

DOUBLE BRANCH
Community Development District

FEBRUARY 14, 2022

AGENDA

Double Branch Community Development District

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

February 7, 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, February 14, 2022 at 6:00 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 January 10, 2022 Meeting
 - B. Financial Statements
 - C. Assessment Receipts Schedule
 - D. Check Register
- IV. Consideration of Proposals for Updating the Capital Reserve Study
- V. Selection of Audit Committee
- VI. Consideration of Resolution 2022-02, Designating Officers
- VII. Staff Reports
 - A. District Counsel
 - B. District Engineer
 - C. District Manager

D. Operations Manager

1. Memorandum

2. VerdeGo Proposal for Landscape Enhancements at Back Entrance to Fitness Center

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

IX. Next Scheduled Meeting – March 14, 2022 at 4:00 p.m. the Plantation Oaks Amenity Center

X. Adjournment

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

Sincerely,

Marílee 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, January 10, 2022 at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

Present and constituting a quorum were:

Cindy Nelsen	Chairperson
Chad Davis	Vice Chairman
Scott Thomas	Supervisor
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 December 13, 2021 Meeting**
- B. Financial Statements**
- C. Assessment Receipt Schedule**
- D. Check Register**

Ms. Giles stated included in your agenda package are the minutes of the last meeting, the financial statements as of November 30th, your assessment receipts schedule showing you are 94% collected, and the check register totaling \$246,839.84.

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

FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2022-01,
Adopting Revised Prompt Payment Policies**

Ms. Giles stated Mike has gone over this a couple of times with us. It's in the agenda packet for your approval.

Mr. Eckert stated I'm happy to speak to it, but the purpose of the update is just incorporating the new provisions of Florida law.

On MOTION by Chairperson Nelsen seconded by Mr. Horton with all in favor Resolution 2022-021, adopting revised prompt payment policies was approved.

FIFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Eckert stated your sister district voted to refinance their bonds and that bond closing will be on Thursday, so if you hear in the community that the CDD has refinanced its bonds, that relates to Middle Village.

B. District Engineer – Consideration of Work Authorization for Preparation of a Stormwater Needs Analysis Report

Mr. Eckert stated I'm going to handle the item listed for the District Engineer's report. It's a work authorization for preparation of a stormwater needs analysis report. If you recall, I provided the Board with a memo on the new law adopted by the Florida legislature that requires every local government prepare a 20-year needs analysis for its stormwater management system. The purpose is to make sure that somebody is monitoring it and maintaining it, and also that you're accounting for any expansions or replacements that are going to be needed. The genesis of this is how do we improve the water quality in Florida. It also relates to wastewater systems, which this District does not have. The County operates that within our boundaries. This work authorization is from your District Engineer to do the work on an hourly basis. I would recommend an hourly basis rather than a flat fee just because nobody has done these yet and there is a template the State of Florida has issued that all the engineers can work from, so that should help reduce the cost. An hourly rate from our perspective makes the most sense. As we move forward and do the updates for this, then I

would say a flat fee would make sense because everybody would know how long that is going to take.

Vice Chairman Davis stated I had a question about the 5% sub-consultant fee.

Mr. Eckert stated that should be consistent with what is in our engineering contract, but I can confirm that to make sure it's nothing new. It can be approved subject to me confirming that 5% is authorized.

On MOTION by Vice Chairman Davis seconded by Chairperson Nelsen with all in favor the work authorization for preparation of a stormwater needs analysis report was approved subject to staff confirming the 5% sub-consultant fee is allowed by the existing engineering agreement.

C. District Manager

There being nothing to report, the next item followed.

D. Operations Manager - Memorandum

Mr. Soriano stated we made it through our holidays and the next event will be the Polar Plunge that is held at your pools. We typically do that the last week of January or beginning of February based on temperature. We have a request from the resident who does the vendor fair. We approved it a couple of years back but then it was canceled because we shut down everything. She's been doing the vendor fair over here and we did approve an Easter event, but like I said everything shut down, so she hasn't done one yet on your side. She is asking to move forward with a spring event on April 9th. She is going to have an Easter egg hunt and a couple of other things such as a chili cook off and things like that. We don't do much with the event. She sets it up just like the expo. They just want to be able to use the back parking lot on the soccer side at your facility.

Mr. Lanier asked is soccer still going on at that point?

Mr. Soriano responded it usually is and both soccer and I-9 originally worked with her when we were going to do that. They liked working with the expo. I always thought it was hard because I don't think any of them realize how much of a parking issue that causes, and we ask them to help out with it. The old expo coordinator would hire extra Sheriff's officers and then she had volunteers helping in the parking lot and that's what I would expect her to do too. As

part of our request when we approved it last time, the idea is it would be much smaller. It shouldn't be the 200+ vendors that the expo had because it led to more problems than it was worth, and she agreed to that also. Unless there are any concerns, I'll let her know we can do that based on the fact that we approved it before.

There were no objections from the Board.

Mr. Soriano stated every year around this time I bring out the tentative event schedule for the year. There are movies on the green pretty much every month once the weather warms up. As we open the pools in May we have the summer dive-in movies and then we have our neighborhood favorites, such as the Pumpkin Plunge. We are bringing back the Halloween party this year. We said a few years ago we would do this every two or three years because it is more expensive, but everybody loves it and 500+ people come out, but that time would have been during the shutdown, so it's been a few years since we've had this party. I put that on there with the Pumpkin Plunge this year. My only concern really is the Christmas event. Our Santa Claus canceled on us this year due to health and safety concerns. He has promised me he will feel better about next year so he has set us up to take payment and reserve the date, so we've put it on there, but I'm cautious about putting it out there to the public that we're going to have Cocoa with Claus. That is an event held here at your sister district. Just for planning purposes we listed all of the movies on there, but I won't put that out to the public just because until we take care of paying for the license fees we never know when that is going to change, and we have to make sure there will be a license when we're showing those movies out there.

All the pools including the heated pool are closed. Your sister district voted to step that back to where we're not heating that pool for twelve months when there turns out to be two to five people at the most, so they are closed down for the next two months. We reopen in March. The heater will stay on, but it goes low, and we just leave the covers on. Sometimes that brings out complainers that want to come out on the seventy- or eighty-degree day. It's really not worth it for either one of our budgets to do that. We do have the ability to do the swim at your own risk at your pool. Your pool gets a little warmer when we have those days because it's so shallow, so I throw that out there when we have those hard core swimmers and they want to get those laps in.

Our rentals are ticking up, but yours are not doing as well as I've mentioned before. I think the biggest events people are booking for right now are weddings. When it comes to the smaller family get togethers, we're just not seeing a lot of that yet.

Moving on to the operations side, I have a few things for you guys. The first is discussion of pickleball. I'm surprised there are not any pickleball people here. We talked about going through costs. Getting people to come out and walk through with me to give me an official quote was tough because of the holidays, but I did talk to quite a few vendors. These were all the vendors that did the bids last time for our courts, so they know the set up and they still have all their old paperwork. Welch Tennis was the one that got the bid to do our resurfacing six years ago. They all gave me estimates based on what they remembered from being out here just to do the retro work on it. You have a packet in front of you. The top page is a scope that I gave them. It encompasses taking two tennis courts and making small repairs because we have some root damage here and there and a few cracks from drying issues. We will work on repairing that, self-leveling to take care of the cracks and then the surface paint, which is the sand acrylic paint that goes on top. Two tennis courts will come out and six pickleball courts will go in. I also have on the back page how we broke the cost down. The different companies came in between \$15,000 and \$25,000. Welch was still one of the lower ones so I will probably be looking at them. The \$25,000 was high with the expectation that they would be doing a lot of crack work. That was the one issues that most people had with giving the estimate over the phone or by email. They can't see all of the tree roots that have popped up since they were here last. They are not planning on doing any of the fence work, so I have a separate verbal from T Fenceman, who is our normal contracted fence company and that is at \$7,800 right now to take out all the fencing there. If you remember, we have that fencing that comes in and Vs and it surrounds each individual tennis court. We have to take the V patterns out and flatten out the backside and frontside of that fencing. Then it will look like that last diagram I have there of the six courts. There is also surface work needed. Only of the Vs has surface in there right now. The rest is grass, so we have to have the asphalt company come out and put asphalt in a small corner in each one of those V areas. That may sound like a lot, but the problem is trying to get it level with what is out there now, so they gave us a higher quote. I am hoping it will be less than that. It's six small areas. Then there are also our supplies and permanent poles. There will be six sets of poles. The six pickleball courts will be in the

middle. They will still have four temporary courts on the side, so that will give them 10 courts total. If it is building, they believe they will be able to put on tournaments, which will bring in revenue like tennis does here at your sister district. The costs all together run from \$32,400 for the low bid to \$42,400 on the higher end. This is without taking anything out. I talked to the pickleball program about taking out some of that labor and having them help me do the work such as ripping out the fencing. T Fenceman agreed to remove that labor at a savings of \$2,000 at the most. That's a good amount of money. It's the same way with Welch. If their subcontractor comes out and does the painting if I can get them agree to letting us do the sub-base, which is green over the whole court and then they come in and line and change the colors for the playing court that may save us some money there. Pickleball is not going to be able to pay us for it right now, it may be a few years before they can chip anything in, but if they really want this I think they need to agree to put in some of that work and every single one of them has said they would so I'm looking to bring those costs farther down, but for now we're stuck between the \$32,000 and \$42,000 to retrofit these courts into the tennis court area.

Mr. Thomas asked and that would leave two regular tennis courts?

Mr. Soriano responded they will have the overlayed pickleball courts that are there right now. So far, the tennis people don't complain about the pickleball courts; it's the other way around. I do understand it's a bit confusing.

Mr. Horton asked are the six courts we're putting in the standard size for pickleball courts?

Mr. Soriano responded they are standard size courts, but it's the space in between that is the issue. There is a diagram that puts four courts on the front and back so you can fit eight courts inside of that area when you flatten it out. That becomes a little tough, but it's still within regulation for USA Pickleball standards. I can tell you right now we if try that they will do nothing but complain. I think the six is about as tight as we can get it. Pickleball did ask if we could bring those fences out a little bit because they play pretty hard, and they already feel the fences are a little close. I told them that's hard because on one side I have oak trees and I can't go back any farther. That is the best I think we can do and that's a good amount of money we didn't plan on spending. We have to do our normal resurfacing after so many years, but we weren't going to spend \$30,000 on anything like that.

Vice Chairman Davis stated we have to prepare for the next group that comes and wants a \$35,000 upgrade to the workout facility.

Mr. Thomas stated let me read something to the Board really quick. I asked them to pull some numbers together. They're averaging between 100 to 150 players per week and some of these are obviously repeaters.

Vice Chairman Davis stated I saw eight guests today when I drove by yesterday morning.

Mr. Thomas stated Jim estimates with the tournament fees and stuff like that about \$1,000 per quarter, so they could slowly start paying back into whatever, similar to the usage fees for soccer and stuff. He says if he's able to continue in the role he will use the usage for weekly clinics and private and small group lessons and free lessons on Saturday mornings at 9:00 for Oakleaf residents. If there is a tournament, we could come up with a usage fee that we could charge instead of charging everybody individually if we move forward with this.

Mr. Soriano stated right now there are quite a few hundred in there for guest fees that they've paid since this program has started. I'd have to go through and pull the full year to give you a total, but the last I looked it was a little over \$400 since they've been coming to us asking for this, which hasn't been quite a full year. I would forgo talking to them about doing anything special yet. Unless we're doing anything like we do for the sports organizations where they pay us a fee just to be here to be part of the pickleball program, that just becomes unfair. You'll have people asking why they can't in free for basketball using guest passes. We use guest passes at the pool. If they want to play and don't live here, we have to charge them guest fees. Once we do something like this, if we're going to spend money and they actually build up teams, then yes, by all means. If you look at all of the people we have playing tennis out here, it's a big program. Our summer program out here for the kids is packed. If he could do that, I don't know that it will happen that quick. He's very ambitious about it. I think the 100 to 150 is a little inflated. I have seen times where there are 30 to 40 out there, but if they come out three times a week but it's the same 40 people, that's not really 120. It is building though. Outside of our sports organizations, it is a big program here for Oakleaf.

Mr. Lanier asked what happens if Jim decides to call it quits.

Mr. Soriano responded that was one of the first things we talked about here when they came to us in that first meeting. Even though pickleball is a trending thing, I really think the

reason it's large here is because of him. He puts a lot of passion behind this when he's out there with clinics and he gets really involved with people on a personal level, so they come out because of him really. If he's not here is that program going to go from 40 people or more on a weekly basis to ten? We've had those pickleball lines here for six years and it's building up now this last year. The group that came to us before when we spent extra money to put those lines on was a different group and they just didn't follow through with it. I don't know yet if somebody like him is not here whether it will build up or not. If we have a nice facility, they're going to bring in other people, it's just how fast.

Mr. Horton stated Middle Village says they don't want the courts over here right now, but it seems like there would be more space over here to put in more courts, maybe in the future. Do you think there's any possibility of that? I'd hate for us to spend money to get all this set up and then they say they have better courts over here.

Mr. Soriano stated I tried every approach I could over here because I thought it would work out well. To build brand new courts, we don't have a perfect space so a big part of that was the basketball courts, and they just weren't going to go that route. They did discuss it thoroughly. There were a couple of people that thought the idea was great especially with how much money could be saved that could go towards offsetting that cost. It's \$150,000 to build a bunch of courts. We pay for that extra security guard, so that was part of that discussion and they finally got to a point they said they are not going to do it. I think it would be years down the road because I could talk them into it again. I don't see that now.

Mr. Thomas asked so the only other option is to keep it the way that it is? You would have to change those, instead of six courts, put in four courts?

Mr. Soriano responded you're going to paint the same space either way, so it's not about the six courts. You would save in fencing costs so you could knock off a few thousand dollars if we did it that way.

Chairperson Nelsen asked how many courts do they have right now?

Mr. Soriano responded they have the four courts right now. It's set up where it's one on each half of the tennis court. You're not going to save anything on the surface work or repair work because it's the same two tennis courts. They may say they will give us a few hundred dollars off the lines because they're lining four instead of six, but the lines aren't a lot. It's the surface work on the outside just to flatten the fences out. Then you're stuck with that. You

wouldn't want to paint those courts and go through all this work at \$25,000 if you take that fencing work off because you're going to have to repaint all over again.

Mr. Horton stated I think the six courts is a good idea right now. As far as moving the fence line, I don't think that's a problem because if I read correctly on pickleball, there's about five different classes of players and if you're a class five player you're going to slam the ball like you're playing tennis. I'm not sure we're going to have that same quality player out here; I think we're looking at more recreational players than anything else. It's only money.

Mr. Thomas stated you're still talking \$30,000 though.

Mr. Soriano stated yes, I still need between \$30,000 and \$40,000. If we can hold on to this and move on to another item where I need money from you and then I can explain how you guys are sitting with some of this other stuff. The next item is playground replacement. If you recall, in 2019 we started discussing a plan to replace our playground structures. Most of them are getting pretty old. They were installed 18 years ago and they're starting to rust through. Some of them are having issues where I have to go out and fix things because of safety concerns. Most of it is cosmetic with the rust everywhere. A lot of the parts are not the same 18 years later so I can't interchange some of the things. The biggest problem is the floor panels are not the same size or connection. I can't move a four-inch bar that's already concreted in the ground to fit the panel that they have now, so I'm stuck on some of the items. When you look at the cost and amount of work, it might be easier to just plan to replace these structures. We've already done two. We talked about doing one or two a year. The last one just worked out that they had an in-house grant and we got two for the price of one. We did the structure we needed to do because it was damaged by vandalism out at Nature's Hammock and then we did Silver Leaf next that was more rust damaged. The only thing with Silver Leaf is that structure is a little small compared to the one that was there so that's why we built the little wooden structure next to it. We used some of the parts from the old structure to build the wooden structure so that playground is rather large now. We're moving on to Cannon's Point, which is pretty old and damaged. Some of the rust points are on the floor panels and some of the holes are getting large where I get complaints from parents that have little ones that are worried kids are going to stick their arm in or fall through so I'm looking at replacing that one next.

Mr. Thomas asked are they like the ones you've replaced already?

Mr. Soriano responded they are the same brand. I'm sticking to the same brand when I can. If you recall, we paid about \$60,000 a piece to install these. The Burke playgrounds were a lot more expensive but I'm not buying from Burke. The large one is an older kids playground that reaches up to 96-inches and has room for about 14 kids to be playing on it. It's a little bit bigger than what is over in Silver Leaf and Nature's Hammock. The difference between them is the post size. If you look at the smaller one, Ellie the Elephant, it's a five-inch post. It's supposed to last longer and is more durable. That is what most of the Burke playgrounds that we have out there are. Everything else is about the same size. They put a better warranty on the overall structure, but not the things attached to it, so I don't know that we need to go with the big posts and that is what is at Cannon's Point also. I presented you with both because they are a little more expensive. When we approved the money for the last playground, it was not to exceed \$30,000.

Chairperson Nelsen asked plus labor to install?

Mr. Soriano responded the labor was separate. Last time we approved it just on purchase of the equipment and the guys put it up on hourly time and it worked out pretty well. Of course, we were closing down, so it helped out.

Mr. Horton asked so you're recommending the smaller posts?

Mr. Soriano responded I'm fine with it either way. They're both the same price and they both fit in the Cannon's Point area.

Mr. Thomas asked is that umbrella durable in a hurricane?

Mr. Soriano responded their professionals say it's a shade sail, so they're kind of like what we installed back there on the pool. They are pretty strong. It's a thick bar and thick canvas, however I'd worry about that more than our plastic tops.

Vice Chairman Davis stated this one looks more accessible for older kids than the elephant. Do you know if there are more younger kids in this neighborhood and if it would be better suited?

Mr. Soriano responded they both go up to twelve years old because of the height. The Ellie the Elephant goes all the way down to two years old. They expect the toddlers to be on the lower one. However, the complaints I get are from the families that have the little guys. I don't get complaints from parents of 10-year-olds, so if we put the Ellie the Elephant out there, the people that are complaining are going to be happy. I don't know that we have many kids in

that 12-year-old range that are going to care what kind of playground we put out there, but the taller one is what those kids would generally want to play on. I don't think it matters what we put out there. The amount I'm going to need is \$35,000 because I'm going to need a little bit to ship it here. When you look at our capital reserve study, we actually started about a year early internally. This year, there are five playgrounds that add up to \$127,000 that they put in here for us to replace, so this plan expects us to replace a lot more than one or two of them.

Mr. Horton asked is the money in the budget?

Mr. Soriano responded it's not in the budget, it is capital, so it's already there. We're funded for our capital reserves.

Mr. Horton asked for the \$127,000?

Mr. Soriano responded yes, that's what the plan was.

Mr. Horton stated but if we can stretch it out, we will be better off.

Mr. Soriano stated exactly.

Chairperson Nelsen asked so how many parks do you want to do this year?

Mr. Soriano responded right now I'm only asking to do this one. If I get anything like a grant or special sales, I'll bring that back to you. That's what they did last time. I also only have the time and ability to do one right now.

Chairperson Nelsen asked what is your not to exceed number?

Mr. Soriano responded I think it would be fine with \$35,000. If you want to do \$40,000, we can, but I don't think the shipping is going to be that bad.

Vice Chairman Davis stated you have install costs.

Mr. Soriano stated last time we did the install with the hourly guys here and it worked out pretty well. To do both parks I think we ended up somewhere around \$10,000. If I contract it out, it's going to be \$10,000 to \$15,000.

On MOTION by Mr. Lanier seconded by Vice Chairman Davis with all in favor purchasing the Ellie the Elephant playground structure for Cannon's Point was approved.

Mr. Soriano stated you still have good padding for capital reserves. We have the planned expenditures in there already that we fund for. That is not part of repairs and replacements. There's a lot of money I have in there for things I know I'm going to work on

such as the golf carts, small pool repairs, etc. That's a different line item completely and you guys are doing well there. Unless we start replacing a whole bunch of issues, you're not going to come anywhere near that amount. The reason I wanted to go through that is the two other items we're going to talk about, pickleball and the pool will end up going to capital reserves.

Chairperson Nelsen asked but eventually we have to do the parks, right?

Mr. Soriano responded yes, they are going to get worse over time so we still have to do that.

Vice Chairman Davis stated and those could be safety issues.

Mr. Soriano stated if I get one more this year that I think needs to be replaced, rather than spending a couple thousand to replace parts on it, I'm going to come to you, but if we can make one or two more last until next year, we make that funding last longer. We're still putting money in the reserves every year. Those are not the only things we are expected to fix this year. I have tiling in the bathrooms at your amenity center that were expected to be replaced and repaired by now. It is outdated, but I don't think I'm going to spend \$40,000 on tiling just the bathrooms. I don't want to tile those bathrooms this year unless you tell me you want new tile. That's more money that just sits in that fund, so you guys have room if you're worried about pickleball or the pool.

Chairperson Nelsen stated let's talk about the pool money.

Mr. Soriano stated I don't have quotes for the pool yet because I haven't been able to get a contractor out. I expect just to fix the pipe it will be somewhere between \$5,000 and \$10,000. I have a problem that it's been sitting dry for going on two weeks now. We're going out there every other day and hosing it down because marcite can't sit dry like that. If it gets to a point where contractors can't get out to me, I'm going to have to fill the pool up and they're going to have to figure out a way to drain it again or work on it with water coming out of the pipe, which can be done. All of them are extremely busy right now. I have two pool contractors and one plumber since it is a large PVC pipe that handles potable water.

Vice Chairman Davis stated refresh my memory on the diameter.

Mr. Soriano stated it's a 10-inch and the crack is at the T. The problem with it is the reason it cracked is it is at an angle. PVC pipe doesn't work like that. It goes perfectly straight, so they're going to have to figure out how to fix that and my concern is that may mean digging up more of a portion of that pipe so they can straighten it out, which is not easy.

There's a large hole out there now, and it may get larger. That's why I think that pile of dirt may cost as much as \$10,000, I just haven't gotten a number yet. That's something I can do as an emergency repair, so we don't have to approve anything, I just wanted to let you guys know.

Mr. Horton stated I did go down and look at that. It's a heck of a situation, so it's going to be a job to replace it.

Vice Chairman Davis asked would it be a conflict of interest for my guys to look at it?

Mr. Soriano responded yes, and we've asked about this before. Chad is a general contractor, and he does a lot of this work. I just don't know what I can use him for and how.

Mr. Eckert stated he did not recommend it.

Mr. Soriano stated I tell people I'll double that amount and they still can't take it, but I do have to have water in the pool. I can't have the filter on so if I fill that thing up and it sits for another week, it's going to be green, but I have to have water on that marcite. There's not much I can do yet. If they can get to me this week or next week, we will just have to do an emergency repair and I will keep you guys updated.

Mr. Horton asked they can't give you an estimate on when they can get out here?

Mr. Soriano responded Crown is the contractor we use the most and it's been promised to me that they're going to try to make it out tomorrow or by Friday and they call me that day and say they can't make it out. Our next vendor that supplied that big spray ground structure is at Universal right now doing repairs so we're not going to see them any time soon. I'll probably get plumbers before pool contractors.

Vice Chairman Davis stated my plumber has his own company that does not work for me.

Mr. Eckert stated if you're aware of a plumber that does this type of work and there is no financial benefit for you if the District retains the plumber, then please provide his name to Jay and he can reach out.

Mr. Soriano stated the good part about this is we just rearranged schedules. You guys know every year a couple of weeks before Spring Break we're out there busy on the pool decks. We paint the gazebos and the spraygrounds. That was all done last week.

Chairperson Nelsen stated I have VerdeGo proposals.

Mr. Soriano stated these were requests for improvements in certain areas. One of them is to add the trail to the mowing schedule. That one we kind of have to do unless we just want to tell them to go out every once in a while. That one is for \$2,880. That is above my amount and it's going to be going into a contract that is ongoing every year.

Mr. Thomas asked you say cutting, do you mean with a mower with all of those stumps and everything?

Mr. Soriano stated it's the sides where all of the weeds are growing over.

Ms. Suchsland stated and it's only for the growing season like April through October.

Mr. Horton asked why is the date on the proposal September 14, 2021?

Mr. Soriano responded they didn't cut it at that time, that's when we started to put it together. There's a whole bunch of them in here and we're not done. You asked me for adding sod to the back of the fitness center and I figured I would do that with the pickleball work. The mowing of the trail is really the important one. The next one is additions for the Village Center. We have those areas on the outside that are not quite ours. The road is ours and we put everything in. There was an expectation of something different there a long time ago. There were going to be businesses along the bottom that would have helped out with a lot of this. It is all single-family homes so some of these areas now are kind of like their front yards and we don't really take care of that, but they complain about it all the time. We take care of our area in the center, but it does all have mulched areas and areas that we installed.

Vice Chairman Davis stated they are their own homeowner's association type thing.

Mr. Soriano stated we've talked about whether we lay that on the homeowner's association, but it was asked for us to put together quotes for taking care of it, so you'll see a quote in there for mowing the outer edges. There is also a quote in there for the additional mulch. We already do the inner areas, but there is that added cost of mulch, \$2,200, along with mowing at \$3,360. These would be annual things and there is the one-time cleanup at \$1,010 because that place is a little mess right now. There is a tree trimming one in there, but I'm going to hold off on that because that's some of the undeveloped areas at the front. That is owned by a commercial developer. I may see if we can lay some of that on them. Some of those trees do grow into the way, but I don't think we should be taking care of that if it's somebody else's property. If you look at the others, the trail and Village Center, that adds up to \$9,450. The trail is the most important one so that the weeding is getting done in the summers.

A lot of people are using that trail and like it. It'll go into the contract so it will get broken down and added into the monthly fee.

Mr. Thomas asked so we don't own the Village Center property and they want us to landscape something we don't own? I know we own the middle part, but we don't own the outer part. That's their HOA?

Vice Chairman Davis responded they're their own homeowner's association outside of Oakleaf.

Mr. Thomas stated then why do they want me to pay for their landscaping.

Mr. Soriano stated here is the problem and how we look at it. We don't own the sidewalk there, but everywhere else there's a sidewalk on the outside of the road for the County. The County maintains it because it's their right of way area. The way I look at it is most of our HOAs say they should be taking care of everything out to the roadside, so at your house when you have your little sidewalk section and you take care of cutting your grass on both sides, you don't own that little strip out front, the County does, but you take care of it.

Mr. Thomas stated right, but I get a letter from the HOA if there are weeds growing in the crack, or if I need to pressure wash it.

Mr. Soriano stated we can lay that on them. Peter will say we built all that. There were different plans back then.

Vice Chairman Davis stated there were going to be commercial structures there, not homeowners. Let's say that whole place is dilapidated, do we have any control over it?

Mr. Lanier stated I believe they are sub-set by the master association associated with it so there is that tie-in.

Mr. Soriano stated people do complain about this, but this request didn't come from the HOA, this was internal. We talked about what we could do out there to get rid of those complaints. We don't have to do anything out there right now.

Mr. Lanier stated it does look bad going down the main road.

Mr. Thomas asked isn't this where we're having food trucks?

Mr. Soriano responded no, the food trucks asked to move to our parking lot because they don't have bathrooms over there and they have better lighting over by our area. I said that was fine as long as soccer was good with it and they're happy that they're there.

Mr. Horton stated when the food trucks were coming there, I did talk to Jay about straightening out that area there. Nothing much happened I don't think.

Mr. Soriano stated we did a one-time cleanup, so we didn't look at adding it in on an ongoing basis. We can continue to do it that way here and there.

Vice Chairman Davis stated there are homeowner's association fees from those homes going somewhere, correct? That should be their maintenance in my opinion. Just like we pay fees for maintenance of our stuff. That is not our stuff.

Mr. Horton stated at the time I talked to Jay about it, the food trucks were going back in there. It was my thinking that if the food trucks were going in there and we have people in the community going in and they're seeing this crappy area, that bothered me, but the food trucks don't go in there anymore. It's just sort of a dead area in a way.

Mr. Lanier asked so is that something that we should have legal look into as a cross between CDD and HOA?

Mr. Eckert asked who owns the land that this area is?

Mr. Soriano responded as far as I can tell, our property line is at the street. Everything beyond, there's a sidewalk and manicured islands, that is not ours.

Mr. Eckert stated we don't have a requirement to maintain property that isn't owned by the CDD unless there's some agreement we have, usually with a government entity. We can do cost sharing with an HOA or something like that where we are maintaining an HOA piece of property and they're contributing funds and we're just doing it as a convenience because our contractor is out there anyway. But, in terms of public money going to just maintain private property, that's something we typically frown upon.

Vice Chairman Davis stated to me it is like maintaining that new development back there and there's 150 rental homes. Us spending money to fix up their stuff.

Mr. Soriano stated you guys know my opinion on it. We've gone into other people's areas lots of times and cleaned up or repaired because everybody complains. I've always tried to get away from it. Unless we can show it's all ours and that's a big benefit. Even if it's ours, I can let all those trees go and we can just go to a hardscape in there and that's it. We've talked about that for that little island.

Vice Chairman Davis stated I say we leave it at that. The homeowner's association can take care of everything else in there just like we do ours.

Mr. Thomas stated just like when that new community comes in, there's still that issue of landscaping that 1,000 feet that we still own. I guarantee you the Sugarleaf people are going to want us to pay for all of that and I'm not willing to do that.

Mr. Soriano stated unless you guys have input, it sounds like the majority says no to the Village Center stuff. I still have to deal with the mulch trail though.

Mr. Thomas stated I would approve the mulching trail. My family uses it a lot and I think it's very nice.

Chairperson Nelsen stated the whole community uses it a lot and it's our property. Is there anything along Oakleaf Village Parkway right there though that is terrible? Along the road coming in across the street from the amenity center.

Vice Chairman Davis stated I just saw they planted bushes.

Mr. Soriano stated the area in front of the two undeveloped corners does not look good. That's a commercial developer there so I'd be leery about doing too much along there. Our park is farther down. We also own that little section that was over top of a pipe and we just cut the grass. We don't do anything in there. That's all you can see immediately unless you're looking in past where the sign says Village Center.

Ms. Suchsland stated they mowed that one time in early spring.

Chairperson Nelsen asked do we actually own that? Did we finally get the deed from Randy Towers that Jason was working on?

Mr. Soriano responded we thought that was finalized.

Vice Chairman Davis stated we got that.

Mr. Soriano stated we've been cutting it.

Mr. Horton stated let me add to it. The far road back in Village Green that has been repaved was done by the HOA because that is not owned by the County. Along that same road there are streetlights and according to Jay we're paying the electricity for those streetlights and that should be HOA too. So, if we're going to straighten things out, let's straighten it all away and change the bill over to them.

Mr. Soriano stated that is one of those old issues from back when the builders and developers were here. There is only one meter, and I was originally told when I first started here that they had that separated out, so once the residents themselves took over the HOA they let me know they've never seen a single bill so I dig into it and there is one meter that covers

all of those streetlights out there. Unlike the Cottages is your sub-association, they pay for all their lighting inside of their area. They would be a sub-association and they should be paying all of the lighting inside their area.

Vice Chairman Davis stated it's just one meter, so if there is any pushback on that, you just cut it off.

Mr. Soriano stated it handles the lights to the Village Center also. It spreads out onto those roads.

Chairperson Nelsen stated so we'd have to install separate meters.

Mr. Soriano stated I would say they should have a separate meter.

Vice Chairman Davis stated they just need to apply for power, it will be switched, and they will now own the meter and have a bill for the power.

Mr. Soriano stated they'd have to pay for the install of the meter too.

Vice Chairman Davis asked so there's more than just their lights tied to that meter?

Mr. Soriano responded yes.

Mr. Thomas asked so what do we need to do? Tell the County to take their lights off of there and send them a letter from the Board saying from this day on you need to apply for your own power?

Mr. Soriano responded it would be Clay Electric. I would have to get them to come down and talk to their HOA, they would have to split that out and disconnect their line from our meter, install a meter, and connect their light poles to that line.

Vice Chairman Davis stated hopefully we can make sure there's not an issue during the construction of the back of the Village Center where they don't tie into the meter we have back there.

Mr. Soriano stated it might actually end up being two meters to cover both sides of Village Center. I'll leave that to Clay Electric if you guys want me to deal with that.

Vice Chairman Davis stated yes.

Mr. Lanier asked what is a reasonable amount of time?

Mr. Thomas stated I think we're at the mercy of Clay Electric. Do we need to send them a legal letter?

Mr. Eckert responded I think Jay needs to talk to them first to see what can be worked out informally and if you get dragging of the feet or resistance, we can send a letter to them.

This is not uncommon in communities, and it usually gets worked out just by telling the HOA you're not going to be paying for private streetlights anymore and they'll need to get their own meter.

Mr. Thomas stated I agree with what Supervisor Davis said is make sure they don't try any funny business tapping into our stuff even during construction.

Mr. Soriano stated I'll move forward with talking to Clay Electric and talking to the HOA about the lights.

On MOTION by Mr. Thomas seconded by Vice Chairman Davis with all in favor the proposal from VerdeGo to mow the trail twelve times per year at a cost of \$2,880 was approved.

Mr. Soriano stated that's just the trail. We don't want to do anything with the Village Center?

Vice Chairman Davis responded no.

Ms. Suchsland stated I have a question since we're talking about the one on the end. Does any of that property that they're going to be responsible for come out beyond that white fence?

Vice Chairman Davis stated we go in 1,000 feet.

Ms. Suchsland asked so the berms on the front of it?

Mr. Soriano responded the berms to the left are ours. The berm to the right that the oak sign sits on is theirs, but that's in our contract to cut right now.

Ms. Suchsland stated I'm just concerned about the irrigation clock and all that because that is right there on the entry there.

Mr. Soriano stated we're probably going to have to extend down.

Ms. Suchsland stated I'm assuming they will cut into that sidewalk because they kind of go in and then they cut off.

Mr. Soriano stated that is part of their development. They have to build the sidewalk. From what I understand, they will build the sidewalks and the road and that gets deeded to the County. The County has gotten away from that over the last years so even CDDs own the roads and sidewalks and a lot of spaces now.

Mr. Horton stated we approved the nature trail, but all of the rest of this stuff?

Mr. Soriano stated it's up to you guys.

Mr. Horton stated the clean up along the perimeter, that's inside we're talking about, right?

Mr. Soriano responded that is the same area. If you guys want to discuss even a one-time cleanup we can go out there and add the mulch and tell the HOA it's the last time we're going to do it.

Mr. Horton stated the last proposal says lifting and trimming trees in non-developed areas across from the Village Center.

Mr. Soriano stated I'm not going to deal with that one right now, because those undeveloped areas are owned by a developer, and I don't want to deal with that. With the HOAs it's not our property either, but we can work with the HOAs.

Mr. Horton stated somebody cut the area on the left at one point. It's grown back up.

Mr. Soriano stated sometimes I get Peter to talk to them and he will get them to come out and help with cleanup. It sounds like we don't want to deal with the Village Center.

Chairperson Nelsen asked what do we think about doing it once and handing it over to them?

Mr. Lanier stated or maybe use it as part of the negotiations to say this is a one-time deal and if you fuss too much then we're not going to offer anything.

Vice Chairman Davis stated just my opinion, if I'm paying my neighbors light bill by accident or my grass guy is cutting his grass and charging me, there are no negotiations. I've been paying for your stuff and now I'm not.

Mr. Thomas stated I say if we're going to cut them off, we cut them off.

Chairperson Nelsen stated okay, let's talk about pickleball.

Mr. Thomas stated so the capital funds that we've spent tonight was \$40,000 right? So that leaves \$80,000 because you said there is \$120,000?

Mr. Soriano responded that's just based on the parks. There's a lot more in that I'm supposed to do this year that I don't plan on doing unless you guys tell me to. You have money there.

Chairperson Nelsen asked is there any reason we would look at raising assessments this year?

Mr. Soriano responded the only way I would see raising assessments is due to increasing costs on things like staff. The lifeguards cost us a lot. If you recall, we have this automatic increase every year of \$1 per hour so that is going to start adding huge percentages to our staffing costs. Off-season we only have five people that work in the fitness center.

Chairperson Nelsen stated you have operating versus capital. We can move lines around so we can put let into the capital reserve and more into staffing and not raise assessments. I'm on the fence. I've got friends who want the pickleball courts and I'm glad they're getting used. I'm also looking at the fact that we're going to spend \$38,000 for 50 people. That's \$700 a person so I don't know.

Mr. Lanier stated my concern is again if Jim leaves, is there anybody that is willing or can step up and take the program over.

Vice Chairman Davis stated and grow it, because we're being told it's going to grow from what it is right now. It's honestly not big enough right now to justify this amount of money. Where did we leave off with the discussion on participation and them paying like soccer and I-9 do?

Mr. Soriano stated that's kind of what we talked about before. If we do a team classification, they would have to pay as a team. That would give them usage time, just like we do with soccer or I-9. They get to come in and they're not paying guest fees. That's part of what that \$10 a season goes to, but they would only get to be there for those practices or tournaments if they're non-residents, so it's not an open invitation to come anytime.

Vice Chairman Davis asked do they have teams?

Mr. Soriano responded they do have teams. I don't know if they're competing much right now or if it's more pickup tournaments.

Vice Chairman Davis asked do they pay like I-9 and soccer?

Mr. Soriano responded no, it's different here and that's one thing they complained about. They bring in revenue for their tennis teams and this side actually helps pay for that program by paying for the tennis program, so that is something Jim was leading to. Over here we pay a position to lead that tennis program. It's not a cheap thing either.

Vice Chairman Davis stated we didn't build new courts for them either, we already had courts so it's a totally different set of circumstances.

Mr. Soriano stated I can tell you with the way Andy built up those teams since he has come in, I have no concerns with that, but over there you are run a little different. I don't see a way to do it and allow guests to come in free all of the time. They can pay a rate if we want to do something like that. I think if you hold them to something like that we would have to give them something more than what they have now.

Vice Chairman Davis stated I feel like we should not vote on this money right now, because we don't have anything in place, and I don't think we've talked about it enough to figure out how we're going to offset the cost. It's not fair to I-9 and soccer for them to pay and you're talking hundreds of people, and then we spend this money for 30 to 40 people and not have something already in place or something that we've already agreed to. I personally would like to defer from voting on this until we have something in place.

Mr. Soriano stated we could just table this until the next meeting since they're not here. We did tell them we would talk about this.

Mr. Horton asked Marilee, do any other CDDs have pickleball that you're associated with?

Ms. Giles stated I don't know about South Village across the street.

Mr. Soriano stated South Village does. They don't have teams. I believe that is a big part of it. They have really nice courts over there that they just built a year ago. That was all bond money so that was different. They got that as part of finishing up other jobs there, so it was easy for them to do that and there wasn't going to be an increase in assessments or anything like that. They are also pretty open. With Zumba, you can be a guest off the street and attend a Zumba class even if you don't know anybody there and just pay a few dollars to get in. We don't do that, and we said we want to stay away from programs like that. There's a reason that our tennis program is bigger than theirs, because we have Andy. If we have those people that can build the program, that's great, but what happens if they're not here.

Mr. Horton asked do you know of any other CDDs or HOAs around here that have pickleball courts and are they picking up?

Mr. Soriano responded they play with some that are a little older and they were already developed before these guys got here so like the yacht club has teams that come over here and okay. They've had their teams now for probably ten to fifteen years. Nocatee has a big group. It's pretty far from us and it's a different demographic over there.

Mr. Thomas stated Eagle Harbor has a very competitive league. I have a family member who plays for them, and he says that it's been growing the past seven to eight months. They just built a brand-new facility.

Mr. Soriano stated Jim Perry gave you the numbers for that construction, it was a couple hundred thousand dollars because they put up lights, landscaping and everything.

Mr. Horton stated I'm just trying to get a feel for if other people put pickleball courts in are people using it. It seems like they are, so the risk factor for us doing it is maybe not that hard to get over.

Mr. Soriano stated it was only a few thousand bucks do the additions of the temporary courts that we have over there now. We discussed it a couple times in our meetings when we were doing the resurfacing because of the group that was coming in. I'd much rather spend the \$30,000 on this group because they're definitely building and they're actually out there all the time.

Mr. Horton stated it also seems to me that we might get more use out of the four courts over there if we were to transform two of them into pickleball instead of just tennis because I don't see a lot of people playing tennis over there.

Mr. Soriano stated if you're a serious tennis player, you're coming over here. There's definitely more of them than there are tennis players. Like I said, we don't have to do anything now.

Mr. Thomas stated I think we've given it a good amount of time discussing it and it sounds like everybody is still chewing it, so can we table it until next month?

Chairperson Nelsen stated I'd also like to know how many pickleball courts we can get on a basketball court.

Mr. Soriano stated it will be the same. The difference is I wouldn't have to flatten everything out, but you're opening up a whole other door there. We can let pickleball know that it will be tabled and discussed next month.

Chairperson Nelsen and Vice Chairman Davis stated that they were in agreeance to table the discussion.

Mr. Soriano stated unless there are any questions on my report, that is it for me.

Mr. Thomas stated I did notice that there was \$400 for a new transmission in the receipts. Hopefully that's not the brand-new golf cart?

Mr. Soriano responded that is probably your UTV, not the golf carts. I'm still having problems with our Ranger. We just got that back Friday.

Mr. Horton stated I find that a little confusing that it's a golf cart repair. I don't even know how many we have.

Mr. Soriano stated you have the two gas golf carts that are heavily used. One is a 2014 and one is a 2008.

Mr. Thomas asked was the 2008 the one that we had to replace the transmission on or was it the clutch? I saw the receipt for it.

Mr. Soriano stated all three of them were repaired in the last couple of months. I have two carts and a Ranger that have been worked on.

Mr. Horton asked but these are shared costs?

Mr. Soriano responded yes. The new carts are electric carts and those are not for maintenance use. That is planned for security to ride around and patrol and that's why we wanted electric. They are very long lasting if they're treated well. The gas carts are work carts and they're very old. The one cart you'll see the guy driving back and forth that does the trash on the roadside. Seven days a week we have someone doing janitorial. During the weekends it's not as big of a loop to pick up the trash as during the week, but they get used seven days a week, eight hours a day.

Mr. Horton asked on our side do we keep any of the gas carts or are they all kept over here?

Mr. Soriano responded you have one now. I keep one gas cart in the garage. The security cart will stay in the pool house area.

SIXTH ORDER OF BUSINESS

Audience Comments / Supervisors' Requests

There were no audience comments.

Supervisor Requests

Vice Chairman Davis stated the trees over the road get hit by delivery trucks. Who is responsible for the trimming? I noticed they cut them on the main roads.

Mr. Soriano stated the way the HOA views it is it falls under your responsibility. Most of those are the very large oak trees that are in our neighborhoods that sit so far off your plot

that I tell residents they should call the County for help on that, especially a large tree above a road. It still sits in County right of way. Call them for help first and if they say no, then you may be stuck with it. We don't own any property that is deep in the neighborhood, so we can't go back there, but the County can.

Vice Chairman Davis stated I cut mine myself. You know when Amazon is coming because you hear the acorns falling and the smack. They just drive right into them.

Mr. Soriano stated you'll see some that sit on a corner and they're so far away from that first house. Even though the HOA says you cut your grass all the way out to the sidewalk, the homeowner is probably thinking that's probably an \$800 job to trim that tree, they're not going to do it. I recommend calling the County first and they are very helpful.

Mr. Horton stated you have on your report cleanup of multiple items at Fall Creek Park. What was that all about?

Mr. Soriano responded after Christmas I was sent an email saying there were mattresses and other furniture dumped in there. It was on the inside of the rails, so this wasn't something that just fell off somebody's truck, they just threw it all out there. We cleaned it up.

Mr. Horton asked how about the TVs in the cardio area?

Mr. Soriano responded those are all hung and operating. Comcast got to us, so we're all set up now. If it wasn't for digging that hole the last couple of weeks all that would be changed over.

Mr. Horton stated you said something about amount for additional large screen in the original fitness area.

Mr. Soriano stated yes. There used to be four TVs, now it's going to be three. We moved some of the TVs over to the other side rather than just giving you guys a bunch more boxes. Two TVs are smaller in the corners, and you have one large screen that is going to hang from the middle, but I don't have anything to attach it to. There is a soffit there for a vent, so we have to fabricate a mount. I believed they were finalizing that today.

Mr. Horton asked what about the seal coating plans for the parking lot?

Mr. Soriano responded I'm going to hold off on that because of the warm weather. I thought it would be good to start looking at whether we work at the Village Center, or at the old parking lot area. I need to get rid of those barrels of seal coating and start putting that on. I

was going to ask you guys your preference on where I start. I do have a lot of other projects right now though, so we can hold off. The only reason I thought about doing it at this time is it's been above 50 degrees a lot lately so it's warm enough. Soccer is out right now so I don't have to worry about that if we want to do it in that parking lot.

Mr. Lanier stated I think the weather is supposed to turn though.

Mr. Soriano stated we're going to have those days, but it was really just for you guys to discuss where you want me to start.

Mr. Horton stated my last question is for S3. Is there anything of note?

Ms. Grizzle responded we had a couple of incidents that we addressed. We were able to identify a couple of individuals that had been driving motor bikes on property, so we were able to notify police and issue a trespass. It's going to happen again and as soon as it does, we're going to notify police quickly and have them trespassed from property.

Mr. Horton asked are these things that happened around Christmas time? Somebody was complaining on Facebook and had pictures.

Ms. Grizzle responded yes; I think the last one was December 31st.

Mr. Horton asked is it like a blue bike that's probably electric?

Ms. Grizzle responded yes. December 24th we were notified a pipe had burst on the bridge. We spoke with one of the individuals on the bridge who stated that a child was hanging off the bridge and it ended up breaking. The only other incident that was really of note was on December 11th the women's bathroom was vandalized. There were photos of the toilet seat damaged and broken. We weren't able to find any suspects, but we did report that it occurred.

Mr. Horton asked are the carts ready to go?

Mr. Soriano responded they are.

Mr. Horton asked you haven't turned them over for use yet?

Mr. Soriano responded right.

Mr. Lanier asked have there been any missing shifts, personnel issues or anything with S3?

Ms. Grizzle responded we have had a couple of call-outs lately, but we have been able to replace those shifts with other officers so I don't think we've had any that have gone unmanned.

Mr. Lanier stated something I brought up at some point last year was looking at naming rights for some areas for people that have made a difference in the Oakleaf community. We have 27 areas I think that are just wide open and we can show a little community love. The only reason I'm bringing it up is I sent it to Jay earlier and he's going to look it over and pass it on to Mike at some point to look into and once we get a good feel for what we can do, then we can bring it up again to make sure we have a consensus and a way to make this happen.

Mr. Thomas asked so like naming the dog park after a fallen warrior or something like that?

Mr. Lanier responded something that means something to the community, or somebody who has given service to the community. Just somebody who is an upstanding citizen. Maybe not just to Oakleaf, but even to the State or Country.

Mr. Soriano stated I looked at Andre's form. It's kind of like what you would see in a municipality if somebody wanted a street named after them or something like that. You can go to the city board. It doesn't mean the board has to do that, but it may be a good honor some place that you can do that for a park or playground or anything like that.

Mr. Horton stated the park across from the recreational center has the architectural walkway and vandals go in there, dig up the blocks and throw them and scratch the concrete up and all that. I'm thinking maybe we should just replace that with concrete.

Mr. Soriano stated I love that walkway because it looks great, but even when we put it in you kind of knew people were going to tear it up because it's easier to get to than a regular paver that butts up next to each other. It has holes in the middle where all the gravel is. They're tearing it up and once somebody says it's a trip and fall hazard we're going to have to do something, but it's a great little walkway.

Mr. Horton stated it is and I really like it, but do we have to go out there and check it every week and repair it?

Mr. Soriano responded that's what we're doing now is going out there and dig it away and knock them back down.

Mr. Horton stated I walked by it last week and there were still chunks in the flower beds and stuff like that. There were so many pine needles you couldn't even tell there were plants in there. What do you think, we just try to maintain it like it is?

Mr. Soriano responded I can get quotes to concrete that. It's going to be a couple thousand bucks.

Mr. Horton asked is there some way we can fix the outer edges where they can't pry it up because it's always the outer edges. Set it in concrete or something like that?

Mr. Soriano responded that would probably be the only way if I can do something more permanent but they might just move to the inside when we do that. If it's really the look and we like that, we can always do it concrete but make it decorative. Some of these guys do some amazing things but I wasn't looking to spend that much money.

Chairperson Nelsen asked did we close out the capital funds on that? That was separate because we had to do the mail kiosk and the park.

Mr. Soriano responded I can check with Peter. I think we're done with that.

Chairperson Nelsen stated I thought we closed it but if we didn't and we have funds, then maybe we can look at that next month.

Mr. Soriano stated I can check, because we were under what we thought it was going to be.

SEVENTH ORDER OF BUSINESS

Next Scheduled Meeting

Ms. Giles stated the next scheduled meeting is February 14th at 6:00 p.m. at the Plantation Oaks Amenity Center.

EIGHTH ORDER OF BUSINESS

Adjournment

On MOTION by Vice Chairman Davis seconded by Chairperson Nelsen with all in favor the meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

B.

Double Branch

Community Development District

Unaudited Financial Reporting
December 31, 2021



DOUBLE BRANCH
Community Development District
Combined Balance Sheet
December 31, 2021

	Governmental Fund Types					Totals
	General	Recreation	Capital Reserve	Debt Service	Capital Projects	(Memorandum Only)
ASSETS:						
Cash	\$10,114	\$88,542	\$338,125	---	---	\$436,781
Petty Cash	---	\$672	---	---	---	\$672
Investments:						
<i>Series 2013A-1</i>						
Revenue	---	---	---	\$2,043,389	---	\$2,043,389
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	\$170,132	---	---	---	---	\$170,132
Custody Account-Recreation Fund Excess	---	\$1,398,899	---	---	---	\$1,398,899
Custody Account-Recreation Fund Reserve	---	---	\$73	---	---	\$73
<i>State Board</i>						
General Fund	\$2,489	---	---	---	---	\$2,489
Recreation	---	\$184,032	---	---	---	\$184,032
Capital Reserve	---	---	\$1,088,793	---	---	\$1,088,793
Due From Capital Reserve Fund	---	\$300	---	---	---	\$300
Due from Other	\$25	\$137	---	---	---	\$162
Due From Middle Village	---	\$4,630	---	---	---	\$4,630
Electric Deposits	---	\$4,583	---	---	---	\$4,583
Assessments Receivable	\$1,917	\$15,761	---	\$21,151	---	\$38,830
TOTAL ASSETS	\$184,677	\$1,697,556	\$1,426,992	\$3,029,251	\$18,601	\$6,357,077
LIABILITIES:						
Accounts Payable	\$2,710	\$28,671	---	---	---	\$31,381
FICA Payable	\$153	---	---	---	---	\$153
Accrued Expenses	---	\$8,401	---	---	---	\$8,401
Due to Rec Fund	---	---	\$300	---	---	\$300
FUND BALANCES:						
Nonspendable	---	\$4,583	---	---	---	\$4,583
Restricted for Debt Service	---	---	---	\$3,029,251	---	\$3,029,251
Restricted for Capital Projects	---	---	---	---	\$18,601	\$18,601
Assigned	---	---	\$1,426,692	---	---	\$1,426,692
Unassigned	\$181,814	\$1,655,900	---	---	---	\$1,837,715
TOTAL LIABILITIES & FUND EQUITY	\$184,677	\$1,697,556	\$1,426,992	\$3,029,251	\$18,601	\$6,357,077

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

	AMENDED BUDGET	PRORATED BUDGET THRU 12/31/2021	ACTUAL THRU 12/31/2021	VARIANCE
Assessment - Tax Roll	\$177,890	\$169,972	\$169,972	\$0
Interest Income	\$200	\$50	\$6	(\$44)
Miscellaneous Income	\$0	\$0	\$0	\$0
TOTAL REVENUES	\$178,090	\$170,022	\$169,979	(\$44)

EXPENDITURES:

Administrative

Supervisor Fees	\$12,000	\$3,000	\$2,800	\$200
FICA Expense	\$918	\$230	\$214	\$15
Engineering	\$5,000	\$1,250	\$195	\$1,055
Arbitrage	\$700	\$175	\$0	\$175
Dissemination	\$1,600	\$400	\$375	\$25
Assessment Roll	\$8,212	\$8,212	\$8,212	\$0
Attorney	\$42,000	\$10,500	\$4,361	\$6,139
Annual Audit	\$5,900	\$1,475	\$0	\$1,475
Trustee Fees	\$8,815	\$2,204	\$0	\$2,204
Management Fees	\$61,762	\$15,440	\$15,440	(\$0)
Information Technology	\$2,142	\$536	\$536	\$0
Telephone	\$600	\$150	\$74	\$76
Postage	\$1,900	\$475	\$200	\$275
Printing & Binding	\$3,000	\$750	\$105	\$645
Records Storage	\$300	\$75	\$0	\$75
Insurance	\$9,166	\$9,166	\$8,625	\$541
Legal Advertising	\$2,800	\$700	\$209	\$492
Office Supplies	\$350	\$88	\$8	\$80
Website Compliance	\$2,500	\$625	\$625	\$0
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
Reserve	\$8,250	\$0	\$0	\$0

TOTAL EXPENDITURES	\$178,090	\$55,625	\$42,155	\$13,470
EXCESS REVENUES (EXPENDITURES)	\$0		\$127,824	
FUND BALANCE - Beginning	\$0		\$53,990	
FUND BALANCE - Ending	\$0		\$181,814	

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

October	November	December	January	February	March	April	May	June	July	August	September	Total
---------	----------	----------	---------	----------	-------	-------	-----	------	------	--------	-----------	-------

Revenues:

[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 December 31, 2021

AMENDED BUDGET	PRORATED BUDGET THRU 12/31/2021	ACTUAL THRU 12/31/2021	VARIANCE
-------------------	------------------------------------	---------------------------	----------

REVENUES:

Assessments-Tax Roll	\$1,462,648	\$1,397,547	\$1,397,547	\$0
Interest Income	\$1,000	\$250	\$88	(\$162)
Amenities Revenue	\$40,000	\$10,000	\$5,037	(\$4,963)
Sports Revenue	\$13,000	\$3,250	\$0	(\$3,250)

TOTAL REVENUES

\$1,516,648	\$1,411,047	\$1,402,672	(\$8,376)
-------------	-------------	-------------	-----------

EXPENDITURES:

Administrative:

Management Fees - Onsite	\$192,766	\$48,192	\$48,191	\$0
Insurance	\$74,118	\$74,118	\$75,451	(\$1,333)
Other Current Charges	\$3,500	\$875	\$939	(\$64)
Permit Fees	\$1,635	\$409	\$0	\$409

Total Administrative

\$272,019	\$123,593	\$124,582	(\$989)
-----------	-----------	-----------	---------

Maintenance:

Common Area

Security	\$85,000	\$21,250	\$18,536	\$2,714
Security - Clay County Off-Duty Sheriff	\$43,000	\$10,750	\$10,956	(\$206)
Water - Irrigation	\$9,000	\$2,250	\$1,686	\$564
Irrigation Maintenance	\$4,250	\$1,063	\$1,231	(\$169)
Streetlighting	\$33,066	\$8,267	\$6,994	\$1,273
Electric	\$35,000	\$8,750	\$7,247	\$1,503
Landscape Maintenance	\$389,777	\$97,444	\$95,185	\$2,260
Common Area Maintenance	\$52,000	\$13,000	\$15,779	(\$2,779)
Lake Maintenance	\$26,840	\$6,710	\$0	\$6,710
Repairs and Replacement	\$105,000	\$26,250	\$34,731	(\$8,481)

Total Common Area

\$782,933	\$195,733	\$192,345	\$3,388
-----------	-----------	-----------	---------

Recreation Facility

Amenity Staff	\$118,000	\$29,500	\$21,905	\$7,595
Refuse Services	\$10,000	\$2,500	\$2,602	(\$102)
Telephone	\$5,500	\$1,375	\$1,231	\$144
Electric	\$40,000	\$10,000	\$6,031	\$3,969
Cable	\$8,500	\$2,125	\$2,134	(\$9)
Pool Maintenance	\$40,000	\$10,000	\$6,522	\$3,478
Water / Sewer/Reclaim	\$48,000	\$12,000	\$16,225	(\$4,225)
Facility Maintenance-General	\$50,000	\$12,500	\$11,734	\$766
Facility Maintenance-Preventative	\$13,117	\$3,279	\$1,485	\$1,794
Facility Maintenance - Contingency	\$34,750	\$8,688	\$8,551	\$137
Lighting Repairs	\$8,500	\$2,125	\$2,113	\$12
Special Events	\$10,500	\$2,625	\$0	\$2,625
Office Supplies & Equipment	\$2,000	\$500	\$187	\$313
Janitorial	\$64,000	\$16,000	\$13,900	\$2,100
Recreation Passes	\$4,000	\$1,000	\$1,137	(\$137)

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

	AMENDED BUDGET	PRORATED BUDGET THRU 12/31/2021	ACTUAL THRU 12/31/2021	VARIANCE
Pool Leak Repairs	\$2,500	\$625	\$0	\$625
Multiuse Field	\$2,330	\$582	\$0	\$582
Total Recreation Facility	\$461,697	\$115,424	\$95,757	\$19,667
Total Maintenance	\$1,244,629	\$311,157	\$288,102	\$23,055
TOTAL EXPENDITURES	\$1,516,648	\$434,751	\$412,684	\$22,067
EXCESS REVENUES (EXPENDITURES)	\$0		\$989,988	
FUND BALANCE - Beginning	\$0		\$670,496	
FUND BALANCE - Ending	\$0		\$1,660,484	

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 December 31, 2021

	ADOPTED BUDGET	PRORATED THRU 12/31/2021	ACTUAL THRU 12/31/2021	VARIANCE
<u>Revenues:</u>				
Special Assessments - Tax Roll	\$1,961,878	\$1,875,452	\$1,875,452	\$0
Interest Income	\$800	\$200	\$83	(\$117)
TOTAL REVENUES	\$1,962,678	\$1,875,652	\$1,875,534	(\$117)
<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		\$1,472,485	
<i>Net change in Fund Balance</i>	\$21,579		\$1,472,485	
FUND BALANCE - Beginning	\$687,628		\$1,556,766	
FUND BALANCE - Ending	\$709,207		\$3,029,251	

Revenue	\$2,043,389
Reserve 2013-1	\$868,932
Reserve 2013-2	\$95,634
Prepayment	\$144
Assessments Receivable	\$21,151
Total	\$3,029,251

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

	AMENDED BUDGET	PRORATED THRU 12/31/2021	ACTUAL THRU 12/31/2021	VARIANCE
<u>REVENUES:</u>				
Interest Income	\$2,000	\$500	\$298	(\$202)
General Fund Reserve- Transfer in	\$8,250	\$0	\$0	\$0
TOTAL REVENUES	\$10,250	\$500	\$298	(\$202)
<u>EXPENDITURES:</u>				
Landscape Reserves	\$10,000	\$2,500	\$0	\$2,500
Capital Projects	\$200,000	\$50,000	\$0	\$50,000
TOTAL EXPENDITURES	\$210,000	\$52,500	\$0	\$52,500
EXCESS REVENUES (EXPENDITURES)	(\$199,750)		\$298	
FUND BALANCE - Beginning	\$1,238,762		\$1,426,393	
FUND BALANCE - Ending	\$1,039,012		\$1,426,692	

DOUBLE BRANCH
Community Development District
CAPITAL PROJECTS FUND
Statement of Revenues & Expenditures
For The Period Ending December 31, 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
5	01/13/22	38,829.60	21,151.22	1,916.94	15,761.44
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
TOTAL TAX ROLL RECEIPTS		3,442,971.30	1,875,451.68	169,972.33	1,397,547.29

PERCENT COLLECTED	TOTAL	DEBT	O&M
TOTAL PERCENT COLLECTED	95.59%	95.59%	95.59%

D.

Double Branch

Community Development District

Check Run Summary

January 31, 2022

Fund	Date	Check No.	Amount
General Fund			
Payroll	1/12/22	50914-50918	\$ 923.58
Sub-Total			\$ 923.58
Accounts Payable			
	1/6/22	1680-1681	\$ 314.50
	1/27/22	1682-1683	\$ 1,545.52
Sub-Total			\$ 1,860.02
Recreation Fund			
Accounts Payable	1/6/22	6913-6920	\$ 18,670.18
	1/13/22	6921	\$ 16,063.83
	1/20/22	6922-6927	\$ 52,339.79
	1/27/22	6928-6929	\$ 2,071.35
Sub-Total			\$ 89,145.15
Capital Reserve Fund			
Accounts Payable		-	\$ -
Sub-Total			\$ -
Total			\$ 91,928.75

CHECK #	EMP #	EMPLOYEE NAME	CHECK AMOUNT	CHECK DATE
50914	16	ANDRE LANIER	184.70	1/12/2022
50915	12	CHAD E DAVIS	184.70	1/12/2022
50916	15	CHARLES T HORTON	184.70	1/12/2022
50917	8	CYNTHIA Y. NELSEN	184.70	1/12/2022
50918	14	SCOTT THOMAS	184.70	1/12/2022
TOTAL FOR REGISTER			923.50	

DBBR DOUBLE BRANCH DLAUGHLIN

Attendance Sheet

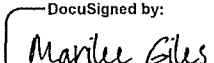
District Name: Double Branch, CDD

Board Meeting Date: January 10, 2022

	Name	In Attendance	Fee
1	Cindy Nelsen <i>Chairperson</i>	✓	YES-\$200
2	Charles Horton <i>Assistant Secretary</i>	<input checked="" type="checkbox"/>	YES - \$200
3	Andre Lanier <i>Assistant Secretary</i>	<input checked="" type="checkbox"/>	YES - \$200
4	Chad Davis <i>Assistant Secretary</i>	<input checked="" type="checkbox"/>	YES - \$200
5	Scott Thomas <i>Assistant Secretary</i>	<input checked="" type="checkbox"/>	YES - \$200

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

Approved for Payment:

DocuSigned by:

 District Manager Signature

1/11/2022

Date

PLEASE RETURN COMPLETED FORM TO DANIEL

AP300R	YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER										RUN	1/31/22	PAGE	1
*** CHECK DATES	01/01/2022	-	01/31/2022	***	DOUBLE BRANCH - GENERAL FUND									
	BANK A GENERAL FUND													
CHECK DATE	VEND#INVOICE DATEINVOICE	YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.....	#	
1/06/22	00111	12/30/21	21-00332	202112	310	51300	48000		JACKSONVILLE DAILY RECORD	*	69.50			
1/06/22	00113	12/16/21	2975238	202111	310	51300	31500		NOV GENERAL COUNSEL	*	245.00			
1/27/22	00023	1/10/22	0201009	202112	310	51300	31100		KUTAK ROCK LLP	*	195.00			
1/27/22	00113	1/19/22	2981422	202112	310	51300	31500		ENGLAND-THIMS & MILLER, INC.	*	1,350.52			
									KUTAK ROCK LLP					
TOTAL FOR BANK A											1,860.02			
TOTAL FOR REGISTER											1,860.02			

DBBR DOUBLE BRANCH OKUZMUK

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

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

INVOICE

December 30, 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 #	21-00332C	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	12/30			
County	Clay			

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

*For your convenience, you
may remit payment at [https://www.
jaxdailyrecord.com/send-payment](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, January 10, 2022, 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. 30 00 (21-00332C)

KUTAK ROCK LLP

TALLAHASSEE, FLORIDA

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

December 16, 2021

Check Remit To:

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Wire Transfer Remit To:

ABA #104000016

First National Bank of Omaha

Kutak Rock LLP

A/C # 24690470

Reference: Invoice No. 2975238

Client Matter No. 5323-1

Mr. Jim Perry
Double Branch CDD
Governmental Management Services – St. Augustine
Suite 114
475 West Town Place
St. Augustine, FL 32092

RECEIVED DEC 21 2021

Invoice No. 2975238

5323-1

001.310.51300.31500

Re: Double Branch CDD-General Counsel

For Professional Legal Services Rendered

11/23/21	M. Eckert	0.10	35.00	Review and forward public records request
11/24/21	M. Eckert	0.60	210.00	Review draft minutes and provide comments

TOTAL HOURS 0.70

TOTAL FOR SERVICES RENDERED \$245.00

TOTAL CURRENT AMOUNT DUE \$245.00



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

January 10, 2022
Project No: 01149.32000
Invoice No: 0201009

Project 01149.32000 Double Branch CDD - 2014/2015 General Consulting Engineering
Services (WA#18A)

Work Description: Inspection for Annual Report

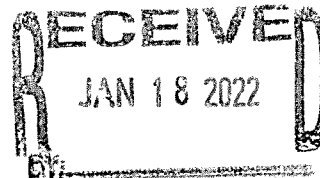
Professional Services rendered through December 31, 2021

Professional Personnel

	Hours	Rate	Amount
Principal - Vice President	1.00	195.00	195.00
Totals	1.00		195.00
Total Labor			195.00

Invoice Total this Period **\$195.00**

001.310.51300.31100



England-Thims & Miller, Inc.

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS
14775 Old St. Augustine Road • Jacksonville, Florida 32258 • Tel 904-642-8990 • Fax 904-646-9485
CA-00002584 LC-0000316

Billing Backup

ENGLAND-THIMS AND MILLER, INC.

Invoice 0201009 Dated 1/10/2022

Monday, January 10, 2022

12:26:18 PM

Project 01149.32000 Double Branch CDD - 2014/2015 General Consulting Engineering Services (WA#18A)

Professional Personnel

			Hours	Rate	Amount
Principal - Vice President					
23320	Ma, Ka Tai	8/7/2021	.50	195.00	97.50
23320	Ma, Ka Tai	12/25/2021	.50	195.00	97.50
	Totals		1.00		195.00
	Total Labor				195.00

Total this Project \$195.00

Total this Report \$195.00

England-Thims & Miller, Inc.

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS
14775 Old St. Augustine Road • Jacksonville, Florida 32226 • Tel 904-642-8990 • Fax 904-646-9485
CA-00002684 LC-0000316

KUTAK ROCK LLP**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

January 19, 2022

Check Remit To:

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Wire Transfer Remit To:

ABA #104000016

First National Bank of Omaha

Kutak Rock LLP

A/C # 24690470

Reference: Invoice No. 2981422

Client Matter No. 5323-1

RECEIVED JAN 25 2022

Ms. Marilee Giles
Double Branch CDD
Governmental Management Services – St. Augustine
Suite 114
475 West Town Place
St. Augustine, FL 32092

Invoice No. 2981422

5323-1

001.310.51300.31500

Re: Double Branch CDD-General Counsel

For Professional Legal Services Rendered

12/02/21	K. Haber	0.30	67.50	Prepare prompt payment policy and resolution
12/06/21	M. Eckert	0.20	70.00	Review agenda package; prepare for board meeting
12/13/21	M. Eckert	2.00	700.00	Prepare for, travel to and attend board meeting; return travel; meeting follow up
12/13/21	M. Eckert	0.50	175.00	Prepare for, travel to and attend Board meeting; return travel; meeting follow up
12/20/21	M. Eckert	0.30	105.00	Review draft minutes; follow up from board meeting
12/23/21	M. Eckert	0.10	35.00	Draft amended and restated prompt payment policies and corresponding resolution due to legislative changes
12/27/21	K. Haber	0.20	45.00	Revise prompt payment policy and resolution; forward documents to Ms. Giles
12/27/21	C. Stuart	0.30	126.00	Review proposed legislation; monitor committee activity and agendas; monitor Amendment 12 implementation

KUTAK ROCK LLP

Double Branch CDD

January 19, 2022

Client Matter No. 5323-1

Invoice No. 2981422

Page 2

TOTAL HOURS 3.90

TOTAL FOR SERVICES RENDERED \$1,323.50

DISBURSEMENTS

Meals 6.00

Travel Expenses 21.02

TOTAL DISBURSEMENTS 27.02

TOTAL CURRENT AMOUNT DUE \$1,350.52

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
1/06/22	00478	12/30/21	JSO12302 202112 320-57200-62000	PROXIMITY CARDS	*	1,137.30	
				CARDS AND KEYFOBS			1,137.30 006913
1/06/22	00092	1/03/22	2240 202112 300-36900-10300	DEC FACILITY EVENT STAFF	*	118.75	
				GOVERNMENTAL MANAGEMENT SERVICES			118.75 006914
1/06/22	00872	12/01/21	14682 202112 320-57200-63100	POLARIS RANGER REPAIR	*	491.34	
				HOLESHOT POWERSPORTS, LLC			491.34 006915
1/06/22	00422	12/29/21	66051518 202112 320-57200-63100	SOAP, SANITIZER, TISSUE	*	469.14	
				THE HOME DEPOT PRO			469.14 006916
1/06/22	00186	1/01/22	13129560 202201 320-57200-46300	JAN POOL CHEMICALS	*	2,307.42	
				POOLSURE			2,307.42 006917
1/06/22	00297	1/01/22	308 202201 320-57200-61000	JAN JANITORIAL	*	4,633.33	
				RIVERSIDE MANAGEMENT SERVICES, INC			4,633.33 006918
1/06/22	00839	1/01/22	7522 202201 320-57200-34500	JAN SECURITY PATROL	*	8,233.50	
				SECURITY DEVELOPMENT GROUP LLC			8,233.50 006919
1/06/22	00305	12/23/21	2540 202112 320-57200-63100	RUNNING BELT REPAIR	*	850.88	
		12/28/21	17312A 202112 320-57200-63100	5 BUMPER STOPS	*	210.00	
		12/28/21	2549 202112 320-57200-63100	MAGNUM LEG PRESS CABLE	*	218.52	
				SOUTHEAST FITNESS REPAIR			1,279.40 006920
1/13/22	00092	1/01/22	2239 202201 310-51300-34000	JAN FACILITY MANAGEMENT	*	16,063.83	
				GOVERNMENTAL MANAGEMENT SERVICES			16,063.83 006921
1/20/22	00285	8/13/21	SSI10203 202107 320-57200-34510	JUL ADMIN FEE	*	460.00	
		8/13/21	SSI10203 202107 320-57200-34510	JUL EMPLOYMENT SCHEDULE	*	187.50	
		9/18/21	SSI10245 202108 320-57200-34510	AUG ADMIN FEE	*	410.62	

DBBR DOUBLE BRANCH OKUZMUK



Limited Lifetime Warranty*
Typical Turnaround 24hrs!
Next Day Delivery Available.
How can we help you today?
1-208-591-4430



Order Details

Order ID: 15257
Date Added: 12/30/2021
Payment Method: Purchase Order (#JSO123021)
Shipping Method: USPS Priority (Weight: 28.00lb)

Email: manager@oakleafresidents.com
Telephone: 9043421441
IP Address: 75.144.114.154

Instructions

PO Number: JSO123021

Payment Address

Jay Soriano
 GMS LLC
 370 Oakleaf Village Pkwy
 orange park, Florida 32065
 United States

Shipping Address

Jay Soriano
 GMS LLC
 370 Oakleaf Village Pkwy
 orange park, Florida 32065
 United States

Product	Model	Quantity	Price	Total
Printable Proximity Card - Kantech® ioProx® XSF/26bit P20DYE Compatible	PrtPrx-Kan26	1000	\$1.79	\$1,790.00
Clamshell Proximity Card - Kantech® ioProx® XSF/26bit P10SHL Compatible	CshPrx-Kan26	200	\$2.24	\$448.00

Code to: 50/50 split

Sub-Total: \$2,238.00

2-330-572-49300

USPS Priority (Weight: 28.00lb): \$36.59

Middle Village Rec Passes

2-330-572-6200

Total: \$2,274.59

Double Branch Rec. Passes

\$1,137.30

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

Invoice

Invoice #: 2240
Invoice Date: 1/3/22
Due Date: 1/3/22
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 30, 2021	4.75	25.00	118.75
Amenities Revenue			
2.369.103			
002.300.369.103			
Total			\$118.75
Payments/Credits			\$0.00
Balance Due			\$118.75

1-4-22
AKK

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

DOUBLE BRANCH CDD

Facility Event Staff Service Hours

Quantity	Description	Rate	Amount
4.75	Facility Event Staff	\$ 25.00	\$ 118.75

Covers Period End: December 30, 2021

Amenities Revenue # 2-369-103



Holeshot Powersports, LLC
6945 US Hwy 17
Fleming Island, FL 32003
(866)-956-9771

Repair Order

In Date: Dec. 01, 2021
Follow up Date: Dec. 04, 2021
Service Writer: JMartin
RO #14682



Sold To :

Double Branch
Community
Development
Saint Augustine, FL
32092
(M) (904) 562-0249
manager@oakleafresidents.com

Unit Information

Year	Manufacturer	Model	VIN/HIN/SN	Engine #	Keyboard	Miles/Hours
2011	Polaris	Ranger XP@ 800	4XATH76A4B4267806			13284.00 / 1547.00

Job:*UIH*A*ST*12/1* Diag Rear CV axle and front Prop shaft

Polaris Ranger XP@ 800 2011 - 4XATH76A4B4267806

Customer states issues with rear driver side CV axle and front prop shaft, please diag.
Called customer to let him know the unit is done, wanted me to email him an invoice so they can get a check. 12/22 JSM

Part #	Part Description	Qty	Price	Unit Extension	Extension
1332813	ASM-PROPSHAFT,FRONT	1	\$379.99	\$379.99	\$379.99
7661913	PIN,SPRING(10)	1	\$5.49	\$5.49	\$5.49
133-3008	DYNATEK DYNA 2000 PRGM IGN MOD DIGITAL HD SINGLE / DUAL FIRE	0	\$273.95	\$273.95	\$0.00
1333233	ASM-DRIVESHAFT,REAR	1	\$249.99	\$249.99	\$249.99
Parts Subtotal:					\$635.47

Technician	Description	Hours	Rate	Discount	Labor Cost
IDavis	install parts	1.80	\$124.00	0.00 %	\$223.20
S thompson	Diag	1.00	\$124.00	0.00 %	\$124.00
Labor Subtotal:					\$347.20

Tax: \$0.00

Job Subtotal: \$982.67

Resolution:

N/A

Recommended Repairs:

tech found left rear axle inner boot torn and prop shaft has excessive wear in the splines at the front diff pinion shaft and transmission output shaft. both prop shaft u-joints are worn excessively recommend replace left rear axle and prop shaft.
PARTS GIVEN TO ID - 12/18 KTR

Job:TECH FINDINGS.

Polaris Ranger XP@ 800 2011 - 4XATH76A4B4267806

Tax: \$0.00

Job Subtotal: \$0.00

Resolution:

N/A

Recommended Repairs:

TECH FOUND ALL SHOCK HAVE NO BUSHINGS, BOTH REAR CARRIER BUSHINGS NEED TO BE REPLACED.
STEERING RACK HAS EXCESSIVE PLAY TURNING LEFT AND RIGHT. RECOMMEND REPLACE STEERING RACK.
FRONT AND REAR WHEEL BEARINGS NEED TO BE REPLACED.
SWAY ARM BUSHINGS ARE GONE
TRANS SNORKLE SEAL IS LEAKING, FRONT

DIFF OUTPUT SEAL IS LEAKING. RECOMMEND
INSPECTING PVT SYSTEM.
ALL BRAKE PADS AND ROTORS NEED TO BE
REPLACED.
BREATHER HOSE AND VALVE COVER NEED
TO BE REPLACED.
RECOMMEND UNIT HAS A SERVICE. NO OIL
ON DIPSTICK.
RECOMMEND FRONT TIRES.

Invoice Summary

Parts Total:	\$635.47
Labor Total:	\$347.20
Fees Total:	\$0.00
Sublet:	\$0.00
Sub Total:	\$982.67
Total Tax:	\$0.00
Total:	\$982.67
Balance:	\$982.67

Code to: Split 50/50

Double Branch Repair and Replacements

2.320.57200.63100

Middle Village Repair and Replacements

34-600-538-64000

\$ 491.34

**INVOICE**

Page 1 of 1

PO BOX 2317
Jacksonville, FL 32203-2317

SHIPPED TO:
DOUBLE BRANCH
370 OAKLEAF VILLAGE PARKWAY
ORANGE PARK FL 32065

INVOICE DATE 12/29/21
INVOICE NUMBER 660515180
ACCOUNT NUMBER 645245
ORDER NUMBER 41543607

SOLD TO:
DOUBLE BRANCH
370 OAKLEAF VILLAGE PARKWAY
ORANGE PARK FL 32065

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

www.HomeDepotPro.com/Institutional

ORDER DATE	ORDER NO.	CUSTOMER P.O.	SHIPPED VIA	TERMS	SALESPERSON					
12/28/21	41543607		JAX98	NET 30 DAYS	WILLIAM WOODR					
LN	ITEM NO.	CAT	DESCRIPTION	ORDERED	SHIPPED	B/O	UOM	PRICE	EXT	AMT T
1	REN06002-WB	8	RENOWN TWL M/F WHT 9-1/8 X 9-1/2 -	6	6	0	CA	37.30*	223.80	
2	APP17103-04	8	APPEAL HAND SNTZR NOALCOHOL 1000ML	1	1	0	CA	63.72	63.72	
3	APP17100-04	8	APPEAL GEN PURP FOAM HAND SOAP - 10	1	1	0	CA	39.08	39.08	
4	APP17104	8	APPEAL HAND SOAP DISP BLK 1000ML -	8	8	0	EA	9.82	78.56	
5	REN06125-WB	8	RENOWN SINGLE ROLL BATH TISSUE 2PLY	8	8	0	CA	70.18	561.44	
\$7.95 Handling Charge										
Delivery information for this invoice may be found at: www.HomeDepotPro.com/Institutional										

Code to: Split 50/50

Double Branch Repair and Replacements

\$469.14

2.320.57200.63100

Middle Village Repair and Replacements

NET MERCHANDISE TOTAL	DISCOUNT	FREIGHT	HANDLING	TAX	INVOICE TOTAL
938.60	-36.27		7.95	0.00	938.28

34-600-538-64000

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



ACCOUNT NUMBER	INVOICE DATE	INVOICE NUMBER	INVOICE AMOUNT DUE
645245	12/29/21	660515180	938.28

BILL TO:

DOUBLE BRANCH
370 OAKLEAF VILLAGE PARKWAY
ORANGE PARK FL 32065

NET
AMOUNT
PAID

REMIT TO:

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

CURRENT TERMS AND CONDITIONS APPLY. CLAIMS FOR SHORTAGES OR DAMAGED GOODS MUST BE MADE WITHIN THREE (3) DAYS OF RECEIPT OF SHIPMENT IN ACCORDANCE WITH CURRENT RETURN GOODS POLICY. NO RETURNS ACCEPTED WITHOUT PRIOR AUTHORIZATION.

Web User



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

Invoice

Date

1/1/2022

Invoice #

131295604151

Terms	Net 20
Due Date	1/21/2022
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
002.320.57200.46300 Jan Pool 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 #
131295604151

Amount Due \$2,307.42

Amount Paid

Make Checks Payable To

Poolsure
PO Box 55372
Houston, TX 77255-5372



131295604151

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

Invoice

Invoice #: 308
Invoice Date: 1/1/2022
Due Date: 1/1/2022
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 - January 2022		4,633.33	4,633.33
Total			\$4,633.33
Payments/Credits			\$0.00
Balance Due			\$4,633.33

RMW
1.4.22



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 # 7522**DATE 01/01/2022****DUE DATE 01/31/2022****TERMS End of the month****SERVICE MONTH**

January

ACTIVITY	QTY	RATE	AMOUNT
Dedicated Officer I 10 hours (3p-1a) dedicated foot patrol Mon-Fri; 12 hours (1p-1a) dedicated foot patrol Sat-Sun	330	24.95	8,233.50

BALANCE DUE**\$8,233.50****APPROVED****Code to:****Double Branch Security****2-320-572-345**

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 # 17312A

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:	5 BUMPER STOPS PER RP - LEFT ON SITE BECAUSE FRANK COULD NOT SEE WHERE THEY WERE TO BE INSTALLED. LABOR FOR LF TM PCB AND CABLES. PARTS ONLY WARRANTY. JAY

Date: 28-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		65.00	1.00	65.00
MINIMUM SHIPPING: MINIMUM SHIPPING	MINIMUM SHIPPING	25.00	1.00	25.00
LABOR PER HOUR 1 TECH: LABOR PER HOUR 1 TECH		60.00	1.00	60.00
FRP - MAGNUM E SERIES - 1/2 ROUND BUMPER: FRP - MAGNUM E SERIES - 1/2 ROUND BUMPER	32000076	12.00	5.00	60.00
Comments:			<i>Parts Total</i>	210.00
			<i>Tax</i>	0.00
			<i>Balance</i>	210.00

Technician: _____

Thank you for your business.

Code to:

Double Branch Repair and Replacements

2.320.57200.63100

SoutheastFITNESS
R E P A I R
Equipment Repair & Maintenance

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

ESTIMATE

Date: Dec 23, 2021

All estimates are valid for 30 days

Quote# : 2540

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

Estimate For: Double Branch

Description	Part #	Each	QTY.	Total
LF - HHT TM - RT. BULL HORN - SPEED CONTROL: LF - HHT TM - RT. BULL HORN - SPEED CONTROL	1008489-0001	\$ 37.89	1.00	\$ 37.89
LF - TM - RUNNING BELT: LF - TM - RUNNING BELT	OK65-01002-0000	\$ 600.00	1.00	\$ 600.00
LF - TM - DRIVE BELT: LF - TM - DRIVE BELT	1004417-0001	\$ 24.99	1.00	\$ 24.99
FLAT RATE FEE		\$ 150.00	1.00	\$ 150.00
MINIMUM SHIPPING: MINIMUM SHIPPING	MINIMUM SHIPPING	\$ 38.00	1.00	\$ 38.00
Comments: LF TM S/N HHT133096 - RUNNING BELT, DRIVE BELT, SPEED BUTTON AND FLIP DECK. JAY 904-406-2200 OR 904-342-1441 LABOR HOUR IS ESTIMATED AND SUBJECT TO CHANGE.				Subtotal \$850.88
				Tax \$0.00
				TOTAL \$850.88

To approve this estimate, please sign below and fax to 904.683.1624
or you may email your acceptance to rosemary@southeastfitnessrepair.com

X

Date:

Code to:

Double Branch Repair and Replacements

2.320.57200.63100

SoutheastFITNESS
R E P A I R
Equipment Repair & Maintenance

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

ESTIMATE
Date: Dec 28, 2021
All estimates are valid for 30 days

Quote# : 2549

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

Estimate For: Double Branch

Description	Part #	Each	QTY.	Total
JHT - MAGNUM LEG PRESS - CABLE 16': JHT - MAGNUM LEG PRESS - CABLE 16'	853-000	\$ 2.22	16.00	\$ 35.52
FLAT RATE FEE		\$ 150.00	1.00	\$ 150.00
MINIMUM SHIPPING: MINIMUM SHIPPING	MINIMUM SHIPPING	\$ 33.00	1.00	\$ 33.00
Comments: MAGNUM LEG PRESS - CABLE PER CUSTOMER REQUEST. JAY 904-406-2200 OR 904-342-1441				Subtotal \$218.52
				Tax \$0.00
				TOTAL \$218.52

LABOR HOUR IS ESTIMATED AND SUBJECT TO CHANGE.

To approve this estimate, please sign below and fax to 904.683.1624
or you may email your acceptance to rosemary@southeastfitnessrepair.com

X

Date:

Code to: Split

Double Branch Repair and Replacements

2.320.57200.63100

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

Invoice

Invoice #: 2239
Invoice Date: 1/1/22
Due Date: 1/1/22
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 - January 2022 2.310.513.3400		16,063.83	16,063.83
		Total	\$16,063.83
		Payments/Credits	\$0.00
		Balance Due	\$16,063.83

Run
1.6.22



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

(904) 284-7575

Invoice Number: SS110203
Invoice Date: 8/13/2021

Page: 1

Attn: Fiscal - Accounts Receivable

Bill

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

Ship

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

Due Date 8/28/2021
Terms Net 15 Days

Customer ID C0000168
P.O. Number
P.O. Date 8/13/2021
Our Order No
SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee-JULY 2021		184	184	5.00	920.00
Fees-2nd Employment Scheduling		15	15	25.00	375.00

Code to: split 50/50

Double Branch Security (CCSO)

2.320.57200.34510

\$647.50

Middle Village Security (CCSO)

2.320.57200.34510
PLEASE PAY YOUR
OUTSTANDING BALANCE TODAY
YOUR ACCOUNT MAY BE
SUSPENDED**

Amount Subject to Sales Tax US0
Amount Exempt from Sales Tax 1,295.00

Subtotal: 1,295.00
Invoice Discount: 0.00
Tax: 0.00

Total USD: 1,295.00



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

(904) 284-7575

Invoice Number: SSI10245
Invoice Date: 9/18/2021

Page: 1

Attn: Fiscal - Accounts Receivable

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

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

Due Date 10/3/2021
Terms Net 15 Days

Customer ID C0000168
P.O. Number
P.O. Date 9/18/2021
Our Order No
SalesPerson

Item/Description	Unit	Order Qtv	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee-AUGUST 2021		164.25	164.25	5.00	821.25
Fees-2nd Employment Scheduling		15	15	25.00	375.00

Code to: split 50/50

Double Branch Security (CCSO)

2.320.57200.34510 \$598.12

Middle Village Security (CCSO)

2.320.57200.34510 ****PLEASE PAY YOUR
OUTSTANDING BALANCE TODAY
OR YOUR ACCOUNT MAY BE
SUSPENDED****

Amount Subject to Sales Tax US0
Amount Exempt from Sales Tax 1,196.25

Subtotal: 1,196.25
Invoice Discount: 0.00
Tax: 0.00

Total USD: 1,196.25

Cox Fire Protection
7910 Professional Place
Tampa, FL 33637
8139803282



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

Invoice No.	11479595	Service Location	Oakleaf Plantation - Double Branch
Invoice For	Inspection Repair Job #23620699		Amenity Center
Transaction Date	(01/12/2022) 1/14/2022		370 Oakleaf Village Parkway Orange Park, FL 32065

Code	Item	Svc	Qty	Unit Price	Amt
	Backflow Repair	BF	1	\$245.74	\$245.74
				GRAND TOTAL	\$245.74

Code to:

Double Branch Repair and Replacements

2.320.57200.63100

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

Invoice #: 2241

Invoice Date: 1/12/22

Due Date: 1/12/22

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 December 1 - December 31, 2021		16,155.05	16,155.05
Maintenance Supplies		950.22	950.22
Facility Maint. General \$3,731 ⁰⁰ 2.572.4660			
Facility Maint. Cont. \$2,765 ⁰⁰ 2.572.4662			
Lighting Repairs \$705 ⁰⁰ 2.230.572.4663			
Common Area Maint. \$4,327 ⁰⁰ 2.572.4640			
Repairs/Replace \$5,577 ²⁷ 2.572.6310			
Total			\$17,105.27
Payments/Credits			\$0.00
Balance Due			\$17,105.27

Rmw

1.18.22

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
12/1/21	8	S.A.	Replace three GFCI and install new cords, picked up supplies
12/1/21	4	G.S.	Removed debris from all common areas, maintenance work in park
12/2/21	4	T.C.	Installed holiday lights
12/2/21	5	G.S.	Removed debris from all common areas and ponds, maintenance work on golf cart
12/2/21	2	A.B.	Inspected lights
12/3/21	4	T.C.	Installed holiday lights, picked up supplies
12/3/21	8	S.A.	Picked up supplies, installed holiday lights
12/3/21	4	L.N.	Removed debris from all common areas
12/3/21	4	A.B.	Cleaned pools, installed holiday lights
12/6/21	4	T.C.	Installed holiday lights, picked up supplies
12/6/21	7	G.S.	Removed debris from all common areas and ponds, maintenance work on golf cart
12/6/21	8	S.A.	Inspected GFCI's, installed holiday lights
12/6/21	2	A.B.	Installed holiday lights
12/7/21	2	T.C.	Installed holiday lights
12/7/21	2.5	G.S.	Removed debris from all common areas
12/7/21	8.5	D.J.	Pressure washed fencing
12/8/21	3	T.C.	Installed holiday lights
12/8/21	4.5	G.S.	Removed debris from all common areas
12/8/21	7.75	S.A.	Put up holiday trees, installed holiday lights, picked up supplies
12/8/21	8	L.N.	Installed holiday decorations and lights along Oakleaf Village Parkway
12/8/21	4	A.B.	Installed holiday lights
12/9/21	6	T.C.	Installed holiday lights
12/9/21	4.5	G.S.	Removed debris from all common areas
12/9/21	0	D.J.	Pressure washing training
12/10/21	8	S.A.	Inspected GFCI's, put up holiday wreaths, picked up supplies, painted four sign poles
12/10/21	4	L.N.	Replace soap dispensers in lady's restroom at field house, removed all debris from common areas
12/10/21	2	A.B.	Cleaned pools
12/10/21	8	L.C.	Installed holiday decorations and lights
12/13/21	6	T.C.	Picked up supplies, installed holiday lights
12/13/21	7	G.S.	Removed debris from all common areas, maintenance work on golf cart
12/13/21	8	S.A.	Inspected holiday lights, replaced holiday lights, replaced photocell, picked up supplies
12/13/21	2	A.B.	Installed holiday lights
12/14/21	2	T.C.	Installed holiday lights
12/14/21	2	G.S.	Removed debris from all common areas
12/14/21	8	A.B.	Installed holiday lights, fixed photocells
12/15/21	4	T.C.	Installed holiday lights
12/15/21	4.5	G.S.	Removed debris from all common areas and ponds
12/15/21	8	S.A.	Picked up supplies, replaced bathroom door knob, inspected and changed GFCI's
12/15/21	8	A.B.	Retrieved tires from pond, fixed photocells and GFCI's on holiday lights
12/15/21	8	L.C.	Installed holiday decorations and lights
12/16/21	2	T.C.	Installed holiday lights
12/16/21	4.5	G.S.	Removed debris from all common areas
12/16/21	4	A.B.	Installed holiday lights
12/16/21	8	L.C.	Installed holiday decorations and lights
12/16/21	8	D.J.	Pressure washed park
12/17/21	3	T.C.	Installed holiday lights
12/17/21	8	S.A.	Put up holiday wreaths, reset GFCI's, replaced lights that burned out
12/17/21	4	L.N.	Removed debris from all common areas
12/17/21	6	A.B.	Cleaned pools, installed holiday lights
12/20/21	2	T.C.	Installed holiday lights
12/20/21	7	G.S.	Removed debris from all common areas, maintenance work on EZ-go
12/20/21	8	L.N.	Worked on installing holiday decorations at the main entrance
12/20/21	6	L.C.	Installed holiday decorations and lights
12/21/21	2	T.C.	Installed holiday lights
12/21/21	2.5	G.S.	Removed debris from all common areas and ponds
12/21/21	4	A.B.	Installed holiday lights
12/22/21	2	T.C.	Installed holiday lights

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
12/22/21	8	S.A.	Inspected and reset GFCI's, put television in fitness center
12/22/21	3	A.B.	Installed holiday lights
12/23/21	6	T.C.	Worked on new room in fitness center, picked up supplies
12/23/21	6	G.S.	Removed debris from all common areas and ponds
12/23/21	6	A.B.	Cleaned pools, installed new cable boxes
12/27/21	8	T.C.	Dug up leaking pipe at pool
12/27/21	6	G.S.	Removed debris from all common areas and ponds, removed deceased animal from road
12/27/21	8	S.A.	Pulled cables and finished setting up televisions in fitness center
12/27/21	8	L.N.	Painted pool playground
12/27/21	8	L.C.	Dug hole for pipe repair
12/27/21	8	A.B.	Reran coax, fixed connections, got televisions working, dug hole for leaking pipe
12/28/21	8	T.C.	Dug around leaking pipe at pool, prep splash ground for painting
12/28/21	2.5	G.S.	Removed debris from all common areas, removed deceased animal from road
12/28/21	8	L.C.	Pressure washed and acid washed pool tower
12/28/21	8	A.B.	Dug hole for leaking pipe, cleaned rust off of splash park
12/28/21	8.5	D.J.	Pressure washed park
12/29/21	6	T.C.	Prep splash ground for painting, picked up supplies
12/29/21	4.5	G.S.	Removed debris from all common areas and ponds
12/29/21	8	L.N.	Painted pool playground
12/29/21	8	L.C.	Painted pool tower
12/29/21	8	A.B.	Cleaned rust and began painting splash ground, removed nets from splash ground
12/30/21	8	T.C.	Prep splash ground for painting, picked up supplies
12/30/21	3.6	G.S.	Removed debris from all common areas and ponds
12/30/21	8	L.C.	Sanded and painted pool tower legs
12/30/21	8	A.B.	Removed rust and continued painting splash ground

TOTAL 457.25

MILES 340

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

MAINTENANCE BILLABLE PURCHASES

Period Ending 1/05/22

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DB				
DOUBLE BRANCH				
	12/2/21	Socket with Outlets (4)	15.69	T.C.
	12/2/21	12' Snug Plug (3)	27.50	T.C.
	12/2/21	PAR30S SW 2pk	13.36	T.C.
	12/3/21	4x6 Net Lights	80.44	T.C.
	12/3/21	LED Ribbon Net	20.68	T.C.
	12/3/21	Microfiber Towels 16pk	11.81	S.A.
	12/3/21	8" Zip Ties 1000pk	35.82	S.A.
	12/3/21	Wire Nuts 150pk	12.62	S.A.
	12/3/21	Duct Tape (3)	22.36	S.A.
	12/3/21	75W Spot Lights 2pk (4)	53.45	S.A.
	12/3/21	100' Extension Cord	25.27	S.A.
	12/3/21	Terry Towels 36pk	19.53	S.A.
	12/6/21	Muriatic Acid	9.76	J.S.
	12/6/21	LED Keeper Christmas Light Repair	14.36	J.S.
	12/6/21	LED Ribbon Net Lights (2)	41.35	T.C.
	12/8/21	1 1/2"x 1 1/4" PVC Bushing	2.62	S.A.
	12/10/21	Nitrile Disposable Gloves 40pk (4)	66.61	S.A.
	12/10/21	Paint Rollers 2 pack	7.44	S.A.
	12/10/21	Paint Roller Assembly	6.98	S.A.
	12/13/21	Mr. Clean Magic Eraser	6.72	T.C.
	12/13/21	Disposable Gloves	7.46	T.C.
	12/13/21	Lemon Pinesol	7.45	T.C.
	12/13/21	Photocell Sensors (2)	43.65	S.A.
	12/14/21	1000W Stem Mount Photo Control (2)	43.65	T.C.
	12/14/21	Cable Clamps	0.74	T.C.
	12/22/21	100W LED 2pk	7.35	T.C.
	12/22/21	Noncontact Voltage Tester	22.99	T.C.
	12/22/21	Set Your Own Combo Lock	12.90	T.C.
	12/23/21	In Use Cover 1-Gang Clear (2)	21.80	T.C.
	12/23/21	15 AMP GFCI (2)	42.60	T.C.
	12/23/21	Blue Nitrile Gloves 60pk	13.21	T.C.
	12/23/21	Blend Mop Refill	15.48	T.C.
	12/27/21	1" OVC Elbow (2)	3.61	J.S.
	12/27/21	4.5" Grinder Wheel	3.76	J.S.
	12/27/21	6.5" Metal Cut Off Wheel	3.42	J.S.
	12/27/21	1" PVC Pipe	5.13	J.S.
	12/29/21	Acetone	10.33	T.C.
	12/29/21	4x3/8 Shedless Knit Pk	11.89	T.C.
	12/29/21	Scotch Blue Tape 1.88	11.48	T.C.
	12/29/21	White Foam 4x11 (2)	13.04	T.C.
	12/29/21	Towels 20pk	13.43	T.C.
	12/29/21	10x25 Plastic Sheeting	16.08	T.C.
	12/29/21	Tray Liners 10pk	7.45	T.C.
	12/30/21	4.5" Grinder Wheel - Diamond Blade	24.14	J.S.
	12/30/21	4.5" Grinder Wheel	9.17	J.S.
	12/30/21	Milwaukee Spanner Wrench and Locknut	7.46	J.S.
	12/30/21	Respirators	26.42	J.S.
	12/30/21	1qt Muriatic Acid	10.34	J.S.
	12/30/21	Large Pilekn Gloves	14.70	T.C.
	12/30/21	Safety Glasses	13.31	T.C.
	12/30/21	Wire Brush Grinder Attachment	12.64	T.C.
		TOTAL	\$950.22	

From: Oakleaf Venues <venues@oakleafresidents.com>

Subject: DBCDD refund of deposit request - ODIA MORRISON

Date: January 13, 2022 at 6:33 PM

To: Margaret Bronson <mbronson@gsa.state.fl.us>, Oksana Kuzmuk <okuzmuk@tlynston.com>

Cc: Marilee Giles <mgiles@tlynston.com>, Alison Mossing <amossing@tlynston.com>



Good evening Margaret and Oksana,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR (SATURDAY) 10:00 A.M. to 2:00 P.M.
- DATE OF VENUE – JANUARY 8, 2022
- RESIDENT – ODIA MORRISON
- ADDRESS – 3958 LEATHERWOOD DRIVE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$50.00 - CANCELED on 1/6/2022 - ONLY 50% of BOOKING FEE/DEPOSIT IS REFUNDABLE
 - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was drawn on VYSTAR:
 - DATED: 12/14/21
 - CHECK#: 1198
 - AMOUNT: \$100.00

002.300.36900.10300

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
12/14/21	12/14/21	01/08/22	Odia Morrison - OVCR	4	\$ 250.00		CK#-1197	
12/14/21	12/14/21	01/08/22	Odia Morrison - OVCR DEPOSIT	DEPOSIT	\$ 100.00		CK#-1198	

DEPOSITED 12/14/21

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

Thank you.

I will be out of the office MONDAY, JANUARY 17, 2022 through FRIDAY, JANUARY 21, 2022 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
wmcree@oakleafresidents.com
(904) 770-4661 voice email
(904) 375-9285 ext. 3
www.oakleafresidents.com

Governmental Management Services

www.OakLeafResidents.com

Under Florida law, e-mail addresses are public records. If you do not want your email address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. The information contained in this email and/or attachment(s) may be confidential and intended solely for the use of the individual(s) 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.

I N V O I C E

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

INVOICE: 45391 QT
DATE: 01/12/22 12:30p
ACCOUNT: 1031 Oakleaf
ROUTE: 0
LAST: 10/13/21 Paula
Paula Douglas

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

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

904-375-9285 wanda 904-894-8980

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

Code to:

Double Branch Facility Maintenance - Preventative

Product **2-320-572-4661**

___ Advion RG	___ EC	___ Suspend Polyzone
___ Demand CS	___ Niban GB	___ Suspend SC
___ Demon Max	___ Precor 2000	

Other: _____

Comments: _____

EFFECTIVE June 1, 2013
MAKE Checks Payable to:

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

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

THANK YOU FOR YOUR BUSINESS!
HAVE A WONDERFUL DAY!



Invoice

Invoice #: 7118

Date: 12/31/21

Customer PO:

DUE DATE: 01/30/2022

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

#5673 - North side Soccer Parking extension

To enhance north side of Parking extension with Burford holly shrubs to match existing and add pine straw to fill in around Large Oak tree as well as shrub line.

**Sod for this area is being designated with Contractual obligation

<i>Landscape Enhancement</i>				<i>\$1,056.00</i>
Holly, Dwarf Burfordi (Material)	28.00	\$22.00	\$616.00	
Labor and Prep (Labor)	10.00	\$35.00	\$350.00	
Pine Straw - Installed (Kit)	30.00	\$3.00	\$90.00	

Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

\$1,056.00

Code to:

Double Branch Repair and Replacements

2.320.57200.63100



Invoice

Invoice #: 7281

Date: 01/01/22

Customer PO:

DUE DATE: 01/31/2022

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

#7020 - Standard Maintenance Contract 2022 January 2022

AMOUNT

\$32,482.16

Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

\$32,482.16

Code to:

2-320-572-4620

Double Branch Landscape Maintenance

Reemployment Tax Reimbursement Invoice

DUE IMMEDIATELY

RT-29
R. 04/17
Page 1 of 2
01/11/2022

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

RT Account # : 9980250
Business Partner # : 1571579
Contract Object # : 14417726
FEIN : 03-0468920
Reporting Period Beginning : 07/01/2021
Reporting Period Ending : 09/30/2021

Mailed on or before : 01/19/2022

The total amount due must be paid within 30 days of the "Mailed on or before" date shown above. If payment is late, interest will be charged.

RECEIVED
JAN 18 2022

Benefits are charged in proportion to wages paid by each employer during the claimant's base period. Your share must be reimbursed to the Unemployment Compensation Trust Fund. Benefits are charged according to the date the benefits are paid, not according to the date of the claimed week of unemployment. A claimant has one year from the filing date of the claim in which to receive available benefits. Because of the definition of base period it is possible for an employer to be invoiced for benefits based on wages paid two and one-half years prior to the date of the charge. Once benefits are paid, the fund must be reimbursed regardless of the success of any protest or appeal. There are no provisions in the Reemployment Assistance Program Law (Chapter 443, Florida Statutes) to relieve an employer of the requirement to reimburse for benefits charged.

This invoice is conclusive and binding for all purposes of the Florida Reemployment Assistance Program Law unless a written request for reconsideration is submitted within twenty (20) days from the "Mailed on or before" date shown above. Your request must state the basis for your protest to the charge and must be in writing directed to:

**Department of Economic Opportunity
Reemployment Assistance Program
Employer Protest Unit
PO Box Drawer 5250
Tallahassee, FL 32314-5250**

002.310.51300.31000

You may also **protest online by logging in to your employer portal at <https://connect.myflorida.com/Employer/Core/Login.ASPX>**. Go to the Employer's home page and click on the "Benefit Charge Protest" link. For questions, contact the Reemployment Assistance Program at 1-877-846-8770. In addition, you may also fax your request to 1-877-934-1504, Attn: Employer Protest Unit.

If you ARE a journal transfer account:

- DO NOT return payment coupon below.
- Journal Transfer #: 40-50-2-767002-40200200-00-000300-00
- Object Code #: 003000

If you ARE NOT a journal transfer account, mail payment with attached payment coupon to:

**Florida Department of Revenue
5050 W Tennessee St
Tallahassee, FL 32399-0110**

Make check or money order payable to Florida U.C. Fund.

Florida Department of Revenue

RT Bill Payment Coupon

Detach and return this portion with your payment.
If you are paying more than one bill, enclose all bill payment coupons.

DR-100U
R. 01/13

Date of Notice : 01/11/2022
Reporting Period : 09/30/2021
Tax : Reemployment Tax
RT Account # : 9980250
Business Partner # : 1571579
Contract Object # : 14417726

Make check or money order payable to: **FLORIDA U.C. FUND**

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

See back for payment options and instructions for completing a machine-readable form.

|||||

**Florida Department of Revenue
5050 W Tennessee St
Tallahassee FL 32399-0110**

Total Due : \$ 798.35
Additional Interest/Penalty: \$

Amount Enclosed:

 US Dollars
 Cents

0600 1 20210930 0068054055 5 4000001441 7726 4

Riverside Management Services, Inc

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

Invoice

Invoice #: 310

Invoice Date: 1/20/2022

Due Date: 1/20/2022

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 <i>Common Area Maint.</i> <i>2,572.4640</i> <i>002.320.572.4640</i>		1,273.00	1,273.00

Total	\$1,273.00
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Payments/Credits	\$0.00
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Balance Due	\$1,273.00
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RMW
1-21-22

Riverside Management Services, Inc.
2655 Florida Mining Blvd., Building 300, Suite 305, Jacksonville, FL 32257

Service Detail

Bill To: Double Branch CDD

Invoice Date: 1/1/22

Due Date: Upon Receipt

Amount Due: \$ 1,273.00

<u>Date:</u>	<u>Description</u>	<u>Amount</u>
12/2/21	Pressure washed 808' split rail	\$ 202.00
12/7/21	Pressure washed 355' of lattice top	\$ 160.00
12/7/21	Pressure washed 696' of split rail	\$ 174.00
12/9/21	Pressure washed 971' of lattice top	\$ 437.00
12/16/21	Pressure washed Cannons Point Park	\$ 150.00
12/28/21	Pressure washed Silverleaf Park	\$ 150.00

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

TOTAL AMOUNT DUE: \$ 1,273.00

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

Contract Amount \$ 17,635.00

Invoice:

Oct. 2021	\$	300.00
Nov. 2021	\$	1,100.00
Dec. 2021	\$	1,273.00
Jan. 2022		
Feb. 2022		
Mar. 2022		
Apr. 2022		
May 2022		
June 2022		
July 2022		
Aug. 2022		
Sept. 2022		

Balance: \$ 14,962.00

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

Remit Payment

FOURTH ORDER OF BUSINESS



January 25, 2022

Ms. Marilee Giles
Operations Manager
Governmental Management Services
475 West Town Place, Suite 114
St. Augustine, FL 32092

Re: Level II Reserve Study Update for Double Branch CDD

Dear Ms. Giles:

Thank you for the opportunity to submit a Reserve Study Update with Site Visit proposal for your District. We only update Reserve Studies that we have initially performed to ensure accuracy and consistency in our work product. We store your project in our electronic database which provides quick access to begin your update therefore reducing time and cost.

All work is completed or supervised by Reserve Analyst who have been awarded professional certifications of Certified Construction Inspector (CCI), Professional Reserve Analyst (PRA) and Reserve Specialist (RS) signifying broad experience with successful results. Your reserve study is completed following guidelines for Reserve Studies established by the Association of Professional Reserve Analysts (APRA) and the Community Associations Institute (CAI).

Best Regards,

Charles R. Sheppard *RS PRA CCI*
President & Reserve Analyst



Scope of Work for The District

What is Included in

- ❖ Limited to component inventory established in previous reserve study dated July 10,, 2015 prepared by Community Advisors. Components added since our initial site visit may cause additional cost depending on the quantity. Photos only included for new components. Report will be updated for component remaining life, replacement cost and funding plan generated.
- ❖ One revision with limited adjustments is included for your report after your review within 90 days of issue. Additional revisions are invoiced at \$350.00 per issue. One site visit with meeting is included. Additional site visits are invoiced at \$500 plus travel expense each.

Terms of Service

Physical Analysis

- ❖ The site visit includes meeting with your representative to discuss any maintenance or operational concerns. We observe major components to determine quantity, age, condition and remaining useful life. Quantities are determined by field measurement and internet measurement tools or aerial measurement services.
- ❖ Building walls, trim and other features are observed from ground level. Flat roofs are observed only if safe fixed ladder access is available. Pitched roofs are observed from ground level. Building Systems are not operated.
- ❖ Upon completion of the site visit, an inventory of major components is established which includes quantity, replacement cost and remaining useful life. We recommend you review this information and provide historical cost and previous replacement time for any components.

Financial Analysis

- ❖ A review of your current funding plan is completed to determine fund status and performance. We provide a funding plan using the Cash Flow Method (pooled cash) with a funding goal of adequate funding which keeps reserves above a percent funded or balance threshold level. If component funding (line item) is used, then full funding is the funding goal.

Your Reserve Study Includes

- ❖ Executive summary with current funding status, fund balances and assumptions.
- ❖ Cash Flow with 30-year cash flow projection or Component Funding Projection year one only.
- ❖ Inventory of major components with replacement cost, useful and remaining life projections.
- ❖ Various charts and photographs of major components.
- ❖ Completed Report is sent via email in a PDF file. Printed & bound copies available at additional cost.

Payment Agreement & Terms

- To maintain excellent customer service and requested delivery schedules we ask that your acceptance of this proposal is made within 30 days. Signed proposals received after 30 days are subject to revision of delivery time and cost. If indicated a deposit fee may be required with signed agreement to place your project in our production schedule and begin your study. A progress payment may be requested upon completion of site visit depending on the size of the project. Remaining fee is due upon receipt of the preliminary report. Payments not received 30 days after invoice date are assessed a 1.5% late fee per month. After 90 days past, due payments will be subject to addition charges for collection including attorney fees and other reasonable cost incurred by Community Advisors, LLC. Returned checks will be invoiced at \$25.00 each.

- ❖ Our financial analysis is based on information provided by this client which we assume is accurate. Your report is a guide to be used for future capital component replacement planning, not a complete property inspection analysis. This agreement for consulting services is accepted this date:

Professional Fee: \$2,300.00

Deposit Required: -0-

Delivery of Draft Report is typically 4-6 weeks after completion of site visit

Authorized Signature: _____ Title: _____

Printed Name: _____ Date: _____

Reserve Analyst & Inspector's Credentials

Charles R. Sheppard RS PRA CCI

Charlie Sheppard is the owner and President of Community Advisors which provides capital reserve analysis, consulting services, commercial inspections and project management for community associations, private clubs, churches, schools and other entities.

He has over 30 years of experience in real estate development, property operation, commercial property inspections and construction management. He has participated on the development team for large planned unit developments and mid-rise office building parks. He has also worked for many years as commercial construction manager for a wide range of structures including medical facilities, office buildings, churches, restaurants, clubhouses, infrastructure installation and remodeling and repositioning of properties to match market conditions.

Areas of expertise include mechanical and electrical systems, energy management systems, life safety systems, plumbing systems, building envelope and roof components. Horizontal improvement experience include marine structures, street and site concrete construction, utilities, site work and landscaping improvements.

Inspection projects include: High rise office and residential buildings, restaurants, industrial properties, churches, private schools, private clubs, marinas, medical facilities, warehouse and industrial properties, water treatment facilities and residential properties.

Charlie is a regular speaker at CAI events, teaches continuing education classes and enjoys attending Board of Director meetings to share the benefits of Reserve Planning. He has also published articles on Capital Reserve Analysis and Construction Management.

Education - Virginia Polytechnic Institute & State University - BS

License - Certified General Contractor, Certified Home Inspector - Florida

Professional Designations & Memberships

Certified Construction Inspector, (CCI) Association of Construction Inspectors

Professional Reserve Analyst, (PRA) Association of Professional Reserve Analyst APRA

Reserve Specialist, (RS) Community Associations Institute CAI



Partial Client List

Community Development Districts

- Tolomato, (Nocatee)
- Amelia Concourse
- Tisons Landing
- Amelia Walk
- South Village
- Sampson Creek
- Middle Village
- Ridgewood Trails
- Glen St. Johns
- Bartram Springs
- Rivers Edge
- Aberdeen
- Durbin Crossing
- St. Johns Forrest
- Dunes Utility
- Double Branch
- Pine Ridge
- Brandy Creek
- Turnbull Creek
- Arlington Ridge
- Magnolia West

Condominiums

- Dunes Club Villas – Amelia Island
- Cumberland On Church - Nashville, TN
- Surf Club III - Palm Coast, FL
- The Peninsula - Jacksonville, FL
- The Plaza at Berkman Plaza - Jacksonville, FL
- 1661 Riverside - Jacksonville, FL
- Seascape - Jacksonville Beach, FL
- Southshore Condominium – Jacksonville Beach, FL
- Ocean Club Villas - Amelia Island, FL
- Sand Dollar Condominium - Amelia Island, FL
- Captain's Court - Amelia Island, FL
- Ocean Villas at Serenata Beach - St. Augustine, FL
- Watermark - Jacksonville Beach, FL
- Oceanic Condominium - Jacksonville Beach, FL
- Ocean 14 Condominium - Jacksonville Beach, FL
- Serena Point Condominium - Jacksonville Beach, FL
- Oceania Condominium – Jacksonville Beach, FL

Communities

- Queens Harbour - Jacksonville, FL
- Preserve at Summer Beach - Fernandina Beach, FL
- Amelia Park Neighborhood - Fernandina Beach, FL
- Amelia Oaks - Fernandina Beach, FL
- Coastal Oaks Amelia - Fernandina Beach, FL
- Oyster Bay POA - Fernandina, FL
- Oyster Bay Yacht Club - Fernandina, FL
- Ocean Breeze HOA - Fernandina Beach, FL
- The Enclave at Summer Beach - Fernandina Beach, FL
- RiverPlace at Summer Beach - Fernandina Beach, FL
- Amelia National - Fernandina, FL
- The Landings - Skidaway Island, GA
- Beresford Hall Assembly - North Charleston, SC
- The Georgia Club - Statham, GA
- Cimarrone POA - St. Johns, FL
- Corolla Light POA - Corolla, NC
- Deercreek Country Club Owners Association - Jacksonville, FL
- Deerwood Country Club - Jacksonville, FL
- Coastal Oaks - Ponte Vedra, FL
- Cumberland Harbour - St. Mary's, GA

Active Adult Communities

- Del Webb Ponte Vedra - Ponte Vedra, FL
- Stone Creek by Del Webb - Ocala, FL
- Villages of Seloy - St. Augustine, FL
- Cascades at World Golf Village - St. Augustine, FL
- The Haven at New Riverside – Bluffton, SC

Religious/Schools

- St. Mark's Episcopal Church - Brunswick, GA
- Memorial Presbyterian Church - St. Augustine, FL
- Frederica Academy - St. Simons Island, GA
- Trinity Episcopal Church - St. Augustine, FL
- St. Mark's Towers - Brunswick, GA
- Fishburn Military School - Waynesboro, VA
- Isle of Faith United Methodist Church – Jacksonville, FL
- Deermeadows Baptist Church – Jacksonville, FL



RESERVE STUDY PROPOSAL

Double Branch Community Development District

Prepared for:

Mr. Jay Soriano, On Site Manager

c/o Governmental Management Services

February 8, 2022



Prepared by:

Reserve Advisors, LLC

5 Utility Drive, Suites C&G

Palm Coast, Florida 32137

(800) 980-9881

www.reserveadvisors.com



February 8, 2022

Dear Mr. Jay Soriano,

Thank you for the opportunity to present Double Branch Community Development District with this reserve study proposal.

As a fiduciary, your Board of Directors has been entrusted to represent and protect the best interests of their community. Our expert reserve study will be the guide that you and your board rely on for maintaining sufficient reserve funds and prioritizing long-term capital planning.

While our industry-leading team of consultants have conducted over 26,000 reserve studies, they will approach your study with the firm understanding that your community's needs are truly unique. That's why we guarantee:



FULL ENGAGEMENT

It's our job to understand your specific concerns and to discuss your priorities in order to ensure your reserve study experience exceeds your expectations.



DETAILED UNDERSTANDING

We will do whatever it takes to ensure Double Branch Community Development District has complete confidence in interpreting and putting into practice our findings and recommendations.



ONGOING SUPPORT

This will not be a one-and-done report. Unlike other firms, we provide your current and future boards with additional insight, availability to answer questions and guidance well beyond report delivery.

At Reserve Advisors, we take great pride in helping communities thrive. By applying industry leading expertise, we deliver unbiased guidance that supports the Double Branch Community Development District Board with maintaining their community's long-term physical and financial health.

Please sign and return the [Confirmation of Services](#) page to get started.

Sincerely,

Nick Brenneman, Southeast Regional Account Manager
(800) 980-9881

RESERVE STUDY BENEFITS



FOR BOARDS

- ✓ Fulfills your fiduciary responsibility
- ✓ Supports board decisions
- ✓ Streamlines your budget process
- ✓ Prioritizes capital projects



FOR HOMEOWNERS

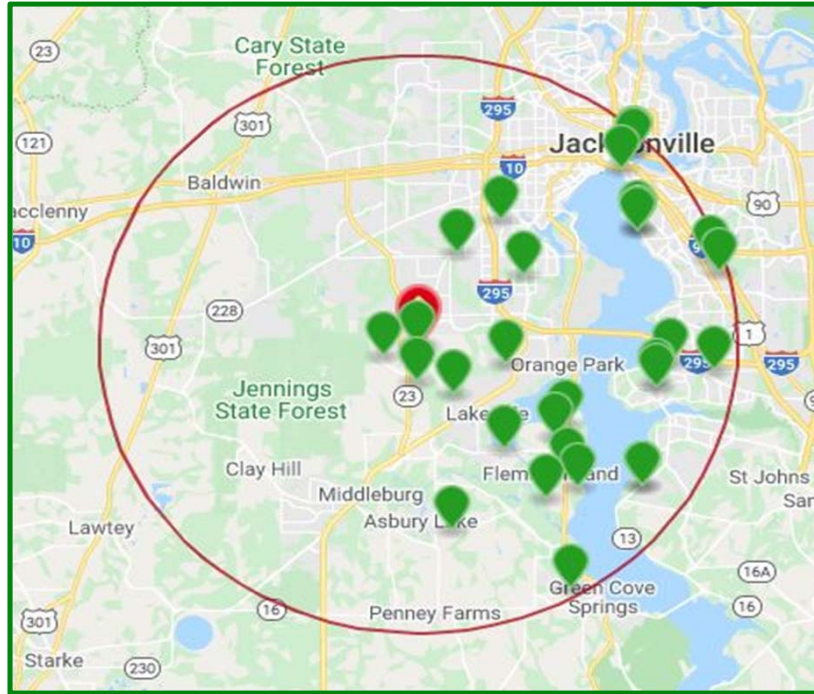
- ✓ Ensures fair and equitable reserve contributions
- ✓ Reduces long-term cost of ownership
- ✓ Minimizes risk of assessments

MAIN REASONS COMMUNITIES CHOOSE RESERVE ADVISORS

<ul style="list-style-type: none"> ✓ Multi-disciplined Expert Engineers <ul style="list-style-type: none"> • With more than 40 engineers, we match our expertise with your community rather than a “one size fits all” engineer 	<ul style="list-style-type: none"> ✓ Dedicated Support During and After the Reserve Study <ul style="list-style-type: none"> • Industry leading support by our team of multi-disciplined engineers ensures your complete satisfaction
<ul style="list-style-type: none"> ✓ Comprehensive Reports to Solve Problems Before They Escalate <ul style="list-style-type: none"> • Thorough condition assessments that prioritize your near-term projects • Best practices and technical illustrations to better understand project scope and compare contractor bids 	<ul style="list-style-type: none"> ✓ Knowledge of Local Replacement Costs <ul style="list-style-type: none"> • Our proprietary cost database comprises actual client project costs and is the basis for adequate — not excessive — reserve budgets
<ul style="list-style-type: none"> ✓ Unbiased Recommendations With Your Best Interests in Mind <ul style="list-style-type: none"> • We do not provide design or project management services • We do not profit from your capital projects 	<ul style="list-style-type: none"> ✓ Exclusive and Unique Easy-to-use Expenditures Table <ul style="list-style-type: none"> • View all of your community's reserve components in one place • See all of your prioritized capital projects for the next 30 years
<ul style="list-style-type: none"> ✓ Unmatched Local Experience <ul style="list-style-type: none"> • Intimate working knowledge of local costs and conditions that affect your community 	

CLIENTS SERVED NEAR YOU

Red represents your property, Green represents our clients.
References available upon request.



Name

The Cottages at Oakleaf Condominium Association, Inc.
The Preserve at Oakleaf Plantation Condominium Association, Inc.
Kindlewood Homeowners' Association, Inc.
Briar Oak at Oakleaf Plantation Townhomes Owners' Association, Inc.
Orange Park Country Club Owners Association, Inc.
McGirts Village Owners Association, Inc.
Natures Hideaway Condominium Association, Inc.
Paradise Moorings Homeowners Association, Inc.
Lakeside Townhomes at Lane Avenue Owners' Association, Inc.
The Crossings at Fleming Island Community Development District
Pace Island Owners Association, Inc.
Stone Creek at Eagle Harbor Association, Inc.
Silver Creek of Clay County Homeowners Association, Inc.
River Hills Reserve Owners Sub-Association, Inc.
Hibernia Plantation Homeowners Association, Inc.
Loch Rane Improvement Association, Inc.
JAXOffices 500 Condominium Association, Inc.
Old San Jose on the River Sunset View Condominium Association, Inc.
Old San Jose on the River Coach House Condominium Association, Inc.
Mandarin Glen Condominium Association, Inc.

City

Orange Park
Orange Park
Middleburg
Orange Park
Orange Park
Jacksonville
Jacksonville
Middleburg
Jacksonville
Orange Park
Fleming Island
Fleming Island
Green Cove Springs
Fleming Island
Fleming Island
Orange Park
Jacksonville
Jacksonville
Jacksonville
Jacksonville

QUALIFICATIONS

SPECIALIZING IN RESERVE STUDIES SINCE 1991

Reserve Advisors is an engineering firm that specializes in reserve study consulting services for common-interest communities. We've partnered with more than 26,000 clients, providing communities across the United States the peace of mind that comes from long-term planning and proactive asset management. Our full-time staff of engineers conduct life and valuation analyses for building, mechanical system, site and recreational components and utilizes its breadth of experience to deliver the most realistic capital planning solutions in the industry.

44
ENGINEERS

26,000
RESERVE STUDIES CONDUCTED

270+
YEARS OF RESERVE STUDY EXPERIENCE

A LEADERSHIP TEAM LIKE NO OTHER

Reserve Advisors' leadership team comprises 5 licensed professional engineers with a combined 50 years of reserve study experience. What sets our leadership team apart is the around-the-clock collaboration they demonstrate to share field intelligence, market trends and to discover new products, materials, and best practices. The intelligence they gather is constantly enhancing our recommendations for the good of your community, and keeps Reserve Advisors a step ahead.

Nick Brenneman
**REGIONAL
ACCOUNT MANAGER**

10 Years of Experience



Since joining Reserve Advisors in 2010, Nick has partnered with more than 2,600 clients to deliver comprehensive reserve study solutions that guide community association boards in fulfilling their fiduciary responsibilities for the maintenance, operation and longevity of their properties.

Matt Kuisle
**REGIONAL
EXECUTIVE DIRECTOR**

*21 Years of Experience
275+ Studies Conducted*



B.S. CIVIL ENGINEERING
Professional Engineer (FL)
Reserve Specialist
Professional Reserve Analyst

Ashley Doucet
**REGIONAL
ENGINEERING MANAGER**

*7 Years of Experience
400+ Studies Conducted*



**B.S. CIVIL ENGINEERING,
M.S. ENGINEERING MANAGEMENT**
Professional Engineer (FL)
Reserve Specialist



SCOPE OF WORK

FOR CONFIDENCE IN ALL DECISIONS

Reserve Advisors will perform a Full Reserve Study (Level I) in accordance with Community Associations Institute (CAI) National Reserve Study Standards. The reserve study includes both a physical analysis and financial analysis of your association's common property. Your reserve study comprises the following activities:

Physical Analysis: The reserve study consultant develops a detailed list of reserve components, also known as a component inventory, and related quantities for each. A condition assessment or physical evaluation is completed for each reserve component and the current condition of each is documented with photographs. Life and valuation estimates are performed to determine estimated useful lives, remaining useful lives and current cost of repair or replacement.

Financial Analysis: The reserve study consultant identifies the current reserve fund status in terms of cash value. A funding plan is then prepared. The funding plan outlines recommended annual reserve contributions to offset the future cost of capital projects over the next 30 years.

Double Branch Community Development District comprises 2,400 units in Orange Park. We've identified and will include the following reserve components in your Full Reserve Study:

Site Components

- Pools including Fence, Deck, Mechanicals & Furniture (2)
- Pool Slide and Tower
- Pool House
- Wading Pool
- Basketball Courts (2)
- Tennis Courts (4)
- Playgrounds (10)
- Parking Areas
- Driveways
- Pavers
- Post or Pole Lights
- Sidewalks
- Walking Paths
- Ponds (31)
- Irrigation System
- Landscaping
- Fences
- Monuments
- Signage
- Plantation Oaks Blvd
- Pocket Parks (Fall Creek, Natures Hammock, Timberfield, Stonebrier, Worthington Oaks,

Oakbrook, Silverleaf, Club House, Sport Field, The Oaks, and Cannons Point)

- Bridges and Bulkheads
- Sport Field
- Field House

Clubhouse Elements

- Roofs including Assembly
- Exterior Wall Finishes
- Windows and Doors
- Kitchen
- Furnishings
- Appliances
- Meeting Room
- Party Room
- Fitness Room
- Locker Rooms
- Shower Rooms
- Restrooms
- Office
- Security System
- Fire Detection System
- Plumbing, Mechanical and HVAC Systems

Scope of work includes all property owned-in-common as defined in your association's declaration and other property specifically identified that you'd like us to include.

KEY ELEMENTS OF YOUR RESERVE ADVISORS RESERVE STUDY

INDUSTRY LEADING SUPPORT

- ✓ Your reserve study experience is tailored to your specific needs, ensuring your community's concerns are thoroughly addressed and its priorities are met
- ✓ We provide current and future boards with additional insight, availability to answer questions and guidance well beyond report delivery

TABLES AND GRAPHS EXCLUSIVE TO RESERVE ADVISORS

- ✓ **Reserve Expenditures** - View your community's entire schedule of prioritized expenditures for the next 30-years; on one spreadsheet

RESERVE EXPENDITURES

Reserve Component Inventory	Estimated 1st Year of Event	RUL = 0 FY2021	1 2022	2 2023	3 2024	4 2025	5 2026
<u>Exterior Building Elements</u>							
Roofs, Asphalt Shingles, Phased	2025					228,696	234,414
Roofs, Flat, Phased	2025					71,748	73,542
Walls, Stucco, Paint Finishes and Capital Repairs	2022		38,438	39,398	40,383		
Walls, Trim, Soffits and Fascia, Paint Finishes	2022		12,812	13,133	13,461		
<u>Property Site Elements</u>							
Asphalt Pavement, Mill and Overlay, Phased	2025					108,643	111,359
Pavers, Masonry	2025					22,518	
Retaining Walls, Timber (Replace with Masonry)	2024				76,998	78,923	
Anticipated Expenditures, By Year		0	51,250	52,531	130,842	510,528	419,315

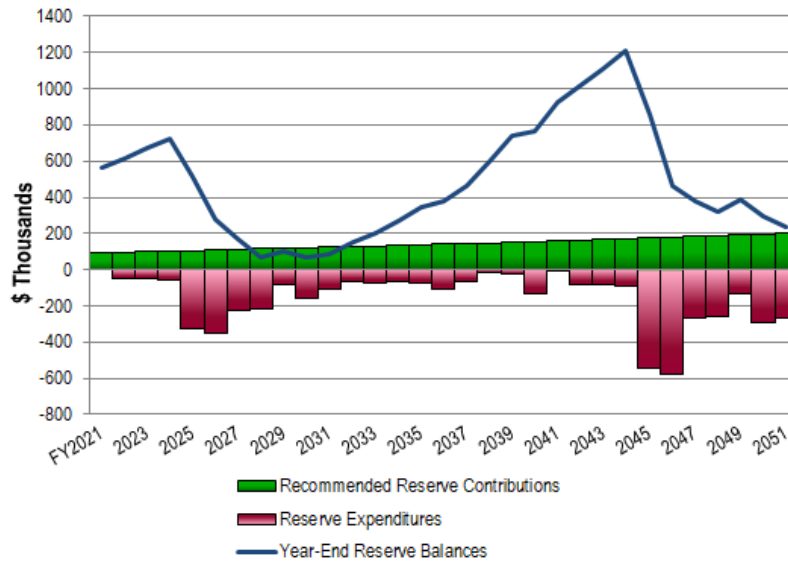
- ✓ **Funding Plan** - Establishes adequate, not excessive recommended annual reserve contributions to meet your future project needs

RESERVE FUNDING PLAN

	Individual Reserve Budgets & Cash Flows for the Next 30 Years					
	FY2021	2022	2023	2024	2025	2026
Reserves at Beginning of Year	567,289	666,648				357,432
Total Recommended Reserve Contributions	92,000	95,500				109,500
Estimated Interest Earned, During Year	7,359	8,265				2,430
Anticipated Expenditures, By Year	0	(51,250)	(52,531)	(130,842)	(510,528)	(419,315)
Anticipated Reserves at Year End	\$666,648	\$719,163	\$774,541	\$755,323	\$357,432	\$50,047

KEY ELEMENTS OF YOUR RESERVE ADVISORS RESERVE STUDY

- ✓ **Reserve Funding Graph** highlights your community's financial health and provides visibility to your projected 30-year cash flow



COMPREHENSIVE REPORTS

Reserve Advisors delivers insights that enhance your ability to make informed decisions. Our reports:

- ✓ Include detailed photos that document the condition of your property
- ✓ Provide project-specific best practices and diagrams to help you understand the scope of future projects
- ✓ Recommend preventative maintenance activities to maximize component useful lives

RESERVE ADVISORS
Roofs, Asphalt Shingles
Live Items: 1,280 through 1,281

Quantity: Approximately 5,600 square feet at the following locations:

Location	Quantity (square feet)	Year of Construction
Concord Lane	500	2001-2002
Kennel Lane	500	2001
Woodward Street	500	2004-2007
West and Elm Streets	500	2001-2004
West, Chen and Street Lane	500	2008
Washington Street	500	2000
Jefferson Street	500	2004-2010
North and Central Lane	500	2010-2010
Jefferson Street	500	2010-2010

Notes: The roof shingles at Concord Lane and Kennel Lane were replaced from 2019 to 2020. The remaining roof systems are original to construction.

Conditions: The original roof systems exhibit areas of shingle lift and granular loss. The roof systems at Washington and Jefferson Streets exhibit isolated shingle delamination. Shingle damage was missing shingles and sections of the Ridge and Central Lane roofs. The Board informs us of an extensive history of water infiltration due to ice dam formation, primarily at the first eaves.

Photographs documenting current condition and early signs of problems on your roof surface. Please Before they develop.

Roof condition at eaves **Roof condition at eaves**

[↓ DOWNLOAD EXAMPLE](#)

FORESITE

- ✓ Our proprietary cloud-based application that allows for easy collaboration with your board. Record comments and bids. Also track actual replacement costs and reserve contributions over time. Optionally, subscribe to ForeSite Plus to create unlimited reserve expenditure and reserve funding scenarios. [View Preview Video](#)

[Download Our Report Overview](#)



**It is more than just a reserve study.
It's added value and peace of mind with unconditional support.**

CONFIRMATION OF SERVICES FOR DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

Full Reserve Study (Level I) for a total investment of **\$10,950** (includes all expenses). You'll receive:



- Electronic PDF Report with 30-year Reserve Expenditure and Funding Plan tables
- Excel file of Reserve Expenditures and Funding Plan with formulas for "what-if" scenarios



- We tailor your experience to your specific needs and ensure your priorities are addressed
- Meeting with our engineer on the day of our visual property inspection
- We are available to answer questions and to provide guidance well beyond report delivery



- ForeSite Basic – Access your reserve study files online, record comments and project costs. Also, receive a free 60-day trial to [ForeSite Plus](#).

OPTIONAL SERVICES

- ____ One (1) Bound Report hard copy (no charge); Additional copies at \$75 ea. – indicate quantity: ____
- ____ [ForeSite™ Plus](#) 3-year subscription empowers multiple users to create, share and collaborate with unlimited models and scenarios for **\$1,095** per year
- ____ [Insurance Appraisal](#) by a credentialed member of the American Society of Appraisers for **\$5,000**
- ____ Include Flood Values for an additional **\$200**

To authorize the reserve study:

- 1. Sign and email agreement to
Nick@reserveadvisors.com.**

Signature: _____
(Print Name): _____
Title: _____
Date: _____
For: **Double Branch Community
Development District (220004)**

- 2. Send \$5,475 retainer to:**
Reserve Advisors, LLC
735 N. Water Street, Suite 175
Milwaukee, WI 53202

*Retainer invoice will be emailed to you and is due upon authorization and prior to inspection. The balance is due net 30 days from report shipment. Following receipt of balance due, you may request one set of complimentary changes within six months of report shipment. Agreement is subject to our Professional Services Conditions.

You will receive your electronic report approximately four (4) weeks after our inspection, based on timely receipt of all necessary information from you. Authorization to inspection time varies depending on demand for our services. This proposal, dated February 8, 2022, is valid for 45 days.



PROFESSIONAL SERVICE CONDITIONS

Our Services - Reserve Advisors, LLC (RA) performs its services as an independent contractor in accordance with our professional practice standards and its compensation is not contingent upon our conclusions. The purpose of our reserve study is to provide a budget planning tool that identifies the current status of the reserve fund, and an opinion recommending an annual funding plan to create reserves for anticipated future replacement expenditures of the property.

Our inspection and analysis of the subject property is limited to visual observations, is noninvasive and is not meant to nor does it include investigation into statutory, regulatory or code compliance. RA inspects sloped roofs from the ground and inspects flat roofs where safe access (stairs or ladder permanently attached to the structure) is available. The report is based upon a "snapshot in time" at the moment of inspection. RA may note visible physical defects in our report. The inspection is made by employees generally familiar with real estate and building construction but in the absence of invasive testing RA cannot opine on, nor is RA responsible for, the structural integrity of the property including its conformity to specific governmental code requirements for fire, building, earthquake, and occupancy, or any physical defects that were not readily apparent during the inspection.

RA is not responsible for conditions that have changed between the time of inspection and the issuance of the report. RA does not investigate, nor assume any responsibility for any existence or impact of any hazardous materials, such as asbestos, urea-formaldehyde foam insulation, other chemicals, toxic wastes, environmental mold or other potentially hazardous materials or structural defects that are latent or hidden defects which may or may not be present on or within the property. RA does not make any soil analysis or geological study as part of its services; nor does RA investigate water, oil, gas, coal, or other subsurface mineral and use rights or such hidden conditions. RA assumes no responsibility for any such conditions. The Report contains opinions of estimated costs and remaining useful lives which are neither a guarantee of the actual costs of replacement nor a guarantee of remaining useful lives of any property element.

RA assumes, without independent verification, the accuracy of all data provided to it. You agree to indemnify and hold RA harmless against and from any and all losses, claims, actions, damages, expenses or liabilities, including reasonable attorneys' fees, to which we may become subject in connection with this engagement, because of any false, misleading or incomplete information which we have relied upon supplied by you or others under your direction, or which may result from any improper use or reliance on the Report by you or third parties under your control or direction. Your obligation for indemnification and reimbursement shall extend to any director, officer, employee, affiliate, or agent of RA. Liability of RA and its employees, affiliates, and agents for errors and omissions, if any, in this work is limited to the amount of its compensation for the work performed in this engagement.

Report - RA completes the services in accordance with the Proposal. The Report represents a valid opinion of RA's findings and recommendations and is deemed complete. RA, however, considers any additional information made available to us within 6 months of issuing the Report if a timely request for a revised Report is made. RA retains the right to withhold a revised Report if payment for services was not tendered in a timely manner. All information received by RA and all files, work papers or documents developed by RA during the course of the engagement shall remain the property of RA and may be used for whatever purpose it sees fit.

Your Obligations - You agree to provide us access to the subject property for an on-site visual inspection. You agree to provide RA all available, historical and budgetary information, the governing documents, and other information that we request and deem necessary to complete the Report. You agree to pay actual attorneys' fees and any other costs incurred to collect on any unpaid balance for RA's services.

Use of Our Report - Use of our Report is limited to only the purpose stated herein. You hereby acknowledge that any use or reliance by you on the Report for any unauthorized purpose is at your own risk and you shall hold RA harmless from any consequences of such use. Use by any unauthorized third party is unlawful. The Report in whole or in part ***is not and cannot be used as a design specification for design engineering purposes or as an appraisal.*** You may show our Report in its entirety to the following third parties: members of your organization, your accountant, attorney, financial institution and property manager who need to review the information contained herein. Without the written consent of RA, you shall not disclose the Report to any other third party. ***The Report*** contains intellectual property developed by RA and ***shall not be reproduced or distributed to any party that conducts reserve studies without the written consent of RA.***

RA will include your name in our client lists. RA reserves the right to use property information to obtain estimates of replacement costs, useful life of property elements or otherwise as RA, in its sole discretion, deems appropriate.

Payment Terms, Due Dates, and Interest Charges - Retainer payment is due upon authorization and prior to inspection. The balance is due net 30 days from the report shipment date. Any balance remaining 30 days after delivery of the Report shall accrue an interest charge of 1.5% per month. Any litigation necessary to collect an unpaid balance shall be venued in Milwaukee County Circuit Court for the State of Wisconsin.

SIXTH ORDER OF BUSINESS

RESOLUTION 2022-02

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

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

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

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

- SECTION 1.** _____ is appointed Chairman.
- SECTION 2.** _____ is appointed Vice Chairman.
- SECTION 3.** Marilee Giles _____ is appointed Secretary and Treasurer.
- Ernesto Torres _____ is appointed Assistant Secretary.
- _____ is appointed Assistant Secretary.
- _____ is appointed Assistant Secretary.
- Daniel Laughlin / Jim Oliver _____ is appointed Assistant Treasurer.
- Daniel Laughlin _____ is appointed Assistant Secretary.

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

PASSED AND ADOPTED THIS 14TH DAY OF FEBRUARY, 2022.

ATTEST

**DOUBLE BRANCH COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairman/Vice Chairman

SEVENTH ORDER OF BUSINESS

D.

1.

Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285; manager@oakleafresidents.com

Memorandum

Date: February 2022

To: Board of Supervisors

From: GMS – OakLeaf Operations Manager

Community:

Special Events

- Polar Plunge - report
- Upcoming: Movies w/ food trucks, Vendor fair (Easter) at DB, Spring Break at Pools

Aquatics

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

Amenity Usage

- *Total Facilities Usage – 3987*
- *Average daily usage – 129*

Card counts:

DB Owners	21
DB Renters	14
DB Replacements	11
DB Updated	8

Total cards printed: 105 (both districts)

Rentals

- *4 of 31 days rented in Jan , 2 of 4 weekends rented*
- *4 Clubroom rentals, 0 patio rentals*
- *22 tours (32 approx. hours)/41 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

- Repair costs and proceedings concerning Cannon's Point Playground slide
- Discussions of Pickleball, presentation of possible costs and controls
- Fitness Center landscape improvements
- Coordination of capitol studies

MAINTENANCE

- Replace multiple posts in Waverly Park playground
- Touch up painting on decorative street poles in neighborhood (ongoing)
- Coordination of meeting and inspection of culvert on Laurelwood (JEA, clay county)
- Inspect and diagnose issues with AC unit at Amenity Center
- Replace contactor on Amenity Center AC unit, refill refrigerant
- cleaning/clearing of water fountain systems and replacement of filters (pool/fieldhouse)
- Install of lighting and seating on DB Security cart (ready for usage)
- Replacement of slide filter motor, replacement of impeller during change-out
- Seal coating plans for parking lot (discussion on either Amenity Center lot or Village Center)
- Contact Village Center HOA for coordination of work concerning lighting, waiting for more info from Clay Electric
- Removed Christmas lighting installs at all entries, columns and buildings
- Audit of access cards – ongoing (to include audit of adult family members in household)
- 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 1/5. Nature's Hammock, Fall Creek, The Oaks, Cannon's Point, Pebble Creek, Silver Leaf, Oakbrook, and The Cottages completed 1/27.

Landscaping

- *Monthly report for Jan. submitted and filed at Operations office*

For questions, comments, or clarification, please contact:

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

jsoriano@gmsnf.com

Double Branch (Phase 1) 2022 Pool Hours

March 12 - March 21 (Spring Break)

Sat, 3/13: 10am - 6pm
Sun, 3/14: 11am - 6pm
Mon, 3/15 - Sat, 3/20: 10am - 6pm
Sun, 3/21: 11am - 6pm
Mon, 3/22: 10am – 6pm- Pool Monitors only – no slide

April 2 – May 1 (Weekends Only)

Sat: 10am - 6pm
(*Monitor Only until 12pm – Slide opens at noon)
Sun: 11am - 6pm
(*Monitor Only until 12pm – Slide opens at noon)

May 2 – May 27

CLOSED: Tuesdays and Thursdays
Mon, Wed, Fri: 12-3pm (*Monitor Only – Slide not open)
3-7pm Slide open – Guards on Duty
Saturdays and Sundays: 10am - 7pm

May 28 – August 9

Monday-Friday: 10am - 8 pm
Saturday and Sundays: 10am - 8pm

August 10 – September 5

CLOSED: Tuesdays and Thursdays
Mon, Wed, Fri: 12-3pm *Monitor Only – Slide not open
3-7pm Slide open – Guards on Duty
Saturday and Sundays: 10am - 7pm

Labor Day Hours:

Monday, September 5: 10am - 7pm (Slide open!)

September 6 – September 30

CLOSED: Tuesdays and Thursdays
Mon, Wed: 12-6pm (*Monitor Only – Slide not open)
Fri: 12-3pm (*Pool Monitor Only – Slides not open until 3)
3-6pm – Guards on Duty, Slide open
Saturdays and Sundays: 10am - 6pm

October 1 – October 16 **(Weekends Only)**

Sat: 10am - 6pm
(*Monitor Only until 12pm – Slide opens at noon)
Sun: 11am - 6pm
(*Monitor Only until 12pm – Slide opens at noon)

Middle Village (Phase 2) 2022 Pool Hours

March 12 - March 21 (Spring Break)

Sat, 3/13: 10am - 6pm
Sun, 3/14: 11am - 6pm
Mon, 3/15 - Sat, 3/20: 10am - 6pm
Sun, 3/21: 11am - 6pm
Mon, 3/22: 10am – 6pm- Pool Monitors only – no slide

April 2 – May 1 (Weekends Only)

Sat: 10am - 6pm
(*Monitor Only until 12pm – Slide opens at noon)
Sun: 11am - 6pm
(*Monitor Only until 12pm – Slide opens at noon)

May 1 – May 27

CLOSED: Tuesdays and Thursdays
Mon, Wed, Fri: 12-3pm (*Monitor Only – Slide not open)
3-7pm Slide open – Guards on Duty
Saturdays and Sundays: 10am - 7pm

May 28 – August 9

Monday-Friday: 10am - 8 pm
Saturday and Sundays: 10am - 8pm

August 10 – September 5

CLOSED: Mondays and Wednesdays
Mon, Wed, Fri: 12-3pm *Monitor Only – Slide not open
3-7pm Slide open – Guards on Duty
Saturday and Sundays: 10am - 7pm

Labor Day Hours:

Monday, September 5: 10am - 7pm (Slide open!)

September 6 – September 30

CLOSED: Mondays and Wednesdays
Mon, Wed: 12-6pm (*Monitor Only – Slide not open)
Fri: 12-3pm (*Pool Monitor Only – Slides not open until 3)
3-6pm – Guards on Duty, Slide open
Saturdays and Sundays: 10am - 6pm

October 1 – October 16 **(Weekends Only)**

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(*Monitor Only until 12pm – Slide opens at noon)

2.



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: January 27, 2022

Phone: Orange Park

Opportunity#: 7281

Job Summary:

Provide labor to remove existing liriope and 1 holly tree and grade on either side of the back entrance to the Fitness Center. Remove existing drip line and convert to sprays for new St Augustine sod and bubblers for New Crape Myrtle trees to be centered in front of the windows, 2 on each side.

Landscape Enhancement

Quantity	Description	Unit	Unit Price	Ext Price
16.00	Labor and Prep	Hr	\$42.87	\$685.94
4.00	Crape Myrtle 'Muskogee' Standard - (e)	30g	\$365.79	\$1,463.16
1.00	Disposal Fee	Ea	\$50.00	\$50.00
1.00	Irrigation Allowance	Ea	\$500.00	\$500.00
1,200.00	Subcontract Sod Labor	Sq Ft	\$1.10	\$1,320.00
8.00	Mulch, Red	Bag 2CF	\$4.81	\$38.45
Landscape Enhancement Total				\$4,057.55

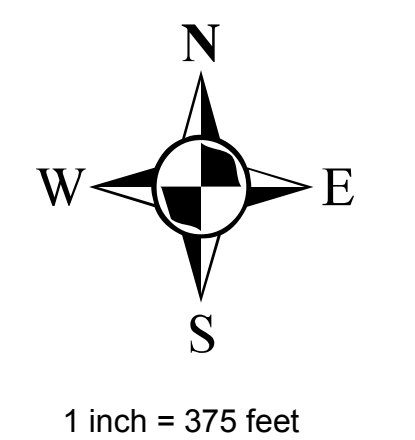
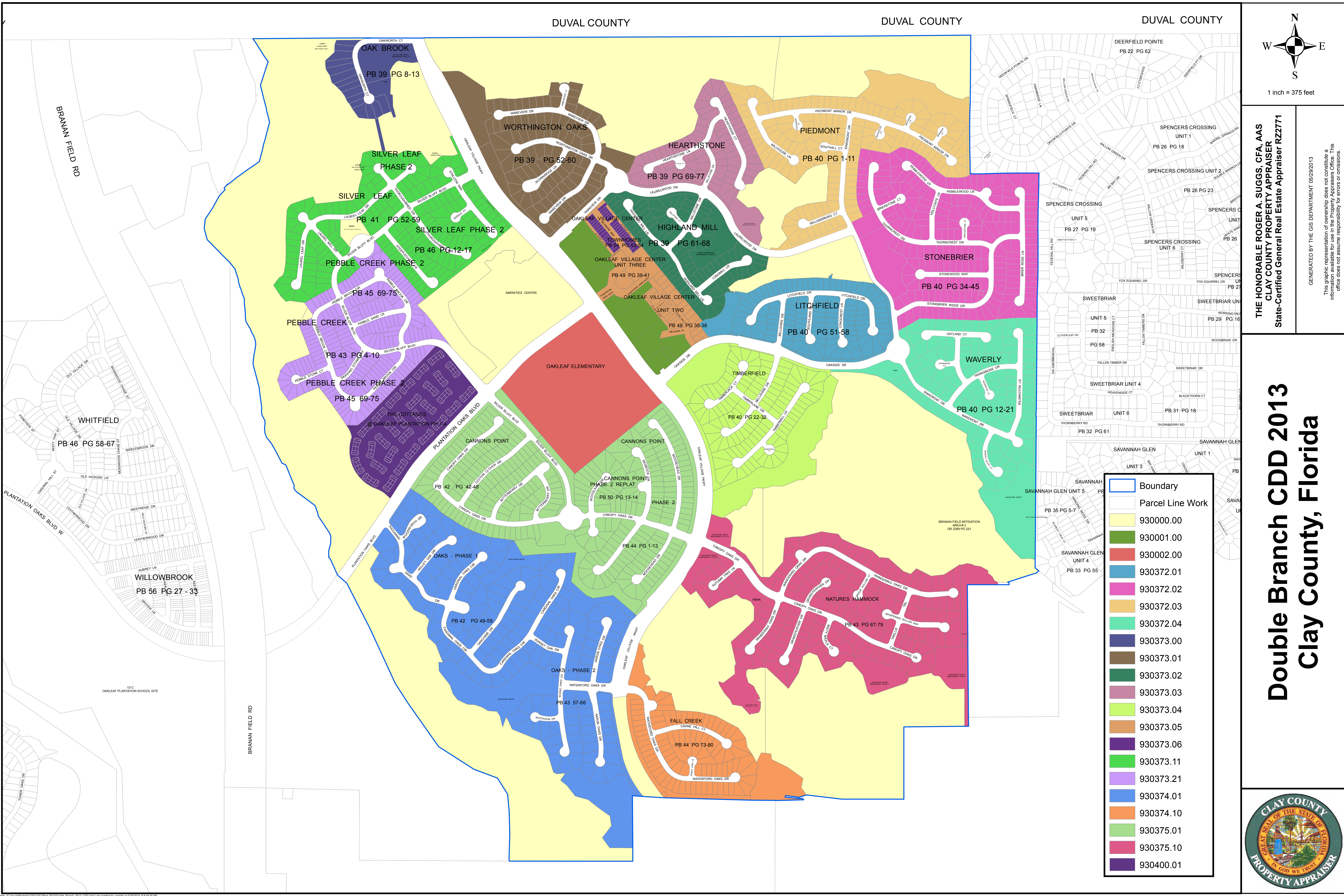
Proposal Total: \$4,057.55

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.



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
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