

DOUBLE BRANCH
Community Development District

JANUARY 10, 2022

AGENDA

Double Branch Community Development District

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

January 3, 2022

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, January 10, 2022 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. Approval of Consent Agenda
 - A. Approval of the Minutes of the December 13, 2021 Meeting
 - B. Financial Statements
 - C. Assessment Receipts Schedule
 - D. Check Register
- IV. Consideration of Resolution 2022-01, Adopting Revised Prompt Payment Policies
- V. Staff Reports
 - A. District Counsel
 - B. District Engineer – Consideration of Work Authorization for Preparation of a Stormwater Needs Analysis Report
 - C. District Manager
 - D. Operations Manager – Memorandum

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

VII. Next Scheduled Meeting – February 14, 2022 at 6:00 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

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, December 13, 2021 at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

Present and constituting a quorum were:

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

Also present were:

Marilee Giles	District Manager
Mike Eckert	District Counsel
Jay Soriano	Operations Manager
Chalon Suchsland	VerdeGo
Crys Grizzle	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 November 8, 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 and the financial statements as of October 31st. Your assessment receipts schedule that is in the package shows 0% collected, but this morning I was able to get an updated copy which shows we're actually 92% collected. Also included is the check register totaling \$18,440.70.

Mr. Horton asked what was the IONOS invoice? Did you change how you do the website or something?

Mr. Soriano responded no, it's the same, it just increased in price, and they do our monthly billing. IONOS is our server.

Mr. Horton stated it just popped up this time, so I was wondering.

Mr. Soriano stated it should be on there every month. They charge us every month.

Mr. Horton stated I haven't seen it before, but there were two or three of them in the agenda package this time.

Ms. Giles stated it could be how the check run was done.

Mr. Horton stated if we've done it for years, I've never seen one before.

Mr. Soriano stated the increase in price happened about this time last year, but you should see it every month.

Mr. Horton stated another thing is I noticed a lot of plumbing issues this time.

Mr. Soriano stated what you're seeing from Darsco is the changeover for the one pool during the end of the summer; all of the piping for the valves that we did. That took about three or four trips.

Mr. Horton asked what about the David Gray Plumbing?

Mr. Soriano stated there should only be one for David Gray. There are three or four for Darsco and that is supplies. It was a pretty good-sized job.

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

FOURTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There being nothing to report, the next item followed.

B. District Engineer

Ms. Giles reminded the Board that unless there is something specific for the engineer to address, he is not asked to call or attend to avoid being billed for meeting attendance.

Mr. Horton stated we talked about the sewage drain last time. Will he come in and report on that?

Ms. Giles responded he will. He is going to submit a proposal or work authorization to do the stormwater analysis. I have made contact with him. He's got time. I think once he does the proposal, he will give a briefing of that.

Mr. Eckert stated we asked him to submit a proposal for your January meeting and then I think it would probably be a good idea to at least ask him to attend by phone if not in person to present the proposal and his outline on how he's going to accomplish the work.

C. District Manager

There being nothing to report, the next item followed.

D. Operations Manager - Memorandum

Mr. Soriano stated we just had a couple of holiday events since our last meeting. The Turkey Trot went over really well and was one of our biggest events so far. If you remember, we did this as a virtual event just like we did last year. I have about 20 emails saying how people enjoyed this. They really liked the nature walk being included in it. We had the turkeys up in the trees, they go through, take pictures, and complete the whole course which started at the amenity center. We had more families take part in this than anything we've ever done, even our Halloween parties we've done in the past, which are typically packed so it worked out really well.

Mr. Horton stated you must have put the turkeys on the back of the trees so you can't see them from the street.

Mr. Soriano stated you can see one or two from the street if you're really looking but I wouldn't recommend driving while you're doing it. I did have a couple of people try that. They're kind of hidden up there so you have to look for them and not they're not very big.

Mr. Soriano continued with his report. We had our last movie. We will not have one during the colder months. If you remember, last year I tried a Christmas movie, and it just didn't work out well. There's so much going on this month. The weather is a little iffy so we will hold off. The food trucks still come out, but they're usually limited in number in these off months. Our next event will be the Polar Plunge. I try to pick out one of the colder weeks as we get into January or February so that last week of January or beginning of February, we will have the Polar Plunge and then we get back into the springtime events.

We haven't really seen an increase in rentals yet on your side. This side has actually done really well for this month. Wanda is doing lots of tours, but the smaller room is just not being utilized yet. There really isn't anything open on my maintenance items, but I did want to go through one thing with you. I had laid the issue of pickleball off on Middle Village for the last couple of months and they were going back and forth about how to do this. I asked them last month to decide on whether they wanted to move forward with pickleball on their side or not so we can give the pickleball group an idea of what we're trying to do. Today they did make the motion that they will not be doing pickleball over here. In the future they may. They still looked at building new courts and things like that and there were a lot of numbers thrown around, but they're not going to get rid of basketball, so they don't have space for pickleball right now. That leaves it to you. I don't know that we need to do anything tonight. We have talked about it in the past and we talked about doing something in the off season. I have lots of numbers for you on different items, but it's back on you guys. If we want pickleball, it's going to be at the Double Branch courts.

Mr. Thomas asked can you break that down? We've talked about three or four different things. One is just the repainting, which would only give two or three courts. When you and I went out there we talked about moving a bench and expanding it to get six courts.

Mr. Soriano stated I've talked to their coach Jim about what the facility could look like if we do it there. The two courts that are in the middle of everything will become the dedicated pickleball courts. We will pull out the V-shaped fencing that is in there and will pull out the bench that is in the middle. We'd have to repair the asphalt, then we would repaint. The fence will get reworked so that will be a little costly because that fence is kind of large and it's pulling it out of the ground and repairing the asphalt underneath. I do believe I'd be able to get that done for around \$40,000 for everything. The reason I would like to do the two in the middle is that will give us six courts; three on the backline and if you go over where the tennis nets are on the other side, there is also three. That is why we would have to get rid of the benches in the middle. Tennis doesn't complain about the pickleball lines. It's more confusing to the pickleball people. I'd leave those temporary pickleball courts there in place. This would eventually give them six standalone courts to play with and four temporary courts so that's ten courts all together if they are continuing to build. There are pickleball programs in other areas like Eagle Landing and Eagle Harbor just built a nice Taj Mahal of pickleball facilities, so if

they're going to build this program and they want to have tournaments and clinics, then that essentially gives them ten courts out there. We just bought new temporary nets, so we can utilize them and then have the six in the middle and leave basketball where it's at. I'm hoping the cost will be closer to \$30,000, but most of the pricing is stuff I pulled in the last year and supply-wise it's a little hard to get things right now whether it's because of timing or because of the increase in costs. If you remember the amount of money we had to spend on increasing the height of the basketball court fence, it was almost three times higher than what it was two years ago. I do think right now I can get it done for \$40,000.

Mr. Horton stated I'm for it, but on the other side of the coin, I know there is going to be non-Oakleaf people using it, especially if you're going to have tournaments so I think we should be talking about somehow paying for a little bit of it when non-Oakleaf people in particular come out to play.

Mr. Soriano stated right now with tennis they do that, and Jim can help coordinate that. There are times they feed back into our revenue. In fact, over here at tennis they've gotten grants and that money just comes back into our budget. If they are building that program, there are things they can do. Right now, we do get a small amount of money from their guests. It's not a lot, but it can pay for things like banners and loaner equipment. That is something I'd have to lean on them to take charge in doing. If they create teams, our teams over here actually bring in a lot of money. Of course, he has a couple hundred players out here. If we're going to spend that money, then yeah, they need to find some way to feed back into the community.

Mr. Thomas asked have we discussed what a tournament would look like as far as non-residents coming in?

Ms. Kimberly Farrell stated we've been having tournaments and I don't know what if anything comes to the CDD. I'm assuming some because the way Jim structures it, is that it is a \$10 fee for the residents, which I'm assuming goes directly to him, and it's \$15 for non-residents so I'm assuming \$5 of each non-resident is probably going to the CDD.

Mr. Soriano stated right now it is not. I've given that to them as part of tournaments only. When you guys do clinics and things like that it does, but it's hard with the tournaments. I don't want to stop people from coming over and playing in tournaments the same way they do for tennis, so I've told them at the moment they're not giving us any money. I do think that's a good idea. I haven't asked Jim how much he's charging everybody.

Mr. Horton stated to me it's the same as the soccer players. They're playing a little bit to maintain the soccer fields, so I don't see why they can't pay just a little bit to help offset maintenance costs. We're going to have to replace nets on occasion, the court after a few years of playing might need to be painted and so on. Just something to think about.

Mr. Lanier asked how is the growth?

Ms. Kimberly Farrell responded it's still growing. There are a lot of times when we have all four of the courts in use and people waiting to play. We have a good system of rotation to be able to do that. The one thing with pickleball is that it takes an abundance of players to be able to play against other people. You don't want to always be playing against the same players or you're never going to get better and that's one thing some of the non-residents have asked; is there any way they can pay a monthly fee that would help support this and the only thing that would be available is pickleball. They wouldn't be allowed in the basketball courts or pools or anything else.

Mr. Horton stated there definitely needs to be more discussion on it. We need to come up with some kind of plan to do that. We don't want to charge an exorbitant fee or anything, just something to help offset the costs.

Mr. Thomas stated if we're talking a lot of people out there, are we still talking about putting a bench in the back so people who are waiting still have a place to sit by repurposing those benches.

Mr. Soriano stated I'm going to confer with them on what they would like. I like that idea, but Jim also asked about having more space because their baselines are spread out. That becomes a little more expensive. Then the only way to do that is to ask for money and I'm not looking for that. I don't know where we could put the benches if that falls into their playing area, but I would like to reuse those somehow.

Mr. Thomas asked do you think you could get us closer numbers in January?

Mr. Soriano responded I can bring in more exact numbers and hopefully I can find something cheaper. The main thing I needed to know this month was if your sister district was going to move forward and if we're going to do it. Really, it's on you guys. We've been telling them in December or January we would vote on something so I can bring those numbers back and we can make those decisions.

Mr. Horton stated we can work into it slowly.

Mr. Soriano stated unless there are questions on any of the items on the report, that's it for me.

Mr. Horton stated I have a couple things. It looked like you found some golf carts.

Mr. Soriano stated we have both now. I had yours first. I haven't given them to the security crew yet. Hopefully this next month, although we're also still ironing out some issues with having staff here at all the right times and a permanent person for each position. I know they're still hiring.

Mr. Horton asked were you able to get them for the right price?

Mr. Soriano responded yes. I was lucky enough to get two that were almost straight off the golf course. Besides the fact that little vehicles like this, whether it's used cars or electric vehicles, everything skyrocketed this last year, but with golf carts particularly they go back to that reseller and the reseller will put tires on and lift kits and they were very expensive. I was lucky enough to get a much lower cost. They're made for golf clubs. I do think it would be a good idea to give them a back seat in case there is an emergency, and they need to transport somebody off the soccer fields so I'm going to spend a little more money, but we're going to be well under the amount approved. I'm thinking once I'm done spending money on making sure there are good tires on them and batteries, we will be close to \$7,000, maybe \$7,500 and that is well under that not to exceed.

Mr. Horton stated you mentioned lights. What kind of lights are you going to put on the golf carts?

Mr. Soriano stated I put a little flashing light on top. Our work vehicles have a flashing light also. I do think they should have headlights as well because these guys are going to be riding around at night. That is not expensive.

Mr. Horton stated you also mentioned Christmas light installs. How is that going?

Mr. Soriano responded they will usually go all the way up until this next Monday. Some of the last areas on your side are the entryways. There was a good amount of lights that went up on your entryway median last week and they're working over here on this entry on this side that is a very big one.

Mr. Horton asked did you have to redo one of the ramps or both for ADA reasons?

Mr. Soriano responded it's done now. There is a slope grade that you have to stay under and that is where the question from the one resident came from. The outdoor area I don't need

to do anything with, but the fact that we have a man-made bridge we do have to have accessibility help for that, so I had to make sure the ramps met that requirement. We cut out a portion of the ramp so we could build a longer and gentler slope. When you go out there, you'll see the wide ramps. They also have to be able to pivot around that bar in the middle to get the wheelchair through.

Mr. Horton stated there was a hunk of metal sticking up out there. It looked like a piece of aluminum.

Mr. Soriano stated you're talking about in the walkway, not the bridge area. I have to talk to Peter and find out what that is. I believe it's from the construction of the pond. They built a silt wall, but this piece of metal is about three inches wide and about a half inch thick and it goes pretty deep. We bent it over and tried to bury it in the ground, so we didn't damage our trucks or trailers. I think it's holding that thick plastic wall in place.

Mr. Horton asked so it's bent down and it's not an issue now?

Mr. Soriano responded yes.

Mr. Thomas stated Chalon, some of the branches are growing over the lights around the tennis courts.

Ms. Suchsland stated they'll be here tomorrow. We're going to do the palms and the pools first, then the track and that is on the list.

FIFTH ORDER OF BUSINESS

Audience Comments / Supervisors' Requests

There were no audience comments.

Supervisor Requests

Mr. Horton did you ever get the sprayer for the track in?

Mr. Soriano responded yes; we got that last month. Now it's just where you guys want me to use it. We have four 55-gallon barrels ready to go. We're done with the addition of the parking lot, and we can always work on the other side going forward. If we do that there's really only two times we can do that though; in the middle of the winter as soccer stops so there's not a lot of people in the way, or we wait until summer. The only good thing about waiting until summer is better weather. If it drops below 55-degrees, it's hard to work with that emulsion in the spray. It doesn't cure the same way, just like paint or epoxy.

Mr. Horton stated you sent an email about fixing the leak in the pool, so I'm okay with that.

Mr. Soriano stated I don't know if I put it in there, but there was a change in date. They're going to be out here on the 23rd. I try not to get on people too much because I know right now there are still issues with staffing and things like that. I'm good with that if that's part of the problem, plus people have holiday issues right now. My big concern was on the 23rd when they come in, I need everybody to be there working so they can get done in one day. The next day is Christmas Eve, so I don't want them to put me off for another week halfway through the job.

Mr. Horton asked how are we doing with the cardio room?

Mr. Soriano responded I'm just waiting on Comcast for that. I need three new boxes. The boxes we have are from 2017 and we've had a lot of issues with them. Our residents complain when they can't watch TV. We have outlets ready to go and we've mounted TVs, but I don't want to move the cardio equipment in there unless I have a TV for them to watch.

Mr. Horton asked so you haven't actually moved any equipment in there?

Mr. Soriano responded we're not moving the treadmills or cardio equipment until those TVs are working.

Mr. Horton asked is there anything S3 needs to report?

Ms. Grizzle responded there's really nothing notable. There were a couple instances where the officers have seen lights that were broken, and they were reported. We towed a vehicle sometime after the last meeting, but those are the only instances that were worth bringing up.

Mr. Lanier asked for our security are we missing any shifts?

Ms. Grizzle responded there have been a couple that we have sent back to Jay and Wanda letting them know that the positions gave us a call out, or the officer was on their way and got sick or got in an accident. There were a couple of instances in the last month where that happened. We made all efforts to find something that could fill the position, but unfortunately, we were unable to. We are working on hiring a flex officer to be able to bounce around to the dedicated sites. They'd be trained at all of our positions so they could come and fill in if we do have that happen.

Mr. Lanier asked how many do you think have been missed in the past month?

Ms. Grizzle responded three.

SIXTH ORDER OF BUSINESS

Next Scheduled Meeting

Ms. Giles stated the next scheduled meeting is January 10th at 4:00 p.m. at the Plantation Oaks Amenity Center.

SEVENTH ORDER OF BUSINESS

Adjournment

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

Secretary/Assistant Secretary

Chairman/Vice Chairman

B.

Double Branch

Community Development District

Unaudited Financial Reporting
November 30, 2021



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

	Governmental Fund Types					Totals
	General	Recreation	Capital Reserve	Debt Service	Capital Projects	(Memorandum Only)
ASSETS:						
Cash	\$10,423	\$138,651	\$338,125	---	---	\$487,199
Petty Cash	---	\$672	---	---	---	\$672
Investments:						
<i>Series 2013A-1</i>						
Revenue	---	---	---	\$356,208	---	\$356,208
Reserve A1	---	---	---	\$868,932	---	\$868,932
Prepayment	---	---	---	\$144	---	\$144
Acquisition and Construction	---	---	---	---	\$18,601	\$18,601
<i>Series 2013A-2</i>						
Reserve A2	---	---	---	\$95,634	---	\$95,634
<i>Operations</i>						
Custody Account-General Fund Excess	\$17,226	---	---	---	---	\$17,226
Custody Account-Recreation Fund Excess	---	\$141,669	---	---	---	\$141,669
Custody Account-Recreation Fund Reserve	---	---	\$73	---	---	\$73
<i>State Board</i>						
General Fund	\$22,488	---	---	---	---	\$22,488
Recreation	---	\$384,007	---	---	---	\$384,007
Capital Reserve	---	---	\$1,088,674	---	---	\$1,088,674
Due From Capital Reserve Fund	---	\$300	---	---	---	\$300
Due from Other	\$25	\$137	---	---	---	\$162
Due From Middle Village	---	\$3,043	---	---	---	\$3,043
Electric Deposits	---	\$4,583	---	---	---	\$4,583
Assessments Receivable	\$152,907	\$1,257,230	---	\$1,687,151	---	\$3,097,287
TOTAL ASSETS	\$203,068	\$1,930,293	\$1,426,872	\$3,008,069	\$18,601	\$6,586,903
LIABILITIES:						
Accounts Payable	\$14,576	\$163,630	---	---	---	\$178,206
FICA Payable	\$153	---	---	---	---	\$153
Accrued Expenses	---	\$8,215	---	---	---	\$8,215
Due to Rec Fund	---	---	\$300	---	---	\$300
FUND BALANCES:						
Nonspendable	---	\$4,583	---	---	---	\$4,583
Restricted for Debt Service	---	---	---	\$3,008,069	---	\$3,008,069
Restricted for Capital Projects	---	---	---	---	\$18,601	\$18,601
Assigned	---	---	\$1,426,572	---	---	\$1,426,572
Unassigned	\$188,340	\$1,753,864	---	---	---	\$1,942,204
TOTAL LIABILITIES & FUND EQUITY	\$203,068	\$1,930,293	\$1,426,872	\$3,008,069	\$18,601	\$6,586,903

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

	AMENDED BUDGET	PRORATED BUDGET THRU 11/30/2021	ACTUAL THRU 11/30/2021	VARIANCE
Assessment - Tax Roll	\$177,890	\$168,055	\$168,055	\$0
Interest Income	\$200	\$33	\$5	(\$28)
Miscellaneous Income	\$0	\$0	\$0	\$0
TOTAL REVENUES	\$178,090	\$168,089	\$168,060	(\$28)

EXPENDITURES:

Administrative

Supervisor Fees	\$12,000	\$2,000	\$2,000	\$0
FICA Expense	\$918	\$153	\$153	\$0
Engineering	\$5,000	\$833	\$0	\$833
Arbitrage	\$700	\$117	\$0	\$117
Dissemination	\$1,600	\$267	\$250	\$17
Assessment Roll	\$8,212	\$8,212	\$8,212	\$0
Attorney	\$42,000	\$7,000	\$2,766	\$4,234
Annual Audit	\$5,900	\$983	\$0	\$983
Trustee Fees	\$8,815	\$1,469	\$0	\$1,469
Management Fees	\$61,762	\$10,294	\$10,394	(\$100)
Information Technology	\$2,142	\$357	\$357	\$0
Telephone	\$600	\$100	\$19	\$81
Postage	\$1,900	\$317	\$195	\$122
Printing & Binding	\$3,000	\$500	\$78	\$422
Records Storage	\$300	\$50	\$0	\$50
Insurance	\$9,166	\$9,166	\$8,625	\$541
Legal Advertising	\$2,800	\$467	\$70	\$397
Office Supplies	\$350	\$58	\$1	\$57
Website Compliance	\$2,500	\$417	\$417	\$0
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
Reserve	\$8,250	\$0	\$0	\$0

TOTAL EXPENDITURES	\$178,090	\$42,934	\$33,711	\$9,223
EXCESS REVENUES (EXPENDITURES)	\$0		\$134,350	
FUND BALANCE - Beginning	\$0		\$53,990	
FUND BALANCE - Ending	\$0		\$188,340	

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
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Revenues:

[illegible]

Total Revenues

[illegible]

Expenditures:

Administrative

[illegible]**Total Administrative**[illegible]**Excess Revenues (Expenditures)**[illegible]

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

AMENDED BUDGET	PRORATED BUDGET THRU 11/30/2021	ACTUAL THRU 11/30/2021	VARIANCE
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REVENUES:

Assessments-Tax Roll	\$1,462,648	\$1,381,786	\$1,381,786	\$0
Interest Income	\$1,000	\$167	\$63	(\$104)
Amenities Revenue	\$40,000	\$6,667	\$2,664	(\$4,003)
Sports Revenue	\$13,000	\$2,167	\$0	(\$2,167)

TOTAL REVENUES

\$1,516,648	\$1,390,786	\$1,384,513	(\$6,273)
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EXPENDITURES:

Administrative:

Management Fees - Onsite	\$192,766	\$32,128	\$32,128	\$0
Insurance	\$74,118	\$74,118	\$75,451	(\$1,333)
Other Current Charges	\$3,500	\$583	\$493	\$90
Permit Fees	\$1,635	\$273	\$0	\$273

Total Administrative

\$272,019	\$107,102	\$108,072	(\$970)
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Maintenance:

Common Area

Security	\$85,000	\$14,167	\$12,814	\$1,353
Security - Clay County Off-Duty Sheriff	\$43,000	\$7,167	\$5,721	\$1,446
Water - Irrigation	\$9,000	\$1,500	\$1,246	\$254
Irrigation Maintenance	\$4,250	\$708	\$0	\$708
Streetlighting	\$33,066	\$5,511	\$4,656	\$855
Electric	\$35,000	\$5,833	\$4,781	\$1,052
Landscape Maintenance	\$389,777	\$64,963	\$63,456	\$1,506
Common Area Maintenance	\$52,000	\$8,667	\$9,079	(\$413)
Lake Maintenance	\$26,840	\$4,473	\$0	\$4,473
Repairs and Replacement	\$105,000	\$17,500	\$24,688	(\$7,188)

Total Common Area

\$782,933	\$130,489	\$126,441	\$4,048
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Recreation Facility

Amenity Staff	\$118,000	\$19,667	\$14,507	\$5,159
Refuse Services	\$10,000	\$1,667	\$1,734	(\$68)
Telephone	\$5,500	\$917	\$601	\$316
Electric	\$40,000	\$6,667	\$4,356	\$2,311
Cable	\$8,500	\$1,417	\$1,415	\$2
Pool Maintenance	\$40,000	\$6,667	\$4,215	\$2,452
Water / Sewer/Reclaim	\$48,000	\$8,000	\$11,530	(\$3,530)
Facility Maintenance-General	\$50,000	\$8,333	\$8,003	\$330
Facility Maintenance-Preventative	\$13,117	\$2,186	\$1,125	\$1,061
Facility Maintenance - Contingency	\$34,750	\$5,792	\$5,786	\$6
Lighting Repairs	\$8,500	\$1,417	\$1,408	\$9
Special Events	\$10,500	\$1,750	\$0	\$1,750
Office Supplies & Equipment	\$2,000	\$333	\$145	\$188
Janitorial	\$64,000	\$10,667	\$9,267	\$1,400
Recreation Passes	\$4,000	\$667	\$0	\$667

DOUBLE BRANCH

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

	AMENDED BUDGET	PRORATED BUDGET THRU 11/30/2021	ACTUAL THRU 11/30/2021	VARIANCE
Pool Leak Repairs	\$2,500	\$417	\$0	\$417
Multiuse Field	\$2,330	\$388	\$0	\$388
Total Recreation Facility	\$461,697	\$76,949	\$64,093	\$12,857
Total Maintenance	\$1,244,629	\$207,438	\$190,533	\$16,905
TOTAL EXPENDITURES	\$1,516,648	\$314,540	\$298,605	\$15,935
EXCESS REVENUES (EXPENDITURES)	\$0	\$1,085,907		
FUND BALANCE - Beginning	\$0	\$672,540		
FUND BALANCE - Ending	\$0	\$1,758,447		

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

[illegible]

Expenditures:

Administrative

[illegible]

MAINTENANCE- Common Area

[illegible]

Recreation Facility

[illegible]

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

[illegible]

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 November 30, 2021

	ADOPTED BUDGET	PRORATED THRU 11/30/2021	ACTUAL THRU 11/30/2021	VARIANCE
<u>Revenues:</u>				
Special Assessments - Tax Roll	\$1,961,878	\$1,854,300	\$1,854,300	\$0
Interest Income	\$800	\$133	\$52	(\$81)
TOTAL REVENUES	\$1,962,678	\$1,854,434	\$1,854,352	(\$81)
<u>Expenditures:</u>				
<u>Series 2013 A-1</u>				
Interest Expense - 11/1	\$353,312	\$353,312	\$353,312	\$0
Interest Expense - 5/1	\$353,312	\$0	\$0	\$0
Principal Expense 5/1	\$1,045,000	\$0	\$0	\$0
<u>Series 2013 A-2</u>				
Interest Expense - 11/1	\$49,738	\$49,738	\$49,738	\$0
Interest Expense - 5/1	\$49,738	\$0	\$0	\$0
Principal Expense 5/1	\$90,000	\$0	\$0	\$0
TOTAL EXPENDITURES	\$1,941,099	\$403,049	\$403,049	\$0
EXCESS REVENUES (EXPENDITURES)	\$21,579		\$1,451,303	
<i>Net change in Fund Balance</i>	\$21,579		\$1,451,303	
FUND BALANCE - Beginning	\$687,628		\$1,556,766	
FUND BALANCE - Ending	\$709,207		\$3,008,069	

Revenue	\$356,208
Reserve 2013-1	\$868,932
Reserve 2013-2	\$95,634
Prepayment	\$144
Assessments Receivable	\$1,687,151
Total	\$3,008,069

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

	AMENDED BUDGET	PRORATED THRU 11/30/2021	ACTUAL THRU 11/30/2021	VARIANCE
<u>REVENUES:</u>				
Interest Income	\$2,000	\$333	\$179	(\$155)
General Fund Reserve- Transfer in	\$8,250	\$0	\$0	\$0
TOTAL REVENUES	\$10,250	\$333	\$179	(\$155)
<u>EXPENDITURES:</u>				
Landscape Reserves	\$10,000	\$1,667	\$0	\$1,667
Capital Projects	\$200,000	\$33,333	\$0	\$33,333
TOTAL EXPENDITURES	\$210,000	\$35,000	\$0	\$35,000
EXCESS REVENUES (EXPENDITURES)	(\$199,750)		\$179	
FUND BALANCE - Beginning	\$1,238,762		\$1,426,393	
FUND BALANCE - Ending	\$1,039,012		\$1,426,572	

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

SERIES
2013 A-1 AND A-2

REVENUES:

Interest Income \$1

TOTAL REVENUES \$1

EXPENDITURES:

Capital Outlay - Series 2013 A1 and A2 \$0

Cost of Issuance \$0

TOTAL EXPENDITURES \$0

EXCESS REVENUES (EXPENDITURES) \$1

FUND BALANCE - Beginning \$18,600

FUND BALANCE - Ending \$18,601

Double Branch

Community Development District

Long Term Debt Report

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

Series 2013 A-2 Special Assessment Refunding Bonds	
Interest Rate:	5.750%
Maturity Date:	5/1/34
Reserve Fund Definition:	50% Max Annual on Outstanding
Reserve Fund Requirement:	\$95,634
Reserve Fund Balance:	\$95,634
 Bonds outstanding - 9/30/2013	 \$2,900,000
Less: November 1, 2013 (Prepayment)	(\$145,000)
Less: May 1, 2014 (Mandatory)	(\$75,000)
Less: November 1, 2014 (Prepayment)	(\$75,000)
Less: May 1, 2015 (Mandatory)	(\$75,000)
Less: May 1, 2015 (Prepayment)	(\$45,000)
Less: November 1, 2015 (Prepayment)	(\$50,000)
Less: May 2, 2016 (Mandatory)	(\$75,000)
Less: May 2, 2016 (Prepayment)	(\$35,000)
Less: November 1, 2016 (Prepayment)	(\$55,000)
Less: May 2, 2017 (Mandatory)	(\$75,000)
Less: May 2, 2017 (Prepayment)	(\$5,000)
Less: May 1, 2018 (Mandatory)	(\$80,000)
Less: May 1, 2018 (Prepayment)	(\$5,000)
Less: November 1, 2018 (Prepayment)	(\$105,000)
Less: May 1, 2019 (Mandatory)	(\$80,000)
Less: May 2, 2019 (Prepayment)	(\$10,000)
Less: November 1, 2019 (Prepayment)	(\$10,000)
Less: May 1, 2020 (Mandatory)	(\$80,000)
Less: May 2, 2020 (Prepayment)	(\$5,000)
Less: May 1, 2021 (Mandatory)	(\$85,000)
 Current Bonds Outstanding	 \$1,730,000

C.

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

Fiscal Year 2022 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	177,805.17	1,461,950.50	3,601,633.81
TOTAL ASSESSED	45,481	1,961,878.15	177,805.17	1,461,950.50	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	11/10/21	91,094.46	49,620.88	4,497.14	36,976.44
2	11/24/21	215,759.76	117,528.43	10,651.61	87,579.72
3	12/06/21	3,019,227.33	1,644,630.31	149,052.97	1,225,544.05
4	12/20/21	78,060.15	42,520.84	3,853.67	31,685.64
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
TOTAL TAX ROLL RECEIPTS		3,404,141.70	1,854,300.46	168,055.39	1,381,785.85

PERCENT COLLECTED	TOTAL	DEBT	O&M
TOTAL PERCENT COLLECTED	94.52%	94.52%	94.52%

D.

Double Branch

Community Development District

Check Run Summary

December 31, 2021

Fund	Date	Check No.	Amount
General Fund			
Payroll	12/14/21	50910-50913	\$ 738.80
Sub-Total			\$ 738.80
Accounts Payable	12/16/21	1677-1679	\$ 19,447.98
Sub-Total			\$ 19,447.98
Recreation Fund			
Accounts Payable	12/2/21	6886	\$ 3,000.00
	12/6/21	6887-6893	\$ 143,347.50
	12/12/21	6894-6904	\$ 57,601.08
	12/21/21	6905-6912	\$ 22,704.48
Sub-Total			\$ 226,653.06
Capital Reserve Fund			
Accounts Payable		-	\$ -
Sub-Total			\$ -
Total			\$ 246,839.84

Attendance Sheet

District Name: Double Branch, CDD

Board Meeting Date: December 13, 2021

	Name	In Attendance	Fee
1	Cindy Nelsen <i>Chairperson</i>	<input checked="" type="checkbox"/>	YES-\$200
2	Charles Horton <i>Assistant Secretary</i>	<input checked="" type="checkbox"/>	YES - \$200
3	Andre Lanier <i>Assistant Secretary</i>	<input checked="" type="checkbox"/>	YES - \$200
4	Chad Davis <i>Assistant Secretary</i> <i>not present</i>	<input type="checkbox"/>	YES - \$200
5	Scott Thomas <i>Assistant Secretary</i>	<input checked="" type="checkbox"/>	YES - \$200

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

Approved for Payment:

Mandi G. S.
District Manager Signature

Dec 13, 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 #
12/16/21	00035	9/17/21 2220	202110 310-51300-31400		*	8,212.00	
			FY22 ASSESSMENT ROLL CERT				
		12/01/21 2232	202112 310-51300-34000		*	5,146.83	
			DEC21 MANAGEMENT FEES				
		12/01/21 2232	202112 310-51300-52000		*	208.33	
			DEC21 WEBSITE ADMIN				
		12/01/21 2232	202112 310-51300-35100		*	178.50	
			DEC21 INFO TECH				
		12/01/21 2232	202112 310-51300-31300		*	125.00	
			DEC21 DISSEMINATION AGENT				
		12/01/21 2232	202112 310-51300-51000		*	6.31	
			OFFICE SUPPLIES				
		12/01/21 2232	202112 310-51300-42000		*	5.83	
			POSTAGE				
		12/01/21 2232	202112 310-51300-42500		*	27.45	
			COPIES				
		12/01/21 2232	202112 310-51300-41000		*	54.81	
			TELEPHONE				
		12/01/21 2232	202112 310-51300-34000		*	100.00-	
			OCT/NOV MGMT FEE CREDIT				
GOVERNMENTAL MANAGEMENT SERVICES							13,865.06 001677
12/16/21	00015	9/02/21 125144	202108 310-51300-31500		*	1,902.67	
			AUG21 MONTHLY MEETING				
		9/22/21 125143	202108 310-51300-31500		*	845.00	
			AUG21 GENERAL COUNSEL				
		11/17/21 125995	202110 310-51300-31500		*	245.00	
			OCT21 GENERAL COUNSEL				
		11/19/21 125996	202110 310-51300-31500		*	2,520.75	
			OCT21 MONTHLY MEETING				
HOPPING GREEN & SAMS							5,513.42 001678
12/16/21	00111	12/02/21 21-00302	202112 310-51300-48000		*	69.50	
			NOTICE OF MEETING 12/13				
JACKSONVILLE DAILY RECORD							69.50 001679
TOTAL FOR BANK A						19,447.98	
TOTAL FOR REGISTER						19,447.98	

DBBR DOUBLE BRANCH OKUZMUK

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice**Invoice #:** 2220**Invoice Date:** 9/17/21**Due Date:** 9/17/21**Case:****P.O. Number:****Bill To:**

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

Description	Hours/Qty	Rate	Amount
Assessment Roll Certification - FY 2022 001.310.51300.3400		8,212.00	8,212.00
		Total	\$8,212.00
		Payments/Credits	\$0.00
		Balance Due	\$8,212.00

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice**Invoice #:** 2232**Invoice Date:** 12/1/21**Due Date:** 12/1/21**Case:****P.O. Number:****Bill To:**

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

Description	Hours/Qty	Rate	Amount
Management Fees - December 2021 001.310.51300.34000		5,146.83	5,146.83
Website Administration - December 2021 001.310.51300.52000		208.33	208.33
Information Technology - December 2021 001.310.51300.351		178.50	178.50
Dissemination Agent Services - December 2021 001.310.51300.313		125.00	125.00
Office Supplies 001.310.51300.51000		6.31	6.31
Postage 001.310.51300.42000		5.83	5.83
Copies 001.310.51300.42500		27.45	27.45
Telephone 001.310.51300.41000		54.81	54.81
Management Fees - Credit for October & November 001.310.51300.54000		-100.00	-100.00

RECEIVED DEC 06 2021

Total \$5,653.06

Payments/Credits \$0.00

Balance Due \$5,653.06

Hopping Green & Sams

Attorneys and Counselors

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

===== STATEMENT =====

September 22, 2021

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

Bill Number 125144
Billed through 08/31/2021

001.310.51300.31500

Monthly Meeting (O&M)

DBRNCH 00101 MCE

FOR PROFESSIONAL SERVICES RENDERED

08/08/21 MCE Prepare for board meeting.

08/09/21 MCE Prepare for, travel to and attend board meeting; follow up; return travel.

08/10/21 MCE Follow up from board meeting.

08/26/21 MCE Attend agenda conference call.

Total fees for this matter \$1,700.00

DISBURSEMENTS

Travel 164.60

Travel - Meals 38.07

Total disbursements for this matter \$202.67

MATTER SUMMARY

TOTAL FEES \$1,700.00
TOTAL DISBURSEMENTS \$202.67

TOTAL CHARGES FOR THIS MATTER \$1,902.67

BILLING SUMMARY

TOTAL FEES \$1,700.00
TOTAL DISBURSEMENTS \$202.67

TOTAL CHARGES FOR THIS BILL \$1,902.67

Please include the bill number with your payment.

Hopping Green & Sams

Attorneys and Counselors

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

STATEMENT

September 22, 2021

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

Bill Number 125143
Billed through 08/31/2021

General Counsel (O&M)
DBRNCH 00001 MCE

001.310.51300.31500

FOR PROFESSIONAL SERVICES RENDERED

08/18/21	DGW	Prepare amendment to district counsel fee agreement.	0.40 hrs
08/05/21	EJT	Research impact fee issue.	1.60 hrs
08/05/21	DHS	Research public works and road repairs in Clay County; prepare letter to same requesting road evaluation and repairs; incorporate staff comments.	1.00 hrs
08/26/21	MCE	Prepare Summers suspension letter.	0.40 hrs
Total fees for this matter			\$845.00

MATTER SUMMARY

Wilbourn, David - Paralegal	0.40 hrs	130 /hr	\$52.00
Sier, Deborah H.	1.00 hrs	235 /hr	\$235.00
Tilton, Erin J.	1.60 hrs	265 /hr	\$424.00
Eckert, Michael C.	0.40 hrs	335 /hr	\$134.00

TOTAL FEES \$845.00

TOTAL CHARGES FOR THIS MATTER \$845.00

BILLING SUMMARY

Wilbourn, David - Paralegal	0.40 hrs	130 /hr	\$52.00
Sier, Deborah H.	1.00 hrs	235 /hr	\$235.00
Tilton, Erin J.	1.60 hrs	265 /hr	\$424.00
Eckert, Michael C.	0.40 hrs	335 /hr	\$134.00

TOTAL FEES \$845.00

TOTAL CHARGES FOR THIS BILL \$845.00

Please include the bill number with your payment.

Hopping Green & Sams

Attorneys and Counselors

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

STATEMENT

November 17, 2021

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

Bill Number 125995
Billed through 11/12/2021

001.310.91360.31500

General Counsel (O&M)

DBRNCH 00001 MCE

FOR PROFESSIONAL SERVICES RENDERED

10/11/21	MCE	Prepare for Summers suspension hearing.	0.30 hrs
10/12/21	MCE	Prepare Department of Economic Opportunity's special district fee invoice and update form; arrange for distribution.	0.20 hrs
10/15/21	MCE	Review stormwater needs analysis law; confer with Ma.	0.10 hrs
10/28/21	MCE	Research state template for stormwater needs analysis; confer with Giles.	0.10 hrs
Total fees for this matter			\$245.00

MATTER SUMMARY

Eckert, Michael C.	0.70 hrs	350 /hr	\$245.00
TOTAL FEES			\$245.00
TOTAL CHARGES FOR THIS MATTER			<u>\$245.00</u>

BILLING SUMMARY

Eckert, Michael C.	0.70 hrs	350 /hr	\$245.00
TOTAL FEES			\$245.00
TOTAL CHARGES FOR THIS BILL			<u>\$245.00</u>

Please include the bill number with your payment.

Hopping Green & Sams

Attorneys and Counselors

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

===== STATEMENT =====

November 19, 2021

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

Bill Number 125996
Billed through 11/12/2021

001,310.51300.31500

Monthly Meeting (O&M)

DBRNCH 00101 MCE

FOR PROFESSIONAL SERVICES RENDERED

10/11/21	MCE	Prepare for, travel to and attend board meeting; return travel; meeting follow-up.
10/16/21	MCE	Review draft meeting minutes and provide comments.
10/26/21	MCE	Prepare for board meeting.
10/28/21	MCE	Attend agenda conference call.
11/08/21	MCE	Prepare for, travel to and attend board meeting; return travel; follow up.

Total fees for this matter	\$2,485.00
----------------------------	------------

DISBURSEMENTS

Travel	25.75
Travel - Meals	10.00
Total disbursements for this matter	\$35.75

MATTER SUMMARY

TOTAL FEES	\$2,485.00
TOTAL DISBURSEMENTS	\$35.75
TOTAL CHARGES FOR THIS MATTER	\$2,520.75

BILLING SUMMARY

TOTAL FEES	\$2,485.00
TOTAL DISBURSEMENTS	\$35.75
TOTAL CHARGES FOR THIS BILL	\$2,520.75

Please include the bill number with your payment.

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

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

INVOICE

December 2, 2021

Date

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

001. 310.51300 .48000

Payment Due Upon Receipt

Serial # 21-00302C	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 12/2		
County Clay		

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

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

Your notice can be found at www.jaxdailyrecord.com

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

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

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

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

Notice is hereby given that the Board of Supervisors of the Double Branch Community Development District is scheduled to be meet on **Monday, December 13, 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

Dec. 2 00 (21-00302C)

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT	#
12/02/21	00354	11/05/21	11052021	202111 320-57200-63100	SLIDE POOL DETECTION	*	3,000.00		
AMERICAN LEAK DETECTION								3,000.00	006886
12/06/21	00092	10/15/21	2225	202109 320-57200-46600	FACILITY MAINT SEP21	*	3,625.00		
		10/15/21	2225	202109 320-57200-46620	FACILITY MAINT CONT SEP21	*	2,895.65		
		10/15/21	2225	202109 320-57200-46630	LIGHTING REPAIRS SEP21	*	708.00		
		10/15/21	2225	202109 320-57200-46400	COMMON AREA MAINT. SEP21	*	3,630.00		
		10/15/21	2225	202109 320-57200-63100	REPAIRS SEP21	*	7,945.00		
		11/01/21	2227	202111 310-51300-34000	FACILITY MANAGEMENT NOV21	*	16,063.83		
		11/11/21	2231	202110 320-57200-46600	FACILITY MAINT OCT21	*	3,866.00		
		11/11/21	2231	202110 320-57200-46620	FACILITY MAINT CONT OCT21	*	2,895.00		
		11/11/21	2231	202110 320-57200-46630	LIGHTING REPAIRS OCT21	*	702.00		
		11/11/21	2231	202110 320-57200-46400	COMMON AREA MAIN OCT21	*	3,979.00		
		11/11/21	2231	202110 320-57200-63100	REPAIRS OCT21	*	7,077.29		
		11/22/21	2234	202111 300-36900-10300	EVENT STAFF NOV 21	*	106.25		
GOVERNMENTAL MANAGEMENT SERVICES								53,493.02	006887
12/06/21	00866	11/16/21	2387	202111 320-57200-63100	GOLF CART REPAIR NOV21	*	744.02		
		11/16/21	2387	202111 320-57200-63100	GOLF CART REPAIR NOV21	V	744.02-		
INDUSTRIAL CIRCLE LLC								.00	006888
12/06/21	00647	11/09/21	118583	202111 320-57200-46610	FIRE ALARM INSPECTION	*	485.00		
JSC SYSTEMS								485.00	006889
12/06/21	00186	12/01/21	13129560	202112 320-57200-46300	POOL CHEMICALS DEC21	*	2,307.42		
POOLSURE								2,307.42	006890
12/06/21	00297	11/01/21	304	202111 320-57200-61000	JANITORIAL NOV21	*	4,633.33		

AP300R
*** CHECK NOS. 006886-006912

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

RUN 12/28/21

PAGE 2

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
		11/16/21 305	202111 320-57200-46400		*	300.00	
			PRESSURE WASHING NOV21				
				RIVERSIDE MANAGEMENT SERVICES, INC			4,933.33 006891
12/06/21 00839		11/01/21 7323	202111 320-57200-34500		*	5,388.75	
			SECURITY NOV21				
		12/01/21 7412	202112 320-57200-34500		*	7,110.00	
			SECURITY DEC21				
				SECURITY DEVELOPMENT GROUP LLC			12,498.75 006892
12/06/21 00672		9/01/21 6261	202109 320-57200-46200		*	31,536.07	
			LANDSCAPE MAINT. SEP21				
		9/10/21 6340	202109 320-57200-35100		*	2,400.00	
			BITMORE CLOCK REPLACEMENT				
		10/31/21 6787	202110 320-57200-63100		*	3,965.72	
			LANDSCAPE ENHANCEMENT				
		11/01/21 6777	202111 320-57200-46200		*	31,728.19	
			LANDSCAPE MAINT. NOV21				
				VERDEGO, LLC			69,629.98 006893
12/16/21 00285		12/07/21 SSI10377	202111 320-57200-34510		*	379.38	
			NOV21 ADMIN FEE				
		12/07/21 SSI10377	202111 320-57200-34510		*	187.50	
			NOV21 EMPLOYMENT SCHED				
				CLAY COUNTY SHERIFF'S OFFICE			566.88 006894
12/16/21 00869		12/13/21 12132021	202112 300-36900-10300		*	100.00	
			RENTAL DEPOSIT REFUND				
				COLIN LIEBERMAN			100.00 006895
12/16/21 00092		12/01/21 2233	202112 310-51300-34000		*	16,063.83	
			DEC21 FACILITY MANAGEMENT				
		12/06/21 2235	202112 300-36900-10300		*	118.75	
			FACILITY EVENT STAFF 12/2				
				GOVERNMENTAL MANAGEMENT SERVICES			16,182.58 006896
12/16/21 00866		11/16/21 2387	202111 320-57200-63100		*	692.11	
			GOLF CART REPAIR NOV21				
				INDUSTRIAL CIRCLE LLC			692.11 006897
12/16/21 00025		11/09/21 118583	202111 320-57200-46610		*	485.00	
			ANNUAL FIRE ALARM INSPEC				
				JSC SYSTEMS			485.00 006898
12/16/21 00867		12/06/21 12062021	202112 300-36900-10300		*	100.00	
			RENTAL DEPOSIT REFUND				
				KATHERINE MENDEZ			100.00 006899
				DBBR DOUBLE BRANCH OKUZMUK			

AP300R
*** CHECK NOS. 006886-006912

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 12/28/21
DOUBLE BRANCH - REC FUND
BANK B RECREATION FUND

PAGE 3

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
12/16/21	00297	12/01/21 306	202112 320-57200-61000		*	4,633.33	
		DEC21 JANITORIAL					
		12/06/21 307	202112 320-57200-46400		*	1,100.00	
		DEC21 PRESSURE WASHING					
				RIVERSIDE MANAGEMENT SERVICES, INC			5,733.33 006900
12/16/21	00305	12/09/21 16930A	202112 320-57200-63100		*	177.00	
		SEAT HANDLE BAR REPL DEC					
		12/10/21 17163A	202112 320-57200-46610		*	360.00	
		DEC21 PREV. MAINT. VISIT					
				SOUTHEAST FITNESS REPAIR			537.00 006901
12/16/21	00672	12/01/21 6962	202112 320-57200-46200		*	31,728.20	
		DEC21 LANDSCAPE MAINT.					
		12/10/21 6780	202112 320-57200-35100		*	1,231.10	
		SHUT DOWN MAINLINE					
				VERDEGO, LLC			32,959.30 006902
12/16/21	00399	10/06/21 01459019	202110 330-57200-50000		*	102.60	
		OCT21 PRINT CHARGES					
		12/01/21 01492080	202112 330-57200-50000		*	42.28	
		DEC21 BASE CHARGE					
				XEROX CORPORATION			144.88 006903
12/16/21	00868	12/06/21 12062021	202112 300-36900-10300		*	100.00	
		RENTAL DEPOSIT REFUND					
				YARI STANFIELD			100.00 006904
12/21/21	00871	12/16/21 12162021	202112 300-36900-10300		*	100.00	
		DEPOSIT REFUND					
				DAPHNE TURNER			100.00 006905
12/21/21	00261	12/08/21 841395	202112 320-57200-63100		*	992.50	
		EQUIPMENT WIPES					
				ERC WIPING PRODUCTS, INC			992.50 006906
12/21/21	00092	12/13/21 2236	202111 320-57200-46600		*	4,137.00	
		NOV FACILITY MAINTENANCE					
		12/13/21 2236	202111 320-57200-46620		*	2,891.00	
		NOV FAC MAINT CONT					
		12/13/21 2236	202111 320-57200-46630		*	706.00	
		NOV LIGHTING REPAIR					
		12/13/21 2236	202111 320-57200-46400		*	4,229.39	
		NOV COMMON AREA MAINT					
		12/13/21 2236	202111 320-57200-63100		*	7,542.00	
		NOV REPAIRS-BRIDGE PROJ					

DBBR DOUBLE BRANCH OKUZMUK

AP300R
*** CHECK NOS. 006886-006912

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 12/28/21
DOUBLE BRANCH - REC FUND
BANK B RECREATION FUND

PAGE 4

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
		12/21/21 2237	202112 300-36900-10300		*	318.75	
		DEC FACILITY EVENT STAFF		GOVERNMENTAL MANAGEMENT SERVICES			19,824.14 006907
12/21/21 00701	12/16/21	12162021	202112 300-36900-10300		*	100.00	
		DEPOSIT REFUND		MARKALE GRAHAM			100.00 006908
12/21/21 00870	12/20/21	12202021	202112 300-36900-10300		*	100.00	
		DEPOSIT REFUND		NINA RENICK			100.00 006909
12/21/21 00778	12/06/21	12062021	202112 300-36900-10300		*	100.00	
		DEPOSIT REFUND		SUNSHINE SNIPES			100.00 006910
12/21/21 00382	7/12/21	91716994	202107 320-57200-63100		*	77.55	
		12 MAT CLEANING					
	9/27/21	91717228	202109 320-57200-63100		*	85.85	
		9/27 MAT CLEANING		UNIFIRST CORPORATION			163.40 006911
12/21/21 00672	10/25/21	6609	202110 320-57200-63100		*	1,324.44	
		IRRIG RECONFIG-SOCCER		VERDEGO, LLC			1,324.44 006912
TOTAL FOR BANK B						226,653.06	
TOTAL FOR REGISTER						226,653.06	

DBBR DOUBLE BRANCH OKUZMUK



1725 S. Nova Rd. Unit D-5
South Daytona, FL 32119
Ph: 386-756-4113
Fax: 386-756-0531
Email: office@alddaytona.com
www.americanleakdetection.com

November 5, 2021

SLIDE POOL DETECTION PROPOSAL

Double Branch CDD
370 Oakleaf Village
Orange Park, FL 32065
attn: Jay Soriano - Operations Mgr, 904-562-0249

e: jsoriano@gmsnf.com

Dear Jay,

It is a pleasure to present this proposal letter to provide leak detection services for the community "slide" pool. It's our understanding that this pool is approximately 70,000 gallons. It has a DE system with 2 reservoir tanks (1 for the slide and 1 for the DE grids.) There are 34 scum gutters, 25 floor returns, 5 light niches, 4.5 main drains. The slide and the filter system are two separate pump systems.

The fee for our leak detection service is **\$3,000.00**. We will patch *up to 10* surface area leaks using a 2-part epoxy. The fee for the epoxy application is **\$100.00**. If a major repair is necessary, we will provide a description of the problem on your invoice and a separate proposal for the major repair will come from the office.

We require a deposit of \$1,500.00 upon scheduling this job.

Payment in full is required before we schedule the job assignment. We also require a credit card on file to secure the appointment at the time of scheduling.

A vendor compliance administration fee will be added to the first invoice, if applicable.

The pool/spa area needs to be closed and the area quiet during the period of our tests. Please, in the warm months, turn the pool or spa heaters off the day before our arrival.

It is necessary to remove the return outlet fittings in order to complete our leak detection tests. While we attempt to be careful, the age and installation of these plates and fittings may cause them to break, requiring new ones to be installed. The cost of replacing any plates and fittings is not included in this fee quote. We require that the pool is clean, clear and filled to normal operating level at the time of detection. Any deviation or additional labor and/or supplies that are utilized due to problems not normally encountered will be invoiced as an extra charge at the completion of the job at a rate of \$150.00 per hour and/or the actual cost of additional materials used. The billing party shall be responsible for paying the same.

If a major repair is necessary, payment in full for the detection will be required before beginning the major repair. In case of default, reasonable collection charges would be due, including attorney's fees, as well as penalty interest as allowed by law. **This fee quote is valid for a period of 60 days.**

A vendor compliance administration fee will be added to the first invoice, if applicable.

American Leak Detection will make every effort to accurately locate your leak. However, leak detection is not an exact science and due to factors, known and unknown involved in locating leaks, there will be times when the location of a leak is incorrectly identified. Most leaks will be located within several inches of the exact location, but this can vary to within several feet. Depending on the soil, construction and other factors, we will not be responsible, financial or otherwise, for the possible inaccurate location of leaks due to known and unknown factors. We may need to disconnect or manipulate items that haven't been touched in a long time.

We will not be responsible for any unavoidable or necessary collateral damage to property while performing our leak detection tests, this includes grass, plants, etc., for items getting lodged in lines, and/or underground pipes and utilities, unless clearly marked. We assume no responsibility for repair costs.

In the case that the pool should continue to leak after appropriate action has been taken to stop the leak, it is your responsibility to contact us within 30 days of the detection.

Like everyone else, we have competitors; however, none that specialize exclusively in leak detection. Because this is all that we do, no other firm has made a comparable investment in equipment; therefore, no other firm offers our guarantee. We feel that we offer excellent price/value, as do many of our customers, especially those who have paid competitors at an hourly rate and then came to us because they still had a problem.

Guarantee on Repairs: All repairs are guaranteed from date of completion and for defective workmanship only.

- Minor repairs are guaranteed for 30 days. If warranted, we typically complete a minor repair at the same time of the detection.
- Major repairs are guaranteed for 24 months. A written estimate will be provided for any major repairs prior to initiating work. Upon completing a major repair, we retest the system to ensure there are no additional leaks. On rare occasions, our initial detection locates only one leak when more than one is present. If you select American Leak Detection to complete the major repair, our detection guarantee protects you from incurring an additional detection fee for 60 days from when we complete the major repair.
- If you select someone else to do a major repair, we will retest the system at one-half the original fee if asked to do so within 60 days of the original detection.

Thank you for the opportunity to submit this proposal. To confirm your acceptance, return a signed copy via fax number (386) 756-0531 or by reply email. We look forward to being of service.

Sincerely,

Sincerely,
American Leak Detection
CPC1457865
CFC1428727

Accepted & Approved: _____ Date: _____
Signature & Title

Code to:

Double Branch Repair and Replacements

2.320.57200.63100

35413

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 2225

Invoice Date: 10/15/21

Due Date: 10/15/21

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 Maintenance September 1 - September 30, 2021		15,541.67	15,541.67
Maintenance Supplies		3,261.98	3,261.98
Facility Maint. General 2.572.4660 \$3,625 ⁰⁰			
Facility Maint. Cont. 2.572.4662 \$2,895 ⁶⁵			
Lighting Repairs 2.320.572.4663 \$708 ⁰⁰			
Common Area Maint. 2.572.4640 \$3,630 ⁰⁰			
Repairs/Replace 2.572.6310 \$7,945 ⁰⁰			
Total			\$18,803.65
Payments/Credits			\$0.00
Balance Due			\$18,803.65

Run
10.22.21

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
9/1/21	2	T.C.	Fixed swing at park
9/1/21	3	G.S.	Removed debris from all common areas and ponds
9/2/21	6	E.T.	Installed dog park features, installed benches at dog park
9/2/21	8	T.C.	Worked on dog park project, installed benches, platform and hoops
9/2/21	4.5	G.S.	Removed debris from all common areas, treated fire ants in parks
9/2/21	6	A.B.	Laid down gravel and installed benches and obstacles at dog park
9/3/21	4	T.C.	Worked on dog park project spreading rock
9/3/21	4	A.B.	Finished spreading gravel and concrete at dog park
9/8/21	2	A.B.	Cleaned pools
9/7/21	6	E.T.	Cleaned fallen trees in common areas
9/7/21	8	T.C.	Cleaned up trees and vines off district fence and removed
9/7/21	6	G.S.	Removed debris from all common areas, cut down fallen trees
9/7/21	6	A.B.	Removed fallen trees and debris
9/7/21	8	L.C.	Removed trees and vines from district fence
9/8/21	4	T.C.	Finished cleaning up along fence and repair fence
9/8/21	4.5	G.S.	Removed debris from all common areas and ponds
9/8/21	4	S.A.	Removed fallen tree from fence, repair and rebuild fence
9/8/21	2	A.B.	Finished removed debris from fallen tree
9/8/21	4	L.C.	Finished cleaning up along fence and repair fence
9/9/21	4	T.C.	Chip wood for walking trail
9/9/21	5.5	G.S.	Removed debris from all common areas and ponds
9/10/21	8	T.C.	Worked on dog park project
9/10/21	4	L.N.	Removed debris from all common areas
9/10/21	6	A.B.	Cleaned pools, worked on dog park project
9/10/21	6	L.C.	Removed debris from gutters
9/13/21	7	G.S.	Removed debris from all common areas
9/13/21	8	S.A.	Transport brush to walking trail, chip brush
9/13/21	8	L.C.	Poured concrete slab
9/14/21	4	T.C.	Chipped wood for nature trail
9/14/21	3.5	G.S.	Removed debris from all common areas
9/14/21	8	L.C.	Removed debris from gutters, pressure washed gutters
9/15/21	6	G.S.	Removed debris from all common areas, maintenance work on EZ-Go
9/15/21	8	L.N.	Chipped wood from debris on tennis area
9/15/21	8	L.C.	Poured concrete slab
9/16/21	2	E.T.	Repaired windshield around tennis court, removed debris along Loop Road
9/16/21	4	G.S.	Removed debris from all common areas and ponds
9/16/21	8	L.C.	Cleaned and organized shop
9/17/21	4	T.C.	Worked on sign backings
9/17/21	4	L.N.	Removed debris from all common areas
9/17/21	2	A.B.	Cleaned pools
9/17/21	8	L.C.	Cleaned and organized shop, painted boards
9/20/21	6	T.C.	Chipped wood for nature trail, repaired dog park gates
9/20/21	7	G.S.	Removed debris from all common areas
9/20/21	2	A.B.	Cleaned pools
9/20/21	8	L.C.	Took care of organizing shop and shop maintenance
9/21/21	6	E.T.	Build form for bridge over spillway
9/21/21	8	T.C.	Worked on bridge project
9/21/21	2	G.S.	Removed debris from all common areas
9/21/21	2	A.B.	Dug out and formed footer for bridge
9/22/21	8	T.C.	Worked on bridge project
9/22/21	8	G.S.	Removed debris from all common areas
9/22/21	8	L.N.	Poured concrete for bridge
9/22/21	3	A.B.	Poured concrete for bridge footer, cleaned pools
9/23/21	8	E.T.	Build form for bridge across lake for foot
9/23/21	8	T.C.	Worked on bridge project
9/23/21	5	G.S.	Removed debris from all common areas and ponds
9/23/21	8	L.C.	Shop maintenance, build signs
9/24/21	8	T.C.	Worked on bridge/nature walk project
9/24/21	8	L.C.	Shop maintenance, paint
9/24/21	8	A.B.	Worked on bridge project
9/27/21	8	T.C.	Worked on bridge/nature walk project
9/27/21	7	G.S.	Removed debris from all common areas
9/27/21	8	L.N.	Building bridges for nature walk
9/27/21	3	A.B.	Worked on bridge project, cleaned pools
9/28/21	8	E.T.	Build and assemble bridge over fall out off Loop Road
9/28/21	8	T.C.	Worked on bridge/nature walk project
9/28/21	2.5	G.S.	Removed debris from all common areas and ponds
9/28/21	6	A.B.	Worked on bridge project
9/29/21	8	T.C.	Worked on bridge/nature walk project
9/29/21	8	G.S.	Removed debris from all common areas and ponds
9/29/21	8	L.N.	Building bridges for nature walk
9/29/21	8	S.A.	Connect two parts of bridge together, start building dog park ramp
9/29/21	3	A.B.	Cleaned pools, worked on bridge project
9/30/21	8	T.C.	Worked on bridge/nature walk project
9/30/21	4.5	G.S.	Removed debris from all common areas, maintenance work on EZ-Go cart
9/30/21	6	A.B.	Worked on bridge project

TOTAL 439

MILES 397

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

MAINTENANCE BILLABLE PURCHASES

Period Ending 10/05/21

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DB				
DOUBLE BRANCH				
	9/8/21	Leather Grip Gloves	8.43	J.S.
	9/8/21	Scaffold Braces (2)	56.15	J.S.
	9/8/21	Scaffold 60"x60" Frame (2)	111.87	J.S.
	9/9/21	Outrigger Set for Bakera Scaffold	85.68	J.S.
	9/9/21	Scaffold Platform	102.93	J.S.
	9/9/21	Scaffold Braces (2)	56.15	J.S.
	9/9/21	Scaffold 60"x60" Frame (2)	111.87	J.S.
	9/9/21	Bakera Scaffold	85.68	J.S.
	9/13/21	Scotch Brush	5.14	J.S.
	9/13/21	Grout Brush	9.18	J.S.
	9/18/21	Self Contained 50lb Ice Machine	831.60	J.S.
	9/18/21	Mop Refill	12.02	T.C.
	9/18/21	Blue Disposable Gloves 60pk	13.21	T.C.
	9/18/21	Lysol	14.10	T.C.
	9/20/21	2x8-12 PT Lumber (4)	59.25	T.C.
	9/20/21	2x8-8 Lumber (3)	27.53	T.C.
	9/20/21	2x8-8 PT Lumber (4)	28.43	T.C.
	9/21/21	Paper Key Tags	3.29	J.S.
	9/21/21	Color Coded Key Tags	3.14	J.S.
	9/21/21	Replacement Keys	7.71	J.S.
	9/23/21	Mop Refill	4.01	T.C.
	9/23/21	Line Reel For Level	1.71	T.C.
	9/23/21	Line Level	2.29	T.C.
	9/23/21	#10x3/4 Screws 50pc	3.66	T.C.
	9/23/21	1/2" Drill Bit	0.31	J.S.
	9/23/21	2" PVC Union (2)	35.93	J.S.
	9/23/21	2" PVC Elbow (3)	12.90	J.S.
	9/23/21	2" Couplin (3)	2.69	J.S.
	9/23/21	2" PVC Pipe (2)	11.41	J.S.
	9/23/21	Toggle Screws	0.89	J.S.
	9/23/21	Machine Screws	3.68	J.S.
	9/24/21	4ah 40V Battery - for Ryobi Blower	79.93	J.S.
	9/27/21	Machine Screws 15pc	9.25	J.S.
	9/27/21	Sanding Disks	11.43	J.S.
	9/27/21	Fip Toggles	13.21	J.S.
	9/27/21	Muriatic Acid (2)	14.93	J.S.
	9/27/21	4w LED Candelabra Lights (3)	15.18	J.S.
	9/28/21	2x8x12' (10)	157.32	J.S.
	9/28/21	Speedemon Spade Bit 1-3/8x8	3.78	T.C.
	9/28/21	Speedemon Spade Bit 1-1/4x8	3.61	T.C.
	9/28/21	Speedemon Spade Bit 1-1/2x8	4.01	T.C.
	9/28/21	Deckmate 3" Screws 5bs	28.74	T.C.
	9/29/21	2" PVC Male Adapter	2.27	J.S.
	9/29/21	Marine Glue	11.48	J.S.
	9/29/21	Thread Sealant	2.08	J.S.
	9/30/21	Fuel Cell Framing	6.89	T.C.
	9/30/21	1/2x3-3/4 Parawedge 25pk	25.93	T.C.
	9/30/21	Tapcon Drill Bit 1/2x10SDS (2)	40.87	T.C.
	9/30/21	High Grade Tool Oil	2.86	T.C.
	9/30/21	3/8"x1" High Test Chain (10)	50.26	T.C.
	9/30/21	12' Veranda Recycled Decking (20)	482.64	J.S.
	9/30/21	Logging Chain With Hooks (2)	88.55	J.S.
	9/30/21	Flex Seal Aerosol	7.46	J.S.
	9/30/21	Green Spray Paint	2.63	J.S.
	9/30/21	2x10x12 (4)	75.35	J.S.
	9/30/21	80lb Sakrete (3)	17.49	J.S.
	10/4/21	2x8x12 (5)	78.66	J.S.
	10/4/21	Bosh 1"x12" Mason Drill Bit	17.24	J.S.
	10/6/21	2x8-12' PT Lumber (4)	66.15	T.C.
	10/6/21	2x4-8' PT Lumber (2)	10.07	T.C.
	10/6/21	2x8-8' PT Lumber (2)	14.90	T.C.
	10/6/21	1/2 4x8 Birch Plywood	64.84	T.C.
	10/6/21	4x4-8' PT Lumber	10.90	T.C.
	10/6/21	Bucket	2.86	T.C.
	10/6/21	5/16x5-1/2 Zinc Hex Bolt (3)	2.62	T.C.
	10/6/21	5/16x8 Zinc Hex Bolt (5)	5.18	T.C.
	10/6/21	5/16 Zinc Flat Washers (18)	2.76	T.C.
	10/6/21	5/16 Zinc Hex Nut (8)	1.20	T.C.
	10/6/21	5/16 Zinc Lock Washer (8)	1.84	T.C.

TOTAL \$3,261.98

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

Invoice

Invoice #: 2227
Invoice Date: 11/1/21
Due Date: 11/1/21
Case:
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Recreation - Facility Management - Oakleaf Plantation - November 2021 2.310.513.3400		16,063.83	16,063.83
Total			\$16,063.83
Payments/Credits			\$0.00
Balance Due			\$16,063.83

2nd
11, 5, 21

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

Invoice

Invoice #: 2231
Invoice Date: 11/11/21
Due Date: 11/11/21

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 Maintenance October 1 - October 31, 2021		16,612.01	16,612.01
Maintenance Supplies		1,907.28	1,907.28
Facility Maint. General \$3,866 ⁰⁰ 2.572.4660			
Facility Maint. Cont. \$2,895 ⁰⁰ 2.572.4662			
Lighting Repairs \$702 ⁰⁰ 2.320.572.4663			
Common Area Maint. \$3,979 ⁰⁰ 2.572.4640			
Repairs / Replace \$7,077 ²⁹ 2.572.6310 (inc. Bridge + Dog park project)			

Total \$18,519.29

Payments/Credits \$0.00

Balance Due \$18,519.29

RWJ
11.17.21

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
9/3/21	4	L.N.	Removed debris from all common areas
9/15/21	9.75	S.A.	Restart waterfall pumps, inspect lights at all entry columns, changed eleven lightbulbs
9/16/21	10	S.A.	Worked on dog park project
9/22/21	7.5	S.A.	Worked on dog park project
9/23/21	8.5	S.A.	Worked on bridge project
9/24/21	4	L.N.	Removed debris from all common areas
9/28/21	8	S.A.	Worked on bridge project
10/1/21	8	T.C.	Worked on bridge project
10/1/21	8	S.A.	Worked on bridge project
10/1/21	6	A.B.	Cleaned pools, worked on bridge project
10/4/21	7	G.S.	Removed debris from all common areas, maintenance work in shop
10/4/21	8	S.A.	Worked on bridge project
10/4/21	3	A.B.	Cleaned pools, worked on bridge project
10/5/21	8	T.C.	Worked on bridge project
10/5/21	2.5	G.S.	Removed debris from all common areas, maintenance work on golf cart
10/6/21	8	T.C.	Worked on dog park project, picked up supplies
10/6/21	6	G.S.	Removed debris from all common areas and ponds
10/8/21	8	S.A.	Worked on bridge project
10/8/21	2	A.B.	Cleaned pools, worked on dog park project
10/7/21	8	T.C.	Worked on dog park project
10/7/21	5	G.S.	Removed debris from all common areas, treated fire ants in common areas
10/8/21	8	T.C.	Worked on dog park project, set up for movie night
10/8/21	8	S.A.	Build sign frame for dog park, mount signs on frame, picked up supplies, installed sign at dog park
10/8/21	8	A.B.	Worked on dog park, installed signage, set up for movie night
10/11/21	6	T.C.	Cleaned and fixed fountain in lake, worked on dog park project
10/11/21	4	L.N.	Removed debris from all common areas
10/11/21	8	S.A.	Picked up supplies, designed, cut, routed and painted sign border for dog park, installed border on sign
10/12/21	8	T.C.	Worked on bridge project
10/12/21	6	A.B.	Cut cross bracing for bridge frame and installed, installed finishing deck boards on bridge
10/13/21	8	T.C.	Worked on dog park project, picked up supplies
10/13/21	4	L.N.	Removed debris from all common areas
10/13/21	6	S.A.	Repaired gate to dog park by installing new hinges, picked up supplies
10/13/21	4	A.B.	Worked on dog park project
10/14/21	6	T.C.	Worked on bridge project, picked up supplies
10/14/21	4	A.B.	Unlogged fountain in pond, worked on dog park project
10/14/21	6	L.C.	Worked on bridge project
10/15/21	4	L.N.	Removed debris from all common areas
10/15/21	8	S.A.	Parked dog ramp at dog park, unloaded trailer of dirt at dog park
10/15/21	8	L.C.	Poured concrete sidewalk at tennis courts
10/15/21	8	T.C.	Worked on bridge project, installed new soap dispensers at fitness center bathrooms
10/18/21	7	G.S.	Removed debris from all common areas
10/18/21	8	L.N.	Anchor bridge for nature walk
10/18/21	8	S.A.	Worked on bridge project, cleaned shop
10/18/21	2	A.B.	Cleaned pools
10/19/21	8	T.C.	Worked on dog park project, pressure washed and cleaned graffiti off dog park rules sign, picked up supplies
10/19/21	2.5	G.S.	Removed debris from all common areas, cleaned up two deceased animals from road
10/20/21	8	T.C.	Worked on bridge project, unloaded pumpkins for pumpkin plunge
10/20/21	5	G.S.	Removed debris from all common areas and ponds
10/20/21	6	L.N.	Used jack hammer to remove poles out of ground, unloaded pumpkins
10/20/21	8	S.A.	Build concrete form for bridge, helped remove two posts from concrete
10/20/21	4	A.B.	Build form for bridge ramp, removed gate poles at fall creek
10/21/21	4	G.S.	Removed debris from all common areas, treated fire ant mounds around parks, trimmed trees
10/21/21	8	L.C.	Worked at shop, fixed walkway, moved tennis sand
10/22/21	2	T.C.	Unloaded pumpkins for pumpkin plunge
10/22/21	4	L.N.	Removed debris from all common areas
10/22/21	2	A.B.	Cleaned pools
10/22/21	8	S.A.	Worked on bridge project, designed and built form for bridge ramp
10/25/21	8	T.C.	Worked on bridge project, poured concrete
10/25/21	6	G.S.	Removed debris from all common areas
10/25/21	4	L.N.	Dug for concrete around nature walk bridge
10/25/21	8	S.A.	Worked on bridge project, prepared area in and around form to pour concrete, poured concrete ramp
10/25/21	2	A.B.	Cleaned pools
10/25/21	8	L.C.	Poured concrete ramp at bridge project
10/26/21	8	T.C.	Pulled form boards from concrete, repaired fence at park, cut turkeys for turkey trot
10/26/21	2	A.B.	Pulled form boards at bridge
10/27/21	4.5	G.S.	Removed debris from all common areas
10/27/21	8	L.N.	Build platform for bridge
10/27/21	2	A.B.	Cleaned pools
10/27/21	8	S.A.	Worked on bridge project, built form and prepped area in and around form to pour concrete
10/28/21	4	T.C.	Take down televisions and brackets at fitness center to move to cardio room
10/28/21	4	G.S.	Removed debris from all common areas
10/28/21	2	S.A.	Removed televisions and mounts from fitness center, measure drop height for ramp at bridge project
10/28/21	2	L.C.	Changed soap dispensers and take down televisions in fitness center
10/29/21	8	T.C.	Worked on bridge project, formed boards and poured concrete, picked up supplies
10/29/21	4	L.N.	Removed debris from all common areas
10/29/21	8	S.A.	Worked on bridge project, removed and redesign ramp form, build new ramp form, pour concrete ramp
10/29/21	6	A.B.	Poured concrete at bridge project
10/29/21	8	L.C.	Poured concrete ramp at bridge project

TOTAL 466.25

MILES 659

*Mileage is reimbursable per section 112.081 Florida Statutes & Reage Rate 2009-0.445

MAINTENANCE BILLABLE PURCHASES

Period Ending 11/03/21

DISTRICT	DATE	SUPPLIES	PRICE	EMPLOYEE
58				
DOUBLE BRANCH				
	10/4/21	Deck Nuts 3" Screws	48.27	S.A.
	10/4/21	20 Galon Tote	39.08	S.A.
	10/4/21	4x4x8	10.33	S.A.
	10/7/21	Bucket (5)	28.84	J.S.
	10/7/21	1/4"x1/4" Coupling Union Brass	5.26	J.S.
	10/7/21	Foamastic Water Proof Tape	14.38	J.S.
	10/7/21	3/4" Foam Insulation	2.04	J.S.
	10/7/21	3/4" 2" CPVC Pipe	3.15	J.S.
	10/7/21	10" Vinyl Tubing	12.88	J.S.
	10/7/21	1/2"x3/8" PEX	3.43	J.S.
	10/7/21	3/4" CPVC Adapter	7.25	J.S.
	10/7/21	3/4" Nylon Barb	4.08	J.S.
	10/7/21	3/4" CPVC Coupling	0.36	J.S.
	10/7/21	1/2"x1 1/4" Stainless Clamp (2)	2.97	J.S.
	10/7/21	3/8"x3/8" Poly Valve	12.01	J.S.
	10/7/21	1/4"x1/4" Poly Valve	11.91	J.S.
	10/7/21	3/8"x3/8 Brass Tee	12.08	J.S.
	10/7/21	3/8 Tee Cap	3.22	J.S.
	10/8/21	8-Biter	3.43	S.A.
	10/8/21	3/8" Lockwasher 25pc	5.31	S.A.
	10/8/21	3/8x8 CamBolt Bot (2)	11.94	S.A.
	10/8/21	3/8 Flat Washer (10)	3.87	S.A.
	10/8/21	3/8 Hex Nut (6)	3.66	S.A.
	10/8/21	3/8x1 Hex Bolt (2)	2.37	S.A.
	10/11/21	3/4"x2-1/2"x8 PVC Board (3)	61.89	S.A.
	10/11/21	3/4"x2-1/2"x8 PVC Board	17.30	S.A.
	10/13/21	Latex Gloves 50ct	8.61	T.C.
	10/13/21	Wood Planks	5.74	T.C.
	10/13/21	Lemon Pine Sol	14.79	T.C.
	10/13/21	1/4 4x8 Plywood	20.13	T.C.
	10/13/21	2-5/8"x12" Gate Hinge Bolt (2)	32.12	S.A.
	10/14/21	3/16" x 1' Chain (20)	45.54	T.C.
	10/14/21	Behr Stain 120oz	47.13	T.C.
	10/14/21	1-3/16" Set Your Own Combo Locks (3)	25.81	T.C.
	10/14/21	4x3/8 Sheddless Kwik Rokers 3pk	5.83	T.C.
	10/14/21	Veranda 12" Brown (20)	462.54	J.S.
	10/19/21	1"x3/4" Copex Coupling (3)	4.73	J.S.
	10/19/21	1" Copex Cap	1.13	J.S.
	10/19/21	Zap Clavo Degreaser	13.78	J.S.
	10/19/21	2x4-96" Prime Whitewood Stud (8)	27.46	T.C.
	10/19/21	1532 4x8 Plywood	33.18	T.C.
	10/19/21	Terry Towels 10pk	6.72	T.C.
	10/19/21	Black Nitrile Gloves 20pk	8.33	T.C.
	10/19/21	Good Off Graffiti Remover (3)	17.09	T.C.
	10/23/21	Sakrete 80lb Bags (60)	279.45	J.S.
	10/22/21	Wasp Spray	12.03	J.S.
	10/28/21	Priscol	12.05	T.C.
	10/28/21	Scrub Brush	3.15	T.C.
	10/28/21	2pc Glass and Tile Set	10.34	T.C.
	10/28/21	Anchor Kit	8.04	T.C.
	10/28/21	Disposable Gloves	7.48	T.C.
	10/28/21	Microfiber Cloths 12pk	6.16	T.C.
	10/28/21	Bleach	7.81	T.C.
	10/28/21	Stainless Steel Cleaner	5.73	T.C.
	10/29/21	2x6-12 FT Lumber (2)	35.60	T.C.
	10/29/21	2x4-92 6/6 Whitewood Stud (3)	13.73	T.C.
	10/29/21	Sakrete 80lb Bags (60)	279.45	J.S.
	11/1/21	Angle Gauge and Level	17.24	T.C.
	11/2/21	Window Squeegee	10.34	J.S.
	11/2/21	Telescopic Pole	23.00	J.S.
	11/2/21	Flodent Repair 33 Gallon Trash Bags 40ct	7.48	J.S.
	11/2/21	Plant Pot	14.94	J.S.
	11/2/21	1x6-12 FT Lumber (2)	32.84	T.C.

TOTAL 31,887.28

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 2234

Invoice Date: 11/22/21

Due Date: 11/22/21

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 November 18, 2021	4.25	25.00	106.25
Amenities Revenue 2.369.103			

Total \$106.25

Payments/Credits \$0.00

Balance Due \$106.25

11-22-21
CD

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>
4.25	Facility Event Staff	\$ 25.00	\$ 106.25

Covers Period End: November 18, 2021

Amenities Revenue # 2-369-103

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

IC INDUSTRIAL
C I R C L E
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 2387

DATE 11/16/2021 TERMS Net 15

DUE DATE 12/01/2021

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Golf Cart	Golf cart s/n 5166389	1	0.00	0.00
	Clutch, Driven, E-Z- Go RXV 09+ Exact Replacement	Clutch, Driven, E-Z-Go RXV 09+ Exact Replacement	1	446.00	446.00T
	Drive clutch ezgo rxv	Drive 07-12 with Team Clutch (exact replacement) Drive Clutch, w/ Rollers, Yamaha	1	479.12	479.12T
	26ut Battery	26UT 12 volt ezgo battery TXT	1	92.12	92.12T
	Labor	Change fuel, install used carb ,change battery , add starter sol , replace clutches	3	95.00	285.00T
	E-Z-GO Solenoid 14 volt Gas TXT	14 volt Solenoid	1	36.25	36.25T
	Accelerator, Pedal Switch, E-Z- Go RXV 08+	Accelerator, Pedal Switch, E-Z-Go RXV 08+	1	45.72	45.72T

SUBTOTAL 1,384.21
TAX 103.82
TOTAL 1,488.03

TOTAL DUE \$1,488.03

Code to: Split

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	Invoice #
11/9/2021	118583
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 Fitness Cnt
Oakleaf Plantation Fitness Cnt
382 Oak Leaf Village Parkway
Orange Park FL 32065

JSC Job #	Terms	Date Shipped	Ship Via
X056143	Due Upon Receipt	11/09/2021	

Quantity	Item / Description	Unit Price	Amount
1.00	11/1/2021 - Annual Fire Alarm Inspection - Phoneline 1 in trouble on arrival	485.00	485.00

320
Code to:
2-330-572-4661
Double Branch Preventative contracts

Sub-Total	485.00
Tax	0.00
Total Invoice Amount	485.00

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.



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

Invoice

Date 12/1/2021

Invoice # 131295603568

Terms	Net 20
Due Date	12/21/2021
PO #	

Bill To	Ship To
Oakleaf Village/Double Branch 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	2,199.24
Fuel Surcharge	Fuel/Environmental Transit Fee	1	ea	108.18
Code to: 02-320-572-46300 Double Branch Pool Maintenance/Chemicals				

A prepayment discount of 5% is available if the entire amount for 2022 is paid by December 31st, 2021. Please contact us at ar@poolsure.com or 1-800-858-POOL(7665) if you have any questions.

Subtotal	2,307.42
Shipping Cost (FEDEX GROUND)	0.00
Total	2,307.42
Amount Due	\$2,307.42

Remittance Slip

Customer
13OAK102
Invoice #
131295603568

Amount Due \$2,307.42

Amount Paid _____

Make Checks Payable To

Poolsure
PO Box 55372
Houston, TX 77255-5372



131295603568

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

Invoice

Invoice #: 304
Invoice Date: 11/1/2021
Due Date: 11/1/2021
Case:
P.O. Number:

Bill To:

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

Description	Hours/Qty	Rate	Amount
Janitorial Services - November 2021 - 2.320.572.6100		4,633.33	4,633.33
Total			\$4,633.33
Payments/Credits			\$0.00
Balance Due			\$4,633.33

RMW
11.8.21

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

Invoice

Invoice #: 305
Invoice Date: 11/16/2021
Due Date: 11/16/2021
Case:
P.O. Number:

Bill To:

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

Description	Hours/Qty	Rate	Amount
Pressure Washing Services - November 2021		300.00	300.00
Common Area Maint. 2.572.4640			
Total			\$300.00
Payments/Credits			\$0.00
Balance Due			\$300.00

RMW
11.17.21

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

Service Detail

Bill To: Double Branch CDD

Invoice Date: 11/1/21

Due Date: Upon Receipt

Amount Due: \$ 300.00

<u>Date:</u>	<u>Description</u>	<u>Amount</u>
10/21/21	Pressure wash park at the Oaks	\$ 150.00
10/26/21	Pressure wash entry monument and fountain at amenity center	\$ 150.00

Hot Water and Chemical Treatment to remove dirt, mildew, and algae.

TOTAL AMOUNT DUE: \$ 300.00

Should you have any questions, please contact Rich Whetzel @ (904) 759-8923
or rwhetzel@gmsnf.com

Remit Payment

**** Pressure Washing according to contract and within budget**

Contract Amount	\$	17,635.00
<u>Invoice:</u>		
Oct. 2021	\$	300.00
Nov. 2021		
Dec. 2021		
Jan. 2022		
Feb. 2022		
Mar. 2022		
Apr. 2022		
May 2022		
June 2022		
July 2022		
Aug. 2022		
Sept. 2022		
Balance:	<u>\$</u>	<u>17,335.00</u>

Should you have any questions, please contact Rich Whetzel @ (904) 759-8923
or rwhetzel@gmsnf.com



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 # 7323**DATE 11/01/2021****DUE DATE 11/30/2021****TERMS** End of the month**SERVICE MONTH**

November

ACTIVITY	QTY	RATE	AMOUNT
Dedicated Officer I	316	22.50	7,110.00
10 hours (3p-1a) dedicated foot patrol Mon-Fri;			
12 hours (1p-1a) dedicated foot patrol Sat-Sun			

PAYMENT	1,721.25
BALANCE DUE	\$5,388.75





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 # 7412**DATE 12/01/2021****DUE DATE 12/31/2021****TERMS End of the month****SERVICE MONTH**

December

ACTIVITY	QTY	RATE	AMOUNT
Dedicated Officer I	326	22.50	7,335.00
10 hours (3p-1a) dedicated foot patrol Mon-Fri;			
12 hours (1p-1a) dedicated foot patrol Sat-Sun			

PAYMENT

225.00

BALANCE DUE**\$7,110.00**

APPROVED

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



Invoice

Invoice #: 6261

Date: 09/01/21

Customer PO:

DUE DATE: 10/01/2021

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 September 2021

AMOUNT

\$31,536.07

Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

\$31,536.07

RECEIVED SEP 13 2021

Code to:

2-320-572-4620

Double Branch Landscape Maintenance



Invoice

Invoice #: 6340

Date: 09/10/21

Customer PO:

DUE DATE: 10/10/2021

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

AMOUNT

#5911 - Bitmore clock replacement

Tech reported Bitmore clock to be non responsive and not operable. After further investigation I found the power circuits were damaged by a large electrical surge. Clock was replace due to sod being installed in the affected area.

Irrigation

\$2,400.00

Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

\$2,400.00

Code to:

Double Branch - Irrigation Repairs

2-320-572-35100

RECEIVED SEP 13 2021



Invoice

Invoice #: 6787

Date: 10/31/21

Customer PO:

DUE DATE: 11/30/2021

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

AMOUNT

#5948 - Soccer Parking South side shrub enhancement

<i>Landscape Enhancement</i>				\$3,965.72
Disposal Fee (Other)	2.00	\$50.00	\$100.00	
Holly, Dwarf Burfordi (Material)	90.00	\$25.00	\$2,250.00	
Irrigation Allowance (Labor)	2.00	\$123.97	\$247.94	
Labor and Prep (Labor)	24.00	\$41.43	\$994.28	
Pine Straw (Material)	30.00	\$3.00	\$90.00	
Soil Amendments (Material)	3.00	\$94.50	\$283.50	

Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

\$3,965.72

Code to:

Double Branch Repair and Replacements

2.320.57200.63100



Invoice

Invoice #: 6777

Date: 11/01/21

Customer PO:

DUE DATE: 12/01/2021

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 November 2021

AMOUNT

\$31,728.19

Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

\$31,728.19

Code to:

2-320-572-4620

Double Branch Landscape Maintenance



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

(904) 284-7575

Invoice Number: SS110377
Invoice Date: 12/7/2021

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

RECEIVED DEC 13 2021

Due Date 12/22/2021
Terms Net 15 Days

Customer ID C0000168
P.O. Number
P.O. Date 12/7/2021
Our Order No
SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee- NOVEMBER 2021		151.75	151.75	5.00	758.75 /2
Fees-2nd Employment Scheduling		15	15	25.00	375.00 /2

001 320 57200. 34510

Amount Subject to Sales Tax US0
Amount Exempt from Sales Tax 1,133.75

Subtotal: 1,133.75
Invoice Discount: 0.00
Tax: 0.00

Total USD: 1,133.75 /2

566.88

INVOICE

CLIENT NAME
OAKLEAF AMENITIES
CLIENT NUMBER
CLIENT ADDRESS

INVOICE NUMBER

INVOICE DATE

12/6/2021

EVENT	DATE	DESCRIPTION	PERSONNEL START and STOP TIMES	HOURS or QUANTITY	RATE	TOTAL
1	11/01/21 0000 - 11/01/21 0000	OAKLEAF AMENITIES	Timothy Geoghagan 11/01/21 1700 - 11/01/21 2300	6 (hrs) 6	\$30.00	\$180.00 \$180.00
			EVENT TOTAL:			
2	11/02/21 0000 - 11/02/21 0000	OAKLEAF AMENITIES	Bryan Smith 11/02/21 1500 - 11/02/21 2100	6 (hrs) 6	\$30.00	\$180.00 \$180.00
			EVENT TOTAL:			
3	11/03/21 0000 - 11/03/21 0000	OAKLEAF AMENITIES	Daniel Cassani 11/03/21 1700 - 11/03/21 2300	6 (hrs) 6	\$30.00	\$180.00 \$180.00
			EVENT TOTAL:			
4	11/04/21 0000 - 11/04/21 0000	OAKLEAF AMENITIES	Andre Mack 11/04/21 1830 - 11/05/21 0030	6 (hrs) 6	\$30.00	\$180.00 \$180.00
			EVENT TOTAL:			
5	11/05/21 0000 - 11/05/21 0000	OAKLEAF AMENITIES	Diana Coxen 11/05/21 1500 - 11/05/21 2100 Daniel Tenbusch 11/05/21 1530 - 11/05/21 2130	6 6 (hrs) 12	\$30.00 \$30.00	\$180.00 \$180.00 \$360.00
			EVENT TOTAL:			
6	11/06/21 0000 - 11/06/21 0000	OAKLEAF AMENITIES	Rudolph Jackson 11/06/21 1700 - 11/06/21 2300 Daniel Tenbusch 11/06/21 1430 - 11/06/21 1830	6 4 (hrs) 10	\$30.00 \$30.00	\$180.00 \$120.00 \$300.00
			EVENT TOTAL:			
7	11/07/21 0000 - 11/07/21 0000	OAKLEAF AMENITIES	Daniel Cassani 11/07/21 1700 - 11/07/21 2300	6	\$30.00	\$180.00

				EVENT TOTAL:	(hrs) 6		\$180.00
8	11/08/21 0000 - 11/08/21 0000	OAKLEAF AMENITIES	Andra Mack 11/08/21 1815 - 11/09/21 0015	EVENT TOTAL:	6 (hrs) 6	\$30.00	\$180.00 \$180.00
9	11/09/21 0000 - 11/09/21 0000	OAKLEAF AMENITIES	Daniel Tenbusch 11/09/21 1730 - 11/09/21 2300	EVENT TOTAL:	5.5 (hrs) 5.5	\$30.00	\$165.00 \$165.00
10	11/10/21 0000 - 11/10/21 0000	OAKLEAF AMENITIES	Anthony Pena 11/10/21 1600 - 11/10/21 2200	EVENT TOTAL:	6 (hrs) 6	\$30.00	\$180.00 \$180.00
11	11/11/21 0000 - 11/11/21 0000	OAKLEAF AMENITIES	Rudolph Jackson 11/11/21 1815 - 11/11/21 2215	EVENT TOTAL:	4 (hrs) 4	\$45.00	\$180.00 \$180.00
12	11/13/21 0000 - 11/13/21 0000	OAKLEAF AMENITIES	Jeffrey Holmes 11/13/21 1815 - 11/13/21 2300 Daniel Tenbusch 11/13/21 1600 - 11/13/21 2200	EVENT TOTAL:	4.75 (hrs) 10.75	\$30.00 \$30.00	\$142.50 \$322.50
13	11/14/21 0000 - 11/14/21 0000	OAKLEAF AMENITIES	Jeffrey Holmes 11/14/21 1800 - 11/15/21 0000	EVENT TOTAL:	6 (hrs) 6	\$30.00	\$180.00 \$180.00
14	11/16/21 0000 - 11/16/21 0000	OAKLEAF AMENITIES	Bryan Smith 11/16/21 1500 - 11/16/21 2100	EVENT TOTAL:	6 (hrs) 6	\$30.00	\$180.00 \$180.00
15	11/17/21 0000 - 11/17/21 0000	OAKLEAF AMENITIES	Anthony Pena 11/17/21 1600 - 11/17/21 2200	EVENT TOTAL:	6 (hrs) 6	\$30.00	\$180.00 \$180.00

16	11/18/21 0000 - 11/18/21 0000	OAKLEAF AMENITIES	Daniel Cassani 11/18/21 1700 - 11/18/21 2300	EVENT TOTAL:	6 (hrs) 6	\$30.00	\$180.00 \$180.00
17	11/19/21 0000 - 11/19/21 0000	OAKLEAF AMENITIES	Daniel Cassani 11/19/21 1600 - 11/19/21 2200 Andre Mack 11/19/21 1900 - 11/20/21 0100	EVENT TOTAL:	6 (hrs) 12	\$30.00 \$30.00	\$180.00 \$360.00
18	11/21/21 0000 - 11/21/21 0000	OAKLEAF AMENITIES	Bryan Smith 11/21/21 1430 - 11/21/21 2030	EVENT TOTAL:	6 (hrs) 6	\$30.00	\$180.00 \$180.00
19	11/22/21 0000 - 11/22/21 0000	OAKLEAF AMENITIES	Andre Mack 11/22/21 1830 - 11/23/21 0030	EVENT TOTAL:	6 (hrs) 6	\$30.00	\$180.00 \$180.00
20	11/24/21 0000 - 11/24/21 0000	OAKLEAF AMENITIES	Daniel Tenbusch 11/24/21 1700 - 11/24/21 2200	EVENT TOTAL:	5 (hrs) 5	\$30.00	\$150.00 \$150.00
21	11/26/21 0000 - 11/26/21 0000	OAKLEAF AMENITIES	Daniel Cassani 11/26/21 1600 - 11/26/21 1830 Daniel Tenbusch 11/26/21 1700 - 11/26/21 2300	EVENT TOTAL:	2.5 (hrs) 8.5	\$30.00 \$30.00	\$75.00 \$255.00
22	11/28/21 0000 - 11/28/21 0000	OAKLEAF AMENITIES	Daniel Tenbusch 11/28/21 1700 - 11/28/21 2300	EVENT TOTAL:	6 (hrs) 6	\$30.00	\$180.00 \$180.00
INVOICE TOTAL:					(hrs) 151.75		\$4,612.50

Margaret Bronson

Fwd: DBCDD refund of deposit request - COLIN LIEBERMAN

December 13, 2021 at 1:46 PM

Alison Mossing

MB

Thank you,

Margaret Bronson
Governmental Management Services, LLC (GMS)
393 Palm Coast Pkwy SW, Suite 4
Palm Coast, Florida 32137
Office: (904) 940-5850 ext. 410
Cell: (904) 814-3970
mbronson@gmsnl.com

GMS

Begin forwarded message:

From: Oakleaf Venues <venues@oakleafresidents.com>
Subject: DBCDD refund of deposit request - COLIN LIEBERMAN
Date: December 8, 2021 at 2:53:22 PM EST
To: Margaret Bronson <mbronson@gmsnl.com>, Oksana Kuzmuk <okuzmuk@gmsnl.com>
Cc: Daniel Laughlin <dlaughlin@gmsnl.com>, Marilee Gilas <mgilas@gmsnl.com>

Good afternoon Margaret and Oksana,

Please make the following refund at your earliest opportunity:

002.300.36900.10300

- LOCATION – OVCR (THURSDAY) 8:30 PM to 8:30 PM
- DATE OF VENUE – NOVEMBER 18, 2021
- RESIDENT – COLIN LIEBERMAN
- ADDRESS – 785 OAKLEAF PLANTATION PARKWAY #1534, ORANGE PARK, FL 32067
- AMOUNT OF REFUND - \$100.00
 - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA (9043):
 - DATED: 10/29/21
 - SEQ#: 2
 - BATCH#: 205
 - INVOICE#: 2
 - APPROVAL CODE: 04243B
 - AMOUNT: \$100.00

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
10/29/21	10/29/21	11/18/21	Colin Lieberman - OVCR DEPOSIT	DEPOSIT	\$ 100.00			VISA-125060

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

Thank you.

I will be out of the office SATURDAY, DECEMBER 11, 2021 and SUNDAY, DECEMBER 12, 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
venues@oakleafresidents.com
(904) 770-4661 voice email
(904) 375-2285 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.

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

Invoice

Invoice #: 2233
Invoice Date: 12/1/21
Due Date: 12/1/21
Case:
P.O. Number:

Bill To:

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

Description	Hours/Qty	Rate	Amount
Double Branch Recreation - Facility Management - December 2021 2.310.513.3400		16,063.83	16,063.83
RECEIVED DEC 07 2021			

RMW
12.7.21

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

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

Invoice

Invoice #: 2235
Invoice Date: 12/6/21
Due Date: 12/6/21
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 December 2, 2021	4.75	25.00	118.75
Amenities Revenue 2.369.103 002.300.36900.10300			
RECEIVED DEC 06 2021			

Total \$118.75

Payments/Credits \$0.00

Balance Due \$118.75

02/16/21

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>
4.75	Facility Event Staff	\$ 25.00	\$ 118.75

Covers Period End: December 2, 2021

Amenities Revenue # 2-369-103

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

ic INDUSTRIAL
C I R C L E
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 2387

DATE 11/16/2021 TERMS Net 15

DUE DATE 12/01/2021

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Golf Cart	Golf cart s/n 5166389	1	0.00	0.00
	Clutch, Driven, E-Z-Go RXV 09+ Exact Replacement	Clutch, Driven, E-Z-Go RXV 09+ Exact Replacement	1	446.00	446.00T
	Drive clutch ezgo rxv	Drive 07-12 with Team Clutch (exact replacement) Drive Clutch, w/ Rollers, Yamaha	1	479.12	479.12T
	26ut Battery	26UT 12 volt ezgo battery TXT	1	92.12	92.12T
	Labor	Change fuel, install used carb ,change battery , add starter sol , replace clutches	3	95.00	285.00T
	E-Z-GO Solenoid 14 volt Gas TXT	14 volt Solenoid	1	36.25	36.25T
	Accelerator, Pedal Switch, E-Z-Go RXV 08+	Accelerator, Pedal Switch, E-Z-Go RXV 08+	1	45.72	45.72T

SUBTOTAL

1,384.21

TAX

103.82

TOTAL

1,488.03

TOTAL DUE

\$1,488.03

Code to: Split

50%

Double Branch Repair and Replacements

2.320.57200.63100

Middle Village Repair and Replacements

34-600-538-64000



Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14
R. 10/15

85-8012511046C-7	08/31/2017	08/31/2022	COUNTY GOVERNMENT
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

DOUBLE BRANCH COMMUNITY DEVELOPMENT
DISTRICT
475 W TOWN PL STE 114
ST AUGUSTINE FL 32092-3649

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



Important Information for Exempt Organizations

DR-14
R. 10/15

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions regarding your exemption certificate, please contact the Exemption Unit of Account Management at 800-352-3671. From the available options, select "Registration of Taxes," then "Registration Information," and finally "Exemption Certificates and Nonprofit Entities." The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.



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

INVOICE

Invoice Date	Invoice #
11/9/2021	118583
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 Fitness Cnt
Oakleaf Plantation Fitness Cnt
382 Oak Leaf Village Parkway
Orange Park FL 32065

JSC Job #	Terms	Date Shipped	Ship Via
X056143	Due Upon Receipt	11/09/2021	

Quantity	Item / Description	Unit Price	Amount
1.00	11/1/2021 - Annual Fire Alarm Inspection - Phoneline 1 in trouble on arrival	485.00	485.00

Code to:
2-330-572-4661
Double Branch Preventative contracts

Sub-Total	485.00
Tax	0.00
Total Invoice Amount	485.00

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.

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - KATHERINE MENDEZ

Date: December 6, 2021 at 3:30 PM

To: Margaret Bronson mbronson@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com

Cc: Daniel Laughlin dlaughlin@gmsnf.com, Marilee Giles mgiles@gmsnf.com

Good afternoon Margaret and Oksana,

002.300.36900.10300

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR (SATURDAY) 1:00 P.M. to 5:00 P.M.
- DATE OF VENUE – DECEMBER 4, 2021
- RESIDENT – KATHERINE MENDEZ
- ADDRESS – 505 SUNSTONE COURT, ORANGE PARK, FL 32065
- AMOUNT OF REFUND – \$100.00
 - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA (0465):
 - DATED: 11/05/21
 - SEQ#: 2
 - BATCH#: 206
 - INVOICE#: 4
 - APPROVAL CODE: 004513
 - AMOUNT: \$100.00

RECEIVED DEC 06 2021

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CF
11/05/21	11/05/21	12/04/21	Katherine Mendez - OVCR DEPOSIT	DEPOSIT	\$ 100.00			VISA

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

Thank you.

If you are the owner of this office, please email the following information to the appropriate person: NAME, ADDRESS, PHONE, FAX, EMAIL, and WEBSITE. If you are not the owner, please email the following information to the appropriate person: NAME, ADDRESS, PHONE, FAX, EMAIL, and WEBSITE. If you are not the owner, please email the following information to the appropriate person: NAME, ADDRESS, PHONE, FAX, EMAIL, and WEBSITE.

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. This email and/or attachment(s) may contain material that is privileged or protected from disclosure under applicable law. If you are in possession of this information, 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 a

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

Invoice

Invoice #: 306
Invoice Date: 12/1/2021
Due Date: 12/1/2021
Case:
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
2.320.572.6100 - Janitorial Services - December 2021		4,633.33	4,633.33
RECEIVED DEC 07 2021			
Total			\$4,633.33
Payments/Credits			\$0.00
Balance Due			\$4,633.33

*Rec'd
12.2.21*

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

Invoice

Invoice #: 307
Invoice Date: 12/6/2021
Due Date: 12/6/2021
Case:
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Pressure Washing Services - December 2021 Common Area Maint. 2.572.4640 002.320.57200.46400		1,100.00	1,100.00

RECEIVED DEC 07 2021

Total \$1,100.00

Payments/Credits \$0.00

Balance Due \$1,100.00

Rmw
12, 7, 21

Riverside Management Services, Inc.
8833 Florida Mining Blvd., Building 300, Suite 101, Jacksonville, FL 32257

Service Detail

Bill To: Double Branch CDD

Invoice Date: 12/1/21

Due Date: Upon Receipt

Amount Due: \$ 1,100.00

<u>Date:</u>	<u>Description</u>	<u>Amount</u>
11/4/21	Pressure washed amenity center	\$ 350.00
11/11/21	Pressure washed entrances, signs and pillars	\$ 375.00
11/18/21	Pressure washed entrances, signs and pillars	\$ 375.00

Hot Water and Chemical Treatment to remove dirt, mildew, and algae.

TOTAL AMOUNT DUE: \$ 1,100.00

Should you have any questions, please contact Rich Whatset @ (904) 759-8923
or rwhatset@gmsnf.com

Remit Payment

** Pressure Washing according to contract and within budget

Contract Amount \$	17,835.00
Invoice:	
Oct. 2021 \$	300.00
Nov. 2021 \$	1,100.00
Dec. 2021	
Jan. 2022	
Feb. 2022	
Mar. 2022	
Apr. 2022	
May 2022	
June 2022	
July 2022	
Aug. 2022	
Sept. 2022	
Balance: \$	<u>19,235.00</u>

Should you have any questions, please contact Rich Whatset @ (904) 759-8923
or rwhatset@gmsnf.com

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 # 16930A

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:	DO SAME TIME AS NEXT PM. TRUE RBK S/N 11-RLC900836K - SEAT HANDLE BAR ASSY.(UNIT BROKE OFF OF BIKE). MAGNUM STRENGTH - 5 RUBBER STOPS(DRY ROTTED AND CRACKED). JAY 904-406-2200

Date: 09-Dec-2021

Payment is due within 30 days of invoice date.

Description	Part #	Part Cost	QTY	Total
TRAVEL 1 - 60 MILES: TRAVEL 1 - 60 MILES		0.00	1.00	0.00
MINIMUM SHIPPING: MINIMUM SHIPPING	MINIMUM SHIPPING	40.00	1.00	40.00
LABOR PER HOUR 1 TECH: LABOR PER HOUR 1 TECH		60.00	0.25	15.00
TRUE - RBK - SEAT HANDLE BAR ASSY.: TRUE - RBK - SEAT HANDLE BAR ASSY.	9CB0152	122.00	1.00	122.00
Comments:			Parts Total	177.00
			Tax	0.00
			Balance	177.00

Technician: _____

RECEIVED DEC 13 2021

Thank you for your business.

Code to:

Double Branch Repair and Replacements

2.320.57200.63100

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 # 17163A

Date: 10-Dec-2021

Payment is due within 30 days of invoice date.

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- parts on shelf to go at same time 3 TREADMILLS 3 ELLIPTICALS 2 BIKES 2 STEPMILLS 1 ROWER 1 MULTI STATION 10 SINGLE STATIONS 360.00TAX EXEMPT JAY 904-562-0249 FRANK & TYLLER

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

Technician: FRANK HARDY

RECEIVED DEC 13 2021

Thank you for your business.

Code to:

Double Branch Facility Maintenance - Preventative

2-320-572-4661



Invoice

Invoice #: 6962

Date: 12/01/21

Customer PO:

DUE DATE: 12/31/2021

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 December 2021

AMOUNT

\$31,728.20

Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

\$31,728.20

Code to:

RECEIVED DEC 13 2021

2-320-572-4620

Double Branch Landscape Maintenance



PROPOSAL

Mailing Address

Oakleaf Plantation
370 Oakleaf Village Parkway
Orange Park, FL 32065

Job Address

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

Date: December 10, 2021

Phone: Orange Park

Opportunity#: 6780

Job Summary:

received a service call to shut down the mainline on the double branch side on oakleaf plantation pkwy. Valve was ran over by onsite contractor.

Irrigation

Quantity	Description	Unit	Unit Price	Ext Price
8.00	Irrigation Labor	Hr	\$65.00	\$520.00
1.00	Irrigation Parts	Dollars	\$711.10	\$711.10
Irrigation Total				\$1,231.10

RECEIVED DEC 13 2021

Proposal Total: \$1,231.10

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

Payment due 30 days after receipt of invoice.

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

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




PROPOSAL

ACCEPTANCE OF PROPOSAL

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

By _____
David Harris
Date 12/10/2021
VerdeGo

By 
Date 12/10/21
Oakleaf Plantation

Code to:

Double Branch - Irrigation Repairs

2-320-572-35100

Customer Information

XEROX CORPORATION
PO BOX 660502
DALLAS TX
75266-0502

THE EASY WAY
TO ORDER SUPPLIES
CALL OUR TOLL
FREE NUMBER
1-800-822-2200



Purchase Order Number

Special Reference

Contract Number

NET 30 DAYS

Terms Of Payment

Telephone 888-435-6333

Please Direct Inquiries To: *

Ship To/Installed At:

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

Bill To:

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



10-06-21

Invoice Date

014590199

Invoice Number

720343326

Customer Number

MFP3635X1 MFP3635X W/EIP

SER.# BB1-867777

SPLY-MAINT - COST PER COPY PLAN
AMOUNT

BASE CHARGE

OCTOBER

2,330,572.50000
42.28
399B

METER USAGE
METER 1

06-30-21 TO 09-30-21
183301 185461 2160

PRINT CHARGES
METER 1 PRINTS
NET BILLABLE PRINTS

2160
2160 .047500 102.60

TOTAL EXCESS PRINT CHARGES 102.60

SUB TOTAL 144.88
TOTAL 144.88

** ALLOWANCE PRORATED FOR 091 DAYS
AT THE TIME OF BILLING, NO VALID METER READ WAS AVAILABLE,
SO METER USAGE WAS ESTIMATED. ANY OVERAGE/UNDERAGE WILL BE
ADJUSTED ON NEXT METER INVOICE. PLEASE VISIT OUR WEBSITE
AT WWW.XEROX.COM TO SUBMIT YOUR NEXT METER READ.
THIS IS A 12 MONTH AGREEMENT WHICH INCLUDES MAINTENANCE
AND SUPPLY CHARGES
TOTAL OF INVOICE MAY VARY ACCORDING TO METER USAGE BILLED

XEROX FEDERAL IDENTIFICATION #16-0468020

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

Ship To/Installed At
DOUBLE BRANCH
COMM DEV DIST
PKWY

370 OAKLEAF VILLAGE
ORANGE PARK FL
32065

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

When Paying By Mail
Send Payment To:
XEROX CORPORATION
P.O. BOX 827598
PHILADELPHIA, PA
19182-7598



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

Invoice Amount

\$102.60
~~\$144.88~~

01-569-8562 4 720343326 014590199 10-06-21 THIS AMOUNT
RR002748 M 070121
03 6GSW 6GSW W W0225 5933 1 C15

VFL40


202100008070060 0145901996 0300144882 272034332682

Invoice

Payment

Customer Information

XEROX CORPORATION
PO BOX 660502
DALLAS TX
75266-0502

Telephone 888-435-6333
Please Direct Inquiries To: 
Ship To/Installed At:

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

THE EASY WAY
TO ORDER SUPPLIES
CALL OUR TOLL
FREE NUMBER
1-800-822-2200

Purchase Order Number

Special Reference

Contract Number

NET 30 DAYS
Terms Of Payment

Bill To:

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

12-01-21
Invoice Date
014920804
Invoice Number
720343326
Customer Number

002.330.57200.50000

MFP3635X1 MFP3635X W/EIP

SER.# BB1-867777

SPLY-MAINT - COST PER COPY PLAN
AMOUNT

BASE CHARGE

DECEMBER

42.28

SUB TOTAL

42.28

TOTAL

42.28

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



XEROX FEDERAL IDENTIFICATION #16-0468020

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

Ship To/Installed At
DOUBLE BRANCH
COMM DEV DIST
PKWY

370 OAKLEAF VILLAGE
ORANGE PARK FL
32065

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

When Paying By Mail
Send Payment To:
XEROX CORPORATION
P.O. BOX 827598
PHILADELPHIA, PA
19182-7598



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

Invoice Amount

01-569-8562 4 720343326 014920804 12-01-21 THIS AMOUNT
RR003918 M 070121
03 6GSW 6GSW W 00000 5933 1 B15

\$42.28
VFL40

202100008070060 0149208040 0300042287 272034332684

Invoice

Payment



From: Oakleaf Venues venuerentals@oakleafresidents.com

Subject: DBCDD refund of deposit request - YARI STANFIELD

Date: December 6, 2021 at 3:00 PM

To: Margaret Bronson mbronson@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com

Cc: Daniel Laughlin dlaughlin@gmsnf.com, Marilee Giles mgiles@gmsnf.com

Good afternoon Margaret and Oksana,

Please make the following refund at your earliest opportunity:

- o LOCATION – OVCR (SUNDAY) 1:00 P.M. to 5:00 P.M.
- o DATE OF VENUE – NOVEMBER 21, 2021
- o RESIDENT – YARI STANFIELD
- o ADDRESS – 3104 HEARTHSTONE LANE, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND - \$100.00
 - BOOKING FEE / DEPOSIT REFUND
- o DEPOSIT was via VISA (6508):
 - DATED: 10/11/21
 - SEQ#: 2
 - BATCH#: 201
 - INVOICE#: 2
 - APPROVAL CODE: 339762
 - AMOUNT: \$100.00

002.300.36900.10300

RECEIVED DEC 06 2021

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CF
10/11/21	10/11/21	11/11/21	Yari Stanfield - OVCR DEPOSIT	DEPOSIT	\$ 100.00			VISA

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

Thank you.

NAME OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE, and EMAIL ADDRESS: It is the policy of the City of Jacksonville to make all information received by the City available to the public unless it is determined to be confidential under applicable law.

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

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From: Oakleaf Venues venues@oakleafresidents.com
Subject: DBCDD refund of deposit request - DAPHNE TURNER
Date: December 16, 2021 at 3:10 PM
To: Margaret Bronson mbronsone@gmail.com, Oksana Kuzmuk okuzmuk@gmail.com
Cc: Marilee Giles mjgiles@gmail.com, Alison Mossing amossing@gmail.com

OV

Good afternoon Margaret and Oksana,

Please make the following refund at your earliest opportunity:

002.300.36900.10300

- LOCATION – OVCR (THURSDAY) 6:00 P.M. to 10:00 P.M.
- DATE OF VENUE – DECEMBER 9, 2021
- RESIDENT – DAPHNE TURNER
- ADDRESS – 3103 CHESTNUT RIDGE WAY, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA (2408):
 - DATED: 11/30/21
 - SEQ#: 2
 - BATCH#: 208
 - INVOICE#: 2
 - APPROVAL CODE: 062652
 - AMOUNT: \$100.00

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
11/30/21	11/30/21	12/09/21	Daphne Turner - OVCR DEPOSIT	DEPOSIT	\$ 100.00			VISA-062652

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

Thank you.

I will be out of the office SATURDAY, DECEMBER 18, 2021 through SUNDAY, DECEMBER 26, 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
venues@oakleafresidents.com
(904) 770-4661 voice email
(904) 375-9285 ext. 3
www.oakleafresidents.com

Governmental Management Services

www.OakLeafResidents.com

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

Invoice Number	Page
841395	1
12/08/2021	

Bill-To #: 29121
OAKLEAF PLANTATION
370 OAKLEAF VILLAGE PARKWAY
ORANGE PARK, FL 32065

Ship-To #:
OAKLEAF PLANTATION
370 OAKLEAF VILLAGE PARKWAY
ORANGE PARK, FL 32065

Order No.	Customer P/O	Ship Via	Terms	Sales Rep
30483	DOUBLE BRANCH	XPO - EXC	NET 30	SHOPPING CART

Item	Description	U/M	Order	Ship	B/O	Net Price	Extended
VDISP	EQUIPMENT WIPES DISPENSER	EA	2	2			.00
V3000MAX	MAX ROLL	CSE	15	15		57.5000	862.50

Tracking/Pro #:143849764

* **PLEASE PAY WITHIN TERMS** *
* WE ACCEPT ALL MAJOR CREDIT CARDS *
* VISA - MASTERCARD - DISCOVER *
* AMERICAN EXPRESS *
* PLEASE CALL 781-593-4000 TO PAY *

Code to:
Double Branch Repair and Replacements
2.320.57200.63100

RAGS • TOWELS • PAPER WIPERS

Thank You For Your Business

FINANCIAL CHARGES OF 1.5% PER MONTH (18% PER ANNUM)
WILL BE CHARGED ON INVOICES OVER 30 DAYS

FEES AND EXPENSES INVOLVED IN THE COLLECTION OF PAST DUE ACCOUNTS OR
BAD CHECKS WILL BE PAID BY THE CUSTOMER



AT	Sub Total:	862.50
	Sales Tax:	.00
DUE DATE: 1/07/2022	Shipping:	130.00
Please Remit To: 19 Bennett St Lynn MA 01905	Deposits:	.00
	Balance:	992.50

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

Invoice #: 2236

Invoice Date: 12/13/21

Due Date: 12/13/21

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 Maintenance November 1 - November 30, 2021		18,151.85	18,151.85
Maintenance Supplies		1,353.54	1,353.54
Facility Maint. General \$4,137 ⁰⁰ 2.572.4660			
Facility Maint. Cont. \$2,891 ⁰⁰ 2.572.4662			
Lighting Repairs \$706 ⁰⁰ 2.320.572.4663			
Common Area Maint. \$4,229 ³⁹ 2.572.4640			
Repairs / Replace \$7,512 ⁰⁰ 2.572.6310 (inc. Bridge project)			
Total			\$19,505.39
Payments/Credits			\$0.00
Balance Due			\$19,505.39

2000
12.17.21

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
11/1/21	6	T.C.	Pulled form boards at bridge project, installed soap dispensers at fitness center, cleaned and filled fountain by office, picked up supplies
11/1/21	6.5	G.S.	Removed debris from all common areas
11/1/21	8	L.N.	Built platform for bridge
11/1/21	8	S.A.	Built ADA wheel chair template designed wings for bridge project ramp
11/1/21	2	L.C.	Laid forms for concrete slab at bridge project
11/2/21	8	T.C.	Worked on bridge project - formed boards and poured concrete
11/2/21	2.5	G.S.	Removed debris from all common areas
11/2/21	8	S.A.	Scrubbed and cleaned all windows in clubroom and offices
11/2/21	3	A.B.	Poured wing of ramp at bridge
11/2/21	8	L.C.	Poured concrete slab at bridge project
11/3/21	8	T.C.	Worked on bridge project - pulled form boards and poured concrete, chipped debris for mulch on nature walk
11/3/21	4	G.S.	Removed debris from all common areas, picked up supplies
11/3/21	8	L.N.	Build platform for bridge
11/3/21	8	S.A.	Worked on bridge project, transported chipper, chipped brush
11/3/21	4	A.B.	Pulled form boards at bridge, poured other side wing of ramp
11/3/21	8	L.C.	Poured concrete slab at bridge project
11/4/21	8	T.C.	Pulled form boards, chipped wood debris for mulch for nature walk
11/4/21	4.5	G.S.	Removed debris from all common areas
11/4/21	8	L.C.	Transported woodchips to trail
11/5/21	8	T.C.	Installed televisions and ran wiring in attic for cardio room, picked up supplies
11/5/21	4	L.N.	Removed debris from all common areas
11/5/21	8	S.A.	Installed new television mounts and assisted with running new cable for fitness center
11/5/21	8	A.B.	Rerouted and pulled new coax cable for fitness center televisions
11/5/21	8	L.C.	Worked on cardio room in fitness center
11/8/21	2	T.C.	Worked on bridge project
11/8/21	6.5	G.S.	Removed debris from all common areas
11/8/21	8	L.N.	Poured concrete for nature walk and dug holes for fences
11/8/21	8	S.A.	Removed wings from incorrect ramp, built new ramp form, picked up supplies
11/8/21	2	A.B.	Trimmed old ramp at bridge and reframed for new ramp
11/9/21	2	T.C.	Clear coat painted turkeys
11/9/21	2.5	G.S.	Maintenance work on golf cart, removed debris from all common area and ponds
11/10/21	8	T.C.	Clear coated painted turkeys, poured concrete for bridge project
11/10/21	8	L.N.	Put windscreen around basketball and tennis courts, poured concrete for nature walk
11/10/21	8	S.A.	Poured new ramp for bridge, picked up supplies
11/10/21	2	A.B.	Re-poured bridge ramp
11/10/21	8	L.C.	Poured concrete at bridge project
11/11/21	4	T.C.	Put out turkeys for turkey shoot event
11/11/21	3.5	G.S.	Removed debris from all common areas
11/12/21	8	T.C.	Worked on bridge project, formed and poured concrete, put-up split rail fence and hauled dirt and spread on trail, set up for movie night, picked up supplies
11/12/21	4	L.N.	Removed debris from all common areas
11/12/21	8	S.A.	Formed new wing and poured concrete
11/12/21	8	A.B.	Set fence around bridge, poured ramp wing concrete, packed fresh dirt at end of ramps
11/12/21	8	L.C.	Put in fence at bridge project
11/15/21	8	T.C.	Bridge project - pulled form boards and formed new section, poured concrete and installed more vinyl fence, picked up supplies
11/15/21	3	G.S.	Removed debris from all common areas
11/15/21	8	L.N.	Installed fence and poured concrete for nature walk
11/15/21	8	S.A.	Formed wing for other side and poured concrete, picked up supplies
11/15/21	5	A.B.	Poured last ramp wing, cleaned pool
11/15/21	8	L.C.	Installed fence and poured concrete for bridge project
11/16/21	2.5	G.S.	Removed debris from all common areas and ponds
11/17/21	8	T.C.	Worked on holiday lights, picked up supplies
11/17/21	4	G.S.	Removed debris from all common areas, cleaned up deceased animal from road
11/17/21	8	L.N.	Worked on holiday decorations around community

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
11/17/21	8	S.A.	Installed holiday lights on Loop Road entry columns
11/17/21	8	A.B.	Hung wreaths, garland and lights on neighborhood entrance signs
11/17/21	8	L.C.	Put up holiday lights and decorations
11/18/21	8	T.C.	Worked on holiday lights, cleaned entrance rugs, picked up supplies
11/18/21	3.5	G.S.	Removed debris from all common areas and ponds
11/18/21	8	L.C.	Worked on putting up holiday lights and decorations
11/19/21	8	T.C.	Worked on holiday lights, picked up supplies
11/19/21	4	L.N.	Removed debris from all common areas
11/19/21	4	S.A.	Put up holiday lights
11/19/21	2	A.B.	Worked on holiday lights
11/22/21	4	T.C.	Worked on holiday lights
11/22/21	7	G.S.	Removed debris from all common areas, cleaned up deceased animal from parking area
11/22/21	5	L.N.	Worked on holiday decorations at fitness center
11/22/21	8	S.A.	Ran cable for televisions in attic, picked up supplies
11/22/21	5	A.B.	Ran cable for televisions in attic at fitness center
11/23/21	4	T.C.	Worked on holiday lights, picked up supplies
11/23/21	2.5	G.S.	Removed debris from all common areas, cleaned up deceased animal from road
11/23/21	6	A.B.	Installed coax face plates and extended runs
11/24/21	4	T.C.	Run coax cable for televisions
11/24/21	2	G.S.	Removed debris from all common areas
11/24/21	8	S.A.	Worked on holiday lights, checked photocells and GFCI's on columns
11/24/21	8	A.B.	Connected televisions to coax runs, installed new televisions bracket, worked on holiday lights
11/24/21	8	L.C.	Worked on holiday lights and decorations
11/26/21	6	T.C.	Worked on holiday light installations
11/26/21	8	S.A.	Plugged in and inspected holiday lights, replaced GFCI
11/26/21	6	A.B.	Worked on holiday lights, cleaned pool
11/26/21	8	L.C.	Worked on putting up holiday lights
11/29/21	4	T.C.	Installed holiday lights
11/29/21	5	G.S.	Removed debris from all common areas
11/29/21	4	S.A.	Installed holiday lights, inspected photocells and timers, tested GFCI's, plugged in lights
11/29/21	5	A.B.	Worked on holiday lights
11/30/21	2.5	G.S.	Removed debris from all common areas, treated fire ant mounds in parks
11/30/21	3	A.B.	Worked on holiday lights, checked holiday lights and signage lights

TOTAL 512

MILES 521

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

MAINTENANCE BILLABLE PURCHASES

Period Ending 12/05/21

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DB				
DOUBLE BRANCH				
	9/30/21	Sunbelt 55" boom forklift	439.27	J.S.
	11/5/21	RG6 Coax Crimper	17.24	J.S.
	11/5/21	RG6 Connector Ends 10pk (2)	27.53	J.S.
	11/5/21	500' RG6 Coax Cable	50.96	J.S.
	11/5/21	1/4x4 Lag Screws 50pk	30.30	T.C.
	11/5/21	1/4 Flat Washer	1.47	T.C.
	11/5/21	Mop Refill	8.02	T.C.
	11/5/21	2x4-96" Prime Whitewood Stud (2)	9.78	T.C.
	11/8/21	7" Pro Diamond Blade	17.22	S.A.
	11/9/21	Clear Gloss Spray Paint Sealer (2)	10.53	T.C.
	11/10/21	80lb Sakrete Concrete Mix (15)	87.46	S.A.
	11/12/21	80lb Sakrete Concrete Mix (10)	58.31	T.C.
	11/15/21	3" Clean Out Plug (2)	4.39	T.C.
	11/15/21	Disposable Gloves	7.46	T.C.
	11/15/21	Husky Hammer	8.61	T.C.
	11/15/21	Lemon Pledge	5.74	T.C.
	11/15/21	80lb Sakrete Concrete Mix (10)	58.31	S.A.
	11/17/21	8x7/8 Plastic Rib Anchor	13.20	T.C.
	11/17/21	#6x1 Screws 100pk	6.68	T.C.
	11/17/21	3/8" Plastic Cable Clamps 15pk (4)	5.89	T.C.
	11/17/21	Electrical Tape	3.73	T.C.
	11/17/21	Long Nose Pliers 9"	9.19	T.C.
	11/17/21	100LED Mini Warm White Lights	10.33	T.C.
	11/19/21	3/8" Cable Clamps 15pk (3)	4.42	T.C.
	11/19/21	Muriatic Acid	9.76	J.S.
	11/19/21	Chlorinating Tabs 5lb	51.73	J.S.
	11/22/21	CM3 Channel (2)	40.41	T.C.
	11/22/21	8' 16/3 BLK	11.47	T.C.
	11/22/21	316 PLTGL 12pk	14.66	T.C.
	11/22/21	6 OUT USB SUR	22.97	T.C.
	11/22/21	CM3 ACC PK	7.56	T.C.
	11/22/21	3 Outlet Extension	11.49	T.C.
	11/23/21	1-7/8 Handy Flat Brkt (2)	5.45	T.C.
	11/23/21	Wallplate Single Coax Almond	5.72	T.C.
	11/23/21	Wallplate Single Coax White	5.73	T.C.
	11/23/21	Gang Low Voltage Mounting Brckt	3.42	T.C.
	11/23/21	3GHZ Female Adapter 10pk	20.68	T.C.
	11/23/21	Terry Towels 10pk	6.72	T.C.
	11/23/21	32oz Spray Bottle	4.00	T.C.
	11/23/21	DW Maxfit Set	7.46	T.C.
	11/26/21	15 Amp GFCI (3)	75.80	S.A.
	11/30/21	Duskdawn Plug (2)	27.55	T.C.
	11/30/21	16/2 12' Tight Space Cube (2)	18.33	T.C.
	11/30/21	3 to 1 Adapter (3)	12.01	T.C.
	11/30/21	Drywall Screws 6x1	5.16	T.C.
	12/1/21	3 to 1 Adapter (5)	20.01	S.A.
	12/1/21	White Socket Outlets (2)	7.84	S.A.
	12/1/21	Fire Ant Treatment	4.57	S.A.
	12/2/21	Lemon Pinesol	17.22	T.C.
	12/2/21	3 to 1 Adapter (2)	8.00	T.C.
	12/2/21	15 A Tamper GFCI 2pk	31.83	T.C.

TOTAL \$1,353.54

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice**Invoice #:** 2237**Invoice Date:** 12/21/21**Due Date:** 12/21/21**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 December 16, 2021	12.75	25.00	318.75
Amenities Revenue 2-36A-103 002.300.36900.10300			

Total \$318.75**Payments/Credits** \$0.00**Balance Due** \$318.75

12/21/21
AM

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>
12.75	Facility Event Staff	\$ 25.00	\$ 318.75

Covers Period End: December 16, 2021

Amenities Revenue # 2-369-103

From: Oakleaf Venues venue rentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - MARKALE GRAHAM
Date: December 16, 2021 at 3:43 PM
To: Margaret Bronson mbronson@gmsst.com, Oksana Kuzmuk okuzmuk@gmsst.com
Cc: Marilee Giles mjiles@gmsst.com, Alison Mossing amossing@gmsst.com

OV

Good afternoon Margaret and Oksana,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR (SATURDAY) 1:00 P.M. to 5:00 P.M.
- DATE OF VENUE – DECEMBER 11, 2021
- RESIDENT – MARKALE GRAHAM
- ADDRESS – 504 TANNERSTONE COURT, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA (4177):
 - DATED: 12/3/21
 - SEQ#: 2
 - BATCH#: 209
 - INVOICE#: 2
 - APPROVAL CODE: 102025
 - AMOUNT: \$100.00

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
12/03/21	12/03/21	12/11/21	Markale Graham - OVCR DEPOSIT	DEPOSIT	\$ 100.00			VISA-102025

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

Thank you.

I will be out of the office SATURDAY, DECEMBER 18, 2021 through SUNDAY, DECEMBER 26, 2021, therefore, if you require immediate attention please email me, or you may leave a detailed message at 904-770-4661 with your NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity.

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

Governmental Management Services

www.OakLeafResidents.com

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002.300.36900.103

From: Oakleaf Venues venuesrentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - NINA RENICK
Date: December 20, 2021 at 5:28 PM
To: Margaret Bronson mbrnson@gmsnrl.com, Oksana Kuzmuk okuzmuk@gmsnrl.com
Cc: Marilee Giles mjiles@gmsnrl.com, Alison Mossing amossing@gmsnrl.com

OV

Good afternoon Margaret and Oksana,

002.300.36900.10300

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR (SATURDAY) 8:00 P.M. to 11:00 P.M.
- DATE OF VENUE – DECEMBER 18, 2021
- RESIDENT – NINA RENICK
- ADDRESS – 3521 LIVE OAK HOLLOW DRIVE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via MASTERCARD (2953):
 - DATED: 11/19/21
 - SEQ#: 2
 - BATCH#: 207
 - INVOICE#: 5
 - APPROVAL CODE: 09146P
 - AMOUNT: \$100.00

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
11/19/21	11/19/21	12/18/21	Nina Renick - OVCR DEPOSIT	DEPOSIT	\$ 100.00			MC-09146P

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

Thank you.

I will be out of the office SATURDAY, DECEMBER 18, 2021 through SUNDAY, DECEMBER 26, 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
venuesrentals@oakleafresidents.com
(904) 770-4661 voice email
(904) 375-9285 ext. 3
www.oakleafresidents.com

Governmental Management Services

www.OakLeafResidents.com

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From: Margaret Bronson
Subject: Fwd: DBCDD refund of deposit request - SUNSHINE SNIPES
Date: December 13, 2021 at 1:46 PM
To: Alison Mossing

MB

Thank you,

Margaret Bronson
Governmental Management Services, LLC (GMS)
393 Palm Coast Pkwy SW, Suite 4
Palm Coast, Florida 32137
Office: (904) 940-5850 ext. 410
Cell: (904) 814-3970
mbronson@gmsnf.com



Begin forwarded message:

From: Oakleaf Venues <venueevents@oakleafresidents.com>
Subject: DBCDD refund of deposit request - SUNSHINE SNIPES
Date: December 6, 2021 at 2:42:15 PM EST
To: Margaret Bronson <mbronson@gmsnf.com>, Oksana Kuzmuk <okuzmuk@gmsnf.com>
Cc: Daniel Laughlin <dlaughlin@gmsnf.com>, Marilee Giles <mgiles@gmsnf.com>

Good afternoon Margaret and Oksana,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR (SUNDAY) 1:00 PM to 5:00 PM
- DATE OF VENUE – NOVEMBER 14, 2021
- RESIDENT – SUNSHINE SNIPES-THOMPSON
- ADDRESS – 725 CHESTWOOD CHASE DRIVE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via MC (8646):
 - DATED: 10/18/21
 - SEQ#: 2
 - BATCH#: 202
 - INVOICE#: 4
 - APPROVAL CODE: 04243B
 - AMOUNT: \$100.00

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
10/18/21	10/18/21	11/14/21	Sunshine Snipes-Thompson - OVCR DEP	DEPOSIT	\$ 100.00			MC-04243B

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

Thank you.

I will be out of the office SATURDAY, DECEMBER 11, 2021 and SUNDAY, DECEMBER 12, 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
venueevents@oakleafresidents.com
(904) 770-4661 voice email
(904) 375-9285 ext. 3
www.oakleafresidents.com

Governmental Management Services

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002.300.36900.16300

917 1699490
7/12/21
999548

RTE# 02610
DOUBLE BRANCH CDD

UniFirst Corporation
P.O. BOX 650481
Dallas

TX 75265

917 0 2 32 02610 917 1

668911 1699490 CHARGE

999548 904/406-2200
DOUBLE BRANCH CDD
370 OAKLEAG VILLAGE PKWY
ORANGE PARK FL 32065

UniFirst Corporation 001
4251 PERIMETER IND PKWY E JACKSONVILLE FL 32219

Geo Code: 100191150

917 1699490 7/12/21 CHARGE

668911

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

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

Deposit Charge: .00
Emblem Charge: .00
Service Charge: .00

Cust PIA Bal: .00

904/353-4121

RTE# 02610

MAT-4X6 HD GREAT IMP 5 52.30

1/19 5

MAT RE 76GG13 10.460 10 1

DEFE CHARGE 5 24.00
MAT PROTECTION 5 1.25

MAT EEFX 24.000
MATP .250 5

INVOICE SUB-TOTAL 77.55

TOTAL SERVICE CHANGES _____

AMOUNT DUE _____

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

SOIL PICK UP COUNT SH _____ PT _____ OT _____ NO _____

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

OPEN INVOICE SUMMARY

* - Denotes Invoice Past Due At Least 30 days.

Invoice Date	Invoice Number	Amount
* 4/12/21	1672240	77.55
* 7/12/21	1699490	77.55
* 9/27/21	1722811	85.85
Account Balance:		240.95
Past Due Balance:		240.95

void - chk # 6856 9/22/21

002.320.57200.43100
7/12 Mat Cleaning

917 1722811
9/27/21
999548

UniFirst Corporation
P.O. BOX 650481
Dallas

TX 75265

RTE# 02610
DOUBLE BRANCH CDD

917 0 2 32 02610 917 1

668911 1722811 CHARGE

999548 904/406-2200
DOUBLE BRANCH CDD
370 OAKLEAG VILLAGE PKWY
ORANGE PARK FL 32065
Geo Code: 100191150

UniFirst Corporation 001
4251 PERIMETER IND PKWY E JACKSONVILLE FL 32219

917 1722811 9/27/21 CHARGE

668911

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

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

904/353-4121

RTE# 02610

MAT-4X6 HD GREAT IMP 5 58.60

1/19 5

MAT RE 76GG13 11.720 10 1

DEFE CHARGE 5 26.00
MAT PROTECTION 5 1.25

MAT EEFX 26.000
MAT MATP .250 5

INVOICE SUB-TOTAL 85.85

TOTAL SERVICE CHANGES

AMOUNT DUE

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

SOIL PICK UP COUNT SH PT OT NO

002. 320.57200. 03100

9/27 Mat Cleaning

OPEN INVOICE SUMMARY

* - Denotes Invoice Past Due At Least 30 days.

	Invoice Date	Invoice Number	Amount
*	4/12/21	1672240	77.55
*	7/12/21	1699490	77.55
*	9/27/21	1722811	85.85
	Account Balance:		240.95
	Past Due Balance:		240.95



Invoice

Invoice #: 6609

Date: 10/25/21

Customer PO:

DUE DATE: 11/24/2021

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

AMOUNT

#6331 - Irrigation Reconfiguration on Double Branch

Irrigation reconfiguration required with the new planting around the soccer field by the double branch amenity center. Upgraded the lateral line to carry more water to affected area. Installed two rows of heads one covering the new plant material and one covering the existing turf areas.

Irrigation

\$1,324.44

Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

\$1,324.44

Code to:

Double Branch Repair and Replacements

2.320.57200.63100

FOURTH ORDER OF BUSINESS

RESOLUTION 2022-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE DOUBLE BRANCH 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 Double Branch Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Clay County, 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 DOUBLE BRANCH 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 10th day of January, 2022.

ATTEST:

**DOUBLE BRANCH COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: Prompt Payment Policies and Procedures

EXHIBIT A

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

Prompt Payment Policies and Procedures

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

January 10, 2022

Double Branch 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 Double Branch 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 85-8012511046C-7. 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: (904) 406-2200, email: mgiles@gmsnf.com).

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

Double Branch Community Development District
c/o Governmental Management Services, LLC
475 W. Town Place, Suite 114
St. Augustine, Florida 32092

2. Email Address

mgiles@gmsnf.com

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.).

FIFTH ORDER OF BUSINESS

B.

December 22, 2021

WORK AUTHORIZATION NO. 20A
DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
CONTINUING SERVICES

Scope of Work for the following:

State Mandated – Storm Water Need Analysis (20 years)

ETM No. Job Number **01-149-33**

England-Thims & Miller, Inc. shall prepare a 20-year stormwater needs analysis for the **Double Branch** CDD to be completed by June 30, 2022. It is our understanding that the stormwater needs analysis is a requirement of the passage of House Bill 53, Section 403.9302, Florida Statutes. Since this a new requirement and will require coordinating our efforts with the District Manager to provide the analysis, we are proposing to perform this work on an hourly basis with an estimated budget. We have attached a template with our comments showing the responsibilities of the District Engineer and the District Manager.

FEE..... **HOURLY**

(BUDGET ESTIMATE: \$10,000.00)

Not to Exceed without prior authorization

Expenses shall be invoiced in accordance with previously approved General Consulting Services Contract and District Policy. Sub-consultant fees shall be invoiced at cost plus 5%.

Re: State Mandated – Storm Water Need Analysis (20 years)

ITEMS NOT INCLUDED

- | | |
|---|---|
| 1. Waste Water Needs Analysis | 23. ACOE Permitting |
| 2. NPDES Permitting / Analysis | 24. Signage Design / Permitting |
| 3. MS4 Permitting Analysis | 25. Unified Sign Plan Design / Compliance |
| 4. Geotechnical Investigations | 26. Community Development District Issues (CDD) |
| 5. Soil Boring / Analysis | 27. Homeowners Association issues |
| 6. Groundwater Modeling / testing | 28. NDPES permit compliance |
| 7. Environmental Investigation | 29. Life Safety /Code compliance |
| 8. Wetland drawdown analysis | 30. Project Wide code compliance |
| 9. Wetland mitigation / Design / Permitting | 31. OSHA or other safety issues |
| 10. Irrigation or Irrigation supply design | 32. Administrative Hearing |
| 11. Electrical, Phone, Gas, Design / Permitting | 33. Utility Locations / Analysis / Design / Soft digs |
| 12. Lighting design / Street / Parking / etc. | 34. Consumptive Use Permitting (CUP) |
| 13. FEMA Floodplain / Model / Analysis / Permitting | 35. Historical / Archeological Issues |
| 14. Overhead Power line adjustments | 36. Endangered species |
| 15. Offsite drainage study | 37. Traffic study |
| 16. Hardscape/ Design / Permitting | 38. Pool Grading and Drainage (by others) |
| 17. Comprehensive plan | 39. Application / Permit Fees |
| 18. Fire Hydrant Testing | 40. Retaining wall or Structural design |
| 19. ADA Compliance | 41. Separate clearing / grading permit |
| 20. As-built Surveying | 42. Streetscape Design (specialty paving) |
| 21. Surveying (Topo, Bound., Route, Tree, Rw) | 43. Utility Locations / Analysis / Design / Soft digs |
| 22. Const. Stakeout / Locates / Verification | |

**ENGLAND-THIMS & MILLER, INC.
HOURLY FEE SCHEDULE – 2022**

CEO/CSO.....	\$375.00/Hr.
President.....	\$330.00/Hr.
Executive Vice President.....	\$320.00/Hr.
Vice President	\$257.00/Hr.
Senior Engineer/ Senior Project Manager.....	\$205.00/Hr.
Project Manager	\$190.00/Hr.
Director.....	\$175.00/Hr.
Engineer.....	\$165.00/Hr.
Assistant Project Manager	\$155.00/Hr.
Senior Planner /Planning Manager.....	\$190.00/Hr.
Planner.....	\$155.00/Hr.
CEI Project Manager.....	\$175.00/Hr.
CEI Senior Inspector.....	\$155.00/Hr.
CEI Inspector	\$125.00/Hr.
Senior Landscape Architect.....	\$175.00/Hr.
Landscape Architect.....	\$160.00/Hr.
Senior Technician.....	\$155.00/Hr.
GIS Developer / Senior Analyst.....	\$170.00/Hr.
GIS Analyst	\$140.00/Hr.
Senior Engineering Designer / Senior LA Designer.....	\$160.00/Hr.
Engineering Intern	\$140.00/Hr.
Engineering/Landscape Designer.....	\$140.00/Hr.
CADD/GIS Technician.....	\$125.00/Hr.
Administrative Support.....	\$90.00/Hr.

Re: State Mandated – Storm Water Need Analysis (20 years)

GENERAL CONDITIONS

PAYMENT TERMS – Payment is due upon receipt of our invoice. If payment is not received within thirty days from the invoice date, Client agrees to pay a finance charge on the principal amount of the past due account of one and one-half percent per month. If one and one-half percent per month exceeds the maximum allowed by law, the charge shall automatically be reduced to the maximum legally allowable.

In the event Client requests termination of the services prior to completion, the Client shall pay all outstanding invoices and all charges incurred between the issuance of the latest invoice through the date services are stopped plus any shutdown costs. If during the execution of the services, England, Thims & Miller, Inc. (ETM) is required to stop operations as a result of changes in the scope of services such as requests by the Client or requirements of third parties, additional charges will be applicable.

ETM will issue monthly invoices. For Lump Sum work, the invoice will reflect the percentage complete for each contract task item. For hourly services, the invoice will reflect the hours worked times the standard hourly billing rates as shown on Attachment A, (incorporated herein by reference). ETM's standard hourly billing rates are reevaluated annually prior to the beginning of the calendar year and subject to an increase not to exceed five (5) percent per year.

INSURANCE – ETM maintains Workers' Compensation and Employer's Liability Insurance in conformance with applicable state law. In addition, we maintain Comprehensive General Liability Insurance and Automobile Liability Insurance with bodily injury and property damage limits of \$1,000,000. A certificate of insurance can be supplied evidencing such coverage which contains a clause providing that ten days written notice be given prior to cancellation.

Cost of the above coverage is included in our quoted fees. If additional coverage or increased limits of liability are required, ETM will endeavor to obtain the requested insurance and charge separately for costs associated with additional coverage or increased limits.

STANDARD OF CARE – The only warranty or guarantee made by ETM in connection with the services performed hereunder, is that we will use that degree of care and skill ordinarily exercised under similar conditions by reputable members of our profession practicing in the same or similar locality. No other warranty, expressed or implied, is made or intended by our proposal for consulting services or by our furnishing oral or written reports.

PERMITTING/ZONING – The Client is herein notified that several City, State and Federal environmental, zoning and regulatory permits may be required for this project. ETM will assist the Client in preparing these permits at the Client's direction. However, the Client acknowledges that it has the responsibility for submitting, obtaining and abiding by all required permits. Furthermore, the Client holds ETM harmless from any losses or liabilities resulting from such permitting or regulatory action.

LIMITATION OF LIABILITY – To the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of England, Thims & Miller, Inc. and its officers, directors, partners, employees, agents and subconsultants, and any of them, to the Client and anyone claiming by, through or under the Client, for any and all claims, losses, costs or damages of any nature whatsoever arising out of, resulting from or in any way related to the Project or the Agreement from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability, breach of contract or warranty, express or implied, of ETM and its officers, directors, employees, agents or subconsultants, or any of them, shall not exceed the total compensation received by ETM under this Agreement, or the total amount of \$50,000.00, whichever is less.

If Client prefers to have higher limits on professional liability, ETM agrees to increase the limits up to a maximum of \$500,000 upon Client's written request at the time of accepting this proposal provided that the Client agrees to pay an additional charge as a result of such increase.

SEVERABILITY AND SURVIVAL – If any of the provisions contained in this AGREEMENT are held invalid, illegal, or unenforceable, such invalidity, illegality or unenforceability will not affect any other provision, and this AGREEMENT will be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

GOVERNING LAW – This agreement shall be governed in all respects by the laws of the State of Florida.

COST OPINIONS – Any cost opinions or Project economic evaluations provided by ETM will be on a basis of experience and judgment, but, since it has no control over market conditions or bidding procedures, ETM cannot warrant that bids, cost estimates, ultimate construction cost, or Project economics will not vary from these opinions.

SALES TAX – The purchaser of the services described herein shall pay any applicable state sales tax in the manner and in the amount as required by law.

OWNERSHIP OF DOCUMENTS – All documents, including, but not limited to drawings, specifications, reports, boring logs, field notes, laboratory test data, calculations and estimates, prepared by ETM as instruments of service pursuant to this Agreement, shall be the sole property of ETM. Client agrees that all documents of any nature furnished to Client or Client's agents or designees, if not paid for, will be returned upon demand and will not be used by Client for any purpose whatsoever. Client further agrees that under no circumstances shall any documents produced by ETM, pursuant to this Agreement be used at any location or for any project not expressly provided for in this Agreement without the written permission of ETM, and ETM will provide Client with copies of documents created in the performance of the work for a period not exceeding five years following submission of the final plans and specifications contemplated by this Agreement.

SAFETY – Should ETM provide periodic observations or monitoring services at the job site during construction, Client agrees that, in accordance with generally accepted construction practices, the contractor will be solely and completely responsible for working conditions on the job site, including safety of all persons and property during the performance of the work and compliance with OSHA regulations, and that these requirements will apply continuously and not be limited to normal working hours. Any monitoring of the contractor's procedures conducted by ETM is not intended to include review of the adequacy of the contractor's safety measures in, on, adjacent to, or near the construction site.

INDEMNIFICATION – In addition, and notwithstanding any other provisions of this Agreement, the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless ETM and its directors, employees, agents and subconsultants from and against all damage, liability or cost, including reasonable attorneys' fees and defense costs, arising out of or in any way connected with this project or the performance by any of the parties above named of the services under this Agreement, excepting only those damages, liabilities or costs attributable to the sole negligence or willful misconduct of ETM.

PURSUANT TO FLORIDA STATUTES SECTION 558.0035(2013), AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.

MUTUAL WAIVER OF CONSEQUENTIAL DAMAGES – In no event shall either party hereunder be liable to the other party for punitive, speculative, consequential or special damages of any kind.

CONTRACT ADMINISTRATION – Client agrees that ETM will not be expected to make exhaustive or continuous on-site inspections but that periodic observations appropriate to the construction stage shall be performed. It is further agreed that ETM will not assume responsibility for the contractor's means methods, techniques, sequences or procedures of construction and it is understood that field services provided by ETM will not relieve the contractor of his responsibilities for performing the work in accordance with the plans and specifications. The words "supervision", "inspection", or "control" are used to mean periodic observation of the work by ETM to verify substantial compliance with the plans, specifications and design concepts. Continuous inspections by our employees do not mean that ETM is observing placement of all materials. Full-time inspection means that an employee of ETM has been assigned for eight-hour days during regular business hours.

Construction inspection and monitoring services which exceed 40 hours per week for one individual shall be invoiced at 150% of the standard billing rate.

ASSIGNABILITY – Client and ETM, respectively bind themselves, their successors and assigns to the other party to this Agreement and to the successors and assigns of such other part with respect to all covenants of this Agreement. Neither Client nor ETM shall assign this Agreement without the prior written consent of the other part.

INTEGRATION – This Agreement represents the entire and integrated Agreement between Client and ETM and supersedes all prior negotiations, representations or Agreements, either written or oral. This Agreement may be amended only by written instrument signed by both parties.

LIMITATIONS ON CAUSES OF ACTION – Causes of action between the parties to this Agreement pertaining to acts or failures to act shall be deemed to have occurred and the applicable statutes of limitations shall commence to run not later than (i) the date of substantial completion for acts or failures to act occurring prior to substantial completion of our engineering services pursuant to this Agreement; or (ii) the date of issuance of our final invoice for acts or failure to act occurring after substantial completion of our engineering services pursuant to this Agreement.

THIRD PARTY BENEFICIARY – Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either Client or ETM.

Re: State Mandated – Storm Water Need Analysis (20 years)

Please indicate your agreement with this proposal by signing in the space provided and return one copy to our office.

If you should have any questions or require additional information, please call. Thank you for this opportunity to be of professional service.

Yours sincerely,

Accepted this _____ day, 2022

ENGLAND, THIMS & MILLER, INC.



K.T. Peter Ma, P.E.
Executive Vice President

of: _____

By: _____

For: _____

SAW:SJL:shb

D.

Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285; manager@oakleafresidents.com

Memorandum

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

Community:

Special Events

- Upcoming: Polar Plunge, movies w/ food trucks will resume as avg, temp improves (Feb/March)
- Special resident request for usage for Vendor Fair (Easter)
- Tentative Annual Event Schedule

Aquatics

- Pools closed for the season. Adults only until Spring Break 2022
- MV Lap pool will close for heating/covered usages, will resume operations in March

Amenity Usage

- *Total Facilities Usage – 4067*
- *Average daily usage – 131*

Card counts:

DB Owners	23
DB Renters	9
DB Replacements	5
DB Updated	7

Total cards printed: 102 (both districts)

Rentals

- 5 of 31 days rented in Dec , 3 of 4 weekends rented
- 4 Clubroom rentals, 1 patio rentals
- 10 tours (approx.15hours)/ 25 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

Operations: Open Items

- Discussions of Pickleball, presentation of possible costs and controls
- Continued Playground replacement planning
- Presentations of multiple landscape improvements

MAINTENANCE

- Leak detection work completed. Major leak located in 10" pipe/fitting
- Clean up of multiple items dumped at Fall Creek park
- Pump replacement at Sprayground (seal and gaskets)
- Coordinate replacement of filter grids in Sprayground filter tank
- Leak Detection completed on Sprayground filter tank
- Coordinate repair/replacement of lap pool (2 lights), Slide Pool (3 lights)
- Coordinate plans for next playground structure
- Repair coordinated for slide filter motor (bad bearings, replaced motor, seal, sleeve)
- Stain treatment for Sprayground marcite
- Stain treatment for Slide pool marcite
- Painting of Sprayground structure
- Repairs and placement of netting at Sprayground
- Finalize Mounting of multiple televisions at FC – new area
- Fabrication of mount for additional large screen in original fitness floor
- Seal coating plans for parking lot (discussion on either Amenity Center lot or Village Center)
- Completed Christmas lighting installs at all entries, columns and buildings
- Clean pond fountain at Amenity Center
- Audit of access cards – ongoing (to include audit of adult family members in household)
- Reload of 7000 guest access passes for both districts
- Cut backing for new and replacement signs – ongoing
- Data collection for Florida Department of Labor
- Lake inspections, all lakes inspected monthly – reports kept on file in Ops. Manager office.
- Continual Park inspections and cleaning – reports kept on file.
- Light Inspections completed – Worthington Oaks, Hearthstone, Highland Mill, Piedmont, Stonebrier, Waverly, Litchfield, and Timberfield completed 12/5. Nature's Hammock, Fall Creek, The Oaks, Cannon's Point, Pebble Creek, Silver Leaf, Oakbrook, and The Cottages completed 12/29.

Landscaping

- *Tree work completed at Amenity Centers*
- *Monthly report for Dec. submitted and filed at Operations office*

For questions, comments, or clarification, please contact:

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

jsoriano@gmsnf.com



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

Double Branch CDD 2013 Clay County, Florida



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

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