

DOUBLE BRANCH
Community Development District

APRIL 11, 2022

AGENDA

Double Branch Community Development District

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

April 4, 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, April 11, 2022 at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.**

Following is the agenda for the meeting:

- I. Roll Call
- II. Audience Comments (limited to three minutes)
- III. Approval of Consent Agenda
 - A. Minutes of the March 14, 2022 Board of Supervisors and Audit Committee Meetings
 - B. Financial Statements
 - C. Assessment Receipts Schedule
 - D. Check Register
- IV. Consideration of Suspension of Amenity Privileges Related to Slide Vandalism
- V. Consideration of Resolution 2022-04, Confirming the District's Use of the Clay County Supervisor of Elections to Conduct the District's Election of Supervisors in Conjunction with the General Election
- VI. Staff Reports
 - A. District Counsel – Memo re: Best Practices for Public Records Requests
 - B. District Engineer
 - C. District Manager

D. Operations Manager – Memorandum

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

VIII. Next Scheduled Meetings – Audit Committee and Board of Supervisors
Meetings on May 9, 2022 at 4:00 p.m. the Plantation Oaks Amenity Center

IX. Adjournment

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

Sincerely,

Marilee Giles

Marilee Giles
District Manager

THIRD ORDER OF BUSINESS

A.

MINUTES OF MEETING
DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Double Branch Community Development District was held Monday, March 14, 2022 at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

Present and constituting a quorum were:

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|--------------|---------------|
| Cindy Nelsen | Chairperson |
| Chad Davis | Vice Chairman |
| Scott Thomas | Supervisor |
| Tom Horton | Supervisor |
| Andre Lanier | Supervisor |

Also present were:

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

FIRST ORDER OF BUSINESS

Roll Call

Ms. Giles called the meeting to order at 4:05 p.m.

SECOND ORDER OF BUSINESS

Audience Comments

There being no audience members present, the next item followed.

THIRD ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the February 14, 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 January 31st, your assessment receipts schedule showing you are 97% collected, and the check register totaling \$107,964.70.

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

FOURTH ORDER OF BUSINESS

Acceptance of the Audit Committee's Recommendation

Ms. Giles stated the Audit Committee met prior to this meeting and recommended using the evaluation criteria you see in the agenda package.

Mr. Horton asked we've used the same auditor for the last four or five years. Is that not a running contract type thing? Did it run out?

Ms. Giles responded it did. The District went out for proposals in 2017 and it was a five-year contract.

Mr. Horton asked so we're looking for another five-year contract?

Ms. Giles responded yes.

On MOTION by Vice Chairman Davis seconded by Chairperson Nelsen with all in favor the Audit Committee's recommendation was accepted.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2022-03, Designating a Registered Agent and Registered Office

Mr. Eckert stated we were finally able to open our new location so this just updates the registered office to Kutak Rock's new location.

On MOTION by Chairperson Nelsen seconded by Vice Chairman Davis with all in favor Resolution 2022-03, designating a registered agent and registered office was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Eckert stated I prepared letters for the three individuals who were involved with damaging the slide and have provided those to Jay. We will be getting those out this week. Those will be on your April agenda to deal with how you see fit. I'm not in direct communication with them, but Jay has been.

The legislative session should wrap up today so hopefully by the end of this week I'll have a memo out to the Board explaining what passed, what didn't and what changes we need to make, if any.

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 canceled our first event. We never really cancel anything, but we weren't going to be showing a movie in the rain we had last week. Lots of times I'll wait even if I'm setting it up and taking it down myself in the middle of the night, but I'm glad I made the decision and sent the email. We had two food trucks show up and a couple of people visited them. It was wet and it affected our numbers. For Spring Break the pools were open and we had lifeguards. We did our orientation last week to get all our new kids in and we are open full blast, but sometimes we will try to explain to them, even residents, that this is one of the few times we are a little bit frivolous. We had a family of kids in the pool at Double Branch before the meeting today. They were freezing and only stayed there for about 15 minutes.

You'll see our usage is staying at the same levels it usually does at this time of the year. It's not gone up as high as it would as the weather gets better and the one thing I contribute that to is our fitness center is not getting the use it used to because of an addition of another large commercial facility.

Moving on to our maintenance items, I got the pipe repaired so the pool is back up and running. It's not completely full. It's taking a while to fill it up because we're doing it with a garden hose. I wanted to leave the pipe uncovered for a couple weeks to make sure it wasn't going to leak, and we weren't going to have any blow outs. It's worked well. We've done a pictorial chart of what it looked like every day, and everything seems to be holding nice and tight. RMS is going to hold off on billing for a couple months just because I don't feel comfortable with letting them take over warranty for it if it doesn't work, but at the same time, if they go ahead and bill you, they're on the hook for warranty for a year. I just wanted to make

sure everything was good with it, and they were comfortable with that too, so we will see a bill a couple of months from now for the labor work to do everything. The pipe is now covered and everything is nice and dry. I'm not going to put bushes back in that area where we've torn everything up because I want to watch for soft ground or sinkholes.

Last month we talked about updating the capital study. There are a lot of things we've replaced and done over the years, so I've gone through and updated. That goes to Charlie Sheppard who puts everything together. He is hopefully going to meet with me at the end of this week or next week and he will put that updated study together and send that to us for the April meeting. That will have those updated items and our new items such as the outdoor fitness equipment, the bridge on the trail, the dog park and added fencing. There is a good amount of money in there that has changed in the last seven years. One thing that Middle Village did that I'm going to ask you guys for won't affect the study but will affect how I plan during the budget time and that is any wish list items. They're going all out. They want anything they can think of such as brand-new amenities. Anything that you guys think we really need at the facility and would like to add in, give that to me and I can talk to Charlie. It won't be part of the study itself, but it will be things I can plan for as far as costs, maintenance and plans for the future.

Mr. Thomas stated I am now part of the pickleball group. They have a tournament coming up and they're trying to raise some funds. We will still call them tennis courts until they've been changed into pickleball courts. That little area that is paver and dead grass, can we do something a little bit nicer in there? It's right when you exit the tennis court and you're going into the back porch.

Mr. Soriano stated the dirt spot you're talking about is part of the fitness center renovations. We're going to do quite a bit. It's not just sodding; we've talked about trees and things that will go back along that sidewalk. That is the area that's always been dirt, but that's something we've already taken care of.

Mr. Thomas stated also, the latch on the dog park fence is broken.

Mr. Soriano stated that was damaged by vandalism right away. I have to get out there and repair that. I want to get something heavier duty.

Mr. Thomas stated I was thinking about the website because I'm driving around a lot and I've seen sprinkler heads every now and then and I'm thinking how we can communicate

better with Chalon, as opposed to calling Jay. Is there something on the website where people can report a sprinkler head issue?

Mr. Soriano responded it really isn't that cumbersome. Really all I do is forward emails to her and that way I have record of it. I know you guys don't want to bother me, but I don't mind doing it. I have to watch everything so I can follow up and it's easy for her and I to make sure everything is handled. Whether it's text or email, it bounces from me to her, and we get it done.

Vice Chairman Davis asked what is your email address?

Ms. Suchsland responded csuchsland@verdego.com.

Mr. Soriano stated I can put her email out there, but then it goes straight to her, and I don't get included. I'm supposed to watch the landscape contract. They do a good job and we're all pretty happy, but at the same time, that's part of it. I get with her, and we talk almost every day and go through what has been done or needs to be done. It's not a bother.

SEVENTH ORDER OF BUSINESS

Audience Comments / Supervisors' Requests

Supervisor Requests

Mr. Horton stated Jay, you skipped the part on your report about the discussion on the Village Center lot.

Mr. Soriano stated that was for asphalt. We talked about this last month briefly and I mentioned that it's warming up. It's really to figure out where you guys would like to start. I have four large containers of sealant that I have to get out that could cover more than 1,000 square feet and then I could fill those containers back up. I also can't do anything less than 55 degrees. After last month when we met it was nice and warm, but it's not been like that last week or this week. If we want to go ahead and discuss it and get an idea of what you guys think my priority should be. My only concern for the amenity center parking lot is doing the back area. I focused on the front area first, because we have low usage on that right now. When it's soccer that back area gets filled in first, we get the front area by the fitness center and then we fill out from there. We did get the sprayer and I have the cans in the middle of that garage, so the quicker we can get to that, the better.

Vice Chairman Davis asked but weather permitting, right?

Mr. Soriano responded yes. I was really hoping to be able to start that this month.

Vice Chairman Davis asked how long do you have to block things off?

Mr. Soriano responded just a day for damage concern if it's above 60 degrees, but it won't cure. It takes about two weeks to completely cure. My concern would be making sure everybody stays off of it, so nobody gets mad about damage to their vehicle. We will cone it off.

Vice Chairman Davis stated so you're going to have to plan this out; weather permitting, we can't block off the entire parking lot. You know these things. I don't have a preference on where you start, I would just say it's your best judgment.

Chairperson Nelsen stated and then you have to repaint the lines.

Mr. Soriano stated yes, the guy that I used to paint the lines on the last one will come back out. He came out in the middle of the night and worked from 2:00 a.m. to 5:00 a.m. He does that because most commercial businesses don't like to shut down for a day. That paint is traffic marking paint, so it only takes around a half hour to an hour and it's ready to go. The asphalt itself is a little longer. If I come in Monday and we can start something by Tuesday morning, it will be ready by Friday, but I will keep that section closed off.

Vice Chairman Davis stated just use your judgment.

Chairperson Nelsen stated I agree.

Mr. Horton stated I think you should start up front and work your way to the back and side parking lot.

Mr. Soriano stated this was really discussion to find out where you'd like it most. I mentioned the Village Center because it's an older looking area, but it's also one of those things we've tried to stay away from for now. I'm going to focus on the amenity center first.

Mr. Horton stated we will get more usage around the amenity center.

Mr. Horton asked any word on the machines for the cardio room yet?

Mr. Soriano responded no. If you guys would like I can reach out to Life Fitness to get some quotes on what the cost would be new, but I'm still waiting on refurbished. I prefer a \$3,000 piece of equipment compared to a \$6,000 piece of equipment, especially if it comes with the same warranty. Getting used equipment is not quick. They have two and one they were in the middle of refurbishing. The conversation I had with them last is they're not very happy with it. I guess there was a lot more work they had to do. They pull out all the bearings

and they powder coat, so it looks new, but it's not. Since you guys approved \$15,000, that's not a lot for five machines. If I go through Life Fitness, that might be the same for two machines, three if I'm lucky. Maybe we can get the two they have now and then two later. They're going to charge us twice for shipping. I can't do anything about that and right now shipping is high so it adds up and we will lose some money going that route. Right now, not too many people are bothered by it. They were looking forward to getting the new machines, but no one is worried about it.

Mr. Horton asked Ms. LaFata if S3 Security had anything to report.

Ms. LaFata responded we have a couple of things. It's been pretty quiet on this side of Oakleaf. On March 9th we had an officer report a smell of smoke in one of the bathrooms and it turned out to be a complete false alarm. They notified law enforcement and they investigated. We towed a vehicle on February 15th that was in the drop-off area. The only other things are addressing complaints from residents and guests and asking people to leave the pool if it's closed. I did find that we reported on the golf cart that was over on the other side and we were able to address that issue.

Mr. Lanier asked how are we doing with any missed shifts?

Mr. LaFata responded we missed one full shift and had two instances where the officer was late. There was a total of 13 hours credited and that will be on the April billings.

Mr. Lanier asked have we mitigated that through your company with how to get them there at the times their expected to be there?

Ms. LaFata responded we had an incident that revolved around one officer that has been removed from the company, so we should see an improvement in attendance and punctuality.

EIGHTH ORDER OF BUSINESS

Next Scheduled Meeting

Ms. Giles stated the next scheduled meeting is April 11th at 4:00 p.m. at the Plantation Oaks Amenity Center.

Ms. Giles announced that a private security session will be held by the Board, which is closed to the public. The session was moved up prior to adjournment of the regular business meeting.

Mr. Eckert stated Florida Statutes Section 286.0113 provides for general exemptions from public meetings and included within that is that portion of a meeting that would reveal a security system plan or portion thereof that is made confidential and exempt by public records laws. So, you refer back to the public records laws and it provides that anything that will reveal the details of the security system or plan are confidential and exempt from public records disclosure. What we have today are two sessions that we have scheduled for you. The first one is a private session. That session is one that the Board has with its staff and its security consultant. That session is to discuss things that are related to the security system and plan. It's not to discuss things that are more of a general nature revolving security. So, when you're thinking of what things you can discuss in the private session, think to yourself would this reveal how our security system plan works, what the components of our security system consist of, what the hours are, or what are the places that security employees touch as they go through their shift? If you're talking about something that relates to just the security contract in general, or security costs that you've incurred and things like that, those discussion would take place in the second session that we have that is open to the public. These are some general parameters that we just need to make sure we don't go too far in the private session away from a security system and plan.

At approximately 4:30 p.m. the Board entered a private session to discuss security issues that are confidential and exempt from public records disclosure.

The Board resumed the public portion of the security discussion at approximately 4:52 p.m.

Mr. Horton asked what is the price increase that is proposed?

Ms. LaFata responded it will be \$24.95 per hour from \$22.50.

Mr. Soriano stated the increase would be in conjunction with the start of a new contract in April. My concern is no matter how we're doing it, changing the operations to fit what we talked about in the private meeting adjusts my lines a little bit and makes it a little easier to

concern, but my concern is if I have a company there that can give me that and it works well. S3 has done a good job of trying to make corrections to things that were going on in the last couple months and \$24.95 is not an outrageous jump. Marketwise, they were pretty cheap when we brought them on, so the increase probably brings them more in the middle, not the high end. There's not a lot of companies out there. That is the same reason we got rid of our last company was not having presence, not having people show up or people are late, and we have to go through a lot of corrections, it's hard to say let's keep the contract and pay more. I have a budget to look at moving forward and I need to be able to make a plan and that was a big part of the need for this discussion, whether it was changing the hours or possibly being able to make sure I can change a contract if need be.

Mr. Eckert stated I think because the Board is the one that approved the last contract, the Board would have to approve a modification or termination to the contract or a contract with a new vendor.

Vice Chairman Davis asked what direction do you want to go in?

Mr. Soriano responded I have trouble saying that I agree to extend their contract right now.

Vice Chairman Davis stated okay then let's not do that. You and your staff are boots on the ground with these people on a daily basis. Unfortunately, we are not every day.

Mr. Soriano stated even if I do that, I put myself in that position because they're working pretty hard to straighten this out and that means I have to start all over and it's not a good time to start over either.

Mr. Horton asked if someone doesn't show up on time, do you know that?

Ms. LaFata responded I personally don't. We typically find out through the operations manager who receives a notification when the officer doesn't clock in, and he makes the necessary arrangements to try to find somebody who can replace them. If he's not able to, he will try and find a supervisor that can fill in and if they're not able to then he will step in. You may have seen him filling in from time to time. If he's not able to fill in, then that's when we take the steps to credit.

Mr. Horton asked Jay, you don't know if security doesn't show up, do you?

Mr. Soriano responded I do because I'm here so many hours and that's where a big part of this started is that either I or Wanda will notice, and when Wanda is here on the weekends, she will report it to me right away if she doesn't see someone.

Mr. Horton asked why can't we have our security guards check in with Wanda or whoever?

Mr. Soriano responded they are now. I've also made them make contact with the Sheriff's Office. At times we've had issues with the Sheriff's Office too. Their contract allows them not to show up. It's whoever wants the extra hours can pick them up, but if their kids are at home sick they just call out and that's it, we don't have anybody here. The security guard and Sheriff's officers have to make contact with each other, I have to see it on the report and now the security guards are checking in not just with Wanda, but the front desk at the fitness center every hour. I also want to see their scan in. The gentleman they released I don't believe was showing up at all and at times was taking their phone home with them so when somebody called from dispatch, he drives himself back out here and makes it look like he's here. I reported that to them, not just so we get paid back what we paid in, but that is somebody taking advantage of their business.

Mr. Lanier stated I believe there was a uniform issue as well.

Mr. Soriano stated there was. We had a gentleman not showing up in uniform and approaching people as security with regular street clothes on. He had a lot of issues and they have gotten rid of them. It took a little longer than I would like, but we've heard about the staffing issues. My concern is paying more or asking them to do more in less hours because we have to have good control if you want to cut your hours back and still do a good job. It's hard to say I can feel comfortable that they can do more in less hours and still provide good service to us.

Mr. Horton stated it sounds like you're not happy with them, but you say they're making improvements.

Mr. Soriano stated they have. I'm a stickler when it comes to our contracts. If you're just hitting bare minimum, I'm barely happy with you. You get the contract, and you don't ask for extra from the community. I'm constantly looking for ways to save and do more for the community for less. So, that makes it hard in this case. I don't see that happening right now.

Vice Chairman Davis asked so what would you like to do?

Mr. Soriano responds that's the thing. If we say I'm allowed to go out and look, my concern is how much I'm able to do by going out and looking.

Mr. Horton asked you've made it clear what your concerns are with security?

Mr. Soriano responded yes. We've had meetings and I've also made it clear that these are things I shouldn't be correcting anyway. I shouldn't be the one asking for credits on invoices when you know people aren't here and we paid for that. I think they should be taking the lead on that. There's been times they've been really good at that and there's been times it's slower, but I know it's because they're doing things like hiring. My concern is how do we approach this going forward. If I'm allowed to look to change, drop them or look to them for negotiations. It sounds like if we're stuck having to say we will do an RFP type quote, then there's really not much more we can do.

Mr. Horton asked are you happy they're making an effort to change?

Mr. Soriano responded yes.

Mr. Horton stated so right now I don't think we need to make any changes.

Mr. Soriano stated unless you want to approve an increase. They could come back and say they're making corrections so they're not going to increase yet. That would be something for Jen and their ownership to look at. That's a big one is you're assigning a new contract with an increase in April. Our meeting isn't until the middle of April, so you'd already be past that point.

Ms. Nelsen asked could we ask them to go month to month and not sign any contract?

Mr. Eckert responded we could ask them to do that. There's nothing that is wrong with Jay going out for proposals if he wants to be able to present something to the Board. He can do that if he has concerns there. There is nothing that ties his hands from doing that, especially since we're coming up on a contract renewal and then we can go month to month if they're willing to.

Mr. Thomas asked it's already a contract renewal?

Ms. Giles responded May 15th.

Mr. Soriano stated they originally wanted their increase in January if you recall, but it's either April or May when they started. If it's May, we have one more month to give them.

Mr. Eckert stated it's May 15th, but I'm sure there may be a 30-day notice or something like that.

Mr. Soriano stated so that's give us a little more leeway.

Mr. Horton stated even if we go out and get another company, there's no guarantee it's going to be any better.

Mr. Soriano stated no, that was the same concern when we were getting rid of the last one.

Mr. Thomas stated we got a brand-new security company to get away from the problems and it seems like we have more problems with the new security company.

Vice Chairman Davis asked would this be the second increase/

Mr. Soriano responded the first was because we had a grandfathered amount with the old company. We were paying \$13 an hour for the flat rate. Nobody was going to be able to match that.

Mr. Thomas stated we totally understood that, but I'm saying we already have problems with this one and it hasn't even served the full contract yet.

Mr. Horton asked are you going to be able to meet the requirements of the contract and make this Board happy? We can count on you right?

Ms. LaFata responded I can take up your time and give you all of the excuses that could explain all of the issues that we've had. I don't want to do that. I want to tell you that Jay and I have communicated several times to hear the concerns and understand what needs to be changed. We're doing everything we can to make those changes. You guys are more than welcome to seek proposals from other companies, that doesn't have anything to do with us. My job is to make sure you guys are happy with our services and if any time you're not, I'm going to do everything I can to make you happy. That's what we're doing right now is everything we can to improve all of those issues that Jay brought to us.

Mr. Horton stated I don't want to hear the details. I just want the people to come out and do the job that they're getting paid for. We don't want to hear any other stories.

Chairperson Nelsen stated I think what I heard Mr. Davis say is he defers to Jay's judgment on this, and I agree that I defer to his judgment.

Mr. Thomas asked do we need a motion?

Mr. Eckert responded no, at this point from my perspective, the Board can give an indication to Jay whether they want him to go out and look for other proposals. I think that would be helpful. Jay, if there's any other direction you want, be specific about what you need

from the Board. You can't terminate a contract and you can't enter into a new one, but you certainly can make recommendations to the Board.

Mr. Lanier stated I would like Jay to look at other options, just in case. I know this is a hard thing to hear about your company, you have pride in it, but you have to understand our concerns associated with this, so I'd like to give Jay the authority to look at some other bids.

Mr. Thomas asked he already has the authority for an adjustment in hours if need be?

Mr. Eckert responded yes.

Mr. Thomas asked what is the contract term?

Mr. Soriano responded one-year.

Ms. Nelsen asked what do you need from us?

Mr. Soriano responded if I'm able to look at the budget and we have leeway and you guys are comfortable if we scale back hours, that's helpful for both of them, not just S3, but also CCSO. My concern is we have summer coming up and if we say we're not going to continue with a contract with them, I have to be able to get somebody in here quick.

Vice Chairman Davis asked how do you feel about a month-to-month request?

Mr. Soriano responded I don't think Crys is able to do that. I'm going to talk to Jen. I would say it would have to be a month to month without that increase. If they can't make some of these corrections with the staffing in another month or two, I definitely wouldn't feel comfortable.

Mr. Eckert stated almost all of our contracts have a 30-day or 60-day termination without cause, so it's kind of a month to month anyway.

Mr. Horton stated I think it would show good faith on S3's part if they would go month to month and prove that they can meet the requirements of the contract.

Ms. Giles noted the private and public security sessions were concluded.

NINTH ORDER OF BUSINESS

Adjournment

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

Secretary/Assistant Secretary

Chairman/Vice Chairman

MINUTES OF AUDIT COMMITTEE MEETING
DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

The Audit Committee meeting of the Double Branch Community Development District was held Monday, March 14, 2022 at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

Present and constituting a quorum were:

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|--------------|---------------|
| Cindy Nelsen | Chairperson |
| Chad Davis | Vice Chairman |
| Scott Thomas | Supervisor |
| Tom Horton | Supervisor |
| Andre Lanier | Supervisor |

Also present were:

| | |
|---------------|------------------|
| Marilee Giles | District Manager |
| Mike Eckert | District Counsel |

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

**Selection of Auditor Selection Evaluation
Criteria**

Ms. Giles stated by way of a reminder, each year as a unit of government in Florida, we are required to go through an independent audit and Florida Statutes, Chapter 218 requires that the District form an audit committee for the purpose of selecting an auditor. At our last meeting the Board appointed the Supervisors to serve on the Audit Committee and that's where we're at today. The first thing we will do is have the Audit Committee approve the selection evaluation criteria. We will bring proposals back and the Audit Committee will rank those proposals based on that evaluation criteria. You have before you five criteria equally weighted at 20 points each that we use for most audit purposes and those are: ability of personnel, proposer's experience, understanding scope of work, ability to furnish the required services, and price.

Mr. Lanier asked is this the standard range for points? I assume these are the standard categories.

Mr. Eckert responded they are. That document was prepared by our office. The only change you could make is you could not include price and make everything else add up to 100 points, but given the nature of these audits, including price is usually the way to go.

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| On MOTION by Vice Chairman Davis seconded by Chairperson Nelsen with all in favor to all five criteria as detailed above was approved. |
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THIRD ORDER OF BUSINESS

Other Business

There being no other business, the next item followed.

FOURTH ORDER OF BUSINESS

Adjournment

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| On MOTION by Vice Chairman Davis seconded by Mr. Thomas with all in favor the Audit Committee Meeting was Adjourned. |
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B.

Double Branch

Community Development District

Unaudited Financial Reporting
February 28, 2022



DOUBLE BRANCH
Community Development District
Combined Balance Sheet
February 28, 2022

| | Governmental Fund Types | | | | | Totals |
|--|--------------------------------|--------------------|------------------------|---------------------|-------------------------|--------------------------|
| | General | Recreation | Capital Reserve | Debt Service | Capital Projects | (Memorandum Only) |
| ASSETS: | | | | | | |
| Cash | \$163,584 | \$519,117 | \$335,425 | --- | --- | \$1,018,126 |
| Petty Cash | --- | \$672 | --- | --- | --- | \$672 |
| Investments: | | | | | | |
| <i>Series 2013A-1</i> | | | | | | |
| Revenue | --- | --- | --- | \$2,086,615 | --- | \$2,086,615 |
| 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 | --- | \$791,049 | --- | --- | --- | \$791,049 |
| Custody Account-Recreation Fund Reserve | --- | --- | \$73 | --- | --- | \$73 |
| <i>State Board</i> | | | | | | |
| General Fund | \$4,042 | --- | --- | --- | --- | \$4,042 |
| Recreation | --- | \$184,076 | --- | --- | --- | \$184,076 |
| Capital Reserve | --- | --- | \$1,089,055 | --- | --- | \$1,089,055 |
| Due From Capital Reserve Fund | --- | \$300 | --- | --- | --- | \$300 |
| Due from Other | \$25 | \$137 | --- | --- | --- | \$162 |
| Due From Middle Village | --- | \$3,540 | --- | --- | --- | \$3,540 |
| Electric Deposits | --- | \$4,583 | --- | --- | --- | \$4,583 |
| Assessments Receivable | \$1,106 | \$9,095 | --- | \$12,206 | --- | \$22,407 |
| TOTAL ASSETS | \$171,248 | \$1,512,570 | \$1,424,554 | \$3,063,531 | \$18,602 | \$6,190,504 |
| LIABILITIES: | | | | | | |
| Accounts Payable | \$3,009 | \$3,921 | --- | --- | --- | \$6,930 |
| FICA Payable | \$153 | --- | --- | --- | --- | \$153 |
| Accrued Expenses | --- | \$7,279 | --- | --- | --- | \$7,279 |
| Due to Rec Fund | --- | --- | \$300 | --- | --- | \$300 |
| FUND BALANCES: | | | | | | |
| Nonspendable | --- | \$4,583 | --- | --- | --- | \$4,583 |
| Restricted for Debt Service | --- | --- | --- | \$3,063,531 | --- | \$3,063,531 |
| Restricted for Capital Projects | --- | --- | --- | --- | \$18,602 | \$18,602 |
| Assigned | --- | --- | \$1,424,254 | --- | --- | \$1,424,254 |
| Unassigned | \$168,085 | \$1,496,786 | --- | --- | --- | \$1,664,871 |
| TOTAL LIABILITIES & FUND EQUITY | \$171,248 | \$1,512,570 | \$1,424,554 | \$3,063,531 | \$18,602 | \$6,190,504 |

DOUBLE BRANCH

Community Development District

GENERAL FUND

Statement of Revenues & Expenditures

For The Period Ending February 28, 2022

| | AMENDED BUDGET | PRORATED BUDGET THRU 2/28/2022 | ACTUAL THRU 2/28/2022 | VARIANCE |
|-----------------------|-------------------|-----------------------------------|--------------------------|---------------|
| Assessment - Tax Roll | \$177,890 | \$173,070 | \$173,070 | \$0 |
| Interest Income | \$200 | \$83 | \$8 | (\$75) |
| Miscellaneous Income | \$0 | \$0 | \$0 | \$0 |
| TOTAL REVENUES | \$178,090 | \$173,154 | \$173,079 | (\$75) |

EXPENDITURES:

Administrative

| | | | | |
|--------------------------------|----------|----------|----------|---------|
| Supervisor Fees | \$12,000 | \$5,000 | \$3,800 | \$1,200 |
| FICA Expense | \$918 | \$383 | \$291 | \$92 |
| Engineering | \$5,000 | \$2,083 | \$195 | \$1,888 |
| Arbitrage | \$700 | \$292 | \$0 | \$292 |
| Dissemination | \$1,600 | \$667 | \$625 | \$42 |
| Assessment Roll | \$8,212 | \$8,212 | \$8,212 | \$0 |
| Attorney | \$42,000 | \$17,500 | \$8,529 | \$8,971 |
| Annual Audit | \$5,900 | \$2,458 | \$0 | \$2,458 |
| Trustee Fees | \$8,815 | \$3,673 | \$0 | \$3,673 |
| Management Fees | \$61,762 | \$25,734 | \$25,734 | (\$0) |
| Information Technology | \$2,142 | \$893 | \$893 | \$0 |
| Telephone | \$600 | \$250 | \$128 | \$122 |
| Postage | \$1,900 | \$792 | \$222 | \$569 |
| Printing & Binding | \$3,000 | \$1,250 | \$140 | \$1,110 |
| Records Storage | \$300 | \$125 | \$0 | \$125 |
| Insurance | \$9,166 | \$9,166 | \$8,625 | \$541 |
| Legal Advertising | \$2,800 | \$1,167 | \$365 | \$802 |
| Office Supplies | \$350 | \$146 | \$9 | \$137 |
| Website Compliance | \$2,500 | \$1,042 | \$1,042 | \$0 |
| Dues, Licenses & Subscriptions | \$175 | \$175 | \$175 | \$0 |
| Reserve | \$8,250 | \$0 | \$0 | \$0 |

| | | | | |
|---------------------------------------|------------------|-----------------|------------------|-----------------|
| TOTAL EXPENDITURES | \$178,090 | \$81,006 | \$58,984 | \$22,022 |
| EXCESS REVENUES (EXPENDITURES) | \$0 | | \$114,095 | |
| FUND BALANCE - Beginning | \$0 | | \$53,990 | |
| FUND BALANCE - Ending | \$0 | | \$168,085 | |

DOUBLE BRANCH
Community Development District
RECREATION AND FACILITIES MAINTENANCE
Statement of Revenues & Expenditures
For The Period Ending February 28, 2022

| AMENDED BUDGET | PRORATED BUDGET THRU 2/28/2022 | ACTUAL THRU 2/28/2022 | VARIANCE |
|-------------------|-----------------------------------|--------------------------|----------|
|-------------------|-----------------------------------|--------------------------|----------|

REVENUES:

| | | | | |
|----------------------|-------------|-------------|-------------|-----------|
| Assessments-Tax Roll | \$1,462,648 | \$1,423,021 | \$1,423,021 | \$0 |
| Interest Income | \$1,000 | \$417 | \$142 | (\$274) |
| Amenities Revenue | \$40,000 | \$16,667 | \$9,063 | (\$7,604) |
| Sports Revenue | \$13,000 | \$5,417 | \$2,250 | (\$3,167) |

TOTAL REVENUES

| | | | |
|-------------|-------------|-------------|------------|
| \$1,516,648 | \$1,445,521 | \$1,434,476 | (\$11,045) |
|-------------|-------------|-------------|------------|

EXPENDITURES:

Administrative:

| | | | | |
|--------------------------|-----------|----------|----------|-----------|
| Management Fees - Onsite | \$192,766 | \$80,319 | \$80,319 | \$0 |
| Insurance | \$74,118 | \$74,118 | \$75,451 | (\$1,333) |
| Other Current Charges | \$3,500 | \$1,458 | \$1,477 | (\$18) |
| Permit Fees | \$1,635 | \$681 | \$448 | \$233 |

Total Administrative

| | | | |
|-----------|-----------|-----------|-----------|
| \$272,019 | \$156,577 | \$157,695 | (\$1,118) |
|-----------|-----------|-----------|-----------|

Maintenance:

Common Area

| | | | | |
|---|-----------|-----------|-----------|---------|
| Security | \$85,000 | \$35,417 | \$32,621 | \$2,795 |
| Security - Clay County Off-Duty Sheriff | \$43,000 | \$17,917 | \$17,630 | \$287 |
| Water - Irrigation | \$9,000 | \$3,750 | \$2,606 | \$1,144 |
| Irrigation Maintenance | \$4,250 | \$1,771 | \$1,231 | \$540 |
| Streetlighting | \$33,066 | \$13,778 | \$11,644 | \$2,134 |
| Electric | \$35,000 | \$14,583 | \$11,314 | \$3,269 |
| Landscape Maintenance | \$389,777 | \$162,407 | \$160,149 | \$2,258 |
| Common Area Maintenance | \$52,000 | \$21,667 | \$19,035 | \$2,631 |
| Lake Maintenance | \$26,840 | \$11,183 | \$10,350 | \$833 |
| Repairs and Replacement | \$105,000 | \$43,750 | \$41,339 | \$2,411 |

Total Common Area

| | | | |
|-----------|-----------|-----------|----------|
| \$782,933 | \$326,222 | \$307,919 | \$18,303 |
|-----------|-----------|-----------|----------|

Recreation Facility

| | | | | |
|------------------------------------|-----------|----------|----------|----------|
| Amenity Staff | \$118,000 | \$49,167 | \$30,082 | \$19,084 |
| Refuse Services | \$10,000 | \$4,167 | \$4,621 | (\$454) |
| Telephone | \$5,500 | \$2,292 | \$2,114 | \$177 |
| Electric | \$40,000 | \$16,667 | \$9,287 | \$7,380 |
| Cable | \$8,500 | \$3,542 | \$3,250 | \$292 |
| Pool Maintenance | \$40,000 | \$16,667 | \$11,137 | \$5,529 |
| Water / Sewer/Reclaim | \$48,000 | \$20,000 | \$20,711 | (\$711) |
| Facility Maintenance-General | \$50,000 | \$20,833 | \$15,032 | \$5,801 |
| Facility Maintenance-Preventative | \$13,117 | \$5,465 | \$2,000 | \$3,465 |
| Facility Maintenance - Contingency | \$34,750 | \$14,479 | \$11,218 | \$3,261 |
| Lighting Repairs | \$8,500 | \$3,542 | \$2,818 | \$724 |
| Special Events | \$10,500 | \$4,375 | \$773 | \$3,602 |
| Office Supplies & Equipment | \$2,000 | \$833 | \$404 | \$430 |
| Janitorial | \$64,000 | \$26,667 | \$23,167 | \$3,500 |
| Recreation Passes | \$4,000 | \$1,667 | \$1,374 | \$293 |

DOUBLE BRANCH

Community Development District
RECREATION AND FACILITIES MAINTENANCE
Statement of Revenues & Expenditures
For The Period Ending February 28, 2022

| | AMENDED BUDGET | PRORATED BUDGET THRU 2/28/2022 | ACTUAL THRU 2/28/2022 | VARIANCE |
|---------------------------------------|--------------------|-----------------------------------|--------------------------|-----------------|
| Pool Leak Repairs | \$2,500 | \$1,042 | \$0 | \$1,042 |
| Multiuse Field | \$2,330 | \$971 | \$0 | \$971 |
| Total Recreation Facility | \$461,697 | \$192,374 | \$137,988 | \$54,386 |
| Total Maintenance | \$1,244,629 | \$518,596 | \$445,907 | \$72,688 |
| TOTAL EXPENDITURES | \$1,516,648 | \$675,172 | \$603,602 | \$71,570 |
| EXCESS REVENUES (EXPENDITURES) | \$0 | | \$830,874 | |
| FUND BALANCE - Beginning | \$0 | | \$670,496 | |
| FUND BALANCE - Ending | \$0 | | \$1,501,370 | |

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

| | October | November | December | January | February | March | April | May | June | July | August | September | Total |
|---|-----------------|------------------|--------------------|-----------------|-----------------|------------|------------|------------|------------|------------|------------|------------|--------------------|
| Revenues: | | | | | | | | | | | | | |
| Assessments-Tax Roll | \$0 | \$124,556 | \$1,257,230 | \$15,761 | \$25,474 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$1,423,021 |
| Interest Income | \$31 | \$32 | \$25 | \$27 | \$27 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$142 |
| Amenities Revenue | \$1,497 | \$1,167 | \$2,373 | \$2,285 | \$1,741 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$9,063 |
| Sports Revenue | \$0 | \$0 | \$0 | \$2,250 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$2,250 |
| Total Revenues | \$1,528 | \$125,755 | \$1,259,627 | \$20,324 | \$27,242 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$1,434,476 |
| Expenditures: | | | | | | | | | | | | | |
| <u>Administrative</u> | | | | | | | | | | | | | |
| Management Fees - Onsite | \$16,064 | \$16,064 | \$16,064 | \$16,064 | \$16,064 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$80,319 |
| Insurance | \$75,451 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$75,451 |
| Other Current Charges | \$284 | \$209 | \$446 | \$269 | \$269 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$1,477 |
| Permit Fees | \$27 | \$27 | \$394 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$448 |
| Total Administrative | \$91,826 | \$16,300 | \$16,904 | \$16,332 | \$16,333 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$157,695 |
| <u>MAINTENANCE- Common Area</u> | | | | | | | | | | | | | |
| Security | \$7,425 | \$5,389 | \$5,723 | \$8,234 | \$5,852 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$32,621 |
| Security - Clay County Off-Duty Sheriff | \$2,261 | \$3,459 | \$5,473 | \$2,969 | \$3,468 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$17,630 |
| Water - Irrigation | \$786 | \$460 | \$441 | \$434 | \$485 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$2,606 |
| Irrigation Maintenance | \$0 | \$0 | \$1,231 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$1,231 |
| Streetlighting | \$2,318 | \$2,338 | \$2,338 | \$2,325 | \$2,325 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$11,644 |
| Electric | \$2,541 | \$2,240 | \$2,466 | \$2,516 | \$1,551 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$11,314 |
| Landscape Maintenance | \$31,728 | \$31,728 | \$31,728 | \$32,482 | \$32,482 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$160,149 |
| Common Area Maintenance | \$4,550 | \$4,529 | \$6,700 | \$2,024 | \$1,232 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$19,035 |
| Lake Maintenance | \$2,070 | \$2,070 | \$2,070 | \$2,070 | \$2,070 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$10,350 |
| Landscape Reserve | \$0 | \$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 | \$0 |
| Repairs and Replacement | \$14,880 | \$11,980 | \$11,102 | \$3,243 | \$133 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$41,339 |
| General Reserve | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total Common Area | \$68,559 | \$64,193 | \$69,271 | \$56,297 | \$49,598 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$307,919 |
| <u>Recreation Facility</u> | | | | | | | | | | | | | |
| Amenity Staff | \$9,403 | \$5,104 | \$7,398 | \$4,676 | \$3,502 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$30,082 |
| Refuse Service | \$867 | \$867 | \$867 | \$886 | \$1,134 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$4,621 |
| Telephone | \$477 | \$520 | \$497 | \$409 | \$211 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$2,114 |
| Electric | \$2,641 | \$1,715 | \$1,675 | \$1,775 | \$1,481 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$9,287 |
| Cable | \$696 | \$719 | \$719 | \$540 | \$576 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$3,250 |
| Pool Maintenance/Chemicals | \$2,107 | \$2,107 | \$2,307 | \$2,307 | \$2,307 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$11,137 |
| Water/Sewer/Reclaim | \$5,562 | \$5,968 | \$4,695 | \$2,186 | \$2,300 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$20,711 |
| Facility Maintenance - General | \$3,866 | \$4,137 | \$3,731 | \$3,298 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$15,032 |
| Facility Maintenance - Preventative Contracts | \$155 | \$970 | \$360 | \$155 | \$360 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$2,000 |

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

[illegible]

Series 2013 A-1, & 2013 A-2 Special Assessment Bonds
Statement of Revenues & Expenditures
For The Period Ending February 28, 2022

| ADOPTED BUDGET | PRORATED THRU 2/28/2022 | ACTUAL THRU 2/28/2022 | VARIANCE |
|-------------------|----------------------------|--------------------------|----------|
|-------------------|----------------------------|--------------------------|----------|

Revenues:

| | | | | |
|--------------------------------|--------------------|--------------------|--------------------|----------------|
| Special Assessments - Tax Roll | \$1,961,878 | \$1,909,636 | \$1,909,636 | \$0 |
| Interest Income | \$800 | \$333 | \$178 | (\$155) |
| TOTAL REVENUES | \$1,962,678 | \$1,909,970 | \$1,909,814 | (\$155) |

Expenditures:

Series 2013 A-1

| | | | | |
|-------------------------|-------------|-----------|-----------|-----|
| 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 |

Series 2013 A-2

| | | | | |
|-------------------------|----------|----------|----------|-----|
| 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 | \$1,506,765 |
|--------------------------------|----------|-------------|

| | | |
|-----------------------------------|----------|-------------|
| <i>Net change in Fund Balance</i> | \$21,579 | \$1,506,765 |
|-----------------------------------|----------|-------------|

| | | |
|---------------------------------|------------------|--------------------|
| FUND BALANCE - Beginning | \$687,628 | \$1,556,766 |
|---------------------------------|------------------|--------------------|

| | | |
|------------------------------|------------------|--------------------|
| FUND BALANCE - Ending | \$709,207 | \$3,063,531 |
|------------------------------|------------------|--------------------|

| | |
|------------------------|--------------------|
| Revenue | \$2,086,615 |
| Reserve 2013-1 | \$868,932 |
| Reserve 2013-2 | \$95,634 |
| Prepayment | \$144 |
| Assessments Receivable | \$12,206 |
| Total | \$3,063,531 |

DOUBLE BRANCH
Community Development District
Capital Reserve Fund
Statement of Revenues & Expenditures
For The Period Ending February 28, 2022

| | AMENDED BUDGET | PRORATED THRU 2/28/2022 | ACTUAL THRU 2/28/2022 | VARIANCE |
|---------------------------------------|--------------------|----------------------------|--------------------------|-----------------|
| <u>REVENUES:</u> | | | | |
| Interest Income | \$2,000 | \$833 | \$560 | (\$273) |
| General Fund Reserve- Transfer in | \$8,250 | \$0 | \$0 | \$0 |
| TOTAL REVENUES | \$10,250 | \$833 | \$560 | (\$273) |
| <u>EXPENDITURES:</u> | | | | |
| Landscape Reserves | \$10,000 | \$4,167 | \$0 | \$4,167 |
| Capital Projects | \$200,000 | \$83,333 | \$2,700 | \$80,633 |
| TOTAL EXPENDITURES | \$210,000 | \$87,500 | \$2,700 | \$84,800 |
| EXCESS REVENUES (EXPENDITURES) | (\$199,750) | | (\$2,140) | |
| FUND BALANCE - Beginning | \$1,238,762 | | \$1,426,393 | |
| FUND BALANCE - Ending | \$1,039,012 | | \$1,424,254 | |

DOUBLE BRANCH
Community Development District
CAPITAL PROJECTS FUND
Statement of Revenues & Expenditures
For The Period Ending February 28, 2022

SERIES
2013 A-1 AND A-2

REVENUES:

Interest Income \$2

TOTAL REVENUES \$2

EXPENDITURES:

Capital Outlay - Series 2013 A1 and A2 \$0

Cost of Issuance \$0

TOTAL EXPENDITURES \$0

EXCESS REVENUES (EXPENDITURES) \$2

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 |
| 7 | 03/11/22 | 22,407.28 | 12,205.67 | 1,106.20 | 9,095.41 |
| | | | - | - | - |
| | | | - | - | - |
| | | | - | - | - |
| | | | - | - | - |
| | | | - | - | - |
| | | | - | - | - |
| | | | - | - | - |
| TOTAL TAX ROLL RECEIPTS | | 3,505,727.66 | 1,909,636.26 | 173,070.48 | 1,423,020.92 |

| PERCENT COLLECTED | TOTAL | DEBT | O&M |
|--------------------------------|---------------|---------------|---------------|
| TOTAL PERCENT COLLECTED | 97.34% | 97.34% | 97.34% |

D.

Double Branch

Community Development District

Check Run Summary

March 31, 2022

| Fund | Date | Check No. | Amount |
|-----------------------------|---------|-----------|---------------------|
| General Fund | | | |
| Accounts Payable | 3/15/22 | 1689 | \$ 5,769.27 |
| | 3/23/22 | 1690 | \$ 2,159.27 |
| Sub-Total | | | \$ 7,928.54 |
| Recreation Fund | | | |
| Accounts Payable | 3/3/22 | 6952-6953 | \$ 2,667.42 |
| | 3/15/22 | 6954-6956 | \$ 5,321.46 |
| | 3/23/22 | 6957-6965 | \$ 60,844.02 |
| | 3/30/22 | 6966-6969 | \$ 6,271.89 |
| Sub-Total | | | \$ 75,104.79 |
| Capital Reserve Fund | | | |
| Accounts Payable | 3/30/22 | 60 | \$ 3,530.00 |
| Sub-Total | | | \$ 3,530.00 |
| Total | | | \$ 86,563.33 |

| CHECK DATE | VEND# |INVOICE..... DATE INVOICE | ...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS | VENDOR NAME | STATUS | AMOUNT |CHECK..... AMOUNT # |
|----------------------------------|-------|-----------------------------------|--|---------------------------|--------|----------|----------------------------|
| 3/15/22 | 00035 | 3/01/22 2250 | 202203 310-51300-34000 | MAR MANAGEMENT FEES | * | 5,146.83 | |
| | | 3/01/22 2250 | 202203 310-51300-52000 | MAR WEBSITE ADMIN | * | 208.33 | |
| | | 3/01/22 2250 | 202203 310-51300-35100 | MAR INFORMATION TECH | * | 178.50 | |
| | | 3/01/22 2250 | 202203 310-51300-31300 | MAR DISSEM AGENT SERVICES | * | 125.00 | |
| | | 3/01/22 2250 | 202203 310-51300-51000 | OFFICE SUPPLIES | * | .51 | |
| | | 3/01/22 2250 | 202203 310-51300-42000 | POSTAGE | * | 14.10 | |
| | | 3/01/22 2250 | 202203 310-51300-42500 | COPIES | * | 29.85 | |
| | | 3/01/22 2250 | 202203 310-51300-41000 | TELEPHONE | * | 66.15 | |
| GOVERNMENTAL MANAGEMENT SERVICES | | | | | | 5,769.27 | 001689 |
| 3/23/22 | 00113 | 3/21/22 3023470 | 202202 310-51300-31500 | FEB GENERAL COUNSEL | * | 2,159.27 | |
| KUTAK ROCK LLP | | | | | | 2,159.27 | 001690 |
| TOTAL FOR BANK A | | | | | | 7,928.54 | |
| TOTAL FOR REGISTER | | | | | | 7,928.54 | |

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 2250

Invoice Date: 3/1/22

Due Date: 3/1/22

Case:

P.O. Number:

Bill To:

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

35A

| Description | Hours/Qty | Rate | Amount |
|---|-----------|----------|-------------------|
| General Fund - Management Fees - March 2022 1,310.513.340 | | 5,146.83 | 5,146.83 |
| Website Administration - March 2022 1,310.513.520 | | 208.33 | 208.33 |
| Information Technology - March 2022 1,310.513.357 | | 178.50 | 178.50 |
| Dissemination Agent Services - March 2022 1,310.513.313 | | 125.00 | 125.00 |
| Office Supplies 1,310.513.510 | | 0.51 | 0.51 |
| Postage 1,310.513.420 | | 14.10 | 14.10 |
| Copies 1,310.513.425 | | 29.85 | 29.85 |
| Telephone 1,310.513.410 | | 66.15 | 66.15 |
| Total | | | \$5,769.27 |
| Payments/Credits | | | \$0.00 |
| Balance Due | | | \$5,769.27 |

KUTAK ROCK LLP**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

March 21, 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. 3023470

Client Matter No. 5323-1

RECEIVED MAR 22 2022

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

Invoice No. 3023470

5323-1

Re: Double Branch CDD-General Counsel

For Professional Legal Services Rendered

| | | | | |
|----------|-------------|------|----------|---|
| 02/01/22 | D. Wilbourn | 0.20 | 30.00 | Revise license agreement for recreational use |
| 02/03/22 | M. Eckert | 0.40 | 140.00 | Prepare for and attend agenda call |
| 02/05/22 | M. Eckert | 0.20 | 70.00 | Research sample rules and forms for naming rights |
| 02/07/22 | M. Eckert | 0.10 | 35.00 | Research and provide sample naming right policy and agreement |
| 02/07/22 | D. Wilbourn | 0.70 | 105.00 | Compile sample golf course naming policies package for Mr. Eckert |
| 02/14/22 | M. Eckert | 3.20 | 1,120.00 | Prepare for, travel to and attend board meeting; return travel; meeting follow up |
| 02/15/22 | M. Eckert | 0.10 | 35.00 | Prepare notice for private security session |
| 02/19/22 | M. Eckert | 0.50 | 175.00 | Review draft minutes and provide comments |
| 02/24/22 | C. Stuart | 0.30 | 126.00 | Review proposed legislation; monitor committee activity and agendas; monitor Amendment 12 |

PRIVILEGED AND CONFIDENTIAL
ATTORNEY-CLIENT COMMUNICATION AND/OR WORK PRODUCT

KUTAK ROCK LLP

Double Branch CDD

March 21, 2022

Client Matter No. 5323-1

Invoice No. 3023470

Page 2

| | | | | |
|----------|-----------|------|--------|---|
| 02/25/22 | K. Haber | 0.10 | 22.50 | implementation Prepare resolution designating registered agent |
| 02/28/22 | M. Eckert | 0.80 | 280.00 | Review draft agenda; prepare for board meeting; prepare public records protocol |

TOTAL HOURS 6.60

TOTAL FOR SERVICES RENDERED \$2,138.50

DISBURSEMENTS

Travel Expenses 20.77

TOTAL DISBURSEMENTS 20.77TOTAL CURRENT AMOUNT DUE \$2,159.27

AP300R
*** CHECK NOS. 006952-006969

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

RUN 4/01/22

PAGE 1

| CHECK DATE | VEND# |INVOICE..... DATE INVOICE | ...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS | VENDOR NAME | STATUS | AMOUNT |CHECK..... AMOUNT # |
|---------------|-------|-----------------------------------|--|------------------------------------|--------|-----------|-----------------------------|
| 3/03/22 | 00186 | 3/01/22 13129560 | 202203 320-57200-46300 | MAR POOL CHEMICALS | * | 2,307.42 | |
| | | | | POOLSURE | | | 2,307.42 006952 |
| 3/03/22 | 00305 | 2/21/22 17500A | 202202 320-57200-46610 | BIMONTHLY PM VISIT | * | 360.00 | |
| | | | | SOUTHEAST FITNESS REPAIR | | | 360.00 006953 |
| 3/15/22 | 00285 | 3/08/22 SSI10494 | 202202 320-57200-34510 | FEB EMPLOYMENT ADMIN | * | 400.63 | |
| | | 3/08/22 SSI10494 | 202202 320-57200-34510 | FEB EMPLOYMENT SCHEDULING | * | 187.50 | |
| | | | | CLAY COUNTY SHERIFF'S OFFICE | | | 588.13 006954 |
| 3/15/22 | 00876 | 3/03/22 03032022 | 202203 300-22300-10000 | REFUND RENTAL DEPOSIT | * | 100.00 | |
| | | | | KAREN JOHNSON | | | 100.00 006955 |
| 3/15/22 | 00297 | 3/01/22 312 | 202203 320-57200-61000 | MAR JANITORIAL SERVICES | * | 4,633.33 | |
| | | | | RIVERSIDE MANAGEMENT SERVICES, INC | | | 4,633.33 006956 |
| 3/23/22 | 00028 | 3/11/22 238085 | 202203 320-57200-63100 | MAR SETUP COMPUTER ON SVR | * | 617.50 | |
| | | | | ATLANTIC SECURITY | | | 617.50 006957 |
| 3/23/22 | 00092 | 3/01/22 2251 | 202203 310-51300-34000 | MAR FAC MANAGMT | * | 16,063.83 | |
| | | | | GOVERNMENTAL MANAGEMENT SERVICES | | | 16,063.83 006958 |
| 3/23/22 | 00092 | 3/14/22 2253 | 202203 300-36900-10300 | MAR AMENITIES REVENUE | * | 112.50 | |
| | | | | GOVERNMENTAL MANAGEMENT SERVICES | | | 112.50 006959 |
| 3/23/22 | 00024 | 3/01/22 637555 | 202203 320-57200-46800 | MAR LAKE MAINTENANCE | * | 2,070.00 | |
| | | | | THE LAKE DOCTORS, INC. | | | 2,070.00 006960 |
| 3/23/22 | 00297 | 3/15/22 313 | 202203 320-57200-46400 | MAR PRESSURE WASHING | * | 1,038.00 | |
| | | | | RIVERSIDE MANAGEMENT SERVICES, INC | | | 1,038.00 006961 |
| 3/23/22 | 00839 | 3/01/22 7710 | 202203 320-57200-34500 | MAR DEDICATED FOOT PATROL | * | 7,335.00 | |
| | | | | SECURITY DEVELOPMENT GROUP LLC | | | 7,335.00 006962 |

DBBR DOUBLE BRANCH OKUZMUK

AP300R
*** CHECK NOS. 006952-006969

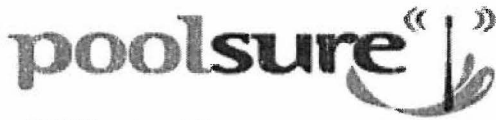
YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER
DOUBLE BRANCH - REC FUND
BANK B RECREATION FUND

RUN 4/01/22

PAGE 2

| CHECK DATE | VEND# |INVOICE..... DATE INVOICE | ...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS | VENDOR NAME | STATUS | AMOUNT |CHECK.... AMOUNT # |
|---------------|-------|-----------------------------------|--|----------------------------------|--------|-----------|---------------------------|
| 3/23/22 | 00672 | 3/01/22 7606 | 202203 320-57200-46200 | MAR LANDSCAPE MAINTENANCE | * | 32,482.17 | |
| | | 3/16/22 7691 | 202203 320-57200-63100 | IRRIG-ICC2 CLOCK ON OAKS | * | 949.44 | |
| | | | | VERDEGO, LLC | | | 33,431.61 006963 |
| 3/23/22 | 00399 | 3/01/22 15616936 | 202203 330-57200-50000 | MAR BASE CHARGE | * | 42.28 | |
| | | | | XEROX CORPORATION | | | 42.28 006964 |
| 3/23/22 | 00512 | 2/25/22 W0308938 | 202202 320-57200-63100 | BULBS | * | 133.30 | |
| | | | | 1000 BULBS | | | 133.30 006965 |
| 3/30/22 | 00878 | 3/30/22 03302022 | 202203 300-36900-10300 | RENTAL DEPOSIT REFUND | * | 50.00 | |
| | | | | DEMETRIS JACKSON | | | 50.00 006966 |
| 3/30/22 | 00877 | 3/29/22 03292022 | 202203 300-36900-10300 | RENTAL DEPOSIT REFUND | * | 100.00 | |
| | | | | EDITH LINEBERRY | | | 100.00 006967 |
| 3/30/22 | 00092 | 3/21/22 2256 | 202202 320-57200-46600 | FEB FAC MAINT GENERAL | * | 2,326.00 | |
| | | 3/21/22 2256 | 202202 320-57200-46620 | FEB FAC MAINT CONT | * | 1,640.00 | |
| | | 3/21/22 2256 | 202202 320-57200-46630 | FEB LIGHTING REPAIRS | * | 703.00 | |
| | | 3/21/22 2256 | 202202 320-57200-46400 | FEB COMMON AREA MAINT | * | 1,035.52 | |
| | | 3/21/22 2256 | 202202 320-57200-49400 | FEB SPECIAL EVENTS | * | 48.62 | |
| | | | | GOVERNMENTAL MANAGEMENT SERVICES | | | 5,753.14 006968 |
| 3/30/22 | 00092 | 3/28/22 2257 | 202203 300-36900-10300 | MAR AMENITIES REVENUE | * | 368.75 | |
| | | | | GOVERNMENTAL MANAGEMENT SERVICES | | | 368.75 006969 |
| | | | | | | | |
| | | | | TOTAL FOR BANK B | | 75,104.79 | |
| | | | | TOTAL FOR REGISTER | | 75,104.79 | |

DBBR DOUBLE BRANCH OKUZMUK



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

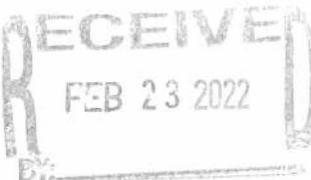
Invoice

Date 3/1/2022

Invoice # 131295605274

| | |
|----------|-----------|
| Terms | Net 20 |
| Due Date | 3/21/2022 |
| 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 <i>Mar Pool Chemicals</i> <i>2,320.572.463</i> <i>186B</i> | 1 | ea | 108.18 |
|  | | | | |

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

Remittance Slip

Customer
13OAK102
Invoice #
131295605274

Amount Due \$2,307.42

Amount Paid _____

Make Checks Payable To

Poolsure
PO Box 55372
Houston, TX 77255-5372



131295605274

SoutheastFitness

REPAIR

Equipment Repair & Maintenance

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

Office: 904.683.1439 • Fax: 904.683.1624

southeastfitnessrepair@comcast.net

www.southeastfitnessrepair.com

Invoice # 17500A

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

Date: 21-Feb-2022

Payment is due within 30 days of
invoice date.

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

Technician: FRANK HARDY

Thank you for your business.

Code to:

305B

Double Branch Facility Maintenance - Preventative

2-320-572-4661



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

Invoice Number: SSI10494
Invoice Date: 3/8/2022
Page: 1

Double Branch

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 3/23/2022
Terms Net 15 Days

Customer ID C0000168
P.O. Number
P.O. Date 3/8/2022
Our Order No
SalesPerson

| Item/Description | Unit | Order Qty | Quantity | Unit Price | Total Price |
|---|------|-----------|----------|------------|-------------|
| Fees-2nd Employment Admin Fee-FEBRUARY 2022 | | 160.25 | 160.25 | 5.00 | 801.25 |
| Fees-2nd Employment Scheduling | | 15 | 15 | 25.00 | 375.00 |

002.320.57200.34510

285B

\$588.13

Amount Subject to Sales Tax USD
Amount Exempt from Sales Tax 1,176.25

Subtotal: 1,176.25
Invoice Discount: 0.00
Tax: 0.00
Total USD: 1,176.25

50%

INVOICE

| | |
|-------------------|--|
| CLIENT NAME | |
| OAKLEAF AMENITIES | |
| CLIENT NUMBER | |
| CLIENT ADDRESS | |

| | |
|----------------|----------|
| INVOICE NUMBER | |
| INVOICE DATE | 3/7/2022 |

| EVENT | DATE | DESCRIPTION | PERSONNEL START and STOP TIMES | HOURS or QUANTITY | RATE | TOTAL |
|-------|-------------------------------|-------------------|---|--------------------------|--------------------|---|
| 1 | 02/01/22 0000 - 02/01/22 0000 | Oakleaf Amenities | Jeffrey Holmes 02/01/22 1800 - 02/02/22 0000 | 6 (hrs) 6 | \$30.00 | \$180.00 \$180.00 |
| | | | EVENT TOTAL: | | | |
| 2 | 02/02/22 0000 - 02/02/22 0000 | Oakleaf Amenities | Jeffrey Holmes 02/02/22 1600 - 02/02/22 2200 | 6 (hrs) 6 | \$30.00 | \$180.00 \$180.00 |
| | | | EVENT TOTAL: | | | |
| 3 | 02/03/22 0000 - 02/03/22 0000 | Oakleaf Amenities | Bryan Smith 02/03/22 1500 - 02/03/22 2100 | 6 (hrs) 6 | \$30.00 | \$180.00 \$180.00 |
| | | | EVENT TOTAL: | | | |
| 4 | 02/04/22 0000 - 02/04/22 0000 | Oakleaf Amenities | Jeffrey Holmes 02/04/22 1745 - 02/04/22 2300 Daniel Tenbusch 02/04/22 1700 - 02/04/22 2300 | 5.25 6 (hrs) 11.25 | \$38.00 \$38.00 | \$199.50 \$228.00 \$427.50 |
| | | | EVENT TOTAL: | | | |
| 5 | 02/05/22 0000 - 02/05/22 0000 | Oakleaf Amenities | Andre Mack 02/05/22 1730 - 02/05/22 2230 | 5 (hrs) 5 | \$38.00 | \$190.00 \$190.00 |
| | | | EVENT TOTAL: | | | |
| 6 | 02/06/22 0000 - 02/06/22 0000 | Oakleaf Amenities | Bryan Smith 02/06/22 1700 - 02/06/22 2100 | 4 (hrs) 4 | \$38.00 | \$152.00 \$152.00 |
| | | | EVENT TOTAL: | | | |
| 7 | 02/07/22 0000 - 02/07/22 0000 | Oakleaf Amenities | Daniel Tenbusch 02/07/22 1700 - 02/07/22 2300 | 6 (hrs) 6 | \$38.00 | \$228.00 \$228.00 |
| | | | EVENT TOTAL: | | | |

| | | | | | | | |
|----|-------------------------------|-------------------|---|--------------|-----------------|--------------------|----------------------|
| 8 | 02/08/22 0000 - 02/08/22 0000 | Oakleaf Amenities | Andre Mack 02/08/22 1830 - 02/09/22 0030 | EVENT TOTAL: | 6 (hrs) 6 | \$38.00 | \$228.00 \$228.00 |
| 9 | 02/09/22 0000 - 02/09/22 0000 | Oakleaf Amenities | Daniel Cassani 02/09/22 1800 - 02/09/22 2300 | EVENT TOTAL: | 5 (hrs) 5 | \$38.00 | \$190.00 \$190.00 |
| 10 | 02/11/22 0000 - 02/11/22 0000 | Oakleaf Amenities | Daniel Cassani 02/11/22 1800 - 02/12/22 0000 Jeffrey Holmes 02/11/22 1600 - 02/11/22 2200 | EVENT TOTAL: | 6 (hrs) 12 | \$38.00 \$38.00 | \$228.00 \$456.00 |
| 11 | 02/12/22 0000 - 02/12/22 0000 | Oakleaf Amenities | Jeffrey Holmes 02/12/22 1545 - 02/12/22 2145 Daniel Tenbusch 02/12/22 1645 - 02/12/22 2030 | EVENT TOTAL: | 6 (hrs) 9.75 | \$38.00 \$38.00 | \$228.00 \$370.50 |
| 12 | 02/13/22 0000 - 02/13/22 0000 | Oakleaf Amenities | Andre Mack 02/13/22 1200 - 02/13/22 1800 | EVENT TOTAL: | 6 (hrs) 6 | \$38.00 | \$228.00 \$228.00 |
| 13 | 02/15/22 0000 - 02/15/22 0000 | Oakleaf Amenities | Matthew Williams 02/15/22 1715 - 02/15/22 2215 | EVENT TOTAL: | 5 (hrs) 5 | \$38.00 | \$190.00 \$190.00 |
| 14 | 02/18/22 0000 - 02/18/22 0000 | Oakleaf Amenities | Andre Mack 02/18/22 1830 - 02/18/22 2230 Daniel Tenbusch 02/18/22 1700 - 02/18/22 2300 | EVENT TOTAL: | 4 (hrs) 10 | \$38.00 \$38.00 | \$152.00 \$380.00 |
| 15 | 02/19/22 0000 - 02/19/22 0000 | Oakleaf Amenities | Jeffrey Holmes 02/19/22 1745 - 02/19/22 2300 Andre Mack | | 5.25 | \$38.00 | \$199.50 |

| | | | | | | | |
|----|-------------------------------|-------------------|---|--------------|--------------------|--------------------|----------------------------------|
| | | | 02/19/22 1830 - 02/20/22 0030 | | | | |
| | | | | EVENT TOTAL: | 6 (hrs) 11.25 | \$38.00 | \$228.00 \$427.50 |
| 16 | 02/20/22 0000 - 02/20/22 0000 | Oakleaf Amenities | Bryan Smith 02/20/22 1700 - 02/20/22 2145 | | 4.75 (hrs) 4.75 | \$38.00 | \$180.50 \$180.50 |
| | | | | EVENT TOTAL: | | | |
| 17 | 02/21/22 0000 - 02/21/22 0000 | Oakleaf Amenities | Andre Mack 02/21/22 1800 - 02/22/22 0015 | | 6.25 (hrs) 6.25 | \$38.00 | \$237.50 \$237.50 |
| | | | | EVENT TOTAL: | | | |
| 18 | 02/22/22 0000 - 02/22/22 0000 | Oakleaf Amenities | Bryan Smith 02/22/22 1200 - 02/22/22 1800 | | 6 (hrs) 6 | \$38.00 | \$228.00 \$228.00 |
| | | | | EVENT TOTAL: | | | |
| 19 | 02/23/22 0000 - 02/23/22 0000 | Oakleaf Amenities | Daniel Cassani 02/23/22 1700 - 02/23/22 2300 | | 6 (hrs) 6 | \$38.00 | \$228.00 \$228.00 |
| | | | | EVENT TOTAL: | | | |
| 20 | 02/24/22 0000 - 02/24/22 0000 | Oakleaf Amenities | Daniel Tenbusch 02/24/22 1700 - 02/24/22 2200 | | 5 (hrs) 5 | \$38.00 | \$190.00 \$190.00 |
| | | | | EVENT TOTAL: | | | |
| 21 | 02/25/22 0000 - 02/25/22 0000 | Oakleaf Amenities | Andre Mack 02/25/22 1800 - 02/26/22 0000 | | 6 (hrs) 6 | \$38.00 | \$228.00 \$228.00 |
| | | | | EVENT TOTAL: | | | |
| 22 | 02/26/22 0000 - 02/26/22 0000 | Oakleaf Amenities | Daniel Cassani 02/26/22 1700 - 02/26/22 2300 Daniel Tenbusch 02/26/22 1815 - 02/26/22 2315 | | 6 5 (hrs) 11 | \$38.00 \$38.00 | \$228.00 \$190.00 \$418.00 |
| | | | | EVENT TOTAL: | | | |
| 23 | 02/27/22 0000 - 02/27/22 0000 | Oakleaf Amenities | Andre Mack 02/27/22 1900 - 02/28/22 0100 | | 6 (hrs) 6 | \$38.00 | \$228.00 \$228.00 |
| | | | | EVENT TOTAL: | | | |

INVOICE TOTAL:

(hrs) 160.25

\$5,945.50

From: Oakleaf Venues
Subject: DBCDD refund of deposit request - KAREN JOHNSON
Date: March 3, 2022 at 12:47 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) 7:00 P.M. to 11:00 P.M.
- DATE OF VENUE – FEBRUARY 26, 2022
- RESIDENT – KAREN JOHNSON
- ADDRESS – 1308 WOODLAWN DRIVE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via CHECK drawn on Wells Fargo:
 - DATED: 1/27/22
 - CHECK#: 1424
 - AMOUNT: \$100.00

876 B

2 - 300 - 223 00 - 10000

| PAYMENT DATE | SETTLEMENT DATE | EVENT DATE | DESCRIPTION | HOURS | AMOUNT | ELEC. | CHECK/CASH | CREDIT CARD |
|--------------|-----------------|------------|------------------------------|---------|-----------|-------|------------|-------------|
| 01/25/22 | 01/27/22 | 02/26/22 | KAREN JOHNSON - OVCR DEPOSIT | DEPOSIT | \$ 100.00 | | CK# 1424 | |

DEPOSITED 1/27/22

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

Thank you.

I will be out of the office FRIDAY, MARCH 4, 2022 to MONDAY, MARCH 7, 2022, therefore, please email me, or 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
wmcurents@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.

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

Invoice

Invoice #: 312
Invoice Date: 3/1/2022
Due Date: 3/1/2022
Case:
P.O. Number:

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

297B

| Description | Hours/Qty | Rate | Amount |
|---|-----------|----------|-------------------|
| 2.320.572.6100 - Janitorial Services - March 2022 | | 4,633.33 | 4,633.33 |
| Total | | | \$4,633.33 |
| Payments/Credits | | | \$0.00 |
| Balance Due | | | \$4,633.33 |

RHW
3.1.22



Tel. 904-743-8444
www.smarthome.biz
sales@smarthome.biz

Oakleaf Plantation
370 Oakleaf Village Parkway
Orange Park FL 32065

| PLEASE PAY BY | AMOUNT | INVOICE DATE |
|---------------|------------|--------------|
| 04/08/2022 | \$1,235.00 | 03/11/2022 |

INVOICE NO. 238085

Site: 370 Oakleaf Village Parkway
Orange Park
Site Address: 370 Oakleaf Village Parkway
Orange Park FL 32065
Job No.: 69832
Job Name:
Order No.:

RECEIVED MAR 21 2022

Description

This is a billable service call.

POC 342-1441 Jay

also need to move programming computer data to new computer
and update software

03/04/2022 - Brent Touchet :

I could not finish the job for below reason but will need to schedule a return visit.

Need return and finish updating 3 to 4 hours

03/11/2022 - Brent Touchet :

The job is complete.

Setup new computer for server and updated all software and tested If you have any further problems with your system
please contact us.

Service - Security

| | |
|------------------|------------|
| Sub-Total ex Tax | \$1,235.00 |
| Tax | \$0.00 |
| Total | \$1,235.00 |

Code to: Split

Double Branch Repair and Replacements

2.320.57200.63100

Middle Village Repair and Replacements

34-600-538-64000

2813

\$617.50



Tel. 904-743-8444
www.smarthome.biz
sales@smarthome.biz

| PLEASE PAY BY | AMOUNT | INVOICE DATE |
|---------------|------------|--------------|
| 04/08/2022 | \$1,235.00 | 03/11/2022 |

INVOICE NO. 238085

"Thank you—we really appreciate your business! Please send payment within 21 days of receiving this invoice.

IMPORTANT: Please remember to test your system monthly.

Need automation for your home? Visit us online at www.smarthome.biz

There will be a 1.5% interest charge per month on late invoices.

| | |
|------------------|------------|
| Sub-Total ex Tax | \$1,235.00 |
| Tax | \$0.00 |
| Total inc Tax | \$1,235.00 |
| Amount Applied | \$0.00 |
| Balance Due | \$1,235.00 |

How To Pay



Credit Card (MasterCard, Visa, Amex)

Credit Card No.

Card Holder's Name: _____ CCV: _____

Expiry Date: / Signature: _____

NAME:

Oakleaf Plantation

DUE DATE:

04/08/2022

AMOUNT DUE:

\$1,235.00

Please Reference: 238085



Mail

Detach this section and mail check to:

Atlantic Security
1714 Cesery Blvd
Jacksonville, FL 32211

INVOICE NO. 238085

I understand that it is my responsibility to periodically (at least monthly) test and check my security system, and to notify the company promptly of service needs, and additionally to notify the company in writing of any changes in the Emergency List information.

Terms and Conditions

1. **PRINTED AGREEMENT** - None of the **PRINTED AGREEMENT** or its items and conditions may be altered without the express written approval of an officer of the Seller.

2. **SELLER** agrees to install specified systems on premises and to make any necessary inspections and tests to deliver system to Purchaser in operating condition in accordance with standard installation procedures of Seller. The installation will be completed within a reasonable length of time based on the conditions inherent in the premises and Seller's installation schedule.

3. **FULL ONE-YEAR WARRANTY** - Seller/Atlantic Companies promises to furnish a replacement part for any portion of Purchaser's security system that proves to be defective in workmanship or material under normal use for a period of one year from the date of installation. Seller reserves the right to use reconditioned parts in fulfillment of this warranty.

Seller/Atlantic Companies extends to Purchaser warranties for equipment not made by us granted us by manufacturers of such equipment used in Seller home systems. Seller will return this equipment to the original manufacturer for fulfillment of their warranty obligations.

We will furnish the labor to remove and replace the defective part during the same one-year period.

Seller/Atlantic Companies makes no other warranty except as herein specifically set forth, particularly any warranty of merchantability or fitness for any particular purpose, either express or implied in law.

GENERAL: Furnishing of parts and labor as described above shall constitute fulfillment of all Seller/Atlantic Companies obligations with respect to this warranty, and replacement part will be warranted only for the unexpired portion of the original warranty.

A bill of sale, cancelled check, or payment record shall be kept by Purchaser to verify purchase date and establish warranty period.

To obtain service, call the office listed on the Purchase Agreement you signed at the time of purchase of your system:

Distributed by Atlantic Companies
1714 Casery Boulevard
Jacksonville, FL 32211

Ready access to the system for service is the responsibility of the Purchaser. Seller will perform service during normal working hours. For emergency service, Seller will charge you an emergency service labor premium.

Seller will endeavor to perform service within 48 hours after notification of a problem by the Purchaser.

EXCLUSIONS: This warranty applies only to units sold and retained within the continental USA. This warranty does not apply to the product or parts that have been damaged by accident, abuse, lack of proper maintenance, unauthorized alterations, misapplication, fire, flood, lightning strikes or acts of God.

This warranty does not cover service calls which do not involve defective workmanship or materials.

IN NO CASE WILL SELLER/ATLANTIC COMPANIES BE RESPONSIBLE FOR CONSEQUENTIAL OR SPECIAL DAMAGES.

4. **SELLER NOT AN INSURER** - It is specifically understood and agreed: That Seller is not an insurer; that insurance, if any, shall be obtained by Purchaser; that the payments provided for herein are based solely on the value of the service as set forth herein and are unrelated to the value of the Purchaser's property or premises; THAT SELLER MAKES NO GUARANTEE OR WARRANTY, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS THAT THE EQUIPMENT OR SERVICES SUPPLIED WILL AVERT OR PREVENT OCCURRENCES OR THE CONSEQUENCES THEREFROM WHICH THE SYSTEM OR SERVICE IS DESIGNED TO DETECT OR AVERT. Purchaser acknowledges that it is impractical and extremely difficult to fix the actual damages, if any, which may proximately result from a failure to perform any of the obligations herein, or the failure of the systems to properly operate with resulting loss to Purchaser because of, among other things:

(a) The uncertain amount or value of Purchaser's property or that of other persons kept on the premises which may be lost, stolen, destroyed, damaged or otherwise affected by occurrences which the system or service is designed to detect or avert;

(b) The uncertainty of the response time of any police department, fire department, paramedic unit, patrol service or other such services or entities should such department or entity be dispatched as a result of a signal being received or an audible device sounding;

(c) The inability to ascertain what portion, if any, of any loss would be proximately caused by Seller's failure to perform or by failure of its equipment to operate;

(d) The nature of the service to be performed by the Seller and the uncertain nature of occurrences which might cause injury or death to Buyer or any other person which the system or equipment is designed to detect or avert.

Purchaser understands and agrees that if Seller should be found liable for loss or damage due from a failure of Seller to perform any of the obligations herein, whatsoever, including, but not limited to installation, design, service, monitoring, or the failure of any system or equipment installed by, or service performed by Seller in any respect whatsoever, Seller's maximum liability shall not exceed a sum equal to the annual service charge contracted herein or Two Hundred Fifty (\$250.00) Dollars, whichever is less, and this liability shall be exclusive; and that the provisions of this Section shall apply if loss or damage, irrespective of cause or origin, results directly or indirectly from performance or nonperformance of the obligation imposed by this contract or from negligence, active or otherwise, of Seller, its agents, assigns or employees.

In the event that the Purchaser wished Seller to assume greater liability, Purchaser may, as a matter of right, obtain from Seller a higher limited liability by paying an additional amount proportioned to the increase in damages, but such additional obligation shall in no way be interpreted to hold Seller as an insurer. Purchaser may also obtain such additional liability protection from insurance carrier, as Purchaser desires.

5. **INDEMNIFICATION** - Purchaser agrees to and shall indemnify and save harmless the Seller, its employees and agents for and against all third party claims, lawsuits and losses arising out of or in connection with the operation or non-operation of the system or monitoring facilities whether these claims be based upon alleged intentional conduct or active or passive negligence on the part of Seller, its agents, servants or employees.

The Seller assumes no liability for delay in installation of the system, or interruption of service due to strikes, riots, floods, fires, acts of God, or any cause beyond the control of Seller including interruption in telephone service. Seller will not be required to supply service to the Purchaser while interruption of service due to any such cause shall continue.

6. **CENTRAL STATION SERVICES** - Central station services consist of the receipt, analysis and response (dispatch of proper authorities) to signals from system installed under this Agreement. Such services are initiated upon final payment for installation and pre-payment of service charges. All services may be discontinued anytime charges are unpaid or system is abused. Notice by certified or registered letter to billing address shall be deemed sufficient notice of discontinuation and shall be deemed effective for all purposes upon mailing and not receipt.

Monitoring service is billed and payable annually in advance. **MONITORING SERVICE SHALL CONTINUE ON A YEARLY BASIS UNLESS CANCELLED IN WRITING BY EITHER PARTY NO LESS THAN 60 DAYS BEFORE ANNUAL RENEWAL DATE.**

The Department or other organization to which the connection may be made or an alarm signal may be transmitted may invoke the provisions hereof against any claims by the Purchaser or by others due to failure of such Department organization.

7. **TELEPHONE OR INTERNET CONNECTIONS** - Seller will assist Purchaser in making necessary arrangements to secure telephone or internet service connections for systems. Purchaser agrees to

furnish any necessary telephone or internet services or telephone lines at Purchaser's own expense.

The charge for the installation and continuation of this service shall be billed to the account of the Purchaser and will appear on his regular telephone or internet billing.

8. **TESTING** - It is the responsibility of the Purchaser to test the system for proper operations periodically but not less than monthly. Purchaser shall follow all instructions and procedures which Seller may prescribe for the operation and maintenance of the system.

9. **RETENTION OF TITLE AND RIGHT OF ACCESS** - The system shall remain the personal property of Seller until fully paid for in cash by Purchaser and Purchaser agrees to perform all acts which may be necessary to assure the retention of title to the system by Seller. Purchaser understands and agrees that the installation of equipment owned by Seller does not create a fixture on the Premise as to that equipment. Should Purchaser default in any payment for the system or part, then Purchaser authorized and empowers Seller to enter upon/in said Premise and to remove the system, or part from the premises. Such removal, if made by Seller, shall not be deemed a waiver of Seller's right to damages Seller sustains as a result of Purchaser's default and Seller shall have the right to enforce any other legal remedy or right. Furthermore, Seller shall be in no way obligated to restore the premises to its original condition, or redecorate same in the event the system or part is removed as a result of Purchaser's default in payment, nor shall Seller be obligated or liable to Purchaser in any manner. Risk of loss of the system, or any part of the same, shall pass to Purchaser upon delivery to the premises of such system or part.

10. **FEES, CHARGES, RIGHTS AND COST OF COLLECTION** - All fees and charges are payable in advance. Failure to pay fees, charges or other sums owed will result in your services being disconnected. Further, when you are in default, Seller can require immediate payment (acceleration) of what you owe under the contract and take possession of the property. Purchaser waives any right Purchaser has to demand for payment, notice of intent to accelerate and notice of acceleration. If Seller hires an attorney to collect what Purchaser owes, Purchaser will pay the attorney's fee and court costs as permitted by law. This includes any attorneys' fees Seller incurs as a result of any bankruptcy proceeding brought by or against Purchaser under federal law or an appellate proceeding. Payment shall be due upon the receipt of invoices by Seller unless otherwise specified on the front hereof. Interest shall accrue on all amounts more than thirty (30) days past due at the default rate of interest of 18% per annum or the maximum allowable rate, whichever is less. All payments shall be due and payable at Seller's office set forth on the front of the Agreement. Additionally, there will be a 1.50%/month LATE CHARGE on Past Due Balances. The minimum Late Charge is \$3.00. Any action taken under paragraph 6 and/or paragraph 9 shall in no way prejudice Seller's right to collection of unpaid charges and costs herein enumerated. If services are discontinued because of Purchaser's past due balance, and if Purchaser desires to have the monitoring service reactivated, Purchaser agrees to pay in advance to Seller a reconnect charge to be fixed by Seller at a reasonable amount. Seller shall have the right to increase the reoccurring service charge provided herein, upon written notice to Purchaser, at any time or times after the date service is operative under this Agreement. Purchaser agrees to notify Seller of any objections to such increase in writing within twenty (20) days after the date of the notice of increase, failing which it shall be conclusively presumed that Purchaser agreed to such increase. In the event Purchaser objects to such increase, Seller may elect to (i.) continue this Agreement under the terms and conditions in effect immediately prior to such increase, or (ii.) terminate the Agreement upon fifteen (15) days advance notice to Purchaser.

In addition to these charges addressed above, Purchaser agrees to pay, upon demand, (a) any false alarm assessments; federal, state and local taxes, fees or charges imposed by any governmental body or entity relating to the equipment or services provided under this Agreement; (b) any increase in charges to owner or to Seller for the facilities needed to transmit signals under this Agreement; and (c) any service charge in the event Seller sends a representative to Purchaser's premises in response to a service call or alarm signals where Purchaser has not followed proper operating instructions, failed to close or properly secure a window, door or other protected point, or improperly adjusted CCTV camera, monitors or accessory components.

11. **NOTICE TO PURCHASER** - Under the Mechanic's Lien Law, any person who helps to improve your property and is not paid has the right to enforce his claim against your property. Under law, you may protect yourself against such claims either by filing with the Court a 'No Lien Agreement' or a payment bond depending upon the law of the state where your property is located.

(a) **BUYER'S RIGHT TO CANCEL** this Agreement. Buyer may cancel this Agreement or purchase by mailing a written notice to the Seller postmarked not later than midnight of the third business day after the date this Agreement was signed. Buyer may use the face of this Agreement as that notice by writing 'I hereby cancel' by Buyer signature and by adding your name, address and new signature thereon. The notice must be mailed to Seller at the office indicated in the Agreement and must be sent by either certified mail or registered mail.

12. **ENTIRE AGREEMENT** - This instrument constituted the entire Agreement between the parties hereto with respect to the transactions described herein and supersedes all previous negotiations, commitments (either written or spoken) and writing pertaining hereto.

This Agreement can only be changed by a written amendment signed by both parties or their duly authorized agent. No waiver or breach of any term or condition of this Agreement shall be construed to be a waiver of any succeeding breach.

If any of the terms or provisions of this Agreement shall be determined to be invalid or inoperative, all of the remaining terms and provisions shall remain in full force and effect.

This Agreement becomes binding upon Seller only when signed by a District Sales Manager of Atlantic Companies. In the event of non-approval, the sole liability of the Seller shall be to refund to Buyer the amount that has been paid to Seller upon execution of this Agreement.

13. **LITIGATION** - The laws of the State of Florida shall govern the terms of this Agreement and the parties agree to submit to the jurisdiction of the State of Florida. Venue for resolution of any disputes arising under this Agreement, including litigation, regardless of place of payment, shall be in a forum or court, as required, of competent jurisdiction in Duval County, Florida, and the undersigned waives any venue rights he may possess and agrees that he shall not contest that Duval County, Florida, is a convenient forum.

14. **CHANGES AND ASSIGNMENT** - Purchaser acknowledges that the sale or transfer of the Premise by the Purchaser to a third party does not relieve Purchaser of his obligations under this Agreement. Purchaser may not assign this Agreement unless Purchaser obtains prior written consent from Seller.

Seller may assign this Agreement or subcontract the work to be performed without notice to Purchaser or Purchaser's consent.

15. **THIRD PARTY INDEMNIFICATION** - In the event any person, not a party to this Agreement, shall make any claim of file any lawsuit against Seller for any reason relating to our duties and obligations pursuant to this Agreement, including but not limited to the design, maintenance, operation, or non-operation of the alarm-system, Purchaser agrees to indemnify, defend and hold Seller, its dealers, agents, installers, their successors and assigns harmless from any and all claims and lawsuits, including the payment of all damages, expenses, costs and attorneys' fees, whether these claims be based upon alleged intentional conduct, active or passive negligence, express or implied contract or warranty, contribution or indemnification, or strict or product liability on the part of Seller, its dealers, installers, agents, servants, assign or employees. This Agreement by Purchaser to indemnify Seller against third party claims as herein above set forth shall not apply to losses, damages, expenses and liability resulting in injury or death to third persons or injury to property of third persons, which losses, damages, expenses and liability occur solely while an employee of Seller is on Purchaser's Premises in accordance with this Agreement and which losses, damages and liability are solely and directly caused by the act or omissions of that employee.

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

Invoice

Invoice #: 2251
Invoice Date: 3/1/22
Due Date: 3/1/22
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 Management - Oakleaf Plantation - March 2022 2.310.513,3400 92B | | 16,063.83 | 16,063.83 |
| RECEIVED MAR 15 2022 | | | |

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

3/15/22
OK

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice**Invoice #:** 2253**Invoice Date:** 3/14/22**Due Date:** 3/14/22**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 March 10, 2022 | 4.5 | 25.00 | 112.50 |
| Amenities Revenue | | | |
| 2,369.103 | | | |
| 300 | | | |
| 92B | | | |
| RECEIVED MAR 15 2022 | | | |
| Total | | | \$112.50 |
| Payments/Credits | | | \$0.00 |
| Balance Due | | | \$112.50 |

3/14/22
GSM

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: March 10, 2022

Amenities Revenue # 2-369-103

INVOICE



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

RECEIVED MAR 21 2022

| | |
|--------------|-----------|
| Invoice # | 637555 |
| Account # | 708477 |
| Invoice Date | 3/1/2022 |
| Due Date | 3/11/2022 |
| Rep | JB |

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

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

| | | | |
|---|--------------------------------------|-------------|---|
| 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 |
| | Mar Lake Maintenance | | |
| | 24B | | |
| | Customer Total Balance | | |
| 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 # | 637555 |
| Account # | 708477 |
| Date | 3/1/2022 |

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 | _____ |

Riverside Management Services, Inc

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

Invoice**Invoice #:** 313**Invoice Date:** 3/15/2022**Due Date:** 3/14/2022**Case:****P.O. Number:****Bill To:**

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

RECEIVED MAR 15 2022

RECEIVED MAR 15 2022

| Description | Hours/Qty | Rate | Amount |
|--|-----------|----------|-------------------|
| Pressure Washing Services - March 2022 | | 1,038.00 | 1,038.00 |
| Common Area Maint. 2.572.4640 | | | |
| 2.320.572.4640 | | | |
| 297B | | | |
| Total | | | \$1,038.00 |
| Payments/Credits | | | \$0.00 |
| Balance Due | | | \$1,038.00 |

3/16/22
Cac

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

Service Detail

Bill To: Double Branch CDD

Invoice Date: 3/1/22

Due Date: Upon Receipt

Amount Due: \$ 1,038.00

| <u>Date:</u> | <u>Description</u> | <u>Amount</u> |
|--------------|--|---------------|
| 2/1/22 | Pressure washed 1,024' of split rail at Waverly Park | \$ 256.00 |
| 2/1/22 | Pressure washed 485' of lattice top at Pebble Creek | \$ 219.00 |
| 2/3/22 | Pressure washed 1,250' of lattice top at Cannons Point | \$ 563.00 |

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

TOTAL AMOUNT DUE: \$ 1,038.00

** Pressure Washing according to contract and within budget

| | | |
|-----------------|-----------|------------------|
| Contract Amount | \$ | 17,635.00 |
| <u>Invoice:</u> | | |
| Oct. 2021 | \$ | 300.00 |
| Nov. 2021 | \$ | 1,100.00 |
| Dec. 2021 | \$ | 1,273.00 |
| Jan. 2022 | \$ | 1,232.00 |
| Feb. 2022 | \$ | 1,038.00 |
| Mar. 2022 | | |
| Apr. 2022 | | |
| May 2022 | | |
| June 2022 | | |
| July 2022 | | |
| Aug. 2022 | | |
| Sept. 2022 | | |
| Balance: | <u>\$</u> | <u>12,892.00</u> |

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

Remit Payment



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

RECEIVED MAR 21 2022

INVOICE # 7710**DATE 03/01/2022****DUE DATE 03/31/2022****TERMS End of the month****SERVICE MONTH**

March

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

BALANCE DUE**\$7,335.00**

APPROVED

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

839B



Invoice

Invoice #: 7606

Date: 03/01/22

Customer PO:

DUE DATE: 03/31/2022

BILL TO

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

FROM

VerdeGo
PO Box 789
3335 North State Street
Bunnell, FL 32110
Phone: 386-437-3122
www.verdego.com

| DESCRIPTION | AMOUNT |
|---|-------------|
| <i>Landscape</i> #7020 - Standard Maintenance Contract 2022 March 2022 | \$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

RECEIVED MAR 21 2022

672B



Invoice

Invoice #: 7691

Date: 03/16/22

Customer PO:

DUE DATE: 04/15/2022

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

#7569 - Icc2 clock on the oaks

AMOUNT

During the inspection on the oaks we noticed the system acting erratically. After investigation i noticed scorching on the wire by zone 17. Zone 17 is covered opposite side of he road from clock all the way down by the school. This area was recently serviced by an AT&T contractor doing underground work. Once burrowing and digging was completed the clock now pulled odd ohm readings and common wire seems to be shorted. Clock is now pushing voltage through multiple zone slots which indicates a shorted motherboard. Wire tracing and fault finding will need to be done to find where break or breaks are located.

Irrigation

\$949.44

Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

\$949.44

Code to:

Double Branch Repair and Replacements

2.320.57200.63100

RECEIVED MAR 21 2022

672B

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

03-01-22
Invoice Date
015616936
Invoice Number
720343326
Customer Number

MFP3635X1 MFP3635X W/EIP

SER.# BB1-867777

SPLY-MAINT - COST PER COPY PLAN
AMOUNT

BASE CHARGE

MARCH

42.28

SUB TOTAL

42.28

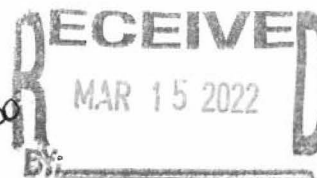
TOTAL

42.28

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

399B

2.330.572.5000



XEROX FEDERAL IDENTIFICATION #16-0468020

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

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

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

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



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

Invoice Amount

01-569-8562 4 720343326 015616936 03-01-22 THIS AMOUNT
RR003764 M 070121
03 6GSW 6GSW W 00000 5933 1 B15

\$42.28
VFL40

202100008070060 0156169363 0300042287 272034332688

Invoice

Payment





Tel: 800-624-4488 | Fax: 972-543-0538 | 2140 Merritt Dr Garland, TX 75041 | 1000Bulbs.com

Invoice #W03089388

Invoice Date: Feb 25, 2022

Order #: 12812830

Order Date: 2022-02-24 12:05:01

Customer #: 1705529

Email: manager@oakleafresidents.com

RECEIVED MAR 21 2022

Terms: Paid by Net 30

Tracking Numbers:

FedEx: 270229795473

Bill To:

Double Branch CDD
Attention: Jay Soriano
370 Oakleaf Village Pkwy
Orange Park, FL 32065
904-562-0249

Ship To:

Double Branch CDD
Attention: Attn: Jay Soriano
370 Oakleaf Village Pkwy
ORANGE PARK, FL
32065

| Product | Shipped | Price | Cost |
|--|---------|---------|----------|
| PLTS-12048 2790 Lumens - 18 Watt - 5000 Kelvin - LED Corn Bulb | 5 | \$23.60 | \$118.00 |

| | |
|-----------------------|----------|
| Net Invoice: | \$118.00 |
| Freight: | \$15.30 |
| Sales Tax: | \$0.00 |
| Invoice Total: | \$133.30 |

Unpaid invoices over 15 days past due may be subject to a 5% finance fee.

1000Bulbs.com - 2140 Merritt Dr Garland, TX 75041

Code to:

Double Branch Repair and Replacements

2.320.57200.63100

512B

From: Oakleaf Venues
Subject: DBCDD refund of deposit request - DEMETRIS JACKSON
Date: March 29, 2022 at 10:34 AM
To: Margaret Bronson, Oksana Kuzmuk
Cc: Marilee Giles, Alison Mossing

OV

Good morning 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 – MARCH 16, 2022
- RESIDENT – DEMETRIS JACKSON
- ADDRESS – 3259 MILLPOND COURT, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$50.00 - VIOLATION (cleaning)
 - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA (3541):
 - DATED: 1/28/22
 - SEQ#: 2
 - BATCH#: 600
 - INVOICE#: 2
 - APPROVAL CODE: 090222
 - AMOUNT: \$100.00

878 B

2-300-36900-10300

| PAYMENT DATE | SETTLEMENT DATE | EVENT DATE | DESCRIPTION | HOURS | AMOUNT | ELEC. | CHECK/CASH | CREDIT CARD |
|--------------|-----------------|------------|---------------------------------|---------|-----------|-------|------------|-------------|
| 01/28/22 | 01/28/22 | 03/12/22 | DEMETRIS JACKSON - OVCR DEPOSIT | DEPOSIT | \$ 100.00 | | | VISA-090222 |

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

Thank you.

I will be out of the office MONDAY, MARCH 28, 2022 and FRIDAY, APRIL 1, 2022, therefore, please email me, or leave a detailed message at 904-770-4661 with your NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity.

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

Governmental Management Services

www.OakLeafResidents.com

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

From: Oakleaf Venues
Subject: DBCDD refund of deposit request - EDITH LINEBERRY
Date: March 29, 2022 at 10:07 AM
To: Margaret Bronson, Oksana Kuzmuk
Cc: Marilee Giles, Alison Mossing

OV

Good morning Margaret and Oksana,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR (SUNDAY) 6:00 P.M. to 10:00 P.M.
- DATE OF VENUE – MARCH 13, 2022
- RESIDENT – EDITH LINEBERRY
- ADDRESS – 1010 DEERVIEW LANE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via DISCVR (1451):
 - DATED: 2/10/22
 - SEQ#: 2
 - BATCH#: 606
 - INVOICE#: 2
 - APPROVAL CODE: 01021P
 - AMOUNT: \$100.00

| PAYMENT DATE | SETTLEMENT DATE | EVENT DATE | DESCRIPTION | HOURS | AMOUNT | ELEC. | CHECK/CASH | CREDIT CARD |
|--------------|-----------------|------------|--------------------------------|----------|-----------|-------|------------|---------------|
| 02/10/22 | 02/10/22 | 03/13/22 | EDITH LINEBERRY - OVCR DEPOSIT | DEPOSITG | \$ 100.00 | | | DISCVR-01021P |

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

Thank you.

I will be out of the office MONDAY, MARCH 28, 2022 and FRIDAY, APRIL 1, 2022; therefore, please email me, or leave a detailed message at 904-770-4081 with your NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity.

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

Governmental Management Services

www.OakLeafResidents.com

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.

877 B

2. 300-369-103

Reimburse refund deposit rental

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

Invoice

Invoice #: 2256
Invoice Date: 3/21/22
Due Date: 3/21/22
Case:
P.O. Number:

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

RECEIVED MAR 25 2022

| Description | | Hours/Qty | Rate | Amount |
|--|--|-----------|----------|------------|
| Facility Maintenance February 1 - February 28, 2022 | | | 4,826.90 | 4,826.90 |
| Maintenance Supplies | | | 4,456.24 | 4,456.24 |
| Facility Maint. General \$2,326 ⁰⁰ 2.572.4660 2.320.572.4660 | | | | |
| Facility Maint. Cont. \$1,640 ⁰⁰ 2.572.4662 2.320.572.4662 | | | | |
| Lighting Repairs \$703 ⁰⁰ 2.230.572.4663 2.320.572.4663 | | | | |
| Common Area Maint. \$1,035.52 2.572.4640 2.320.572.464 | | | | |
| Capital Reserve \$3,530 ⁰⁰ 34.600.53800.62000 | | | | |
| Special Events \$48.62 2.320.572.49400 2.320.572.494 | | | | |
| Jay 3/25/22 | | | | |
| Total | | | | \$9,283.14 |
| Payments/Credits | | | | \$0.00 |
| Balance Due | | | | \$9,283.14 |

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

| <u>Date</u> | <u>Hours</u> | <u>Employee</u> | <u>Description</u> |
|--------------|--------------|-----------------|--|
| 2/1/22 | 2 | G.S. | Removed debris from all common areas |
| 2/2/22 | 4 | G.S. | Removed debris from all common areas |
| 2/3/22 | 4 | T.C. | Pressure washed pool deck |
| 2/3/22 | 5 | G.S. | Removed debris from all common areas |
| 2/7/22 | 7 | G.S. | Removed debris from all common areas |
| 2/8/22 | 4 | G.S. | Removed debris from all common areas, maintenance work on golf cart |
| 2/9/22 | 4 | G.S. | Removed debris from all common areas |
| 2/10/22 | 4.5 | G.S. | Removed debris from all common areas, treated fire ants in parks |
| 2/11/22 | 2 | T.C. | Moved equipment to cardio room |
| 2/11/22 | 1 | S.A. | Took down scaffold, cleaned ceiling fans |
| 2/14/22 | 7 | G.S. | Removed debris from all common areas |
| 2/14/22 | 1 | S.A. | Picked up supplies, installed new trash receptacle in fitness center |
| 2/15/22 | 2 | G.S. | Removed debris from all common areas |
| 2/16/22 | 5 | G.S. | Removed debris from all common areas, treated fire ants in parks |
| 2/16/22 | 7 | S.A. | Picked up supplies, make new end post for park fence, removed broken fence post at Waverly Park, installed new post, paint spray feature |
| 2/17/22 | 4 | G.S. | Removed debris from all common areas, treated fire ants in parks |
| 2/21/22 | 7 | G.S. | Removed debris from all common areas and ponds |
| 2/22/22 | 2 | T.C. | Light inspection, changed lights in fitness center, picked up supplies |
| 2/22/22 | 2.5 | G.S. | Removed debris from all common areas |
| 2/23/22 | 6 | T.C. | Worked in pool pack area, changed filters and cleaned area, picked up supplies |
| 2/23/22 | 5 | G.S. | Removed debris from all common areas, cleaned up deceased animal from road |
| 2/23/22 | 8 | A.B. | Drained pools, begin replacement of splash ground and filters |
| 2/24/22 | 8 | T.C. | Worked on pool pack area, painted spray ground |
| 2/24/22 | 4.5 | G.S. | Removed debris from all common areas, treated fire ants in parks |
| 2/24/22 | 8 | A.B. | Finished replacing splash filters, prepare pools for opening in March |
| 2/25/22 | 8 | T.C. | Prepped and painted splash ground |
| 2/25/22 | 8 | A.B. | Finished cleaning splash pool for re-filling |
| 2/28/22 | 5 | G.S. | Removed debris from all common areas and ponds |
| 2/28/22 | 1 | S.A. | Repair and install toilet paper holder |
| TOTAL | <u>136.5</u> | | |
| MILES | <u>111</u> | | *Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445 |

MAINTENANCE BILLABLE PURCHASES

Period Ending 03/05/22

| <u>DISTRICT</u> | <u>DATE</u> | <u>SUPPLIES</u> | <u>PRICE</u> | <u>EMPLOYEE</u> |
|-----------------|-------------|--|--------------|-----------------|
| DB | | | | |
| DOUBLE BRANCH | | | | |
| | 2/1/22 | Crown Trophy Medals & Plates for 2022 Polar Plunge | 48.62 | J.S. |
| | 2/3/22 | 2018 EZGO Golf Cart Rear Seat and Headlights Installed | 3125.00 | J.S. |
| | 2/8/22 | 3/32" Bit | 1.71 | T.C. |
| | 2/8/22 | 6-1/2 Diablo Blade | 6.31 | T.C. |
| | 2/8/22 | WD 40 14.4oz EZ Reach | 5.74 | T.C. |
| | 2/8/22 | 8 Gallon Medium Bags 50cl | 6.72 | T.C. |
| | 2/8/22 | Lube & Penetrant | 2.86 | T.C. |
| | 2/8/22 | 60 Watt 4pk Bulbs | 10.90 | T.C. |
| | 2/8/22 | Industrial Spray Bottles (2) | 13.75 | T.C. |
| | 2/10/22 | WD 40 | 2.86 | J.S. |
| | 2/10/22 | 2" PVC True Union (2) | 35.93 | J.S. |
| | 2/10/22 | 2" PVC Male Adapter (2) | 6.70 | J.S. |
| | 2/10/22 | 2" PVC Coupling | 2.27 | J.S. |
| | 2/10/22 | 2" PVC Elbow (2) | 9.68 | J.S. |
| | 2/10/22 | 2018 & 2019 EZGO Golf Cart Repair | 405.00 | J.S. |
| | 2/11/22 | 15' Wire Mold (2) | 65.73 | J.S. |
| | 2/11/22 | 24' Safety Tape | 7.34 | J.S. |
| | 2/11/22 | Scotch Mounting Taper (2) | 15.62 | J.S. |
| | 2/11/22 | 9' 20amp Extension Courts (5) | 103.33 | J.S. |
| | 2/14/22 | 12 Gallon Trash Cans (2) | 34.43 | S.A. |
| | 2/14/22 | 100 Pack Scraper Blades | 9.17 | S.A. |
| | 2/14/22 | Glass Scraper Combo | 10.09 | S.A. |
| | 2/15/22 | Rubber Mallet | 17.22 | T.C. |
| | 2/15/22 | Black Nitril Gloves 20pk | 8.33 | T.C. |
| | 2/15/22 | Pinesol Lemon Cleaner | 11.18 | T.C. |
| | 2/15/22 | Bleach | 8.48 | T.C. |
| | 2/15/22 | Glass Cleaner | 9.18 | T.C. |
| | 2/16/22 | 8' White Vinyl Post | 44.70 | S.A. |
| | 2/16/22 | Huskey Square | 21.24 | S.A. |
| | 2/16/22 | 5"x5" Fence Post Top (6) | 30.91 | S.A. |
| | 2/18/22 | Cable Tie Straps 500pk | 19.55 | T.C. |
| | 2/18/22 | 24" Dewalt Prybar | 9.76 | J.S. |
| | 2/18/22 | Diablo Cut Off Wheel | 2.29 | J.S. |
| | 2/18/22 | Diablo Steel Demon Cutoff Wheel | 2.58 | J.S. |
| | 2/22/22 | 60 Watt 3pk DIM (4) | 50.37 | T.C. |
| | 2/22/22 | PVC Solvent | 4.27 | T.C. |
| | 2/22/22 | Mason Chisel | 7.84 | T.C. |
| | 2/23/22 | PVC 2" Coupling (3) | 2.83 | T.C. |
| | 2/24/22 | 3m Respirators Pack | 9.76 | J.S. |
| | 2/24/22 | Reducing Washer 1"x1/14" (2) | 2.65 | J.S. |
| | 2/24/22 | Insulated Bushing | 1.58 | J.S. |
| | 2/24/22 | Reducing Washer 2"x1/14" (2) | 9.71 | J.S. |
| | 2/24/22 | 4x4 Junction Box | 16.42 | J.S. |
| | 2/24/22 | 20amp Breaker | 7.29 | J.S. |
| | 2/24/22 | 2" PVC Elbow (2) | 19.02 | J.S. |
| | 2/24/22 | 2" PVC Street Elbow | 4.84 | J.S. |
| | 2/24/22 | 2" PVC 45 | 5.01 | J.S. |
| | 2/24/22 | 2" PVC Coupling (2) | 4.53 | J.S. |
| | 2/28/22 | Bernzo 14.1 oz Map Bottle | 14.92 | J.S. |
| | 3/1/22 | Floor Fan | 57.48 | J.S. |
| | 3/1/22 | Welding/High Temp Gloves | 9.36 | J.S. |
| | 3/3/22 | PVC 2" Pipe | 10.30 | J.S. |
| | 3/3/22 | PVC Solvent | 4.27 | J.S. |
| | 3/3/22 | 4x3/8" Shedless Knit 3pk | 5.95 | T.C. |
| | 3/3/22 | Mop Refill | 10.32 | T.C. |
| | 3/3/22 | Black Nitril Gloves 20pk | 8.33 | T.C. |
| | 3/3/22 | Pelican Liners | 2.52 | T.C. |
| | 3/3/22 | 9" Metal Roter Tray | 2.04 | T.C. |
| | 3/3/22 | 9" Metal Roter Tray Liners 5pk | 3.73 | T.C. |
| | 3/3/22 | DAP Premium Wood Filler | 6.60 | T.C. |
| | 3/3/22 | Lemon Cleaner | 7.45 | T.C. |
| | 3/3/22 | Outdoor Cleaner | 13.62 | T.C. |
| | 3/3/22 | Angle Brush | 6.75 | T.C. |
| | 3/3/22 | 9x3/8" Shedless Knit 3pk | 9.23 | T.C. |
| | 3/4/22 | Stanley Chisel Set | 18.66 | J.S. |
| | 3/4/22 | 4.5" Diablo Grinder Disk | 6.16 | J.S. |

TOTAL \$4,456.24

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

Invoice

Invoice #: 2257
Invoice Date: 3/28/22
Due Date: 3/28/22
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 March 24, 2022 | 14.75 | 25.00 | 368.75 |
| NEW Amenities Revenue | | | |
| 2-369.103 | | | |
| 2-300-369-103 | | | |
| 9213 | | | |
| RECEIVED MAR 28 2022 | | | |

Total \$368.75

Payments/Credits \$0.00

Balance Due \$368.75

3/28/22
OS

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> |
|------------------------|---------------------------|--------------------|----------------------|
| 14.75 | Facility Event Staff | \$ 25.00 | \$ 368.75 |

Covers Period End: March 24, 2022

Amenities Revenue # 2-369-103

| CHECK DATE | VEND# |INVOICE..... DATE INVOICE | ...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS | VENDOR NAME | STATUS | AMOUNT |CHECK..... AMOUNT # |
|---------------|-------|-----------------------------------|--|----------------------------------|--------|--------------------|----------------------------|
| 3/30/22 | 00035 | 3/21/22 2256 | 202203 600-53800-62000 | | * | 3,530.00 | |
| | | GOLF CART SEATS&HEADLIGHT | | GOVERNMENTAL MANAGEMENT SERVICES | | | 3,530.00 000060 |
| ----- | | | | | | | |
| | | | | | | TOTAL FOR BANK C | 3,530.00 |
| | | | | | | TOTAL FOR REGISTER | 3,530.00 |

DBBR DOUBLE BRANCH OKUZMUK

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

Invoice

Invoice #: 2256 ^A
Invoice Date: 3/21/22
Due Date: 3/21/22
Case:
P.O. Number:

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

RECEIVED MAR 25 2022

350

| Description | Hours/Qty | Rate | Amount |
|--|-----------|----------|----------|
| Facility Maintenance February 1 - February 28, 2022 | | 4,826.90 | 4,826.90 |
| Maintenance Supplies | | 4,456.24 | 4,456.24 |
| Facility Maint. General \$2,326 ⁰⁰ 2.572.4660 | | | |
| Facility Maint. Cont. \$1,640 ⁰⁰ 2.572.4662 | | | |
| Lighting Repairs \$703 ⁰⁰ 2.230.572.4663 | | | |
| Common Area Maint. \$1,035.52 2.572.4640 | | | |
| *Capital Reserve \$3,530 ⁰⁰ 34.600.53800.62000 | | | |
| Special Events \$48.62 2.320.572.49400 | | | |
| 2022 3/25/22 | | | |

Total \$9,283.14

Payments/Credits \$0.00

Balance Due \$9,283.14

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

| <u>Date</u> | <u>Hours</u> | <u>Employee</u> | <u>Description</u> |
|--------------|--------------|-----------------|--|
| 2/1/22 | 2 | G.S. | Removed debris from all common areas |
| 2/2/22 | 4 | G.S. | Removed debris from all common areas |
| 2/3/22 | 4 | T.C. | Pressure washed pool deck |
| 2/3/22 | 5 | G.S. | Removed debris from all common areas |
| 2/7/22 | 7 | G.S. | Removed debris from all common areas |
| 2/8/22 | 4 | G.S. | Removed debris from all common areas, maintenance work on golf cart |
| 2/9/22 | 4 | G.S. | Removed debris from all common areas |
| 2/10/22 | 4.5 | G.S. | Removed debris from all common areas, treated fire ants in parks |
| 2/11/22 | 2 | T.C. | Moved equipment to cardio room |
| 2/11/22 | 1 | S.A. | Took down scaffold, cleaned ceiling fans |
| 2/14/22 | 7 | G.S. | Removed debris from all common areas |
| 2/14/22 | 1 | S.A. | Picked up supplies, installed new trash receptacle in fitness center |
| 2/15/22 | 2 | G.S. | Removed debris from all common areas |
| 2/16/22 | 5 | G.S. | Removed debris from all common areas, treated fire ants in parks |
| 2/16/22 | 7 | S.A. | Picked up supplies, make new end post for park fence, removed broken fence post at Waverly Park, installed new post, paint spray feature |
| 2/17/22 | 4 | G.S. | Removed debris from all common areas, treated fire ants in parks |
| 2/21/22 | 7 | G.S. | Removed debris from all common areas and ponds |
| 2/22/22 | 2 | T.C. | Light inspection, changed lights in fitness center, picked up supplies |
| 2/22/22 | 2.5 | G.S. | Removed debris from all common areas |
| 2/23/22 | 6 | T.C. | Worked in pool pack area, changed filters and cleaned area, picked up supplies |
| 2/23/22 | 5 | G.S. | Removed debris from all common areas, cleaned up deceased animal from road |
| 2/23/22 | 8 | A.B. | Drained pools, begin replacement of splash ground and filters |
| 2/24/22 | 8 | T.C. | Worked on pool pack area, painted spray ground |
| 2/24/22 | 4.5 | G.S. | Removed debris from all common areas, treated fire ants in parks |
| 2/24/22 | 8 | A.B. | Finished replacing splash filters, prepare pools for opening in March |
| 2/25/22 | 8 | T.C. | Prepped and painted splash ground |
| 2/25/22 | 8 | A.B. | Finished cleaning splash pool for re-filling |
| 2/28/22 | 5 | G.S. | Removed debris from all common areas and ponds |
| 2/28/22 | 1 | S.A. | Repair and install toilet paper holder |
| TOTAL | <u>136.5</u> | | |
| MILES | <u>111</u> | | *Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445 |

MAINTENANCE BILLABLE PURCHASES

Period Ending 03/05/22

| <u>DISTRICT</u> | <u>DATE</u> | <u>SUPPLIES</u> | <u>PRICE</u> | <u>EMPLOYEE</u> |
|-----------------|-------------|--|--------------|-----------------|
| DB | | | | |
| DOUBLE BRANCH | | | | |
| | 2/1/22 | Crown Trophy Medals & Plates for 2022 Polar Plunge | 48.62 | J.S. |
| | 2/3/22 | 2018 EZGO Golf Cart Rear Seat and Headlights Installed | 3126.00 | J.S. |
| | 2/8/22 | 3/32" BH | 1.71 | T.C. |
| | 2/8/22 | 6-1/2 Diablo Blade | 6.31 | T.C. |
| | 2/8/22 | WD 40 14.4oz EZ Reach | 5.74 | T.C. |
| | 2/8/22 | 8 Gallon Medium Bags 50cl | 6.72 | T.C. |
| | 2/8/22 | Lube & Penetrant | 2.86 | T.C. |
| | 2/8/22 | 60 Watt 4pk Bulbs | 10.90 | T.C. |
| | 2/8/22 | Industrial Spray Bottles (2) | 13.75 | T.C. |
| | 2/10/22 | WD 40 | 2.86 | J.S. |
| | 2/10/22 | 2" PVC True Union (2) | 35.93 | J.S. |
| | 2/10/22 | 2" PVC Male Adapter (2) | 6.70 | J.S. |
| | 2/10/22 | 2" PVC Coupling | 2.27 | J.S. |
| | 2/10/22 | 2" PVC Elbow (2) | 9.68 | J.S. |
| | 2/10/22 | 2018 & 2019 EZGO Golf Cart Repair | 405.00 | J.S. |
| | 2/11/22 | 15' Wire Mold (2) | 65.73 | J.S. |
| | 2/11/22 | 24' Safety Tape | 7.34 | J.S. |
| | 2/11/22 | Scotch Mounting Taper (2) | 15.62 | J.S. |
| | 2/11/22 | 9' 20amp Extension Cords (5) | 103.33 | J.S. |
| | 2/14/22 | 12 Gallon Trash Cans (2) | 34.43 | S.A. |
| | 2/14/22 | 100 Pack Scraper Blades | 9.17 | S.A. |
| | 2/14/22 | Glass Scraper Combo | 10.09 | S.A. |
| | 2/15/22 | Rubber Mallet | 17.22 | T.C. |
| | 2/15/22 | Black Nitril Gloves 20pk | 8.33 | T.C. |
| | 2/15/22 | Pinesol Lemon Cleaner | 11.18 | T.C. |
| | 2/15/22 | Bleach | 8.48 | T.C. |
| | 2/15/22 | Glass Cleaner | 9.18 | T.C. |
| | 2/16/22 | 8' White Vinyl Post | 44.70 | S.A. |
| | 2/16/22 | Huskey Square | 21.24 | S.A. |
| | 2/16/22 | 5"x5" Fence Post Top (6) | 30.91 | S.A. |
| | 2/16/22 | Cable Tie Straps 500pk | 19.55 | T.C. |
| | 2/18/22 | 24" Dewalt Prybar | 8.76 | J.S. |
| | 2/18/22 | Diablo Cut Off Wheel | 2.29 | J.S. |
| | 2/18/22 | Diablo Steel Demon Cutoff Wheel | 2.58 | J.S. |
| | 2/22/22 | 60 Watt 3pk DIM (4) | 50.37 | T.C. |
| | 2/22/22 | PVC Solvent | 4.27 | T.C. |
| | 2/22/22 | Mason Chisel | 7.64 | T.C. |
| | 2/23/22 | PVC 2" Coupling (3) | 2.63 | T.C. |
| | 2/24/22 | 3m Respirators Pack | 9.76 | J.S. |
| | 2/24/22 | Reducing Washer 1"x1/4" (2) | 2.65 | J.S. |
| | 2/24/22 | Insulated Bushing | 1.56 | J.S. |
| | 2/24/22 | Reducing Washer 2"x1/4" (2) | 9.71 | J.S. |
| | 2/24/22 | 4x4 Junction Box | 16.42 | J.S. |
| | 2/24/22 | 20amp Breaker | 7.29 | J.S. |
| | 2/24/22 | 2" PVC Elbow (2) | 19.02 | J.S. |
| | 2/24/22 | 2" PVC Street Elbow | 4.84 | J.S. |
| | 2/24/22 | 2" PVC 45 | 5.01 | J.S. |
| | 2/24/22 | 2" PVC Coupling (2) | 4.53 | J.S. |
| | 2/28/22 | Bernzo 14.1 oz Map Bottle | 14.92 | J.S. |
| | 3/1/22 | Floor Fan | 57.48 | J.S. |
| | 3/1/22 | Welding/High Temp Gloves | 9.36 | J.S. |
| | 3/3/22 | PVC 2" Pipe | 10.30 | J.S. |
| | 3/3/22 | PVC Solvent | 4.27 | J.S. |
| | 3/3/22 | 4x3/8" Shedless Knit 3pk | 5.95 | T.C. |
| | 3/3/22 | Mop Refill | 10.32 | T.C. |
| | 3/3/22 | Black Nitril Gloves 20pk | 8.33 | T.C. |
| | 3/3/22 | Pelican Liners | 2.52 | T.C. |
| | 3/3/22 | 8" Metal Roter Tray | 2.04 | T.C. |
| | 3/3/22 | 8" Metal Roter Tray Liners 5pk | 3.73 | T.C. |
| | 3/3/22 | DAP Premium Wood Filler | 6.60 | T.C. |
| | 3/3/22 | Lemon Cleaner | 7.45 | T.C. |
| | 3/3/22 | Outdoor Cleaner | 13.62 | T.C. |
| | 3/3/22 | Angle Brush | 6.75 | T.C. |
| | 3/3/22 | 9x3/8" Shedless Knit 3pk | 9.23 | T.C. |
| | 3/4/22 | Stanley Chisel Set | 18.96 | J.S. |
| | 3/4/22 | 4.5" Diablo Grinder Disk | 6.16 | J.S. |

TOTAL \$4,466.24

FIFTH ORDER OF BUSINESS

RESOLUTION 2022-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT CONFIRMING THE DISTRICT'S USE OF THE CLAY COUNTY SUPERVISOR OF ELECTIONS TO CONDUCT THE DISTRICT'S ELECTION OF SUPERVISORS IN CONJUNCTION WITH THE GENERAL ELECTION

WHEREAS, the Double Branch Community Development District (hereinafter 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;

WHEREAS, the District is run by a Board of Supervisors consisting of five members;

WHEREAS, the Board of Supervisors of Double Branch Community Development District (hereinafter the "Board") previously implemented section 190.006(3)(a)2.c., Florida Statutes, and has used the Clay County Supervisor of Elections (the "Supervisor") to conduct the District's previous supervisor elections in conjunction with the General Election;

WHEREAS, the Supervisor has requested the District adopt a resolution confirming the District's use of the Supervisor for the purpose of conducting the District's future supervisor elections in conjunction with the General Election; and

WHEREAS, the District desires to continue to use the Supervisor for the purpose of conducting the District's supervisor elections in conjunction with the General Election.

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

Section 1. The Board is currently made up of the following individuals:

Cindy Nelsen – 1394 Canopy Oaks Drive, Orange Park, FL 32065;
Chad Davis – 600 Longcrest Lane, Orange Park, FL 32065;
Andre Lanier – 303 Brier Rose Lane, Orange Park, FL 32065;
Charles T. Horton – 2958 Thorncrest Drive, Orange Park, FL 32065;
Scott Thomas – 3635 Sunset Oak Drive, Orange Park, FL 32065;

Section 2. The term of office for each member of the Board is as follows:

| <u>Supervisor & Seat</u> | <u>Term (Including Expiration Date)</u> |
|------------------------------|---|
| Scott Thomas – Seat 1 | 11/2020 – 11/2024 |
| Andre Lanier – Seat 2 | 01/2019 – 11/2022 |
| Chad Davis – Seat 3 | 11/2020 – 11/2024 |
| Cindy Nelsen – Seat 4 | 11/2018 – 11/2022 |
| Charles T. Horton – Seat 5 | 11/2020 – 11/2024 |

Section 3. Seats 2 and 4 are scheduled for the General Election in November 2022.

Section 4. Members of the Board may receive \$200 per meeting for their attendance but no Board member shall receive more than \$4,800 per year.

Section 5. The term of office for the individuals elected to the Board in the November 2022 General Election is four years.

Section 6. The newly elected supervisors assume office on the second Tuesday following their election.

Section 7. The District hereby instructs the Supervisor to conduct the District's General Elections. Pursuant to section 100.011(4)(a), Florida Statutes, the District understands that it will be responsible to pay for its proportionate share of the general election cost and agrees to pay the same within a reasonable time after receipt of an invoice from the Supervisor.

PASSED AND ADOPTED THIS 11TH DAY OF APRIL, 2022.

**DOUBLE BRANCH COMMUNITY
DEVELOPMENT DISTRICT**

CHAIRMAN/VICE CHAIRMAN

ATTEST:

SECRETARY/ASSISTANT SECRETARY

SIXTH ORDER OF BUSINESS

A.

MEMORANDUM

TO: District Manager

FROM: Michael C. Eckert

DATE: March 29, 2022

RE: Best Practices for Responding to Public Records Requests

Over the past few months, we have seen an uptick in public records requests. While public records requests can be frustrating for all parties for a variety of reasons, it is important for a community development district to follow the law and to implement best practices. This will help the public receive the information they are seeking in a consistent and timely manner, while at the same time providing protection for the District should litigation over a public records request arise. Please keep in mind that the law regarding public records requests continues to evolve. In addition, this memorandum is not comprehensive and additional issues will invariably arise which will require further analysis. If at any time you have questions, please contact our office for guidance.

A few reminders on public records are in order.

1. A public records request does not have to be in writing.
2. A public records request does not have to be signed.
3. A public records request does not have to provide the name of the person requesting the records.
4. You cannot require the requestor to show identification.
5. You should not ask the requestor the purpose of the request, unless it is necessary to understand what records they are seeking.
6. You should not respond to a public records request by referring a person to a website in lieu of providing the requested record.
7. There is no obligation for you or the District to create a new record in response to a request.
8. There is no obligation for you or the District to answer questions in response to a request.
9. Public records requests occasionally seek records that should not be, or are not permitted to be, produced under Florida law. If you have any question regarding whether a document requested is “*exempt*” or “*exempt and confidential*” under Florida law, seek legal guidance from our office before production.

Based on current Florida law, below are some best practices that we encourage your office to implement and follow.

Initiation of Process

A public records request is received by a supervisor, a member of district staff, a district employee, or a contractor to the district.

Step One (all supervisors, staff, district employees and contractors)

Immediately send or communicate the request to the District Secretary or their designee for a coordinated and consistent response.

Step Two (District Secretary or their designee)

Acknowledge in writing that the request has been received. This step should be completed without delay.

Example: The District is in receipt of your public records request dated _____ . Your request will be processed in accordance with the District's Rules and Policies and Florida law.

Step Three (District Secretary or their designee)

Determine whether the request is seeking paper copies or electronic records.

Step Four (District Secretary or their designee)

Determine whether the nature or volume of records requested requires extensive use of information technology resources or extensive clerical or supervisory assistance. If the time to respond is in excess of 15 minutes, it is presumed to require extensive use of information technology resources or extensive clerical or supervisory assistance.

Step Five (District Secretary or their designee)

If the nature or volume of records requested does not require extensive use of information technology resources or extensive clerical or supervisory assistance, contact each District staff member or Board member who may have responsive records and assemble the requested records and move to step 6A.

If the nature or volume of records requested requires extensive use of information technology resources or extensive clerical or supervisory assistance, do not assemble the records at this time and move to step 6B.

Step 6A (District Secretary or their designee)

Review the assembled records to determine if there is any information that is included in the records that is exempt, or confidential and exempt, under Florida public records laws. If the records are clearly not exempt, or confidential and exempt, under Florida public records laws, provide the records to the requestor. If there is a question as to whether the records contain

information that is exempt, or confidential and exempt, under Florida public records laws, please forward the request and responsive records to District Counsel for review. After you hear back from District Counsel as to what records may be produced, produce the records. If any documents requested are not to be produced because they are exempt, or confidential and exempt, District Counsel will provide you with something in writing to deliver to the requestor which references the specific statutory basis for the withholding of the records. If paper records are requested, you should collect the copy charges from the requestor before providing the records. The amounts you can charge for copies and certified copies is set forth on Exhibit A hereto. Please ensure that you maintain a record of the date, time and manner in which you produced the records. *This is the final step when the request does not involve extensive use of information technology resources or extensive clerical or supervisory assistance.*

Step 6B (District Secretary or their designee)

When the nature or volume of records requested requires extensive use of information technology resources or extensive clerical or supervisory assistance, you will need to estimate the special service fee that will be charged to process the request. You will also need to estimate the amount to be charged for paper copies, if requested. Understand that the special service charge is applicable to staff time spent responding to the request. Each staff member should be requested to provide their hourly rate for a special service fee (as calculated above) and an estimate of the time necessary for them to respond to the request. Board members should not charge for their time responding to public records requests. The special service charge must be based on the hourly wage (and benefits) of the person or persons responding to the request. In addition, the rate to be charged should be the rate for the person with the lowest hourly wage (and benefits) that is competent to respond to the request.

Example: If a recording secretary is paid \$40,000 a year and his or her benefits are valued at \$10,000 per year, works 50 weeks a year at 40 hours per week, that is a total of 2000 hours. \$50,000 total compensation and benefits divided by 2000 hours equals a special service charge of \$25 per hour.

Step 7 (District Secretary or their designee)

After you have spoken with all staff members who may have responsive records and determined the estimated special service fee, contact the requestor in writing to inform the requestor of the estimate and request payment before the response is compiled. This is a very important step in the process to complete with accuracy and consistency.

Example: Dear [Requestor]:

Below you will find the special service charge estimate for production of the records you have requested. A special service charge is necessary due to the fact that the nature and volume of the records requested will require extensive clerical and supervisory assistance to fully respond to the requests. [Responsive records could include notes, correspondence, emails,

meeting minutes, audio meeting recordings, agreements, drafts, reports, etc. over approximately the past _____ years.]

The estimate below assumes you want copies emailed to you and not paper copies. If you are requesting paper copies, there will be an additional duplication charge. Please clarify if you want paper copies.

Estimated Special Service Charge:

District Administrative

\$_____ (estimated _____ hours @ \$_____ per hour)

District Manager

\$_____ (estimated _____ hours @ \$_____ per hour)

District Engineer

\$_____ (estimated _____ hours @ \$_____ per hour)

Paralegal

\$_____ (estimated _____ hours @ \$_____ per hour)

Legal Counsel

\$_____ (estimated _____ hours @ \$_____ per hour)

Total Estimated Charge: \$_____

A check for the estimated charge should be made payable to the _____ Community Development District and mailed to the following:

[INSERT DISTRICT MANAGER ADDRESS]

Upon receipt of your payment, we will begin the process of gathering the documents and reviewing applicable exemptions. If our estimate is higher than our actual expenses, we will refund the difference. If our actual costs are higher than our estimate, we will provide the additional charges to you and we will expect prompt payment.

Please confirm you want the documents sent by electronic mail to: _____.

[You have requested that your public records request be treated as continuing. Such is inconsistent with Florida law and the request will not

be treated by the District as continuing. See Florida Attorney General Informal Opinion to Worch, June 15, 1995.

[In relation to the transcripts of shade sessions held on _____, _____, and _____
[DISTRICT MANAGER: INSERT SHADE SESSION MEETING DATES FOR THE LITIGATION], for separate and independent reasons, the records you requested are exempt and confidential under sections 286.011(8) and 119.07(1)(d) of the Florida Statutes. Such records remain exempt and confidential until the conclusion of the litigation or adversarial administrative proceedings, meaning a suit has been dismissed with prejudice or the statute of limitations has run. This position is based on Florida Attorney General Opinion 94-33. Therefore, these transcripts are not being produced.]

For questions, please contact _____ @
_____. (_____) - _____

Step 8 (District Secretary or their designee)

Collect the special service charge estimate.

Step 9 (District Secretary or their designee)

Compile the requested records from all District staff and board members. Inform all staff members to keep track of their time spent responding to the request in tenth or quarter hour increments.

Step 10 (District Secretary or their designee)

Review the assembled records to determine if there is any information that is included in the records that is exempt, or confidential and exempt, under Florida public records laws. If the records are clearly not exempt, or confidential and exempt, under Florida public records laws, provide the records to the requestor. If there is a question as to whether the records contain information that is exempt, or confidential and exempt, under Florida public records laws, please forward the request and responsive records to District Counsel for review.

Step 11 (District Secretary or their designee)

After you hear back from District Counsel, compare the amount of the estimated special service charge to the amount of time actually expended responding to the request. If the estimated special service charge proves to be too high, provide a refund to the requestor. If the estimated special service charge proves to be too low, contact the requestor and seek the balance of the special service charge due. If the person refuses to pay, contact District Counsel for further instructions prior to producing the records.

Step 12 (District Secretary or their designee)

Produce the records. Please ensure that you maintain a record of the date, time and manner in which you produced the records.

Exhibit A

Excerpt from Rule of Procedure 1.2(2) (Most recent Kutak Rock version)

- (2) Public Records. District public records include all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received in connection with the transaction of official business of the District. All District public records not otherwise restricted by law may be copied or inspected at the District Manager's office during regular business hours. Certain District records can also be inspected and copied at the District's local records office during regular business hours. All written public records requests shall be directed to the Secretary who by these rules is appointed as the District's records custodian. Regardless of the form of the request, any Board member or staff member who receives a public records request shall immediately forward or communicate such request to the Secretary for coordination of a prompt response. The Secretary, after consulting with District Counsel as to the applicability of any exceptions under the public records laws, shall be responsible for responding to the public records request. At no time can the District be required to create records or summaries of records, or prepare opinions regarding District policies, in response to a public records request.
- (3) Service Contracts. Any contract for services, regardless of cost, shall include provisions required by law that require the contractor to comply with public records laws. The District Manager shall be responsible for initially enforcing all contract provisions related to a contractor's duty to comply with public records laws.
- (4) Fees; Copies. Copies of public records shall be made available to the requesting person at a charge of \$0.15 per page for one-sided copies and \$0.20 per page for two-sided copies if not more than 8 ½ by 14 inches. For copies of public records in excess of the sizes listed in this section and for outside duplication services, the charge shall be equal to the actual cost of reproduction. Certified copies of public records shall be made available at a charge of one dollar (\$1.00) per page. If the nature or volume of records requested requires extensive use of information technology resources or extensive clerical or supervisory assistance, the District may charge, in addition to the duplication charge, a special service charge that is based on the cost the District incurs to produce the records requested. This charge may include, but is not limited to, the cost of information technology resource, employee labor, and fees charged to the District by consultants employed in fulfilling the request. In cases where the special service charge is based in whole or in part on the costs incurred by the District due to employee labor, consultant fees, or other forms of labor, those portions of the charge shall be calculated based on the lowest labor cost of the individual(s) who is/are qualified to perform the labor, taking into account the nature or volume of the public records to be inspected or copied. The charge may include the labor

costs of supervisory and/or clerical staff whose assistance is required to complete the records request, in accordance with Florida law. For purposes of this Rule, the word “extensive” shall mean that it will take more than 15 minutes to locate, review for confidential information, copy and re-file the requested material. In cases where extensive personnel time is determined by the District to be necessary to safeguard original records being inspected, the special service charge provided for in this section shall apply. If the total fees, including but not limited to special service charges, are anticipated to exceed twenty-five dollars (\$25.00), then, prior to commencing work on the request, the District will inform the person making the public records request of the estimated cost, with the understanding that the final cost may vary from that estimate. If the person making the public records request decides to proceed with the request, payment of the estimated cost is required in advance. Should the person fail to pay the estimate, the District is under no duty to produce the requested records. After the request has been fulfilled, additional payments or credits may be due. The District is under no duty to produce records in response to future records requests if the person making the request owes the District for past unpaid duplication charges, special service charges, or other required payments or credits.

- (5) Records Retention. The Secretary of the District shall be responsible for retaining the District’s records in accordance with applicable Florida law.
- (6) Policies. The Board may adopt policies related to the conduct of its business and the provision of services either by resolution or motion.

D.

Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285; manager@oakleafresidents.com

Memorandum

Date: April 2022
To: Board of Supervisors
From: GMS – OakLeaf Operations Manager

Community:

Special Events

- Spring break report- report
- Movies w/ food trucks, Vendor fair (Easter)
- Upcoming: Virtual Egg Hunt, Community Yard Sale

Aquatics

- Pools open weekends, alternating schedules in May
- Lap pool at MV is no longer heated, operations will change due to MV fencing project

Amenity Usage

- *Total Facilities Usage – 3289*
- *Average daily usage – 106*

Card counts:

| | |
|-----------------|----|
| DB Owners | 44 |
| DB Renters | 45 |
| DB Replacements | 15 |
| DB Updated | 7 |

Total cards printed: 241 (both districts)

Rentals

- *of 31 days rented in March , of weekends rented*
- *Clubroom rentals, patio rentals*
- *tours (approx. hours)/ 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

- Items and time concerning Cannon's Point Playground slide – updates to be finalized as part of disciplinary hearing
- Pickleball tournament and plan for proceeding with renovations
- Fitness Center landscape improvements
- Coordination of capitol studies timeline
- Send out inquiry emails and coordination with vendors for budget planning

MAINTENANCE

- Replace and re-tie fencing on Sprayground
- Clean and prep pool decks for Spring Break
- Touch up painting on decorative street poles in neighborhood (ongoing)
- Pressure wash pool deck gazebo
- Coordination and prepping of slats for replacement at Pool Deck Gazebo
- Reset clocks throughout due to time and light changes
- Painting of slide exterior, inspection of fiberglass body and supports
- Install of new server for access system
- Install and upgrade of software for access system
- Inspect and diagnose issues with guest card access on system
- Preventative maintenance performed on Fitness Center equipment
- cleaning/clearing of water fountain systems and replacement of filters (pool) – issues with control board on bottle fillers
- Quarterly sprinkler testing
- DB Security cart check in /check out procedures finalized, access given to security
- Preventative maintenance performed on fire, burglary alarm panels
- Diagnose issues with AT&T landline
- Replacement of vacuum motor at lap pool
- Diagnose electrical issues on pool packs – traced to breaker on lap pool line
- Contact Village Center HOA for coordination of work concerning lighting, waiting for more info from Clay Electric
- Re-tie multiple wind screens throughout
- Removed old tarps and replaced with new tarps and mesh covers for pool pack areas
- Prep and replacements of hanging baskets, and potted plants on pool decks
- Audit of access cards – ongoing (to include audit of adult family members in household)
- Pull, inspect, and replace drain covers at Pools
- Cut backing for new and replacement signs – ongoing
- Dispose of multiple large electronics equipment (hazardous waste refuse)
- Multiple drop off trips for refuse removal (rosemary hill)
- Data collection for Florida Department of Labor
- Finalization of Supervisor additions to district payroll system

Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285; manager@oakleafresidents.com

Memorandum

MAINTENANCE (continued...)

- 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 3/5. Nature's Hammock, Fall Creek, The Oaks, Cannon's Point, Pebble Creek, Silver Leaf, Oakbrook, and The Cottages completed 3/27.

Landscaping

- *Sod installs per contract, and at Fitness Center*
- *Flower rotations completed*
- *Mulch updates at Amenity Centers and Pool Decks*
- *Trees trimmed at Pool Decks*
- *Monthly report for March submitted and filed at Operations office*

For questions, comments, or clarification, please contact:

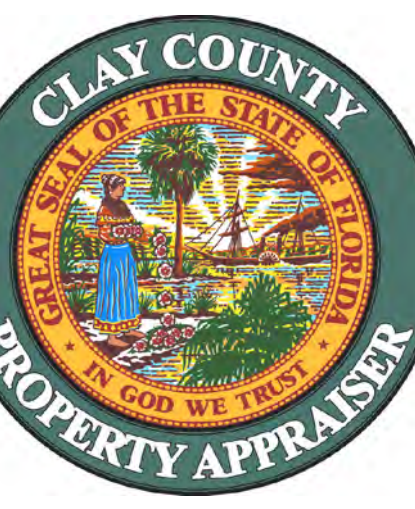
- Jay Soriano, Oakleaf Operations Manager 904-342-1441

jsoriano@gmsnf.com



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

Double Branch CDD 2013 Clay County, Florida



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

| | |
|--|------------------|
| | Boundary |
| | Parcel Line Work |
| | 930000.00 |
| | 930001.00 |
| | 930002.00 |
| | 930372.01 |
| | 930372.02 |
| | 930372.03 |
| | 930372.04 |
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