

***DOUBLE BRANCH***  
***Community Development District***

*JUNE 13, 2022*

## *AGENDA*

# **Double Branch Community Development District**

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

---

June 6, 2022

Board of Supervisors  
Double Branch Community Development District

Dear Board Members:

The Double Branch Community Development District Board of Supervisors Meeting is scheduled for **Monday, June 13, 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 meeting:

- I. Roll Call
- II. Audience Comments (limited to three minutes)
- III. Approval of Consent Agenda
  - A. Minutes of the May 9, 2022 Audit Committee and Board of Supervisors Meetings
  - B. Financial Statements
  - C. Assessment Receipts Schedule
  - D. Check Register
- IV. Ratification of Engagement Letter with Grau & Associates for FY 2022-2026 Audit Services
- V. Consideration of Resolution 2022-05, Approving a Proposed Budget for Fiscal Year 2023 and Setting a Public Hearing Date for Adoption
- VI. Other Business
- VII. Staff Reports
  - A. District Counsel
  - B. District Engineer – Acceptance of the Stormwater Needs Analysis Report

C. District Manager

D. Operations Manager – Memorandum

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

IX. Next Scheduled Meeting – July 11, 2022 at 4:00 p.m. the Plantation Oaks  
Amenity Center

X. Adjournment

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

Sincerely,

*Marilee Giles*

Marilee Giles  
District Manager

### *THIRD ORDER OF BUSINESS*

*A.*

MINUTES OF AUDIT COMMITTEE MEETING  
DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

The Audit Committee meeting of the Double Branch Community Development District was held Monday, May 9, 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
Scott Thomas	Supervisor
Tom Horton	Supervisor
Andre Lanier	Supervisor

Also present were:

Marilee Giles	District Manager
Mike Eckert	District Counsel (by phone)

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Review and Ranking of Audit Proposals**

Ms. Giles stated at the March meeting, the Board approved the auditor selection evaluation criteria. The evaluation criteria meets the statutory requirements with five criteria for consideration; ability of personnel, proposer's experience, understanding the scope of work, ability to perform the required services, and price. Today, we have two audit proposals that the committee will rank. Once you make the selection, the Board will direct staff to request an engagement letter for the top ranked proposer. You currently have Grau & Associates as your auditor. Both of these companies are very reputable and we use them in other communities. The two proposals received are from Berger, Toombs, Elam, Gaines & Frank, and Grau & Associates.

Chairperson Nelsen stated Mike Steiner from the Middle Village board reached out to GMS since they work with both firms to see if they had an opinion and Marilee shared that with us. I printed that email out for you guys so you could see that.

Ms. Giles stated we can go through each of the five criteria and give them each up to 20 points. Pertaining to ability of personnel, Oksana, the District Accountant, mentions in her email that Berger Toombs last year failed to turn in the audit on time, and the reason for that is they were understaffed.

Chairperson Nelsen stated I would think we would give Grau the full amount of points for ability of personnel. That's the only one we've used since I've been on the Board, so I know they are reputable and trustworthy, and they've never turned in audits late.

Mr. Horton stated I totally agree with you on that. Grau & Associates has done a good job on that. Berger Toombs is unknown, so I would give them 15 points across the board, except maybe 10 points on price, so my choice would be Grau & Associates.

Chairperson Nelsen stated I agree with his numbers.

Mr. Lanier stated I concur.

Mr. Eckert stated I just want to make sure the Committee is approving the rankings as the scoring sheet that you all have come up with. Moving forward, it would be the one that directs the contract negotiation with the number one ranked proposer.

Chairperson Nelsen stated we're proposing 15 points across the board for Berger Toombs, except for 10 points for price, and then 20 points each for Grau & Associates.

On MOTION by Chairperson Nelsen seconded by Mr. Lanier with all in favor ranking Grau & Associates number one with 100 points and Berger Toombs number two with 70 points was approved.
---

### **THIRD ORDER OF BUSINESS**

#### **Other Business**

There being no other business, the next item followed.

### **FOURTH ORDER OF BUSINESS**

#### **Adjournment**

On MOTION by Chairperson Nelsen seconded by Mr. Horton with all in favor the Audit Committee Meeting was Adjourned.
---





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, May 9, 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
Scott Thomas	Supervisor
Tom Horton	Supervisor
Andre Lanier	Supervisor

Also present were:

Marilee Giles	District Manager
Mike Eckert	District Counsel (by phone)
Jay Soriano	Operations Manager
Chalon Suchsland	VerdeGo
Crys LaFata	S3 Security
Marla Dietrich	S3 Security

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Giles called the meeting to order at 4:06 p.m.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There being no members of the public present, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of Consent Agenda**

- A. Approval of the Minutes of the April 11, 2022 Meeting**
- B. Financial Statements**
- C. Assessment Receipt Schedule**
- D. Check Register**

Ms. Giles stated included in your agenda package are the minutes of the last meeting, the financial statements as of March 31<sup>st</sup>, your assessment receipts schedule showing you are 98% collected, and the check register totaling \$92,468.92.

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

**FOURTH ORDER OF BUSINESS**

**Acceptance of the Audit Committee's Recommendation**

Ms. Giles stated the Audit Committee met prior to this meeting and recommends to the Board the selection of Grau & Associates to conduct the Fiscal Year 2022 through Fiscal Year 2026 audits.

On MOTION by Mr. Thomas seconded by Chairperson Nelsen with all in favor the Audit Committee's recommendation to engage Grau & Associates for audit services was accepted.

**FIFTH ORDER OF BUSINESS**

**Other Business**

There being no other business, the next item followed.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

There being nothing to report, the next item followed.

**B. District Engineer**

Ms. Giles stated we are within the 60 window for the stormwater needs analysis, so I'll follow up with Peter Ma on that. He has reached out to me and Jay to obtain information for the reports, so we know he's working on that.

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

Ms. Giles stated Florida Statute 190 requires us to provide the number of registered voters in the community. As of April 15<sup>th</sup>, there are 5,532 registered voters within Double Branch CDD.

Also, staff will be looking for the Board's guidance as we prepare the FY 2023 proposed budget.

Mr. Horton stated I looked to see how many registered voters there were last year. For some reason, we lost about 300 registered voters in Double Branch. I find it a little bit strange. What does Middle Village have this year?

Ms. Suchsland responded 4,873.

Mr. Soriano stated we require residents to change their address on the driver's license to a District property to register for access. Right now, I think we have four or five special requests to get their card without getting their driver's license. They can't register to vote if they don't do that either, so we do get a lot of people in the neighborhood that are not registered voters.

Mr. Horton stated it could be a lot of renters.

Ms. Giles asked Jay, do you have an update on the capital study?

Mr. Soriano stated Charlie has been here three times now. Once when we did the tour, and he's come back multiple times just because there's so many things in your report that we have updated or replaced. I tried to give him notes on everything so we could send pictures and even amounts of money that we spent to replace something, but there are so many things on there for seven years' worth of work in your capital study. Of course, your capital study is large because we have a lot of facilities and a lot of property. Almost everything is included. We even have all the split rail and vinyl fencing included. There is not an extra charge for him to come out to try to get it updated as best as possible. He's not done with the study yet, although I will tell you we're going to see an increase on that just because of inflation. One thing he pulled out for me to look at for this next year is we don't have any large one-time projects as far as a \$100,000 replacement of big HVAC units, or anything like that, but we do have a lot of little projects. We do paint all the time, but there is painting in there at \$2,000 or \$3,000. We generally do a lot better than that, but he plans for those amounts, and he also plans for the small repairs for the pools, or things like the motor allowances. We've gotten much better at that over the years because we're stockpiling and preparing for those things to go down, so our costs are really low. When he pulled out all of the expectations for this next year, it added up to quite a few hundred thousand dollars. Like I said, we tend to do better than that, but that is a big amount. If we are planning on some of those things like paint to increase in price, which it is right now, that makes me think that capital study will show we're much lower off than what I had planned. He's being extremely thorough on the study, which is good, but it's taking longer because of that. I'm hoping I'll have it before our budget to give us some a little backup with the budget.

**D. Operations Manager - Memorandum**

Mr. Soriano stated we will be starting some of our summer activities. The pools are getting busier. We are still on the alternating schedule, so today your pools are open, but they close down tomorrow, and this side will be open tomorrow. We go back and forth like that throughout the month of May. Friday, Saturday and Sunday they both are open. When we get to that Memorial Day weekend, that's when we're open full blast until August when the kids are back in school. A dive-in movie was planned for this Friday, but I may have to adjust it by one week. We haven't put it out there by email yet, because I have two lights in the pool that are out, and I want to make sure we have enough lighting and it's safe. If I can't find something temporary to do on the deck lighting to make up for it, we will hold off until I get those repaired. The School's Out party will be at both pools right after school is out, I think it's the 27<sup>th</sup>, so we will have a DJ and activities.

You will see a little tick up in usage of the facilities, but we still have a long way to go on your side. This side is doing better to where they're almost filled every week. We are having a lot of tours, so hopefully we will see that number come up. That gives us a little offsetting revenue.

I've mentioned the capital studies and the timeline, but the one thing I don't think I mentioned was the painting. That was really the key point on there. He thought the facilities were doing great and we're doing a good job with keeping up with the heavy equipment, but he would look at putting more money to cosmetics and things like paint. We do touch up painting constantly, but he's talking about big paint jobs, so he has in there repainting the whole building at one time. It costs something like \$20,000. That's the only thing he put on there to note that he would like to see. I will look at that. We've already done quite a bit, but as we move out getting into the neighborhood areas and the buildings outside of the parking lot, that's what we want to see. Next month you guys will get the first run of the budget. It is the approval meeting, so we have to be ready. We have pretty much an increase across the board from every single vendor. There is a big one from our Sheriff's Office, 26%. Some of our smaller ones might be 3% to 5%, which we've dealt with in the past. I even had some such as Lake Doctors go a year or two without an increase. There's nobody going without an increase this year and 5% is about the lowest I've seen. When I add that in, I start to get a little worried

for your budget. As I look at it now for standard operations, maybe we need to address an increase. We can always look at cutting amounts going into our capital. I wouldn't recommend that, but the way we look at it now, when we have a concern, or we want to buy something, or get something fixed we hand over the money and say go to work. What I'm looking at for next year, if we're not doing an assessment increase, that may not be the case. I don't know if I'll be able to get through without the assessment increase to begin with. We generally start off with some surplus, so we can use that and cut the amount of money going in. There have been times I've tried to spend money and times you guys have allowed me to spend money, but we've never cut corners and that's what I fear if we're not doing some type of increase this next year. That's why I wanted to start with one of the big ones. We handle our own staffing to save money, which has done a good job over the last couple of years, but even that is going up with the five-year plan to increase minimum wage. Five percent is not much, but if that's coming from ten, fifteen or twenty lines, that 5% is big.

We've got some things that we have done this year that we've already figured out money set aside for. There are two things I'm still waiting on: fitness equipment and the playground. The playground was the one that warned me that it would be six months. I was hoping that would be an exaggeration, but it doesn't look like it. That seems to be the case with a lot of items this year. Even the painting. We've done a lot of work on your pool deck this last month. Polyurethanes are really hard to come by right now. We use two-part and three-part hardeners, so we get some really hard exterior paint work that lasts longer in this Florida weather, but that is becoming hard. I had to run to three different stores to make sure I could get the second part.

Mr. Thomas stated I saw the coordination of pickleball. Will the pickleball court be included in the capital study?

Mr. Soriano responded it's going to be added in. I walked him through that area. It shouldn't increase it that much more because we already had courts there. The fencing may make a little change, but the paint and surface are already there, so every so many years he adds in a little money to resurface them. The tennis courts were already expected to be resurfaced. We didn't because we don't use them that much. We resurfaced about seven years ago and he had already had it in there to be resurfaced again. If it wasn't for the pickleball issue, we would probably sit on it another year or two. So, the only difference you would see is

if there is more usage. That increases our need to put money aside to be prepared for that. We would like for all of our facilities to be used.

Mr. Thomas asked where do we stand on the court needs?

Mr. Soriano responded I couldn't even start until this last month because they wanted to do their fundraising event, so really, it's ordering the surfacing, and finding time for my guys. I'm hoping once we get paint and the asphalt materials in this month that we will be able to get in there. My guys have to do some of the bigger work. We have to jackhammer some of those cracks out and we have to level the surface out. I can coordinate with them to do the painting, but that's about it. Even the demoing and the fencing, I don't want them doing that work. The hard part is, their doing that while dealing with pools. The pools are open and that's the priority right now. I'm a little bit behind, but the pools are doing pretty good, so I'm hoping I will be able to pull them off when the summer starts.

Mr. Horton so basically nothing has been done?

Mr. Soriano responded we haven't started anything yet, other than getting quotes for paint. We do have contract companies already so when I tell them exactly how much I want they go ahead and get everything together. But it also does me no good to get drums of new paint if I don't have time to get out there. I have drums of asphalt material that has to go down in the parking lot. I got an extra guy last year on my maintenance staff, but even with that, when it comes to summertime when we're dealing with pools, I have to squeeze them in where I can.

Mr. Horton stated you ought to look at upping the rates a bit or hiring one more person.

Mr. Soriano stated some of the hourly rates probably will not move. They're going to go up in a lot of other neighborhoods, but I've always been higher here. There are guys that handle just your neighborhood. Ed was here for eleven years. He just left last year, but he works now for you guys as just a District employee, so we save money on it too. He does just the pools. The guys that I have here on maintenance, we train here, I do more training for them, and we do a lot more work here in this neighborhood, so they do get paid better. I'm hoping we won't see an issue there but putting them in spots to have more time and hours, and that gives me padding if I have to borrow somebody from another neighborhood. So, it would be an increase in that aspect, the repair and replacement line. The supply lines that we have are all

going to go up. I'm already seeing that in our bills. But I'm hoping individual rates won't change because they're already high here.

Mr. Thomas asked did we ever get with that other neighborhood and Clay Electric, so we don't continue to pay for their lights?

Mr. Soriano responded Clay Electric hasn't been out here yet. I have to coordinate with them because you have two problems. You have one for the Village Center that I'm still dealing with, and one for the new one. They are nowhere near ready to set up accounts though, so until that neighborhood is a little closer, they're probably not going to give me an idea of what is going to happen with the streetlighting. I don't think there's a reason whatsoever, even though we own property there, that we should be handling the lights. I think that should be their HOA. That would be the case if it was not in the District and it was just an entry on Argyle. I don't want to get stuck with that and all the sudden we've got four to six lights tapped into our meter on our property. I'll stay on Clay Electric as we get closer, and I start seeing poles going up for their entryway.

## **SEVENTH ORDER OF BUSINESS**

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

#### **Supervisor Requests**

Chairperson Nelsen asked how many years has it been since we've had an increase in assessments?

Mr. Soriano responded I think it's been 13.

Chairperson Nelsen asked would you mind checking into that, Marilee?

Mr. Soriano stated it's since I've been out here, and this is my eleventh summer. Even then, that one was not a large increase. Everything is going up. That doesn't make it any easier for our residents. That seems to be the norm this year.

Mr. Horton stated you got the pool leak fixed, but you're still keeping an eye on it?

Mr. Soriano responded I am. I have one section that is leaking, it's a very small leak, so I did go ahead and buy a fitting for that pipe, and we can repair that. It's not something that's causing a major issue, but we can't bury it like that. We've had it open this whole time to watch it and it does make the ground wet enough and it is chemically treated water, so I'm worried about it starting to react to the outside of the metal fitting that is doing all of the work



on the big pipe. If I just bury it and it starts to rust underground, then five years now it fails, that was a lot of work to do to just get a few years out of it. So, I'm going to go ahead and repair the other side that is leaking. Hopefully I can dig everything back up to give me enough space to work, cut the other pipe and put the new fitting on. That has already been bought and paid for. I don't see anything extra other than my time.

Mr. Horton asked so once you get the leak figured out and buried again, do we move onto the salt pools?

Mr. Soriano responded yes. Your salt is already set up, I've already gotten quotes on it, so really it was just waiting on the install. The one big issue I have with that is if I couldn't get it done in the winter, I'm going to keep Poolsure, because I do get a cheaper amount of chlorine and a better delivery with them during the summer. They make all their money in the winter, so as long as I can get rid of them next winter, we will save money. They are one of your vendors that have asked for two increases this year, and I can promise they're going to come around again come January and ask for another. That's with anything pool related, whether it's construction, parts, or chemicals. Everything in that field has gone up triple or more, so I'm happy we went that route. I am going to get them moving on your other two pools. The middle pool and your lap pool are doing fine, so there's really no sense in waiting. It still doesn't allow me to get rid of the chlorine delivery from Poolsure until later in the summer. Once that is done, the slide pool will be installed also.

Mr. Horton asked the cardio room, I guess we're still waiting on the equipment?

Mr. Soriano responded yes.

Mr. Horton stated with the vandalism at the Cannon's Point, you were going to work with the kids to work out some kind of community service thing. Is that coming along?

Mr. Soriano responded one parent has contacted me and one parent has fallen off completely. We will continue to move on that. Community service is nice, and I can use them for the events, but I can only use them so much. It also takes time for me and staff to be able to do that. What I don't want for them to start to think is that is going to be part of a give and take. The most important part is restitution here. I'm concerned with the fact that I think one of them is not going to be a part of that and it's going to create a problem for the other two.

Mr. Horton asked part of the community service?

Mr. Soriano responded part of the restitution. She may not be involved in community service either if there's no contact with her. There was one family that talked about being evicted, so I don't know how we're going to get a hold of somebody if we don't even know where they're at.

Mr. Horton asked they're still going to court though, right?

Mr. Soriano responded Clay County has given me some problems, because they were moving in a direction that is more civil. We can still press charges, and I told them that's what we wanted to do. I think they're thinking, why can't you guys work that out amongst yourselves, and I don't agree with that. I think they still need to go to court. I know they had some bad stories, and we want to work with them, but we still have to make sure the District is made whole in the end.

Mr. Horton asked the stormwater needs analysis is still on the way?

Mr. Soriano responded yes. He's got a couple of neighborhoods he has to have done by this next month, so Marilee will continue to poke him, and we will get that in.

Mr. Horton asked is there anything that we should about that has gone on in the past month related to security?

Ms. LaFata responded the only thing for your district is some vandalism that revolved around the basketball hoop. We observed it and it was damaged, but we don't know how it happened or have any suspects. That's the only concern we've had as far as noticeable damage to the property. As usual, we've requested non-residents that shouldn't be on property to leave, and we haven't had any issues.

Mr. Horton asked have you all made use of the golf cart yet?

Ms. LaFata responded we have not. We are in the process of training the officers. All of the officers that are here are not familiar with our riding protocols, so we're in the process of training them to be familiar with that as far as writing reports on the vehicle and recording any activity that is on it, so as soon as we've got all of the officers trained on that, we will implement the golf cart into the property duties.

Mr. Lanier asked do you have a timeframe for using the golf cart?

Ms. LaFata responded it should be this month.

Mr. Lanier asked how is it going as far as getting the right people on shift. Have we missed any shifts?

Ms. LaFata responded we have not on this side.

Mr. Lanier asked could we narrow down the timeframe in which the basketball hoop was damaged?

Mr. Soriano responded if I can figure out the time it was damaged, then I could possibly figure out the person that damaged it based off who has checked in.

Mr. Horton asked what was the damage?

Ms. LaFata responded it's crooked. You can see that it's bent down.

Mr. Soriano stated over the years we get people that like to hang on it when they dunk. We've had to repair a couple in the past and I was just going to look at changing out a couple of the rims and repainted the black poles when we do the pickleball work since we're going to be out there anyway. We haven't done a lot of work over there, so we will spend a little time making that look better.

Mr. Lanier asked Chalon, do you have any concerns?

Ms. Suchsland responded I'm still down two people, but my guys are keeping up and are working extended hours to get it done.

Ms. Giles stated I was able to get an answer on the last time assessments were raised. It was 2012.

#### **EIGHTH ORDER OF BUSINESS**

#### **Next Scheduled Meetings**

Ms. Giles stated the next scheduled meeting is June 13<sup>th</sup> at 4:00 p.m. at the Plantation Oaks Amenity Center. We will be approving the proposed budget.

#### **NINTH ORDER OF BUSINESS**

#### **Adjournment**

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

---

Secretary/Assistant Secretary

---

Chairman/Vice Chairman

*B.*

# Double Branch

## Community Development District

Unaudited Financial Reporting  
April 30, 2022



**DOUBLE BRANCH**  
**Community Development District**  
**Combined Balance Sheet**  
April 30, 2022

	<u>Governmental Fund Types</u>					<b>Totals</b> <b>(Memorandum Only)</b>
	<u>General</u>	<u>Recreation</u>	<u>Capital Reserve</u>	<u>Debt Service</u>	<u>Capital Projects</u>	
<b><u>ASSETS:</u></b>						
Cash	\$143,644	\$327,308	\$331,895	---	---	\$802,846
Petty Cash	---	\$672	---	---	---	\$672
Investments:						
<b><u>Series 2013A-1</u></b>						
Revenue	---	---	---	\$2,127,027	---	\$2,127,027
Reserve A1	---	---	---	\$868,932	---	\$868,932
Prepayment	---	---	---	\$144	---	\$144
Acquisition and Construction	---	---	---	---	\$18,604	\$18,604
<b><u>Series 2013A-2</u></b>						
Reserve A2	---	---	---	\$95,634	---	\$95,634
<b><u>Operations</u></b>						
Custody Account-General Fund Excess	\$7,682	---	---	---	---	\$7,682
Custody Account-Recreation Fund Excess	---	\$820,982	---	---	---	\$820,982
Custody Account-Recreation Fund Reserve	---	---	\$73	---	---	\$73
<b><u>State Board</u></b>						
General Fund	\$2,491	---	---	---	---	\$2,491
Recreation	---	\$184,190	---	---	---	\$184,190
Capital Reserve	---	---	\$1,089,731	---	---	\$1,089,731
Due From Capital Reserve Fund	---	\$300	---	---	---	\$300
Due from Other	\$25	\$137	---	---	---	\$162
Due From Middle Village	---	\$5,561	---	---	---	\$5,561
Electric Deposits	---	\$4,583	---	---	---	\$4,583
Prepaid Expenses	\$0	\$196	---	---	---	\$196
Assessments Receivable	\$1,269	\$10,437	---	\$14,006	---	\$25,712
<b>TOTAL ASSETS</b>	<u>\$155,112</u>	<u>\$1,354,367</u>	<u>\$1,421,700</u>	<u>\$3,105,743</u>	<u>\$18,604</u>	<u>\$6,055,524</u>
<b><u>LIABILITIES:</u></b>						
Accounts Payable	\$2,952	\$27,164	---	---	---	\$30,116
FICA Payable	\$153	---	---	---	---	\$153
Accrued Expenses	---	\$10,143	---	---	---	\$10,143
Due to Rec Fund	---	---	\$300	---	---	\$300
<b>FUND BALANCES:</b>						
Nonspendable	---	\$4,583	---	---	---	\$4,583
Restricted for Debt Service	---	---	---	\$3,105,743	---	\$3,105,743
Restricted for Capital Projects	---	---	---	---	\$18,604	\$18,604
Assigned	---	---	\$1,421,400	---	---	\$1,421,400
Unassigned	\$152,006	\$1,312,476	---	---	---	\$1,464,483
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<u>\$155,112</u>	<u>\$1,354,367</u>	<u>\$1,421,700</u>	<u>\$3,105,743</u>	<u>\$18,604</u>	<u>\$6,055,524</u>

**DOUBLE BRANCH**  
**Community Development District**  
**GENERAL FUND**  
Statement of Revenues & Expenditures  
For The Period Ending April 30, 2022

	AMENDED BUDGET	PRORATED BUDGET THRU 4/30/2022	ACTUAL THRU 4/30/2022	VARIANCE
Assessment - Tax Roll	\$177,890	\$177,890	\$176,873	(\$1,017)
Interest Income	\$200	\$117	\$10	(\$107)
<b>TOTAL REVENUES</b>	<b>\$178,090</b>	<b>\$178,007</b>	<b>\$176,883</b>	<b>(\$1,124)</b>

**EXPENDITURES:**

**Administrative**

Supervisor Fees	\$12,000	\$7,000	\$6,600	\$400
FICA Expense	\$918	\$536	\$541	(\$6)
Engineering	\$5,000	\$2,917	\$195	\$2,722
Arbitrage	\$700	\$408	\$0	\$408
Dissemination	\$1,600	\$933	\$875	\$58
Assessment Roll	\$8,212	\$8,212	\$8,212	\$0
Attorney	\$42,000	\$24,500	\$13,616	\$10,884
Annual Audit	\$5,900	\$3,442	\$0	\$3,442
Trustee Fees	\$8,815	\$5,142	\$0	\$5,142
Management Fees	\$61,762	\$36,028	\$36,028	(\$0)
Information Technology	\$2,142	\$1,250	\$1,250	\$0
Telephone	\$600	\$350	\$252	\$98
Postage	\$1,900	\$1,108	\$242	\$867
Printing & Binding	\$3,000	\$1,750	\$198	\$1,552
Records Storage	\$300	\$175	\$0	\$175
Insurance	\$9,166	\$9,166	\$8,625	\$541
Legal Advertising	\$2,800	\$1,633	\$591	\$1,042
Office Supplies	\$350	\$204	\$10	\$194
Website Compliance	\$2,500	\$1,458	\$1,458	\$0
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
Reserve	\$8,250	\$0	\$0	\$0

<b>TOTAL EXPENDITURES</b>	<b>\$178,090</b>	<b>\$106,387</b>	<b>\$78,867</b>	<b>\$27,520</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$0</b>		<b>\$98,016</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$0</b>		<b>\$53,990</b>	
<b>FUND BALANCE - Ending</b>	<b>\$0</b>		<b>\$152,006</b>	

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

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

**Revenues:**

[illegible]

### Total Revenues

\$3	\$15,151	\$152,908	\$1,918	\$1,993	\$1,107	\$3,804	\$0	\$0	\$0	\$0	\$0	\$176,883
-----	----------	-----------	---------	---------	---------	---------	-----	-----	-----	-----	-----	-----------

**Expenditures:**

**Administrative**

[illegible]**Total Administrative**

\$26,884	\$7,072	\$8,199	\$8,776	\$8,925	\$9,914	\$9,098	\$0	\$0	\$0	\$0	\$0	\$78,867
----------	---------	---------	---------	---------	---------	---------	-----	-----	-----	-----	-----	----------

**Excess Revenues (Expenditures)**

(26,881)	\$8,079	\$144,709	(\$6,858)	(\$6,932)	(\$8,807)	(\$5,294)	\$0	\$0	\$0	\$0	\$0	\$98,016
----------	---------	-----------	-----------	-----------	-----------	-----------	-----	-----	-----	-----	-----	----------



**DOUBLE BRANCH**  
**Community Development District**  
**RECREATION AND FACILITIES MAINTENANCE**  
Statement of Revenues & Expenditures  
For The Period Ending April 30, 2022

AMENDED BUDGET	PRORATED BUDGET THRU 4/30/2022	ACTUAL THRU 4/30/2022	VARIANCE
-------------------	-----------------------------------	--------------------------	----------

**REVENUES:**

Assessments-Tax Roll	\$1,462,648	\$1,462,648	\$1,454,289	(\$8,359)
Interest Income	\$1,000	\$583	\$263	(\$320)
Amenities Revenue	\$40,000	\$23,333	\$16,866	(\$6,468)
Sports Revenue	\$13,000	\$7,583	\$3,425	(\$4,158)

**TOTAL REVENUES**

\$1,516,648	\$1,494,148	\$1,474,843	(\$19,306)
-------------	-------------	-------------	------------

**EXPENDITURES:**

**Administrative:**

Management Fees - Onsite	\$192,766	\$112,447	\$112,447	\$0
Insurance	\$74,118	\$74,118	\$75,451	(\$1,333)
Other Current Charges	\$3,500	\$2,042	\$1,991	\$50
Permit Fees	\$1,635	\$954	\$448	\$506

**Total Administrative**

\$272,019	\$189,560	\$190,337	(\$777)
-----------	-----------	-----------	---------

**Maintenance:**

**Common Area**

Security	\$85,000	\$49,583	\$46,931	\$2,652
Security - Clay County Off-Duty Sheriff	\$43,000	\$25,083	\$26,112	(\$1,029)
Water - Irrigation	\$9,000	\$5,250	\$4,739	\$511
Irrigation Maintenance	\$4,250	\$2,479	\$1,231	\$1,248
Streetlighting	\$33,066	\$19,289	\$16,354	\$2,935
Electric	\$35,000	\$20,417	\$16,561	\$3,856
Landscape Maintenance	\$389,777	\$227,370	\$227,470	(\$101)
Common Area Maintenance	\$52,000	\$30,333	\$31,860	(\$1,527)
Lake Maintenance	\$26,840	\$15,657	\$14,490	\$1,167
Repairs and Replacement	\$105,000	\$61,250	\$52,605	\$8,645

**Total Common Area**

\$782,933	\$456,711	\$438,354	\$18,357
-----------	-----------	-----------	----------

**Recreation Facility**

Amenity Staff	\$118,000	\$68,833	\$43,925	\$24,908
Refuse Services	\$10,000	\$5,833	\$6,889	(\$1,055)
Telephone	\$5,500	\$3,208	\$2,931	\$277
Electric	\$40,000	\$23,333	\$14,642	\$8,691
Cable	\$8,500	\$4,958	\$4,406	\$553
Pool Maintenance	\$40,000	\$23,333	\$15,752	\$7,581
Water / Sewer/Reclaim	\$48,000	\$28,000	\$27,677	\$323
Facility Maintenance-General	\$50,000	\$29,167	\$25,153	\$4,014
Facility Maintenance-Preventative	\$13,117	\$7,652	\$2,310	\$5,342
Facility Maintenance - Contingency	\$34,750	\$20,271	\$15,754	\$4,517
Lighting Repairs	\$8,500	\$4,958	\$4,930	\$28
Special Events	\$10,500	\$6,125	\$822	\$5,303
Office Supplies & Equipment	\$2,000	\$1,167	\$591	\$576
Janitorial	\$64,000	\$37,333	\$32,433	\$4,900
Recreation Passes	\$4,000	\$2,333	\$1,374	\$960

**DOUBLE BRANCH**  
**Community Development District**  
**RECREATION AND FACILITIES MAINTENANCE**  
Statement of Revenues & Expenditures  
For The Period Ending April 30, 2022

	AMENDED BUDGET	PRORATED BUDGET THRU 4/30/2022	ACTUAL THRU 4/30/2022	VARIANCE
Pool Leak Repairs	\$2,500	\$1,458	\$0	\$1,458
Multiuse Field	\$2,330	\$1,359	\$0	\$1,359
<b>Total Recreation Facility</b>	<b>\$461,697</b>	<b>\$269,323</b>	<b>\$199,588</b>	<b>\$69,735</b>
<b>Total Maintenance</b>	<b>\$1,244,629</b>	<b>\$726,034</b>	<b>\$637,942</b>	<b>\$88,092</b>
<b>TOTAL EXPENDITURES</b>	<b>\$1,516,648</b>	<b>\$915,594</b>	<b>\$828,279</b>	<b>\$87,315</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$0</b>		<b>\$646,564</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$0</b>		<b>\$670,496</b>	
<b>FUND BALANCE - Ending</b>	<b>\$0</b>		<b>\$1,317,060</b>	

**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
<b>Revenues:</b>													
Assessments-Tax Roll	\$0	\$124,556	\$1,257,230	\$15,761	\$16,378	\$9,095	\$31,268	\$0	\$0	\$0	\$0	\$0	\$1,454,289
Interest Income	\$31	\$32	\$25	\$27	\$28	\$49	\$72	\$0	\$0	\$0	\$0	\$0	\$263
Amenities Revenue	\$1,497	\$1,167	\$2,373	\$2,285	\$1,741	\$2,284	\$5,519	\$0	\$0	\$0	\$0	\$0	\$16,866
Sports Revenue	\$0	\$0	\$0	\$2,250	\$0	\$1,175	\$0	\$0	\$0	\$0	\$0	\$0	\$3,425
<b>Total Revenues</b>	<b>\$1,528</b>	<b>\$125,755</b>	<b>\$1,259,627</b>	<b>\$20,324</b>	<b>\$18,146</b>	<b>\$12,603</b>	<b>\$36,859</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,474,843</b>
<b>Expenditures:</b>													
<b><u>Administrative</u></b>													
Management Fees - Onsite	\$16,064	\$16,064	\$16,064	\$16,064	\$16,064	\$16,064	\$16,064	\$0	\$0	\$0	\$0	\$0	\$112,447
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	\$266	\$0	\$0	\$0	\$0	\$0	\$1,991
Permit Fees	\$27	\$27	\$394	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$448
<b>Total Administrative</b>	<b>\$91,826</b>	<b>\$16,300</b>	<b>\$16,904</b>	<b>\$16,332</b>	<b>\$16,333</b>	<b>\$16,312</b>	<b>\$16,330</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$190,337</b>
<b><u>MAINTENANCE- Common Area</u></b>													
Security	\$7,425	\$5,389	\$5,723	\$8,234	\$5,852	\$7,335	\$6,975	\$0	\$0	\$0	\$0	\$0	\$46,931
Security - Clay County Off-Duty Sheriff	\$2,261	\$3,459	\$5,473	\$2,969	\$3,468	\$4,480	\$4,002	\$0	\$0	\$0	\$0	\$0	\$26,112
Water - Irrigation	\$786	\$460	\$441	\$434	\$485	\$1,060	\$1,073	\$0	\$0	\$0	\$0	\$0	\$4,739
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	\$2,368	\$0	\$0	\$0	\$0	\$0	\$16,354
Electric	\$2,541	\$2,240	\$2,466	\$2,516	\$1,551	\$2,520	\$2,727	\$0	\$0	\$0	\$0	\$0	\$16,561
Landscape Maintenance	\$31,728	\$31,728	\$31,728	\$32,482	\$32,482	\$34,839	\$32,482	\$0	\$0	\$0	\$0	\$0	\$227,470
Common Area Maintenance	\$4,550	\$4,529	\$6,700	\$2,024	\$2,268	\$4,834	\$6,955	\$0	\$0	\$0	\$0	\$0	\$31,860
Lake Maintenance	\$2,070	\$2,070	\$2,070	\$2,070	\$2,070	\$2,070	\$2,070	\$0	\$0	\$0	\$0	\$0	\$14,490
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	\$6,080	\$0	\$0	\$0	\$0	\$0	\$52,605
General Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Common Area</b>	<b>\$68,559</b>	<b>\$64,193</b>	<b>\$69,271</b>	<b>\$57,743</b>	<b>\$50,634</b>	<b>\$63,221</b>	<b>\$64,732</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$438,354</b>
<b><u>Recreation Facility</u></b>													
Amenity Staff	\$9,403	\$5,104	\$7,398	\$4,676	\$3,502	\$5,407	\$8,436	\$0	\$0	\$0	\$0	\$0	\$43,925
Refuse Service	\$867	\$867	\$867	\$886	\$1,134	\$1,134	\$1,134	\$0	\$0	\$0	\$0	\$0	\$6,889
Telephone	\$477	\$520	\$497	\$409	\$211	\$408	\$408	\$0	\$0	\$0	\$0	\$0	\$2,931
Electric	\$2,641	\$1,715	\$1,675	\$1,775	\$1,481	\$2,229	\$3,126	\$0	\$0	\$0	\$0	\$0	\$14,642
Cable	\$696	\$719	\$719	\$540	\$576	\$577	\$579	\$0	\$0	\$0	\$0	\$0	\$4,406
Pool Maintenance/Chemicals	\$2,107	\$2,107	\$2,307	\$2,307	\$2,307	\$2,307	\$2,307	\$0	\$0	\$0	\$0	\$0	\$15,752
Water/Sewer/Reclaim	\$5,562	\$5,968	\$4,695	\$2,186	\$2,300	\$3,091	\$3,875	\$0	\$0	\$0	\$0	\$0	\$27,677
Facility Maintenance - General	\$3,866	\$4,137	\$3,731	\$3,298	\$2,326	\$3,628	\$4,167	\$0	\$0	\$0	\$0	\$0	\$25,153
Facility Maintenance - Preventative Contracts	\$155	\$485	\$360	\$155	\$360	\$640	\$155	\$0	\$0	\$0	\$0	\$0	\$2,310

**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	\$2,896	\$0	\$0	\$0	\$0	\$0	\$15,754
Lighting Repairs	\$702	\$706	\$705	\$705	\$703	\$701	\$708	\$0	\$0	\$0	\$0	\$0	\$4,930
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	\$145	\$0	\$0	\$0	\$0	\$0	\$591
Janitorial	\$4,633	\$4,633	\$4,633	\$4,633	\$4,633	\$4,633	\$4,633	\$0	\$0	\$0	\$0	\$0	\$32,433
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	\$32,569	\$0	\$0	\$0	\$0	\$0	\$199,588
<b>Total Expenses</b>	\$194,875	\$110,962	\$117,791	\$98,458	\$88,230	\$104,332	\$113,631	\$0	\$0	\$0	\$0	\$0	\$828,279
<b>Excess Revenues (Expenditures)</b>	(\$193,347)	\$14,794	\$1,141,836	(\$78,134)	(\$70,084)	(\$91,729)	(\$76,772)	\$0	\$0	\$0	\$0	\$0	\$646,564

**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 April 30, 2022

	ADOPTED BUDGET	PRORATED THRU 4/30/2022	ACTUAL THRU 4/30/2022	VARIANCE
<b><u>Revenues:</u></b>				
Special Assessments - Tax Roll	\$1,961,878	\$1,961,878	\$1,951,597	(\$10,281)
Interest Income	\$800	\$467	\$429	(\$37)
<b>TOTAL REVENUES</b>	<b>\$1,962,678</b>	<b>\$1,962,345</b>	<b>\$1,952,026</b>	<b>(\$10,319)</b>
<b><u>Expenditures:</u></b>				
<b><u>Series 2013 A-1</u></b>				
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
<b><u>Series 2013 A-2</u></b>				
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
<b>TOTAL EXPENDITURES</b>	<b>\$1,941,099</b>	<b>\$403,049</b>	<b>\$403,049</b>	<b>\$0</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$21,579</b>		<b>\$1,548,977</b>	
<b><i>Net change in Fund Balance</i></b>	<b>\$21,579</b>		<b>\$1,548,977</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$687,628</b>		<b>\$1,556,766</b>	
<b>FUND BALANCE - Ending</b>	<b>\$709,207</b>		<b>\$3,105,743</b>	

Revenue	\$2,127,027
Reserve 2013-1	\$868,932
Reserve 2013-2	\$95,634
Prepayment	\$144
Assessments Receivable	\$14,006
<b>Total</b>	<b>\$3,105,743</b>

**DOUBLE BRANCH**  
**Community Development District**  
**Capital Reserve Fund**  
Statement of Revenues & Expenditures  
For The Period Ending April 30, 2022

	AMENDED BUDGET	PRORATED THRU 4/30/2022	ACTUAL THRU 4/30/2022	VARIANCE
<b><u>REVENUES:</u></b>				
Interest Income	\$2,000	\$1,167	\$1,236	\$70
General Fund Reserve- Transfer in	\$8,250	\$0	\$0	\$0
<b>TOTAL REVENUES</b>	<b>\$10,250</b>	<b>\$1,167</b>	<b>\$1,236</b>	<b>\$70</b>
<b><u>EXPENDITURES:</u></b>				
Landscape Reserves	\$10,000	\$5,833	\$0	\$5,833
Capital Projects	\$200,000	\$116,667	\$6,230	\$110,437
<b>TOTAL EXPENDITURES</b>	<b>\$210,000</b>	<b>\$122,500</b>	<b>\$6,230</b>	<b>\$116,270</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$199,750)</b>		<b>(\$4,994)</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$1,238,762</b>		<b>\$1,426,393</b>	
<b>FUND BALANCE - Ending</b>	<b>\$1,039,012</b>		<b>\$1,421,400</b>	

**DOUBLE BRANCH**  
**Community Development District**  
**CAPITAL PROJECTS FUND**  
Statement of Revenues & Expenditures  
For The Period Ending April 30, 2022

SERIES  
2013 A-1 AND A-2

**REVENUES:**

Interest Income \$3

**TOTAL REVENUES** \$3

**EXPENDITURES:**

Capital Outlay - Series 2013 A1 and A2 \$0

Cost of Issuance \$0

**TOTAL EXPENDITURES** \$0

**EXCESS REVENUES (EXPENDITURES)** \$3

**FUND BALANCE - Beginning** \$18,600

**FUND BALANCE - Ending** \$18,604

# Double Branch

## Community Development District

### Long Term Debt Report

<b>Series 2013 A-1 Special Assessment Refunding Bonds</b>	
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

<b>Series 2013 A-2 Special Assessment Refunding Bonds</b>	
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
<b>TOTAL ASSESSED</b>	<b>45,481</b>	<b>1,961,878.15</b>	<b>177,805.17</b>	<b>1,461,950.50</b>	<b>3,601,633.81</b>

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
9	05/19/22	25,712.34	14,006.00	1,269.36	10,436.98
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
<b>TOTAL TAX ROLL RECEIPTS</b>		<b>3,582,759.23</b>	<b>1,951,596.82</b>	<b>176,873.36</b>	<b>1,454,289.05</b>

PERCENT COLLECTED	TOTAL	DEBT	O&M
<b>TOTAL PERCENT COLLECTED</b>	<b>99.48%</b>	<b>99.48%</b>	<b>99.48%</b>

*D.*

# Double Branch

## Community Development District

### Check Run Summary

May 31, 2022

Fund	Date	Check No.	Amount
<b>General Fund</b>			
Accounts Payable	5/11/22	1696	\$ 5,806.91
	5/18/22	1697-1698	\$ 2,802.13
	5/26/22	1699	\$ 57.00
Sub-Total			\$ 8,666.04
<b>Recreation Fund</b>			
Accounts Payable	5/5/22	6991-6994	\$ 2,607.42
	5/11/22	6995-6999	\$ 40,734.45
	5/18/22	7000-7009	\$ 28,853.64
	5/26/22	7010-7019	\$ 19,189.04
Sub-Total			\$ 91,384.55
<b>Capital Reserve Fund</b>			
Accounts Payable	5/11/22	61	\$ 3,530.00
Sub-Total			\$ 3,530.00
<b>Total</b>			<b>\$ 103,580.59</b>

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
5/11/22	00035	5/01/22 2260	202205 310-51300-34000	MAY MANAGEMENT FEES	*	5,146.83	
		5/01/22 2260	202205 310-51300-52000	MAY WEBSITE ADMIN	*	208.33	
		5/01/22 2260	202205 310-51300-35100	MAY INFORMATION TECH	*	178.50	
		5/01/22 2260	202205 310-51300-31300	MAY DISSEM AGENT SERVICES	*	125.00	
		5/01/22 2260	202205 310-51300-51000	OFFICE SUPPLIES	*	.63	
		5/01/22 2260	202205 310-51300-42000	POSTAGE	*	116.79	
		5/01/22 2260	202205 310-51300-42500	COPIES	*	15.90	
		5/01/22 2260	202205 310-51300-41000	TELEPHONE	*	14.93	
GOVERNMENTAL MANAGEMENT SERVICES							5,806.91 001696
5/18/22	00027	5/13/22 22592	202205 310-51300-31200	ARBIT SE2013 FYE 2/28/22	*	700.00	
GRAU & ASSOCIATES							700.00 001697
5/18/22	00113	5/13/22 3051567	202204 310-51300-31500	APR GENERAL COUNSEL	*	2,102.13	
KUTAK ROCK LLP							2,102.13 001698
5/26/22	00111	5/19/22 22-00151	202205 310-51300-48000	NOTICE OF MEETING 5/19	*	57.00	
JACKSONVILLE DAILY RECORD							57.00 001699
TOTAL FOR BANK A						8,666.04	
TOTAL FOR REGISTER						8,666.04	

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

# Invoice

Invoice #: 2260  
Invoice Date: 5/1/22  
Due Date: 5/1/22  
Case:  
P.O. Number:

**Bill To:**

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

Description		Hours/Qty	Rate	Amount
General Fund - Management Fees - May 2022 340			5,146.83	5,146.83
Website Administration - May 2022 520			208.33	208.33
Information Technology - May 2022 351			178.50	178.50
Dissemination Agent Services - May 2022 313			125.00	125.00
Office Supplies 510			0.63	0.63
Postage 420			116.79	116.79
Copies 425			15.90	15.90
Telephone 1.310.513.410			14.93	14.93
<del>2.320.572.49400 - Crown Trophy</del>			<del>42.28</del>	<del>42.28</del>
<del>34.600.59800.62000 - Golf Cart &amp; Repairs</del>			<del>8,530.00</del>	<del>3,530.00</del>

Total \$9,379.19

Payments/Credits \$0.00

Balance Due \$9,379.19

\$5,806.91

## Grau and Associates

951 W. Yamato Road, Suite 280  
Boca Raton, FL 33431-  
www.graucpa.com

Phone: 561-994-9299

Fax: 561-994-5823

Double Branch Community Development District  
1001 Bradford Way  
Kingston, TN 37763

Invoice No. 22592  
Date 05/13/2022

SERVICE	AMOUNT
Project: Arbitrage - Series 2013 FYE 2/28/2022	\$ 700.00
Subtotal:	700.00
Total	700.00
Current Amount Due	\$ 700.00

1,310,513.312  
271A

0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Balance
700.00	0.00	0.00	0.00	0.00	700.00

Payment due upon receipt.

**KUTAK ROCK LLP****TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

May 13, 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. 3051567

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

113A  
1.310.513.315  
Invoice No. 3051567  
5323-1

Re: Double Branch CDD-General Counsel

## For Professional Legal Services Rendered

04/03/22	M. Eckert	0.60	210.00	Prepare for suspension hearing and board meeting
04/06/22	M. Eckert	0.10	35.00	Review publication options under new legislation to reduce costs
04/10/22	M. Eckert	0.10	35.00	Prepare for board meeting
04/11/22	M. Eckert	3.00	1,050.00	Prepare for, travel to and attend board meeting; follow up; return travel
04/12/22	M. Eckert	0.40	140.00	Draft three suspension letters
04/12/22	D. Wilbourn	0.80	120.00	Prepare second and confirming notice of suspension letters
04/22/22	M. Eckert	0.80	280.00	Review draft minutes and provide comments
04/25/22	D. Wilbourn	0.20	30.00	Prepare budget approval resolution
04/27/22	M. Eckert	0.30	105.00	Confer with Soriano regarding public records request and ATT demand letter; research same
04/28/22	M. Eckert	0.20	70.00	Attend agenda call; prepare for board meeting



**KUTAK ROCK LLP**

Double Branch CDD

May 13, 2022

Client Matter No. 5323-1

Invoice No. 3051567

Page 2

TOTAL HOURS 6.50

TOTAL FOR SERVICES RENDERED \$2,075.00

DISBURSEMENTS

Meals 11.00

Travel Expenses 16.13

TOTAL DISBURSEMENTS 27.13

TOTAL CURRENT AMOUNT DUE \$2,102.13

# Jacksonville Daily Record

*A Division of*  
**DAILY RECORD & OBSERVER, LLC**

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

## INVOICE

May 19, 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 #	22-00151C	PO/File #		\$57.00
				Amount Due
Notice of Qualifying Period for Candidates for the Board of Supervisors				
				Amount Paid
Double Branch Community Development District				\$57.00
				Payment Due
Case Number				<i>For your convenience, you may remit payment at <a href="https://www.jaxdailyrecord.com/send-payment">https://www.jaxdailyrecord.com/send-payment</a>.</i>
Publication Dates	5/19			
County	Clay			

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

*If payment is being mailed,  
please reference the Serial #  
from this invoice on your  
check or remittance advice.*

**Your notice can be found at [www.jaxdailyrecord.com](http://www.jaxdailyrecord.com)**

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

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

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

**NOTICE OF QUALIFYING  
PERIOD FOR CANDIDATES  
FOR THE BOARD OF  
SUPERVISORS OF THE  
DOUBLE BRANCH  
COMMUNITY**

**DEVELOPMENT DISTRICT**

Notice is hereby given that the qualifying period for candidates for the office of Supervisor of the Double Branch Community Development District ("District") will commence at noon on June 13, 2022, and close at noon on June 17, 2022. Candidates must qualify for the office of Supervisor with the Clay County Supervisor of Elections located at 500 N. Orange Avenue, Green Cove Springs, Florida 32043; Ph: (904) 269-6350. All candidates shall qualify for individual seats in accordance with Section 99.061, *Florida Statutes*, and must also be a "qualified elector" of the District, as defined in Section 190.003, *Florida Statutes*. A "qualified elector" is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the Clay County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, *Florida Statutes*.

The Double Branch Community Development District has two (2) seats up for election, specifically seats 2 and 4. Each seat carries a four-year term of office. Elections are nonpartisan and will be held at the same time as the general election on November 8, 2022, and in the manner prescribed by law for general elections.

For additional information, please contact the Clay County Supervisor of Elections.

May 19 00 (22-00151C)

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT	#
5/05/22	00680	5/01/22 05012022 DEPOSIT REFUND	202205 300-36900-10300		CHERYL BREMER	*	100.00	100.00	006991
5/05/22	00883	5/01/22 05012022 DEPOSIT REFUND	202205 300-36900-10300		ELEXUS MURRAY	*	100.00	100.00	006992
5/05/22	00882	5/01/22 05012022 DEPOSIT REFUND	202205 300-36900-10300		GENELLE THOMAS	*	100.00	100.00	006993
5/05/22	00186	5/01/22 13129560 MAY POOL CHEMICALS	202205 320-57200-46300		POOLSURE	*	2,307.42	2,307.42	006994
5/11/22	00092	5/01/22 2260 CROWN TROPHY	202205 320-57200-49400		GOVERNMENTAL MANAGEMENT SERVICES	*	42.28	42.28	006995
5/11/22	00092	5/10/22 2267 EVENT STAFF THRU 5/5/22	202205 300-36900-10300		GOVERNMENTAL MANAGEMENT SERVICES	*	350.00	350.00	006996
5/11/22	00839	5/01/22 7907 MAY SECURITY SERVICES	202205 320-57200-34500		SECURITY DEVELOPMENT GROUP LLC	*	7,380.00	7,380.00	006997
5/11/22	00185	5/01/22 650797 MAY LAKE MAINTENANCE	202205 320-57200-46800			*	2,070.00		
		5/01/22 650797 MAY LAKE MAINTENANCE	202205 320-57200-46800		THE LAKE DOCTORS, INC. DO NOT USE	V	2,070.00-	.00	006998
5/11/22	00672	5/01/22 8028 MAY TRAIL CUTTING & SPRAY	202205 320-57200-46200			*	480.00		
		5/01/22 8079 MAY LANDSCAPE MAINTENANCE	202205 320-57200-46200		VERDEGO, LLC	*	32,482.17	32,962.17	006999
5/18/22	00563	5/11/22 05112022 RENTAL DEPOSIT REFUND	202205 300-36900-10300		BARBARA LIRIANO	*	50.00	50.00	007000
5/18/22	00884	5/11/22 05112022 RENTAL DEPOSIT REFUND	202205 300-36900-10300		CANDICE SMITH	*	50.00	50.00	007001
					DBBR DOUBLE BRANCH OKUZMUK				





**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - CHERYL BREMER  
**Date:** May 1, 2022 at 9:38 PM  
**To:** Margaret Bronson [mbronson@gmsnf.com](mailto:mbronson@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amossing@gmstnn.com](mailto:amossing@gmstnn.com)



Good evening Margaret and Oksana,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR aka CLUBROOM (SATURDAY) 10:00 A.M. to 2:00 P.M.
- DATE OF VENUE – APRIL 30, 2022
- RESIDENT – CHERYL BREMER
- ADDRESS – 3212 CHESTNUT RIDGE WAY, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via CHECK drawn on VYSTAR:
  - DATED: 3/18/22
  - CHECK# 102
  - DEPOSITED: 3/18/22
  - AMOUNT: \$100.00

680B  
2.300.369.103  
Deposit Refund

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
03/16/22	03/18/22	04/30/22	CHERYL BREMER - OVCR DEPOSIT	DEPOSIT	\$ 100.00		CK# 102	DEPOSITED 3/18/22

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

Thank you.

I will be out of the office MONDAY, MAY 2, 2022 to THURSDAY, MAY 5, 2022, therefore, please email me, or leave a detailed message at 904-770-4661 with your NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity.

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

Governmental Management Services

[www.OakLeafResidents.com](http://www.OakLeafResidents.com)

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



**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - ELEXUS MURRAY  
**Date:** May 1, 2022 at 9:26 PM  
**To:** Margaret Bronson [mbronson@gmsnf.com](mailto:mbronson@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amossing@gmstnn.com](mailto:amossing@gmstnn.com)

Good evening Margaret and Oksana,

Please make the following refund at your earliest opportunity:

- LOCATION – OV PATIO (SATURDAY) 10:00 A.M. to 2:00 P.M.
- DATE OF VENUE – APRIL 23, 2022
- RESIDENT – ELEXUS MURRAY
- ADDRESS – 4190 PLANTATION OAKS BLVD #923, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA (2386):
  - DATED: 4/7/22
  - SEQ#: 4
  - BATCH#: 637
  - INVOICE#: 4
  - APPROVAL CODE: 218508
  - AMOUNT: \$100.00

88313  
2,300.369,103  
Deposit Refund

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
04/07/22	04/07/22	04/23/22	ELEXUS MURRAY - OV PATIO DEPOSIT	DEPOSIT	\$ 100.00			VISA-218508

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

Thank you.

I will be out of the office MONDAY, MAY 2, 2022 to THURSDAY, MAY 5, 2022, therefore, please email me, or leave a detailed message at 904-770-4661 with your NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity.

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

Governmental Management Services

[www.OakLeafResidents.com](http://www.OakLeafResidents.com)

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



**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - GENELLE THOMAS  
**Date:** May 1, 2022 at 9:31 PM  
**To:** Margaret Bronson [mbronson@gmsnf.com](mailto:mbronson@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amossing@gmstnn.com](mailto:amossing@gmstnn.com)



Good evening Margaret and Oksana,

Please make the following refund at your earliest opportunity:

- LOCATION – OV PATIO (SATURDAY) 2:00 P.M. to 6:00 P.M.
- DATE OF VENUE – APRIL 23, 2022
- RESIDENT – GENELLE THOMAS
- ADDRESS – 3635 SUNSET OAK DRIVE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA (4246):
  - DATED: 4/7/22
  - SEQ#: 2
  - BATCH#: 637
  - INVOICE#: 2
  - APPROVAL CODE: 020616
  - AMOUNT: \$100.00

882 B  
2.300.369.103  
Deposit Refund

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
04/07/22	04/07/22	04/23/22	ELEXUS MURRAY - OV PATIO DEPOSIT	DEPOSIT	\$ 100.00			VISA-218508

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

Thank you.

I will be out of the office MONDAY, MAY 2, 2022 to THURSDAY, MAY 5, 2022, therefore, please email me, or leave a detailed message at 904-770-4661 with your NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity.

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

Governmental Management Services

[www.OakLeafResidents.com](http://www.OakLeafResidents.com)

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



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

# Invoice

Date 5/1/2022

Invoice # 131295606297

Terms	Net 20
Due Date	5/21/2022
PO #	

<b>Bill To</b>	<b>Ship To</b>
Oakleaf Village/Double Branch 475 West Town Place Ste 114 St Augustine FL 32092	Oak Leaf Plantation/ Double Branch 370 Oakleaf Village Parkway Orange Park FL 32065

Item ID	Description	Qty	Units	Amount
WM-CHEM-BASE	Water Management Seasonal Billing Rate	1	ea	2,199.24
Fuel Surcharge	Fuel/Environmental Transit Fee	1	ea	108.18
<p>186B 2.320.572.463 may pool chemicals RECEIVED APR 20 2022</p>				

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

## Remittance Slip

Customer  
13OAK102  
Invoice #  
131295606297

Amount Due \$2,307.42

Amount Paid

Make Checks Payable To

Poolsure  
PO Box 55372  
Houston, TX 77255-5372



131295606297

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

Invoice #: 2260

Invoice Date: 5/1/22

Due Date: 5/1/22

Case:

P.O. Number:

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

Description	Hours/Qty	Rate	Amount
<del>General Fund - Management Fees - May 2022</del>		<del>5,146.83</del>	<del>5,146.83</del>
<del>Website Administration - May 2022</del>		<del>208.33</del>	<del>208.33</del>
<del>Information Technology - May 2022</del>		<del>178.50</del>	<del>178.50</del>
<del>Dissemination Agent Services - May 2022</del>		<del>125.00</del>	<del>125.00</del>
<del>Office Supplies</del>		<del>0.63</del>	<del>0.63</del>
<del>Postage</del>		<del>116.79</del>	<del>116.79</del>
<del>Copies</del>		<del>15.90</del>	<del>15.90</del>
<del>Telephone</del>		<del>14.93</del>	<del>14.93</del>
2.320.572.49400 - Crown Trophy		42.28	42.28
34.600.63800.62000 - Golf Cart & Repairs		<del>3,530.00</del>	<del>3,530.00</del>
<b>Total</b>			<b>\$9,379.19</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$9,379.19</b>

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

# Invoice

Invoice #: 2267  
Invoice Date: 5/10/22  
Due Date: 5/10/22  
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 May 5, 2022 Amenities Revenue 2.369.103 2.300.369.103  92B	14	25.00	350.00

Total	\$350.00
Payments/Credits	\$0.00
Balance Due	\$350.00

5/10/22  
Q

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

**DOUBLE BRANCH CDD**

**Facility Event Staff Service Hours**

<u>Quantity</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
14	Facility Event Staff	\$ 25.00	\$ 350.00

Covers Period End: May 5, 2022

Amenities Revenue # 2-369-103



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

**INVOICE #** 7907  
**DATE** 05/01/2022  
**DUE DATE** 05/31/2022  
**TERMS** End of the month

**SERVICE MONTH**  
May

ACTIVITY	QTY	RATE	AMOUNT
Dedicated Officer I Dedicated Officer for 10 hours Monday to Thursday and 12 hours Saturday and Sunday	328	22.50	7,380.00

BALANCE DUE

**\$7,380.00**



839B  
May Sec. Services



**The Lake Doctors, Inc.**  
Aquatic Management Services

4651 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

Invoice #	650797
Account #	708477
Invoice Date	5/1/2022
Due Date	5/11/2022
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>Many Lake Maint</i> <b>Code to:</b> <b>2-320-572-4680</b> <b>Double Branch Lake Maintenance</b>  <b>OUTSTANDING BALANCE</b> <b>\$9,940.00</b>	2,070.00
Thank you! For your business!		<b>Total Invoice</b> <b>\$2,070.00</b>

Please include your account number and invoice number on your check with your remittance stub.  
Please remit payments to: The Lake Doctors, Inc.  
PO Box 20122  
Tampa, FL 33622-0122

Remittance Stub

Amount Enclosed

Invoice #	650797
Account #	708477
Date	5/1/2022

**Bill To**

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

For address and contact updates, please email us at  
[customerservice@lakedoctors.com](mailto:customerservice@lakedoctors.com).

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 \_\_\_\_\_



## Invoice

**Invoice #: 8028**

**Date: 05/01/22**

**Customer PO:**

**DUE DATE: 05/31/2022**

### BILL TO

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

### FROM

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

### DESCRIPTION

#6093 - Enhancement - Trail Cutting and Spraying May 2022

### AMOUNT

\$480.00

### Invoice Notes:

Thank you for your business!

**AMOUNT DUE THIS INVOICE**

**\$480.00**

**Code to:**

**2-320-572-4620**

**Double Branch Landscape Maintenance**

672B





# Invoice

**Invoice #:** 8079

**Date:** 05/01/22

**Customer PO:**

**DUE DATE:** 05/31/2022

## BILL TO

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

## FROM

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

## DESCRIPTION

#7020 - Standard Maintenance Contract 2022 May 2022

## AMOUNT

\$32,482.17

## Invoice Notes:

Thank you for your business!

**AMOUNT DUE THIS INVOICE**

**\$32,482.17**

**Code to:**

**2-320-572-4620**

**Double Branch Landscape Maintenance**

672B



**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - BARBARA LIRIANO  
**Date:** May 11, 2022 at 7:33 PM  
**To:** Margaret Bronson [mbronson@gmsnf.com](mailto:mbronson@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amossing@gmstnn.com](mailto:amossing@gmstnn.com)

Good evening Margaret and Oksana,

Please make the following refund at your earliest opportunity:

- o LOCATION – OVCR aka CLUBROOM (SATURDAY) 2:30 P.M. to 6:30 P.M.
- o DATE OF VENUE – JANUARY 8, 2022
- o RESIDENT – BARBARA LIRIANO
- o ADDRESS – 449 NORTHCLIFF COURT, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND - \$50.00 - PENALTY: Cancelled the day before event with intentions to reschedule-cancelled officially on 5/6/2022
  - BOOKING FEE / DEPOSIT REFUND
- o DEPOSIT was via CHECK drawn on NAVY FEDERAL:
  - DATED: 12/14/21
  - CHECK# 197
  - DEPOSITED: 12/14/21
  - AMOUNT: \$100.00

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH
12/14/21	12/14/21	01/08/22	Barbara Liriano - OVCR DEPOSIT	DEPOSIT	\$ 100.00		CK#-197

DEPOSITED 12/14/21

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

Thank you.

I will be out of the office SATURDAY, MAY 14, 2022 AND SUNDAY, MAY 15, 2022, therefore, please email me, or leave a detailed message at 904-770-4661 with your NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity.

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

Governmental Management Services

[www.OakLeafResidents.com](http://www.OakLeafResidents.com)

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

563B

2-300-36900-10300

**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - CANDICE SMITH

**Date:** May 11, 2022 at 7:42 PM

**To:** Margaret Bronson [mbronson@gmsnf.com](mailto:mbronson@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)

**Cc:** Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amossing@gmstnn.com](mailto:amossing@gmstnn.com)



Good evening Margaret and Oksana,

Please make the following refund at your earliest opportunity:

- LOCATION – OV PATIO (SATURDAY) 10:00 A.M. to 2:00 P.M.
- DATE OF VENUE – JUNE 4, 2022
- RESIDENT – CANDICE SMITH
- ADDRESS – 1442 CANOPY OAKS DRIVE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$50.00 - PENALTY: Cancelled 5/6/2022
  - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA (0274):
  - DATED: 3/31/22
  - SEQ#: 2
  - BATCH#: 832
  - INVOICE#: 2
  - APPROVAL CODE: H84970
  - AMOUNT: \$100.00

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD	
03/31/22	03/31/22	06/04/22	CANDICE SMITH - OV PATIO DEPOSIT	DEPOSIT	\$ 100.00			VISA-H84970	\$ 700.00

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

Thank you.

I will be out of the office SATURDAY, MAY 14, 2022 AND SUNDAY, MAY 15, 2022, therefore, please email me, or leave a detailed message at 904-770-4661 with your NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity.

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

Governmental Management Services

[www.OakLeafResidents.com](http://www.OakLeafResidents.com)

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

884B  
2-300-369-10300



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

Invoice Number: SSI10576  
Invoice Date: 5/11/2022

Page: 1

Attn: Fiscal - Accounts Receivable

Bill

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

Ship

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

Due Date 5/26/2022  
Terms Net 15 Days

Customer ID C0000168  
P.O. Number  
P.O. Date 5/11/2022  
Our Order No  
SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee-APRIL 2022		171.25	171.25	5.00	856.25
Fees-2nd Employment Scheduling		15	15	25.00	375.00

*Handwritten:* 1/2 = \$428.13  
1/2 = \$187.50

**Code To: Split 50/50**

**2.320.572.34510**

**Middle Village Security - CCSO**

**2.320.572.34510**

**Double Branch Security - CCSO**

*Handwritten:* 285B

Amount Subject to Sales Tax USD  
Amount Exempt from Sales Tax 1,231.25

Subtotal: 1,231.25  
Invoice Discount: 0.00  
Tax: 0.00

Total USD: 1,231.25

*Handwritten:* 615.63



Welcome Deborah Bell

INVOICE

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

☒ CLIENT NAME

OAKLEAF AMENITIES

☒ CLIENT NUMBER

☒ INVOICE NUMBER

☒ INVOICE DATE

05/11/2022

☒ CLIENT ADDRESS

☒

INVOICE

REFERENCE

☒ EVENT DATE

1 1 04/01/22 0000 - 04/01/22 0000

☒ EVENT TITLE

Oakleaf Amenities

☒ PERSONNEL or DESCRIPTION

☒ (Include Personnel Start/Stop Times)

Andre Mack  
04/01/22 1830 - 04/01/22 2230

Daniel Tenbusch  
04/01/22 1700 - 04/01/22 2300

☒ HOURS or  
QUANTITY

☒ RATE

☒ TOTAL

4.00 \$ 38.00 \$ 152.00

6.00 \$ 38.00 \$ 228.00

EVENT SUBTOTAL:

(hrs) 10

\$ 380.00

EVENT TOTAL:

(hrs) 10

\$380.00

1 2

04/03/22 0000 - 04/03/22 0000

Oakleaf Amenities

Daniel Tenbusch  
04/03/22 1645 - 04/03/22 2245

6.00 \$ 38.00

\$ 228.00

EVENT SUBTOTAL:

(hrs) 6

\$ 228.00

		<b>EVENT TOTAL:</b>		(hrs) 6	\$ 228.00
1	3	04/04/22 0000 - 04/04/22 0000	Oakleaf Amenities	Diana Coxen 04/04/22 1515 - 04/04/22 2115	\$ 228.00
		<b>EVENT SUBTOTAL:</b>		(hrs) 6	\$ 228.00
		<b>EVENT TOTAL:</b>		(hrs) 6	\$ 228.00
1	4	04/05/22 0000 - 04/05/22 0000	Oakleaf Amenities	Jeffrey Holmes 04/05/22 1600 - 04/05/22 2200	\$ 228.00
		<b>EVENT SUBTOTAL:</b>		(hrs) 6	\$ 228.00
		<b>EVENT TOTAL:</b>		(hrs) 6	\$ 228.00
1	5	04/06/22 0000 - 04/06/22 0000	Oakleaf Amenities	Daniel Cassani 04/06/22 1700 - 04/06/22 2300	\$ 228.00
		<b>EVENT SUBTOTAL:</b>		(hrs) 6	\$ 228.00
		<b>EVENT TOTAL:</b>		(hrs) 6	\$ 228.00
1	6	04/07/22 0000 - 04/07/22 0000	Oakleaf Amenities	Bryan Smith 04/07/22 1700 - 04/07/22 2200	\$ 190.00
		<b>EVENT SUBTOTAL:</b>		(hrs) 5	\$ 190.00
		<b>EVENT TOTAL:</b>		(hrs) 5	\$ 190.00
1	7	04/08/22 0000 - 04/08/22 0000	Oakleaf Amenities	Andre Mack	\$ 114.00

04/08/22 1900 - 04/08/22 2200					Daniel Tenbusch					5.50 \$ 38.00 \$ 209.00				
04/08/22 1730 - 04/08/22 2300														
					EVENT SUBTOTAL:					(hrs) 8.5 \$ 323.00				
					EVENT TOTAL:					(hrs) 8.5 \$323.00				
1 8 04/09/22 0000 - 04/09/22 0000					Oakleaf Amenities					Jeffrey Holmes				
										04/09/22 1545 - 04/09/22 2145				
										Andre Mack				
										04/09/22 1830 - 04/10/22 0030				
					EVENT SUBTOTAL:					(hrs) 12 \$ 456.00				
					EVENT TOTAL:					(hrs) 12 \$456.00				
1 9 04/10/22 0000 - 04/10/22 0000					Oakleaf Amenities					Jeffrey Holmes				
										04/10/22 1615 - 04/10/22 2215				
					EVENT SUBTOTAL:					(hrs) 6 \$ 228.00				
					EVENT TOTAL:					(hrs) 6 \$228.00				
1 10 04/11/22 0000 - 04/11/22 0000					Oakleaf Amenities					Jeffrey Holmes				
										04/11/22 1815 - 04/11/22 2300				
					EVENT SUBTOTAL:					(hrs) 4.75 \$ 180.50				
					EVENT TOTAL:					(hrs) 4.75 \$ 180.50				
1 11 04/12/22 0000 - 04/12/22 0000					Oakleaf Amenities					Bryan Smith				
										5.00 \$ 38.00 \$ 190.00				

04/12/22 1700 - 04/12/22 2200

EVENT SUBTOTAL: (hrs) 5 \$ 190.00

EVENT TOTAL: (hrs) 5 \$190.00

1	12	04/13/22 0000 - 04/13/22 0000	Oakleaf Amenities	Diana Coxen 04/13/22 1600 - 04/13/22 2200	6.00	\$ 38.00	\$ 228.00
---	----	-------------------------------	-------------------	--	------	----------	-----------

EVENT SUBTOTAL: (hrs) 6 \$ 228.00

EVENT TOTAL: (hrs) 6 \$228.00

1	13	04/14/22 0000 - 04/14/22 0000	Oakleaf Amenities	Jeffrey Holmes 04/14/22 1615 - 04/14/22 2215	6.00	\$ 38.00	\$ 228.00
---	----	-------------------------------	-------------------	---	------	----------	-----------

EVENT SUBTOTAL: (hrs) 6 \$ 228.00

EVENT TOTAL: (hrs) 6 \$228.00

1	14	04/15/22 0000 - 04/15/22 0000	Oakleaf Amenities	Andre Mack 04/15/22 1830 - 04/16/22 0030	6.00	\$ 38.00	\$ 228.00
---	----	-------------------------------	-------------------	---	------	----------	-----------

EVENT SUBTOTAL: (hrs) 6 \$ 228.00

EVENT TOTAL: (hrs) 6 \$228.00

1	15	04/16/22 0000 - 04/16/22 0000	Oakleaf Amenities	Andre Mack 04/16/22 1700 - 04/16/22 2230	5.50	\$ 38.00	\$ 209.00
---	----	-------------------------------	-------------------	---	------	----------	-----------

EVENT SUBTOTAL: (hrs) 5.5 \$ 209.00



				<b>EVENT TOTAL:</b>	<b>(hrs) 5.5</b>	<b>\$209.00</b>
1	16	04/17/22 0000 - 04/17/22 0000	Oakleaf Amenities	Bryan Smith 04/17/22 1700 - 04/17/22 2130	4.50	\$ 38.00
				<b>EVENT SUBTOTAL:</b>	<b>(hrs) 4.5</b>	<b>\$ 171.00</b>
				<b>EVENT TOTAL:</b>	<b>(hrs) 4.5</b>	<b>\$171.00</b>
1	17	04/18/22 0000 - 04/18/22 0000	Oakleaf Amenities	Matthew Williams 04/18/22 1630 - 04/18/22 2230	6.00	\$ 38.00
				<b>EVENT SUBTOTAL:</b>	<b>(hrs) 6</b>	<b>\$ 228.00</b>
				<b>EVENT TOTAL:</b>	<b>(hrs) 6</b>	<b>\$228.00</b>
1	18	04/20/22 0000 - 04/20/22 0000	Oakleaf Amenities	Anthony Pena 04/20/22 1600 - 04/20/22 2200	6.00	\$ 38.00
				<b>EVENT SUBTOTAL:</b>	<b>(hrs) 6</b>	<b>\$ 228.00</b>
				<b>EVENT TOTAL:</b>	<b>(hrs) 6</b>	<b>\$228.00</b>
1	19	04/21/22 0000 - 04/21/22 0000	Oakleaf Amenities	Bryan Smith 04/21/22 1700 - 04/21/22 2200	5.00	\$ 38.00
				<b>EVENT SUBTOTAL:</b>	<b>(hrs) 5</b>	<b>\$ 190.00</b>
				<b>EVENT TOTAL:</b>	<b>(hrs) 5</b>	<b>\$190.00</b>
1	20	04/22/22 0000 - 04/22/22 0000	Oakleaf Amenities	Daniel Cassani 04/22/22 1700 - 04/22/22 2300	6.00	\$ 38.00
						<b>\$ 228.00</b>

Diana Coxen  
04/22/22 1430 - 04/22/22 2030

6.00 \$ 38.00

\$ 228.00

EVENT SUBTOTAL: (hrs) 12 \$ 456.00

EVENT TOTAL: (hrs) 12 \$456.00

1 21 04/23/22 0000 - 04/23/22 0000 Oakleaf Amenities Daniel Tenbusch  
04/23/22 1630 - 04/23/22 2230

6.00 \$ 38.00

\$ 228.00

EVENT SUBTOTAL: (hrs) 6 \$ 228.00

EVENT TOTAL: (hrs) 6 \$228.00

1 22 04/24/22 0000 - 04/24/22 0000 Oakleaf Amenities Daniel Cassani  
04/24/22 1600 - 04/24/22 2200

6.00 \$ 38.00

\$ 228.00

EVENT SUBTOTAL: (hrs) 6 \$ 228.00

EVENT TOTAL: (hrs) 6 \$228.00

1 23 04/25/22 0000 - 04/25/22 0000 Oakleaf Amenities Jeffrey Holmes  
04/25/22 1800 - 04/25/22 2300

5.00 \$ 38.00

\$ 190.00

EVENT SUBTOTAL: (hrs) 5 \$ 190.00

EVENT TOTAL: (hrs) 5 \$190.00

1 24 04/26/22 0000 - 04/26/22 0000 Oakleaf Amenities Matthew Williams  
04/26/22 1715 - 04/26/22 2215

5.00 \$ 38.00

\$ 190.00

EVENT SUBTOTAL: (hrs) 5 \$ 190.00

				EVENT TOTAL:	(hrs) 5	\$190.00
1	25	04/27/22 0000 - 04/27/22 0000	Oakleaf Amenities	Anthony Pena 04/27/22 1600 - 04/27/22 2200	6.00	\$ 228.00
				EVENT SUBTOTAL:	(hrs) 6	\$ 228.00
				EVENT TOTAL:	(hrs) 6	\$228.00
1	26	04/28/22 0000 - 04/28/22 0000	Oakleaf Amenities	Daniel Tenbusch 04/28/22 1700 - 04/28/22 2300	6.00	\$ 228.00
				EVENT SUBTOTAL:	(hrs) 6	\$ 228.00
				EVENT TOTAL:	(hrs) 6	\$228.00
1	27	04/29/22 0000 - 04/29/22 0000	Oakleaf Amenities	Bryan Smith 04/29/22 1700 - 04/29/22 2200	5.00	\$ 190.00
				EVENT SUBTOTAL:	(hrs) 5	\$ 190.00
				EVENT TOTAL:	(hrs) 5	\$190.00
				INVOICE TOTAL:	(hrs) 171.25	\$8,507.50

To exclude any of the information above from the invoice, uncheck the box in the column heading that you would like to exclude.

[Finalize and View Invoice](#)

[Finalize and Download Invoice to Excel](#)

[Finalize and Download Invoice Grouped by Individual to Excel](#)

For help, please email [help@myodiss.com](mailto:help@myodiss.com)

Send suggestions to [info@myodiss.com](mailto:info@myodiss.com)

For product information, go to [www.myodiss.com](http://www.myodiss.com)



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

951-279-6893



10459 Hunters Creek Court  
Jacksonville, Florida 32256

## Invoice

Date	Invoice #
5/9/2022	1405
Project #	1801

Bill To

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

Description	Amount
Reserve Study Update	2,300.00
<b>Code to:</b> <b>Double Branch Repair and Replacements</b> <b>2.320.57200.63100</b>  887B	

E-mail	
csheppard@communityadvisors.com	
Phone #	904-303-3275

<b>Pay This Amount</b>	<b>\$2,300.00</b>
------------------------	-------------------

Terms	Due on receipt
-------	----------------



**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - DONNALYN DAVID

**Date:** May 11, 2022 at 7:53 PM

**To:** Margaret Bronson [mbronson@gmsnf.com](mailto:mbronson@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)

**Cc:** Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amossing@gmstnn.com](mailto:amossing@gmstnn.com)

Good evening Margaret and Oksana,

Please make the following refund at your earliest opportunity:

- o LOCATION – OVCR (SATURDAY) 10:00 A.M. to 2:00 P.M.
- o DATE OF VENUE – MAY 7, 2022
- o RESIDENT – DONNALYN DAVID
- o ADDRESS – 3670 CRESWICK CIRCLE UNIT C, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND - \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- o DEPOSIT was via VISA (0774):
  - DATED: 4/13/22
  - SEQ#: 2
  - BATCH#: 641
  - INVOICE#: 2
  - APPROVAL CODE: 013105
  - AMOUNT: \$100.00

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC. CHECK/CASH	CREDIT CARD
04/13/22	04/13/22	05/07/22	DONNALYN DAVID - OVCR DEPOSIT	DEPOSIT	\$ 100.00		VISA-013105

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

Thank you.

I will be out of the office SATURDAY, MAY 14, 2022 AND SUNDAY, MAY 15, 2022, therefore, please email me, or leave a detailed message at 904-770-4661 with your NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity.

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

Governmental Management Services

[www.OakLeafResidents.com](http://www.OakLeafResidents.com)

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

886B

2-300-369-103

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

# Invoice

Invoice #: 2261  
Invoice Date: 5/1/22  
Due Date: 5/1/22  
Case:  
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Facility Management - Oakleaf Plantation - May 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

5/3/22  
CJR



PO BOX 2317  
Jacksonville, FL 32203-2317

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

INVOICE DATE 04/14/22  
INVOICE NUMBER 679981001  
ACCOUNT NUMBER 647283  
ORDER NUMBER 43226146-2

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](http://www.HomeDepotPro.com/Institutional)  
FEDERAL ID 52-2418852

ORDER DATE	ORDER NO.	CUSTOMER P.O.	SHIPPED VIA	TERMS	SALESPERSON
03/30/22	43226146-		UPS GROUND	NET 30 DAYS	JAX HOUSE

LN	ITEM NO.	CAT	DESCRIPTION	ORDERED	SHIPPED	B/O	UOM	PRICE	EXT	AMT T
1	REN24512-CA	8	RENOWN LNR 40X46 .74MIL WHT - 25/RO	5	5	0	CA	27.36*	136.80	

Delivery information for this invoice may be

Code to: Split 50/50  
for a Home Depot Pro.com/Institutional

Double Branch Repair and Replacements

2.320.57200.63100

422B

Middle Village Repair and Replacements

34-600-538-64000

NET MERCHANDISE TOTAL	FREIGHT	HANDLING	TAX	INVOICE TOTAL
136.80	0.00	0.00	0.00	136.80 12 1568.40

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	04/14/22	679981001	136.80 12 1568.40

BILL TO:

MIDDLE VILLAGE CDD  
370 OAKLEAF PLANTATION PKWY  
DBA OAKLEAF PLANTATION  
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



PO BOX 2317  
Jacksonville, FL 32203-2317

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

INVOICE DATE 05/06/22  
INVOICE NUMBER 684137789  
ACCOUNT NUMBER 647283  
ORDER NUMBER 43926726

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](http://www.HomeDepotPro.com/Institutional)  
FEDERAL ID 52-2418852

ORDER DATE	ORDER NO.	CUSTOMER P.O.	SHIPPED VIA	TERMS	SALESPERSON					
05/05/22	43926726		JAX98	NET 30 DAYS	JAX HOUSE					
LN	ITEM NO.	CAT	DESCRIPTION	ORDERED	SHIPPED	B/O	UOM	PRICE	EXT	AMT T
1	193010	1	ZURN CLOSET REPAIR KIT 3.5GPF (A-38	1	1	0	EA	24.09		24.09
Old Item Number: 190462										
\$7.95 Handling Charge										
\$9.95 Minimum Order Charge										
Delivery information for this invoice may be found at: <a href="http://www.HomeDepotPro.com/Institutional">www.HomeDepotPro.com/Institutional</a>										

Code to: Split 50/50

Double Branch Repair and Replacements

2.320.57200.63100

Middle Village Repair and Replacements

NET MERCHANDISE TOTAL	FREIGHT	HANDLING	TAX	INVOICE TOTAL
24.09	0.00	17.90	0.00	41.99 1/2 \$20.99

34-600-538-64000

RETAIN THIS PORTION OF THE INVOICE FOR YOUR RECORDS

RETURN THIS PORTION WITH YOUR REMITTANCE



ACCOUNT NUMBER 647283  
INVOICE DATE 05/06/22  
INVOICE NUMBER 684137789  
INVOICE AMOUNT DUE 41.99 1/2 \$20.99

BILL TO:

MIDDLE VILLAGE CDD  
370 OAKLEAF PLANTATION PKWY  
DBA OAKLEAF PLANTATION  
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





PO BOX 2317  
Jacksonville, FL 32203-2317

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

INVOICE DATE 05/09/22  
INVOICE NUMBER 684404213  
ACCOUNT NUMBER 645245  
ORDER NUMBER 43851230

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](http://www.HomeDepotPro.com/Institutional)  
FEDERAL ID 52-2418852

ORDER DATE	ORDER NO.	CUSTOMER P.O.	SHIPPED VIA	TERMS	SALESPERSON				
05/03/22	43851230		JAX98	NET 30 DAYS	WILLIAM WOODR				
LN ITEM NO.	CAT	DESCRIPTION	ORDERED	SHIPPED	B/O	UOM	PRICE	EXT	AMT T
1 APP17104	8	APPEAL HAND SOAP DISP BLK 1000ML -	10	10	0	EA	9.96		99.60
2 APP17100-04	8	APPEAL GEN PURP FOAM HAND SOAP - 10	2	2	0	CA	39.68		79.36
\$7.95 Handling Charge									
Delivery information for this invoice may be									
Code to: <del>Save 50%</del> <a href="http://www.HomeDepotPro.com/Institutional">www.HomeDepotPro.com/Institutional</a>									

Code to: Split 50/50

Double Branch Repair and Replacements

4220

2.320.57200.63100

Middle Village Repair and Replacements

34-600-538-64000

178.96	0.00	7.95	0.00	INVOICE TOTAL
--------	------	------	------	---------------

186.91 / 2 \$93.46

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	05/09/22	684404213	186.91 / 2

BILL TO:

DOUBLE BRANCH  
370 OAKLEAF VILLAGE PARKWAY  
ORANGE PARK FL 32065

NET  
AMOUNT  
PAID

\$93.46

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:



4651 Salisbury Rd., Suite 155, Jacksonville, FL 32256  
PH: (904) 431-3914

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

# INVOICE

Invoice #	650797
Account #	708477
Invoice Date	5/1/2022
Due Date	5/11/2022
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>Many Lake Maint</i> <b>Code to:</b> <b>2-320-572-4680</b> <b>Double Branch Lake Maintenance</b>  <b>OUTSTANDING BALANCE</b> <b>\$9,940.00</b>	2,070.00
<b>Thank you! For your business!</b>		<b>Total Invoice</b> <b>\$2,070.00</b>

Please include your account number and invoice number on your check with your remittance stub.  
Please remit payments to: The Lake Doctors, Inc.  
PO Box 20122  
Tampa, FL 33622-0122

Remittance Stub

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

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

Amount Enclosed

Invoice #	650797
Account #	708477
Date	5/1/2022

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



**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)

**Subject:** DBCDD refund of deposit request - RITA KINGSTON

**Date:** May 11, 2022 at 7:48 PM

**To:** Margaret Bronson [mbronson@gmsnf.com](mailto:mbronson@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)

**Cc:** Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amossing@gmstnn.com](mailto:amossing@gmstnn.com)

Good evening Margaret and Oksana,

Please make the following refund at your earliest opportunity:

- o LOCATION – OVCR (SATURDAY) 2:30 P.M. to 6:30 P.M.
- o DATE OF VENUE – MAY 7, 2022
- o RESIDENT – RITA KINGSTON
- o ADDRESS – 3745 CARDINAL OAKS CIRCLE, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND - \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- o DEPOSIT was via AMEX (3010):
  - DATED: 3/23/22
  - SEQ#: 3
  - BATCH#: 628
  - INVOICE#: 3
  - APPROVAL CODE: 887397
  - AMOUNT: \$100.00

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC. CHECK/CASH	CREDIT CARD
03/23/22	03/23/22	05/07/22	RITA KINGSTON - OVCR DEPOSIT	DEPOSIT	\$ 100.00		AMEX-887397

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

Thank you.

I will be out of the office SATURDAY, MAY 14, 2022 AND SUNDAY, MAY 15, 2022; therefore, please email me, or leave a detailed message at 904-770-4661 with your NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity.

Wanda McReynolds – Community Amenity Coordinator, OakLeaf Plantation

[venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)

(904) 770-4661 voice email

(904) 375-9285 ext. 3

[www.oakleafresidents.com](http://www.oakleafresidents.com)

Governmental Management Services

[www.OakLeafResidents.com](http://www.OakLeafResidents.com)

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

88513

2-300-369-10300

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

# Invoice

Invoice #: 315  
Invoice Date: 5/1/2022  
Due Date: 5/1/2022  
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 - May 2022  297B		4,633.33	4,633.33
<b>Total</b>			<b>\$4,633.33</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$4,633.33</b>

5/3/22  
COT

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

# Invoice

Invoice #: 318  
Invoice Date: 5/12/2022  
Due Date: 5/12/2022  
Case:  
P.O. Number:

**Bill To:**

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

Description	Hours/Qty	Rate	Amount
Pressure Washing Services - May 2022 Common Area Maint. 2.572.4640  297B  2.320.572.464		2,688.00	2,688.00
<b>Total</b>			<b>\$2,688.00</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$2,688.00</b>

5/12/22  
CR

**Riverside Management Services, Inc.**  
9655 Florida Mining Blvd., Building 100, Suite 305, Jacksonville, FL 32257

**Service Detail**

Bill To: Double Branch CDD

Invoice Date: 5/1/22

Due Date: Upon Receipt

Amount Due: \$ 2,688.00

<u>Date:</u>	<u>Description</u>	<u>Amount</u>
4/19/22	Pressure washed 1,520' of lattice top at Worthington Oaks	\$ 684.00
4/19/22	Pressure washed 454' of lattice top at Silverleaf	\$ 204.00
4/21/22	Pressure washed 1,100' of lattice top at Cannons Point	\$ 495.00
4/26/22	Pressure washed 555' of lattice top at Cannons Point	\$ 250.00
4/26/22	Pressure washed 626' of lattice top at Hearthstone	\$ 282.00
4/26/22	Pressure washed 517' of lattice top at Timberfield	\$ 233.00
4/26/22	Pressure washed 732' of lattice top at Waverly	\$ 329.00
4/28/22	Pressure washed 572' of split rail at Fall Creek	\$ 143.00
4/28/22	Pressure washed 270' of split rail at planned school	\$ 68.00

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

TOTAL AMOUNT DUE: \$ 2,688.00

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

Contract Amount \$ 17,836.00

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	\$	2,688.00
May 2022		
June 2022		
July 2022		
Aug. 2022		
Sept. 2022		

Balance: \$ 7,382.00

Should you have any questions, please contact Jany Lambert @ (904) 288-7667  
or jlambert@rnsnf.com

Remit Payment

**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - CASEY WILLIAMS

**Date:** May 24, 2022 at 2:52 PM

**To:** Margaret Bronson [mbronson@gmsnf.com](mailto:mbronson@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)

**Cc:** Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amossing@gmstnn.com](mailto:amossing@gmstnn.com)

OV

Good afternoon Margaret and Oksana,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR (SATURDAY) 10:00 A.M. to 2:00 P.M.
- DATE OF VENUE – MAY 21, 2022
- RESIDENT – CASEY WILLIAMS
- ADDRESS – 1876 OAKCHIME DRIVE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via CHECK drawn on VYSTAR:
  - DATED: 2/17/22
  - CHECK#: 1684
  - DEPOSITED: 2/17/22
  - AMOUNT: \$100.00

890B  
2-300-369-103  
Rental  
Dep Ref

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
02/17/22	02/17/22	05/21/22	CASEY WILLIAMS - OVCR DEPOSIT	DEPOSIT	\$ 100.00		CK# 1684	DEPOSITED 2/17/22

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

Thank you.

I will be out of the office SATURDAY, MAY 28, 2022 thru MONDAY, MAY 30, 2022, therefore, please email me, or leave a detailed message at 904-770-4661 with the following information: NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity.

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

Governmental Management Services

[www.OakLeafResidents.com](http://www.OakLeafResidents.com)

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

**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - EDNA ARRO  
**Date:** May 24, 2022 at 3:59 PM  
**To:** Margaret Bronson [mbronson@gmsnf.com](mailto:mbronson@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amossing@gmstnn.com](mailto:amossing@gmstnn.com)

OV

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 – MAY 21, 2022
- RESIDENT –EDNA ARRO
- ADDRESS – 731 CHESTWOOD CHASE DRIVE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA (0260):
  - DATED: 2/15/22
  - SEQ#: 2
  - BATCH#: 608
  - INVOICE#: 2
  - APPROVAL CODE: 012215
  - AMOUNT: \$100.00

8913  
2-300-369-103  
Rental  
Dep  
Ref

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
02/15/22	02/15/22	05/21/22	EDNA ARRO - OVCR DEPOSIT	DEPOSIT	\$ 100.00			VISA-012215

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

Thank you.

I will be out of the office SATURDAY, MAY 28, 2022 thru MONDAY, MAY 30, 2022, therefore, please email me, or leave a detailed message at 904-770-4661 with the following information: NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity.

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

Governmental Management Services

[www.OakLeafResidents.com](http://www.OakLeafResidents.com)

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



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

# Invoice

Invoice #: 2268  
Invoice Date: 5/12/22  
Due Date: 5/12/22  
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 April 1- April 30, 2022			16,550.41	16,550.41
Maintenance Supplies			1,565.10	1,565.10
Fac. Main. Gen <del>2.572.4660</del> <sup>\$4,167<sup>00</sup></sup> 2.320.572.4660				
Fac. Main. Cont. <del>2.572.4662</del> <sup>\$2,896<sup>00</sup></sup> 2.320.572.46620				
Lighting Repairs <del>2.230.572.4663</del> <sup>\$708<sup>00</sup></sup> 2.320.572.46630				
Common Area Maint. <del>2.572.4640</del> <sup>\$4,333<sup>00</sup></sup> 2.320.572.464				
Repair / Replace <del>2.572.6310</del> <sup>\$6,011.51</sup> 2.320.572.63100				
Jury Lambert 5-17-22				
Total			\$18,115.51	
Payments/Credits			\$0.00	
Balance Due			\$18,115.51	

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
4/1/22	4	A.T.	Removed debris from all common areas
4/4/22	6	G.S.	Removed debris from all common areas and ponds
4/5/22	2.5	G.S.	Removed debris from all common areas and ponds
4/6/22	4	T.C.	Took down planters around pool deck and painted
4/6/22	5	G.S.	Removed debris from all common areas, treated fire ant mounds in parks
4/6/22	8	A.B.	Took down planters around pool deck and painted, checked on bridge, reinstalled pool drain covers
4/6/22	7	L.C.	Painted planters and prepped pool deck
4/7/22	3.5	G.S.	Removed debris from all common areas, removed deceased animal from road
4/7/22	4	L.N.	Cleaned window at fitness center, cleaned shower, cleaned outside of fitness center
4/7/22	4	A.B.	Prepped and rehung planters
4/7/22	7	L.C.	Painted planters, worked on pool deck
4/8/22	4	A.T.	Removed debris from all common areas
4/11/22	6.5	G.S.	Removed debris from all common areas, maintenance work on bike rack
4/11/22	2.75	R.M.	Removed debris from all common areas
4/12/22	3	G.S.	Removed debris from all common areas, treated fire ant mounds in parks
4/13/22	3	G.S.	Removed debris from all common areas, removed deceased animal from park
4/13/22	2	S.A.	Drilled holes in concrete, picked up supplies and delivered supplies
4/13/22	3	L.N.	Put basketball nets up, installed windscreens up around basketball and tennis courts
4/14/22	5	G.S.	Removed debris from all common areas, removed deceased animal from road
4/15/22	7	S.A.	Drill concrete at park, measure dog pot for replacement, repair gate latch
4/15/22	4	A.T.	Removed debris from all common areas
4/18/22	8	T.C.	Prep, repair boards and paint pergola
4/18/22	6	G.S.	Removed debris from all common areas
4/18/22	8	S.A.	Remove old playground polls from woods, picked up supplies, concrete poll in ground for dog pots
4/18/22	2	A.B.	Fixed door at fitness center
4/18/22	8	L.C.	Build canopy over pool pumps
4/19/22	8	T.C.	Repair fitness center door handle and lock, prepped, repair boards and paint pergola
4/19/22	4.5	G.S.	Removed debris from all common areas, treated fire ant mounds in parks
4/19/22	8	A.B.	Began replacement of center beams on back canopy areas
4/19/22	8	L.C.	Fixed and replaced gazebo boards on pool deck
4/19/22	8	D.J.	Painting wood columns, transported supplies for painting
4/20/22	6	T.C.	Prepped, repaired/replaced boards and painted pergola
4/20/22	4.5	G.S.	Removed debris from all common areas and ponds
4/20/22	7.5	S.A.	Cut support posts for dog pots, cut all threads to size for bolts, install support posts and dog pot, picked up supplies
4/20/22	8	L.C.	Fixed and replaced board on gazebo on pool deck
4/20/22	7.5	R.M.	Replace wood trusses by pool, caulking of columns
4/21/22	8	T.C.	Prepped, repaired/replaced boards and painted pergola
4/21/22	5	G.S.	Removed debris from all common areas
4/21/22	5	L.N.	Worked on pool deck wood top
4/21/22	8	A.B.	Continued painting and replacing beams in back canopy area
4/21/22	6.5	L.C.	Fixed and replaced boards on gazebo
4/21/22	6.82	D.J.	Continued painting poolside columns
4/21/22	8	R.M.	Pressure washed the sidewalk
4/22/22	8	T.C.	Worked on pergola
4/22/22	7	S.A.	Repair playground equipment, cut decorative design in two pergola boards, light inspection at entrance, picked up supplies
4/22/22	8	R.M.	Caulking of wood columns and trusses
4/22/22	8	A.B.	Worked on pergola
4/22/22	8	L.C.	Worked on gazebo project
4/25/22	8	T.C.	Worked on pergola, picked up supplies
4/25/22	7	G.S.	Removed debris from all common areas and ponds
4/25/22	7	S.A.	Adjust timer at fitness center, create mold for pergola design, build, paint and install post cover box for dog park
4/25/22	8	R.M.	Painting by main pool, caulking of repaired wood
4/25/22	8	A.B.	Worked on pergola
4/25/22	4.5	L.C.	Worked on gazebo project

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
4/26/22	8	T.C.	Worked on pergola, picked up supplies
4/26/22	4	G.S.	Removed debris from all common areas
4/26/22	8	A.B.	Worked on pergola
4/26/22	6	L.C.	Worked on gazebo project
4/26/22	7.55	D.J.	Painted wood structure at back of pool
4/27/22	8	T.C.	Prepped and painted slide tower floor, picked up supplies
4/27/22	5	G.S.	Removed debris from all common areas and ponds
4/27/22	8	L.N.	Painted bathrooms, take down basketball goal
4/27/22	8	R.M.	Caulking of pergola, painted slide tower floor
4/27/22	8	A.B.	Prepped and painted slide tower floor
4/27/22	6.75	L.C.	Painted slide tower
4/28/22	8	T.C.	Prepped and painted slide tower floor
4/28/22	6	G.S.	Removed debris from all common areas, treated fire ant mounds in common areas
4/28/22	8	L.N.	Painted pool deck, painted bathroom
4/28/22	8	A.B.	Prepped and painted slide tower floor
4/28/22	7.4	D.J.	Painting steps and flooring at swimming tower
4/28/22	8	L.C.	Painted slide tower
4/29/22	5	G.S.	Removed debris from all common areas
4/29/22	7	S.A.	Picked up supplies, installed playground rules sign, poured concrete for anchor, installed new canopy tops in pool pack area, inspect door mechanism on fitness center, adjust to not stick in locked position, repair three areas in fence around tennis and basketball courts
4/29/22	2.5	R.M.	Cleaned up tape in water slide tower, blew debris off tower, removed wood staples
4/29/22	4	A.T.	Removed debris from all common areas

**TOTAL**      466.27

**MILES**      519

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

**MAINTENANCE BILLABLE PURCHASES**

Period Ending 05/05/22

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DB				
DOUBLE BRANCH				
	4/4/22	9" Tray Liner 5pk	3.73	T.C.
	4/4/22	Acetone	13.20	T.C.
	4/6/22	Gloss Black Spray Paint (2)	18.35	T.C.
	4/11/22	Bk Nitrile Gloves 20pk	8.33	T.C.
	4/11/22	Lock Jaw Tool Holder	4.59	T.C.
	4/11/22	Extension Pole	19.54	T.C.
	4/12/22	Black Kow Manure Compost	9.10	J.S.
	4/12/22	38 MM Frog Tape	10.67	T.C.
	4/12/22	24MM Frog Tape	5.91	T.C.
	4/13/22	Bk Nitrile Gloves 20pk	8.33	T.C.
	4/13/22	Germicide Bleach	8.72	T.C.
	4/13/22	Lemon Pine Sol	18.08	T.C.
	4/13/22	Key Schlage	7.71	T.C.
	4/13/22	1"x10" Concrete Drill Bit	34.47	SA
	4/14/22	11x4 Mini Roller Frame	1.94	T.C.
	4/14/22	PVC Cement/Primer Combo	6.08	T.C.
	4/14/22	Terry Towels 18pk	13.44	T.C.
	4/14/22	Deckmate 3" Screws	20.11	T.C.
	4/14/22	1 Qt Mixing Containers	8.77	T.C.
	4/14/22	Acetone	13.20	T.C.
	4/14/22	Painters Touch 2x Satin	8.69	T.C.
	4/16/22	Butter Latch for Gate 2-3/8x1-3/8	14.21	T.C.
	4/18/22	5/16"x2"x3" U-bolt	7.18	SA
	4/18/22	20lb Anchoring Cement	24.46	SA
	4/18/22	Weed Eater Head	37.92	SA
	4/18/22	Weed Eater Blades	17.22	SA
	4/18/22	50:1 Premixed Fuel	6.88	SA
	4/18/22	2x4-16' PT Lumber (4)	84.09	T.C.
	4/18/22	1-1/2 Hot Galv Joist Hanger	36.78	T.C.
	4/19/22	7" Heavy Duty Steel Rafter Square	4.88	T.C.
	4/19/22	Diablo Oscillating Blade Set	21.84	T.C.
	4/19/22	Diablo Bi-Metal Set	17.24	T.C.
	4/20/22	1/2" Nuts, Washer, Lock Washer Set (2)	16.56	SA
	4/20/22	1 1/2" Square Tube	28.41	SA
	4/20/22	1/2" All Thread (3)	31.74	SA
	4/21/22	4x3/8 Shedless Knit 6pk	11.89	T.C.
	4/21/22	32oz Spray Bottles	6.00	T.C.
	4/21/22	16GA 2-1/2 Finish Nails	16.66	T.C.
	4/21/22	16GA 1-1/2 Finish Nails	13.21	T.C.
	4/21/22	Pelican Liner 3pk (2)	10.97	T.C.
	4/21/22	Angle Short Cut Brush (2)	13.73	T.C.
	4/21/22	2x4-16' Lumber (2)	47.20	T.C.
	4/22/22	1/4" SS Quick Link (3)	26.74	SA
	4/22/22	Super Glue	6.07	SA
	4/25/22	9" Rober Frame	2.40	T.C.
	4/25/22	4x3/8 Shedless Knit 6pk	11.89	T.C.
	4/25/22	Behr Exterior Paint 5 Galon	272.55	T.C.
	4/26/22	15 AMP 120-Volt Self Test	16.26	T.C.
	4/26/22	Bk Nitrile Gloves 20pk	8.33	T.C.
	4/26/22	10'x26' Bk Plastic Sheeting	16.08	T.C.
	4/26/22	6-12' Ext Pole	19.54	T.C.
	4/26/22	Crocodile Cloth 50pk	9.13	T.C.
	4/26/22	6x3/8 Shedless Knit 3pk (2)	22.45	T.C.
	4/26/22	Angle Short Cut Brush (2)	11.66	T.C.
	4/27/22	Bk Nitrile Gloves 20pk	8.33	T.C.
	4/27/22	Supreme Silicone Almond (3)	39.95	T.C.
	4/27/22	9" Roller Frame	2.40	T.C.
	4/27/22	9x3/8 Shedless Knit 3pk	13.20	T.C.
	4/27/22	4x3/8 Shedless Knit 6pk	11.89	T.C.
	4/27/22	Frog Tape 48MM (2)	23.64	T.C.
	4/27/22	Frog Tape 36MM	10.67	T.C.
	4/27/22	Behr Deckover TX	116.15	T.C.
	4/28/22	1/4"x100' Rope	14.93	SA
	4/29/22	50lb Fast Set Concrete	6.87	SA
	5/2/22	Behr Deckover TX	116.15	T.C.
	5/3/22	30 Second 2.5gal	28.50	T.C.
	5/4/22	Utility Flat Brushes	11.44	T.C.
	5/4/22	1Qt Mixing Containers (5)	12.54	T.C.
	5/4/22	Terry Towels 18pk	13.44	T.C.
<b>TOTAL</b>			<b>\$1,565.10</b>	

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice****Invoice #:** 2269**Invoice Date:** 5/23/22**Due Date:** 5/23/22**Case:****P.O. Number:****Bill To:**

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

Description	Hours/Qty	Rate	Amount
Facility Event Staff through May 19, 2022	9.25	25.00	231.25
Amenities Revenue			
2.369.103			
2.300.369,10300			
920			

**Total** \$231.25**Payments/Credits** \$0.00**Balance Due** \$231.25

920  
5-24-22

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

**DOUBLE BRANCH CDD**

**Facility Event Staff Service Hours**

<b><u>Quantity</u></b>	<b><u>Description</u></b>	<b><u>Rate</u></b>	<b><u>Amount</u></b>
9.25	Facility Event Staff	\$ 25.00	\$ 231.25

Covers Period End: May 19, 2022

Amenities Revenue # 2-369-103

**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - JAISHARI WHITTY  
**Date:** May 24, 2022 at 4:35 PM  
**To:** Margaret Bronson [mbronson@gmsnf.com](mailto:mbronson@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amossing@gmstnn.com](mailto:amossing@gmstnn.com)

OV

Good afternoon Margaret and Oksana,

Please make the following refund at your earliest opportunity:

- LOCATION – OV PATIO (SUNDAY) 3:00 P.M. to 7:00 P.M.
- DATE OF VENUE – MAY 22, 2022
- RESIDENT – JAISHARI WHITTY
- ADDRESS – 701 SKIPPING STONE WAY, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA(2753):
  - DATED: 5/6/22
  - SEQ#: 2
  - BATCH#: 661
  - INVOICE#: 2
  - APPROVAL CODE: 168305
  - AMOUNT: \$100.00

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
05/06/22	05/06/22	05/22/22	JAISHARI WHITTY - OV PATIO DEPOSIT	DEPOSIT	\$ 100.00			VISA-168305

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

Thank you.

I will be out of the office SATURDAY, MAY 28, 2022 thru MONDAY, MAY 30, 2022, therefore, please email me, or leave a detailed message at 904-770-4661 with the following information: NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity.

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

Governmental Management Services

[www.OakLeafResidents.com](http://www.OakLeafResidents.com)

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

888B  
2-300-369-10  
Rental  
Dep  
Ref

**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - WILLIAM & JENNIFER RAMP  
**Date:** May 24, 2022 at 3:03 PM  
**To:** Margaret Bronson [mbronson@gmsnf.com](mailto:mbronson@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amossing@gmstnn.com](mailto:amossing@gmstnn.com)

OV

Good afternoon Margaret and Oksana,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR (FRIDAY) 6:00 P.M. to 10:00 P.M.
- DATE OF VENUE – MAY 20, 2022
- RESIDENT – WILLIAM & JENNIFER RAMP
- ADDRESS – 3855 PEBBLE BROOKE CIRCLE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via CHECK drawn on BANK OF AMERICA:
  - DATED: 3/23/22
  - CHECK#: 1657
  - DEPOSITED: 3/24/22
  - AMOUNT: \$100.00

655B  
2-300-369-103  
Rental  
Dep  
Refund

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
03/23/22	03/24/22	05/20/22	JENNIFER RAMP - OVCR DEPOSIT	DEPOSIT	\$ 100.00		CK# 1657	

DEPOSITED 3/24/22

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

Thank you.

I will be out of the office SATURDAY, MAY 28, 2022 thru MONDAY, MAY 30, 2022, therefore, please email me, or leave a detailed message at 904-770-4661 with the following information: NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity.

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

Governmental Management Services

[www.OakLeafResidents.com](http://www.OakLeafResidents.com)

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



**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - JEROME BROOKS

**Date:** May 24, 2022 at 4:06 PM

**To:** Margaret Bronson [mbronson@gmsnf.com](mailto:mbronson@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)

**Cc:** Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amossing@gmstnn.com](mailto:amossing@gmstnn.com)

OV

Good afternoon Margaret and Oksana,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR (SATURDAY) 7:00 P.M. to 11:00 P.M.
- DATE OF VENUE – MAY 21, 2022
- RESIDENT – JEROME BROOKS
- ADDRESS – 573 OAKLEAF PLANTATION PARKWAY #442, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA (7802):
  - DATED: 2/11/22
  - SEQ#: 2
  - BATCH#: 607
  - INVOICE#: 2
  - APPROVAL CODE: 043656
  - AMOUNT: \$100.00

893B  
2-300-369-103  
Rental  
Dep Ref

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
02/11/22	02/11/22	05/21/22	JEROME BROOKS - OVCR DEPOSIT	DEPOSIT	\$ 100.00			VISA-043656

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

Thank you.

I will be out of the office SATURDAY, MAY 28, 2022 thru MONDAY, MAY 30, 2022, therefore, please email me, or leave a detailed message at 904-770-4661 with the following information: NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity.

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

Governmental Management Services

[www.OakLeafResidents.com](http://www.OakLeafResidents.com)

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

**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - NICOLE HUDSON  
**Date:** May 24, 2022 at 4:20 PM  
**To:** Margaret Bronson [mbronson@gmsnf.com](mailto:mbronson@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amossing@gmstnn.com](mailto:amossing@gmstnn.com)

OV

Good evening Margaret and Oksana,

Please make the following refund at your earliest opportunity:

- LOCATION – OV PATIO (SATURDAY) 2:00 P.M. to 6:00 P.M.
- DATE OF VENUE – MAY 21, 2022
- RESIDENT – NICOLE HUDSON
- ADDRESS – 708 TIMBERMILL LANE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via MASTERCARD(3586):
  - DATED: 12/3/21
  - SEQ#: 4
  - BATCH#: 209
  - INVOICE#: 4
  - APPROVAL CODE: 05596W
  - AMOUNT: \$100.00

889.8

2-300-369-103  
rental  
Dep  
Ref

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
12/03/21	12/03/21	05/21/21	Nicole Hudson - OV PATIO DEPOSIT	DEPOSIT	\$ 100.00			MC-05596W

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

Thank you.

I will be out of the office SATURDAY, MAY 28, 2022 thru MONDAY, MAY 30, 2022, therefore, please email me, or leave a detailed message at 904-770-4661 with the following information: NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity.

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

Governmental Management Services

[www.OakLeafResidents.com](http://www.OakLeafResidents.com)

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



**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - STACEY GREEN  
**Date:** May 24, 2022 at 3:07 PM  
**To:** Margaret Bronson [mbronson@gmsnf.com](mailto:mbronson@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amossing@gmstnn.com](mailto:amossing@gmstnn.com)

Good afternoon Margaret and Oksana,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR (SUNDAY) 12:00 P.M. to 4:00 P.M.
- DATE OF VENUE – MAY 22, 2022
- RESIDENT – STACEY GREEN
- ADDRESS – 3750 TIMBERLINE DRIVE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via CHECK drawn on VYSTAR:
  - DATED: 4/28/22
  - CHECK#: 3731
  - DEPOSITED: 4/29/22
  - AMOUNT: \$100.00

728B  
2-300-369-103  
Rental  
Dep  
Refund

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
04/28/22	04/29/22	05/22/22	STACEY EDMOND GREEN - OVCR DEPOSIT	DEPOSIT	\$ 100.00		CK# 3731	DEPOSITED 4/29/22

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

Thank you.

I will be out of the office SATURDAY, MAY 28, 2022 thru MONDAY, MAY 30, 2022, therefore, please email me, or leave a detailed message at 904-770-4661 with the following information: NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity.

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

Governmental Management Services

[www.OakLeafResidents.com](http://www.OakLeafResidents.com)

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

**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - TARA WARNER  
**Date:** May 24, 2022 at 4:11 PM  
**To:** Margaret Bronson [mbronson@gmsnf.com](mailto:mbronson@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amossing@gmstnn.com](mailto:amossing@gmstnn.com)

Good afternoon Margaret and Oksana,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR (SUNDAY) 5:00 P.M. to 9:00 P.M.
- DATE OF VENUE – MAY 22, 2022
- RESIDENT –TARA WARNER
- ADDRESS – 3413 PEBBLE SAND LANE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA (6667):
  - DATED: 4/14/22
  - SEQ#: 2
  - BATCH#: 642
  - INVOICE#: 2
  - APPROVAL CODE: 039402
  - AMOUNT: \$100.00

892B

2-300-369-103

Rental  
Dep Refund

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
04/14/22	04/14/22	05/22/22	TARA WARNER - OVCR DEPOSIT	DEPOSIT	\$ 100.00			VISA-039402

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

Thank you.

I will be out of the office SATURDAY, MAY 28, 2022 thru MONDAY, MAY 30, 2022, therefore, please email me, or leave a detailed message at 904-770-4661 with the following information: NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity.

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


Governmental Management Services

[www.OakLeafResidents.com](http://www.OakLeafResidents.com)

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

Customer Information

XEROX CORPORATION  
PO BOX 660502  
DALLAS TX  
75266-0502

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

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

Bill To:

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

05-01-22  
Invoice Date  
016083074  
Invoice Number  
720343326  
Customer Number

MFP3635X1 MFP3635X W/EIP

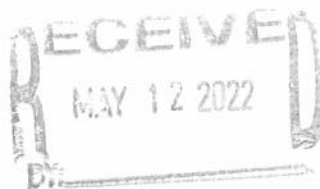
SER.# BB1-867777

SPLY-MAINT - COST PER COPY PLAN  
AMOUNT

BASE CHARGE

MAY

42.28



SUB TOTAL

42.28

TOTAL

42.28

THIS IS A 12 MONTH AGREEMENT WHICH INCLUDES MAINTENANCE  
AND SUPPLY CHARGES  
THIS COST PER COPY AGREEMENT RENEWS ON 06-30-22

399B

2-330-512-50000

XEROX FEDERAL IDENTIFICATION #16-0468020

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

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

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

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



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

Invoice Amount

PLEASE PAY  
01-569-8562 4 720343326 016083074 05-01-22 THIS AMOUNT  
RR003857 M 070121  
03 6GSW 6GSW W 00000 5933 1 B15

\$42.28  
VFL40

202100008070060 0160830745 0300042287 272034332680

Invoice

Payment

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
5/11/22	00035	5/01/22 2260	202205 600-53800-62000		*	3,530.00	
		GOLF CART AND REPAIRS					
			GOVERNMENTAL MANAGEMENT SERVICES				3,530.00 000061
-----							-----
				TOTAL FOR BANK C		3,530.00	
				TOTAL FOR REGISTER		3,530.00	

DBBR DOUBLE BRANCH OKUZMUK

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

Invoice #: 2260

Invoice Date: 5/1/22

Due Date: 5/1/22

Case:

P.O. Number:

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

Description	Hours/Qty	Rate	Amount
General Fund - Management Fees - May 2022		5,146.83	5,146.83
Website Administration - May 2022		<del>208.33</del>	208.33
Information Technology - May 2022		<del>178.50</del>	178.50
Dissemination Agent Services - May 2022		<del>125.00</del>	125.00
Office Supplies		<del>0.63</del>	0.63
Postage		<del>116.79</del>	116.79
Copies		<del>15.90</del>	15.90
Telephone		<del>14.93</del>	14.93
2.320.572.49400 - Crown Trophy		<del>42.28</del>	42.28
34.600.53800.62000 - Golf Cart & Repairs		3,530.00	3,530.00
<i>350</i>			
Total			\$9,379.19
Payments/Credits			\$0.00
Balance Due			\$9,379.19

## *FOURTH ORDER OF BUSINESS*





# Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

951 Yamato Road • Suite 280  
Boca Raton, Florida 33431  
(561) 994-9299 • (800) 299-4728  
Fax (561) 994-5823  
www.graucpa.com

May 11, 2022

Board of Supervisors  
Double Branch Community Development District  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

We are pleased to confirm our understanding of the services we are to provide Double Branch Community Development District, Clay County, Florida ("the District") for the fiscal year ended September 30, 2022, with the option of four (4) additional one-year renewals. We will audit the financial statements of the governmental activities and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of Double Branch Community Development District as of and for the fiscal year ended September 30, 2022, with the option of four (4) additional one-year renewals. In addition, we will examine the District's compliance with the requirements of Section 218.415 Florida Statutes.

Accounting principles generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary comparison schedule

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that information:

- 1) Compliance with FL Statute 218.39 (3) (c)

## Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the District's financial statements. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the financial statements is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. The paragraph

will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

### **Examination Objective**

The objective of our examination is the expression of an opinion as to whether the District is in compliance with Florida Statute 218.415 in accordance with Rule 10.556(10) of the Auditor General of the State of Florida. Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and will include tests of your records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our examination of the District's compliance. The report will include a statement that the report is intended solely for the information and use of management, those charged with governance, and the Florida Auditor General, and is not intended to be and should not be used by anyone other than these specified parties. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the District's compliance is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the examination or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

### **Management Responsibilities**

Management is responsible for the financial statements and all accompanying information as well as all representations contained therein. Further, management is responsible for compliance with Florida Statute 218.415 and will provide us with the information required for the examination. The accuracy and completeness of such information is also management's responsibility. As part of the audit, we will assist with preparation of your financial statements and related notes in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. In addition, you will be required to make certain representations regarding compliance with Florida Statute 218.415 in the management representation letter. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. As part of our engagement, we may propose standard adjusting, or correcting journal entries to your financial statements. You are responsible for reviewing the entries and understanding the nature of the proposed entries and the impact they have on the financial statements.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits,

attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

#### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

#### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Grau & Associates and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Grau & Associates personnel. Furthermore, upon request, we may

provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. Notwithstanding the foregoing, the parties acknowledge that various documents reviewed or produced during the conduct of the audit may be public records under Florida law. The District agrees to notify Grau & Associates of any public record request it receives that involves audit documentation.

Furthermore, Grau & Associates agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, Florida Statutes. Auditor acknowledges that the designated public records custodian for the District is the District Manager ("Public Records Custodian"). Among other requirements and to the extent applicable by law, Grau & Associates shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following the contract term if Auditor does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the contract, transfer to the District, at no cost, all public records in Grau & Associate's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by Grau & Associates, Grau & Associates shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats.

**IF GRAU & ASSOCIATES HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE PUBLIC RECORDS CUSTODIAN AT:**

**GMS-NF, LLC  
475 WEST TOWN PLACE, SUITE 114  
ST. AUGUSTINE, FL 32092  
TELEPHONE: 904-940-5850**

This agreement provides for a contract period of one (1) year with the option of four (4) additional, one-year renewals upon the written consent of both parties. Our fee for these services will not exceed \$5,100 for the September 30, 2022 audit. The fees for the fiscal years 2023, 2024, 2025 and 2026 will not exceed \$5,300, \$5,500, \$5,700 and \$5,900, respectively, unless there is a change in activity by the District which results in additional audit work or if Bonds are issued.

We will complete the audit within prescribed statutory deadlines, which requires the District to submit its annual audit to the Auditor General no later than nine (9) months after the end of the audited fiscal year, with the understanding that your employees will provide information needed to perform the audit on a timely basis.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Invoices will be submitted in sufficient detail to demonstrate compliance with the terms of this agreement. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate.

The District may terminate this agreement, with or without consent, upon thirty (30) days written notice of termination to Grau & Associates. Upon any termination of this agreement, Grau & Associates shall be entitled to payment of all work and/or services rendered up until the date of the notice of termination subject to any offsets the District may have against Grau & Associates.

We will provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2019 peer review report accompanies this letter.

We appreciate the opportunity to be of service to Double Branch Community Development District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Grau & Associates



---

Antonio J. Grau

RESPONSE:

This letter correctly sets forth the understanding of Double Branch Community Development District.

By:  \_\_\_\_\_  
183420055336448...

Title: Chairperson

Date: 5/12/2022



**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

## *FIFTH ORDER OF BUSINESS*

## RESOLUTION 2022-05

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGET FOR FISCAL YEAR 2022/2023 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has heretofore prepared and submitted to the Board of Supervisors ("**Board**") of the Double Branch Community Development District ("**District**") prior to June 15, 2022, proposed budgets ("**Proposed Budget**") for the fiscal year beginning October 1, 2022 and ending September 30, 2023 ("**Fiscal Year 2022/2023**"); and

**WHEREAS**, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

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

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2022/2023 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE: September 12, 2022

HOUR: 4:00 p.m.

LOCATION: Plantation Oaks Amenity Center  
845 Oakleaf Plantation Parkway  
Orange Park, Florida 32065

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENTS.** The District Manager is hereby directed to submit a copy of the Proposed Budget to the City of Jacksonville and Duval County at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District's Secretary is further directed to post the approved Proposed Budget on the District's website at least two days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.



5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

7. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS 13TH DAY OF JUNE, 2022.**

ATTEST:

**DOUBLE BRANCH COMMUNITY  
DEVELOPMENT DISTRICT**

---

Secretary / Assistant Secretary

---

Chairperson/Vice Chairperson, Board of  
Supervisors

**Exhibit A:** Proposed Budget

# **Double Branch Community Development District**



## **Proposed Budget**

**FY 2023**



**Double Branch  
Community Development District**

Table of Contents

	<u>Pages</u>
General Fund	1
General Fund Narrative	2-4
Recreation Fund	5-6
Recreation Narrative	7-16
Debt Service	17
Debt Service Fund - Series 2006A Amortization	18-19
Assessment Allocation	20
Capital Reserve Fund	21
Reserve Study Funding Plan	22
Exhibit 'A'	23

# Double Branch

## Community Development District

## General Fund

Description	Adopted Budget FY 2022	Actual YTD 4/30/22	Projected Next 5 Months	Total Projected FY 2022	Proposed Budget FY 2023
<b><u>Revenues</u></b>					
Maintenance Assessments	\$ 177,890	\$ 176,873	\$ 1,017	\$ 177,890	\$ 177,890
Interest Income	\$ 200	\$ 10	\$ 10	\$ 20	\$ 200
<b>Total Revenues</b>	<b>\$ 178,090</b>	<b>\$ 176,883</b>	<b>\$ 1,027</b>	<b>\$ 177,910</b>	<b>\$ 178,090</b>
<b><u>Expenditures</u></b>					
<b><u>Administrative</u></b>					
Supervisor Fees	\$ 12,000	\$ 6,600	\$ 5,400	\$ 12,000	\$ 12,000
FICA Expense	\$ 918	\$ 541	\$ 413	\$ 954	\$ 1,000
Engineering	\$ 5,000	\$ 195	\$ 4,500	\$ 4,695	\$ 5,000
Arbitrage	\$ 700	\$ -	\$ 700	\$ 700	\$ 700
Dissemination	\$ 1,600	\$ 875	\$ 725	\$ 1,600	\$ 1,600
Assessment Roll	\$ 8,212	\$ 8,212	\$ -	\$ 8,212	\$ 8,212
Attorney	\$ 42,000	\$ 13,616	\$ 27,750	\$ 41,366	\$ 42,000
Annual Audit	\$ 5,900	\$ -	\$ 5,900	\$ 5,900	\$ 5,000
Trustee Fees	\$ 8,815	\$ -	\$ 8,815	\$ 8,815	\$ 8,815
Management Fees	\$ 61,762	\$ 36,028	\$ 25,734	\$ 61,762	\$ 64,850
Information Technology	\$ 2,142	\$ 1,250	\$ 893	\$ 2,142	\$ 2,142
Telephone	\$ 600	\$ 252	\$ 348	\$ 600	\$ 600
Postage	\$ 1,900	\$ 242	\$ 1,650	\$ 1,892	\$ 1,900
Printing & Binding	\$ 3,000	\$ 198	\$ 1,750	\$ 1,948	\$ 2,000
Records Storage	\$ 300	\$ -	\$ 150	\$ 150	\$ 300
Insurance	\$ 9,166	\$ 8,625	\$ -	\$ 8,625	\$ 10,351
Legal Advertising	\$ 2,800	\$ 591	\$ 2,202	\$ 2,793	\$ 2,800
Office Supplies	\$ 350	\$ 10	\$ 290	\$ 300	\$ 300
Website Compliance	\$ 2,500	\$ 1,458	\$ 1,042	\$ 2,500	\$ 2,500
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ -	\$ 175	\$ 175
Reserve	\$ 8,250	\$ -	\$ 8,250	\$ 8,250	\$ 5,845
<b>Administrative Expenses</b>	<b>\$ 178,090</b>	<b>\$ 78,867</b>	<b>\$ 96,512</b>	<b>\$ 175,378</b>	<b>\$ 178,090</b>
<b>Excess Revenues (Expenses)</b>	<b>\$ 0</b>	<b>\$ 98,016</b>	<b>\$ (95,485)</b>	<b>\$ 2,531</b>	<b>\$ -</b>

**Double Branch**  
**Community Development District**  
GENERAL FUND BUDGET  
FISCAL YEAR 2023

**REVENUES:**

*Maintenance Assessments*

The District will levy a non ad-valorem special assessment on all assessable property within the District to fund all of the General Operating Expenditures for the fiscal year.

*Interest Income*

The operating fund of the District will be invested in a money market fund held by US Bank.

*Carry Forward Surplus*

Represents the estimated excess funds at the end of the prior fiscal year brought forward to the current fiscal year to reduce assessments.

---

**EXPENDITURES:**

**Administrative:**

*Supervisor Fees*

The Florida Statutes allows each board member to receive \$200 per meeting not to exceed \$4,800 in one year. The amount for the fiscal year is based upon five supervisors attending the estimated 12 annual meetings.

*FICA Expense*

These expenses represent the Employer's share of Social Security and Medicare taxes withheld from the Board of Supervisors checks.

*Engineering Fees*

The District's engineering firm will be providing general engineering services to the District including attendance and preparation for monthly board meetings, review invoices, etc. England, Thims & Miller serves as the District's engineering firm.

*Arbitrage*

The District is required to have an annual arbitrage rebate calculation prepared for the District's Series 2013 A-1 and A-2 Special Assessment Refunding Bonds. Currently, the District has contracted with Grau and Associates.

*Dissemination Agent*

The District is required by the Security and Exchange Commission to comply with Rule 15(c)(2)-12(b)(5), which relates to additional reporting requirements for un-rated bond issues Series 2013 A-1 and Series 2013 A-2 Special Assessment Refunding Bonds.

*Assessment Roll*

Governmental Management Services, LLC serves as the District's collection agent and certifies the District's non-ad valorem assessments with the county tax collector.

**Double Branch**  
**Community Development District**  
GENERAL FUND BUDGET  
FISCAL YEAR 2023

*Attorney*

The District's legal counsel will be providing general legal services to the District including attendance and preparation for monthly meetings, review operating and maintenance contracts, etc. Kutak Rock, LLP serves as the District's legal counsel.

*Annual Audit*

The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting Firm. Grau and Associates currently serves as the District's Independent Auditor.

*Trustee Fees*

The District issued \$24,850,000 of Series 2013 A-1 and \$2,900,000 of Series 2013 A-2 Special Assessment Refunding Bonds that are held by a Trustee at US Bank, N.A. The amount of the trustee fees is based on the agreement between US Bank and the District.

*Management Fees*

The District receives management, accounting and administrative services as part of a Management Agreement with Governmental Management Services, LLC.

*Information Technology*

Represents costs related to the District's information systems, which include but are not limited to video conferencing services, cloud storage services and servers, security, accounting software, etc. Service provided by Governmental Management Services, LLC.

*Website Maintenance*

Represents the costs associated with monitoring and maintaining the District's website created in accordance with Chapter 189, Florida Statutes. These services include site performance assessments, security and firewall maintenance, updates, document uploads, hosting and domain renewals, website backups, etc. Service provided by Governmental Management Services, LLC.

*Telephone*

Telephone and fax machine.

*Postage*

Mailing of agenda packages, overnight deliveries, correspondence, etc.

*Printing & Binding*

Printing and Binding agenda packages for board meetings, printing of computerized checks, stationary, envelopes etc.

*Records and Storage*

All documents of the District will be copied and stored electronically with automatic back up to ensure complete records. Back up of all records will be kept off-site for security and safety.

*Insurance*

The District's General Liability & Public Officials Liability Insurance policy is with the Florida Property Alliance (FPA). FPA specializes in providing insurance coverage to governmental agencies.

**Double Branch**  
**Community Development District**  
GENERAL FUND BUDGET  
FISCAL YEAR 2023

Legal Advertising

The District is required to advertise various notices for monthly Board meetings, public hearings etc. in the Florida Times Union.

Office Supplies

Miscellaneous office supplies.

Dues, Licenses & Subscriptions

The District is required to pay an annual fee to the Department of Economic Opportunity for \$175. This is the only expense under this category for the District.

General Reserves

Established to maintain community service levels at present standards for FY 2023.

# Double Branch

Community Development District

Recreation Fund

Description	Adopted Budget FY 2022	Actual YTD 4/30/22	Projected Next 5 Months	Total Projected FY 2022	Proposed Budget FY 2023
<b>Revenues</b>					
Maintenance Assessments	\$ 1,462,648	\$ 1,454,289	\$ 8,359	\$ 1,462,648	\$ 1,756,783
Interest Income	\$ 1,000	\$ 263	\$ 300	\$ 563	\$ 1,000
Amenities Revenue/Miscellaneous	\$ 40,000	\$ 16,866	\$ 11,000	\$ 27,866	\$ 40,000
Sports Revenue	\$ 13,000	\$ 3,425	\$ 5,000	\$ 8,425	\$ 13,000
<b>Total Revenues</b>	<b>\$ 1,516,648</b>	<b>\$ 1,474,843</b>	<b>\$ 24,659</b>	<b>\$ 1,499,502</b>	<b>\$ 1,810,783</b>
<b>Expenditures</b>					
<b>Administrative</b>					
Management Fees - On Site Staff	\$ 192,766	\$ 112,447	\$ 80,319	\$ 192,766	\$ 208,187
Insurance	\$ 74,118	\$ 75,451	\$ -	\$ 75,451	\$ 87,892
Other Current Charges	\$ 3,500	\$ 1,991	\$ 1,509	\$ 3,500	\$ 3,500
Permit Fees	\$ 1,635	\$ 448	\$ 1,187	\$ 1,635	\$ 1,635
<b>Administrative Expenses</b>	<b>\$ 272,019</b>	<b>\$ 190,337</b>	<b>\$ 83,015</b>	<b>\$ 273,352</b>	<b>\$ 301,214</b>
<b>Maintenance</b>					
Security	\$ 85,000	\$ 46,931	\$ 37,022	\$ 83,954	\$ 94,257
Security - Clay County Off-Duty Sheriff	\$ 43,000	\$ 26,112	\$ 18,652	\$ 44,764	\$ 54,438
Water - Irrigation	\$ 9,000	\$ 4,739	\$ 7,525	\$ 12,264	\$ 12,300
Irrigation Maintenance	\$ 4,250	\$ 1,231	\$ 2,978	\$ 4,209	\$ 4,250
Streetlighting	\$ 33,066	\$ 16,354	\$ 13,681	\$ 30,035	\$ 31,000
Electric	\$ 35,000	\$ 16,561	\$ 16,967	\$ 33,528	\$ 35,000
Landscape Maintenance	\$ 389,777	\$ 227,470	\$ 162,405	\$ 389,875	\$ 422,908
Common Area Maintenance	\$ 52,000	\$ 31,860	\$ 22,757	\$ 54,617	\$ 55,000
Lake Maintenance	\$ 26,840	\$ 14,490	\$ 12,350	\$ 26,840	\$ 27,840
Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ 190,000
Repairs and Replacement	\$ 105,000	\$ 52,605	\$ 47,395	\$ 100,000	\$ 105,000
<b>Common Area Expenses</b>	<b>\$ 782,933</b>	<b>\$ 438,354</b>	<b>\$ 341,733</b>	<b>\$ 780,087</b>	<b>\$ 1,031,992</b>



# Double Branch

Community Development District

Recreation Fund

Description	Adopted Budget FY 2022	Actual YTD 4/30/22	Projected Next 5 Months	Total Projected FY 2022	Proposed Budget FY 2023
<u>Recreation Facility</u>					
Amenity Staff	\$ 118,000	\$ 43,925	\$ 74,075	\$ 118,000	\$ 129,800
Refuse Services	\$ 10,000	\$ 6,889	\$ 8,500	\$ 15,389	\$ 14,479
Telephone	\$ 5,500	\$ 2,931	\$ 2,100	\$ 5,031	\$ 5,500
Electric	\$ 40,000	\$ 14,642	\$ 25,000	\$ 39,642	\$ 40,000
Cable	\$ 8,500	\$ 4,406	\$ 3,940	\$ 8,346	\$ 8,500
Pool Maintenance	\$ 40,000	\$ 15,752	\$ 22,535	\$ 38,287	\$ 40,000
Water / Sewer/Reclaim	\$ 48,000	\$ 27,677	\$ 19,769	\$ 47,446	\$ 48,000
Facility Maintenance-General	\$ 50,000	\$ 25,153	\$ 17,966	\$ 43,119	\$ 50,000
Facility Maintenance-Preventative	\$ 13,117	\$ 2,310	\$ 10,562	\$ 12,872	\$ 13,717
Facility Maintenance - Contingency	\$ 34,750	\$ 15,754	\$ 17,253	\$ 33,007	\$ 34,750
Lighting Repairs	\$ 8,500	\$ 4,930	\$ 3,521	\$ 8,451	\$ 8,500
Special Events	\$ 10,500	\$ 822	\$ 7,439	\$ 8,261	\$ 10,500
Office Supplies & Equipment	\$ 2,000	\$ 591	\$ 1,409	\$ 2,000	\$ 2,000
Janitorial	\$ 64,000	\$ 32,433	\$ 28,452	\$ 60,885	\$ 64,000
Recreation Passes	\$ 4,000	\$ 1,374	\$ 1,625	\$ 2,999	\$ 3,000
Pool Leak Repairs	\$ 2,500	\$ -	\$ 1,125	\$ 1,125	\$ 2,500
Multiuse Field	\$ 2,330	\$ -	\$ 1,165	\$ 1,165	\$ 2,330
<b>Recreation Facility Expenses</b>	<b>\$ 461,697</b>	<b>\$ 199,588</b>	<b>\$ 246,437</b>	<b>\$ 446,025</b>	<b>\$ 477,576</b>
<b>Total Expenses</b>	<b>\$ 1,516,648</b>	<b>\$ 828,279</b>	<b>\$ 671,184</b>	<b>\$ 1,499,463</b>	<b>\$ 1,810,783</b>
<b>Excess Revenues (Expenses)</b>	<b>\$ -</b>	<b>\$ 646,564</b>	<b>\$ (646,525)</b>	<b>\$ 39</b>	<b>\$ -</b>

**Double Branch**  
**Community Development District**  
RECREATION BUDGET  
FISCAL YEAR 2023

**REVENUES:**

*Maintenance Assessments*

The District will levy a non ad-valorem special assessment on all assessable property within the District to fund all of the Recreational Operating Expenditures for the fiscal year.

*Interest Income*

The District will have all excess funds invested in a money market fund held by US Bank. The amount is based upon the estimated average balance of funds available during the fiscal year.

*Amenities Revenue*

Income received from resident rental of Clubroom and Patio and access cards, fitness class, vending machines, and non-resident user fee for the Recreation Facility.

*Sports Revenue*

These are estimated fees for programmed sports activities.

---

**EXPENDITURES:**

**Administrative:**

*Management Fees – On Site Staff*

The District has contracted with Governmental Management Services, LLC (“GMS”) for the supervision and on-site management of the District’s amenities. The responsibilities include management of District maintenance contracts, scheduling special events, management of District employees, rental of facilities, scheduling of special events, resident inquiries, and other maintenance related items. The District shares the cost of a community manager, aquatics director, fitness center/access director, rental coordinator and administrative assistant with the Middle Village Community Development District.

*Insurance*

The District's Property and Liability Insurance policy is with Florida Property Alliance (FPA). FPA specializes in providing insurance coverage to governmental agencies.

**Double Branch**  
**Community Development District**  
RECREATION BUDGET  
FISCAL YEAR 2023

Other Current Charges

Includes bank charges and any other miscellaneous administrative expenses that are incurred during the year with the use of deposit/credit card machine.

Permit Fees

Miscellaneous permit fees to operate the pool and water slides as well as special events.

Description	Annual
Play Pool Permit	\$ 250
Lap Pool Permit	\$ 250
Spray Pool Permit	\$ 125
State Public Broadcast for Music Fees	\$ 1,010
<b>Total</b>	<b>\$ 1,635</b>

Office Supplies

Miscellaneous office supplies.

**Maintenance Common Area:**

Security

The cost of security patrol for the District with Athletic Center and Common area.

Description	Monthly	Annual
Security Contract	\$ 7,855	\$ 94,257
<b>Total</b>		<b>\$ 94,257</b>

Clay County off Duty Security

Provision for off-duty-security patrol by Clay County Sheriff's Dept. Split 50/50 with Middle Village CDD.

**Double Branch**  
**Community Development District**  
RECREATION BUDGET  
FISCAL YEAR 2023

*Water – Irrigation*

The District will purchase bulk water from JEA for irrigation purposes.

<b>Account Number</b>	<b>Description</b>	<b>Monthly</b>	<b>Annual</b>
83744906	2226 Pebblewood LA Apt 1	\$ 19	\$ 228
66042924	302 Oakleaf Village Parkway	\$ 19	\$ 228
61929298	3468 Worthington Oaks Drive Apt 1	\$ 19	\$ 228
86638010	3570 Silver Bluff Boulevard Apt 1	\$ 918	\$ 11,016
60770057	563 Acornridge Lane Apt 1	\$ 32	\$ 384
	Contingency	\$ 18	\$ 216
<b>Total</b>		<b>\$ 1,025</b>	<b>\$ 12,300</b>

*Irrigation Maintenance*

The cost of miscellaneous irrigation, pump repairs and maintenance incurred by the district.

*Street Lighting*

The cost of street lighting provided by Clay Electric Cooperative, Inc.:

<b>Account Number</b>	<b>Description</b>	<b>Monthly</b>	<b>Annual</b>
7332265	Oakleaf Village Center Outdoor	\$ 210	\$ 2,520
5379615	East Side of Brannanfield	\$ 2,122	\$ 25,464
	Contingency	\$ 251	\$ 3,016
<b>Total</b>		<b>\$ 2,583</b>	<b>\$ 31,000</b>

**Double Branch**  
**Community Development District**  
RECREATION BUDGET  
FISCAL YEAR 2023

*Electric*

The cost of electricity for signage lighting, entry feature lighting (main entry, Athletic Center entry and neighborhood entries) for the following accounts provided by Clay Electric Cooperative, Inc.:

Account Number	Description	Monthly	Annual
4995700	370 Oakleaf Village	\$ 820	\$ 9,840
4995718	370-1 Oakleaf Village Pkwy	\$ 330	\$ 3,960
5347943	3926-1 Plantation Oaks Blvd	\$ 125	\$ 1,500
5715289	1591 Canopy Oaks Dr - Irrigation	\$ 130	\$ 1,560
5774021	2971 Thorncrest Dr	\$ 35	\$ 420
6875140	373-1 Oakleaf Village Center	\$ 100	\$ 1,200
6912612	608-1 Oakleaf Village Pkwy	\$ 35	\$ 420
6912653	603-2 Oakleaf Village Pkwy	\$ 35	\$ 420
6912661	602-1 Oakleaf Village Pkwy	\$ 35	\$ 420
6912687	537-1 Oakleaf Village Pkwy	\$ 35	\$ 420
6912695	529-1 Oakleaf Village Pkwy	\$ 35	\$ 420
6912703	3925-1 Plantation Oaks Blvd	\$ 35	\$ 420
6912729	3860-1 Plantation Oaks Blvd	\$ 35	\$ 420
6912737	3859-1 Plantation Oaks Blvd	\$ 35	\$ 420
6912752	3805-1 Plantation Oaks Blvd	\$ 35	\$ 420
6912760	3800-1 Plantation Oaks Blvd	\$ 35	\$ 420
6912778	3306-1 Village Oaks Lane	\$ 35	\$ 420
6912786	465-1 Oakleaf Village Pkwy	\$ 35	\$ 420
6912810	3801-1 Plantation Oaks Blvd	\$ 35	\$ 420
6912828	728-1 Bellshire Drive	\$ 35	\$ 420
6912836	721-1 Bellshire Lane	\$ 35	\$ 420
6912869	715-1 Wakemont Drive	\$ 35	\$ 420
6912877	3219-1 Stonebrier Ridge Drive	\$ 35	\$ 420
6912893	576-1 Wakemount Drive	\$ 35	\$ 420
6912901	507-1 Millstone Drive	\$ 35	\$ 420
6912919	498-1 Millstone Drive	\$ 35	\$ 420
6912927	3442-1 Worthington Oaks Drive	\$ 35	\$ 420
6912943	309-1 Oakleaf Village Pkwy	\$ 35	\$ 420
6912950	373-2 Oakleaf Village Pkwy	\$ 35	\$ 420
6912968	308-1 Oakleaf Village Pkwy	\$ 35	\$ 420
6912976	358-2 Oakleaf Village Pkwy	\$ 35	\$ 420
7131527	3206-1 Silver Bluff Blvd	\$ 35	\$ 420
7332257	3168 Stonebrier Ridge	\$ 330	\$ 3,960
8684243	571 Oakleaf Village Pkwy	\$ 35	\$ 420
	Contingency	\$ 102	\$ 1,220
<b>Total</b>		<b>\$ 2,917</b>	<b>\$ 35,000</b>

**Double Branch**  
**Community Development District**  
RECREATION BUDGET  
FISCAL YEAR 2023

Landscape Maintenance

The District has a contract with Verdego to provide landscaping and irrigation maintenance services to all the common areas within the District as well as the Amenity Center. The amount is based upon the following:

Description	Monthly	Annual
Contract - Common Area	\$ 35,242	\$ 422,908
<b>Total</b>		<b>\$ 422,908</b>

Common Area Maintenance

Represents the estimated day-to-day maintenance of the Districts common areas. Services include:

-Pressure washing of District fences, entrance signage and pillars, pool areas, gazebos, amenity center, field house, parks, park equipment and sidewalks. The estimated annual amount for these services is based upon contractor proposals

The estimated cost for the following is based upon past history and current hourly rates:

- All common area, easements and park litter clean up
- Lake and outfall inspections and debris removal
- Storm sewer grate inspections and cleaning
- Removal of unauthorized signage and maintenance of community signage
- Trapper for wild hogs
- Traffic/car accident clean up
- Inspection and repairs to all park equipment, playground, picnic table and benches

Lake Maintenance

The District has a contract with The Lake Doctors to provide monthly water management services and annual carp as needed per the contract, to 25 lakes throughout the District. Contingency represents monthly lake inspections and clean-up of outfall structures and fish barriers. The amount is based upon the following:

Description	Monthly	Annual
Lake Maintenance Contract	\$ 2,153	\$ 25,840
Contingency	\$ 167	\$ 2,000
<b>Total</b>	<b>\$ 2,320</b>	<b>\$ 27,840</b>

**Double Branch**  
**Community Development District**  
RECREATION BUDGET  
FISCAL YEAR 2023

Capital Reserve

Money set aside for future replacements of capital related items and operating capital.

Repairs & Replacement

Regular maintenance and replacement that includes, but is not limited to, pool pumps, filters, air conditioning repairs facility lighting/electrical, or any replacement of District infrastructure. Also covers miscellaneous repairs around the District for the FY.

**Recreation Facility:**

Amenity Staff

Direct cost to provide lifeguard/pool attendant services from District employees during the operational season of the swimming pool, which is from Mid-March through October. Also covers front desk personnel at the Fitness Center.

Refuse Service

The District has contracted with Waste Management for refuse removal service twice weekly.

Telephone

The Amenity Center currently pays AT&T for three phone lines and one fax line. The amounts are based upon the following:

Description	Monthly	Annual
AT&T Amenity	\$ 212	\$ 2,544
AT&T Fitness Center	\$ 197	\$ 2,364
Contingency	\$ 49	\$ 592
<b>Total</b>	<b>\$ 458</b>	<b>\$ 5,500</b>

Electric

Cost of electric associated with the Recreation facility and Fitness Center provided by Clay Electric:

Account Number	Description	Monthly	Annual
5217088	370 Oakleaf Village Pkwy	\$ 2,225	\$ 26,700
8763369	382 Oakleaf Village Pkwy	\$ 655	\$ 7,860
	Contingency	\$ 453	\$ 5,440
<b>Total</b>		<b>\$ 3,333</b>	<b>\$ 40,000</b>

**Double Branch**  
**Community Development District**  
RECREATION BUDGET  
FISCAL YEAR 2023

Cable/Internet

Cost of cable and internet access for the Recreation Facility from Comcast.

Account Number	Description	Monthly	Annual
8495 7414 4108 3370	Comcast - Facility Center	\$ 300	\$ 3,600
8495 7414 4100 9267	Comcast - Fitness	\$ 355	\$ 4,260
	Contingency	\$ 53	\$ 640
<b>Total</b>		<b>\$ 708</b>	<b>\$ 8,500</b>

Pool Maintenance

The District currently has a contract with Poolsure to supply chemicals and chemical feeders for the Amenity Center pools. The District is contracted with RMS for the cleaning, water testing, and treatment of the Amenity Center pools. During summer months, district employees will help with basic poolside cleaning such as brushing, skimming, and tile cleaning. Additionally, GMS staff handles the annual maintenance projects on the pool and deck features. The amount is based upon the following:

Description	Monthly	Annual
Pool Maintenance Contract	\$ 2,307	\$ 27,684
Contingency	\$ 1,026	\$ 12,316
<b>Total</b>	<b>\$ 3,333</b>	<b>\$ 40,000</b>



**Double Branch**  
**Community Development District**  
 RECREATION BUDGET  
 FISCAL YEAR 2023

Water /Sewer/Reclaim

Cost of water / sewer from JEA (acct # 7616920495) associated with the Recreation Facility and Reclaimed Water from Clay County Utility Authority.

Account Number	Description	Monthly	Annual
76832466	370 Oakleaf Village Parkway - Water	\$ 615	\$ 7,380
76832466	370 Oakleaf Village Parkway - Sewer	\$ 300	\$ 3,600
80532813	370 Oakleaf Village Parkway - Pool	\$ 750	\$ 9,000
Fire Sprinkler	371 Oakleaf Village Parkway - Sprinkler	\$ 42	\$ 504
<b>Total JEA</b>		<b>\$ 1,707</b>	<b>\$ 20,484</b>
201224	566-1 Oakleaf Village Parkway	\$ 900	\$ 10,800
191992	716-1 Wakemont Drive Reclaim	\$ 150	\$ 1,800
206121	3178-1 Wandering Oaks Drive	\$ 32	\$ 378
206125	1505-1 Canopy Oaks Drive R	\$ 42	\$ 504
206136	1591-1 Canopy Oaks Drive R	\$ 600	\$ 7,200
206376	3701-1 Thousand Oaks Drive	\$ 29	\$ 349
206379	3713-1 Thousand Oaks Drive	\$ 135	\$ 1,620
206380	1940-1 Woodworth Drive Reclaim	\$ 30	\$ 359
206381	3659-1 Thousand Oaks Drive	\$ 30	\$ 360
207243	603-1 Waterford Oaks Drive	\$ 30	\$ 360
238253	1422-1 Bitterberry Drive Reclaim	\$ 30	\$ 360
238254	1206-1 Bedrock Drive Reclaim	\$ 30	\$ 360
<b>Total CCUA</b>		<b>\$ 2,038</b>	<b>\$ 24,450</b>
	Contingency	\$ 255	\$ 3,066
<b>Total</b>		<b>\$ 4,000</b>	<b>\$ 48,000</b>

Facility Maintenance – General

Represents estimated cost for general maintenance throughout the District based upon historical cost.

**Double Branch**  
**Community Development District**  
RECREATION BUDGET  
FISCAL YEAR 2023

*Facility Maintenance - Preventative*

Cost of routine repairs and general maintenance contracts for District Facilities.

<b>Vendor</b>	<b>Description</b>	<b>Annual</b>
S.E. Fitness	Bi-Monthly Service	\$ 1,760
Paula's Pest Control	Quarterly Service	\$ 620
Certified Air Contractors	Bi-Monthly Service	\$ 5,160
Jacksonville Sound & Communication	Alarm System Inspection	\$ 744
Termite Bond	Preventative	\$ 1,530
Contingency		\$ 3,903
<b>Total</b>		<b>\$ 13,717</b>

*Facility Maintenance – Contingency*

Represents estimated amount based upon historical cost for fence repairs, graffiti clean-up, signage repairs, wall cap replacements and damaged park equipment

*Lighting Repairs*

Cost for fixtures, bulbs and ballast replacement, and electrician labor based on past history.

*Special Events*

Monthly events and organized functions the Amenity Center Director provide for all residents of Oakleaf Plantation.

*Office Supplies and Equipment*

Office supplies for the Amenity Center. Lease agreement with Cannon (\$167/month) \$2000 annually.

**Double Branch**  
**Community Development District**  
RECREATION BUDGET  
FISCAL YEAR 2023

*Janitorial Services*

The District has contracted with Riverside Management to provide janitorial services, and scheduled carpet cleanings to the District. Janitorial Services shall be provided seven days per week and carpets will be cleaned 9xs a year unless otherwise needed. Supplies will be purchased directly from First Coast Choice Cleaning Supplies. The amount is based upon the following:

<b>Description</b>	<b>Monthly</b>	<b>Annual</b>
Janitorial Contract	\$ 4,633	\$ 55,600
Supplies	\$ 500	\$ 6,000
Mat Cleaning- Fitness Room	\$ 200	\$ 2,400
<b>Total</b>	<b>\$ 5,333</b>	<b>\$ 64,000</b>

*Recreation Passes*

Entry cards are issued to all CDD residents for facility access. Recreation passes includes the cards, ribbon, cleaner, guest cards and repairs to card printers, etc.

*Repairs & Replacement*

Regular maintenance and replacement that includes, but is not limited to, pool pumps, filters, air conditioning repairs facility lighting/electrical, or any replacement of District infrastructure.

*Pool Leak Repairs*

Estimated structural repairs for leaks in pool structure.

*Multiuse Fields*

Cost of maintaining field and repairs, landscape maintenance, and renovations.

# Double Branch

Community Development District

Debt Service Fund  
Series 2013A-1 and A-2

Description	Adopted Budget FY 2022	Actual YTD 4/30/22	Projected Next 5 Months	Total Projected FY 2022	Proposed Budget FY 2023
<b>Revenues</b>					
Special Assessments	\$ 1,961,878	\$ 1,951,597	\$ 10,281	\$ 1,961,878	\$ 1,961,878
Interest Income	\$ 800	\$ 429	\$ 500	\$ 929	\$ 1,000
Carry Forward Surplus	\$ 591,295	\$ 592,200	\$ -	\$ 592,200	\$ 613,908
<b>Total Revenues</b>	<b>\$ 2,553,973</b>	<b>\$ 2,544,226</b>	<b>\$ 10,781</b>	<b>\$ 2,555,008</b>	<b>\$2,576,786</b>
<b>Expenditures</b>					
<u>Series 2013A-1</u>					
Interest 11/1	\$ 353,312	\$ 353,312	\$ -	\$ 353,312	\$ 335,547
Interest 5/1	\$ 353,312	\$ -	\$ 353,312	\$ 353,312	\$ 335,547
Principal 5/1	\$ 1,045,000	\$ -	\$ 1,045,000	\$ 1,045,000	\$ 1,085,000
<u>Series 2013A-2</u>					
Interest 11/1	\$ 49,738	\$ 49,738	\$ -	\$ 49,738	\$ 47,150
Interest 5/1	\$ 49,738	\$ -	\$ 49,738	\$ 49,738	\$ 47,150
Principal 5/1	\$ 90,000	\$ -	\$ 90,000	\$ 90,000	\$ 95,000
Total Expenses	\$ 1,941,099	\$ 403,049	\$ 1,538,049	\$ 1,941,099	\$ 1,945,394
<b>EXCESS REVENUES / (EXPENDITURES)</b>	<b>\$ 612,874</b>	<b>\$ 2,141,177</b>	<b>\$ (1,527,268)</b>	<b>\$ 613,908</b>	<b>\$ 631,393</b>

Interest November 1, 2023

Series 2013A-1	\$ 315,881
Series 2013A-2	\$ 44,419
Total	\$ 360,300

Unit Type	Units	Per Unit Assessment	Gross Assessment
Single Family	2,205	\$ 878	\$ 1,935,800
Multi-Family	276	\$ 605	\$ 167,116
Total Gross Assessment			\$ 2,102,917
Less: Discounts and Collections (6%)			\$ 141,039
Total Net Assessment			\$ 1,961,878

# Double Branch

## Amortization Schedule

Community Development District

Series 2013A-1 Special Assessment Refunding Bonds

DATE	BOND BALANCE	PRINCIPAL	COUPON	INTEREST	ANNUAL DEBT SERVICE
5/1/22	\$17,435,000	\$ 1,045,000	3.40%	\$ 353,312	
11/1/22				\$ 335,547	\$ 1,733,859
5/1/23	\$16,390,000	\$ 1,085,000	3.63%	\$ 335,547	
11/1/23				\$ 315,881	\$ 1,736,428
5/1/24	\$15,305,000	\$ 1,125,000	3.75%	\$ 315,881	
11/1/24				\$ 294,788	\$ 1,735,669
5/1/25	\$14,180,000	\$ 1,170,000	4.00%	\$ 294,788	
11/1/25				\$ 271,388	\$ 1,736,175
5/1/26	\$13,010,000	\$ 1,220,000	4.13%	\$ 271,388	
11/1/26				\$ 246,225	\$ 1,737,613
5/1/27	\$11,790,000	\$ 1,270,000	4.13%	\$ 246,225	
11/1/27				\$ 220,031	\$ 1,736,256
5/1/28	\$10,520,000	\$ 1,320,000	4.13%	\$ 220,031	
11/1/28				\$ 192,806	\$ 1,732,838
5/1/29	\$ 9,200,000	\$ 1,380,000	4.13%	\$ 192,806	
11/1/29				\$ 164,344	\$ 1,737,150
5/1/30	\$ 7,820,000	\$ 1,435,000	4.13%	\$ 164,344	
11/1/30				\$ 134,747	\$ 1,734,091
5/1/31	\$ 6,385,000	\$ 1,495,000	4.13%	\$ 134,747	
11/1/31				\$ 103,913	\$ 1,733,659
5/1/32	\$ 4,890,000	\$ 1,560,000	4.25%	\$ 103,913	
11/1/32				\$ 70,763	\$ 1,734,675
5/1/33	\$ 3,330,000	\$ 1,630,000	4.25%	\$ 70,763	
11/1/33				\$ 36,125	\$ 1,736,888
5/1/34	\$ 1,700,000	\$ 1,700,000	4.25%	\$ 36,125	
11/1/34					\$ 1,736,125
<b>TOTAL</b>		<b>\$ 17,435,000</b>		<b>\$ 6,218,840</b>	<b>\$ 26,033,092</b>

# Double Branch

## Amortization Schedule

Community Development District

Series 2013A-2 Special Assessment Refunding Bonds

DATE	BOND BALANCE	PRINCIPAL	COUPON	INTEREST	ANNUAL DEBT SERVICE
5/1/22	\$ 1,730,000	\$ 90,000	5.75%	\$ 49,738	
11/1/22			5.75%	\$ 47,150	\$ 186,888
5/1/23	\$ 1,640,000	\$ 95,000	5.75%	\$ 47,150	
11/1/23			5.75%	\$ 44,419	\$ 186,569
5/1/24	\$ 1,545,000	\$ 105,000	5.75%	\$ 44,419	
11/1/24			5.75%	\$ 41,400	\$ 190,819
5/1/25	\$ 1,440,000	\$ 110,000	5.75%	\$ 41,400	
11/1/25			5.75%	\$ 38,238	\$ 189,638
5/1/26	\$ 1,330,000	\$ 115,000	5.75%	\$ 38,238	
11/1/26			5.75%	\$ 34,931	\$ 188,169
5/1/27	\$ 1,215,000	\$ 125,000	5.75%	\$ 34,931	
11/1/27			5.75%	\$ 31,338	\$ 191,269
5/1/28	\$ 1,090,000	\$ 130,000	5.75%	\$ 31,338	
11/1/28			5.75%	\$ 27,600	\$ 188,938
5/1/29	\$ 960,000	\$ 135,000	5.75%	\$ 27,600	
11/1/29			5.75%	\$ 23,719	\$ 186,319
5/1/30	\$ 825,000	\$ 145,000	5.75%	\$ 23,719	
11/1/30			5.75%	\$ 19,550	\$ 188,269
5/1/31	\$ 680,000	\$ 155,000	5.75%	\$ 19,550	
11/1/31			5.75%	\$ 15,094	\$ 189,644
5/1/32	\$ 525,000	\$ 165,000	5.75%	\$ 15,094	
11/1/32			5.75%	\$ 10,350	\$ 190,444
5/1/33	\$ 360,000	\$ 175,000	5.75%	\$ 10,350	
11/1/33			5.75%	\$ 5,319	\$ 190,669
5/1/34	\$ 185,000	\$ 185,000	5.75%	\$ 5,319	
11/1/34					\$ 190,319
<b>TOTAL</b>		<b>\$ 1,730,000</b>		<b>\$ 882,050</b>	<b>\$ 2,697,050</b>

**Double Branch CDD**  
**Operation and Maintenance Assessment Allocation**

Description	Single Family	Multi-Family	Village Center Retail	Village Center Office	Total
Units	2,205	276	8,000	35,000	
Gross Per Unit	\$ 847.62	\$ 608.90	\$ 1.06	\$ 0.49	
Gross Assessment	\$ 1,868,993	\$ 168,057	\$ 8,500	\$ 17,056	\$ 2,062,607
Net Assessment (.94)	\$ 1,752,908	\$ 157,705	\$ 8,028	\$ 16,032	\$ 1,934,673
<b><u>Allocation By Fund</u></b>					
General Fund					\$ 177,890
Recreation Fund					\$ 1,756,783
Total					\$ 1,934,673

	FY 2022	FY 2023	\$ Increase	% Increase
Single Family	\$ 718.75	\$ 847.62	\$ 128.87	18%
Multi-Family	\$ 516.33	\$ 608.90	\$ 92.57	18%
Village Center Retail	\$ 0.90	\$ 1.06	\$ 0.16	18%
Village Center Office	\$ 0.41	\$ 0.49	\$ 0.07	18%

# Double Branch

Community Development District

Capital Reserve Fund

Description	Adopted Budget FY 2022	Actual YTD 4/30/22	Projected Next 5 Months	Total Projected FY 2022	Proposed Budget FY 2023
<b>REVENUES:</b>					
Beginning Fund Balance	\$ 1,385,853	\$ 1,426,393	\$ -	\$ 1,426,393	\$ 1,326,829
Interest Income	\$ 2,000	\$ 1,236	\$ 950	\$ 2,186	\$ 2,200
Transfer In - Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ 190,000
Transfer In - General Fund Reserve	\$ 8,250	\$ -	\$ 8,250	\$ 8,250	\$ 5,845
<b>TOTAL REVENUES</b>	<b>\$ 1,396,103</b>	<b>\$ 1,427,629</b>	<b>\$ 9,200</b>	<b>\$ 1,436,829</b>	<b>\$ 1,524,874</b>
<b>EXPENDITURES:</b>					
Landscape Reserve	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ -
Capital Projects	\$ 200,000	\$ 6,230	\$ 93,770	\$ 100,000	\$ -
Repairs & Replacements	\$ -	\$ -	\$ -	\$ -	\$ 570,670
<b>TOTAL EXPENDITURES</b>	<b>\$ 210,000</b>	<b>\$ 6,230</b>	<b>\$ 103,770</b>	<b>\$ 110,000</b>	<b>\$ 570,670</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$ 1,186,103</b>	<b>\$ 1,421,399</b>	<b>\$ (94,570)</b>	<b>\$ 1,326,829</b>	<b>\$ 954,204</b>



**Double Branch CDD**  
**Reserve Study Funding Plan**  
 (Next 5 Years)

<b>Fiscal Year</b>	<b>Beginning Balance</b>	<b>Add Funding</b>	<b>Add Interest</b>	<b>Less Expenses</b>	<b>Ending Balance (budget)</b>	<b>Planned Balance (Study)</b>	<b>% of Planned</b>	<b>Replacment Cost (Study)</b>
2023	\$1,326,829	\$195,845	\$2,200	(\$570,670)	\$954,204	\$1,683,563	57%	\$2,859,449
2024	\$954,204	\$176,039	\$2,500	(\$75,896)	\$1,056,847	\$1,865,281	57%	\$3,031,016
2025	\$1,056,847	\$181,320	\$3,000	(\$89,307)	\$1,151,860	\$2,031,678	57%	\$3,182,567
2026	\$1,151,860	\$186,760	\$3,500	(\$85,467)	\$1,256,653	\$2,195,262	57%	\$3,309,869

# Double Branch Community Development District

## Exhibit "A"

### Allocation of Operating Reserves

#### Estimated Funds Available

General Fund - Beginning Fund Balance - 10/1/21	\$ 53,990
Recreation Fund - Beginning Fund Balance - 10/1/21	\$ 670,496
Estimated General Excess Revenues - Fiscal Year 2022	\$ 2,531
Estimated Recreation Excess Revenues- Fiscal Year 2022	\$ 39
Total Estimated Operating Funds Available - 9/30/2022	<u>\$ 727,056</u>

#### Allocation of Funds Available

General Fund Operating Reserve - First Quarter Operating Capital	\$ 44,522
Recreation Fund Operating Reserve - First Quarter Operating Capital	<u>\$ 452,696</u>
Total Reserve	<u>\$ 497,218</u>
Total Working Capital Surplus	<u>\$ 229,838</u>

Capital Reserve- Beginning Fund Balance - 10/1/21	\$ 1,426,393
Projected Capital Excess Revenues - Fiscal Year 2022	<u>\$ (99,564)</u>
Total Estimated Reserve Funds Available - 9/30/22	<u>\$ 1,326,829</u>

Interest Earned	\$ 2,200
Capital Projects Reserve	\$ 190,000
General Fund Reserve	<u>\$ 5,845</u>
Total Funding FY 2023	<u>\$ 198,045</u>

Total Estimate Reserve Fund Balances - 9/30/23	<u>\$ 1,524,874</u>
--	---------------------

## *SEVENTH ORDER OF BUSINESS*

*B.*

**TEMPLATE FOR LOCAL GOVERNMENTS AND SPECIAL DISTRICTS FOR PERFORMING A STORMWATER NEEDS ANALYSIS  
PURSUANT TO SECTION 5 OF SECTION 403.9302, FLORIDA STATUTES**

**INTRODUCTION**

As part of the 2021 regular session, the Legislature recognized the need for a long-term planning process for stormwater and wastewater. Section 403.9302, Florida Statutes, requires a 20-year needs analysis from the local governments providing stormwater services. Because this planning document is forward-looking, it will necessarily include a large number of assumptions about future actions. These assumptions should be based on any available information coupled with best professional judgment of the individuals completing the document.

Completing this template by June 30, 2022, will fulfill the statutory requirements for the first round of 20-year needs analyses for stormwater. The template was generated by EDR in cooperation with local governments, Special Districts, the Florida Department of Environmental Protection (DEP), the Water Management Districts, the Florida Stormwater Association, private consultants, and others. Use of this tool will help ensure that information is compiled consistently for the Office of Economic & Demographic Research's (EDR) report to the Legislature.

For the purposes of this document, a stormwater management program and a stormwater management system are as defined in statute (s. 403.031(15) and (16), F.S., respectively; language provided here: <https://www.flsenate.gov/Laws/Statutes/2021/403.031>). Plainly speaking, the "program" is the institutional framework whereby stormwater management activities (MS4 NPDES permit activities, and other regulatory activities, construction, operation and maintenance, etc. ) are carried out by the public authority. The "system" comprises the physical infrastructure that is owned and/or operated by the local government or special district that specifically is intended to control, convey or store stormwater runoff for treatment and flood protection purposes.

For the purposes of this document, the following guiding principles have been adopted:

- Stormwater systems or facilities owned and operated by any of the following are excluded from reporting requirements for local governments and special districts:
  - o Private entities or citizens
  - o Federal government
  - o State government, including the Florida Department of Transportation (FDOT)
  - o Water Management Districts
  - o School districts
  - o State universities or Florida colleges
- Local government expenditures associated with routine operation and maintenance are fully funded prior to commencing new projects and initiatives.
- Local government submissions will include the activities of dependent special districts. Only independent special districts report separately. For a list of all special districts in the state and their type (*i.e.*, dependent or independent), please see the Department of Economic Opportunity's Official List of Special Districts at the following link: <http://specialdistrictreports.floridajobs.org/webreports/alphalist.aspx>.
- With respect to federal and state statutes and rulemaking, current law and current administration prevails throughout the 20-year period. In other words, the state's present legal framework (*i.e.*, the status quo) continues throughout the period.

#### GENERAL INSTRUCTIONS FOR USING THE TEMPLATE

Instructions for submitting the template are still under development. Additional information regarding submission and answers to frequently asked questions will be posted on EDR's website, along with other useful materials, here: <http://edr.state.fl.us/Content/natural-resources/stormwaterwastewater.cfm>

The statutory language forms the titles for each part. This template asks that you group your recent and projected expenditures in prescribed categories. A detailed list of the categories is provided in part 5.0.

The same project should not appear on multiple tables in the jurisdiction's response unless the project's expenditures are allocated between those tables. All expenditures should be reported in \$1,000s (*e.g.*, five hundred thousand dollars should be reported as \$500).

For any jurisdiction that is contracting with another jurisdiction where both could be reporting the same expenditure, please contact EDR for additional guidance. In situations where a reporting jurisdiction contracts with a non-reporting jurisdiction, (*i.e.*, FDOT, the water management districts, the state or federal government), the reporting jurisdiction should include the expenditures.

When reporting cost information, please only include the expenditures that have flowed, are flowing, or will likely flow through your jurisdiction's budget. While necessary to comply with the statute, the concept of "future expenditures" should be viewed as an expression of identified needs.

**These projections are necessarily speculative and do not represent a firm commitment to future budget actions by the jurisdiction.**

This Excel workbook contains three worksheets for data entry. (Along the bottom of the screen, the three tabs are highlighted green.) Empty cells with visible borders are unlocked for data entry. In the first tab, titled "Background through Part 4," the information requested is either text, a dropdown list (*e.g.*, Yes or No), or a checkbox. The next tab, "Part 5 through Part 8," contains tables for expenditure or revenue data as well as some follow-up questions that may have checkboxes, lists, or space for text.

In Part 5 and Part 6, the expenditure tables have space for up to 5 projects. More projects can be listed in the "Additional Projects" tab. This tab contains a table with space for up to 200 additional projects. In order for these additional projects and expenditures to be correctly classified and included in the final totals, each project must be assigned a Project Type and Funding Source Type from the dropdown lists in columns B and C.

#### Links to Template Parts:

[Background Information](#)

[Part 1](#)

[Part 2](#)

[Part 3](#)

[Part 4](#)

[Part 5](#)

[Part 6](#)

[Part 7](#)

[Part 8](#)

[Additional Projects - This table contains additional rows for projects that do not fit into the main tables in Parts 5 and 6](#)







**Background Information**

Please provide your contact and location information, then proceed to the template on the next sheet.

Name of Local Government:	Double Branch Community Development District
Name of stormwater utility, if applicable:	N/A
Contact Person	
Name:	Marilee Giles - GMS, LLC
Position/Title:	District Manager
Email Address:	mgiles@gmsnf.com
Phone Number:	904-940-5850 x412

Indicate the Water Management District(s) in which your service area is located.

<input type="checkbox"/>	Northwest Florida Water Management District (NFWFMD)
<input type="checkbox"/>	Suwannee River Water Management District (SRWMD)
<input checked="" type="checkbox"/>	St. Johns River Water Management District (SJRWMD)
<input type="checkbox"/>	Southwest Florida Water Management District (SWFWMD)
<input type="checkbox"/>	South Florida Water Management District (SFWMD)

Indicate the type of local government:

<input type="checkbox"/>	Municipality
<input type="checkbox"/>	County
<input checked="" type="checkbox"/>	Independent Special District

**Part 1.0 Detailed description of the stormwater management program (Section 403.9302(3)(a), F.S.)**

The stormwater management program, as defined in the Introduction, includes those activities associated with the management, operation and maintenance, and control of stormwater and stormwater management systems, including activities required by state and federal law. The detailed program description is divided into multiple subparts consisting of narrative and data fields.

**Part 1.1 Narrative Description:**

Please provide a brief description of the current institutional strategy for managing stormwater in your jurisdiction. Please include any mission statement, divisions or departments dedicated solely or partly to managing stormwater, dedicated funding sources, and other information that best describes your approach to stormwater:

Double Branch CDD is a large residential community, that was developed in multiple phase that were permitted, designed and constructed in accordance with Clay County and St. Johns River Water Management District regulations. The management of storm water is regulated with the multiple storm water management facilities (Smfs) and control structures constructed throughout the community.

On a scale of 1 to 5, with 5 being the highest, please indicate the importance of each of the following goals for your program:

0	1	2	3	4	5	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Drainage & flood abatement (such as flooding events associated with rainfall and hurricanes)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Water quality improvement (TMDL Process/BMAPs/other)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reduce vulnerability to adverse impacts from flooding related to increases in frequency and duration of rainfall events, storm surge and sea level rise
						Other:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	St. Johns River Water Management District and Clay County Permit Compliance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## Part 1.2 Current Stormwater Program Activities:

Please provide answers to the following questions regarding your stormwater management program.

- Does your jurisdiction have an NPDES Municipal Separate Storm Sewer System (MS4) Permit?   
If yes, is your jurisdiction regulated under Phase I or Phase II of the NPDES Program:
- Does your jurisdiction have a dedicated stormwater utility?   
If no, do you have another funding mechanism?   
If yes, please describe your funding mechanism.  

Funding Mechanism is through the CDD that assess fees for each lot in the community. These funds are set aside as needed to provide for the ongoing maintenance needs of the storm water management system.
- Does your jurisdiction have a Stormwater Master Plan or Plans?   
If Yes:  
How many years does the plan(s) cover?   
Are there any unique features or limitations that are necessary to understand what the plan does or does not address?  
  

Please provide a link to the most recently adopted version of the document (if it is published online):

N/A
- Does your jurisdiction have an asset management (AM) system for stormwater infrastructure?   
If Yes, does it include 100% of your facilities?   
If your AM includes less than 100% of your facilities, approximately what percent of your facilities are included?

- Does your stormwater management program implement the following (answer Yes/No):
 

A construction sediment and erosion control program for new construction (plans review and/or inspection)?	No
An illicit discharge inspection and elimination program?	No
A public education program?	No
A program to involve the public regarding stormwater issues?	No
A "housekeeping" program for managing stormwater associated with vehicle maintenance yards, chemical storage, fertilizer management, <i>etc.</i> ?	No
A stormwater ordinance compliance program ( <i>i.e.</i> , for low phosphorus fertilizer)?	No
Water quality or stream gage monitoring?	No
A geospatial data or other mapping system to locate stormwater infrastructure (GIS, <i>etc.</i> )?	No
A system for managing stormwater complaints?	Yes
Other specific activities?	

Notes or Comments on any of the above:

**Part 1.3 Current Stormwater Program Operation and Maintenance Activities**

Please provide answers to the following questions regarding the operation and maintenance activities undertaken by your stormwater management program.

- Does your jurisdiction typically assume maintenance responsibility for stormwater systems associated with new private development (*i.e.*, systems that are dedicated to public ownership and/or operation upon completion)?
 

No
----

Notes or Comments on the above:

This project is fully constructed and it is not anticipated that any new facilities will be constructed.

- Does your stormwater operation and maintenance program implement any of the following (answer Yes/No):

Routine mowing of turf associated with stormwater ponds, swales, canal/lake banks, <i>etc.</i> ?	Yes
Debris and trash removal from pond skimmers, inlet grates, ditches, <i>etc.</i> ?	Yes
Invasive plant management associated with stormwater infrastructure?	Yes
Ditch cleaning?	Yes
Sediment removal from the stormwater system (vacator trucks, other)?	No
Muck removal (dredging legacy pollutants from water bodies, canal, <i>etc.</i> )?	No
Street sweeping?	No
Pump and mechanical maintenance for trash pumps, flood pumps, alum injection, <i>etc.</i> ?	No
Non-structural programs like public outreach and education?	No
Other specific routine activities?	

The Roads for this community are owned by Clay County. The County does street cleaning on their own schedule.

## Part 2. Detailed description of the stormwater management system and its facilities and projects (continued Section 403.9302(3)(a), F.S.)

A stormwater management system, as defined in the Introduction, includes the entire set of site design features and structural infrastructure for collection, conveyance, storage, infiltration, treatment, and disposal of stormwater. It may include drainage improvements and measures to prevent streambank channel erosion and habitat degradation. This section asks for a summary description of your stormwater management system. It is not necessary to provide geospatial asset data or a detailed inventory. For some, it may be possible to gather the required data from your Asset Management (AM) system. For others, data may be gathered from sources such as an MS4 permit application, aerial photos, past or ongoing budget investments, water quality projects, or any other system of data storage/management that is employed by the jurisdiction.

Please provide answers to the following questions regarding your stormwater system inventory. Enter zero (0) if your system does not include the component.

	Number	Unit of Measurement
Estimated feet or miles of buried culvert:	13,867.00	Feet
Estimated feet or miles of open ditches/conveyances (lined and unlined) that are maintained by the stormwater program:	0.00	Feet
Estimated number of storage or treatment basins ( <i>i.e.</i> , wet or dry ponds):	0	
Estimated number of gross pollutant separators including engineered sediment traps such as baffle boxes, hydrodynamic separators, <i>etc.</i> :	0	
Number of chemical treatment systems ( <i>e.g.</i> , alum or polymer injection):	0	
Number of stormwater pump stations:	0	
Number of dynamic water level control structures ( <i>e.g.</i> , operable gates and weirs that control canal water levels):	0	
Number of stormwater treatment wetland systems:	0	
Other:		

Notes or Comments on any of the above:

Storm Water flows from development to wetlands over a natural treatment buffer

Which of the following green infrastructure best management practices do you use to manage water flow and/or improve water quality (answer Yes/No):

Best Management Practice	Current	Planned
Tree boxes	No	No
Rain gardens	No	No
Green roofs	No	No
Pervious pavement/pavers	No	No
Littoral zone plantings	No	No
Living shorelines	No	No

Other Best Management Practices:


Please indicate which resources or documents you used when answering these questions (check all that apply).

- ☐ Asset management system
- ☐ GIS program
- ☐ MS4 permit application
- ☐ Aerial photos
- ☐ Past or ongoing budget investments
- ☐ Water quality projects

Other(s):

Engineering Plans and Permits

**Part 3. The number of current and projected residents served calculated in 5-year increments (Section 403.9302(3)(b), F.S.)**

Counties and municipalities: Instead of requiring separate population projections, EDR will calculate the appropriate population estimates for each municipality or the unincorporated area of the county. If your service area is less than or more than your local government's population, please describe in the first text box provided below for part 4.0.

Independent Special Districts:

If an independent special district's boundaries are completely aligned with a county or a municipality, identify that jurisdiction here:

Any independent special district whose boundaries do not coincide with a county or municipality must submit a GIS shapefile with the current and projected service area. EDR will calculate the appropriate population estimates based on that map. Submission of this shapefile also serves to complete Part 4.0 of this template.

**Part 4.0 The current and projected service area for the stormwater management program or stormwater management system (Section 403.9302(3)(c), F.S.)**

Rather than providing detailed legal descriptions or maps, this part of the template is exception-based. In this regard, if the stormwater service area is less than or extends beyond the geographic limits of your jurisdiction, please explain.

A Shapefile of the Project Boundary will be included with this submittal.

Similarly, if your service area is expected to change within the 20-year horizon, please describe the changes (*e.g.*, the expiration of an interlocal agreement, introduction of an independent special district, *etc.* ).

No change anticipated

[Proceed to Part 5](#)



**Part 5.0 The current and projected cost of providing services calculated in 5-year increments (Section 403.9302(3)(d), F.S.)**

Given the volume of services, jurisdictions should use the template's service groupings rather than reporting the current and projected cost of each individual service. Therefore, for the purposes of this document, "services" means:

1. Routine operation and maintenance (inclusive of the items listed in Part 1.3 of this document, ongoing administration, and non-structural programs)
2. Expansion (that is, improvement) of a stormwater management system.

Expansion means new work, new projects, retrofitting, and significant upgrades. Within the template, there are four categories of expansion projects.

1. Flood protection, addressed in parts 5.2 and 5.3... this includes capital projects intended for flood protection/flood abatement
2. Water quality, addressed in part 5.2 and 5.3... this includes stormwater projects related to water quality improvement, such as BMAPs; projects to benefit natural systems through restoration or enhancement; and stormwater initiatives that are part of aquifer recharge projects
3. Resiliency, addressed in part 5.4... this includes all major stormwater initiatives that are developed specifically to address the effects of climate change, such as sea level rise and increased flood events
4. End of useful life replacement projects, addressed in part 6.0... this includes major expenses associated with the replacement of aging infrastructure

While numbers 3 and 4 have components that would otherwise fit into the first two categories, they are separately treated given their overall importance to the Legislature and other policymakers.

Expansion projects are further characterized as currently having either a committed funding source or no identified funding source. Examples of a committed funding source include the capacity to absorb the project's capital cost within current budget levels or forecasted revenue growth; financing that is underway or anticipated (bond or loan); known state or federal funding (appropriation or grant); special assessment; or dedicated cash reserves for future expenditure.

All answers should be based on local fiscal years (LFY, beginning October 1 and running through September 30). Please use nominal dollars for each year, but include any expected cost increases for inflation or population growth. Please check the EDR website for optional growth rate schedules that may be helpful.

**If you have more than 5 projects in a particular category, please use the "Additional Projects" tab. There, you can use dropdown lists to choose the project category and whether there is a committed funding source, then enter the project name and expenditure amounts.**

**Part 5.1 Routine Operation and Maintenance**

Please complete the table below, indicating the cost of operation and maintenance activities for the current year and subsequent five-year increments throughout the 20-year horizon. Your response to this part should exclude future initiatives associated with resiliency or major expenses associated with the replacement of aging infrastructure; these activities are addressed in subparts 5.4 and 6.0. However, do include non-structural programs like public outreach and education in this category.

If specific cost data is not yet available for the current year, the most recent (2020-21) O&M value can be input into the optional growth rate schedules (available on EDR's website as an Excel workbook). The most recent O&M value can be grown using the provided options for inflation, population growth, or some other metric of your choosing. If the growth in your projected total O&M costs is more than 15% over any five-year increment, please provide a brief explanation of the major drivers.

**Routine Operation and Maintenance**

	Expenditures (in \$thousands)				
	LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42
Operation and Maintenance Costs	25	132	148	167	188
Brief description of growth greater than 15% over any 5-year period:					

## Part 5.2 Future Expansion (Committed Funding Source)

Please list expansion projects and their associated costs for the current year and subsequent five-year increments throughout the 20-year planning horizon. In this section, include stormwater system expansion projects or portions of projects with a committed funding source. If you include a portion of a project that is not fully funded, the project's remaining cost must be included in part 5.3, Expansion Projects with No Identified Funding Source.

Though many, if not most, stormwater projects benefit both flood protection and water quality, please use your best judgment to either allocate costs or simply select the primary purpose from the two categories below.

**5.2.1 Flood Protection (Committed Funding Source):** Provide a list of all scheduled new work, retrofitting and upgrades related to flood protection/flood abatement. Include infrastructure such as storage basins, piping and other conveyances, land purchases for stormwater projects, *etc.* Also include major hardware purchases such as vactor/jet trucks.

**5.2.2 Water Quality Projects (Committed Funding Source):** Please provide a list of scheduled water quality projects in your jurisdiction, such as treatment basins, alum injection systems, green infrastructure, water quality retrofits, *etc.*, that have a direct stormwater component. The projected expenditures should reflect only those costs.

- If you are party to an adopted BMAP, please include the capital projects associated with stormwater in this table. Include BMAP project number, cost to your jurisdiction, and year(s) that capital improvement costs are to be incurred. For reference, DEP publishes a complete list of adopted BMAP projects as an appendix in their Annual STAR Report.

### Expansion Projects with a Committed Funding Source

#### 5.2.1 Flood Protection

Expenditures (in \$thousands)

Project Name	LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42
N/A					

#### 5.2.2 Water Quality

Expenditures (in \$thousands)

Project Name (or, if applicable, BMAP Project Number or ProjID)	LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42
N/A					

**Part 5.3 Future Expansion with No Identified Funding Source**

Please provide a list of known expansion projects or anticipated need(s) without formal funding commitments(s), formal pledges, or obligations. If you included a portion of a project that was partially covered by a committed source in part 5.2 above, list the projects and their remaining costs below.

**5.3.1 Future Flood Protection with No Identified Funding Source:** Please provide a list of future flood protection/flood abatement projects, associated land purchases, or major hardware purchases that are needed in your jurisdiction over the next 20 years. Future needs may be based on Master Plans, Comprehensive Plan Elements, Water Control Plans, areas of frequent flooding, hydrologic and hydraulic modeling, public safety, increased frequency of maintenance, desired level of service, flooding complaints, *etc.*

**5.3.2 Future Water Quality Projects with no Identified Funding Source:** Please provide a list of future stormwater projects needed in your jurisdiction over the next 20 years that are primarily related to water quality issues. Future needs may be based on proximity to impaired waters or waters with total maximum daily loads (TMDLs), BMAPs, state adopted Restoration Plans, Alternative Restoration Plans, or other local water quality needs.

- If you are party to an adopted BMAP, please list capital projects associated with stormwater. Include BMAP project number, cost to your jurisdiction, and year(s) that capital improvement costs are to be incurred.
- List other future water quality projects, including those in support of local water quality goals as well as those identified in proposed (but not yet adopted) BMAPs.

**Expansion Projects with No Identified Funding Source****5.3.1 Flood Protection**

Expenditures (in \$thousands)

Project Name	LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42
N/A					

**5.3.2 Water Quality**

Expenditures (in \$thousands)

Project Name (or, if applicable, BMAP Project Number or ProjID)	LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42
N/A					

Please indicate which resources or documents you used to complete table 5.3 (check all that apply).

<input type="checkbox"/>	Stormwater Master Plan
<input type="checkbox"/>	Basin Studies or Engineering Reports
<input type="checkbox"/>	Adopted BMAP
<input type="checkbox"/>	Adopted Total Maximum Daily Load
<input type="checkbox"/>	Regional or Basin-specific Water Quality Improvement Plan or Restoration Plan
	Specify: <input type="text"/>
<input checked="" type="checkbox"/>	Other(s): SJRWMD and Clay County Approved Engineering Plans and Permits

#### Part 5.4 Stormwater projects that are part of resiliency initiatives related to climate change

Please list any stormwater infrastructure relocation or modification projects and new capital investments specifically needed due to sea level rise, increased flood events, or other adverse effects of climate change. When aggregating, include O&M costs for these future resiliency projects and investments in this table (not in part 5.1). If your jurisdiction participates in a Local Mitigation Strategy (LMS), also include the expenditures associated with your stormwater management system in this category (for example, costs identified on an LMS project list).

##### Resiliency Projects with a Committed Funding Source

Expenditures (in \$thousands)

Project Name	LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42
N/A					

##### Resiliency Projects with No Identified Funding Source

Expenditures (in \$thousands)

Project Name	LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42
N/A					

- Has a vulnerability assessment been completed for your jurisdiction's storm water system?
- If no, how many facilities have been assessed?
- Does your jurisdiction have a long-range resiliency plan of 20 years or more?
- If yes, please provide a link if available:
- If no, is a planning effort currently underway?

**Part 6.0 The estimated remaining useful life of each facility or its major components (Section 403.9302(3)(e), F.S.)**

Rather than reporting the exact number of useful years remaining for individual components, this section is constructed to focus on infrastructure components that are targeted for replacement and will be major expenses within the 20-year time horizon. Major replacements include culverts and pipe networks, control structures, pump stations, physical/biological filter media, etc. Further, the costs of retrofitting when used in lieu of replacement (such as slip lining) should be included in this part. Finally, for the purposes of this document, it is assumed that open storage and conveyance systems are maintained (as opposed to replaced) and have an unlimited service life.

In order to distinguish between routine maintenance projects and the replacement projects to be included in this part, only major expenses are included here. A major expense is defined as any single replacement project greater than 5% of the jurisdiction's total O&M expenditures over the most recent five-year period (such as a project in late 2021 costing more than 5% of the O&M expenditures for fiscal years 2016-2017 to 2020-2021).

**If you have more than 5 projects in a particular category, please use the "Additional Projects" tab. There, you can use dropdown lists to choose the project category and whether there is a committed funding source, then enter the project name and expenditure amounts.**

**End of Useful Life Replacement Projects with a Committed Funding Source**

Expenditures (in \$thousands)					
Project Name	LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42
N/A					

**End of Useful Life Replacement Projects with No Identified Funding Source**

Expenditures (in \$thousands)					
Project Name	LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42
N/A					

**Part 7.0 The most recent 5-year history of annual contributions to, expenditures from, and balances of any capital account for maintenance or expansion of any facility or its major components. (Section 403.9302(3)(f), F.S.)**

This part of the template also addresses a portion of s. 403.9302(3)(g), F.S., by including historical expenditures. Many local governments refer to these as “actual” expenditures.
Consistent with expenditure projections, the jurisdiction’s actual expenditures are categorized into routine O&M, expansion, resiliency projects, and replacement of aging infrastructure. Additionally, the table includes space for reserve accounts. EDR’s interpretation of subparagraph 403.9302(3)(f), F.S., is that “capital account” refers to any reserve account developed specifically to cover future expenditures.
Note that for this table:
<ul style="list-style-type: none"> <li>● Expenditures for local fiscal year 2020-21 can be estimated based on the most current information if final data is not yet available.</li> <li>● Current Year Revenues include tax and fee collections budgeted for that fiscal year as well as unexpended balances from the prior year (balance forward or carry-over) unless they are earmarked for the rainy day or a dedicated reserve as explained in the following bullets.</li> <li>● Bond proceeds should reflect only the amount expended in the given year.</li> <li>● A reserve is a dedicated account to accumulate funds for a specific future expenditure.</li> <li>● An all-purpose rainy day fund is a type of working capital fund typically used to address costs associated with emergencies or unplanned events.</li> </ul>
The sum of the values reported in the "Funding Sources for Actual Expenditures" columns should equal the total "Actual Expenditures" amount. The cells in the "Funding Sources for Actual Expenditures" section will be highlighted red if their sum does not equal the "Actual Expenditures" total.
If you do not have a formal reserve dedicated to your stormwater system, please enter zero for the final two reserve columns.

**Routine O&M**

Total		Funding Sources for Actual Expenditures				Contributions to Reserve Account	Balance of Reserve Account
Actual Expenditures		Amount Drawn from Current Year Revenues	Amount Drawn from Bond Proceeds	Amount Drawn from Dedicated Reserve	Amount Drawn from All-Purpose Rainy Day Fund		
2016-17	27	27					
2017-18	25	25					
2018-19	25	25					
2019-20	29	29					
2020-21	25	25					

**Expansion**

Total		Funding Sources for Actual Expenditures				Contributions to Reserve Account	Balance of Reserve Account
Actual Expenditures		Amount Drawn from Current Year Revenues	Amount Drawn from Bond Proceeds	Amount Drawn from Dedicated Reserve	Amount Drawn from All-Purpose Rainy Day Fund		
2016-17	N/A						
2017-18	N/A						
2018-19	N/A						
2019-20	N/A						
2020-21	N/A						

**Resiliency**

Total		Funding Sources for Actual Expenditures				Contributions to Reserve Account	Balance of Reserve Account
Actual Expenditures		Amount Drawn from Current Year Revenues	Amount Drawn from Bond Proceeds	Amount Drawn from Dedicated Reserve	Amount Drawn from All-Purpose Rainy Day Fund		
2016-17	N/A						
2017-18	N/A						
2018-19	N/A						
2019-20	N/A						
2020-21	N/A						

**Replacement of Aging Infrastructure**

Total		Funding Sources for Actual Expenditures				Contributions to Reserve Account	Balance of Reserve Account
Actual Expenditures		Amount Drawn from Current Year Revenues	Amount Drawn from Bond Proceeds	Amount Drawn from Dedicated Reserve	Amount Drawn from All-Purpose Rainy Day Fund		
2016-17	N/A						
2017-18	N/A						
2018-19	N/A						
2019-20	N/A						
2020-21	N/A						

**Part 8.0 The local government's plan to fund the maintenance or expansion of any facility or its major components. The plan must include historical and estimated future revenues and expenditures with an evaluation of how the local government expects to close any projected funding gap (Section 403.9302(3)(g), F.S.)**

In this template, the historical data deemed necessary to comply with s. 403.9302(3)(g), F.S., was included in part 7.0. This part is forward looking and includes a funding gap calculation. The first two tables will be auto-filled from the data you reported in prior tables. To do this, EDR will rely on this template's working definition of projects with committed funding sources, *i.e.*, EDR assumes that all committed projects have committed revenues. Those projects with no identified funding source are considered to be unfunded. EDR has automated the calculation of projected funding gaps based on these assumptions.

Committed Funding Source	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42
Maintenance	132	148	167	188
Expansion	0	0	0	0
Resiliency	0	0	0	0
Replacement/Aging Infrastructure	0	0	0	0
Total Committed Revenues (=Total Committed Projects)	132	148	167	188

No Identified Funding Source	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42
Maintenance	0	0	0	0
Expansion	0	0	0	0
Resiliency	0	0	0	0
Replacement/Aging Infrastructure	0	0	0	0
Projected Funding Gap (=Total Non-Committed Needs)	0	0	0	0

For any specific strategies that will close or lessen a projected funding gap, please list them in the table below. For each strategy, also include the expected new revenue within the five-year increments.

Strategies for New Funding Sources	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42
N/A				
<b>Total</b>	0	0	0	0
<b>Remaining Unfunded Needs</b>	0	0	0	0



### Additional Table Rows

Choose from the drop-down lists for Project Type and Funding Source Type, then fill in the project name and expenditure estimates.

Rows that are highlighted RED are either missing information in a "Project & Type Information" column or have zero expenditures.

[Link to aggregated table to crosscheck category totals and uncategorized projects.](#)

[illegible]









Project & Type Information			Expenditures (in \$thousands)				
Project Type (Choose from dropdown list)	Funding Source Type (Choose from dropdown list)	Project Name	LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42

Project & Type Information			Expenditures				
Project Type	Funding Source Type		LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42
Expansion Projects, Flood Protection	Committed Funding Source	Aggregated Total	0	0	0	0	0
Expansion Projects, Water Quality	Committed Funding Source	Aggregated Total	0	0	0	0	0
Resiliency Projects	Committed Funding Source	Aggregated Total	0	0	0	0	0
End of Useful Life Replacement Projects	Committed Funding Source	Aggregated Total	0	0	0	0	0
Expansion Projects, Flood Protection	No Identified Funding Source	Aggregated Total	0	0	0	0	0
Expansion Projects, Water Quality	No Identified Funding Source	Aggregated Total	0	0	0	0	0
Resiliency Projects	No Identified Funding Source	Aggregated Total	0	0	0	0	0
End of Useful Life Replacement Projects	No Identified Funding Source	Aggregated Total	0	0	0	0	0
<b>Total of Projects without Project Type and/or Funding Source Type</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# Double Branch Community Development District (District)

## Storm Water Management Plan

Revised: 2022/05/09

1. The intent of this plan is to adhere to the rules and regulations stated in the St. Johns River Water Management District Environmental Resource Permits and the Clay County Development Services Permits for this project.
2. All permitted Storm Water Management Facilities (SMFs) will be maintained as required. Maintenance includes routine mowing of the SMFs, the repair and maintenance of the outfall control structures, removal of debris that may clog the outfall systems and other related maintenance that may be required from time to time.
3. At least once every two years, the storm water management facilities including outfall control structures shall be reviewed by the Engineer of Record and may be performed during annual review by the District. If there are deficiencies, repairs or other matters that need attention, the Engineer of Record shall notify the District of the issues together with options (if available) to repair or mitigate for these deficiencies. The date of field review and name of field representative(s) shall be recorded as part of the report to the District.
4. Lands within Conservation Easements will be maintained by the District (see attached Master Site Plan). Maintenance shall include, but not be limited to removing dead trees as may be required to provide a safe environment.
5. Preserved wetlands and conservation areas, storm water management facilities and other areas shall be protected from erosion and siltation, scouring, dewatering or excessive turbidity, resulting from all construction activities including home building.

# Example CDD Storm Water Need Analysis - Limitations and Assumptions

Project Name: Double Branch CDD  
Project Location: OakLeaf Village Parkway  
Project City / State: Clay County, Florida

Date: 5/9/2022  
Etm Job No. 01-149-33

## Storm Water Need Analysis Limitations and Assumptions:

England, Thims & Miller, Inc. (ETM) drafted a portion of the storm water need analysis based on limited information. This information includes, when available, approved Engineering Plans and Permits that were issued by Clay County Development Services and the St. Johns River Water Management District. Since, this is a Community Development District (CDD) that was phased there are numerous approved Plans and Permits.

ETM did not conduct an exhaustive search of the regulating documents for this project due to a limited scope and budget. The intent is to provide estimates sufficient to respond to the Storm Water Need Analysis as required by the State of Florida's Office of Economic & Demographic Research. This level of accuracy was confirmed during the State of Florida's Webinars regarding the Storm Water Need Analysis.

Due to the nature of the analysis for this project, there are many assumptions and limitations required. It should be noted that the intent is to provide the State of Florida with a proposed budget for Storm Water Needs for the next 20 years. Due to the assumptions and limitations, this analysis should not be relied upon for any use other than the fulfillment by the CDD to fill out the State of Florida's Storm Water Need Analysis forms.

### Assumptions / Limitations:

1. Generally there will be no major replacements required of storm water infrastructure that exceeds 5% of the maintenance budget in any given year.
2. The CDD Boundary will not be revised or expanded during the 20 year period designated in this analysis.
3. Maintenance budget figures are provided by the District Manager.
4. No survey or field work was performed to determine the details of the storm water management system; including lengths of culverts or ditches.
5. Generalized data were obtained from various engineering plans that were prepared for the development of the CDD infrastructure.
6. Projections of the maintenance budget numbers based on optional growth rate schedules spreadsheet provided by the State of Florida Department of Economic and Demographic Research.



England - Thims & Miller, Inc.  
14775 Old St. Augustine Rd., Jacksonville, FL 32258  
Phone (904) 642-8990 Reg No: 2584



*D.*

## Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285; [manager@oakleafresidents.com](mailto:manager@oakleafresidents.com)

### Memorandum

**Date:** June 2022

**To:** Board of Supervisors

**From:** GMS – OakLeaf Operations Manager

### Community:

#### Special Events

- Recent community events: Dive-In Movie at DB, “Schools out” party at both Pools
- Upcoming: Dive- In Movie at MV, Summer Tennis camp began at MV

#### Aquatics

- Pools fully open until August
- Swim meets begin at MV in June

#### Amenity Usage

- *Total Facilities Usage – 4032*
- *Average daily usage – 130*

#### *Card counts:*

DB Owners	121
DB Renters	57
DB Replacements	24
DB Updated	18

*Total cards printed: 458 (both districts)*

#### Rentals

- *7 of 31 days rented in May, 3 of 4.5 weekends rented*
- *9 Clubroom rentals, 2 patio rentals*
- *32 tours (48 approx. hours)/63 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](mailto:manager@oakleafresidents.com)

### **Memorandum**

#### **Operations: Open Items**

- Coordination of capitol studies and revisions
- Budget Prep

#### **MAINTENANCE**

- Install of new computer check in system at front desk and main offices
- Install of monitor at offices for check in system
- Install of multiple pet waste signs at Amenity walkways
- Graffiti removal at Waverly playground (vandalism)
- Repair of pendulum chains at Waverly (damage due to vandalism)
- Touch up painting on decorative street poles in neighborhood (ongoing)
- Painting of railings at Slide towers, new concrete anchors drilled in on multiple posts
- Install of new trim work at columns around Fieldhouse
- Repair multiple pavers and bricks at columns at fieldhouse
- Meet with County on sod work and repairs from row work
- Training with security on cart usage
- Removal and redesign of fencing at pool decks
- Replace damaged fans at aerobics/cardio room
- Replace lock on basketball gate
- Coordination of drainage clearing at culverts in Timbermill
- Walkthroughs with Health Departments – All completed satisfactorily
- Coordination of main drain replacements – Health Department requirements at 7yrs
- Coordinate tree removal with resident at Amberwood ct and Peidmont
- Audit of access cards – ongoing (to include audit of adult family members in household)
- Cut backing for new and replacement signs – ongoing
- ta 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 5/9 Nature's Hammock, Fall Creek, The Oaks, Cannon's Point, Pebble Creek, Silver Leaf, Oakbrook, and The Cottages completed 5/27.

#### **Landscaping**

- *Monthly report for May submitted and filed at Operations office*

For questions, comments, or clarification, please contact:

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

[jsoriano@gmsnf.com](mailto: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