

**MINUTES OF MEETING  
DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Double Branch Community Development District was held Monday, December 13, 2021 at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

Present and constituting a quorum were:

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

Also present were:

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

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of Consent Agenda**

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

Ms. Giles stated included in your agenda package are the minutes of the last meeting and the financial statements as of October 31<sup>st</sup>. Your assessment receipts schedule that is in the package shows 0% collected, but this morning I was able to get an updated copy which shows we're actually 92% collected. Also included is the check register totaling \$18,440.70.

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

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

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

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

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

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

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

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

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

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

Mr. Horton asked what about the David Gray Plumbing?

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

On MOTION by Mr. Horton seconded by Chairperson Nelsen with all in favor the Consent Agenda was approved.
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**FOURTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

There being nothing to report, the next item followed.

**B. District Engineer**

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

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

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

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

**C. District Manager**

There being nothing to report, the next item followed.

**D. Operations Manager - Memorandum**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Mr. Lanier asked how is the growth?

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

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

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

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

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

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

Mr. Horton stated we can work into it slowly.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Mr. Soriano responded yes.

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

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

## **FIFTH ORDER OF BUSINESS**

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

There were no audience comments.

### **Supervisor Requests**

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

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



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

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

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

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

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

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

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

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

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

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

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

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Ms. Grizzle responded three.

**SIXTH ORDER OF BUSINESS**

**Next Scheduled Meeting**

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

**SEVENTH ORDER OF BUSINESS**

**Adjournment**

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

DocuSigned by:  
*Marlee Giles*  
3B3269E1043B434  
Secretary/Assistant Secretary

DocuSigned by:  
*Cindy Nelsen*  
1834ED053396448...  
Chairman/Vice Chairman