

DOUBLE BRANCH
Community Development District

MAY 9, 2022

AGENDA

Double Branch Community Development District

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

May 2, 2022

Board of Supervisors
Double Branch Community Development District

Dear Board Members:

The Double Branch Community Development District Audit Committee and Board of Supervisors Meetings are scheduled for **Monday, May 9, 2022 at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.**

Following are the agendas for the meetings:

Audit Committee Meeting

- I. Roll Call
- II. Review and Ranking of Proposals for Audit Services
- III. Other Business
- IV. Adjournment

Board of Supervisors Meeting

- I. Roll Call
- II. Audience Comments (limited to three minutes)
- III. Approval of Consent Agenda
 - A. Minutes of the April 11, 2022 Meeting
 - B. Financial Statements
 - C. Assessment Receipts Schedule
 - D. Check Register
- IV. Acceptance of the Audit Committee's Recommendation

V. Other Business

VI. Staff Reports

A. District Counsel

B. District Engineer

C. District Manager – Report on the Number of Registered Voters (5,532)

D. Operations Manager – Memorandum

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

VIII. Next Scheduled Meeting – June 13, 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,

Marílee Giles

Marilee Giles
District Manager

THIRD ORDER OF BUSINESS

A.

MINUTES OF MEETING
DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Double Branch Community Development District was held Monday, April 11, 2022 at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

Present and constituting a quorum were:

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

Also present were:

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

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Audience Comments

Mr. Jim Haynes, 468 Hearthside Court, stated I'm with the pickleball program. We had a fundraiser the weekend before last and we raised \$4,000 that we want to toss into the improvements of the pickleball courts. We're very excited about getting this program running. The one thing I wanted to bring up is we currently have a lot of players who bring guests and I'm wondering if there's any way to do a guest pass, punch card or monthly pass or something like that. I would say at the present time we probably have about 40 players who come out, including clinics and friends who are invited to come play and they all work with the guest

pass system. They pay the resident the \$3, or whatever it is, and they add it to their card and get them in that way, but it's really inefficient to do it that way. This is something that is generating a little income so we just wondered if there's any way to look at something that would be more efficient.

Mr. Soriano stated we've talked about this before. The \$4,000 is what we've talked about as far as commitment and we appreciate that. That helps put money toward the renovation, but when it comes to the guest pass, the little bit of revenue generated, you're asking to get rid of that revenue so that's a little counterproductive. We talked about other ways to do it that might make it quicker and easier, but it's not just about giving a discount or a break. We talked about doing a setup like our sports do even, where there might be an agreement such as pickleball pays and they get so much time for practices during the week, but it doesn't allow them to come at any time and use the pickleball courts.

Vice Chairman Davis stated no, the guest fee will pay back toward what the residents are paying for the guests to use their facilities.

Mr. Soriano stated we've talked about setting up a quicker way to do it, but that might be for just pickleball teams. Random guests still want to come in, if somebody has only come here once or twice to a clinic you're putting on, they're not included in that team, they just have to do the guest pass. It's still always going to be there. We have guest policies, so we can't stray from that policy too much. That would be unfair to residents coming out that just want to play tennis or basketball or anything else. For the pickleball group itself, if we have a good amount that do play consistently, then yes, we can do something for the teams, but I think that's something we'd have to work out with you guys as a group kind of like we do for soccer or I-9.

Mr. Jim Haynes stated certainly anything I'm suggesting is something that may be profitable for the CDD. We're not trying to get around that in any way, because a lot of people do want to come out and play and they do play consistently. I'm just trying to think of a more efficient way for the people who want to participate that would be profitable for you.

Mr. Soriano stated that could be an easier way. If we know what times the clinics are, and what times people practice, but then it kind of sticks them to those times. If we're saying we do clinics at 4:00, 5:00 and 6:00 and we have those times in the evening, guests wouldn't be able to show up at 10:00 without paying a guest fee. They don't actually pay it. It's the

resident that pays for it. They're always going to have to be with a resident. We don't go around that at all, but outside of that, we can do something for the group if we set it up as team usage. We would have to look at that and figure out when you guys are using the guests.

Chairperson Nelsen stated we have to be careful how we handle this, especially with that new 125 single-family home community going in that is not part of the CDD, because I don't want those people to say they want to come in and go to the pool one day.

Chairperson Nelsen stated we're going to have to do it as a sports team in my opinion.

Mr. Soriano stated that will be something we will have to work through and bring back what we think will work well for us.

Ms. Giles announced that Mr. Lanier was present at this time, approximately 4:07 p.m.

THIRD ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the March 14, 2022 Board of Supervisors and Audit Committee Meetings**
- B. Financial Statements**
- C. Assessment Receipt Schedule**
- D. Check Register**

Ms. Giles stated included in your agenda package are the minutes of the last meetings, the financial statements as of February 28th, your assessment receipts schedule showing you are 97% collected, and the check register totaling \$86,536.33.

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

FOURTH ORDER OF BUSINESS

Consideration of Suspension of Amenity Privileges Related to Slide Vandalism

Mr. Eckert stated I'll read some things into the record, I'll ask for a presentation from Jay in terms of the facts and circumstances, provide you with the recommendation of staff, and then we will have an opportunity to hear from the people who are subject to the suspension and then the Board will have to make their decision. I also wanted to note that because this is one of those things where there was damage to District property, as we go through this hearing, this is just to deal with suspension of amenity privileges and there were three parties involved in that. So, rather than discuss reimbursement here today, my suggestion is those three parties should talk and provide some sort of proposal if they want to do that to Jay and then we can

address that at our next meeting. Today is just to deal with the suspension of the amenity privileges. We did send letters to the parents of the minors, or their legal guardians, we sent letters to Virginia Miller, Cindy Iraheta, and Karli Russell. All the minors were involved in the same incident. The date of the incident was January 31, 2022. The suspension letters were mailed on March 15, 2022, and today is our set hearing. The Board has previously been provided with the summary of events via a report from Jay at Board meetings, the incident investigation report from the Clay County Sheriff, copies of the letters of suspension, and then also the Double Branch CDD policies regarding amenity facilities dated June 2021. Just to remind the Board, when one of the Boards suspends somebody, it's reciprocal between both districts, so if Double Branch suspends somebody, that means they can't use the Middle Village facilities either. The minors and parents have previously been provided with the letters of suspension via regular and certified mail, and I believe Jay has also had some follow-up phone calls with the folks. We are going to review the policies that are implicated, page six with playgrounds and parks, says that the suspension and termination policies as outlined in this document will be enforced for any unacceptable behaviors displayed at playgrounds or parks. Pages nine through ten, responsibility for loss or damage to person or property; indemnification; limitation of liability says the District reserves the right to pursue any and all legal and equitable measures necessary to remedy any losses due to property damage. The suspension and termination privileges on page 10 says, privileges to use the grounds/facilities owned by the District can be subject to suspension or termination by the Board of Supervisors if a patron exhibits unsatisfactory behavior, deportment or appearance, fails to abide by the rules, regulations and policies established for the use of the facilities, or engages in conduct that is improper or likely to endanger the welfare, safety or reputation of the center or its management. Our goal is to promote a safe and enjoyable environment for all facility users. Inappropriate behavior such as foul or abusive language, vandalism or fighting or anything of the above listed actions are never permitted. I'll just give a brief summary of the facts that I know. There was a slide that the District owns that was set on fire at Cannons Point on January 31, 2022. It destroyed the slide. Jay, I just have a couple of questions for you. If you want to give a summary first, I can follow up with whatever you may not have mentioned.

Mr. Soriano stated pretty much everything was covered. I did work with the Clay County Sheriff's Office also. I've talked to them about moving forward with pressing charges.

I'm not sure where they're at with that, but we are going to follow through with that side. In the meantime, I did get a quote to repair or replace that slide. That was submitted to them as part of that police report also. The families have that now. I've spoken to all three families now and I believe they are all here. They have made statements to me that they are willing to work with the Board under Michael's recommendation to deal with just the privilege portion. I think we're kind of stuck with the same suspension timeline of one year to revoke their privileges to be on the grounds. This does cover everything the District owns and applies to your sister district also.

Mr. Eckert stated two of the people involved have resident or patron access privileges and one of the persons involved does not have patron access privileges and is from outside the community, so we would be suspending privileges for whatever length the Board decides for the two that have access privileges and for the other individual we would be saying they would not be allowed on property and if they were here, Jay would call the police and enforce trespass.

Mr. Soriano stated just to clarify, there are two that live here, but only one has a card. The others do not have that.

Mr. Eckert stated at this point in time, I ask that the following be attached to the files of the suspension hearing records: the Double Branch CDD policies dated June 2021, the letters of suspension and correspondence to the parents or legal guardians, and the minutes of this meeting once they're prepared. You've already heard staff's recommendation. At this point in time, does the Board have any questions for staff or would you prefer to hear from the folks that have shown up first?

Vice Chairman Davis stated I have no questions. The slide being set on fire tells me all I need to know.

Mr. Thomas stated I have a question about our policy. Saying that one of the residents does not have a card, who's to say that they just go to the pool with their parents and on their parents card it just says two children so they will still have access to those amenities?

Mr. Soriano responded that's the hard part and that's why we're strict on our policies. I have no way of forcing anybody to get a card. I can't stop them from coming as a guest without posting their picture and saying do not let this person in. They would be trespassed if they were here on property. They can be arrested after that trespass citation is put into place.

We'd have to catch them and that would be for all three of them. They are not allowed on our property. As far as stopping them at the door, we'd have a bunch of pictures of people that we've had problems with. We have 30,000 residents so that is a little hard.

Mr. Eckert stated I appreciate everybody coming today to address the Board. At this point in time, if there is somebody who wants to go first, otherwise I'll go in the order I have down here. Is there a Virginia Miller here?

Ms. Virginia Miller responded I didn't realize it was just suspension, I thought it was everything in general so forgive me. We didn't want to come in asking for everybody to just ignore it and act like nothing happened, but we want to seek forgiveness and come up with a way to fix what happened. Since August 2019, she has lost her father, grandfather and most recently her mom in October. She is new to us, new to our rules. She moved up from Fort Lauderdale with a new start and new beginnings. It doesn't change that bad mistakes were made and it doesn't change that we need to fix whatever happened. She was with her friends; it was cold, and they started a fire. They did not intend to maliciously burn down the slide or take out a playground. Did they know that plastic burns? Yes. Did they think it through? Absolutely not. I know it's not the same in comparison, but I feel like it's just like when you're driving down the road, you get a text message, and you look at it. It's a bad mistake that can lead to very dangerous things. It could have been a lot worse than just a plastic slide that got a hole in it. We've had conversations about fire, and we have a fire pit at our house. We don't go to a park to build a fire with friends. Friends can come over. They didn't have ill intent; it was dumb decisions. I'm not saying what they did wasn't wrong. I'm just thinking that their lives and what had happened and the choice that you make has a lot to do with it as well and the amenities are amazing privileges. I don't know if this is something we can also discuss outside as well, but regardless of what happens charges-wise and everything else, at least for our family, we still want to do some type of community service within Oakleaf, but that might be a problem if she's not allowed on property, so I don't know if it can be a pre-arranged thing to where she's allowed on property at certain times, but I don't want her to do community service at a vet office or something like that. That's not giving back. We saw the Facebook posts, we read the comments. They were a little hurtful, but we opened that door. We picked Oakleaf because it seemed like a big family, loving and supportive, and one of the comments was that they showed no remorse. I think that's a big thing I just wanted you guys to also be aware that

this girl has gone through more in 14 years of life than a lot of people have their entire life, and that's neither here nor there, but she will always have a shield and she's not going to let you tear that down because you caught her doing something wrong. That does not mean she didn't come home and cry for the next three days, or that she was scared to do anything, or ask if she's allowed to walk by the park when she's walking home from school or anything like that. They've just been conditioned to hide their feelings. I don't know what the options are with everything, I just wanted to go on record that I don't want to just write a check. Yes, we will talk about the financial part, and we will take care of all that, but I want it to be more of a lesson learned than just coming in and saying here's a check, forgive my kid and let's move on.

A minor stated I'm sorry for what we did. We were being very irrational. I feel horrible for what we did, and we were not thinking before acting. I immediately felt the guilt when we got caught. I felt so stupid when talking to my aunt and the cops. It was so embarrassing. We lied and we ran home, because we knew how much we had messed up. We didn't want our guardians to be ashamed of us and we were all scared of the consequences of our actions, but thanks to those who caught us, they helped us realize what we were doing was wrong. It was like a rush of shame, guilt and embarrassment when I snapped into reality and realized what we were doing was not right and irrational. I also want to say that we had no intention of doing any damage. We were all just not thinking about what we were doing. I feel guilty and will do anything to give back to the community and pay the respect we need to give. I know now to think before I do things.

Mr. Eckert stated thank you for addressing the Board. If it's okay with the Board, we will move on to Cindy Iraheta.

Ms. Cindy Iraheta stated we are not from Florida, so the rules are very different from Chicago. I'm not saying what she did was right, what she did was wrong. She's a kid. We moved from leaving her father and her grandparents to coming here where she knows nobody and has stress. We're trying to move forward. We have to move out by next month. I want to apologize for my daughter's mistake, or should I say stupidity, because it was stupid, but they're kids and kids do stupid stuff, and she already knows what the consequences are. She's never going to do this; she knows that for sure. Her dad already spoke to her and everything and she's very embarrassed about what she did. I'd rather let her talk about it.

A minor stated I wanted to say that I really regret what we did. It was very stupid and irrational, and it could have ended worse if we weren't careful. None of us were thinking at the moment because of the adrenaline rush from starting it, but we snapped out as soon as we got stopped by those two ladies. That's when I realized what we had done. None of us wanted to speak. We didn't know what to say or do, we were just frozen in our minds. We could've run off, but we owned up to it because we knew how bad that situation was and how worse it would have gone if we did end up doing that. I felt shame because I knew better not to do something like that. That wasn't how I was raised. I felt embarrassed and I bet we all did. Just to clarify, we had no evil intentions of spreading the fire further. We had water in my bag to pour it out, but that still doesn't give an excuse. We shouldn't have done it anyway. It was a shame that we didn't think twice before we acted. I'm so sorry for the damage that we caused, and we wanted to say thank you to the ladies that stopped us and made us go back to reality. I also wanted to apologize to my mom because I saw how it affected her more than me. What would you do or say if your child did something as foolish as that? I would have been furious and terrified on what the next move is, and it wasn't only me that got involved. She had to get dragged into my mess. I feel terrible. I have no clue what was going through our heads and mine, but I know I would never want my mom in that pain again.

Mr. Eckert stated if it's okay with the Board I will move on. Ms. Karli Russell?

Ms. Karli Russell stated we are the ones that don't live in the neighborhood. We don't have any privileges. She definitely will never be allowed to come to friend's houses who live over here because she won't be allowed on the property and that's completely understandable. We will of course do whatever it takes to help rebuild the playground that was damaged. As soon as she got home, she immediately told me what she did. I haven't seen all of the Facebook posts because I'm not in the group, but I've heard there are teachers that live in the neighborhood, so she has to face responsibility every day for it.

A minor stated I want to say that I'm sorry and I feel so bad. I know what we did was wrong, and I don't know why we did it. If there is anything I can do to help Oakleaf or any other part of Clay County I will.

Ms. Karli Russell stated the three girls have been through a lot. She lost her dad, both grandmas, grandpa, uncle, great grandpa, literally everybody. It's not an excuse, but it's very sad that they're all so depressed and obviously they made bad decisions as a group and that's

going to lead to them feeling even more guilty and it just compounds. I think that if they could actually do something to help, it might help them feel better because they're all definitely showing remorse and grief right now and if they can do something to make that better, I think it will help them.

Mr. Eckert stated thank you to both of you for addressing the Board. Board members, you have an opportunity to ask questions to anybody you want to if you want to. Two things that were mentioned in audience comments, is number one, the CDD has no authority over no eviction or housing issues whatsoever. We have nothing to do with that. We don't control that at all. The second thing is the suspensions that we're talking about here today are just from being at the District's amenities and parks. They don't apply to private residences.

Ms. Karli Russell stated yes, she still can play with friends.

A minor stated I have to stay at their house.

Mr. Eckert stated that's correct, so that's what we're talking about here today. I just wanted to clarify that for the record. If you have any questions, we can go through those and if not, you have a recommendation from staff, but ultimately it's up to the Board to decide what an appropriate suspension would be and the other issues that were addressed, I would suggest the three parties talk to each other and talk to Jay after the meeting so the Board can have something to understand how they can approach it at the next meeting. The reason I say that is it's a significant amount of damage and on an individual basis, it can't result in the District not being made whole on what happened.

Mr. Horton stated I'd like to thank you all from showing up today and I appreciate the apology from the kids and parents. I know sometimes you make mistakes, and it takes a lot to own up to it.

Mr. Lanier stated it does take courage to come and it's well appreciated.

Mr. Horton stated one thing that was mentioned was community service. The only thing I could think of without really getting on the property here is picking up trash along the roads and things like that. If you live here long enough, you'll see there's a lot of trash out there. I don't know if that would be possible. Maybe you could check in with Jay and say we're going to go pick up trash in a certain area.

Chairperson Nelsen asked can we do exceptions if they volunteer?

Mr. Soriano responded we can do exceptions. We've talked about doing community service as part of suspension issues in the past if you recall. They would have to coordinate with me and that allows them to be there at that time on the property. That's the case with many other community services projects done, whether it's done through the Sheriff's office or anything like that. They may be in areas that they're typically not supposed to be in and they're doing things like cleaning and getting things in order. I can coordinate that with them over this next year. It does teach them a lot.

Mr. Horton stated if they can come on the property, the soccer field for example, it seems like the Monday after the teams have played there's always stuff there. That might be a good start too besides Loop Road and the entrance road. If they're willing to do that.

Mr. Eckert stated I wouldn't call it community service. What I would suggest is the Board deal with the suspension of the privileges based on all the information that you've heard. Typically, we see suspensions range from six months to twelve months on things like this. Make that decision and then the three parties can talk to each other and talk to Jay about the replacement issue and the volunteer opportunities and then he can report back to you at the next meeting on that issue. Whether or not those volunteer opportunities are tied to any kind of reduction of suspension, that is up to the Board. I don't think I'm prepared to recommend the structure for you to be able to accomplish what you're asking about here at today's meeting.

Chairperson Nelsen stated I understand, I just wanted to make sure it would be okay.

Mr. Soriano stated it's something that is available, and I can work with them and bring it back to you guys.

Mr. Thomas stated to all three ladies, thank you for coming. It's refreshing to see teenagers taking responsibility for their actions. I sincerely believe there is remorse and yes, in your own words, it was stupid. The adrenaline was going. Every adult sitting on this Board were teenagers once as well, so thank you for showing up tonight. The only thing that is sticking to me is the fire. Last week as I drove home, there was fire on the Phase 1 side over by one of the ponds leading to the nature trail. I just happened to be one of the first people that rolled up on it and Clay County Fire and Rescue said, if we had waited another five minutes, it would have reached homes. The spot where you were is directly next to homes. Homes that people have paid a lot of money for, have worked blood, sweat and tears to afford and through a very poor decision, where you were, whether the ground was wet or not, with these Florida

winds, there could've been a lot of damage. That's the only thing that is sticking in my mind, but I sincerely appreciate the fact that you are here, you took the time to write your own notes, and you were brave enough to address the Board tonight. When we're talking about the structure of it, I could see them doing service towards community events since it was a community thing that was affected, whether it's the movie night, food truck night, or we have a pickleball court construction coming up pretty soon that I'm sure pickleball would enjoy some more hands on getting their courts ready, so just food for thought as we move forward.

Vice Chairman Davis stated I make a motion to go forward with the revocation of privileges for one year.

Mr. Horton stated I'm usually the tough guy when it comes to suspensions and all that, but this time I would be a little more lenient, but I'll go with what the Board wants to do.

Mr. Thomas stated we've had people we've had suspension hearings before that have never showed up, so I was thinking six months.

Mr. Horton stated I was thinking six months too.

Mr. Thomas stated that puts them past summertime when the amenities are really enjoyed, but I get that we need to set a precedent that behavior like this is not okay and I get that.

Vice Chairman Davis stated it could be worked down six months for time served if we agree to that next month.

Mr. Thomas stated that's fine.

Chairperson Nelsen stated I would suggest a compromise. I would say we do the year and then maybe these ladies will come back in three months, and we will see if they've made an effort to put in some hours helping out with the community, and then we can bring that length of time down.

Mr. Thomas asked a year with a three-month review to see if there could be a reduction in time of the suspension?

Chairperson Nelsen stated yes.

On MOTION by Vice Chairman Davis seconded by Mr. Lanier with all in favor suspending access privileges for one year with a review in three months for each person involved was approved.
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Mr. Eckert stated Jay, they have all your contact information. Please talk to each other and reach out to Jay. Thank you again for coming in. I was very impressed by the presentation.

Chairperson Nelsen stated as we all were.

FIFTH ORDER OF BUSINESS

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

Ms. Giles stated this resolution is the Board seeking to implement Section 190 of the Florida Statutes. The term of office for the individuals to be elected to the Board in November is four years, and the new board members shall assume office on the second Tuesday following their election. The seats up for election are seats 2, Andre Lanier's seat, and seat 4, Cindy Nelsen's seat.

Ms. Nelsen asked is this one public record and do our addresses have to be in here?

Mr. Eckert responded it's your official address, which is what you have with the Supervisor of Elections. To the extent you are exempt under a Florida public records law from your address being out there, then that is something that the law requires you file an affidavit with Marilee to let her know that, and then they would redact these addresses.

On MOTION by Vice Chairman Davis seconded by Vice Chairperson Nelsen with all in favor 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 was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. District Counsel – Memo re: Best Practices for Public Records Requests

Mr. Eckert stated I have two items, one of which is in your agenda package. I've provided a memorandum that is more of a reminder on best practices for when we get public records requests and how we process those public records requests. The most important thing for the Board to remember is if you receive a public records request, you should immediately send it to Marilee because Marilee can then process it and make sure we are consistent in how we respond to all public records requests and make sure she gets the documents that are

necessary, and also make sure the District gets the compensation that is required. If it's something that is a little out of the ordinary, she can let the Board know we received a public records request, and we provided the response to it. There is nothing going on at your district that prompted this memo. Your district manager is doing a fine job dealing with this. They've got good processes in place, but I'm sending it to all twenty of my districts that I have.

The second issue is there is a bill that was passed that the Governor hasn't signed yet that may allow us to publish our notices, or at least a lot of our notices, on a County website, which is yet to be created, if in fact it's cheaper for us to do that rather than going through the newspapers. We're going to see how Clay County rolls that out. It doesn't go into effect until January 1, 2023, so it won't affect what you budget for legal notices this year, but in the next year, we're hoping it will dramatically decrease the amount we pay for publication costs in the newspaper. We will keep an eye on that.

B. District Engineer

Ms. Giles stated we are within the 90 days of the stormwater needs analysis due date, so I will follow up with Peter on that.

C. District Manager

Ms. Giles stated Jay and I will be looking for guidance from the Board regarding preparation of your 2022/2023 proposed budget. We will approve that budget at our June 13th meeting, and then we will adopt that budget at our September 12th meeting.

D. Operations Manager - Memorandum

Mr. Soriano stated we have had a lot of the community events since I saw you last, we were just starting Spring Break. Everything went over pretty smooth with Spring Break. The weather could've been better, but we had a couple of days that people were able to enjoy the pools. That cut down on attendance. We have had our resident-run vendor fairs this last weekend and our movie food trucks were this last Friday night, so the place has stayed relatively busy. As you heard from Jim, we had our pickleball tournament that brought in \$4,000. We have a virtual egg hunt coming up. We started virtual events with Thanksgiving a couple of years ago when everything shut down. There is a map out there, it's a little over 3.5 miles and there are quite a few eggs hidden in the common area for all of the residents to go

around, take pictures, and send them to us to show us they completed the course. We also have our community yard sale coming up at the end of the month.

As far as the pool schedule, we are only open for the weekends. That water is still a little chilly so we haven't had a lot of people in the pool, but after this weekend I think it will pick up a little bit. When we go into May we start the alternating schedule where one side is open at a time, we go back and forth during the week and on the weekends they're all open until Memorial Day where we open full blast. On this side the heater is shut down now. I have a note on the report that operations will change due to fencing and I will go over that in a few minutes.

Our usage has evened out. The only difference I see compared to years past is the usage of the fitness center. The fact that there's now a big commercial fitness center takes away from usage a bit.

Moving on to the maintenance items. The enhancements of the fitness center are done. There's grass back there and trees. We may do a couple more myrtle trees, but that would be part of the renovation for the pickleball. Now that they're done with their fundraising event, I can move forward with making plans with the fencing company to remove and make plans with the pickleball group because they're going to help me with some of that demolition to save some funds and possibly help with setting up for painting and surfacing. The only other open items I have are the capital improvements. I did a tour with Charlie Sheppard to do our capital studies update. He was really happy with the condition of the facilities. I don't know how much is going to change. He should have preliminary numbers to us next month. The biggest priority was Middle Village first because they are discussing savings from a refinancing right now. If he can get them both done, hopefully we will have them for our meeting next month. He was really happy with the large facilities and large equipment and how we're extending their life. Some of the only things he pointed out that he thinks we should spend more money on would be more cosmetic items, like large paint jobs on the buildings, rather than touch up painting like we do. Our capital reserves are doing well. It will adjust downward, just for a couple of reasons. One, we added a lot of facilities on. We have a new parking lot, we have all of our fitness equipment and the equipment around the soccer fields, all the work with the bridges and things like that. Also, the fact that costs of goods and inflation has really skyrocketed the last two years. So, we will get some new numbers that

should be expected for us to keep everything up at this level or better over the next couple of years and that affects our budget planning. I have also sent out emails to a lot of our vendors to ask for their increases so I can plan for this budget. It's a little early for most of them because they think of the year as beginning in January, so I have to remind everybody that our fiscal year starts October and we're doing our budget planning now.

There's something I wanted to go over with you, and I did this with your sister district also, and it's the largest cost we have besides landscaping. The highest cost in our budget is staffing. I took out the biggest point, which is aquatics. We do have staff off-season. There is a handful that run the fitness center and things like that, but when it comes to the hourly, it's our seasonal aquatics staff that goes from a handful, to about 50 people in the summer. We started running staff in-house years ago and we saved thousands of dollars because we were paying a contract fee. However, just planning out because of this big five-year minimum wage increase, it takes this amount up greatly. One thing we looked at when we took staff on in-house is we didn't want to pay our lifeguards and staff minimum wage, we wanted to pay better. Minimum wage was about \$8.35 back then and we wanted to pay a \$10 rate, so we were much higher than minimum wage, which makes sense because we ask them for a lot. They have to do special training and they have to pay for that training. They have to take a little bit of risk as the person that responds in a threatening situation. That's a lot for a high school kid. Then they also have to deal with angry residents. Most staff are making \$10.25 to \$10.50. When I take that same percentage that we've increased each year and add that one-dollar amount and we go up 15% at a time, you'll see those wages adds about \$120,000 in staffing. Middle Village at \$170,000 now, goes to \$240,000 in that five-year period, so it's not a little jump. That is one of my bigger concerns for our future budgeting. That's if we keep the same plan we have now. We are still saving money because if we go out to another company, we have to pay a contract fee. That's what we have to be aware of for our budget planning.

There's one more thing I wanted to bring to your attention. If you recall, we had a good amount of Plantation Oaks torn up and Oakleaf Plantation Parkway torn up so the County could run electrical lines to the County park. We still have not been paid by them. I may have to have Mike help me out. To fix just the side, VerdeGo has quoted \$5,600. That should be something that comes from them. It's their right of way so they may give pushback. They damaged one of our clocks due to cutting the lines and their subcontractor is going to have to

pay for that. I've been leaving messages for the County for more than two months now and they haven't returned a phone call. I'm going to get with Steve Parrish, who is one of the directors over there to find out why they're trying to avoid this. They have to pay for our clock. As far as sod, they could argue a bit because it's their right of way that they don't want to pay for it, but they know better. We pay to improve that area.

Vice Chairman Davis stated yes, and the contractors and subcontractors made no attempt to keep the damage to a minimum at all, they just tore it up.

Mr. Soriano stated I can't approve that amount without you so the reason I'm asking is if you guys want to move forward, we may never get paid. I don't know what they could come up with to say we don't have to pay for your grass or anything, but if their choice is to repair it, I have to move forward and give Chalon some kind of okay.

Mr. Lanier asked where is this?

Mr. Soriano responded down Oakleaf Village Parkway, and then you turn right at the amenity center and come up Plantation Oaks this way. You'll see big poles along the right-hand side, and then on the left on Plantation Oaks as you turn to come this way. When they covered it back up in November or December, they threw down a roadside mix, which is Bahia seed and it was winter rye, so all of that is going to go away. You can already see some spots it's starting to go away. It's not sod and it's not going to replace the St. Augustine grass. The first thing we did is photograph everything and then we measured everything out to give them exact amounts of what we need to do as we sent the first emails back then. It's the concern of approving a big amount of sod. It's up to you guys whether we want to wait and deal with them or go ahead and approve it.

Vice Chairman Davis stated what if we wait to see if we get an answer next month. If we don't have an answer by next month, then we can pull the trigger on something. Do you think it would be all right with the heat and putting sod down?

Ms. Suchsland responded May is usually your driest month. We can run sprinklers 24/7, but there's that school road there. You just never know with mother nature.

Mr. Lanier stated if we have a month, we're probably not going to get much resolved, so if we wait for the County to respond it could be a few months.

Ms. Suchsland stated we could talk about it next month and if we decide to do it, I can schedule it in June when the rain starts. Scheduling is flexible.

Mr. Soriano stated on the end of the report, you'll see I attached a couple of reports for you. Normally you just see this bullet point at the end of my reports saying vendors turned in their monthly reports and they're kept on file at my office. I just gave you two of them. I can always share a couple more with you later. Any vendor I have gives us extended reports. These are kind of nice because it shows when they're out here and what work they did so when I get resident complaints I can go back and see when something was addressed, whether it was completed or whether it wasn't and what the reasons for it are. I had one issue with a lady that was constantly complaining about a pond, and I found out the pond had not been treated for three months, however when I looked through his receipts, it noted on there each month that he couldn't get to it to treat it because the easement was blocked by one of the neighbor's trailers so he couldn't get the boat in. We do get that from time to time and I have to go out and argue with the homeowner and get them to understand that we have to be able to get to that pond or we can't treat it. That gives me the ability to see they were out this day; they drop those in the mailbox, and I keep them on file. It does add quite a few pages to my report, so I wasn't planning on doing this all the time. It's a little easier now that we have these digital agenda packages, but it's really up to you guys whether you want me to include this type of stuff every month.

Vice Chairman Davis stated as long as we know it's there, it appears to be very detailed, I don't think we need to include it every month.

Mr. Soriano concluded his report.

Mr. Thomas stated now that the school has its gate going all the way around, are there any plans to keep that split rail fence? Because if so, can we get it pressure washed or something? It's looking a little rough. Do we even need it anymore if the school has that chain link fence?

Chairperson Nelsen asked that back fence?

Mr. Thomas responded when you go straight at the stop light like you're going in the back entrance of the Oaks. I'm just talking about the one that goes along the sidewalk.

Chairperson Nelsen is that to keep kids on the sidewalk?

Mr. Soriano responded before we had that as separation. We installed it, but it doesn't actually sit on our property. That is the school district's property. Back then they didn't have any fence and that was actually up before the building was. It's not needed for anything.

Chairperson Nelsen asked is it on our pressure washing rotation?

Mr. Soriano responded we do pressure wash that fence every year.

SEVENTH ORDER OF BUSINESS

Audience Comments / Supervisors' Requests

Supervisor Requests

Mr. Thomas stated I went back to see where the Richmond Homes is now. I don't know where that line is, but it seems like they're doing a truck turnaround and it is getting awfully close to that pond. You mentioned there should be some kind of buffer area, so I just want to make sure we're on top of that.

Mr. Soriano stated we own where the trees are, so if they start taking down any of the trees that are around the pond that's where it starts to come in. It goes from the bank to a small section of trees, then there's grass. We own into the grass a little bit, but right now we're not going to be able to say anything to them about the development if they're tearing grass up to turnaround, but they can't take down trees, so we just have to keep an eye on that. The site plan has not changed, even though it's not American Homes for Rent anymore. They didn't have any homes right there against that side. That is the entry area. At one point it was talked about maybe putting a playground over here and they could use that area, because it does stretch back to the roadway pretty far, so there were no homes in that section at that time.

Mr. Horton asked is there any word on the fitness equipment yet?

Mr. Soriano responded no. I've requested a quote from Life Fitness. They own Hammer Strength, so they do a lot of the selling, although I was told that almost every piece is going to be almost twice what the refurbished rate was. We approved \$15,000 so we would be looking at \$30,000. I'd like to get whatever I can refurbished.

Mr. Horton asked are we going to discuss security?

Mr. Soriano responded they are working through quite a few things. I'm going to give them a list of things they've already started working on that we would like to see to show they're getting things done and improving. They've worked hard this last month. A big part of that too was a concern for increases and we talked about that. It doesn't make a lot of sense to increase when we're already having troubles. They're working hard to change those. They also have agreed to hold off on the increases. I talked to them today about giving me an official letter that provides what increase they're looking at for the next fiscal year so I can put it in the

budget and plan properly. As long as they're making some of these corrections, we're getting good staffing, good customer service, good training, and good support, then I don't see much of a problem with the increase on October 1st.

Mr. Horton asked what about the golf cart?

Mr. Soriano responded the golf cart has been handed over. I talked to Marco, their operations guy. I think that was a concern was giving it to their guards when they have some of these other issues, but I did ask them to set up protocols for checking it out. So, each night they will do things like taking pictures of it. If that thing comes back with a broken fender, I know who damaged it; things like that. I've walked through and shown them where we're keeping it, checking it out and it's theirs.

Mr. Horton asked where are you keeping it?

Mr. Soriano responded in the back pool house.

Mr. Horton asked so nobody has been using it?

Mr. Soriano responded no; it's just sitting there ready to go.

Mr. Lanier asked how is it going with lost shifts?

Ms. LaFata responded nothing on this side. We had some for your sister district.

Mr. Lanier asked what has been the biggest issue in the last month?

Ms. LaFata responded we haven't had any major issues. We've been able to assist emergency medical personnel with a couple of minor incidents on the playgrounds. We were able to notify Clay County of a couple of issues and direct EMS to a couple of children that had fallen on the playground, but no major concerns.

Mr. Lanier stated Chalon, I appreciate what VerdeGo is doing.

Ms. Suchsland responded thank you, I will relay that to the guys.

EIGHTH ORDER OF BUSINESS

Next Scheduled Meetings

Ms. Giles stated the next scheduled meetings are the Audit Committee and regular Board of Supervisors meeting on May 9th at 4:00 p.m. at the Plantation Oaks Amenity Center.

NINTH ORDER OF BUSINESS

Adjournment

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

Secretary/Assistant Secretary

Chairman/Vice Chairman

B.

Double Branch

Community Development District

Unaudited Financial Reporting
March 31, 2022



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

	Governmental Fund Types					Totals
	General	Recreation	Capital Reserve	Debt Service	Capital Projects	(Memorandum Only)
ASSETS:						
Cash	\$153,695	\$428,869	\$331,895	---	---	\$914,459
Petty Cash	---	\$672	---	---	---	\$672
Investments:						
<i>Series 2013A-1</i>						
Revenue	---	---	---	\$2,098,867	---	\$2,098,867
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	\$2,491	---	---	---	---	\$2,491
Custody Account-Recreation Fund Excess	---	\$800,147	---	---	---	\$800,147
Custody Account-Recreation Fund Reserve	---	---	\$73	---	---	\$73
<i>State Board</i>						
General Fund	\$5,149	---	---	---	---	\$5,149
Recreation	---	\$184,122	---	---	---	\$184,122
Capital Reserve	---	---	\$1,089,326	---	---	\$1,089,326
Due From Capital Reserve Fund	---	\$300	---	---	---	\$300
Due from Other	\$25	\$137	---	---	---	\$162
Due From Middle Village	---	\$5,055	---	---	---	\$5,055
Electric Deposits	---	\$4,583	---	---	---	\$4,583
Assessments Receivable	\$2,534	\$20,831	---	\$27,955	---	\$51,319
TOTAL ASSETS	\$163,892	\$1,444,716	\$1,421,294	\$3,091,532	\$18,602	\$6,140,037
LIABILITIES:						
Accounts Payable	\$3,905	\$21,041	---	---	---	\$24,946
FICA Payable	\$153	---	---	---	---	\$153
Accrued Expenses	---	\$9,013	---	---	---	\$9,013
Due to Rec Fund	---	---	\$300	---	---	\$300
FUND BALANCES:						
Nonspendable	---	\$4,583	---	---	---	\$4,583
Restricted for Debt Service	---	---	---	\$3,091,532	---	\$3,091,532
Restricted for Capital Projects	---	---	---	---	\$18,602	\$18,602
Assigned	---	---	\$1,420,994	---	---	\$1,420,994
Unassigned	\$159,834	\$1,410,079	---	---	---	\$1,569,913
TOTAL LIABILITIES & FUND EQUITY	\$163,892	\$1,444,716	\$1,421,294	\$3,091,532	\$18,602	\$6,140,037

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

	AMENDED BUDGET	PRORATED BUDGET THRU 3/31/2022	ACTUAL THRU 3/31/2022	VARIANCE
Assessment - Tax Roll	\$177,890	\$175,604	\$175,604	\$0
Interest Income	\$200	\$100	\$9	(\$91)
Miscellaneous Income	\$0	\$0	\$0	\$0
TOTAL REVENUES	\$178,090	\$175,704	\$175,613	(\$91)

EXPENDITURES:

Administrative

Supervisor Fees	\$12,000	\$6,000	\$5,600	\$400
FICA Expense	\$918	\$459	\$452	\$7
Engineering	\$5,000	\$2,500	\$195	\$2,305
Arbitrage	\$700	\$350	\$0	\$350
Dissemination	\$1,600	\$800	\$750	\$50
Assessment Roll	\$8,212	\$8,212	\$8,212	\$0
Attorney	\$42,000	\$21,000	\$11,514	\$9,486
Annual Audit	\$5,900	\$2,950	\$0	\$2,950
Trustee Fees	\$8,815	\$4,408	\$0	\$4,408
Management Fees	\$61,762	\$30,881	\$30,881	(\$0)
Information Technology	\$2,142	\$1,071	\$1,071	\$0
Telephone	\$600	\$300	\$194	\$106
Postage	\$1,900	\$950	\$237	\$713
Printing & Binding	\$3,000	\$1,500	\$170	\$1,331
Records Storage	\$300	\$150	\$0	\$150
Insurance	\$9,166	\$9,166	\$8,625	\$541
Legal Advertising	\$2,800	\$1,400	\$435	\$966
Office Supplies	\$350	\$175	\$9	\$166
Website Compliance	\$2,500	\$1,250	\$1,250	\$0
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
Reserve	\$8,250	\$0	\$0	\$0
TOTAL EXPENDITURES	\$178,090	\$93,696	\$69,769	\$23,928

EXCESS REVENUES (EXPENDITURES)	\$0	\$105,844
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FUND BALANCE - Beginning	\$0	\$53,990
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FUND BALANCE - Ending	\$0	\$159,834
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Double Branch
Community Development District
Month by Month Income Statement
General Fund

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

[illegible]

Total Revenues

\$3	\$15,151	\$152,908	\$1,918	\$1,993	\$3,640	\$0	\$0	\$0	\$0	\$0	\$0	\$175,613
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Expenditures:

Administrative

[illegible]**Total Administrative**

\$26,884	\$7,072	\$8,199	\$8,776	\$8,925	\$9,914	\$0	\$0	\$0	\$0	\$0	\$0	\$69,769
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Excess Revenues (Expenditures)

(26,881)	\$8,079	\$144,709	(\$6,858)	(\$6,932)	(\$6,273)	\$0	\$0	\$0	\$0	\$0	\$0	\$105,844
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DOUBLE BRANCH
Community Development District
RECREATION AND FACILITIES MAINTENANCE
Statement of Revenues & Expenditures
For The Period Ending March 31, 2022

AMENDED BUDGET	PRORATED BUDGET THRU 3/31/2022	ACTUAL THRU 3/31/2022	VARIANCE
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REVENUES:

Assessments-Tax Roll	\$1,462,648	\$1,443,852	\$1,443,852	\$0
Interest Income	\$1,000	\$500	\$191	(\$309)
Amenities Revenue	\$40,000	\$20,000	\$11,346	(\$8,654)
Sports Revenue	\$13,000	\$6,500	\$3,425	(\$3,075)

TOTAL REVENUES

\$1,516,648	\$1,470,852	\$1,458,815	(\$12,037)
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EXPENDITURES:

Administrative:

Management Fees - Onsite	\$192,766	\$96,383	\$96,383	\$0
Insurance	\$74,118	\$74,118	\$75,451	(\$1,333)
Other Current Charges	\$3,500	\$1,750	\$1,725	\$25
Permit Fees	\$1,635	\$818	\$448	\$370

Total Administrative

\$272,019	\$173,069	\$174,007	(\$939)
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Maintenance:

Common Area

Security	\$85,000	\$42,500	\$39,956	\$2,544
Security - Clay County Off-Duty Sheriff	\$43,000	\$21,500	\$22,110	(\$610)
Water - Irrigation	\$9,000	\$4,500	\$3,666	\$834
Irrigation Maintenance	\$4,250	\$2,125	\$1,231	\$894
Streetlighting	\$33,066	\$16,533	\$13,986	\$2,547
Electric	\$35,000	\$17,500	\$13,834	\$3,666
Landscape Maintenance	\$389,777	\$194,888	\$194,988	(\$100)
Common Area Maintenance	\$52,000	\$26,000	\$24,905	\$1,095
Lake Maintenance	\$26,840	\$13,420	\$12,420	\$1,000
Repairs and Replacement	\$105,000	\$52,500	\$46,525	\$5,975

Total Common Area

\$782,933	\$391,466	\$373,622	\$17,844
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Recreation Facility

Amenity Staff	\$118,000	\$59,000	\$35,490	\$23,510
Refuse Services	\$10,000	\$5,000	\$5,755	(\$755)
Telephone	\$5,500	\$2,750	\$2,523	\$227
Electric	\$40,000	\$20,000	\$11,516	\$8,484
Cable	\$8,500	\$4,250	\$3,827	\$423
Pool Maintenance	\$40,000	\$20,000	\$13,445	\$6,555
Water / Sewer/Reclaim	\$48,000	\$24,000	\$23,802	\$198
Facility Maintenance-General	\$50,000	\$25,000	\$20,986	\$4,014
Facility Maintenance-Preventative	\$13,117	\$6,559	\$2,155	\$4,404
Facility Maintenance - Contingency	\$34,750	\$17,375	\$12,858	\$4,517
Lighting Repairs	\$8,500	\$4,250	\$4,222	\$28
Special Events	\$10,500	\$5,250	\$822	\$4,428
Office Supplies & Equipment	\$2,000	\$1,000	\$446	\$554
Janitorial	\$64,000	\$32,000	\$27,800	\$4,200
Recreation Passes	\$4,000	\$2,000	\$1,374	\$626

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

	AMENDED BUDGET	PRORATED BUDGET THRU 3/31/2022	ACTUAL THRU 3/31/2022	VARIANCE
Pool Leak Repairs	\$2,500	\$1,250	\$0	\$1,250
Multiuse Field	\$2,330	\$1,165	\$0	\$1,165
Total Recreation Facility	\$461,697	\$230,848	\$167,019	\$63,830
Total Maintenance	\$1,244,629	\$622,315	\$540,641	\$81,674
TOTAL EXPENDITURES	\$1,516,648	\$795,383	\$714,648	\$80,735
EXCESS REVENUES (EXPENDITURES)	\$0		\$744,167	
FUND BALANCE - Beginning	\$0		\$670,496	
FUND BALANCE - Ending	\$0		\$1,414,662	

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	\$16,378	\$29,927	\$0	\$0	\$0	\$0	\$0	\$0	\$1,443,852
Interest Income	\$31	\$32	\$25	\$27	\$28	\$49	\$0	\$0	\$0	\$0	\$0	\$0	\$191
Amenities Revenue	\$1,497	\$1,167	\$2,373	\$2,285	\$1,741	\$2,284	\$0	\$0	\$0	\$0	\$0	\$0	\$11,346
Sports Revenue	\$0	\$0	\$0	\$2,250	\$0	\$1,175	\$0	\$0	\$0	\$0	\$0	\$0	\$3,425
Total Revenues	\$1,528	\$125,755	\$1,259,627	\$20,324	\$18,146	\$33,434	\$0	\$0	\$0	\$0	\$0	\$0	\$1,458,815
Expenditures:													
<u>Administrative</u>													
Management Fees - Onsite	\$16,064	\$16,064	\$16,064	\$16,064	\$16,064	\$16,064	\$0	\$0	\$0	\$0	\$0	\$0	\$96,383
Insurance	\$75,451	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$75,451
Other Current Charges	\$284	\$209	\$446	\$269	\$269	\$249	\$0	\$0	\$0	\$0	\$0	\$0	\$1,725
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	\$16,312	\$0	\$0	\$0	\$0	\$0	\$0	\$174,007
<u>MAINTENANCE- Common Area</u>													
Security	\$7,425	\$5,389	\$5,723	\$8,234	\$5,852	\$7,335	\$0	\$0	\$0	\$0	\$0	\$0	\$39,956
Security - Clay County Off-Duty Sheriff	\$2,261	\$3,459	\$5,473	\$2,969	\$3,468	\$4,480	\$0	\$0	\$0	\$0	\$0	\$0	\$22,110
Water - Irrigation	\$786	\$460	\$441	\$434	\$485	\$1,060	\$0	\$0	\$0	\$0	\$0	\$0	\$3,666
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	\$2,342	\$0	\$0	\$0	\$0	\$0	\$0	\$13,986
Electric	\$2,541	\$2,240	\$2,466	\$2,516	\$1,551	\$2,520	\$0	\$0	\$0	\$0	\$0	\$0	\$13,834
Landscape Maintenance	\$31,728	\$31,728	\$31,728	\$32,482	\$32,482	\$34,839	\$0	\$0	\$0	\$0	\$0	\$0	\$194,988
Common Area Maintenance	\$4,550	\$4,529	\$6,700	\$2,024	\$2,268	\$4,834	\$0	\$0	\$0	\$0	\$0	\$0	\$24,905
Lake Maintenance	\$2,070	\$2,070	\$2,070	\$2,070	\$2,070	\$2,070	\$0	\$0	\$0	\$0	\$0	\$0	\$12,420
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	\$4,689	\$133	\$3,740	\$0	\$0	\$0	\$0	\$0	\$0	\$46,525
General Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Common Area	\$68,559	\$64,193	\$69,271	\$57,743	\$50,634	\$63,221	\$0	\$0	\$0	\$0	\$0	\$0	\$373,622
<u>Recreation Facility</u>													
Amenity Staff	\$9,403	\$5,104	\$7,398	\$4,676	\$3,502	\$5,407	\$0	\$0	\$0	\$0	\$0	\$0	\$35,490
Refuse Service	\$867	\$867	\$867	\$886	\$1,134	\$1,134	\$0	\$0	\$0	\$0	\$0	\$0	\$5,755
Telephone	\$477	\$520	\$497	\$409	\$211	\$408	\$0	\$0	\$0	\$0	\$0	\$0	\$2,523
Electric	\$2,641	\$1,715	\$1,675	\$1,775	\$1,481	\$2,229	\$0	\$0	\$0	\$0	\$0	\$0	\$11,516
Cable	\$696	\$719	\$719	\$540	\$576	\$577	\$0	\$0	\$0	\$0	\$0	\$0	\$3,827
Pool Maintenance/Chemicals	\$2,107	\$2,107	\$2,307	\$2,307	\$2,307	\$2,307	\$0	\$0	\$0	\$0	\$0	\$0	\$13,445
Water/Sewer/Reclaim	\$5,562	\$5,968	\$4,695	\$2,186	\$2,300	\$3,091	\$0	\$0	\$0	\$0	\$0	\$0	\$23,802
Facility Maintenance - General	\$3,866	\$4,137	\$3,731	\$3,298	\$2,326	\$3,628	\$0	\$0	\$0	\$0	\$0	\$0	\$20,986
Facility Maintenance - Preventative Contracts	\$155	\$485	\$360	\$155	\$360	\$640	\$0	\$0	\$0	\$0	\$0	\$0	\$2,155

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
Facility Maintenance - Contingency	\$2,895	\$2,891	\$2,765	\$2,667	\$1,640	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,858
Lighting Repairs	\$702	\$706	\$705	\$705	\$703	\$701	\$0	\$0	\$0	\$0	\$0	\$0	\$4,222
Special Events	\$328	\$370	\$75	\$0	\$49	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$822
Office Supplies and Equipment	\$156	\$9	\$51	\$145	\$42	\$42	\$0	\$0	\$0	\$0	\$0	\$0	\$446
Janitorial	\$4,633	\$4,633	\$4,633	\$4,633	\$4,633	\$4,633	\$0	\$0	\$0	\$0	\$0	\$0	\$27,800
Recreation Passes	\$0	\$236	\$1,137	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,374
Pool Pump Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pool Leak Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Multiuse Field	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interfund Transfer Out	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$34,490	\$30,468	\$31,616	\$24,382	\$21,264	\$24,798	\$0	\$0	\$0	\$0	\$0	\$0	\$167,019
Total Expenses	\$194,875	\$110,962	\$117,791	\$98,458	\$88,230	\$104,332	\$0	\$0	\$0	\$0	\$0	\$0	\$714,648
Excess Revenues (Expenditures)	(\$193,347)	\$14,794	\$1,141,836	(\$78,134)	(\$70,084)	(\$70,898)	\$0	\$0	\$0	\$0	\$0	\$0	\$744,167

DOUBLE BRANCH
COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND
Series 2013 A-1, & 2013 A-2 Special Assessment Bonds
Statement of Revenues & Expenditures
For The Period Ending March 31, 2022

	ADOPTED BUDGET	PRORATED THRU 3/31/2022	ACTUAL THRU 3/31/2022	VARIANCE
<u>Revenues:</u>				
Special Assessments - Tax Roll	\$1,961,878	\$1,937,591	\$1,937,591	\$0
Interest Income	\$800	\$400	\$225	(\$175)
TOTAL REVENUES	\$1,962,678	\$1,937,991	\$1,937,816	(\$175)
<u>Expenditures:</u>				
<u>Series 2013 A-1</u>				
Interest Expense - 11/1	\$353,312	\$353,312	\$353,312	\$0
Interest Expense - 5/1	\$353,312	\$0	\$0	\$0
Principal Expense 5/1	\$1,045,000	\$0	\$0	\$0
<u>Series 2013 A-2</u>				
Interest Expense - 11/1	\$49,738	\$49,738	\$49,738	\$0
Interest Expense - 5/1	\$49,738	\$0	\$0	\$0
Principal Expense 5/1	\$90,000	\$0	\$0	\$0
TOTAL EXPENDITURES	\$1,941,099	\$403,049	\$403,049	\$0
EXCESS REVENUES (EXPENDITURES)	\$21,579		\$1,534,766	
<i>Net change in Fund Balance</i>	\$21,579		\$1,534,766	
FUND BALANCE - Beginning	\$687,628		\$1,556,766	
FUND BALANCE - Ending	\$709,207		\$3,091,532	

Revenue	\$2,098,867
Reserve 2013-1	\$868,932
Reserve 2013-2	\$95,634
Prepayment	\$144
Assessments Receivable	\$27,955
Total	\$3,091,532

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

	AMENDED BUDGET	PRORATED THRU 3/31/2022	ACTUAL THRU 3/31/2022	VARIANCE
<u>REVENUES:</u>				
Interest Income	\$2,000	\$1,000	\$831	(\$169)
General Fund Reserve- Transfer in	\$8,250	\$0	\$0	\$0
TOTAL REVENUES	\$10,250	\$1,000	\$831	(\$169)
<u>EXPENDITURES:</u>				
Landscape Reserves	\$10,000	\$5,000	\$0	\$5,000
Capital Projects	\$200,000	\$100,000	\$6,230	\$93,770
TOTAL EXPENDITURES	\$210,000	\$105,000	\$6,230	\$98,770
EXCESS REVENUES (EXPENDITURES)	(\$199,750)		(\$5,399)	
FUND BALANCE - Beginning	\$1,238,762		\$1,426,393	
FUND BALANCE - Ending	\$1,039,012		\$1,420,994	

DOUBLE BRANCH
Community Development District
CAPITAL PROJECTS FUND
Statement of Revenues & Expenditures
For The Period Ending March 31, 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
8	04/14/22	51,319.23	27,954.56	2,533.52	20,831.15
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
TOTAL TAX ROLL RECEIPTS		3,557,046.89	1,937,590.82	175,604.00	1,443,852.07

PERCENT COLLECTED	TOTAL	DEBT	O&M
TOTAL PERCENT COLLECTED	98.76%	98.76%	98.76%

D.

Double Branch

Community Development District

Check Run Summary

April 30, 2022

Fund	Date	Check No.	Amount
General Fund			
Accounts Payable	4/7/22	1691-1692	\$ 5,819.56
	4/14/22	1693-1694	\$ 3,062.33
	4/28/22	1695	\$ 79.50
Sub-Total			\$ 8,961.39
Recreation Fund			
Accounts Payable	4/7/22	6970-6973	\$ 23,104.58
	4/14/22	6974-6983	\$ 47,107.12
	4/21/22	6984	\$ 10,482.20
	4/28/22	6985-6990	\$ 2,813.63
Sub-Total			\$ 83,507.53
Capital Reserve Fund			
Accounts Payable			
Sub-Total			\$ -
Total			\$ 92,468.92

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
4/07/22	00035	4/01/22 2254	202204 310-51300-34000	APR MANAGEMENT FEES	*	5,146.83	
		4/01/22 2254	202204 310-51300-52000	APR WEBSITE ADMIN	*	208.33	
		4/01/22 2254	202204 310-51300-35100	APR INFORMATION TECH	*	178.50	
		4/01/22 2254	202204 310-51300-31300	APR DISSEM AGENT SERVICES	*	125.00	
		4/01/22 2254	202204 310-51300-51000	OFFICE SUPPLIES	*	.30	
		4/01/22 2254	202204 310-51300-42000	POSTAGE	*	5.30	
		4/01/22 2254	202204 310-51300-42500	COPIES	*	28.05	
		4/01/22 2254	202204 310-51300-41000	TELEPHONE	*	57.75	
GOVERNMENTAL MANAGEMENT SERVICES						5,750.06	001691
4/07/22	00111	3/31/22 22-00092	202203 310-51300-48000	NOTICE OF MEETING 3/31	*	69.50	
JACKSONVILLE DAILY RECORD						69.50	001692
4/14/22	00111	4/07/22 22-00101	202204 310-51300-48000	REQ FOR PRPSL ANNL ADT4/7	*	77.00	
JACKSONVILLE DAILY RECORD						77.00	001693
4/14/22	00113	4/12/22 3037032	202203 310-51300-31500	MAR GENERAL COUNSEL	*	2,985.33	
KUTAK ROCK LLP						2,985.33	001694
4/28/22	00111	4/21/22 22-00118	202204 310-51300-48000	NOTICE OF MEETING 4/21	*	79.50	
JACKSONVILLE DAILY RECORD						79.50	001695
TOTAL FOR BANK A						8,961.39	
TOTAL FOR REGISTER						8,961.39	

DBBR DOUBLE BRANCH OKUZMUK

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice**Invoice #:** 2254**Invoice Date:** 4/1/22**Due Date:** 4/1/22**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 - April 2022 1.310.513.340		5,146.83	5,146.83
Website Administration - April 2022 1.310.513.520		208.33	208.33
Information Technology - April 2022 1.310.513.351		178.50	178.50
Dissemination Agent Services - April 2022 1.310.513.313		125.00	125.00
Office Supplies 1.310.513.510		0.30	0.30
Postage 1.310.513.420		5.30	5.30
Copies 1.310.513.425		28.05	28.05
Telephone 1.310.513.410		57.75	57.75
Total			\$5,750.06
Payments/Credits			\$0.00
Balance Due			\$5,750.06

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

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

INVOICE

March 31, 2022

Date

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

Payment Due Upon Receipt

Serial #	22-00092C	PO/File #		\$69.50
				Amount Due
Notice of Meeting of the Board of Supervisors				
				Amount Paid
Double Branch Community Development District				\$69.50
				Payment Due
Case Number				<i>For your convenience, you may remit payment at https://www.jaxdailyrecord.com/send-payment.</i>
Publication Dates	3/31			
County	Clay			

*Payment is due before
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1.310.573.480

111A

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

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

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

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

Notice is hereby given that the Board of Supervisors of the Double Branch Community Development District is scheduled to be meet on **Monday, April 11, 2022, at 4:00 p.m.** at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. An electronic copy of the agenda for this meeting may be obtained from the District Manager, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (and phone (904) 940-5850) and on the District's website at www.DoubleBranchCDD.com. This meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when one or more Supervisors will participate by telephone.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

A person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

Marilee Giles
District Manager
Mar. 31 00 (22-00092C)

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

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

INVOICE

April 7, 2022

Date

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

111A
1.310.513.480 Payment Due Upon Receipt

Serial # 22-00101C	PO/File #	\$77.00
Request for Proposals for Annual Audit Services		Amount Due
		Amount Paid
Double Branch Community Development District		\$77.00
		Payment Due
Case Number	For your convenience, you may remit payment at https://www.jaxdailyrecord.com/send-payment .	
Publication Dates 4/7		
County Clay		

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

**DOUBLE BRANCH
COMMUNITY
DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS
FOR ANNUAL AUDIT
SERVICES**

The Double Branch Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the fiscal year ending September 30, 2022, with an option for four additional annual renewals. The District is a local unit of special-purpose government created under Chapter 190, Florida Statutes, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in Clay County and has a general fund, recreation fund, capital reserve fund, and debt service fund.

The Auditing entity submitting a proposal must be duly licensed under Chapter 473, Florida Statutes and be qualified to conduct audits in accordance with "Government Auditing Standards," as adopted by the Florida Board of Accountancy. Audits shall be conducted in accordance with Florida Law and particularly Section 218.39, Florida Statutes, and the rules of the Florida Auditor General.

Proposal packages, which include evaluation criteria and instructions to proposers, are available from the District Manager's office at 475 West Town Place, Suite 114, St. Augustine, Florida 32092, via email at chogge@gmsnf.com, and by telephone at (904) 940-5850.

Proposers must submit an electronic copy of their proposal to the District's Recording Secretary, Courtney Hogge, at chogge@gmsnf.com. Proposals must be received by 12:00 p.m. on Friday, April 29, 2022. Proposals received after this time will not be eligible for consideration. The District reserves the right to reject any and all proposals, make modifications to the scope of work, and waive any minor informalities or irregularities in proposals as it deems appropriate. Please direct all questions regarding this Notice to the District's Recording Secretary.

Double Branch Community
Development District
Marilee Giles, District Manager
Apr. 7 00 (22-00101C)

KUTAK ROCK LLP**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

April 12, 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. 3037032

Client Matter No. 5323-1

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

RECEIVED APR 12 2022

113A
1.310.573.315Invoice No. 3037032
5323-1

Re: Double Branch CDD-General Counsel

For Professional Legal Services Rendered

03/02/22	M. Eckert	0.30	105.00	Attend agenda call with staff and Chair
03/07/22	M. Eckert	0.20	70.00	Prepare for next fiscal year budget and assessment proceedings; prepare for election
03/07/22	C. Stuart	0.30	126.00	Review proposed legislation; monitor committee activity and agendas; monitor Amendment 12 implementation
03/07/22	D. Wilbourn	0.70	105.00	Prepare suspension letters for amenity access
03/08/22	M. Eckert	0.80	280.00	Draft suspension letters for three minors
03/08/22	D. Wilbourn	1.80	270.00	Draft suspension letters for three minors
03/09/22	D. Wilbourn	0.60	90.00	Prepare project completion resolution
03/11/22	M. Eckert	0.50	175.00	Review election resolution; prepare and distribute suspension letters for

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

KUTAK ROCK LLP

Double Branch CDD

April 12, 2022

Client Matter No. 5323-1

Invoice No. 3037032

Page 2

03/14/22	M. Eckert	2.70	945.00	three minors; prepare public records protocol Prepare for, travel to and attend board meeting; return travel; meeting follow up
03/15/22	M. Eckert	0.10	35.00	Follow up from Board meeting
03/20/22	M. Eckert	0.40	140.00	Review draft minutes and provide comments
03/24/22	D. Wilbourn	0.20	30.00	Prepare general election notice and resolution
03/25/22	M. Eckert	0.20	70.00	Prepare election resolution and notice
03/25/22	D. Wilbourn	0.20	30.00	Revise and disseminate general election resolution and notice
03/27/22	M. Eckert	0.10	35.00	Prepare memorandum on best practices for responding to public records requests
03/30/22	M. Eckert	0.60	210.00	Prepare for and attend agenda call; follow up; prepare suspension hearing outline
03/31/22	K. Haber	1.10	247.50	Prepare suspension hearing outline
TOTAL HOURS		10.80		

TOTAL FOR SERVICES RENDERED

\$2,963.50

DISBURSEMENTS

Travel Expenses 21.83

TOTAL DISBURSEMENTS

21.83

TOTAL CURRENT AMOUNT DUE

\$2,985.33

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

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

INVOICE

April 21, 2022

Date

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

111A

1.310.513.480

Payment Due Upon Receipt

Serial #	22-00118C	PO/File #		\$79.50
				Amount Due
Notice of Meeting of Audit Committee; and Notice of Meeting of the Board of Supervisors				
				Amount Paid
Double Branch Community Development District				\$79.50
				Payment Due
Case Number				<i>For your convenience, you may remit payment at https://www.jaxdailyrecord.com/send-payment.</i>
Publication Dates	4/21			
County	Clay			

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

**DOUBLE BRANCH
COMMUNITY
DEVELOPMENT DISTRICT
NOTICE OF MEETING OF
AUDIT COMMITTEE; AND
NOTICE OF MEETING OF
THE BOARD OF
SUPERVISORS**

Notice is hereby given that an Audit Committee Meeting of the Double Branch Community Development District to review and rank proposals for audit services is scheduled to be held on **Monday, May 9, 2022, at 4:00 p.m.** at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065. Immediately following the adjournment of the Audit Committee Meeting, a regular meeting of the Board of Supervisors will be held.

The meetings are open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. An electronic copy of the agenda for the meetings may be obtained from the District Manager, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (and phone (904) 940-5850) and on the District's website at www.DoubleBranchCDD.com. These meetings may be continued to a date, time, and place to be specified on the record at the meetings. There may be occasions when one or more Supervisors will participate by telephone.

Any person requiring special accommodations at the meetings because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

A person who decides to appeal any decision made by the Board with respect to any matter considered at the meetings is advised that this same person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

Marilee Giles
District Manager

Apr. 21 00 (22-00118C)

AP300R	YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER										RUN	4/28/22	PAGE	1
*** CHECK DATES 04/01/2022 - 04/30/2022 ***														
DOUBLE BRANCH - REC FUND														
BANK B RECREATION FUND														
CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS		AMOUNT	CHECK..... AMOUNT #					
4/07/22	00879	4/03/22 04032022	202204 300-36900-10300	RENTAL REFUND	*		100.00							
ANGELIA QUINTERO										100.00		006970		
4/07/22	00092	4/01/22 2255	202204 310-51300-34000	APR FACILITY MANAGEMENT	*		16,063.83							
GOVERNMENTAL MANAGEMENT SERVICES										16,063.83		006971		
4/07/22	00186	4/01/22 13129560	202204 320-57200-46300	APR POOL CHEMICALS	*		2,307.42							
POOLSURE										2,307.42		006972		
4/07/22	00297	4/01/22 314	202204 320-57200-61000	APR JANITORIAL SERVICES	*		4,633.33							
RIVERSIDE MANAGEMENT SERVICES, INC										4,633.33		006973		
4/14/22	00028	3/15/22 239644	202203 320-57200-46610	2022 ANNUAL MONITOR SRV	*		639.96							
ATLANTIC SECURITY										639.96		006974		
4/14/22	00285	4/06/22 SSI10534	202203 320-57200-34510	MAR EMPLOYMENT ADMIN	*		462.50							
		4/06/22 SSI10534	202203 320-57200-34510	MAR EMPLOYMENT SCHED	*		187.50							
CLAY COUNTY SHERIFF'S OFFICE										650.00		006975		
4/14/22	00092	4/11/22 2258	202204 300-36900-10300	APR FACILITY EVENT STAFF	*		118.75							
GOVERNMENTAL MANAGEMENT SERVICES										118.75		006976		
4/14/22	00422	3/31/22 67729167	202203 320-57200-63100	RPLC TISSUE & TISSUES	*		648.06							
THE HOME DEPOT PRO										648.06		006977		
4/14/22	00422	3/31/22 67729168	202203 320-57200-63100	RPLC JANITORIAL SUPPLIES	*		374.74							
THE HOME DEPOT PRO										374.74		006978		
4/14/22	00297	4/12/22 316	202204 320-57200-46400	APR PRESSURE WASHING	*		2,622.00							
RIVERSIDE MANAGEMENT SERVICES, INC										2,622.00		006979		
4/14/22	00839	4/01/22 7812	202204 320-57200-34500	APR SECURITY SERVICES	*		6,975.00							
SECURITY DEVELOPMENT GROUP LLC										6,975.00		006980		
DBBR DOUBLE BRANCH OKUZMUK														

DBBR DOUBLE BRANCH OKUZMUK

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
TOTAL FOR REGISTER						83,507.53	

DBBR DOUBLE BRANCH OKUZMUK

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

Date: April 3, 2022 at 9:16 PM

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

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

Good evening Margaret and Oksana,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR (SATURDAY) 2:30 P.M. to 6:30 P.M.
- DATE OF VENUE – APRIL 2, 2022
- RESIDENT – ANGELIA QUINTERO
- ADDRESS – 575 OAKLEAF PLANTATION PKWY #1506, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA (1868):
 - DATED: 2/11/22
 - SEQ#: 4
 - BATCH#: 607
 - INVOICE#: 4
 - APPROVAL CODE: 022789
 - AMOUNT: \$100.00

RECEIVED APR 03 2022

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
02/11/22	02/11/22	04/02/22	ANGELIA QUINTERO - DEPOSIT	DEPOSIT	\$ 100.00			VISA-022789

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

Thank you.

I will be out of the office MONDAY, APRIL 4, 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 PRE will respond at my earliest opportunity.

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

Governmental Management Services

www.OakLeafResidents.com

Under Florida law, e-mail addresses are public records. If you do not want your email address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. The information contained herein 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, 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.

879B

2-300-36900-10300

Rental Refund

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

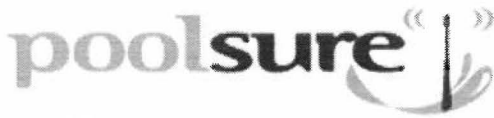
Invoice

Invoice #: 2255
Invoice Date: 4/1/22
Due Date: 4/1/22
Case:
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Recreation - Facility Management - Oakleaf Plantation - April 2022 2.310.513.3400 92B		16,063.83	16,063.83
		Total	\$16,063.83
		Payments/Credits	\$0.00
		Balance Due	\$16,063.83

4/5/22



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

Invoice

Date

4/1/2022

Invoice #

131295605741

Terms	Net 20
Due Date	4/21/2022
PO #	
AZ License #	

Bill To

Oakleaf Village/Double Branch
475 West Town Place Ste 114
St Augustine FL 32092

Ship To

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>APR pool chemicals</i>	1	ea	108.18
<i>RECEIVED MAR 18 2022</i>				
<i>2-320.572.463</i> <i>186B</i>				

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

Remittance Slip

Customer
13OAK102
Invoice #
131295605741

Amount Due \$2,307.42

Amount Paid _____

Make Checks Payable To

Poolsure
PO Box 55372
Houston, TX 77255-5372



131295605741

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

Invoice

Invoice #: 314
Invoice Date: 4/1/2022
Due Date: 4/1/2022
Case:
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
2.320.572.6100 - Janitorial Services - April 2022		4,633.33	4,633.33
297B			

Total \$4,633.33

Payments/Credits \$0.00

Balance Due \$4,633.33

4/5/22
OR



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
04/05/2022	\$639.96	03/15/2022

INVOICE NO. 239644

Site: 370 Oakleaf Village Parkway
 Orange Park
Site Address: 370 Oakleaf Village Parkway
 Orange Park FL 32065
Period: 04/01/2022 to 03/31/2023
Recurring No.: 5810
Job Name: Fitness Center
Order No.:

RECEIVED APR 07 2022

Description

Please find attached invoice for your Annual monitoring services.

Security Monitoring

Item	Quantity	Unit Price	Total
Security Phone Line Monitoring	12.00	\$23.33	\$279.96
Cellular Fire Monitoring	12.00	\$30.00	\$360.00
Sub-Total ex Tax			\$639.96
Tax			\$0.00
Total			\$639.96

"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	\$639.96
Tax	\$0.00
Total inc Tax	\$639.96
Amount Applied	\$0.00
Balance Due	\$639.96

Code to:

28B

02-300-572-4661

Double Branch Facility Maintenance- Preventative Contracts



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

PLEASE PAY BY	AMOUNT	INVOICE DATE
04/05/2022	\$639.96	03/15/2022

INVOICE NO. 239644

How To Pay

INVOICE NO. 239644



Credit Card (MasterCard, Visa, Amex)



Mail

Detach this section and mail check to:

**Atlantic Security
1714 Cesery Blvd
Jacksonville, FL 32211**

Credit Card No.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Card Holder's Name: _____ CCV: _____

Expiry Date: / Signature: _____

NAME: _____ **Oakleaf Plantation**

DUE DATE: 04/05/2022 **AMOUNT DUE:** \$639.96

Please Reference: 239644

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 terms 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 Cesary 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, 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 CANCELED 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 8 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 company 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.



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

(904) 284-7575

Invoice Number: SSI10534
Invoice Date: 4/6/2022

Page: 1

Attn: Fiscal - Accounts Receivable

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

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

Due Date 4/21/2022
Terms Net 15 Days

285B
2-320.572-34570

Customer ID C0000168
P.O. Number
P.O. Date 4/6/2022
Our Order No
SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee-MARCH 2022		185	185	5.00	925.00 / 2 \$142.50
Fees-2nd Employment Scheduling		15	15	25.00	375.00 / 2 \$187.50

RECEIVED APR 07 2022

Amount Subject to Sales Tax US0
Amount Exempt from Sales Tax 1,300.00

Subtotal: 1,300.00
Invoice Discount: 0.00
Tax: 0.00

Total USD:

1,300.00

/ 2 \$650.00

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

Invoice

Invoice #: 2258
Invoice Date: 4/11/22
Due Date: 4/11/22
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 April 7, 2022	4.75	25.00	118.75
Amenities Revenue 2.369.103 2.300.36900.10300 92B			
RECEIVED APR 11 2022			

Total \$118.75

Payments/Credits \$0.00

Balance Due \$118.75

4/11/22
QR

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

DOUBLE BRANCH CDD

Facility Event Staff Service Hours

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

Covers Period End: April 7, 2022

Amenities Revenue # 2-369-103



PO BOX 2317
Jacksonville, FL 32203-2317

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

INVOICE DATE 03/31/22
INVOICE NUMBER 677291676
ACCOUNT NUMBER 645245
ORDER NUMBER 43226550

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

FOR INQUIRIES:
(866) 412-6726 FAX (877) 712-6726
www.HomeDepotPro.com/Institutional
FEDERAL ID 52-2418852

422B

ORDER DATE	ORDER NO.	CUSTOMER P.O.	SHIPPED VIA	TERMS	SALESPERSON					
03/30/22	43226550		JAX89	NET 30 DAYS	WILLIAM WOODR					
LN	ITEM NO.	CAT	DESCRIPTION	ORDERED	SHIPPED	B/O	UOM	PRICE	EXT	AMT T
1	REN06003-WB	8	RENOWN GS MULTI-FOLD TOWEL NATURAL	2	2	0	CA	29.38*	58.76	
2	REN06132-WB	8	CONTROLLED HARD ROLL TOWEL NATURAL	8	8	0	CA	65.95	527.60	
3	REN06125-WB	8	RENOWN SINGLE ROLL BATH TISSUE 2PLY	10	10	0	CA	70.18	701.80	
\$7.95 Handling Charge										
Delivery information for this invoice may be found at: www.HomeDepotPro.com/Institutional										

Code to: Split 50/50

Double Branch Repair and Replacements

2.320.57200.63100

Middle Village Repair and Replacements

34-600-538-64000	NET MERCHANDISE TOTAL	FREIGHT	HANDLING	TAX	INVOICE TOTAL	
	1,288.16	0.00	7.95	0.00	1,296.11	\$648.06

RETAIN THIS PORTION OF THE INVOICE FOR YOUR RECORDS

RETURN THIS PORTION WITH YOUR REMITTANCE



ACCOUNT NUMBER	INVOICE DATE	INVOICE NUMBER	INVOICE AMOUNT DUE
645245	03/31/22	677291676	1,296.11

BILL TO:

DOUBLE BRANCH
370 OAKLEAF VILLAGE PARKWAY
ORANGE PARK FL 32065

NET
AMOUNT
PAID

REMIT TO:

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

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

Web User



INVOICE

Page 1 of 1

PO BOX 2317
Jacksonville, FL 32203-2317

SHIPPED TO:
MIDDLE VILLAGE CDD
370 OAKLEAF VILLAGE PARKWAY
ORANGE PARK FL 32065

INVOICE DATE 03/31/22
INVOICE NUMBER 677291684
ACCOUNT NUMBER 647283
ORDER NUMBER 43226146

SOLD TO:
MIDDLE VILLAGE CDD
370 OAKLEAF PLANTATION PKWY
DBA OAKLEAF PLANTATION
ORANGE PARK FL 32065

FOR INQUIRIES:

(866) 412-6726

FAX (877) 712-6726

www.HomeDepotPro.com/Institutional

FEDERAL ID 52-2418852

ORDER DATE	ORDER NO.	CUSTOMER P.O.	SHIPPED VIA	TERMS	SALESPERSON					
03/30/22	43226146		JAX89	NET 30 DAYS	JAX HOUSE					
LN	ITEM NO.	CAT	DESCRIPTION	ORDERED	SHIPPED	B/O	UOM	PRICE	EXT	AMT T
1	REN14512-CA	8	RENOWN LNR 40X48 12MIC NAT - NATURA	10	10	0	CA	44.50*	445.00	
2	REN24512-CA	8	RENOWN LNR 40X46 .74MIL WHT - 25/RO	5	0	5	CA	27.36*	0.00	
3	309330284	8	1/2 Fold Recycled Toilet Seat Cover	2	2	0	CA	76.85	153.70	
4	APP17100-04	8	APPEAL GEN PURP FOAM HAND SOAP - 10	3	3	0	CA	39.48	118.44	
5	HOSHS-6141	8	LINER PAPER WAXED SANITARY BAGS - 9	1	1	0	CA	24.39	24.39	

\$7.95 Handling Charge

Delivery information for this invoice may be
found at: www.HomeDepotPro.com/Institutional

Code to: Split 50/50

Double Branch Repair and Replacements

2.320.57200.63100

Middle Village Repair and Replacements

34-600-538-64000

NET MERCHANDISE TOTAL	FREIGHT	HANDLING	TAX	INVOICE TOTAL
741.53	0.00	7.95	0.00	749.48 / 2

RETAIN THIS PORTION OF THE INVOICE FOR YOUR RECORDS

RETURN THIS PORTION WITH YOUR REMITTANCE



ACCOUNT NUMBER	INVOICE DATE	INVOICE NUMBER	INVOICE AMOUNT DUE
647283	03/31/22	677291684	749.48

NET AMOUNT PAID

BILL TO:

MIDDLE VILLAGE CDD
370 OAKLEAF PLANTATION PKWY
DBA OAKLEAF PLANTATION
ORANGE PARK FL 32065

REMIT TO:

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

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

Web User

Invoice

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

Description	Hours/Qty	Rate	Amount
Pressure Washing Services - April 2022		2,622.00	2,622.00
Common Area Maint..			
2.572.4640			
2.320.572.4640			
RECEIVED APR 15 2022 297B			
<i>Long [Signature]</i>			
4/13/22			
Total			\$2,622.00
Payments/Credits			\$0.00
Balance Due			\$2,622.00

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

Service Detail

Bill To: Double Branch CDD

Invoice Date: 4/1/22

Due Date: Upon Receipt

Amount Due: \$ 2,622.00

<u>Date:</u>	<u>Description</u>	<u>Amount</u>
3/8/22	Pressure washed 190' of lattice top at Nature's Hammock	\$ 86.00
3/8/22	Pressure washed 239' of split rail at Nature's Hammock	\$ 60.00
3/8/22	Pressure washed 480' of lattice top at Timberfield	\$ 216.00
3/10/22	Pressure washed 1,394' of lattice top on Plantation Oaks Blvd	\$ 628.00
3/15/22	Pressure washed 1,000' of lattice top at Cannon's Point	\$ 450.00
3/15/22	Pressure washed brick wall at Cannon's Point	\$ 30.00
3/17/22	Pressure washed 1,300' of split rail at Village Center	\$ 325.00
3/29/22	Pressure washed 800' of lattice top at Litchfield	\$ 405.00
3/31/22	Pressure washed 936' of lattice top at Litchfield	\$ 422.00

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

TOTAL AMOUNT DUE: \$ 2,622.00

** Pressure Washing according to contract and within budget

Contract Amount \$ 17,835.00

Invoice:

Oct. 2021	\$	300.00
Nov. 2021	\$	1,100.00
Dec. 2021	\$	1,273.00
Jan. 2022	\$	1,232.00
Feb. 2022	\$	1,038.00
Mar. 2022	\$	2,622.00
Apr. 2022		
May 2022		
June 2022		
July 2022		
Aug. 2022		
Sept. 2022		

Balance: \$ 10,070.00

Should you have any questions, please contact Jerry Lambert @ (904) 288-7667
or jlamber@rmsnf.com

Remit Payment



Security Development Group, LLC
8130 Baymeadows Way W., Suite 302
Jacksonville, FL 32256
accounting@sthreesecurity.com
www.sthreesecurity.com

INVOICE

BILL TO

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

RECEIVED APR 07 2022

INVOICE # 7812**DATE** 04/01/2022**DUE DATE** 04/30/2022**TERMS** End of the month**SERVICE MONTH**

April

ACTIVITY	QTY	RATE	AMOUNT
Dedicated Officer I	318	22.50	7,155.00
Dedicated Officer for 10 hours Monday to Thursday and 12 hours Saturday and Sunday			

839B

PAYMENT
BALANCE DUE

180.00
\$6,975.00

APPROVED

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



Kiefer Aquatics
The Lifeguard Store
All American Swim Supply
Swim Shops of the Southwest
903 Morrissey Drive
Bloomington, IL 61701
P (309) 451-5858
F (309) 451-5959

Invoice

DATE

INVOICE #

03/28/2022

INV001164587

**BILL TO**

GMS LLC
Attn: Accounts Payable
475 W Town PL
Suite 114
St Augustine, FL 32092

SHIP TO

GMS LLC
Double Branch CDD
Attn: Jay Soriano
370 Oakleaf Village Pkwy
orange park, FL 32065

Account Number: 265527

P.O. NUMBER		TERMS	REP	SHIP	VIA	Order Number
SUSIE EMAIL		N30	047	03/28/2022	FEDEX_GROUND	ORD001052702
QUANTITY	ITEM CODE	DESCRIPTION			PRICE EACH	AMOUNT

Code to: Split**Double Branch Repair and Replacements****2.320.57200.63100****Middle Village Repair and Replacements****34-600-538-64000**

RECEIVED APR 07 2022

61413

	Subtotal	\$2,279.00
	Discount Amount	\$0.00
	Shipping, Packaging & Handling	\$22.00
	Tax	\$0.00
	TOTAL	\$2,301.00

All Balances must be paid within thirty (30) days of invoice date. A 1.5% monthly finance charge will be applied to all over due balances.

Balance Due**\$2,301.00**

\$1150.50



Kiefer Aquatics
The Lifeguard Store
All American Swim Supply
Swim Shops of the Southwest
903 Morrissey Drive
Bloomington, IL 61701
P (309) 451-5858
F (309) 451-5959

Invoice

DATE

INVOICE #

03/28/2022

INV001164587

**BILL TO**

GMS LLC
Attn: Accounts Payable
475 W Town PL
Suite 114
St Augustine, FL 32092

SHIP TO

GMS LLC
Double Branch CDD
Attn: Jay Soriano
370 Oakleaf Village Pkwy
orange park, FL 32065

Account Number: 265527

P.O. NUMBER	TERMS	REP	SHIP	VIA	Order Number	
SUSIE EMAIL	N30	047	03/28/2022	FEDEX_GROUND	ORD001052702	
QUANTITY	ITEM CODE	DESCRIPTION			PRICE EACH	AMOUNT
10	LGSGETSR	RISE Guard Tee Color: Red Size: Small			\$5.00	\$50.00
10	LGSGETSRM	RISE Guard Tee Color: Red Size: Medium			\$5.00	\$50.00
10	LGSGETSR	RISE Guard Tee Color: Red Size: Large			\$5.00	\$50.00
4	LGSGETSRXL	RISE Guard Tee Color: Red Size: XLarge			\$5.00	\$20.00
10	LGS30GUSRS	RISE Guard Male Flex Board Short Color: Red Size: Small			\$20.00	\$200.00
10	LGS30GUSRM	RISE Guard Male Flex Board Short Color: Red Size: Medium			\$20.00	\$200.00
10	LGS30GUSRL	RISE Guard Male Flex Board Short Color: Red Size: Large			\$20.00	\$200.00
6	LGS12GURD32	RISE Guard Poly H-Back Color: Red Size: 32			\$27.00	\$162.00
8	LGS12GURD34	RISE Guard Poly H-Back Color: Red Size: 34			\$27.00	\$216.00
10	LGS12GURD36	RISE Guard Poly H-Back Color: Red Size: 36			\$27.00	\$270.00
6	LGS12GURD38	RISE Guard Poly H-Back Color: Red Size: 38			\$27.00	\$162.00
1	LGS12GURD40	RISE Guard Poly H-Back Color: Red Size: 40			\$27.00	\$27.00
1	LGS12GURD42	RISE Guard Poly H-Back Color: Red Size: 42			\$27.00	\$27.00
30	710AWLR	Waterpark Guard Hip Pack Color: Red			\$5.75	\$172.50
50	9203-3808BW	Fox 40 Sonik Blast CMG Whistle with breakaway lanyard Color: Blue/White			\$5.85	\$292.50
30	120MM	RISE Soft Case Pocket Mask			\$6.00	\$180.00

Page 1 of 2

Page 1 of 2

Tracking Number:

569320212635
569320212646
569320212657
569320212668

RECEIVED APR 07 2022



Kiefer Aquatics
The Lifeguard Store
All American Swim
Swim Shops of the
Southwest

903 Morrissey Drive
 Bloomington, IL 61701
 P (309) 451-5858
 F (309) 451-5959

Quote

RECEIVED MAR 21 2022

DATE	Customer #	ESTIMATE
03/16/2022	265527	EST087027



BILL TO
GMS LLC Attn: Accounts Payable 475 W Town PL Suite 114 St Augustine, FL 32092

SHIP TO
GMS LLC Attn: Jay Soriano 370 Oakleaf Village Pkwy orange park, FL 32065

Shipped Via:
FEDEX_GROUND

Estimate Prepared by:
shanrahan

ITEM	DESCRIPTION	QUANTITY	PRICE EACH	TOTAL
LGSGTSRS	RISE Guard Tee Color: Red Size: Small	10	\$5.00	\$50.00
LGSGTSRM	RISE Guard Tee Color: Red Size: Medium	10	\$5.00	\$50.00
LGSGTSRL	RISE Guard Tee Color: Red Size: Large	10	\$5.00	\$50.00
LGSGTSRXL	RISE Guard Tee Color: Red Size: XLarge	4	\$5.00	\$20.00
LGS30GUSRS	RISE Guard Male Flex Board Short Color: Red Size: Small	10	\$20.00	\$200.00
LGS30GUSRM	RISE Guard Male Flex Board Short Color: Red Size: Medium	10	\$20.00	\$200.00
LGS30GUSRL	RISE Guard Male Flex Board Short Color: Red Size: Large	10	\$20.00	\$200.00
LGS12GURD32	RISE Guard Poly H-Back Color: Red Size: 32	6	\$27.00	\$162.00
LGS12GURD34	RISE Guard Poly H-Back Color: Red Size: 34	8	\$27.00	\$216.00
LGS12GURD36	RISE Guard Poly H-Back Color: Red Size: 36	10	\$27.00	\$270.00
LGS12GURD38	RISE Guard Poly H-Back Color: Red Size: 38	6	\$27.00	\$162.00
LGS12GURD40	RISE Guard Poly H-Back Color: Red Size: 40	1	\$27.00	\$27.00
LGS12GURD42	RISE Guard Poly H-Back Color: Red Size: 42	1	\$27.00	\$27.00
710AWLR	Waterpark Guard Hip Pack Color: Red	30	\$5.75	\$172.50
9203-3808BW	Fox 40 Sonik Blast CMG Whistle with breakaway lanyard Color: Blue/White	50	\$5.85	\$292.50
120MM	RISE Soft Case Pocket Mask	30	\$6.00	\$180.00

Code to: Split

616B

Double Branch Repair and Replacements

2.320.57200.63100

Middle Village Repair and Replacements

34-600-538-64000

Subtotal	\$2,279.00
Freight	\$22.00
Tax	\$0.00
Total	\$2,301.00

151150.50



Invoice

Invoice #: 7821

Date: 04/01/22

Customer PO:

DUE DATE: 05/01/2022

BILL TO

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

FROM

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

DESCRIPTION

#7020 - Standard Maintenance Contract 2022 April 2022

AMOUNT

\$32,482.16

Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

\$32,482.16

Code to:

6723

2-320-572-4620

Double Branch Landscape Maintenance

1000Bulbs.com

2140 Merritt Dr.
Garland, TX 75041
972-288-2277

INVOICE

Invoice Date:	Invoice
01/19/2022	W03039773

Bill To:

Double Branch CDD
370 Oakleaf Village Pkwy
Attn: Jay Soriano
Orange Park, FL 32065

PO #:

Customer #: 1705529
Sales Order #: W03064576
Invoice #: W03039773
Order Date: 01/18/2022
Invoice Date: 01/19/2022
Terms: Net 30

RECEIVED APR 07 2022

Thank you for your order!

You will receive an email with tracking information shortly. Please contact our customer service department if you have additional questions. We appreciate your business!

TRACKING NUMBER:	Ship To:
TRK#: 1: 288892619230; FEDEX; PKGS: 1	Double Branch CDD 370 Oakleaf Village Pkwy Attn: Jay Soriano Orange Park, FL 32065

PRODUCT	ORDERED	SHIPPED	PRICE	COST
LED-8087M40G4 4260 Lumens - 30 Watt - 4000 Kelvin - LED Retrofit for Wall Packs/Area Light Fixtures - 100 Watt MH Equal - Mogul Base -	10.00	10.00	83.49	834.90
HALCO-10345 3 Colors - Selectable LED Flood Light Fixture - Kelvin 3000-4000-5000 - Lumens 10558 - 70 Watt - Replaces a 175 Watt Metal	3.00	3.00	144.91	434.73
LEDF-ACA60V12H50 LED Driver - Operates 6-60 Watts - Input 120-277V - Works With 12V Output Constant Voltage Products Only	4.00	4.00	44.08	176.32
Account Manager: Breanne Coe Phone: 972-535-0924 Fax: Ext. 124 Email: bcoe@1000bulbs.com			NET INVOICE: \$1,445.95 MISC. CHARGES: \$0.00 FREIGHT: \$0.00 SALES TAX: \$0.00 INVOICE TOTAL: \$1,445.95	

LED Lamps / fixtures
2-320-57200-63100
512B

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 2259

Invoice Date: 4/12/22

Due Date: 4/12/22

Case:

P.O. Number:

Bill To:

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

Description	Hours/Qty	Rate	Amount
Facility Maintenance March 1- March 31, 2022 Maintenance Supplies		9,576.97 905.23	9,576.97 905.23
Fac. Maint. Gen ^{92B} #3,628 ⁰⁰ 2,572.4660			
Fac. Maint. Cont. ³²⁰ #2,357 ⁰⁰ 2,572.4662			
Lighting Repairs ³²⁰ #701 ⁰⁰ 2,320.572.4663			
Common Area Maint. ³²⁰ #3,796 ²⁰ 2,572.4640			
RECEIVED APR 15 2022			
Juz Lopez 4/13/22			
Total			\$10,482.20
Payments/Credits			\$0.00
Balance Due			\$10,482.20

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
3/1/22	6	G.S.	Removed debris from all common areas
3/2/22	4.5	G.S.	Removed debris from all common areas and ponds
3/3/22	5	G.S.	Removed debris from all common areas and ponds
3/7/22	8	T.C.	Pressure washed, prepped and painted pool pergolas and buildings
3/7/22	6	G.S.	Removed debris from all common areas
3/7/22	8	A.B.	Prepare pool deck for opening
3/8/22	8	T.C.	Pressure washed, prepped and painted pool pergolas and buildings
3/8/22	3.5	G.S.	Removed debris from all common areas and ponds
3/8/22	8	A.B.	Prepare pool deck for opening
3/9/22	8	T.C.	Pressure washed, prepped and painted pool pergolas and splash ground, picked up supplies
3/9/22	5	G.S.	Removed debris from all common areas, cleaned up deceased animal from road
3/9/22	6	A.B.	Prepare pool for opening
3/9/22	8	L.C.	Pressure washed pool deck
3/10/22	8	T.C.	Pressure washed, prepped and painted pool pergolas and splash ground
3/10/22	4.5	G.S.	Removed debris from all common areas, treated fire ants in parks
3/10/22	4	A.B.	Prepare pools for opening
3/10/22	6	L.C.	Worked on pool deck
3/11/22	8	T.C.	Took down old and put up new tarp shade in pool pack area, swept down buildings for cobwebs and dirt doobers
3/11/22	8	A.B.	Put tarp up in back filter area, swept building for cobwebs and dirt doobers
3/14/22	6	T.C.	Worked on splash ground netting, picked up supplies
3/14/22	6	G.S.	Removed debris from all common areas
3/14/22	8	L.C.	Worked on splash ground netting
3/15/22	6	T.C.	Light inspection, changed lights in clubroom, worked on splash ground netting, picked up supplies
3/15/22	3.5	G.S.	Removed debris from all common areas and ponds
3/15/22	8	A.B.	Worked on splash ground netting
3/15/22	8	L.C.	Worked on splash ground netting
3/16/22	8	T.C.	Worked on splash ground netting, picked up supplies
3/16/22	4.5	G.S.	Removed debris from all common areas
3/16/22	4	S.A.	Reset and reprogram all timers, inspected and cleaned outfalls
3/16/22	5	L.N.	Installed windscreens around tennis and basketball courts, stocked facility
3/16/22	8	A.B.	Worked on splash ground netting
3/16/22	6	L.C.	Worked on splash ground netting
3/17/22	3.5	G.S.	Removed debris from all common areas, treated fire ants in parks, playgrounds and common areas
3/17/22	5	L.N.	Continued installing windscreens around tennis and basketball courts, stocked facility
3/21/22	5	G.S.	Removed debris from all common areas
3/21/22	4	A.T.	Removed debris from all common areas
3/22/22	2.5	G.S.	Removed debris from all common areas, cleaned up deceased animal from road
3/23/22	4.5	G.S.	Removed debris from all common areas and ponds
3/23/22	4	A.T.	Removed debris from all common areas and ponds
3/24/22	5	G.S.	Removed debris from all common areas
3/24/22	4	L.N.	Changed lights at field house and fitness center
3/25/22	2	T.C.	Changed out fountain pump
3/25/22	4	A.T.	Removed debris from all common areas
3/28/22	4	A.T.	Removed debris from all common areas
3/29/22	2.5	G.S.	Removed debris from all common areas, maintenance work on golf cart
3/30/22	4.5	G.S.	Removed debris from all common areas and ponds
3/31/22	8	T.C.	Painted slide at pool
3/31/22	4.5	G.S.	Removed debris from all common areas and ponds

TOTAL 270.5

MILES 246

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

MAINTENANCE BILLABLE PURCHASES

Period Ending 04/05/22

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DB				
DOUBLE BRANCH				
	3/8/22	Ratchet Wrench	12.35	J.S.
	3/8/22	Wasp Spray	12.03	J.S.
	3/9/22	Permetex Gasket	2.86	J.S.
	3/9/22	Flat Bar (8)	248.40	T.C.
	3/9/22	Wasp/Hornet Spray	4.01	T.C.
	3/9/22	1/4" Hex Nuts 25pc (2)	16.61	T.C.
	3/9/22	1/4" Flat Washer 25pc (3)	19.39	T.C.
	3/9/22	1/4x3" Carriage Bolt 5pc (3)	24.05	T.C.
	3/9/22	25' Leverlock Tape Measure	6.31	T.C.
	3/10/22	Metric Bolt (2)	3.59	J.S.
	3/10/22	Hex Bolt (2)	2.60	J.S.
	3/14/22	Cobweb Duster	15.49	T.C.
	3/14/22	5/16 Flat Washer 25pc	7.33	T.C.
	3/14/22	1/4 Hex Nuts 25pc (3)	24.91	T.C.
	3/14/22	1/4x3" Carriage Bolt 5pc (2)	16.03	T.C.
	3/14/22	1/4x1-1/2 Carriage Bolts 5pc (2)	9.38	T.C.
	3/14/22	1/4x2 Carriage Bolts 5pc (3)	16.56	T.C.
	3/14/22	Nitrile Gloves 40pk	16.65	T.C.
	3/15/22	6x1/2 Zinc Hex Screws 50pc	4.32	T.C.
	3/15/22	Wasp/Hornet (3)	12.03	T.C.
	3/16/22	Cobweb Duster	5.16	T.C.
	3/16/22	6-12' Ext Pole	19.54	T.C.
	3/16/22	1/4x1 Carriage Bolts 5pc (3)	12.32	T.C.
	3/16/22	1/4x1-1/2 Carriage Bolts 5pc (4)	18.77	T.C.
	3/16/22	1/4x2 Carriage Bolts 5pc (2)	11.04	T.C.
	3/16/22	1/4 Hex Nuts 25pc (3)	8.30	T.C.
	3/16/22	1/4x1 Stainless Hex Bolts 5pc (6)	18.42	T.C.
	3/16/22	3/8 Stainless Hex Nuts 25pc	13.71	T.C.
	3/16/22	5/16 Stainless Hex Nuts 25pc	10.50	T.C.
	3/16/22	96x1-1/2x1/8 Flat Bar (3)	93.15	T.C.
	3/17/22	Caulk Gun	13.78	T.C.
	3/17/22	Large Fountain Pump	49.43	T.C.
	3/17/22	Lemon Cleaner	11.18	T.C.
	3/22/22	Medium Trash Bags 50ct	5.72	T.C.
	3/22/22	1-3/16 Set Your Own Combo Lock	13.42	T.C.
	3/22/22	Utility Knife	3.73	T.C.
	3/23/22	9" Metal Roller Tray	2.04	T.C.
	3/25/22	Bee/Wasp Foam	5.72	T.C.
	3/28/22	Sanding Sponge 80/120	2.00	T.C.
	3/28/22	Putty Knife	0.56	T.C.
	3/28/22	Edge Shield	4.19	T.C.
	3/29/22	Terry Towels 10pk	7.46	T.C.
	3/29/22	1Qt Bucket (10)	25.07	T.C.
	3/29/22	Lemon Pine Sol	6.03	T.C.
	3/30/22	Ratchet Socket Set	6.35	J.S.
	3/30/22	Wasp Spray Twin Pack	8.02	J.S.
	3/30/22	Foam Filler (2)	13.73	J.S.
	3/30/22	Di-Electric Wasp Spray Pro	8.58	J.S.
	3/30/22	Foaming Carpenter Ant Bee Spray	8.58	J.S.
	4/1/22	PVC Glue Pak	7.44	J.S.
	4/1/22	Safety Walk Tape	16.42	J.S.

TOTAL \$905.23

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - CHRISTOPHER HAMRICK
Date: April 19, 2022 at 9:16 PM
To: Margaret Bronson mbronson@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com

Good evening Margaret and Oksana,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR (SATURDAY) 1:00 P.M. to 5:00 P.M.
- DATE OF VENUE – APRIL 16, 2022
- RESIDENT – CHRISTOPHER HAMRICK
- ADDRESS – 355 BRIER ROSE LANE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA (1054):
 - DATED: 4/1/22
 - SEQ#: 3
 - BATCH#: 633
 - INVOICE#: 3
 - APPROVAL CODE: 77082D
 - AMOUNT: \$100.00

8813

2-300 - 36900-10300
Rental Deposit Refund

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
04/01/22	04/01/22	04/16/22	CHRISTOPHER HAMRICK - OV PATIO DEP	DEPOSIT	\$ 100.00			VISA-77082D

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

Thank you.

For a refund of the above SATURDAY, APRIL 16, 2022 to SUNDAY, APRIL 24, 2022 therefore please inform me or have a detailed message at (904) 770-9561 with your NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS, PREFERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity.

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

Governmental Management Services

www.OakLeafResidents.com

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RECEIVED APR 19 2022

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 2262

Invoice Date: 4/25/22

Due Date: 4/25/22

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 April 21, 2022	9.75	25.00	243.75
<i>Amen. Revenue</i>			
<i>2.369.103</i>			
<i>2.300.369.10300</i>			
<i>92B</i>			
<i>Apr. 1</i>			
RECEIVED APR 25 2022			
Total			\$243.75
Payments/Credits			\$0.00
Balance Due			\$243.75

cm
4/25/22

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

DOUBLE BRANCH CDD

Facility Event Staff Service Hours

<u>Quantity</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
9.75	Facility Event Staff	\$ 25.00	\$ 243.75

Covers Period End: April 21, 2022

Amenities Revenue # 2-369-103

INVOICE



4351 Salisbury Rd., Suite 155, Jacksonville, FL 32256
PH: (904)431-3914

Bill To

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

Invoice #	644316
Account #	708477
Invoice Date	4/1/2022
Due Date	4/11/2022
Rep	JB

Invoice Questions:
AR@LakeDoctors.com

Purchase Order Number		Terms	Invoice Date Reflects Month of Service Provided
		NET 10 DAYS	
Item	Description		Amount
	Monthly Water Management Service (R) <i>Apr lake maintenance</i> Code to: 2-320-572-4680 <i>24B</i> Double Branch Lake Maintenance Customer Total Balance \$7,040.00		2,070.00
Thank you! For your business!			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 #	644316
Account #	708477
Date	4/1/2022

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

The Lake Doctors, Inc.
4651 Salisbury Rd., Suite 155
Jacksonville, FL 32256

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 _____

I N V O I C E

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

INVOICE: 45671 QT
DATE: 04/13/22 10:00a
ACCOUNT: 1031 Oakleaf
ROUTE: 0
LAST: 1/12/22 Paula
Paula Douglas

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

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

904-375-9285 wanda 904-894-8980

DESCRIPTION	QTY	PRICE	AMOUNT
General Pest ^{APR} Control PEST		155.00	155.00

RECEIVED APR 26 2022

SUBTOTAL 155.00

Code to:

PREVIOUS BALANCE 0.00
TOTAL DUE 155.00

Double Branch Facility Maintenance - Preventative

2-320-572-4661

324B

Products

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

Other: _____

Comments: _____

EFFECTIVE June 1, 2013
MAKE Checks Payable to:

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

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

THANK YOU FOR YOUR BUSINESS!
HAVE A WONDERFUL DAY!

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - RUTH RICHARDS
Date: April 19, 2022 at 8:45 PM
To: Margaret Bronson mbronson@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amosing@gmstnn.com

Good evening Margaret and Oksana,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR (SUNDAY) 12:30 P.M. to 4:30 P.M.
- DATE OF VENUE – APRIL 10, 2022
- RESIDENT – RUTH RICHARDS
- ADDRESS – 627 GROVER LANE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA (7611):
 - DATED: 3/6/22
 - SEQ#: 2
 - BATCH#: 617
 - INVOICE#: 2
 - APPROVAL CODE: 063526
 - AMOUNT: \$100.00

880 B

2-300-369-10300
Rental Deposit Refund

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
03/08/22	03/08/22	04/10/22	RUTH RICHARDS - OVCR DEPOSIT	DEPOSIT	\$ 100.00			VISA-063526

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

Thank you.

I will be out of the office on SATURDAY, APRIL 17, 2022, to MONDAY, APRIL 18, 2022. Please email me, or leave a detailed message at (904) 770-4661 with your NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS, PREFERENCE, and EMAIL ADDRESS. I will respond at my earliest opportunity.

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

Governmental Management Services

www.OakleafResidents.com

RECEIVED APR 19 2022

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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

04-06-22

Invoice Date

015994109

Invoice Number

720343326

Customer Number

MFP3635X1 MFP3635X W/EIP

SER.# BB1-867777

SPLY-MAINT - COST PER COPY PLAN
AMOUNT

2-330-572-50E
399B

BASE CHARGE

APRIL

42.28

METER USAGE

METER 1

12-30-21 TO 03-30-22

187621

189781

2160

PRINT CHARGES

METER 1 PRINTS

2160

NET BILLABLE PRINTS

2160 .047500

102.60

TOTAL EXCESS PRINT CHARGES

102.60

SUB TOTAL

144.88

TOTAL

144.88

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

THIS COST PER COPY AGREEMENT RENEWS ON 06-30-22

TOTAL OF INVOICE MAY VARY ACCORDING TO METER USAGE BILLED

XEROX FEDERAL IDENTIFICATION #16-0468020

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

Ship To/Installed At

DOUBLE BRANCH

COMM DEV DIST

PKWY

370 OAKLEAF VILLAGE

ORANGE PARK FL

32065

Bill To

DOUBLE BRANCH

COMM DEV DIST

STE 114

475 W TOWN PL

SAINT AUGUSTINE FL

32092

When Paying By Mail

Send Payment To:

XEROX CORPORATION

P.O. BOX 827598

PHILADELPHIA, PA

19182-7598



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

Invoice Amount

01-569-8562 4 720343326 015994109 04-06-22 THIS AMOUNT

\$144.88

RR002513 M 070121

VFL40

03 6GSW 6GSW

W W0225 5933 1 115

202100008070060 0159941092 0300144882 272034332686

Invoice

Payment

FOURTH ORDER OF BUSINESS

Double Branch Community Development District
Auditor Selection Evaluation Criteria

	Ability of Personnel	Proposer's Experience	Understanding of Scope of Work	Ability to Furnish the Required Services	Price	Point Total
	(e.g., geographic locations of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing workload; proposed staffing levels, etc.)	(e.g., past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other Community Development Districts in other contracts; character; integrity; reputation of respondent, etc.)	Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.	Extent to which the proposal demonstrates the adequacy of proposer's financial resources and stability as a business entity necessary to complete the services required (e.g., the existence of any natural disaster plan for business operations).	Points will be awarded based upon the price bid for the rendering of the services and reasonableness of the price to services.	
Proposer	20	20	20	20	20	100
Berger, Toombs, Elam, Gaines & Frank						
Grau & Associates						

**DOUBLE BRANCH
COMMUNITY DEVELOPMENT DISTRICT
PROPOSAL FOR AUDIT SERVICES**

PROPOSED BY:

Berger, Toombs, Elam, Gaines & Frank
CERTIFIED PUBLIC ACCOUNTANTS, PL

600 Citrus Avenue, Suite 200
Fort Pierce, Florida 34950

(772) 461-6120

CONTACT PERSON:

J. W. Gaines, CPA, Director

DATE OF PROPOSAL:

April 29, 2022

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Berger, Toombs, Elam, Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue
Suite 200
Fort Pierce, Florida 34950

772/461-6120 // 461-1155
FAX: 772/468-9278

April 29, 2022

Double Branch Community Development District
Governmental Management Services
475 West Town Place, Suite 114
St. Augustine, FL 32092

Dear District Manager:

Thank you very much for the opportunity to present our professional credentials to provide audit services for Double Branch Community Development District.

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL has assembled a team of governmental and nonprofit specialists second to none to serve our clients. Our firm has the necessary qualifications and experience to serve as the independent auditors for Double Branch Community Development District. We will provide you with top quality, responsive service.

Experience

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL is a recognized leader in providing services to governmental and nonprofit agencies throughout Florida. We have been the independent auditors for a number of local governmental agencies and through our experience in performing their audits, we have been able to increase our audit efficiency and; therefore, reduce costs. We have continually passed this cost savings on to our clients and will continue to do so in the future. As a result of our experience and expertise, we have developed an effective and efficient audit approach designed to meet or exceed the performance specifications in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and the standards for financial and compliance audits. We will conduct the audit in accordance with auditing standards generally accepted in the United States of America; "Government Auditing Standards" issued by the Comptroller General of the United States; the provisions of the Single Audit Act, Subpart F of Title 2 US Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, with minimal disruption to your operations. Our firm has frequent technical updates to keep our personnel informed and up-to-date on all changes that are occurring within the industry.



Berger, Toombs, Elam,
Gaines & Frank
Certified Public Accountants PL

Double Branch Community Development District
April 29, 2022

Our firm is a member of the Government Audit Quality Center, an organization dedicated to improving government audit quality. We also utilize the audit program software of a nationally recognized CPA firm to assure us that we are up to date with all auditing standards and to assist us maintain maximum audit efficiencies.

To facilitate your evaluation of our qualifications and experience, we have arranged this proposal to include a resume of our firm, including our available staff, our extensive prior governmental and nonprofit auditing experience and clients to be contacted.

You need a firm that will provide an efficient, cost-effective, high-quality audit within critical time constraints. You need a firm with the prerequisite governmental and nonprofit experience to perform your audit according to stringent legal and regulatory requirements, a firm that understands the complex nature of community development districts and their unique compliance requirements. You need a firm with recognized governmental and nonprofit specialists within the finance and governmental communities. And, certainly, you need a firm that will provide you with valuable feedback to enhance your current and future operations. Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL is that firm. J. W. Gaines is the person authorized to make representations for the firm.

Thank you again for the opportunity to submit this proposal to Double Branch Community Development District.

Very truly yours,

Berger, Toombs, Elam, Gaines & Frank
Certified Public Accountants PL
Fort Pierce, Florida

PROFILE OF THE PROPOSER

Description and History of Audit Firm

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL is a Treasure Coast public accounting firm, which qualifies as a small business firm, as established by the Small Business Administration (13 CFR 121.38), with offices in Fort Pierce and Stuart. We are a member of the Florida Institute of Certified Public Accountants and the American Institute of Certified Public Accountants. The firm was formed from the merger of Edwards, Berger, Harris & Company (originated in 1972) and McAlpin, Curtis & Associates (originated in 1949). J. W. Gaines and Associates (originated in 1979) merged with the firm in 2004. Our tremendous growth rate experienced over the last 69 years is directly attributable to the firm's unrelenting dedication to providing the highest quality, responsive professional services attainable to its clients.

We are a member of the Private Companies Practice Section (PCPS) of the American Institute of Certified Public Accountants (AICPA) to assure we meet the highest standards. Membership in this practice section requires that our firm meet more stringent standards than standard AICPA membership. These rigorous requirements include the requirement of a triennial peer review of our firm's auditing and accounting practice and annual Continuing Professional Education (CPE) for all accounting staff (whether CPA or non-CPA). For standard AICPA membership, only a quality review is required and only CPAs must meet CPE requirements.

We are also a member of the Government Audit Quality Center ("the Center") of the American Institute of Certified Public Accountants to assure the quality of our government audits. Membership in the Center, which is voluntary, requires our firm to comply with additional standards to promote the quality of government audits.

We have been extensively involved in serving local government entities with professional accounting, auditing and consulting services throughout the entire 69 year history of our firm. Our substantial experience over the years makes us uniquely qualified to provide accounting, auditing, and consulting services to these clients. We are a recognized leader in providing services to governmental and nonprofit agencies on the Treasure Coast and in Central and South Florida, with extensive experience in auditing community development districts and water control districts. We were the independent auditors of the City of Fort Pierce for over 37 years and currently, we are the independent auditors for St. Lucie County since 2002, and for 34 of the 38 years that the county has been audited by CPA firms. Additionally, we have performed audits of the City of Stuart, the City of Vero Beach, Indian River County and Martin County. We also presently audit over 75 Community Development Districts throughout Florida.

Our firm was founded on the belief that we are better able to respond to our clients needs through education, experience, independence, quality control, and personal service. Our firm's commitment to quality is reflected in our endeavor of professional excellence via continuing education, the use of the latest computer technology, professional membership in PCPS and peer review.

We believe our approach to audit engagements, intelligence and innovation teamed with sound professional judgment enables us to explore new concepts while remaining sensitive to the fundamental need for practical solutions. We take pride in giving you the assurance that the personal assistance you receive comes from years of advanced training, technical experience and financial acumen.

Professional Staff Resources

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL has a total of 27 professional and administrative staff (including 12 professional staff with extensive experience servicing government entities). The work will be performed out of our Fort Pierce office with a proposed staff of one senior accountant and one or two staff accountants supervised by an audit manager and audit partner. With the exception of the directors of the firm's offices, the professional staff is not specifically assigned to any of our individual offices. The professional and administrative staff resources available to you through Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL are as follows:

	<u>Total</u>
Partners/Directors (CPA's)	5
Principals (CPA)	1
Managers (CPA)	1
Senior/Supervisor Accountants (2 CPA's)	3
Staff Accountants (1 CPA)	7
Computer Specialist	1
Paraprofessional	6
Administrative	<u>4</u>
Total – all personnel	28

Following is a brief description of each employee classification:

Staff Accountant – Staff accountants work directly under the constant supervision of the auditor-in-charge and, are responsible for the various testing of documents, account analysis and any other duties as his/her supervisor believes appropriate. Minimum qualification for a staff accountant is graduation from an accredited university or college with a degree in accounting or equivalent.

Senior Accountant – A senior accountant must possess all the qualifications of the staff accountant, in addition to being able to draft the necessary reports and financial statements, and supervise other staff accountants when necessary.

Managers – A manager must possess the qualifications of the senior accountant, plus be able to work without extensive supervision from the auditor-in-charge. The manager should be able to draft audit reports from start to finish and to supervise the audit team, if necessary.

Principal – A principal is a partner/director in training. He has been a manager for several years and possesses the technical skills to act as the auditor-in-charge. A principal has no financial interest in the firm.

Partner/Director – The director has extensive governmental auditing experience and acts as the auditor-in-charge. Directors have a financial interest in the firm.

Professional Staff Resources (Continued)

Independence – Independence of the public accounting firm, with respect to the audit client, is the foundation from which the public gains its trust in the opinion issued by the public accounting firm at the end of the audit process. This independence must be in appearance as well as in fact. The public must perceive that the accounting firm is independent of the audit entity to ensure that nothing would compromise the opinion issued by the public accounting firm. **Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL** is independent of Double Branch Community Development District, including its elected officials and related parties, at the date of this proposal, as defined by the following rules, regulations, and standards:

AuSection 220 – Statements on Auditing Standards issued by the American Institute of Certified Public Accountants;

ET Sections 101 and 102 – Code of Professional Conduct of the American Institute of Certified Public Accountants;

Chapter 21A-1, Florida Administrative Code;

Section 473.315, Florida Statutes; and,

Government Auditing Standards, issued by the Comptroller General of the United States.

On an annual basis, all members of the firm are required to confirm, in writing, that they have no personal or financial relationships or holding that would impair their independence with regard to the firm's clients.

Independence is a hallmark of our profession. We encourage our staff to use professional judgment in situations where our independence could be impaired or the perception of a conflict of interest might exist. In the governmental sector, public perception is as important as professional standards. Therefore, the utmost care must be exercised by independent auditors in the performance of their duties.

Ability to Furnish the Required Services

As previously noted in the Profile of the Proposer section of this document, our firm has been in existence for over 69 years. We have provided audit services to some clients for over 30 years continually. Our firm is insured against physical loss through commercial insurance and we also carry liability insurance. The majority of our audit documentation is stored electronically, both on our office network and on each employee laptop or computer assigned to each specific job. Our office computer network is backed up on tape, so in the event of a total equipment loss, we can restore all data as soon as replacement equipment is acquired. In addition, our field laptop computers carry the same data and can be used in the event of emergency with virtually no delay in completing the required services.

ADDITIONAL SERVICES PROVIDED

Arbitrage Rebate Services

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL also provides arbitrage rebate compliance and related services to governmental issuers. The Tax Reform Act of 1986 requires issuers of most tax-exempt obligations to pay (i.e., “rebate”) to the United States government any arbitrage profits. Arbitrage profits are earnings on the investment of bond proceeds and certain other monies in excess of what would have been earned had such monies been invested at a yield equal to the yield on the bonds.

Federal tax law requires that interim rebate calculations and payments are due at the end of every fifth bond year. Final payment is required upon redemption of the bonds. More frequent calculations may be deemed advisable by an issuer’s auditor, trustee or bond counsel or to assure that accurate and current records are available. These more frequent requirements are usually contained in the Arbitrage or Rebate Certificate with respect to the bonds.

Our firm performs a comprehensive rebate analysis and includes the following:

- Verifying that the issue is subject to rebate;
- Calculating the bond yield;
- Identifying, and separately accounting for, all “Gross Proceeds” (as that term is defined in the Code) of the bond issue, including those requiring analysis due to “transferred proceeds” and/or “commingled funds” circumstances;
- Determining what general and/or elective options are available to Gross proceeds of the issue;
- Calculating the issue’s excess investment earning (rebate liability), if any;
- Delivering appropriate documentation to support all calculations;
- Providing an executive summary identifying the methodology employed, major assumptions, conclusions, and any other recommendations for changes in recordkeeping and investment policies;
- Assisting as necessary in the event of an Internal Revenue Service inquiry; and,
- Consulting with issue staff, as necessary, regarding arbitrage related matters.

GOVERNMENTAL AUDITING EXPERIENCE

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL has been practicing public accounting in Florida for 69 years. Our success over the years has been the result of a strong commitment to providing personalized quality service to our clients.

The current members of our firm have performed audits of over 900 community development districts, and over 1,800 audits of municipalities, counties and other governmental entities such as the City of Fort Pierce and St. Lucie County.

Our firm provides a variety of accounting, auditing, tax litigation support, and consulting services. Some of the professional accounting, auditing and management consulting services that are provided by our firm are listed below:

- Performance of annual financial and compliance audits, including Single Audits of state and federal financial assistance programs, under the provisions of the Single Audit Act, Subpart F of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), with minimal disruptions to your operations;
- Performance of special compliance audits to ascertain compliance with the applicable local, state and federal laws and regulations;
- Issuance of comfort letters and consent letters in conjunction with the issuance of tax-exempt debt obligations, including compiling financial data and interim period financial statement reviews;
- Calculation of estimated and actual federal arbitrage rebates;
- Assistance in compiling historical financial data for first-time and supplemental submissions for GFOA Certificate of Achievement for Excellence in Financial Reporting;
- Preparation of indirect cost allocation systems in accordance with Federal and State regulatory requirements;
- Providing human resource and employee benefit consulting;
- Performance of automation feasibility studies and disaster recovery plans;
- Performance feasibility studies concerning major fixed asset acquisitions and utility plant expansion plans (including electric, water, pollution control, and sanitation utilities); and
- Assistance in litigation, including testimony in civil and criminal court.
- Assist clients who utilize QuickBooks software with their software needs. Our Certified QuickBooks Advisor has undergone extensive training through QuickBooks and has passed several exams to attain this Certification.

Continuing Professional Education

All members of the governmental audit staff of our firm, and audit team members assigned to this engagement, are in compliance with the Continuing Professional Education (CPE) requirements set forth in Government Auditing Standards issued by the Comptroller General of the United States. In addition, our firm is in compliance with the applicable provisions of the Florida Statutes that require CPA's to have met certain CPE requirements prior to proposing on governmental audit engagements.

GOVERNMENTAL AUDITING EXPERIENCE (CONTINUED)

The audit team has extensive experience in performing governmental audits and is exposed to intensive and continuing concentration on these types of audits. Due to the total number of governmental audits our team performs, each member of our governmental staff must understand and be able to perform several types of governmental audits. It is our objective to provide each professional employee fifty hours or more of comprehensive continuing professional education each year. This is accomplished through attending seminars throughout Florida and is reinforced through in-house training.

Our firm has made a steadfast commitment to professional education. Our active attendance and participation in continuing professional education is a major part of our objective to obtain the most recent knowledge on issues which are of importance to our clients. We are growing on the reputation for work that our firm is providing today.

Quality Control Program

Quality control requires continuing commitment to professional excellence. **Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL** is formally dedicated to that commitment.

To ensure maintaining the standards of working excellence required by our firm, we joined the Private Companies Practice Section (PCPS) of the American Institute of Certified Public Accountants (AICPA). To be a participating member firm of this practice section, a firm must obtain an independent Peer Review of its quality control policies and procedures to ascertain the firm's compliance with existing auditing standards on the applicable engagements.

The scope of the Peer Review is comprehensive in that it specifically reviews the following quality control policies and procedures of the participating firm:

- Professional, economic, and administrative independence;
- Assignment of professional personnel to engagements;
- Consultation on technical matters;
- Supervision of engagement personnel;
- Hiring and employment of personnel;
- Professional development;
- Advancement;
- Acceptance and continuation of clients; and,
- Inspection and review system.

We believe that our commitment to the program is rewarding not only to our firm, but primarily to our clients.

The external independent Peer Review of the elements of our quality control policies and procedures performed by an independent certified public accountant, approved by the PCPS of the AICPA, provides you with the assurance that we continue to conform to standards of the profession in the conduct of our accounting and auditing practice.

GOVERNMENTAL AUDITING EXPERIENCE (CONTINUED)

Our firm is also a member of Governmental Audit Quality Center (GAQC), a voluntary membership center for CPA firms that perform governmental audits. This center promotes the quality of governmental audits.

Our firm has completed successive Peer Reviews. These reviews included a representative sample of our firm's local governmental auditing engagements. As a result of these reviews, our firm obtained an unqualified opinion on our quality control program and work procedures. On page 31 is a copy of our most recent Peer Review report. It should be noted that we received a pass rating.

Our firm has never had any disciplinary actions by state regulatory bodies or professional organizations.

As our firm performs approximately one hundred audits each year that are reviewed by federal, state or local entities, we are constantly dealing with questions from these entities about our audits. We are pleased to say that any questions that have been raised were minor issues and were easily resolved without re-issuing any reports.

Certificate of Achievement for Excellence in Financial Reporting (CAFR)

We are proud and honored to have been involved with the City of Fort Pierce and the Fort Pierce Utilities Authority when they received their first Certificates of Achievement for Excellence in Financial Reporting for the fiscal years ended September 30, 1988 and 1994, respectively. We were also instrumental in the City of Stuart receiving the award, in our first year of performing their audit, for the year ended September 30, 1999.

We also assisted St. Lucie County, Florida for the year ended September 30, 2003, in preparing their first Comprehensive Annual Financial Report, and St. Lucie County has received their Certificate of Achievement for Excellence in Financial Reporting every year since.

As continued commitment to insuring that we are providing the highest level of experience, we have had at least one employee of our firm serve on the GFOA – Special Review Committee since the mid-1980s. This committee is made up of selective Certified Public Accountants throughout the United States who have demonstrated their high level of knowledge and expertise in governmental accounting. Each committee member attends a special review meeting at the Annual GFOA Conference. At this meeting, the committee reports on the Certificate of Achievement Program's most recent results, future goals, and common reporting deficiencies.

We feel that our previous experience in assisting the City of Fort Pierce, the Fort Pierce Utilities Authority and St. Lucie County obtain their first CAFRs, and the City of Stuart in continuing to receive a CAFR and our firm's continued involvement with the GFOA, and the CAFR review committee make us a valued asset for any client in the field of governmental financial reporting.

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

References

Terracina Community Development
District
Jeff Walker, Special District Services
(561) 630-4922

Gateway Community Development
District
Stephen Bloom, Severn Trent Management
(954) 753-5841

The Reserve Community Development District

Darrin Mossing, Governmental Management
Services LLC
(407) 841-5524

Port of the Islands Community Development
District
Cal Teague, Premier District Management

(239) 690-7100 ext 101

In addition to the above, we have the following additional governmental audit experience:

Community Development Districts

Aberdeen Community Development
District

Beacon Lakes Community
Development District

Alta Lakes Community Development
District

Beaumont Community Development
District

Amelia Concourse Community
Development District

Bella Collina Community Development
District

Amelia Walk Community
Development District

Bonnet Creek Community
Development District

Aqua One Community Development
District

Buckeye Park Community
Development District

Arborwood Community Development
District

Candler Hills East Community
Development District

Arlington Ridge Community
Development District

Cedar Hammock Community
Development District

Bartram Springs Community
Development District

Central Lake Community
Development District

Baytree Community Development
District

Channing Park Community
Development District

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Cheval West Community Development District	Evergreen Community Development District
Coconut Cay Community Development District	Forest Brooke Community Development District
Colonial Country Club Community Development District	Gateway Services Community Development District
Connerton West Community Development District	Gramercy Farms Community Development District
Copperstone Community Development District	Greenway Improvement District
Creekside @ Twin Creeks Community Development District	Greyhawk Landing Community Development District
Deer Run Community Development District	Griffin Lakes Community Development District
Dowden West Community Development District	Habitat Community Development District
DP1 Community Development District	Harbor Bay Community Development District
Eagle Point Community Development District	Harbourage at Braden River Community Development District
East Nassau Stewardship District	Harmony Community Development District
Eastlake Oaks Community Development District	Harmony West Community Development District
Easton Park Community Development District	Harrison Ranch Community Development District
Estancia @ Wiregrass Community Development District	Hawkstone Community Development District

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Heritage Harbor Community Development District	Madeira Community Development District
Heritage Isles Community Development District	Marhsall Creek Community Development District
Heritage Lake Park Community Development District	Meadow Pointe IV Community Development District
Heritage Landing Community Development District	Meadow View at Twin Creek Community Development District
Heritage Palms Community Development District	Mediterra North Community Development District
Heron Isles Community Development District	Midtown Miami Community Development District
Heron Isles Community Development District	Mira Lago West Community Development District
Highland Meadows II Community Development District	Montecito Community Development District
Julington Creek Community Development District	Narcoossee Community Development District
Laguna Lakes Community Development District	Naturewalk Community Development District
Lake Bernadette Community Development District	New Port Tampa Bay Community Development District
Lakeside Plantation Community Development District	Overoaks Community Development District
Landings at Miami Community Development District	Panther Trace II Community Development District
Legends Bay Community Development District	Paseo Community Development District
Lexington Oaks Community Development District	Pine Ridge Plantation Community Development District
Live Oak No. 2 Community Development District	Piney Z Community Development District

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Poinciana Community Development District	Sampson Creek Community Development District
Poinciana West Community Development District	San Simeon Community Development District
Port of the Islands Community Development District	Six Mile Creek Community Development District
Portofino Isles Community Development District	South Village Community Development District
Quarry Community Development District	Southern Hills Plantation I Community Development District
Renaissance Commons Community Development District	Southern Hills Plantation III Community Development District
Reserve Community Development District	South Fork Community Development District
Reserve #2 Community Development District	St. John's Forest Community Development District
River Glen Community Development District	Stoneybrook South Community Development District
River Hall Community Development District	Stoneybrook South at ChampionsGate Community Development District
River Place on the St. Lucie Community Development District	Stoneybrook West Community Development District
Rivers Edge Community Development District	Tern Bay Community Development District
Riverwood Community Development District	Terracina Community Development District
Riverwood Estates Community Development District	Tison's Landing Community Development District
Rolling Hills Community Development District	TPOST Community Development District
Rolling Oaks Community Development District	

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Triple Creek Community Development District	Vizcaya in Kendall Development District
TSR Community Development District	Waterset North Community Development District
Turnbull Creek Community Development District	Westside Community Development District
Twin Creeks North Community Development District	WildBlue Community Development District
Urban Orlando Community Development District	Willow Creek Community Development District
Verano #2 Community Development District	Willow Hammock Community Development District
Viera East Community Development District	Winston Trails Community Development District
VillaMar Community Development District	Zephyr Ridge Community Development District

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Other Governmental Organizations

City of Westlake	Office of the Medical Examiner, District 19
Florida Inland Navigation District	Rupert J. Smith Law Library of St. Lucie County
Fort Pierce Farms Water Control District	St. Lucie Education Foundation
Indian River Regional Crime Laboratory, District 19, Florida	Seminole Improvement District
Viera Stewardship District	Troup Indiantown Water Control District

Current or Recent Single Audits.

St. Lucie County, Florida
Early Learning Coalition, Inc.
Treasure Coast Food Bank, Inc.

Members of our audit team have acquired extensive experience from performing or participating in over 1,800 audits of governments, independent special taxing districts, school boards, and other agencies that receive public money and utilize fund accounting.

Much of our firm's auditing experience is with compliance auditing, which is required for publicly financed agencies. In this type of audit, we do a financial examination and also confirm compliance with various statutory and regulatory guidelines.

Following is a summary of our other experience, including Auditor General experience, as it pertains to other governmental and fund accounting audits.

Counties

(Includes elected constitutional officers, utilities and dependent taxing districts)

Indian River
Martin
Okeechobee
Palm Beach

Municipalities

City of Port St. Lucie
City of Vero Beach
Town of Orchid

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Special Districts

Bannon Lakes Community Development District
Boggy Creek Community Development District
Capron Trail Community Development District
Celebration Pointe Community Development District
Coquina Water Control District
Diamond Hill Community Development District
Dovera Community Development District
Durbin Crossing Community Development District
Golden Lakes Community Development District
Lakewood Ranch Community Development District
Martin Soil and Water Conservation District
Meadow Pointe III Community Development District
Myrtle Creek Community Development District
St. Lucie County – Fort Pierce Fire District
The Crossings at Fleming Island
St. Lucie West Services District
Indian River County Mosquito Control District
St. John's Water Control District
Westchase and Westchase East Community Development Districts
Pier Park Community Development District
Verandahs Community Development District
Magnolia Park Community Development District

Schools and Colleges

Federal Student Aid Programs – Indian River Community College
Indian River Community College
Okeechobee County District School Board
St. Lucie County District School Board

State and County Agencies

Central Florida Foreign-Trade Zone, Inc. (a nonprofit organization affiliated with the St. Lucie County Board of County Commissioners)
Florida School for Boys at Okeechobee
Indian River Community College Crime Laboratory
Indian River Correctional Institution

FEE SCHEDULE

We propose the fee for our audit services described below to be \$4,350 for the years ended September 30, 2022, 2023, and 2024, and \$4,610 for the years ended September 30, 2025 and 2026. The fee is contingent upon the financial records and accounting systems of Double Branch Community Development District being “audit ready” and the financial activity for the District is not materially increased. If we discover that additional preparation work or subsidiary schedules are needed, we will consult with your authorized representative. We can assist with this additional work at our standard rates should you desire.

SCOPE OF WORK TO BE PERFORMED

If selected as the District's auditors, we will perform a financial and compliance audit in accordance with Section 11.45, Florida Statutes, in order to express an opinion on an annual basis on the financial statements of Double Branch Community Development District as of September 30, 2022, 2023, 2024, 2025, and 2026. The audits will be performed to the extent necessary to express an opinion on the fairness in all material respects with which the financial statements present the financial position, results of operations and changes in financial position in conformity with generally accepted accounting principles and to determine whether, for selected transactions, operations are properly conducted in accordance with legal and regulatory requirements. Reportable conditions that are also material weaknesses shall be identified as such in the Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters. Other (non-reportable) conditions discovered during the course of the audit will be reported in a separate letter to management, which will be referred to in the Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters.

Our audit will be performed in accordance with standards for financial and compliance audits contained in *Government Auditing Standards*, as well as in compliance with rules and regulations of audits of special districts as set forth by the State Auditor General in Chapter 10.550, Local Governmental Entity Audits, and other relevant federal, state and county orders, statutes, ordinances, charter, resolutions, bond covenants, Administrative Code and procedures, or rules and regulations which may pertain to the work required in the engagement.

The primary purpose of our audit will be to express an opinion on the financial statements discussed above. It should be noted that such audits are subject to the inherent risk that errors or irregularities may not be detected. However, if conditions are discovered which lead to the belief that material errors, defalcations or other irregularities may exist or if other circumstances are encountered that require extended services, we will promptly notify the appropriate individual.

Commitment to Quality Service

Personnel Qualifications and Experience

J. W. Gaines, CPA, CITP

Director – 41 years

Education

- ◆ Stetson University, B.B.A. – Accounting

Registrations

- ◆ Certified Public Accountant – State of Florida, State Board of Accountancy
- ◆ Certified Information Technology Professional (CITP) – American Institute of Certified Public Accountants

Professional Affiliations/Community Service

- ◆ Member of the American and Florida Institutes of Certified Public Accountants
- ◆ Affiliate member Government Finance Officers Association
- ◆ Past President, Vice President-Campaign Chairman, Vice President and Board Member of United Way of St. Lucie County, 1989 - 1994
- ◆ Past President, President Elect, Secretary and Treasurer of the Treasure Coast Chapter of the Florida Institute of Certified Public Accountants, 1988 - 1991
- ◆ Past President of Ft. Pierce Kiwanis Club, 1994 - 95, Member/Board Member since 1982
- ◆ Past President, Vice President and Treasurer of St. Lucie County Chapter of the American Cancer Society, 1980 -1986
- ◆ Member of the St. Lucie County Chamber of Commerce, Member Board of Directors, Treasurer, September 2002 - 2006, Chairman Elect 2007, Chairman 2008, Past Chairman 2009
- ◆ Member Lawnwood Regional Medical Center Board of Trustees, 2000 – Present, Chairman 2013 - Present
- ◆ Member of St. Lucie County Citizens Budget Committee, 2001 – 2002
- ◆ Member of Ft. Pierce Citizens Budget Advisory Committee, 2010 – 2011
- ◆ Member of Ft. Pierce Civil Service Appeals Board, 2013 - Present

Professional Experience

- ◆ Miles Grant Development/Country Club – Stuart, Florida, July 1975 – October 1976
- ◆ State Auditor General's Office – Public Accounts Auditor – November 1976 through September 1979
- ◆ Director - Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants PL, responsible for numerous government and nonprofit audits.
- ◆ Over 40 years experience in all phases of public accounting and auditing experience, with a concentration in financial and compliance audits. Mr. Gaines has been involved in all phases of the audits listed on the preceding pages.

Commitment to Quality Service

Personnel Qualifications and Experience
--

J. W. Gaines, CPA, CITP (Continued)

Director

Continuing Professional Education

- ♦ Has participated in numerous continuing professional education courses provided by nationally recognized sponsors over the last two years to keep abreast of the latest developments in accounting and auditing such as:
 - Governmental Accounting Report and Audit Update
 - Analytical Procedures, FICPA
 - Annual Update for Accountants and Auditors
 - Single Audit Sampling and Other Considerations

Commitment to Quality Service

Personnel Qualifications and Experience

David S. McGuire, CPA, CITP

Accounting and Audit Principal – 18 years

Accounting and Audit Manager – 4 years

Staff Accountant – 11 years

Education

- ◆ University of Central Florida, B.A. – Accounting
- ◆ Barry University – Master of Professional Accountancy

Registrations

- ◆ Certified Public Accountant – State of Florida, State Board of Accountancy
- ◆ Certified Information Technology Professional (CITP) – American Institute of Certified Public Accountants
- ◆ Certified Not-For-Profit Core Concepts 2018

Professional Affiliations/Community Service

- ◆ Member of the American and Florida Institutes of Certified Public Accountants
- ◆ Associate Member, Florida Government Finance Office Associates
- ◆ Assistant Coach – St. Lucie County Youth Football Organization (1994 – 2005)
- ◆ Assistant Coach – Greater Port St. Lucie Football League, Inc. (2006 – 2010)
- ◆ Board Member – Greater Port St. Lucie Football League, Inc. (2011 – 2017)
- ◆ Treasurer, AIDS Research and Treatment Center of the Treasure Coast, Inc. (2000 – 2003)
- ◆ Board Member/Treasurer, North Treasure Coast Chapter, American Red Cross (2004 – 2010)
- ◆ Member/Board Member of Port St. Lucie Kiwanis (1994 – 2001)
- ◆ President (2014/15) of Sunrise Kiwanis of Fort Pierce (2004 – 2017)
- ◆ St. Lucie District School Board Superintendent Search Committee (2013 – present)
- ◆ Board Member – Phrozen Pharos (2019-2021)

Professional Experience

- ◆ Twenty-eight years public accounting experience with an emphasis on nonprofit and governmental organizations.
- ◆ Audit Manager in-charge on a variety of audit and review engagements within several industries, including the following government and nonprofit organizations:
 - St. Lucie County, Florida
 - 19th Circuit Office of Medical Examiner
 - Troup Indiantown Water Control District
 - Exchange Club Center for the Prevention of Child Abuse, Inc.
 - Healthy Kids of St. Lucie County
 - Mustard Seed Ministries of Ft. Pierce, Inc.
 - Reaching Our Community Kids, Inc.
 - Reaching Our Community Kids - South
 - St. Lucie County Education Foundation, Inc.
 - Treasure Coast Food Bank, Inc.
 - North Springs Improvement District
- ◆ Four years of service in the United States Air Force in computer operations, with a top secret (SCI/SBI) security clearance.

Commitment to Quality Service

Personnel Qualifications and Experience
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David S. McGuire, CPA, CITP (Continued)

Accounting and Audit Principal

Continuing Professional Education

- ◆ Mr. McGuire has attended numerous continuing professional education courses and seminars taught by nationally recognized sponsors in the accounting auditing and single audit compliance areas. He has attended courses over the last two years in those areas as follows:

- Not-for-Profit Auditing Financial Results and Compliance Requirements

- Update: Government Accounting Reporting and Auditing

- Annual Update for Accountants and Auditors

Commitment to Quality Service

Personnel Qualifications and Experience

David F. Haughton, CPA

Accounting and Audit Manager – 30 years

Education

- ◆ Stetson University, B.B.A. – Accounting

Registrations

- ◆ Certified Public Accountant – State of Florida, State Board of Accountancy

Professional Affiliations/Community Service

- ◆ Member of the American and Florida Institutes of Certified Public Accountants
- ◆ Former Member of Florida Institute of Certified Public Accountants Committee on State and Local Government
- ◆ Affiliate Member Government Finance Officers Association (GFOA) for over 10 years
- ◆ Affiliate Member Florida Government Finance Officers Association (FGFOA) for over 10 years
- ◆ Technical Review – 1997 FICPA Course on State and Local Governments in Florida
- ◆ Board of Directors – Kiwanis of Ft. Pierce, Treasurer – 1994-1999; Vice President – 1999-2001

Professional Experience

- ◆ Twenty-seven years public accounting experience with an emphasis on governmental and nonprofit organizations.
- ◆ State Auditor General's Office – West Palm Beach, Staff Auditor, June 1985 to September 1985
- ◆ Accounting and Audit Manager of Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants PL, responsible for audit and accounting services including governmental and not-for-profit audits.
- ◆ Over 20 years of public accounting and governmental experience, specializing in governmental and nonprofit organizations with concentration in special districts, including Community Development Districts which provide services including water and sewer utilities. Governmental and non-profit entities served include the following:

Counties:

St. Lucie County

Municipalities:

City of Fort Pierce

City of Stuart

Commitment to Quality Service

Personnel Qualifications and Experience

David F. Haughton, CPA (Continued)

Accounting and Audit Manager

Professional Experience (Continued)

Special Districts:

Bluewaters Community Development District
Country Club of Mount Dora Community Development District
Fiddler's Creek Community Development District #1 and #2
Indigo Community Development District
North Springs Improvement District
Renaissance Commons Community Development District
St. Lucie West Services District
Stoneybrook Community Development District
Summerville Community Development District
Terracina Community Development District
Thousand Oaks Community Development District
Tree Island Estates Community Development District
Valencia Acres Community Development District

Non-Profits:

The Dunbar Center, Inc.
Hibiscus Children's Foundation, Inc.
Hope Rural School, Inc.
Maritime and Yachting Museum of Florida, Inc.
Tykes and Teens, Inc.
United Way of Martin County, Inc.
Workforce Development Board of the Treasure Coast, Inc.

- ◆ While with the Auditor General's Office he was on the staff for the state audits of the Martin County School District and Okeechobee County School District.
- ◆ During 1997 he performed a technical review of the Florida Institute of Certified Public Accountants state CPE course on Audits of State and Local Governments in Florida. His comments were well received by the author and were utilized in future updates to the course.

Continuing Professional Education

- ◆ During the past several years, he has participated in numerous professional development training programs sponsored by the AICPA and FICPA, including state conferences on special districts and governmental auditing in Florida. He averages in excess of 100 hours bi-annually of advanced training which exceeds the 80 hours required in accordance with the continuing professional education requirements of the Florida State Board of accountancy and the AICPA Private Companies Practice Section. He has over 75 hours of governmental CPE credit within the past two years.

Commitment to Quality Service

Personnel Qualifications and Experience
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Matthew Gonano, CPA

Senior Staff Accountant – 10 years

Education

- ◆ University of North Florida, B.B.A. – Accounting
- ◆ University of Alicante, Spain – International Business
- ◆ Florida Atlantic University – Masters of Accounting

Professional Affiliations/Community Service

- ◆ American Institute of Certified Public Accountants
- ◆ Florida Institute of Certified Public Accountants

Professional Experience

- ◆ Senior Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.
- ◆ Performed audits of nonprofit and governmental organizations in accordance with Governmental Accounting Auditing Standards (GAAS)
- ◆ Performed Single Audits of nonprofit organizations in accordance with OMB Circular A-133, Audits of State, Local Governments, and Non-Profit Organizations.

Continuing Professional Education

- ◆ Mr. Gonano has participated in numerous continuing professional education courses.

Commitment to Quality Service

Personnel Qualifications and Experience
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Paul Daly

Staff Accountant – 9 years

Education

- ♦ Florida Atlantic University, B.S. – Accounting

Professional Experience

- ♦ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ♦ Working to attain the requirements to take the Certified Public Accounting (CPA) exam.

Commitment to Quality Service

Personnel Qualifications and Experience

Melissa Marlin, CPA

Senior Staff Accountant – 8 years

Education

- ◆ Indian River State College, A.A. – Accounting
- ◆ Florida Atlantic University, B.B.A. – Accounting

Professional Experience

- ◆ Staff accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Mrs. Marlin participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.

Commitment to Quality Service

Personnel Qualifications and Experience
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Bryan Snyder

Staff Accountant – 5 years

Education

- ◆ Florida Atlantic University, B.B.A. – Accounting

Professional Experience

- ◆ Accountant beginning his professional auditing career with Berger, Toombs, Elam, Gaines, & Frank.
- ◆ Mr. Snyder is gaining experience auditing governmental & nonprofit entities.

Continuing Professional Education

- ◆ Mr. Snyder participates in numerous continuing education courses and plans on working to acquire his CPA certificate.
- ◆ Mr. Snyder is currently studying to pass the CPA exam.

Commitment to Quality Service

Personnel Qualifications and Experience
--

Maritza Stonebraker, CPA

Staff Accountant – 4 years

Education

- ♦ Indian River State College, B.S.A. – Accounting

Professional Experience

- ♦ Staff Accountant beginning her professional auditing career with Berger, Toombs, Elam, Gaines, & Frank.

Continuing Professional Education

- ♦ Mrs. Stonebraker participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.

Commitment to Quality Service

Personnel Qualifications and Experience
--

Jonathan Herman, CPA

Senior Staff Accountant – 7 years

Education

- ◆ University of Central Florida, B.S. – Accounting
- ◆ Florida Atlantic University, MACC

Professional Experience

- ◆ Accounting graduate with five years experience with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Mr. Herman participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.

Commitment to Quality Service

Personnel Qualifications and Experience
--

Sean Stanton, CPA

Staff Accountant – 4 years

Education

- ◆ University of South Florida, B.S. – Accounting
- ◆ Florida Atlantic University, M.B.A. – Accounting

Professional Experience

- ◆ Staff accountant with Berger, Toombs, Elam, Gaines, & Frank auditing governmental and non-profit entities.

Continuing Professional Education

- ◆ Mr. Stanton participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.

Commitment to Quality Service

Personnel Qualifications and Experience
--

Taylor Nuccio

Staff Accountant – 3 years

Education

- ◆ Indian River State College, B.S.A. – Accounting

Professional Experience

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Ms. Nuccio participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- ◆ Ms. Nuccio is currently working towards completing an additional 30 hours of education to qualify to sit for CPA exam.

Commitment to Quality Service

Personnel Qualifications and Experience
--

Tifanee Terrell
Staff Accountant

Education

- ◆ Florida Atlantic University, M.B.A. – Accounting

Professional Experience

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Ms. Terrell participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- ◆ Ms. Terrell is currently working towards completing an additional 30 hours of education to qualify to sit for CPA exam.

Commitment to Quality Service

Personnel Qualifications and Experience
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Mathew Spinosa

Staff Accountant

Education

- ◆ Indian River State College, B.S.A. – Accounting

Professional Experience

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Mr. Spinosa participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- ◆ Mr. Spinosa is currently working towards completing an additional 30 hours of education to qualify to sit for CPA exam.

Commitment to Quality Service

Personnel Qualifications and Experience
--

Dylan Dixon
Staff Accountant

Education

- ◆ Indian River State College, A.A. – Accounting

Professional Experience

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Mr. Dixon is currently pursuing a bachelor's degree in Accounting.
- ◆ Mr. Dixon participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- ◆ Mr. Dixon is currently working towards completing an additional 30 hours of education to qualify to sit for CPA exam.

Commitment to Quality Service

Personnel Qualifications and Experience
--

Dominic DeCambre

Staff Accountant

Education

- ◆ Indian River State College, B.S.A. – Accounting

Professional Experience

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Mr. DeCambre participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- ◆ Mr. DeCambre is currently working towards completing an additional 30 hours of education to qualify to sit for CPA exam.



Judson B. Baggett 6815 Dairy Road
MBA, CPA, CVA, Partner Zephyrhills, FL 33542
Marci Reutimann (813) 788-2155
CPA, Partner (813) 782-8606

Report on the Firm's System of Quality Control

To the Partners
Berger, Toombs, Elam, Gaines & Frank, CPAs, PL
and the Peer Review Committee of the Florida Institute of Certified Public Accountants

October 30, 2019

We have reviewed the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs, PL, (the firm), in effect for the year ended May 31, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control, and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs, PL, in effect for the year ended May 31, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Berger, Toombs, Elam, Gaines & Frank, CPAs, PL has received a peer review rating of *pass*.

Baggett, Reutimann & Associates, CPAs PA
BAGGETT, REUTIMANN & ASSOCIATES, CPAs, PA
Signed Electronically by Baggett, Reutimann & Associates, CPAs PA, 10/31/19 email: judson@baggett-reutimann.com

Member American Institute of Certified Public Accountants (AICPA) and Florida Institute of Certified Public Accountants (FICPA)
National Association of Certified Valuation Analysts (NACVA)

**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

Annual Audit Services for Fiscal Year 2022
Clay County, Florida

INSTRUCTIONS TO PROPOSERS

SECTION 1. DUE DATE. An electronic copy of the proposal must be received no later than 12:00 p.m. on Friday, April 29, 2022 at the email address of the District's Recording Secretary, Courtney Hogge, at chogge@gmsnf.com.

SECTION 2. FAMILIARITY WITH THE LAW. By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules, and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relive it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

SECTION 3. QUALIFICATIONS OF PROPOSER. The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL. Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

SECTION 5. SUBMISSION OF PROPOSAL. Submit an electronic copy of the Proposal Documents, and other requested attachments at the time and e-mail address indicated herein, which shall include the subject line, "Auditing Services – Double Branch Community Development District."

SECTION 6. MODIFICATION AND WITHDRAWAL. Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

SECTION 7. PROPOSAL DOCUMENTS. The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet, and a proposal with all required documentation pursuant to Section 12 of these instructions (the "Proposal Documents").

SECTION 8. PROPOSAL. In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

SECTION 9. BASIS OF AWARD/RIGHT TO REJECT. The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

SECTION 10. CONTRACT AWARD. Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

SECTION 11. LIMITATION OF LIABILITY. Nothing herein shall be construed as or constitute a waiver of District's limited waiver of liability contained in section 768.28, Florida Statutes, or any other statute or law.

SECTION 12. MISCELLANEOUS. All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List position or title of all personnel to perform work on the District audit. Include resumes for each person listed: list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The lump sum cost of the provision of the services under the proposal

SECTION 13. PROTESTS. Any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, GMS, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, within seventy-two (72) hours after the receipt of the proposed project plans and specifications or other contract documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid plans, specifications or contract documents.

SECTION 14. EVALUATION OF PROPOSALS. The criteria to be used in the evaluation of proposals are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

**MIDDLE VILLAGE CDD
AUDITOR SELECTION
EVALUATION CRITERIA**

1. Ability of Personnel. (20 Points)

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

2. Proposer's Experience. (20 Points)

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

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

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

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

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required. (E.g., the existence of any natural disaster plan for business operations)

5. Price. (20 Points)

Points will be awarded based upon the price bid for the rendering of the services and reasonableness of the price to the services.



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Proposal to Provide Financial Auditing Services:

DOUBLE BRANCH

COMMUNITY DEVELOPMENT DISTRICT

Proposal Due: April 29, 2022
12:00PM

Submitted to:

Double Branch
Community Development District
c/o District Manager
475 West Town Place, Suite 114
St. Augustine, Florida 32092

Submitted by:

Antonio J. Grau, Partner
Grau & Associates
951 Yamato Road, Suite 280
Boca Raton, Florida 33431

Tel (561) 994-9299
(800) 229-4728

Fax (561) 994-5823

tgrau@graucpa.com

www.graucpa.com



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

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Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

April 29, 2022

Double Branch Community Development District
c/o District Manager
475 West Town Place, Suite 114
St. Augustine, Florida 32092

Re: Request for Proposal for Professional Auditing Services for the fiscal year ended September 30, 2022, with an option for four (4) additional annual renewals.

Grau & Associates (Grau) welcomes the opportunity to respond to the Double Branch Community Development District's (the "District") Request for Proposal (RFP), and we look forward to working with you on your audit. We are an energetic and robust team of knowledgeable professionals and are a recognized leader of providing services to Community Development Districts. As one of Florida's few firms to primarily focus on government, we are especially equipped to provide you an effective and efficient audit.

Special district audits are at the core of our practice: **we have a total of 360 clients, 329 or 91% of which are special districts.** We know the specifics of the professional services and work products needed to meet your RFP requirements like no other firm. With this level of experience, we are able to increase efficiency, to provide immediate and continued savings, and to minimize disturbances to client operations.

Why Grau & Associates:

Knowledgeable Audit Team

Grau is proud that the personnel we assign to your audit are some of the most seasoned auditors in the field. Our staff performs governmental engagements year round. When not working on your audit, your team is refining their audit approach for next year's audit. Our engagement partners have decades of experience and take a hands-on approach to our assignments, which all ensures a smoother process for you.

Servicing your Individual Needs

Our clients enjoy personalized service designed to satisfy their unique needs and requirements. Throughout the process of our audit, you will find that we welcome working with you to resolve any issues as swiftly and easily as possible. In addition, due to Grau's very low turnover rate for our industry, you also won't have to worry about retraining your auditors from year to year.

Developing Relationships

We strive to foster mutually beneficial relationships with our clients. We stay in touch year round, updating, collaborating and assisting you in implementing new legislation, rules and standards that affect your organization. We are also available as a sounding board and assist with technical questions.

Maintaining an Impeccable Reputation

We have never been involved in any litigation, proceeding or received any disciplinary action. Additionally, we have never been charged with, or convicted of, a public entity crime of any sort. We are financially stable and have never been involved in any bankruptcy proceedings.

Complying With Standards

Our audit will follow the Auditing Standards of the AICPA, Generally Accepted Government Auditing Standards, issued by the Comptroller General of the United States, and the Rules of the Auditor General of the State of Florida, and any other applicable federal, state and local regulations. We will deliver our reports in accordance with your requirements.

This proposal is a firm and irrevocable offer for 90 days. We certify this proposal is made without previous understanding, agreement or connection either with any previous firms or corporations offering a proposal for the same items. We also certify our proposal is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action, and was prepared in good faith. Only the person(s), company or parties interested in the project as principals are named in the proposal. Grau has no existing or potential conflicts, and anticipates no conflicts during the engagement. Our Federal I.D. number is 20-2067322.

We would be happy to answer any questions or to provide any additional information. We are genuinely excited about the prospect of serving you and establishing a long-term relationship. Please do not hesitate to call or email either of our Partners, Antonio J. Grau, CPA (tgrau@graucpa.com) or Racquel McIntosh, CPA (rmcintosh@graucpa.com) at 561.994.9299. We thank you for considering our firm's qualifications and experience.

Very truly yours,
Grau & Associates



Antonio J. Grau

Firm Qualifications



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Grau's Focus and Experience

Our Team



3 Partners
10 Professional Staff
2 Administrative Professionals



2005

Year founded

Services Provided



Properly registered and licensed professional corporation by the state of FLORIDA

We are proud Members of the **American Institute of Certified Public Accountants** & the **Florida Institute of Certified Public Accountants**

297 Community Development Districts Served

Quality Controls

- ⇒ External quality review program: consistently receives a pass
- ⇒ Internal: ongoing monitoring to maintain quality



AICPA | FICPA | GFOA | FASD | FGFOA

See next page for report and certificate



FICPA Peer Review Program
Administered in Florida
by The Florida Institute of CPAs



Peer Review
Program

AICPA Peer Review Program
Administered in Florida
by the Florida Institute of CPAs

February 20, 2020

Antonio Grau
Grau & Associates
951 Yamato Rd Ste 280
Boca Raton, FL 33431-1809

Dear Antonio Grau:

It is my pleasure to notify you that on February 20, 2020, the Florida Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is December 31, 2022. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

FICPA Peer Review Committee

Peer Review Team
FICPA Peer Review Committee
paul@ficpa.org
800-342-3197 ext. 251

Florida Institute of CPAs

cc: Daniel Hevia, Racquel McIntosh

Firm Number: 900004390114

Review Number: 571202

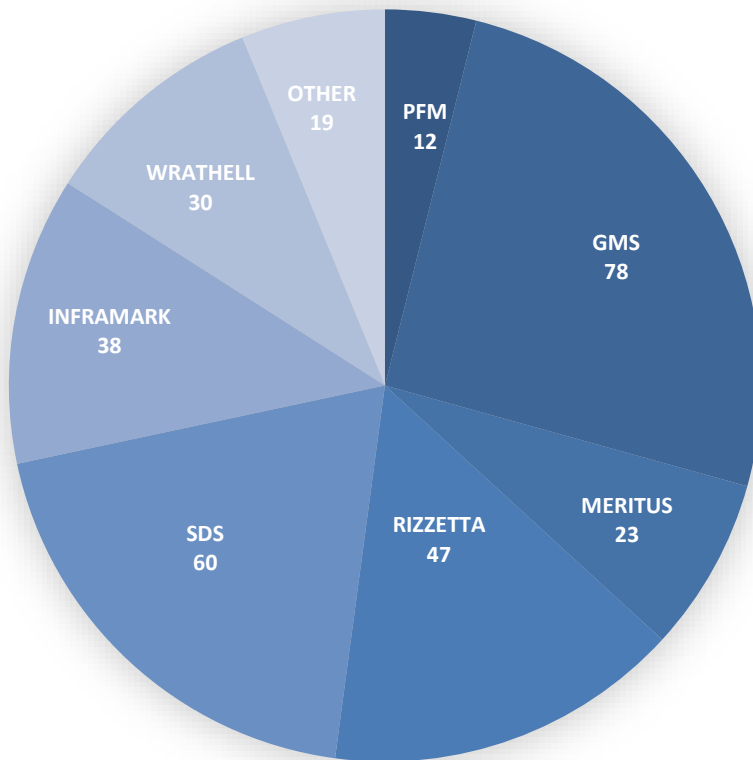
3800 Esplanade Way, Suite 210 | Tallahassee, FL 32311 | 800.342.3197, in Florida | 850.224.2727 | Fax: 850.222.6190 | www.ficpa.org

Firm & Staff Experience



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

GRAU AND ASSOCIATES COMMUNITY DEVELOPMENT DISTRICT EXPERIENCE BY MANAGEMENT COMPANY



Profile Briefs:

Antonio J GRAU, CPA (Partner)

Years Performing Audits: 30+

CPE (last 2 years):

Government

Accounting, Auditing:

40 hours; Accounting,

Auditing and Other:

53 hours

Professional

Memberships: AICPA,

FICPA, FGFOA, GFOA

Racquel McIntosh, CPA (Partner)

Years Performing Audits: 14+

CPE (last 2 years):

Government

Accounting, Auditing:

61 hours; Accounting,

Auditing and Other:

30 hours

Professional

Memberships: AICPA,

FICPA, FGFOA, FASD

"Here at Grau & Associates, staying up to date with the current technological landscape is one of our top priorities. Not only does it provide a more positive experience for our clients, but it also allows us to perform a more effective and efficient audit. With the every changing technology available and utilized by our clients, we are constantly innovating our audit process."

- Tony Grau

"Quality audits and exceptional client service are at the heart of every decision we make. Our clients trust us to deliver a quality audit, adhering to high standards and assisting them with improvements for their organization."

-Racquel McIntosh

YOUR ENGAGEMENT TEAM

Grau's client-specific engagement team is meticulously organized in order to meet the unique needs of each client. Constant communication within our solution team allows for continuity of staff and audit team.

Grau contracts with an outside group of IT management consultants to assist with matters including, but not limited to; network and database security, internet security and vulnerability testing.

An advisory consultant will be available as a sounding board to advise in those areas where problems are encountered.



The assigned personnel will work closely with the partner and the District to ensure that the financial statements and all other reports are prepared in accordance with professional standards and firm policy. Responsibilities will include planning the audit; communicating with the client and the partners the progress of the audit; and determining that financial statements and all reports issued by the firm are accurate, complete and are prepared in accordance with professional standards and firm policy.

The Engagement Partner will participate extensively during the various stages of the engagement and has direct responsibility for engagement policy, direction, supervision, quality control, security, confidentiality of information of the engagement and communication with client personnel. The engagement partner will also be involved directing the development of the overall audit approach and plan; performing an overriding review of work papers and ascertain client satisfaction.



Antonio 'Tony' J. Grau, CPA
Partner

Contact: tgrau@graucpa.com | (561) 939-6672

Experience

For over 30 years, Tony has been providing audit, accounting and consulting services to the firm's governmental, non-profit, employee benefit, overhead and arbitrage clients. He provides guidance to clients regarding complex accounting issues, internal controls and operations.

As a member of the Government Finance Officers Association Special Review Committee, Tony participated in the review process for awarding the GFOA Certificate of Achievement in Financial Reporting. Tony was also the review team leader for the Quality Review of the Office of Management Audits of School Board of Miami-Dade County. Tony received the AICPA advanced level certificate for governmental single audits.

Education

University of South Florida (1983)
Bachelor of Arts
Business Administration

Clients Served (partial list)

(>300) Various Special Districts, including:

Bayside Improvement Community Development District	St. Lucie West Services District
Dunes Community Development District	Ave Maria Stewardship Community District
Fishhawk Community Development District (I, II, IV)	Rivers Edge II Community Development District
Grand Bay at Doral Community Development District	Bartram Park Community Development District
Heritage Harbor North Community Development District	Bay Laurel Center Community Development District
Boca Raton Airport Authority	
Greater Naples Fire Rescue District	
Key Largo Wastewater Treatment District	
Lake Worth Drainage District	
South Indian River Water Control	

Professional Associations/Memberships

American Institute of Certified Public Accountants Florida Government Finance Officers Association
Florida Institute of Certified Public Accountants Government Finance Officers Association Member
City of Boca Raton Financial Advisory Board Member

Professional Education (over the last two years)

<u>Course</u>	<u>Hours</u>
Government Accounting and Auditing	40
Accounting, Auditing and Other	<u>53</u>
Total Hours	<u>93</u> (includes of 4 hours of Ethics CPE)



Racquel C. McIntosh, CPA

Partner

Contact : rmcintosh@graucpa.com | (561) 939-6669

Experience

Racquel has been providing government audit, accounting and advisory services to our clients for over 14 years. She serves as the firm's quality control partner; in this capacity she closely monitors engagement quality ensuring standards are followed and maintained throughout the audit.

Racquel develops in-house training seminars on current government auditing, accounting, and legislative topics and also provides seminars for various government organizations. In addition, she assists clients with implementing new accounting software, legislation, and standards.

Education

Florida Atlantic University (2004)

Master of Accounting

Florida Atlantic University (2003)

Bachelor of Arts:

Finance, Accounting

Clients Served (partial list)

(>300) Various Special Districts, including:
Carlton Lakes Community Development District
Golden Lakes Community Development District
Rivercrest Community Development District
South Fork III Community Development District
TPOST Community Development District

Westchase Community Development District
Monterra Community Development District
Palm Coast Park Community Development District
Long Leaf Community Development District
Watergrass Community Development District

East Central Regional Wastewater Treatment Facilities
Indian Trail Improvement District
Pinellas Park Water Management District
Ranger Drainage District
South Trail Fire Protection and Rescue Service District

Professional Associations/ Memberships

American Institute of Certified Public Accountants
Florida Institute of Certified Public Accountants

FICPA State & Local Government Committee
FGFOA Palm Beach Chapter

Professional Education (over the last two years)

Course

Government Accounting and Auditing
Accounting, Auditing and Other
Total Hours

Hours

61
30
91 (includes of 4 hours of Ethics CPE)

References



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

We have included three references of government engagements that require compliance with laws and regulations, follow fund accounting, and have financing requirements, which we believe are similar to the District.

Dunes Community Development District

Scope of Work	Financial audit
Engagement Partner	Antonio J. Grau
Dates	Annually since 1998
Client Contact	Darrin Mossing, Finance Director 475 W. Town Place, Suite 114 St. Augustine, Florida 32092 904-940-5850

Two Creeks Community Development District

Scope of Work	Financial audit
Engagement Partner	Antonio J. Grau
Dates	Annually since 2007
Client Contact	William Rizzetta, President 3434 Colwell Avenue, Suite 200 Tampa, Florida 33614 813-933-5571

Journey's End Community Development District

Scope of Work	Financial audit
Engagement Partner	Antonio J. Grau
Dates	Annually since 2004
Client Contact	Todd Wodraska, Vice President 2501 A Burns Road Palm Beach Gardens, Florida 33410 561-630-4922

Specific Audit Approach



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

AUDIT APPROACH

Grau's Understanding of Work Product / Scope of Services:

We recognize the District is an important entity and we are confident our firm is eminently qualified to meet the challenges of this engagement and deliver quality audit services. ***You would be a valued client of our firm and we pledge to commit all firm resources to provide the level and quality of services (as described below) which not only meet the requirements set forth in the RFP but will exceed those expectations.*** Grau & Associates fully understands the scope of professional services and work products requested. Our audit will follow the Auditing Standards of the AICPA, *Generally Accepted Government Auditing Standards*, issued by the Comptroller General of the United States, and the Rules of the Auditor General of the State of Florida and any other applicable Federal, State or Local regulations. **We will deliver our reports in accordance with your requirements.**

Proposed segmentation of the engagement

Our approach to the audit engagement is a risk-based approach which integrates the best of traditional auditing techniques and a total systems concept to enable the team to conduct a more efficient and effective audit. The audit will be conducted in three phases, which are as follows:



Phase I - Preliminary Planning

A thorough understanding of your organization, service objectives and operating environment is essential for the development of an audit plan and for an efficient, cost-effective audit. During this phase, we will meet with appropriate personnel to obtain and document our understanding of your operations and service objectives and, at the same time, give you the opportunity to express your expectations with respect to the services that we will provide. Our work effort will be coordinated so that there will be minimal disruption to your staff.

During this phase we will perform the following activities:

- » Review the regulatory, statutory and compliance requirements. This will include a review of applicable federal and state statutes, resolutions, bond documents, contracts, and other agreements;
- » Read minutes of meetings;
- » Review major sources of information such as budgets, organization charts, procedures, manuals, financial systems, and management information systems;
- » Obtain an understanding of fraud detection and prevention systems;
- » Obtain and document an understanding of internal control, including knowledge about the design of relevant policies, procedures, and records, and whether they have been placed in operation;
- » Assess risk and determine what controls we are to rely upon and what tests we are going to perform and perform test of controls;
- » Develop audit programs to incorporate the consideration of financial statement assertions, specific audit objectives, and appropriate audit procedures to achieve the specified objectives;
- » Discuss and resolve any accounting, auditing and reporting matters which have been identified.

Phase II – Execution of Audit Plan

The audit team will complete a major portion of transaction testing and audit requirements during this phase. The procedures performed during this period will enable us to identify any matter that may impact the completion of our work or require the attention of management. Tasks to be performed in Phase II include, but are not limited to the following:

- » Apply analytical procedures to further assist in the determination of the nature, timing, and extent of auditing procedures used to obtain evidential matter for specific account balances or classes of transactions;
- » Perform tests of account balances and transactions through sampling, vouching, confirmation and other analytical procedures; and
- » Perform tests of compliance.

Phase III - Completion and Delivery

In this phase of the audit, we will complete the tasks related to year-end balances and financial reporting. All reports will be reviewed with management before issuance, and the partners will be available to meet and discuss our report and address any questions. Tasks to be performed in Phase III include, but are not limited to the following:

- » Perform final analytical procedures;
- » Review information and make inquiries for subsequent events; and
- » Meeting with Management to discuss preparation of draft financial statements and any potential findings or recommendations.

You should expect more from your accounting firm than a signature in your annual financial report. Our concept of truly responsive professional service emphasizes taking an active interest in the issues of concern to our clients and serving as an effective resource in dealing with those issues. In following this approach, we not only audit financial information with hindsight but also consider the foresight you apply in managing operations.

Application of this approach in developing our management letter is particularly important given the increasing financial pressures and public scrutiny facing today's public officials. We will prepare the management letter at the completion of our final procedures.

In preparing this management letter, we will initially review any draft comments or recommendations with management. In addition, we will take necessary steps to ensure that matters are communicated to those charged with governance.

In addition to communicating any recommendations, we will also communicate the following, if any:

- » Significant audit adjustments;
- » Significant deficiencies or material weaknesses;
- » Disagreements with management; and
- » Difficulties encountered in performing the audit.

Our findings will contain a statement of condition describing the situation and the area that needs strengthening, what should be corrected and why. Our suggestions will withstand the basic tests of corrective action:

Is the recommendation cost effective?

Is the recommendation the simplest to effectuate in order to correct a problem?

Is the recommendation at the heart of the problem and not just correcting a symptomatic matter?

Is the corrective action taking into account why the deficiency occurred?

To assure full agreement with facts and circumstances, we will fully discuss each item with Management prior to the final exit conference. This policy means there will be no “surprises” in the management letter and fosters a professional, cooperative atmosphere.

Communications

We emphasize a continuous, year-round dialogue between the District and our management team. We regularly communicate through personal telephone calls and electronic mail throughout the audit and on a regular basis.

Our clients have the ability to transmit information to us on our secure client portal with the ability to assign different staff with separate log on and viewing capability. This further facilitates efficiency as all assigned users receive electronic mail notification as soon as new information has been posted into the portal.

Cost of Services



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Our proposed all-inclusive fees for the financial audit for the fiscal years ended September 30, 2022-2026 are as follows:

<u>Year Ended September 30,</u>	<u>Fee</u>
2022	\$5,100
2023	\$5,300
2024	\$5,500
2025	\$5,700
2026	<u>\$5,900</u>
TOTAL (2022-2026)	<u>\$27,500</u>

The above fees are based on the assumption that the District maintains its current level of operations. Should conditions change or additional Bonds are issued the fees would be adjusted accordingly upon approval from all parties concerned.

Supplemental Information



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

PARTIAL LIST OF CLIENTS

SPECIAL DISTRICTS	Governmental Audit	Single Audit	Utility Audit	Current Client	Year End
Boca Raton Airport Authority	✓	✓		✓	9/30
Captain's Key Dependent District	✓			✓	9/30
Central Broward Water Control District	✓			✓	9/30
Collier Mosquito Control District	✓			✓	9/30
Coquina Water Control District	✓			✓	9/30
East Central Regional Wastewater Treatment Facility	✓		✓		9/30
Florida Green Finance Authority	✓				9/30
Greater Boca Raton Beach and Park District	✓			✓	9/30
Greater Naples Fire Control and Rescue District	✓	✓		✓	9/30
Green Corridor P.A.C.E. District	✓			✓	9/30
Hobe-St. Lucie Conservancy District	✓			✓	9/30
Indian River Mosquito Control District	✓				9/30
Indian Trail Improvement District	✓			✓	9/30
Key Largo Wastewater Treatment District	✓	✓	✓	✓	9/30
Lake Padgett Estates Independent District	✓			✓	9/30
Lake Worth Drainage District	✓			✓	9/30
Lealman Special Fire Control District	✓			✓	9/30
Loxahatchee Groves Water Control District	✓				9/30
Old Plantation Control District	✓			✓	9/30
Pal Mar Water Control District	✓			✓	9/30
Pinellas Park Water Management District	✓			✓	9/30
Pine Tree Water Control District (Broward)	✓			✓	9/30
Pinetree Water Control District (Wellington)	✓				9/30
Ranger Drainage District	✓	✓		✓	9/30
Renaissance Improvement District	✓			✓	9/30
San Carlos Park Fire Protection and Rescue Service District	✓			✓	9/30
Sanibel Fire and Rescue District	✓			✓	9/30
South Central Regional Wastewater Treatment and Disposal Board	✓			✓	9/30
South-Dade Venture Development District	✓			✓	9/30
South Indian River Water Control District	✓	✓		✓	9/30
South Trail Fire Protection & Rescue District	✓			✓	9/30
Spring Lake Improvement District	✓			✓	9/30
St. Lucie West Services District	✓		✓	✓	9/30
Sunshine Water Control District	✓			✓	9/30
West Villages Improvement District	✓			✓	9/30
Various Community Development Districts (297)	✓			✓	9/30
TOTAL	333	5	3	328	

ADDITIONAL SERVICES

CONSULTING / MANAGEMENT ADVISORY SERVICES

Grau & Associates also provide a broad range of other management consulting services. Our expertise has been consistently utilized by Governmental and Non-Profit entities throughout Florida. Examples of engagements performed are as follows:

- Accounting systems
- Development of budgets
- Organizational structures
- Financing alternatives
- IT Auditing
- Fixed asset records
- Cost reimbursement
- Indirect cost allocation
- Grant administration and compliance

ARBITRAGE

The federal government has imposed complex rules to restrict the use of tax-exempt financing. Their principal purpose is to eliminate any significant arbitrage incentives in a tax-exempt issue. We have determined the applicability of these requirements and performed the rebate calculations for more than 150 bond issues, including both fixed and variable rate bonds.

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Current
Arbitrage
Calculations

We look forward to providing **Double Branch Community Development District with our resources and experience to accomplish not only those minimum requirements set forth in your Request for Proposal, but to exceed those expectations!**

**For even more information on Grau & Associates
please visit us on www.graucpa.com.**

SIXTH ORDER OF BUSINESS

C.



Chris H. Chambliss

Supervisor of Elections Clay County, Florida

April 15, 2022

Double Branch Community Development District
Attn.: Michael C. Eckert
107 West College Avenue
Tallahassee, FL 32301

Dear Mr. Eckert:

I have queried the number of eligible voters residing within the Double Branch Community Development District as of April 15, 2022. At this time, there are 5,532 registered voters residing within the district.

Please provide the contact information and term expiration dates for the current CDD Board Members. I can be reached via the contact information at the bottom of this page or via email at Lynn.Gaver@ClayElections.gov.

Thank you,

Lynn Gaver, MFCEP
Clay County Supervisor of Elections Office
P.O. Box 337 | 500 North Orange Ave.
Green Cove Springs, FL 32043
(904) 269-6350 Fax (904) 284-0935

D.

Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285; manager@oakleafresidents.com

Memorandum

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

Community:

Special Events

- Report: Virtual Egg Hunt (course at DB) , Community Yard Sale
- Dive-In Movie, “Schools out” party at Pools

Aquatics

- Pools open during week , alternating schedules in May
- Swim Team to begin in Spring, meets begin in June at MV lap pool

Amenity Usage

- *Total Facilities Usage – 3897*
- *Average daily usage – 126*

Card counts:

DB Owners	63
DB Renters	53
DB Replacements	20
DB Updated	12

Total cards printed: 333 (both districts)

Rentals

- 10 of 30 days rented in April , 4 of 4.5 weekends rented
- 11 Clubroom rentals, 6 patio rentals
- 21 tours (37 approx. hours)/ 50 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

- Coordination of capitol studies timeline
- Send out inquiry emails and coordination with vendors for budget planning

MAINTENANCE

- Reprogram timers throughout (due to power outage)
- Remove damaged swings at Cannons point playground (vandalism)
- Touch up painting on decorative street poles in neighborhood (ongoing)
- Coordination of pickleball improvements with vendors and pickleball group
- Replace multiple slats on Gazebo
- Paint and caulk gazebo at Pool Deck
- Reset clocks throughout due to time and light change
- Diagnose issues with Fitness Center AC unit after Power outage
- Coordinate repair and replacement of AC solenoid and fuse
- Painting of slide supports
- Place community yard sale signs throughout neighborhood, removal of signs after
- Paint Slide tower interior
- Paint Slide tower steps (sand grit)
- Install of new plantings (finalize large 28" pots in May)
- Coordinate tree removal with resident at Loop Rd
- Coordinate fencing replacement/repair due to resident removal of tree
- Inspect and diagnose issues with guest card access on system
- Coordinate replacement of Chemical Feeder probes at pools
- Replacement of tarps on pool pack covers
- Contact Village Center HOA for coordination of work concerning lighting, waiting for more info from Clay Electric
- 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)
- 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
- 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 4/11. Nature's Hammock, Fall Creek, The Oaks, Cannon's Point, Pebble Creek, Silver Leaf, Oakbrook, and The Cottages completed 4/27.

Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285; manager@oakleafresidents.com

Memorandum

Landscaping

- *Sod installs per contract, and at Fitness Center*
- *Island/Median replacements/ Updates for Oakleaf Village – Plantation Oaks intersections*
- *Coordination of tank repairs at Soccer field system (failed on Easter Sunday)*
- *Coordination with Soccer for sod replacement at completion of season*
- *Monthly report for April 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



	Boundary
	Parcel Line Work
	930000.00
	930001.00
	930002.00
	930372.01
	930372.02
	930372.03
	930372.04
	930373.00
	930373.01
	930373.02
	930373.03
	930373.04
	930373.05
	930373.06
	930373.11
	930373.21
	930374.01
	930374.10
	930375.01
	930375.10
	930400.01