

DOUBLE BRANCH
Community Development District

MARCH 14, 2022

AGENDA

Double Branch Community Development District

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

March 7, 2022

Board of Supervisors
Double Branch Community Development District

Dear Board Members:

The Double Branch Community Development District Board of Supervisors Meeting is scheduled for **Monday, March 14, 2022 at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.**

Following is the agenda for the meeting:

Audit Committee Meeting

- I. Roll Call
- II. Selection of Auditor Selection Evaluation Criteria
- III. Other Business
- IV. Adjournment

Board of Supervisors Meeting

- I. Roll Call
- II. Audience Comments (limited to three minutes)
- III. Approval of Consent Agenda
 - A. Approval of the Minutes of the February 14, 2022 Meeting
 - B. Financial Statements
 - C. Assessment Receipts Schedule
 - D. Check Register
- IV. Acceptance of the Audit Committee's Recommendation

- V. Consideration of Resolution 2022-03, Designating a Registered Agent and Registered Office
- VI. Staff Reports
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
 - D. Operations Manager
 - 1. Memorandum
 - 2. Update on Slide Vandalism
- VII. Audience Comments (limited to three minutes) / Supervisors' Requests
- VIII. Next Scheduled Meeting – April 11, 2022 at 4:00 p.m. the Plantation Oaks Amenity Center
- IX. Adjournment

Private Security Session (Closed to the Public)

- I. Discussion Regarding Security

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

Sincerely,

Marilee Giles

Marilee Giles
District Manager

THIRD ORDER OF BUSINESS

A.

MINUTES OF MEETING
DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Double Branch Community Development District was held Monday, February 14, 2022 at 6:00 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

Also present were:

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

FIRST ORDER OF BUSINESS

Roll Call

Ms. Giles called the meeting to order at 6:00 p.m.

SECOND ORDER OF BUSINESS

Audience Comments

Mr. Jim Haynes, 468 Hearthside Court, stated I'm organizing pickleball clinics, tournaments, and things like that to try to get the program going. We started coming about a year ago and you wanted to see evidence of growth. We have a lot of people here who play with us, but Kimberly also has a list of 50 residents who are regular pickleball players, so I think we have a strong program going. If we really want a good program, we need to have better facilities. We have four courts that are basically temporary on top of tennis courts and there are a lot of problems with that, so that's why we're back. We'd like to see some solution to that, permanent courts. I think we're doing a lot of good things. We have a free learn to play session every Saturday morning, so we've had a lot of people come and join through that. Several of them played their first tournament this past Saturday and I think they had a fantastic

time. It's an opportunity for them to get children involved. We've done a lot of hard work to get the program going strong. I'm here to answer any questions you have about how it's going and Kimberly also some thoughts she wants to share.

Ms. Kimberly Farrell, 716 Drakefeather Drive, stated I've put together a list. This is not an all-inclusive list by any means, this is just names that I know of. September of 2020 I started a Facebook group for Oakleaf pickleball. There are now 266 members. All this list represents is members, residents and non-residents, that I know of that play on a fairly regular basis or regular basis. It's a total of 85 people. Of those, 54 are residents, so we have a significant number of residents versus the non-residents. It seems to be growing every month. This was about a month ago and I know there are new players that we've added since then. This last month was the cold weather so I haven't met a lot of those people yet, but we are continually growing and having those permanent pickleball courts I think would make it grow even more.

Mr. Thomas stated I noticed when I left on Saturday there were a ton of people at the pickleball court, enough so that when I went by, I had to do a double take because I didn't know if there was a party going on or not. It seems like it would be well used. My question though is of the residents and non-residents, how are we collecting a fee for the non-residents who are coming in? Are they using somebody's guest pass or something like that? These are the logistics we have to work out.

Mr. Soriano responded they're collecting regular guest fees just like anybody else would right now, so they pay a couple bucks at a time, and it adds up. Jim sent me records because it will help pay for the stuff too.

Mr. Thomas stated Jim, it seems like you're spear-heading this. Let's say in a year or so you decide you want to retire from pickleball, who would pick it up after you?

Mr. Jim Haynes responded Kimberly and Tim and a few others had it going pretty strong even when I wasn't up here. It's really a community group. It's very social and I think as long as there are people who want to play, it would keep going. I live within walking distance of the courts, so I don't have any plans to do anything different. As long as I can keep doing clinics and stuff, I'm committed to staying with the program if they want me to do that.

Ms. Kimberly Farrell stated just to add on to that, Jim isn't even there during the week. His clinic is on Saturday mornings, and he has one senior session on Friday morning, but these

players I'm talking about are usually there in the evenings just out there playing pickleball. We aren't at clinics.

Mr. Jim Haynes stated what you saw on Saturday was a tournament. We had a free beginner's tournament for the people who just come through our free clinics, and we had twelve of those, but we had over 50 in all, so there's potential there to generate some income that we could kick back into the costs, especially if we had a more suitable facility. Pickleball is so popular, and I think it's a great amenity to offer to the residents.

Vice Chairman Davis stated I know you guys enjoy what you do, and we think it's great and I don't have a problem with it either. I am the president of Oakleaf Athletic Association and our baseball program is 1,000 people strong and I would never do this because it would complicate things for soccer and I-9 and everything else that we've worked hard to protect and give them somewhere to play, but if I said we could build a covered batting cage up here if enough of you show up, I could have 500 people in there. You're talking 54 people. I could double, triple, quadruple that with people that want something else, so my question is how do we justify what we're spending the money on? I'm having a hard time dealing with that because I could have people flood this place and want to do away with the soccer field and build an enclosed hitting facility and practice facility for baseball. I would never do that. It's just detrimental to other sports. I'm trying to look out for all sports and accommodate all people. I just have a hard time with so much money for 54 residents. I don't mean to sound negative to your project, but I don't know how else to approach it.

Ms. Kimberly Farrell stated right now we only have four courts. We're at maximum capacity a lot of times with people waiting. You can't do much with four courts.

Vice Chairman Davis stated there's a very large community here and there are so many different interests. I'm sure you could probably get 54 people in here that want a driving range instead of a soccer field. Do you see my point? You guys have been here advocating for what you want, but I just feel like if other people had that same mindset you'd be blown away by other sports and other interests. Where do we draw the line and what do we spend the money on? To me, it's a very hard approval process for a small group of people.

Mr. Jim Haynes stated we have tennis in our community and that's a small number of people compared to how many you've got, but we have a lot of money invested in the clay courts here and the maintenance on that, but if you want a tennis program in your community,

that's something you have to allocate for. I think pickleball is as big as tennis in the State of Florida especially going forward so it's just a question of whether you want to have a quality program or not. I agree as far as number of participants, it's not going to compare to some other things.

Vice Chairman Davis stated I'm not against it at all, I'm just looking at every aspect. We have a very diverse community with very different interests. We've visited the tennis numbers before. Jay, can you refresh my memory?

Mr. Soriano responded over here, this tennis program is very large and one of the better tennis programs in this area. Over there, I could probably name 30 to 40 residents that have used it; not use it on a regular basis, but use it, so it's not a lot. With taking two away we could get some complaints, but if I change the position of an exercise machine, I'm going to get complaints. It's like what we did with the heated pool. I have three people that are mad that because we took the heated pool away. We spend \$25,000 a year so we took it away for two months to save some money. I'm going to get some complaints, but what we're switching off with is going to be much better than the hard tennis courts. This issue is on my report, so let's go through that and if anybody else wants to speak, there's a public comments section. Because then I can go through those numbers that we have again.

Vice Chairman Davis stated we've gone through so many things I'm not sure if we're talking new courts or just converting, so that would be helpful.

Mr. Watson, 3854 Chasing Falls Road, stated you already have baseball fields. We're talking about just a playing court. The playing courts are temporary, and it falls apart now, so we're just looking for somewhere to play; not for anything additional.

Vice Chairman Davis stated that baseball field is provided by the County and that's why I mentioned indoor facilities provided by us. You guys are asking for money, but I'm just trying to figure at this point what we're considering tonight. We've discussed so many different options with pickleball. That's why I said that.

Mr. Eddie Cutwright, 3518 Silver Bluff, stated I'm the recreation director for the City of Palatka. What we're asking for is not taking away from any sport. I'm a firm believer that we shouldn't take away any sports, but I've been here two and a half to three years and those two tennis courts that we're using for pickleball haven't been used since I've been here, so with renovating them into pickleball courts you wouldn't get two much kickback from

residents here. Like Ms. Kimberly said earlier, I did my own study and I've seen excess of 35 people out there on a regular night here that play when Jim isn't there, so if we had more courts or better courts with better lighting and better facilities, that number would probably magnify by two. There are probably another 55 to 100 that wouldn't come in here and talk because they just can't make meetings during the day. I would support permanent pickleball courts. For renovating those courts, we can probably knock some things down because I've got some contractors that we can bring up from Palatka.

Vice Chairman Davis stated I appreciate that and that's why I was asking because you're talking additional lighting. That's thousands of dollars. That's why I'm trying to get to the bottom of what we're discussing or wanting to do.

THIRD ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the January 10, 2022 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 December 31st, your assessment receipts schedule showing you are 95% collected, and the check register totaling \$91,928.75.

Mr. Horton stated there were very few receipts this time. It seems like it should be fairly consistent from month to month.

Ms. Giles stated a lot of times it's based on when the accountants can complete the financial statements.

Mr. Horton asked who does this?

Ms. Giles responded GMS has accountants.

Mr. Horton asked in your office down in St. Augustine?

Ms. Giles responded they're out of Palm Coast.

Mr. Soriano stated if we don't pay a lot of bills out this month, you're only going to see those receipts. You'll see some months where we might have 20 or 30 big bills that we have to pay and other months there are five or ten. We're going to report on those five or ten that were paid so it matches your check register. There's nothing missing.

Mr. Horton stated there's usually 20 pages in there and I'm sure they must bill you every month.

Mr. Soriano stated it depends on when it hits. It might be five weeks out or six weeks out, so we don't get it to you that month, you'll get it the next month. You're a month behind too because the agenda package is done early, so you won't see everything I've done in the last two or three weeks. The check register should match the receipts though.

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

FOURTH ORDER OF BUSINESS

Consideration of Proposal for Updating the Capital Reserve Study

Ms. Giles stated this is something Jay and I took the liberty to get proposals for to present to the Board. The last report is dated 2015. You have two proposals in your packets.

Mr. Soriano stated we did our first study in 2015. It goes through all of our large assets; things like buildings, roofs, air conditioning equipment, our pools and it even goes out to the neighborhoods and considers the fence lines and playgrounds and breaks it down into a spreadsheet by expected life and replacement cost. This allows us to plan out years and years' worth of our expenditures. We fund our capital reserve to meet this so that hopefully we always have enough money in the bank that if a playground needs to be replaced, it's not that big of a deal to spend \$30,000 to \$40,000 because we know there's enough in that bank account to cover one this year and another next year. You guys have 11 playgrounds so adding up to a quarter million is easy. We can't do that in one year, so we have to have a plan for it. This extensively considers everything whether it's those items that residents see on a regular basis like the playgrounds, or the items that are buried such as the pipes in the ground that I have to repair every once and a while. Community Advisors is one of your proposers and that is the company that did the 2015 study for us. They are also the lower cost proposal. We reached out to a couple. You have one other proposal there, but the amount is outrageous at \$11,000. I would hope they would be really detailed. They did do a good amount of work by looking at our website and our expenses of what we have out there. Marilee also had to do an application for it, so she put in some of that, but they were pretty extensive at looking at all of the District's facilities. That cost is just really hard for me to swallow compared to Community Advisors at \$2,000. With Community Advisors it will be a little higher than the initial one every time they have to do a revision if I have to add things. They charge an extra \$350 for

revisions and \$500 for walk-throughs so they have add-ons they will do. They have been at both districts multiple times. They've already gone through two other studies at your sister district. They have a lot more when it comes to their facilities. They are also doing this because they're dealing with a refinance so they want to have a good idea of what they will be spending in the next couple of years. This is not something we said we were going to do this year, but I do think it's a good idea to do these every five to seven years. I have my own 10-year plan of when we should be doing certain things such as replacing air conditioners or the slides and just like anywhere, if I can, I will try to make those things last as long as possible and still keep everything safe. A lot of times our problems are more cosmetic, but safety is the first issue, and we try to replace by priority that way. My plans are always backed up by this study too. It makes it easier when I bring something to you and you guys ask if we have the money. You guys are much better than the funding plan that was in there, so we have plenty of money to move forward with the way it's planned right now, I just think it's a good idea to update. You guys also have a lot of new facilities. We have replaced a few of the playgrounds and we have a whole bridge we need to add in. Those things will all go to extra expenses for the future for maintenance and replacement.

Mr. Horton stated I was here for the original in 2015 and I thought that the initial one was concise. It seems the original company would have a leg up on knowing where to start so I would lean toward Community Advisors.

Mr. Soriano stated I would think it would be much easier. The other company also has those add-ons if they have to come out and do a lot of revisions and they're already starting really high so that would be my concern if we miss a lot in that first walk-through. It takes a couple of days to go through everything. The last time Charlie from Community Advisors was out here it took about a day and a half, and he's been in these districts multiple times so for him it would be quicker. The new group took a couple visits for them so it would be a little higher than that.

Vice Chairman Davis stated with the current company, what is the life expectancy of the report, because I see with Reserve Advisors, it's a 30-year reserve expenditure funding plan.

Mr. Eckert stated most districts that I work with revisit this every three to five years.

Mr. Soriano stated it's a 30-year plan, so if you look through it, it goes all the way through 2045. But I can tell you that's not going to be accurate at that point. There are some things that no matter how much experience you have, nobody expected something like the pandemic and now shipping issues at triple the cost, so a 30-year plan goes out the window at that point, but it is quite helpful. Both of them are going to give a 30-year plan. We don't have to do an update that soon. We're at seven years now. I think it's a good idea and since we are doing it to get good numbers for your sister district, we brought it forward to you guys.

Mr. Thomas asked do we need to do a not to exceed?

Mr. Soriano responded you can do it on the quote. The revisions I can do under the amount I'm allowed, so unless for some reason those revisions started adding up and went beyond my discretionary amount, then I would come back to you guys, but I don't see that happening.

On MOTION by Chairperson Nelsen seconded by Mr. Horton with all in favor Community Advisors' proposal to update the capital reserve study was approved.

FIFTH ORDER OF BUSINESS

Selection of the Audit Committee

Ms. Giles stated Chapter 218 of the Florida Statutes requires that CDDs go through an annual audit by an independent CPA firm. This is mandated for every form of local government in Florida to include cities, counties, and special districts. Chapter 218 requires that an audit committee be established to go through the RFP process, including approved evaluation criteria, publishing a public notice for an RFP, and ranking the audit proposals. Because we need quorum for the audit committee, it makes sense for the Board to serve as the audit committee, that way we can schedule an audit committee meeting immediately preceding the Board meeting and this ensures we have quorum at both meetings. We will need an RFP for the Fiscal Year 2022 audit. Right now, you have Grau & Associates and they've done your audits since 2017 and are scheduled to do your 2021 audit. I'm just looking for a motion to appoint the supervisors as the audit committee.

On MOTION by Chairperson Nelsen seconded by Vice Chairman Davis with all in favor selecting the Board of Supervisors to serve as the Audit Committee was approved.

SIXTH ORDER OF BUSINESS**Consideration of Resolution 2022-02,
Designating Officers**

Ms. Giles stated this is coming to you as a form of housekeeping from GMS. At GMS we have four district managers and our goal is to have all four district managers on every district so if something happens, you still have that coverage for a district manager. This is to add Daniel Laughlin. The remaining officers and supervisors would remain the same.

On MOTION by Chairperson Nelsen seconded by Mr. Horton with all in favor Resolution 2022-02, designating Daniel Laughlin as an Assistant Treasurer and Assistant Secretary was approved.

SEVENTH ORDER OF BUSINESS**Staff Reports****A. District Counsel**

Mr. Eckert stated the legislature has filed a bill this week to raise the limits on liability for local governments. The latest proposal is \$1 million per person / \$3 million per incident. What that means for this district is because you are a local government, you have the benefit of those limits of liability and where it could impact you is in your budget in terms of what you budget for insurance because when the insurance companies quote local governments for liability policies, they take those limits of liability into account. I know GMS is already talking to the insurance companies that serve CDDs about what kind of increase could be expected if something like this goes through. Whether they actually get anything done on that, I don't know, but it certainly has a lot more momentum this year than it has in the past.

The other thing that is back is the bill to require all special district board members to do four hours of ethics training. I think it's every year. Sometimes they talk about every term. City council members and County commissioners are already required to do that, but it may be something that gets passed for special districts this year. In the past, special districts have always been dropped given that it's more of a very part-time nature of what you all do, but we will wait and see how that turns out. Those are the two bills that I think could have a financial impact on you or will affect how you carry out your duties.

Vice Chairman Davis asked so the insurance is not a done deal? It's on the table and they're proposing it.

Mr. Eckert responded correct.

Vice Chairman Davis asked and what is our current liability?

Mr. Eckert responded our current liability policy is sufficient for what we have right now. The limits of liability are currently \$100,000 per person / \$300,000 per incident, so they're talking about raising it tenfold and there's a couple of reasons for that. There are people who believe that the limits have been too low for too long and certainly there are statistics to show that everything else is going up, but the limits of liability have not been raised for about the last ten years. The other issue is what happens is if somebody gets a verdict against a local government for say \$1 million, then the local government is only allowed to pay \$100,000 or \$300,000 depending on if it's multiple people, and then what happens is the plaintiffs file what is called a claims bill, which means they go to the legislature and they take up the legislature's time to evaluate claims bills so the legislature I would say does not enjoy the claims bill process and one of the ways to reduce the numbers of claims bills is to raise the limits of liability for local governments.

Mr. Horton asked does this apply to city government too?

Mr. Eckert responded yes. Cities and counties are actively involved in trying to educate the legislature on what kind of fiscal impact it could have. For us it'll be a smaller impact, but for a government the size of the City of Jacksonville it may be significant.

B. District Engineer

There being nothing to report, the next item followed.

C. District Manager

There being nothing to report, the next item followed.

D. Operations Manager - Memorandum

Mr. Soriano stated we had the Polar Plunge this past weekend and had a good turnout. We had about 60 people there. I was surprised because the week before was our oldest week of this winter. At that point we had five to ten people that were planning on being there, so I thought it was going to be a small event. We got a couple of pictures of our families. One in

particular has been here for twelve of the fifteen Polar Plunge events and they wear the medal every time so it's kind of neat. As the weather picks up, we should be getting back to the movies on the green along with the food truck nights. We have our vendor fair, which will be on your side. That is a resident run program for Easter, and then we have Spring Break the second week of March and we will open the pools full time and then shut back down until April and then we build up until Memorial Day when we're open full blast again. I included a tentative schedule for you guys. It is pretty much the same schedule we've had for the last five years or so. It was five years ago we started the alternating days with your sister district during the week. That gave us a total of 1,341 operating hours that there are lifeguard staff at the pools. Unless there are any concerns with the tentative schedule, that is what I was going to post on the website to get the residents ready for Spring Break and they April and May hours.

Mr. Thomas stated remind me when the high schoolers are using the pool for the swim meet.

Mr. Soriano stated that is in the fall season. We don't have anybody using your pool, that is over here at your sister district in the competition pool. That usually starts the first week of August.

Mr. Soriano continued with his report. Moving on to the operations side, I have a couple of items I want to go over. The first one is an issue with the Cannons Point playground. We had some vandalism that was actually caught by our residents. I had about 30 contacts; phone calls and emails that night. Some residents got pictures of kids lighting our slide on fire at the Cannons Point park. I have spoken to one of the guardians and she was very apologetic. They were looking for us to find a way to keep them out of criminal court. I explained that the biggest problem I have is that slide is a little different. It's not like keying someone's car where we could pay to have it repainted. We'd have to replace the whole slide and it's that big triple slide, so that becomes more high cost and I warned her that I was looking at cost around \$8,000 and that I would be concerned with us dropping those charges because we have to pay somehow. I talked to Mike and discussed what other options we had if we wanted to do something like that, because there is the ability to go through this matter civilly and having them pay us. I was just worried about the long run of that happening. I haven't been contacted by the other two families. I've called and left messages once because I just got their phone numbers from the police officer. The police report is done so I should be able to get it, but it

does take a while. The last thing they were waiting on was a quote from me to replace that slide. Unfortunately, the slide is not made anymore. There is only one company that I can find a triple slide like that with them next to each other rather than three single slides. This is all three on one giant piece of plastic and the only thing that I could find that matches up to that height so we can put it on the deck correctly is \$6,017.13 to have it shipped to us. Looking at the specs it'll bolt up pretty easy, so I'm pretty sure it's going to be a good replacement for that slide. If you recall, this playground is one we are getting rid of, however we take that slide or say like the tic-tac-toe panel off as long as they're in good shape and we reuse them on other units that aren't in line to be replaced completely yet because we still have to make multiple years, or we have to plan on spending what could add up to a quarter million dollars at one time to replace everything. So, we are planning on using that slide but that unit is the one we were going to change out next. So, even if we were to talk about considering this a depreciation and giving them less, it's still a lot of money. I did inform her that I'm leaving that up to the Board completely. That's not something I want to address. I did just get the police report, so I would say no matter what we decide, we could always bring them in next month to speak to you in a public meeting but I'm not sure if that's the route you guys would wish to go as far as dropping the charges.

Vice Chairman Davis asked there are three parties involved and you have information on all three, but you've only been in contact with one?

Mr. Soriano responded correct.

Vice Chairman Davis stated if this were my kid sitting right here, press charges.

Chairperson Nelsen asked only one is a resident, correct?

Mr. Soriano responded correct.

Mr. Thomas asked how does that complicate anything for us as far as getting the money? Do we just charge the resident, or can we send small claims to the other families?

Vice Chairperson responded no, you press charges and go through the process of restitution that they have to pay.

Mr. Thomas stated I saw a Facebook post with the damage, the confrontation that ensued and all of the sneakiness that was going on. I'm all for pressing charges. There has to be a consequence. They knew what they were doing.

Mr. Soriano stated just to forewarn you, we have had vandalism issues before and there have been times we've actually caught kids. What they do is they go through a juvenile court process and there is restitution paid through that. I have never received restitution from Clay County Juvenile Court for anything we've ever done. I've received it from Duval when we've had issues that also involved jurisdiction with Duval.

Mr. Davis stated I have had a situation on one of my homes in Jacksonville and same thing, I was awarded restitution but did not receive restitution and followed up on it and was able to get a judgment, so there's a follow up process. They're going to tell them to pay it, but they don't know they have to pay it and they're going to pay it.

Mr. Soriano stated the payment comes from the court, so the restitution is paid back to the court. It's not like I'm going to get a \$6,000 check just because they go to court.

Mr. Eckert stated let me make a suggestion based on what we're hearing today. I'm not hearing any board members say that they want to tell Jay not to go ahead and press charges on behalf of the District for the incident that occurred and if there is a board member that feels that way, speak up. If not, then Jay, I think your direction is to press charges on behalf of the District and then we will deal with the other aspects of it as that process works its way through.

Mr. Thomas stated are there any consequences that we can give? Like take away their card for a year like we would do someone else.

Vice Chairman Davis stated it has to be on top of and in addition to the charges. There's only one resident.

Mr. Eckert stated for the two non-residents we can say you can't use the facilities or be a guest or anything like that. We can certainly do that. The one resident, we would have to do a suspension hearing like we normally would do. It does violate the rules that we have for damaging the District property and that would be appropriate and consistent with what has been done in terms of letting the police work their aspects of that. We can bring that back at the next meeting if you want to.

Mr. Horton asked was the one resident a repeat offender?

Mr. Soriano responded no. This is a first offence for her. One of the two that are not residents, her name was really familiar, and I was almost positive that she was a repeat offender with spray paint and things like that. I have not made contact. Until I talk to them, I

don't know for sure. She's with guardians so the name is different, and I can't be sure until I make contact.

Mr. Eckert stated I don't think we need to talk about it further unless the Board just has additional questions. Jay, I think you have what you need.

Mr. Soriano stated yes. Now that the police report is done, I can let them know we're not going to drop charges and I just have to let the Clay County Sheriff's Office proceed with their side.

Mr. Soriano continued with his report and stated let me move some of things around because I'm thinking pickleball is going to take the longest. We already talked about the capital study and you guys approved getting that done, which is very helpful in terms of I have good planning and a third-party company that backs up what I expect to spend every year. We're doing really good in that capital reserve funding to where the last couple of years when I've brought stuff to the Board I can say yes, we have enough money. This includes those things that we have now, but it does not include new items. We have put those new items on there. I don't think it's going to bring down our funding amount that much. I still think you guys are going to be sitting high. Anything within reason that we talk about, we do have the funds. With that, let me go over a quote I have for the fitness center landscape improvements. The amount is \$4,057.55. Chalon and I were talking, and I believe we can adjust that a bit because we do have left over from this last year's contract. If you recall, when we went through the RFP, I explained that one thing I like to do is not to oversee every single year. You'll take a break and that allows the grass to thicken up a little bit. However, one thing you get is a lot of yellowing in the winter. I have to double check, but I believe it's a little over \$5,000 leftover so we can use that for some of the improvements that we planned on doing this year. I still want you guys to review the quote and make sure this is something we want to move forward with. This was a request to sod the back and add some trees and things like that. We may do a little more since we have money.

Mr. Horton stated I think it's a good idea.

Chairperson Nelsen stated I agree.

Mr. Soriano stated if you want to, let's go ahead and approve it for that amount.

On MOTION by Chairperson Nelsen seconded by Mr. Thomas with all in favor VerdeGo's proposal for landscape improvements behind the fitness center totaling \$4,057.55 was approved.

Mr. Soriano stated back to pickleball. We're still in the same spot, however last time I told you court repairs and resurfacing could be as low as \$15,000 if I use a lot of our labor that you see here tonight to help out with things. I talked to a couple of painting companies, but there isn't really a lot of surface painting. We can do some touch up work, but they definitely would handle all of the lines and that would be possibly closer to \$10,000 on the low end. For nets, permanent holes, changing the fencing and adding surface to the corners for six courts you're looking at about \$25,000 to \$35,000 on the high end. I believe I can stay much closer to that low end if I use some help.

Chairperson Nelsen asked so regardless, we need to resurface the tennis courts?

Mr. Soriano responded it's not a full resurface, just paint and some repairs. If we really want to make this new standalone facility, then I don't want any of those cracks. We're going to have to dig some of that asphalt out, open up the holes and flatten everything out.

Mr. Thomas stated when you and I walked it you had shown me there was possibly a way to reuse one of those benches. Is that included in this too?

Mr. Soriano responded no, that's just moving it. I'm going to reuse everything I can. A bench is right around \$8,000 so I don't want to just throw something like that away and those benches inside the tennis courts are actually in good shape compared to the ones out at the playgrounds. I'm also going to reuse the fencing poles that we cut out of the asphalt.

Chairperson Nelsen asked what was the timeline?

Mr. Soriano responded that's going to be based on your decision. The lower end at \$25,000 was with us doing some of the work. I would really need for us to have some kind of conclusion so I can get started, because it's going to be spring in five weeks. I have Spring Break coming up and my focus gets pushed to those pools. I'm still working on a rather large leak in your pool and we have to get that back up and running. After that, I'm limited in repairs on the pool deck even though we have to get ready for the summer. I get a couple of weeks in April, we're open on weekends, but I have everything going and we have to keep that place running so it takes me away from the outer areas.

Vice Chairman Davis stated I know at some point we discussed some so-called skin in the game like I-9 and the soccer program and the money spent for them on the field and whatnot. Was that based on brand new courts or what we're talking about now?

Mr. Soriano responded even now. That is part of the commitment. I've talked to Jim about this. Even those things like the guest fees. If we can change it around, that would give them a little more leeway to have more guests and not have to worry about paying every day, but they're still going to bring in money almost like they do out here with the teams. That money goes to not only the pros, because I want Jim to make some money, and a little bit goes to the District. That also makes it easier for them to have access to those facilities. We might have to put rules and limits on that. We don't want guests just coming in any time by themselves. It's really going to be centered around that program. I still think we need to do that, but we can always bring that back to you. Jim has brought up money that could be turned in with tournaments, the same way we do with the tennis. A big portion of that should go to the pro and staff that work it, but the rest comes back to the District. It's not a huge revenue generator, but it does help offset because if we are creating this nice facility, there's always more maintenance involved. We do have small amounts of O&M that go to the tennis courts right now, but it's not much at all. We resurfaced seven years ago, and we really haven't gone out there to do much painting or anything because there's not high usage.

Vice Chairman Davis asked what direction do you want to get this moving forward and make sure we also have some maintenance stuff built into the program?

Mr. Soriano responded I wouldn't plan on money from them. It's nice to say, but that is really on us. If we make that decision to put in any type of new facilities, we have to be prepared to handle that cost completely by ourselves, even in the future. We never know, no matter what the reason is, pickleball could just fall off and disappear. Is that likely, probably not, but we can't plan on that. We have to ask if we're going to continue that O&M and is this something we really want five or ten years from now. Hopefully it does build up. I think it will build. They're doing really well out there.

Mr. Thomas stated in the last meeting when we were talking about budget in the last meeting you mentioned there was some money allocated that we could use for this improvement.

Mr. Soriano stated yes, the capital reserves. The capital reserve study is based off of things we have, and we do have tennis court resurfacing money. I'm going to change around that paint completely to match six courts and the fencing would be new, but if I break it down individually, those are small items; \$6,000 here and \$7,000 there, but add it up and \$25,000 to \$35,000 sounds like a lot, but there is money in there we could use. This is not building a brand-new facility and I'm not looking at adding new lights or anything like that. This is just to get them their six courts with plenty of space that is dedicated for pickleball. We will still have the tennis courts on the other side, we're going to leave the shadow lines, so they will still have a huge facility and will have ten courts if they're having a big tournament.

Mr. Thomas stated I see the tennis courts as being not fully utilized right now. I see a sport that is increasing, not only in this community but in other communities around us and I think it would be another draw to our community. If you guys remember, a couple of years ago we added exercise equipment and took on the maintenance cost for that as well. We don't know how many people are using that exercise equipment. I see an opportunity for the community to utilize that area more. It's highly visible, it's right there on the corner, so when you're going by there on a Saturday, you're going to say what is going on over there, that's awesome, I'm going to peak my head over there. Is it going to cost us some money? Yes. In the long-term I think it would be better for our community so I would like the Board to consider voting yes on doing the retrofit to the pickleball courts.

Vice Chairman Davis stated Jay, you're more in tune to the maintenance and usage of the facilities than any of us. I trust your judgment and it seems to me that you are okay with this.

Mr. Soriano stated we do get requests a lot and even if 100 people came out, that's barely breaking 1% of our population. We're getting ready to spend \$25,000 to \$35,000 for 1% of our population, however, we don't have people show up at our meetings and they're actually taking the time. If we look at it that way, we probably would never add any improvements, it would just be making sure the paint looks good and we'd do with what we had when the place was built back in 2005. We add new things, and we try to make things better. It's been years since we had an assessment increase, so the residents are all pretty happy. If it's a small amount of money and we can afford it, I don't see it being a problem. But it does open that door and we do have a lot of programs that ask us for a lot of stuff. We do have to figure out a

way to gauge what is going to work out and what is not. I think we've beaten this one pretty well and looked at everything. Originally, we were worried about tennis. I don't think that's going to be a concern. In fact, the tennis players that have come and talked to me are not worried about it. There are a few that do tennis and pickleball and they're looking forward to something like this, so I think no matter how much we go through the pros and cons, this is one we can go ahead with.

Mr. Horton stated if you all remember when we repainted the courts and we turned them into pickleball courts I was pushing for that at the time and I still think it's a good idea to change them, so I'm on board.

Mr. Thomas motioned to approve repurposing the tennis courts into pickleball courts and asked for a not to exceed amount.

Vice Chairman Davis asked how many volunteers are we going to get?

Mr. Soriano stated this is not something I'm going to be able to get done in a month. It may not be done in three months, but if I can get started, it makes it easier for my summer because once the pools open up it's tough on me and staff. We can do the \$25,000 and if I need another \$5,000, I can come back and explain what is leftover, what is needed and what they couldn't help me out with.

On MOTION by Mr. Thomas seconded by Vice Chairman Davis with all in favor repurposing the tennis courts into pickleball courts at a cost not to exceed \$25,000 was approved.

Ms. Suchsland stated if I can get another schedule that you leave out on the fitness counter, we can help you out with blowing the courts off.

Mr. Thomas asked are the branches still in front of the lights?

Ms. Suchsland responded we did a lot of pruning in December. They're coming back in early March so if you can let me know what areas, we can add them.

Mr. Soriano continued with his report. That is it for the open items. We usually go through the rule adjustments and things like that at the nighttime meetings. There is one item I want to bring to you for the fitness center. We moved everything around the fitness center. We have a lot more space and we will have a lot more machines. The only thing that's ever really been a point of complaint is the guest rule. I think at this point, seeing usage for it, it's not

really needed the way it was when we first opened that building. Our usage is much lower than when we first opened, and people were waiting around for a half hour or 45 minutes to use a machine. We don't have that anymore, so if we want to change the policies it does make it a little easier on staff. Your sister district never wanted to change it so that made it hard. We do have our differences, and I think it's one we can change.

Vice Chairman Davis asked what are your thoughts? One guest? You can't bring five guests in.

Mr. Soriano responded I would leave it the same as some of our sports courts, which is two. For the pool it's five. If you want to go with one, we can do that.

Vice Chairman Davis stated I would say one because it's still a small space.

Mr. Thomas asked we're not going to change the pool rule, are we?

Mr. Soriano responded this is just for the policy on the fitness center, just for your fitness center for guest usage. We've been operating pretty smooth for the last couple of years. In fact, the last rules that we changed were the weekend guest rules and that was three summers ago now. It was a little confusing because we closed down for the pandemic and then everybody had to relearn that the next year, but everybody understood why we were doing it and that helped out.

Chairperson Nelsen asked do you need a motion to change that?

Mr. Eckert responded yes.

On MOTION by Vice Chairman Davis seconded by Chairperson Nelsen with all in favor amending the fitness center policy regarding guest usage to allow one guest per day was approved.

Mr. Horton asked Mr. Soriano for clarification on the item on his report regarding coordination of meeting and inspection of culvert on Laurelwood.

Mr. Soriano stated there's been a barricade down there for eight or nine months. This is really just to make sure it gets done. We don't own the roads and that work is not ours. It doesn't really affect us, but we do deal with the side of the road and there's constant sinkholes and what happens is CCUA comes out and says it's coming from our irrigation. It's not coming from our irrigation. They've dug that whole area up and drained out all of Loop Road to make sure there was no water running through those pipes. This water is coming up from the

underside of that box that sits about six feet down. We don't have any irrigation that goes that far down. It is JEA's pipe that goes along that road and it's not their pipe either, so they came out and looked at it. It's just a hole in the culvert itself and what's happening is the water table below it is pushing up so when it rains, we can go out there and see it. The problem is when that happens it lets the water and mud up through the inside of the box and it goes down and drains into the pond so Clay Utility and the County will have to deal with that culvert. It's going to have to be repaired, or they're going to have to constantly patch that, which they have, until the point that it gets so bad that they have to replace a big chunk of that road. There is really nothing else I can do on that. I've gone through dealing with everybody in the last year on that. You'll notice it's been patched multiple times over the last 10 to 15 years.

Mr. Horton stated the security carts are ready to go as I understand.

Mr. Soriano stated yours is ready to go. I still have to put the backseat on Middle Village's.

Mr. Horton asked are you going to turn it over to security yet?

Mr. Soriano responded I'm still working on some other problems with security, but it's ready to go. Yours is completely ready. It's got headlights and a backseat on it in case there is an emergency, and we need to carry somebody.

Mr. Horton asked how about the Village Center HOA issue with the lights?

Mr. Soriano responded I haven't had contact with them because I'm still waiting on Clay Electric. I want to find out if there is a good way to cut them off. I don't want to just drop them with a \$10,000 or \$20,000 install. I want to try to figure out a way, but I have to wait for Clay Electric to do that. There are going to be four lights that fall on the County road and we handle all the other County roads so what they would have to do is still hook the lights on the green to those four lights that are on the County road section. They own the roads in the back. My other concern back there, and I'm going to speak to them about this, is we paid for those poles, and they have very special tops on them. Those glass jars are about \$900 a piece. I don't want to give them away because I constantly have to replace those things so I'm not sure what we can do for that. If Clay Electric were to come in and set up their own electrical line for them, they will install the fiberglass bulbs that are about \$500 a piece for the whole pole fixture.

Vice Chairman Davis asked do you think giving them a heads up would be enough?

Mr. Soriano responded that's where I'm still waiting on Clay Electric. I wasn't going to just cut them off and once we find out the only way to do this is they're going to have to separate a couple different lines, it's going to be a lot of work for Clay Electric and it might be \$20,000, if I go to them with that information, it may be that they don't want to do that and they'd rather split the cost and then we go through making up a legal agreement and they pay every month for the electric bill.

Mr. Horton stated while we're talking about the Village Green, at our last meeting we discussed those little islands in there. I went to the Clay County Appraiser's Office, and I've got a map here if anybody wants to look at it. We own that right past the sidewalks.

Mr. Soriano stated the first thing that comes up on the Clay County Property Appraiser's website is that is not a plat map. It'll tell you they're not accurate. We built the road, and we own that road. That's where I was saying, the different here is you can consider those part of the right of way. If you want to view it that way, we probably also own all of the sidewalk area going over there, but our plat stops at the curb. That was a developer decision to build it that way years ago and the developer was the CDD back then with those plans that this was going to be a commercial area and they would put money into it, but now it's a homeowner's area.

Vice Chairman Davis asked why would we want to put flowers over there? It's not our stuff. We've talked about it for three months.

Mr. Soriano stated even if we want to say it's ours because we're going to handle the right of way, we own that road. The asphalt there is like one big parking lot, but it's a thru area. It doesn't mean we have to do anything for those islands. We can just mulch it.

Vice Chairman Davis stated they live there. If they want it to look good, they can dress it up with their money and we can spend our money on maintenance, pickleball and whatnot.

Mr. Soriano stated it really depends on what you want to do there.

Mr. Horton stated I'm just going by what it says here. The appraiser says that's our property and we can take care of it or not.

Mr. Soriano stated well like I said, even if we consider that our property, you guys have to decide if you want to continue landscaping that since that's not what the original plan was.

Vice Chairman Davis stated we discussed this last month and the answer was no.

EIGHTH ORDER OF BUSINESS**Audience Comments / Supervisors' Requests**

Ms. Crys LaFata of S3 Security stated I know I'm going to get a couple questions, so I wanted to just notate a few things that have come up in the last 30 days. A few positives, we've hired and are fully staffed, and the newest members of our team are a higher caliber officer. The reports that are coming in are a little bit more detailed. We've been able to notate safety and security concerns such as issues with the sidewalks, lights that have been out and we even witnessed and have notified police of suspected drug activity and property damage. Now that we are fully staffed, we can look into replacing officers that have not been a higher caliber officer. You may have been noticing signs of not partaking in the jobs they were hired for so we can move forward with disciplinary actions and with replacing those officers. We're working towards improving security and customer service as a whole.

Supervisor Requests

Vice Chairman Davis stated based off the comments we just got from security, you mentioned there were other issues before the golf carts will be given out. Can you elaborate, please?

Mr. Eckert stated I want to remind the Board that any time you talk about your security plan, security systems and how they function and hours and things like that, you start to get into something we have to discuss in a closed session so I just ask Jay to temper his comments or response to you to make sure we don't cross that line.

Mr. Thomas asked do we need to call for a close session?

Mr. Eckert responded we can certainly do that at the next meeting.

Vice Chairman Davis stated that's fine. We value Jay's opinion and he's the goose on the ground, so I'd like to hear what he has to say.

Mr. Soriano stated like she was directing, there's quite a bit still to work on.

Vice Chairman Davis stated we will circle back next month.

Mr. Thomas asked have you heard anything from Sugarleaf?

Mr. Soriano responded no. In fact, they slowed down a little bit on their clearing and development but they're still out there. Last week they dumped a big load of dirt, but I have

not heard anything from them as far as their request to get any kind of special deal from you guys.

Mr. Thomas stated that's going to be a no-go. I'm talking about the sidewalks and right of ways and stuff like that.

Mr. Soriano stated no. I think we're a long way from that. Just to inform you, that road that is back there was supposed to be going farther down to Kindewood. There are other neighborhoods that are going up and there are going to be some on the other side that they're not getting that connection to now and they're the same way. They're going to be 110 rental homes, so we are getting a lot of those neighborhoods in this area.

Ms. Suchsland asked do you have contact information for them?

Mr. Soriano responded yes.

Ms. Suchsland stated we're getting a lot of buildup in the curbs from the dirt and sand from those trucks. They've cleaned up once, but that is a lot on our guys so I'd like it if you and I can contact that person.

Mr. Thomas stated I've noticed the buildup too because I live in that area. It can get quite muddy.

Mr. Soriano stated just to remind everybody, it's a County road, so one of the best plans of action is to complain to the County and they will say something directly to the developer.

Mr. Horton stated Jay, you mentioned the leak in the pool. Do you have any idea when they're going to start on the repair?

Mr. Soriano responded I wasn't able to start that one week that I told you guys I would and then it rained quite a bit. One of the concerns was doing any work in the rain because of the two large pipes underneath. I have to dig a lot more of that up and we don't want to shift anything else back up. Hopefully it'll be dry this week and I'll get to that. Hopefully the way this works out is we will be closer to \$2,000 in labor compared to \$5,000. As I mentioned last time, the only way to completely straighten out that pipe is to dig up a lot of that deck so we had one commercial plumber and two commercial pool contractors come out and they all agreed that made sense to do it that way, plus they don't want the job. Their suggestion was a mechanical fitting. We bought it. It's not that expensive, just a few hundred bucks. Doing the work to get the old, cracked pipe out is going to be the hardest part, but their suggestion was

mechanical fitting and bury it. The only thing is if we see leaking in the future, that's going to be the first place we have to check, but that is the route we're going to go.

Mr. Horton asked what about the cardio room?

Mr. Soriano responded that's all done. Everybody is loving the rowers and the arm machine. I do have to move to the treadmills. Two treadmills are facing the wrong direction and it is because of that measurement on my part for the electrical. I have to get a longer cord so they can face the correct way. It'll take a little getting used to. The other thing is I will probably be buying a lot more mats. I got mats for underneath all of the machines. It's very bright and loud in that room because of that floor so I'm going to temper that down with a little flooring, but it's not a high dollar expense.

Mr. Horton asked have you heard anything more on the renovated equipment we're supposed to be getting in?

Mr. Soriano responded no, we're still at three units. If you want, I can move forward with purchasing just those units that are available. You guys approved five, but my concern with that is it increasing shipping costs. Right now, no shipping is going good whatsoever, so I don't see getting all five anytime soon. That will be in an email I'm going to send out just to let people know because now that it has changed, the other fitness center room looks empty, and everybody is asking what we're adding.

Mr. Horton asked are we moving on the stormwater analysis report yet?

Mr. Eckert responded your District Engineer is working on that. I believe his firm is working on it. They work with a lot of community development districts around the area.

Mr. Soriano stated I don't think that's anything that's going to be done right away. That's a big report.

Mr. Eckert stated it has to be done by June.

Mr. Soriano stated yes, so we have a while. This is something that all local governments have to do.

Mr. Horton stated we're supposed to be looking at 20 years. Do we have to do that every so many years?

Mr. Eckert responded yes; I think it's every five years you have to update it.

Mr. Horton stated the last question I have is for security. Anything of note?

Ms. LaFata responded we did have an incident with gentleman that were residents that were jumping from the bridge at the lake into the water. We asked them to leave, and they left on their own accord. The bathroom doors by the maintenance shed by the pool were left unlocked so we were able to report on that, but that was pretty much it as far as notifications for Double Branch. Everything else was from your sister district. There was a lot of activity we were able to address and move forward with.

Mr. Soriano stated one more thing. You guys are officially employees of the District. I have jackets that I ordered for all of my employees that were part of their uniforms. There is a small cost for all of the employees that are not full time, which would be you. I do have a few left over if you want to come see me.

Mr. Milton Harmon, 500 Tannerstone Court, stated we just bought a house over here. Is it just a four-man panel, or five?

Mr. Thomas responded five.

Vice Chairman Davis stated we're missing one gentleman this evening who couldn't make it.

Ms. Giles stated the CDD has a website. You can go to www.DoubleBranchCDD.com and it's got a lot of the documents on it.

Chairperson Nelsen stated and then on www.OakleafResidents.com you can sign up for a newsletter.

NINTH ORDER OF BUSINESS

Next Scheduled Meeting

Ms. Giles stated the next scheduled meeting is March 14th at 4:00 p.m. at the Plantation Oaks Amenity Center.

TENTH ORDER OF BUSINESS

Adjournment

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

Secretary/Assistant Secretary

Chairman/Vice Chairman

B.

Double Branch

Community Development District

Unaudited Financial Reporting
January 31, 2022



DOUBLE BRANCH
Community Development District
Combined Balance Sheet
January 31, 2022

	Governmental Fund Types					Totals
	General	Recreation	Capital Reserve	Debt Service	Capital Projects	(Memorandum Only)
ASSETS:						
Cash	\$177,177	\$624,989	\$338,125	---	---	\$1,140,292
Petty Cash	---	\$672	---	---	---	\$672
Investments:						
<i>Series 2013A-1</i>						
Revenue	---	---	---	\$2,064,585	---	\$2,064,585
Reserve A1	---	---	---	\$868,932	---	\$868,932
Prepayment	---	---	---	\$144	---	\$144
Acquisition and Construction	---	---	---	---	\$18,602	\$18,602
<i>Series 2013A-2</i>						
Reserve A2	---	---	---	\$95,634	---	\$95,634
<i>Operations</i>						
Custody Account-General Fund Excess	\$2,490	---	---	---	---	\$2,490
Custody Account-Recreation Fund Excess	---	\$774,665	---	---	---	\$774,665
Custody Account-Recreation Fund Reserve	---	---	\$73	---	---	\$73
<i>State Board</i>						
General Fund	\$2,050	---	---	---	---	\$2,050
Recreation	---	\$184,054	---	---	---	\$184,054
Capital Reserve	---	---	\$1,088,926	---	---	\$1,088,926
Due From Capital Reserve Fund	---	\$300	---	---	---	\$300
Due from Other	\$25	\$137	---	---	---	\$162
Due From Middle Village	---	\$4,508	---	---	---	\$4,508
Electric Deposits	---	\$4,583	---	---	---	\$4,583
Assessments Receivable	\$1,992	\$16,378	---	\$21,979	---	\$40,349
TOTAL ASSETS	\$183,734	\$1,610,287	\$1,427,125	\$3,051,274	\$18,602	\$6,291,021
LIABILITIES:						
Accounts Payable	\$8,550	\$28,765	\$2,700	---	---	\$40,015
FICA Payable	\$153	---	---	---	---	\$153
Accrued Expenses	---	\$8,538	---	---	---	\$8,538
Due to Rec Fund	---	---	\$300	---	---	\$300
FUND BALANCES:						
Nonspendable	---	\$4,583	---	---	---	\$4,583
Restricted for Debt Service	---	---	---	\$3,051,274	---	\$3,051,274
Restricted for Capital Projects	---	---	---	---	\$18,602	\$18,602
Assigned	---	---	\$1,424,125	---	---	\$1,424,125
Unassigned	\$175,031	\$1,568,400	---	---	---	\$1,743,431
TOTAL LIABILITIES & FUND EQUITY	\$183,734	\$1,610,287	\$1,427,125	\$3,051,274	\$18,602	\$6,291,021

DOUBLE BRANCH
Community Development District
GENERAL FUND
Statement of Revenues & Expenditures
For The Period Ending January 31, 2022

	AMENDED BUDGET	PRORATED BUDGET THRU 1/31/2022	ACTUAL THRU 1/31/2022	VARIANCE
Assessment - Tax Roll	\$177,890	\$171,964	\$171,964	\$0
Interest Income	\$200	\$67	\$7	(\$59)
Miscellaneous Income	\$0	\$0	\$0	\$0
TOTAL REVENUES	\$178,090	\$172,031	\$171,971	(\$59)

EXPENDITURES:

Administrative

Supervisor Fees	\$12,000	\$4,000	\$3,800	\$200
FICA Expense	\$918	\$306	\$291	\$15
Engineering	\$5,000	\$1,667	\$195	\$1,472
Arbitrage	\$700	\$233	\$0	\$233
Dissemination	\$1,600	\$533	\$500	\$33
Assessment Roll	\$8,212	\$8,212	\$8,212	\$0
Attorney	\$42,000	\$14,000	\$6,369	\$7,631
Annual Audit	\$5,900	\$1,967	\$0	\$1,967
Trustee Fees	\$8,815	\$2,938	\$0	\$2,938
Management Fees	\$61,762	\$20,587	\$20,587	(\$0)
Information Technology	\$2,142	\$714	\$714	\$0
Telephone	\$600	\$200	\$89	\$111
Postage	\$1,900	\$633	\$208	\$425
Printing & Binding	\$3,000	\$1,000	\$115	\$885
Records Storage	\$300	\$100	\$0	\$100
Insurance	\$9,166	\$9,166	\$8,625	\$541
Legal Advertising	\$2,800	\$933	\$209	\$725
Office Supplies	\$350	\$117	\$8	\$109
Website Compliance	\$2,500	\$833	\$833	\$0
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
Reserve	\$8,250	\$0	\$0	\$0

TOTAL EXPENDITURES	\$178,090	\$68,315	\$50,930	\$17,385
EXCESS REVENUES (EXPENDITURES)	\$0		\$121,041	
FUND BALANCE - Beginning	\$0		\$53,990	
FUND BALANCE - Ending	\$0		\$175,031	

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

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

[illegible]

Total Revenues

[illegible]

Expenditures:

Administrative

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

DOUBLE BRANCH
Community Development District
RECREATION AND FACILITIES MAINTENANCE
Statement of Revenues & Expenditures
For The Period Ending January 31, 2022

AMENDED BUDGET	PRORATED BUDGET THRU 1/31/2022	ACTUAL THRU 1/31/2022	VARIANCE
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REVENUES:

Assessments-Tax Roll	\$1,462,648	\$1,413,926	\$1,413,926	\$0
Interest Income	\$1,000	\$333	\$115	(\$218)
Amenities Revenue	\$40,000	\$13,333	\$7,322	(\$6,011)
Sports Revenue	\$13,000	\$4,333	\$2,250	(\$2,083)

TOTAL REVENUES

\$1,516,648	\$1,431,926	\$1,423,612	(\$8,313)
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EXPENDITURES:

Administrative:

Management Fees - Onsite	\$192,766	\$64,255	\$64,255	\$0
Insurance	\$74,118	\$74,118	\$75,451	(\$1,333)
Other Current Charges	\$3,500	\$1,167	\$1,208	(\$41)
Permit Fees	\$1,635	\$545	\$448	\$97

Total Administrative

\$272,019	\$140,085	\$141,362	(\$1,277)
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Maintenance:

Common Area

Security	\$85,000	\$28,333	\$26,770	\$1,564
Security - Clay County Off-Duty Sheriff	\$43,000	\$14,333	\$14,162	\$171
Water - Irrigation	\$9,000	\$3,000	\$2,120	\$880
Irrigation Maintenance	\$4,250	\$1,417	\$1,231	\$186
Streetlighting	\$33,066	\$11,022	\$9,319	\$1,703
Electric	\$35,000	\$11,667	\$9,763	\$1,904
Landscape Maintenance	\$389,777	\$129,926	\$127,667	\$2,259
Common Area Maintenance	\$52,000	\$17,333	\$17,803	(\$470)
Lake Maintenance	\$26,840	\$8,947	\$8,280	\$667
Repairs and Replacement	\$105,000	\$35,000	\$41,206	(\$6,206)

Total Common Area

\$782,933	\$260,978	\$258,321	\$2,657
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Recreation Facility

Amenity Staff	\$118,000	\$39,333	\$26,580	\$12,753
Refuse Services	\$10,000	\$3,333	\$3,487	(\$154)
Telephone	\$5,500	\$1,833	\$1,903	(\$70)
Electric	\$40,000	\$13,333	\$7,806	\$5,527
Cable	\$8,500	\$2,833	\$2,674	\$159
Pool Maintenance	\$40,000	\$13,333	\$8,830	\$4,504
Water / Sewer/Reclaim	\$48,000	\$16,000	\$18,412	(\$2,412)
Facility Maintenance-General	\$50,000	\$16,667	\$15,032	\$1,635
Facility Maintenance-Preventative	\$13,117	\$4,372	\$1,640	\$2,732
Facility Maintenance - Contingency	\$34,750	\$11,583	\$11,218	\$365
Lighting Repairs	\$8,500	\$2,833	\$2,818	\$15
Special Events	\$10,500	\$3,500	\$773	\$2,727
Office Supplies & Equipment	\$2,000	\$667	\$361	\$305
Janitorial	\$64,000	\$21,333	\$18,533	\$2,800
Recreation Passes	\$4,000	\$1,333	\$1,374	(\$40)

DOUBLE BRANCH
Community Development District
RECREATION AND FACILITIES MAINTENANCE
Statement of Revenues & Expenditures
For The Period Ending January 31, 2022

	AMENDED BUDGET	PRORATED BUDGET THRU 1/31/2022	ACTUAL THRU 1/31/2022	VARIANCE
Pool Leak Repairs	\$2,500	\$833	\$0	\$833
Multiuse Field	\$2,330	\$777	\$0	\$777
Total Recreation Facility	\$461,697	\$153,899	\$121,442	\$32,457
Total Maintenance	\$1,244,629	\$414,876	\$379,763	\$35,114
TOTAL EXPENDITURES	\$1,516,648	\$554,961	\$521,125	\$33,837
EXCESS REVENUES (EXPENDITURES)	\$0		\$902,488	
FUND BALANCE - Beginning	\$0		\$670,496	
FUND BALANCE - Ending	\$0		\$1,572,983	

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

[illegible]

Expenditures:

Administrative

[illegible]

MAINTENANCE- Common Area

Security	\$7,425	\$5,389	\$5,723	\$8,234	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Security - Clay County Off-Duty Sheriff	\$2,261	\$3,459	\$5,473	\$2,969	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water - Irrigation	\$786	\$460	\$441	\$434	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Irrigation Maintenance	\$0	\$0	\$1,231	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Streetlighting	\$2,318	\$2,338	\$2,338	\$2,325	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Electric	\$2,541	\$2,240	\$2,466	\$2,516	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Landscape Maintenance	\$31,728	\$31,728	\$31,728	\$32,482	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Common Area Maintenance	\$4,550	\$4,529	\$6,700	\$2,024	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Lake Maintenance	\$2,070	\$2,070	\$2,070	\$2,070	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Landscape Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Repairs and Replacement	\$14,880	\$11,980	\$11,102	\$3,243	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Common Area	\$68,559	\$64,193	\$69,271	\$56,297	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

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 January 31, 2022

	ADOPTED BUDGET	PRORATED THRU 1/31/2022	ACTUAL THRU 1/31/2022	VARIANCE
<u>Revenues:</u>				
Special Assessments - Tax Roll	\$1,961,878	\$1,897,431	\$1,897,431	\$0
Interest Income	\$800	\$267	\$127	(\$140)
TOTAL REVENUES	\$1,962,678	\$1,897,697	\$1,897,557	(\$140)
<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		\$1,494,508	
<i>Net change in Fund Balance</i>	\$21,579		\$1,494,508	
FUND BALANCE - Beginning	\$687,628		\$1,556,766	
FUND BALANCE - Ending	\$709,207		\$3,051,274	

Revenue	\$2,064,585
Reserve 2013-1	\$868,932
Reserve 2013-2	\$95,634
Prepayment	\$144
Assessments Receivable	\$21,979
Total	\$3,051,274

DOUBLE BRANCH
Community Development District
Capital Reserve Fund
Statement of Revenues & Expenditures
For The Period Ending January 31, 2022

	AMENDED BUDGET	PRORATED THRU 1/31/2022	ACTUAL THRU 1/31/2022	VARIANCE
<u>REVENUES:</u>				
Interest Income	\$2,000	\$667	\$431	(\$235)
General Fund Reserve- Transfer in	\$8,250	\$0	\$0	\$0
TOTAL REVENUES	\$10,250	\$667	\$431	(\$235)
<u>EXPENDITURES:</u>				
Landscape Reserves	\$10,000	\$3,333	\$0	\$3,333
Capital Projects	\$200,000	\$66,667	\$2,700	\$63,967
TOTAL EXPENDITURES	\$210,000	\$70,000	\$2,700	\$67,300
EXCESS REVENUES (EXPENDITURES)	(\$199,750)		(\$2,269)	
FUND BALANCE - Beginning	\$1,238,762		\$1,426,393	
FUND BALANCE - Ending	\$1,039,012		\$1,424,125	

DOUBLE BRANCH
Community Development District
CAPITAL PROJECTS FUND
Statement of Revenues & Expenditures
For The Period Ending January 31, 2022

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 \$18,602

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
6	02/11/22	40,349.08	21,978.91	1,991.95	16,378.22
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
TOTAL TAX ROLL RECEIPTS		3,483,320.38	1,897,430.59	171,964.28	1,413,925.51

PERCENT COLLECTED	TOTAL	DEBT	O&M
TOTAL PERCENT COLLECTED	96.72%	96.72%	96.72%

D.

Double Branch

Community Development District

Check Run Summary

February 28, 2022

Fund	Date	Check No.	Amount
General Fund			
Payroll			
		Sub-Total	\$ -
Accounts Payable			
	2/10/22	1684-1686	\$ 11,498.23
	2/25/22	1687-1688	\$ 2,095.06
		Sub-Total	\$ 13,593.29
Recreation Fund			
Accounts Payable	2/3/22	6930-6937	\$ 45,332.22
	2/10/22	6938-6942	\$ 25,678.84
	2/17/22	6943-6946	\$ 1,474.28
	2/25/22	6947-6951	\$ 19,186.07
		Sub-Total	\$ 91,671.41
Capital Reserve Fund			
Accounts Payable	2/10/22	59	\$ 2,700.00
		Sub-Total	\$ 2,700.00
Total			\$ 107,964.70

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
TOTAL FOR REGISTER						13,593.29	

DBBR DOUBLE BRANCH OKUZMUK

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

Invoice

Invoice #: 2238
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
General Fund - Management Fees - January 2022 001.310.513.34000		5,146.83	5,146.83
Website Administration - January 2022 001.310.513.52000		208.33	208.33
Information Technology - January 2022 001.310.513.35100		178.50	178.50
Dissemination Agent Services - January 2022 001.310.513.31300		125.00	125.00
Office Supplies 001.310.513.51000		0.45	0.45
Postage 001.310.513.42000		7.95	7.95
Copies 001.310.513.42500		9.60	9.60
Telephone 001.310.513.41000		14.72	14.72
Golf Cart 34.800.53800.6200		2,700.00	2,700.00
Total			\$8,391.38
Payments/Credits			\$0.00
Balance Due			\$8,391.38

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice**Invoice #:** 2242**Invoice Date:** 2/1/22**Due Date:** 2/1/22**Case:****P.O. Number:****Bill To:**

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

Description	Hours/Qty	Rate	Amount
Management Fees - February 2022 001.310.513.34000		5,146.83	5,146.83
Website Administration - February 2022 001.310.513.52000		208.33	208.33
Information Technology - February 2022 001.310.513.35100		178.50	178.50
Dissemination Agent Services - February 2022 001.310.513.313		125.00	125.00
Office Supplies 001.310.513.51000		0.78	0.78
Postage 001.310.51300.42000		13.98	13.98
Copies 001.310.51300.42500		24.90	24.90
Telephone 001.310.51300.41000		39.03	39.03
Total			\$5,737.35
Payments/Credits			\$0.00
Balance Due			\$5,737.35

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

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

INVOICE

February 3, 2022

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 #	22-00020C	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	2/3			
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, February 14, 2022, at 6:00 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

Feb. 3 00 (22-00020C)

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

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

INVOICE

February 24, 2022

Date

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

001.310.513.48006

Payment Due Upon Receipt

Serial #	22-00043C	PO/File #		\$87.00
				Amount Due
Notice of Audit Committee Meeting; Notice of Regular Meeting of the Board of Supervisors; and Notice of Private Security Session				
				Amount Paid
Double Branch Community Development District				\$87.00
				Payment Due
Case Number				
Publication Dates	2/24			
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
AUDIT COMMITTEE
MEETING; NOTICE OF
REGULAR MEETING OF THE
BOARD OF SUPERVISORS;
AND NOTICE OF PRIVATE
SECURITY SESSION**

Notice is hereby given that an Audit Committee meeting of the Double Branch Community Development District will be held on **Monday, March 14, 2022**, at **4:00 p.m.** at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065. Immediately following the adjournment of the Audit Committee meeting will be the regular meeting of the Board of Supervisors. During the regular meeting, a private session, which is closed to the public, will be held to discuss matters related to the District's security system and security plan.

The Audit Committee and Board of Supervisor meetings are 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 these meetings 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. The meetings may be continued to a date, time, and place to be specified on the record at the meetings. There may be occasions when one or more Supervisors will participate by telephone.

Any person requiring special accommodations at the meetings because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meetings. 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 meetings 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
Feb. 24 00 (22-00043C)

KUTAK ROCK LLP**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

February 17, 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. 3009718

Client Matter No. 5323-1

RECEIVED FEB 18 2022

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

001.310.513.315

Invoice No. 3009718

5323-1

Re: Double Branch CDD-General Counsel

For Professional Legal Services Rendered

01/04/22	M. Eckert	0.20	70.00	Attend agenda call
01/10/22	M. Eckert	3.60	1,260.00	Prepare for, travel to and attend board meeting; return travel; meeting follow up
01/11/22	M. Eckert	0.20	70.00	Review ETM charge for subcontractors
01/16/22	M. Eckert	0.60	210.00	Review draft minutes and provide comments
01/25/22	C. Stuart	0.30	126.00	Review proposed legislation; monitor committee activity and agendas; monitor Amendment 12 implementation
01/30/22	M. Eckert	0.20	70.00	Research usage agreements for sports facilities
01/31/22	M. Eckert	0.30	105.00	Research and prepare usage agreements
01/31/22	D. Wilbourn	0.50	75.00	Prepare license agreement for recreational facilities use

KUTAK ROCK LLP

Double Branch CDD

February 17, 2022

Client Matter No. 5323-1

Invoice No. 3009718

Page 2

TOTAL HOURS 5.90

TOTAL FOR SERVICES RENDERED \$1,986.00

DISBURSEMENTS

Travel Expenses 22.06

TOTAL DISBURSEMENTS 22.06

TOTAL CURRENT AMOUNT DUE \$2,008.06

AP300R	YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER										RUN	3/01/22	PAGE	1
*** CHECK DATES 02/01/2022 - 02/28/2022 ***														
DOUBLE BRANCH - REC FUND														
BANK B RECREATION FUND														

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
2/03/22	00285	1/11/22 SSI10428	202112 320-57200-34510	DEC SECURITY	*	237.50	
							CLAY COUNTY SHERIFF'S OFFICE
							237.50 006930
2/03/22	00092	2/01/22 2244	202201 300-36900-10300	FACILITY EVENT STAFF 1/27	*	118.75	
							GOVERNMENTAL MANAGEMENT SERVICES
							118.75 006931
2/03/22	00024	1/17/22 630437	202201 320-57200-46800	JAN LAKE MAINTENANCE	*	2,070.00	
		2/01/22 631614	202202 320-57200-46800	FEB LAKE MAINTENANCE	*	2,070.00	
							THE LAKE DOCTORS, INC.
							4,140.00 006932
2/03/22	00539	1/30/22 01302022	202201 300-36900-10300	RENTAL DEPOSIT REFUND	*	50.00	
							NITISICIA DOBBS
							50.00 006933
2/03/22	00186	2/01/22 13129560	202202 320-57200-46300	FEB POOL CHEMICALS	*	2,307.42	
							POOLSURE
							2,307.42 006934
2/03/22	00839	2/01/22 7616	202202 320-57200-34500	FEB SECURITY OFFICER	*	5,851.50	
							SECURITY DEVELOPMENT GROUP LLC
							5,851.50 006935
2/03/22	00672	2/01/22 7400	202202 320-57200-46200	FEB LANDSCAPE MAINTENANCE	*	32,482.17	
							VERDEGO, LLC
							32,482.17 006936
2/03/22	00399	1/06/22 01529277	202201 330-57200-50000	BASE CHARGE	*	42.28	
		1/06/22 01529277	202201 330-57200-50000	BILLABLE PRINTS	*	102.60	
							XEROX CORPORATION
							144.88 006937
2/10/22	00092	2/03/22 2246	202110 320-57200-41000	OCT PHONES	*	87.84	
		2/03/22 2246	202110 320-57200-49300	OCT PERMITS	*	26.95	
		2/03/22 2246	202110 320-57200-63100	OCT REPAIRS	*	1,426.17	
		2/03/22 2246	202110 320-57200-49400	OCT SPECIAL EVENTS	*	328.11	
		2/03/22 2246	202110 320-57200-51000	OCT OFFICE SUPPLIES	*	11.45	
							GOVERNMENTAL MANAGEMENT SERVICES
							1,880.52 006938

DBBR DOUBLE BRANCH OKUZMUK

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
2/17/22	00399	2/01/22 15394244	202202 330-57200-50000	BASE CHARGE	*	42.28	
				XEROX CORPORATION			42.28 006946
2/25/22	00285	2/10/22 SSI10455	202201 320-57200-34510	JAN SECURITY PATROL	*	653.13	
				CLAY COUNTY SHERIFF'S OFFICE			653.13 006947
2/25/22	00092	2/16/22 2248	202202 300-36900-10300	FACILITY EVENT STAFF 2/10	*	368.75	
		2/16/22 2249	202201 320-57200-46600	JAN FACILITY MAINT GEN	*	3,298.00	
		2/16/22 2249	202201 320-57200-46620	JAN FACILITY MAINT CONT	*	2,667.00	
		2/16/22 2249	202201 320-57200-46630	JAN LIGHTING REPAIRS	*	705.00	
		2/16/22 2249	202201 320-57200-46400	JAN COMMON AREA MAINT	*	2,024.00	
		2/16/22 2249	202201 320-57200-63100	JAN REPAIRS	*	2,997.69	
		2/23/22 2252	202202 300-36900-10300	FACILITY EVENT STAFF 2/24	*	112.50	
				GOVERNMENTAL MANAGEMENT SERVICES			12,172.94 006948
2/25/22	00670	2/18/22 02182022	202202 300-36900-10300	RENTAL DEPOSIT REFUND	*	100.00	
				IRENE MAYES			100.00 006949
2/25/22	00024	1/19/22 630468	202110 320-57200-46800	OCT LAKE MAINTENANCE	*	2,070.00	
		1/19/22 630469	202111 320-57200-46800	NOV LAKE MAINTENANCE	*	2,070.00	
		1/19/22 630470	202112 320-57200-46800	DEC LAKE MAINTENANCE	*	2,070.00	
				THE LAKE DOCTORS, INC.			6,210.00 006950
2/25/22	00875	2/22/22 02222022	202202 300-36900-10300	RENTAL DEPOSIT REFUND	*	50.00	
				SAMANTHA ALMARIO			50.00 006951
TOTAL FOR BANK B						91,671.41	
TOTAL FOR REGISTER						91,671.41	

DBBR DOUBLE BRANCH OKUZMUK



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

(904) 284-7575

Invoice Number: SSI10428
Invoice Date: 1/11/2022

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 1/26/2022
Terms Net 15 Days

Customer ID C0000168
P.O. Number
P.O. Date 1/11/2022
Our Order No
SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee-DECEMBER 2021		70	70	5.00	350.00
Fees-2nd Employment Scheduling		5	5	25.00	125.00

Code to: split 50/50 \$237.50

Double Branch Security (CCSO)

2.320.57200.34510

Middle Village Security (CCSO)

2.320.57200.34510

Amount Subject to Sales Tax US0
Amount Exempt from Sales Tax 475.00

Subtotal: 475.00
Invoice Discount: 0.00
Tax: 0.00

Total USD: 475.00

INVOICE

CLIENT NAME
OAKLEAF AMENITIES
CLIENT NUMBER
CLIENT ADDRESS

INVOICE NUMBER

INVOICE DATE

1/10/2022

EVENT	DATE	DESCRIPTION	PERSONNEL START and STOP TIMES	HOURS or QUANTITY	RATE	TOTAL
1	12/01/21 0000 - 12/01/21 0000	OAKLEAF AMENITIES	Daniel Tenbusch 12/01/21 1700 - 12/01/21 2300	6 (hrs) 6	\$30.00	\$180.00 \$180.00
2	12/02/21 0000 - 12/02/21 0000	OAKLEAF AMENITIES	Timothy Geoghagan 12/02/21 1700 - 12/02/21 2300	6 (hrs) 6	\$30.00	\$180.00 \$180.00
3	12/03/21 0000 - 12/03/21 0000	OAKLEAF AMENITIES	Andre Mack 12/03/21 1830 - 12/04/21 0030 James Wilson 12/03/21 1530 - 12/03/21 2130	6 6 (hrs) 12	\$30.00 \$30.00	\$180.00 \$180.00 \$360.00
4	12/04/21 0000 - 12/04/21 0000	OAKLEAF AMENITIES	Andre Mack 12/04/21 1630 - 12/04/21 2230	6 (hrs) 6	\$30.00	\$180.00 \$180.00
5	12/05/21 0000 - 12/05/21 0000	OAKLEAF AMENITIES	Bryan Smith 12/05/21 1500 - 12/05/21 2100	6 (hrs) 6	\$30.00	\$180.00 \$180.00
6	12/06/21 0000 - 12/06/21 0000	OAKLEAF AMENITIES	Daniel Cassani 12/06/21 1700 - 12/06/21 2300	6 (hrs) 6	\$30.00	\$180.00 \$180.00
7	12/07/21 0000 - 12/07/21 0000	OAKLEAF AMENITIES	Bryan Smith 12/07/21 1800 - 12/07/21 2300	5 (hrs) 5	\$30.00	\$150.00 \$150.00

8	12/08/21 0000 - 12/08/21 0000	OAKLEAF AMENITIES	Matthew Williams 12/08/21 1600 - 12/08/21 2200	EVENT TOTAL:	6 (hrs) 6	\$30.00	\$180.00 \$180.00
9	12/09/21 0000 - 12/09/21 0000	OAKLEAF AMENITIES	Timothy Geoghagan 12/09/21 1600 - 12/09/21 2200	EVENT TOTAL:	6 (hrs) 6	\$30.00	\$180.00 \$180.00
10	12/10/21 0000 - 12/10/21 0000	OAKLEAF AMENITIES	Jeffrey Holmes 12/10/21 1800 - 12/10/21 2300 Andre Mack 12/10/21 1900 - 12/11/21 0100	EVENT TOTAL:	5 6 (hrs) 11	\$30.00 \$30.00	\$150.00 \$180.00 \$330.00
				INVOICE TOTAL:	(hrs) 70		\$2,100.00

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

Invoice

Invoice #: 2244
Invoice Date: 2/1/22
Due Date: 2/1/22

Case:
P.O. Number:

Bill To:

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

Description	Hours/Qty	Rate	Amount
Facility Event Staff through January 27, 2022	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

2-1-22
GK

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

DOUBLE BRANCH CDD

Facility Event Staff Service Hours

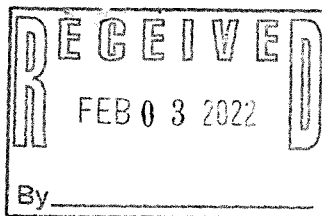
<u>Quantity</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
4.75	Facility Event Staff	\$ 25.00	\$ 118.75

Covers Period End: January 27, 2022

Amenities Revenue # 2-369-103



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



INVOICE

Invoice #	630437
Account #	708477
Invoice Date	1/17/2022
Due Date	1/27/2022
Rep	JB

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

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

Purchase Order Number		Terms	Invoice Date Reflects Month of Service Provided
		NET 10 DAYS	
Item	Description		Amount
Code to: 2-320-572-4680 Double Branch Lake Maintenance	Monthly Water Management Service (R)		2,070.00
		Customer Total Balance	\$11,180.00
Please confirm your bank bill payer amount matches your invoice amount if you use a bank bill payer service. Thank you!			Total Invoice \$2,070.00

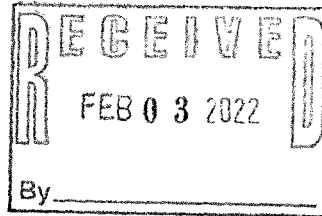
To help ensure prompt and accurate credit to your account, please include your account number and invoice number on your check and always include your remittance stub with your payment.

Please visit www.lakedoctors.com for your local office contact information.

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT



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



INVOICE

Invoice #	631614
Account #	708477
Invoice Date	2/1/2022
Due Date	2/11/2022
Rep	JB

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

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

Purchase Order Number		Terms	Invoice Date Reflects Month of Service Provided
		NET 10 DAYS	
Item	Description		Amount
Code to: 2-320-572-4680 Double Branch Lake Maintenance	Monthly Water Management Service (R)		2,070.00
		Customer Total Balance	13,250.00
Please confirm your bank bill payer amount matches your invoice amount if you use a bank bill payer service. Thank you!			Total Invoice \$2,070.00

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

Please visit www.lakedoctors.com for your local office contact information.

From: **Oakleaf Venues** venues@oakleafresidents.com
Subject: **DBCDD refund of deposit request - NITISICIA DOBBS**

Date: **January 30, 2022 at 9:03 PM**

To: **Margaret Bronson** margaretbronson@oakleafresidents.com, **Oksana Kuzmuk** oksana.kuzmuk@oakleafresidents.com
Cc: **Marilee Giles** marileegiles@oakleafresidents.com, **Alison Mossing** alisonmossing@oakleafresidents.com

OV

Good evening Margaret and Oksana,

Please make the following refund at your earliest opportunity:

002.300.36900.10300

- LOCATION – OVCR (SATURDAY) 2:30 P.M. to 6:30 P.M.
- DATE OF VENUE – JANUARY 22, 2022
- RESIDENT – NITISICIA DOBBS
- ADDRESS – 1329 AKRON OAKS DR, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$50.00 - VIO CLEANING (did not sweep/mop or wipe down tables & counters; moved furniture)
 - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was drawn on COMMUNITY FIRST CU:
 - DATED: 12/14/21
 - CHECK#: 3458
 - AMOUNT: \$100.00

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
12/14/21	12/14/21	01/22/22	Natiscia Dobbs - OVCR DEPOSIT	DEPOSIT	\$ 100.00		CK#-3458	

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 31, 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
venues@oakleafresidents.com
(904) 770-4661 voice email
(904) 375-9285 ext. 3
www.oakleafresidents.com

Governmental Management Services

www.OakLeafResidents.com

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



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

Invoice

Date 2/1/2022

Invoice # 131295604699

Terms	Net 20
Due Date	2/21/2022
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

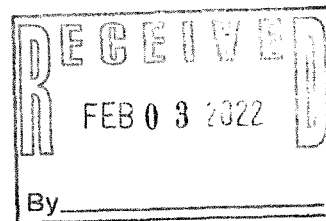
Item ID	Description	Qty	Units	Amount
WM-CHEM-BASE	Water Management Seasonal Billing Rate	1	ea	2,199.24
Fuel Surcharge	Fuel/Environmental Transit Fee 002 . 320 . 57200 . 40300	1	ea	108.18

A prepayment discount of 5% is available if the entire amount for 2022 is paid by January 31st, 2022. 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



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 # 7616

DATE 02/01/2022

DUE DATE 02/28/2022

TERMS End of the month

SERVICE MONTH

February

ACTIVITY	QTY	RATE	AMOUNT
Dedicated Officer I	296	22.50	6,660.00
10 hours (3p-1a) dedicated foot patrol Mon-Fri;			
12 hours (1p-1a) dedicated foot patrol Sat-Sun			

PAYMENT 808.50
BALANCE DUE **\$5,851.50**





Invoice

Invoice #: 7400

Date: 02/01/22

Customer PO:

DUE DATE: 03/03/2022

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 February 2022

AMOUNT

\$32,482.17

Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

\$32,482.17

Code to:

2-320-572-4620

Double Branch Landscape Maintenance

Customer Information



XEROX CORPORATION
PO BOX 660502
DALLAS TX
75266-0502


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

Purchase Order Number

Special Reference

Contract Number
NET 30 DAYS
Terms Of Payment

002.330.57200.50000

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

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

Bill To:

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

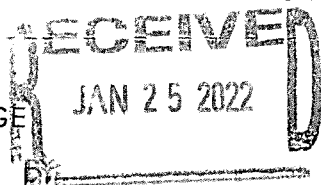
01-06-22
Invoice Date
015292771
Invoice Number
720343326
Customer Number

MFP3635X1 MFP3635X W/EIP

SER.# BB1-867777

SPLY-MAINT - COST PER COPY PLAN
AMOUNT

BASE CHARGE



JANUARY

42.28

METER USAGE
METER 1

09-30-21 TO 12-30-21
185461 187621 2160

PRINT CHARGES

METER 1 PRINTS

2160

NET BILLABLE PRINTS

2160 .047500

102.60

TOTAL EXCESS PRINT CHARGES

102.60

SUB TOTAL

144.88

TOTAL

144.88

AT THE TIME OF BILLING, NO VALID METER READ WAS AVAILABLE,
SO METER USAGE WAS ESTIMATED. ANY OVERAGE/UNDERAGE WILL BE
ADJUSTED ON NEXT METER INVOICE. PLEASE VISIT OUR WEBSITE
AT WWW.XEROX.COM TO SUBMIT YOUR NEXT METER READ.

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

TOTAL OF INVOICE MAY VARY ACCORDING TO METER USAGE BILLED

XEROX FEDERAL IDENTIFICATION #16-0468020

Invoice



Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice**Invoice #:** 2246**Invoice Date:** 2/3/22**Due Date:** 2/3/22**Case:****P.O. Number:****Bill To:**

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

Description	Hours/Qty	Rate	Amount
2.320.572.4100 - Phones - October 2021		87.84	87.84
2.320.572.49300 - Permits / Licenses - October 2021		26.95	26.95
2.320.572.63100 - Repair and Replacements - October 2021		1,426.17	1,426.17
2.320.572.49400 - Special Events - October 2021		328.11	328.11
2.320.572.5100 - Office Supplies - October 2021		11.45	11.45
Total			\$1,880.52
Payments/Credits			\$0.00
Balance Due			\$1,880.52

Double Branch / Middle Village American Express Charges
GMS Statement Closing Date – Oct 20, 2021

Purchase Date	Vender	Amount	Description	GL Account	Middle Village	GL	Double Branch	Total
9/27/2021	UPS store	22.91	Office Supplies	2.330.572.51000	11.46	2.320.572.5100	11.45	22.91
9/29/2021	Sunbelt	438.58	Repair and Replacement			2.320.572.63100	438.58	438.58
9/30/2021	Smartsign	492.28	Repair and Replacement			2.320.572.63100	492.28	492.28
10/2/2021	RingCentral	175.68	Phones	2.330.572.4100	87.84	2.320.572.4100	87.84	175.68
10/7/2021	Stone Plus	36.98	Repair and Replacement			2.320.572.63100	36.98	36.98
10/8/2021	Walmart	131.05	Special Event	2.330.572.49400	65.53	2.320.572.49400	65.52	131.05
10/8/2021	PetSmart	105.18	Special Event	2.330.572.49400	52.59	2.320.572.49400	52.59	105.18
10/8/2021	Dunkin Donuts	70.57	Special Event	2.330.572.49400	35.29	2.320.572.49400	35.28	70.57
10/9/2021	1&1 Ionos	18	Repair and Replacement	34.600.538.64000	9	2.320.572.63100	9	18
10/12/2021	Ridenow	674.97	Repair and Replacement	34.600.538.64000	337.49	2.320.572.63100	337.48	674.97
10/13/2021	Stone Plus	37.37	Repair and Replacement			2.320.572.63100	37.37	37.37
10/13/2021	Pat's Nursery	148.95	Repair and Replacement	34.600.538.64000	74.47	2.320.572.63100	74.48	148.95
10/15/2021	Mood/Pandora	26.95	Permits/Licenses			2.320.572.49300	26.95	26.95
10/15/2021	Mood/Pandora	26.95	Permits/Licenses	2.310.513.49300	26.95			26.95
10/20/2021	Walmart	349.44	Special Event	2.330.572.49400	174.72	2.320.572.49400	174.72	349.44
10/20/2021	Lee & Cates	167.95	Repair and Replacement	34.600.538.64000	167.95			167.95
Totals		\$2,923.81			\$1,043.29		\$1,880.52	\$2,923.81



ACCOUNT ENDING - 63053

Business Green Rewards Card

CARD MEMBER

JAY SORIANO

Card Activity from Sep 21, 2021 to Oct 21, 2021

Transactions

16 Transactions

DATE	STATUS	DESCRIPTION	AMOUNT
Oct 20, 2021		LEE AND CATES GLASS ORANGE PARK FL	\$167.95
Oct 20, 2021		WAL-MART SUPERCENTERMIDDLEBURG FL	\$349.44
Oct 15, 2021		MOOD PANDORA 0684 AUSTIN TX	\$26.95
Oct 15, 2021		MOOD PANDORA 0684 AUSTIN TX	\$26.95
Oct 13, 2021		PAT'S NURSERY 0000 FLEMING ISLAN FL	\$148.95
Oct 13, 2021		STONE PLUS LLC 00000JACKSONVILLE FL	\$37.37
Oct 12, 2021		RIDENOW POWERSPORTS JACKSONVILLE FL	\$674.97
Oct 9, 2021		1&1 IONOS https://www.ionos.coPA	\$18.00
Oct 8, 2021		DUNKIN #346314 Q35 3JACKSONVILLE FL	\$70.57
Oct 8, 2021		PETSMART JACKSONVILLE FL	\$105.18
Oct 8, 2021		WAL-MART SUPERCENTERMIDDLEBURG FL	\$131.05
Oct 7, 2021		STONE PLUS LLC 00000JACKSONVILLE FL	\$36.98
Oct 2, 2021		RINGCENTRAL INC 888-898-4591 CA	\$175.68
Sep 30, 2021		SMARTSIGN BROOKLYN NY	\$492.28
Sep 29, 2021		SUNBELT RENTALS 0925JACKSONVILLE FL	\$438.58
Sep 27, 2021		THE UPS STORE JACKSONVILLE FL	\$22.91



IONOS Inc.
701 Lee Road
Suite 300
Chesterbrook, PA 19087
USA

Jay Soriano
370 Oakleaf Village Pkwy

Orange Park, FL 32065-4259
UNITED STATES

Copy

Invoice Date: 10/07/2021
Invoice: 202035087234
Contract: 85644648
Customer ID: 270980442
Help Center: ionos.com/help
My IONOS: my.ionos.com/invoices
Phone support: 1-877-300-8316
E-mail support: billing@ionos.com
Service hours: 24/7

Please have your personal phone PIN available for quick and secure authentication when speaking with our agents. You can set and manage this by logging in to my.ionos.com.

Invoice Summary (MyWebsite Creator+)

Billing period starting: 10/06/2021

Item	Service	Charges	Usage	Total
1	Basic Fee 10/06/2021-11/06/2021	\$18.00 a month	1 mo.	\$18.00

Total amount due

Please DO NOT send cash, check or money order

\$18.00

The total amount due will be charged to your credit card within the next seven days, most likely in the next day or two. Thank you.

Do you have questions regarding this invoice? Please refer to your Help Center or log in to my.ionos.com for further information.



Order # 1002335010

Complete

Order Date: October 15, 2021

[Why Pandora For Business](#)

[Get Pandora](#)

[Activate Player](#)

[Get Support](#)

[My Account](#)

Items Ordered

Product Name	SKU	Price	Number of players	Subtotal
Pandora Music Subscription	PMS	\$26.95	Ordered: 1 Shipped: 1	\$26.95
Subtotal				\$26.95
Shipping & Handling				\$0.00
Grand Total (Excl.Tax)				\$26.95
Tax				\$0.00
Grand Total (Incl.Tax)				\$26.95

Order Information

Shipping Address

Oakleaf Plantation
Oakleaf Plantation
370 Oakleaf Village Pkwy
Orange Park, Florida, 32065
United States
T: 9045620249

Shipping Method

Free Shipping - Free

Billing Address

Oakleaf Plantation
GMS LLC
475 W Town Pl
orange park, Florida, 32065
United States
T: 9045620249

Payment Method

Credit Card

Credit Card Type	American Express
Credit Card Number	XXXX-6056

Welcome to Dunkin'
Store #: 346314
116 Oakleaf Village Pkwy
Jacksonville, FL 32244
(904) 778-0700
68454 Samantha

CHK 9469
10/8/2021 5:32 PM

Drive Thru
2 Box Hot Orig Cof 34.98
3 12 Donuts 32.97
American Express \$70.57
*****8052

Tran Type : Purchase
Entry Mode : INSERTED
Auth Code : 859363
AMERICAN EXPRESS
AID: A000000025010801
No Signature Required
I agree to pay the above total
amount according to the card
issuer
(merchant agreement if credit
voucher)

Subtotal \$67.95
Network Tax - Rima & Raj
LLC \$2.62
Payment \$70.57
Change Due \$0.00

----- Check Closed -----
10/8/2021 5:33 PM

Donut forget to tell us about
today's visit! Talk to us at
www.DunkinRunsOnYou.com
within 3 days and receive a
FREE CLASSIC DONUT
on your next visit when you
purchase a Medium or Larger Beverage
See restrictions on dunkindonuts.com

Survey Code: 46903-46314-1710-0814

Additional Discounts Will Not Be
Applied to Promotional Offers

Thank You. Come Back Again.

Lee and Cates Glass
891 Blanding Blvd
Orange Park, FL 32065

10/20/2021

11:42

Sale

Trans #: 3 Batch #: 1

AMEX Manual
*****8052 **/**

AMOUNT: \$167.95

Resp: APPROVED
Code: 217678
Ref #: 10100002
CID Rsp: M-Match

Cardholder acknowledges
receipt of goods and
obligations set forth
by the cardholder's
agreement with issuer

X-----

MERCHANT COPY

Lee and Cates Glass
891 Blanding Blvd
Orange Park, FL 32065

10/20/2021

11:42

Sale

Trans #: 3 Batch #: 1

AMEX Manual
*****8052 **/**

AMOUNT: \$167.95

Resp: APPROVED
Code: 217678
Ref #: 10100002
CID Rsp: M-Match

CUSTOMER COPY



Order # 1002335011

Complete

Order Date: October 15, 2021

[Why Pandora For Business](#)

[Get Pandora](#)

[Activate Player](#)

[Get Support](#)

[My Account](#)

Items Ordered

Product Name	SKU	Price	Number of players	Subtotal
Pandora Music Subscription	PMS	\$26.95	Ordered: 1 Shipped: 1	\$26.95

Subtotal \$26.95

Shipping & Handling \$0.00

Grand Total (Excl.Tax) \$26.95

Tax \$0.00

Grand Total (Incl.Tax) \$26.95

Order Information

Shipping Address

Oakleaf Plantation
Oakleaf Plantation
370 Oakleaf Village Pkwy
Orange Park, Florida, 32065
United States
T: 9045620249

Shipping Method

Free Shipping - Free

Billing Address

Oakleaf Plantation
GMS LLC
475 W Town Pl
orange park, Florida, 32065
United States
T: 9045620249

Payment Method

Credit Card

Credit Card Type

American Express

Credit Card Number

XXXX-6056

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PAT'S NURSERY
7060 HWY 17
FT EMING ISLAND, FL 32003
9042842011

Order

Middle Village Community Dev Dist Oakleaf

Cashier: Trish
13-Oct-2021 2:52:46P

Transaction 601168

1	Drench	\$49.95
	1 gal @ \$49.95/gal	
1	2 1/2 Gal Drench	\$99.00
	1 ea @ \$99.00/ea	

Total **\$148.95**

CREDIT CARD SALE **\$148.95**
AMEX 8052

13-Oct-2021 2:54:37P
\$148.95 | Method: EMV
AMERICAN EXPRESS XXXXXXXXXXXX8052
JAY SORIANO
Reference ID: 128600910846 | Auth ID:
868764
MID: *****3887
AID: A000000025010801
AthNtwkNm: AMEX

Any claims of sod or problems, must be
reported within 24 hours of purchase.



Order 8CWPQ5P9G921E
Payment 0W3K988E8N2MA

Clover Privacy Policy
<https://clover.com/privacy>

PETSMART

PETSMART #1848
9515 Crossland Blvd, Unit 113
Jacksonville, FL 32222
904-777-6688
Visit us at PetSmart.com

SALE T-5235 3-102102 1848/102
COMMUNITY MAG-185-598381

TEATS# 1306175604

0070725794022 D OTB CHEW 8.97
REG PRICE (3 @ 2.99) 8.97
(RETURN PRICE 2.99 EA)

0070725794029 D OTB CHEW 2.99
REG PRICE 2.99
(RETURN PRICE 2.99 EA)

0070725794061 D OTB PLUSH 8.97
REG PRICE (3 @ 2.99) 8.97
(RETURN PRICE 2.99 EA)

0070725794060 D OTB PLUSH 5.98
REG PRICE (2 @ 2.99) 5.98
(RETURN PRICE 2.99 EA)

0070725794060 D OTB PLUSH 5.98
REG PRICE (2 @ 2.99) 5.98
(RETURN PRICE 2.99 EA)

0070725794062 D OTB PLUSH 8.97
REG PRICE (3 @ 2.99) 8.97
(RETURN PRICE 2.99 EA)

0070725787258 TP D PICK UP BAGS 9.47
REG PRICE 9.47
(RETURN PRICE 9.47 EA)

0040052894171 GFI CRD 0535 10.00 N
REG PRICE 0.00
(RETURN PRICE 0.00 EA)

0040052894171 GFI CRD 0535 10.00 N
REG PRICE 0.00
(RETURN PRICE 0.00 EA)

0040052894161 GFI CRD 8030 15.00 N
REG PRICE 0.00
(RETURN PRICE 0.00 EA)

0040052894161 GFI CRD 5511 15.00 N
REG PRICE 0.00
(RETURN PRICE 0.00 EA)

SUB TOTAL 101.33
TAXABLE AMOUNT 51.33
NON-TAXABLE AMOUNT 50.00

TAX 7.60% 3.85
TOTAL 105.18

AMERICAN EXPRESS (EMV) 105.18
XXXXXXXXXXXX3052

BO:562
Cmp Recd
AL:0
TOTAL ITEMS SOLD:19
TOTAL ITEMS RETURNED:0
CHANGE DUE 0.00

RECEIPT VALID THROUGH 12/07/2021

RideNow Powersports Jacksonville

6407 Blanding Blvd

Jacksonville, FL 32244

904-771-8244 www.RideNowJacksonville.com

Repair Order For:

475 W TOWN PL STE114

ST AUGUSTINE, FL 32092-3649

904-562-0249

Repair Order Deposit Receipt

R/O Number 1009843

Cashier Jasmine Easley

Date 10/12/2021

Invoice Number 343167406

Units for this Repair Order

Year	Make	Model	VIN/Serial No	Plate	Key Board	Odom/Hrs
2011	POLARIS	R111TH76AG	4XATH76A4B4267806		CP	5,724.00
Job Title:						

FRONT DRIVE U-JOINT SHOT

HOOK UP TO COMPUTER FOR PRIOR CODES

Method Of Payment: Amex

Description:

Notes: JRE

Payment Amount: \$674.97

10/12/2021 9:22 AM



Recurring Statement

Account Information

Account Number: (904) 770-4650
Statement Date: 10/02/2021
Subscription Name: RingCentral MVP Standard
Reference #: 3639576002

Bill To:
Jay Soriano
Oakleaf Plantation
475 west town place ste 114
St Augustine, FL 32092 , USA

Statement Summary

Total Current Charges

\$175.68

*Your credit card ending in [8052] was charged \$175.68.
This charge will appear as "RINGCENTRAL, INC" on your credit card statement.*

Charges and credits

Period	Description	Unit Price	Quantity	Amount
10/02/2021 - 11/01/2021	MVP Standard - Monthly Subscription Fee	\$0.00	1	\$0.00
10/02/2021 - 11/01/2021	DigitalLine Unlimited - (904) 342-1441	\$34.99	1	\$34.99
10/02/2021 - 11/01/2021	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
10/02/2021 - 11/01/2021	DigitalLine Unlimited - (904) 770-4648	\$34.99	1	\$34.99
10/02/2021 - 11/01/2021	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
10/02/2021 - 11/01/2021	DigitalLine Unlimited - (904) 770-4649	\$34.99	1	\$34.99
10/02/2021 - 11/01/2021	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
10/02/2021 - 11/01/2021	DigitalLine Unlimited - (904) 770-4661	\$34.99	1	\$34.99
10/02/2021 - 11/01/2021	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
10/02/2021 - 11/01/2021	DigitalLine Unlimited - (904) 770-4667	\$34.99	1	\$34.99
10/02/2021 - 11/01/2021	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
Charges after Discounts and Prorates				\$134.90
Total Charges:				\$134.90
Total Taxes and Fees*:				\$40.78
Total Charged to Credit Card:				\$175.68

* For an explanation of taxes, charges and fees, [click here](#).

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300 Cadman Plaza West, Suite 1303, Brooklyn, NY 11201

Invoice

Questions? Call (800) 952 1457

Bill To	Ship To
Jay Soriano 475 w. Town Pl. suite 114 St. Augustine, FL 32092 Email: manager@oakleafresidents.com	Jay Soriano 370 OAKLEAF VILLAGE PKWY ORANGE PARK, FL 32065 4259 Phone: 904 342 1441

Order No.: SMT-435995

Date: September 23, 2021

Ship by: Regular Ground

CC: AmExCard

Name: Jay Soriano

Card # *****8052

Expiry: 11/25

Item Description	Unit Price	Qty.	Amount
1. Reflective Aluminum Sign Size: 36" x 48" Part #: K-3408-ALL • HTC Code: 8310.00.0000 Adders: + 3M SmartShield POF Laminate – Superior protection against Fading and Graffiti.	\$251.45/Sign Package: 1 Sign	1 Sign	\$251.45
	\$ 65.82/Sign	1	\$ 65.82
	Item Total :		\$317.27
2. Reflective Aluminum Sign Size: 24" x 36" Part #: K-3611-GN • HTC Code: 8310.00.0000 Adders: + Sign set-up charge + 3M SmartShield POF Laminate – Superior protection against Fading and Graffiti.	\$136.25/Sign Package: 1 Sign	1 Sign	\$136.25
	\$ 0.00/Order	1	\$ 0.00
	\$ 38.76/Sign	1	\$ 38.76
	Item Total :		\$175.01
	Product Subtotal :		\$492.28
	Shipping Charges :		Free
	Order Total :		\$492.28

STONE PLUS ORANGE PARK/ MBURG

1670' BLANDING BLVD.

ORANGE PK/MBURG, FL

904 282-8433

ticket #T30-038868 User: 2890

5/11/21 10/13/2021 8:37:12 AM

tan

Qty	Unit	Price	Total
57	STONE		
1	BOXT	3.14	3.14
57	STONE		

Subtotal

Tax 2.61

Total 37.37

Tender:

CC 37.37

Customer Number: AM1000

WALK IN-ORANGE PARK/MBURG

20% Restock charged on every return/exchange

QTY	EQUIPMENT #	Min	Day	Week	4 Week	Amount
SALES	ITEMS:					
Qty	Item number	Unit	Price			
	Call ahead POC Jay (904) 342-1441 for dr op instructions.					
				Sub-total:		837.16
				Tax:		40.69
				Total:		877.85

The UPS Store #4610
9526 Argyle Forest Blvd Ste B2
Jacksonville, FL 32222-2627
904-425-4747

Terminal.....: POS46108 Date.: 9/27/2021
Employee.....: 141745 Time.: 01:18 PM
Cashier's Name: ANNA ALONIA

ITEM NAME	QTY	PRICE	TOTAL
Priority Mail			\$22.91
	1 3	\$22.91	
Tax			\$0.00

NNDU4ZUS40808

Tracking Number

Subtotal	\$22.91
Shipping/Other Charges	\$0.00
Total tax	\$0.00

Total \$22.91

Cards \$22.91

Items Designated NR are NOT eligible
for Returns, Refunds or Exchanges.

US Postal Rates Are Subject to Surcharge.



View The UPS Store, Inc.'s privacy notice at
<https://www.theupsstore.com/privacy-policy>

ANEX *****0052 363990

09/27/2021

TID

01:18 PM

75846396

Give us feedback @ survey.walmart.com
Thank you! ID #:740QP314TDR7

Walmart *

904-214-9411 Mgr: COREY
1580 BRANAM FIELD RD
MIDDLEBURG FL 32068

ST# 03308	OP# 003990	TE# 07	TR# 00262
4PK 2X2 HFN	007874205296	F	3.28 C
4PK 2X2 HFN	007874205296	F	3.28 U
MS ORG CARM	068113127816	F	4.20 0
ZR 16.9-35PK	007343000484	F	5.00 2
4CT CCHIP	007874208705	F	3.28 0
4CT PUNPMUF	007874236197	F	3.28 0
REDDI WIP	007027223204	F	
9 AT 1 FOR			9.80
SILK HNH QRT	003663207384	F	2.72 0
LACT EGG NOB	004138309034	F	2.68 0
HALF HALF	003450063202	F	2.84 0
REDDI WIP	007027223204	F	3.88 0
CHNT CHF CUP	003770034071		4.48 X
CHNT CHF CUP	003770034071		4.48 X
ADDAHSFAM	019132911351		9.96 X
36OCT WSTBAG	068113110744		11.68 X
36OCT WSTBAG	068113110744		11.68 X
PAPER CUPS	004200045100		3.94 X
DOB TOYS	489515330696		0.96 X
DOB TOYS	489515330696		0.96 X
DOB TOYS	489515330696		0.96 X
DOB TOYS	489515330696		0.96 X
DOB TOYS	489515330696		0.96 X
DOB TOYS	489515330696		0.96 X
APPLE 3 BAG	068113143052	F	6.97 N
BANANAS	000000004011KF		
6.30 lb @ 1 lb / 0.44			2.77 N
APPLE 3 BAG	068113143052	F	6.97 N
APPLE 3 BAG	074189992003	F	5.47 N
APPLE 5 BAG	068113143055	F	6.98 N
SUBTOTAL			127.22
TAX 1 7.500 %			9.83
TOTAL			131.05
AMEX TEND			131.05

AMERICAN EXPRESS *** **** ***B 052 I 0
APPROVAL # 825742
REF # 128100559907
TRANS ID - 001236661973486
AID A000000025010801
TC 08DAEC30658FE457
TERMINAL # 3C011247

*NO SIGNATURE REQUIRED
10/08/21 15:22:53
CHANGE DUE 0.00
ITEMS SOLD 29
TCN 9797 8721 7755 1945 5089 8



10/08/21 15:22:53
CUSTOMER COPY

Give us feedback @ survey.walmart.com
Thank you! ID #:7QDS4D14THWR

Walmart*

904-214-9411 Mgr: COREY
1580 BRANAN FIELD RD
MIDDLEBURG FL 32068

ST# 03308 OP# 004164 TEN 11 TR# 03285
ZH 16.9-35PK 007343000401 F 5.88 0
ZH 16.9-35PK 007343000401 F 5.88 0
AB BDSB VN 004157010904 F 2.86 0
HALF HALF 003450063202 F 2.84 0
HALF HALF 003450063202 F 2.84 0
OJ W/CALCIUM 007874235073 F 3.98 0
ORANGE JUICE 007874235073 F 3.98 0
ORANGE JUICE 007874235073 F 3.98 0
APPLE 3 BAG 074189992003 F 11.91 0
3 AT 1 FOR 3.97
APPLE 5 BAG 068113143055 F 6.98 0
APPLE 5 BAG 068113143055 F 6.98 0
APPLE 3 BAG 068113143052 F 27.88 0
4 AT 1 FOR 6.97
BANANAS 000000004011KF 2.07 0
4.70 lb 8 1 lb /0.44
BANANAS 000000004011KF 2.31 0
5.24 lb 8 1 lb /0.44
BANANAS 000000004011KF 1.23 0
2.80 lb 8 1 lb /0.44
SUBTOTAL 91.60
TOTAL 91.60
AMEX TEND 91.60

AMERICAN EXPRESS *** **** **B 052 I 0
APPROVAL # 831564
REF # 129500075656
TRANS ID - 001240507174431
AID A000000025010801
AAC B6444C49ED219910
TERMINAL # SC010868

10/22/21 08:51:46
CHANGE DUE 0.00
ITEMS SOLD 20

TC# 8805 5205 5932 9116 9939



10/22/21 08:51:57
CUSTOMER COPY

Give us feedback @ survey.walmart.com
Thank you! ID #:7QDRZ814TFSP

Walmart*

904-214-9411 Mgr: COREY
1580 BRANAN FIELD RD
MIDDLEBURG FL 32068

ST# 03308 OP# 004178 TEN 52 TR# 01268
PUMPKIN 083537500640 F
78 AT 1 FOR 4.48 349.44 0

SUBTOTAL 349.44
TOTAL 349.44
AMEX TEND 349.44

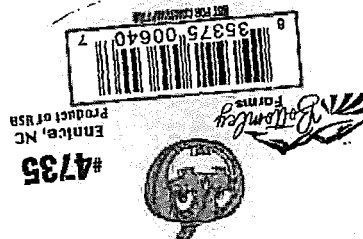
AMERICAN EXPRESS *** **** **B 052 I 0
APPROVAL # 825605
REF # 129300421598
TRANS ID - 001239356097488
AID A000000025010801
TC 604E22E22E402834
TERMINAL # 283906818
*NO SIGNATURE REQUIRED

10/20/21 10:40:36
CHANGE DUE 0.00
ITEMS SOLD 78

TC# 1812 3096 0025 8234 3016 1



Low Prices You Can Trust - Every Day.
10/20/21 10:40:36



Give us feedback @ survey.walmart.com
Thank you! ID #:7QDS372FK01H

Walmart*

SUPERCENTER
904-365-2555 Mgr: BRIAN

ST# 06878 OP# 002018 TEN 93 TR# 02100
PUMPKIN 083537500640 F 358.40 0
80 AT 1 FOR 4.48 358.40 0

SUBTOTAL 358.40
TOTAL 358.40
AMEX TEND 358.40

AMERICAN EXPRESS *** **** **B 052 I 0
APPROVAL # 823802
REF # 129400104084
TRANS ID - 00124026062489
AID A000000025010801
AAC CFE2DAS724E655
TERMINAL # SC112778

10/21/21

CHANGE DUE 0.00
ITEMS SOLD 17

TC# 6948 2895 77



10/21/21
CUSTOMER COPY

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice**Invoice #:** 2245**Invoice Date:** 2/3/22**Due Date:** 2/3/22**Case:****P.O. Number:****Bill To:**

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

Description	Hours/Qty	Rate	Amount
2.320.572.4100 - Phones- November 2021		87.84	87.84
2.320.572.49300 - Permits / Licenses - November 2021		26.95	26.95
2.320.572.63100 - Repair and Replacements - November 2021		745.74	745.74
2.320.572.49400 - Special Events - November 2021		369.78	369.78
2.320.572.62000 - Rec. Passes - November 2021		236.38	236.38
2.320.572.5100 - Office Supplies - November 2021		9.00	9.00
Total			\$1,475.69
Payments/Credits			\$0.00
Balance Due			\$1,475.69

Double Branch / Middle Village American Express Charges
GMS Statement Closing Date – Nov 19, 2021

Totals by GL

Double Branch: \$1475.69

2.320.572.4100 (DB Phones) – \$87.84
2.320.572.49300 (DB permits/ licenses) – \$26.95
2.320.572.63100 (DB Repair and Replacements) - \$745.74
2.320.572.49400 (DB Special Events) – \$369.78
2.320.572.62000 (DB Rec. Passes) – \$236.38
2.320.572.5100 (DB Office Supplies) – \$9.00

Middle Village: \$2383.75

2.330.572.4100 (MV Phones) – \$87.84
2.310.513.49300 (MV permits/ licenses) – \$26.95
34.600.538.64000 (MV repair & replacements) – \$518.77
2.330.572.49400 (MV Special Events) – \$369.79
2.330.572.51000 (MV Office Supplies) – \$9.00
2.330.572.49300 (MV Rec. Passes) – \$236.38
2.330.572.34400 (MV Tennis Maintenance) – \$1135.01

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

Invoice

Invoice #: 2243
Invoice Date: 2/1/22
Due Date: 2/1/22
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 - February 2022 2.310.513.3400		16,063.83	16,063.83
		Total	\$16,063.83
		Payments/Credits	\$0.00
		Balance Due	\$16,063.83

2mm
2.3.22

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice**Invoice #:** 2247**Invoice Date:** 2/3/22**Due Date:** 2/3/22**Case:****P.O. Number:****Bill To:**

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

Description	Hours/Qty	Rate	Amount
2.320.572.4100 - Phones - December 2021		87.84	87.84
2.320.572.49300 - Permits / License - December 2021		393.95	393.95
2.320.572.63100 - Repair & Replacements - Decemebr 2021		1,059.68	1,059.68
2.320.572.49400 - Special Events - December 2021		75.00	75.00
2.320.572.5100 - Office Supplies - December 2021		9.00	9.00
Total			\$1,625.47
Payments/Credits			\$0.00
Balance Due			\$1,625.47

Double Branch / Middle Village American Express Charges
GMS Statement Closing Date – Dec 20, 2021

Purchase Date	Vender	Amount	Description	GL Account	Middle Village	GL	Double Branch	Total
12/1/2021	Publix	130	Special Event	2.320.572.63100	75	2.320.572.49400	75	150
12/1/2021	Ascap	367	Permits/Licenses			2.320.572.49300	367	367
12/1/2021	Ascap	367	Permits/Licenses	2.310.513.49300	367			367
12/2/2021	RingCentral	175.68	Phones	2.330.572.4100	87.84	2.320.572.4100	87.84	175.68
12/2/2021	HeadPenn	167.41	Tennis Maintenance	2.330.572.34400	167.41			167.41
12/2/2021	Buggies unlmtd	200.9	Repair and Replacement	34.600.538.64000	100.45	2.320.572.63100	100.45	200.9
12/8/2021	HeadPenn	80.68	Tennis Maintenance	2.330.572.34400	80.68			80.68
12/9/2021	Northern Tool	39.99	Repair and Replacement	34.600.538.64000	20	2.320.572.63100	19.99	39.99
12/10/2021	1&1 Ionos	18	Office Supplies	2.330.572.51000	9	2.320.572.5100	9	18
12/13/2021	Dicks sporting goods	558.86	Repair and Replacement	34.600.538.64000	294.43	2.320.572.63100	294.43	588.86
12/13/2021	Dicks sporting goods	365.3	Repair and Replacement	34.600.538.64000	182.65	2.320.572.63100	182.65	365.3
12/14/2021	Dicks sporting goods	340.31	Repair and Replacement	34.600.538.64000	170.16	2.320.572.63100	170.15	340.31
12/15/2021	Mood/Pandora	26.95	Permits/Licenses	2.310.513.49300	26.95			26.95
12/15/2021	Mood/Pandora	26.95	Permits/Licenses			2.320.572.49300	26.95	26.95
12/16/2021	Winning Concepts	254.23	Repair and Replacement	34.600.538.64000	127.12	2.320.572.63100	127.11	254.23
12/16/2021	Dicks sporting goods	-25.49	Repair and Replacement	34.600.538.64000	-12.75	2.320.572.63100	-12.74	-25.49
12/16/2021	Dicks sporting goods	-38.99	Repair and Replacement	34.600.538.64000	-19.5	2.320.572.63100	-19.49	-38.99
12/17/2021	HeadPenn	360.03	Tennis Maintenance	2.330.572.34400	360.03			360.03
12/20/2021	SP* Pump parts	107.49	Repair and Replacement			2.320.572.63100	107.49	107.49
12/20/2021	seals unlimited	89.64	Repair and Replacement			2.320.572.63100	89.64	89.64
Totals		\$3,611.94			\$2,036.47		\$1,625.47	\$3,661.94



ACCOUNT ENDING - 63053

Business Green Rewards Card

CARD MEMBER

JAY SORIANO

Card Activity from Nov 20, 2021 to Dec 21, 2021

Transactions

20 Transactions

DATE	STATUS	DESCRIPTION	AMOUNT
Dec 20, 2021		SEALS UNLIMITED INC GOLDEN CO	\$89.64
Dec 20, 2021		SP * PUMP PARTS USA CLEVELAND TN	\$107.49
Dec 17, 2021		HEAD/PENN RACQUET SPPHOENIX AZ	\$360.03
Dec 16, 2021	Credit	DICKS'S SPORTING GOORANGE PARK FL	-\$38.99
Dec 16, 2021	Credit	DICKS'S SPORTING GOORANGE PARK FL	-\$25.49
Dec 16, 2021		WINNING CONCEPTS USAORANGE PARK FL	\$254.23
Dec 15, 2021		MOOD PANDORA 0684 AUSTIN TX	\$26.95
Dec 15, 2021		MOOD PANDORA 0684 AUSTIN TX	\$26.95
Dec 14, 2021		LESLIES POOLMART JACKSONVILLE FL	\$340.31
Dec 13, 2021		DICK'S SPORTING GOODCORAOPOLIS PA	\$365.30
Dec 13, 2021		DICK'S SPORTING GOODCORAOPOLIS PA	\$558.86
Dec 10, 2021		1&1 IONOS https://www.ionos.coPA	\$18.00
Dec 9, 2021		NORTHERN TOOL & EQUI(800)222-5381 MN	\$39.99
Dec 8, 2021		HEAD/PENN RACQUET SPPHOENIX AZ	\$80.68
Dec 2, 2021		BUGGIES UNLIMITED 06JACKSONVILLE FL	\$200.90
Dec 2, 2021		HEAD/PENN RACQUET SPPHOENIX AZ	\$167.41
Dec 2, 2021		RINGCENTRAL INC 888-898-4591 CA	\$175.68
Dec 1, 2021		ASCAP LICENSING - GL(800)505-4052 NY	\$367.00
Dec 1, 2021		ASCAP LICENSING - GL(800)505-4052 NY	\$367.00
Dec 1, 2021		PUBLIX #128 00000012JACKSONVILLE FL	\$130.00

DO NOT PAY THIS IS NOT A BILL

Sales order

BUGGIES UNLIMITED

3510 Port Jacksonville Pkwy
JACKSONVILLE, FL 32226
US

Order No.	17954495
Customer No.	W000185749
Telephone	9045620249
FAX	

To:

JAY SORIANO
475 W TOWN PL
SUITE 114
ST AUGUSTINE, FL 32092
US

Ship To:

DOUBLE BRANCH CDD
370 OAKLEAF VILLAGE PKWY
ORANGE PARK, FL 32065
US

Ship Via		F.O.B	Shipping Terms		Order Date	Salesperson			
Econo-Grou		SHIPPING POINT	PPD		Dec/1/2021	David DeJoie			
Payment			Ordered By			PO #			
Credit Card									
Order Quantity	Back Ord Quantity	Item Number Description				Ware House	Unit Price	Tariff Surchg	Extended Price
2.00		8100 SHOCK, REAR, EZ RXV Old Item # 18-045				Phoenix	\$39.99	\$0.00	\$79.98
2.00		8162 BELT, STARTER GENERATOR, EZ RXV Old Item # 22-025				Phoenix	\$18.99	\$0.00	\$37.98
2.00		5030 SHOCK BUSHING KIT (1) SIDE Old Item # 13021				Phoenix	\$6.99	\$0.00	\$13.98
2.00		8161 BUSHING, REAR SPRING FRONT, EZ RXV Old Item # 18-058				Phoenix	\$17.99	\$0.00	\$35.98
2.00		12-007 RELIANCE RXV Rear Spring Bushing Set (4 Bushings&2 Sleeves) Old Item # 8098M				Phoenix	\$16.49	\$0.00	\$32.98

Print Date	Dec/1/2021
Print Time	10:21:12 AM
Page #	1 of 2

Continued on next page . . .

DO NOT PAY THIS IS NOT A BILL

Sales order

BUGGIES UNLIMITED

3510 Port Jacksonville Pkwy
JACKSONVILLE, FL 32226
US

Order No.	17954495
Customer No.	W000185749
Telephone	9045620249
FAX	

To:

JAY SORIANO
475 W TOWN PL
SUITE 114
ST AUGUSTINE, FL 32092
US

Ship To:

DOUBLE BRANCH CDD
370 OAKLEAF VILLAGE PKWY
ORANGE PARK, FL 32065
US

Ship Via		F.O.B	Shipping Terms	Order Date	Salesperson			
Econo-Grou		SHIPPING POINT	PPD	Dec/1/2021	David DeJoie			
Payment			Ordered By		PO #			
Credit Card								
Order Quantity	Back Ord Quantity	Item Number Description			Ware House	Unit Price	Tariff Surchg	Extended Price

Print Date Dec/1/2021
Print Time 10:21:12 AM
Page # 2 of 2

Subtotal \$	200.90
Tariff surcharge \$	0.00
Freight \$	0.00
Sales Tax \$	0.00

All amounts in US dollars

Order Total \$	200.90
----------------	--------



PO BOX 331608, Attn: Account Services
Nashville, TN 37203-7515
Attn: Account Services
Phone: 1-800-505-4052
Fax: 1-615-691-7795
Email: glcs@ascap.com

Page: 1 of 1

Invoice/Statement of Account as of: 12/20/2021

Jay Soriano
Other (fill in below)
Double Branch Community Development Dist
370 Oakleaf Village Pkwy
Orange Park, FL 32065-4259

Re: Double Branch Community Development Dis
Double Branch Community Development Dist
370 Oakleaf Village Pkwy
Orange Park, FL 32065

*If You Have Already Made Payment, Please Disregard This Invoice.
In Case Of Error In Amount Of Bill Or Payment, Contract Terms Shall Govern.*

ACCOUNT NO.	BILLING DATE	CURRENT	PAST DUE	BALANCE DUE
500730199		\$3.67	\$0.00	\$3.67

CONTRACT RATE
\$387.00

Charges per applicable Operating Policy and Rate Schedule "copies available on request".

ASCAP REFERENCE NO.	TRANSACTION DATE	CHECK NO.	EXPLANATION OF CHARGES & CREDITS	FOR THE PERIOD	AMOUNT	REMAINING BALANCE
305003974286	12/2/2021	123326	PREVIOUS BALANCE Payment	12/02/2021	(\$367.00)	\$370.67 \$3.67

Thank you in advance for your timely payment.
Securely manage your account on line at www.ascap.com/mylicense

TEAR ON THE DOTTED LINE

PLEASE PLACE YOUR CUSTOMER ACCOUNT NO. ON ALL CHECKS AND CORRESPONDENCE. PLEASE MAKE CHECK PAYABLE TO

"ASCAP".

Double Branch Community Development Dist
370 Oakleaf Village Pkwy
Orange Park, FL 32065-4259



ACCOUNT NO.	BALANCE DUE	AMOUNT PAID
500730199	\$3.67	\$

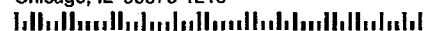
95007301997000000367

Name, Address, Telephone Changes

Licence#: _____
Premise: _____
Street: _____
City, State, Zip: _____
Contact: _____
Telephone: _____

IMLA

ASCAP
21678 Network Place
Chicago, IL 60673-1216



A0001_0000



Order # 1002414562

Complete
Order Date: December 15, 2021

Items Ordered

Items Ordered

Product Name	SKU	Price	Number of players	Subtotal
Pandora Music Subscription	PMS	\$26.95	• Ordered1	\$26.95
Subtotal				\$26.95
Shipping & Handling				\$0.00
Grand Total (Excl.Tax)				\$26.95

Shipping Address

Oakleaf Plantation
Oakleaf Plantation
370 Oakleaf Village Pkwy
Orange Park, Florida, 32065

Billing Address

Oakleaf Plantation
GMS LLC
475 W Town Pl
orange park, Florida, 32065

Payment Method

Credit Card

Credit Card

Credit Card Type

American Express

Credit Card Number

XXXX-6056



Online Order Details

Order Number: 30042108646

Order Date: December 13, 2021

Status: Completed

Product	Status	Each	Quantity	Total
 Columbia Men's Steens Mountain Full Zip Fleece Jacket Size : XL Color : Black SKU : 14303544 Standard Delivery : Friday, 12/17/21	Completed Tracking Number: <u>287516481200</u> Delivered Orange Park, FL	\$39.99	5	\$199.95
 Columbia Men's Steens Mountain Full Zip Fleece Jacket Size : L Color : Black SKU : 14303543 Standard Delivery : Friday, 12/17/21	Completed Tracking Number: <u>287516481200</u> Delivered Orange Park, FL	\$39.99	5	\$199.95
 Columbia Men's Steens Mountain Full Zip Fleece Jacket Size : M Color : Black SKU : 14303542 Standard Delivery : Friday, 12/17/21	Completed Tracking Number: <u>287516481200</u> Delivered Orange Park, FL	\$39.99	3	\$119.97

Order Subtotal

\$519.87

Shipping and Handling

FREE

Estimated Tax in fo

\$38.99




Order Total

\$558.86



Online Order Details

Order Number: 10396953920
Order Date: December 13, 2021

Product	Status	Each	Quantity	Total
 Columbia Men's Ascender Soft Shell Jacket Size : L Color : Graphite SKU : 15770837 Holiday Price Guarantee! Get it before it's gone! info Standard Delivery : Wednesday, 12/15/21	Completed Tracking Number: <u>287501798440</u> Delivered Orange Park, FL	\$69.99	1	\$69.99 \$0.00
 Columbia Women's Benton Springs Fleece Jacket Size : XL Color : Black SKU : 12315489 Limited Time Sale! Ends Tuesday at 11:59PM PT. info Standard Delivery : Wednesday, 12/15/21	Completed Tracking Number: <u>287501798440</u> Delivered Orange Park, FL	\$29.98	5	\$149.90 \$0.00
 Columbia Women's Benton Springs Fleece Jacket Size : L Color : Black SKU : 12315488 Limited Time Sale! Ends Tuesday at 11:59PM PT. info Standard Delivery : Wednesday, 12/15/21	Completed Tracking Number: <u>287501798440</u> Delivered Orange Park, FL	\$29.98	4	\$119.92 \$0.00

Order Subtotal
\$339.81
Shipping and Handling
FREE
Estimated Tax info
\$25.49
Order Total
\$365.30



HEAD/Penn Racquet Sports
306 South 45th Avenue
Phoenix, AZ 85043-3913

Sold-to address

Middle Village CDD
DBA Oakleaf Plantation
475 Town Place West Ste 114
SAINT AUGUSTINE FL 32092

Customer No. 715220

Invoice		5193344902	
Billing Date	12/01/2021	Ship Date	12/01/2021
Order Date	11/23/2021	Requested Date	11/23/2021
Terms			Due Date
Credit Card preauth.			
Order No.	5102933938	P.O. Number	Pro 85 Hoppers
Salesrep:		ELLIS, JEFF	
Order Placed By:		R118	

Ship-to address
Oakleaf Plantation
370 Oakleaf Village Pwky
ORANGE PARK FL 32065

Authorization no.:

121004 21112315899940

Material	Description	Size	Quantity	List Price	Discount %	Unit Price	Extended Price
588985	85 PRO BASKET Item 10		4 EA	37.50	8.000	34.50	138.00
Total Number of Units		4					

Shipping Information

Packing Slip, BOL: 5183237607
Shipping Terms: FOB Origin
Shipment Origin: BALTIMORE MD
Shipped Via: FED EX GROUND (PPA)
Gross Weight: 29.900 LB 13.563 KG

Box Tracking Number

289180171482623

Total Number of Cartons 2

Items total	138.00	USD
Freight Charge	24.10	USD
Freight Surcharge	5.31	USD
Final amount	167.41	USD
Charged to your American Express *****052	167.41	USD
Balance Due	0.00	USD

We recommend all dealers use our Online Management Platform (OMS).
This site allows you to see current stock of goods, place orders,
track orders, and check invoices 24 hours a day!
To receive your login information please email: askus@us.head.com



HEAD/Penn Racquet Sports
306 South 45th Avenue
Phoenix, AZ 85043-3913

Sold-to address

Middle Village CDD
DBA Oakleaf Plantation
475 Town Place West Ste 114
SAINT AUGUSTINE FL 32092

Customer No. 715220

Invoice		5193352546	
Billing Date 12/16/2021	Ship Date 12/16/2021	Order Date 12/09/2021	Requested Date 12/09/2021
Terms Credit Card preauth.			Due Date
Order No. 5102940042	P.O. Number Ball Trolley	Order Entered By: OMS3_CPIC	
Salesrep: Order Placed By:		ELIJS, JEFF R118	

Ship-to address
Oakleaf Plantation
370 Oakleaf Village Pwky
ORANGE PARK FL 32065

Authorization no.:

195872 21120916621899

Material	Description	Size	Quantity	List Price	Discount %	Unit Price	Extended Price
287256	NEW Ball Trolley (fits for 2 Item 10		2 PC	149.95	8.000	137.96	275.92
287266	NEW Ball Trolley-Additional Item 20		1 PC	50.00	8.000	46.00	46.00

Total Number of Units 3

Shipping Information

Packing Slip, BOL: 5183243181
Shipping Terms: FOB Origin
Shipment Origin: BALTIMORE MD
Shipped Via: FED EX GROUND (PPA)
Gross Weight: 17.650 LB 8.006 KG

Box Tracking Number

289180171545540

Total Number of Cartons 3

Items total	321.92	USD
Freight Charge	25.72	USD
Freight Surcharge	12.39	USD
Final amount	360.03	USD
Charged to your American Express *****052	360.03	USD
Balance Due	0.00	USD

We recommend all dealers use our Online Management Platform (OMS).

This site allows you to see current stock of goods, place orders,
track orders, and check invoices 24 hours a day!

To receive your login information please email: askus@us.head.com



HEAD/Penn Racquet Sports
306 South 45th Avenue
Phoenix, AZ 85043-3913

Sold-to address

Middle Village CDD
DBA Oakleaf Plantation
475 Town Place West Ste 114
SAINT AUGUSTINE FL 32092

Customer No. 715220

Invoice 5193347683			
Billing Date 12/07/2021	Ship Date 12/07/2021	Order Date 11/24/2021	Requested Date 11/24/2021
Terms Credit Card preauth.			Due Date
Order No. 5102934322	P.O. Number Boom Demo		Order Entered By: NKESO
Salesrep: Order Placed By: ELIIS, JEFF			

Ship-to address
Oakleaf Plantation
370 Oakleaf Village Pwky
ORANGE PARK FL 32065

Authorization no.:

186260 21112415956056

Material	Description	Size	Quantity	List Price	Discount %	Unit Price	Extended Price
233512	Boom MP 2022 - DEMO	U 30	1 PC	70.00	0.000	70.00	70.00
281404	Velocity MLT (set)	16 BK	1 PC		0.000		
Total Number of Units		2					

Shipping Information

Packing Slip, BOL: 5183237802
Shipping Terms: FOB Origin
Shipment Origin: BALTIMORE MD
Shipped Via: FED EX GROUND (PPA)
Gross Weight: 1.800 LB 0.816 KG

Box Tracking Number
289180171505858

Total Number of Cartons 1

Items total	70.00	USD
Freight Charge	7.98	USD
Freight Surcharge	2.70	USD
Final amount	80.68	USD
Charged to your American Express *****052	80.68	USD
Balance Due	0.00	USD

We recommend all dealers use our Online Management Platform (OMS).

This site allows you to see current stock of goods, place orders,
track orders, and check invoices 24 hours a day!

To receive your login information please email: askus@us.head.com



IONOS Inc.
701 Lee Road
Suite 300
Chesterbrook, PA 19087
USA

Jay Soriano
370 Oakleaf Village Pkwy

Orange Park, FL 32065-4259
UNITED STATES

Copy

Invoice Date: 12/08/2021
Invoice: 202035960940
Contract: 85644648
Customer ID: 270980442
Help Center: ionos.com/help
My IONOS: my.ionos.com/invoices
Phone support: 1-877-300-8316
E-mail support: billing@ionos.com
Service hours: 24/7

Please have your personal phone PIN available for quick and secure authentication when speaking with our agents. You can set and manage this by logging in to my.ionos.com.

Invoice Summary (MyWebsite Creator+)

Billing period starting: 12/06/2021

Item	Service	Unit Price	Units	Taxable Portion	Total
1	Basic Fee 12/06/2021-01/06/2022	\$18.00 a month	1 mo.	\$0.00	\$18.00
Net Total					\$18.00
Net (non-taxable portion)					\$18.00
Net (taxable portion)					\$0.00
Tax					\$0.00
Total Please DO NOT send cash, check or money order					\$18.00

The total amount due will be charged to your credit card within the next seven days, most likely in the next day or two. Thank you.

Do you have questions regarding this invoice? Please refer to your Help Center or log in to my.ionos.com for further information.



ORANGE PARK, FL #529
6001 ARGYLE FOREST BLVD STE 35
JACKSONVILLE, FL 32244-6127
904-573-6515

Store: 529 Register: 1
Date: 12/14/21 Time: 4:01 PM
Ticket: 55283
Salesperson: 42098 (Samantha R)
Customer ID: S0052900004398

Item	Qty	Price	Amount
50LB POWER POWDER GRANULAR 70			
14208	1	277.19	277.19
TLR PH IND SOL 3/4OZ			
81363	1	8.31	8.31
TLR PH IND SOL #4 3/4 OZ			
81355	1	11.38	11.38
TLR PH IND SOL 3/4OZ			
81363	1	8.31	8.31
TLR PH IND SOL #4 3/4 OZ			
81355	1	11.38	11.38

Subtotal 316.57
Tax 23.74

Total\$ 340.31

Amex Purchase 340.31
Dec 14 2021 04:02 pm Trans# 55283

TRANSACTION RECORD

Card Number : *****8052
Card Type : AMERICAN EXPRESS
Card Entry : CHIP
Trans Type : PURCHASE
Amount : \$340.31

Auth # : 802956
Sequence # : 000007
Reference # : 00000007
Term ID : 101
Date : 21/12/14
Time : 16:01:58

APPROVED

Application Label: AMERICAN EXPRESS ---
AID: A000000025010801
TVR: 0000008000
0000005170873108

ASCAP
21678 Network Place
Chicago, IL 60673-1216

MOOD: pandora®

Order # 1002414563

Complete

Order Date: December 15, 2021

Items Ordered

Items Ordered

Product Name	SKU	Price	Number of players	Subtotal
Pandora Music Subscription	PMS	\$26.95	• Ordered1	\$26.95
Subtotal				\$26.95
Shipping & Handling				\$0.00
Grand Total (Excl.Tax)				\$26.95

Shipping Address

Oakleaf Plantation
Oakleaf Plantation
370 Oakleaf Village Pkwy
Orange Park, Florida, 32065

Billing Address

Oakleaf Plantation
GMS LLC
475 W Town Pl
orange park, Florida, 32065

Payment Method

Credit Card

Credit Card

Credit Card Type

American Express

Credit Card Number

XXXX-6056

Publix

Oakleaf Plantation Center
9518 Argyle Forest Blvd
Jacksonville, FL 32222

Store Manager: Dave Lawson
904-317-5755

AMAZON GIFT CARD	30.00
Account #XXXXXXXXXX2191	
AMAZON GIFT CARD	30.00
Account #XXXXXXXXXX9801	
AMAZON GIFT CARD	25.00
Account #XXXXXXXXXX1546	
AMAZON GIFT CARD	25.00
Account #XXXXXXXXXX4242	
PUBLIX GIFT CARD	10.00
Account #XXXXXXXXXX6825	
PUBLIX GIFT CARD	10.00
Account #XXXXXXXXXX6833	

Order Total	130.00	
Sales Tax	0.00	
Grand Total	130.00	
Credit	Payment	130.00
Change		0.00

Receipt ID: 013/ 8588 8133 6351 850

PRESTO!
Trace #: 081880
Reference #: 0065434807
Acct #: XXXXXXXXXXXX8052
Purchase American Express
Amount: \$130.00
Auth #: 876610

CREDIT CARD	PURCHASE
A000000025010801	AMERICAN EXPRESS
Entry Method:	Chip Read
Mode:	Issuer

Your cashier was Brian

12/01/2021 9:19 S0128 R108 4963 C0230

Remember your reusable bags.
help do good. Bring them on every trip.

Publix Super Markets, Inc.

RingCentral

Recurring Statement

Account Information

Account Number: (904) 770-4650
Statement Date: 12/02/2021
Subscription Name: RingCentral MVP Standard
Reference #: 3952255002

Bill To:
Jay Soriano
Oakleaf Plantation
475 west town place ste 114
St Augustine, FL 32092 , USA

Statement Summary

Total Current Charges

\$175.68

*Your credit card ending in [8052] was charged \$175.68.
This charge will appear as "RINGCENTRAL, INC" on your credit card statement.*

Statement Details

Charges and credits

Period	Description	Unit Price	Quantity	Amount
12/02/2021 - 01/01/2022	MVP Standard - Monthly Subscription Fee	\$0.00	1	\$0.00
12/02/2021 - 01/01/2022	DigitalLine Unlimited - (904) 342-1441	\$34.99	1	\$34.99
12/02/2021 - 01/01/2022	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
12/02/2021 - 01/01/2022	DigitalLine Unlimited - (904) 770-4648	\$34.99	1	\$34.99
12/02/2021 - 01/01/2022	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
12/02/2021 - 01/01/2022	DigitalLine Unlimited - (904) 770-4649	\$34.99	1	\$34.99
12/02/2021 - 01/01/2022	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
12/02/2021 - 01/01/2022	DigitalLine Unlimited - (904) 770-4661	\$34.99	1	\$34.99
12/02/2021 - 01/01/2022	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
12/02/2021 - 01/01/2022	DigitalLine Unlimited - (904) 770-4667	\$34.99	1	\$34.99
12/02/2021 - 01/01/2022	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
Charges after Discounts and Prorates:				\$134.90
Total Charges:				\$134.90
Total Taxes and Fees*:				\$40.78
Total Charged to Credit Card:				\$175.68

SEALS UNLIMITED INC
600 CORPORATE CIRCLE
SUITE M
GOLDEN, CO 80401-5604
UNITED STATES
(800)-346-1604

<< ORDER ACKNOWLEDGEMENT >>

PAGE 1



S BC3347
O GMS LLC
L Jay Soriano
D 475 W. Town Pl.
Suite 114
T St Augustine, FL 32092
O

S GMS LLC
H Jay Soriano
I 370 OAKLEAF VILLAGE PKWY
P STE 114
orange park, FL 32065
T
O

DATE 12/21/2021
ORDER NO 00071013

TERMS DESCRIPTION	CUSTOMER PO NO	SLS1	SLS2	ORDER DATE
CREDIT CARD	3607	4	OAH	12/20/2021
ITEM ID	TX CL UNIT	ORDERED	UNIT PRICE	EXTENSION
SJB-185	0 EA	3.00	23.46	70.38
1.250X1.87X43 CER/CMS TYC				
SHIPPING 12/21/2021 FROM COLORADO				
REQ SHIP DATE 12/21/2021				

We appreciate your business.

TAXABLE	NONTAXABLE	FREIGHT	SALES TAX	MISC	TOTAL
70.38	0.00	13.00	6.26	0.00	89.64
PREPAYMENT		89.64	NET DUE		0.00



**WINNING
CONCEPTS USA, INC.**

950-19 Blanding Blvd.
Orange Park, FL 32065
(904) 272-9784
(904) 272-9787 FAX

Invoice

Date	Invoice #
8/27/2021	34559

Bill To
Oakleaf Tennis

Ship To

		P.O. No.	Terms	Rep
				DCM
Quantity	Description	Rate		Amount
15	Screen print center chest one color imprint white On LST356 tank tops Navy- 4 XS, 2 sm, 2 med, 1 Lg Red- 2 XS, 2 sm, 2 med	8.49		127.35
1	Screen Charge	25.00		25.00
Thank you for your business! Daniel McClees 904/272-9784		Total		
		\$152.35		
We impose a surcharge of 3.5% on the transaction amount on credit card products, which is not greater than our cost of acceptance. We do not surcharge debit cards, prepaid cards or gift cards.		Payments/Credits		
		\$0.00		
		Balance Due		
		\$152.35		



**WINNING
CONCEPTS USA, INC.**

950-19 Blanding Blvd.
Orange Park, FL 32065
(904) 272-9784
(904) 272-9787 FAX

Invoice

Date	Invoice #
10/26/2021	34974

Bill To
Oakleaf Tennis

Ship To

		P.O. No.	Terms	Rep
				DCM
Quantity	Description	Rate	Amount	
12	Screen print center chest one color imprint white On LST356 tank tops Navy- 3 Lg, 3 XL Red- 3 Lg, 3 XL	8.49	101.88	
Thank you for your business! Daniel McClees 904/272-9784		Total	\$101.88	
We impose a surcharge of 3.5% on the transaction amount on credit card products, which is not greater than our cost of acceptance. We do not surcharge debit cards, prepaid cards or gift cards.		Payments/Credits	\$0.00	
		Balance Due	\$101.88	

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

Invoice

Invoice #: 309
Invoice Date: 2/1/2022
Due Date: 2/1/2022
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 - February 2022		4,633.33	4,633.33
Total			\$4,633.33
Payments/Credits			\$0.00
Balance Due			\$4,633.33

RMW
2.2.22

From: Oakleaf Venues
Subject: DBCDD refund of deposit request - CHERRY TAYLOR
Date: February 12, 2022 at 5:16 PM
To: Margaret Bronson, Oksana Kuzmuk
Cc: Marilee Giles, Alison Mossing

OV

Good afternoon Margaret and Oksana,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR (SATURDAY) 2:30 P.M. to 6:30 P.M.
- DATE OF VENUE – JANUARY 29, 2022
- RESIDENT – CHERRY TAYLOR
- ADDRESS – 625 OAKLEAF PLANTATION PARKWAY #817, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA (3672):
 - DATED: 1/10/21
 - SEQ#: 2
 - BATCH#: 210
 - INVOICE#: 2
 - APPROVAL CODE: 483361
 - AMOUNT: \$100.00

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
01/10/22	01/10/22	01/29/22	CHERRY TAYLOR - OVCR DEPOSIT	DEPOSIT	\$ 100.00			VISA-483361

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

Thank you.

I will be out of the office THURSDAY FEBRUARY 24, 2022 to SUNDAY FEBRUARY 27, 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
www.oakleafresidents.com

Governmental Management Services

www.OakLeafResidents.com

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2-300-36900-10300
874B

From: Oakleaf Venues
Subject: DBCDD refund of deposit request - MELYNDA JOHNSON
Date: February 12, 2022 at 6:13 PM
To: Margaret Bronson, Oksana Kuzmuk
Cc: Marilee Giles, Alison Mossing

OV

Good evening Margaret and Oksana,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR (SATURDAY) 7:00 P.M. to 11:00 P.M.
- DATE OF VENUE – FEBRUARY 5, 2022
- RESIDENT – MELYNDA JOHNSON
- ADDRESS – 1949 WOODWORTH DRIVE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA (5483):
 - DATED: 1/24/22
 - SEQ#: 4
 - BATCH#: 211
 - INVOICE#: 4
 - APPROVAL CODE: 010900
 - AMOUNT: \$100.00

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
01/24/22	01/24/22	02/05/22	MELYNDA JOHNSON - OVCR DEPOSIT	DEPOSIT	\$ 100.00			VISA-010900

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

Thank you.

I will be out of the office THURSDAY, FEBRUARY 24, 2022 to SUNDAY, FEBRUARY 27, 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
wmcrc@oakleafresidents.com
(904) 770-4661 voice email
(904) 375-9285 ext. 3
www.oakleafresidents.com

Governmental Management Services

www.OakLeafResidents.com

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704B
2-300-36900-10300

Riverside Management Services, Inc

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

Invoice

Invoice #: 311

Invoice Date: 2/15/2022

Due Date: 2/15/2022

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 - February 2022 Common Area Maint. 2.572 Hrs 2.320.572.464 2973 RECEIVED FEB 15 2022		1,232.00	1,232.00
Total			\$1,232.00
Payments/Credits			\$0.00
Balance Due			\$1,232.00

Run
2.15.22

Riverside Management Services, Inc.
8655 Florida Mining Blvd., Building 300, Suite 305, Jacksonville, FL 32257

Service Detail

Bill To: Double Branch CDD

Invoice Date: 2/1/22

Due Date: Upon Receipt

Amount Due: \$ 1,232.00

<u>Date:</u>	<u>Description</u>	<u>Amount</u>
1/4/22	Pressure washed Waverly Park	\$ 150.00
1/13/22	Pressure washed 434' of lattice top at Highland Mill	\$ 196.00
1/13/22	Pressure washed 466' of lattice top at The Oaks	\$ 210.00
1/13/22	Pressure washed 66' of lattice top at Cannons Point	\$ 30.00
1/27/22	Pressure washed 1024' of split rail at Nature's Hamrock	\$ 256.00
1/27/22	Pressure washed 867' of lattice top at Timberfield	\$ 390.00

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

TOTAL AMOUNT DUE: \$ 1,232.00

** 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	\$	1,232.00
Feb. 2022		
Mar. 2022		
Apr. 2022		
May 2022		
June 2022		
July 2022		
Aug. 2022		
Sept. 2022		

Balance: \$ 13,730.00

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

Remit Payment:

Customer Information

XEROX CORPORATION
PO BOX 660502
DALLAS TX
75266-0502


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

Purchase Order Number

Special Reference

Contract Number

NET 30 DAYS
Terms Of Payment

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

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

Bill To:

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

02-01-22
Invoice Date
015394244
Invoice Number
720343326
Customer Number

8-4735

MFP3635X1 MFP3635X W/EIP

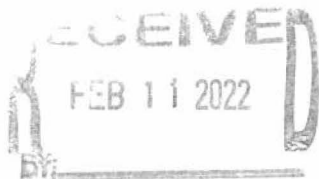
SER.# BB1-867777

SPLY-MAINT - COST PER COPY PLAN
AMOUNT

BASE CHARGE

FEBRUARY

42.28



SUB TOTAL

42.28

TOTAL

42.28

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

2-330-572-50000

399B

XEROX FEDERAL IDENTIFICATION #16-0468020

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

Ship To/Installed At
DOUBLE BRANCH
COMM DEV DIST
PKWY
370 OAKLEAF VILLAGE
ORANGE PARK FL
32065

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

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



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

Invoice Amount

PLEASE PAY
01-569-8562 4 720343326 015394244 02-01-22 THIS AMOUNT
RR004050 M 070121
03 6GSW 6GSW W 00000 5933 1 B15

\$42.28
VFL40

202100008070060 0153942444 0300042287 272034332684

Invoice

Payment





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

(904) 284-7575

Invoice Number: SSI10455
Invoice Date: 2/10/2022

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 2/25/2022
Terms Net 15 Days

Customer ID C0000168
P.O. Number
P.O. Date 2/10/2022
Our Order No
SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee-JANUARY 2022		186.25	186.25	5.00	931.25
Fees-2nd Employment Scheduling		15	15	25.00	375.00

Code to: split 50/50

Double Branch Security (CCSO)

\$653.13

2.320.57200.34510

Middle Village Security (CCSO)

2.320.57200.34510

Amount Subject to Sales Tax US0
Amount Exempt from Sales Tax 1,306.25

Subtotal: 1,306.25
Invoice Discount: 0.00
Tax: 0.00

Total USD: 1,306.25



Welcome Deborah Bell



PERSONNEL

CLIENTS

EVENTS

FORMS/LINKS

ADMIN PANEL

REPORTS

SEARCH

TRAINING

[To return to the previous page, click here.](#)

INVOICE

CLIENT NAME

INVOICE NUMBER

OAKLEAF AMENITIES

CLIENT NUMBER

INVOICE DATE

02/10/2022

CLIENT ADDRESS

EVENT	DATE	DESCRIPTION	PERSONNEL	HOURS or QUANTITY	RATE	TOTAL
1	01/01/22 0000 - 01/01/22 0000	Oakleaf Amenities	Jeffrey Holmes 01/01/22 1545 - 01/01/22 2145	6.00	\$ 30.00	\$ 180.00

EVENT TOTAL: (hrs) 6.00 \$ 180.00

2	01/03/22 0000 - 01/03/22 0000	Oakleaf Amenities	Timothy Geoghagan 01/03/22 1600 - 01/03/22 2200	6.00	\$ 30.00	\$ 180.00
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EVENT TOTAL: (hrs) 6.00 \$ 180.00

3	01/05/22 0000 - 01/05/22 0000	Oakleaf Amenities	Daniel Cassani 01/05/22 1700 - 01/05/22 2300	6.00	\$ 30.00	\$ 180.00
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EVENT TOTAL: (hrs) 6.00 \$ 180.00

4	01/06/22 0000 - 01/06/22 0000	Oakleaf Amenities	Timothy Geoghagan 01/06/22 1600 - 01/06/22 2200	6.00	\$ 30.00	\$ 180.00
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EVENT TOTAL: (hrs) 6.00 \$ 180.00

5	01/07/22 0000 - 01/07/22 0000	Oakleaf Amenities
---	-------------------------------	-------------------

Andre Mack	5.50	\$ 30.00	\$ 165.00
01/07/22 1700 - 01/07/22 2230			
Daniel Tenbusch	6.00	\$ 30.00	\$ 180.00
01/07/22 1700 - 01/07/22 2300			

EVENT TOTAL:	(hrs) 11.50	\$ 345.00
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6	01/08/22 0000 - 01/08/22 0000	Oakleaf Amenities
---	-------------------------------	-------------------

Andre Mack	6.00	\$ 30.00	\$ 180.00
01/08/22 1630 - 01/08/22 2230			

EVENT TOTAL:	(hrs) 6.00	\$ 180.00
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7	01/09/22 0000 - 01/09/22 0000	Oakleaf Amenities
---	-------------------------------	-------------------

Bryan Smith	5.00	\$ 30.00	\$ 150.00
01/09/22 1700 - 01/09/22 2200			

EVENT TOTAL:	(hrs) 5.00	\$ 150.00
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8	01/11/22 0000 - 01/11/22 0000	Oakleaf Amenities
---	-------------------------------	-------------------

Daniel Cassani	6.00	\$ 30.00	\$ 180.00
01/11/22 1630 - 01/11/22 2230			

EVENT TOTAL:	(hrs) 6.00	\$ 180.00
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9	01/12/22 0000 - 01/12/22 0000	Oakleaf Amenities
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Anthony Pena	6.00	\$ 30.00	\$ 180.00
01/12/22 1600 - 01/12/22 2200			

EVENT TOTAL:	(hrs) 6.00	\$ 180.00
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10	01/13/22 0000 - 01/13/22 0000	Oakleaf Amenities
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Bryan Smith	6.00	\$ 30.00	\$ 180.00
01/13/22 1700 - 01/13/22 2300			

EVENT TOTAL:	(hrs) 6.00	\$ 180.00
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11	01/14/22 0000 - 01/14/22 0000	Oakleaf Amenities
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Daniel Cassani	6.00	\$ 30.00	\$ 180.00
01/14/22 1700 - 01/14/22 2300			

Daniel Tenbusch	5.75	\$ 30.00	\$ 172.50
01/14/22 1700 - 01/14/22 2245			

EVENT TOTAL: (hrs) 11.75 \$ 352.50

12 01/15/22 0000 - 01/15/22 0000 Oakleaf Amenities

Andre Mack 6.00 \$ 30.00 \$ 180.00
01/15/22 1700 - 01/15/22 2300

EVENT TOTAL: (hrs) 6.00 \$ 180.00

13 01/16/22 0000 - 01/16/22 0000 Oakleaf Amenities

Daniel Tenbusch 6.00 \$ 30.00 \$ 180.00
01/16/22 1630 - 01/16/22 2230

EVENT TOTAL: (hrs) 6.00 \$ 180.00

14 01/17/22 0000 - 01/17/22 0000 Oakleaf Amenities

Andre Mack 6.00 \$ 30.00 \$ 180.00
01/17/22 1800 - 01/18/22 0000

EVENT TOTAL: (hrs) 6.00 \$ 180.00

15 01/18/22 0000 - 01/18/22 0000 Oakleaf Amenities

Daniel Cassani 6.00 \$ 30.00 \$ 180.00
01/18/22 1700 - 01/18/22 2300

EVENT TOTAL: (hrs) 6.00 \$ 180.00

16 01/19/22 0000 - 01/19/22 0000 Oakleaf Amenities

Diana Coxen 5.00 \$ 30.00 \$ 150.00
01/19/22 1200 - 01/19/22 1700

EVENT TOTAL: (hrs) 5.00 \$ 150.00

17 01/20/22 0000 - 01/20/22 0000 Oakleaf Amenities

Andre Mack 6.00 \$ 30.00 \$ 180.00
01/20/22 1800 - 01/21/22 0000

EVENT TOTAL: (hrs) 6.00 \$ 180.00

18 01/21/22 0000 - 01/21/22 0000 Oakleaf Amenities

Andre Mack 5.00 \$ 30.00 \$ 150.00
01/21/22 1730 - 01/21/22 2230

			Daniel Tenbusch 01/21/22 1700 - 01/21/22 2300	6.00	\$ 30.00	\$ 180.00
			EVENT TOTAL:	(hrs) 11.00		\$ 330.00
19	01/22/22 0000 - 01/22/22 0000	Oakleaf Amenities				
			Andre Mack 01/22/22 1630 - 01/22/22 2230	6.00	\$ 30.00	\$ 180.00
			EVENT TOTAL:	(hrs) 6.00		\$ 180.00
20	01/23/22 0000 - 01/23/22 0000	Oakleaf Amenities				
			Bryan Smith 01/23/22 1715 - 01/23/22 2215	5.00	\$ 30.00	\$ 150.00
			EVENT TOTAL:	(hrs) 5.00		\$ 150.00
21	01/24/22 0000 - 01/24/22 0000	Oakleaf Amenities				
			Andre Mack 01/24/22 1830 - 01/25/22 0030	6.00	\$ 30.00	\$ 180.00
			EVENT TOTAL:	(hrs) 6.00		\$ 180.00
22	01/25/22 0000 - 01/25/22 0000	Oakleaf Amenities				
			Daniel Cassani 01/25/22 1630 - 01/25/22 2230	6.00	\$ 30.00	\$ 180.00
			EVENT TOTAL:	(hrs) 6.00		\$ 180.00
23	01/26/22 0000 - 01/26/22 0000	Oakleaf Amenities				
			Daniel Tenbusch 01/26/22 1700 - 01/26/22 2300	6.00	\$ 38.00	\$ 228.00
			EVENT TOTAL:	(hrs) 6.00		\$ 228.00
24	01/27/22 0000 - 01/27/22 0000	Oakleaf Amenities				
			Matthew Williams 01/27/22 1715 - 01/27/22 2215	5.00	\$ 38.00	\$ 190.00
			EVENT TOTAL:	(hrs) 5.00		\$ 190.00

25 01/28/22 0000 - 01/28/22 0000 Oakleaf Amenities

Jeffrey Holmes	6.00	\$ 30.00	\$ 180.00
01/28/22 1600 - 01/28/22 2200			
Daniel Tenbusch	5.50	\$ 30.00	\$ 165.00
01/28/22 1530 - 01/28/22 2100			

EVENT TOTAL:	(hrs) 11.50	\$ 345.00
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26 01/29/22 0000 - 01/29/22 0000 Oakleaf Amenities

Jeffrey Holmes	6.00	\$ 30.00	\$ 180.00
01/29/22 1600 - 01/29/22 2200			

EVENT TOTAL:	(hrs) 6.00	\$ 180.00
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27 01/30/22 0000 - 01/30/22 0000 Oakleaf Amenities

Bryan Smith	6.00	\$ 30.00	\$ 180.00
01/30/22 1600 - 01/30/22 2200			

EVENT TOTAL:	(hrs) 6.00	\$ 180.00
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28 01/31/22 0000 - 01/31/22 0000 Oakleaf Amenities

Andre Mack	6.50	\$ 30.00	\$ 195.00
01/31/22 1800 - 02/01/22 0030			

EVENT TOTAL:	(hrs) 6.50	\$ 195.00
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INVOICE TOTAL:	(hrs) 186.25	\$ 5,675.50
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Send suggestions to info@myodiss.com

For product information, go to www.myodiss.com



Public Safety Software Group, 31566 Railroad Canyon Road, Suite 2, PMB 112 Canyon Lake, CA, 92587-9446
951-279-6893

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

Invoice

Invoice #: 2248
Invoice Date: 2/16/22
Due Date: 2/16/22

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 February 10, 2022	14.75	25.00	368.75
Amenities Revenue			
2.369.103			
002.300.369.103			

Total \$368.75

Payments/Credits \$0.00

Balance Due \$368.75

2-17-22
Om

Governmental Management Services, LLC
9655 Florida Mining Blvd., Building 300, Suite 305, Jacksonville, Florida 32252

DOUBLE BRANCH CDD

Facility Event Staff Service Hours

<u>Quantity</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
14.75	Facility Event Staff	\$ 25.00	\$ 368.75

Covers Period End: February 10, 2022

Amenities Revenue # 2-369-103

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

Invoice #: 2249

Invoice Date: 2/16/22

Due Date: 2/16/22

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 January 1- January 31, 2022		11,028.58	11,028.58
Maintenance Supplies		663.11	663.11
Facility Maint.- General #3,298 ⁰⁰ 2.572.4660			
Facility Maint. - Cont. #2,667 ⁰⁰ 2.572.4662			
Lighting Repairs #705 ⁰⁰ 2.572.4663			
Common Area Maint. #2,024 ⁰⁰ 2.572.4640			
Repairs / Replace #2997.69 2.572.6310			
Total			\$11,691.69
Payments/Credits			\$0.00
Balance Due			\$11,691.69

Rev
2.18.22

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF JANUARY 2022

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
1/3/22	6.5	G.S.	Removed debris from all common areas and ponds
1/3/22	8	A.B.	Prepping splash ground for painting
1/3/22	8	L.C.	Worked on pool and dug out broken pipe
1/4/22	2.5	G.S.	Removed debris from all common areas
1/4/22	6	A.B.	Cleaned pools, prepped splash ground for painting
1/4/22	8	L.C.	Worked on pool/grinded and acid wash pole and pool
1/4/22	9	D.J.	Pressure washed park
1/5/22	4	T.C.	Acid wash pool bottom, painted splash ground
1/5/22	4.5	G.S.	Removed debris from all common areas
1/5/22	8	A.B.	Draining pool and rinsing off grime
1/5/22	8	L.C.	Painted pool tower and pool jungle gym
1/5/22	4	S.A.	Attempted to drain pool with various pumps, took apart locked up sump pump, drained water, cleaned, unlocked impeller and reassembled
1/6/22	8	T.C.	Acid washed and scrubbed bottom of slide pool, picked up supplies
1/6/22	4	G.S.	Removed debris from all common areas and ponds
1/6/22	8	A.B.	Drained pool and acid washed
1/7/22	4	T.C.	Acid wash bottom of slide pool, paint splash ground
1/7/22	4	L.N.	Removed debris from all common areas
1/7/22	8	A.B.	Drained and washed splash ground, removed drain covers for drain cleaning
1/7/22	8	S.A.	Removed loose rust and wire brush top of stairs at Cannons Point playset, painted area, assessed damage to platform and figure out repair, picked up supplies, cut and painted floor support, installed three sections on platform
1/10/22	8	T.C.	Acid wash and scrubbed bottom of slide pool, painted splash ground
1/10/22	6.5	G.S.	Removed debris from all common areas and ponds
1/10/22	8	A.B.	Acid wash pools, painted splash ground
1/10/22	8	L.C.	Painted pool splash ground equipment and slide tower
1/10/22	8	S.A.	Reinstalled trash receptacles at Cannons Point Park, picked up supplies, replaced one section of floor support, installed two new section of floor support, cut off excess length of bolts, assessed damage to Waverly Park fence
1/11/22	6	T.C.	Took down holiday lights and décor, worked on television bracket for fitness center
1/11/22	3	G.S.	Removed debris from all common areas
1/11/22	2	A.B.	Inspect and prepped fitness center for television mount
1/11/22	8	L.C.	Took down holiday lights
1/12/22	4	T.C.	Worked on television bracket for fitness room
1/12/22	4	G.S.	Removed debris from all common areas
1/12/22	2	A.B.	Test fit and remove television mount frame
1/12/22	8	L.C.	Took down holiday lights
1/12/22	2.5	S.A.	Waverly park dug up and removed broken pieces of fence post, replace post and reattached rails, attempted to reset filter on water fountain
1/13/22	4	T.C.	Took down holiday lights
1/13/22	4.5	G.S.	Removed debris from all common areas
1/13/22	8	A.B.	Installed television mount, installed safety cable for mount, hung up television
1/13/22	6	L.C.	Took down holiday lights
1/14/22	4	T.C.	Took down holiday lights and décor
1/14/22	2	A.B.	Cleaned pools
1/14/22	4	L.N.	Removed debris from all common areas
1/17/22	4	T.C.	Took down holiday lights and décor
1/17/22	6.5	G.S.	Removed debris from all common areas and ponds
1/17/22	2	S.A.	Took down holiday lights
1/18/22	2	T.C.	Took down holiday lights and décor
1/18/22	5	G.S.	Removed debris from all common areas
1/18/22	2	A.B.	Took down holiday lights
1/19/22	5	G.S.	Removed debris from all common areas, treated fire ant mounds in parks
1/20/22	5	G.S.	Removed debris from all common areas and ponds
1/21/22	4	L.N.	Removed debris from all common areas
1/24/22	8	T.C.	Took down old and put up new soap dispensers in bathrooms, installed new outlets for televisions in fitness center, installed new wipe dispensers in cardio room

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF JANUARY 2022

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
1/24/22	7	G.S.	Removed debris from all common areas, maintenance work on golf cart
1/24/22	8	S.A.	Remove old soap dispensers, scrape liquid nails off of mirror, picked up supplies, installed new dispensers, run new outlet for television in fitness center, re-run coax cables in fitness center
1/25/22	4	G.S.	Removed debris from all common areas and ponds
1/26/22	5	G.S.	Maintenance work on trash receptacle at Cannon Point, removed debris from all common areas
1/27/22	4.5	G.S.	Removed debris from all common areas and ponds, treated fire ant mounds in parks
1/31/22	2	T.C.	Changed out lights at the entrance
1/31/22	7	G.S.	Removed debris from all common areas
TOTAL	<u><u>312</u></u>		
MILES	<u><u>244</u></u>		*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

MAINTENANCE BILLABLE PURCHASES

Period Ending 2/05/22

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DB				
DOUBLE BRANCH				
	1/4/22	Terry Towels 18pl	9.76	T.C.
	1/4/22	Safety Eyewear	16.03	T.C.
	1/4/22	Waterproof Wire Connector 20pk	13.77	T.C.
	1/6/22	Algae Brush (2)	39.05	T.C.
	1/6/22	Muriatic Acid 2 Gallons (2)	41.35	T.C.
	1/6/22	1 Gallon Sprayer	11.47	T.C.
	1/6/22	GFI Right Angle Plug	12.65	T.C.
	1/7/22	4'x4' Plywood	28.50	S.A.
	1/7/22	25' Tape Measure	36.77	S.A.
	1/7/22	Hex Bolt (2)	16.22	S.A.
	1/7/22	Carriage Bolt (2)	18.17	S.A.
	1/7/22	Tee Nut (10)	14.72	S.A.
	1/7/22	Paddle Bit Set	14.81	S.A.
	1/7/22	Lock Nut (10)	14.72	S.A.
	1/10/22	Sanding Belt	9.17	S.A.
	1/10/22	Carriage Bolt	9.09	S.A.
	1/10/22	Eastwing Hammer	28.72	S.A.
	1/10/22	5A Carriage Bolt	10.70	S.A.
	1/10/22	Lock Nut (2)	6.28	S.A.
	1/10/22	Carriage Bolt (3)	6.42	S.A.
	1/10/22	Carriage Bolt (5)	28.58	S.A.
	1/12/22	Lemon Pine Sol	5.74	T.C.
	1/12/22	Screw Eyebolts 5/16"x3-1/4" (20)	6.99	T.C.
	1/12/22	TIT 1/2" Bit	31.00	T.C.
	1/12/22	Eyebolt Nut 5/16"x3-3/4" SS (2)	6.99	T.C.
	1/12/22	Center and Prick Punch Set	7.64	T.C.
	1/12/22	1/2x4-1/2" Hex Bolt Zinc (4)	6.58	T.C.
	1/12/22	1/2" Hex Nut (4)	1.20	T.C.
	1/12/22	Flat Washer 1/2" (8)	2.48	T.C.
	1/12/22	Lock Washer 1/2" (4)	1.29	T.C.
	1/20/22	Duplex Box, 1 Gang Cover	1.32	J.S.
	1/20/22	12-2 MCC Cable 12'	25.07	J.S.
	1/20/22	16/3 Cube Tap Connector	19.52	J.S.
	1/20/22	1 Gang Duplex Box	1.38	J.S.
	1/20/22	Duplex Outlet	4.27	J.S.
	1/21/22	Wing Wire Connector Caps	1.89	J.S.
	1/21/22	Ring Terminals	2.08	J.S.
	1/21/22	Cord Channel 1/2 Round	8.43	J.S.
	1/24/22	Putty Knife	10.32	S.A.
	1/28/22	Hex Tool Kit	13.04	J.S.
	1/31/22	Bleach (2)	16.95	T.C.
	1/31/22	Lemon Pine Sol (2)	22.95	T.C.
	1/31/22	Goof Off Graffiti Remover	11.47	T.C.
	1/31/22	Ryobi Countersink Set 4pc	7.46	T.C.
	1/31/22	Black Nitril Gloves 40pk	16.65	T.C.
	1/31/22	120W PAR38 BW 2pk Dim	16.53	T.C.
	2/1/22	7-1/4 Diablo Blade	5.74	T.C.
	2/1/22	5-1/2 Diablo Blade	8.61	T.C.
	2/2/22	Mop Refill	12.62	T.C.

TOTAL \$663.11

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice**Invoice #:** 2252**Invoice Date:** 2/23/22**Due Date:** 2/23/22**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 February 24, 2022	4.5	25.00	112.50
Amenities Revenue			
2-369-103			
002. 300.369.103			

Total	\$112.50
--------------	-----------------

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

Balance Due	\$112.50
--------------------	-----------------

2-24-22
OK

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

DOUBLE BRANCH CDD

Facility Event Staff Service Hours

<u>Quantity</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
4.5	Facility Event Staff	\$ 25.00	\$ 112.50

Covers Period End: February 24, 2022

Amenities Revenue # 2-369-103

From: Oakleaf Venues venues@oakleafresidents.com
Subject: DBCDD refund of deposit request - IRENE TUALLA MAYES
Date: February 18, 2022 at 7:19 PM
To: Margaret Bronson mbronson@govnet.com, Oksana Kuzmuk okuzmuk@govnet.com
Cc: Marilee Giles mjgiles@govnet.com, Alison Mossing amossing@govnet.com

Good evening Margaret and Oksana,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR (FRIDAY) 5:30 P.M. to 9:30 P.M.
- DATE OF VENUE – FEBRUARY 11, 2022
- RESIDENT – IRENE TUALLA MAYES
- ADDRESS – 850 MOSSWOOD CHASE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA (4935):
 - DATED: 1/24/22
 - SEQ#: 2
 - BATCH#: 211
 - INVOICE#: 2
 - APPROVAL CODE: 182464
 - AMOUNT: \$100.00

002.300.369.103

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
01/24/22	01/24/22	02/11/22	IRENE TUALLA - OVCR DEPOSIT	DEPOSIT	\$ 100.00			VISA-182464

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

Thank you.

I will be out of the office THURSDAY, FEBRUARY 24, 2022 to SUNDAY, FEBRUARY 27, 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
venues@oakleafresidents.com
(904) 770-4661 voice email
(904) 375-9285 ext. 3
www.oakleafresidents.com

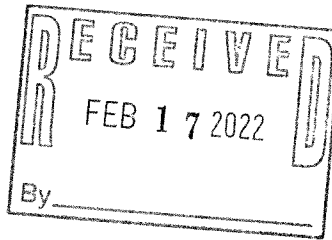
Governmental Management Services

www.OakLeafResidents.com

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



INVOICE

Invoice #	630468
Account #	708477
Invoice Date	1/19/2022
Due Date	1/29/2022
Rep	JB

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

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

Purchase Order Number		Terms	Invoice Date Reflects Month of Service Provided
		NET 10 DAYS	
Item	Description		Amount
	Monthly Water Management Service (R) October 2021 - Treated not billed Code to: 2-320-572-4680 Double Branch Lake Maintenance		2,070.00
		Customer Total Balance	\$13,250.00
Please confirm your bank bill payer amount matches your invoice amount if you use a bank bill payer service. Thank you!			Total Invoice \$2,070.00

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

Please visit www.lakedoctors.com for your local office contact information.

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT

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

Amount Enclosed

Invoice #	630468
Account #	708477
Date	1/19/2022

Go Green! Contact us at Payments@lakedoctors.com to have your invoices emailed.

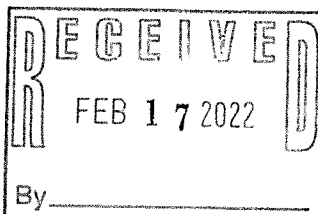
For address and contact updates, please email us at Frontdesk@lakedoctors.com.

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

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



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



INVOICE

Invoice #	630469
Account #	708477
Invoice Date	1/19/2022
Due Date	1/29/2022
Rep	JB

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

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

Purchase Order Number		Terms	Invoice Date Reflects Month of Service Provided
		NET 10 DAYS	
Item	Description		Amount
Code to: 2-320-572-4680 Double Branch Lake Maintenance	Monthly Water Management Service (R)		2,070.00
	November 2021 - Treated not billed		
		Customer Total Balance	13,250.00
Please confirm your bank bill payer amount matches your invoice amount if you use a bank bill payer service. Thank you!			Total Invoice
			\$2,070.00

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

Please visit www.lakedoctors.com for your local office contact information.

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT

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

Amount Enclosed

Invoice #	630469
Account #	708477
Date	1/19/2022

Go Green! Contact us at Payments@lakedoctors.com to have your invoices emailed.

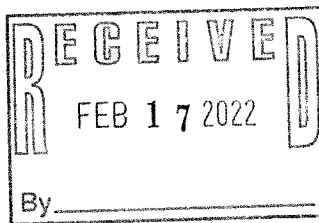
For address and contact updates, please email us at Frontdesk@lakedoctors.com.

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

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



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



INVOICE

Invoice #	630470
Account #	708477
Invoice Date	1/19/2022
Due Date	1/29/2022
Rep	JB

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

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

Purchase Order Number	Terms	Invoice Date Reflects Month of Service Provided
	NET 10 DAYS	
Item	Description	Amount
	Monthly Water Management Service (R) December 2021 - Treated not billed	2,070.00
Code to: 2-320-572-4680 Double Branch Lake Maintenance		
Customer Total Balance		\$13,250.00
Please confirm your bank bill payer amount matches your invoice amount if you use a bank bill payer service. Thank you!		Total Invoice
		\$2,070.00

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

Please visit www.lakedoctors.com for your local office contact information.

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT

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

Amount Enclosed

Invoice #	630470
Account #	708477
Date	1/19/2022

Go Green! Contact us at Payments@lakedoctors.com to have your invoices emailed.

For address and contact updates, please email us at Frontdesk@lakedoctors.com.

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

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

Signature	_____

From: Oakleaf Venues venues@oakleafresidents.com
Subject: DBCDD CANCELLATION REFUND REQUEST - SAMANTHA ALMARIO



Date: February 22, 2022 at 8:05 PM

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

Cc: Marilee Giles mgiles@grants.com, Alison Mossing amossing@grants.com

Good evening Margaret and Oksana,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR aka Oakleaf Village Clubroom (SATURDAY) 7:00 P.M. to 11:00 P.M.
- DATE OF VENUE – MARCH 19, 2021
- RESIDENT – SAMANTHA ALMARIO
- ADDRESS – 3750 SILVER BLUFF BLVD #1808, ORANGE PARK, FL 32065
- AMOUNT OF REFUND – \$50.00 - 50% of Deposit - CANCELLED via email on 2/19/22 (less than 30 days prior to event date)
- BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA (9228):

▪ **BOOKING FEE / DEPOSIT**

- DATED: 2/18/22
- SEQ#: 3
- BATCH#: 610
- INVOICE#: 3
- APPROVAL CODE: 047766
- AMOUNT: \$100.00
- **RENTAL FEE:**
- DATED: 2/18/22
- SEQ#: 2
- BATCH#: 610
- INVOICE#: 2
- APPROVAL CODE: 031776
- AMOUNT: \$250.00

~~002.300.22300.10000~~

002.300.369.103

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
02/18/22	02/18/22	03/19/22	SAMANTHA ALMARIO - OVCR	4	\$ 250.00			VISA-031776
02/18/22	02/18/22	03/19/22	SAMANTHA ALMARIO - OVCR DEPOSIT	DEPOSIT	\$ 100.00			VISA-047766

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

Thank you.

I will be out of the office THURSDAY, FEBRUARY 24, 2022 to SUNDAY, FEBRUARY 27, 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
venues@oakleafresidents.com
(904) 770-4661 voice email
(904) 375-9285 ext. 3
www.oakleafresidents.com

Governmental Management Services

www.OakLeafResidents.com

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CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
2/10/22	00035	1/01/22 2238	202201 600-53800-62000		*	2,700.00	
		GOLF CART					
			GOVERNMENTAL MANAGEMENT SERVICES				2,700.00 000059
-----							-----
				TOTAL FOR BANK C		2,700.00	
				TOTAL FOR REGISTER		2,700.00	

DBBR DOUBLE BRANCH OKUZMUK

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

Invoice

Invoice #: 2238
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
General Fund - Management Fees - January 2022		5,146.83	5,146.83
Website Administration - January 2022		208.33	208.33
Information Technology - January 2022		178.50	178.50
Dissemination Agent Services - January 2022		125.00	125.00
Office Supplies		0.45	0.45
Postage		7.95	7.95
Copies		9.60	9.60
Telephone		14.72	14.72
Golf Cart 34.600.53800.6200		2,700.00	2,700.00
Total			\$8,391.38
Payments/Credits			\$0.00
Balance Due			\$8,391.38

FOURTH ORDER OF BUSINESS

**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
AUDITOR SELECTION
EVALUATION CRITERIA**

1. Ability of Personnel. (20 Points)

(E.g., geographic location of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.)

2. Proposer's Experience. (20 Points)

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other Community Development Districts in other contracts; character, integrity, reputation of Proposer, etc.)

3. Understanding of Scope of Work. (20 Points)

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

4. Ability to Furnish the Required Services. (20 Points)

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required.

5. Price. (20 Points)

Points will be awarded based upon the lowest total proposal for rendering the services and the reasonableness of the proposal.

FIFTH ORDER OF BUSINESS

RESOLUTION 2022-03

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE DOUBLE BRANCH
COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A REGISTERED
AGENT AND REGISTERED OFFICE OF THE DOUBLE BRANCH COMMUNITY
DEVELOPMENT DISTRICT.**

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 Clay County, Florida; and

WHEREAS, the District is statutorily required to designate a registered agent and a registered office location for the purposes of accepting any process, notice, or demand required or permitted by law to be served upon the District in accordance with Section 189.014(1), *Florida Statutes*.

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

SECTION 1. Michael C. Eckert of Kutak Rock LLP is hereby designated as the Registered Agent for the Double Branch Community Development District.

SECTION 2. The District’s Registered Office shall be located at the office of Kutak Rock LLP, 107 West College Avenue, Tallahassee, Florida 32301.

SECTION 3. In accordance with Section 189.014, *Florida Statutes*, the District’s Secretary is hereby directed to file certified copies of this Resolution with Clay County and the Florida Department of Economic Opportunity.

SECTION 4. This Resolution shall become effective immediately upon adoption and any provisions of any previous resolutions in conflict with the provisions hereof are hereby superseded.

PASSED AND ADOPTED this 14th day of March, 2022.

ATTEST:

**DOUBLE BRANCH COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

SIXTH 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: March 2022
To: Board of Supervisors
From: GMS – OakLeaf Operations Manager

Community:

Special Events

- Report, recent community events - Movie in the park / food truck night
- Upcoming: April Movie in the park, Vendor fair (Easter) at DB
- Pickleball tournament scheduled, renovation to commence afterward

Aquatics

- Report on Spring Break at the Pools

Amenity Usage

- *Total Facilities Usage – 3848*
- *Average daily usage – 137*

Card counts:

DB Owners	19
DB Renters	20
DB Replacements	7
DB Updated	10

Total cards printed: 113 (both districts)

Rentals

- *4 of 28 days rented in Feb , 3 of 4 weekends rented*
- *4 Clubroom rentals, 0 patio rentals*
- *18tours (29 approx. hours)/39 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

- Update on current open repair items
- Coordination of capital studies

MAINTENANCE

- Paver repair at pool decks
- Netting repair and replacement at Spraygrounds
- Coordination of repair/replacement items for pool inspections
- Touch up painting on decorative street poles in neighborhood (ongoing)
- Coordinate repair of Stepmill at Fitness Center
- Replace all filter grids in Sprayground filter tank
- Caulking completed on Sprayground filter tank
- Replace server for card access system
- Update software for card access system
- Replace check-in workstation for pool supervisor
- 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)
- Update of replaced/repair items - for capital study revision
- Coordination of walkthrough for capital study
- 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 2/8. Nature's Hammock, Fall Creek, The Oaks, Cannon's Point, Pebble Creek, Silver Leaf, Oakbrook, and The Cottages completed 2/23.

Landscaping

- *Palm tree trimming at pool decks*
- *Detail work at pool decks completed for Spring Break*
- *Replaced clock at Oaks entry (damage due to contractor work at roadside)*
- *Monthly report for Feb. submitted and filed at Operations office*

For questions, comments, or clarification, please contact:

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

jsoriano@gmsnf.com



GENERATED BY THE GIS DEPARTMENT 05/29/2013

Double Branch CDD 2013 Clay County, Florida

