

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

***AUGUST 9, 2021***

## *AGENDA*

# **Double Branch Community Development District**

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

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August 2, 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, August 9, 2021 at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.**

Following is the revised 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 July 12, 2021 Meeting
  - B. Financial Statements
  - C. Assessment Receipts Schedule
  - D. Check Register
- IV. Consideration of Resolution 2021-07, Designating Officers
- V. Discussion on the Fiscal Year 2022 Budget
- VI. Consideration of Designating a Regular Meeting Schedule for Fiscal Year 2022
- VII. Staff Reports
  - A. District Counsel – Consideration of HGS Rate Adjustment
  - B. District Engineer
  - C. District Manager

D. Operations Manager – Memorandum

VIII. Audience Comments (limited to three minutes) / Supervisors' Requests

IX. Next Scheduled Meeting – September 7, 2021 at 4:00 p.m. the Plantation Oaks  
Amenity Center

X. 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, July 12, 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:

Chad Davis	Vice Chairman (by phone)
Scott Thomas	Supervisor
Tom Horton	Supervisor
Andre Lanier	Supervisor

Also present were:

Jim Perry	District Manager
Mike Eckert	District Counsel
Jay Soriano	Operations Manager
Chalon Suchsland	VerdeGo (by phone)
Crys Grizzle	S3 Security
Marilee Giles	GMS

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Audience Comments**

Mr. Jim Haynes, 468 Hearthside Court, stated I'm here on behalf of the pickleball program. I just wanted to keep that topic on everybody's mind a little bit. The program continues to grow, and it is wildly popular in a lot of communities and we're hoping to build enthusiasm. I anticipate at some point, maybe before the end of the year that we might come with some good pricing and make a proposal to convert one or two of those hard courts to a permanent pickleball court, or maybe two or three of them. I wanted to see if there was anything we could do to make that an attractive proposal.

Mr. Horton stated bring money.

Mr. Thomas stated I've done a little research, and it is quite a popular sport. I think we would like to just start off with converting one of those courts, but have you had a chance to

get quotes? I'd like to go ahead and get a proposal and then we can vote on it. Even younger kids are starting to play it a little bit and I think it would be good for the community. We have to talk numbers though with the skyrocketing cost of everything these days.

Mr. Soriano stated it's going to be at least a \$10,000 venture to do one court. The quote that she had mentioned of \$7,000 or \$8,000, I don't see us finding anybody out there unless we find someone that does this as their hobby. My biggest concern is we would get a better rate if we're doing it all together and decide that we're going to do two courts. These plans are some of the ones that we based the painting off of years ago. There has been an article written about different municipalities, parks and recs that have changed their tennis courts and set up that pickleball and tennis sharing. You'll see on the first page is the diagrams there with the set up that we have where the lines are on top of the tennis courts. If we wanted to make a change and not have tennis usage and actually dedicate the paint to pickleball, it's going to be a little bit different than those diagrams. If you notice, they can squeeze in four courts on one tennis court. I think that is a little tight. They mention a better plan, but they don't show the diagram. That would be to take two of our tennis courts and spread them out a little bit where there are three along the back and three along the front so we can get as much as six full regulation pickleball courts in those two tennis courts. The paint is still going to be at least \$10,000 on each side, but we get a better deal if we're doing all of the work. I can start working on quotes. You'll notice they mention in there the design of fencing. Tennis courts are built with angled in fences in the back and we would have to cut a lot of that out and straighten out the back fence and gates that are there. That gives them the ability to have those pickleball courts pushed back a little farther. That's going to be a good amount of work there and fencing supplies and labor so there's going to be costs involved there too. If we really wanted to do it and look down the road, whether we want to wait until well after we're done with our budget and getting into this next year, possibly even December bring the pickleball folks back and we can vote on costs and I can have quotes here, but it is going to be a good amount of money. If they're willing to wait and we can find a good vendor with good costs to get this done, you're talking about six dedicated courts. We still have to make sure the tennis people are happy because we'd be getting rid of two of their courts. No one is happy when we take something away. We will still have two tennis courts.

Mr. Horton asked are the tennis courts used that much?



Mr. Soriano responded in the month or two we will because we have high school tennis out there too. Bishop Snyder practices there and then overflow for Oakleaf, so we do use all four, but that is the high schools, not our programs. As far as residential use, no, but you're still talking about 30 to 40 people that are part of the tennis program over here that do live over there and will utilize them from time to time.

Mr. Haynes stated rarely are all four utilized.

Mr. Thomas stated this one diagram says they're seven feet apart, where they squeeze four into one court.

Mr. Soriano stated I think that's too close. It can be done regulation-wise. I think they'd rather have more space and get six, but I can get quotes either way. It's still just two tennis courts though.

Mr. Lanier asked what about possibly converting one of the basketball courts? What is our usage there?

Mr. Soriano responded I think we would get a lot more complaints. I wouldn't say our usage is outrageously high. I think we'd get rid of a lot of maintenance issues and issues with the front desk, but you definitely get more usage there.

Mr. Thomas stated it's July now, so we wouldn't even be looking at a bid until December?

Mr. Soriano responded I can get quotes, but your new fiscal year starts in October, and I would wait until about then because it's not going to be cheap.

Mr. Horton stated I said bring money, but have you thought about charging the pickleball players to play a little money to play on the courts like we do the soccer players? Not a lot, just something to help pay for it.

Mr. Davis stated not a bad idea.

Mr. Lanier stated if we're looking at 40 people, what charge would it be? For sports venues they're normally about \$10 per head for a season. If you're talking 40 people, you're not going to be able to charge them \$10 a head.

Mr. Soriano stated even if you did, \$400 is not offsetting much of the cost.

Mr. Thomas stated if we're putting it down for the community to use, we don't charge people to use the tennis courts and we don't charge the high schools to use them, so why would

we charge one organization to use them just because we're putting something that's owned by the community? The multipurpose fields, I see that.

Mr. Davis stated we charge multiple people to use those facilities.

Mr. Thomas asked who do we charge to use the tennis courts?

Mr. Davis responded I'm saying we charge outside organizations that are making money.

Mr. Lanier stated there's a difference with the outside organizations. I think that's where you're heading?

Mr. Thomas responded yes, because this was more residents as opposed to an outside organization.

Mr. Horton stated the way to look at it is, the tennis courts and things like that were built here initially. We're talking about adding on to what we already have. I'm not saying that's what we have to do.

Mr. Davis stated my point is there's people that would probably like to convert the soccer fields to a football field. Where does it stop?

Mr. Lanier stated maybe to be focused on the amount of people that are there too. It's not a big organization and maybe the cost doesn't make sense until they get to a certain size.

Mr. Horton stated that's like the soccer players. They don't pay a lot, but they come up there and play and they leave trash and stuff all over the place and guess who picks it up? Our maintenance people. The money they kick in is not a lot, but it helps pay for the grass. Someone has to pay for the tennis courts or pickleball courts when they have to be redone. It's just something we should think about at least.

Mr. Soriano stated I can work with them on that. It could be something small like team fees or association fees, even if it's \$5 a season. What they're doing is showing they want to be here, and they want to commit to it. If we're talking about spending \$20,000 to \$40,000, \$400 a season is not a lot. It seems like it's not that big of an ask, but it is when you look at that much money.

Mr. Horton stated correct me if I'm wrong, but this thing kicks off and gets going pretty well, we're going to have other people coming and playing competitions in here, right? If you charge people a little bit for that, I don't think that would be the end of the world. Over the years it would add a little bit to the budget.

Mr. Haynes responded yes. Even now when outsiders come in, they're expected to pay a little bit extra for access, but not residents.

Mr. Horton stated if you do it up nice, it seems like people would like to come out here and play.

Mr. Haynes stated that's pretty standard at most pickleball courts around town to have a charge for access.

Mr. Soriano stated it's something we can look at. Whether it offsets a lot or not, I don't know, but it helps cement that they have commitment. I'll bring back some numbers if this is something we want to look at. The easiest route to me right now is to take out two courts. We talked last time about things like building new courts, but I don't think that's the way to go. You saw some of the prices from another district. I'm looking at converting what we have now, but that's still a high cost so we have to think about if we really want to do that or not and what would be entailed on their side too. I can bring back numbers as I get them, but that's one of those things I don't think we should be in a hurry to address yet until we see those numbers and see if there's something we expect from them if we're going to do this. That's why I gave a timeline. I know they're in a hurry, but I don't know that we should be in hurry yet.

Mr. Haynes stated I'm at peace with that end of year timeframe. It's just that we would like to do something and we're actively pursuing the possibilities. I think one of the biggest losses is going to be losing the two courts.

Mr. Soriano stated yes, we're still going to get complaints on that. I don't think there's any way around that. We do have to look at usage when we get complaints. We do have nice facilities that complement each other.

Mr. Horton stated if we lose two courts there, we still have how many courts here?

Mr. Soriano responded eight.

Mr. Horton stated so we have a bunch of courts here and if they're losing two of them, they can come over here and play. It's not full all the time here, is it?

Mr. Soriano responded not all of the time, but it is a big program. That should help build that program too though.

Mr. Horton asked even if you have a competition over here, don't you have some courts open for people who want to just play?

Mr. Soriano responded yes, usually we try to keep one or two courts open.

**THIRD ORDER OF BUSINESS****Approval of Consent Agenda**

- A. Approval of the Minutes of the June 14, 2021 Meeting**
- B. Financial Statements**
- C. Assessment Receipt Schedule**
- D. Check Register**

Mr. Perry stated included in your agenda package are the minutes of the last meeting, the financial statements as of May 31st, your assessment receipts schedule showing you are 99% collected and the check register totaling \$167,951.82.

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

**FOURTH ORDER OF BUSINESS****Discussion on Bonus Program for Onsite Staff**

Mr. Perry stated I've had a request from a supervisor that we've discussed for several months now, and I've put it on both agendas for discussion. He's looking for some type of bonus program potentially for the onsite staff that is supported by GMS. GMS does have a bonus program for them. Every year we have fortunately been able to provide bonuses to those employees, but I think he wanted to explore this for helping with retention and recognition of scope of services that goes above and beyond what his expectations were.

Mr. Horton asked are you talking about the permanent staff?

Mr. Perry responded yes.

Mr. Horton asked we haven't lost anybody recently, have we?

Mr. Perry responded no, fortunately we've been able to keep everyone here.

Mr. Thomas asked what kind of bonus program are we looking at? Something like employee of the month or everybody gets \$200 at the end of the quarter?

Mr. Lanier stated I would like to make a motion that we would do an incentive for Jay. This summer is his tenth year with us, and the thought is a monetary basis. There are plenty of other organizations that have reached out to say he would be a great fit and I'd like to ensure that we do honor what he's done for us with a monetary bonus.

Mr. Eckert stated in Florida there is some law that has developed in terms of if the District has employees and that law is that you should have a bonus program in place prior to the time of which the person performs the work for which they receive a bonus. So, if you're

talking about an annual bonus program for District employees, you'd have it in place on January 1, 2021, the person works for the year of 2021 and you get to December 31, 2021, you say how has he done this year, here is your bonus according to those parameters. Here is a little bit different because he's not an employee of the District. He's an employee of a sub-contractor to the District, or independent contractor of the District so there's a little bit of disconnect between the Florida Law and your particular situation here. I'm not going to recommend this, but if this is something you all want to do, you probably should be looking at a change order to your contract with your existing vendor, who he actually works for and then they would provide that compensation as an additional bonus on top of what they normally do. I would say it shouldn't be directly from the District to him.

Mr. Lanier stated I'd like to make a motion that we go through GMS with a one-time bonus for said employee. Is that the correct verbiage?

Mr. Perry responded no, it's for a specific change order for services and you'll have to state some type of dollar amount.

Mr. Lanier asked how would that be listed on our financial statements?

Mr. Eckert responded it's going to be listed as increase in the GMS contract for this year.

Mr. Perry stated we did have this on the other board's agenda, and they had several questions because I wasn't really sure where you were going to go with this. I know we've talked about Jay and other employees and so forth. They didn't really know what they could vote on, so they just deferred it. Both of the districts share the same employees. You can take your own action and they can take theirs. I just had it on their agenda to see if they had any feedback on the concept.

Mr. Horton stated I'm not really comfortable with it in a way, because like they said it's a subcontractor.

Mr. Perry stated I know the Board didn't have any material on this prior to today. Maybe if you just want to defer it to the next meeting so you can think about it.

Mr. Horton stated I would definitely like to defer it.

Mr. Eckert stated I have a sample policy that we've used in a different place, so we adopted it and we let that six months or a year or whatever the evaluation period is go by and it

doesn't lock the Board into doing it every year. The Board can do it at its discretion. I'm happy to provide an example that we can put in the agenda package if that would be helpful.

Mr. Horton asked what have you seen at other districts?

Mr. Eckert responded typically my recommendation is that we have a policy in place, there's work that's done after that policy is in place and then there's a financial reward from the Board to the independent contractor or the employee depending on who it is, that is consistent with the bonus program that you adopted before the work was done. Other districts have just authorized a change order with the district management company for that one-time retention for making sure that person is going to be working on the District's business moving forward and they don't adopt a policy. You all understand what my preference is, but I just provide you with advice and you all make the decision.

Mr. Thomas stated I want to make sure whatever decision we make is the correct decision and we're following the letters of Florida Law.

Mr. Horton asked this is not a really common thing I take it?

Mr. Eckert responded I would say in heavily amenitized communities, which I would consider this to be one, it is more common that I'm seeing it. You're not out there on a limb or anything like that in terms of wanting to have a bonus or recognition program. I think on districts just dealing with stormwater, utilities and roads you really don't see the bonus discussion very often but any time you have staff interacting with residents you see it a lot.

Mr. Lanier stated what's the turnover rate for other organizations? Is 10 years a long time?

Mr. Perry responded it's a very long time. I have one district where the onsite manager has been there about five years but his assistant, who is really key also, in the last year we've had three. The turnover in a lot of those positions is quite a bit and it's getting higher.

Mr. Eckert stated I don't have a single one that's over five years.

Mr. Horton stated I think we're extraordinary in the fact that we're a fantastic board and the employees are good too. All of them are excellent.

Mr. Thomas stated I think I'd like to defer it for one month and revisit it when we have all of the information and do it the correct way. I definitely think it needs to be done, and maybe also consider starting an employee of the month for the Oakleaf division to recognize the entry level positions.

Mr. Horton asked what's your suggestion with the way to do it?

Mr. Eckert responded I'm going to provide you with a sample policy that addresses some of the folks that aren't upper management as well as the manager person and we will put in there a period of time for which you're going to evaluate them and I think what I would suggest in this particular circumstance is it's not going to be a year evaluation period and then you also allow end of year bonuses, but you may also allow bonuses for a shorter period of time that are one-time, non-recurring type of things. I'll work on the policy given some of the considerations I've heard today and will present that to you.

Mr. Horton asked will you send it to us before the next meeting?

Mr. Eckert responded yes; it will be in the agenda package but will also send it to you beforehand in case you have any comments. What I can't do is take comments from one board member, put them in and send them to another board member.

#### **FIFTH ORDER OF BUSINESS**

#### **Consideration of Moving August 9, 2021 Meeting from 6:00 p.m. to 4:00 p.m.**

Mr. Perry stated this move is to be consistent with our normal meeting schedule. Since we're not having any assessment increases for the next fiscal year, I think it would be fine to do that.

Mr. Horton stated it seems like we're making a lot of changes to the times and dates.

Mr. Perry stated we're trying to get them consistent for both districts. If you remember, we had them scheduled at 6:00 and we had one district meet the week before and the other the week after and that's primarily because we might have assessment increases. If we're not, we can go back to the normal schedule of 2:00 and 4:00 meeting times. I'd be more concerned if we had a number of people showing up at the meetings, but we typically don't.

Mr. Horton asked the September meeting is on a Tuesday, correct?

Mr. Perry responded yes; I think that was because of a holiday issue. We have to certify the rolls to Clay County for the proposed budget and we wanted to make sure we had enough time if we were going to increase the budget to make the final adjustment on the 13<sup>th</sup>. We have the roll ready, we just have to plug the numbers in.

Mr. Horton asked so it's the 7<sup>th</sup> at 4:00 p.m.?

Mr. Perry responded the one we're proposing is August 9<sup>th</sup> at 4:00 p.m.

Mr. Horton stated I'm talking about the September meeting.

Mr. Perry stated I believe they're both for the 13<sup>th</sup> right now.

Ms. Giles stated I show them on the 7<sup>th</sup>.

Mr. Perry stated I'll have to double check.

Mr. Horton stated I was looking at the website and I thought they would be fairly accurate.

Mr. Perry stated it should be, but I've got a schedule right here and it shows the 13<sup>th</sup> so we will double check that. That might be an earlier version in here.

On MOTION by Mr. Davis seconded by Mr. Thomas with all in favor moving the time of the August 9, 2021 meeting from 6:00 p.m. to 4:00 p.m. was approved.

## **SIXTH 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**

Mr. Perry stated Mr. Horton asked about the impact fee credits that were referenced in the last financials. The audited financials show \$5.1 million. I talked with two attorneys at Hopping Green & Sams that specialize in impact fee credits and different types of fees and we also reviewed the interlocal agreement we have with Clay County. We've never issued any credits. Your sister district has about \$8 million, and Hudson Companies has probably \$30 million worth of credits. Most of the developers heavily discount and sell them. I don't know if they've sold any of theirs. Part of the reason we've never sold any of ours is the agreement with Clay County is about 13 years ago and almost immediately thereafter during the recession the impact fees were put on hold by the County so up until earlier this year, they had no impact fees related to roads. They did institute a mobility fee credit this year and the attorneys are looking at the availability of applying the impact fee credits that we have to that mobility fee. In addition to that, there was some new legislation that changed that changed the law in 2021.



If you look at our original agreement, it was only for the Oakleaf DRI area, but the legislation changed and can possibly allow those credits to be applied in the entire County, so they are doing research in regards to that. There may be an opportunity that we will be able to sell some of those, but as of right now it looks kind of remote.

Mr. Horton asked so it's just a number that doesn't do anything, right?

Mr. Perry responded as of right now, yes. I know a lot of the developers may not sell the credits but may give the credits whenever they are selling a piece of property so there's just a thin market out there for us to be able to utilize them.

#### **D. Operations Manager - Memorandum**

Mr. Soriano stated I wanted to go through some of our community events that are coming up. We are trying to get the dog park open. I am still waiting on a little bit of fence work around the drain. Everything else is done. Our guys were out there in the rain finishing up the bottom boards everywhere, so we don't have any complaints about dogs being able to dig underneath. We will drop some gravel down for those that do like to dig. The fence guy told me today he is hoping to get here this week to get it done. We have a couple tentative dates, the 24<sup>th</sup> of this month or August 7<sup>th</sup>. The weekend of the 7<sup>th</sup> will be busy because we have the dive-in over here at your sister district on the 6<sup>th</sup> and then we also have the back-to-school parties on the 8<sup>th</sup> because kids go back to school that Tuesday.

Mr. Thomas asked were you able to get the signage in?

Mr. Soriano responded we have some of our signs in, but not the rules signs. We did get those posted online and we will have them to hand out for visitors. It does need to be up for liability concerns, but if you've been out there in the last couple months, you'll see people using that park.

Mr. Soriano continued. We had originally made plans to do the late nights on Fridays and Saturdays at the pools and that was supposed to start this last Friday. I have canceled it because of concern of lighting. I have five in ground lights that are out at the pool and eight over here and I am not able to get any of our contractors out here quick enough right now. Pool companies are slammed, and I just don't want it that dark. We will put that in our regular schedule next year. To be honest though, we've shut down most nights' way before 8:00

because of rain so it hasn't been a concern or request this year, but we will look to make it a regular part of our schedule because people are excited about that.

This concerns your sister district a little more, but we do try to go through the usage agreements for the two swim teams to be able to do stuff in your pool. Let's say Oakleaf has a meet over here and Ridgeview still needs to practice, they can move over to your pool for that night. If they're able to set it up perfectly and they both have meets the same nights, it makes it a little easier. We will have two teams here this year just as they did last year.

You'll notice our usage and rentals are increasing. We're definitely not back to what we were before, but we're getting more of those birthday parties and events in the club room. The facility usage hasn't been up much in the last month, but I can tell you that's mostly because of the rain. The one thing about it is we will save on operating costs this year because we try to work with staff to do what they can and clean what they can while they're here but if it just doesn't make sense to keep these guys around, we do send them home.

Moving on to the operations and maintenance side, although you may have seen a lot of the work, we've been able to get done in the last couple of weeks, we were going to start the bridge but after our last meeting it rained for almost four weeks straight. We are planning to be out there this week and actually start the bridge work. The parking lot expansion work has been started. They are almost done with the grading. Almost all of the curbing is formed out. You can see the lone island we had planned in the diagram around the oak tree so we could save that big live oak, and then we still have our open area for the asphalt when we need to get big equipment into the track and field area. After the fine grading is done, they can start with the asphalt. They will also do the seal coating around the track so hopefully for the next meeting we will be complete on the expansion and asphalt work and then I will move into a couple of separate items, which will be putting sod out there and putting split rail up.

Mr. Horton stated I see they have the lime rock down; they just have to smooth it out.

Mr. Soriano stated now we have the fine grading, so some of the smaller rock. The big rock is the base rock and then there should be a couple big hills out there of the smaller clay dirt looking stuff that will go on there. That is the only thing that is hard to work with two contractors. The asphalt guys are really picky about the fine grading. They want to make sure it's perfect or they won't do the asphalt. If you remember, my asphalt guy lost his grader so he

has to work with these guys closely so he can be happy and then he will come out with his trucks to drop the asphalt. They will take care of all of our lining and painting.

Mr. Thomas asked does it look like we're going to get all of the parking spaces that we wanted?

Mr. Soriano responded I did drop two out. I moved the back in nine feet. If you saw the height of the back of that parking lot down to the swale where the drainage is, the only thing I was worried about was erosion so I did have them curb in completely, which will help with erosion a little bit. If you look at the other side of our parking lot that was already completed at the other end by the pond, there is no curb on that open ended parking lot. The original plan is that was going to match. Because of that pipe and all of the dirt that was packed in there they had asked to take away the two spots because it was less work and in return, I want curbing all the way around. I'm just worried about rainwater going off the back and then we start getting sinkholes or the asphalt cracking, so I have also talked to Chalon about giving me quotes for myrtle trees and bushes to help with erosion control.

Mr. Soriano continued. In the fitness center I asked a couple of companies to come out to give me quotes. I do have general pricing for some of the Hammer Strength machines that I showed you guys last time, but I wanted quotes because they actually come and measure out the floor and will help us with moving that equipment around, so we know the floor plan in the aerobics room. All of our aerobics equipment is going to go in there and then our plate loading equipment will replace some of those items in the big room. I'm still waiting on quotes for that. There are three particular machines that I'm looking at. One is a chest press and with the newer models, the nice part about these is you can move from an incline to a decline position, but the more work I can get out of it, the more efficient it is to buy a \$5,000 machine. I am looking for a squat machine and a rowing machine. If I can get what I want out of it, we may pay as much as \$15,000, but they will do quite a bit of work and then there are a couple of smaller items such as some dumbbells and more racks that I'd like to get. Right now, we have a problem that the racks that we have is they don't fit the bigger dumbbells we bought so they go on the floor. For the guys that are big enough to handle this, it's not a problem but they don't put them back and they just get thrown around. Those are smaller items I can handle with my discretionary amounts, but the Hammer Strength quotes will be a big one I'll have to bring to you.

Mr. Thomas asked can we maybe put in a shelf to put keys and ID badges? Almost like a wooden mailbox type thing.

Mr. Soriano responded we used to have one and then we had complaints because stuff would get moved or disappear and then we had to remind people that it's under your own risk to leave it there. By the bathrooms we have the lock and key cabinets you can place stuff in. Unless there are questions about the maintenance items, that was all I wanted to mention.

Mr. Horton asked have you had vandalism down there with computers and stuff like that?

Mr. Soriano responded I believe it's vandalism. We have had issues where people have been trying to get into the cabinets it looks like. I don't see an issue with those computers generally, but we had one that occurred here the same night that we had an issue over there. Here it was obvious they were trying to yank cords and get things out.

Mr. Lanier asked computers where?

Mr. Soriano responded at the check in desks. They take the monitors out on both sides and take them inside. There's no way for me to really lock those down really well, even going into the cabinets. I have the desktop towers screwed into that cabinet that is there so you can't get that very easily, which explains why they're ripping out the cords, but the monitors would disappear really easily, so they take those into the offices every night.

Mr. Horton asked what about the note on replacing the drain covers and piping at the waterfall, inspect the damage due to vandalism?

Mr. Soriano responded that was the one I mentioned last month where they stole our drain covers. The only thing is I haven't been out there to turn it back on. I asked the guys to schedule that for pressure washing too and with rain we just haven't been out. I don't want to make it sound like they're behind in pressure washing, but typically by this time of year we've already gotten everything done once annually and maybe a second round on some vinyl fences and columns and things of that nature. We're still working on the first round just because of the rain. I am working on them to hurry it up and catch up as much as possible.

Mr. Horton stated the algae and stuff this year is going to be really bad.

Mr. Soriano stated and that is lending itself to a lot more complaints when people see that. They're still out there working.

Mr. Horton asked what about the bollards at the entry trail?

Mr. Soriano responded we've started to mark those out and dig holes. Original plan was to put a single bollard out there so people can't drive golf carts or anything of that size across that bridge. It can handle it; I just don't like the weight out there because it's supposed to be a pedestrian bridge. After being down there a couple times and dealing with some issues, we're going to put bollards out farther at the pond by the roadside because I've dealt with so many people driving their trucks up onto that walkway and back pretty far. Even when I'm not out there Chalon will catch them and have conversations with these guys and will take pictures of their trucks. They go out there and fish and I think I told you guys last time I stopped some kids from going back there and playing paintball. I know people are going to use it, but we have to stop the vehicles and the bollards will stop that. We do have that on one pond we did years ago, the very front pond on Oakleaf Village Parkway you'll see the big wooden bollards. I don't like the look of the wooden bollards, but I had to do something to stop people from driving back there. I had planned on concrete footers with wood coming out, but I'll do what I can to make sure they look inconspicuous. They are going to be closer to the fencing and the road. The Nature's Hammock side I already got the fencing quotes about a year ago to go all the way down the one roadside that goes into Nature's Hammock and that will stop some people from driving up behind the little pond that goes to that nature walk area but that is a long stretch of road so it was not a cheap quote and the only reason I'm not going to move towards that right now is because it's the same guy that's doing the dog park and I'm going to get him to finish that first and then I can get him out to do any other vinyl we have.

Mr. Horton stated I went there to the trail yesterday. Do we have something set up for them to cut the grass down that way?

Mr. Soriano responded right now I've talked about doing something quarterly so the weeds are getting out of control, not an every month type thing, but with the rain this year we may have to send them out more. We didn't add it to the contract and if we want to, we will need to talk about that.

Mr. Horton stated it's pretty bad and it's not very inviting.

Mr. Soriano responded our growth is a little outrageous right now because of the rain so if I need to, I will send them out there. I don't think they've been out there since our original clear out so it's not something we need to do twice a month like we do our other zones. I can get them out there.

Ms. Suchsland stated I can get them out there next week.

Mr. Horton asked how about the grass at the Village Green? Have we been cutting that on a regular basis too?

Ms. Suchsland responded we do that as needed. We cut the sides and the park in the center last week. With the rain it goes crazy.

Mr. Horton stated I went by there yesterday and it doesn't look very nice. Jay, I noticed a whole bunch of cars parked out there.

Mr. Soriano stated if you rode by there this morning there was probably 30 cars parked out there for this weekend. I can go by your direction on this. It still falls under a normal parking lot like an amenity center, but I think mentioned before that gets used like it's the guest parking for all those homes that surround that. I've tried to get the HOA to help explain that it is not to be used for guest or overnight parking and I don't know how well that explanation goes. They have a very small inactive HOA. Some of those are owners. I'm trying my hardest not to go out there and tow.

Mr. Horton stated on one hand, we're not using it very much, but on the other hand they shouldn't be there.

Mr. Soriano stated I do get on the trucks if they're businesses or commercial. There was a guy that uses it for his county truck and he will go away for a month or so but then come back. It has gotten worse with the homeowners.

Mr. Horton stated it just bugs me that they're using that.

Mr. Soriano stated I hate to start to tow, but realistically it falls under the same rules, and it is part of our property.

Mr. Thomas asked do we need to put up another sign to remind people?

Mr. Soriano responded there should still be one of the ASAP ones at the median at the front, but we can put up our own signage in the island around.

Mr. Thomas stated all it has to say is no overnight parking.

Mr. Soriano stated if we do that, then we do also get to the point where we have to enforce it.

Mr. Thomas stated we're giving them an opportunity for corrective action.

Mr. Horton stated there was even one car parked up front away from all of the houses.

Mr. Soriano stated bigger trucks, moving trucks and stuff like that will get put there because the HOA will get on them right away. When I can I try to find out who it is and let them know they can't leave it there overnight. On the weekends I can't get on them all. I leave it to your directions because that one is an odd area that is leftover now and I can see that those homeowners will be a little upset when we tow but it does fall under the same rules.

Mr. Lanier asked is that homeowners association there active or inactive?

Mr. Soriano responded inactive. I don't even know if they have a full board, but I have contacted whatever new management company they changed to this last year.

Mr. Lanier stated so I'm wondering if they have access to the homeowners via email or something like that. That's a start.

Mr. Soriano stated I have spoken to them before. I can give them a curt, official email explaining what our position is on it and that we want the residents to understand so we don't have to go the route of towing people.

## **SEVENTH ORDER OF BUSINESS**

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

#### **Audience Comments**

There being no audience comments, the next item followed.

#### **Supervisor's Requests**

Mr. Thomas asked have we heard from our new Sugar Leaf neighbors about that 1,000-feet?

Mr. Soriano responded we have not actually. They've been clearing out, but not as fast as they were two months ago so I'm not sure what has slowed down out there.

Mr. Thomas stated I know eventually we're going to have to address that extra 1,000 feet that the CDD does own, and will we need to bring in the District engineer on that?

Mr. Soriano responded they have the ability to plan for the sidewalks since it's right of way and they do that with the County. That was the last time they contacted us about how they want to put it in. They were pretty helpful on that side. That is the developer side, so that's the Towers Group. He contacted me about moving it farther in towards the road, which I would be happy with because then it stays in the County right of way. I don't know if the County will give them pushback. There are a lot of places that the County is trying to get away from

dealing with sidewalks and they're trying to get the neighborhoods to do it. If we end up doing any type of landscaping and irrigation, so be it. I'd rather not do that either, but we do own the property that is outside of that right of way. Just moving the sidewalk would be helpful for us. He hasn't come back to us and said anything else.

Mr. Thomas stated speaking of sidewalks and road, can we draft something as a Board to submit to the County to say please come out and fix our roads? I have a lot of people ask me and I tell them they have to call the County and they are calling, but as you can see at this front entrance as this rain has exposed the amount of potholes that we're having, and if you walk and run or ride your bike on the sidewalks, we're at the point now that the tree stumps are getting a lot bigger and I know a few years ago they did come out but some of them with the shaping things, some of them are beyond it and I know we don't have control over that or the road, but we can do draft an official letter from the CDD Board asking them to fix our roads and maybe send a letter every week until they finally do something?

Mr. Soriano responded I think we're just prohibited from interfering with any decision making on a County level.

Mr. Eckert stated you can send a letter saying you're getting feedback from your residents that the roads are in bad condition and you as the CDD board would like the County's attention so you can respond to your constituents, which are also their constituents.

Mr. Soriano stated if you want to put a letter together as a CDD board, that's a little different. I attend the County Commissioner meetings and I attend Planning Commission meetings and things like that. I try to get above those because that's the way I can be an advocate for the neighborhood at a County level. I'm just one person though and they give me no more time than they give anybody else that is a resident here and Wayne Bolla does a really good job of reminding the rest of the Commission that we need road work out here and things like that. Do they get it quicker in Fleming Island? Yes. It doesn't mean they've forgotten about us, but it's just like anything else, they have those priority lists and the squeaky wheel. I've tried to get the County out here when we were doing things like the road meetings, so we had one in this room and also one in the schools at Plantation Oaks where we had the Planning Commission come over. I try to get them whenever they can to do that. If they can do an onsite meeting for this area, it is helpful because it also takes away the complaints from residents. I work with public works guys, and they would love for us to have new roads. They come out



and do the coal patching and they get tired of it. Until we have hot asphalt put on there, it's not going to last very well. We can do a letter and I can take that with me next time I go. You guys have worked with the County quite a bit in other areas.

Mr. Eckert stated yes, we've done this before. It's basically just trying to get their attention. A lot of times when they get it from CDD boards they'll thank you for your input, but when they get it from 50 registered voters, that seems to carry more weight so I would encourage your neighbors or anybody who is concerned to keep calling the County on that.

Mr. Horton stated I would think the Middle Village residents would because that area is probably even worse.

Mr. Thomas asked would it be the same with the sidewalks? How do we get them out here?

Mr. Soriano responded it's the same thing as public works. Sometimes they do a good job and sometimes they do not. We had one road that was taped off back in October or November, the one right there next to our soccer fields going toward Silver Leaf and the Cottages and as far as I know, nothing has been done. The last call I had to them was to get ready for our Thanksgiving virtual fun run because we use those routes, and we always try to warn people. Most people know that is a bad sidewalk, but I called them, and they did finally come and mark it off, but it hasn't been repaired yet. We can bug them again. Real quick, too. Wayne Bolla will come in. Unfortunately, a lot of times it might be lost because he will hear it from us, but he doesn't hear it from anybody else so that makes it tough.

Mr. Horton stated VerdeGo offered up that storage container for the officers. Has anything happened on that yet?

Mr. Soriano stated I did let the detective know and he said he would look into organizations or money to help make it look better.

Mr. Horton asked is he going to take it or is he just looking at his options right now?

Mr. Soriano responded he hasn't told me much other than that conversation. I'm sure he has to get approval from the department to say they would take possession of it, but he is aware.

Mr. Horton asked has the leak in the pool been fixed yet?

Mr. Soriano responded no it has not. Unfortunately, we've had some issues with Red Rhino too. They did come out and get ready to dive and the guys came out and looked at the pool and I had checks ready and they realized it was much bigger and more complicated than they thought so they asked for another \$800, which I would have been fine with. It is a big pool with a lot of pipes and drains and things like that, but the bigger issue was they didn't just want almost double what we were originally quoted, but they wanted to put us back into their schedule so they don't think they can get back out here until the end of August. I called American Leak. They think they may be able to be here middle of August. I have one more company that is smaller. They believe they can handle commercial pools and they can be out in the next couple of weeks. Either way, Red Rhino will probably be my last choice. This was their quote, so they actually came out and put eyes on the pool to give me the quote and they knew the size of the pool. The guy that did the quote is no longer with them so that was part of their excuse.

Mr. Horton asked what about the woodchipper?

Mr. Soriano responded we didn't do the big woodchipper. We did find a commercial woodchipper with a large enough motor that can handle 3.5-inches and it was right around \$5,000. That is coming from Home Depot commercial so as soon as I have a check ready they will place the order. I'll use it right now pretty well because we do have a lot of little branches everywhere after last week.

Mr. Horton asked have there been any security issues?

Mr. Soriano responded no. I did want to point out a couple things. I'll introduce you guys to Crys Grizzle, who is going to be our new representative here in our meetings and will work with me to make sure these guys are doing what they're expected to do. I mentioned to you how they do the reporting. We had meetings last week to go over incidents and how I want things handled, some of our new policies and how we're enforcing those. A big part of that was keeping me informed. I get the reports every morning, so they go out and do their rounds and snap pictures to make sure we're aware of everything going on in the neighborhood and they make up a report. Whenever there is an incident, I've asked them to make sure that if it is something a little bigger or more important such as involving Clay County Sheriff's Office, that they let me know right away so as soon as an incident is complete, they email me out a report. They snap pictures of the people, their cars and give me their address information, what

they did, what the staff did, what the Sheriff's Office did, and it's done right away so I know about it at that time. I think they did a great job. Those are the procedures and protocols that I wanted in place, and I expect from a security company so it's working out well. Their feet are wet now, and they know the property and have gotten to experience some of our residents and they're starting to learn how to deal with everything. I did get some complaints that first month but we were prepared for that and that has slowed down a bit, but I think they're doing a good job overall.

Mr. Horton stated just glancing over this report you handed out, it says two drunk females. They got them to leave, right?

Mr. Soriano responded the Clay County Sheriff's Office was involved with that one so yes. I haven't talked to the officers that were involved to see what was done beyond that. I know they did drive them home and picked the bottles up. That is my concern because we have families out here and I've seen it time and time again. We try to get involved when we can. We can't detain them, but we can do things where we involve the Sheriff's Office and get security involved and slow them down until somebody else can get there. I think they did a good job here.

Mr. Horton stated I like things like this because we're paying a lot of money for that. Things like this should be documented and they've done a good job here.

Mr. Soriano stated it definitely helps with those witness reports that we've talked about before. This is one more layer.

Mr. Horton asked just out of curiosity, how many different security guards do we have out here?

Mr. Soriano asked for just Double Branch, how many regular security guards are there?

Ms. Grizzle responded I would say five. Then we have the foot patrol officers as well.

Mr. Soriano stated they are trained on both sides as well so they can fill in if we're short one night some place and they're learning all of the policies.

## **EIGHTH ORDER OF BUSINESS**

### **Next Scheduled Meeting**

Mr. Perry stated the September meeting is the 7<sup>th</sup> at 4:00 p.m. since Monday is Labor Day. This calendar I have is wrong. Our next scheduled meeting is August 9<sup>th</sup> at 4:00 p.m.

Mr. Soriano stated we do have to change that on the website.

**NINTH ORDER OF BUSINESS**

**Adjournment**

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

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Chairman/Vice Chairman

*B.*

# Double Branch

## Community Development District

Unaudited Financial Reporting  
June 30, 2021



**DOUBLE BRANCH**  
**Community Development District**  
**Combined Balance Sheet**  
June 30, 2021

	<u>Governmental Fund Types</u>					<b>Totals</b> <b>(Memorandum Only)</b>
	<u>General</u>	<u>Recreation</u>	<u>Capital Reserve</u>	<u>Debt Service</u>	<u>Capital Projects</u>	
<b>ASSETS:</b>						
Cash	\$24,513	\$46,020	\$323,825	---	---	\$394,358
Petty Cash	---	\$672	---	---	---	\$672
Investments:						
<u>Series 2013A-1</u>						
Revenue	---	---	---	\$591,026	---	\$591,026
Reserve A1	---	---	---	\$868,932	---	\$868,932
Prepayment	---	---	---	\$144	---	\$144
Acquisition and Construction	---	---	---	---	\$18,599	\$18,599
<u>Series 2013A-2</u>						
Reserve A2	---	---	---	\$95,634	---	\$95,634
<u>Operations</u>						
Custody Account-General Fund Excess	\$1,995	---	---	---	---	\$1,995
Custody Account-Recreation Fund Excess	---	\$166,437	---	---	---	\$166,437
Custody Account-Recreation Fund Reserve	---	---	\$73	---	---	\$73
<u>State Board</u>						
General Fund	\$77,456	---	---	---	---	\$77,456
Recreation	---	\$883,644	---	---	---	\$883,644
Capital Reserve	---	---	\$1,088,069	---	---	\$1,088,069
Due From Capital Reserve Fund	---	\$300	---	---	---	\$300
Due from Other	\$25	\$92	---	---	---	\$117
Due From Middle Village	---	\$2,166	---	---	---	\$2,166
Electric Deposits	---	\$4,583	---	---	---	\$4,583
Prepaid Expenses	\$3,409	---	---	---	---	\$3,409
<b>TOTAL ASSETS</b>	<u>\$107,397</u>	<u>\$1,103,914</u>	<u>\$1,411,968</u>	<u>\$1,555,736</u>	<u>\$18,599</u>	<u>\$4,197,615</u>
<b>LIABILITIES:</b>						
Accounts Payable	\$12,277	\$24,503	\$6,000	---	---	\$42,780
FICA Payable	\$153	---	---	---	---	\$153
Accrued Expenses	---	\$10,173	---	---	---	\$10,173
Due to Rec Fund	---	---	\$300	---	---	\$300
<b>FUND BALANCES:</b>						
Nonspendable	---	\$4,583	---	---	---	\$4,583
Restricted for Debt Service	---	---	---	\$1,555,736	---	\$1,555,736
Restricted for Capital Projects	---	---	---	---	\$18,599	\$18,599
Assigned	---	\$34,717	\$1,405,668	---	---	\$1,440,385
Unassigned	\$94,967	\$1,029,937	---	---	---	\$1,124,904
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<u>\$107,397</u>	<u>\$1,103,914</u>	<u>\$1,411,968</u>	<u>\$1,555,736</u>	<u>\$18,599</u>	<u>\$4,197,615</u>

**DOUBLE BRANCH**  
**Community Development District**  
**GENERAL FUND**  
Statement of Revenues & Expenditures  
For The Period Ending June 30, 2021

	AMENDED BUDGET	PRORATED BUDGET THRU 6/30/2021	ACTUAL THRU 6/30/2021	VARIANCE
Assessment - Tax Roll	\$177,985	\$177,985	\$178,350	\$365
Interest Income	\$200	\$150	\$92	(\$58)
Miscellaneous Income	\$0	\$0	\$0	\$0
<b>TOTAL REVENUES</b>	<b>\$178,185</b>	<b>\$178,135</b>	<b>\$178,442</b>	<b>\$307</b>

**EXPENDITURES:**

**Administrative**

Supervisors Fees	\$12,000	\$9,000	\$8,600	\$400
FICA Expense	\$918	\$689	\$658	\$31
Engineering	\$5,000	\$3,750	\$0	\$3,750
Arbitrage	\$700	\$525	\$0	\$525
Dissemination	\$1,333	\$1,000	\$1,000	\$0
Assessment Roll	\$8,212	\$8,212	\$8,212	\$0
Attorney	\$42,000	\$31,500	\$26,410	\$5,090
Annual Audit	\$5,900	\$5,900	\$4,800	\$1,100
Trustee fees	\$8,815	\$8,815	\$8,815	\$0
Management Fees	\$59,963	\$44,972	\$44,972	(\$0)
Information Technology	\$2,142	\$1,607	\$1,606	\$0
Telephone	\$290	\$290	\$516	(\$226)
Postage	\$1,900	\$1,425	\$798	\$627
Printing & Binding	\$3,400	\$2,550	\$1,456	\$1,094
Records Storage	\$300	\$225	\$0	\$225
Insurance	\$8,333	\$8,333	\$8,333	\$0
Legal Advertising	\$2,000	\$1,500	\$1,083	\$418
Office Supplies	\$350	\$263	\$193	\$69
Website Compliance	\$2,250	\$1,688	\$1,736	(\$49)
Dues, Licenses, Subscriptions	\$175	\$175	\$175	\$0
Reserve	\$12,204	\$12,204	\$12,204	\$0
Transfer Out	\$90,000	\$90,000	\$90,000	\$0

<b>TOTAL EXPENDITURES</b>	<b>\$268,185</b>	<b>\$234,621</b>	<b>\$221,568</b>	<b>\$13,054</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$90,000)</b>		<b>(\$43,126)</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$90,000</b>		<b>\$138,093</b>	
<b>FUND BALANCE - Ending</b>	<b>\$0</b>		<b>\$94,967</b>	



**DOUBLE BRANCH**  
**Community Development District**  
**RECREATION AND FACILITIES MAINTENANCE**  
Statement of Revenues & Expenditures  
For The Period Ending June 30, 2021

	AMENDED BUDGET	PRORATED BUDGET THRU 6/30/2021	ACTUAL THRU 6/30/2021	VARIANCE
<b>REVENUES:</b>				
Maintenance Assessments-Tax Roll	\$1,462,648	\$1,462,648	\$1,465,649	\$3,001
Interest Income	\$1,000	\$750	\$740	(\$10)
Amenities Revenue	\$33,690	\$25,268	\$23,472	(\$1,795)
Sports Revenue	\$11,000	\$8,250	\$23,782	\$15,532
<b>TOTAL REVENUES</b>	<b>\$1,508,338</b>	<b>\$1,496,916</b>	<b>\$1,513,644</b>	<b>\$16,728</b>

**EXPENDITURES:**

**Administrative:**

Management Fees - Onsite	\$178,487	\$133,866	\$133,866	\$0
Insurance	\$68,797	\$68,797	\$71,995	(\$3,198)
Other Current Charges	\$3,818	\$2,864	\$2,657	\$206
Permit Fees	\$1,635	\$1,226	\$720	\$506
<b>Total Administrative</b>	<b>\$252,737</b>	<b>\$206,752</b>	<b>\$209,238</b>	<b>(\$2,486)</b>

**Maintenance:**

**Common Area**

Security	\$50,920	\$38,190	\$36,620	\$1,570
Security - Clay County Off-Duty Sheriff	\$43,050	\$32,288	\$27,172	\$5,116
Water - Irrigation	\$9,000	\$6,750	\$5,894	\$856
Irrigation Maintenance	\$4,250	\$3,188	\$0	\$3,188
Streetlighting	\$33,066	\$24,800	\$20,830	\$3,970
Electric	\$42,000	\$31,500	\$19,969	\$11,531
Landscape Maintenance	\$378,424	\$283,818	\$283,825	(\$7)
Common Area Maintenance	\$43,564	\$32,673	\$25,274	\$7,399
Lake Maintenance	\$28,116	\$21,087	\$18,630	\$2,457
Landscape Reserve	\$30,000	\$30,000	\$30,000	\$0
Capital Reserve	\$15,565	\$15,565	\$15,565	\$0
Repairs and Replacement	\$95,000	\$71,250	\$72,654	(\$1,404)
General Reserve	\$26,759	\$26,759	\$26,759	\$0
<b>Total Common Area</b>	<b>\$799,714</b>	<b>\$617,867</b>	<b>\$583,191</b>	<b>\$34,676</b>

**Recreation Facility**

Amenity Staff	\$110,000	\$82,500	\$68,404	\$14,096
Refuse Services	\$10,000	\$7,500	\$6,638	\$862
Telephone	\$5,592	\$4,194	\$3,981	\$213
Electric	\$40,000	\$30,000	\$21,550	\$8,450
Cable	\$12,319	\$9,239	\$5,923	\$3,316
Pool Maintenance	\$50,000	\$37,500	\$18,967	\$18,533
Water / Sewer/Reclaim	\$48,000	\$36,000	\$31,244	\$4,756
Facility Maintenance-General	\$43,500	\$32,625	\$28,318	\$4,307
Facility Maintenance-Preventative	\$13,117	\$9,838	\$4,340	\$5,498
Facility Maintenance - Contingency	\$34,750	\$26,063	\$21,629	\$4,434
Lighting Repairs	\$8,500	\$6,375	\$5,335	\$1,040
Special Events	\$10,500	\$7,875	\$1,391	\$6,484
Office Supplies & Equipment	\$6,664	\$4,998	\$797	\$4,201
Janitorial	\$59,412	\$44,559	\$41,181	\$3,378
Recreation Passes	\$5,500	\$4,125	\$3,662	\$463

**DOUBLE BRANCH**  
**Community Development District**  
**RECREATION AND FACILITIES MAINTENANCE**  
Statement of Revenues & Expenditures  
For The Period Ending June 30, 2021

	AMENDED BUDGET	PRORATED BUDGET THRU 6/30/2021	ACTUAL THRU 6/30/2021	VARIANCE
<b><u>Recreation Facility-Continued</u></b>				
Pool Pump Reserve	\$6,500	\$6,500	\$6,500	\$0
Pool Leak Repairs	\$5,000	\$3,750	\$795	\$2,955
Multiuse Field	\$21,250	\$15,938	\$0	\$15,938
Transfer Out	\$200,000	\$200,000	\$200,000	\$0
<b>Total Recreation Facility</b>	<b>\$690,604</b>	<b>\$569,578</b>	<b>\$470,656</b>	<b>\$98,922</b>
<b>Total Maintenance</b>	<b>\$1,490,318</b>	<b>\$1,187,445</b>	<b>\$1,053,847</b>	<b>\$133,598</b>
<b>TOTAL EXPENDITURES</b>	<b>\$1,743,055</b>	<b>\$1,394,197</b>	<b>\$1,263,085</b>	<b>\$131,112</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$234,717)</b>		<b>\$250,559</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$234,717</b>		<b>\$783,961</b>	
<b>FUND BALANCE - Ending</b>	<b>\$0</b>		<b>\$1,034,520</b>	

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

	October	November	December	January	February	March	April	May	June	July	August	September	Total
<b>Revenues:</b>													
Assessment - Tax Roll	\$0	\$8,129	\$160,306	\$2,064	\$1,906	\$1,006	\$2,561	\$510	\$1,869	\$0	\$0	\$0	\$178,350
Interest Income	\$14	\$14	\$12	\$12	\$9	\$9	\$8	\$7	\$6	\$0	\$0	\$0	\$92
Miscellaneous Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$14</b>	<b>\$8,143</b>	<b>\$160,318</b>	<b>\$2,076</b>	<b>\$1,916</b>	<b>\$1,015</b>	<b>\$2,568</b>	<b>\$517</b>	<b>\$1,875</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$178,442</b>
<b>Expenditures:</b>													
<b><u>Administrative</u></b>													
Supervisors Fees	\$1,000	\$1,000	\$1,000	\$800	\$1,000	\$800	\$1,000	\$1,000	\$1,000	\$0	\$0	\$0	\$8,600
FICA Expense	\$77	\$77	\$77	\$61	\$77	\$61	\$77	\$77	\$77	\$0	\$0	\$0	\$658
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	\$111	\$111	\$111	\$111	\$0	\$0	\$0	\$1,000
Assessment Roll	\$8,212	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,212
Attorney	\$1,887	\$2,548	\$3,541	\$4,150	\$6,118	\$2,388	\$2,316	\$3,462	\$0	\$0	\$0	\$0	\$26,410
Annual Audit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,800	\$0	\$0	\$0	\$4,800
Trustee fees	\$3,409	\$0	\$0	\$0	\$0	\$5,406	\$0	\$0	\$0	\$0	\$0	\$0	\$8,815
Management Fees	\$4,997	\$4,997	\$4,997	\$4,997	\$4,997	\$4,997	\$4,997	\$4,997	\$4,997	\$0	\$0	\$0	\$44,972
Computer Time	\$178	\$178	\$178	\$178	\$178	\$178	\$178	\$178	\$178	\$0	\$0	\$0	\$1,606
Telephone	\$54	\$67	\$38	\$10	\$30	\$120	\$63	\$63	\$71	\$0	\$0	\$0	\$516
Postage	\$15	\$121	\$129	\$22	\$180	\$38	\$18	\$264	\$12	\$0	\$0	\$0	\$798
Printing & Binding	\$168	\$122	\$183	\$92	\$199	\$326	\$30	\$114	\$221	\$0	\$0	\$0	\$1,456
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	\$117	\$0	\$209	\$157	\$0	\$0	\$0	\$0	\$1,083
Property Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$21	\$21	\$21	\$21	\$21	\$47	\$1	\$21	\$21	\$0	\$0	\$0	\$193
Website Compliance	\$188	\$188	\$236	\$188	\$188	\$188	\$188	\$188	\$188	\$0	\$0	\$0	\$1,736
Dues, Licenses, Subscriptions	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$12,204	\$0	\$0	\$0	\$0	\$0	\$12,204
Transfer Out	\$90,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$90,000
<b>Total Administrative</b>	<b>\$119,068</b>	<b>\$9,430</b>	<b>\$10,750</b>	<b>\$10,748</b>	<b>\$13,215</b>	<b>\$14,660</b>	<b>\$21,391</b>	<b>\$10,632</b>	<b>\$11,674</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$221,568</b>
<b>Excess Revenues (Expenditures)</b>	<b>(\$119,053)</b>	<b>(\$1,286)</b>	<b>\$149,568</b>	<b>(\$8,672)</b>	<b>(\$11,300)</b>	<b>(\$13,645)</b>	<b>(\$18,823)</b>	<b>(\$10,114)</b>	<b>(\$9,800)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$43,126)</b>

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

	October	November	December	January	February	March	April	May	June	July	August	September	Total
<b>Revenues:</b>													
Maintenance Assessments-Tax Roll	\$0	\$66,802	\$1,317,364	\$16,960	\$15,667	\$8,271	\$21,042	\$4,189	\$15,356	\$0	\$0	\$0	\$1,465,649
Interest Income	\$89	\$89	\$73	\$75	\$60	\$102	\$97	\$84	\$71	\$0	\$0	\$0	\$740
Amenities Revenue	(\$6)	\$209	\$336	\$245	\$425	\$3,705	\$7,966	\$9,667	\$925	\$0	\$0	\$0	\$23,472
Sports Revenue	\$0	\$0	\$0	\$1,325	\$2,210	\$1,255	\$0	\$5,460	\$13,532	\$0	\$0	\$0	\$23,782
<b>Total Revenues</b>	<b>\$83</b>	<b>\$67,100</b>	<b>\$1,317,773</b>	<b>\$18,604</b>	<b>\$18,361</b>	<b>\$13,332</b>	<b>\$29,105</b>	<b>\$19,401</b>	<b>\$29,884</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,513,644</b>

**Expenditures:**

**Administrative**

Management Fees - Onsite	\$14,874	\$14,874	\$14,874	\$14,874	\$14,874	\$14,874	\$14,874	\$14,874	\$14,874	\$0	\$0	\$0	\$133,866
Insurance	\$72,252	\$0	\$0	\$0	\$0	(\$257)	\$0	\$0	\$0	\$0	\$0	\$0	\$71,995
Other Current Charges	\$220	\$203	\$319	\$267	\$172	\$185	\$402	\$428	\$461	\$0	\$0	\$0	\$2,657
Permit Fees	\$54	\$27	\$390	\$0	\$223	\$0	\$27	\$0	\$0	\$0	\$0	\$0	\$720
<b>Total Administrative</b>	<b>\$87,400</b>	<b>\$15,104</b>	<b>\$15,582</b>	<b>\$15,141</b>	<b>\$15,269</b>	<b>\$14,802</b>	<b>\$15,303</b>	<b>\$15,302</b>	<b>\$15,335</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$209,238</b>

**MAINTENANCE- Common Area**

Security	\$4,236	\$4,236	\$4,236	\$4,236	\$4,236	\$4,236	\$0	\$4,095	\$7,110	\$0	\$0	\$0	\$36,620
Security - Clay County Off-Duty Sheriff	\$3,648	\$3,678	\$3,873	\$2,015	\$2,831	\$3,150	\$1,740	\$3,124	\$3,114	\$0	\$0	\$0	\$27,172
Water - Irrigation	\$915	\$438	\$577	\$772	\$711	\$655	\$694	\$516	\$616	\$0	\$0	\$0	\$5,894
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	\$2,318	\$2,318	\$2,318	\$2,318	\$0	\$0	\$0	\$20,830
Electric	\$2,194	\$2,245	\$1,869	\$2,162	\$1,641	\$2,515	\$2,462	\$2,406	\$2,475	\$0	\$0	\$0	\$19,969
Landscape Maintenance	\$31,536	\$31,536	\$31,536	\$31,536	\$31,536	\$31,536	\$31,536	\$31,536	\$31,536	\$0	\$0	\$0	\$283,825
Common Area Maintenance	\$4,647	\$767	\$2,428	\$1,809	\$516	\$3,527	\$3,487	\$2,261	\$5,832	\$0	\$0	\$0	\$25,274
Lake Maintenance	\$2,070	\$2,070	\$2,070	\$2,070	\$2,070	\$2,070	\$2,070	\$2,070	\$2,070	\$0	\$0	\$0	\$18,630
Landscape Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000
Capital Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$15,565	\$0	\$0	\$0	\$0	\$0	\$15,565
Repairs and Replacement	\$13,232	\$5,570	\$8,226	\$8,403	\$7,848	\$7,734	\$4,605	\$3,541	\$13,495	\$0	\$0	\$0	\$72,654
General Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$26,759	\$0	\$0	\$0	\$0	\$0	\$26,759
<b>Total Common Area</b>	<b>\$64,779</b>	<b>\$52,842</b>	<b>\$57,132</b>	<b>\$55,321</b>	<b>\$53,707</b>	<b>\$57,741</b>	<b>\$121,236</b>	<b>\$51,868</b>	<b>\$68,565</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$583,191</b>

**Recreation Facility**

Amenity Staff	\$11,297	\$4,497	\$7,466	\$3,763	\$3,807	\$7,056	\$4,780	\$9,296	\$16,441	\$0	\$0	\$0	\$68,404
Refuse Service	\$790	\$788	\$788	\$794	\$867	\$876	\$867	\$867	\$0	\$0	\$0	\$0	\$6,638
Telephone	\$702	\$444	\$442	\$181	\$445	\$355	\$444	\$335	\$634	\$0	\$0	\$0	\$3,981
Electric	\$3,437	\$2,538	\$1,433	\$1,959	\$1,758	\$2,056	\$2,303	\$2,608	\$3,458	\$0	\$0	\$0	\$21,550
Cable	\$631	\$640	\$640	\$657	\$671	\$671	\$671	\$674	\$666	\$0	\$0	\$0	\$5,923
Pool Maintenance/Chemicals	\$2,107	\$2,107	\$2,107	\$2,107	\$2,107	\$2,107	\$2,107	\$2,107	\$2,107	\$0	\$0	\$0	\$18,967
Water/Sewer/Reclaim	\$3,463	\$3,327	\$2,749	\$2,756	\$2,639	\$3,684	\$4,057	\$4,423	\$4,146	\$0	\$0	\$0	\$31,244
Facility Maintenance - General	\$3,625	\$3,377	\$3,297	\$3,389	\$2,374	\$3,421	\$3,391	\$1,883	\$3,561	\$0	\$0	\$0	\$28,318

**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	\$288	\$795	\$0	\$0	\$0	\$0	\$0	\$4,340
Facility Maintenance - Contingency	\$2,895	\$2,563	\$2,667	\$2,656	\$1,878	\$2,795	\$1,997	\$1,285	\$2,893	\$0	\$0	\$0	\$21,629
Lighting Repairs	\$708	\$702	\$705	\$679	\$152	\$705	\$655	\$325	\$703	\$0	\$0	\$0	\$5,335
Special Events	\$0	\$183	\$738	\$0	\$154	\$0	\$316	\$0	\$0	\$0	\$0	\$0	\$1,391
Office Supplies and Equipment	\$352	\$37	\$37	\$58	\$146	\$37	\$56	\$37	\$37	\$0	\$0	\$0	\$797
Janitorial	\$4,601	\$4,631	\$5,269	\$4,487	\$4,484	\$4,251	\$4,956	\$4,251	\$4,251	\$0	\$0	\$0	\$41,181
Recreation Passes	\$200	\$0	\$0	\$0	\$1,088	\$0	\$200	\$1,088	\$1,088	\$0	\$0	\$0	\$3,662
Pool Pump Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$6,500	\$0	\$0	\$0	\$0	\$0	\$6,500
Pool Leak Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$795	\$0	\$0	\$0	\$0	\$795
Multiuse Field	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interfund Transfer Out	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000
	<b>\$235,670</b>	<b>\$26,607</b>	<b>\$29,518</b>	<b>\$23,930</b>	<b>\$22,571</b>	<b>\$28,304</b>	<b>\$34,096</b>	<b>\$29,975</b>	<b>\$39,986</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$470,656</b>
<b>Total Expenses</b>	<b>\$387,849</b>	<b>\$94,553</b>	<b>\$102,232</b>	<b>\$94,392</b>	<b>\$91,547</b>	<b>\$100,846</b>	<b>\$170,634</b>	<b>\$97,145</b>	<b>\$123,886</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,263,085</b>
<b>Excess Revenues (Expenditures)</b>	<b>(\$387,766)</b>	<b>(\$27,454)</b>	<b>\$1,215,541</b>	<b>(\$75,788)</b>	<b>(\$73,185)</b>	<b>(\$87,514)</b>	<b>(\$141,530)</b>	<b>(\$77,744)</b>	<b>(\$94,002)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$250,559</b>

**DOUBLE BRANCH**  
**Community Development District**  
**Capital Reserve Fund**  
Statement of Revenues & Expenditures  
For The Period Ending June 30, 2021

	AMENDED BUDGET	PRORATED THRU 6/30/2021	ACTUAL THRU 6/30/2021	VARIANCE
<b><u>REVENUES:</u></b>				
Interest Income	\$1,000	\$750	\$1,267	\$517
Landscape Reserve - Transfer In	\$30,000	\$30,000	\$30,000	\$0
Capital Reserve - Transfer In	\$15,565	\$15,565	\$15,565	\$0
Pool Pump Reserve - Transfer in	\$6,500	\$6,500	\$6,500	\$0
General Reserve - Transfer in	\$26,759	\$26,759	\$26,759	\$0
General Fund Reserve- Transfer in	\$12,204	\$12,204	\$12,204	\$0
Interfund Transfer In	\$290,000	\$290,000	\$290,000	\$0
<b>TOTAL REVENUES</b>	<b>\$382,028</b>	<b>\$381,778</b>	<b>\$382,295</b>	<b>\$517</b>
<b><u>EXPENDITURES:</u></b>				
Other Current Charges	\$0	\$0	\$0	\$0
Landscape Reserves	\$0	\$0	\$2,800	(\$2,800)
Capital Projects	\$0	\$0	\$183,339	(\$183,339)
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$186,139</b>	<b>(\$186,139)</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$382,028</b>		<b>\$196,156</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$1,238,762</b>		<b>\$1,209,512</b>	
<b>FUND BALANCE - Ending</b>	<b>\$1,620,790</b>		<b>\$1,405,668</b>	

**DOUBLE BRANCH**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**DEBT SERVICE FUND**  
Series 2013 A-1, & 2013 A-2 Special Assessment Bonds  
Statement of Revenues & Expenditures  
For The Period Ending June 30, 2021

ADOPTED BUDGET	PRORATED THRU 6/30/2021	ACTUAL THRU 6/30/2021	VARIANCE
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**Revenues:**

Special Assessments - Tax Roll	\$1,961,878	\$1,961,878	\$1,966,956	\$5,078
Assessments- Prepayment	\$0	\$0	\$0	\$0
Interest Income	\$10,000	\$7,500	\$456	(\$7,044)
<b>TOTAL REVENUES</b>	<b>\$1,971,878</b>	<b>\$1,969,378</b>	<b>\$1,967,411</b>	<b>(\$1,967)</b>

**Expenditures:**

**Series 2013 A-1**

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

**Series 2013 A-2**

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

<b>TOTAL EXPENDITURES</b>	<b>\$1,943,466</b>	<b>\$1,943,466</b>	<b>\$1,943,466</b>	<b>\$0</b>
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EXCESS REVENUES (EXPENDITURES)	\$28,412	\$23,945
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<b>Net change in Fund Balance</b>	<b>\$28,412</b>	<b>\$23,945</b>
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<b>FUND BALANCE - Beginning</b>	<b>\$687,628</b>	<b>\$1,531,791</b>
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<b>FUND BALANCE - Ending</b>	<b>\$716,040</b>	<b>\$1,555,736</b>
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Revenue	\$591,026
Reserve 2013-1	\$868,932
Reserve 2013-2	\$95,634
Prepayment	\$144
<b>Total</b>	<b>\$1,555,736</b>

**DOUBLE BRANCH**  
**Community Development District**  
**CAPITAL PROJECTS FUND**  
Statement of Revenues & Expenditures  
For The Period Ending June 30, 2021

		<div style="border: 1px solid black; padding: 5px;"> SERIES 2013 A-1 AND A-2 </div>
<b><u>REVENUES:</u></b>		
Interest Income		\$4
<b>TOTAL REVENUES</b>		<div style="border: 1px solid black; padding: 2px;">\$4</div>
<b><u>EXPENDITURES:</u></b>		
Capital Outlay - Series 2013 A1 and A2		\$0
Cost of Issuance		\$0
<b>TOTAL EXPENDITURES</b>		<div style="border: 1px solid black; padding: 2px;">\$0</div>
<b>EXCESS REVENUES (EXPENDITURES)</b>		<div style="border: 1px solid black; padding: 2px;">\$4</div>
<b>FUND BALANCE - Beginning</b>		<div style="border: 1px solid black; padding: 2px;">\$18,595</div>
<b>FUND BALANCE - Ending</b>		<div style="border: 1px solid black; padding: 2px;">\$18,599</div>



# Double Branch

## Community Development District

### Long Term Debt Report

<b>Series 2013 A-1 Special Assessment Refunding Bonds</b>	
Interest Rate:	1.3%-4.25%
Maturity Date:	5/1/34
Reserve Fund Definition:	50% Max Annual on Outstanding
Reserve Fund Requirement:	\$868,932
Reserve Fund Balance:	\$868,932
 Bonds outstanding - 9/30/2013	 \$24,850,000
Less: November 1, 2013	\$0
Less: May 1, 2014 (Mandatory)	(\$860,000)
Less: May 1, 2015 (Mandatory)	(\$875,000)
Less: May 2, 2016 (Mandatory)	(\$890,000)
Less: May 2, 2017 (Mandatory)	(\$910,000)
Less: May 1, 2018 (Mandatory)	(\$930,000)
Less: May 1, 2019 (Mandatory)	(\$955,000)
Less: May 1, 2020 (Mandatory)	(\$980,000)
Less: May 1, 2021 (Mandatory)	(\$1,015,000)
 Current Bonds Outstanding	 \$17,435,000

<b>Series 2013 A-2 Special Assessment Refunding Bonds</b>	
Interest Rate:	5.750%
Maturity Date:	5/1/34
Reserve Fund Definition:	50% Max Annual on Outstanding
Reserve Fund Requirement:	\$95,634
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)
Less: May 1, 2021 (Mandatory)	(\$85,000)
 Current Bonds Outstanding	 \$1,730,000

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

SUMMARY OF TAX ROLL RECEIPTS					
CLAY COUNTY DISTRIBUTION	DATE RECEIVED	TOTAL RECEIVED	SERIES 2013A DEBT SERVICE RECEIVED	GENERAL FUND O&M RECEIPTS	RECREATION FUND O&M RECEIPTS
1	11/18/20	164,580.48	89,650.10	8,128.86	66,801.52
2	12/01/20	408,734.29	222,645.31	20,187.97	165,901.01
3	12/04/20	2,386,098.61	1,299,753.10	117,852.81	968,492.70
4	12/17/20	450,787.63	245,552.56	22,265.04	182,970.03
5	01/14/21	41,783.52	22,760.27	2,063.75	16,959.50
6	02/19/21	38,598.12	21,025.13	1,906.42	15,666.57
7	03/19/21	20,377.05	11,099.77	1,006.45	8,270.83
8	04/12/21	51,841.25	28,238.91	2,560.51	21,041.83
9	05/11/21	10,321.07	5,622.08	509.77	4,189.22
10	06/05/21	14,431.44	7,861.08	712.79	5,857.57
TAX CERTIFICATES	06/11/21	23,401.81	12,747.41	1,155.85	9,498.55
			-	-	-
			-	-	-
			-	-	-
			-	-	-
<b>TOTAL TAX ROLL RECEIPTS</b>		<b>3,610,955.27</b>	<b>1,966,955.72</b>	<b>178,350.22</b>	<b>1,465,649.33</b>

PERCENT COLLECTED	TOTAL	DEBT	O&M
<b>TOTAL PERCENT COLLECTED</b>	<b>100.26%</b>	<b>100.26%</b>	<b>100.26%</b>

*D.*

# Double Branch

## Community Development District

### Check Run Summary

July 31, 2021

Fund	Date	Check No.	Amount
<b>General Fund</b>			
Payroll	7/19/21	50886-50889	\$ 738.80
Sub-Total			\$ 738.80
Accounts Payable	7/8/21	1654-1658	\$ 18,339.70
Sub-Total			\$ 18,339.70
<b>Recreation Fund</b>			
Accounts Payable	7/8/21	6773-6784	\$ 16,993.91
	7/23/21	6785-6790	\$ 34,375.23
	7/23/21	6791-6800	\$ 33,672.41
Sub-Total			\$ 85,041.55
<b>Capital Reserve Fund</b>			
Accounts Payable	7/8/21	52	\$ 6,000.00
Sub-Total			\$ 6,000.00
<b>Total</b>			<b>\$ 110,120.05</b>

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
7/08/21	00035	7/01/21 2203	202107 310-51300-34000	JUL MANAGEMENT FEES	*	4,996.92	
		7/01/21 2203	202107 310-51300-52000	JUL WEBSITE ADMIN	*	187.50	
		7/01/21 2203	202107 310-51300-35100	JUL INFORMATION TECH	*	161.83	
		7/01/21 2203	202107 310-51300-31300	JUL DISSEMINATION SERVICE	*	111.08	
		7/01/21 2203	202107 310-51300-35100	JUL IQ NECT EMAIL SERVICE	*	16.65	
		7/01/21 2203	202107 310-51300-51000	OFFICE SUPPLIES	*	26.82	
		7/01/21 2203	202107 310-51300-42000	POSTAGE	*	143.91	
		7/01/21 2203	202107 310-51300-42500	COPIES	*	295.20	
		7/01/21 2203	202107 310-51300-41000	TELEPHONE	*	53.32	
GOVERNMENTAL MANAGEMENT SERVICES						5,993.23	001654
7/08/21	00015	6/24/21 123247	202105 310-51300-31500	MAY GENERAL COUNSEL	*	1,597.50	
HOPPING GREEN & SAMS						1,597.50	001655
7/08/21	00015	6/24/21 123248	202105 310-51300-31500	MAY MONTHLY MEETING	*	1,864.17	
HOPPING GREEN & SAMS						1,864.17	001656
7/08/21	00111	7/01/21 21-00156	202107 310-51300-48000	NOTICE OF MEETING 7/12/21	*	69.50	
JACKSONVILLE DAILY RECORD						69.50	001657
7/08/21	00042	3/25/21 6074136	202103 310-51300-32300	FY21 TRUSTEE FEE 2013A1-2	*	4,772.39	
		3/25/21 6074136	202103 300-15500-10000	FY22 TRUSTEE FEE 2013A1-2	*	3,408.86	
		3/25/21 6074136	202103 310-51300-32300	INCIDENTAL EXPENSES	*	634.05	
U.S. BANK						8,815.30	001658
TOTAL FOR BANK A						18,339.70	
TOTAL FOR REGISTER						18,339.70	

DBBR DOUBLE BRANCH OKUZMUK

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice**

Invoice #: 2203

Invoice Date: 7/1/21

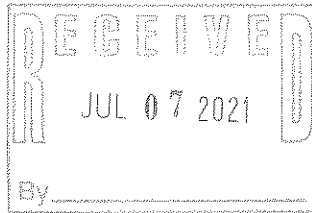
Due Date: 7/1/21

Case:

P.O. Number:

**Bill To:**

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



Description	Hours/Qty	Rate	Amount
Management Fees - July 2021 1-31-513-34		4,996.92	4,996.92
Website Administration - July 2021 1-31-513-52		187.50	187.50
Information Technology - July 2021 1-31-513-351		161.83	161.83
Dissemination Agent Services - July 2021 1-31-513-313		111.08	111.08
IQ Nect Email Service - July 2021 1-31-513-351		16.65	16.65
Office Supplies 1-31-513-51		26.82	26.82
Postage 1-31-513-42		143.91	143.91
Copies 1-31-513-425		295.20	295.20
Telephone 1-31-513-41		53.32	53.32

**Total** \$5,993.23**Payments/Credits** \$0.00**Balance Due** \$5,993.23

# Hopping Green & Sams

Attorneys and Counselors

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

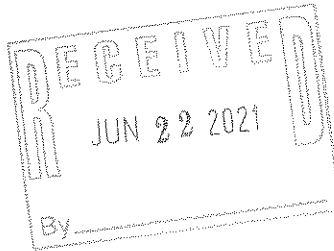
## STATEMENT

June 24, 2021

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

Bill Number 123247  
Billed through 05/31/2021

**General Counsel (O&M)**  
**DBRNCH 00001 MCE**



1.31.513.315  
15

### FOR PROFESSIONAL SERVICES RENDERED

05/03/21	MCE	Research adult child rules and regulations; review new laws approved by the Florida Legislature in 2021 and impact on district.	0.40 hrs
05/05/21	MCE	Research adult child policy; confer with Soriano.	0.20 hrs
05/10/21	DGW	Prepare security services agreement.	0.80 hrs
05/11/21	MCE	Prepare security services agreement.	0.30 hrs
05/12/21	MCE	Prepare security services agreement.	0.50 hrs
05/12/21	DGW	Revise security services agreement.	0.30 hrs
05/13/21	MCE	Prepare security services agreement; confer with Muntean.	0.10 hrs
05/14/21	MCE	Confer with Muntean; negotiate and prepare security agreement.	1.50 hrs
05/14/21	DGW	Revise security services agreement.	0.70 hrs
05/17/21	MCE	Prepare budget and assessment documents regarding fiscal year 2021-2022.	0.20 hrs
05/18/21	DGW	Prepare fiscal year 2021-2022 budget documents.	0.50 hrs
05/28/21	MCE	Prepare response to auditor request letter.	0.10 hrs
05/28/21	MGC	Review response to auditor request letter.	0.20 hrs
05/28/21	KFS	Prepare response to auditor request letter regarding fiscal year 2019-2020.	1.20 hrs
Total fees for this matter			\$1,597.50

### MATTER SUMMARY

Wilbourn, David - Paralegal	2.30 hrs	130 /hr	\$299.00
Skipper, Kay F. - Legal Assistant	1.20 hrs	105 /hr	\$126.00



Eckert, Michael C.	3.30 hrs	335 /hr	\$1,105.50
Collazo, Mike	0.20 hrs	335 /hr	\$67.00

TOTAL FEES	\$1,597.50
------------	------------

<b>TOTAL CHARGES FOR THIS MATTER</b>	<b>\$1,597.50</b>
--------------------------------------	-------------------

**BILLING SUMMARY**

Wilbourn, David - Paralegal	2.30 hrs	130 /hr	\$299.00
Skipper, Kay F. - Legal Assistant	1.20 hrs	105 /hr	\$126.00
Eckert, Michael C.	3.30 hrs	335 /hr	\$1,105.50
Collazo, Mike	0.20 hrs	335 /hr	\$67.00

TOTAL FEES	\$1,597.50
------------	------------

<b>TOTAL CHARGES FOR THIS BILL</b>	<b>\$1,597.50</b>
------------------------------------	-------------------

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

# Hopping Green & Sams

Attorneys and Counselors

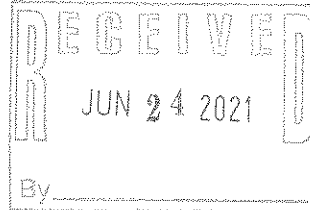
119 S. Monroe Street, Ste. 300  
P.O. Box 6526  
Tallahassee, FL 32314  
850.222.7500

===== STATEMENT =====

June 24, 2021

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

Bill Number 123248  
Billed through 05/31/2021



**Monthly Meeting (O&M)**  
**DBRNCH 00101 MCE**

1-31-513-315

15

**FOR PROFESSIONAL SERVICES RENDERED**

05/10/21 MCE Prepare for, travel to and attend board meeting; follow up; return travel.

05/16/21 MCE Review draft meeting minutes and provide comments.

Total fees for this matter \$1,700.00

**DISBURSEMENTS**

Travel 92.96

Travel - Meals 15.52

Lexis Nexis 55.69

Total disbursements for this matter \$164.17

**MATTER SUMMARY**

TOTAL FEES \$1,700.00  
TOTAL DISBURSEMENTS \$164.17

**TOTAL CHARGES FOR THIS MATTER \$1,864.17**

**BILLING SUMMARY**

TOTAL FEES \$1,700.00  
TOTAL DISBURSEMENTS \$164.17

**TOTAL CHARGES FOR THIS BILL \$1,864.17**

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

# Jacksonville Daily Record

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

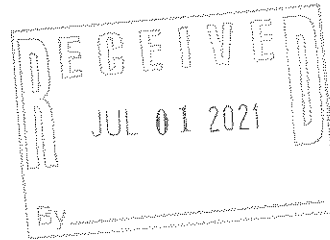
P.O. Box 1769  
Jacksonville, FL 32201  
(904) 356-2466

## INVOICE

July 1, 2021

Date

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



1-31-513-48  
111

Payment Due Upon Receipt

Serial #	21-00156C	PO/File #		\$69.50
				Amount Due
Notice of Meeting of the Board of Supervisors				
				Amount Paid
Double Branch Community Development District				\$69.50
				Payment Due
Case Number				
Publication Dates	7/1			
County	Clay			

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

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

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

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

**Preliminary Proof Of Legal Notice**  
*(This is not a proof of publication.)*

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

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

Notice is hereby given that the Board of Supervisors of the Double Branch Community Development District is scheduled to be met on Monday, July 12, 2021, at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. An electronic copy of the agenda for this meeting may be obtained from the District Manager, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (and phone (904) 940-5850) and on the District's website at [www.DoubleBranchCDD.com](http://www.DoubleBranchCDD.com). This meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when one or more Supervisors will participate by telephone.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

A person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

James A. Perry  
District Manager

Jul. 1                      00 (21-00156C)

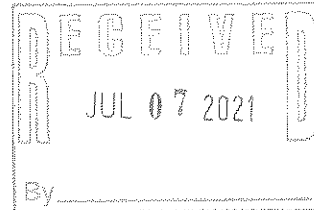


Corporate Trust Services  
EP-MN-WN3L  
60 Livingston Ave.  
St. Paul, MN 55107

Copy of Previously Printed Invoice Number:

6074136  
Account Number: 202941000  
Invoice Date: 03/25/2021  
Direct Inquiries To: STACEY JOHNSON  
Phone: 407-835-3805

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



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

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

STATEMENT SUMMARY

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

TOTAL AMOUNT DUE

\$8,815.30

All invoices are due upon receipt.

FY21 - 1,315,133.323 - \$4,772.39

FY22 - 1,300,155.100 - \$3,408.86

42

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

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

Invoice Number: 6074136  
Account Number: 202941000  
Current Due: \$8,815.30

Direct Inquiries To: STACEY JOHNSON  
Phone: 407-835-3805

Wire Instructions:

U.S. Bank  
ABA # 091000022  
Acct # 1-801-5013-5135  
Trust Acct # 202941000  
Invoice # 6074136  
Attn: Fee Dept St. Paul

Please mail payments to:

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



Corporate Trust Services  
EP-MN-WN3L  
60 Livingston Ave.  
Copy of Previously Printed Invoice

Invoice Number: 6074136  
Invoice Date: 03/25/2021  
Account Number: 202941000  
Direct Inquiries To: STACEY JOHNSON  
Phone: 407-835-3805

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

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

**CURRENT CHARGES SUMMARIZED FOR ENTIRE RELATIONSHIP**

Detail of Current Charges	Volume	Rate	Portion of Year	Total Fees
04200 Trustee	1.00	7,631.25	100.00%	\$7,631.25
04120 Paying Agent	1.00	550.00	100.00%	\$550.00
<b>Subtotal Administration Fees - In Advance 03/01/2021 - 02/28/2022</b>				<b>\$8,181.25</b>
Incidental Expenses	8,181.25	0.0775		\$634.05
<b>Subtotal Incidental Expenses</b>				<b>\$634.05</b>
<b>TOTAL AMOUNT DUE</b>				<b>\$8,815.30</b>

AP300R  
\*\*\* CHECK NOS. 006773-006800

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER  
DOUBLE BRANCH - REC FUND  
BANK B RECREATION FUND

RUN 7/27/21

PAGE 1

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
7/08/21	00092	7/07/21 2205	202107 300-36900-10200	EVENT STAFF THRU 7/1/21	*	325.00	
				GOVERNMENTAL MANAGEMENT SERVICES			325.00 006773
7/08/21	00422	6/30/21 06302021	202106 320-57200-63100	DK2 COMMERCIAL CHIPPER	*	2,273.29	
				THE HOME DEPOT PRO			2,273.29 006774
7/08/21	00848	6/25/21 06252021	202106 300-36900-10300	RENTAL DEPOSIT REFUND	*	100.00	
				JESSICA PALMER			100.00 006775
7/08/21	00849	6/25/21 06252021	202106 300-36900-10300	RENTAL DEPOSIT REFUND	*	100.00	
				JOHN CHAPMAN			100.00 006776
7/08/21	00024	6/01/21 580285	202106 320-57200-46800	JUN LAKE MAINTENANCE	*	2,070.00	
				THE LAKE DOCTORS, INC.			2,070.00 006777
7/08/21	00024	7/01/21 586802	202107 320-57200-46800	JUL LAKE MAINTENANCE	*	2,070.00	
				THE LAKE DOCTORS, INC.			2,070.00 006778
7/08/21	00850	7/02/21 07022021	202107 300-36900-10300	RENTAL DEPOSIT REFUND	*	100.00	
				OCTAYVIA SMITH			100.00 006779
7/08/21	00683	1/14/21 3682718	202101 320-57200-63100	POOL MOTOR PARTS	*	731.77	
				POOL SUPPLY UNLIMITED			731.77 006780
7/08/21	00186	7/01/21 13129560	202107 320-57200-46300	JUL POOL CHEMICALS	*	2,107.49	
				POOLSURE			2,107.49 006781
7/08/21	00839	7/01/21 6959	202107 320-57200-34500	JULY SECURTY HOURS	*	6,705.00	
				SECURITY DEVELOPMENT GROUP LLC			6,705.00 006782
7/08/21	00382	5/31/21 91716868	202105 320-57200-63100	5/31/21 MAT CLEANING	*	77.55	
		6/07/21 91716889	202106 320-57200-63100	6/7/21 MAT CLEANING	*	78.71	
		6/14/21 91716910	202106 320-57200-63100	6/14/21 MAT CLEANING	*	77.55	

DBBR DOUBLE BRANCH OKUZMUK

AP300R  
\*\*\* CHECK NOS. 006773-006800

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER  
DOUBLE BRANCH - REC FUND  
BANK B RECREATION FUND

RUN 7/27/21

PAGE 2

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
		6/21/21 91716931	202106 320-57200-63100		*	77.55	
		6/21/21 MAT CLEANING		UNIFIRST CORPORATION			311.36 006783
7/08/21 00847		6/25/21 06252021	202106 300-36900-10300		*	100.00	
		RENTAL DEPOSIT REFUND		VEIT LE			100.00 006784
7/23/21 00852		7/18/21 07182021	202107 300-36900-10300		*	100.00	
		RENTAL DEPOSIT REFUND		CALEB DUNLAP			100.00 006785
7/23/21 00285		7/15/21 SSI10177	202106 320-57200-34510		*	425.00	
		JUN ADMIN FEE					
		7/15/21 SSI10177	202106 320-57200-34510		*	187.50	
		JUN EMPLOYMENT SCHEDULING		CLAY COUNTY SHERIFF'S OFFICE			612.50 006786
7/23/21 00092		7/01/21 2204	202107 310-51300-34000		*	14,873.95	
		JULY FACILITY MANAGEMENT		GOVERNMENTAL MANAGEMENT SERVICES			14,873.95 006787
7/23/21 00092		7/13/21 2206	202106 320-57200-46600		*	3,561.00	
		JUNE FACILITY MAIN GEN					
		7/13/21 2206	202106 320-57200-46620		*	2,893.00	
		JUNE FAC MAINTENANCE CONT					
		7/13/21 2206	202106 320-57200-46630		*	703.00	
		JUNE LIGHTING REPAIRS					
		7/13/21 2206	202106 320-57200-46400		*	3,589.00	
		JUNE COMMON AREA MAINT					
		7/13/21 2206	202106 320-57200-63100		*	3,691.78	
		JUNE REPAIRS/REPLACE		GOVERNMENTAL MANAGEMENT SERVICES			14,437.78 006788
7/23/21 00297		7/01/21 295	202107 320-57200-61000		*	4,251.00	
		JULY JANITORIAL SERVICES		RIVERSIDE MANAGEMENT SERVICES, INC			4,251.00 006789
7/23/21 00851		7/20/21 07202021	202107 300-36900-10300		*	100.00	
		RENTAL DEPOSIT REFUND		TINA WILSON			100.00 006790
7/23/21 00261		7/13/21 763557	202107 320-57200-63100		*	862.50	
		GYM WIPES		ERC WIPING PRODUCTS, INC			862.50 006791

DBBR DOUBLE BRANCH OKUZMUK



AP300R  
\*\*\* CHECK NOS. 006773-006800

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER  
DOUBLE BRANCH - REC FUND  
BANK B RECREATION FUND

RUN 7/27/21

PAGE 3

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
7/23/21	00422	6/30/21 62605187	202106 320-57200-63100	JANITORIAL SUPPLIES	*	63.99	
				THE HOME DEPOT PRO			63.99 006792
7/23/21	00422	7/01/21 62632354	202107 320-57200-63100	JANITORIAL SUPPLIES	*	631.21	
				THE HOME DEPOT PRO			631.21 006793
7/23/21	00422	7/06/21 62690282	202107 320-57200-63100	JANITORIAL SUPPLIES	*	23.64	
				THE HOME DEPOT PRO			23.64 006794
7/23/21	00854	7/12/21 07122021	202107 300-36900-10300	RENTAL DEPOSIT REFUND	*	100.00	
				NADINE SAIKAH-WEBB			100.00 006795
7/23/21	00324	7/14/21 44841	202107 320-57200-46610	JUL PEST CONTROL	*	155.00	
				PAULA'S PEST CONTROL, INC			155.00 006796
7/23/21	00853	7/12/21 07122021	202107 300-36900-10300	RENTAL DEPOSIT REFUND	*	100.00	
				SHAWN BROWN			100.00 006797
7/23/21	00851	6/14/21 06142021	202106 300-36900-10300	RENTAL DEPOSIT REFUND	*	100.00	
				TINA WILSON			100.00 006798
7/23/21	00672	7/01/21 5747	202107 320-57200-46200	JUL LANDSCAPE MAINTENANCE	*	31,536.07	
				VERDEGO, LLC			31,536.07 006799
7/23/21	00855	7/12/21 07122021	202107 300-36900-10300	RENTAL DEPOSIT REFUND	*	100.00	
				YADIRA SALEM			100.00 006800
				TOTAL FOR BANK B		85,041.55	
				TOTAL FOR REGISTER		85,041.55	

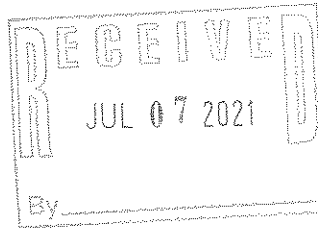
DBBR DOUBLE BRANCH OKUZMUK

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice****Bill To:**

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

**Invoice #:** 2205**Invoice Date:** 7/7/21**Due Date:** 7/7/21**Case:****P.O. Number:**

Description	Hours/Qty	Rate	Amount
Facility Event Staff through July 01, 2021  2-300-369-102 92	13	25.00	325.00

<b>Total</b>	<b>\$325.00</b>
--------------	-----------------

<b>Payments/Credits</b>	<b>\$0.00</b>
-------------------------	---------------

<b>Balance Due</b>	<b>\$325.00</b>
--------------------	-----------------

**Governmental Management Services, LLC**  
9655 Florida Mining Blvd., Building 300, Suite 305, Jacksonville, Florida 32257

**DOUBLE BRANCH CDD**

**Facility Event Staff Service Hours**

<b><u>Quantity</u></b>	<b><u>Description</u></b>	<b><u>Rate</u></b>	<b><u>Amount</u></b>
13.00	Facility Event Staff	\$ 25.00	\$ 325.00

Covers Period End: July 01, 2021

Amenities Revenue # 2-369-103



## Secure Checkout

### Contact

[Update Your Info](#)

Jay Soriano

manager@oakleafresidents.com

(904) 562-0249

☐

Text me when my order is ready.

Home Depot will send you a text message when your order is ready for pickup. Message and data rates may apply and texts may be sent between the hours of [8:00 am and 9:00 pm]. Privacy Policy at [www.homedepot.com/c/Privacy\\_Security](http://www.homedepot.com/c/Privacy_Security). Full terms

Will someone else pick it up?

### Store Pickup Location

Jacksonville W (oakleaf) Store

Where would you like to pick up your items?

☐

In Store

☒

Curbside

Your Order **\$4,887<sup>58</sup>**

[Edit Cart \(1\)](#)



**Pick Up In Store**

See below for pick up availability.

FREE

**Jacksonville W (oakleaf) Store**

9751 Crosshill Blvd, Jacksonville, FL 32222 | (904)771-3228

☒ Curbside Selected



**DK2 5 in. 14 HP Gas Powered ...** \$4546.58

Qty : 1

Expected pick up by  
**Jul 12 - Jul 15**

Feedback

**Subtotal**

**\$4,546.5**

Pick Up In Store

FREE

Estimated Sales Tax\*

\$341.00

Apply Tax Exempt ID

**Total**

**\$4,887<sup>58</sup>**

[Have a promo code?](#)

DK2 Commercial Chipper

\$4546.58

**Code to: Split 50/50**

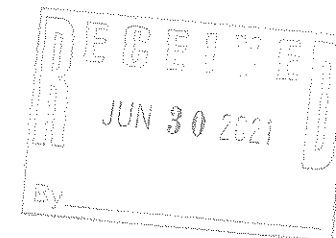
**Middle Village Repair and Replacements**

**34-600-538-64000**

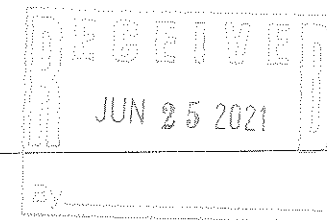
**Double Branch Repair and Replacements**

**2.320.57200.63100 #2,273.29**

422



**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - JESSICA PALMER  
**Date:** June 25, 2021 at 9:24 PM  
**To:** Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Daniel Laughlin [dlaughlin@gmsnf.com](mailto:dlaughlin@gmsnf.com)



Good evening Oksana,

Please make the following refund at your earliest opportunity:

- LOCATION – OV PATIO aka Oakleaf Village PATIO (SATURDAY) 11:00 AM. to 3:00 P.M.
- DATE OF VENUE – JUNE 19, 2021
- RESIDENT – JESSICA PALMER
- ADDRESS – 3846 CHASING FALLS ROAD, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA (7266):
  - DATED: 5/28/21
  - SEQ#: 2
  - BATCH# 188
  - INVOICE#: 2
  - APPROVAL CODE: 091523
  - AMOUNT: \$100.00

2-300-369-103  
848

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
05/28/21	05/28/21	06/19/21	Jessica Palmer - OV PATIO DEPOSIT	DEPOSIT	\$ 100.00			VISA-091523

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

Thank you.

I will be out of the office FRIDAY, JUNE 18, 2021 thru THURSDAY, JUNE 24, 2021. therefore, if you require immediate attention please email me or leave a detailed message at 904-770-4661 with your NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity.

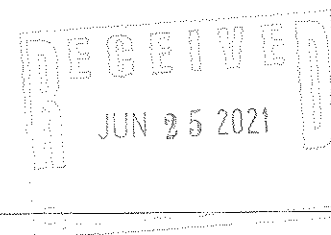
Wanda McReynolds – Community Amenity Coordinator, OakLeaf Plantation  
[venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
(904) 770-4661 voice email  
(904) 375-9285 ext. 3  
[www.oakleafresidents.com](http://www.oakleafresidents.com)

Governmental Management Services

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

Under Florida law, e-mail addresses are public records. If you do not want your email address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. The information contained in this email and attachment(s) may be confidential and intended solely for the use of the individual or entity to which it is addressed. This email and/or attachment(s) may contain material that is privileged or protected from disclosure under applicable law. If you are not the intended recipient, responsible for delivering to the intended recipient, please notify the sender immediately by telephone to obtain instructions as to whether information in this email and/or attachment(s) is confidential and privileged or protected from disclosure under applicable law.

**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - JOHN CHAPMAN  
**Date:** June 25, 2021 at 9:18 PM  
**To:** Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Daniel Laughlin [dlaughlin@gmsnf.com](mailto:dlaughlin@gmsnf.com)



Good evening Oksana,

Please make the following refund at your earliest opportunity:

- LOCATION – OV PATIO aka Oakleaf Village PATIO (SATURDAY) 3:00 P.M. to 7:00 P.M.
- DATE OF VENUE – JUNE 19, 2021
- RESIDENT – JOHN CHAPMAN
- ADDRESS – 501 TANNERSTONE COURT, RANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via DISCOVER (0825):
  - DATED: 6/3/21
  - SEQ#: 2
  - BATCH# 189
  - INVOICE#: 2
  - APPROVAL CODE: 00330P
  - AMOUNT: \$100.00

2-300-369-103  
849

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
06/03/21	06/03/21	06/19/21	John Chapman (Kebrina) - OV PATIO DEP	DEPOSIT	\$ 100.00			DISCVR-00330P

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

Thank you.

I will be out of the office FRIDAY, JUNE 18, 2021 thru THURSDAY, JUNE 24, 2021, therefore, if you require immediate attention please email me or leave a detailed message at 904-770-4661 with your NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity.

Wanda McReynolds – Community Amenity Coordinator, OakLeaf Plantation  
[venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
(904) 770-4661 voice email  
(904) 375-9285 ext. 3  
[www.oakleafresidents.com](http://www.oakleafresidents.com)

Governmental Management Services

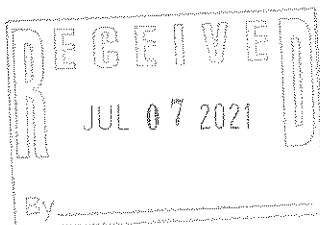
[www.OakLeafResidents.com](http://www.OakLeafResidents.com)

Under Florida law, e-mail addresses are public records. If you do not want your email address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. The information contained in this email or attachment(s) may be confidential and intended solely for the use of the individual or entity to which it is addressed. This email and/or attachment(s) may contain material that is privileged or protected from disclosure under applicable law. If you are not the intended recipient, responsible for delivering to the intended recipient, please notify the sender immediately by telephone to obtain instructions as to whether information in this email and/or attachment(s) is confidential and privileged or protected from disclosure under applicable law.

# INVOICE



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



Invoice #	580285
Account #	708477
Invoice Date	6/1/2021
Due Date	6/11/2021
Rep	MAS

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

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

Purchase Order Number		Terms	Invoice Date Reflects Month of Service Provided
		NET 10 DAYS	
Item	Description		Amount
<b>Code to:</b> <b>2-320-572-4680</b> <b>Double Branch Lake Maintenance</b>  <b>24</b>	Monthly Water Management Service (R)		2,070.00
	<b>Customer Total Balance \$4,140.00</b>		
	Please confirm your bank bill payer amount matches your invoice amount if you use a bank bill payer service. Thank you!		
		<b>Total Invoice</b>	<b>\$2,070.00</b>

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

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

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT

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

Amount Enclosed

Invoice #	580285
Account #	708477
Date	6/1/2021

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

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

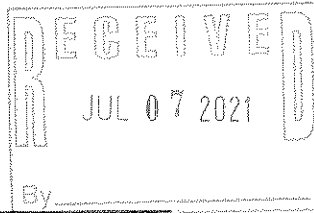
**The Lake Doctors, Inc.**  
3543 State Road 419  
Winter Springs, FL 32708

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

# INVOICE



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



Invoice #	586802
Account #	708477
Invoice Date	7/1/2021
Due Date	7/11/2021
Rep	MAS

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

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

Purchase Order Number		Terms	Invoice Date Reflects Month of Service Provided
		NET 10 DAYS	
Item	Description		Amount
<b>Code to:</b> <b>2-320-572-4680</b> <b>Double Branch Lake Maintenance</b> <i>24</i>	Monthly Water Management Service (R)		2,070.00
	<b>Customer Total Balance</b> \$4,140.00		
	Please confirm your bank bill payer amount matches your invoice amount if you use a bank bill payer service. Thank you!		
		<b>Total Invoice</b>	<b>\$2,070.00</b>

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

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

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT

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

Amount Enclosed

Invoice #	586802
Account #	708477
Date	7/1/2021

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

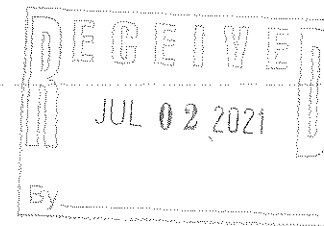
For address and contact updates, please email us at [Frontdesk@lakedoctors.com](mailto:Frontdesk@lakedoctors.com).

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

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



**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - OCTAYVIA SMITH  
**Date:** July 2, 2021 at 6:52 PM  
**To:** Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Daniel Laughlin [dlaughlin@gmsnf.com](mailto:dlaughlin@gmsnf.com)



Good afternoon Oksana,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR aka Oakleaf Village CLUBROOM (SATURDAY) 2:30 p.m. to 6:30 p.m.
- DATE OF VENUE – JUNE 26, 2021
- RESIDENT – OCTAYVIA SMITH
- ADDRESS – 3921 DEERTREE HILLS DRIVE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA (1778):
  - DATED: 6/8/21
  - SEQ#: 2
  - BATCH# 190
  - INVOICE#: 2
  - APPROVAL CODE: 092125
  - AMOUNT: \$100.00

2-300-369-103  
850

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC. C
06/08/21	06/08/21	06/26/21	Octayvia Smith - OVCR - DEPOSIT	DEPOSIT	\$ 100.00	

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

Thank you.

I will be out of the office SATURDAY, JULY 3, 2021 thru WEDNESDAY, JULY 7, 2021, therefore, if you require immediate attention please email me, or you may leave a detailed message at 904-770-4661 with your NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity.

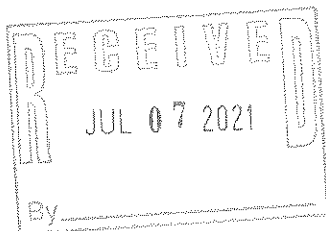


1426 E Spruce St  
Ontario, CA 91761  
(888) 836-6025  
sales@poolsupplyunlimited.com

# INVOICE

Date: 01/14/2021  
Invoice No. 03682718  
Payment Method: Credit Line - Net15  
Status: :

Billing: GMS LLC  
Jay Soriano  
370 Oakleaf Village pkwy  
Orange Park, FL 32065  
Phone: (904) 342-1441



Shipping: GMS LLC  
Jay Soriano  
370 OAKLEAF VILLAGE PKWY  
ORANGE PARK, FL 32065-4259  
Phone: (904) 342-1441

Item	Description	Qty	Rate	Amount
43761	Hayward Slinger for Motor Shaft   SPX0125F	1	\$6.05	\$6.05
43833	Hayward Housing Gasket Kit for Super II Pump   SPX3000T	1	\$12.49	\$12.49
43794	Hayward Seal Assembly   SPX1600Z2	1	\$22.69	\$22.69
43977	Hayward Super II Impeller Ring 2HP-3HP FR   SPX3021R	1	\$9.21	\$9.21
43790	Hayward Diffuser Gasket for Super/Super II   SPX1600R	1	\$6.09	\$6.09
43832	Hayward Strainer Cover O-Ring   SPX3000S	1	\$15.80	\$15.80
62873	Natural Chemistry MetalFree 1L   07001	14	\$18.77	\$262.78
62850	Natural Chemistry Stainfree 1.75lbs   07400	40	\$22.97	\$918.80

Tax: \$0.00  
Shipping: \$209.62  
Total: \$1,463.53

Order Notes: Net 15 terms\*\*\*\*\* Customer provided model number. Verified quantity is correct. Jonathan.

**Code to: Split 50/50**

**Double Branch Repair and Replacements**

**2.320.57200.63100 \$ 731.77 483**

**Middle Village Repair and Replacements**

**34-600-538-64000**



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

# Invoice

Date 7/1/2021

Invoice # 131295600309

Terms	Net 20
Due Date	7/21/2021
PO #	
For Invoice Grouping	No

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

Item ID	Description	Qty	Units	Amount
WM-CHEM-BASE	Water Management Seasonal Billing Rate	1	ea	1,999.31
Fuel Surcharge	Fuel/Environmental Transit Fee	1	ea	108.18
<div>RECEIVED JUN 18 2021 By _____</div>				

2.32.572.463  
186

Total 2,107.49  
Amount Due \$2,107.49

## Remittance Slip

Customer  
13OAK102  
Invoice #  
131295600309

Amount Due \$2,107.49

Amount Paid \_\_\_\_\_

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



131295600309



Security Development Group, LLC  
8130 Baymeadows Way W., Suite 302  
Jacksonville, FL 32256  
htillman@sthreesecurity.com  
www.sthreesecurity.com

## INVOICE

**BILL TO**

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

**INVOICE #** 6959**DATE** 07/01/2021**DUE DATE** 07/31/2021**TERMS** End of the month**SERVICE MONTH**

July

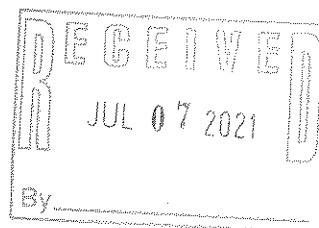
ACTIVITY	QTY	RATE	AMOUNT
<b>Dedicated Officer I</b> 10 hours (3p-1a) dedicated foot patrol Mon-Fri; 12 hours (1p-1a) dedicated foot patrol Sat-Sun	328	22.50	7,380.00

PAYMENT 675.00  
BALANCE DUE **\$6,705.00**

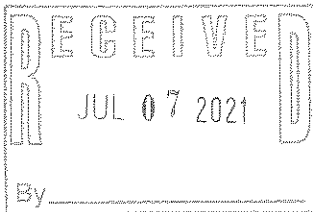
# APPROVED

**Code to:****Double Branch Security****2-320-572-345**

839





INVOICE DATE	INVOICE #	AMOUNT	CUSTOMER COMMENTS
<del>4/12/21</del>	<del>9171672240</del>	<del>77.55</del>	
<del>5/03/21</del>	<del>9171678515</del>	<del>77.55</del>	
<del>5/10/21</del>	<del>9171680595</del>	<del>77.55</del>	
<del>5/17/21</del>	<del>9171682701</del>	<del>77.55</del>	
<del>5/24/21</del>	<del>9171684791</del>	<del>77.55</del>	
5/31/21	9171686889	77.55	
6/07/21	9171688979	78.71	
6/14/21	9171691078	77.55	
6/21/21	9171693185	77.55	
Code to: Double Branch Repair and Replacements 2.320.57200.63100  382			
STATEMENT DATE	ACCOUNT #	AMOUNT DUE	
6/28/21	999548	699.11	

CURRENT	30 DAYS	60 DAYS	90 DAYS and OVER
311.36	310.20	77.55	

Charges, Payments and Credits received after the above statement date will reflect on the next statement. Terms Net 30 days from date of invoice.

## REMIT TO:

UNIFIRST CORPORATION  
ATTENTION-ACCOUNTS RECEIVABLE  
P.O.BOX 650481  
Dallas TX 75265

Please return This Stub With Your Payment

## REMIT TO:

UNIFIRST CORPORATION  
ATTENTION-ACCOUNTS RECEIVABLE  
P.O.BOX 650481  
Dallas TX 75265

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

Statement Date:
6/28/21
Invoices Paid
Amount Paid
\$ 311.36
Customer Number
999548

INVOICE NUMBER 9171686889 REMIT TO: UniFirst Corporation  
INVOICE DATE 5/31/21 P.O. BOX 650481  
CUSTOMER# (BILL TO) 999548 Dallas TX 75265  
A/R NUMBER RTE# 02610  
CUSTOMER DOUBLE BRANCH CDD



PAYMENT AMOUNT \$ 9171686889K

- Please Detach and Return With Payment -

**UniFirst**

UniFirst Corporation  
4251 PERIMETER IND PKWY E JACKSONVILLE

PAGE 001  
FL 32219

INVOICE 917 1686889 DATE 5/31/21 PAYMENT TERMS CHARGE PURCHASE ORDER CONTRACT 668911

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

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

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

LKR/ DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY	AMOUNT					
		MAT-4X6 HD GREAT IMP		5	52.30			1/19	5	
		DEFE CHARGE			24.00					
		MAT PROTECTION		5	1.25					
		INVOICE SUB-TOTAL			77.55					

TOTAL SERVICE CHANGES

AMOUNT DUE

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

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

COVID-19 UPDATE: The safety and well-being of our staff, customers, and the communities in which we operate will always be our number one priority. That's why we continue to enforce comprehensive safety protocols at all of our locations and for all of our Team Partners. For UniFirst's latest COVID-19 information, please visit [UniFirst.com/CV](http://UniFirst.com/CV) or [UniFirst.ca/CV](http://UniFirst.ca/CV).

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

917 1688979  
6/07/21  
999548

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

TX 75265

RTE# 02610

DOUBLE BRANCH CDD



9171688979M

PAYMENT AMOUNT \$

- Please Detach and Return With Payment -

# UniFirst

UniFirst Corporation  
4251 PERIMETER IND PKWY E JACKSONVILLE

PAGE 001  
FL 32219

INVOICE	DATE	PAYMENT TERMS	PURCHASE ORDER	CONTRACT
917 1688979	6/07/21	CHARGE		668911

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

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

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL:

904/353-4121

RTE# 02610

LKR/ DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					
		MAT-4X6 HD GREAT IMP		5	52.30			1/19	5	
		FINANCE CHARGE			1.16					
		DEFE CHARGE			24.00					
		MAT PROTECTION		5	1.25					
		INVOICE SUB-TOTAL			78.71					
		TOTAL SERVICE CHANGES								
		AMOUNT DUE								

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

SOIL PICK UP COUNT SH. PT OT NO

COVID-19 UPDATE: The safety and well-being of our staff, customers, and the communities in which we operate will always be our number one priority. That's why we continue to enforce comprehensive safety protocols at all of our locations and for all of our Team Partners. For UniFirst's latest COVID-19 information, please visit [UniFirst.com/CV](http://UniFirst.com/CV) or [UniFirst.ca/CV](http://UniFirst.ca/CV).

INVOICE NUMBER 917 1691078 REMIT TO: UniFirst Corporation  
 INVOICE DATE 6/14/21 P.O. BOX 650481  
 CUSTOMER# (BILL TO) 999548 Dallas TX 75265  
 A/R NUMBER RTE# 02610  
 CUSTOMER DOUBLE BRANCH CDD



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

91716910786

- Please Detach and Return With Payment -

# UniFirst

UniFirst Corporation  
 4251 PERIMETER IND PKWY E JACKSONVILLE

PAGE 001  
 FL 32219

INVOICE 917 1691078 DATE 6/14/21 PAYMENT TERMS CHARGE PURCHASE ORDER CONTRACT 668911

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

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

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL:

904/353-4121

RTE# 02610

LKR/ DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					
		MAT-4X6 HD GREAT IMP		5	52.30			1/19	5	
		DEFE CHARGE			24.00					
		MAT PROTECTION		5	1.25					
		INVOICE SUB-TOTAL			77.55					
		TOTAL SERVICE CHANGES								
		AMOUNT DUE								

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

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

COVID-19 UPDATE: The safety and well-being of our staff, customers, and the communities in which we operate will always be our number one priority. That's why we continue to enforce comprehensive safety protocols at all of our locations and for all of our Team Partners. For UniFirst's latest COVID-19 information, please visit [UniFirst.com/CV](http://UniFirst.com/CV) or [UniFirst.ca/CV](http://UniFirst.ca/CV).



INVOICE NUMBER

917 1693185

REMIT TO:

UniFirst Corporation

INVOICE DATE

6/21/21

P.O. BOX 650481

CUSTOMER# (BILL TO)

999548

Dallas

TX 75265

A/R NUMBER

RTE# 02610

CUSTOMER

DOUBLE BRANCH CDD

PAYMENT AMOUNT \$



91716931857

- Please Detach and Return With Payment -

# UniFirst

UniFirst Corporation

4251 PERIMETER IND PKWY E JACKSONVILLE

PAGE

001

FL 32219

INVOICE

DATE

PAYMENT TERMS

PURCHASE ORDER

CONTRACT

917 1693185

6/21/21

CHARGE

668911

SHIP TO

999548

DOUBLE BRANCH CDD

370 OAKLEAG VILLAGE PKWY

ORANGE PARK FL 32065

BILL TO

999548

DOUBLE BRANCH CDD

370 OAKLEAG VILLAGE PKWY

ORANGE PARK FL 32065

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL:

904/353-4121

RTE# 02610

LKR/DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED QTY.	AMOUNT	TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PIC UP
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MAT-4X6 HD GREAT IMP

5

52.30

1/19

5

DEFE CHARGE

24.00

MAT PROTECTION

5

1.25

INVOICE SUB-TOTAL

77.55

TOTAL SERVICE CHANGES

AMOUNT DUE

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

SOIL PICK UP COUNT

SH

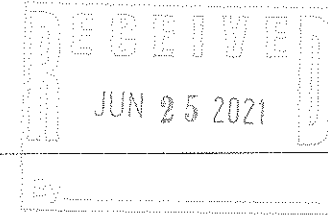
PT

OT

NO

COVID-19 UPDATE: The safety and well-being of our staff, customers, and the communities in which we operate will always be our number one priority. That's why we continue to enforce comprehensive safety protocols at all of our locations and for all of our Team Partners. For UniFirst's latest COVID-19 information, please visit [UniFirst.com/CV](http://UniFirst.com/CV) or [UniFirst.ca/CV](http://UniFirst.ca/CV).

**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - VEIT LE  
**Date:** June 25, 2021 at 9:32 PM  
**To:** Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Daniel Laughlin [dlaughlin@gmsnf.com](mailto:dlaughlin@gmsnf.com)



Good evening Oksana,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR aka Oakleaf Village CLUBROOM (SATURDAY) 2:30 p.m. to 6:30 p.m.
- DATE OF VENUE – JUNE 19, 2021
- RESIDENT – VEIT LE
- ADDRESS – 575 OAKLEAF PLANTATION PKWY #1116, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via CHECK drawn on Navy Federal:
  - DATED: 5/24/21
  - CHECK#: 0502
  - DEPOSITED: 5/24/21
  - AMOUNT: \$100.00

2-300-369-103  
847

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
05/24/21	05/26/21	06/19/21	Viet Le - OVCR DEPOSIT	DEPOSIT	\$ 100.00		CK# 502	DEPOSITED 5/26/21

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

Thank you.

I will be out of the office FRIDAY, JUNE 18, 2021 thru THURSDAY, JUNE 24, 2021, therefore, if you require immediate attention please email me or leave a detailed message at 904-770-4661 with your NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity.

Wanda McReynolds – Community Amenity Coordinator, OakLeaf Plantation  
[venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
(904) 770-4661 voice email  
(904) 375-9285 ext. 3  
[www.oakleafresidents.com](http://www.oakleafresidents.com)

Governmental Management Services

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

Under Florida law, e-mail addresses are public records. If you do not want your email address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. The information contained in this email and attachment(s) may be confidential and intended solely for the use of the individual or entity to which it is addressed. This email and/or attachment(s) may contain material that is privileged or protected from disclosure under applicable law. If you are not the intended recipient, responsible for delivering to the intended recipient, please notify the sender immediately by telephone to obtain instructions as to whether information in this email and/or attachment(s) is confidential and privileged or protected from disclosure under applicable law.

**From:** Oksana Kuzmuk okuzmuk@gmsnf.com  
**Subject:** Fwd: DBCDD refund of deposit request - CALEB DUNLAP  
**Date:** July 18, 2021 at 9:54 PM  
**To:** Margaret Bronson mbronson@gmsnf.com

For processing.

**Oksana Kuzmuk**  
Governmental Management Services  
393 Palm Coast Pkwy SW Unit 4  
Palm Coast, Florida 32137  
Office: (904) 940-5850 ext. 404  
Cell: (386) 237-8444



Begin forwarded message:

**From:** Wanda McCreynolds <wandamcreynolds@gmail.com>  
**Subject:** DBCDD refund of deposit request - CALEB DUNLAP  
**Date:** July 12, 2021 at 7:32:20 PM EDT  
**To:** Oksana Kuzmuk <okuzmuk@gmsnf.com>  
**Cc:** Daniel Laughlin <dlaughlin@gmsnf.com>

Good evening Oksana,

Please make the following refund at your earliest opportunity.

- LOCATION - OVCR aka Oakleaf Village CLUBROOM (SATURDAY) 10:00 A.M. to 2:00 P.M.
- DATE OF VENUE - JULY 10, 2021
- RESIDENT - CALEB DUNLAP
- ADDRESS - 720 BELLSHIRE DRIVE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
- BOOKING / DEPOSIT were via VISA (9750)
  - DATED: 5/21/21
  - SEQ#: 2
  - BATCH#: 187
  - INVOICE: 2
  - APPROVAL CODE: D4303C
  - AMOUNT: \$100.00

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
05/21/21	05/21/21	07/10/21	Caleb Dunlap - OVCR DEPOSIT	DEPOSIT	\$ 100.00			VISA-04303C

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

Thank you.

WANDA MCREYNOLDS, Realtor, PMN, SFR, LMC, CRS, MRP  
Cort Relocation Specialist  
LICENSED IN FLORIDA  
EXIT REAL ESTATE GALLERY  
10920 BAYMEADOWS ROAD, SUITE 29  
JACKSONVILLE, FL 32256  
Cell - (904) 894-8980  
wandamcreynolds@gmail.com  
<http://wandamcreynolds.exitrealestategallery.com>



PROUD PARTNER OF THE  
JACKSONVILLE JAGUARS



7/18/21

852B

2.300.369.103

Rental Deposit  
Refund



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

Invoice Number: SSI10177  
Invoice Date: 7/15/2021  
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 7/30/2021  
Terms Net 15 Days

Customer ID C0000168  
P.O. Number  
P.O. Date 7/15/2021  
Our Order No  
SalesPerson

285B

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee-JUNE 2021		170	170	5.00	850.00
Fees-2nd Employment Scheduling June		15	15	25.00	375.00
2-320-57200-34510	425.00				
2-320-57200-34510	187.50				



Amount Subject to Sales Tax US0  
Amount Exempt from Sales Tax 1,225.00

Subtotal: 1,225.00  
Invoice Discount: 0.00  
Tax: 0.00  
Total USD: 1,225.00

612.50



Welcome Deborah Bell

Home



Help/FAQ



Logout



PERSONNEL

CLIENTS

EVENTS

FORMS/LINKS

ADMIN PANEL

REPORTS

SEARCH

TRAINING

START DATE	END DATE	VIEW NAME	EVENT TITLE	PERSONNEL ASSIGNED	EVENT HOURS	TOTAL HOURS	EVENT HOURS CONFIRMED	INVOICE CREATED	CREATE INVOICE	VIEW INVOICE
06/01/21 0000	06/01/21 0000	OAKLEAF AMENITIES	<u>OAKLEAF AMENITIES</u>	1	0.00	5.00	<u>06-03-2021</u> (Review)	06-14-21		<a href="#">View/Edit</a>
06/02/21 0000	06/02/21 0000	OAKLEAF AMENITIES	<u>OAKLEAF AMENITIES</u>	1	0.00	5.00	<u>06-03-2021</u> (Review)	06-14-21		<a href="#">View/Edit</a>
06/03/21 0000	06/03/21 0000	OAKLEAF AMENITIES	<u>OAKLEAF AMENITIES</u>	1	0.00	6.00	<u>06-08-2021</u> (Review)	06-14-21		<a href="#">View/Edit</a>
06/04/21 0000	06/04/21 0000	OAKLEAF AMENITIES	<u>OAKLEAF AMENITIES</u>	1	0.00	6.00	<u>06-08-2021</u> (Review)	06-14-21		<a href="#">View/Edit</a>
06/05/21 0000	06/05/21 0000	OAKLEAF AMENITIES	<u>OAKLEAF AMENITIES</u>	2	0.00	12.00	<u>06-08-2021</u> (Review)	06-14-21		<a href="#">View/Edit</a>
06/06/21 0000	06/06/21 0000	OAKLEAF AMENITIES	<u>OAKLEAF AMENITIES</u>	1	0.00	6.00	<u>06-08-2021</u> (Review)	06-14-21		<a href="#">View/Edit</a>
06/07/21 0000	06/07/21 0000	OAKLEAF AMENITIES	<u>OAKLEAF AMENITIES</u>	1	0.00	5.00	<u>06-08-2021</u> (Review)	06-14-21		<a href="#">View/Edit</a>
06/08/21 0000	06/08/21 0000	OAKLEAF AMENITIES	<u>OAKLEAF AMENITIES</u>	1	0.00	6.00	<u>06-09-2021</u> (Review)	06-14-21		<a href="#">View/Edit</a>
06/09/21 0000	06/09/21 0000	OAKLEAF AMENITIES	<u>OAKLEAF AMENITIES</u>	1	0.00	6.00	<u>06-11-2021</u> (Review)	06-14-21		<a href="#">View/Edit</a>
06/10/21 0000	06/10/21 0000	OAKLEAF AMENITIES	<u>OAKLEAF AMENITIES</u>	1	0.00	6.00	<u>06-14-2021</u> (Review)	06-14-21		<a href="#">View/Edit</a>
06/11/21 0000	06/11/21 0000	OAKLEAF AMENITIES	<u>OAKLEAF AMENITIES</u>	2	0.00	11.00	<u>06-16-2021</u> (Review)	06-29-21		<a href="#">View/Edit</a>
06/12/21 0000	06/12/21 0000	OAKLEAF AMENITIES	<u>OAKLEAF AMENITIES</u>	2	0.00	11.00	<u>06-16-2021</u> (Review)	06-29-21		<a href="#">View/Edit</a>
06/13/21 0000	06/13/21 0000	OAKLEAF AMENITIES	<u>OAKLEAF AMENITIES</u>	1	0.00	6.00	<u>06-16-2021</u> (Review)	06-29-21		<a href="#">View/Edit</a>
06/14/21 0000	06/14/21 0000	OAKLEAF AMENITIES	<u>OAKLEAF AMENITIES</u>	1	0.00	6.00	<u>06-16-2021</u> (Review)	06-29-21		<a href="#">View/Edit</a>
06/15/21 0000	06/15/21 0000	OAKLEAF AMENITIES	<u>OAKLEAF AMENITIES</u>	1	0.00	6.00	<u>06-16-2021</u> (Review)	06-29-21		<a href="#">View/Edit</a>
06/16/21 0000	06/16/21 0000	OAKLEAF AMENITIES	<u>OAKLEAF AMENITIES</u>	1	0.00	6.00	<u>06-17-2021</u> (Review)	06-29-21		<a href="#">View/Edit</a>
06/17/21 0000	06/17/21 0000	OAKLEAF AMENITIES	<u>OAKLEAF AMENITIES</u>	1	0.00	6.00	<u>06-23-2021</u> (Review)	06-29-21		<a href="#">View/Edit</a>
06/18/21	06/18/21	OAKLEAF	<u>OAKLEAF</u>	2	0.00	12.00	<u>06-23-2021</u>	06-29-21		<a href="#">View/Edit</a>

7/15/2021

[https://clayso.myodiss2.com/ods\\_view\\_client\\_billing\\_status.php](https://clayso.myodiss2.com/ods_view_client_billing_status.php)

0000	0000	AMENITIES	<u>AMENITIES</u>						<u>(Review)</u>	
06/20/21	06/20/21	OAKLEAF	<u>OAKLEAF</u>	1	0.00	6.00	<u>06-23-2021</u>	06-29-21	<u>View/Edit</u>	
0000	0000	AMENITIES	<u>AMENITIES</u>				<u>(Review)</u>			
06/21/21	06/21/21	OAKLEAF	<u>OAKLEAF</u>	1	0.00	6.00	<u>06-23-2021</u>	06-29-21	<u>View/Edit</u>	
0000	0000	AMENITIES	<u>AMENITIES</u>				<u>(Review)</u>			
06/22/21	06/22/21	OAKLEAF	<u>OAKLEAF</u>	1	0.00	6.00	<u>06-23-2021</u>	06-29-21	<u>View/Edit</u>	
0000	0000	AMENITIES	<u>AMENITIES</u>				<u>(Review)</u>			
06/23/21	06/23/21	OAKLEAF	<u>OAKLEAF</u>	1	0.00	6.00	<u>06-24-2021</u>	06-29-21	<u>View/Edit</u>	
0000	0000	AMENITIES	<u>AMENITIES</u>				<u>(Review)</u>			
06/24/21	06/24/21	OAKLEAF	<u>OAKLEAF</u>	1	0.00	6.00	<u>06-29-2021</u>	06-29-21	<u>View/Edit</u>	
0000	0000	AMENITIES	<u>AMENITIES</u>				<u>(Review)</u>			
06/25/21	06/25/21	OAKLEAF	<u>OAKLEAF</u>	2	0.00	11.00	<u>06-29-2021</u>	07-13-21	<u>View/Edit</u>	
0000	0000	AMENITIES	<u>AMENITIES</u>				<u>(Review)</u>			
06/26/21	06/26/21	OAKLEAF	<u>OAKLEAF</u>	2	0.00	10.00	<u>06-29-2021</u>	07-13-21	<u>View/Edit</u>	
0000	0000	AMENITIES	<u>AMENITIES</u>				<u>(Review)</u>			
06/27/21	06/27/21	OAKLEAF	<u>OAKLEAF</u>	1	0.00	6.00	<u>06-29-2021</u>	07-13-21	<u>View/Edit</u>	
0000	0000	AMENITIES	<u>AMENITIES</u>				<u>(Review)</u>			
06/28/21	06/28/21	OAKLEAF	<u>OAKLEAF</u>	1	0.00	6.00	<u>06-29-2021</u>	07-13-21	<u>View/Edit</u>	
0000	0000	AMENITIES	<u>AMENITIES</u>				<u>(Review)</u>			
06/29/21	06/29/21	OAKLEAF	<u>OAKLEAF</u>	1	0.00	5.00	<u>07-01-2021</u>	07-13-21	<u>View/Edit</u>	
0000	0000	AMENITIES	<u>AMENITIES</u>				<u>(Review)</u>			
06/30/21	06/30/21	OAKLEAF	<u>OAKLEAF</u>	1	0.00	6.00	<u>07-13-2021</u>	07-13-21	<u>View/Edit</u>	
0000	0000	AMENITIES	<u>AMENITIES</u>				<u>(Review)</u>			

[Create Invoice](#)

Total Event Hours This Period: 0

Total Personnel Hours This Period (Event Hours \* Personnel): 201

Total Personnel (or Admin) Confirmed Hours This Period: 170

For help, please email [help@myodiss.com](mailto:help@myodiss.com)Send suggestions to [info@myodiss.com](mailto:info@myodiss.com)For product information, go to [www.myodiss.com](http://www.myodiss.com)

Right Side Software Group, 3100 E. Canyon Lake Road, Suite 210 MG 1, Canyon Lake, CA 92587  
 Tel: 951-278-8833



**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice**

Invoice #: 2204

Invoice Date: 7/1/21

Due Date: 7/1/21

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
Recreation - Facility Management - Oakleaf Plantation - July 2021 2,310,513.3400		14,873.95	14,873.95

**Total** \$14,873.95**Payments/Credits** \$0.00**Balance Due** \$14,873.957/7/21  
OK

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

# Invoice

Invoice #: 2206  
Invoice Date: 7/13/21  
Due Date: 7/13/21  
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 Maintenance June 1 - June 30, 2021		11,401.58	11,401.58
Maintenance Supplies		3,036.20	3,036.20
Facility Main. General #3,561 <sup>00</sup> 2.572.4660			
Facility Main. Cont. #2,893 <sup>00</sup> 2.572.4662			
Lighting Repairs #703 <sup>00</sup> 2.320.572.4663			
Common Area Main. #3,589 <sup>00</sup> 2.572.4640			
Repairs / Replace #3,691.78 2.572.46310			



Total	\$14,437.78
Payments/Credits	\$0.00
Balance Due	\$14,437.78

7-16-21  
GP



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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
6/1/21	4.5	G.S.	Removed debris from all common areas
6/2/21	5	G.S.	Removed debris from all common areas, treated fire ant mounds in parks
6/3/21	2	E.T.	Clean and vacuum lap pool, clean family pool
6/3/21	5	G.S.	Removed debris from all common areas, removed deceased animal from road
6/4/21	8	T.C.	Worked on Silverleaf park project
6/7/21	8	T.C.	Worked on Silverleaf park project
6/7/21	6.5	G.S.	Removed debris from all common areas and ponds
6/7/21	8	L.N.	Worked on install of playground project
6/8/21	8	E.T.	Install 6x6x12 up rights for new playground at Silverleaf Community Park
6/8/21	8	T.C.	Worked on Silverleaf park project
6/8/21	1.5	G.S.	Removed debris from all common areas
6/9/21	8	T.C.	Worked on Silverleaf park project
6/9/21	4.5	G.S.	Removed debris from all common areas and ponds
6/9/21	8	L.N.	Worked on install of playground project
6/10/21	8	E.T.	Build new playground equipment at Silverleaf Community Park
6/10/21	6	T.C.	Worked on Silverleaf park project
6/10/21	4	G.S.	Removed debris from all common areas, maintenance work on golf cart
6/11/21	8	T.C.	Worked on Silverleaf park project, set up for Dive In Movie
6/11/21	8	L.N.	Worked on install of playground project
6/14/21	6	T.C.	Worked on Silverleaf park project
6/14/21	7	G.S.	Removed debris from all common areas
6/14/21	8	L.N.	Worked on install of playground project
6/15/21	8	E.T.	Build new playground equipment at Silverleaf Community Park
6/15/21	8	T.C.	Worked on Silverleaf park project, picked up supplies
6/15/21	2	G.S.	Removed debris from all common areas and ponds
6/16/21	8	T.C.	Worked on Silverleaf park project
6/16/21	4.5	G.S.	Removed debris from all common areas, treated fire ant mounds in parks
6/16/21	8	L.N.	Worked on install of playground project
6/17/21	4	E.T.	Light inspection around community entrances
6/17/21	5	G.S.	Removed debris from all common areas, maintenance work on golf cart, picked up supplies
6/18/21	4	L.N.	Removed debris from all common areas
6/21/21	5	T.C.	Worked on install of playground project
6/21/21	7	G.S.	Removed debris from all common areas
6/22/21	6	E.T.	Build climbing wall on playground at Silverleaf Community Park
6/22/21	9	T.C.	Worked on dog park project, worked on playground project
6/22/21	1.5	G.S.	Removed debris from all common areas, treated fire ant mounds in parks
6/23/21	9	T.C.	Worked on dog park project, worked on playground project
6/23/21	5	G.S.	Removed debris from all common areas and ponds
6/24/21	6	E.T.	Installed slide on playground at Silverleaf Community Park
6/24/21	9	T.C.	Worked on playground install
6/24/21	4	G.S.	Removed debris from all common areas and ponds
6/25/21	9	T.C.	Repaired vinyl fence, worked on playground project
6/25/21	4	L.N.	Removed debris from all common areas
6/28/21	6	T.C.	Worked on dog park project
6/28/21	7	G.S.	Removed debris from all common areas, maintenance work on tennis cart
6/28/21	4	L.N.	Removed debris from lakes, set wood for dog park
6/29/21	6	E.T.	Build fence around dog park
6/29/21	9	T.C.	Worked on dog park project
6/29/21	1.5	G.S.	Removed debris from all common areas
6/30/21	9	T.C.	Changed pool filter grids, worked on dog park project, cleaned and restarted lake fountain
6/30/21	6	G.S.	Removed debris from all common areas and ponds, maintenance work on tennis cart
6/30/21	8	L.N.	Assisted with pool tank grids
<b>TOTAL</b>	<b>321.5</b>		
<b>MILES</b>	<b>335</b>		

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

# MAINTENANCE BILLABLE PURCHASES

Period Ending 07/05/21

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DB				
DOUBLE BRANCH				
	6/4/21	2x8 -8' (7)	151.10	J.S.
	6/4/21	Spade Shovel	25.28	S.A.
	6/4/21	Post Hole Digger	48.43	S.A.
	6/4/21	3" Cutoff Disks	8.44	S.A.
	6/4/21	Large Utility Gloves	11.36	S.A.
	6/4/21	Large Leather Gloves	13.78	S.A.
	6/4/21	Xlarge Leather Gloves	13.78	S.A.
	6/4/21	Xlarge Utility Gloves	11.36	S.A.
	6/4/21	3" Mandrel	8.18	S.A.
	6/8/21	6x8-8 PT Lumber (3)	168.98	T.C.
	6/8/21	2x8-8 PT Lumber (3)	64.76	T.C.
	6/8/21	Maximizer Mop Refill (2)	14.88	T.C.
	6/10/21	2x8-8 PT Lumber (5)	107.93	T.C.
	6/10/21	2x8-8 PT Lumber	15.61	T.C.
	6/10/21	Torque Washer 3/8" 25pk	11.84	T.C.
	6/10/21	Galv Leg Screw 3/8x4 25pc	51.49	T.C.
	6/10/21	2x12-8 PT Lumber	45.88	T.C.
	6/10/21	2x8-8 PT Lumber	21.59	T.C.
	6/10/21	20" Pedestal Fan	57.49	J.S.
	6/10/21	20" Floor Fans	60.48	J.S.
	6/15/21	2x8-12 PT Lumber (5)	172.39	T.C.
	6/15/21	Blue Nitrile Gloves 50pk	14.93	T.C.
	6/15/21	Pine Sol 67oz	5.74	T.C.
	6/15/21	Lemon Pine Sol 144oz	9.88	T.C.
	6/15/21	2x10-8 Lumber	21.36	T.C.
	6/15/21	3 Step Stair Stringer (2)	45.95	T.C.
	6/15/21	2x6-8 PT Lumber (4)	61.50	T.C.
	6/15/21	Water Key Wrench (2)	22.47	T.C.
	6/15/21	Chlorine Tablets	20.11	T.C.
	6/17/21	Pad Lock	21.76	G.S.
	6/17/21	Cement Color	8.02	G.S.
	6/17/21	Longnose Pliers	12.62	G.S.
	6/17/21	Ant Poisen (8)	105.52	G.S.
	6/17/21	2 Pack Flood Lights (4)	44.89	S.A.
	6/21/21	White Patch and Seal Spray	7.45	T.C.
	6/21/21	20ct Black Nitrile Gloves	8.33	T.C.
	6/21/21	Muriatic Acid 2 Gallons	14.93	J.S.
	6/21/21	Trichlor Tabs	51.74	J.S.
	6/21/21	Oscating Blade Kit	40.11	S.A.
	6/21/21	3/8x4 Lag Screws 25 pack	51.49	S.A.
	6/21/21	Double Hinge Hasp	4.58	S.A.
	6/21/21	1/2" Torque Washers 25 pack	20.18	S.A.
	6/21/21	3/8" Torque Washers 25 pack	11.64	S.A.
	6/22/21	3"x18" 50G Sanding Belt 2pk	4.00	T.C.
	6/22/21	3"x18" 120G Sanding Belt	4.00	T.C.
	6/22/21	2x8-8 PT LUMBER (3)	46.13	T.C.
	6/23/21	10 Stainless Sheet Metal Screws	13.57	S.A.
	6/23/21	Stainless Flat Washer 3/8 25pk	8.02	S.A.
	6/23/21	Stainless Leg Screws 3/8x2 5pk (5)	58.93	S.A.
	6/23/21	5 Gallon Bucket	4.35	S.A.
	6/24/21	Stainless Lock Washer 5/16	1.36	S.A.
	6/24/21	Stainless Flat Washer 5/16 25pk	6.88	S.A.
	6/24/21	Stainless Hex Bolt 5/16x3 (4)	7.27	S.A.
	6/24/21	Stainless Flat Washer 3/8 25pk	8.02	S.A.
	6/24/21	Stainless Hex Bolt 3/8x2 5pk (3)	23.43	S.A.
	6/24/21	Stainless Leg Screws 3/8x2 (4)	10.12	S.A.
	6/28/21	2x10-16' (8)	355.83	J.S.
	6/28/21	2x8-16' (4)	128.71	J.S.
	6/28/21	2x10-16' (6)	355.83	J.S.
	6/28/21	Titanium Bit Set	14.35	T.C.
	6/28/21	Blue Nitrile Gloves 25pk	7.48	T.C.
	6/28/21	32oz Spray Bottle	2.62	T.C.
	6/28/21	Lemon Pine Sol	14.78	T.C.
	6/28/21	Windex Glass Refill	6.74	T.C.
	6/28/21	4 1/2" Screw 50pk	50.58	T.C.
	6/29/21	7-1/4" Polycast Rafter Square	2.28	T.C.
	6/30/21	Safety Glass	5.72	G.S.
	6/30/21	Ant Killer (8)	78.14	G.S.
	6/30/21	Ant Shield (5)	39.33	G.S.
	6/30/21	Nitty Nabby (2)	45.93	G.S.
	6/30/21	Spectracide Bee Spray (8)	15.36	J.S.
	6/30/21	Metric Cap Screws 8M-1.25x120M (2)	6.16	S.A.
	6/30/21	Metric Flat Washer 8M	0.86	S.A.
	6/30/21	Metric Cap Screws 8M-1.25x60M (2)	4.21	S.A.

TOTAL \$3,636.20

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

# Invoice

Invoice #: 295  
Invoice Date: 7/1/2021  
Due Date: 7/1/2021  
Case:  
P.O. Number:

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

297B

Description	Hours/Qty	Rate	Amount
Janitorial Services - July 2021 2,320.572, 6100		4,251.00	4,251.00

Total \$4,251.00

Payments/Credits \$0.00

Balance Due \$4,251.00



7/7/21  
COK

**From:** Oksana Kuzmuk okuzmuk@gmsnf.com  
**Subject:** Fwd: DBCDD refund of deposit request - TINA WILSON  
**Date:** July 20, 2021 at 10:45 AM  
**To:** Margaret Bronson mbronson@gmsnf.com



Oksana Kuzmuk  
Governmental Management Services  
393 Palm Coast Pkwy SW Unit 4  
Palm Coast, Florida 32137  
Office: (904) 940-5850 ext. 404  
Cell: (386) 237-8444



7/20/21

Begin forwarded message:

**From:** Oakleaf Venues <venue rentals@oakleafresidents.com>  
**Subject:** Fwd: DBCDD refund of deposit request - TINA WILSON  
**Date:** July 20, 2021 at 10:38:28 AM EDT  
**To:** Oksana Kuzmuk <okuzmuk@gmsnf.com>  
**Cc:** Daniel Laughlin <dlaughlin@gmsnf.com>

Please provide a status update on the referenced deposit refund.

Thank you.

I will be out of the office SATURDAY, JULY 24, 2021 and SUNDAY, JULY 25, 2021, therefore, if you require immediate attention please email me, or you may leave a detailed message at 904-770-4661 with your NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity.

Wanda McReynolds - Community Amenity Coordinator, OakLeaf Plantation  
venue rentals@oakleafresidents.com  
(904) 770-4661 voice email  
(904) 375-9285 ext. 3  
www.oakleafresidents.com

Governmental Management Services

www.OakLeafResidents.com

Under Florida law, e-mail addresses are public records. If you do not want your email address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. The information contained in this email and/or attachment(s) may be confidential and intended solely for the use of the individual or entity to which it is addressed. This email and/or attachment(s) may contain material that is privileged or protected from disclosure under applicable law. If you are not the intended recipient or the individual responsible for delivering to the intended recipient, please notify the sender immediately by telephone to obtain instructions as to whether information in this email and/or attachment(s) is confidential and privileged or protected from disclosure under applicable law.

----- Forwarded message -----

**From:** Oakleaf Venues <venue rentals@oakleafresidents.com>  
**Date:** Mon, Jun 14, 2021 at 8:50 PM  
**Subject:** DBCDD refund of deposit request - TINA WILSON  
**To:** Oksana Kuzmuk <okuzmuk@gmsnf.com>  
**Cc:** Daniel Laughlin <dlaughlin@gmsnf.com>

Good evening Oksana,

Please make the following refund at your earliest opportunity.

- LOCATION - OV PATIO aka Oakleaf Village PATIO (SATURDAY) 2:30 pm to 4:30 pm
- DATE OF VENUE - MAY 29, 2021
- RESIDENT - TINA WILSON
- ADDRESS - 4082 PEBBLE BROOKE CIR N, ORANJE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
  - \* BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA (1133):
  - \* DATED: 5/3/21
  - \* SEQ#: 2
  - \* BATCH#: 162
  - \* INVOICE#: 2
  - \* APPROVAL CODE: 06863C

851 B

2.300.369.103  
Rental Deposit  
Refund

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC. CHECK/CASH/CREDIT CARD
05/03/21	05/03/21	05/29/21	Tina Wilson - OV PATIO DEPOSIT	DEPOSIT	\$ 100.00	VISA-06863C

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

Thank you,

I will be out of the office FRIDAY, JUNE 18, 2021 thru WEDNESDAY, JUNE 23, 2021, therefore, if you require immediate attention please email me or leave a detailed message at 904-770-4661 with your NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity.



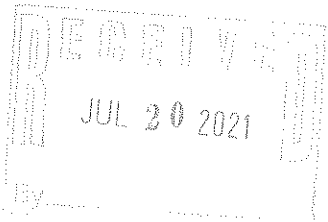
19 Bennett Street • Lynn, MA 01905  
1-800-225-9473 (WIPE)  
781-593-4000 • Fax 781-593-4020  
email: erc@ercwipe.com • www.ercwipe.com

Order Number	Page
763557	1

**Sold-To:** 29121  
OAKLEAF PLANTATION  
370 OAKLEAF VILLAGE PARKWAY  
ORANGE PARK, FL 32065  
Phone: (904) 406-2206

**Ship-To:**  
OAKLEAF PLANTATION  
370 OAKLEAF VILLAGE PARKWAY  
ORANGE PARK, FL 32065  
(904) 406-2206

Order No.	Customer P/O	Ship By	Term	Ship Date	Sales Rep
763557	DOUBLE BRANCH	UPS LTL-FRT- EXC	NET 30	7/13/2021	34

Item	Description	U/M	Order	Ship	B/O	Net Price	Extended
EW3000MAX		CSEE	15	15		57.5000	862.50
<b>Code to:</b> <b>Double Branch Repair and Replacements</b> <b>2.320.57200.63100</b> 261							
<b>Acknowledgment</b>							
							

**THANK YOU FOR YOUR ORDER.**  
**MOST ORDERS WILL SHIP WITHIN 24 HOURS.**

PO BOX 2317  
Jacksonville, FL 32203-2317

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

INVOICE DATE 06/30/21  
INVOICE NUMBER 626051874  
ACCOUNT NUMBER 647283  
ORDER NUMBER 38100844

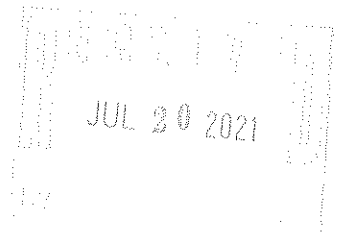
SOLD TO:  
MIDDLE VILLAGE CDD  
DBA OAKLEAF PLANTATION  
370 OAKLEAF PLANTATION PKWY  
ORANGE PARK FL 32065

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

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

ORDER DATE	ORDER NO.	CUSTOMER P.O.	SHIPPED VIA	TERMS	SALESPERSON				
06/30/21	38100844		UPS GROUND	NET 30 DAYS	VERONICA WOOD				
LN	ITEM NO.	CAT	DESCRIPTION	ORDERED	SHIPPED	B/O	UOM	PRICE	EXT AMT T
1	REN14512-CA	8	RENOWN LNR 40X48 12MIC NAT - NATURA	3	3	0	CA	39.34*	118.02
\$9.95 Minimum Order Charge									
Delivery information for this invoice may be found at: <a href="http://www.HomeDepotPro.com/Institutional">www.HomeDepotPro.com/Institutional</a>									

**Code to: Split 50/50**  
**Double Branch Repair and Replacements**  
**2.320.57200.63100** ~~\$63.99~~  
**Middle Village Repair and Replacements**  
**34-600-538-64000** 422



NET MERCHANDISE TOTAL	FREIGHT	HANDLING	TAX	INVOICE TOTAL
118.02	0.00	9.95	0.00	127.97

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

ACCOUNT NUMBER	INVOICE DATE	INVOICE NUMBER	INVOICE AMOUNT DUE
647283	06/30/21	626051874	127.97

BILL TO:

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

NET  
AMOUNT  
PAID

REMIT TO:

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

PO BOX 2317  
Jacksonville, FL 32203-2317

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

INVOICE DATE 07/01/21  
INVOICE NUMBER 626323547  
ACCOUNT NUMBER 647283  
ORDER NUMBER MULTIPLE

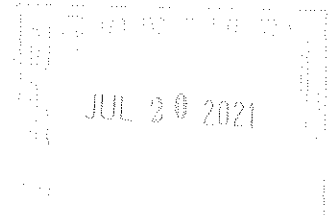
SOLD TO:  
MIDDLE VILLAGE CDD  
DBA OAKLEAF PLANTATION  
370 OAKLEAF PLANTATION PKWY  
ORANGE PARK FL 32065

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

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

ORDER DATE	ORDER NO.	CUSTOMER P.O.	SHIPPED VIA	TERMS	SALESPERSON				
06/29/21	MULTIPLE			NET 30 DAYS	VERONICA WOOD				
LN	ITEM NO.	CAT	DESCRIPTION	ORDERED	SHIPPED	B/O	UOM	PRICE	EXT AMT T
1	REN06132-WB	8	CONTROLLED HARD ROLL TOWEL NATURAL	6	6	0	CA	56.80	340.80
2	REN14512-CA	8	RENOWN LNR 40X48 12MIC NAT - NATURA	16	16	0	CA	39.34*	629.44
\$7.95 Handling Charge									
Delivery information for this invoice may be found at: <a href="http://www.HomeDepotPro.com/Institutional">www.HomeDepotPro.com/Institutional</a>									
3	758038	8	7.5 CU. FT. BIG WHEEL CARTS BL	1	1	0	EA	284.23	284.23

**Code to: Split 50/50**  
**Double Branch Repair and Replacements**  
**2.320.57200.63100 \$ 631.21**  
**Middle Village Repair and Replacements**  
**34-600-538-64000** 422



NET MERCHANDISE TOTAL	FREIGHT	HANDLING	TAX	INVOICE TOTAL
1,254.47	0.00	7.95	0.00	1,262.42

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

BILL TO:

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

NET  
AMOUNT  
PAID

REMIT TO:

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

PO BOX 2317  
Jacksonville, FL 32203-2317

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

INVOICE DATE 07/06/21  
INVOICE NUMBER 626902829  
ACCOUNT NUMBER 647283  
ORDER NUMBER 38142101

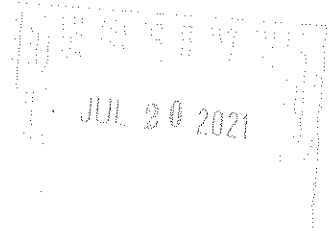
SOLD TO:  
MIDDLE VILLAGE CDD  
DBA OAKLEAF PLANTATION  
370 OAKLEAF PLANTATION PKWY  
ORANGE PARK FL 32065

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

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

ORDER DATE	ORDER NO.	CUSTOMER P.O.	SHIPPED VIA	TERMS	SALESPERSON				
07/01/21	38142101	REORDER	JAX89	NET 30 DAYS	VERONICA WOOD				
LN	ITEM NO.	CAT	DESCRIPTION	ORDERED	SHIPPED	B/O	UOM	PRICE	EXT AMT T
1	REN14512-CA	8	RENOWN LNR 40X48 12MIC NAT - NATURA	1	1	0	CA	39.34*	39.34
\$7.95 Handling Charge									
Delivery information for this invoice may be found at: <a href="http://www.HomeDepotPro.com/Institutional">www.HomeDepotPro.com/Institutional</a>									

**Code to: Split 50/50**  
**Double Branch Repair and Replacements**  
**2.320.57200.63100 \$23.64**  
**Middle Village Repair and Replacements**  
**34-600-538-64000 422**



NET MERCHANDISE TOTAL	FREIGHT	HANDLING	TAX	INVOICE TOTAL
39.34	0.00	7.95	0.00	47.29

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

ACCOUNT NUMBER	INVOICE DATE	INVOICE NUMBER	INVOICE AMOUNT DUE
647283	07/06/21	626902829	47.29

BILL TO:

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

NET  
AMOUNT  
PAID

REMIT TO:

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



**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - NADINE SAIKAH-WEBB  
**Date:** July 12, 2021 at 7:48 PM  
**To:** Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Daniel Laughlin [dlaughlin@gmsnf.com](mailto:dlaughlin@gmsnf.com)

Good evening Oksana,

Please make the following refund at your earliest opportunity:

- LOCATION – OV PATIO (SUNDAY) 2:30 P.M. to 6:30 P.M.
- DATE OF VENUE – JULY 11, 2021
- RESIDENT – NADINE SAIKAH-WEBB
- ADDRESS – 3439 BILTMORE WAY, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
- BOOKING / DEPOSIT were via MASTERCARD (0912)
  - DATED: 6/25/21
  - SEQ#: 2
  - BATCH#: 192
  - INVOICE: 2
  - APPROVAL CODE: 59528D
  - AMOUNT: \$100.00

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
06/25/21	06/25/21	07/11/21	Nadine Saikali - OV PATIO - DEPOSIT	DEPOSIT	\$ 100.00			MC-59528D

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

Thank you.

I will be out of the office SATURDAY, JULY 17, 2021 and SUNDAY, JULY 18, 2021, therefore, if you require immediate attention please email me, or you may leave a detailed message at 904-770-4661 with your NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity.

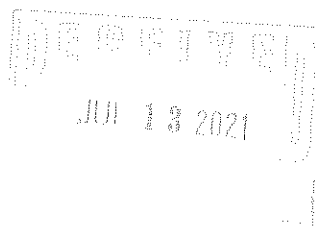
Wanda McReynolds – Community Amenity Coordinator, OakLeaf Plantation  
[venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
(904) 770-4661 voice email  
(904) 373-9285 ext. 3  
[www.oakleafresidents.com](http://www.oakleafresidents.com)

Governmental Management Services

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

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2-300-369-103



# I N V O I C E

PAULA'S PEST CONTROL  
1548 Glendale St,  
Jacksonville, Fla 32205  
(904) 389-3419

INVOICE: 44841 QT  
DATE: 07/14/21 12:30p  
ACCOUNT: 1031 Oakleaf  
ROUTE: 0  
LAST: 4/14/21 Paula  
Paula Douglas

BILL TO  
DoubleBranch CDD  
c/o GMS, LLC  
370 Oakleaf Village Pkwy  
Orange Park, FL 32065

SERVICE TO  
Oakleaf Plantation  
370 Oakleaf Village Parkway  
Orange Park, FL 32065

904-375-9285 wanda 904-894-8980

DESCRIPTION	QTY	PRICE	AMOUNT
General Pest Control PEST		155.00	155.00
		SUBTOTAL	155.00
		PREVIOUS BALANCE	0.00
		TOTAL DUE	155.00

**Code to:**  
**Double Branch Facility Maintenance - Preventative**  
**2-320-572-4661**

324

## Products

<input type="checkbox"/> Advion RG	<input type="checkbox"/> EC	<input checked="" type="checkbox"/> Suspend Polyzone
<input type="checkbox"/> Demand CS	<input checked="" type="checkbox"/> Niban GB	<input type="checkbox"/> Suspend SC
<input type="checkbox"/> Demon Max	<input type="checkbox"/> Precor 2000	

Other: \_\_\_\_\_

Comments: \_\_\_\_\_

EFFECTIVE June 1, 2013  
MAKE Checks Payable to:

Paula's Pest Control Inc.  
1548 Glendale St.  
Jacksonville, Fl.32205

Note: All returned Checks will be assessed a \$50.00 FEE

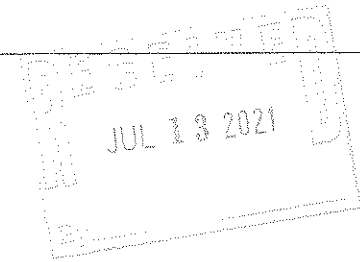
THANK YOU FOR YOUR BUSINESS!  
HAVE A WONDERFUL DAY!

**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - SHAWN BROWN  
**Date:** July 12, 2021 at 7:39 PM  
**To:** Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Daniel Laughlin [dlaughlin@gmsnf.com](mailto:dlaughlin@gmsnf.com)

Good evening Oksana,

Please make the following refund at your earliest opportunity:

- LOCATION – OV PATIO (FRIDAY) 4:00 P.M. to 8:00 P.M.
- DATE OF VENUE – JULY 9, 2021
- RESIDENT – SHAWN BROWN
- ADDRESS – 1130 MOOSEHEAD DRIVE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
- BOOKING / DEPOSIT were via VISA (9045)
  - DATED: 6/8/21
  - SEQ#: 4
  - BATCH#: 190
  - INVOICE: 4
  - APPROVAL CODE: 08332D
  - AMOUNT: \$100.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
06/08/21	06/08/21	07/09/21	Shawn Brown - OV PATIO - DEPOSIT	DEPOSIT	\$ 100.00			VISA-08332D

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

Thank you.

I will be out of the office SATURDAY, JULY 17, 2021 and SUNDAY, JULY 18, 2021. therefore, if you require immediate attention please email me, or you may leave a detailed message at 904-770-4661 with your NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity.

Wanda McReynolds – Community Amenities Coordinator, OakLeaf Plantation  
[venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
(904) 770-4661 voice email  
(904) 375-9285 ext. 3  
[www.oakleafresidents.com](http://www.oakleafresidents.com)

Governmental Management Services

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

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2300-369103  
453

**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - TINA WILSON  
**Date:** June 14, 2021 at 8:50 PM  
**To:** Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Daniel Laughlin [dlaughlin@gmsnf.com](mailto:dlaughlin@gmsnf.com)

Good evening Oksana,

Please make the following refund at your earliest opportunity:

- LOCATION – OV PATIO aka Oakleaf Village PATIO (SATURDAY) 2:30 p.m. to 6:30 p.m.
- DATE OF VENUE – MAY 29, 2021
- RESIDENT – TINA WILSON
- ADDRESS – 4082 PEBBLE BROOKE CIR N, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA (1338):
  - DATED: 5/3/21
  - SEQ#: 2
  - BATCH# 182
  - INVOICE#: 2
  - APPROVAL CODE: 06863C

2.300.369.103  
851

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC	CHECK/CASH	CREDIT CARD
05/03/21	05/03/21	05/29/21	Tina Wilson - OV PATIO DEPOSIT	DEPOSIT	\$ 100.00			VISA-06863C

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

Thank you.

I will be out of the office FRIDAY, JUNE 18, 2021 thru WEDNESDAY, JUNE 23, 2021, therefore, if you require immediate attention please email me or leave a detailed message at 904-770-4661 with your NAME, CONTACT NUMBER, ADDRESS TYPE, EVENT NUMBER, OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity.

Wanda McReynolds - Community Amenity Coordinator, OakLeaf Plantation  
[venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
(904) 770-4661 voice email  
(904) 375-9285 ext. 3  
[www.oakleafresidents.com](http://www.oakleafresidents.com)

Governmental Management Services

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# Invoice

Invoice #: 5747

Date: 07/01/21

Customer PO:

DUE DATE: 07/31/2021

## BILL TO

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

## FROM

VerdeGo  
PO Box 789  
3335 North State Street  
Bunnell, FL 32110  
Phone: 386-437-3122  
www.verdego.com

## DESCRIPTION

#4211 - Standard Maintenance Contract 2021-2022 July 2021

## AMOUNT

\$31,536.07

## Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

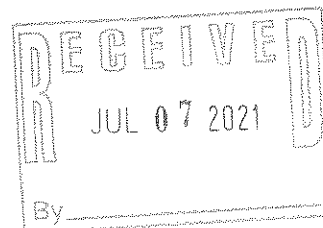
\$31,536.07

Code to:

2-320-572-4620

Double Branch Landscape Maintenance

672



**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - YADIRA SALEM  
**Date:** July 12, 2021 at 7:44 PM  
**To:** Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Daniel Laughlin [dlaughlin@gmsnf.com](mailto:dlaughlin@gmsnf.com)

Good evening Oksana,

Please make the following refund at your earliest opportunity:

- LOCATION -- OV PATIO (SUNDAY) 10:00 A.M. to 2:00 P.M.
- DATE OF VENUE -- JULY 11, 2021
- RESIDENT -- YADIRA SALEM
- ADDRESS -- 3753 AUBREY LANE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
- BOOKING / DEPOSIT were via VISA (6279)
  - DATED: 4/15/21
  - SEQ#: 2
  - BATCH#: 181
  - INVOICE: 2
  - APPROVAL CODE: 02865D
  - AMOUNT: \$100.00

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
04/15/21	04/15/21	07/11/21	Yadira Salem - OV PATIO DEPOSIT	DEPOSIT	\$ 100.00			VISA-02865D

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

Thank you.

I will be out of the office SATURDAY, JULY 17, 2021 and SUNDAY, JULY 18, 2021. Therefore, if you require immediate attention please email me, or you may leave a detailed message at 904-770-4661 with your NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity.

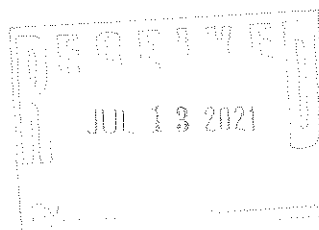
Wanda McReynolds - Community Amenity Coordinator, Oakleaf Plantation  
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2.300.369.103  
113



CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
7/08/21	00019	6/23/21 06232021	202106 600-53800-62000 SEALING PROJECT	TJK PAVING INK	*	6,000.00	6,000.00 000052
TOTAL FOR BANK C						6,000.00	
TOTAL FOR REGISTER						6,000.00	



# TJK PAVING, Inc.

7749 Normandy Blvd.  
Suite 145-344

Jacksonville, FL 32221  
tjkpaving007@gmail.com  
(904) 616-2214

Job Agreement / Work Order Invoice #1116  
All Major Credit Cards Accepted (3% Fee)



Date: 6-23-21

## Receipt-Equipment and Bodily Damage Release

I. I and or We Jay Soriano / Double Branch Fitness Ctr.  
Property Owner Street Address Zip  
Of 370 DAKLEAF VILLAGE PARKWAY, ORANGE FL, FL. 32065  
Address  
Cell: 904-562-0249 email: jsoriano@gmail.com

Party of the second part, set fourth this contract agreement and agrees to and with all terms and provisions as said to be in this contract agreement.

II. A. Property owner or agent party of the first part shall not be liable for any bodily damage to a contractor or his employees while work is being performed on said property.  
B. Property owner shall not be liable for any type equipment damage. 34-600-53862  
19

III. Property owner, party of the first part agrees to said prices of \$ 14/19 Per square foot and \$        per 100 square foot and fully understands and agrees with this price, and also understands and agrees that said price is this contractors price and does not reflect on any other contractors prices, high or low. Other contractors do not set this contractors prices, as he and or we do not set other contractors prices.

Property owner, party for the first part agrees only to and within full the above prices and terms. Therefore, not to compare price or workmanship but agrees only to price, terms and conditions of this contract agreement. And or any specifications listed below. This agreement is effective immediately and undersigned waive 3 day cool off period. No guarantee on grass.

Prep Area of 23,200 sq.ft.

Clean Area of all dirt & debris (blow off).

Seal coat with coal tar Asphalt sealer.

Spray Application. Double coat.

Track will need to be closed while work in progress  
and for the next 36 hour after finish to allow  
time to dry.

TJK Paving Inc. will not be responsible or liable for  
any person, pet or property damage after job completed.  
if anyone walks on track.

Total Amount to be paid in full: \$ 6000.00 1/2 down balance due  
upon job completion dollars.

[Signature]  
Contractor

Property Owner or Agent

ONE YEAR WARRANTY-Any labor or material furnished and installed by contractor is guaranteed for one year against defects in materials, except items beyond controls of contractor such as: hairline & settling cracks, standing water, vegetation, unraveling, improper base, indentations, damage or misuse by owner. No warranty on asphalt milling or the seal-coating thereof, unless stated otherwise. Must allow 90 days for millings to harden completely. Contractor liability to replacement of defective material and shall not include an additional resulting or consequential liability. We are not responsible for acts of God or Mother Nature. No refunds on credit card charges. Warranty repairs only as per contract. Any work performed on above job (Sealcoating, repairs, etc.) by any Contractor or individual other TJK Paving voids all warranty. TJK Paving is not responsible for the damage of any underground utilities not made aware of.  
This contract is valid for 90 days.





## *FOURTH ORDER OF BUSINESS*

**RESOLUTION 2021-07**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF  
DOUBLE BRANCH COMMUNITY DEVELOPMENT  
DISTRICT DESIGNATING THE OFFICERS OF THE  
DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Double Branch Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within the City of Orange Park, Florida; and

**WHEREAS**, the Board of Supervisors of the District desires to designate the Officers of the District.

**NOW, THEREFORE**, be it resolved by the Board of Supervisors of Double Branch Community Development District:

**SECTION 1.** \_\_\_\_\_ is appointed Chairman.

**SECTION 2.** \_\_\_\_\_ is appointed Vice Chairman.

**SECTION 3.** \_\_\_\_\_ is appointed Secretary and Treasurer.

\_\_\_\_\_ is appointed Assistant Secretary.

\_\_\_\_\_ is appointed Assistant Secretary.

\_\_\_\_\_ is appointed Assistant Secretary.

\_\_\_\_\_ is appointed Assistant Treasurer.

\_\_\_\_\_ is appointed Assistant Secretary.

**SECTION 4.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 9<sup>TH</sup> DAY OF AUGUST, 2021.**

**ATTEST**

**DOUBLE BRANCH COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairman/Vice Chairman

*FIFTH ORDER OF BUSINESS*

# **Double Branch Community Development District**



**Approved Budget**

**FY 2022**



**Double Branch  
Community Development District**

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Capital Reserve Fund	21
Exhibit 'A'	22

# Double Branch

Community Development District

General Fund

Description	Amended Budget FY 2021	Actual YTD 6/30/21	Projected Next 3 Months	Total Projected FY 2021	Approved Budget FY 2022
<b>Revenues</b>					
Maintenance Assessments	\$ 177,985	\$ 178,350	\$ -	\$ 178,350	\$ 177,890
Interest Income	\$ 200	\$ 92	\$ 30	\$ 122	\$ 200
Miscellaneous Income	\$ -	\$ -	\$ -	\$ -	\$ -
Carry Forward Surplus	\$ 90,000	\$ 90,000	\$ -	\$ 90,000	\$ -
<b>Total Revenues</b>	<b>\$ 268,185</b>	<b>\$ 268,442</b>	<b>\$ 30</b>	<b>\$ 268,472</b>	<b>\$ 178,090</b>
<b>Expenditures</b>					
<b>Administrative</b>					
Supervisor Fees	\$ 12,000	\$ 8,600	\$ 3,000	\$ 11,600	\$ 12,000
FICA Expense	\$ 918	\$ 658	\$ 230	\$ 887	\$ 918
Engineering	\$ 5,000	\$ -	\$ 2,500	\$ 2,500	\$ 5,000
Arbitrage	\$ 700	\$ -	\$ 700	\$ 700	\$ 700
Dissemination	\$ 1,333	\$ 1,000	\$ 333	\$ 1,333	\$ 1,600
Assessment Roll	\$ 8,212	\$ 8,212	\$ -	\$ 8,212	\$ 8,212
Attorney	\$ 42,000	\$ 26,410	\$ 13,000	\$ 39,410	\$ 42,000
Annual Audit	\$ 5,900	\$ 4,800	\$ -	\$ 4,800	\$ 5,900
Trustee Fees	\$ 8,815	\$ 8,815	\$ -	\$ 8,815	\$ 8,815
Management Fees	\$ 59,963	\$ 44,972	\$ 14,991	\$ 59,963	\$ 61,762
Information Technology	\$ 2,142	\$ 1,606	\$ 535	\$ 2,142	\$ 2,142
Telephone	\$ 290	\$ 516	\$ 84	\$ 600	\$ 600
Postage	\$ 1,900	\$ 798	\$ 950	\$ 1,748	\$ 1,900
Printing & Binding	\$ 3,400	\$ 1,456	\$ 1,250	\$ 2,706	\$ 3,000
Records Storage	\$ 300	\$ -	\$ 150	\$ 150	\$ 300
Insurance	\$ 8,333	\$ 8,333	\$ -	\$ 8,333	\$ 9,166
Legal Advertising	\$ 2,000	\$ 1,083	\$ 1,500	\$ 2,583	\$ 2,800
Office Supplies	\$ 350	\$ 193	\$ 100	\$ 293	\$ 350
Website Compliance	\$ 2,250	\$ 1,736	\$ 563	\$ 2,299	\$ 2,500
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ -	\$ 175	\$ 175
Reserve	\$ 12,204	\$ 12,204	\$ -	\$ 12,204	\$ 8,250
Transfer Out	\$ 90,000	\$ 90,000	\$ -	\$ 90,000	\$ -
<b>Administrative Expenses</b>	<b>\$ 268,185</b>	<b>\$ 221,568</b>	<b>\$ 39,885</b>	<b>\$ 261,453</b>	<b>\$ 178,090</b>
<b>Excess Revenues (Expenses)</b>	<b>\$ (0)</b>	<b>\$ 46,874</b>	<b>\$ (39,855)</b>	<b>\$ 7,019</b>	<b>\$ -</b>

**Double Branch**  
**Community Development District**  
GENERAL FUND BUDGET  
FISCAL YEAR 2022

**REVENUES:**

*Maintenance Assessments*

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

*Interest Income*

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

*Carry Forward Surplus*

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

---

**EXPENDITURES:**

**Administrative:**

*Supervisor Fees*

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

*FICA Expense*

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

*Engineering Fees*

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

*Arbitrage*

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

*Dissemination Agent*

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

*Assessment Roll*

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

**Double Branch**  
**Community Development District**  
GENERAL FUND BUDGET  
FISCAL YEAR 2022

*Attorney*

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

*Annual Audit*

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

*Trustee Fees*

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

*Management Fees*

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

*Information Technology*

Represents costs related to the District's information systems, which include but are not limited to video conferencing services, cloud storage services and servers, security, accounting software, etc.

*Website Maintenance*

Represents the costs associated with monitoring and maintaining the District's website created in accordance with Chapter 189, Florida Statutes. These services include site performance assessments, security and firewall maintenance, updates, document uploads, hosting and domain renewals, website backups, etc.

*Telephone*

Telephone and fax machine.

*Postage*

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

*Printing & Binding*

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

*Records and Storage*

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

*Insurance*

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



**Double Branch**  
**Community Development District**  
GENERAL FUND BUDGET  
FISCAL YEAR 2022

Legal Advertising

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

Office Supplies

Miscellaneous office supplies.

Dues, Licenses & Subscriptions

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

General Reserves

Established to maintain community service levels at present standards for FY 2022.

# Double Branch

Community Development District

Recreation Fund

Description	Amended Budget FY 2021	Actual YTD 6/30/21	Projected Next 3 Months	Total Projected FY 2021	Approved Budget FY 2022
<b><u>Revenues</u></b>					
Maintenance Assessments	\$ 1,462,648	\$ 1,465,649	\$ -	\$ 1,465,649	\$ 1,462,648
Interest Income	\$ 1,000	\$ 740	\$ 200	\$ 940	\$ 1,000
Amenities Revenue/Miscellaneous	\$ 33,690	\$ 23,472	\$ 9,000	\$ 32,472	\$ 40,000
Sports Revenue	\$ 11,000	\$ 23,782	\$ 3,000	\$ 26,782	\$ 13,000
Carry Forward Surplus	\$ 234,717	\$ 234,717	\$ -	\$ 234,717	\$ -
<b>Total Revenues</b>	<b>\$ 1,743,055</b>	<b>\$ 1,748,361</b>	<b>\$ 12,200</b>	<b>\$ 1,760,561</b>	<b>\$ 1,516,648</b>
<b><u>Expenditures</u></b>					
<b><u>Administrative</u></b>					
Management Fees - On Site Staff	\$ 178,487	\$ 133,866	\$ 44,622	\$ 178,487	\$ 192,766
Insurance	\$ 68,797	\$ 71,995	\$ -	\$ 71,995	\$ 74,118
Other Current Charges	\$ 3,818	\$ 2,657	\$ 750	\$ 3,407	\$ 3,500
Permit Fees	\$ 1,635	\$ 720	\$ 700	\$ 1,420	\$ 1,635
<b>Administrative Expenses</b>	<b>\$ 252,737</b>	<b>\$ 209,238</b>	<b>\$ 46,072</b>	<b>\$ 255,310</b>	<b>\$ 272,019</b>
<b><u>Maintenance</u></b>					
Security	\$ 50,920	\$ 36,620	\$ 25,000	\$ 61,620	\$ 85,000
Security - Clay County Off-Duty Sheriff	\$ 43,050	\$ 27,172	\$ 6,000	\$ 33,172	\$ 43,000
Water - Irrigation	\$ 9,000	\$ 5,894	\$ 3,000	\$ 8,894	\$ 9,000
Irrigation Maintenance	\$ 4,250	\$ -	\$ 2,125	\$ 2,125	\$ 4,250
Streetlighting	\$ 33,066	\$ 20,830	\$ 11,954	\$ 32,784	\$ 33,066
Electric	\$ 42,000	\$ 19,969	\$ 13,256	\$ 33,225	\$ 35,000
Landscape Maintenance	\$ 378,424	\$ 283,825	\$ 94,608	\$ 378,433	\$ 389,777
Common Area Maintenance	\$ 43,564	\$ 25,274	\$ 26,000	\$ 51,274	\$ 52,000
Lake Maintenance	\$ 28,116	\$ 18,630	\$ 8,210	\$ 26,840	\$ 26,840
Landscape Reserve	\$ 30,000	\$ 30,000	\$ -	\$ 30,000	\$ -
Capital Reserve	\$ 15,565	\$ 15,565	\$ -	\$ 15,565	\$ -
Repairs and Replacement	\$ 95,000	\$ 72,654	\$ 25,000	\$ 97,654	\$ 105,000
General Reserve	\$ 26,759	\$ 26,759	\$ -	\$ 26,759	\$ -
<b>Common Area Expenses</b>	<b>\$ 799,714</b>	<b>\$ 583,191</b>	<b>\$ 215,153</b>	<b>\$ 798,344</b>	<b>\$ 782,933</b>

# Double Branch

Community Development District

Recreation Fund

Description	Amended Budget FY 2021	Actual YTD 6/30/21	Projected Next 3 Months	Total Projected FY 2021	Approved Budget FY 2022
<u>Recreation Facility</u>					
Amenity Staff	\$ 110,000	\$ 68,404	\$ 45,000	\$ 113,404	\$ 118,000
Refuse Services	\$ 10,000	\$ 6,638	\$ 2,445	\$ 9,083	\$ 10,000
Telephone	\$ 5,592	\$ 3,981	\$ 1,350	\$ 5,331	\$ 5,500
Electric	\$ 40,000	\$ 21,550	\$ 14,850	\$ 36,400	\$ 40,000
Cable	\$ 12,319	\$ 5,923	\$ 2,250	\$ 8,173	\$ 8,500
Pool Maintenance	\$ 50,000	\$ 18,967	\$ 12,000	\$ 30,967	\$ 40,000
Water / Sewer/Reclaim	\$ 48,000	\$ 31,244	\$ 15,000	\$ 46,244	\$ 48,000
Facility Maintenance-General	\$ 43,500	\$ 28,318	\$ 20,000	\$ 48,318	\$ 50,000
Facility Maintenance-Preventative	\$ 13,117	\$ 4,340	\$ 8,562	\$ 12,902	\$ 13,117
Facility Maintenance - Contingency	\$ 34,750	\$ 21,629	\$ 13,000	\$ 34,629	\$ 34,750
Lighting Repairs	\$ 8,500	\$ 5,335	\$ 2,250	\$ 7,585	\$ 8,500
Special Events	\$ 10,500	\$ 1,391	\$ 8,000	\$ 9,391	\$ 10,500
Office Supplies & Equipment	\$ 6,664	\$ 797	\$ 1,200	\$ 1,997	\$ 2,000
Janitorial	\$ 59,412	\$ 41,181	\$ 22,000	\$ 63,181	\$ 64,000
Recreation Passes	\$ 5,500	\$ 3,662	\$ 325	\$ 3,987	\$ 4,000
Pool Pump Reserve	\$ 6,500	\$ 6,500	\$ -	\$ 6,500	\$ -
Pool Leak Repairs	\$ 5,000	\$ 795	\$ 1,650	\$ 2,445	\$ 2,500
Multiuse Field	\$ 21,250	\$ -	\$ 5,313	\$ 5,313	\$ 2,330
Transfer Out to Capital Reserve Fund	\$ 200,000	\$ 200,000	\$ -	\$ 200,000	\$ -
<b>Recreation Facility Expenses</b>	<b>\$ 690,604</b>	<b>\$ 470,656</b>	<b>\$ 175,195</b>	<b>\$ 645,850</b>	<b>\$ 461,697</b>
<b>Total Expenses</b>	<b>\$ 1,743,055</b>	<b>\$ 1,263,085</b>	<b>\$ 436,419</b>	<b>\$ 1,699,504</b>	<b>\$ 1,516,648</b>
<b>Excess Revenues(Expenses)</b>	<b>\$ (0)</b>	<b>\$ 485,276</b>	<b>\$ (424,219)</b>	<b>\$ 61,056</b>	<b>\$ -</b>

**Double Branch**  
**Community Development District**  
RECREATION BUDGET  
FISCAL YEAR 2022

**REVENUES:**

*Maintenance Assessments*

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

*Interest Income*

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

*Amenities Revenue*

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

*Sports Revenue*

These are estimated fees for programmed sports activities.

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**EXPENDITURES:**

**Administrative:**

*Management Fees – On Site Staff*

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

## Double Branch Community Development District

RECREATION BUDGET  
FISCAL YEAR 2022

### Insurance

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

### Other Current Charges

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

### Permit Fees

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

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

### Office Supplies

Miscellaneous office supplies.

### **Maintenance Common Area:**

### Security

The cost of security patrol for the District with Athletic Center and Common area.

Description	Monthly	Annual
Security Contract	\$ 7,083	\$ 85,000
<b>Total</b>		<b>\$ 85,000</b>

### Clay County off Duty Security

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

**Double Branch**  
**Community Development District**  
RECREATION BUDGET  
FISCAL YEAR 2022

Water – Irrigation

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

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

Irrigation Maintenance

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

Street Lighting

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

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

**Double Branch**  
**Community Development District**  
RECREATION BUDGET  
FISCAL YEAR 2022

*Electric*

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

Account Number	Description	Monthly	Annual
4995700	370 Oakleaf Village	\$ 886	\$ 10,627
4995718	370-1 Oakleaf Village Pkwy	\$ 266	\$ 3,190
5347943	3926-1 Plantation Oaks Blvd	\$ 88	\$ 1,061
5715289	1591 Canopy Oaks Dr - Irrigation	\$ 121	\$ 1,453
5774021	2971 Thorncrest Dr	\$ 25	\$ 301
6875140	373-1 Oakleaf Village Center	\$ 59	\$ 706
6912612	608-1 Oakleaf Village Pkwy	\$ 26	\$ 314
6912620	304-1 Oakleaf Village Pkwy	\$ 15	\$ 184
6912653	603-2 Oakleaf Village Pkwy	\$ 26	\$ 310
6912661	602-1 Oakleaf Village Pkwy	\$ 25	\$ 300
6912687	537-1 Oakleaf Village Pkwy	\$ 26	\$ 313
6912695	529-1 Oakleaf Village Pkwy	\$ 26	\$ 312
6912703	3925-1 Plantation Oaks Blvd	\$ 28	\$ 340
6912729	3860-1 Plantation Oaks Blvd	\$ 26	\$ 316
6912737	3859-1 Plantation Oaks Blvd	\$ 26	\$ 313
6912752	3805-1 Plantation Oaks Blvd	\$ 26	\$ 313
6912760	3800-1 Plantation Oaks Blvd	\$ 27	\$ 320
6912778	3306-1 Village Oaks Lane	\$ 27	\$ 324
6912786	465-1 Oakleaf Village Pkwy	\$ 26	\$ 311
6912810	3801-1 Plantation Oaks Blvd	\$ 26	\$ 312
6912828	728-1 Bellshire Drive	\$ 26	\$ 311
6912836	721-1 Bellshire Lane	\$ 26	\$ 311
6912869	715-1 Wakemont Drive	\$ 27	\$ 318
6912877	3219-1 Stonebrier Ridge Drive	\$ 26	\$ 310
6912893	576-1 Wakemount Drive	\$ 26	\$ 312
6912901	507-1 Millstone Drive	\$ 26	\$ 315
6912919	498-1 Millstone Drive	\$ 26	\$ 313
6912927	3442-1 Worthington Oaks Drive	\$ 26	\$ 309
6912943	309-1 Oakleaf Village Pkwy	\$ 28	\$ 331
6912950	373-2 Oakleaf Village Pkwy	\$ 26	\$ 313
6912968	308-1 Oakleaf Village Pkwy	\$ 26	\$ 312
6912976	358-2 Oakleaf Village Pkwy	\$ 26	\$ 315
7131527	3206-1 Silver Bluff Blvd	\$ 27	\$ 319
7332257	3168 Stonebrier Ridge	\$ 234	\$ 2,805
8684243	571 Oakleaf Village Pkwy	\$ 26	\$ 310
	Contingency	\$ 515	\$ 6,176
<b>Total</b>		<b>\$ 2,917</b>	<b>\$ 35,000</b>

**Double Branch**  
**Community Development District**  
RECREATION BUDGET  
FISCAL YEAR 2022

Landscape Maintenance

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

Description	Monthly	Annual
Contract - Common Area	\$ 32,481	\$ 389,777
<b>Total</b>		\$ 389,777

Common Area Maintenance

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

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

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

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



**Double Branch**  
**Community Development District**  
RECREATION BUDGET  
FISCAL YEAR 2022

Lake Maintenance

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

Description	Monthly	Annual
Lake Maintenance Contract	\$ 2,070	\$ 24,840
Contingency	\$ 167	\$ 2,000
<b>Total</b>	<b>\$ 2,237</b>	<b>\$ 26,840</b>

Landscape Reserve

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

Capital Reserve

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

Repairs & Replacement

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

General Reserve

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

**Recreation Facility:**

Amenity Staff

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

**Double Branch**  
**Community Development District**  
 RECREATION BUDGET  
 FISCAL YEAR 2022

Refuse Service

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

Telephone

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

Description	Monthly	Annual
AT&T	\$ 80	\$ 960
RingCentral	\$ 97	\$ 1,160
Contingency	\$ 282	\$ 3,380
<b>Total</b>	<b>\$ 458</b>	<b>\$ 5,500</b>

Electric

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

Account Number	Description	Monthly	Annual
5217088	370 Oakleaf Village Pkwy	\$ 2,565	\$ 30,782
8763369	382 Oakleaf Village Pkwy	\$ 708	\$ 8,496
	Contingency	\$ 60	\$ 722
<b>Total</b>		<b>\$ 3,333</b>	<b>\$ 40,000</b>

Cable/Internet

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

Account Number	Description	Monthly	Annual
8495 7414 4108 3370	Comcast	\$ 282	\$ 3,387
8495 7414 4100 9267	Comcast- Fitness	\$ 288	\$ 3,450
	Contingency	\$ 139	\$ 1,663
<b>Total</b>		<b>\$ 708</b>	<b>\$ 8,500</b>

**Double Branch**  
**Community Development District**  
 RECREATION BUDGET  
 FISCAL YEAR 2022

*Pool Maintenance*

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

<b>Description</b>	<b>Monthly</b>	<b>Annual</b>
Pool Maintenance Contract	\$ 2,107	\$ 25,284
Contingency	\$ 1,226	\$ 14,716
<b>Total</b>	<b>\$ 3,333</b>	<b>\$ 40,000</b>

*Water /Sewer/Reclaim*

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

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

**Double Branch**  
**Community Development District**  
RECREATION BUDGET  
FISCAL YEAR 2022

*Facility Maintenance – General*

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

*Facility Maintenance - Preventative*

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

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

*Facility Maintenance – Contingency*

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

*Lighting Repairs*

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

*Special Events*

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

*Office Supplies and Equipment*

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

## Double Branch Community Development District

RECREATION BUDGET  
FISCAL YEAR 2022

### Janitorial Services

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

Description	Monthly	Annual
Janitorial Contract	\$ 4,633	\$ 55,600
Supplies	\$ 500	\$ 6,000
Mat Cleaning- Fitness Room	\$ 200	\$ 2,400
<b>Total</b>	<b>\$ 5,333</b>	<b>\$ 64,000</b>

### Recreation Passes

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

### Repairs & Replacement

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

### Pump Reserve

For pump replacement as needed.

### Pool Leak Repairs

Estimated structural repairs for leaks in pool structure.

### Multiuse Fields

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

# Double Branch

Community Development District

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

Description	Adopted Budget FY 2021	Actual YTD 6/30/21	Projected Next 3 Months	Total Projected FY 2021	Approved Budget FY 2022
<b>Revenues</b>					
Special Assessments	\$ 1,961,878	\$ 1,966,956	\$ -	\$ 1,966,956	\$ 1,961,878
Interest Income	\$ 10,000	\$ 456	\$ 100	\$ 556	\$ 800
Carry Forward Surplus	\$ 687,628	\$ 567,225	\$ -	\$ 567,225	\$ 591,269
<b>Total Revenues</b>	<b>\$ 2,659,506</b>	<b>\$ 2,534,636</b>	<b>\$ 100</b>	<b>\$ 2,534,736</b>	<b>\$2,553,948</b>
<b>Expenditures</b>					
<u>Series 2013A-1</u>					
Interest 11/1	\$ 369,552	\$ 369,552	\$ -	\$ 369,552	\$ 353,312
Interest 5/1	\$ 369,552	\$ 369,552	\$ -	\$ 369,552	\$ 353,312
Principal 5/1	\$ 1,015,000	\$ 1,015,000	\$ -	\$ 1,015,000	\$ 1,045,000
<u>Series 2013A-2</u>					
Interest 11/1	\$ 52,181	\$ 52,181	\$ -	\$ 52,181	\$ 49,738
Interest 5/1	\$ 52,181	\$ 52,181	\$ -	\$ 52,181	\$ 49,738
Principal 5/1	\$ 85,000	\$ 85,000	\$ -	\$ 85,000	\$ 90,000
Total Expenses	\$ 1,943,466	\$ 1,943,466	\$ -	\$ 1,943,467	\$ 1,941,099
<b>EXCESS REVENUES / (EXPENDITURES)</b>	<b>\$ 716,040</b>	<b>\$ 591,170</b>	<b>\$ 100</b>	<b>\$ 591,269</b>	<b>\$ 612,849</b>

Interest November 1, 2022

Series 2013A-1	\$ 335,547
Series 2013A-2	\$ 47,150
Total	\$ 382,697

Unit Type	Units	Per Unit Assessment	Gross Assessment
Single Family	2,187	\$ 878	\$ 1,919,989
Multi-Family	276	\$ 605	\$ 167,115
Total Gross Assessment			\$ 2,087,104
Less: Discounts and Collections (6%)			\$ 125,226
Total Net Assessment			\$ 1,961,878

# Double Branch

## Amortization Schedule

Community Development District

Series 2013A-1 Special Assessment Refunding Bonds

DATE	BOND BALANCE	PRINCIPAL	COUPON	INTEREST	ANNUAL DEBT SERVICE
11/1/21				\$ 353,312	\$ 1,737,864
5/1/22	\$ 17,435,000	\$ 1,045,000	3.40%	\$ 353,312	
11/1/22				\$ 335,547	\$ 1,733,859
5/1/23	\$ 16,390,000	\$ 1,085,000	3.63%	\$ 335,547	
11/1/23				\$ 315,881	\$ 1,736,428
5/1/24	\$ 15,305,000	\$ 1,125,000	3.75%	\$ 315,881	
11/1/24				\$ 294,788	\$ 1,735,669
5/1/25	\$ 14,180,000	\$ 1,170,000	4.00%	\$ 294,788	
11/1/25				\$ 271,388	\$ 1,736,175
5/1/26	\$ 13,010,000	\$ 1,220,000	4.13%	\$ 271,388	
11/1/26				\$ 246,225	\$ 1,737,613
5/1/27	\$ 11,790,000	\$ 1,270,000	4.13%	\$ 246,225	
11/1/27				\$ 220,031	\$ 1,736,256
5/1/28	\$ 10,520,000	\$ 1,320,000	4.13%	\$ 220,031	
11/1/28				\$ 192,806	\$ 1,732,838
5/1/29	\$ 9,200,000	\$ 1,380,000	4.13%	\$ 192,806	
11/1/29				\$ 164,344	\$ 1,737,150
5/1/30	\$ 7,820,000	\$ 1,435,000	4.13%	\$ 164,344	
11/1/30				\$ 134,747	\$ 1,734,091
5/1/31	\$ 6,385,000	\$ 1,495,000	4.13%	\$ 134,747	
11/1/31				\$ 103,913	\$ 1,733,659
5/1/32	\$ 4,890,000	\$ 1,560,000	4.25%	\$ 103,913	
11/1/32				\$ 70,763	\$ 1,734,675
5/1/33	\$ 3,330,000	\$ 1,630,000	4.25%	\$ 70,763	
11/1/33				\$ 36,125	\$ 1,736,888
5/1/34	\$ 1,700,000	\$ 1,700,000	4.25%	\$ 36,125	
11/1/34					\$ 1,736,125
<b>TOTAL</b>		<b>\$ 17,435,000</b>		<b>\$ 6,218,840</b>	<b>\$ 26,033,092</b>

# Double Branch

## Amortization Schedule

Community Development District

Series 2013A-2 Special Assessment Refunding Bonds

DATE	BOND BALANCE	PRINCIPAL	COUPON	INTEREST	ANNUAL DEBT SERVICE
11/1/21			5.75%	\$ 49,738	\$ 186,919
5/1/22	\$ 1,730,000	\$ 90,000	5.75%	\$ 49,738	
11/1/22			5.75%	\$ 47,150	\$ 186,888
5/1/23	\$ 1,640,000	\$ 95,000	5.75%	\$ 47,150	
11/1/23			5.75%	\$ 44,419	\$ 186,569
5/1/24	\$ 1,545,000	\$ 105,000	5.75%	\$ 44,419	
11/1/24			5.75%	\$ 41,400	\$ 190,819
5/1/25	\$ 1,440,000	\$ 110,000	5.75%	\$ 41,400	
11/1/25			5.75%	\$ 38,238	\$ 189,638
5/1/26	\$ 1,330,000	\$ 115,000	5.75%	\$ 38,238	
11/1/26			5.75%	\$ 34,931	\$ 188,169
5/1/27	\$ 1,215,000	\$ 125,000	5.75%	\$ 34,931	
11/1/27			5.75%	\$ 31,338	\$ 191,269
5/1/28	\$ 1,090,000	\$ 130,000	5.75%	\$ 31,338	
11/1/28			5.75%	\$ 27,600	\$ 188,938
5/1/29	\$ 960,000	\$ 135,000	5.75%	\$ 27,600	
11/1/29			5.75%	\$ 23,719	\$ 186,319
5/1/30	\$ 825,000	\$ 145,000	5.75%	\$ 23,719	
11/1/30			5.75%	\$ 19,550	\$ 188,269
5/1/31	\$ 680,000	\$ 155,000	5.75%	\$ 19,550	
11/1/31			5.75%	\$ 15,094	\$ 189,644
5/1/32	\$ 525,000	\$ 165,000	5.75%	\$ 15,094	
11/1/32			5.75%	\$ 10,350	\$ 190,444
5/1/33	\$ 360,000	\$ 175,000	5.75%	\$ 10,350	
11/1/33			5.75%	\$ 5,319	\$ 190,669
5/1/34	\$ 185,000	\$ 185,000	5.75%	\$ 5,319	
11/1/34					\$ 190,319
<b>TOTAL</b>		<b>\$ 1,730,000</b>		<b>\$ 882,050</b>	<b>\$ 2,697,050</b>



**Double Branch CDD**  
**Operation and Maintenance Assessment Allocation**

Description	Single Family	Multi-Family	Village Center Retail	Village Center Office	Total
Units	2,205	276	8,000	35,000	
Gross Per Unit	\$ 718.75	\$ 516.33	\$ 0.90	\$ 0.41	
Gross Assessment	\$ 1,584,844	\$ 142,507	\$ 7,209	\$ 14,463	\$ 1,749,023
Net Assessment (.94)	\$ 1,486,425	\$ 133,728	\$ 6,791	\$ 13,595	\$ 1,640,539
<b><u>Allocation By Fund</u></b>					
General Fund					\$ 177,890
Recreation Fund					\$ 1,462,648
Total					\$ 1,640,538

# Double Branch

Community Development District

Capital Reserve Fund

Description	Amended Budget FY 2021	Actual YTD 6/30/21	Projected Next 3 Months	Total Projected FY 2021	Approved Budget FY 2022
<b>REVENUES:</b>					
Beginning Fund Balance	\$ 1,238,762	\$ 1,209,512	\$ -	\$ 1,209,512	\$ 1,385,673
Interest Income	\$ 1,000	\$ 1,267	\$ 350	\$ 1,617	\$ 2,000
Transfer In - Landscape Reserve	\$ 30,000	\$ 30,000	\$ -	\$ 30,000	\$ -
Transfer In - Capital Reserve	\$ 15,565	\$ 15,565	\$ -	\$ 15,565	\$ -
Transfer In - Pool Pump Reserve	\$ 6,500	\$ 6,500	\$ -	\$ 6,500	\$ -
Transfer In - General Reserve	\$ 26,759	\$ 26,759	\$ -	\$ 26,759	\$ -
Transfer In - General Fund Reserve	\$ 12,204	\$ 12,204	\$ -	\$ 12,204	\$ 8,250
Interfund Transfer In	\$ 290,000	\$ 290,000	\$ -	\$ 290,000	\$ -
<b>TOTAL REVENUES</b>	<b>\$ 1,620,790</b>	<b>\$ 1,591,807</b>	<b>\$ 350</b>	<b>\$ 1,592,157</b>	<b>\$ 1,395,923</b>
<b>EXPENDITURES:</b>					
Other Current Charges	\$ -	\$ -	\$ -	\$ -	\$ -
Landscape Reserve	\$ -	\$ 2,800	\$ 7,000	\$ 9,800	\$ 10,000
Capital Projects	\$ -	\$ 183,339	\$ 80,000	\$ 196,684	\$ 200,000
Pool Pump Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
General Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 186,139</b>	<b>\$ 87,000</b>	<b>\$ 206,484</b>	<b>\$ 210,000</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$ 1,620,790</b>	<b>\$ 1,405,668</b>	<b>\$ (86,650)</b>	<b>\$ 1,385,673</b>	<b>\$ 1,185,923</b>

# Double Branch Community Development District

## Exhibit "A"

### Allocation of Operating Reserves

#### Estimated Funds Available

General Fund - Beginning Fund Balance - 10/1/20	\$ 138,093
Recreation Fund - Beginning Fund Balance - 10/1/20	\$ 783,961
Estimated General Excess Revenues - Fiscal Year 2021	\$ 7,019
Estimated Recreation Excess Revenues- Fiscal Year 2021	\$ 61,056
Total Estimated Operating Funds Available - 9/30/2021	<u>\$ 990,130</u>

#### Allocation of Funds Available

General Fund Operating Reserve - First Quarter Operating Capital	\$ 44,522
Recreation Fund Operating Reserve - First Quarter Operating Capital	<u>\$ 379,162</u>
Total Reserve	<u>\$ 423,685</u>
Total Working Capital Surplus	<u>\$ 566,445</u>

Capital Reserve- Beginning Fund Balance - 10/1/20	\$ 1,209,512
Projected Capital Excess Revenues - Fiscal Year 2021	<u>\$ 176,161</u>
Total Estimated Reserve Funds Available - 9/30/21	<u>\$ 1,385,673</u>

Landscape Reserve	\$ -
Capital Projects Reserve	\$ -
Pool Pump Reserve at	\$ -
General Reserve	\$ -
General Fund Reserve	<u>\$ 8,250</u>
Total Funding FY 2022	<u>\$ 8,250</u>

Total Estimate Reserve Fund Balances - 9/30/22	<u>\$ 1,393,923</u>
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## *SIXTH ORDER OF BUSINESS*

**NOTICE OF MEETINGS  
DOUBLE BRANCH  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the **Double Branch Community Development District** will hold their regularly scheduled public meetings for **Fiscal Year 2022 at 4:00 p.m.** at the **Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065** on the second Monday of each month as follows, except where indicated:

October 11, 2021  
November 8, 2021  
December 13, 2021  
January 10, 2022  
February 14, 2022 @ 6:00 p.m.  
March 14, 2022  
April 11, 2022  
May 9, 2022  
June 13, 2022  
July 11, 2022  
August 8, 2022 @ 6:00 p.m.  
September 12, 2022

The meetings are open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agendas for each meeting may be obtained from the District Manager, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (and phone (904) 940-5850). The meetings may be continued to a date, time, and place to be specified on the record at the meetings. There may be occasions when one or more Supervisors will participate by telephone.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations at these meetings because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least 48 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

Each person who decides to appeal any action taken at the meetings is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

James A Perry  
Manager

## *SEVENTH ORDER OF BUSINESS*

*A.*

# Hopping Green & Sams

Attorneys and Counselors

March 1, 2021

Board of Supervisors  
Double Branch Community Development District  
c/o James A. Perry  
Governmental Management Services, LLC  
475 West Town Place, Suite 114  
St. Augustine, Florida 32092

Re: Double Branch Community Development District

Dear Jim:

The fee agreement in place between our firm and the District contemplates adjustments to the hourly rates from time to time after an annual evaluation by our firm. Our firm is respectfully submitting this notification to increase our standard hourly rates well in advance of the budget creation for the next fiscal year. My hourly rate is proposed to adjust from \$335 to \$350, which is an increase of \$15 per hour. The hourly rate for associates most likely to provide services to the District is proposed to range from \$265 to \$285. The hourly rates for all other attorneys will adjust to their standard hourly rates. The rate for paralegal services will increase from \$130 to \$150. The new hourly rates are proposed to take effect on October 1, 2021. I would ask that this letter be added to the next agenda for Board discussion.

As always, we will continue to implement cost-effective strategies to minimize legal expenses for the District while at the same time providing thoughtful and comprehensive services.

If you have any questions, please feel free to call. We thank you for the opportunity to be of service.

Sincerely,

/s/ Michael C. Eckert

Michael C. Eckert

MCE:lk

cc: Cindy Nelsen



*D.*

## Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

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

### Memorandum

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

### Community:

#### Special Events

- Dive in at MV, Back to school party
- Upcoming event: Dog Park opening, Dive in at pools, Fall resident run event at MV – Oct. 30

#### Aquatics

- Requests for pool usage during High School Swim Season

#### Amenity Usage

- *Total Facilities Usage – 8482*
- *Average daily usage – 274*

#### *Card counts:*

DB Owners	84
DB Renters	40
DB Replacements	27
DB Updated	32

*Total cards printed: 501 (both districts)*

#### Rentals

- *7 of 31 days rented in July , 3 of 5 weekends rented*
- *3 Clubroom rentals, 7 patio rentals*
- *18 tours (approx. 42 hours)/58 hours used for scheduling, administrative, etc*

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

370 OakLeaf Village Parkway, Orange Park, FL 32065

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

### **Memorandum**

#### **Operations:**

- Updates on projects: nature walk bridge, parking expansion, seal coating
- Saltwater change over systems and quotes
- floor plans and quotes for Fitness Center change over

#### **MAINTENANCE**

- Repair work on Plungers at Slide pool
- Pressure washing schedule coordination/changes – due to high number of rain days
- Graffiti removal at bridges (vandalism)
- Repaint multiple bridges at Amenity Center
- Audit of access cards – ongoing
- Install shelving at Storage Shed, remove multiple shelving sets at storage office
- Fencing around culvert installed at Dog Park
- System cleaning and new probes installed for multiple chemical feeders at pools
- Install completed for wooden play structure at Silverleaf
- Staining of all wood at tot structure at Silverleaf
- Parking lot grading and asphalt work completed
- Planning and prep work for parking lot striping
- Obtain quotes for split rail fencing at pond and roadsides for nature walk area
- Obtain quotes for split rail fencing at new parking areas
- Obtain quotes for landscaping at parking lot expansion areas
- Coordinate repair/re-bearing work for multiple large replacement motors
- Replace battery on ADA lift at slide pool
- Preventative maintenance performed on HVAC system at club room
- Preventative maintenance performed on equipment at Fitness Center
- Cut backing for new and replacement signs – ongoing
- Removal of large debris items/ wood from previous projects – taken to Rosemary Hill
- Removal of tree concerns from residents at Silverleaf
- 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 – reports kept on file.
- Light Inspections completed – Worthington Oaks, Hearthstone, Highland Mill, Piedmont, Stonebrier, Waverly, Litchfield, and Timberfield completed 7/7. Nature's Hammock, Fall Creek, The Oaks, Cannon's Point, Pebble Creek, Silver Leaf, Oakbrook, and The Cottages completed 7/26.

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

370 OakLeaf Village Parkway, Orange Park, FL 32065

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

### **Memorandum**

#### **Landscaping**

- *Tree trimming throughout for canopy heights*
- *Sod replacements for Silver leaf, Multi-use fields*
- *Clock repair at piedmont park*
- *Monthly report for July submitted and filed at Operations office*

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

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

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







GENERATED BY THE GIS DEPARTMENT 05/29/2013

# Double Branch CDD 2013 Clay County, Florida

