas stated okay I'm talking about the wrong patio.

Mr. Soriano stated you're talking about the front. That goes with that room. There is an outdoor portion of that room that goes together but if the weather is bad, they're going to be inside that room.

Mr. Lanier stated my vote is to keep it shut.

Mr. Horton stated I agree.

Mr. Thomas stated I'm okay with that.

Ms. Nelsen asked do you want to just wait and see if you get any requests for the patio?

Mr. Soriano responded we can, or we can decide now if we want to go ahead and open it up. We will start getting requests in May. The idea of the rental is it also gives you a chance to bring in more guests.

Mr. Thomas asked what's the max?

Mr. Soriano responded that area allows 35 people.

Mr. Lanier stated we could easily push that off for another month.

Mr. Thomas stated I'm fine with that, because this weather is still a little chilly for a pool party.

Mr. Soriano continued. I do have a couple of updates for you guys. We should be moving along with some of our landscaping work. We have a couple of items outstanding. VerdeGo is going to start with our plant work along our fence line for the basketball courts that we approved already. The one we did approve but you guys have asked about is the finish of the columns. I was given a quote for the columns; however, we are going to adjust it a bit because there are two areas that I don't think we should be doing right now and those are the entry columns for the Village Center. Those don't really belong to us; they belong to the HOA. We should be leaving that to them unless we want to make that an exception and do their area. That would take the quote down to \$10,300 to finish out Highland Mill, Hearthstone, Silver Leaf, Stonebrier and Waverly. The one outstanding unit is Oak Brook. If you remember, that's

the front past the waterfall and we're still dealing with where we need water from since that sits on the other side of the county line and we don't have irrigation on that side so we're going to have to spend some money to jet under the road or I can get JEA to work with us enough to give us a meter on that side. Right now, that is going to be its own project by itself because of the irrigation issues so these are the outstanding columns to finish off and we'd be looking for \$10,300.

Mr. Horton asked how much would the one in Village Center cost?

Mr. Soriano responded \$957 for the north side and \$776 for the south side. That is just where there are brick columns. There are multiple entries into the Village Center, and we don't own any of them except for the main at the front where it actually says Village Center. The other entries are all owned by the HOA.

Mr. Horton stated I was just talking about the main one there by the light.

Mr. Soriano stated that's separate. We are going to do that. I'm talking about the ones off to the sides.

Mr. Horton stated okay I'm not too worried about those.

Mr. Thomas stated remind me what we're putting around those columns again.

Ms. Suchsland stated they're similar to the other ones. The only thing I would recommend is we probably want to change out the Ti plants, because we're going to be doing some warranty work for the other ones, especially at Worthington. The deer like those plants and they ate them all the way to the ground so I think we will substitute some kind of other colorful plants. They don't really do well with the freeze either so I will come up with something different for those, but it will be another colorful three-gallon plant.

On MOTION by Mr. Lanier seconded by Ms. Nelsen with all in favor finishing the landscaping of the columns for a total of \$10,300 was approved.

Mr. Soriano stated I have one more item. This was actually something I looked at this last month and we've talked about it briefly in the past. After the work we did this last month I thought it might be helpful. We did go out and track down some of those large roots on the walkway and it's a good amount of work. There are some that are very high. I talked about covering them in mulch, but we do have a good amount of wood and branches and things like

that. If I purchase a chipper, not only can we get rid of a lot of that stuff that we deal with roadside, but we can cover that walkway with mulch. VerdeGo has a very large chipper that they use but it's a little different. They have to bring it in with a big truck and that's not a constant thing. I'm talking about a much smaller unit that we can carry on the golf cart and store it in the shed. It would be great for those times where we have those storms, and everybody is complaining about branches and limbs down roadside. Typically, I leave them a big pile to take care of over the next week or two, but we can use that to chip up quite a bit and it will go over that walkway. That walkway is almost three quarters of a mile long, so no matter how much I'm chipping out there I'm not going to cover it completely, but it will help with the roots a bit. I am looking at something that is a small commercial one, so even on the cheap end I was looking at \$5,500 to \$8,000. This is something I think you should split with Middle Village. I would empty out about half of the branches and trunks they have out there so I'm looking at a purchase amount for about \$4,000 from you and then I will get \$4,000 from them.

Mr. Horton asked that's a small one?

Mr. Soriano responded it can only take about a four-inch diameter. What they use you can throw a whole log in there. That's probably a \$20,000 or more piece of machinery. There are few out there that are \$3,000 or \$4,000 but I don't think they would make it past a year or two.

Mr. Lanier asked have you already talked to the sister district?

Mr. Soriano responded no; their meeting is tonight at 6:00. I'm sure they will be happy. If you go back there where their storage garage is, there's a lot of stuff that we've dumped over the years that has come from the hurricanes. I'll be able to get rid of a lot of that material.

Mr. Thomas stated I'm definitely okay with it now that we have a nice shed to put it in.

On MOTION by Ms. Nelsen seconded by Mr. Lanier with all in favor of purchasing a woodchipper at an amount not to exceed \$4,000 to be paid by the Double Branch CDD was approved.

Mr. Soriano stated just to update you; on the 23rd I received an email that we were about two weeks out for our bridge. I was hoping we would have it so I could at least take some pictures and show you guys all the metal we are going to have to work with, but I'm

guessing it will come in this week so then we will just have to figure out to coordinate between that and finishing out the dog park. I'm still waiting for a little fencing work, but that and I think the only other project we're in the middle of is a playground that is almost complete at Silver Leaf so we will work that bridge in there.

Ms. Nelsen asked will the caps get stained on the dog fence?

Mr. Soriano responded it's all going to match; kind of a darker red wood to go with the black vinyl fencing.

Mr. Thomas asked are we going to put up a little sign, because people are very confused where the walking trail is. I know we don't really want to promote it right now because there is not a bridge, but when it's done.

Mr. Soriano responded yes, we will put a sign at the front and the back, and I do have some rule signs I'm going to have to put up too because the last couple of weeks I've gotten a couple of calls that people having been pulling up to fish at the front of that trail and pulling all the way into that walkway. It's pretty wide back there so you can actually pull your vehicle all the way up and they're kind of hidden back there. You won't be able to go on the bridge. We even talked about putting bollards on the bridge so people can't take their golf carts or anything back there, but that's a big area now so I'm going to have to do something to deter people from pulling up there. We may have to go to some more of that split rail in the front.

Mr. Thomas stated we need to make sure Lake Doctors has access though because he was there today.

Mr. Soriano stated yes, but Lake Doctors can come from the other side. They don't need the boat for that tiny corner lot either, so if they complain about that we will have another conversation.

Mr. Lanier asked how are we with the walk-throughs for the security?

Mr. Soriano responded I've only had one full walk-through. The others contacted me and got information about we run and budgeting information and they've stated they will come out on their own, but I've really only had one responsive one that took two hours to go through both sides and how we do everything. They did ask about coming to this meeting, but I told them I would prefer for them to wait. I didn't want it to seem like it was improper that they're getting to sell themselves over the others until that bid process is done but if I don't get much

more over this next month, I'm going to bring you a few quotes that I've received. So far, the pricing is not bad.

Mr. Lanier stated my only other question is regarding the parking lot near the volleyball court.

Mr. Soriano stated the parking lot is the same as last month. We were supposed to be in the schedule for the end of the month or beginning of this month. I did not hear from him and I'm guessing it's probably from those couple weeks of rain that pushed everything back. I don't think it's going to put us behind anymore. I will reach out to him in the morning.

SIXTH ORDER OF BUSINESS

Audience Comments / Supervisors' Requests

There were no audience comments.

Mr. Horton asked about the site walk-throughs with multiple security services.

Mr. Soriano responded that's what we were just talking about. Like I said, S3 has been the most responsive and extremely professional and I like their planning to where they go over the reporting on a daily basis and take pictures of problems areas and send them to us that night. They actually have a central dispatch that way it can get reported and they track who is going where and handling what and getting reported to me the next day. What is happening now is I get a report if there is a major problem, but if it's a smaller problem they don't even write it down and I have to find out about it after the fact.

Mr. Horton asked would they cost us more?

Mr. Soriano responded yes; everybody is going to cost us more. They're pricing is not as bad as I was suspecting, but you're still talking \$23 to \$26 per hour compared to \$13 an hour that we have now. They are also aware of what we're talking about compared to the service that we have, so I have told them we wanted a comparison for hours that we have now so we can do that apples-to-apples type comparison, but I don't know that we need all the same hours and days that we have now. We can alternate it. We use our off-duty officers a lot and we may change that a bit. We can even use a staff person. I am modeling our new staff uniforms. These are what we ordered, and our front desk staff will get these in multiple colors, and they will also have a name tag. We can look at doing hours for somebody that just goes around like the track and amenity grounds and helps with rule enforcement. Your sister district

is a bigger property, but it's the same problems. We can use that in just those hours so we're not getting hit with a \$10 an hour multiplier for next year's budget.

Mr. Horton asked are they going to be able to enforce the rules?

Mr. Soriano responded everybody can enforce the rules. Staff can enforce the rules; it's how well they listen to us. As far as the quality of staff, that's why I was wanting to look. I don't want to say it's right, but you do get what you pay for. With a \$13 an hour contract, most of them are making minimum wage. Our own District staff gets paid a lot more than them.

Mr. Horton asked what about the sprayer for the track?

Mr. Soriano responded I sent the purchase order for that and just to forewarn you guys, they did talk me into a more expensive one, but it was something I could afford with our not to exceed approval. They recommended one that would be able to spray the asphalt and acrylic that we talked about just in case we use the regular asphalt at any time. The biggest problem with them is they're waiting on the pallets that come out of Texas and nobody ships asphalt in cold weather so they're holding off.

Mr. Horton asked what about the chlorine to salt conversion for the pool?

Mr. Soriano responded I received quotes back last week and they did offer to come up. Quotes were anywhere between \$20,000 and \$30,000 and I think I told you guys before it would be around \$20,000. We currently pay about \$24,000 to \$25,000 in chemical supplies. Unfortunately, with the way the State of Florida looks at salt cells, we cannot rely on just the salt. It can be considered primary, but we have to have some other type of chlorination system. They just don't trust the salt enough yet for commercial settings. They ask for a secondary and the secondary is considered their primary so we would still keep the liquid chlorine, we may just not need it that much. We could probably get a 10-gallon tank and it would last us all month whereas that 100-gallon tank only lasts a week the way we use it now.

Mr. Horton stated in other words, you would only need the liquid chlorine if you can't maintain it.

Mr. Soriano stated right, so if it's 95 degrees out and we have 300 people at the pool, the normal chlorine level that we've used with liquid chlorine won't keep up now, it pumps and pumps more so that we stay at least one or higher than the health department says we have to be at. It's the same way with salt. If they don't believe that it stays up enough and there's not any salt cells that can actually handle that big load, so you have to actually buy more salt cells,

or you have to have that secondary unit and that's why we keep that liquid chlorine as a backup. The high end, the \$30,000 quotes were those multiple cells. They take the size of our pool, the flow, the average use of about 190 people in those pools in the summer on the weekends and that's what they came back with starting at \$20,000 for the limited number of cells and going up to \$30,000 that can handle anything you throw out.

Mr. Horton asked how do you add the liquid chlorine once your salt system is in?

Mr. Soriano responded it's actually the same way. There is quarter-inch tubing and there is a control feeder that is part of that quote that tests the chlorine in the water and when it drops down too low it injects it into the tubes. The equipment we use right now is not owned by us, it's owned by Poolsure as part of our contract and that is also part of the problem because it constantly goes down and doesn't work right so to their benefit, we just pump more chemicals, and they have to come out and deliver a little more and then also charge us repair fees. If we go to the salt system everything is going to be ours so that's where that high initial cost is. After that, we own it, so we don't pay for anything next year or the year after that. If it works out the way it's sold, year after year, you start to get that return on investment. I still have you in mind if when they come out you want to do the walk-through.

Mr. Thomas asked has there been any communication with the builders of Sugar Leaf?

Mr. Soriano responded no. Our engineer hasn't said that he's gotten anything from them lately so I'm not sure where they're at. Last I heard there were just questions about positioning of the road.

SEVENTH ORDER OF BUSINESS

Next Scheduled Meeting

Mr. Perry stated the next scheduled meeting is April 12, 2021 at 4:00 p.m. at this location.

EIGHTH ORDER OF BUSINESS

Official Grievance – Mr. Salem

Mr. Eckert asked if anybody was present representing Mr. Salem today? *Receiving no response, Mr. Eckert continued.* I don't see Mr. Salem here today. We were introduced to him last meeting. On February 8th you all heard a request for Mr. Salem to reduce his suspension and the Board voted to reduce the automatic suspension from two years to one year. We then sent a letter on February 16th to Mr. Salem by electronic, certified, and regular mail informing

him of today's meeting if he wanted to file a grievance to be heard today. He did file a grievance on February 17th, and we presented that in your agenda package. Mr. Salem is not here today, his legal representative is not here, and it is approximately 4:35p.m., therefore you do not have the opportunity in this grievance process to ask him any questions you may have. At this point in time, the Board can entertain a motion to either grant the grievance and reduce the suspension, or you can adopt a motion to deny the grievance.

Mr. Horton stated I think we're sticking with one year.

On MOTION by Mr. Horton seconded by Mr. Lanier with all in favor Mr. Salem's grievance was denied.
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Mr. Eckert stated for the record, I did not receive any notification from Mr. Salem or his representative asking that today's consideration of his grievance be continued or informing the District that Mr. Salem would not be able to be here today.

NINTH ORDER OF BUSINESS

Adjournment

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

Secretary/Assistant Secretary

Chairman/Vice Chairman

B.

Double Branch

Community Development District

Unaudited Financial Reporting
February 28, 2021



DOUBLE BRANCH
Community Development District
Combined Balance Sheet
February 28, 2021

	<u>Governmental Fund Types</u>					Totals (Memorandum Only)
	<u>General</u>	<u>Recreation</u>	<u>Capital Reserve</u>	<u>Debt Service</u>	<u>Capital Projects</u>	
<u>ASSETS:</u>						
Cash	\$61,088	\$216,783	\$314,381	---	---	\$592,252
Petty Cash	---	\$672	---	---	---	\$672
Investments:						
<u>Series 2013A-1</u>						
Revenue	---	---	---	\$2,046,987	---	\$2,046,987
Reserve A1	---	---	---	\$868,933	---	\$868,933
Prepayment	---	---	---	\$144	---	\$144
Acquisition and Construction	---	---	---	---	\$18,598	\$18,598
<u>Series 2013A-2</u>						
Reserve A2	---	---	---	\$95,634	---	\$95,634
<u>Operations</u>						
Custody Account-General Fund Excess	\$21,049	---	---	---	---	\$21,049
Custody Account-Recreation Fund Excess	---	\$817,572	---	---	---	\$817,572
Custody Account-Recreation Fund Reserve	---	---	\$73	---	---	\$73
<u>State Board</u>						
General Fund	\$77,426	---	---	---	---	\$77,426
Recreation	---	\$483,297	---	---	---	\$483,297
Capital Reserve	---	---	\$1,087,649	---	---	\$1,087,649
Due From Capital Reserve Fund	---	\$300	---	---	---	\$300
Due from Other	\$25	\$26	---	---	---	\$51
Electric Deposits	---	\$4,583	---	---	---	\$4,583
TOTAL ASSETS	<u>\$159,588</u>	<u>\$1,523,233</u>	<u>\$1,402,103</u>	<u>\$3,011,698</u>	<u>\$18,598</u>	<u>\$6,115,220</u>
<u>LIABILITIES:</u>						
Accounts Payable	\$0	\$15,871	\$9,660	---	---	\$25,531
FICA Payable	\$153	---	---	---	---	\$153
Accrued Expenses	---	\$5,717	---	---	---	\$5,717
Due to Rec Fund	\$0	---	\$300	---	---	\$300
Due to Middle Village	---	\$440	---	---	---	\$440
<u>FUND BALANCES:</u>						
Nonspendable	---	\$4,583	---	---	---	\$4,583
Restricted for Debt Service	---	---	---	\$3,011,698	---	\$3,011,698
Restricted for Capital Projects	---	---	---	---	\$18,598	\$18,598
Assigned	---	\$34,717	\$1,392,143	---	---	\$1,426,861
Unassigned	\$159,435	\$1,461,904	---	---	---	\$1,621,338
TOTAL LIABILITIES & FUND EQUITY	<u>\$159,588</u>	<u>\$1,523,233</u>	<u>\$1,402,103</u>	<u>\$3,011,698</u>	<u>\$18,598</u>	<u>\$6,115,220</u>

DOUBLE BRANCH
Community Development District
GENERAL FUND
Statement of Revenues & Expenditures
For The Period Ending February 28, 2021

	AMENDED BUDGET	PRORATED BUDGET THRU 2/28/2021	ACTUAL THRU 2/28/2021	VARIANCE
Assessment - Tax Roll	\$177,985	\$172,405	\$172,405	\$0
Interest Income	\$200	\$83	\$62	(\$22)
Miscellaneous Income	\$0	\$0	\$0	\$0
TOTAL REVENUES	\$178,185	\$172,488	\$172,466	(\$22)

EXPENDITURES:

Administrative

Supervisors Fees	\$12,000	\$5,000	\$4,800	\$200
FICA Expense	\$918	\$383	\$367	\$15
Engineering	\$5,000	\$2,083	\$0	\$2,083
Arbitrage	\$700	\$292	\$0	\$292
Dissemination	\$1,333	\$555	\$555	\$0
Assessment Roll	\$8,212	\$8,212	\$8,212	\$0
Attorney	\$42,000	\$17,500	\$6,276	\$11,224
Annual Audit	\$5,900	\$2,458	\$0	\$2,458
Trustee fees	\$8,815	\$3,409	\$3,409	\$0
Management Fees	\$59,963	\$24,985	\$24,985	(\$0)
Information Technology	\$2,142	\$893	\$892	\$0
Telephone	\$290	\$121	\$199	(\$78)
Postage	\$1,900	\$792	\$467	\$325
Printing & Binding	\$3,400	\$1,417	\$764	\$652
Records Storage	\$300	\$125	\$0	\$125
Insurance	\$8,333	\$8,333	\$8,333	\$0
Legal Advertising	\$2,000	\$833	\$600	\$233
Office Supplies	\$350	\$146	\$104	\$42
Website Compliance	\$2,250	\$938	\$986	(\$49)
Dues, Licenses, Subscriptions	\$175	\$175	\$175	\$0
Reserve	\$12,204	\$0	\$0	\$0
Transfer Out	\$90,000	\$90,000	\$90,000	\$0

TOTAL EXPENDITURES	\$268,185	\$168,648	\$151,125	\$17,523
EXCESS REVENUES (EXPENDITURES)	(\$90,000)		\$21,342	
FUND BALANCE - Beginning	\$90,000		\$138,093	
FUND BALANCE - Ending	\$0		\$159,435	

DOUBLE BRANCH
Community Development District
RECREATION AND FACILITIES MAINTENANCE
Statement of Revenues & Expenditures
For The Period Ending February 28, 2021

	AMENDED BUDGET	PRORATED BUDGET THRU 2/28/2021	ACTUAL THRU 2/28/2021	VARIANCE
REVENUES:				
Maintenance Assessments-Tax Roll	\$1,462,648	\$1,416,791	\$1,416,791	\$0
Interest Income	\$1,000	\$417	\$386	(\$31)
Amenities Revenue	\$33,690	\$14,038	\$1,209	(\$12,828)
Sports Revenue	\$11,000	\$4,583	\$3,535	(\$1,048)
TOTAL REVENUES	\$1,508,338	\$1,435,829	\$1,421,922	(\$13,907)

EXPENDITURES:

Administrative:

Management Fees - Onsite	\$178,487	\$74,370	\$74,370	\$0
Insurance	\$68,797	\$68,797	\$72,252	(\$3,455)
Other Current Charges	\$3,818	\$1,591	\$1,181	\$410
Permit Fees	\$1,635	\$681	\$81	\$600
Total Administrative	\$252,737	\$145,439	\$147,884	(\$2,445)

Maintenance:

Common Area

Security	\$50,920	\$21,217	\$12,707	\$8,509
Security - Clay County Off-Duty Sheriff	\$43,050	\$17,938	\$15,511	\$2,426
Water - Irrigation	\$9,000	\$3,750	\$3,413	\$337
Irrigation Maintenance	\$4,250	\$1,771	\$0	\$1,771
Streetlighting	\$33,066	\$13,778	\$11,558	\$2,220
Electric	\$42,000	\$17,500	\$10,111	\$7,389
Landscape Maintenance	\$378,424	\$157,677	\$157,680	(\$4)
Common Area Maintenance	\$43,564	\$18,152	\$9,446	\$8,706
Lake Maintenance	\$28,116	\$11,715	\$8,280	\$3,435
Landscape Reserve	\$30,000	\$0	\$0	\$0
Capital Reserve	\$15,565	\$0	\$0	\$0
Repairs and Replacement	\$95,000	\$39,583	\$33,601	\$5,982
General Reserve	\$26,759	\$0	\$0	\$0
Total Common Area	\$799,714	\$303,079	\$262,308	\$40,771

Recreation Facility

Amenity Staff	\$110,000	\$45,833	\$30,831	\$15,003
Refuse Services	\$10,000	\$4,167	\$4,027	\$140
Telephone	\$5,592	\$2,330	\$2,036	\$294
Electric	\$40,000	\$16,667	\$11,125	\$5,542
Cable	\$12,319	\$5,133	\$3,240	\$1,893
Pool Maintenance	\$50,000	\$20,833	\$10,537	\$10,296
Water / Sewer/Reclaim	\$48,000	\$20,000	\$12,745	\$7,255
Facility Maintenance-General	\$43,500	\$18,125	\$13,688	\$4,437
Facility Maintenance-Preventative	\$13,117	\$5,465	\$3,257	\$2,208
Facility Maintenance - Contingency	\$34,750	\$14,479	\$10,781	\$3,698
Lighting Repairs	\$8,500	\$3,542	\$2,794	\$747
Special Events	\$10,500	\$4,375	\$183	\$4,192
Office Supplies & Equipment	\$6,664	\$2,777	\$521	\$2,255
Janitorial	\$59,412	\$24,755	\$23,240	\$1,515
Recreation Passes	\$5,500	\$2,292	\$200	\$2,092

DOUBLE BRANCH
Community Development District
RECREATION AND FACILITIES MAINTENANCE
Statement of Revenues & Expenditures
For The Period Ending February 28, 2021

	AMENDED BUDGET	PRORATED BUDGET THRU 2/28/2021	ACTUAL THRU 2/28/2021	VARIANCE
<u>Recreation Facility-Continued</u>				
Pool Pump Reserve	\$6,500	\$0	\$0	\$0
Pool Leak Repairs	\$5,000	\$2,083	\$0	\$2,083
Multiuse Field	\$21,250	\$8,854	\$0	\$8,854
Transfer Out	\$200,000	\$200,000	\$200,000	\$0
Total Recreation Facility	\$690,604	\$401,710	\$329,204	\$72,506
Total Maintenance	\$1,490,318	\$704,789	\$591,512	\$113,277
TOTAL EXPENDITURES	\$1,743,055	\$850,228	\$739,396	\$110,832
EXCESS REVENUES (EXPENDITURES)	(\$234,717)		\$682,526	
FUND BALANCE - Beginning	\$234,717		\$783,961	
FUND BALANCE - Ending	\$0		\$1,466,487	

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

	October	November	December	January	February	March	April	May	June	July	August	September	Total
Revenues:													
Assessment - Tax Roll	\$0	\$8,129	\$160,306	\$2,064	\$1,906	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$172,405
Interest Income	\$14	\$14	\$12	\$12	\$9	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$62
Miscellaneous Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Revenues	\$14	\$8,143	\$160,318	\$2,076	\$1,916	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$172,466
Expenditures:													
<u>Administrative</u>													
Supervisors Fees	\$1,000	\$1,000	\$1,000	\$800	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,800
FICA Expense	\$77	\$77	\$77	\$61	\$77	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$367
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	\$111	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$555
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	\$4,997	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$24,985
Computer Time	\$178	\$178	\$178	\$178	\$178	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$892
Telephone	\$54	\$67	\$38	\$10	\$30	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$199
Postage	\$15	\$121	\$129	\$22	\$180	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$467
Printing & Binding	\$168	\$122	\$183	\$92	\$199	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$764
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	\$21	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$104
Website Compliance	\$188	\$188	\$236	\$188	\$188	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$986
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
Total Administrative	\$117,368	\$9,430	\$10,750	\$6,598	\$6,980	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$151,125
Excess Revenues (Expenditures)	(\$117,353)	(\$1,286)	\$149,568	(\$4,522)	(\$5,064)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$21,342

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

	October	November	December	January	February	March	April	May	June	July	August	September	Total
Revenues:													
Maintenance Assessments-Tax Roll	\$0	\$66,802	\$1,317,364	\$16,960	\$15,667	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,416,791
Interest Income	\$89	\$89	\$73	\$75	\$60	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$386
Amenities Revenue	(\$6)	\$209	\$336	\$245	\$425	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,209
Sports Revenue	\$0	\$0	\$0	\$1,325	\$2,210	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,535
Total Revenues	\$83	\$67,100	\$1,317,773	\$18,604	\$18,361	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,421,922

Expenditures:

Administrative

Management Fees - Onsite	\$14,874	\$14,874	\$14,874	\$14,874	\$14,874	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$74,370
Insurance	\$72,252	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$72,252
Other Current Charges	\$220	\$203	\$319	\$267	\$172	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,181
Permit Fees	\$54	\$27	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$81
Total Administrative	\$87,400	\$15,104	\$15,193	\$15,141	\$15,046	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$147,884

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	\$2,015	\$2,299	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,511
Water - Irrigation	\$915	\$438	\$577	\$772	\$711	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,413
Irrigation Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Streetlighting	\$2,302	\$2,302	\$2,318	\$2,318	\$2,318	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,558
Electric	\$2,194	\$2,245	\$1,869	\$2,162	\$1,641	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,111
Landscape Maintenance	\$31,536	\$31,536	\$31,536	\$31,536	\$31,536	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$157,680
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	\$13,232	\$5,570	\$6,714	\$5,185	\$2,900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$33,601
General Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Common Area	\$64,779	\$52,842	\$55,621	\$47,662	\$41,405	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$262,308

Recreation Facility

Amenity Staff	\$11,297	\$4,497	\$7,466	\$3,763	\$3,807	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,831
Refuse Service	\$790	\$788	\$788	\$794	\$867	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,027
Telephone	\$702	\$444	\$354	\$181	\$356	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,036
Electric	\$3,437	\$2,538	\$1,433	\$1,959	\$1,758	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,125
Cable	\$631	\$640	\$640	\$657	\$671	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,240
Pool Maintenance/Chemicals	\$2,107	\$2,107	\$2,107	\$2,107	\$2,107	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,537
Water/Sewer/Reclaim	\$3,463	\$3,327	\$2,782	\$1,659	\$1,514	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,745
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	\$183	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$183
Office Supplies and Equipment	\$352	\$37	\$37	\$58	\$37	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$521
Janitorial	\$4,601	\$4,631	\$5,269	\$4,487	\$4,251	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$23,240
Recreation Passes	\$200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200
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
	\$235,670	\$26,607	\$28,724	\$22,833	\$15,370	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$329,204
Total Expenses	\$387,849	\$94,553	\$99,537	\$85,636	\$71,821	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$739,396
Excess Revenues (Expenditures)	(\$387,766)	(\$27,454)	\$1,218,236	(\$67,031)	(\$53,459)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$682,526

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 February 28, 2021

ADOPTED BUDGET	PRORATED THRU 2/28/2021	ACTUAL THRU 2/28/2021	VARIANCE
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Revenues:

Special Assessments - Tax Roll	\$1,961,878	\$1,901,386	\$1,901,386	\$0
Assessments- Prepayment	\$0	\$0	\$0	\$0
Interest Income	\$10,000	\$2,500	\$253	(\$2,247)
TOTAL REVENUES	\$1,971,878	\$1,903,886	\$1,901,640	(\$2,247)

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

TOTAL EXPENDITURES	\$1,943,466	\$421,733	\$421,733	\$0
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EXCESS REVENUES (EXPENDITURES)	\$28,412	\$1,479,907
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Net change in Fund Balance	\$28,412	\$1,479,907
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FUND BALANCE - Beginning	\$687,628	\$1,531,791
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FUND BALANCE - Ending	\$716,040	\$3,011,698
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Revenue	\$2,046,987
Reserve 2013-1	\$868,933
Reserve 2013-2	\$95,634
Prepayment	\$144
Total	\$3,011,698

DOUBLE BRANCH
Community Development District
Capital Reserve Fund
Statement of Revenues & Expenditures
For The Period Ending February 28, 2021

	ADOPTED BUDGET	PRORATED THRU 2/28/2021	ACTUAL THRU 2/28/2021	VARIANCE
<u>REVENUES:</u>				
Interest Income	\$1,000	\$250	\$847	\$597
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
TOTAL REVENUES	\$92,028	\$250	\$290,847	\$290,597
<u>EXPENDITURES:</u>				
Other Current Charges	\$0	\$0	\$0	\$0
Capital Projects	\$0	\$0	\$108,215	(\$108,215)
TOTAL EXPENDITURES	\$0	\$0	\$108,215	(\$108,215)
EXCESS REVENUES (EXPENDITURES)	\$92,028		\$182,632	
FUND BALANCE - Beginning	\$1,238,762		\$1,209,512	
FUND BALANCE - Ending	\$1,330,790		\$1,392,143	

DOUBLE BRANCH
Community Development District
CAPITAL PROJECTS FUND
Statement of Revenues & Expenditures
For The Period Ending February 28, 2021

		<div style="border: 1px solid black; padding: 5px;"> SERIES 2013 A-1 AND A-2 </div>
<u>REVENUES:</u>		
Interest Income		\$2
TOTAL REVENUES		<div style="border: 1px solid black; padding: 2px;">\$2</div>
<u>EXPENDITURES:</u>		
Capital Outlay - Series 2013 A1 and A2		\$0
Cost of Issuance		\$0
TOTAL EXPENDITURES		<div style="border: 1px solid black; padding: 2px;">\$0</div>
EXCESS REVENUES (EXPENDITURES)		<div style="border: 1px solid black; padding: 2px;">\$2</div>
FUND BALANCE - Beginning		<div style="border: 1px solid black; padding: 2px;">\$18,595</div>
FUND BALANCE - Ending		<div style="border: 1px solid black; padding: 2px;">\$18,598</div>

Double Branch

Community Development District

Long Term Debt Report

Series 2013 A-1 Special Assessment Refunding Bonds	
Interest Rate:	1.3%-4.25%
Maturity Date:	5/1/34
Reserve Fund Definition:	50% Max Annual on Outstanding
Reserve Fund Requirement:	\$868,932
Reserve Fund Balance:	\$868,933
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)
Current Bonds Outstanding	\$18,450,000

Series 2013 A-2 Special Assessment Refunding Bonds	
Interest Rate:	5.750%
Maturity Date:	5/1/34
Reserve Fund Definition:	50% Max Annual on Outstanding
Reserve Fund Requirement:	\$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)
Current Bonds Outstanding	\$1,815,000

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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
TOTAL ASSESSED	45,481	1,961,878.15	177,889.82	1,461,865.84	3,601,633.81

SUMMARY OF TAX ROLL RECEIPTS					
CLAY COUNTY DISTRIBUTION	DATE RECEIVED	TOTAL RECEIVED	SERIES 2013A DEBT SERVICE RECEIVED	GENERAL FUND O&M RECEIPTS	RECREATION FUND O&M RECEIPTS
1	11/18/20	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
6	02/19/21	38,598.12	21,025.13	1,906.42	15,666.57
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			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
TOTAL TAX ROLL RECEIPTS		3,490,582.65	1,901,386.47	172,404.85	1,416,791.33

PERCENT COLLECTED	TOTAL	DEBT	O&M
TOTAL PERCENT COLLECTED	96.92%	96.92%	96.92%

D.

Double Branch

Community Development District

Check Run Summary

March 31, 2021

Fund	Date	Check No.	Amount
General Fund			
	3/9/21	50867-50870	\$ 783.80
		Sub-Total	\$ 783.80
Recreation Fund			
Accounts Payable	3/5/21	6658-6661	\$ 10,540.74
	3/5/21	6661-VOID	\$ (2,900.00)
	3/8/21	6662	\$ 600,000.00
	3/15/21	6663-6662	\$ 19,689.95
	3/23/21	6666-6670	\$ 3,798.75
		Sub-Total	\$ 631,129.44
Capital Reserve Fund			
	3/5/21	27-VOID	\$ (27,890.00)
	3/5/21	37	\$ 9,660.00
	3/23/21	38	\$ 2,500.00
		Sub-Total	\$ (15,730.00)
Total			\$ 616,183.24

PR300R

PAYROLL CHECK REGISTER

RUN 3/09/21 PAGE 1

CHECK #	EMP #	EMPLOYEE NAME	CHECK AMOUNT	CHECK DATE
50867	16	ANDRE LANIER	184.70	3/09/2021
50868	15	CHARLES T HORTON	184.70	3/09/2021
50869	8	CYNTHIA Y. NELSEN	184.70	3/09/2021
50870	14	SCOTT THOMAS	184.70	3/09/2021
TOTAL FOR REGISTER			738.80	

DBBR DOUBLE BRANCH DLAUGHLIN

Attendance Sheet

District Name: Double Branch, CDD

Board Meeting Date: March 8, 2021

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

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

Approved for Payment:



District Manager Signature

3/8/21

Date

PLEASE RETURN COMPLETED FORM TO DANIEL

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
3/15/21	00285	3/05/21 SS109976	202101 320-57200-34510	JAN EMPLOYMENT FEE	*	377.50	
		3/05/21 SS109976	202101 320-57200-34510	SCHEDULING FEE	*	187.50	
CLAY COUNTY SHERIFF'S OFFICE							565.00 006663
3/15/21	00092	3/01/21 2185	202103 310-51300-34000	MAR FACIL MNGNT-RECREAT	*	14,873.95	
GOVERNMENTAL MANAGEMENT SERVICES							14,873.95 006664
3/15/21	00297	3/01/21 288	202103 320-57200-61000	MAR JANITORIAL SERVICES	*	4,251.00	
RIVERSIDE MANAGEMENT SERVICES, INC							4,251.00 006665
3/23/21	00208	2/08/21 02082021	202102 320-57200-34510	2/1/21 - 2/7/21 SECURITY	*	540.00	
MIDDLE VILLAGE CDD							540.00 006666
3/23/21	00208	2/16/21 02162021	202102 320-57200-34510	2/8/21 - 2/14/21 SECURITY	*	585.00	
MIDDLE VILLAGE CDD							585.00 006667
3/23/21	00208	2/22/21 02222021	202102 320-57200-34510	2/15/21-2/21/21 SECURITY	*	663.75	
MIDDLE VILLAGE CDD							663.75 006668
3/23/21	00208	3/03/21 03032021	202103 320-57200-34510	2/23/21-2/29/21 SECURITY	*	795.00	
MIDDLE VILLAGE CDD							795.00 006669
3/23/21	00208	3/17/21 03172021	202103 320-57200-34510	3/1/21 - 3/15/21 SECURITY	*	1,215.00	
MIDDLE VILLAGE CDD							1,215.00 006670
TOTAL FOR BANK B						631,129.44	
TOTAL FOR REGISTER						631,129.44	

DBBR DOUBLE BRANCH OKUZMUK



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

Statement Date: 02/01/2021

GROUP BILLING

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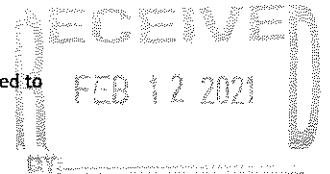


Web Address
 clayelectric.com

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

Sub ID	Account	Reading From	Reading To	Previous Statement Balance	Payments & Credits	Balance Forward	Current Charges	Total Due
1121032-1	4995700	01/01/2021	01/29/2021	1,226.00	-1,226.00	.00	718.00	718.00
	4995718	01/01/2021	01/29/2021	508.00	-508.00	.00	252.00	252.00
	5217088	01/01/2021	01/29/2021	3,714.00	-3,714.00	.00	1,457.00	1,457.00
	5347943	01/01/2021	01/29/2021	83.00	-83.00	.00	54.00	54.00
	5379615	01/05/2021	02/01/2021	4,206.00	-4,206.00	.00	2,110.00	2,110.00
	5715289	01/01/2021	01/29/2021	240.00	-240.00	.00	121.00	121.00
	5774021	01/01/2021	01/29/2021	50.00	-50.00	.00	25.00	25.00
	6875140	01/01/2021	01/29/2021	69.00	-69.00	.00	39.00	39.00
	6912612	01/01/2021	01/29/2021	54.00	-54.00	.00	27.00	27.00
	6912653	01/01/2021	01/29/2021	51.00	-51.00	.00	26.00	26.00
	6912661	01/01/2021	01/29/2021	50.00	-50.00	.00	25.00	25.00
	6912687	01/01/2021	01/28/2021	52.00	-52.00	.00	26.00	26.00
	6912695	12/31/2020	01/29/2021	52.00	-52.00	.00	26.00	26.00
	6912703	01/01/2021	01/29/2021	57.00	-57.00	.00	28.00	28.00
	6912729	01/01/2021	01/29/2021	54.00	-54.00	.00	27.00	27.00
	6912737	01/01/2021	01/29/2021	52.00	-52.00	.00	26.00	26.00
	6912752	01/01/2021	01/28/2021	52.00	-52.00	.00	26.00	26.00
	6912760	01/01/2021	01/29/2021	57.00	-57.00	.00	29.00	29.00
	6912778	01/01/2021	01/29/2021	52.00	-52.00	.00	26.00	26.00
	6912786	01/01/2021	01/29/2021	52.00	-52.00	.00	27.00	27.00
	6912810	01/01/2021	01/29/2021	52.00	-52.00	.00	26.00	26.00
	6912828	01/01/2021	01/29/2021	52.00	-52.00	.00	26.00	26.00
	6912836	01/01/2021	01/29/2021	52.00	-52.00	.00	26.00	26.00
	6912869	01/01/2021	01/29/2021	55.00	-55.00	.00	27.00	27.00
	6912877	01/01/2021	01/29/2021	51.00	-51.00	.00	26.00	26.00
	6912893	01/01/2021	01/29/2021	71.00	-71.00	.00	28.00	28.00
	6912901	01/01/2021	01/29/2021	52.00	-52.00	.00	26.00	26.00
	6912919	01/01/2021	01/29/2021	52.00	-52.00	.00	26.00	26.00
	6912927	01/01/2021	01/29/2021	51.00	-51.00	.00	25.00	25.00
	6912943	01/01/2021	01/29/2021	58.00	-58.00	.00	28.00	28.00
	6912950	01/01/2021	01/29/2021	52.00	-52.00	.00	26.00	26.00
	6912968	01/01/2021	01/28/2021	52.00	-52.00	.00	26.00	26.00
	6912976	01/01/2021	01/29/2021	52.00	-52.00	.00	26.00	26.00
	7131527	01/01/2021	01/29/2021	54.00	-54.00	.00	27.00	27.00

* Credits only affect the account they are associated with.
 Credits in the Total Due column will be applied to that account's next billing.
 A late charge of \$5.00 or 5 percent of the delinquent amount (which ever is greater) will be added to your account, if payment is not received within 24 days of billing.
 When Paying in Person: Bring entire bill with you.
 When Paying By Mail: Return this portion with your payment.



Group Invoice 11175
Clay Electric Cooperative, Inc.
 P.O. Box 308
 Keystone Heights, Florida 32656-0308

17

Mailing Address Correction: _____
 911 Emergency Address: _____

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

Previous Balance Due .00

Current Charges Due
 Due Date 02/22/2021
 Total Amount Due

6,439.00

6,439.00

103003-02A
 DOUBLE BRANCH COMM DEV DIST
 475 W TOWN PL STE 114
 SAINT AUGUSTINE FL 32092-3649

00000196



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

Statement Date: 02/01/2021

GROUP BILLING

Page 3



Web Address
clayelectric.com

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

Sub ID	Account	Reading		Previous Statement	Payments &	Balance	Current	Total Due
		From	To	Balance	Credits	Forward	Charges	
	7332257	01/01/2021	01/29/2021	496.00	-496.00	.00	239.00	239.00
	7332265	01/05/2021	02/01/2021	414.00	-414.00	.00	208.00	208.00
	8684243	01/01/2021	01/29/2021	51.00	-51.00	.00	26.00	26.00
	8763369	01/01/2021	01/29/2021	588.00	-588.00	.00	502.00	502.00
							Subtotal	6,439.00



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

Statement Date: 02/01/2021

GROUP BILLING DETAIL

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Web Address
clayelectric.com

Sub ID 1	Acct # 4995700	Name	DOUBLE BRANCH COMM DEV DIST		Loc 370 OAKLEAF VILLAGE PKWY				
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter	
GS	01/29/2021	8657	8993	20	6720	29	499570	151851973	
		Previous Bill Amount						1,226.00	
		Invoice Payment						-823.00	
		Invoice Payment						-403.00	
Dem Read	1.448	Previous Balance						.00	
Dem Use	28.960	Energy						546.34	
		Access Charge						23.00	
		Power Cost Adjustment X 6720 KWH						110.21	
		FLA Gross Receipts Tax						17.41	
		Clay Co Public Ser Utility Tax						20.81	
		Operation Round Up						0.23	
		CURRENT CHARGES						718.00	
		TOTAL DUE						718.00	

Sub ID 1	Acct # 4995718	Name	DOUBLE BRANCH COMM DEV DIST		Loc 370 OAKLEAF VILLAGE PKWY # 1				
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter	
GS	01/29/2021	1355	1410	40	2200	29	499571	152192893	
		Previous Bill Amount						508.00	
		Invoice Payment						-252.00	
		Invoice Payment						-256.00	
Dem Read	0.082	Previous Balance						.00	
Dem Use	3.280	Energy						178.86	
		Access Charge						23.00	
		Power Cost Adjustment X 2200 KWH						36.08	
		FLA Gross Receipts Tax						6.10	
		Clay Co Public Ser Utility Tax						7.43	
		Operation Round Up						0.53	
		CURRENT CHARGES						252.00	
		TOTAL DUE						252.00	

Sub ID 1	Acct # 5217088	Name	DOUBLE BRANCH COMM DEV DIST		Loc 370 OAKLEAF VILLAGE PKWY				
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter	
GSD	01/29/2021	7544	7724	80	14400	29	499532	151851971	
		Previous Bill Amount						3,714.00	
		Invoice Payment						-2,039.00	
		Invoice Payment						-1,675.00	
Dem Read	0.574	Previous Balance						.00	
Dem Use	45.920	Energy						864.00	
		Access Charge						80.00	
		Demand						199.75	
		Power Cost Adjustment X 14400 KWH						236.16	
		FLA Gross Receipts Tax						35.36	
		Clay Co Public Ser Utility Tax						41.55	
		Operation Round Up						0.18	
		CURRENT CHARGES						1,457.00	
		TOTAL DUE						1,457.00	

2 B



Clay Electric Cooperative, Inc.
Orange Park District
734 Blanding Blvd
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GROUP BILLING DETAIL

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clayelectric.com

Sub ID 1	Acct # 5347943		Name		DOUBLE BRANCH COMM DEV DIST		Loc 3926 PLANTATION OAKS BLVD # 1		
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	01/29/2021	12849	13132	1	283	29	534794	151850976
			Previous Bill Amount						83.00
			Invoice Payment						-39.00
			Invoice Payment						-44.00
Dem Read	6.350	Previous Balance						.00	
Dem Use	6.350	Energy						23.01	
			Access Charge						23.00
			Power Cost Adjustment X 283 KWH						4.64
			FLA Gross Receipts Tax						1.30
			Clay Co Public Ser Utility Tax						1.76
			Operation Round Up						0.29
			CURRENT CHARGES						54.00
			TOTAL DUE						54.00

Sub ID 1	Acct # 5379615	Name	DOUBLE BRANCH COMM DEV DIST			Loc EAST SIDE OF BRANNANFIELD			
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter	
		Previous Bill Amount						4,206.00	
		Invoice Payment						-2,096.00	
		Invoice Payment						-2,110.00	
Dem Read		Previous Balance						.00	
Dem Use		Small Outdoor Light						1,345.90	
		Pole						633.50	
		FLA Gross Receipts Tax						50.73	
		Clay Co Public Ser Utility Tax						79.18	
		Operation Round Up						0.69	

Sub ID 1	Acct # 5715289		Name DOUBLE BRANCH COMM DEV DIST			Loc 1591 CANOPY OAKS DR		
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
GS	01/29/2021	38	41	1	3	29	571528	152055399
Dem Read Dem Use		Previous Bill Amount						240.00
		Invoice Payment						-120.00
		Invoice Payment						-120.00
		Previous Balance						.00
		Energy						0.24
		Access Charge						23.00
		Power Cost Adjustment X 3 KWH						0.05
		Small Outdoor Light						89.73
		FLA Gross Receipts Tax						2.89
		Clay Co Public Ser Utility Tax						4.52
	Operation Round Up						0.57	
			</					



Clay Electric Cooperative, Inc.
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GROUP BILLING DETAIL

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Web Address
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Sub ID 1	Acct # 5774021		Name DOUBLE BRANCH COMM DEV DIST			Loc 2971 THORNCREST DR			
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	01/29/2021	67	71	1	4	29	577402	154521993
Dem Read Dem Use			Previous Bill Amount					50.00	
			Invoice Payment					-25.00	
			Invoice Payment					-25.00	
			Previous Balance					.00	
			Energy					0.33	
			Access Charge					23.00	
			Power Cost Adjustment X 4 KWH					0.07	
			FLA Gross Receipts Tax					0.60	
			Clay Co Public Ser Utility Tax					0.93	
			Operation Round Up					0.07	
						CURRENT CHARGES		25.00	
						TOTAL DUE		25.00	

Sub ID 1	Acct # 6875140	Name	DOUBLE BRANCH COMM DEV DIST		Loc 373 OAKLEAF VILLAGE CTR 1			
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
GS	01/29/2021	6600	6734	1	134	29	687514	152024620
Dem Read Dem Use	Previous Bill Amount							69.00
	Invoice Payment							-34.00
	Invoice Payment							-35.00
	Previous Balance							.00
	Energy							10.89
	Access Charge							23.00
	Power Cost Adjustment X 134 KWH							2.20
	FLA Gross Receipts Tax							0.92
	Clay Co Public Ser Utility Tax							1.32
	Operation Round Up							0.67
	CURRENT CHARGES							39.00
	TOTAL DUE							39.00

Sub ID 1	Acct # 6912612	Name	DOUBLE BRANCH COMM DEV DIST		Loc 608 OAKLEAF VILLAGE PKWY # 1			
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
GS	01/29/2021	229	245	1	16	29	691261	154533579
Dem Read Dem Use	Previous Bill Amount							54.00
	Invoice Payment							-26.00
	Invoice Payment							-28.00
	Previous Balance							.00
	Energy							1.30
	Access Charge							23.00
	Power Cost Adjustment X 16 KWH							0.26
	FLA Gross Receipts Tax							0.63
	Clay Co Public Ser Utility Tax							0.97
	Operation Round Up							0.84
	CURRENT CHARGES							27.00
	TOTAL DUE							27.00

00000200



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

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GROUP BILLING DETAIL

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Web Address
clayelectric.com

Sub ID 1	Acct # 6912653	Name	DOUBLE BRANCH COMM DEV DIST	Loc 603 OAKLEAF VILLAGE PKWY # 2				
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
GS	01/29/2021	136	147	1	11	29	691265	154517934

Dem Read	Previous Bill Amount	51.00
Dem Use	Invoice Payment	-25.00
	Invoice Payment	-26.00
	Previous Balance	.00
	Energy	0.89
	Access Charge	23.00
	Power Cost Adjustment X 11 KWH	0.18
	FLA Gross Receipts Tax	0.62
	Clay Co Public Ser Utility Tax	0.95
	Operation Round Up	0.36
	CURRENT CHARGES	26.00
	TOTAL DUE	26.00

Sub ID 1	Acct # 6912661	Name	DOUBLE BRANCH COMM DEV DIST	Loc 602 OAKLEAF VILLAGE PKWY # 1				
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
GS	01/29/2021	0	0	1	0	29	691266	154533626

Dem Read	Previous Bill Amount	50.00
Dem Use	Invoice Payment	-25.00
	Invoice Payment	-25.00
	Previous Balance	.00
	Access Charge	23.00
	FLA Gross Receipts Tax	0.59
	Clay Co Public Ser Utility Tax	0.92
	Operation Round Up	0.49
	CURRENT CHARGES	25.00
	TOTAL DUE	25.00

Sub ID 1	Acct # 6912687	Name	DOUBLE BRANCH COMM DEV DIST	Loc 537 OAKLEAF VILLAGE P PKWY # 1				
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
GS	01/28/2021	173	183	1	10	28	691268	152058372

Dem Read	Previous Bill Amount	52.00
Dem Use	Invoice Payment	-26.00
	Invoice Payment	-26.00
	Previous Balance	.00
	Energy	0.81
	Access Charge	23.00
	Power Cost Adjustment X 10 KWH	0.16
	FLA Gross Receipts Tax	0.62
	Clay Co Public Ser Utility Tax	0.95
	Operation Round Up	0.46
	CURRENT CHARGES	26.00
	TOTAL DUE	26.00

Sub ID 1	Acct # 6912695	Name	DOUBLE BRANCH COMM DEV DIST	Loc 529 OAKLEAF VILLAGE PKWY # 1				
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
GS	01/29/2021	149	158	1	9	30	691269	154529665

Previous Bill Amount	52.00
Invoice Payment	-26.00
CURRENT CHARGES	26.00
TOTAL DUE	26.00

00000202



Clay Electric Cooperative, Inc.
Orange Park District
734 Blanding Blvd
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GROUP BILLING DETAIL

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Web Address
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Sub ID 1	Acct # 6912737	Name	DOUBLE BRANCH COMM DEV DIST		Loc 3859 PLANTATION OAKS BLVD # 1				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
Dem Read			Previous Balance						.00
Dem Use			Energy						0.73
			Access Charge						23.00
			Power Cost Adjustment X 9 KWH						0.15
			FLA Gross Receipts Tax						0.62
			Clay Co Public Ser Utility Tax						0.95
			Operation Round Up						0.55
						CURRENT CHARGES			26.00
						TOTAL DUE			26.00
Sub ID 1	Acct # 6912752	Name	DOUBLE BRANCH COMM DEV DIST		Loc 3805 PLANTATION OAKS BLVD # 1				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	01/28/2021	224	237	1	13	28	691275	151839081
			Previous Bill Amount						52.00
			Invoice Payment						-26.00
			Invoice Payment						-26.00
Dem Read			Previous Balance						.00
Dem Use			Energy						1.06
			Access Charge						23.00
			Power Cost Adjustment X 13 KWH						0.21
			FLA Gross Receipts Tax						0.63
			Clay Co Public Ser Utility Tax						0.96
			Operation Round Up						0.14
						CURRENT CHARGES			26.00
						TOTAL DUE			26.00
Sub ID 1	Acct # 6912760	Name	DOUBLE BRANCH COMM DEV DIST		Loc 3800 PLANTATION OAKS BLVD # 1				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	01/29/2021	343	377	1	34	29	691276	152021602
			Previous Bill Amount						57.00
			Invoice Payment						-27.00
			Invoice Payment						-30.00
Dem Read			Previous Balance						.00
Dem Use			Energy						2.76
			Access Charge						23.00
			Power Cost Adjustment X 34 KWH						0.56
			FLA Gross Receipts Tax						0.68
			Clay Co Public Ser Utility Tax						1.02
			Operation Round Up						0.98
						CURRENT CHARGES			29.00
						TOTAL DUE			29.00
Sub ID 1	Acct # 6912778	Name	DOUBLE BRANCH COMM DEV DIST		Loc 3306 VILLAGE OAKS LN # 1				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	01/29/2021	385	396	1	11	29	691277	152033170
			Previous Bill Amount						52.00
			Invoice Payment						-26.00
			Invoice Payment						-26.00
						CURRENT CHARGES			26.00
						TOTAL DUE			26.00



Clay Electric Cooperative, Inc.
Orange Park District
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Web Address
clayelectric.com

Sub ID 1	Acct # 6912778	Name	DOUBLE BRANCH COMM DEV DIST	Loc	3306 VILLAGE OAKS LN # 1				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
Dem Read			Previous Balance						.00
Dem Use			Energy						0.89
			Access Charge						23.00
			Power Cost Adjustment X 11 KWH						0.18
			FLA Gross Receipts Tax						0.62
			Clay Co Public Ser Utility Tax						0.95
			Operation Round Up						0.36
						CURRENT CHARGES			26.00
						TOTAL DUE			26.00
Sub ID 1	Acct # 6912786	Name	DOUBLE BRANCH COMM DEV DIST	Loc	465 OAKLEAF VILLAGE PKWY # 1				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	01/29/2021	269	285	1	16	29	691278	152030424
			Previous Bill Amount						52.00
			Invoice Payment						-26.00
			Invoice Payment						-26.00
Dem Read			Previous Balance						.00
Dem Use			Energy						1.30
			Access Charge						23.00
			Power Cost Adjustment X 16 KWH						0.26
			FLA Gross Receipts Tax						0.63
			Clay Co Public Ser Utility Tax						0.97
			Operation Round Up						0.84
						CURRENT CHARGES			27.00
						TOTAL DUE			27.00
Sub ID 1	Acct # 6912810	Name	DOUBLE BRANCH COMM DEV DIST	Loc	3801 PLANTATION OAKS BLVD # 1				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	01/29/2021	204	216	1	12	29	691281	152030422
			Previous Bill Amount						52.00
			Invoice Payment						-26.00
			Invoice Payment						-26.00
Dem Read			Previous Balance						.00
Dem Use			Energy						0.98
			Access Charge						23.00
			Power Cost Adjustment X 12 KWH						0.20
			FLA Gross Receipts Tax						0.62
			Clay Co Public Ser Utility Tax						0.96
			Operation Round Up						0.24
						CURRENT CHARGES			26.00
						TOTAL DUE			26.00
Sub ID 1	Acct # 6912828	Name	DOUBLE BRANCH COMM DEV DIST	Loc	728 BELLSHIRE DR # 1				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	01/29/2021	114	121	1	7	29	691282	152054493
			Previous Bill Amount						52.00
			Invoice Payment						-26.00
			Invoice Payment						-26.00
			Previous Balance						.00
			Energy						0.98
			Access Charge						23.00
			Power Cost Adjustment X 12 KWH						0.20
			FLA Gross Receipts Tax						0.62
			Clay Co Public Ser Utility Tax						0.96
			Operation Round Up						0.24
						CURRENT CHARGES			26.00
						TOTAL DUE			26.00



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

Statement Date: 02/01/2021

GROUP BILLING DETAIL

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Web Address
clayelectric.com

Sub ID 1	Acct # 6912828	Name	DOUBLE BRANCH COMM DEV DIST		Loc 728 BELLSHIRE DR # 1				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
Dem Read			Previous Balance						.00
Dem Use			Energy						0.57
			Access Charge						23.00
			Power Cost Adjustment X 7 KWH						0.11
			FLA Gross Receipts Tax						0.60
			Clay Co Public Ser Utility Tax						0.94
			Operation Round Up						0.78
						CURRENT CHARGES			26.00
						TOTAL DUE			26.00
Sub ID 1	Acct # 6912836	Name	DOUBLE BRANCH COMM DEV DIST		Loc 721 BELLSHIRE DR # 1				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	01/29/2021	119	126	1	7	29	691283	154532169
			Previous Bill Amount						52.00
			Invoice Payment						-26.00
			Invoice Payment						-26.00
Dem Read			Previous Balance						.00
Dem Use			Energy						0.57
			Access Charge						23.00
			Power Cost Adjustment X 7 KWH						0.11
			FLA Gross Receipts Tax						0.60
			Clay Co Public Ser Utility Tax						0.94
			Operation Round Up						0.78
						CURRENT CHARGES			26.00
						TOTAL DUE			26.00
Sub ID 1	Acct # 6912869	Name	DOUBLE BRANCH COMM DEV DIST		Loc 715-1 WAKEMOUNT DR				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	01/29/2021	280	299	1	19	29	691286	154529951
			Previous Bill Amount						55.00
			Invoice Payment						-27.00
			Invoice Payment						-28.00
Dem Read			Previous Balance						.00
Dem Use			Energy						1.54
			Access Charge						23.00
			Power Cost Adjustment X 19 KWH						0.31
			FLA Gross Receipts Tax						0.64
			Clay Co Public Ser Utility Tax						0.98
			Operation Round Up						0.53
						CURRENT CHARGES			27.00
						TOTAL DUE			27.00
Sub ID 1	Acct # 6912877	Name	DOUBLE BRANCH COMM DEV DIST		Loc 3219 STONEBRIER RIDGE DR # 1				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	01/29/2021	168	174	1	6	29	691287	154528294
			Previous Bill Amount						51.00
			Invoice Payment						-25.00
			Invoice Payment						-26.00
						CURRENT CHARGES			26.00
						TOTAL DUE			26.00

00000205

[illegible]



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

Statement Date: 02/01/2021

GROUP BILLING DETAIL

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Web Address
clayelectric.com

Sub ID 1	Acct # 6912919	Name	DOUBLE BRANCH COMM DEV DIST	Loc 498 MILLSTONE DR # 1					
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
Dem Read			Previous Balance						.00
Dem Use			Energy						0.89
			Access Charge						23.00
			Power Cost Adjustment X 11 KWH						0.18
			FLA Gross Receipts Tax						0.62
			Clay Co Public Ser Utility Tax						0.95
			Operation Round Up						0.36
						CURRENT CHARGES			26.00
						TOTAL DUE			26.00
Sub ID 1	Acct # 6912927	Name	DOUBLE BRANCH COMM DEV DIST	Loc 3442-1 WORTHINGTON OAKS DR					
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	01/29/2021	153	157	1	4	29	691292	154517592
			Previous Bill Amount						51.00
			Invoice Payment						-25.00
			Invoice Payment						-26.00
Dem Read			Previous Balance						.00
Dem Use			Energy						0.33
			Access Charge						23.00
			Power Cost Adjustment X 4 KWH						0.07
			FLA Gross Receipts Tax						0.60
			Clay Co Public Ser Utility Tax						0.93
			Operation Round Up						0.07
						CURRENT CHARGES			25.00
						TOTAL DUE			25.00
Sub ID 1	Acct # 6912943	Name	DOUBLE BRANCH COMM DEV DIST	Loc 309 OAKLEAF VILLAGE PKWY # 1					
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	01/29/2021	563	590	1	27	29	691294	151839080
			Previous Bill Amount						58.00
			Invoice Payment						-28.00
			Invoice Payment						-30.00
Dem Read			Previous Balance						.00
Dem Use			Energy						2.20
			Access Charge						23.00
			Power Cost Adjustment X 27 KWH						0.44
			FLA Gross Receipts Tax						0.66
			Clay Co Public Ser Utility Tax						1.00
			Operation Round Up						0.70
						CURRENT CHARGES			28.00
						TOTAL DUE			28.00
Sub ID 1	Acct # 6912950	Name	DOUBLE BRANCH COMM DEV DIST	Loc 373 OAKLEAF VILLAGE PKWY # 2					
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	01/29/2021	175	186	1	11	29	691295	154532124
			Previous Bill Amount						52.00
			Invoice Payment						-26.00
			Invoice Payment						-26.00
						CURRENT CHARGES			26.00
						TOTAL DUE			26.00

00000207



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

Statement Date: 02/01/2021

GROUP BILLING DETAIL

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Web Address
clayelectric.com

Sub ID 1	Acct # 6912950	Name	DOUBLE BRANCH COMM DEV DIST		Loc 373 OAKLEAF VILLAGE PKWY # 2				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
Dem Read			Previous Balance						.00
Dem Use			Energy						0.89
			Access Charge						23.00
			Power Cost Adjustment X 11 KWH						0.18
			FLA Gross Receipts Tax						0.62
			Clay Co Public Ser Utility Tax						0.95
			Operation Round Up						0.36
						CURRENT CHARGES			26.00
						TOTAL DUE			26.00
Sub ID 1	Acct # 6912968	Name	DOUBLE BRANCH COMM DEV DIST		Loc 308 OAKLEAF VILLAGE PKWY # 1				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	01/28/2021	27	39	1	12	28	691296	152191197
			Previous Bill Amount						52.00
			Invoice Payment						-26.00
			Invoice Payment						-26.00
Dem Read			Previous Balance						.00
Dem Use			Energy						0.98
			Access Charge						23.00
			Power Cost Adjustment X 12 KWH						0.20
			FLA Gross Receipts Tax						0.62
			Clay Co Public Ser Utility Tax						0.96
			Operation Round Up						0.24
						CURRENT CHARGES			26.00
						TOTAL DUE			26.00
Sub ID 1	Acct # 6912976	Name	DOUBLE BRANCH COMM DEV DIST		Loc 358 OAKLEAF VILLAGE PKWY # 2				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	01/29/2021	80	88	1	8	29	691297	154767644
			Previous Bill Amount						52.00
			Invoice Payment						-26.00
			Invoice Payment						-26.00
Dem Read			Previous Balance						.00
Dem Use			Energy						0.65
			Access Charge						23.00
			Power Cost Adjustment X 8 KWH						0.13
			FLA Gross Receipts Tax						0.60
			Clay Co Public Ser Utility Tax						0.94
			Operation Round Up						0.68
						CURRENT CHARGES			26.00
						TOTAL DUE			26.00
Sub ID 1	Acct # 7131527	Name	DOUBLE BRANCH COMM DEV DIST		Loc 3206 SILVER BLUFF BLVD # 1				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	01/29/2021	333	352	1	19	29	713152	151837342
			Previous Bill Amount						54.00
			Invoice Payment						-27.00
			Invoice Payment						-27.00
						CURRENT CHARGES			27.00
						TOTAL DUE			27.00

00000209



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

Statement Date: 02/01/2021

GROUP BILLING DETAIL

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Web Address
clayelectric.com

Sub ID 1	Acct # 8684243	Name	DOUBLE BRANCH COMM DEV DIST		Loc 571 OAKLEAF VILLAGE PKWY				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
Dem Read			Previous Balance						.00
Dem Use			Energy		✓				0.41
			Access Charge						23.00
			Power Cost Adjustment X 5 KWH						0.08
			FLA Gross Receipts Tax						0.60
			Clay Co Public Ser Utility Tax						0.93
			Operation Round Up						0.98
						CURRENT CHARGES			26.00
						TOTAL DUE			26.00
<hr/>									
Sub ID 1	Acct # 8763369	Name	DOUBLE BRANCH COMM DEV DIST		Loc 382 OAKLEAF VILLAGE PKWY				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	01/29/2021	97522	2141	1	4619	29	8763369	13794545
			Previous Bill Amount						588.00
			Invoice Payment						-588.00
			Previous Balance						.00
Dem Read	19.300		Energy		✓				375.52
Dem Use	19.300		Access Charge						23.00
			Power Cost Adjustment X 4619 KWH						75.75
			FLA Gross Receipts Tax						12.16
			Clay Co Public Ser Utility Tax						14.59
			Operation Round Up						0.98
						CURRENT CHARGES			502.00
						TOTAL DUE			502.00
<hr/>									
Sub-Group # 1 Current Charges									6,439.00

000000210

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice**Invoice #:** 2181**Invoice Date:** 2/8/21**Due Date:** 2/8/21**Case:****P.O. Number:****Bill To:**

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

FEB 09 2021

Description	Hours/Qty	Rate	Amount
November 2020 - 2.320.572.4100 - Phones		88.48	88.48
November 2020 - 2.320.572.49300 - Permits & Licenses		26.95	26.95
November 2020 - 2.320.572.63100 - Repair and Replacements		280.62	280.62
November 2020 - 2.320.572.49400 - Special Events		182.94	182.94
November 2020 - 2.320.572.34600 - Staff		60.00	60.00

92B

Total \$638.99**Payments/Credits** \$0.00**Balance Due** \$638.99

Governmental Management Services, LLC1001 Bradford Way
Kingston, TN 37763**Invoice**

Invoice #: 2166

Invoice Date: 10/8/20

Due Date: 10/8/20

Case:

P.O. Number:

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

92B

Description	Hours/Qty	Rate	Amount
September 2020 - Phones (2.320.572.4100)		88.31	88.31
September 2020 - Permits / Licenses (2.320.572.49300)		26.95	26.95
September 2020 - Repair / Replacements (2.320.572.63100)		122.99	122.99
September 2020 - Office Supplies (2.320.572.5100)		125.00	125.00
September 2020 - Rec. Passes (2.320.572.62000)		189.50	189.50

RECEIVED

FEB 13 2021

Total \$562.75**Payments/Credits** \$0.00**Balance Due** \$562.75



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

RECEIVED

FEB 12 2021

INVOICE

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

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

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

Purchase Order Number	Terms
	NET 10 DAYS

Item	Description	Amount
	Triploid Grass Carp Stocking (400) - Completed 01/21/21	2,900.00
Code to:	<i>Grass Carp stocking</i>	
Double Branch Repair and Replacements		
2.320.57200.63100	<i>185B</i>	
Total Invoice		\$2,900.00

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

Bill To
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 to have your invoices emailed.

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

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

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

RECEIVED

MAR 03 2021

Double Branch
COMMUNITY DEVELOPMENT DISTRICT

Recreation Fund

Check Request

Date	Amount	Authorized By
March 3, 2021	\$600,000.00	Oksana Kuzmuk

Payable to:

State Boasrd of Administration #153	(B)
-------------------------------------	-----

Date Check Needed:

Budget Category:

ASAP	002.300.15100.10000
------	---------------------

Intended Use of Funds Requested:

Funding SBA Rec Acc
(Attach supporting documentation for request.)



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

Invoice Number: SSI09976
Invoice Date: 3/5/2021
Page: 1

Attn: Fiscal - Accounts Receivable

Bill

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

Ship

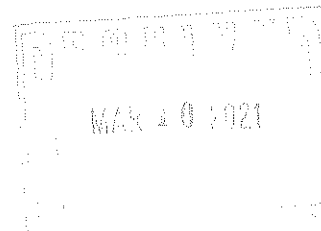
To: OAKLEAF PLANTATION CDD
MVCDD & DBCDD
370 OAKLEAF VILLAGE PARKWAY
ORANGE PARK, FL 32065
JAVIER SORIANO

Due Date 3/20/2021
Terms Net 15 Days

Customer ID C0000168
P.O. Number
P.O. Date 3/5/2021
Our Order No
SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee JANUARY 2021		151	151	5.00	755.00/2 = 377.5
Fees-2nd Employment Scheduling		15	15	25.00	375.00/2 = 187.50

285 (B)
2,320,572 34510



Amount Subject to Sales Tax US0
Amount Exempt from Sales Tax 1,130.00

Subtotal: 1,130.00
Invoice Discount: 0.00
Tax: 0.00

Total USD: 1,130.00/2 =

Governmental Management Services, LLC1001 Bradford Way
Kingston, TN 37763**Invoice**

Invoice #: 2185

Invoice Date: 3/1/21

Due Date: 3/1/21

Case:

P.O. Number:

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

92B

Description	Hours/Qty	Rate	Amount
Facility Management - Oakleaf Plantation - March 2021 2.310.513.3400		14,873.95	14,873.95

Mar Facil mgmt - Recreat

Total \$14,873.95**Payments/Credits** \$0.00**Balance Due** \$14,873.95CDD
3-5-21

Riverside Management Services, Inc
9655 Florida Mining Blvd. W.
Building 300, Suite 305
Jacksonville, FL 32257

Invoice

Invoice #: 288
Invoice Date: 3/1/2021
Due Date: 3/1/2021
Case:
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Janitorial Services - March 2021 2,320.572.6100 297B		4,251.00	4,251.00
Total			\$4,251.00
Payments/Credits			\$0.00
Balance Due			\$4,251.00

6085
3-5-21

Clay County Sheriff's Office

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

INVOICE

INVOICE DATE: FEB 8 2021
WEEK OF 2-1 1-2- 7 2021

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

FOR:
Oakleaf Amenities Manager
and
Brian Sanchez

RECEIVED

FEB 08 2021

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
2-1-21	Bryan Smith	1600-2200	6	30.00	180.00
2-5-21	Anthony Pena	1800-0000	6	30.00	180.00
2-5-21	Bryan Smith	1600-2200	6	30.00	180.00
2-6-21	Eva Solis	1700-2300	6	30.00	180.00
2-6-21	Jennifer Cooper	1645-2245	6	30.00	180.00
2-7-21	Bryan Smith	1500-2100	6	30.00	180.00
DEPUTY SIGNATURE: TOTAL					
					1080.00 / E

= \$ 540.00

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

THANK YOU FOR YOUR BUSINESS!

208
8.320.572.3450

Clay County Sheriff's Office

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

INVOICE**RECEIVED**

FEB 16 2021

INVOICE DATE: FEB 16 2021
WEEK OF 2-8 1-2- 14 2021

TO:

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

FOR:

Oakleaf Amenities Manager
and
Brian Sanchez

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
2-8-21	MATT WILLIAMS	1635-2235	6	30.00	180.00
2-9-21	DAVID VOLLER	1300-1930	4	30.00	120.00
2-12-21	EVA SOLIS	1700-2300	6	30.00	180.00
2-12-21	MATT WILLIAMS	1730-2300	5.5	30.00	135.00
2-13-21	MATT WILLIAMS	1545-2215	6.5	30.00	195.00
2-13-21	JEFFREY HOLMES	1630-2230	6	30.00	180.00
2-14-21	JEFFERY HOLMES	1600-2130	6	30.00	180.00
DEPUTY SIGNATURE: TOTAL					
					1170.00

= \$ 585.00

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

THANK YOU FOR YOUR BUSINESS!

2
208
2,320,570 34570

Clay County Sheriff's Office

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

RECEIVED

FEB 22 2021

INVOICE

INVOICE DATE: FEB 22 2021
WEEK OF 2-15 1-2- 21 2021

TO:

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

FOR:

Oakleaf Amenities Manager
and
Brian Sanchez

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
2-15-21	EVA SOLIS	1630-2200	5.5	45.00	247.50
2-16-21	BRYAN SMITH	1300-1930	6	30.00	180.00
2-18-21	EVA SOLIS	1700-2300	6	30.00	180.00
2-19-21	DAVID VOLLER	1600-2100	6	30.00	180.00
2-19-21	ANTHONY PENA	1600-2200	6	30.00	180.00
2-20-21	JENNIFER COOPER	1700-2300	6	30.00	180.00
2-21-21	BRYAN SMITH	1530-2130	6	30.00	180.00
DEPUTY SIGNATURE: TOTAL					

1327.50 / =

= \$663.75

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

THANK YOU FOR YOUR BUSINESS!

208 (B)

2,320.570 34570

Clay County Sheriff's Office

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

INVOICE**RECEIVED**

MAR 03 2021

INVOICE DATE: ²⁰²¹ ~~MARCH 3 2020~~
WEEK OF 0 23-29**TO:**

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

FOR:

Oakleaf Amenities Manager
and
Brian Sanchez

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
02/23/20	David Voller	1700-2200	3	30.00	90.00
02/25/20	David Voller	1630-2000	4	30.00	120.00
02/8/21	David Voller	1700-2300	5	30.00	150.00
02/11/21	David Voller	1700-2300	5	30.00	150.00
2/24/21	Anthony Pena	1700-2300	6	30.00	180.00
02/22/21	Matt Williams	1630-2230	6	30.00	180.00
02/27/21	Bryan Smith	1530-2130	6	30.00	180.00
2/27/21	Matt Williams	1700-2300	6	30.00	180.00
2/28/21	Bryan Smith	1500-2100	6	30.00	180.00
2/26/21	Benjamin Wase	1730-2330	6	30.00	180.00
	Highlighted was not billed for				

DEPUTY SIGNATURE:

TOTAL

1,590.00 =

= \$ 795.00

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

THANK YOU FOR YOUR BUSINESS!

208 (B)
2,820.572 34570

INVOICE

CLIENT NAME
OAKLEAF AMENITIES
CLIENT NUMBER
CLIENT ADDRESS

INVOICE NUMBER
INVOICE DATE
3/17/21

DATE	DESCRIPTION	PERSONNEL START and STOP TIMES	HOURS or QUANTITY	RATE	TOTAL	GROUPED TOTAL
03/05/21 0000 - 03/05/21 0000	OAKLEAF AMENITIES	Nathanial Baumgartner 03/05/21 1600 - 03/05/21 2200	6	\$30.00	\$180.00	\$180.00
03/09/21 0000 - 03/09/21 0000	OAKLEAF AMENITIES	Jeffrey Holmes 03/09/21 1515 - 03/09/21 2115	6	\$30.00	\$180.00	\$180.00
X 03/01/21 0000 - 03/01/21 0000	OAKLEAF AMENITIES	Bryan Smith 03/01/21 1600 - 03/01/21 2200	6	\$30.00	\$180.00	
03/03/21 0000 - 03/03/21 0000	OAKLEAF AMENITIES	Bryan Smith 03/03/21 1700 - 03/03/21 2300	6	\$30.00	\$180.00	
03/07/21 0000 - 03/07/21 0000	OAKLEAF AMENITIES	Bryan Smith 03/07/21 1500 - 03/07/21 2100	6	\$30.00	\$180.00	
03/14/21 0000 - 03/14/21 0000	OAKLEAF AMENITIES	Bryan Smith 03/14/21 1600 - 03/14/21 2200	6	\$30.00	\$180.00	\$720.00
03/12/21 0000 - 03/12/21 0000	OAKLEAF AMENITIES	Eva Solis 03/12/21 1700 - 03/12/21 2300	6	\$30.00	\$180.00	\$180.00
03/02/21 0000 - 03/02/21 0000	OAKLEAF AMENITIES	David Voller 03/02/21 1600 - 03/02/21 2000	4	\$30.00	\$120.00	
03/11/21 0000 - 03/11/21 0000	OAKLEAF AMENITIES	David Voller 03/11/21 1600 - 03/11/21 2000	4	\$30.00	\$120.00	\$240.00
03/04/21 0000 - 03/04/21 0000	OAKLEAF AMENITIES	Benjamin Wase 03/04/21 0530 - 03/04/21 1130	6	\$30.00	\$180.00	
03/12/21 0000 - 03/12/21 0000	OAKLEAF AMENITIES	Benjamin Wase 03/12/21 1715 - 03/12/21 2315	6	\$30.00	\$180.00	
03/15/21 0000 - 03/15/21 0000 X	OAKLEAF AMENITIES	Benjamin Wase 03/15/21 1730 - 03/15/21 2330	6	\$30.00	\$180.00	\$540.00
03/08/21 0000 - 03/08/21 0000	OAKLEAF AMENITIES	Matthew Williams 03/08/21 1530 - 03/08/21 2230	7	\$30.00	\$210.00	
03/13/21 0000 - 03/13/21 0000	OAKLEAF AMENITIES	Matthew Williams 03/13/21 1645 - 03/13/21 2245	6	\$30.00	\$180.00	\$390.00

PERSONNEL TOTAL: (hrs) 81 \$2,430.00

INVOICE TOTAL: (hrs) 81 \$2,430.00

3/5 - 3/13

20813

2-320-572-34510

Double Branch → middle village

\$1215 2

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
3/18/21	00014	11/10/20 11102020	202011 600-53800-62000 50% PARKING LOT ADDITION	TOMMY J KELLY	V	27,890.00-	27,890.00-000027
3/05/21	00015	2/09/21 1807	202102 600-53800-62000 HEAVY DUTY BRIDGE KIT	ROLLING BOAT, INC.	*	9,660.00	9,660.00 000037
3/23/21	00013	3/17/21 12021317	202103 600-53800-62000 INSTALL PLAYGROUND STRUCT	K&B CONCRETE SERVICE LLS	*	2,500.00	2,500.00 000038
TOTAL FOR BANK C						15,730.00-	
TOTAL FOR REGISTER						15,730.00-	

DBBR DOUBLE BRANCH OKUZMUK

Rolling Boat, Inc.
18876 S. Pioneer Crossing Ln
Estacada, OR 97023 US
(503) 765-5351
Bret@RollingBarge.com
www.RollingBarge.com

RECEIVED

FEB 12 2021



BILL TO

Jay Soriano
Oak Leaf Plantation
370 Oakleaf Village Parkway
Orange Park, FL 32065

SHIP TO

Jay Soriano
Oak Leaf Plantation
370 Oakleaf Village
Parkway
Orange Park, FL 32065

INVOICE # 1807

DATE 02/09/2021

DUE DATE 02/09/2021

TERMS Due on receipt

ITEM	QUANTITY	PRICE	AMOUNT
Bridges:HD6-0624 6'x24' Heavy Duty Bridge Kit with 57" Handrails	1	9,660.00	9,660.00

BALANCE DUE

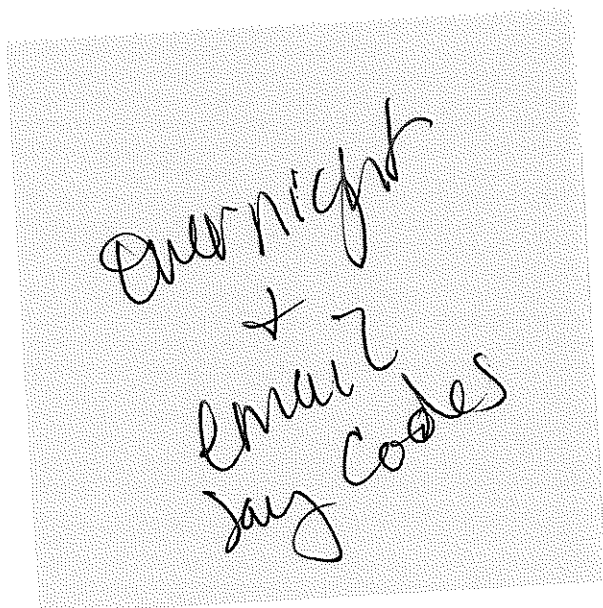
\$9,660.00

15 B

Code to:

Double Branch Capitol Projects

34.600.53800.62000



K&B Concrete Service LLC
217 Pamela Street, Interlachen, Florida
Lic#17000236386 Ins#172322-78495894-17
Phone# (850)370-0560
Email-ksuggs1970@gmail.com

Invoice

Date	Invoice#
3/17/2021	12021317

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

P.O. No.	Terms	Project
	Due on receipt	

Description	Qty	Rate	Amount
Labor for site prep, stump and root removal. Install of new playground structure at Silver Leaf Code to: Double Branch Capitol Projects 34.600.53800.62000 13C	Approx. 80 hrs		\$2500.00
		Total	\$2500.00
		Payments/Credits	\$0.00

FOURTH ORDER OF BUSINESS

Double Branch CDD Policies

District Access Cards

1. All adults, age 18 and older, who wish to gain access to any of the amenity facilities or are on district property, must have their own District issued Access Card or gain access via guest policy procedures.
2. While children, under the age of 18, are not required to have their own card, it is highly recommended. To utilize the facilities at ages 13 and above certain facilities will require that the children have their own cards (please see each facility's rules below) Children under the age of 13 do not need cards; provided they are accompanied by their parent or they gain access via guest policy procedures. All Children regardless of age will be expected to have their own district id cards if they are utilizing any facility without a parent present.
3. Each District fee-paying household will receive 1 complimentary card per person for a maximum of 2 adult cards, and 1 child card per household. Any additional cards for that household will be issued per district policies at a cost of \$8.00 each. Cards are issued at the Double Branch Fitness Center.
4. Replacement of damaged, lost, or stolen access cards shall be at a cost of \$15.00 to the card holder.
5. If a resident's card is no longer operable (other than due to damage or negligence), a District card holder may be issued, at the discretion of management, a new card at the cost of \$8.00.
6. In order to obtain a District Access Card, homeowners will need to provide a government issued photo ID, as well as the following as proof of homeownership: a HUD-1 Settlement Statement or Warranty Deed.
7. Permanent residents who are neither the homeowners nor lease holders of the property must provide proof of residency in the form of a government issued photo ID with a district address listed, a utility bill with a district address listed along government issued photo ID or a Power of Attorney for the home with a district address listed along with government issued photo ID.
8. In order for renters of a property to obtain a District Access Card, the property owner must first register the property with the district office and sign a "Release of Rights" form. Forms may be found online at www.OakleafResidents.com. Forms may be turned in at the Double Branch Fitness Center. Tenants must then present a valid lease and government issued photo ID with district address, to obtain their district access cards. Only persons listed on the lease document will be issued access cards.
9. In order to obtain a district access card, adult children age 18 and older must provide a valid government issued photo ID with a district address.
10. Minor children, under the age 18, who are family members but not permanent residents can be issued a district access card if documentation is provided to link the child to the home.
11. In order to become a Non-Resident Annual Fee Payer, a person must complete the User Information Sheet, provide government issued photo ID and pay the annual non-resident rate in order to obtain district access cards. Cards will be issued in accordance with all other district policies. Please contact the Double Branch District Office for proper forms. Contact information may be found at www.OakleafResidents.com
12. Guests of district card holders may NOT use a district card holder's access card to use the facilities.
13. One guest (pin number) will be available for each household. This "pin number" will be loaded with one complimentary pack of twelve guest passes. The complimentary passes are only good for a period of one year and will expire each December 31st, whether fully utilized or not. Residents bringing guests during a weekday will utilize one pass per each guest. Residents bringing guests during the weekend (Saturday/Sunday) or holiday will utilize two of their guest passes per each guest. If all 12 guest visits are utilized before the year is complete, a separate "guest pack" may be purchased. The packs are available in either 5 or 10 count increments. 5 count packs will cost \$20, while 10 count packs will cost \$35. All guest passes (additional purchased packages) will expire at the end of the following year (Dec 31st year after purchasing). The smart card needed for the purchased guest packs will cost \$8 for the first card per household; any additional, lost, damaged, or stolen cards may be purchased / replaced at a cost of \$15.

Double Branch CDD Policies

14. District card holders are limited to guest maximums (other than house guests) as determined by each recreational facility (see following rules) and a maximum of 5 guests per day per household, and 12 guests per week per household.
15. Out of town guests residing in an area outside of a 50 mile radius from Oakleaf; and staying in the home of a District card holder for more than one day shall be permitted to use the District's facilities if the District card holder purchases a loadable smart card and "house guest passes". The rate for house guest passes will be \$5 per person for the first 5 on the pass, \$10 for each person beyond the first five per week. No more than 12 house guests are allowed per household at any one time. The house guests will be verified by staff upon first use. The house guest(s) may use the facility without being accompanied by the resident, however the house guests must follow all facility rules and policies. House Guests are not permitted to bring additional guests. The smart card needed for the house guest pass will cost \$8 for the first card per household; any additional, lost, damaged, or stolen cards may be purchased / replaced at a cost of \$15. Please see rules for each facility for more information regarding "guest" and "house guest" usage.
16. House guest passes and additional "guest packs" may be purchased at the Double Branch Fitness Center
17. District card holders must have their District issued Access Card and know their pin number in order for their guest to gain access into any facility.
18. District card holders ages 16 and older may have guests of any age. District card holders under the age of 16 may not have guests.
19. District card holders shall be held accountable for their guests' behavior under the policies of the district and shall be liable for any property damage caused by his or her guests at the Amenity Center, or at any activity or function operated, organized, arranged or sponsored by the District or its contractors.

Pool and Water Park

1. Swimming is permitted only when lifeguards are present or during designated Swim At Your Own Risk times, as determined by staff, approved by the district board and posted at the pools.
2. Swim at Your Own Risk sessions held at the Oakleaf Village Lap Pool are for residents 18 years of age and older. Children, under the age of 18, are not permitted in the pools or on the pool decks during these times. The slide, family pool and spray park are closed during these times.
3. The Plantation Oaks Lap Pool is a Swim at Your Own Risk Pool for residents and their guests who are 18 years of age and older. Children under the age of 18, are not permitted in the Plantation Oaks Lap Pool or on its deck except during sanctioned community events as identified by district management.
4. During specific posted times there will be Swim At Your Own Risk with an attendant at all Oakleaf Village Pools and the Plantation Oaks Family Pool. This will allow for swimmers of all ages in these pools. The slides will be closed. All other swim policies will apply.
5. The pool may be closed periodically for maintenance as determined necessary by district and aquatic staff.
6. The Aquatic and District staff must authorize all programs and activities outside of general swim that occur at the pool. This includes swim lessons, aquatic/recreation programs, swim team, and pool parties.
7. Any Person on the pool decks, using the slide or swimming when the facility is closed is considered trespassing and is subject to arrest. Additionally, facility use privileges are subject to suspension.
8. Each District Card Holder must present their access card and sign in upon entering the aquatic complex. No person shall be permitted to access the facility with another person's card including a card held by another member of their household.

Double Branch CDD Policies

9. Children 12 years and younger must be accompanied by a District card holder of least 16 years of age at all times while using the pool facility. Children 13 and older must have their own district ID card to utilize the pools on their own, with an adult district card holder other than their parents (including older siblings), or be checked in via guest policy procedures.
10. In the event of a pool closure for the remainder of the day and within 60 minutes of your arrival with guests you may obtain a rain check for your guests from the pool supervisory staff.
11. Pool entrances must be kept clear at all times.
12. Proper swim attire must be worn at the pool. No cotton, denim or denim cutoffs. No street clothes including shorts, undergarments, sports bras, tank tops, or thong style swim attire are permitted. Additionally swim attire must be worn properly.
13. All persons must shower before entering the pool.
14. Pool furniture is not to be removed from the pool area.
15. Talking to on duty lifeguards is not permitted, except in situations directly related to the immediate safety of the pool users.
16. Glass containers and other sharp or potentially hazardous objects are not permitted in the pool area.
17. No chewing gum is permitted in the pool or on the pool deck area.
18. Alcoholic beverages are not permitted in the pool area.
19. Hanging on the lane lines, interfering with the lap-swimming lane, and unauthorized diving is prohibited. No swinging on ladders, fences, or railings.
20. Games where one holds their breath for long periods of time under water are not permitted.
21. Only approved water play balls will be permitted in the pool. This excludes the following types: tennis balls, large beach balls, basketballs, nerf balls, soccer balls, or any other type of hard non-water sports balls.
22. No diving, jumping, pushing, running or other horseplay is allowed in the pool or on the pool deck area.
23. Scuba equipment is not allowed in any pool in either Oakleaf Village Pools unless approved by Management in advance.
24. Radio controlled watercraft are not allowed in the pool.
25. Radios, televisions, and the like may be listened to if played at a sound level, which is not offensive to other users.
26. Play equipment, such as snorkels and dive sticks must meet with the lifeguard's approval prior to use.
27. Roughhousing, loud, profane, and abusive language will not be tolerated. The Suspension and Termination policies as outlined in this document will be enforced for any unacceptable behavior displayed at the aquatic facility.
28. Inflatable rafts, tubes, or floats are not allowed. Pool noodles are permitted. The use of infant water floats with seats is allowed. Arm floats are also allowed. A parent or guardian must be within arm's length of a non-swimmer at all times when in the water regardless of use of flotation device and/or type of flotation devices used.
29. Parents should take their children to the restroom before the children enter the pool.
30. Children under three years of age and those who are not reliably toilet trained must wear rubber lined swim diapers, as well as a swim suit over the swim diaper, to reduce the health risks associated with human waste contamination in the swimming pool/deck area.
31. If a district card holder leaves a child(ren) under the age of 13 at the facility without a companion 16 years of age or older, privileges may be suspended.
32. Per County Health Regulations, the changing of diapers or clothing is not allowed poolside. Changing stations are available in the poolside restrooms.
33. If contaminations occur, the pool will be closed until the contamination is remedied in accordance with Florida Department of Health and the Center for Disease Control.
34. In accordance with the CDC and Florida Department of Health, if your child has experienced three or more loose bowel movements in a twenty-four hour period they should not return to the pool for the subsequent twenty four hours.

Double Branch CDD Policies

35. In the event that there are multiple contaminations caused by the same individual, such individual shall be responsible for any clean-up or decontamination expenses incurred by the District
36. Using the slide is done at your own risk.
37. Children must be at least forty two (42) inches tall to ride the slide.
38. Regardless of height, non-swimmers are not permitted to use the slide.
39. Riders must slide feet first in a laying or sitting position only; No running starts, head first, kneeling or sliding on the stomach.
40. For everyone's safety, parents are not allowed to stand at the bottom of the slide.
41. Only one person may ride the slide at a time.
42. No swim attire with snaps, zippers, metal ornamentation or rivets will be allowed on the slide.
43. Keep arms and hands inside the flumes at all times.
44. No flotation devices, goggles, masks, sunglasses, hats, or large or dangling jewelry are allowed on the water slide
45. For safety reasons, pregnant women and persons with health conditions or back problems should not ride the water slide.
46. The slide(s) may only be used during pool hours when the water slide is attended by a lifeguard.

Weather Policy

1. If the district or aquatic staff hear thunder or see lightning, they will clear the pool and pool deck. Activities will resume 30 minutes after the last observed lightning or thunder.

Fitness Center Policies

1. Fitness Center Hours are as follows and are subject to change at any time:
Monday-Friday, 5am-10pm Closed 1-2pm
Saturday and Sunday, 7am-9pm
2. Use of the fitness floor is restricted to residents 16 years of age and older.
3. Usage of the fitness center is restricted to District card holders and their children 16 years of age and older. Children, 14 & 15 years of age, may use the fitness facilities when accompanied by a resident adult (18yrs and older). Children 14 & 15 years of age utilizing the fitness facility with a resident adult will be required to have their own district ID card. Children under 14 are not allowed on the fitness floor
4. Patrons exercise at their own risk. Each individual is responsible for his or her own safety.
5. Users must register by signing-in immediately upon entering the facility at the front desk. If staff has stepped away, user must wait for staff to return to check in.
6. "Guests" are not permitted in the fitness center on the fitness floor.
7. Athletic clothing is required at all times while on the fitness floor. This includes shorts, pants, leotards, sweat suits and tennis shoes or close toed shoes. If you are wearing jeans/denim, belts, boots, open toed shoes or you are wet from the pool, you will not be allowed on the fitness floor.
8. No food is permitted on the fitness center floor. Beverages are permitted in the fitness center, but all drinks must be covered and sealed.
9. No chewing gum is permitted in the fitness center.
10. Personal audio devices are not permitted unless they are equipped with headphones.
11. All users of the fitness center are expected to conduct themselves in a responsible, courteous and safe manner in compliance with fitness center policies.
12. Loud, profane or abusive language is prohibited.
13. Disorderly conduct and horseplay are prohibited.
14. Disregard for any fitness center policy may result in expulsion from the facility and/or loss of fitness center privileges.
15. Weights and other equipment pieces may not be removed from the fitness center for any reason.

Double Branch CDD Policies

16. Each individual is responsible for wiping off the equipment after use.
17. Cardiovascular equipment usage is limited to 30 minutes if others are waiting for the equipment. In addition, users should step aside between multiple sets on the weight equipment if others are waiting.
18. The instructions for proper use of the equipment as posted on the machines are to be followed.
19. Hand chalk is not permitted.
20. Benches and weight machines are not to be stepped on.
21. Dumbbells and barbells should be placed on the floor, not the benches, as to not ruin the upholstery and the padding on the benches. Dumbbells and bars are not to be dropped.
22. The group exercise room may only be used when supervised by a program instructor.
23. Fitness and sports programming to include classes, personal training, coaching, etc.. may only be provided by district / board approved personnel. The Athletic Center staff reserves the right to discontinue any programs or activities due to safety concerns and other conflicts with the operation of the facility.
24. All emergencies, injuries and broken equipment must be reported to the Front Desk Staff immediately.

Basketball Courts

1. Basketball Courts are available during the following hours:
Monday-Friday, 5am-10pm Closed 1-2pm
Saturday and Sunday, 7am-9pm
2. All users must have their district access cards in order to use the courts.
3. Users must register by signing-in immediately upon entering the Athletic Center at the front desk. If staff has stepped away, user must wait for staff to return to check in.
4. Users of the basketball courts must leave their resident access card at the front desk. It will be returned when they leave the Athletic Center.
5. District card holders are limited a maximum of 5 guests per day, and 12 guests per week. Guests, other than house guests, must be accompanied by a District card holder
6. In order to use the basketball courts, children age 12 and younger must be accompanied by a person 16yrs or older.
7. The basketball courts must be exited through the Athletic Center. Exit is not to be made through the exterior gates that are marked 'Emergency Exit Only'. Violations of this policy may result in suspension of privileges.
8. The number of players permitted on the basketball courts at any one time is limited to 30.
9. Limit Play to 1 hour when other players are waiting. Time limits will be enforced by athletic center staff and security.
10. Proper athletic closed toe shoes are required. Athletic attire is required. Shirts must remain on at all times.
11. No food or glass bottles are permitted on basketball courts. Beverages in plastic containers are permitted.
12. No profanity or roughhousing is permitted. The Suspension and Termination policies as outlined in this document will be enforced for any unacceptable behavior displayed on the basketball courts.
13. No hanging on the basketball goal rims.
14. Usage of the basketball court may be limited from time to time due to a sponsored event, which must be approved by the Community Manager. Users may be asked to move to accommodate scheduled activities
15. The basketball courts may be closed due to inclement weather or maintenance needs.
16. Fitness and sports programming to include classes, personal training, coaching, etc.. may only be provided by district / board approved personnel. The Athletic Center staff reserves the right to discontinue any programs or activities due to safety concerns and other conflicts with the operation of the facility.

Double Branch CDD Policies

Tennis Courts (Hard Courts)

1. Tennis Courts are available during the following hours:
Monday-Friday, 5am-10pm Closed 1-2pm
Saturday and Sunday, 7am-9pm
2. Use of the tennis courts is limited to District card holders, and their guests.
3. Users must register by signing-in immediately upon entering the Athletic Center at the front desk. If staff has stepped away, user must wait for staff to return to check in.
4. Users of the tennis courts must leave their resident access card at the front desk. It will be returned when they leave the Athletic Center.
5. Guests, other than houseguests, must be accompanied by a District Card Holder. District card holders are limited a maximum of 5 guests per day, and 12 guests per week.
6. In order to use the tennis courts, children age 12 and younger must be accompanied by a person 16yrs or older.
7. The tennis courts must be exited through the Athletic Center. Exit is not to be made through the exterior gates that are marked 'Emergency Exit Only'. Violations of this policy may result in suspension of privileges.
8. Tennis courts are available on a first come, first serve basis. Time is limited to one hour if others are waiting.
9. Tennis court usage may be limited, from time to time, for sponsored events or lessons, which must be approved by the Community Manager
10. Proper Athletic closed toe shoes and tennis attire is required while on the tennis courts.
11. Proper tennis etiquette should be adhered to at all times. Profanity and/or disruptive behavior are not permitted. The Suspension and Termination policies as outlined in this document will be enforced for any unacceptable behavior displayed on the tennis courts.
12. No bicycles, scooters, roller blades or other such items are allowed on the tennis courts.
13. Fitness and sports programming to include classes, personal training, coaching, etc.. may only be provided by district / board approved personnel. The Athletic Center staff reserves the right to discontinue any programs or activities due to safety concerns and other conflicts with the operation of the facility.

Playgrounds/Parks

1. Use of the playground is limited to District card holders and their guests.
2. Parks and Playgrounds are open from DAWN TO DUSK only.
3. Children under the age of 8 must be accompanied by and remain within "eyesight" of a District card holder companion at least 16 years of age or older.
4. Baseball, softball, golf and other hardball activities are not permitted in the parks or on the multi-use fields.
5. No roughhousing is permitted on the playground. The Suspension and Termination policies as outlined in this document will be enforced for any unacceptable behavior displayed at the playgrounds/parks.
6. No profanity is permitted.
7. Use of the playground equipment is limited to use by children age 12 and younger
8. No glass containers of any type are permitted in any District park
9. Users must clean up all food, beverages, and miscellaneous trash brought to the playground.
10. Usage of the playground may be limited from time to time due to a sponsored event, which must be approved by Community Manager.

Double Branch CDD Policies

Facility Rentals

1. Only District Card Holders may reserve the District's facilities for parties and events.
2. All events must be booked at least two weeks prior to the event date.
3. At the time the reservation is made, separate payments must be made via check, money order or credit card, for the deposit, the room rental, and for the party attendant. Party attendants will oversee all weekend events (Fri-Sun) and any events considered "large" during the week. All payments are to be made to Double Branch Community Development District and must be delivered to the Rental Coordinator along with completed paperwork.

4. The rental rates and deposits for use of the District's facilities by District Card Holder are:

<u>Facility</u>	<u>Recommended Rental Rate</u>	<u>Booking Fee / Security Deposit</u>
Club Room	\$100 for 4 hours (Mon-Thurs)	\$100
	\$200 for 4 hours (Fri-Sun)	\$100
	\$55 for 2 hours (Mon-Thurs)	\$100
Patio and Summer Kitchen	\$100 for 4 hours (Mon-Thurs)	\$100
	\$150 for 4 hours (Fri-Sun)	\$100
	\$55 for 2 hours (Mon-Thurs)	\$100

5. There will be a \$200.00 flat fee charged for rentals on scheduled staff holidays. This fee applies to any rental on an enumerated holiday as set forth on the District's holiday schedule, a copy of which is available upon request from staff. This fee is in addition to the rental fee and is used to provide for on-call staff.
6. Reoccurring Rentals – each company/person can rent one quarter of the year at a time. There is no commitment to renew for another quarter. 30 days prior to the expiration of the rental, renter may request renewal, and must provide the District with attendance at each session during the prior 60 days
7. The facility shall close at midnight. All parties and events, including clean-up, must conclude by midnight.
8. The rental time period is inclusive of set up and clean-up time.
9. To receive the full refund of the deposit within 10 days after the party, the following must be done immediately upon conclusion of the event:
 - Remove all garbage, place in dumpster and replace garbage liners
 - Take down all party displays
 - Sweep the floor, wipe down counters and clean out the refrigerator
 - All other items as indicated on the check-out list
10. The deposit and rental fee is fully refundable if the party is canceled by district staff due to inclement weather. Parties and rentals are not "inclusive" of the usage of the pool. If the pool is closed due to weather this shall not affect the party/rental unless considered "dangerous" by staff. If the renter wishes to cancel their event, the cancellation must be communicated to the Rental Coordinator no later than 31 days prior to the scheduled event to receive 50% of the rental and deposit. If the event is canceled less than 31 days prior to the event 50% of the security deposit and 0% of the rental will be returned.
11. Management reserves the right to adjust pricing and procedures for reservation/rental to allow for usage of rooms during off-peak times.
12. The volume of live or recorded music must not violate applicable Clay County noise ordinances, or unreasonably interfere with residents' enjoyment of their homes.
13. Alcohol is not permitted on District property without proper Liquor Liability Coverage for no less \$1,000,000.

Double Branch CDD Policies

Additional District Policies

1. There will be no pets (except service animals), bicycles, skateboards, roller blades, scooters, golf carts or other motorized recreational vehicle riding allowed on any District owned property, other than those areas specifically designated for such. This includes, but is not limited to, parking lots, Amenity Center sidewalks etc...
2. Smoking and tobacco products are not permitted anywhere on/within the recreational facilities, parks or playgrounds or building breezeways.
3. No Soliciting on District property
4. Vehicles must be parked in designated areas. Vehicles must not be parked on grass lawns, or in any manner which obstructs the normal flow of traffic.
5. There is to be no overnight parking on any district property. Violators will be towed at the owner's expense.
6. Only grills provided by the district or district approved vendors are permitted outdoors and at the discretion of, and in areas designated by, the Community Manager.
7. Fitness and sports programming to include classes, personal training, coaching, etc.. may only be provided by district / board approved personnel. The District staff reserves the right to discontinue any programs or activities due to safety concerns and other conflicts with the operation of the facility.
8. Fishing is permitted, on a catch and release basis, within the District at public areas other than the prohibited areas set forth below. Fishing from private property, including behind homes, as well as the area between private property and the lake edge, is prohibited unless permission is granted by the landowner. The District reserves the right to designate areas as "no fishing" where it deems it to be in the best interests of the District.
9. Dumping of any material into the district ponds or onto any district property is strictly prohibited. Violators may be held responsible for all costs associated with the clean up of such dumping.

Responsibility for loss or damage to person or property; indemnification; limitation of liability

1. No person shall remove from the room in which it is placed or from the Amenity Center's premises any property or furniture belonging to the District or its contractors without proper authorization.
2. Each District Card Holder shall be liable for any property damage at the Amenity Center, or at any activity or function operated, organized, arranged or sponsored by the District or its contractors, caused by him or her, his or her guests or family members. The District reserves the right to pursue any and all legal and equitable measures necessary to remedy any losses due to property damage.
3. Each District Card Holder and each guest as a condition of invitation to the premises of the Amenity Center assume sole responsibility for his or her property. The District and its contractors shall not be responsible for the loss or damage to any private property used or stored on the premises of the Amenity Center, whether in lockers or elsewhere.
4. Each District Card Holder, by virtue of his or her use of the District's facilities, agrees to defend, indemnify and hold harmless the Double Branch and Middle Village Community Development Districts and its respective officers, agents, and employees from any and all liability, claims, actions, suits or demands by any person, corporation or other entity, for any injuries, death, theft and real or personal property damage of any nature arising out of, or in connection with, the use of the facility by such person, his or her children and his or her guests. Should any person bound by these District Policies bring suit against the District or its affiliates, Amenity Center operator, officers, employees, representatives, contractors or agents in connection with any event operated, organized, arranged or sponsored by the District or any other claim or matter in connection with any facility owned, or event operated, organized, arranged or sponsored, by the District, and fail to obtain judgment therein against the District or its Amenity Center operator, officers, employee, representative, contractor or agent, said party shall be liable to the District for all costs and expenses incurred by it in the defense of such

Double Branch CDD Policies

suit (including court costs and attorney's fees through all appellate proceedings).

5. Nothing contained in these policies shall constitute or be construed as a waiver of the Double Branch and Middle Village Community Development Districts' limitations on liability contained in Section 768.28, F.S., or other statutes.

Suspension and Termination of Privileges

1. User and Guest cards are the property of the Double Branch Community Development District (DBCDD) and are non-transferable except in accordance with the District's rules, policies, and regulations. Access Cards are issued at the time of membership and will need to be renewed annually if one is a non-resident fee payer.
2. Privileges at the OakLeaf Plantation Athletic Center can be subject to suspension or termination by the Board of Supervisors if a Patron:
 - a. Submits false information on the application for a pass
 - b. Permits unauthorized use of a pass
 - c. Exhibits unsatisfactory behavior, deportment or appearance
 - d. Fails to abide by the rules, regulations and policies established for the use of facilities
 - e. Treats the personnel or employees of the facilities in an unreasonable or abusive manner
 - f. Engages in conduct that is improper or likely to endanger the welfare, safety or reputation of the Center or its management.
 - g. Enters the facilities using false identification, climbing the fence or by any other unauthorized means, or remains in the facilities after being asked by facility staff to leave.
3. Our goal is to promote a safe and enjoyable environment for all facility users. Inappropriate behavior, such as foul or abusive language, vandalism or fighting, or any of the above listed actions are never permitted. Disciplinary actions are as follows:
 - The user will receive a verbal warning regarding his or her inappropriate behavior. If the behavior continues, staff or management will ask the user to leave the facility for the remainder of the day. An incident report will be completed, recording the user's name, type of violation and access card number.
 - If a second offense occurs, management may suspend the user from all facilities for a time period of at least one week (7 days). If the user is a minor (under the age of 18), management will send a letter to the parent or guardian explaining the violation with a copy of the district policies.
 - Should a third offense occur, the user will lose all privileges for a time period of up to 30 days. Upon approval from the CDD Board, the user may lose all privileges for the remainder of the year or longer.
 - At any level offense staff may "invalidate" an access card for a period of 1-3 days to allow for review of incident by manager and or board.
4. A user whose privileges are suspended will be subject to a Trespass Warning issued by the Clay County Sheriff's Office if on the district property during their suspension. A Trespass warning issued by CCSO results in two years restriction from the district property.
5. Loss of privileges to one District Facility will result in loss of privileges to both District's facilities.
6. Any user issued a suspension is entitled to file a grievance with the District Board of Supervisors.

Amendment of Policies

These policies may be modified at any time, upon the approval of the Board of Supervisors of the Double Branch Community Development District. Immediately following approval of the Board, the modified policies shall be posted on the community bulletin board at the OakLeaf Plantation Athletic Center.

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

Memorandum

Date: April 2021
To: Board of Supervisors
From: GMS – OakLeaf Operations Manager

Community:

Special Events

- Report: Spring Break, Easter Fun Run, Vendor Fair
- Upcoming: Community yard sale, opening of pools (limited schedule)

Aquatics

- Pools open for weekends in April, limited/alternating schedule in May

Amenity Usage

- *Total Facilities Usage – 3641*
- *Average daily usage – 117*

Card counts:

DB Owners	135
DB Renters	66
DB Replacements	28
DB Updated	41

Total cards printed: 507 (both districts)

Rentals

- Discussions on restarting club room utilization

Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285; manager@oakleafresidents.com

Memorandum

Operations:

- Discussion on policy changes/ implementations
- Updates on projects: nature walk bridge, parking expansion, dog park
- Discussion on security operations and bids

MAINTENANCE

- Coordinate upgrade to access system- awaiting software installs
- Spray ground Stain cleaning and painting
- Coordinate repair of spray-ground motor (bearing, seal, shaft sleeve replacement)
- Clean/Clear fountain at Amenity Center
- Preventative maintenance performed on Fitness Center equipment
- Replace cabling on exercise equipment at Fitness Center
- Begin audit of access cards – finalization will be determined by policies
- Health Department walkthroughs and first seasonal inspections completed for lap pool
- Health Department walkthroughs and first seasonal inspections completed for slide pool
- Final Site walkthroughs for Security services and bids
- Inspect Oaks pond (homeowner's property) for erosion and pond issues
- Coordinate placement/planning for scout project at Amenity Center
- Wood work for upper and lower outer rails completed at Dog Park
- Light timer – reprogramming – due to power outage
- Offloading and inspection of aluminum and steel parts for nature walk bridge
- Finalize playground install (metal structure), coordinate wooden structure install
- 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 3/6. Nature's Hammock, Fall Creek, The Oaks, Cannon's Point, Pebble Creek, Silver Leaf, Oakbrook, and The Cottages completed 3/21.

Landscaping

- *Finalize new plantings along basketball courts*
- *Flower Rotations*
- *Mainline and valve repairs completed at Waverly roundabout*
- *Monthly report for March submitted and filed at Operations office*

For questions, comments, or clarification, please contact:

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

jsoriano@gmsnf.com



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

Double Branch CDD 2013 Clay County, Florida



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