

DOUBLE BRANCH
Community Development District

NOVEMBER 8, 2021

AGENDA

Double Branch Community Development District

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

November 1, 2021

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

Dear Board Members:

The Double Branch Community Development District Board of Supervisors Meeting is scheduled for **Monday, November 8, 2021 at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.**

Following is the agenda for the meeting:

- I. Roll Call
- II. Audience Comments (limited to three minutes)
- III. Ratification of Transfer of Client Matters to Kutak Rock, LLP
- IV. Approval of Consent Agenda
 - A. Approval of the Minutes of the October 11, 2021 Meeting
 - B. Financial Statements
 - C. Assessment Receipts Schedule
 - D. Check Register
- V. Staff Reports
 - A. District Counsel
 - 1. Memo Regarding Publication of Legal Notices
 - 2. Memo Regarding Stormwater Needs Analysis
 - 3. Memo Regarding Prompt Payment Requirements
 - 4. Memo Regarding Public Records Exemptions
 - B. District Engineer

C. District Manager

D. Operations Manager – Memorandum

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

VII. Next Scheduled Meeting – December 13, 2021 at 4:00 p.m. the Plantation Oaks
Amenity Center

VIII. Adjournment

I look forward to seeing you at the meeting. If you have any questions, please feel free to call.

Sincerely,

Marilee Giles

Marilee Giles
District Manager

THIRD ORDER OF BUSINESS

Hopping Green & Sams

Attorneys and Counselors

October 15, 2021

VIA EMAIL

Double Branch Community Development District
Marilee Giles, District Manager
mgiles@gmsnf.com

RE: DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT ("Client")

JOINT LETTER BY HOPPING GREEN & SAMS, P.A. AND KUTAK ROCK LLP, ANNOUNCING THE DEPARTURE OF JONATHAN JOHNSON, KATIE BUCHANAN, MIKE ECKERT, TUCKER MACKIE, WES HABER, LINDSAY WHELAN, JOE BROWN, SARAH SANDY, ALYSSA WILLSON AND MICHELLE RIGONI TO KUTAK ROCK LLP

Dear Marilee:

As of November 15, 2021, Jonathan Johnson, Katie Buchanan, Mike Eckert, Tucker Mackie, Wes Haber, Lindsay Whelan, Joe Brown, Sarah Sandy, Alyssa Willson and Michelle Rigoni (the "Special District Practice Group") will be withdrawing as attorneys from Hopping Green & Sams, P.A. ("HGS") and will be joining Kutak Rock LLP ("Kutak"). The members of the Special District Practice Group have provided services in connection with HGS's representation of the Client in one or more matter(s) ("Client Matters").

In the coming months, HGS will no longer be providing legal services. Kutak is prepared to continue as the Client's legal counsel with respect to the Client Matters; however, it is the Client's choice as to who should serve as its legal counsel, and whether the Client Matters and all electronic files and active and closed hardcopy files (collectively, the "Files") should be transferred to Kutak.

Please select one of the following alternatives; however, please be advised that as of November 15, 2021, HGS will no longer be competent to provide legal services to the Client; accordingly, representation by HGS will cease on November 15, 2021, whether or not the Client makes an election below:

1. ALTERNATIVE #1. The Client asks that the Client Matters be transferred with the Special District Practice Group to their new firm, Kutak. Please transfer all Files relating to the Client Matters. HGS's legal representation of the Client will cease on the date of HGS's receipt of their written notice. After that date, the Special District Practice Group and their new firm, Kutak, will be responsible for legal representation of the Client in the Client Matters. To the extent that HGS is holding any trust funds or other property of the Client, HGS is further instructed to transfer such funds and/or property to Kutak.

Marilee Giles, District Manager
Double Branch Community Development District
October 15, 2021
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DocuSigned by:
Cindy Nelsen
1834ED053396448

10/18/2021

**(Please sign if you want Alternative #1; [DATE]
otherwise, do not sign on this line.)**

5. ALTERNATIVE #2. If you do not want Alternative #1, please advise us what HGS should do regarding the Client Matters and all Files relating to the Client Matters by December 1, 2021. HGS's legal representation of the Client will cease on November 15, 2021. If HGS does not receive a response by December 1, 2021, that will confirm HGS's understanding that all Files are not needed or desired and HGS will shred them.

**(Please sign here if you have [DATE]
given instructions under Alternative
#2; otherwise do not sign on this line.)**

After you have completed and signed this form, please send a copy via electronic mail to JasonM@hgslaw.com, MarkS@hgslaw.com, MichaelE@hgslaw.com, and KimH@hgslaw.com.

Thank you for your consideration and assistance.

HOPPING GREEN & SAMS, P.A.



By: Jonathan Johnson
Its: President

cc: Cindy Nelsen, Chairperson
Michael Eckert
Jason Merritt
Mark Stropjak
Kim Hancock

FOURTH 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, October 11, 2021 at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

Present and constituting a quorum were:

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

Also present were:

Marilee Giles	District Manager
Mike Eckert	District Counsel
Jay Soriano	Operations Manager
Chalon Suchsland	VerdeGo
Crys Grizzle	S3 Security
Jen Muntean	S3 Security

FIRST ORDER OF BUSINESS

Roll Call

Ms. Giles called the meeting to order at 4:00 p.m.

SECOND ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the September 7, 2021 Meeting**
- B. Financial Statements**
- C. Assessment Receipt Schedule**
- D. Check Register**

Ms. Giles stated included in your agenda package are the minutes of the last meeting, the financial statements as of August 31st, your assessment receipts schedule showing you are 100% collected for FY2021 and the check register totaling \$181,142.71. We start collecting

assessments in November, but the majority of folks pay around December, so I think we're going to be fine with those assessments coming in.

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

FOURTH ORDER OF BUSINESS

Consideration of Resident Member Suspension

Mr. Eckert stated we brought this to your attention at a prior meeting. We had a little difficulty getting confirmation that the resident received a copy of the suspension letter. I think we now have confirmation that the resident did receive the suspension letter and at this point in time we would be going through our typical suspension hearing. This is something that involves some profanity. The Board has previously been provided with information regarding this. There was a written policy violation report, and we also have the policies applicable to the amenity center. This was a situation that occurred at your sister district, but because you have a reciprocal agreement with them, and the resident is a resident of Double Branch, it makes sense that you are the one that will hear the suspension and decide how long it should last. Specifically, on July 16th District staff found that the conduct violated the pool and waterpark policy paragraph numbers 15 and 28 and the suspension and termination of privileges rules paragraph numbers 2C, 2D, 2E, 2F, 2G and 3 and then in relation to the Middle Village policies, it violated the same provisions for the pool and waterpark number 15 and 28 and the suspension and termination of privileges 2C, 2D, 2E, 2F, 2G and 3. Mr. Eckert confirmed the resident was present and continued. At this point in time, we would ask Jay Soriano to give a statement to the Board on what occurred that day.

Mr. Soriano stated you guys have received the policy violation. This was a case of profanity and abuse towards staff over a situation that happened to deal with her son who was employed with us at that time. I've spoken to Ms. Summers who was honest saying she did use profanity. She had concerns that our staff used profanity so it's okay for her and I explained that's not the way that works, however I let her know at that time there would be a temporary suspension and she could come to the Board for a meeting like this. We do not deal with any kind of abuse and profanity on our pool decks. There were multiple witnesses there that did

hear that, not just staff but also residents. There was no physical abuse or anything, this was more yelling and cursing.

Mr. Davis asked can you please refresh my memory what started the incident and what exactly took place?

Mr. Soriano responded the way it was explained to me by staff is she was upset because she was bringing lunch, or I think it was the girlfriend that was bringing lunch to a staff member and he was in the stand at the time, he wasn't able to eat lunch and mom was upset about that and demanded that he be able to come down now and eat then so she was yelling at him. We can't yell at him like that, and we also can't tell him what to do over top of our staff members there, but she did say she wasn't yelling at the staff person. Of course, the staff person says that is not true, she was yelling at them, and she was yelling at the son on deck to follow directions and come down then and eat his lunch and it built up from there. She was asked to leave, she was asked by security to leave, and she was also threatened with a trespass, but we did not have her trespassed.

Mr. Eckert stated I would ask that the policies and also the policy violation report that was filled out by Shannon Mullis be entered into the record. Ms. Summers, at this point in time, if you have anything to say to the Board, this is your opportunity.

Ms. Laura Summers, 364 Briar Oaks Lane, stated what is written on here is not true. I did say the 'F' word one time to my son, who was not on deck. He was standing at the table, and I said, "Here's your [profanity] watch.", and then she said oh really. I don't know who was around, there were no other civilians. The only other person would have been the one on deck over there and then up top in the lifeguard stands. I'm not going to deny the fact that I came for the third time to my 17-year-old and said what I said, but that wasn't addressed toward anybody, that was between him and I and there was no yelling. Whenever I said that she was cussing, she repeated what I had said. I said why is it allowed for her to say that if I'm being kicked out. Why is okay for her to say that as a staff member with other people around. I'm not denying that I did say the 'F' word one time, but that was to my 17-year-old son, and it was the third time I had been up there. The girlfriend brought him water. I'm here to take whatever that is, but the severity of this statement and what actually happened is not true at all.

Mr. Eckert asked were you asked to leave at any point in time?

Ms. Summers responded yes, at the very end and she was getting a hold of a lady. I can't remember her name, but I said no, I'll wait for her to come down and then the security guard came, and I was walking out to my vehicle, and I said are you here for me and he said no, so I got in my car and left.

Mr. Eckert stated there were some other things that were reported. Did you ever tell a staff member to go 'F' themselves?

Ms. Summers responded there were no other staff members around except for the lady. This is the first time I've been asked a single question about it, other than when I called to ask him, because I went up to the Phase 1 facility and asked the guy there if I was actually kicked out and he said yes, I think you are, but he wasn't sure.

Mr. Davis asked when you say the lady?

Ms. Summers responded I can't remember her name, I'm sorry.

Mr. Davis asked do we have a name for the lady?

Mr. Eckert responded we have the name of the staff member that wrote the report.

Mr. Soriano stated I think she was referring to calling her boss, which is Susan Raab. Susie has text messages from her that are angry about her contacting River, who is the employee, but I guess it was the father's phone number. There were other issues that she was angry with Susan Raab about, which is the lady she's referring to. That's Shannon's boss. Those are outside of this issue though, but there have been other minor issues. She's considered angry toward staff. I wasn't here, I can only take the reports from my staff. She was honest with talking about cussing her, the main concern is staff shouldn't be allowed to cuss and I'm sure my staff can figure out a way to get you to understand.

Mr. Davis asked so Shannon is the staff that was down there, and Susan is her supervisor?

Mr. Soriano responded right.

Mr. Davis asked who was saying that she told someone to go 'F' themselves? Is that Susan or Shannon?

Mr. Soriano responded that is what Shannon is saying. Shannon said she was yelling at her at the desk, but she told me she was not yelling at her, she yelled at her son. The other staff there said they took it as her yelling at Shannon. Shannon is the one standing right at the desk.

Mr. Lanier asked so we have multiple staff members that are contradicting what Ms. Summers is saying?

Mr. Soriano responded yes.

Mr. Lanier asked do we have any non-staff members that have also added to the report?

Mr. Soriano responded not added to the report, but we did get names of ones that were there that said they would be happy to attend and answer questions if it's needed. I always have them get witness statements and find other residents that would be there that saw it if we wanted to go that route.

Mr. Davis asked they don't have statements; they just have names?

Mr. Soriano responded right. That's normally what we do. Sometimes if it's bad enough we will get them to write out a statement. Some of them ask not to be involved unless it's something like there where we're going to do a hearing. All of those statements are then public information, and it has their names and they're neighbors, things like that.

Mr. Lanier asked you're saying the other staff also felt as though it was being directed at Shannon?

Mr. Soriano responded correct.

Mr. Lanier asked was it just one 'F' bomb dropped by Ms. Summers or was there any more to it?

Mr. Soriano responded no, that's not what they're stating here at all.

Mr. Eckert stated I can read the statement. I'm going to abbreviate because I think that may also give a little more context. Again, this is a statement from the employee, not from Ms. Summers.

Mr. Davis asked which is who, Shannon?

Mr. Eckert responded Shannon.

Mr. Soriano stated Ms. Summers does have this full report. Everything has been shared.

Mr. Eckert stated the statement reads, "The mom of the lifeguard walks into the pool and yells, "Are you 'F-ing' kidding me". I was stunned. She repeated it and I said, "Are you serious?", she said "'F' you, yes, I'm serious. I don't have an 'F-ing' watch.", then told me she was the parent of River. River came over and she began yelling at him. I asked her to stop, and she continued yelling. I asked her to leave, and she refused. I told her I was calling security to have her trespass if she didn't leave. She said, "'F' you. Is this how you treat people?". I

tried calling various supervisors and security and didn't reach anyone. She told me to go 'F myself'. I told her to have a great day and she went to leave, then she came back cussing at me telling me I am a piece of 'S' for picking on him (River) for not having a watch. I just stood there letting her yell and she finally saw I had picked up the phone to call security again. I said, "I've asked you to leave and I'm trespassing you and she replied, "'F' you and try." and she walked out." So that is the report.

Mr. Davis stated Ms. Summers, you have to understand how difficult this is for us as we are not there. None of us were there and all we can do is rely on you saying you dropped one 'F-bomb' and her saying you dropped about 15. If there are other people that corroborate what she said, what are we left to do?

Ms. Summers asked can I ask not names, but are they lifeguards?

Mr. Davis responded they're staff members apparently.

Ms. Summers stated there was no one around except for her and I.

Mr. Davis asked were you talking loud?

Ms. Summers responded no, the way I came in, River was at the stand, and I said here is your watch and she said, "Oh really." and I said, "Yes, really.", like I was talking to him. The rest of that is completely not what happened.

Mr. Soriano stated I can promise you the statement that there was nobody around is completely wrong. This was a Friday on July 16th. There are people at full. Were they right there at the desk standing with them? No. But if our other staff people can hear them, I promise other residents on the deck can hear them.

Ms. Summers asked can we look at the sheet from that day? There was no one in the vicinity.

Mr. Soriano responded yes; you're going to see a lot.

Mr. Davis asked was your son in the stand?

Ms. Summers responded no; he was at the table. I will own the fact that I said the 'F' word and if that is going to cause me to get kicked out then I guess that's what it is, but the rest of that statement is not true.

Mr. Thomas stated Jay, did any other staff hear that entire conversation or was that conversation just heard by the son, the resident and the person she was having the interaction with? Were there any other staff members around other than just these three people?

Mr. Soriano responded there was a full set of staff there, but she's saying there was only three people close enough because we have one on the side, which only sits above them maybe 10-feet. They sit on the slide tower right there where you check in so they can hear quite a bit. There is one directly across the pool and there was one in the stand that sits right in front of the check in. The way I was explained is that's where River was at the time this first started happening. I don't know about when you came back. I guess the girlfriend came in first and she wasn't with mom. The girlfriend asked to be able to talk to him and do something and then she left, and I guess went and got mom and that's when angry mom came back. The way I was explained is River was in the stand and that stand right there is the one they're talking about closest to that desk.

Ms. Summers stated River had just come out of the guard shack.

Mr. Soriano stated when you got there. How about when the girlfriend came earlier?

Ms. Summers responded I was sitting right there. She asked to bring him water and she hadn't seen him all day because we had just got back from church.

Mr. Soriano asked so you walked in with the girlfriend too?

Ms. Summers responded no, she walked in, gave him water and came back out in tears and I said what's wrong and she asked if I had a watch and I had come to two people prior about the watch saying he didn't have one that day and they said it's not a big deal but he has to have one next time, so we had a cordial conversation and it was fine. Then I went back in and I said here's your watch and that's why I said it like that. I brought your lunch, now your water and now here's your watch. You're seventeen and you have a job. It was more a mother-son thing and then she interjected.

Mr. Davis stated Jay, you mentioned another lifeguard or staff member across the pool? What is that 50 or 60 feet?

Mr. Soriano responded maybe 30-feet.

Mr. Davis asked was it busy?

Mr. Soriano responded I'd have to check but like I said it's a Friday in July. It's the person that is going to be in the slide tower.

Mr. Davis stated whoever was closest, but I'm saying if it's busy and people are splashing the lifeguards should be watching not listening to a conversation 50-feet away. I don't know. This is a difficult one.

Mr. Soriano stated this would be more the person in the slide tower. If you want to pick apart the he-said-she-said stuff the only way you can do it is you'd have to bring them in. I was not there; I've only talked to her and she was honest in her cursing. She doesn't like the fact that they were cursing, however the story is completely different than everything I've heard from everybody that was there and said they could hear it and that's what we're going to get. So, we can bring them in, but I'm sure we're still going to get that.

Mr. Davis stated but you have other people, non-staff, that would be willing.

Mr. Soriano stated that's what I asked first is were you completely yelling at your son, and she's telling me she was but everybody there told me she was yelling at Shannon. So, that's the same case. The reason we don't deal with the cursing on the deck is Shannon feels like she was being attacked.

Ms. Summers stated Shannon was the one that was yelling. She was the one that raised her voice. I don't know if you guys have been upstairs on this side, but with both slides going you cannot hear down there.

Mr. Davis stated that's what I'm wondering. So, if we have outside people, not staff, not Ms. Summers and we have names and numbers, I would like to see what they have to say. Because they have no dog in the fight so to speak.

Ms. Nelsen asked what is the recommendation?

Mr. Horton stated I have a question. This happened over here at Middle Village. Did Middle Village look at this?

Mr. Eckert responded Middle Village is aware of it, but because the individual was issued an access card by Double Branch, then it is a Double Branch issue and then any suspension is reciprocal amongst the two districts. The policies for Middle Village and Double Branch are substantially the same and those were included as policy violations in the letter.

Mr. Soriano stated there was a question on what the recommendation was. Really, the same reason I wanted a temporary suspension, and this started after I spoke to her, was that she could come to the Board, and she could say her piece. I wanted to keep her away from the staff. The staff is done for the season, so if there's any concerns whether we let her go or we extend it, we're done with the pool season, so I don't see an interaction there so as far as recommendation of time, we don't have to go six months or a year or anything like that.

Mr. Eckert stated you're almost at three months now.

Mr. Davis stated that is a strong written statement. I would really like to know what actually happened. People that were around, that are not staff and are willing to give a statement could shed some light on it.

Mr. Soriano stated I think you should still hear from the staff so you should speak to Shannon directly if you're worried about it.

Mr. Davis stated her statement says a lot as it is, but it's she-said-she-said.

Mr. Soriano stated then there's everything else that corroborates it. Susie shared texts with me that sound angry coming from her and I can see why they are already a bit standoffish in dealing with her. That's why my recommendation was to make sure she's not at the pools if that's the case and we're having those types of issues. The pool is closed so I'm not too worried about it at this point.

Ms. Summers stated we bought our home in 2019. We're a military family. I've never had an issue with any of the staff here or at the other place.

Mr. Davis asked how long has son worked here?

Ms. Summers responded he worked here for like a month or something.

Mr. Davis stated at this time he had worked here for about a month?

Mr. Soriano responded I think he had only worked here for about two or three weeks. There were some issues there too.

Ms. Nelsen asked what do we think would be reasonable, Jay? Three months or six months?

Mr. Soriano responded for one, I don't even know if she uses the pool that much. As far as looking at her access cards she's only checked in a couple of times throughout her time of living here and my main concern is keeping her away from the staff and like I said, staff is not really here anymore until next summer so unless we were going to do an extended thing, at this point I'm not worried about extending the suspension.

Mr. Lanier asked does a suspension of the pool include any of the amenities?

Mr. Soriano responded yes so if she wanted to use the fitness center, she wouldn't have been able to use the fitness center, things like that. Her card gets turned off temporarily until you guys decide, then from that point on you guys can decide to carry it farther, which we've done in the past. I'll leave it up to you guys if you want to do a one-year suspension or anything like that. If she had been trespassed it would have been two years. One year is what

we say we look at to reinstate them as long as they're fine after that one year. This didn't make it that far because Mr. Jackson who was our officer that day that was called didn't make it here for about 45 minutes is what they said.

Mr. Horton stated I don't have a problem supporting the staff based on the statement that I read right here. I think we've got good staff and it's our job to support the staff and that's what we need to do. I don't know why they would make this up and you're saying there's even more people that hear it, so I don't have a problem with that, and this is the way it happened as far as I'm concerned. I think the only thing we need to determine is what the suspension is going to be.

Mr. Eckert stated I want the Board to understand why we don't have witnesses here today. Number one is we had sent a letter saying let us know if you're going to attend or your attorney is going to attend and then we can set that up. The other thing is we typically don't do it unless there is a threat of physical harm or some sort of physical harm because you're essentially having a mini trial of neighbor against neighbor, and we try to avoid that when we can. Given what Jay has said, his concern with the suspension was about staff, I think if you did a suspension up until today's meeting or a three-month suspension, which is a couple more days, based on what Jay has said and what I've seen in other situations and it's an isolated incident, this isn't a person who has been coming back and harassing staff since that time, I would recommend you do it three months or to today with the understanding that if something happens again it would be a much more dramatic issue for you to deal with and probably something that you would have to look at a much longer suspension.

Mr. Davis stated I agree with that.

Ms. Nelsen asked are the pools not open anymore on weekends?

Mr. Soriano responded this is our last weekend. After this it's adult only and there's no staff there for the adults.

Mr. Davis stated I'm good with a three-month suspension, which ends in a day or two.

Mr. Soriano stated so beginning this next Monday, that would be the 18th.

Mr. Eckert stated I think from what I heard from Jay, I don't think Jay believes a three-month suspension in this particular circumstance would not be supporting staff and if you feel differently, you should let me know.

Mr. Soriano stated that's always been a big thing for us, the this isn't what I said or they're lying, we've heard that before, so I have to side with them a bit, but when they say we have another person and a staff person. It probably wasn't exactly like what she said, but if she really didn't mean it towards Shannon, okay, but that is what this is for too. Come in and say your piece. So, if we were to lift that suspension this coming Monday, I would be fine with that because the pools are closed.

Mr. Eckert stated three months would be the 16th, so through the 17th?

Mr. Soriano stated the 17th is the last day that there is any staff there.

Mr. Eckert stated so on the 18th it would end.

Mr. Horton stated I don't suppose an apology would be appropriate.

Ms. Summers stated I would apologize for saying the 'F' word one time, yes. Because that is what happened. We have interacted several times. I was there when a brick fell on a lifeguard and hurt her hand. I had to make a statement that day. I've been present a lot.

Mr. Soriano stated well when I looked up your card you haven't really checked into the pool that many times.

Ms. Summers stated not this past year, no I haven't.

Mr. Soriano stated I look at how many people check in and how many people are here. I'm sorry I don't remember you.

Ms. Summers stated this is my only time to say anything so I wanted to say it, but yes I would apologize to her for saying that and for cursing to my son.

Mr. Soriano stated I'm sure she would appreciate it.

Mr. Horton stated as long as we don't see that again.

Ms. Summers stated but do you understand, if using profanity is not allowed on campus then if she's saying it.

Mr. Soriano stated I get that. I don't want to go into that argument there. That sounds like what my kids do when that happens. It's still not the same.

Ms. Nelsen stated I can assure you he handled it with staff.

Ms. Summers stated that's fine, but if I'm going to be held to a standard, the staff members should also be so that was it. I'm not trying to get her in trouble or anything like that.

Mr. Lanier stated you're asking if two wrongs make a right. The problem is it started with you and it started with language that is inappropriate anywhere around here so it's easy to

say well they copied me. That's fine, but it starts with you, and I would say that's where you end it and let us worry about our side of the house and you say I got it, it shouldn't have happened and don't try and say they shouldn't do this either. That's for us to handle.

Ms. Summers stated I understand that, but when I was speaking to Jay about that day, it was brought up.

Mr. Soriano stated I am only dealing with you and I'm not going to tell you what I'm going to do to her as far as disciplinary, so when I told you that day that I'm not going to just hear your side and your side only. I want to hear your side, but I also have staff to look out for. I talked to them, and I talked to multiple people and this is where I found the information from Susie about the text and phone calls or emails and those types of things, so I had to look into it more. The only thing I had heard about was the incident and that's what I had talked to you about and then like I said, it's just the cursing part and I'm only addressing you. I dealt with her on that subject.

Mr. Thomas asked can I understand what we're doing? It's three months, but it's essentially time served because it will actually be up in a week?

Ms. Nelsen responded at the end of the pool season, yes.

Mr. Soriano stated she has not been here.

Mr. Thomas stated that's fine, however in the future if there is any interaction I would like more statements because I need to make sure that our staff are handling themselves appropriately as well as residents handling themselves appropriately.

Mr. Davis stated I would also like to suggest, if you have the time to get this person's name and number, in case you need a statement just go ahead and ask for a statement. If they don't want to give a statement, I can understand that as well, but if you're going to take the time to get their name and number ask them to email a quick statement and then we have a lot more to go on. When the cops are called it's easy. They're refusing to leave and they're obviously being belligerent and not following instructions, be a he-said-she-said is a little bit more of a grey area.

On MOTION by Mr. Davis seconded by Mr. Thomas with all in favor lifting the suspension of Ms. Summers on October 18, 2021 was approved.

Ms. Summers asked what does that mean for me?

Mr. Eckert responded it just means that your amenity access will remain shut off until the 18th of October, so a week from today.

Ms. Summers asked so then I can work out until next summer and then I can't go to the pool?

Mr. Eckert responded no, your amenity access will be turned back on October 18th fully and the only way you're going to lose that again is if we have another incident.

FIFTH ORDER OF BUSINESS

Acceptance of Engagement Letter with Grau & Associates for the Fiscal Year 2021 Audit

Ms. Giles stated Grau & Associates was selected through the RFP process and has completed the audits for Double Branch in years past. Grau & Associates will audit the District's financial statements and will examine the District's compliance with the Florida Statutes 218. The fee is \$4,900 for this year's audit.

On MOTION by Mr. Davis seconded by Mr. Horton with all in favor Grau & Associates Fiscal Year 2021 audit engagement letter was accepted.

SIXTH ORDER OF BUSINESS

Consideration of Amendment to Landscape and Irrigation Maintenance Agreement with VerdeGo

Ms. Giles stated this agreement is to add language to provide for a credit to the District when the contractor does not perform the services required by the agreement due to a labor shortage or other reasons. The District can then use the credit toward payment for additional work or services.

Mr. Soriano stated it's not just for shortages, it's just one of the things we put in there. They did have some issues and we've all had some issues and we try to work around them. A bigger portion of it is there have been questions at a lot of other districts. We saw it a lot more with things like rain. We actually have it spelled out in our contract how many days they have to complete a certain zone and if it rains how many extra days they have. You finally get to a point where you run out of time and this year there were times where it would rain two or three weeks straight so there was so no way to catch up. We have spelled out how much all of those

services cost, so if you have 204 cuts a year and you pay that \$10,000 or whatever it is for those 204 cuts and I don't get 24 of them, I know how many dollars I should be getting back. When people ask if work is not getting it done what we get out of it, this wasn't an issue with them not doing their job, it's just more of an issue that they couldn't do their job, but we're still paying for it. This wording is nice to have in there. This isn't a penalty thing, and they did nothing wrong. That's also why we talked about wording it in a way that is beneficial to us all. They're still going to get the work because now it's just going towards that extra work that we do such as planting of the columns and things like that. It's just we would pay less for that. That is something we already do, and we've done in the past, we would get that trade off when certain things couldn't be done or we didn't want some of those things done such as extra annuals and maybe that money went towards sod, so it's something we already did, it just wasn't spelled out in the contract. Now it's just going to be in there officially.

On MOTION by Ms. Nelsen seconded by Mr. Davis with all in favor the amendment to the landscape and irrigation maintenance agreement with VerdeGo for credits for work not performed was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Eckert stated if you'll recall, at the end of the legislative session we did a wrap-up in terms of the laws that passed. One of the ones that is going to need to be implemented is you're going to be required to do a 20-year needs assessment for your stormwater management system and that's something your engineer will have to help you with so we will be reaching out to your engineer and providing him with a copy of the new statute and asking him to provide a proposal to the Board for you guys to approve his work on that. It's not due until June of 2022, but it includes things such as a detailed description of the system, it's facilities and projects, number of current projected residents, current projected service area, cost of providing services, estimated useful life of each facility, five-year history of expenditures and balances and things like that, so it will be a joint venture between your manager and your engineer but we don't want to wait until after the first of the year so I'm hoping he will get us a proposal by November or December and then they can all start working at that point to get that done. It got lumped in with the wastewater bill, so if you ran a wastewater system, which you

do not, you'd also have to be providing that for your wastewater system. It's an environmental consideration that they want to make sure that one, everybody is taking care of their stormwater properly and also wastewater is not leaching into the groundwater.

Mr. Davis asked what is a 20-year projection?

Mr. Eckert responded you would do it again every five years. For instance, this community your projection in terms of the number of residents is not going to change dramatically so that is an easy one but trying to estimate the useful life of the facility and making sure you're budgeting for it and putting it on your radar for budgeting purposes is a lot of what they're trying to do. With the management you have currently right now they're probably already on top of most of these things, so I don't anticipate it's going to be a heavy lift, but we do need your engineer to be involved and get a work authorization.

B. District Engineer

There being nothing to report, the next item followed.

C. District Manager

Ms. Giles stated GMS paid for the iPads you're using today; it didn't cost the District anything. Each of the district managers here in Northeast Florida either have the iPads or are in the process of getting iPads. We take them to all of the meetings, we wipe them down, load the agenda on it the morning of or the day before. Courtney is our Recording Secretary, and she will still email you the agenda packets a week out or will use Dropbox as I think she did this last time. It is useful if there are last minute changes or updates to the agenda, we can make those online and she can update the website. She will still send you an email if there is a change to the packets, but it's easier to add it to the electronic version rather than having to print so many copies. Those of you that are not Apple users, I do hope that you will give it a chance and that you will like it moving forward. If there is one particular supervisor that just does not want an iPad and wants a packet, we can accommodate that, just let me know and if there are any other ideas you have to make this easier on us let us know. This is a huge cost savings.

D. Operations Manager - Memorandum

Mr. Soriano stated we finalized the dive-ins, so we're done at the pools for our community events and then we also just had our first movie on the green. That was this past Friday and it worked out well. It was actually a very large group, probably 140 people. It worked out nice with our new parking lot areas. The food trucks were able to go back there and that helped take some of the noise of the generator away from the screen and even the lights from all the trucks and people pulling up, so it worked out well. We had the dog park grand opening this Saturday. It started off a little slow, I was worried at first because it was a little dreary that morning when I was setting everything up and my only visitor was Andre. As time went on and the sun came out I had quite a few families there. I stayed until 12 because there were quite a few people there and there were probably eight or nine vendors there with their dogs and a lot of them had not just a good time with the dogs, but it was a good question and answer time for me so a lot of them got to talk to me quite a bit. I also walked quite a few of them over to check out our new trails. The bridge is not done, hopefully that will be done very soon. We are halfway through with our decking. The next event for us is the Pumpkin Plunge and then of course there's a resident run event over here at your sister district.

I have Christmas lights on the report. Every year we get something with Christmas lights, usually more on your district than the other district but I would bring it up if there was anything in particular anybody wanted. We do a lot in Christmas lights, but because it's spread out, I don't think a lot of residents realize it that much and if you recall they tried to do something resident run and it didn't work out. I know the girl that did it had good intentions; you just can't get enough participation for those things. She extended it to this side over here and we only had one family help out so that really leaves the lighting stuff to us.

Mr. Lanier stated I'd like to make a recommendation to use the front lawn by the water fountains. Some sort of display there.

Mr. Soriano stated we did the decorations up there and actually she helped out. We moved our trees to that big median and it looked pretty good. We can decorate that area a little more. Normally, I would have just put the lights on those big bushes in between the two columns and the median.

Ms. Nelsen asked did you do the flags? That was cool.

Mr. Soriano responded I did not, that was a resident. We've held off from cutting that area because of that.

Mr. Soriano continued with his report. We mentioned earlier that the pools are pretty much closed this weekend and we're on that limited schedule and then it's just the adult pool swim at your own risk program. With the heat we always get a few people that want to come out because they have little ones at home, so we have to remind them, but it doesn't last long. It takes a couple nights like last night and that water cools down really quick so we will have that change where we won't have anybody trying to get into the pool. The heaters at your sister district will be tested out at the beginning of November and it's normally heated in November depending on weather all the way through December this year when we get to the really low temperature weather. We have talked about closing and advertised that we're not going to be open twelve months heating that pool because there are times we spend thousands of dollars and nobody is using it so it will probably January or February that they will be completely closed. It was pointed out to me in the last meeting that I missed including your numbers for rentals. With the iPads it will be nice when I catch that before the meeting, and they will make sure that is updated really quick in there for your guys. For September for your side there was only three of 30 days rented. There were two of the four weekends. This side is starting to pick up a little bit, but you're still really slow. I would like to get back to that point where we're rented out every weekend.

I put on the report the seal coating, which is done for the track. The asphalt looks really good. I'm not completely happy with the thickness of it. We talked about instead of doing the squeegee getting somebody to come out and spray. I asked for three coats because I wanted something nice a thick to fill in a lot of cracks. When you spray it, the coats are considered much thinner. So, it looks good, but as far as filling the cracks, it didn't fill in the cracks the way I would like. It looks continuous like it's all been laid at the same time, so you don't see that checkerboard pattern with the grey and the black that we did when they did the repairs to the large cracked areas. However, after being out there when it rains, I can tell you it is well treated so I'm not upset with it, but I would have liked it to fill in a little better. Just to update everybody, for us to do any repairs or if we want to start working on the parking lot, we did get our asphalt emulsion in, so we have the barrels ready to go. I'm still waiting on the sprayer, but that should be in this week.

I have a map for you guys with the floor plan for the fitness center so if you have a chance to go in, you'll see all of the electrical work is done so I can set everything up. I had to have new outlets and cable run for TVs and all of our accessory equipment in there so we can start moving everything in this month. The only thing I'm waiting for is the mats, because I don't want to mess that floor up in case we ever decide we want to go back to utilizing that. Our rowers are in, and our arm odometer is in so this is everything that fits in there right now. This will be a nice room once it's said and done. The Xs on that are where our TV placement is going to be so I had our cable run into the soffits there for four TVs and then we will still have the other four in the other fitness center. We're still waiting on estimated delivery for the Hammer Strength equipment because we purchased refurbished equipment.

Mr. Horton asked did you get everything you wanted?

Mr. Soriano responded they haven't received everything yet so I'm still waiting to see. We can wait around for some of those pieces because they were multi pieces. Depending on how long we wait around I may come back to you guys and ask if you want a different machine.

I have two other things. I was reading through the minutes and forgot to update you guys on the financials from last month. You had a question about the voided checks. Those did not go out. It was a complete check run but they didn't go out and the reason is we have a new signer and those checks had Jim Perry's name on it. We were able to catch it, so we had to reprint them so that's what that void was for. Marilee is on all our checks now. The other one is you asked about the pool leak. American Leak did get in touch with me. The plan is for November, which ends up being the same as when Red Rhino was going to come back out, but they were the ones that we waited all summer for.

Ms. Nelsen asked was anything decided on pickleball at Middle Village's meeting or are they still discussing?

Mr. Soriano responded no; they seem to have gone a completely different way. I don't know what they're going to end up saying because to me the cost savings is so great, I would look at that, but I think it's a hard sell when you consider taking something away from somebody. I did let them know we're still in the same spot for us to do it. We would have to take tennis courts away. Would it bring a little bit less pushback than basketball courts? Yes, I think it would. However, when you look at \$55,000 to \$60,000 a year, we have to spend just to

be able to deal with those courts I think it's well worth it and we could put that money towards other amenities, however I think they're still a little worried about that. They didn't decide anything. I did mention I've been trying to get the pickleball group to understand that even if either one of you guys decide, we're not doing anything right now. We talked before about waiting until possibly December so that's really still what I'm looking at, but it sounds like it may be Middle Village arguing that they really don't want to do that.

Ms. Nelsen stated I heard we have a new Chair.

Mr. Soriano stated yes, we will have a new Chair and we do have a vacant seat also.

Mr. Horton asked who is leaving?

Mr. Soriano responded Rocky Morris.

Mr. Thomas stated where the new neighborhood is going in, they have demolished my white fence. Is that our fence?

Mr. Soriano asked are you talking about on the road?

Mr. Thomas responded yes.

Mr. Soriano stated we bought it, but it's not our fence. Maybe I could go down there and grab the parts. That's the one I've always said we need to stop repairing because it goes across the County road but since we paid for all that stuff if it's down there, I will grab it.

Mr. Thomas stated I noticed they put up some kind of sign on the back by the fence and then a couple of days later they took it down. Is that because they put their sign up on the 1,000 feet we own?

Mr. Soriano responded I don't know. I can take a look at that area. If it's not there it might be hard to get an idea, but they took the chain down. We installed the chains too and I'm going to pull those big four-inch posts out of the ground there that are in the right of way. That was to stop cars from driving through. That will be the road right of way so they're going to have to build that area.

Mr. Thomas stated if that fence is knocked down obviously it doesn't look to well so if that's our fence I'd say go ahead and grab it for the parts.

Mr. Soriano stated that was one that was a reinforced gate so that one was a little more expensive. The bottom and the top have metal bars that go through them, so I'll grab that stuff.

Ms. Nelsen stated Chalon asked if we have any landscaping we have to do.

Mr. Soriano responded not that we should have to do. They should have to do everything. They actually own that property that comes through that gate and curls around the oak sign. They should just sod and make sure they're not messing anything of ours up that is there, but they do actually own that. We own the side with the oak sign. We do have irrigation there too that we will have to watch, and we generally keep an eye on that stuff when they're digging and tearing stuff up.

Mr. Horton stated I went out to the bridge on the walking trail a couple of times to see how things were going and I went out there this morning and the guys that are doing the work had put up some signs to block it off because it's not safe to cross yet and somebody had taken those signs and threw them in the water.

Mr. Soriano stated they did take the waders down there today. I'll let them know you told me the signs went in too.

Mr. Horton stated it looks good too.

Mr. Soriano stated these signs are the nice big barricade road signs, but if that's the worst I have to deal with I'll be happy. There's some graffiti on the culvert, but not on our bridge and our bridge has been up for a week so hopefully it will stay that way.

Mr. Horton asked what is the status of the landscaping for the parking lot expansion?

Ms. Suchsland responded the crape myrtles and stuff are done and the sod is completed. The excavator is being delivered on Wednesday morning so we will excavate that dirt out of there with the stumps and then we will bring out the new soil and the shrubs.

Mr. Horton asked are you going to take care of that pile of stuff that is out there?

Ms. Suchsland responded no.

Mr. Soriano stated if it wasn't for the little bit of issues working on the bridge and the dog park that was something they were supposed to get to Friday. We have to cut up that stump and remove all that junk so that will be my guys.

Mr. Horton asked so you'll be through with it shortly?

Ms. Suchsland responded by the end of the month.

Mr. Horton stated we have two people here I think from S3 Security. Just curious if there were any issues this past month and how things are going.

Ms. Grizzle responded I believe the issues that we've had have been addressed. They're primarily with the individual officers making sure that they're cleaning up after themselves and

making sure that they're staying visible. I know we've heard a couple of concerns in that department and those are being handled with the individual officers. We're also recruiting for additional staff. I'm sure you're aware that recruiting is like pulling teeth right now, but we're making full efforts to make sure we're staffed at all times.

Mr. Horton stated yes, I've been down there a couple times when they were on duty and I don't see anybody and suddenly they appear but I don't know where they were at.

Ms. Grizzle stated I have discussed that with them as well. They are typically doing some sort of round or foot patrol, or they might be on a break, but they've been informed to stay as visible as possible.

Mr. Soriano stated since we're on the subject of security, I wanted to bring something to your attention. I received a letter from S3 saying they would like to increase their rates per hour. This would begin January 1st. As far as the rates, I don't see that being a big problem. When we went out for bid, if you remember they were actually lower, but they are asking for what amounts to \$2.45 per hour added on to the wages right now. My biggest concern and complaint to them is timing of it. We've already gone through months of dealing with our budget. This would have been nice to know a couple of months ago.

Mr. Horton stated in addition to golf carts. How are we doing on that?

Mr. Soriano responded I haven't gotten a cart yet. I've found a couple and the biggest problem is they're hard to find at a good price. I can go buy any car and just spend the money, but I'm picky and I want to make sure we're getting something good for our money. Right now it's like many other things so when you see them they're a little high priced. I have to get a check from St. Augustine, get the check, go to the seller and hope that they hold it and that really hasn't been happening very much so worst comes to worst I'll be paying for it and we will have to do a reimbursement, but that's a lot of money to pay personally. I wasn't in a huge hurry. I want to make sure that we get a good deal.

Mr. Horton asked are they going to be electric carts?

Mr. Soriano responded yes, I prefer electric since they're staying on property and not going into the neighborhoods.

Mr. Horton stated I've seen a lot of carts that aren't supposed to be out there driving on the roads. We need to mark ours and make sure it says CDD on it or something like that, so people know it's different.

Ms. Grizzle stated we usually put security magnets and lights on it.

Mr. Lanier stated this rate increase is a little bothersome to me. It seems kind of sudden with a new hire. We agreed on a contract with this, and it seems like now that you've got your talons in, you need more money but we just did the bid less than a year ago. What changed?

Ms. Muntean responded lots of stuff. We typically increase prices annually so it's not that you guys have been singled out, this is something we do across the board to every single portfolio company that we have. Typically, we don't increase prices for six months. We did not do an increase last year because of COVID. This year it's been a little interesting with the inflation and hiring people. Our wage rate has increased over 30 to 35% depending on the officer, what type of officer they are, the location they're working and things like that. Starting pay rate and also our current staff we increased as well because people were talking, and they see the ads online. Crys does a lot of recruiting for us through Indeed and it's been the hardest year that we've ever had as far as recruiting goes and we're paying people more than we ever have. We have all of the data and if you look incrementally over the eight years, what we've increased over the last seven months is more than I've seen in eighth years. We've never had this happen. So, with that we have to pass on our price increase. It's not sustainable at the rates we have to hire at. If you look at what people were getting paid to stay home, they were getting paid more than they were to actually come to work so if they're getting paid the same thing they're still not going to come to work and it has to be enough to make them want to get out and come to work.

Mr. Lanier asked that has ended in the State of Florida, right?

Mr. Davis responded in July DeSantis took that extra money away at some point.

Ms. Muntean stated unfortunately the mentality is different. I would love to say that I can go back and hire at the rates we used to hire them at, but it's not and I don't think anything is going to really change. They wanted the minimum wage at a certain amount, and they went about it in an interesting way and got there without actually enforcing it. The minimum wage went up to \$10 something and you just can't get anybody in the door and if you were to find somebody that's going to come to work for you for that, they're going to be an undesirable employee.

Mr. Davis stated you mentioned you do this every year. How much of an increase every year are we looking at? Do we need to re-shop our contract every year? Are we looking at the price doubling in five years?

Ms. Muntean responded last year we made a conscious decision to not do a price increase last year. We can't do that again this year and if our wage rates have increased 35%, my insurance has increased, gas is more expensive, the cost of a vehicle if I can find one has gone up. This is a very atypical thing that we're experiencing. I would not foresee, and I hope not, that you would have the same amount of increase next year. Our standard increase any year has been 2-4% and that's what it says in the contract. There is a ceiling, so we've had customers that have been with us for six or seven years and you get to a point that you tier out if you're not having that level of inflation. To give you guys an idea, back in the day our patrol rate, which is different than the dedicated, is \$15.95. At one point I had people tiering out at that. So, three years ago, they've been a customer of ours for seven years and they've had that annual increase, I couldn't really give them an increase because it didn't make sense, so we didn't. We don't just haphazardly hand out an increase because we're trying to be unfair to the customer. This year is completely atypical.

Mr. Davis stated I had a lumber package for the same house that went from \$4,000 up to \$12,000 within three months so I somewhat get it.

Ms. Muntean stated I know it's painful and on the other side I'm dealing with it because I've got our vendors that we deal with, so I get it, we're all trying to make it work. I would really hope that the inflation stops because if not it's really sad. It's not just ours, it's the hourly wage rate. People don't want to work and if they do come to work a lot of times, they're just coming to work to get a paycheck. I can't speak for what the future has to hold. I hope next year looks better and if things stay status quo, who knows, maybe it's going to be a 1% increase next year. I can't predict that, but I can assure you it wouldn't be anything that doesn't make sense based off data. I was telling Jay earlier that to get in the door we're at \$15 to \$17 an hour and then you have to gross up for your work comp and federal taxes and things like that so you're at a \$17 to \$19 an hour employee. If my bill rate is \$22 you guys can do the math. If I'm paying \$19 without any admin costs or any other costs added on to that, it's a loss unfortunately. I'm not going to go out and hire someone at \$12. I get it, I completely get it, but that's what we're looking at.

Mr. Horton asked you really don't know how much you're going to increase?

Mr. Soriano responded what they're asking for right now is the \$2.45 increase per hour so about 10% for this side. I can give you an average per weekly. I think we're at something like 70 hours a week on your side so \$2.45 times that will be our extra weekly amount. That still brings us up a few thousand at the end of the year.

Mr. Horton stated that's a lot of money for security.

Mr. Thomas asked the difference is \$2,000 more a year?

Mr. Lanier responded roughly.

Mr. Thomas stated but this is above and beyond what the contract already stated, correct?

Mr. Soriano responded correct.

Mr. Thomas asked would this be for our sister district as well or just for our part of the security contract?

Ms. Nelsen responded it was both districts.

Mr. Eckert stated Middle Village took it under advisement, but I just want to make sure the Board is aware of the contract that we do have. First of all, it's a contract that has a 30-day termination provision for either party so if either party decides it doesn't work, they can provide a 30-day termination notice just so everybody understands that as the backdrop of this conversation.

Mr. Davis asked what is the point of the contract then?

Mr. Eckert responded all of your maintenance contracts have a 30-day out for the District.

Ms. Muntean stated it is really industry standard. It's a different kind of security, but most of your security contracts are going to give you an out because you have to have some sort of coverage if something were to happen and at the same time we have to perform and vice versa, if somebody is not paying their bills, we can turn to things like that.

Mr. Horton stated the way I look at it is we are paying a lot more now for S3 to do our security and now you're saying we're going to pay more so it's a hard pill to swallow.

Mr. Eckert stated let me read through a few contract provisions. In Section 5A of the contract it says, "As compensation for the services described in this agreement the District agrees to pay the contractor \$22.50 per hour for work performed. After May 15, 2022, the

contractor may ask the District for an increase in the hourly rate based on a change in the labor market conditions.” So, we had talked about this issue, and I’m not disagreeing with any of the facts she’s provided to you, I’m just saying it wasn’t completely unanticipated when we entered into the contract, but they certainly have the right to come to the Board and address this issue. It also says, “For any renewal term, the parties agree to attempt to negotiate adjustments to the hourly fee if an adjustment is proposed by either party.”

Mr. Davis stated so we’re just a few months early.

Mr. Eckert stated October 15th to May 15th.

Mr. Davis stated well she’s asking for January so just a few months early on an increase that was coming our way anyway. Unfortunately, it is reflective of the current economy and stuff that is going on. I deal with it every day. Jay, what are your thoughts?

Mr. Soriano responded the amount is not bothersome, it was really just the timing. We’ve already done our budget and that’s the biggest issue. \$181 a week at our 74 hours, that actually works out in a year’s time, so in January as long as we don’t go up again right away, that works out to be \$9,500 so it does add to our budget. We talked about in January making sure it doesn’t go up again and this is something we talked about at Middle Village’s meeting too. If we go out and start shopping around, we’re going to find the same numbers so it’s going to be a little tough. If I could find somebody cheaper, chances are I don’t get good service and I have to do more training, so I don’t see it being an issue of the increase, it was just poor timing.

Mr. Davis asked is this something we have to vote on right now?

Mr. Soriano responded I don’t know that it’s a vote. They’re sending a letter and they kind of have to do this so it’s our discussion on whether we want to continue, but it doesn’t start until January anyway.

Mr. Davis asked can we talk about it next month?

Mr. Soriano responded yes.

EIGHTH ORDER OF BUSINESS

Audience Comments / Supervisors’ Requests

There being none, the next item followed.

NINTH ORDER OF BUSINESS

Next Scheduled Meeting

Ms. Giles stated the next scheduled meeting is November 8th at 4:00 p.m. at the Plantation Oaks Amenity Center.

TENTH ORDER OF BUSINESS

Adjournment

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

Chairman/Vice Chairman

B.

Double Branch

Community Development District

Unaudited Financial Reporting
September 30, 2021



DOUBLE BRANCH
Community Development District
Combined Balance Sheet
September 30, 2021

	Governmental Fund Types				Totals
	General	Recreation	Capital Reserve	Debt Service	(Memorandum Only)
ASSETS:					
Cash	\$17,139	\$362,373	\$238,625	---	\$618,137
Petty Cash	---	\$672	---	---	\$672
Investments:					
<u>Series 2013A-1</u>					
Revenue	---	---	---	\$592,056	\$592,056
Reserve A1	---	---	---	\$868,932	\$868,932
Prepayment	---	---	---	\$144	\$144
Acquisition and Construction	---	---	---	---	\$18,600
<u>Series 2013A-2</u>					
Reserve A2	---	---	---	\$95,634	\$95,634
<u>Operations</u>					
Custody Account-General Fund Excess	\$2,077	---	---	---	\$2,077
Custody Account-Recreation Fund Excess	---	\$17,113	---	---	\$17,113
Custody Account-Recreation Fund Reserve	---	---	\$73	---	\$73
<u>State Board</u>					
General Fund	\$32,478	---	---	---	\$32,478
Recreation	---	\$383,912	---	---	\$383,912
Capital Reserve	---	---	\$1,088,422	---	\$1,088,422
Due From General Fund	---	---	\$0	---	\$0
Due From Capital Reserve Fund	---	\$300	---	---	\$300
Due From Recreation	---	---	\$100,000	---	\$100,000
Due from Other	\$25	\$137	---	---	\$162
Due From Middle Village	---	\$3,793	---	---	\$3,793
Electric Deposits	---	\$4,583	---	---	\$4,583
Prepaid Expenses	\$8,625	\$75,451	---	---	\$84,076
TOTAL ASSETS	\$60,344	\$848,334	\$1,427,121	\$1,556,766	\$3,911,165
LIABILITIES:					
Accounts Payable	\$920	\$4,940	---	---	\$5,860
FICA Payable	\$153	---	---	---	\$153
Accrued Expenses	---	\$41,347	---	---	\$41,347
Due to Rec Fund	---	---	\$300	---	\$300
Due to Middle Village	---	\$0	---	---	\$0
Due to Capital Reserve	\$0	\$100,000	---	---	\$100,000
Deferred Rental Revenue	---	\$0	---	---	\$0
FUND BALANCES:					
Nonspendable	---	\$4,583	---	---	\$4,583
Restricted for Debt Service	---	---	---	\$1,556,766	\$1,556,766
Restricted for Capital Projects	---	---	---	---	\$18,600
Assigned	---	\$34,717	\$1,426,821	---	\$1,461,538
Unassigned	\$59,271	\$662,746	---	---	\$722,017
TOTAL LIABILITIES & FUND EQUITY	\$60,344	\$848,334	\$1,427,121	\$1,556,766	\$3,911,165

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

	AMENDED BUDGET	PRORATED BUDGET THRU 9/30/2021	ACTUAL THRU 9/30/2021	VARIANCE
Assessment - Tax Roll	\$177,985	\$177,985	\$178,432	\$447
Interest Income	\$200	\$200	\$114	(\$86)
Miscellaneous Income	\$0	\$0	\$0	\$0
TOTAL REVENUES	\$178,185	\$178,185	\$178,546	\$361

EXPENDITURES:

Administrative

Supervisors Fees	\$12,000	\$12,000	\$11,400	\$600
FICA Expense	\$918	\$918	\$872	\$46
Engineering	\$5,000	\$5,000	\$1,903	\$3,098
Arbitrage	\$700	\$700	\$700	\$0
Dissemination	\$1,333	\$1,333	\$1,333	\$0
Assessment Roll	\$8,212	\$8,212	\$8,212	\$0
Attorney	\$42,000	\$42,000	\$34,887	\$7,113
Annual Audit	\$5,900	\$5,900	\$4,800	\$1,100
Trustee fees	\$8,815	\$8,815	\$8,815	\$0
Management Fees	\$59,963	\$59,963	\$59,963	(\$0)
Information Technology	\$2,142	\$2,142	\$2,125	\$17
Telephone	\$290	\$290	\$637	(\$347)
Postage	\$1,900	\$1,900	\$1,257	\$643
Printing & Binding	\$3,400	\$3,400	\$2,294	\$1,106
Records Storage	\$300	\$300	\$0	\$300
Insurance	\$8,333	\$8,333	\$8,333	\$0
Legal Advertising	\$2,000	\$2,000	\$1,468	\$532
Office Supplies	\$350	\$350	\$282	\$68
Website Compliance	\$2,250	\$2,250	\$2,299	(\$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

TOTAL EXPENDITURES	\$268,185	\$268,185	\$253,959	\$14,226
EXCESS REVENUES (EXPENDITURES)	(\$90,000)		(\$75,413)	
FUND BALANCE - Beginning	\$90,000		\$134,684	
FUND BALANCE - Ending	\$0		\$59,271	

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

	AMENDED BUDGET	PRORATED BUDGET THRU 9/30/2021	ACTUAL THRU 9/30/2021	VARIANCE
REVENUES:				
Maintenance Assessments-Tax Roll	\$1,462,648	\$1,462,648	\$1,466,324	\$3,676
Interest Income	\$1,000	\$1,000	\$1,009	\$9
Amenities Revenue	\$33,690	\$33,690	\$29,836	(\$3,854)
Sports Revenue	\$11,000	\$11,000	\$29,575	\$18,575
TOTAL REVENUES	\$1,508,338	\$1,508,338	\$1,526,744	\$18,406

EXPENDITURES:

Administrative:

Management Fees - Onsite	\$178,487	\$178,487	\$178,487	\$0
Insurance	\$68,797	\$68,797	\$71,995	(\$3,198)
Other Current Charges	\$3,818	\$3,818	\$3,966	(\$148)
Permit Fees	\$1,635	\$1,635	\$801	\$834
Total Administrative	\$252,737	\$252,737	\$255,250	(\$2,513)

Maintenance:

Common Area

Security	\$50,920	\$50,920	\$57,511	(\$6,591)
Security - Clay County Off-Duty Sheriff	\$43,050	\$43,050	\$37,451	\$5,599
Water - Irrigation	\$9,000	\$9,000	\$8,404	\$596
Irrigation Maintenance	\$4,250	\$4,250	\$1,270	\$2,980
Streetlighting	\$33,066	\$33,066	\$27,784	\$5,282
Electric	\$42,000	\$42,000	\$26,553	\$15,447
Landscape Maintenance	\$378,424	\$378,424	\$378,433	(\$9)
Common Area Maintenance	\$43,564	\$43,564	\$38,622	\$4,942
Lake Maintenance	\$28,116	\$28,116	\$24,840	\$3,276
Landscape Reserve	\$30,000	\$30,000	\$30,000	\$0
Capital Reserve	\$15,565	\$15,565	\$15,565	\$0
Repairs and Replacement	\$95,000	\$95,000	\$97,883	(\$2,883)
General Reserve	\$26,759	\$26,759	\$26,759	\$0
Total Common Area	\$799,714	\$799,714	\$771,074	\$28,640

Recreation Facility

Amenity Staff	\$110,000	\$110,000	\$143,939	(\$33,939)
Refuse Services	\$10,000	\$10,000	\$10,123	(\$123)
Telephone	\$5,592	\$5,592	\$5,240	\$352
Electric	\$40,000	\$40,000	\$30,892	\$9,108
Cable	\$12,319	\$12,319	\$7,960	\$4,359
Pool Maintenance	\$50,000	\$50,000	\$25,290	\$24,710
Water / Sewer/Reclaim	\$48,000	\$48,000	\$45,381	\$2,619
Facility Maintenance-General	\$43,500	\$43,500	\$40,186	\$3,315
Facility Maintenance-Preventative	\$13,117	\$13,117	\$4,795	\$8,322
Facility Maintenance - Contingency	\$34,750	\$34,750	\$26,782	\$7,968
Lighting Repairs	\$8,500	\$8,500	\$6,309	\$2,191
Special Events	\$10,500	\$10,500	\$2,457	\$8,043
Office Supplies & Equipment	\$6,664	\$6,664	\$1,468	\$5,196
Janitorial	\$59,412	\$59,412	\$53,934	\$5,478
Recreation Passes	\$5,500	\$5,500	\$5,003	\$497

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

	AMENDED BUDGET	PRORATED BUDGET THRU 9/30/2021	ACTUAL THRU 9/30/2021	VARIANCE
<u>Recreation Facility-Continued</u>				
Pool Pump Reserve	\$6,500	\$6,500	\$6,500	\$0
Pool Leak Repairs	\$5,000	\$5,000	\$795	\$4,205
Multiuse Field	\$21,250	\$21,250	\$0	\$21,250
Transfer Out	\$200,000	\$200,000	\$200,000	\$0
Total Recreation Facility	\$690,604	\$690,604	\$617,052	\$73,552
Total Maintenance	\$1,490,318	\$1,490,318	\$1,388,126	\$102,192
TOTAL EXPENDITURES	\$1,743,055	\$1,743,055	\$1,643,376	\$99,679
EXCESS REVENUES (EXPENDITURES)	(\$234,717)		(\$116,632)	
FUND BALANCE - Beginning	\$234,717		\$783,961	
FUND BALANCE - Ending	\$0		\$667,329	

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

	October	November	December	January	February	March	April	May	June	July	August	September	Total
Revenues:													
Assessment - Tax Roll	\$0	\$8,129	\$160,306	\$2,064	\$1,906	\$1,006	\$2,561	\$510	\$1,869	\$0	\$0	\$82	\$178,432
Interest Income	\$14	\$14	\$12	\$12	\$9	\$9	\$8	\$7	\$6	\$13	\$5	\$4	\$114
Miscellaneous Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Revenues	\$14	\$8,143	\$160,318	\$2,076	\$1,916	\$1,015	\$2,568	\$517	\$1,875	\$13	\$5	\$86	\$178,546
Expenditures:													
<u>Administrative</u>													
Supervisors Fees	\$1,000	\$1,000	\$1,000	\$800	\$1,000	\$800	\$1,000	\$1,000	\$1,000	\$800	\$1,000	\$1,000	\$11,400
FICA Expense	\$77	\$77	\$77	\$61	\$77	\$61	\$77	\$77	\$77	\$61	\$77	\$77	\$872
Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,903	\$0	\$0	\$1,903
Arbitrage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$700	\$0	\$700
Dissemination	\$111	\$111	\$111	\$111	\$111	\$111	\$111	\$111	\$111	\$111	\$111	\$111	\$1,333
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	\$5,003	\$3,475	\$0	\$0	\$34,887
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	\$4,997	\$4,997	\$4,997	\$59,963
Computer Time	\$178	\$178	\$178	\$178	\$178	\$178	\$178	\$178	\$178	\$178	\$178	\$162	\$2,125
Telephone	\$54	\$67	\$38	\$10	\$30	\$120	\$63	\$63	\$71	\$53	\$14	\$54	\$637
Postage	\$15	\$121	\$129	\$22	\$180	\$38	\$18	\$264	\$12	\$144	\$160	\$156	\$1,257
Printing & Binding	\$168	\$122	\$183	\$92	\$199	\$326	\$30	\$114	\$221	\$295	\$177	\$366	\$2,294
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	\$139	\$177	\$70	\$1,468
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	\$27	\$20	\$42	\$282
Website Compliance	\$188	\$188	\$236	\$188	\$188	\$188	\$188	\$188	\$188	\$188	\$188	\$188	\$2,299
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
Total Administrative	\$119,068	\$9,430	\$10,750	\$10,748	\$13,215	\$14,660	\$21,391	\$10,632	\$16,677	\$12,371	\$7,798	\$7,220	\$253,959
Excess Revenues (Expenditures)	(\$119,053)	(\$1,286)	\$149,568	(\$8,672)	(\$11,300)	(\$13,645)	(\$18,823)	(\$10,114)	(\$14,802)	(\$12,358)	(\$7,793)	(\$7,134)	(\$75,413)

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

	October	November	December	January	February	March	April	May	June	July	August	September	Total
Revenues:													
Maintenance Assessments-Tax Roll	\$0	\$66,802	\$1,317,364	\$16,960	\$15,667	\$8,271	\$21,042	\$4,189	\$15,356	\$0	\$0	\$675	\$1,466,324
Interest Income	\$89	\$89	\$73	\$75	\$60	\$102	\$97	\$84	\$71	\$147	\$73	\$49	\$1,009
Amenities Revenue	(\$6)	\$209	\$336	\$245	\$425	\$3,705	\$7,966	\$9,667	\$925	\$2,755	\$2,565	\$1,045	\$29,836
Sports Revenue	\$0	\$0	\$0	\$1,325	\$2,210	\$1,255	\$0	\$5,460	\$13,532	\$4,188	\$400	\$1,205	\$29,575
Total Revenues	\$83	\$67,100	\$1,317,773	\$18,604	\$18,361	\$13,332	\$29,105	\$19,401	\$29,884	\$7,089	\$3,038	\$2,974	\$1,526,744

Expenditures:

Administrative

Management Fees - Onsite	\$14,874	\$14,874	\$14,874	\$14,874	\$14,874	\$14,874	\$14,874	\$14,874	\$14,874	\$14,874	\$14,874	\$14,874	\$178,487
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	\$604	\$410	\$295	\$3,966
Permit Fees	\$54	\$27	\$390	\$0	\$223	\$27	\$27	\$27	\$27	\$0	\$0	\$0	\$801
Total Administrative	\$87,400	\$15,104	\$15,582	\$15,141	\$15,269	\$14,829	\$15,303	\$15,329	\$15,362	\$15,478	\$15,284	\$15,169	\$255,250

MAINTENANCE- Common Area

Security	\$4,236	\$4,236	\$4,236	\$4,236	\$4,236	\$4,236	\$0	\$4,095	\$7,110	\$6,705	\$7,076	\$7,110	\$57,511
Security - Clay County Off-Duty Sheriff	\$3,648	\$3,678	\$3,873	\$2,015	\$2,831	\$3,150	\$1,740	\$3,124	\$3,114	\$4,830	\$2,783	\$2,666	\$37,451
Water - Irrigation	\$915	\$438	\$577	\$772	\$711	\$655	\$694	\$516	\$616	\$599	\$1,075	\$837	\$8,404
Irrigation Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,270	\$0	\$0	\$0	\$0	\$1,270
Streetlighting	\$2,302	\$2,302	\$2,318	\$2,318	\$2,318	\$2,318	\$2,318	\$2,318	\$2,318	\$2,318	\$2,318	\$2,318	\$27,784
Electric	\$2,194	\$2,245	\$1,869	\$2,162	\$1,641	\$2,515	\$2,462	\$2,406	\$2,475	\$1,598	\$2,023	\$2,963	\$26,553
Landscape Maintenance	\$31,536	\$31,536	\$31,536	\$31,536	\$31,536	\$31,536	\$31,536	\$31,536	\$31,536	\$31,536	\$31,536	\$31,536	\$378,433
Common Area Maintenance	\$4,647	\$767	\$2,428	\$1,809	\$516	\$3,527	\$3,487	\$2,261	\$5,832	\$8,078	\$1,617	\$3,653	\$38,622
Lake Maintenance	\$2,070	\$2,070	\$2,070	\$2,070	\$2,070	\$2,070	\$2,070	\$2,070	\$2,070	\$2,070	\$2,070	\$2,070	\$24,840
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	\$7,494	\$8,226	\$8,403	\$7,848	\$9,340	\$4,605	\$5,370	\$14,989	\$7,083	\$10,249	\$1,043	\$97,883
General Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$26,759	\$0	\$0	\$0	\$0	\$0	\$26,759
Total Common Area	\$64,779	\$54,766	\$57,132	\$55,321	\$53,707	\$59,347	\$121,236	\$54,967	\$70,059	\$64,817	\$60,746	\$54,196	\$771,074

Recreation Facility

Amenity Staff	\$11,297	\$4,557	\$7,466	\$3,763	\$3,999	\$6,985	\$4,780	\$9,421	\$16,739	\$42,763	\$19,328	\$12,841	\$143,939
Refuse Service	\$790	\$788	\$788	\$794	\$867	\$876	\$867	\$867	\$867	\$867	\$867	\$884	\$10,123
Telephone	\$702	\$444	\$442	\$181	\$445	\$444	\$444	\$424	\$722	\$390	\$389	\$213	\$5,240
Electric	\$3,437	\$2,538	\$1,433	\$1,959	\$1,758	\$2,056	\$2,303	\$2,608	\$3,458	\$3,393	\$3,341	\$2,608	\$30,892
Cable	\$631	\$640	\$640	\$657	\$671	\$671	\$671	\$674	\$666	\$674	\$672	\$691	\$7,960
Pool Maintenance/Chemicals	\$2,107	\$2,107	\$2,107	\$2,107	\$2,107	\$2,107	\$2,107	\$2,107	\$2,107	\$2,107	\$2,107	\$2,107	\$25,290
Water/Sewer/Reclaim	\$3,463	\$3,327	\$2,749	\$2,756	\$2,639	\$3,684	\$4,057	\$4,423	\$4,146	\$4,438	\$4,569	\$5,129	\$45,381
Facility Maintenance - General	\$3,625	\$3,377	\$3,297	\$3,389	\$2,374	\$3,421	\$3,391	\$1,883	\$3,561	\$3,299	\$2,971	\$5,598	\$40,186

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	\$155	\$0	\$300	\$4,795
Facility Maintenance - Contingency	\$2,895	\$2,563	\$2,667	\$2,656	\$1,878	\$2,795	\$1,997	\$1,285	\$2,893	\$2,697	\$2,456	\$0	\$26,782
Lighting Repairs	\$708	\$702	\$705	\$679	\$152	\$705	\$655	\$325	\$703	\$659	\$315	\$0	\$6,309
Special Events	\$0	\$183	\$738	\$0	\$154	\$225	\$316	\$139	\$701	\$0	\$0	\$0	\$2,457
Office Supplies and Equipment	\$352	\$37	\$37	\$58	\$146	\$103	\$56	\$198	\$335	\$61	\$42	\$42	\$1,468
Janitorial	\$4,601	\$4,631	\$5,269	\$4,487	\$4,484	\$4,251	\$4,956	\$4,251	\$4,251	\$4,251	\$4,251	\$4,251	\$53,934
Recreation Passes	\$200	\$0	\$0	\$0	\$1,088	\$0	\$200	\$1,088	\$1,302	\$0	\$0	\$1,126	\$5,003
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
	\$235,670	\$26,667	\$29,518	\$23,930	\$22,763	\$28,612	\$34,096	\$30,488	\$42,453	\$65,755	\$41,310	\$35,791	\$617,052
Total Expenses	\$387,849	\$96,537	\$102,232	\$94,392	\$91,739	\$102,788	\$170,634	\$100,784	\$127,874	\$146,050	\$117,341	\$105,156	\$1,643,376
Excess Revenues (Expenditures)	(\$387,766)	(\$29,438)	\$1,215,541	(\$75,788)	(\$73,378)	(\$89,456)	(\$141,530)	(\$81,383)	(\$97,990)	(\$138,960)	(\$114,303)	(\$102,182)	(\$116,632)

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

	AMENDED BUDGET	PRORATED THRU 9/30/2021	ACTUAL THRU 9/30/2021	VARIANCE
<u>REVENUES:</u>				
Interest Income	\$1,000	\$1,000	\$1,620	\$620
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
TOTAL REVENUES	\$382,028	\$382,028	\$382,648	\$620
<u>EXPENDITURES:</u>				
Other Current Charges	\$0	\$0	\$0	\$0
Landscape Reserves	\$0	\$0	\$2,800	(\$2,800)
Capital Projects	\$0	\$0	\$162,539	(\$162,539)
TOTAL EXPENDITURES	\$0	\$0	\$165,339	(\$165,339)
EXCESS REVENUES (EXPENDITURES)	\$382,028		\$217,309	
FUND BALANCE - Beginning	\$1,238,762		\$1,209,512	
FUND BALANCE - Ending	\$1,620,790		\$1,426,821	

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 September 30, 2021

ADOPTED BUDGET	PRORATED THRU 9/30/2021	ACTUAL THRU 9/30/2021	VARIANCE
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Revenues:

Special Assessments - Tax Roll	\$1,961,878	\$1,961,878	\$1,967,862	\$5,983
Assessments- Prepayment	\$0	\$0	\$0	\$0
Interest Income	\$10,000	\$10,000	\$579	(\$9,421)
TOTAL REVENUES	\$1,971,878	\$1,971,878	\$1,968,441	(\$3,437)

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

TOTAL EXPENDITURES	\$1,943,466	\$1,943,466	\$1,943,466	\$0
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EXCESS REVENUES (EXPENDITURES)	\$28,412	\$24,974
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Net change in Fund Balance	\$28,412	\$24,974
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FUND BALANCE - Beginning	\$687,628	\$1,531,791
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FUND BALANCE - Ending	\$716,040	\$1,556,766
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Revenue	\$592,056
Reserve 2013-1	\$868,932
Reserve 2013-2	\$95,634
Prepayment	\$144
Total	\$1,556,766

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

		<div style="border: 1px solid black; padding: 5px;"> SERIES 2013 A-1 AND A-2 </div>
<u>REVENUES:</u>		
Interest Income		\$5
TOTAL REVENUES		<div style="border: 1px solid black; padding: 2px;">\$5</div>
<u>EXPENDITURES:</u>		
Capital Outlay - Series 2013 A1 and A2		\$0
Cost of Issuance		\$0
TOTAL EXPENDITURES		<div style="border: 1px solid black; padding: 2px;">\$0</div>
EXCESS REVENUES (EXPENDITURES)		<div style="border: 1px solid black; padding: 2px;">\$5</div>
FUND BALANCE - Beginning		<div style="border: 1px solid black; padding: 2px;">\$18,595</div>
FUND BALANCE - Ending		<div style="border: 1px solid black; padding: 2px;">\$18,600</div>

C.

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

Fiscal Year 2021 Assessments Receipts Summary

ASSESSED	# UNITS ASSESSED	SERIES 2013A DEBT SERVICE ASSESSED	GENERAL FUND O&M ASSESSED	RECREATION FUND O&M ASSESSED	TOTAL ASSESSED
NET TAX ROLL ASSESSED NET	45,481	1,961,878.15	177,889.82	1,461,865.84	3,601,633.81
TOTAL ASSESSED	45,481	1,961,878.15	177,889.82	1,461,865.84	3,601,633.81

SUMMARY OF TAX ROLL RECEIPTS					
CLAY COUNTY DISTRIBUTION	DATE RECEIVED	TOTAL RECEIVED	SERIES 2013A DEBT SERVICE RECEIVED	GENERAL FUND O&M RECEIPTS	RECREATION FUND O&M RECEIPTS
1	11/18/20	164,580.48	89,650.10	8,128.86	66,801.52
2	12/01/20	408,734.29	222,645.31	20,187.97	165,901.01
3	12/04/20	2,386,098.61	1,299,753.10	117,852.81	968,492.70
4	12/17/20	450,787.63	245,552.56	22,265.04	182,970.03
5	01/14/21	41,783.52	22,760.27	2,063.75	16,959.50
6	02/19/21	38,598.12	21,025.13	1,906.42	15,666.57
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
11	09/17/21	1,662.93	905.83	82.13	674.97
			-	-	-
			-	-	-
			-	-	-
TOTAL TAX ROLL RECEIPTS		3,612,618.20	1,967,861.55	178,432.35	1,466,324.30

PERCENT COLLECTED	TOTAL	DEBT	O&M
TOTAL PERCENT COLLECTED	100.30%	100.30%	100.30%

D.

Double Branch

Community Development District

Check Run Summary

October 31, 2021

Fund	Date	Check No.	Amount
General Fund			
Payroll	10/13/21	50900-50904	\$ 923.50
Sub-Total			\$ 923.50
Accounts Payable			
	10/12/21	1670	\$ 69.50
	10/26/21	1671-1673	\$ 6,804.48
Sub-Total			\$ 6,873.98
Recreation Fund			
Accounts Payable	10/12/21	6867-6869	\$ 6,965.82
	10/26/21	6870-6879	\$ 58,704.49
Sub-Total			\$ 65,670.31
Capital Reserve Fund			
Accounts Payable	10/26/21	58	\$ 500.00
Sub-Total			\$ 500.00
Total			\$ 73,967.79

Attendance Sheet

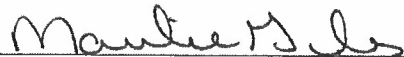
District Name: Double Branch, CDD

Board Meeting Date: October 11, 2021

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

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

Approved for Payment:


District Manager Signature

OCT 11, 2021
Date

PLEASE RETURN COMPLETED FORM TO DANIEL

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
10/12/21	00111	9/30/21 21-00241	202109 310-51300-48000	NOTICE OF MEETING 9/30/21	*	69.50	
				JACKSONVILLE DAILY RECORD			69.50 001670
10/26/21	00053	10/01/21 84738	202110 310-51300-54000	FY22 SPECIAL DISTRICT FEE	*	175.00	
				DEPARTMENT OF ECONOMIC OPPORTUNITY			175.00 001671
10/26/21	00007	9/30/21 I0337708	202109 310-51300-48000	NOTICE OF MEETING 9/22/21	*	669.69	
				THE FLORIDA TIMES-UNION			669.69 001672
10/26/21	00035	10/01/21 2222	202110 310-51300-34000	OCT GEN MANAGEMENT FEES	*	5,196.83	
		10/01/21 2222	202110 310-51300-52000	OCT WEBSITE ADMIN	*	208.33	
		10/01/21 2222	202110 310-51300-35100	OCT INFORMATION TECH	*	178.50	
		10/01/21 2222	202110 310-51300-31300	OCT DISSEM AGENT SRVS	*	125.00	
		10/01/21 2222	202110 310-51300-51000	OFFICE SUPPLIES	*	.78	
		10/01/21 2222	202110 310-51300-42000	POSTAGE	*	184.49	
		10/01/21 2222	202110 310-51300-42500	COPIES	*	63.60	
		10/01/21 2222	202110 310-51300-41000	TELEPHONE	*	2.26	
				GOVERNMENTAL MANAGEMENT SERVICES			5,959.79 001673
TOTAL FOR BANK A						6,873.98	
TOTAL FOR REGISTER						6,873.98	

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

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

INVOICE

September 30, 2021

Date

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

Payment Due Upon Receipt

Serial # 21-00241C	PO/File #	\$69.50
Notice of Meeting of the Board of Supervisors		Amount Due
		Amount Paid
Double Branch Community Development District		\$69.50
		Payment Due

Case Number

Publication Dates 9/30

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>.*

1.310.57300.48000
111A



Your notice can be found at 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, October 11, 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. 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.

Marilee Giles
District Manager
Sep. 30 00 (21-00241C)

Florida Department of Economic Opportunity, Special District Accountability Program
FY 2021/2022 Special District Fee Invoice and Update Form
Required by Sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

Invoice No.: 84738			Date Invoiced: 10/01/2021
Annual Fee: \$175.00	Late Fee: \$0.00	Received: \$0.00	Total Due, Postmarked by 12/02/2021: \$175.00

STEP 1: Review the following information, make changes directly on the form, and sign and date:

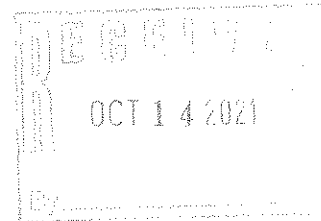
1. Special District's Name, Registered Agent's Name, and Registered Office Address:

Double Branch Community Development District
Mr. Michael Eckert
Hopping, Green and Sams, P.A.
119 South Monroe Street, Suite 300
Tallahassee, FL 32301



2. Telephone: (850) 222-7500
3. Fax: (850) 224-8551
4. Email: MichaelE@hgslaw.com
5. Status: Independent
6. Governing Body: Elected
7. Website Address: www.doublebranchcdd.com
8. County(ies): Clay
9. Function(s): Community Development
10. Boundary Map on File: 08/08/2002
11. Creation Document on File: 08/08/2002
12. Date Established: 07/03/2002
13. Creation Method: Rule of the Governor and Cabinet
14. Local Governing Authority: Clay County
15. Creation Document(s): Rule 42FF-1.001 - 1.003, Florida Administrative Code
16. Statutory Authority: Chapter 190, Florida Statutes
17. Authority to Issue Bonds: Yes
18. Revenue Source(s): Assessments
19. Most Recent Update: 11/22/2020

53A
1.310.51300.54000



I do hereby certify that the information above (changes noted if necessary) is accurate and complete as of this date.

Registered Agent's Signature: _____ Date 10/12/21

STEP 2: Pay the annual fee or certify eligibility for the zero fee:

a. **Pay the Annual Fee:** Pay the annual fee online by following the instructions at www.Floridajobs.org/SpecialDistrictFee or by check payable to the Department of Economic Opportunity.

b. **Or, Certify Eligibility for the Zero Fee:** By initialing each of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, **ALL** of the following statements contained herein and on any attachments hereto are true, correct, complete, and made in good faith as of this date. I understand that any information I give may be verified.

1. _____ This special district and its Certified Public Accountant determined the special district is not a component unit of a local general-purpose government.
2. _____ This special district is in compliance with the reporting requirements of the Department of Financial Services.
3. _____ This special district reported \$3,000 or less in annual revenues to the Department of Financial Services on its Fiscal Year 2019/2020 Annual Financial Report (if created since then, attach an income statement verifying \$3,000 or less in revenues).

Department Use Only: Approved: _____ Denied: _____ Reason: _____

STEP 3: Make a copy of this form for your records.

STEP 4: Mail this form and payment (if paying by check) to the Department of Economic Opportunity, Bureau of Budget Management, 107 E. Madison Street, MSC 120, Tallahassee, FL 32399-4124. Direct any questions to (850) 717-8430.

10	11	12	14	13	15	16	17	18	19
START STOP	NEWSPAPER REFERENCE	DESCRIPTION	PRODUCT	SAU SIZE	BILLED UNITS	TIMES RUN	RATE	AMOUNT	
08/31		Balance Forward							\$0.00
09/22 09/22	103377084-09222021	NOTICE OF MEETINGS DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT The Board of Supervisors of the Double Branch Community Development District will hold the	JV Times-Union	2.00 x 5.1563	10.31	1	\$64.96		\$669.69
PREVIOUS AMOUNT OWED:					\$0.00				
NEW CHARGES THIS PERIOD:					\$669.69				
CASH THIS PERIOD:					\$0.00				
DEBIT ADJUSTMENTS THIS PERIOD:					\$0.00				
CREDIT ADJUSTMENTS THIS PERIOD:					\$0.00				
We appreciate your business.									
7A									
1.310.5130048000									
RECEIVED OCT 13 2021									

INVOICE AND STATEMENT OF ACCOUNT

AGING OF PAST DUE ACCOUNTS

* UNAPPLIED AMOUNTS ARE INCLUDED IN TOTAL AMOUNT DUE

SBI™

21	CURRENT NET AMOUNT	22	30 DAYS	60 DAYS	OVER 90 DAYS	* UNAPPLIED AMOUNT	23	TOTAL AMOUNT DUE
	\$669.69		\$0.00	\$0.00	\$0.00	\$0.00		\$669.69
ADVERTISER INFORMATION								
1	BILLING PERIOD	6	BILLED ACCOUNT NUMBER	7	ADVERTISER/CLIENT NUMBER	2	ADVERTISER/CLIENT NAME	
	09/01/2021 - 09/30/2021		37018		37018		DOUBLE BRANCH CDD	

MAKE CHECKS PAYABLE TO

The Florida Times Union

The Florida Times Union Dept 1261
PO Box 121261
Dallas, TX 75312-1261

Payment is due upon receipt.

PLEASE DETACH AND RETURN LOWER PORTION WITH YOUR REMITTANCE

THE FLORIDA TIMES-UNION
Jacksonville, FL
Affidavit of Publication

Florida Times-Union

DOUBLE BRANCH CDD
475 WEST TOWN PLACE STE 114
SAINT AUGUSTINE, FL 32092

ACCT: 37018
AD# 0003377084-01

State of Florida
County of Duval

Before the undersigned authority personally appeared Brenda Ramirez who on oath says he/she is a Legal Advertising Representative of The Florida Times-Union, a daily newspaper published in Jacksonville in Duval County, Florida; that the attached copy of advertisement is a legal ad published in The Florida Times-Union. Affiant further says that The Florida Times-Union is a newspaper published in Jacksonville, in Duval County, Florida, and that the newspaper has heretofore been continuously published in Duval County, Florida each day, has been entered as second class mail matter at the post office in Jacksonville, in Duval County, Florida for a period of one year preceding the first publication of the attached copy of advertisement; and affiant further says the he/she has neither paid nor promised any person, firm or corporation any discount, rebate, commission, or refund for the purpose of securing this advertisement for publication in said newspaper.

PUBLISHED IN ISSUE DATED: 09/22/2021

FILED ON: 09/22/2021

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 of 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.

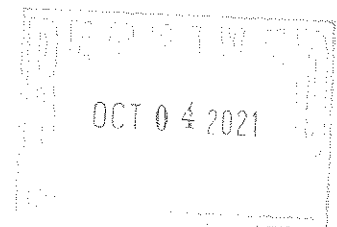
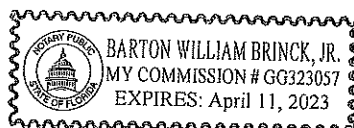
Each person who decides to appeal any action taken at the meetings is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Marilee Giles
District Manager

Name: Brenda Ramirez Title: Legal Advertising Representative

In testimony whereof, I have hereunto set my hand and affixed my official Seal the day and year aforesaid.

NOTARY:  9/23/21



1001 Bradford Way
Kingston, TN 37763

Invoice #: 2222
Invoice Date: 10/1/21
Due Date: 10/1/21
Case:
P.O. Number:

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

00707 2021

Total	\$5,959.79
--------------	-------------------

Payments/Credits	\$0.00
-------------------------	---------------

Balance Due	\$5,959.79
--------------------	-------------------

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
10/12/21	00092	10/02/21 2224	202109 300-36900-10300	SEPT FAC EVENT STAFF	*	225.00	
				GOVERNMENTAL MANAGEMENT SERVICES			225.00 006867
10/12/21	00186	10/01/21 13129560	202110 320-57200-46300	OCT POOL CHEMICALS	*	2,107.49	
				POOLSURE			2,107.49 006868
10/12/21	00297	10/01/21 302	202110 320-57200-61000	OCT JANITORIAL SRVS	*	4,633.33	
				RIVERSIDE MANAGEMENT SERVICES, INC			4,633.33 006869
10/26/21	00285	10/08/21 SSI10279	202109 320-57200-34500	SEPT ADMIN FEE	*	395.00	
		10/08/21 SSI10279	202109 320-57200-34500	SEPT EMPLOYMENT SCHED	*	187.50	
				CLAY COUNTY SHERIFF'S OFFICE			582.50 006870
10/26/21	00865	10/13/21 10132021	202110 300-36900-10300	DEPOSIT RENTAL REFUND	*	100.00	
				FOX CREEK AT OAKLEAF HOA			100.00 006871
10/26/21	00092	10/01/21 2223	202110 310-51300-34000	OCT FACILITY MANAGEMENT	*	16,063.83	
				GOVERNMENTAL MANAGEMENT SERVICES			16,063.83 006872
10/26/21	00866	8/27/21 2327	202108 320-57200-63100	RPR EZGO	*	59.50	
				INDUSTRIAL CIRCLE LLC			59.50 006873
10/26/21	00647	9/30/21 117897	202109 320-57200-46610	QTRLY SPRINKLER INSPECT	*	1,144.00	
				JSC SYSTEMS			1,144.00 006874
10/26/21	00324	10/13/21 45112	202110 320-57200-46610	OCT PEST CONTROL	*	155.00	
				PAULA'S PEST CONTROL, INC			155.00 006875
10/26/21	00839	10/01/21 7222	202110 320-57200-34500	OCT SECURITY	*	7,425.00	
				SECURITY DEVELOPMENT GROUP LLC			7,425.00 006876
10/26/21	00305	9/29/21 16629A	202109 320-57200-46610	BIMONTHLY PM VISIT	*	360.00	
				SOUTHEAST FITNESS REPAIR			360.00 006877

DBBR DOUBLE BRANCH OKUZMUK

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
10/26/21	00672	10/01/21 6558	202110 320-57200-46200	OCT LANDSCAPE MAINTENANCE	*	31,728.20	
				VERDEGO, LLC			31,728.20 006878
10/26/21	00465	10/07/21 63809	202110 320-57200-63100	PICKLE BALL SYSTEM	*	1,086.46	
				WELCH TENNIS COURTS INC			1,086.46 006879
TOTAL FOR BANK B						65,670.31	
TOTAL FOR REGISTER						65,670.31	

DBBR DOUBLE BRANCH OKUZMUK

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 2224

Invoice Date: 10/2/21

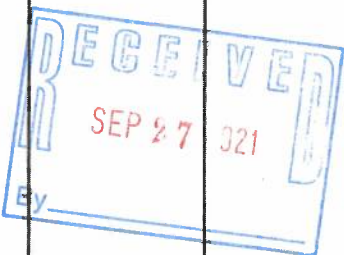
Due Date: 10/2/21

Case:


P.O. Number:

Bill To:

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

Description	Hours/Qty	Rate	Amount
Facility Event Staff through September 23, 2021	9	25.00	225.00
Amenities Revenue			
2,369.103			
2,300.36900.10300			
			

Total \$225.00**Payments/Credits** \$0.00**Balance Due** \$225.00

9/27/21


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

DOUBLE BRANCH CDD

Facility Event Staff Service Hours

<u>Quantity</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
9.00	Facility Event Staff	\$ 25.00	\$ 225.00

Covers Period End: Septeber 23, 2021

Amenities Revenue # 2-369-103



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

Invoice

Date 10/1/2021

Invoice # 131295602441

Terms	Net 20
Due Date	10/21/2021
PO #	

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

Item ID	Description	Qty	Units	Amount
WM-CHEM-BASE	Water Management Seasonal Billing Rate	1	ea	1,999.31
Fuel Surcharge	Fuel/Environmental Transit Fee	1	ea	108.18
<p>186B 2.320.57200.46300 Oct Pool Chemicals</p> <p>RECEIVED SEP 29 2021</p>				

Total 2,107.49
Amount Due \$2,107.49

Remittance Slip

Customer
13OAK102
Invoice #
131295602441

Amount Due \$2,107.49

Amount Paid

Make Checks Payable To

Poolsure
PO Box 55372
Houston, TX 77255-5372



131295602441

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


Invoice

Invoice #: 302
Invoice Date: 10/1/2021
Due Date: 10/1/2021
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 - October 2021 2.320.572.6100		4,633.33	4,633.33
			
<i>zmw</i> <i>10.5-21</i>		Total	\$4,633.33
		Payments/Credits	\$0.00
		Balance Due	\$4,633.33



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

Invoice Number: SSI10279
Invoice Date: 10/8/2021
Page: 1

Attn: Fiscal - Accounts Receivable

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

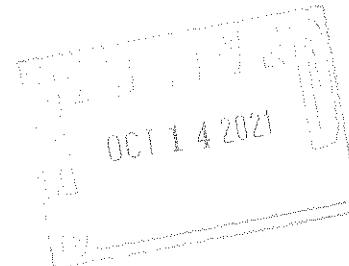
Ship
To: OAKLEAF PLANTATION CDD
MVCDD & DBCDD
370 OAKLEAF VILLAGE PARKWAY
ORANGE PARK, FL 32065
JAVIER SORIANO

Due Date 10/23/2021
Terms Net 15 Days

Customer ID C0000168
P.O. Number
P.O. Date 10/8/2021
Our Order No
SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee- SEPTEMBER 2021		158	158	5.00	790.00/2 395.
Fees-2nd Employment Scheduling		15	15	25.00	375.00/2 187.50

28513
2-320-572-345



Amount Subject to Sales Tax US0
Amount Exempt from Sales Tax 1,165.00

Subtotal: 1,165.00
Invoice Discount: 0.00
Tax: 0.00

Total USD: 1,165.00

2
\$5820.50

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - FOX CREEK at Oakleaf HOA →
Date: October 13, 2021 at 3:21 PM
To: Margaret Bronson mbronson@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Daniel Laughlin dlaughlin@gmsnf.com, Marilee Giles mgiles@gmsnf.com



805B

Good afternoon Margaret and Oksana,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR aka Oakleaf Village CLUBROOM (TUESDAY) 6:00 P.M. to 8:00 P.M.
- DATE OF VENUE – AUGUST 3, 2021
- RESIDENT – FOX CREEK at Oakleaf HOA c/o Sovereign & Jacobs Property Management
- ADDRESS – 461 A1A Beach Blvd., St. Augustine, FL 32080
- AMOUNT OF REFUND – \$100.00
 - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT (\$100.00) and RENTAL (\$55.00) was via CHECK:
 - DATED: 7/28/21
 - CHECK#: 000463
 - AMOUNT: \$155.00
 - DEPOSITED: 8/2/21

2,300.36 900.10300

Deposit Rental Refund

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD	
07/26/21	08/02/21	08/03/21	Fox Creek HOA - OVCR rental & deposit	2	\$ 150.00		ck# 463		DEPOSITED 8/2/21

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

Thank you.

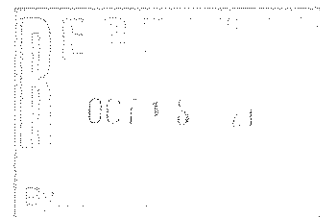
I will be out of the office THURSDAY, OCTOBER 14, 2021 thru SUNDAY, OCTOBER 16, 2021, therefore, if you require immediate attention please email me, or you may leave a detailed message at 904-770-4661 with your NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity.

Wanda McReynolds – Community Amenity Coordinator, OakLeaf Plantation
venuerentals@oakleafresidents.com
(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.



1001 Bradford Way
Kingston, TN 37763

Invoice #: 2223
Invoice Date: 10/1/21
Due Date: 10/1/21
Case:
P.O. Number:

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

92B

RW
10.8.21

Total	\$16,063.83
Payments/Credits	\$0.00
Balance Due	\$16,063.83

Industrial Circle LLC
2761 Blanding Blvd
Middleburg, FL 32068 US
(904) 237-8659
industrialcircle@gmail.com

IC INDUSTRIAL
CIRCLE
Affordable Golfcart Repair

BILL TO
Oakleaf Plantation
370 oakleaf village pwky
orange park, fl 32065

SHIP TO
Oakleaf Plantation
370 oakleaf village pwky
orange park, fl 32065

INVOICE 2327

DATE 08/27/2021 TERMS Net 30

DUE DATE 09/26/2021

866B

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Air Filter, E-Z-Go RXV, TXT 06+ 295/350cc, TXT w/Kawasaki Engine, Club Car Precedent	Air Filter, E-Z-Go RXV, TXT 06+ 295/350cc, TXT w/Kawasaki Engine, Club Car Precedent	1	24.00	24.00
	Labor	rewire switch change battery on ezgo	1	95.00	95.00

I need the tax form industrialcircle@gmail.com

TOTAL DUE

\$119.00

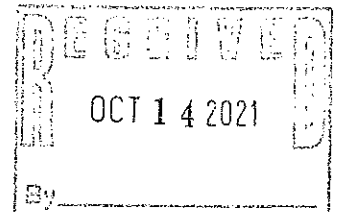
Code to: Split 50/50

Double Branch Repair and Replacements

2.320.57200.63100

Middle Village Repair and Replacements

34-600-538-64000





5021 Stepp Avenue
Jacksonville, FL 32216
Phone (904) 737-3511

INVOICE

Invoice Date
9/30/2021

Invoice #
117897

Customer PO #

Remit Payments To:
P.O. Box 551629
Jacksonville, FL 32255

Bill To: OA003
Double Branch Systems
Middle Village
370 Oak Leaf Village Pkwy
Orange Park, FL 32065

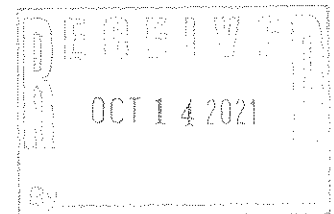
Site of Service/Delivery:
Oakleaf Plantation Clubhouse
370 Oak Leaf Village Parkway
Orange Park FL 32065

647B

JSC Job #	Terms	Date Shipped	Ship Via
X055625	Due Upon Receipt	09/30/2021	

Quantity	Item / Description	Unit Price	Amount
1.00	(1) Annual Sprinkler Inspection (3) Quarterly Sprinkler Inspectio	1,144.00	1,144.00

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



Sub-Total 1,144.00
Tax 0.00
Total Invoice Amount 1,144.00

Conditions of Sale

JSC Systems, Inc. (JSC) shall have the title to and the right to possession of the equipment until the receipt of total payment. All accounts are payable in Duval County, Florida. Failure to pay the amount due shall constitute a default and JSC may repossess the equipment without notice. Purchaser agrees to pay JSC's cost and expense of collection and/or repossession, including the maximum attorney's fees permitted by law.

I N V O I C E

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

INVOICE: 45112 QT
DATE: 10/13/21 12:30p
ACCOUNT: 1031 Oakleaf
ROUTE: 0
LAST: 7/14/21 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: 324B
Double Branch Facility Maintenance - Preventative
2-320-572-4661

Products

___ Advion RG	___ EC	___ Suspend Polyzone
___ Demand CS	___ Niban GB	___ / Suspend SC
___ Demon Max	___ 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!



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 # 7222**DATE** 10/01/2021**DUE DATE** 10/31/2021**TERMS** End of the month

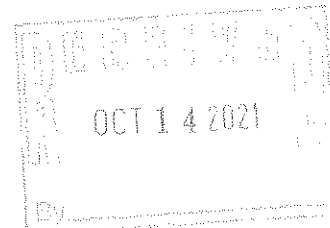
2-320-57200-34500

SERVICE MONTH

October

839 B

ACTIVITY	QTY	RATE	AMOUNT
Dedicated Officer I 10 hours (3p-1a) dedicated foot patrol Mon-Fri; 12 hours (1p-1a) dedicated foot patrol Sat-Sun	330	22.50	7,425.00

BALANCE DUE**\$7,425.00**

SoutheastFitness

REPAIR

Equipment Repair & Maintenance

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

Office: 904.683.1439 • Fax: 904.683.1624

southeastfitnessrepair@comcast.net

www.southeastfitnessrepair.com

Invoice # 16629A

Facility Name:	Double Branch
Facility Address:	Oakleaf Village Attn: Lynne 370 Oakleaf Village Parkway Orange Park, Florida 32065
Billing Address:	Oakleaf Village Attn: Lynne 370 Oakleaf Village Parkway Orange Park, Florida 32065
Contact & Phone:	
Reason for call:	BIMONTHLY PM VISIT 3 TREADMILLS 3 ELLIPTICALS 2 BIKES 2 STEPMILLS 1 ROWER 1 MULTI STATION 10 SINGLE STATIONS 360.00 TAX EXEMPT JAY 904-562-0249 BIMONTHLY PM VISIT

Date: 29-Sep-2021

Payment is due within 30 days of
invoice date.

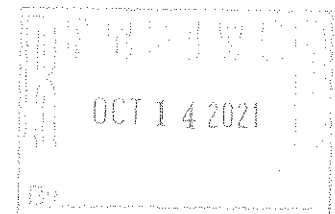
305B
2. 320.572.46610

Description	Part #	Part Cost	QTY	Total
PM - FLAT RATE: TRAVEL + FIRST HOUR LABOR		360.00	1.00	360.00
Comments:			Parts Total	360.00
			Tax	0.00
			Balance	360.00

Technician: ROBERT PETERKIN

Thank you for your business.

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





Invoice

Invoice #: 6558

Date: 10/01/21

Customer PO:

DUE DATE: 10/31/2021

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 October 2021

AMOUNT

\$31,728.20

Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

\$31,728.20

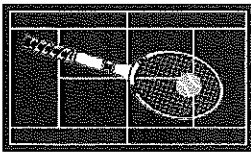
Code to:

672B

2-320-572-4620

Double Branch Landscape Maintenance

OCT 20 2021



Invoice

Welch Tennis Courts, Inc.
P.O. Box 7770
Sun City, FL 33586
Phone: 813-641-7787
Fax: 813-641-7795

Date	Invoice #
10/7/2021	63809

Bill To
Jay Soriano OakLeaf Plantation 370 Oak Leaf Village Pkwy Orange Park FL 32065

Ship To
Tennis (Jay or Andy) OakLeaf Plantation 845 Oak Leaf Plantation Pkwy Orange Park FL 32065

Terms	PO #	Due Date
Net 30	Jay	11/6/2021
Sales Rep	Ship Via	Ship Date
Shannon Wilder	FedEx Ground	10/7/2021

Notes

Quantity	Units	Description	Options	Unit Price	Amount
2	ea	Supreme Portable Pickleball System (regular price is \$474.99)		399.99	799.98
1	ea	Aluminum Rain Shuttle		161.49	161.49

Thank you for your business.	Subtotal	961.47
	Shipping Cost (FedEx Ground)	124.99
	Total	\$1,086.46

ALL PAST DUE ACCOUNTS ARE SUBJECT TO AN ANNUAL INTEREST CHARGE OF 1-1/2% PER MONTH
THIS REPRESENTS AN ANNUAL INTEREST RATE OF 18%. MATERIALS AND EQUIPMENT SHALL
REMAIN THE PROPERTY OF WELCH TENNIS COURTS, INC. UNTIL PAID IN FULL. ALL RETURNS ARE
SUBJECT TO A RESTOCKING FEE.

Code to: 465B
Double Branch Repair and Replacements
2.320.57200.63100

OCT 20 2021

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
10/26/21	00024	9/30/21 112	202109 600-53800-62000		*	500.00	
		PARKING LOT STRIPING		EDDIE GRIFFIN DBA EKA			500.00 000058

						TOTAL FOR BANK C	500.00
						TOTAL FOR REGISTER	500.00



EKA Striping and Painting

5600 Sophist Cir N
Jacksonville FL, 3229
(904) 866-7257

Sent To
Double Branch CDD

Invoice # 112
Invoice Date 09/30/2021

Description	Amount
Parking lot striping	500.00

TOTAL



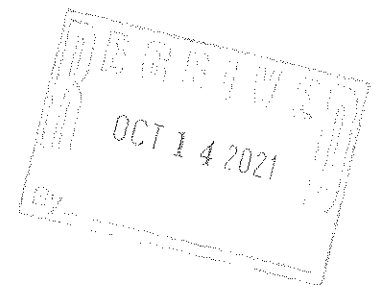
\$500.00

Code to:
Double Branch Capitol Projects
34.600.53800.62000

24C

Terms & Conditions

Thank you for the opportunity to serve you.
MAKE ALL CHECKS PAYABLE TO: EKA or EDDIE GRIFFIN



FIFTH ORDER OF BUSINESS

A.

1.

MEMORANDUM

To: District Manager

From: Hopping Green & Sams, P.A.

RE: Publication of Legal Notices

During the 2021 legislative session certain statutory changes were enacted affecting publication of legal notices. *See* Ch. 2021-17, Laws of Fla. Relevant to community development districts, this includes enactment of:

- (i) criteria that expand the newspapers that may qualify to publish legal notices; and
- (ii) provisions that allow for internet-only publication of certain legal notices.

As regards (i), District Managers should evaluate whether there are less expensive newspapers that qualify for publication of legal notices. As regards (ii), the Legislature's provision of internet-only publication of legal notices appears unlikely to provide any benefit to community development districts. In addition, revisions to district Rules of Procedure are included to address both (i) and (ii). However, updated Rules of Procedure only need to be adopted if a district desires to use a newspaper that only qualifies for publication of legal notices under the new statutory language, and not under the current Rules of Procedure. These matters are summarized in more detail below. The subject statutory changes are effective January 1, 2022.

1. Expanded Criteria for Newspapers to Qualify for Publication of Legal Notices

Effective January 1, 2022, section 50.011, Florida Statutes, includes revised and expanded criteria for newspapers to be eligible as a newspaper of "general circulation" to publish legal notices and advertisements. § 50.011(1)(a)-(e), Fla. Stat. District Managers should review these criteria to determine if less expensive newspapers qualify for the publication of district legal notices.

2. Internet-Only Publication of Legal Notices

Effective January 1, 2022, section 50.0211, Florida Statutes, authorizes certain notices to published solely on the internet. § 50.0211, Fla. Stat. For community development districts this includes special district meeting notices pursuant to section 189.015, Florida Statutes (i.e., annual and regular meeting notices), and establishment and termination notices pursuant to section 190.005 and 190.046, Florida Statutes. § 50.0211(1)(b)8., 9., Fla. Stat. Newspapers may charge for internet only publication, but no more than authorized if the notice had been published in a print edition (the expectation is that internet-only publication will offer savings versus print publication). § 50.0211(5)(c), Fla. Stat.

This internet-only option, however, comes with significant strings attached. Most significantly, entities opting for internet-only publication must publish a notice at least once per week in the print edition of a newspaper of general circulation that states that legal notices do not all appear in the print edition of the local newspaper and that additional legal notices may be accessed on the

newspaper's website or on the statewide legal notice website. § 50.0211(5)(d), Fla. Stat. Thus, it appears the burden of weekly publication of notices advising the public that internet-only publication is being utilized more than outweighs any logistical and cost benefits that might be realized from the limited scope of notices districts may publish solely on the internet. In addition, to utilize internet-only publication, a district's board of supervisors must make a determination that such internet-only publication is in the public interest and that the residents within the district have sufficient access to the internet such that internet-only publication would not unreasonably restrict public access. § 50.0211(5)(a), Fla. Stat.

3. Updated Rules of Procedure

If a district believes it would benefit from the expanded criteria for what may qualify as a newspaper of "general circulation" authorized to publish legal notices or the availability of internet-only publication, district Rules of Procedure should be updated to incorporate statutory changes as follows:

Rule 1.3 Public Meetings, Hearings, and Workshops.

- (1) Notice. Except in emergencies, or as otherwise required by statute or these Rules, at least seven (7) days, but no more than thirty (30) days public notice shall be given of any public meeting, hearing or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation in the District and in the county in which the District is located. A newspaper is deemed to be a newspaper of "general circulation" within the District and county in which the District is located if such newspaper has been in existence for two (2) years at the time of publication of the applicable notice (unless no newspaper within the county has been published for such length) and satisfies the criteria of section 50.011(1), Florida Statutes, or if such newspaper is a direct successor of a newspaper which has been so published. Meeting notices pursuant to section 189.015, Florida Statutes, may be noticed by internet-only publication upon election by the District's Board and compliance with the requirements of section 50.0211, Florida Statutes. ~~"General circulation" means a publication that is printed and published at least once a week for the preceding year, offering at least 25% of its words in the English language, qualifies as a periodicals material for postal purposes in the county in which the District is located, is for sale to the public generally, is available to the public generally for the publication of official or other notices, and is customarily containing information of a public character or of interest or of value to the residents or owners of property in the county where published, or of interest or of value to the general public. The annual meeting notice required to be published by Section 189.015 of the Florida Statutes, shall be published in a newspaper not of limited subject matter, which is published at least five days a week, unless the only newspaper in the county is published less than five days a week.~~ Each Notice shall state, as applicable:

* * *

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 50.011, 50.031, 189.015, 189.069(2)(a) ~~46~~15, 190.006, 190.007, 190.008, 286.0105, 286.011, 286.0113, 286.0114, Fla. Stat.

2.

MEMORANDUM

To: District Manager

From: Hopping Green & Sams P.A.

RE: Wastewater and Stormwater Needs Analysis

During the 2021 legislative session sections 403.9301 and 403.9302, Florida Statutes, were enacted requiring local governments to perform a 20-year needs analysis of certain wastewater and stormwater services or systems. Subject special districts are required to complete this analysis by June 30, 2022, and every five years thereafter. This memorandum answers basic questions regarding these new statutory provisions and requests that District Managers seek authorization for staff to solicit proposals to complete the required study as appropriate. We expect the services necessary to complete the required analysis to be exempt from competitive solicitation requirements as a planning or study activity below the statutory threshold of \$35,000. §§ 287.055, 287.017, Fla. Stat. Thus, as deemed appropriate and in the best interests of the subject district, districts may elect to utilize the services of existing engineering or other professionals currently under contract or may seek additional proposals for completion of the required needs analysis.

Which special districts are required to complete a needs analysis under section 403.9301 and 403.9302, Florida Statutes?

Special districts providing “wastewater services” or a “stormwater management program or stormwater management system” must complete a needs analysis.¹

What constitutes “wastewater services”?

Wastewater services means providing service to pipelines or conduits, pumping stations, and force mains and associated facilities used for collecting or conducting wastes to an ultimate point for treatment or disposal or to a plant or other works used for the purpose of treating, stabilizing, or holding wastewater principally from dwellings, business buildings, institutions, and sanitary wastewater or sewage treatment plants.

¹ Counties, municipalities, and special districts located in a “rural area of opportunity” may be exempt from the requirements of sections 403.9301 and 403.9302, Florida Statutes, if compliance would create an undue economic hardship. This includes:

- *Northwest Rural Area of Opportunity:* Calhoun, Franklin, Gadsden, Gulf, Holmes, Jackson, Liberty, Wakulla, and Washington counties, and the area within the city limits of Freeport and Walton County north of the Choctawhatchee Bay and intercoastal waterway.
- *South Central Rural Area of Opportunity:* DeSoto, Glades, Hardee, Hendry, Highlands, and Okeechobee counties, and the cities of Pahokee, Belle Glade, and South Bay (Palm Beach County), and Immokalee (Collier County).
- *North Central Rural Area of Opportunity:* Baker, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Jefferson, Lafayette, Levy, Madison, Putnam, Suwannee, Taylor, and Union counties.

What constitutes “stormwater management program or stormwater management system”?

“Stormwater management program” means an institutional strategy for stormwater management, including urban, agricultural, and other stormwater. “Stormwater Management System” means a system which is designed and constructed or implemented to control discharges which are necessitated by rainfall events, incorporating methods to collect, convey, store, absorb, inhibit, treat, use, or reuse water to prevent or reduce flooding, overdrainage, environmental degradation and water pollution or otherwise affect the quantity and quality of discharges from the system.

What must the needs analysis for these services or systems include?

- A detailed description of associated facilities;
- The number of current and projected residents served calculated in 5-year increments;
- The current and projected service area;
- The current and projected cost of providing services calculated in 5-year increments;
- The estimated remaining useful life of each facility or its major components;
- The most recent 5-year history of annual contributions to, expenditures from, and balances of any capital account for maintenance or expansion of any facility or its major components;
- The district’s plan to fund the maintenance or expansion of any facility or its major components. The plan must include historical and estimated future revenues and expenditures with an evaluation of how the district expects to close any projected funding gap.
- The Office of Economic and Demographic Research has [templates and other resources and guidance](#) under development on its website to assist in completion of this required analysis.

When must the needs analysis required be complete?

The 20-year needs analysis must be completed by June 30, 2022.

What happens to the needs analysis once it is complete?

The complete needs analysis and associated methodology and supporting data must be submitted to the county within which the largest portion of the subject district facilities are located. Each county must then compile all analyses submitted to it (from special districts, municipalities, and the county itself) into a single document that must be filed with the Department of Environmental Protection and Office of Economic and Demographic Research by July 31, 2022 and every five years thereafter. The Office of Economic and Demographic research is required to evaluate the compiled documents for purposes of developing a statewide analysis that will include an analysis of the expenditures necessary to repair, replace, and expand water-related infrastructure.

3.

Hopping Green & Sams

Attorneys and Counselors

MEMORANDUM

To: District Manager

From: Hopping Green & Sams P.A.

RE: Prompt Payment Policies

As you may know, during the 2021 legislative session Part VII of Chapter 218, Florida Statutes (the “Local Government Prompt Payment Act”) was amended. This includes an increase from 1 percent to 2 percent as the floor interest rate on late payments for construction services and the addition of certain contractor rights in the event a local government entity fails to timely commence dispute resolution procedures in the event of an improper payment request or invoice. *See* §§ 218.735(9); 218.76(2)(b), Fla. Stat. As provided in Florida Chapter Laws 2021-124, these changes apply to contracts executed on or after July 1, 2021.

Accordingly, we advise that districts adopt new or updated Prompt Payment Policies and Procedures as attached hereto to reflect these changes. For districts that have previously adopted Prompt Payment Policies and Procedures prepared by Hopping, Green & Sams, this consists of the following changes as reflected in track-change format:

VII. Resolution of Disputes

* * *

B. Dispute Resolution Procedures

1. If an Improper Payment Request or Improper Invoice is submitted, and the Provider refuses or fails to submit a revised payment request or invoice as contemplated by the PPA and these Policies and Procedures, the Provider shall, not later than thirty (30) days after the date on which the last payment request or invoice was Date Stamped, submit a written statement via certified mail to the Agent, copying the District Manager, specifying the basis upon which the Provider contends the last submitted payment request or invoice was proper.
2. Within forty-five (45) days of receipt by the Agent and District Manager of the disputed, last-submitted payment request or invoice, the Agent and/or District Manager shall commence investigation of the dispute and render a final decision on the matter no later than sixty (60) days after the date on which the last-submitted payment request or invoice is Date Stamped.
3. With regard to contracts executed on or after July 1, 2021, if the District does not commence the dispute resolution procedure within the time provided herein, a Provider may give written notice via certified mail to the Agent, copying the District Manager, of the District’s failure to timely commence its dispute resolution procedure. If the District fails to commence the dispute resolution procedure within

four (4) business days after receipt of such notice, any amounts resolved in the Provider's favor shall bear mandatory interest, as set forth in section 218.735(9), Florida Statutes, from the date on which the payment request or invoice containing the disputed amounts was Date Stamped. If the dispute resolution procedure is not commenced within four (4) business days after receipt of the notice, the objection to the payment request or invoice shall be deemed waived. The waiver of an objection pursuant to this paragraph does not relieve a Provider of its contractual obligations.

- ~~34~~. Absent a written agreement to the contrary, if the Provider refuses or fails to provide the written statement required above, the Agent and/or District Manager is not required to contact the Provider in the investigation. In addition, and absent a written agreement to the contrary, if such written statement is not provided, the District may immediately contract with third parties to provide the goods and services subject to the dispute and deduct the costs of such third party purchases from amounts owed to the Provider.
- ~~45~~. The Board shall approve any decision of the District Manager to contract with a third party which would result in: 1) an expenditure above what is budgeted for the Construction Services or Non-Construction Services; or 2) an expenditure which exceeds the original contract amount for the Construction Services or Non-Construction Services by more than ten percent (10%) or Ten Thousand Dollars (\$10,000).
- ~~56~~. A written explanation of the final decision shall be sent to the Provider, via certified mail, within five (5) business days from the date on which such final decision is made. A copy of the written explanation of the final decision shall be provided to the Chairperson of the Board simultaneously with the certified mailing to the Provider.
- ~~67~~. If a Provider does not accept in writing the final decision within five (5) days after receipt by the Provider, the District may immediately contract with third parties to provide the goods and services subject to the dispute and deduct the costs of such third party purchases from amounts owed to the Provider. If the costs of the third party purchases exceed the amount the District owes to the Provider, the District may seek to recover such excess from the Provider in a court of law or as otherwise provided in an agreement between the District and the Provider. Nothing contained herein shall limit or affect the District's ability to enforce all of its legal and contractual rights and remedies against the Provider.

X. Late Payment Interest Charges

* * *

B. Related to Construction Services

Prompt Payment Policies

All payments for Construction Services that are not made within the time periods specified within the applicable statute, shall bear interest from thirty (30) days after the due date, at the rate of one percent (1%) per month for contracts executed on or before June 30, 2021, and at the rate of two percent (2%) per month for contracts executed on or after July 1, 2021, or the rate specified by agreement, whichever is greater. §218.735(9), Fla. Stat. The Provider must submit a Proper Payment Request to the District for any interest accrued in order to receive the interest payment. An overdue period of less than one (1) month is considered as one (1) month in computing interest. (§218.74(4), Fla. Stat.).

Unpaid interest is compounded monthly. The term one (1) month means a period beginning on any day of a month and ending on the same day of the following month.

RESOLUTION 2021-_____

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE _____
COMMUNITY DEVELOPMENT DISTRICT ADOPTING PROMPT PAYMENT POLICIES
AND PROCEDURES PURSUANT TO CHAPTER 218, *FLORIDA STATUTES*;
PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the _____ 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 _____, Florida; and

WHEREAS, Chapter 218, *Florida Statutes*, requires timely payment to vendors and contractors providing certain goods and/or services to the District; and

WHEREAS, the Board of Supervisors of the District ("Board") accordingly finds that it is in the best interest of the District to establish by resolution Prompt Payment Policies and Procedures as may be amended or updated from time to time for immediate use and application.

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

SECTION 1. The Prompt Payment Policies and Procedures attached hereto as **Exhibit A** are hereby adopted pursuant to this Resolution as necessary for the conduct of District business. The Prompt Payment Policies and Procedures shall remain in full force and effect until such time as the Board may amend or replace them; provided, however, that as the provisions of Chapter 218, *Florida Statutes*, are amended from time to time, the attached Prompt Payment Policies and Procedures shall automatically be amended to incorporate the new requirements of law without any further action by the Board. The Prompt Payment Policies and Procedures hereby adopted supplant and replace any previously adopted Prompt Payment Policies and Procedures.

SECTION 2. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 3. This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this ____ day of _____, 2021.

ATTEST:

COMMUNITY DEVELOPMENT DISTRICT

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: Prompt Payment Policies and Procedures

EXHIBIT A



COMMUNITY DEVELOPMENT DISTRICT

Prompt Payment Policies and Procedures

**In Accordance with the Local Government Prompt Payment Act
Chapter 218, Part VII, *Florida Statutes***

_____, 2021

Community Development District
Prompt Payment Policies and Procedures

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I. Purpose

In accordance with the Local Government Prompt Payment Act (Chapter 218, Part VII, *Florida Statutes*) ("PPA"), the purpose of the [REDACTED] Community Development District ("District") Prompt Payment Policies and Procedures ("Policies & Procedures") is to provide a specific policy to ensure timely payment to Vendors and Contractors (both hereinafter defined) providing goods and/or services to the District and ensure the timely receipt by the District of goods and/or services contemplated at the time of contracting. Please note that the PPA, like any statute or law, may be amended from time to time by legislative action. These Policies & Procedures are based on the statutory requirements as of the date identified on the cover page of this document. By this reference, as applicable statutory provisions subsequently change, these Policies & Procedures shall automatically be amended to incorporate the new requirements of law. These Policies & Procedures are adopted by the District to provide guidance in contracting matters. Failure by the District to comply with these Policies & Procedures shall not expand the rights or remedies of any Provider (hereinafter defined) against the District under the PPA. Nothing contained herein shall be interpreted as more restrictive on the District than what is provided for in the PPA.

II. Scope

These Policies & Procedures apply to all operations of the District, including Construction Services and Non-Construction Goods and Services, as applicable.

III. Definitions

A. Agent

The District-contracted architect, District-contracted engineer, District Manager, or other person, acting on behalf of the District, which is required by law or contract to review invoices or payment requests from Providers (hereinafter defined). Such individuals/entities must be identified in accordance with §218.735 (1), Fla. Stat., and further identified in the relevant agreement between the District and the Provider.

B. Construction Services

All labor, services, and materials provided in connection with the construction, alteration, repair, demolition, reconstruction, or other improvement to real property that require a license under parts I and II of Chapter 489, Fla. Stat.

C. Contractor or Provider of Construction Services

The entity or individual that provides Construction Services through direct contract with the District.

D. Date Stamped

Each original and revised invoice or payment request received by the District shall be marked electronically or manually, by use of a date stamp or other method,

which date marking clearly indicates the date such invoice or payment request is first delivered to the District through its Agent. In the event that the Agent receives an invoice or payment request, but fails to timely or physically mark on the document the date received, "Date Stamped" shall mean the date of actual receipt by the Agent.

E. Improper Invoice

An invoice that does not conform to the requirements of a Proper Invoice.

F. Improper Payment Request

A request for payment for Construction Services that does not conform to the requirements of a Proper Payment Request.

G. Non-Construction Goods and Services

All labor, services, goods and materials provided in connection with anything other than construction, alteration, repair, demolition, reconstruction, or other improvements to real property.

H. Proper Invoice

An invoice that conforms to all statutory requirements, all requirements of these Policies and Procedures not expressly waived by the District and any additional requirements included in the agreement for goods and/or services for which the invoice is submitted not expressly waived by the District.

I. Proper Payment Request

A request for payment for Construction Services which conforms to all statutory requirements, all requirements of these Policies & Procedures not expressly waived by the District and any additional requirements included in the Construction Services agreement for which the Payment Request is submitted not expressly waived by the District.

J. Provider

Includes any Vendor, Contractor or Provider of Construction Services, as defined herein.

K. Purchase

The purchase of goods, materials, services, or Construction Services; the purchase or lease of personal property; or the lease of real property by the District.

L. Vendor

Any person or entity that sells goods or services, sells or leases personal property, or leases real property directly to the District, not including Construction Services.

IV. Proper Invoice/Payment Request Requirements

A. General

Prior to Provider receiving payment from the District, Non-Construction Goods and Services and Construction Services, as applicable, shall be received and performed in accordance with contractual or other specifications or requirements to the satisfaction of the District. Provision or delivery of Non-Construction Goods and Services to the District does not constitute acceptance for the purpose of payment. Final acceptance and authorization of payment shall be made only after delivery and inspection by the Agent and the Agent's confirmation that the Non-Construction Goods and Services or Construction Services meet contract specifications and conditions. Should the Non-Construction Goods and Services or Construction Services differ in any respect from the specifications, payment may be withheld until such time as the Provider takes necessary corrective action. Certain limited exceptions which require payment in advance are permitted when authorized by the District Board of Supervisors ("Board") or when provided for in the applicable agreement.

B. Sales Tax

Providers should not include sales tax on any invoice or payment request. The District's current tax-exempt number is [REDACTED]. A copy of the tax-exempt form will be supplied to Providers upon request.

C. Federal Identification and Social Security Numbers

Providers are paid using either a Federal Identification Number or Social Security Number. To receive payment, Providers should supply the District with the correct number as well as a proper Internal Revenue Service W-9 Form. The District Manager shall treat information provided in accordance with Florida law.

Providers should notify the District Manager when changes in data occur (telephone [REDACTED], email [REDACTED]).

D. Proper Invoice for Non-Construction Goods and Services

All Non-Construction Goods and Services invoiced must be supplied or performed in accordance with the applicable purchase order (including any bid/proposal provided, if applicable) or agreement and such Non-Construction Goods and Services quantity and quality must be equal to or better than what is required by such terms. Unless otherwise specified in the applicable agreement, invoices should contain all of the following minimum information in order to be considered a Proper Invoice:

1. Name of Vendor
2. Remittance address
3. Invoice Date

4. Invoice number
5. The “Bill To” party must be the District or the Board, or other entity approved in writing by the Board of the District Manager
6. Project name (if applicable)
7. In addition to the information required in Section IV.D.1-6 above, invoices involving the *purchase of goods* should also contain:
 - a. A complete item description
 - b. Quantity purchased
 - c. Unit price(s)
 - d. Total price (for each item)
 - e. Total amount of invoice (all items)
 - f. The location and date(s) of delivery of the goods to the District
8. In addition to the information required in Section IV.D.1-6 above, invoices involving the *purchase of services* should also contain:
 - a. Itemized description of services performed
 - b. The location and date of delivery of the services to the District
 - c. Billing method for services performed (i.e., approved hourly rates, percentage of completion, cost plus fixed fee, direct/actual costs, etc.)
 - d. Itemization of other direct, reimbursable costs (including description and amount)
 - e. Copies of invoices for other direct, reimbursable costs (other than incidental costs such as copying) and one (1) of the following:
 - i. Copy of both sides of a cancelled check evidencing payment for costs submitted for reimbursement
 - ii. Paid receipt
 - iii. Waiver/lien release from subcontractor (if applicable)
9. Any applicable discounts
10. Any other information or documentation, which may be required or specified under the terms of the purchase order or agreement

E. Proper Payment Request Requirements for Construction Services

Payment Requests must conform to all requirements of Section IV, A-D above, unless otherwise specified in the terms of the applicable agreement or purchase order between the District and the Provider.

V. Submission of Invoices and Payment Requests

The Provider shall submit all Invoices and Payment Requests for both Construction Services and Non-Construction Goods and Services to the District’s Agent as provided in the purchase order or agreement, as applicable, and to the District Manager as follows:

Submit the invoice and/or payment request, with required additional material and in conformance with these Policies and Procedures, by mail, by hand delivery, or via email (Note: email is the preferred method for receipt of Non-Construction Goods and Services invoices).

1. Mailing and Drop Off Address

	Community Development District

2. Email Address

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VI. Calculation of Payment Due Date

A. Non-Construction Goods and Services Invoices

1. Receipt of Proper Invoice

Payment is due from the District forty-five (45) days from the date on which a Proper Invoice is Date Stamped.

2. Receipt of Improper Invoice

If an Improper Invoice is received, a required invoice is not received, or invoicing of a request for payment is not required, the time when payment is due from the District is forty-five (45) days from the latest date of the following:

- a. On which delivery of personal property is fully accepted by the District;
- b. On which services are completed and accepted by the District;
- c. On which the contracted rental period begins (if applicable); or
- d. On which the District and the Vendor agree in a written agreement that provides payment due dates.

3. Rejection of an Improper Invoice

The District may reject an Improper Invoice. Within ten (10) days of receipt of the Improper Invoice by the District, the Vendor must be notified that the invoice is improper and be given an opportunity to correct the deficient or missing information, remedy the faulty work, replace the defective goods, or take other necessary, remedial action.

The District's rejection of an Improper Invoice must:

- a. Be provided in writing;
- b. Specify any and all known deficiencies; and
- c. State actions necessary to correct the Improper Invoice.

If the Vendor submits a corrected invoice, which corrects the deficiencies specified in the District's written rejection, the District must pay the corrected invoice within the later of: (a) ten (10) business days after date

the corrected invoice is Date Stamped; or (b) forty-five (45) days after the date the Improper Invoice was Date Stamped.

If the Vendor submits an invoice in response to the District's written rejection which fails to correct the deficiencies specified or continues to be an Improper Invoice, the District must reject that invoice as stated herein.

4. Payment of Undisputed Portion of Invoice

If the District disputes a portion of an invoice, the undisputed portion shall be paid in a timely manner and in accordance with the due dates for payment as specified in these Policies & Procedures.

B. Payment Requests for Construction Services

1. Receipt of Proper Payment Request

The time at which payment is due for Construction Services from the District is as follows:

- a. If an Agent must approve the payment request before it is submitted to the District Manager, payment (whether full or partial) is due twenty-five (25) business days after the payment request is Date Stamped. The Provider may send the District an overdue notice. If the payment request is not rejected within four (4) business days after Date Stamp of the overdue notice, the payment request shall be deemed accepted, except for any portion of the payment request that is fraudulent, misleading or is the subject of dispute.

The agreement between the District and the Provider shall identify the Agent to which the Provider shall submit its payment request, or shall be provided by the District through a separate written notice no later than ten (10) days after contract award or notice to proceed, whichever is later. Provider's submission of a payment request to the Agent shall be Date Stamped, which shall commence the time periods for payment or rejection of a payment request or invoice as provided in this section.

- b. If, pursuant to contract, an Agent is not required to approve the payment request submitted to the District, payment is due twenty (20) business days after the payment request is Date Stamped unless such payment request includes fraudulent or misleading information or is the subject of dispute.

2. Receipt and Rejection of Improper Payment Request

- a. If an Improper Payment Request is received, the District must reject the Improper Payment Request within twenty (20) business days after the date on which the payment request is Date Stamped.
- b. The District's rejection of the Improper Payment Request must:
 - i. Be provided in writing;
 - ii. Specify any and all known deficiencies; and
 - iii. State actions necessary to correct the Improper Invoice.
- c. If a Provider submits a payment request which corrects the deficiency specified in the District's written rejection, the District must pay or reject the corrected submission no later than ten (10) business days after the date the corrected payment request is Date Stamped.

3. Payment of Undisputed Portion of Payment Request

If the District disputes a portion of a payment request, the undisputed portion shall be paid in a timely manner and in accordance with the due dates for payment as specified in this section.

VII. Resolution of Disputes

If a dispute arises between a Provider and the District concerning payment of an invoice or payment request, the dispute shall be resolved as set forth in §218.735, Fla. Stat., for Construction Services, and §218.76, Fla. Stat. for Non-Construction Goods and Services.

A. Dispute between the District and a Provider

If a dispute between the District and a Provider cannot be resolved following resubmission of a payment request by the Provider, the dispute must be resolved in accordance with the dispute resolution procedure prescribed in the construction contract, if any. In the absence of a prescribed procedure in the contract, the dispute must be resolved by the procedures specified below.

B. Dispute Resolution Procedures

1. If an Improper Payment Request or Improper Invoice is submitted, and the Provider refuses or fails to submit a revised payment request or invoice as contemplated by the PPA and these Policies and Procedures, the Provider shall, not later than thirty (30) days after the date on which the last payment request or invoice was Date Stamped, submit a written statement via certified mail to the Agent, copying the District Manager, specifying the basis upon which the Provider contends the last submitted payment request or invoice was proper.

2. Within forty-five (45) days of receipt by the Agent and District Manager of the disputed, last-submitted payment request or invoice, the Agent and/or District Manager shall commence investigation of the dispute and render a final decision on the matter no later than sixty (60) days after the date on which the last-submitted payment request or invoice is Date Stamped.
3. With regard to contracts executed on or after July 1, 2021, if the District does not commence the dispute resolution procedure within the time provided herein, a Provider may give written notice via certified mail to the Agent, copying the District Manager, of the District's failure to timely commence its dispute resolution procedure. If the District fails to commence the dispute resolution procedure within 4 business days after receipt of such notice, any amounts resolved in the Provider's favor shall bear mandatory interest, as set forth in section 218.735(9), Florida Statutes, from the date on which the payment request or invoice containing the disputed amounts was Date Stamped. If the dispute resolution procedure is not commenced within 4 business days after receipt of the notice, the objection to the payment request or invoice shall be deemed waived. The waiver of an objection pursuant to this paragraph does not relieve a Provider of its contractual obligations.
4. Absent a written agreement to the contrary, if the Provider refuses or fails to provide the written statement required above, the Agent and/or District Manager is not required to contact the Provider in the investigation. In addition, and absent a written agreement to the contrary, if such written statement is not provided, the District may immediately contract with third parties to provide the goods and services subject to the dispute and deduct the costs of such third party purchases from amounts owed to the Provider.
5. The Board shall approve any decision of the District Manager to contract with a third party which would result in: 1) an expenditure above what is budgeted for the Construction Services or Non-Construction Services; or 2) an expenditure which exceeds the original contract amount for the Construction Services or Non-Construction Services by more than ten percent (10%) or Ten Thousand Dollars (\$10,000).
6. A written explanation of the final decision shall be sent to the Provider, via certified mail, within five (5) business days from the date on which such final decision is made. A copy of the written explanation of the final decision shall be provided to the Chairperson of the Board simultaneously with the certified mailing to the Provider.

7. If a Provider does not accept in writing the final decision within five (5) days after receipt by the Provider, the District may immediately contract with third parties to provide the goods and services subject to the dispute and deduct the costs of such third party purchases from amounts owed to the Provider. If the costs of the third party purchases exceed the amount the District owes to the Provider, the District may seek to recover such excess from the Provider in a court of law or as otherwise provided in an agreement between the District and the Provider. Nothing contained herein shall limit or affect the District's ability to enforce all of its legal and contractual rights and remedies against the Provider.

VIII. Purchases Involving Federal Funds or Bond Funds

When the District intends to pay for a purchase with federal funds or bond funds, the District shall make such purchases only upon reasonable assurances that federal funds or bond funds sufficient to cover the cost will be received. When payment is contingent upon the receipt of bond funds, federal funds or federal approval, the public procurement documents and any agreement with a Provider shall clearly state such contingency. (§218.77, Fla. Stat.).

IX. Requirements for Construction Services Contracts – Project Completion; Retainage

The District intends to follow the PPA requirements for construction project completion and retainage, including, but not limited to, §218.735 (7) and (8), Fla. Stat.

X. Late Payment Interest Charges

Failure on the part of the District to make timely payments may result in District responsibility for late payment interest charges. No agreement between the District and a Provider may prohibit the collection of late payment interest charges allowable under the PPA as mandatory interest. (§218.75, Fla. Stat.).

A. Related to Non-Construction Goods and Services

All payments due from the District, and not made within the time specified within this policy, will bear interest, from thirty (30) days after the due date, at the rate of one percent (1%) per month on the unpaid balance. The Vendor must submit a Proper Invoice to the District for any interest accrued in order to receive the interest payment. (§218.735(9), Fla. Stat.).

An overdue period of less than one (1) month is considered as one (1) month in computing interest. Unpaid interest is compounded monthly. The term one (1) month means a period beginning on any day of a month and ending on the same day of the following month.

B. Related to Construction Services

All payments for Construction Services that are not made within the time periods specified within the applicable statute, shall bear interest from thirty (30) days after the due date, at the rate of one percent (1%) per month for contracts executed on or before June 30, 2021, and at the rate of two percent (2%) per month for contracts executed on or after July 1, 2021, or the rate specified by agreement, whichever is greater. §218.735(9), Fla. Stat. The Provider must submit a Proper Payment Request to the District for any interest accrued in order to receive the interest payment. An overdue period of less than one (1) month is considered as one (1) month in computing interest. (§218.74 (4), Fla. Stat.).

Unpaid interest is compounded monthly. The term one (1) month means a period beginning on any day of a month and ending on the same day of the following month.

C. Report of Interest

If the total amount of interest paid during the preceding fiscal year exceeds \$250, the District Manager is required to submit a report to the Board during December of each year, stating the number of interest payments made and the total amount of such payments. (§218.78, Fla. Stat.).

4.

Hopping Green & Sams

Attorneys and Counselors

MEMORANDUM

To: District Manager

From: Hopping Green & Sams P.A.

RE: Public Records Exemptions Advisory Notice

As you may know, during the 2021 legislative session section 119.071, Florida Statutes, was revised to include additional requirements regarding the public records exemption for home addresses, telephone numbers, dates of birth, photographs, and other information associated with certain officers, employees, justices, judges, or other persons identified in section 119.071(4)(d)2. In particular, section 119.071(4)(d)3. now provides that the custodian of such information must maintain its exempt status where the subject officer, employee, justice, judge or person, or employing agency of the designated employee submits a written *and notarized* request for maintenance of the exemption to the custodial agency. Further, the *request must state under oath the statutory basis for the individual's exemption request and confirm the individual's status as a party eligible for exempt status*. The italicized requirements for notarization and a statement under oath as to the statutory basis for the exemption request are new requirements that became effective July 1, 2021.

Please ensure district records custodians and other appropriate personnel have been appropriately advised of these changes for purposes of evaluating exemptions for future public records requests.

D.

Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285; manager@oakleafresidents.com

Memorandum

Date: November 2021

To: Board of Supervisors

From: GMS – OakLeaf Operations Manager

Community:

Special Events

- Recent event: Pumpkin Plunge, Resident run event at MV
- Upcoming: Virtual Turkey Trot, movie on the green

Aquatics

- Pools closed for the season. Adults only until Spring Break 2022
- Tested heaters for MV, Lap pool heated and rules/operational hours posted

Amenity Usage

- *Total Facilities Usage – 6988*
- *Average daily usage – 226*

Card counts:

DB Owners	39
DB Renters	32
DB Replacements	8
DB Updated	1

Total cards printed: 176 (both districts)

Rentals

- *9 of 31 days rented in Oct , 2 of 5 weekends rented*
- *5 Clubroom rentals, 2 patio rentals*
- *12 tours (approx.38 hours)/51 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

Memorandum

MAINTENANCE

- Clean pond fountain at Amenity Center
- Tree removal from fence line at Oakleaf Plantation Pkwy
- Coordinate marcite repair of sprayground pool (warranty work)
- Adjust multiple timers at Amenity centers due to lighting change
- Replace ice machine, replace and correct trim work for new placement
- Inspect lighting at Oaks entry (make repairs and prep for Christmas lighting)
- Diagnose issue with vacuum pump at lap pool (cracked pump housing)
- Lighting inspections for candelabras at Amenity Center
- Repair wiring of cameras at fieldhouse
- Cut and mount signage for dogs, operational hours, etc...
- Concept 2 rower and arm erg assembled and prepped for placement
- Removal of multiple televisions at FC, for placement in additional cardio area
- Vandalism cleaned at Dog Park
- Replace starter on Golf cart
- Install of new television mount in cardio room at FC
- Painted 26 wooden turkeys for Virtual fun run
- Coordinate repair of multiple meter posts with Clay Electric (wood rot)
- Remove large bollard at Oakleaf Village Pkwy extension
- ADA ramps access for pedestrian bridge completed
- Vandalism cleaned at pedestrian bridge
- Audit of access cards – ongoing (to include audit of adult family members in household)
- Finalize landscape irrigation install for new parking areas and new plantings
- Cut backing for new and replacement signs – ongoing
- Data collection for Florida Department of Labor
- Audit and changes made to payroll to meet all new hourly pay requirements
- Annual district staff evaluations and pay changes made
- Lake inspections, all lakes inspected monthly – reports kept on file in Ops. Manager office.
- Continual Park inspections and cleaning – reports kept on file.
- Payroll reports for public records requests submitted
- Light Inspections completed – Worthington Oaks, Hearthstone, Highland Mill, Piedmont, Stonebrier, Waverly, Litchfield, and Timberfield completed 10/3. Nature's Hammock, Fall Creek, The Oaks, Cannon's Point, Pebble Creek, Silver Leaf, Oakbrook, and The Cottages completed 10/16.

Landscaping

- *Tree trimming throughout for canopy heights*
- *Finalize Hedge install at New parking areas and old replacements*
- *Monthly report for Oct submitted and filed at Operations office*

For questions, comments, or clarification, please contact:

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

jsoriano@gmsnf.com