

DOUBLE BRANCH
Community Development District

AUGUST 15, 2022

AGENDA

Double Branch Community Development District

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

August 8, 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, August 15, 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 July 11, 2022 Board of Supervisors Meeting
 - B. Financial Statements
 - C. Assessment Receipts Schedule
 - D. Check Register
- IV. Discussion of the Fiscal Year 2023 Budget
- V. Other Business
- VI. Staff Reports
 - A. District Counsel
 - B. District Engineer
 - C. District Manager – Consideration of Designating a Regular Meeting Schedule for Fiscal Year 2023
 - D. Operations Manager – Memorandum

- VII. Audience Comments (limited to three minutes) / Supervisors' Requests
- VIII. Next Scheduled Meeting – September 12, 2022 at 6:00 p.m. the Plantation Oaks
Amenity Center
- IX. Adjournment

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

Sincerely,

Marílee Giles

Marilee Giles
District Manager

THIRD ORDER OF BUSINESS

A.

MINUTES OF MEETING
DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

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

Present and constituting a quorum were:

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

Also present were:

Marilee Giles	District Manager
Mike Eckert	District Counsel
Jay Soriano	Field Operations Manager
Chalon Suchsland	VerdeGo
Marla Dietrich	S3 Security

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Audience Comments

Mr. Don Long, 3854 Cardinal Oaks Circle stated I was reading the minutes from the last meeting where it was talking about the assessment increase and I just wanted to agree with Tom's suggestion on raising it by \$200, because I think the increase in costs are not going down anytime soon, and in two or three years you could revisit it and maybe drop it if things improve.

Mr. Horton stated we did decide to lower it to \$180, so it won't be higher than \$180 this time.

THIRD ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the June 13, 2022 Board of Supervisors Meeting**
- B. Financial Statements**
- C. Assessment Receipt Schedule**

D. Check Register

Ms. Giles stated included in your agenda package are the minutes of the June 13th meeting, the financial statements as of May 31st, your assessment receipts schedule, and the check register totaling \$112,734.86.

Mr. Horton stated there was one thing on the check register where it looks like somehow the District overlooked an IRS tax from 2019. It's \$6,496.71. I'm just curious how we overlooked that, and why we received a penalty.

Mr. Soriano stated the Form 940s are for most of our onsite hourly staff. You guys are also included in that. You're typically the only ones that we pay taxes for. We don't pay taxes on our lifeguards and fitness center front desk and there was an issue with that. One district, we have a letter in explaining that we're local government and we don't pay taxes for that. The IRS did straighten that out, but I don't know how that affects this. It looked like we were reporting the wrong number of employees, so we paid for that. I don't really argue with the IRS, so I did approve it to be paid for. We can always get reimbursed later if they find out this was their mistake, however I don't want to incur more penalties.

Mr. Horton stated somebody at GMS must have noticed that and paid the bill.

Mr. Soriano stated they sent it to me, and I approved it, because we're not going to not pay the IRS. That's the only reason I thought that was there, but I had already worked that out with our payroll company to correct this. We get a letter, and I did call the IRS, but right now our payroll company can only report on 940 before we have a letter from the IRS backing up that we don't pay them and that's just one district. I believe this is from that, but I can't straighten it out until we get that part straightened out. If this ends up being their error, we do eventually get that back.

Mr. Horton stated there was a \$1,900 bill for a pressure tank.

Mr. Soriano stated that is the big tank behind the pool pack area that blew on Easter weekend and was shooting out water. They're done with the work. They do have the old pressure tanks back there.

Ms. Suchsland stated yes, I have to take them out.

Mr. Horton asked is it a big tank, or just expensive?

Mr. Soriano responded it's not the biggest tank we have, but they're pretty expensive.

Mr. Horton stated just out of curiosity, what are the torque valve repairs? We get a whole bunch of those

Mr. Soriano stated we do try to clean them out and make them last another year or two. You have a flush valve, and the plumbing is just a little rubber valve that opens and closes by pressure. We pop them out and try to clean them, but when they get down to a point where when we pop them out and rub on them and the rubber wears away, we just get new ones. It's much cheaper for general maintenance to do that than when we call in commercial plumbing companies. We keep them stocked here.

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

FOURTH ORDER OF BUSINESS

Review of Suspension of Amenity Privileges for Cannons Point Incident

Mr. Soriano stated if you recall, we met with a few of the families of the kids involved in the incident at Cannons Point. I'm glad a few of them showed up, but we really only had one that stayed in touch with me, and she is here today. Now she's also the only one left in the neighborhood. We had a few kids; one didn't even live here, and the others are gone. On our side, I don't know what we can do in that aspect. We can try to figure out where they live now possibly, but then it's us sending letters. I think that part is going to fall completely on CCSO as far as trying to recover any restitution. As far as how we move forward with anything beyond the privileges to use the facility would be on you guys.

Mr. Horton stated I think some of them volunteered to do some work. Has that worked out?

Mr. Soriano responded it would only be her around to do the work. I can't do that during the summer because we're stuck at the pools. I do have a lot of volunteer opportunities that come around as we get back to school. Of course, she's limited in her hours when that happens, but I have those community events and weekends that I can always use volunteers. She is still willing to do that. Like I said, the others are completely gone. The last we heard from them or seen them was that meeting when they were all here.

A resident stated we've also been doing sidewalks and things like that and crossing over the Cannons Point area because we can't go to playgrounds.

Mr. Horton stated we appreciate that. So, what are you suggesting? We drop the other two because they're no longer here and it's not worth tracking them down?

Mr. Soriano responded I don't have suggestion. It's just how you guys would like to move forward. The restitution part is going to be the hardest part.

Mr. Thomas stated as far as the privileges part, it sounds like mom and daughter have been on top of it. I'd like to chalk this up to a lesson learned and let you enjoy your last month of summer before school starts, go to the pool and act like a kid.

A resident stated we're still willing to do the community service events whenever they're available.

Mr. Thomas stated when fall comes and Jay needs help I'm sure you guys will be up front to help out, but I'd like to propose to the Board reinstating the privileges. As far as the restitution side, personally I think we still need to follow up on it.

Mr. Soriano stated that part is harder.

Mr. Eckert stated why don't we deal with the privileges first and then we will deal with the restitution.

Mr. Lanier asked what happens if we do this and they fall off and we don't see them in the fall? I'm hoping that wouldn't happen, but that is a concern.

Mr. Eckert stated you can come up with some sort of structure where the suspension is terminated and we will revisit, but that's up to the Board if you want to go through that at this point. It sounds like this family has been more engaged than the others, but also more engaged than most I see in these circumstances. You have that risk in the fall, but I'm not sure I would try to fashion something to protect against that. That is a business decision for the Board.

Mr. Thomas stated I'm just basing it off the fact that the family has taken care to avoid areas. It sounds like there has been follow up with the consequences.

Mr. Lanier stated I'm not that far off from you.

Mr. Horton stated the damage was done and it needs to be made right. It was \$6,000 worth of damage to equipment.

Mr. Thomas stated this is just addressing the reinstatement of privileges. Next will be addressing the monetary factor.

On MOTION by Mr. Thomas seconded by Mr. Lanier with all in favor ending the suspension of privileges for Ms. Griffin was approved.

Mr. Eckert stated there was \$6,000 worth of damage that was done by three different individuals. In a normal situation where it's all adults and three adults participate in a situation that causes damage, a court usually will find that people are jointly and severally liable, which means that everybody is responsible for the entire amount, but you as the person who was damaged can only get one satisfaction. So, that would mean that everybody is responsible for \$6,000, but it doesn't mean the person who is harmed gets \$18,000, it just means they get \$6,000 wherever that \$6,000 may come from. I'm not sure that a juvenile court would look at it that way. A juvenile court may split that liability and say everybody is going to be responsible for \$2,000, so that could be how it shakes out. Or a juvenile court, depending on what the police do or say, may never even hear this issue and that's something Jay can probably give you more information on in terms of their level of interest or involvement at this point in time. So, I think your options are one, you can push back and let the police handle the restitution part and the prosecution part, or if you want, you can decide you're going to make an offer to each one of the three that they can pay a third and whatever you can't collect, you just don't collect. That's the decision you have to make. You do have somebody who is here who is engaged. I've not had any conversations with them about the restitution piece, but I've seen it handled both ways. Normally the way I see it handled is the District splits it up, and if the District gets close to being made whole, the Board is thankful that they did and hopefully everybody moves on. You don't get full restitution when you handle it that way, but you may get no restitution if you handle it the other way. It's a business decision for you, how you want to handle it in particular and how you want to handle it with the folks that are here.

Mr. Horton stated the thing I'm concerned with is if you let these things slide, pretty soon the District is paying for vandalism and that's not right. The perpetrators that did that need to pay for what they did. If we don't set that precedent, then we have people damaging stuff left and right with no consequences.

Mr. Thomas stated my thinking too is we have two or three neighborhoods coming up around here who will be venturing into ours. Just because they don't live here anymore doesn't mean they can't be held responsible for damage to our property, so even though those other

two families moved out, they still committed a violation, and they need to be held accountable for it.

Mr. Lanier stated you said Jay may have a little more insight on the County's process.

Mr. Soriano stated I can tell you right now I don't think they've done much at all. We originally had pushback from the officer because he viewed it as if we can work it out with them, they would rather see that happen, so they didn't follow through with it. Out of the two counties, I've never gotten restitution from anything from Clay County. We've actually gotten restitution from Duval when we've had problems. So, that concerns me.

Mr. Horton stated there is one resident that still lives here and I think we can take some kind of action on that.

Mr. Soriano stated they would like to try to stay out of the court as much as possible and make sure we feel better with them. It's obvious the other families don't share that same concern.

Mr. Horton stated I'm okay with keeping it out of court and between the resident and board as long as they make up for the loss.

Mr. Eckert stated you have three responsible parties. Are you looking for each party to be responsible for the full amount, or are you asking for each party to pay a third of the damage?

Mr. Horton stated I think each party should pay their fair share of it, which is \$2,000. That would be unfair to have one party pay the full \$6,000.

Mr. Lanier asked is it a one-time collect, or can it be set up so there's a recurring payment?

Mr. Eckert stated unless there's a reason why it can't be done as one payment, my suggestion would be one payment so then everybody can clean the slate and move on.

Mr. Lanier stated you guys see our dilemma that it's our neighbors and it's our neighborhood that was damaged. We don't necessarily want to over burden somebody, but it's not an action we did. We voted on the privileges, and I think we do deserve restitution. I know \$2,000 is a big chunk of money, but I think the community is owed that and if it isn't something that can be done at once, I wouldn't mind seeing some sort of payment plan associated with it.

Mr. Horton stated if something like this pops up in the future, we should suspend privileges until restitution is made for the damages. That seems fair to me. I know we've already voted on it.

Mr. Eckert stated you've got language in the policies that people are responsible for the damages they cause, and usually it's the parents responsible for damage for the minors. In this particular situation, I just want to make sure you're not acting as a judge and that we're crossing over into that. You've said the amenity privileges can be reinstated. If you want to have a provision that you can't use the privileges until you make restitution, we may have a situation where it's a \$20,000 claim, where the insurance companies are fighting it out and you're going to be applying that rule to that person and they're not going to be able to use the amenities for years. Those are the kind of things I get concerned about when we have that. I'll defend it the best that I can, but that would be the extension of that kind of policy. Somebody's suspension may be held up because of something they don't even have control over anymore.

Ms. Giles asked could they enter into a payment plan with the family and on that payment plan it states failure to make payments in accordance with this plan your amenity privileges would be suspended?

Mr. Eckert stated let's get back to where the Board is. I've heard split it up from Supervisor Horton. Does anybody disagree?

There were no objections from the Board.

Mr. Eckert asked Jay, have you had any conversations about whether or not the family will be willing to pay a third of the cost?

Mr. Soriano responded originally Ms. Miller talked to me about that before and she was good with that. She was even prepared for the fact that she may be asked to pay for more, but she knew that was a lot to put on somebody. I understand that too. To match the quote we received, it was actually \$6,017.13, so the total would be \$2,005.71 for a third. We just have to try to deal with the other two families.

Mr. Horton stated if this family is willing to pay, can we take the other two families to court?

Mr. Eckert stated for those two, we may make another run with the police, and if the police aren't going to do anything about it, then that is what we would have to do. I can advise you on the economics of that in a future meeting.

Mr. Thomas asked what would be the next steps between the Board and the resident involved?

Mr. Eckert stated if the Board could by motion say in exchange for payment of the third of the damage, the Board will consider this matter closed in relation to this resident.

On MOTION by Chairperson Nelsen seconded by Mr. Lanier with all in favor considering the matter of the damage to the slide at Cannons Point closed as to this one minor only upon receiving payment from Ms. Griffin equal to a third of the cost of replacement was approved.
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Mr. Eckert stated going back to your comment about the suspension for nonpayment. I can look at that and you and I can talk offline about whether or not there's a way we can address the concern in a way that doesn't have the bad consequences that automatically jump to lawyer's mind.

Mr. Horton stated yeah, I think you went to an extreme situation there and we're not really that extreme here, I don't think.

Mr. Eckert stated you're right, that's not exactly how we should draft our policies, so I want to take that under advisement and work with you on that. I have had situations drag on for years before with damaged infrastructure, but that's not the situation we're dealing with right here.

A resident stated I do think adding something that says if you don't have it done by this date, I think that would suffice. I can't exactly speak on behalf of the other families, but moving forward with a payment plan, I think you'll get a lot more out of that than saying give me \$2,000 at one time.

Mr. Thomas asked do we need to motion to move forward with the other two families? We're just going to let CCSO handle it?

Chairperson Nelsen stated that'll be more of a staff directive to see if Jay can contact them.

Mr. Eckert stated their suspension is still intact. Jay and I will talk about what we should do moving forward. He's going to have to make a call to find out from the Sheriff's office whether or not they're going to do it, and then we can also reach out to the families about some sort of payment plan if they're interested in that.

Mr. Lanier asked do we need to set a timeframe for the payment?

Mr. Eckert responded I think we need to figure out what avenue we're going first. I think Jay is going to make a phone call and the police will say whether they're going to do something or not, and at the same time we can reach out to whatever the last contact we have for the families.

Mr. Lanier stated I meant for the Millers.

Mr. Eckert stated I think that would be a good idea. We can talk to them now about when they think they could make that payment.

Mr. Lanier asked what is too long? Personally, I don't want to over burden the family. For 12 months we're looking at about \$165 a month, 15 months is about \$130.

A resident stated twelve months is fine.

On MOTION by Mr. Lanier seconded by Mr. Horton with all in favor a twelve-month payment plan for Ms. Griffin's restitution payment was approved.

Mr. Eckert stated get with Jay about setting that up and you guys can talk about dates and all that kind of stuff.

Chairperson Nelsen stated we appreciate you guys coming.

FIFTH ORDER OF BUSINESS

Acceptance of the Fiscal Year 2021 Audit Report

Ms. Giles stated districts are required to have an annual audit done by an independent CPA. The report completed by Grau & Associates for the fiscal year ending September 30, 2021 is included in the agenda package. On page one of the report under the opinions paragraph it says, "In our opinion, the financial statements referred to above present fairly in all material respects, the respective financial position of the governmental activities in each major fund of the District as of September 30, 2021." On page 26, the third paragraph under internal control over financial reporting says, "Given these limitations during our audit, we did not identify any deficiencies in internal control that we consider to be a material weakness." On page 28 the third paragraph reads, "In our opinion, the District complied in all material respects with the aforementioned requirements for the fiscal year ending September 30, 2021." On the management letter it says, "The purpose of this letter is to comment on matters required

by Chapter 10.550 of the Rules of the Auditor General for the State of Florida. Accordingly, in connection with our audit of the financial statements of the District, as described in the first paragraph, we are reporting on the current year findings and recommendations, status of prior year findings and recommendations, and compliance with the Provisions of the Auditor General of the State of Florida.” There were no significant findings with any of those matters.

On MOTION by Mr. Horton seconded by Chairperson Nelsen with all in favor the fiscal year 2021 audit report was accepted.

SIXTH ORDER OF BUSINESS

Discussion of the Fiscal Year 2023 Budget

Ms. Giles stated the public hearing to adopt the budget is scheduled for September 12th at 6:00 p.m. here at the Plantation Oaks Amenity Center. The table on page 22 has the details for all of the changes that we made at the last meeting.

Mr. Horton asked did the budget change since the last meeting?

Ms. Giles responded we made the changes that the Board recommended for the single-family units to have an increase of \$180, with all other units proportionally increased.

Mr. Horton stated I’m okay with it the way it is.

Mr. Eckert stated you’ll have another chance to look at this at your budget hearing, this is just in case somebody wanted to talk about it.

Chairperson Nelsen asked the notices will go out?

Ms. Giles stated they should soon.

Mr. Horton stated a good example of extra maintenance that is required is the engineer’s report. They’re minor things, but it’s going to take labor and money to get them done.

Mr. Soriano stated yes, a lot of things on that report like simple erosion and sidewalk repairs.

SEVENTH ORDER OF BUSINESS

Other Business

There being no other business, the next item followed.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There being nothing to report, the next item followed.

B. District Engineer – Acceptance of the Annual Engineer’s Report

Ms. Giles stated the engineer has ten items listed on his report. I’ll let Jay go over those.

Mr. Soriano stated there are a couple of items I want to point out. One that they talked to me about and pointed out at your sister district’s meeting are a couple of the ADA concerns. The biggest concern with that is those sidewalks and ramps were built at a time where some of these requirements weren’t in place yet. There was an update a couple of years after your facility was built and we need things like the rumble mats on the ramp, or it has to be poured into the concrete. There is one that is coming off of the county’s right of way, so I’ll have to check that, but they weren’t happy with the slope. The rumble pads we may have to install whether we pour new concrete or install mats. Everything else on the report is naturally occurring. You’ll see erosion. We’re probably going to have to fill some areas with gravel and then a lot of soil. After a couple of years that will wash away, and we do it again. Their concern is some of those erosion areas are getting high. We just poured a couple of those slabs like on the bridges, and they don’t want to see those crack so that’s what their concern is. We do have to fill those in, but those are going to be constant repair jobs. It’s the same with the cracked sidewalks, those are items we will have to add to my normal priority list. There was one item I’ll direct to Chalon. They noted one of our playgrounds was filled with water. It’s going to be filled with water after it rains. That playground was not designed with a drain. We can install a French drain, and I think that would be helpful, but it’s a lot of digging. I’d rather just put more mulch in. Outside of that, there’s really nothing on there that is a major concern, it’s just a concern of getting more hours and men on the job. The only things I would need direction for are if we want to do rumble strips for the ADA item, or rip up and pour new concrete slabs.

Mr. Horton stated I’m looking at the last two pictures on the report, and for example, the entrance to the rec center, that needs a rumble strip? I don’t understand why you’d have to put a rumble strip there. It seems like it would be more of a tripping hazard than anything else.

Mr. Soriano stated because it leads to the road. It’s for the blind to feel the bumps so that they know they’re entering a road.

Mr. Horton asked how about the parking spots?

Mr. Soriano responded that's actually a ramp that comes down towards the handicap zone and there's no rumble things there either. That's where you would normally see it. Most of our sidewalks were built before the update to ADA. We've been around for 18 years. He did have a lot more for me until I told him most of the sidewalks are owned by the county.

Mr. Horton stated just an observation going around the neighborhood, I noticed rumble strips that you put the pads in don't last that long. A lot of them are more tripping hazards now than they were before.

Mr. Soriano stated that's my only concern is they last about seven years. There's glue underneath them so the glue comes up with the weather. I'm surprised our speed bumps in front of the amenity center have lasted as long as they have. We drill them in and then they get glued to the asphalt, so they tend to come up. We have to watch them. There is a big difference in cost between tearing one out and getting a company to pour a slab with the bumps formed in that last forever. I can bring back quotes to do some of those. If we're worried about it, I can put down mats for now. They're a few hundred dollars, but we can put them down to meet any requirements and if this is going to be a longer-term fix then I can bring you guys quotes to pour slabs with them formed in.

Mr. Horton stated some of the approaches to the bridges have quite a drop off. Is the solution going to be to fill it in and put grass up to the sidewalk?

Mr. Soriano responded yes and it's just going to slowly erode, so we will have to keep filling it in. We can put native plants and grasses there and the roots will help hold the dirt a little longer, if we can get them to grow. That's always hard on the sides, especially if that's where people hang out and fish. We're going to be constantly fighting erosion. If you've looked under many of them, you'll see chunks of concrete from where we broke up the original sidewalks. We will end up having to use a lot of that too and filling in with dirt around that. With these reports they're looking at all the facilities. I'm concerned with the safety concerns first.

Mr. Horton stated he only looked around the rec center, he didn't check the parks?

Mr. Soriano responded they go by, but they don't really get out and check whereas they do a full walk-through of the fitness center, soccer fields and the building, but they go by

everything. They check your waterfall, the columns at the front but they're a little quicker because they're driving through.

Mr. Horton stated it just seems like he would've found something somewhere with all the parks that we have.

Mr. Soriano stated some of the smaller items they wouldn't take time to note. They're really looking for the larger items.

On MOTION by Mr. Horton seconded by Mr. Lanier with all in favor the annual engineer's report was accepted.

C. District Manager

There being nothing to report, the next item followed.

D. Operations Manager - Memorandum

Mr. Soriano stated this month is a little bit slower event-wise. I try to plan it that way because the July 4th weekend is our busiest month. We get back to our back-to-school parties and movies at the pool next month. We have a dive-in movie planned for each pool and then we get back to doing the events on the green. We have two high school teams that use the Middle Village pool, and they fight over practice times, which means we get a little over flow some days when they have a meet and they can't both practice, so they go to your pool. That generally starts in August also. The meets don't start until school starts though.

Our facility usage is the highest we've been in a couple of years. I thought last summer when we lifted all of the restrictions that things would get back to normal, but that hadn't happened yet. We are starting to build back up, so the check-ins at the pool and fitness center were almost up to 7,000 this last month. It's been a long time since we've had that kind of usage. If you look back at 2018 and 2019, your July month was closer to about 9,000. Your sister district was at about 10,000 at that time. Those were the times we were worrying about whether we are maxed out and we have to ask people to stand outside until a family leaves the pool. If you look at the cards printed, you'll notice we did 759 cards. That's the most that we've done in a month in a very long time.

On the operations side, there are a couple of items I will go over that are not on the report. I wanted to update you on pickleball. I know they're waiting for me to get moving, so

I've had a couple of discussions with them. We started clearing out a lot of trees this month. Chalon's group will be here this week to help with the rest of them, but we took out quite a bit around the basketball courts, tennis courts and where the pickleball courts are going to be. I'll work with their group if they can help with a couple things. We still have to pressure wash all of the courts to get them ready for repairs. If I have all supplies as far as asphalt for the areas that need to have asphalt reapplied and rubber filler for the cracks. The pickleball group can also help when I get to painting the first layer. That doesn't take anything but rolling it out, so I'll be glad to have them come out to take care of some of those labor hours. I do have somebody set up to do lining. When it comes to lining and special painting, they've asked me about doing contrasting colors. We already have that for our tennis courts, so it's not a bad thought, it's just added time and work. That will be separate, it's going to be our more expensive contractor. I have let them know that it's going to be slow because the pools are always the biggest concern. We have to keep those running and keep people happy. I told them we will try to keep to the schedule.

One of the items that is not on the report that I wanted to go over is our pools and pool cleaning. We have our maintenance company that helps out with a lot of the heavier work, backwashing, maintenance items and things like that, but I also trained a lot of our guards and our staff to do a lot of the cleaning. They did a great job this year and I got a lot of compliments in May and June, but July comes, and we have had some really hot water. We're also getting buildup of things like algae. They are cleaning, but they are much busier, and I need them to be able to fight this. The one way a lot of other neighborhoods that have multiple facilities fight this is to do the shocking of the pool, which is dumping a lot of chemicals to kill everything in the pool and then you have to spend the next day cleaning. You can't jump in the pools; you have to wait for it to get back to normal. We have districts that shut down their facilities because they have another facility they can go to, so they pick a day to do this and they do it throughout the summer. I try not to do that because people like to use the facilities all day, every day, but I do think I'm fighting it so much now and the staff is so busy trying to keep the place clean that we're going to need to. I wanted to get past the July 4th weekend and the following weekend for people that were here for vacations and things like that, but we're going to plan on closing down starting this week at your facility one day during the week, I'm actually looking at tomorrow. I'll send an email out after these meetings to let people know

that is what is going to happen for the next few weeks. When it opens back up, this side will be closed, that way I can get both back open and ready for the weekend on Thursday. I've already checked one to make sure I'm staying away from any birthday parties and things like that.

Mr. Thomas asked are you talking about just the lap pools?

Mr. Soriano responded it's going to be easier to shut down the whole facility, not just the slide pool, but the lap pool and slide pool because I can take those guards and they can scrub pretty much all day long.

Mr. Lanier asked how long does it take the water to get back to normal?

Mr. Soriano responded 24 hours. We have to have the chlorine content at 10 or lower for the health department to allow us to open.

Chairperson Nelsen asked how often are you going to have to do that?

Mr. Soriano responded just once a week until the end of summer, which is really just one month. Once the kids go back to school, we go to that limited schedule anyway.

Mr. Horton stated if were to change over to the salt, would that make a difference?

Mr. Soriano responded it's going to help a little bit. Algae has a tougher time growing in saltwater, but it still can. The biggest problem with the algae spots on your side are the ducks. You can walk around the deck and see where they nest at night. Some of them had babies this last week, so we had problems with babies on the pool deck and we're not allowed to touch the nests. It gets bad because when it gets this hot they heat up and explode and they stink.

Mr. Horton asked even though it's an invasive species?

Mr. Soriano responded that's an argument for fish and wildlife, they still cover them. That's our biggest culprit because they swim in the pond, and they bring the algae from the pond to our pool. We did have a good year when we first put up the privacy screening around the pool, because they don't like to fly much. Your slide pool down by the side of the pond, you have that short fence and direct access in some spots, so they just walk up and make nests.

Mr. Thomas asked is the same fence where other visitors like to come in at night?

Mr. Soriano responded kind of. We had a problem the other night. They have now started pulling bars on the door and sliding through. They were going around back to the shorter fence area, but now they're just going straight through. I'm guessing it's late at night

when there's nobody around. I just wanted to warn you guys because whenever I shut a pool down, I hear it from the residents.

Mr. Thomas asked you'll coordinate it with the Orca swim team?

Mr. Soriano responded yes. The rec team only has about a week left, so they will be okay, but they're going to have until Wednesday and then they're going to have to figure something out.

Mr. Thomas stated I have a question for the new neighborhood going in as to where they can and can't put their signs to advertise and what we own and what we do not own. In the median they have put signs and now they're putting what I call garage sale signs out as well. From my understanding, the plastic signs are a no-go, but I guess we do not own the middle section of the road?

Mr. Soriano responded we don't truly own any of the medians in Oakleaf, they're all part of the right of way. We maintain them all and there are also permitting rules for signage in right of ways. We even dealt with that with our own sign, and it took us a long time to get approval, so I did talk to public works and asked them to look into right of way permitting to see if these guys have even done a permit for it. If not, we can tell code enforcement. I don't want to send my guys to do anything like take down the signs, because it's not really our property. Even with permits you're not allowed to place the small plastic signs. We allow people to put those signs out for yard sales and open houses and even then, we allow that on Friday, Saturday and Sunday because I'm not going to send my guys out to pick them up. Come Monday, the guy that goes around on the golf cart for all of the outside janitorial will start picking those up. So, the plastic ones we will start taking away, but the bigger ones on posts the most I can do right now is rely on the county.

Mr. Horton asked is it closer to where they're building?

Mr. Thomas responded no it's at the very beginning of Oakleaf Plantation Parkway. It's a black post with a red and white arrow that says new homes and there are about four or five of them and they're all in the median. Then they added the small plastic ones. As you go around the curve past the elementary school, they also have two on the right-hand side because there is no median. Do we own between that road and that sidewalk? They also have a post over there.

Mr. Soriano responded past the school the Cannons Point edge, you have that cut through into the cul-de-sac at Cannons Points where the trucks like the park, we own that side.

There are still county right of ways there, so if they have a permit for the county right of way they are allowed to plant their signs. If there's anything that allows us with moving forward with pulling them, I will unless we don't own the areas.

Mr. Thomas stated the third place is at the entryway, because we still own 1,000 feet past the white fence, and they have all sorts of stuff there. I understand on the right-hand side where the Oaks sign is, they do own a small bit of property, however on the other side 1,000 feet in they have all sorts of flags. If that is not permitted, they need to go too.

Mr. Soriano stated it's about how much you guys want to get into the builder. It is typical for them to advertise a new neighborhood.

Mr. Thomas stated they can advertise in their own space then. They were doing a lot of concrete work this weekend. I know they finished the sidewalks and stuff. Do we need to have Peter come out to make sure they did not tie into our power lines like this other neighborhood did and stuff like that? That would obviously be at a cost to the District. Or do we go on good faith that they didn't tie into.

Mr. Soriano stated we pay Clay Electric a flat rate, so it doesn't increase. The way it works with almost all roadways is they measure it out and say you have 40 lights on this section so we're going to charge you this month every month. Whether all 40 work or they're on all the time, we get charged the same. If they were to do something like that without Clay Electric's approval, they would get free lighting. It doesn't change for us at all. What I don't want is them to install a meter and try to hand it off to us. We do own areas out there. If they put posts out there and say well you guys own property and there are streetlight posts out there, I don't know that we need to light that area. It doesn't go into anything of ours.

Mr. Eckert stated I don't know that you need to light that area, but the connection to utilities is something that if you're not concerned about it, then I understand that but it is something we've seen before. Going back to the signs, anything that is on the county right of way, you're exactly right that it is county permitting so they deal with that. We can talk to them and ask them to make sure it was done right, but it's not really our issue. Sometimes the original developer will have easements along lands that allow signage to be put up, but if it's on our land and there is no easement that allows them to do that, then I'm okay with taking it down because they didn't get our permission and we are the landowner, absent there being some agreement that I don't know about.

Mr. Thomas asked so the ones on the right-hand side you can look into?

Mr. Eckert stated I would reach out to them and say you don't have the right to do this, if you think you, let us see that, but in 48 hours they're coming down so you can take them down, or we can take them down.

Mr. Soriano stated we definitely don't have an agreement with them.

Mr. Thomas stated if there's any way we can say since you're using our roads, would you like to contribute to the cost of the one entrance. I understand when this was being built, it was all being built together and there was an agreement. Would it be worth sending a letter to say your community is going to be accessing this one entrance and exit, would you like to contribute to the landscaping.

Mr. Soriano stated we have a cost share agreement with Eagle Landing. This was their only entrance, and they share some of the costs for everything we do on this road. I've asked about this before, because I look at Forest Hammock the same way. They have to come through our neighborhood, but it's not a CDD so we have less ability to force them to do something and I think that's going to be the same there, but I don't agree because you guys pay for that through your O&M and the bonds that built the roads and they're not going to be contributing whatsoever, but I don't know that we have any recourse.

Mr. Eckert stated he can ask.

Mr. Horton asked you said we own where the fence used to be on the roadside?

Mr. Soriano responded we're going to end up owning both sides all the way down. Right now, the original developer still owns where the Oaks brick wall is. They would just have to deed that part over to us as far as the grass part, and then there is county right of way. The county will own the sidewalk and the roadway. We currently own everything that runs along the back of the houses and the white vinyl fence on the other side of Fall Creek. That goes all the way to an electrical box about 1,000 feet down. We don't cut the grass or do anything back there too and that was a concern before if they tried to force us to cut the grass. I don't think there's a requirement to.

Mr. Horton asked is there going to be a dead area between Fall Creek and where they're building their houses?

Mr. Soriano responded yes; the houses start back a little ways. The left-hand side, there's no houses, that's just the back of the Oakleaf homes in Fall Creek.

Mr. Thomas asked they can't build on that?

Mr. Soriano responded it's too small. There's no plan there.

Mr. Lanier asked how are we doing on staffing of the pool?

Mr. Soriano responded Susie is here. I know it was asked to give an update on that so we will go through that if you want.

Mr. Lanier asked do we have enough bodies if we wouldn't have to shock the pool to clean, or are we hurting for bodies?

Mr. Soriano responded we're a little short, but able to keep everything open and that's going to help out because then we definitely don't have to worry about needing more people because we have a day where it's closed. But the reason it's closed is to shock the pool, not because of staffing.

Ms. Raab stated August changes where we go every other day so we wouldn't have to do that. It's just the heat right now making it worse so the only option we have is to shock it. We're good body wise, we're on top of all that.

Mr. Lanier asked how are we doing on the audit of the access cards and where are we with the age cut off?

Mr. Soriano responded we're still nowhere near done. The age we're going through now. At the pool it's been helpful because Susie's staff warns people. We have cards we're going to be repossessing for people that have two or three kids if they're grown. Those parents have not given us pushback. We've seen a good understanding and I think it's because we're offering a free card. Forcing them to come in is tougher. We've told them all and they've all agreed to it, but we haven't gotten them all. We've warned people that eventually that card will turn off. For that part it's probably a third of the way done. We do an audit for rental changeovers and things like that every year. As soon as we finish one, we start the next one, but for the kids, we want to make sure all the kids are recorded properly and all of the adult kids we gave them until next year to come in with their driver's license and mom and dad will be signing an affidavit that the kid still lives here.

Mr. Thomas stated the irrigation guys have been working hard lately. Any updates?

Ms. Suchsland responded we're working hard and trying to keep up with everything now that the daily rains have started. We've gotten full staff now so that's helpful. Most of the

red mulch on your side is completed. We started pine straw this weekend and we will be doing that through this week. Trees will be starting Wednesday.

Mr. Soriano just to point it out again, Chalon's crew works weekends. It's really rare that we get that. They do a good job. Last year we talked about making up for rain. I don't have to worry about that with them.

Mr. Horton stated I'm the one that requested Susie show up. I'm just curious about some things. I keep seeing on the news where it's hard to find lifeguards. Are we short?

Ms. Raab responded we have less this year than we normally do, but a lot of my guards don't want just four-hour shifts, they want to work all day and take their breaks, so this year we've tried to give them longer shifts and we have some really good guards that are still here and doing a great job and asking to pick up hours, so we're fine. We had a class last weekend and picked up three more just because when kids go back to school some of ours will have to quit because of sports and school, but it's not a whole lot different for me. Our people come from word of mouth and siblings year after year, so we don't really have to advertise. I'm the trainer so I run all of the classes myself, and that's how I get people.

Mr. Horton stated I saw you post asking for people interested in the lifeguarding class. You said the starting pay was \$10.75? I thought we paid more than that.

Mr. Soriano stated that's the starting rate for the first year, but most of our people make more than that.

Ms. Raab stated the head guards get additional pay of \$0.75 and there's some additional things that boost them up. We pay well compared to most places around.

Mr. Soriano stated our supervisors are the highest. Our average is a little above \$12 per hour.

Chairperson Nelsen asked they have to pay \$200 to start, right?

Mr. Soriano responded yes, they pay for their certifications and things like that. Certain things like the certified pool operator training, they all get an opportunity to do it. If they are good guards and they can add on a job, they can take the class and if they complete a year of work they get reimbursed for that, so they do get benefits like that also. We put it out there in July and we've only had a couple do it and those are my guys that clean the pool now.

Ms. Raab stated if you're a resident, the certification is \$200 and if you're not, it's \$225. The uniform is also included in that. That's \$75 minimum. The suits are \$40 and they get

the fanny pack, lanyard, trunks and whistle included as well. They also get bonuses, so if you stay the entire season, you have a possibility of getting \$50 or so depending on how you rate at the end of the year. So, by the time the year comes, and they have to recertify, they've gotten all their money back.

Mr. Horton asked how many classes did you have any how many lifeguards did you charge?

Ms. Raab responded I just had my 800th kid. I've been here twelve years. We used to do bigger classes pre-COVID. Now I will do a minimum of five kids per class. I'm the only instructor. We have a couple of people that have been trained, but until they get their certification, it's just me. This year we've had about 30 kids go through the lifeguard classes total. We had to do all of our recertifications as well.

Mr. Soriano stated I believe this is the fifth class this last week.

Mr. Horton asked when you say recertify, do they have to go through the whole class again?

Ms. Raab responded yes, every two years. We do training on deck as well, but it's very important, especially with CPR and using a backboard out of the water, they have to be able to refresh their skills so every two years they have to redo the whole thing; online, in water and paper test. I keep that in my file in case something ever happens we want to show the Red Cross the proper training was received.

Mr. Horton asked how are the swimming classes going?

Ms. Raab responded right now I'm the only instructor, but Jack, the swim team coach has been helping us. We had a little girl that was helping out with the babies. Next week is her last week and then I'm offering mommy and me until the end of August.

Mr. Horton asked how many mommy classes and how many kids?

Ms. Raab responded we have put through about 140 kids for swim classes so far. It's not as busy as it normally has been. We're on session 12 right now. Each one is a week. The attendance rates vary. One week we had 16 kids and one week we had nine. The very first week we had four because they were still in school. This week I've had 22 kids.

Mr. Horton stated to me that's one of the more important things you can do is teach kids to swim.

Ms. Raab stated yes, we're surrounding by water. We don't just teach swimming lessons, we also teach water safety, which is super important for little kids to understand how to be safe around the water.

Mr. Horton asked are there any issues? Anything the board can make better for you?

Ms. Raab responded I don't think so. Jay has been really great if I ever have an issue. I try to keep him posted so he guides me in the right direction if I'm not doing the right thing, because ultimately everything falls back on him.

Mr. Horton asked are the residents overall behaving themselves this summer?

Ms. Raab responded we get the same bunch of people every year that just start yelling at people. We train the kids to understand to be professional and kill them with kindness. If you know the rules that you're enforcing, people are a lot better about understanding.

Mr. Horton stated I was up there the other day, and I met the lady on the desk there. She appeared to be really good at it.

Ms. Raab stated yes, she's awesome. People were thanking us on the 4th of July for being here and I don't think we've ever gotten that before so that was good.

Mr. Horton stated I noticed she had a copy of the rules right in front of her.

Ms. Raab stated yes, I gave them to her right at the beginning. They all get them when they first get fired and I tell them, if you don't know it, you can't enforce it, so make sure you understand it. She's been really good about that.

Mr. Lanier asked S3, how are you doing?

Ms. Dietrich responded we're doing good. The biggest issue is just chasing people out of the pool after hours. They were hopping the fence, I'm not sure what they're doing now, maybe using a crowbar?

Mr. Soriano stated they bent the iron and we've seen that over at the basketball courts. Now they've finally started doing it at the pool, so I'm going to have to beef that door up.

Mr. Lanier asked what about vandalism out at the fields?

Ms. Dietrich responded I think the only vandalism this last month was some paint on one of the tables and they've chased a few people out of the fields and the parking lot. It's mostly just the pool and parking lot.

Mr. Lanier asked where are we with the golf cart?

Ms. Dietrich responded they're on the golf cart now so they're super mobile.

Chairperson Nelsen asked are we having the issues with the motorized scooters that they're having over here?

Mr. Soriano responded they still have it, but it's not as bad. Over here it's pretty bad. We had a long discussion in their meeting earlier. These guys are pretty quick. If somebody goes out on the field, we get them right away, but you'll have some people that go around the road and track and they head out.

NINTH ORDER OF BUSINESS

Audience Comments / Supervisors' Requests

Audience Comments

There were no audience members present.

Supervisor Requests

Chairperson Nelsen stated I wanted to remind everyone that the meeting next month is on the third Monday instead of the second Monday.

Mr. Horton stated I mentioned earlier about the pools being changed over to salt. Is the leak considered fixed now?

Mr. Soriano responded I did the other side to make sure even a small leak isn't going to affect anything. I had my first health inspection and I explained to her what it is and she said as long as we have it marked off, she's good with it being open so we don't have issues with kids falling holes, but she wasn't worried about it being there for repair purposes.

Mr. Horton asked so the change to salt we still have a ways?

Mr. Soriano responded no, we can put that in motion, however I don't get much savings in the summer because I use more chemicals in the summer. Especially now that I'm going to be shocking, I'm going to be wasteful with that chlorine. So, right now, I want to keep that Poolsure account. It would be a waste to get that salt now. Right before the budget we got our third letter for a fuel surcharge for their deliveries. Off-season, we pay that same flat rate so we will see our greatest savings. There are times we get deliveries once every five or six weeks, yet we still get charged for the month. If I can get rid of it by the fall that's when we will see that savings.

Mr. Horton asked how about the cardio room? Do we have any new equipment yet?

Mr. Soriano responded the cardio room is good and everyone is loving it. It's the delivery of the new stuff. I'm getting no word from the company that does the refurbished

equipment on when they're going to get supply, but they're not planning on doing any delivery of manufacturing of quarter four, which is September/October. That's where we're at with a lot of items. With the pickleball stuff I have fencing supplies I have to get, and manufacturing delivery is still slow in a lot of places.

TENTH ORDER OF BUSINESS**Next Scheduled Meetings**

Ms. Giles stated the next scheduled meeting is August 15th at 4:00 p.m. at the Plantation Oaks Amenity Center.

ELEVENTH ORDER OF BUSINESS**Adjournment**

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

Secretary/Assistant Secretary

Chairman/Vice Chairman

B.

Double Branch

Community Development District

Unaudited Financial Reporting
June 30, 2022



DOUBLE BRANCH
Community Development District
Combined Balance Sheet
June 30, 2022

	Governmental Fund Types					Totals
	General	Recreation	Capital Reserve	Debt Service	Capital Projects	(Memorandum Only)
ASSETS:						
Cash	\$124,831	\$62,506	\$328,365	---	---	\$515,702
Petty Cash	---	\$672	---	---	---	\$672
Investments:						
<i>Series 2013A-1</i>						
Revenue	---	---	---	\$620,489	---	\$620,489
Reserve A1	---	---	---	\$868,932	---	\$868,932
Prepayment	---	---	---	\$144	---	\$144
Acquisition and Construction	---	---	---	---	\$18,615	\$18,615
<i>Series 2013A-2</i>						
Reserve A2	---	---	---	\$95,634	---	\$95,634
<i>Operations</i>						
Custody Account-General Fund Excess	\$10,433	---	---	---	---	\$10,433
Custody Account-Recreation Fund Excess	---	\$843,603	---	---	---	\$843,603
Custody Account-Recreation Fund Reserve	---	---	\$73	---	---	\$73
<i>State Board</i>						
General Fund	\$2,496	---	---	---	---	\$2,496
Recreation	---	\$184,512	---	---	---	\$184,512
Capital Reserve	---	---	\$1,091,635	---	---	\$1,091,635
Due From Capital Reserve Fund	---	\$300	---	---	---	\$300
Due from Other	\$25	\$137	---	---	---	\$162
Due From Middle Village	---	\$6,192	---	---	---	\$6,192
Electric Deposits	---	\$4,583	---	---	---	\$4,583
Prepaid Expenses	\$0	\$1,134	---	---	---	\$1,134
TOTAL ASSETS	\$137,784	\$1,103,639	\$1,420,074	\$1,585,199	\$18,615	\$4,265,311
LIABILITIES:						
Accounts Payable	\$3,305	\$10,462	---	---	---	\$13,767
FICA Payable	\$153	---	---	---	---	\$153
Accrued Expenses	---	\$11,928	---	---	---	\$11,928
Due to Rec Fund	---	---	\$300	---	---	\$300
FUND BALANCES:						
Nonspendable	---	\$4,583	---	---	---	\$4,583
Restricted for Debt Service	---	---	---	\$1,585,199	---	\$1,585,199
Restricted for Capital Projects	---	---	---	---	\$18,615	\$18,615
Assigned	---	---	\$1,419,774	---	---	\$1,419,774
Unassigned	\$134,326	\$1,076,665	---	---	---	\$1,210,991
TOTAL LIABILITIES & FUND EQUITY	\$137,784	\$1,103,639	\$1,420,074	\$1,585,199	\$18,615	\$4,265,311

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

	AMENDED BUDGET	PRORATED BUDGET THRU 6/30/2022	ACTUAL THRU 6/30/2022	VARIANCE
Assessment - Tax Roll	\$177,890	\$177,890	\$178,354	\$464
Interest Income	\$200	\$150	\$14	(\$136)
TOTAL REVENUES	\$178,090	\$178,040	\$178,369	\$329

EXPENDITURES:

Administrative

Supervisor Fees	\$12,000	\$9,000	\$8,400	\$600
FICA Expense	\$918	\$689	\$690	(\$1)
Engineering	\$5,000	\$3,750	\$793	\$2,958
Arbitrage	\$700	\$700	\$700	\$0
Dissemination	\$1,600	\$1,200	\$1,125	\$75
Assessment Roll	\$8,212	\$8,212	\$8,212	\$0
Attorney	\$42,000	\$31,500	\$15,789	\$15,711
Annual Audit	\$5,900	\$4,425	\$2,000	\$2,425
Trustee Fees	\$8,815	\$6,611	\$0	\$6,611
Management Fees	\$61,762	\$46,321	\$46,321	(\$0)
Information Technology	\$2,142	\$1,607	\$1,607	\$0
Telephone	\$600	\$450	\$275	\$175
Postage	\$1,900	\$1,425	\$372	\$1,053
Printing & Binding	\$3,000	\$2,250	\$263	\$1,987
Records Storage	\$300	\$225	\$0	\$225
Insurance	\$9,166	\$9,166	\$8,625	\$541
Legal Advertising	\$2,800	\$2,100	\$787	\$1,313
Office Supplies	\$350	\$263	\$11	\$251
Website Compliance	\$2,500	\$1,875	\$1,875	\$0
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
Other Current Charges	\$0	\$0	\$13	(\$13)
Reserve	\$8,250	\$0	\$0	\$0

TOTAL EXPENDITURES	\$178,090	\$131,943	\$98,033	\$33,911
EXCESS REVENUES (EXPENDITURES)	\$0		\$80,336	
FUND BALANCE - Beginning	\$0		\$53,990	
FUND BALANCE - Ending	\$0		\$134,326	

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:													
Assessment - Tax Roll	\$0	\$15,149	\$152,907	\$1,917	\$1,992	\$1,106	\$2,534	\$1,269	\$1,481	\$0	\$0	\$0	\$178,354
Interest Income	\$3	\$2	\$1	\$1	\$1	\$1	\$1	\$2	\$3	\$0	\$0	\$0	\$14
Miscellaneous Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Revenues	\$3	\$15,151	\$152,908	\$1,918	\$1,993	\$1,107	\$2,534	\$1,271	\$1,484	\$0	\$0	\$0	\$178,369
Expenditures:													
<u>Administrative</u>													
Supervisors Fees	\$1,000	\$1,000	\$800	\$1,000	\$800	\$1,000	\$1,000	\$800	\$1,000	\$0	\$0	\$0	\$8,400
FICA Expense	\$77	\$77	\$61	\$77	\$72	\$89	\$89	\$66	\$83	\$0	\$0	\$0	\$690
Engineering	\$0	\$0	\$195	\$0	\$0	\$0	\$0	\$598	\$0	\$0	\$0	\$0	\$793
Arbitrage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$700	\$0	\$0	\$0	\$0	\$700
Dissemination	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$0	\$0	\$0	\$1,125
Assessment Roll	\$8,212	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,212
Attorney	\$2,766	\$245	\$1,351	\$2,008	\$2,159	\$2,985	\$2,102	\$385	\$1,788	\$0	\$0	\$0	\$15,789
Annual Audit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000	\$0	\$0	\$0	\$2,000
Trustee fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Management Fees	\$5,197	\$5,197	\$5,047	\$5,147	\$5,147	\$5,147	\$5,147	\$5,147	\$5,147	\$0	\$0	\$0	\$46,321
Computer Time	\$179	\$179	\$179	\$179	\$179	\$179	\$179	\$179	\$179	\$0	\$0	\$0	\$1,607
Telephone	\$2	\$17	\$55	\$15	\$39	\$66	\$58	\$15	\$8	\$0	\$0	\$0	\$275
Postage	\$184	\$10	\$6	\$8	\$14	\$14	\$5	\$117	\$14	\$0	\$0	\$0	\$372
Printing & Binding	\$64	\$14	\$27	\$10	\$25	\$30	\$28	\$16	\$50	\$0	\$0	\$0	\$263
Records Storage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Insurance	\$8,625	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,625
Legal Advertising	\$70	\$0	\$139	\$0	\$157	\$70	\$157	\$57	\$139	\$0	\$0	\$0	\$787
Property Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$1	\$1	\$6	\$0	\$1	\$1	\$0	\$1	\$1	\$0	\$0	\$0	\$11
Website Compliance	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$0	\$0	\$0	\$1,875
Dues, Licenses, Subscriptions	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Current Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6	\$7	\$0	\$0	\$0	\$13
Total Administrative	\$26,884	\$7,072	\$8,199	\$8,776	\$8,925	\$9,914	\$9,098	\$8,418	\$10,748	\$0	\$0	\$0	\$98,033
Excess Revenues (Expenditures)	(\$26,881)	\$8,079	\$144,709	(\$6,858)	(\$6,932)	(\$8,807)	(\$6,564)	(\$7,147)	(\$9,264)	\$0	\$0	\$0	\$80,336

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

AMENDED BUDGET	PRORATED BUDGET THRU 6/30/2022	ACTUAL THRU 6/30/2022	VARIANCE
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REVENUES:

Assessments-Tax Roll	\$1,462,648	\$1,462,648	\$1,466,466	\$3,818
Interest Income	\$1,000	\$750	\$592	(\$158)
Amenities Revenue	\$40,000	\$30,000	\$22,588	(\$7,412)
Sports Revenue	\$13,000	\$13,000	\$14,547	\$1,547

TOTAL REVENUES

\$1,516,648	\$1,506,398	\$1,504,193	(\$2,205)
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EXPENDITURES:

Administrative:

Management Fees - Onsite	\$192,766	\$144,575	\$144,574	\$0
Insurance	\$74,118	\$74,118	\$75,451	(\$1,333)
Other Current Charges	\$3,500	\$2,625	\$2,774	(\$149)
Permit Fees	\$1,635	\$1,226	\$839	\$387

Total Administrative

\$272,019	\$222,544	\$223,638	(\$1,095)
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Maintenance:

Common Area

Security	\$85,000	\$63,750	\$61,405	\$2,345
Security - Clay County Off-Duty Sheriff	\$43,000	\$32,250	\$35,153	(\$2,903)
Water - Irrigation	\$9,000	\$6,750	\$6,405	\$345
Irrigation Maintenance	\$4,250	\$3,188	\$3,051	\$136
Streetlighting	\$33,066	\$24,800	\$21,113	\$3,687
Electric	\$35,000	\$26,250	\$22,289	\$3,961
Landscape Maintenance	\$389,777	\$292,333	\$293,395	(\$1,062)
Common Area Maintenance	\$52,000	\$39,000	\$41,852	(\$2,852)
Lake Maintenance	\$26,840	\$20,130	\$18,630	\$1,500
Repairs and Replacement	\$105,000	\$78,750	\$68,112	\$10,638

Total Common Area

\$782,933	\$587,200	\$571,404	\$15,796
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Recreation Facility

Amenity Staff	\$118,000	\$88,500	\$95,716	(\$7,216)
Refuse Services	\$10,000	\$7,500	\$9,156	(\$1,656)
Telephone	\$5,500	\$4,125	\$3,988	\$137
Electric	\$40,000	\$30,000	\$23,365	\$6,635
Cable	\$8,500	\$6,375	\$5,559	\$816
Pool Maintenance	\$40,000	\$30,000	\$20,543	\$9,457
Water / Sewer/Reclaim	\$48,000	\$36,000	\$36,618	(\$618)
Facility Maintenance-General	\$50,000	\$37,500	\$29,328	\$8,172
Facility Maintenance-Preventative	\$13,117	\$9,838	\$2,670	\$7,168
Facility Maintenance - Contingency	\$34,750	\$26,063	\$18,889	\$7,174
Lighting Repairs	\$8,500	\$6,375	\$5,641	\$734
Special Events	\$10,500	\$7,875	\$1,298	\$6,577
Office Supplies & Equipment	\$2,000	\$1,500	\$675	\$825
Janitorial	\$64,000	\$48,000	\$41,700	\$6,300
Recreation Passes	\$4,000	\$3,000	\$3,253	(\$253)

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

	AMENDED BUDGET	PRORATED BUDGET THRU 6/30/2022	ACTUAL THRU 6/30/2022	VARIANCE
Pool Leak Repairs	\$2,500	\$1,875	\$0	\$1,875
Multiuse Field	\$2,330	\$1,747	\$0	\$1,747
Total Recreation Facility	\$461,697	\$346,273	\$298,399	\$47,874
Total Maintenance	\$1,244,629	\$933,472	\$869,802	\$63,670
TOTAL EXPENDITURES	\$1,516,648	\$1,156,016	\$1,093,441	\$62,575
EXCESS REVENUES (EXPENDITURES)	\$0		\$410,753	
FUND BALANCE - Beginning	\$0		\$670,496	
FUND BALANCE - Ending	\$0		\$1,081,249	

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

	October	November	December	January	February	March	April	May	June	July	August	September	Total
Revenues:													
Assessments-Tax Roll	\$0	\$124,556	\$1,257,230	\$15,761	\$16,378	\$9,095	\$20,831	\$10,437	\$12,177	\$0	\$0	\$0	\$1,466,466
Interest Income	\$31	\$32	\$25	\$27	\$28	\$49	\$72	\$136	\$193	\$0	\$0	\$0	\$592
Amenities Revenue	\$1,497	\$1,167	\$2,373	\$2,285	\$1,741	\$2,284	\$5,519	\$2,157	\$3,566	\$0	\$0	\$0	\$22,588
Sports Revenue	\$0	\$0	\$0	\$2,250	\$0	\$1,175	\$0	\$8,155	\$2,967	\$0	\$0	\$0	\$14,547
Total Revenues	\$1,528	\$125,755	\$1,259,627	\$20,324	\$18,146	\$12,603	\$26,422	\$20,885	\$18,903	\$0	\$0	\$0	\$1,504,193
Expenditures:													
<u>Administrative</u>													
Management Fees - Onsite	\$16,064	\$16,064	\$16,064	\$16,064	\$16,064	\$16,064	\$16,064	\$16,064	\$16,064	\$0	\$0	\$0	\$144,574
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	\$368	\$415	\$0	\$0	\$0	\$2,774
Permit Fees	\$27	\$27	\$394	\$0	\$0	\$0	\$0	\$0	\$391	\$0	\$0	\$0	\$839
Total Administrative	\$91,826	\$16,300	\$16,904	\$16,332	\$16,333	\$16,312	\$16,330	\$16,432	\$16,870	\$0	\$0	\$0	\$223,638
<u>MAINTENANCE- Common Area</u>													
Security	\$7,425	\$5,389	\$5,723	\$8,234	\$5,852	\$7,335	\$6,975	\$7,380	\$7,094	\$0	\$0	\$0	\$61,405
Security - Clay County Off-Duty Sheriff	\$2,261	\$3,459	\$5,473	\$2,969	\$3,468	\$4,480	\$4,002	\$3,703	\$5,338	\$0	\$0	\$0	\$35,153
Water - Irrigation	\$786	\$460	\$441	\$434	\$485	\$1,060	\$1,073	\$873	\$793	\$0	\$0	\$0	\$6,405
Irrigation Maintenance	\$0	\$0	\$1,231	\$0	\$0	\$1,820	\$0	\$0	\$0	\$0	\$0	\$0	\$3,051
Streetlighting	\$2,318	\$2,338	\$2,338	\$2,325	\$2,325	\$2,342	\$2,368	\$2,368	\$2,391	\$0	\$0	\$0	\$21,113
Electric	\$2,541	\$2,240	\$2,466	\$2,516	\$1,551	\$2,520	\$2,727	\$2,926	\$2,802	\$0	\$0	\$0	\$22,289
Landscape Maintenance	\$31,728	\$31,728	\$31,728	\$32,482	\$32,482	\$34,839	\$32,482	\$32,962	\$32,962	\$0	\$0	\$0	\$293,395
Common Area Maintenance	\$4,550	\$4,529	\$6,700	\$2,024	\$2,268	\$4,834	\$6,955	\$6,077	\$3,915	\$0	\$0	\$0	\$41,852
Lake Maintenance	\$2,070	\$2,070	\$2,070	\$2,070	\$2,070	\$2,070	\$2,070	\$2,070	\$2,070	\$0	\$0	\$0	\$18,630
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	\$5,665	\$6,080	\$9,875	\$3,706	\$0	\$0	\$0	\$68,112
General Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Common Area	\$68,559	\$64,193	\$69,271	\$57,743	\$50,634	\$66,966	\$64,732	\$68,234	\$61,071	\$0	\$0	\$0	\$571,404
<u>Recreation Facility</u>													
Amenity Staff	\$9,403	\$5,104	\$7,398	\$4,676	\$3,502	\$5,407	\$8,436	\$11,152	\$40,639	\$0	\$0	\$0	\$95,716
Refuse Service	\$867	\$867	\$867	\$886	\$1,134	\$1,134	\$1,134	\$1,134	\$1,134	\$0	\$0	\$0	\$9,156
Telephone	\$477	\$520	\$497	\$409	\$436	\$408	\$408	\$408	\$424	\$0	\$0	\$0	\$3,988
Electric	\$2,641	\$1,715	\$1,675	\$1,775	\$1,481	\$2,229	\$3,126	\$3,910	\$4,813	\$0	\$0	\$0	\$23,365
Cable	\$696	\$719	\$719	\$540	\$577	\$577	\$579	\$577	\$576	\$0	\$0	\$0	\$5,559
Pool Maintenance/Chemicals	\$2,107	\$2,107	\$2,307	\$2,307	\$2,307	\$2,307	\$2,307	\$2,307	\$2,483	\$0	\$0	\$0	\$20,543
Water/Sewer/Reclaim	\$5,562	\$5,968	\$4,695	\$2,186	\$2,300	\$3,091	\$3,875	\$4,150	\$4,791	\$0	\$0	\$0	\$36,618
Facility Maintenance - General	\$3,866	\$4,137	\$3,731	\$3,298	\$2,326	\$3,628	\$4,167	\$4,175	\$0	\$0	\$0	\$0	\$29,328
Facility Maintenance - Preventative Contracts	\$155	\$485	\$360	\$155	\$360	\$640	\$515	\$0	\$0	\$0	\$0	\$0	\$2,670

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	\$3,135	\$0	\$0	\$0	\$0	\$18,889
Lighting Repairs	\$702	\$706	\$705	\$705	\$703	\$701	\$708	\$711	\$0	\$0	\$0	\$0	\$5,641
Special Events	\$328	\$370	\$75	\$0	\$49	\$0	\$0	\$477	\$0	\$0	\$0	\$0	\$1,298
Office Supplies and Equipment	\$156	\$9	\$51	\$145	\$42	\$42	\$145	\$42	\$42	\$0	\$0	\$0	\$675
Janitorial	\$4,633	\$4,633	\$4,633	\$4,633	\$4,633	\$4,633	\$4,633	\$4,633	\$4,633	\$0	\$0	\$0	\$41,700
Recreation Passes	\$0	\$236	\$1,137	\$0	\$0	\$0	\$0	\$970	\$909	\$0	\$0	\$0	\$3,253
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	\$21,488	\$24,798	\$32,929	\$37,782	\$60,444	\$0	\$0	\$0	\$298,399
Total Expenses	\$194,875	\$110,962	\$117,791	\$98,458	\$88,455	\$108,077	\$113,991	\$122,447	\$138,385	\$0	\$0	\$0	\$1,093,441
Excess Revenues (Expenditures)	(\$193,347)	\$14,794	\$1,141,836	(\$78,134)	(\$70,309)	(\$95,474)	(\$87,569)	(\$101,562)	(\$119,482)	\$0	\$0	\$0	\$410,753

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 June 30, 2022

	ADOPTED BUDGET	PRORATED THRU 6/30/2022	ACTUAL THRU 6/30/2022	VARIANCE
<u>Revenues:</u>				
Special Assessments - Tax Roll	\$1,961,878	\$1,961,878	\$1,967,938	\$6,060
Interest Income	\$800	\$800	\$1,594	\$794
TOTAL REVENUES	\$1,962,678	\$1,962,678	\$1,969,532	\$6,854
<u>Expenditures:</u>				
<u>Series 2013 A-1</u>				
Interest Expense - 11/1	\$353,312	\$353,312	\$353,312	\$0
Interest Expense - 5/1	\$353,312	\$353,312	\$353,312	\$0
Principal Expense 5/1	\$1,045,000	\$1,045,000	\$1,045,000	\$0
<u>Series 2013 A-2</u>				
Interest Expense - 11/1	\$49,738	\$49,738	\$49,738	\$0
Interest Expense - 5/1	\$49,738	\$49,738	\$49,738	\$0
Principal Expense 5/1	\$90,000	\$90,000	\$90,000	\$0
TOTAL EXPENDITURES	\$1,941,099	\$1,941,099	\$1,941,099	\$0
EXCESS REVENUES (EXPENDITURES)	\$21,579		\$28,433	
Net change in Fund Balance	\$21,579		\$28,433	
FUND BALANCE - Beginning	\$687,628		\$1,556,766	
FUND BALANCE - Ending	\$709,207		\$1,585,199	

Revenue	\$620,489
Reserve 2013-1	\$868,932
Reserve 2013-2	\$95,634
Prepayment	\$144
Assessments Receivable	\$0
Total	\$1,585,199

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

	AMENDED BUDGET	PRORATED THRU 6/30/2022	ACTUAL THRU 6/30/2022	VARIANCE
<u>REVENUES:</u>				
Interest Income	\$2,000	\$2,000	\$3,140	\$1,140
General Fund Reserve- Transfer in	\$8,250	\$0	\$0	\$0
TOTAL REVENUES	\$10,250	\$2,000	\$3,140	\$1,140
<u>EXPENDITURES:</u>				
Landscape Reserves	\$10,000	\$7,500	\$0	\$7,500
Capital Projects	\$200,000	\$150,000	\$9,760	\$140,240
TOTAL EXPENDITURES	\$210,000	\$157,500	\$9,760	\$147,740
EXCESS REVENUES (EXPENDITURES)	(\$199,750)		(\$6,620)	
FUND BALANCE - Beginning	\$1,238,762		\$1,426,393	
FUND BALANCE - Ending	\$1,039,012		\$1,419,774	

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

SERIES
2013 A-1 AND A-2

REVENUES:

Interest Income \$14

TOTAL REVENUES \$14

EXPENDITURES:

Capital Outlay - Series 2013 A1 and A2 \$0

Cost of Issuance \$0

TOTAL EXPENDITURES \$0

EXCESS REVENUES (EXPENDITURES) \$14

FUND BALANCE - Beginning \$18,600

FUND BALANCE - Ending \$18,615

Double Branch

Community Development District

Long Term Debt Report

Series 2013 A-1 Special Assessment Refunding Bonds	
Interest Rate:	1.3%-4.25%
Maturity Date:	5/1/34
Reserve Fund Definition:	50% Max Annual on Outstanding
Reserve Fund Requirement:	\$868,932
Reserve Fund Balance:	\$868,932
 Bonds outstanding - 9/30/2013	 \$24,850,000
Less: November 1, 2013	\$0
Less: May 1, 2014 (Mandatory)	(\$860,000)
Less: May 1, 2015 (Mandatory)	(\$875,000)
Less: May 2, 2016 (Mandatory)	(\$890,000)
Less: May 2, 2017 (Mandatory)	(\$910,000)
Less: May 1, 2018 (Mandatory)	(\$930,000)
Less: May 1, 2019 (Mandatory)	(\$955,000)
Less: May 1, 2020 (Mandatory)	(\$980,000)
Less: May 1, 2021 (Mandatory)	(\$1,015,000)
Less: May 1, 2022 (Mandatory)	(\$1,045,000)
Current Bonds Outstanding	\$16,390,000

Series 2013 A-2 Special Assessment Refunding Bonds	
Interest Rate:	5.750%
Maturity Date:	5/1/34
Reserve Fund Definition:	50% Max Annual on Outstanding
Reserve Fund Requirement:	\$95,634
Reserve Fund Balance:	\$95,634
 Bonds outstanding - 9/30/2013	 \$2,900,000
Less: November 1, 2013 (Prepayment)	(\$145,000)
Less: May 1, 2014 (Mandatory)	(\$75,000)
Less: November 1, 2014 (Prepayment)	(\$75,000)
Less: May 1, 2015 (Mandatory)	(\$75,000)
Less: May 1, 2015 (Prepayment)	(\$45,000)
Less: November 1, 2015 (Prepayment)	(\$50,000)
Less: May 2, 2016 (Mandatory)	(\$75,000)
Less: May 2, 2016 (Prepayment)	(\$35,000)
Less: November 1, 2016 (Prepayment)	(\$55,000)
Less: May 2, 2017 (Mandatory)	(\$75,000)
Less: May 2, 2017 (Prepayment)	(\$5,000)
Less: May 1, 2018 (Mandatory)	(\$80,000)
Less: May 1, 2018 (Prepayment)	(\$5,000)
Less: November 1, 2018 (Prepayment)	(\$105,000)
Less: May 1, 2019 (Mandatory)	(\$80,000)
Less: May 2, 2019 (Prepayment)	(\$10,000)
Less: November 1, 2019 (Prepayment)	(\$10,000)
Less: May 1, 2020 (Mandatory)	(\$80,000)
Less: May 2, 2020 (Prepayment)	(\$5,000)
Less: May 1, 2021 (Mandatory)	(\$85,000)
Less: May 1, 2022 (Mandatory)	(\$90,000)
Current Bonds Outstanding	\$1,640,000

C.

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

Fiscal Year 2022 Assessments Receipts Summary

ASSESSED	# UNITS ASSESSED	SERIES 2013A DEBT SERVICE ASSESSED	GENERAL FUND O&M ASSESSED	RECREATION FUND O&M ASSESSED	TOTAL ASSESSED
NET TAX ROLL ASSESSED NET	45,481	1,961,878.15	177,805.17	1,461,950.50	3,601,633.81
TOTAL ASSESSED	45,481	1,961,878.15	177,805.17	1,461,950.50	3,601,633.81

SUMMARY OF TAX ROLL RECEIPTS					
CLAY COUNTY DISTRIBUTION	DATE RECEIVED	TOTAL RECEIVED	SERIES 2013A DEBT SERVICE RECEIVED	GENERAL FUND O&M RECEIPTS	RECREATION FUND O&M RECEIPTS
1	11/10/21	91,094.46	49,620.88	4,497.14	36,976.44
2	11/24/21	215,759.76	117,528.43	10,651.61	87,579.72
3	12/06/21	3,019,227.33	1,644,630.31	149,052.97	1,225,544.05
4	12/20/21	78,060.15	42,520.84	3,853.67	31,685.64
5	01/13/22	38,829.60	21,151.22	1,916.94	15,761.44
6	02/11/22	40,349.08	21,978.91	1,991.95	16,378.22
7	03/11/22	22,407.28	12,205.67	1,106.20	9,095.41
8	04/14/22	51,319.23	27,954.56	2,533.52	20,831.15
9	05/19/22	25,712.34	14,006.00	1,269.36	10,436.98
10	06/06/22	2,848.58	1,551.68	140.63	1,156.27
TAX CERTS	06/14/22	27,151.50	14,789.94	1,340.41	11,021.15
			-	-	-
			-	-	-
			-	-	-
			-	-	-
TOTAL TAX ROLL RECEIPTS		3,612,759.31	1,967,938.44	178,354.40	1,466,466.47

PERCENT COLLECTED	TOTAL	DEBT	O&M
TOTAL PERCENT COLLECTED	100.31%	100.31%	100.31%

D.

Double Branch

Community Development District

Check Run Summary

July 31, 2022

Fund	Date	Check No.	Amount
General Fund			
Accounts Payable	7/8/22	1704-1707	\$ 17,150.37
	7/22/22	1708	\$ 1,788.03
Sub-Total			\$ 18,938.40
Recreation Fund			
Accounts Payable	7/8/22	7053-7057	\$ 3,605.86
	7/14/22	7058-7064	\$ 65,078.58
	7/22/22	7065-7066	\$ 228.63
Sub-Total			\$ 68,913.07
Capital Reserve Fund			
Accounts Payable			\$ -
Sub-Total			\$ -
Total			\$ 87,851.47

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
7/08/22	00108	7/01/22 07012022	202207 310-51300-55000 FY22 CAPITAL RESERVE FUND		*	8,250.00	
DOUBLE BRANCH CDD CAPITAL RESERVE							8,250.00 001704
7/08/22	00035	7/01/22 2273	202207 310-51300-34000 JUL MANAGEMENT FEES		*	5,146.83	
		7/01/22 2273	202207 310-51300-52000 JUL WEBSITE ADMIN		*	208.33	
		7/01/22 2273	202207 310-51300-35100 JUL INFORMATION TECH		*	178.50	
		7/01/22 2273	202207 310-51300-31300 JUL DISSEM AGENT SERVICES		*	125.00	
		7/01/22 2273	202207 310-51300-51000 OFFICE SUPPLIES		*	1.32	
		7/01/22 2273	202207 310-51300-42000 POSTAGE		*	37.34	
		7/01/22 2273	202207 310-51300-42500 COPIES		*	182.55	
		7/01/22 2273	202207 310-51300-41000 TELEPHONE		*	51.00	
GOVERNMENTAL MANAGEMENT SERVICES							5,930.87 001705
7/08/22	00027	7/01/22 22838	202207 310-51300-32200 AUDIT FYE 09/30/2021		*	2,900.00	
GRAU & ASSOCIATES							2,900.00 001706
7/08/22	00111	6/30/22 22-00198	202206 310-51300-48000 NOTICE OF MEETING 6/30/22		*	69.50	
JACKSONVILLE DAILY RECORD							69.50 001707
7/22/22	00113	7/14/22 3079909	202206 310-51300-31500 JUN GENERAL COUNSEL		*	1,788.03	
KUTAK ROCK LLP							1,788.03 001708
TOTAL FOR BANK A						18,938.40	
TOTAL FOR REGISTER						18,938.40	

DBBR DOUBLE BRANCH OKUZMUK

Double Branch
COMMUNITY DEVELOPMENT DISTRICT

General Fund

Check Request

Date	Amount	Authorized By
July 1, 2022	\$8,250.00	Oksana Kuzmuk

Payable to:

<i>A</i> #108 Double Branch CDD Capital reserve
--

Date Check Needed:

Budget Category:

ASAP	1.310.51300.55000
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Intended Use of Funds Requested:

FY22 Capital Reserve Funding
(Attach supporting documentation for request.)

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

Invoice

Invoice #: 2273
Invoice Date: 7/1/22
Due Date: 7/1/22
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 - July 2022	1.310	5,146.83	5,146.83
Website Administration - July 2022	520	208.33	208.33
Information Technology - July 2022	357	178.50	178.50
Dissemination Agent Services - July 2022	313	125.00	125.00
Office Supplies	510	1.32	1.32
Postage	420	37.34	37.34
Copies	425	182.55	182.55
Telephone	1.310	51.00	51.00
Total			\$5,930.87
Payments/Credits			\$0.00
Balance Due			\$5,930.87

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. 22838
Date 07/01/2022

SERVICE	AMOUNT
Audit FYE 09/30/2021	\$ <u>2,900.00</u>
Current Amount Due	\$ <u>2,900.00</u>

1,310,573,322

27A

0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Balance
2,900.00	0.00	0.00	0.00	0.00	2,900.00

Payment due upon receipt.

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

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

INVOICE

June 30, 2022

Date

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

Payment Due Upon Receipt

Serial #	22-00198C	PO/File #		\$69.50
Notice of Meeting of the Board of Supervisors				Amount Due
				Amount Paid
Double Branch Community Development District				\$69.50
				Payment Due
Case Number				<i>For your convenience, you may remit payment at https://www.jaxdailyrecord.com/send-payment.</i>
Publication Dates	6/30			
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.*

111A
1,310.573,480

Your notice can be found at www.jaxdailyrecord.com

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

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

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

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

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

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

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

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

Marilee Giles
District Manager
Jan. 30 00 (22-00198C)

KUTAK ROCK LLP**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

July 14, 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. 3079909

Client Matter No. 5323-1

7/15 Ok to pay per MG

Marilee Giles

Double Branch CDD

Governmental Management Services – St. Augustine

Suite 114

475 West Town Place

St. Augustine, FL 32092

Invoice No. 3079909

5323-1

Re: Double Branch CDD-General Counsel

For Professional Legal Services Rendered

06/02/22	M. Eckert	0.40	140.00	Prepare for and attend agenda call
06/12/22	M. Eckert	0.20	70.00	Prepare for board meeting
06/13/22	M. Eckert	2.20	770.00	Prepare for, travel to and attend board meeting; return travel; meeting follow up
06/14/22	M. Eckert	0.10	35.00	Confer with Hogge regarding assessments
06/16/22	D. Wilbourn	0.50	75.00	Prepare and disseminate budget and assessment hearing notices
06/19/22	M. Eckert	0.30	105.00	Prepare assessment notices
06/24/22	M. Eckert	0.10	35.00	Respond to auditor request
06/27/22	M. Eckert	0.70	245.00	Review draft audit; review candidate status for Board of Supervisors November election
06/28/22	M. Eckert	0.10	35.00	Prepare response to auditor request
06/28/22	J. Gillis	0.30	45.00	Coordinate response to auditor letter
06/29/22	M. Eckert	0.60	210.00	Attend agenda call; review draft minutes and provide comments

PRIVILEGED AND CONFIDENTIAL
ATTORNEY-CLIENT COMMUNICATION AND/OR WORK PRODUCT1,310,573,315
113A

KUTAK ROCK LLP

Double Branch CDD

July 14, 2022

Client Matter No. 5323-1

Invoice No. 3079909

Page 2

TOTAL HOURS 5.50

TOTAL FOR SERVICES RENDERED \$1,765.00

DISBURSEMENTS

Meals 5.23

Travel Expenses 17.80

TOTAL DISBURSEMENTS 23.03

TOTAL CURRENT AMOUNT DUE \$1,788.03

*** CHECK DATES 07/01/2022 - 07/31/2022 ***
 DOUBLE BRANCH - REC FUND
 BANK B RECREATION FUND

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
7/08/22	00908	7/06/22 07062022	202207 300-36900-10300	RENTAL DEPOSIT REFUND	*	100.00	
				BARBARA MILLS			100.00 007053
7/08/22	00860	7/06/22 07062022	202207 300-36900-10300	RENTAL DEPOSIT REFUND	*	100.00	
				CHARISSE BELL			100.00 007054
7/08/22	00092	7/05/22 2277	202207 300-36900-10300	FAC EVENT STAFF THRU 6/30	*	562.50	
				GOVERNMENTAL MANAGEMENT SERVICES			562.50 007055
7/08/22	00186	7/01/22 13129560	202207 320-57200-46300	JUL POOL CHEMICALS	*	2,483.36	
				POOLSURE			2,483.36 007056
7/08/22	00305	4/11/22 17500.1A	202204 320-57200-46610	BIMONTHLY PM VISIT	*	360.00	
				SOUTHEAST FITNESS REPAIR			360.00 007057
7/14/22	00285	7/12/22 SSI10676	202206 320-57200-34510	JUN EMPLOYMENT ADMIN FEE	*	400.00	
		7/12/22 SSI10676	202206 320-57200-34510	JUN EMPLOYMENT SCHEDULING	*	187.50	
				CLAY COUNTY SHERIFF'S OFFICE			587.50 007058
7/14/22	00092	7/01/22 2274	202207 310-51300-34000	JUL REC FACILITY MGMT	*	16,063.83	
				GOVERNMENTAL MANAGEMENT SERVICES			16,063.83 007059
7/14/22	00024	7/01/22 668574	202207 320-57200-46800	JUL LAKE MAINTENANCE	*	2,070.00	
				THE LAKE DOCTORS, INC.			2,070.00 007060
7/14/22	00297	7/01/22 319	202207 320-57200-61000	JUL JANITORIAL SERVICES	*	4,633.33	
				RIVERSIDE MANAGEMENT SERVICES, INC			4,633.33 007061
7/14/22	00839	7/01/22 8134	202207 320-57200-34500	JUL SECURITY SERVICE	*	7,413.75	
				SECURITY DEVELOPMENT GROUP LLC			7,413.75 007062
7/14/22	00264	7/08/22 07082022	202207 320-57200-63100	REINSTL FENCE W.WIDE GATE	*	1,128.00	
				T FENCEMAN INC			1,128.00 007063

DBBR DOUBLE BRANCH OKUZMUK

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
7/14/22	00672	6/21/22 8550	202206 320-57200-63100	RIVERSIDE DMGD-H2OLINERPR	*	220.00	
		7/01/22 8612	202207 320-57200-46200	JUL LANDSCAPE MAINTENANCE	*	32,482.17	
		7/01/22 8722	202207 320-57200-46200	JUL LANDSCAPE MAINTENANCE	*	480.00	
VERDEGO, LLC							33,182.17 007064
7/22/22	00092	7/22/22 2278	202207 300-36900-10300	FAC EVENT STAFF THRU 7/14	*	112.50	
GOVERNMENTAL MANAGEMENT SERVICES							112.50 007065
7/22/22	00422	6/22/22 69230871	202206 320-57200-63100	HARDWARE SUPPLIES	*	90.12	
		7/07/22 69480089	202207 320-57200-63100	HARDWARE SUPPLIES	*	26.01	
THE HOME DEPOT PRO							116.13 007066
TOTAL FOR BANK B						68,913.07	
TOTAL FOR REGISTER						68,913.07	

DBBR DOUBLE BRANCH OKUZMUK

From: Oakleaf Venues venuerentals@oakleafresidents.com

Subject: DBCDD refund of deposit request - BARBARA MILLS

Date: July 6, 2022 at 6:33 PM

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

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



Good evening Margaret and Oksana,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR aka CLUBROOM (TUESDAY) 2:30 P.M. to 6:30 P.M.
- DATE OF VENUE – JULY 5, 2022
- RESIDENT – BARBARA MILLS
- ADDRESS – 575 OAKLEAF PLANTATION PARKWAY #1006, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via CHECK drawn on VYSTAR:
 - CHECK#: 4961
 - DATED: 6/25/22
 - DEPOSITED: 6/27/22
 - AMOUNT: \$100.00

90813
2.300.369.103
RDR

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
06/25/22	06/27/22	07/05/22	BARBARA MILLS - OVCR DEPOSIT	DEPOSIT	\$ 100.00		CK# 4961	DEPOSITED 6/27/22

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

Thank you.

I will be out of the office SATURDAY, JULY 9, 2022 thru SUNDAY, JULY 10, 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
(904) 770-4661 voice email
(904) 375-9285 ext. 3
www.oakleafresidents.com

Governmental Management Services

www.OakLeafResidents.com

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

From: Oakleaf Venues venuerentals@oakleafresidents.com

Subject: DBCDD refund of deposit request - CHARISSE BELL

Date: July 6, 2022 at 7:14 PM

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

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



Good evening Margaret and Oksana,

Please make the following refund at your earliest opportunity:

- o LOCATION – OV PATIO (SATURDAY) 4:00 P.M. to 8:00 P.M.
- o DATE OF VENUE – JULY 2, 2022
- o RESIDENT – CHARISSE BELL
- o ADDRESS – 625 OAKLEAF PLANTATION PARKWAY #816, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND - \$100.00
 - BOOKING FEE / DEPOSIT REFUND
- o DEPOSIT was via MASTERCARD (0899):
 - DATED: 5/26/22
 - SEQ#: 8
 - BATCH#: 680
 - INVOICE#: 8
 - APPROVAL CODE: 38759Z
 - AMOUNT: \$100.00

860 B
2.300.369.103
RPR

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
05/26/22	05/26/22	07/02/22	CHARISSE BELL - OV PATIO DEPOSIT	DEPOSIT	\$ 100.00			MC-38759Z

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

Thank you.

I will be out of the office SATURDAY, JULY 9, 2022 thru SUNDAY, JULY 10, 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
(904) 770-4661 voice email
(904) 375-9285 ext. 3
www.oakleafresidents.com

Governmental Management Services

www.OakLeafResidents.com

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

Invoice

Invoice #: 2277
Invoice Date: 7/5/22
Due Date: 7/5/22
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 June 30, 2022	22.5	25.00	562.50
Ament. Revenue 2369.103 2-300.369.103 92B			

Total \$562.50

Payments/Credits \$0.00

Balance Due \$562.50

7/5/22
CDD

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>
22.5	Facility Event Staff	\$ 25.00	\$ 562.50

Covers Period End: June 30, 2022

Amenities Revenue # 2-369-103



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

Invoice

Date 7/1/2022

Invoice # 131295607701

Terms	Net 20
Due Date	7/21/2022
PO #	

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

Item ID	Description	Qty	Units	Amount
WM-CHEM-FLAT	Water Management Flat Billing Rate	1	ea	2,199.24
WM Surcharge	WM Surcharge	1	ea	175.94
Fuel Surcharge	Fuel/Environmental Transit Fee	1	ea	108.18
<p>184B 2. 320.57200. 46300 Jul Pool Chemicals</p>				

Subtotal	2,483.36
Shipping Cost (FEDEX GROUND)	0.00
Total	2,483.36
Amount Due	\$2,483.36

Remittance Slip

Customer
13OAK102
Invoice #
131295607701

Amount Due \$2,483.36

Amount Paid

Make Checks Payable To

Poolsure
PO Box 55372
Houston, TX 77255-5372



131295607701

SoutheastFitness

REPAIR

Equipment Repair & Maintenance

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

Office: 904.683.1439 • Fax: 904.683.1624

southeastfitnessrepair@comcast.net

www.southeastfitnessrepair.com

Invoice # 17500.1A

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

Date: 11-Apr-2022

Payment is due within 30 days of
invoice date.

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

Technician: FRANK HARDY

Thank you for your business.

Code to:

Double Branch Facility Maintenance - Preventative

2-320-572-4661

305B



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

Invoice Number: SSI10676
Invoice Date: 7/12/2022
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 7/27/2022
Terms Net 15 Days

Customer ID C0000168
P.O. Number
P.O. Date 7/12/2022
Our Order No
SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee-JUNE 2022		160	160	5.00	800.00/2 \$400.00
Fees-2nd Employment Scheduling		15	15	25.00	375.00/2 \$187.50

285B

2-320-572-34510

Amount Subject to Sales Tax US0
Amount Exempt from Sales Tax 1,175.00

Subtotal: 1,175.00
Invoice Discount: 0.00
Tax: 0.00

Total USD: 1,175.00/2 \$587.50

1001 Bradford Way
Kingston, TN 37763

Invoice #: 2274
Invoice Date: 7/1/22
Due Date: 7/1/22
Case:
P.O. Number:

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

Jerry Landolt
7-7-22

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



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

INVOICE

Invoice #	668574
Account #	708477
Invoice Date	7/1/2022
Due Date	7/11/2022
Rep	JB

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

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)	2,070.00
	Code to: 2-320-572-4680 Double Branch Lake Maintenance <i>24B</i>	
OUTSTANDING BALANCE	\$7,870.00	
Thank you! For your business!		Total Invoice \$2,070.00

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

Remittance Stub

Amount Enclosed

Invoice #	668574
Account #	708477
Date	7/1/2022

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.**

<p>IF PAYING BY CREDIT CARD, FILL OUT BELOW <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa <input type="checkbox"/> American Express Card # _____ Card Verification # _____ Exp. Date # _____ Print Name _____ Billing Address: _____ Check box if same as above _____ Signature _____</p>



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 # 8134**DATE** 07/01/2022**DUE DATE** 07/31/2022**TERMS** End of the month**SERVICE MONTH**

July

ACTIVITY	QTY	RATE	AMOUNT
Dedicated Officer I Dedicated Officer for 10 hours Monday to Thursday and 12 hours Saturday and Sunday	330	22.50	7,425.00
Dedicated Officer I Credit for Missed Hours in June	-0.50	22.50	-11.25

\$7,413.75

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

83913



Proposal
T Fenceman, Inc.
1506 Summit Oaks Drive West
Jacksonville, FL 32221
Call: (904) 759-5875
Email: TFenceman@comcast.net

Page # of pages

"Built With Pride and Quality"

Free Estimates
Licensed / Insured
20 Year Experience

Aluminum • Vinyl
Chainlink • Wood Privacy

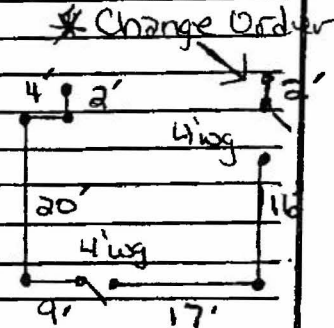
Proposal Submitted To: <u>Double Branch</u>	Job Name	Job #
Address: <u>370 Oakleaf Village Pkwy</u>	Job Location: <u>Pool Fence</u>	
<u>Orange Park Fl. 32065</u>	Date	Date of Plans
Phone # <u>Jay Soriano 562-02149</u>	Fax #	Architect

We hereby submit specifications and estimates for:

1. Re-install 72' of existing black aluminum fence with 1-4' wide gate
2. Core drill holes for post
3. All post will be set in concrete

*Change Order #

1. Jackhammer cores from ~~post~~ drilled holes
 2. Add 6' of fence with 1-4' walk gate.
- \$250.00



Code to:

Double Branch Repair and Replacements

2.320.57200.63100

264B

7/8/22

We propose hereby to furnish material and labor — complete in accordance with the above specifications for the sum of:

\$ 878.00 + Change Order \$ 250.00 Dollars

with payments to be made as follows: Pay upon completion \$1,128.00

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon delays, accidents, or delays beyond our control.

Respectfully
submitted

Note — this proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature Terry Williams

Date of Acceptance _____

Signature _____

From: Jay Soriano jsoriano@gmsnf.com

Subject: TFenceman invoice

Date: July 8, 2022 at 12:12 PM

To: Margaret Bronson mbronson@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com, Alison Mossing amossing@gmstnn.com

JS

1 invoice (please pay from quote - as work has been completed) from TFenceman


--

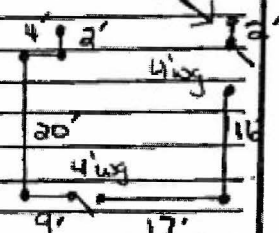
Jay Soriano - Operations Manager

Double Branch & Middle Village CDDs

Governmental Management Services

jsoriano@gmsnf.com

Proposal		Page #	of	pages
		"Built With Pride and Quality"		
T Fenceman, Inc. 1506 Summit Oaks Drive West Jacksonville, FL 32221 Call (904) 728-5675 Email: TFenceman@comcast.net		Free Estimates Licensed / Insured 20 Year Experience		
Aluminex • Vinyl Chainlink • Wood Privacy				
Proposal Submitted To:	Double Branch	Job Name	Job #	
Address:	370 oakleaf Village Pkwy Orange Park Fl. 32065	Job Location	Pool Fence	
Phone #	Jay Soriano 562-82149	Date	Date of Plans	
Architect				
We hereby submit specifications and estimates for:				
1. Re-install 72' of existing black aluminum fence with 1-4' wide gate				
2. Core drill holes for post				
3. All post will be set in concrete				
*Change Order #				
1. Jackhammer cores from post drilled holes				
2. Add 6' of fence with 1-4' walk gate				
\$250.00				
Code to:				
Double Branch Repair and Replacements				
2.320.57200.63100				
We propose hereby to furnish material and labor — complete in accordance with the above specifications for the sum of:				
\$ 878.00 + Change Order \$250.00 Dollars				
with payments to be made as follows: Pay upon completion \$1,128.00				





Invoice

Invoice #: 8550

Date: 06/21/22

Customer PO:

DUE DATE: 07/21/2022

BILL TO

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

FROM

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

DESCRIPTION

AMOUNT

#8613 - Water line repair damaged by Riverside

Due to damage by Riverside digging for fiber optics install, Oakleaf Village Pkwy. JEA provided the parts for a 1" water line, Anthony did labor with Tim-Maintenance.

Irrigation

\$220.00

Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

\$220.00

Code to:

Double Branch Repair and Replacements

2.320.57200.63100

672B



Invoice

Invoice #: 8612

Date: 07/01/22

Customer PO:

DUE DATE: 07/31/2022

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 July 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

672 B



Invoice

Invoice #: 8722

Date: 07/01/22

Customer PO:

DUE DATE: 07/31/2022

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 July 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

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

Invoice

Invoice #: 2278
Invoice Date: 7/22/22
Due Date: 7/22/22
Case:
P.O. Number:

Bill To:

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

92B

Description	Hours/Qty	Rate	Amount
Facility Event Staff through July 14, 2022	4.5	25.00	112.50
Amenities Revenue			
2.369.103			
2.300.369.103			

Total \$112.50

Payments/Credits \$0.00

Balance Due \$112.50

7/18/22
Arv

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

DOUBLE BRANCH CDD

Facility Event Staff Service Hours

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

Covers Period End: July 14, 2022

Amenities Revenue # 2-369-103



formerly SupplyWorks®

PO BOX 2317
Jacksonville FL 32203-2317

INVOICE

Page 1 of 1

INVOICE DATE	06/22/2022
INVOICE NUMBER	692308711
ACCOUNT NUMBER	647283
ORDER NO.	44722746

FOR INQUIRIES CALL: (866) 412-6726

FAX: (877) 712-6726

www.HomeDepotPro.com/Institutional
customer@supplyworks.com

Please mail payments to the remit address at the bottom of this bill

SOLD TO: Double Branch CDD
2524 1 SP 0.580 E0055X 10102 09280421758 S2 P9101576 0001:0001



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

ENROLLMENT ACCOUNT #:	ENROLLMENT TOKEN
AMS647283	VFQ HBQ LFP

SHIPPED TO:

MIDDLE VILLAGE CDD
370 OAKLEAF VILLAGE PARKWAY
ORANGE PARK FL 32065

ORDER NO.		CONTROL NO.		CUSTOMER P.O.		SHIPPED VIA		TERMS		CASH DISCOUNT AMT			
44722746						JAX89		NET 30 DAYS		0.00			
LN	ITEM NO.	CAT	DESCRIPTION		ORDER	SHIP	B/O	UOM	LIST PRICE	PRICE	EXT. AMT.	TAX	CODE
1	312232669	1	2" x 1-1/2" CLOSET SPUD		3	3	0	EA		17.22		51.66	
2	312232850	1	1-1/2" FLANGED SPUD WASHER		5	5	0	EA		1.47		7.35	
3	193010	1	ZURN CLOSET REPAIR KIT 3.5GPF (A-38)		3	3	0	EA		24.09		72.27	
Old Item Number: 190462													
4	811088	11	Pole Hangers - ABS, holds 2 poles t		2	2	0	EA		20.51		41.02	
HANDLING 7.95													
Old Item Number: 99-5528													
\$7.95 Handling Charge													
Delivery information for this invoice may be found at: www.HomeDepotPro.com/Institutional													
Repair & Replacement													
DB 2.320.572.63100													
mv 34.600.538.64000													
422B													
1890.12													
NET MERCHANDISE TOTAL					TAX TOTAL			SPECIAL CHARGES			INVOICE TOTAL		
172.30					0.00			7.95			180.25/2		

TERMS AND CONDITIONS FROM CURRENT CATALOG & ONLINE APPLY. CLAIMS FOR SHORTAGES OR DAMAGED GOODS MUST BE MADE IMMEDIATELY UPON RECEIPT OF SHIPMENT IN ACCORDANCE WITH CURRENT RETURN GOODS POLICY. NO RETURNS ACCEPTED WITHOUT PRIOR AUTHORIZATION.

RETAIN THIS PORTION OF THE INVOICE FOR YOUR RECORDS

REMIT THIS PORTION WITH YOUR REMITTANCE TO THE REMIT ADDRESS BELOW



formerly SupplyWorks®

ACCOUNT NUMBER	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT DUE
647283	692308711	06/22/2022	180.25
			NET DUE DATE 07/22/22
			NET AMOUNT PAID

SOLD TO:

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

REMIT TO:

THE HOME DEPOT PRO
PO Box 404468
Atlanta GA 30384-4468



Powered by HD Supply®

- My Account Number 647283
- Currently Shopping As 647283 - MIDDLE VILLAGE CDD
- Current Ship-To Address MIDDLE VILLAGE CDD 370 OAKLEAF VILLAGE PARKWAY ORANGE PARK, FL 32065

-
-
-
-

- [Home](#)
- [Account](#)
- [Invoice History](#)
- [Invoice Detail](#)

Repair & Replacement

DB 2.320.572.63100

MV 34.600.538.64000

To be split between
districts 50/50

Invoice Detail

Customer ID: 647283
Invoice Number: 694800897
Invoice Date: 7/7/2022
Order Number: 44995884
Purchase Order:

[Back to Order History](#) [Save as PDF](#) [Print this page](#)

Shipped To:

MIDDLE VILLAGE CDD
370 OAKLEAF VILLAGE PARKWAY
ORANGE PARK, FL 32065

Invoice Total \$52.02/2

~~\$26.01~~

422B

Home Depot Pro Notes:

CALL JAY 904-562-0249 30 MIN BEFORE DELIVERY

Delivery information for this invoice may be

found at: www.HomeDepotPro.com/Institutional

Description | Item Number

Quantity Quantity Unit
Ordered Shipped Price Total



1-1/2"X 1-1/2" BRASS SPUD ASSEMBLY

806850

Old Item Number: 147777

3 3 \$17.34 \$52.02

Subtotal \$52.02

Shipping & Handling \$0.00

FOURTH ORDER OF BUSINESS

Double Branch Community Development District



Approved Budget

FY 2023



**Double Branch
Community Development District**

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Double Branch

Community Development District

General Fund

Description	Adopted Budget FY 2022	Actual YTD 6/30/22	Projected Next 3 Months	Total Projected FY 2022	Approved Budget FY 2023
<u>Revenues</u>					
Maintenance Assessments	\$ 177,890	\$ 178,354	\$ -	\$ 178,354	\$ 177,890
Interest Income	\$ 200	\$ 14	\$ 2	\$ 16	\$ 200
Total Revenues	\$ 178,090	\$ 178,369	\$ 2	\$ 178,371	\$ 178,090
<u>Expenditures</u>					
<u>Administrative</u>					
Supervisor Fees	\$ 12,000	\$ 8,400	\$ 3,600	\$ 12,000	\$ 12,000
FICA Expense	\$ 918	\$ 690	\$ 275	\$ 965	\$ 1,000
Engineering	\$ 5,000	\$ 793	\$ 4,208	\$ 5,000	\$ 5,000
Arbitrage	\$ 700	\$ 700	\$ -	\$ 700	\$ 700
Dissemination	\$ 1,600	\$ 1,125	\$ 475	\$ 1,600	\$ 1,600
Assessment Roll	\$ 8,212	\$ 8,212	\$ -	\$ 8,212	\$ 8,212
Attorney	\$ 42,000	\$ 15,789	\$ 26,211	\$ 42,000	\$ 42,000
Annual Audit	\$ 5,900	\$ 2,000	\$ 3,000	\$ 5,000	\$ 5,000
Trustee Fees	\$ 8,815	\$ -	\$ 8,815	\$ 8,815	\$ 8,815
Management Fees	\$ 61,762	\$ 46,321	\$ 15,440	\$ 61,762	\$ 64,850
Information Technology	\$ 2,142	\$ 1,607	\$ 536	\$ 2,142	\$ 2,142
Telephone	\$ 600	\$ 275	\$ 325	\$ 600	\$ 600
Postage	\$ 1,900	\$ 372	\$ 1,428	\$ 1,800	\$ 1,900
Printing & Binding	\$ 3,000	\$ 263	\$ 1,737	\$ 2,000	\$ 2,000
Records Storage	\$ 300	\$ -	\$ 150	\$ 150	\$ 300
Insurance	\$ 9,166	\$ 8,625	\$ -	\$ 8,625	\$ 10,351
Legal Advertising	\$ 2,800	\$ 787	\$ 2,013	\$ 2,800	\$ 2,800
Office Supplies	\$ 350	\$ 11	\$ 289	\$ 300	\$ 300
Website Compliance	\$ 2,500	\$ 1,875	\$ 625	\$ 2,500	\$ 2,500
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ -	\$ 175	\$ 175
Other Current Charges	\$ -	\$ 13	\$ 30	\$ 43	\$ 120
Reserve	\$ 8,250	\$ -	\$ 8,250	\$ 8,250	\$ 5,725
Administrative Expenses	\$ 178,090	\$ 98,033	\$ 77,406	\$ 175,438	\$ 178,090
Excess Revenues (Expenses)	\$ 0	\$ 80,336	\$ (77,404)	\$ 2,932	\$ -

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 6/30/22	Projected Next 3 Months	Total Projected FY 2022	Approved Budget FY 2023
Revenues					
Maintenance Assessments	\$ 1,462,648	\$ 1,466,466	\$ -	\$ 1,466,466	\$ 1,873,505
Interest Income	\$ 1,000	\$ 592	\$ 100	\$ 692	\$ 1,000
Amenities Revenue/Miscellaneous	\$ 40,000	\$ 22,588	\$ 17,412	\$ 40,000	\$ 40,000
Sports Revenue	\$ 13,000	\$ 14,547	\$ 453	\$ 15,000	\$ 15,000
Total Revenues	\$ 1,516,648	\$ 1,504,193	\$ 17,965	\$ 1,522,158	\$ 1,929,505
Expenditures					
Administrative					
Management Fees - On Site Staff	\$ 192,766	\$ 144,574	\$ 48,191	\$ 192,766	\$ 208,187
Insurance	\$ 74,118	\$ 75,451	\$ -	\$ 75,451	\$ 87,892
Other Current Charges	\$ 3,500	\$ 2,774	\$ 726	\$ 3,500	\$ 3,500
Permit Fees	\$ 1,635	\$ 839	\$ 796	\$ 1,635	\$ 1,635
Administrative Expenses	\$ 272,019	\$ 223,638	\$ 49,714	\$ 273,352	\$ 301,214
Maintenance					
Security	\$ 85,000	\$ 61,405	\$ 23,968	\$ 85,373	\$ 94,257
Security - Clay County Off-Duty Sheriff	\$ 43,000	\$ 35,153	\$ 11,718	\$ 46,870	\$ 54,438
Water - Irrigation	\$ 9,000	\$ 6,405	\$ 5,895	\$ 12,300	\$ 12,300
Irrigation Maintenance	\$ 4,250	\$ 3,051	\$ 1,199	\$ 4,250	\$ 4,250
Streetlighting	\$ 33,066	\$ 21,113	\$ 9,887	\$ 31,000	\$ 31,000
Electric	\$ 35,000	\$ 22,289	\$ 12,355	\$ 34,644	\$ 35,000
Landscape Maintenance	\$ 389,777	\$ 293,395	\$ 97,443	\$ 390,838	\$ 422,908
Common Area Maintenance	\$ 52,000	\$ 41,852	\$ 13,148	\$ 55,000	\$ 55,000
Lake Maintenance	\$ 26,840	\$ 18,630	\$ 8,210	\$ 26,840	\$ 27,840
Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ 411,722
Repairs and Replacement	\$ 105,000	\$ 68,112	\$ 31,888	\$ 100,000	\$ -
Common Area Expenses	\$ 782,933	\$ 571,404	\$ 215,711	\$ 787,115	\$ 1,148,714

Double Branch

Community Development District

Recreation Fund

Description	Adopted Budget FY 2022	Actual YTD 6/30/22	Projected Next 3 Months	Total Projected FY 2022	Approved Budget FY 2023
<u>Recreation Facility</u>					
Amenity Staff	\$ 118,000	\$ 95,716	\$ 22,284	\$ 118,000	\$ 129,800
Refuse Services	\$ 10,000	\$ 9,156	\$ 3,401	\$ 12,557	\$ 14,479
Telephone	\$ 5,500	\$ 3,988	\$ 1,260	\$ 5,248	\$ 5,500
Electric	\$ 40,000	\$ 23,365	\$ 16,635	\$ 40,000	\$ 40,000
Cable	\$ 8,500	\$ 5,559	\$ 2,664	\$ 8,223	\$ 8,500
Pool Maintenance	\$ 40,000	\$ 20,543	\$ 17,921	\$ 38,464	\$ 40,000
Water / Sewer/Reclaim	\$ 48,000	\$ 36,618	\$ 11,382	\$ 48,000	\$ 48,000
Facility Maintenance-General	\$ 50,000	\$ 29,328	\$ 20,672	\$ 50,000	\$ 50,000
Facility Maintenance-Preventative	\$ 13,117	\$ 2,670	\$ 10,562	\$ 13,232	\$ 13,717
Facility Maintenance - Contingency	\$ 34,750	\$ 18,889	\$ 12,296	\$ 31,185	\$ 34,750
Lighting Repairs	\$ 8,500	\$ 5,641	\$ 1,880	\$ 7,521	\$ 8,500
Special Events	\$ 10,500	\$ 1,298	\$ 7,450	\$ 8,748	\$ 10,500
Office Supplies & Equipment	\$ 2,000	\$ 675	\$ 1,325	\$ 2,000	\$ 2,000
Janitorial	\$ 64,000	\$ 41,700	\$ 22,300	\$ 64,000	\$ 64,000
Recreation Passes	\$ 4,000	\$ 3,253	\$ 1,747	\$ 5,000	\$ 5,000
Pool Leak Repairs	\$ 2,500	\$ -	\$ 2,500	\$ 2,500	\$ 2,500
Multiuse Field	\$ 2,330	\$ -	\$ 2,330	\$ 2,330	\$ 2,330
Recreation Facility Expenses	\$ 461,697	\$ 298,399	\$ 158,610	\$ 457,008	\$ 479,576
Total Expenses	\$ 1,516,648	\$ 1,093,441	\$ 424,035	\$ 1,517,475	\$ 1,929,505
Excess Revenues (Expenses)	\$ -	\$ 410,753	\$ (406,070)	\$ 4,683	\$ -

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
Total	\$ 1,635

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
Total		\$ 94,257

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.

Account Number	Description	Monthly	Annual
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
Total		\$ 1,025	\$ 12,300

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.:

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

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
Total		\$ 2,917	\$ 35,000

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
Total		\$ 422,908

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
Total	\$ 2,320	\$ 27,840

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
Total	\$ 458	\$ 5,500

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
Total		\$ 3,333	\$ 40,000

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
Total		\$ 708	\$ 8,500

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
Total	\$ 3,333	\$ 40,000

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
Total JEA		\$ 1,707	\$ 20,484
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
Total CCUA		\$ 2,038	\$ 24,450
	Contingency	\$ 255	\$ 3,066
Total		\$ 4,000	\$ 48,000

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.

Vendor	Description	Annual
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
Total		\$ 13,717

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:

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

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 6/30/22	Projected Next 3 Months	Total Projected FY 2022	Approved Budget FY 2023
Revenues					
Special Assessments	\$ 1,961,878	\$ 1,967,938	\$ -	\$ 1,967,938	\$ 1,961,878
Interest Income	\$ 800	\$ 1,594	\$ 350	\$ 1,944	\$ 2,000
Carry Forward Surplus	\$ 591,295	\$ 592,200	\$ -	\$ 592,200	\$ 620,983
Total Revenues	\$ 2,553,973	\$ 2,561,732	\$ 350	\$ 2,562,082	\$2,584,861
Expenditures					
<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	\$ 1,941,099	\$ -	\$ 1,941,099	\$ 1,945,394
EXCESS REVENUES / (EXPENDITURES)	\$ 612,874	\$ 620,633	\$ 350	\$ 620,983	\$ 639,467

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
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
TOTAL		\$ 16,390,000		\$ 6,218,840	\$ 26,033,092

Double Branch

Amortization Schedule

Community Development District

Series 2013A-2 Special Assessment Refunding Bonds

DATE	BOND BALANCE	PRINCIPAL	COUPON	INTEREST	ANNUAL DEBT SERVICE
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
TOTAL		\$ 1,640,000		\$ 882,050	\$ 2,697,050

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	\$ 898.75	\$ 645.64	\$ 1.13	\$ 0.52	
Gross Assessment	\$ 1,981,752	\$ 178,197	\$ 9,013	\$ 18,085	\$ 2,187,047
Net Assessment (.94)	\$ 1,858,663	\$ 167,220	\$ 8,512	\$ 17,000	\$ 2,051,395
<u>Allocation By Fund</u>					
General Fund					\$ 177,890
Recreation Fund					\$ 1,873,505
Total					\$ 2,051,395

	FY 2022	FY 2023	\$ Increase	% Increase
Single Family	\$ 718.75	\$ 898.75	\$ 180.00	25%
Multi-Family	\$ 516.33	\$ 645.64	\$ 129.31	25%
Village Center Retail	\$ 0.90	\$ 1.13	\$ 0.23	25%
Village Center Office	\$ 0.41	\$ 0.52	\$ 0.10	25%

Double Branch

Community Development District

Capital Reserve Fund

Description	Adopted Budget FY 2022	Actual YTD 6/30/22	Projected Next 3 Months	Total Projected FY 2022	Approved Budget FY 2023
REVENUES:					
Beginning Fund Balance	\$ 1,385,853	\$ 1,426,393	\$ -	\$ 1,426,393	\$ 1,403,533
Interest Income	\$ 2,000	\$ 3,140	\$ 750	\$ 3,890	\$ 4,000
Transfer In - Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ 411,722
Transfer In - General Fund Reserve	\$ 8,250	\$ -	\$ 8,250	\$ 8,250	\$ 5,725
TOTAL REVENUES	\$ 1,396,103	\$ 1,429,533	\$ 9,000	\$ 1,438,533	\$ 1,824,980
EXPENDITURES:					
Landscape Reserve	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ -
Capital Projects	\$ 200,000	\$ 9,760	\$ 15,240	\$ 25,000	\$ -
Repairs & Replacements	\$ -	\$ -	\$ -	\$ -	\$ 570,670
TOTAL EXPENDITURES	\$ 210,000	\$ 9,760	\$ 25,240	\$ 35,000	\$ 570,670
EXCESS REVENUES (EXPENDITURES)	\$ 1,186,103	\$ 1,419,773	\$ (16,240)	\$ 1,403,533	\$ 1,254,310

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

Fiscal Year	Beginning Balance	Add Funding	Add Interest	Less Expenses	Ending Balance (budget)	Planned Balance (Study)	% of Planned	Replacment Cost (Study)
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	\$ 2,932
Estimated Recreation Excess Revenues- Fiscal Year 2022	\$ 4,683
Total Estimated Operating Funds Available - 9/30/2022	<u>\$ 732,101</u>

Allocation of Funds Available

General Fund Operating Reserve - First Quarter Operating Capital	\$ 43,091
Recreation Fund Operating Reserve - First Quarter Operating Capital	<u>\$ 379,446</u>
Total Reserve	<u>\$ 422,537</u>
Total Working Capital Surplus	<u>\$ 309,564</u>

Capital Reserve- Beginning Fund Balance - 10/1/21	\$ 1,426,393
Projected Capital Excess Revenues - Fiscal Year 2022	<u>\$ (22,860)</u>
Total Estimated Reserve Funds Available - 9/30/22	<u>\$ 1,403,533</u>

Interest Earned	\$ 4,000
Capital Projects Reserve	\$ 411,722
General Fund Reserve	<u>\$ 5,725</u>
Total Funding FY 2023	<u>\$ 421,447</u>

Total Estimate Reserve Fund Balances - 9/30/23	<u>\$ 1,824,980</u>
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SIXTH ORDER OF BUSINESS

C.

**NOTICE OF MEETINGS
DOUBLE BRANCH
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the **Double Branch Community Development District** will hold their regularly scheduled public meetings for **Fiscal Year 2023** at **4:00 p.m.** at the **Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065** on the second Monday of each month as follows, except where indicated:

October 10, 2022
November 14, 2022
December 12, 2022
January 9, 2023
February 13, 2023 @ 6:00 p.m.
March 13, 2023
April 10, 2023
May 8, 2023
June 12, 2023
July 10, 2023
August 14, 2023 @ 6:00 p.m.
September 11, 2023

D.

Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285; manager@oakleafresidents.com

Memorandum

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

Community:

Special Events

- Recent community events: Dive- In Movie, Back to School party at both pools
- Upcoming: Final Summer Dive- In Movie (at MV)
- September/October, Fall yard sale, movie on the green, Pumpkin Plunge, Halloween party

Aquatics

- Pools begin limited schedule with start of School year, slow adjustments until October
- High School swim practices and swim meets begin at MV

Amenity Usage

- *Total Facilities Usage – 9112*
- *Average daily usage – 294*

Card counts:

DB Owners	120
DB Renters	84
DB Replacements	25
DB Updated	21

Total cards printed: 538 (both districts)

Rentals

- 9 of 31 days rented in July , 5 of 5 weekends rented
- 6 Clubroom rentals, 8 patio rentals
- 20 tours (approx. 35 hours)/ 46 hours used for scheduling, administrative, etc

Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285; manager@oakleafresidents.com

Memorandum

Operations: Open Items

- Update of Pickleball renovations schedule
- Open items scheduling – Gym equipment at FC, Salt Cell installs at Pools
- Quote for increased Furniture at pool decking area

MAINTENANCE

- Replace multiple vinyl slats at fence line along Cannons point/ Plantation parkway fence line
- Coordinate Repair of Fire alarm pull station at Fitness Center – accidental pull by resident child
- Coordinate repair of lift at lap pool
- Coordinate deep cleaning cycles at Pools, shocking and marcite scrubbing / stain removals weekly
- Purchase new lift batteries for both family and lap pools
- Replacement of fans at rental patio at Pools
- Repair of step mill at Fitness Center
- Preventative Maintenance at Fitness Center
- Touch up painting on decorative street poles in neighborhood (ongoing)
- Repair entry gate hinges at Dog Park (damage due to vandalism)
- Coordination of repairs/re-strapping/painting of older pool furniture
- Pressure washing of Pool deck and surrounding Amenity Center area
- Repair of damaged irrigation line at pool deck
- Quarterly Fire sprinkler inspections
- Inspect and replace video line to check in station (damage due to Lightning)
- Replace irrigation clock at Fitness Center (Damaged due to lightning strike)
- Replace irrigation clock at Multi-use Fields (Damaged due to lightning strike)
- Replace irrigation clock at Amenity Center (Damaged due to lightning strike)
- Coordinate tree removal at Fitness Center (Damaged due to lightning strike)
- Audit of access cards – ongoing (to include audit of adult family members in household)
- Cut backing for new and replacement signs – ongoing
- Employee information 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 7/3 Nature's Hammock, Fall Creek, The Oaks, Cannon's Point, Pebble Creek, Silver Leaf, Oakbrook, and The Cottages completed 7/21.

Landscaping

- *Repair of mainline at Cotton Clover*
- *Repair of mainline at Multi-Use Fields*

Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285; manager@oakleafresidents.com

Memorandum

Landscaping: continued...

- *Quarterly Annual rotations completed*
- *Mulch replacements*
- *Coordination of sod-replacements with sports association*
- *Monthly report for July submitted and filed at Operations office*

For questions, comments, or clarification, please contact:

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

jsoriano@gmsnf.com



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

Double Branch CDD 2013 Clay County, Florida



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

	Boundary
	Parcel Line Work
	930000.00
	930001.00
	930002.00
	930372.01
	930372.02
	930372.03
	930372.04
	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