

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

***OCTOBER 10, 2022***

## *AGENDA*

# Double Branch Community Development District

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

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October 3, 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, October 10, 2022 at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.**

Following is the agenda for the meeting:

- I. Roll Call
- II. Audience Comments (limited to three minutes)
- III. Approval of Consent Agenda
  - A. Minutes of the September 12, 2022 Board of Supervisors Meeting
  - B. Financial Statements
  - C. Assessment Receipts Schedule
  - D. Check Register
- IV. Other Business
- V. Staff Reports
  - A. District Counsel
  - B. District Engineer
  - C. District Manager
  - D. Operations Manager – Memorandum
- VI. Audience Comments (limited to three minutes) / Supervisors' Requests

VII. Next Scheduled Meeting – November 14, 2022 at 4:00 p.m. the Plantation Oaks  
Amenity Center

VIII. Adjournment

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

Sincerely,

*Marilee Giles*

Marilee Giles  
District Manager

### *THIRD ORDER OF BUSINESS*

*A.*

MINUTES OF MEETING  
DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Double Branch Community Development District was held Monday, September 12, 2022 at 6:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

Present and constituting a quorum were:

Chad Davis	Vice Chairman
Tom Horton	Supervisor
Scott Thomas	Supervisor
Andre Lanier	Supervisor (by phone)

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 6:00 p.m.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

Mr. Stephen Sparks, 980 Misty Maple Court, stated I have two things I'd like to see if this Board can address. There have been a lot of golf carts and motorized bikes speeding down our sidewalk. My daughter and I were out riding the other day and we almost got hit by some of them. I'm not sure what the answer to it is, but my next phone call is going to be to the police department.

Vice Chairman Davis stated I have that exact same issue in my neighborhood and it's not something we can really do anything about because it's on the road. I call Clay County. Sometimes they come out and sometimes they don't, but when they do, they're already gone obviously.

Mr. Stephen Sparks stated but it's not on the roads, it's on the sidewalks.

Mr. Soriano stated we don't own the sidewalks either, so we don't have authority over them. They're in a right of way.

Vice Chairman Davis stated it's extremely frustrating. There are kids they've almost hit, but unfortunately there's not a whole lot we can do. I call Clay County Sheriff's Office and I would encourage anyone else to call. Hopefully the squeaky wheel gets the grease in this situation.

Mr. Thomas stated I've called several times myself and when they do come out and they do catch them, they take them straight home and confront the parents. You have to catch them. The only thing we have is the rule that they're not allowed to have them on the multipurpose fields or around the track. That we can enforce, but as far as the sidewalks, we don't own them, so we don't have any jurisdiction.

Mr. Soriano stated we've caught a couple and when we catch them on the common grounds, we have the ability to trespass, whereas out there on the sidewalk we have no say and we have to rely on the residents to make a phone call. What we recommend most of the time is to call the Sheriff's Office right away.

Mr. Stephen Sparks stated I thought we had a regulation against golf carts.

Mr. Soriano stated nowhere in our area is a golf cart community, so it falls under normal laws. There are no regulations that allow them. Right now, you can't have a golf cart unless it is street legal and there are a whole bunch of rules you have to follow. We've never even broached the idea of making Oakleaf a golf cart community.

Mr. Horton stated I've had luck myself waving kids on the motor bikes down and telling them they can't do that, and it worked. I won't say it works all the time, but it's something to try. They were on CDD property cutting across the grass and the lake banks. The other thing is if you can find where they live, then when you see them out there riding when Clay County comes out you can tell them where they live, which would help, because by the time they get out there they're going to be gone anyway.

Vice Chairman Davis stated as far as the sidewalks, when I hear them coming, I turn the sprinklers on. That just puts them right back on the street at 50 mph, but I've had a police officer meet me at my house and I've walked to their house. By that time the bikes are all in the garage. I've been dealing with it for years and I wish there was something we could do, but I haven't found the right solution for that yet.



Mr. Horton stated you can also go to the HOA meetings. They pay extra to have deputies patrol out here.

Mr. Stephen Sparks stated my second thing is that we're running a lot of sprinklers while it's raining. Why is that?

Mr. Soriano responded you have zones that are so large that we don't have the ability to stop them like you do at your house with a rain sensor. We do have some areas that have those, but some of our controllers will go a half mile down the road and there's no way to control individual areas. They're set to a clock, and they go. We do have reclaimed water, which is cheaper, but our only option is to do something as extensive as soil sensors, which we have done in some areas. They cost a lot more than anything you would do at your houses, and we have miles of stuff we would have to put in. Sending our irrigation people out every day when it's raining is just not a good way to do it.

Mr. Stephen Sparks stated I noticed in the budget we've got \$30,000 on irrigation and I assume that is part of it?

Mr. Soriano responded it's not because of water.

Vice Chairman Davis stated mainly lightning and repairs, stuff like that.

Mr. Stephen Sparks stated the final thing I have a question on is the number of rentals we have around here. I don't feel like the rental companies are doing their job. I know that's more of an HOA thing, but how do we control the number of rentals in our community?

Vice Chairman Davis responded we can't. I've had American Homes buy five or six houses around me to rent. I'm a contractor and I'm watching them rip stucco off a house and redo rotten framing with no permits and no inspections because they did it on a weekend and they had somebody in it a week later. Unfortunately, there's nothing we can do to control who can own or rent houses.

Mr. Lanier stated one of the things you can do is take pictures of the rental when you see something like the yard, or the painting and you can send it in to the HOA anonymously if you want to. You can send it through the website. You can attach your name to it, they're not going to rat you out. They can't catch everything, but if you're willing to take pictures, that will get a lot of traction. I've sat on the enforcement committee and several rental companies have been fined thousands of dollars for not upholding their part in Oakleaf, so I would recommend that to anybody.

Mr. Stephen Sparks stated I can do that, but we can only do so much and that takes one time and then it's a pain for the next three and a half months.

Mr. Robert Germann, 1946 Woodworth Drive, stated the letter I received on Saturday about this meeting is the first letter I've gotten in the 18 years that I've lived here. I know all meetings are important, but I thought it must be an important one if this is the first time that I've gotten a letter.

Mr. Horton stated there's a website for the District that lists all of the meetings.

Vice Chairman Davis stated the main reason for the letter was to notify everyone about the increase in assessments and give them an opportunity to come and questions. We haven't had an increase in over 10 years.

Mr. Soriano stated the increase in our postage this month to send letters to thousands of homes cost us a couple thousand dollars, so we don't typically mail things. We try to do it by email, and we do have the website, unless it's something we're required to send mailings for.

Mr. Bill Davis, 940 Thoroughbred Drive, stated I'm a little concerned with the condition of the ponds on the CDD property adjacent to my house. It's mostly a weed patch.

Mr. Soriano stated I'll pass it along to the landscape company. That looks to be due to pests, so it probably needs some spraying more than anything.

Mr. Thomas asked for stuff like that, are you aware that we have links to the community manager, so you don't have to wait for a meeting if you see something like that? You can contact Jay directly. Just like with the HOA. The more information the community gives us, the more we can address these things without a wait time.

### **THIRD ORDER OF BUSINESS**

#### **Approval of Consent Agenda**

- A. Approval of the Minutes of the August 15, 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 August 15<sup>th</sup> meeting, the financial statements as of July 31st, your assessment receipts schedule showing the District is 100% collected, and the check register totaling \$95,543.90.

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

**FOURTH ORDER OF BUSINESS****Public Hearings for the Purpose of  
Adopting a Budget and Imposing  
Operations & Maintenance Assessments for  
Fiscal Year 2023**

Ms. Giles stated on page 20 of the budget you'll see the proposed increases broken out by single-family, multi-family and the Village Center retail and offices. It shows a comparison from Fiscal Year 2022 to Fiscal Year 2023. As mentioned earlier, the last time assessments were raised was Fiscal Year 2012.

On MOTION by Mr. Thomas seconded by Vice Chairman Davis with all in favor the public hearing for the purpose of adopting the Fiscal Year 2023 budget was opened.

A resident asked with this assessment, is it something we have to send a check for or is it going to be included in our annual payments?

Mr. Eckert responded it will be included on your property tax bill from the County.

A resident stated I'd like to discuss the capital reserve and get an understanding of it. Do we have a five-year plan as to what that money is going to be spent for?

Mr. Soriano responded the capital reserves have a 20-year plan. We started it years ago and we've updated the capital reserve study a couple times, about every five years or so. A company will come out and walk through all of the facilities and make new plans. So, we don't do; we have an outside vendor do it. I would say the thing that is different with this budget is we operate, and we would put money aside using a lot of what I would save every year. We're out of those savings, so the amount of money they think we should be saving each year to be able to do things like replace HVAC units, playground equipment, things like that. Everything we own is broken down in there. So, each year they know to do those things on a yearly basis we have to save so much money. So, we've created that line item in the budget. That's on the website, correct?

Ms. Giles responded we're waiting on the new one to be finalized. The old one might be on the website, [www.DoubleBranchCDD.com](http://www.DoubleBranchCDD.com) under additional documents. If it's not there, I'll add it.

Mr. Vice Chairman asked wasn't the most recent study of the stormwater and drainage facilities? Some of it is the county and some of it is us.

Mr. Soriano responded yes. That is new. Although there's not much that we will have to do. We just updated the capital report this year and that was to give us a better understanding of how we sit in that capital plan based on inflation. When our report was done five years ago, an HVAC unit that they expected to be \$10,000 is a lot different now, so we had to update it. Once that is finalized, we will get that on the website. We can put the old one on there so you can get an idea of how it would work. We've done a good job of making things last as long as we can with repairs. We're getting to the point that we have to do many of those things.

A resident asked how do you delineate what is being pulled from capital reserves versus the repairs and replacements, which increased over \$100,000?

Mr. Soriano responded repairs and replacements is more day-to-day items. Capital items are larger, longer-term items.

A resident asked are you expecting repairs and replacements to double?

Mr. Soriano responded I don't know that it's going to double but based on the bills we've seen this last year it could. We planned for worst-case scenarios. If we don't end up using those funds, that money doesn't get wasted. It can go to capital reserves so that it just goes right back into our pocket.

Vice Chairman Davis state with repairs and replacements, it's like what he mentioned earlier. If he can save on that line item, now it goes to other stuff we might need.

Mr. Horton stated we're audited every year by an external firm to make sure our financials are correct. We have someone look at our equipment every five years to make recommendations of what we should do. So, it's not an arbitrary thing. We have people looking over our shoulder to make sure we're doing the right thing and make sure we're responsible with the money. Jay is doing a good job of making sure we're doing the best we can and to make sure we're getting our monies worth. The other thing to keep in mind is we've been here over 20 years, so some things are going to need to be done like roofing and painting. We do touch-ups, but sometimes you have to redo the whole thing. The furniture in our clubhouse has been there for 20 years, so it's right at the borderline of needing replacement and that is going to cost money. We've replaced most of the pool furniture, but we have a few more things we need to replace. The fans in the patio area have to be replaced soon. After 20 years,

things just wear out. To do that, we have to spend money to make sure everybody is happy with what they have out here.

A resident stated I oversee construction projects right now, so I know what the increases have done, I just want to make sure I understood what the money was going to be allocated for.

Vice Chairman Davis stated vandalism repairs come out of the repairs and replacements line item too.

A resident asked is the increase basically due to inflation?

Vice Chairman Davis stated yes. For example, our landscape contract is huge. Think about gas alone. All of our vendors are raising prices on us, and we can't operate absorbing all of that.

Mr. Thomas stated not just the vendors, but shipping companies. It's just the way that it is. All of this was gone through with a fine-tooth comb with detailed oversight.

A resident asked do you have a contract with a furniture company?

Mr. Soriano responded for the pool furniture we do. Not for the indoor furniture.

A resident stated over on Highway 17 there is a furniture warehouse that has Ashley Furniture and other catalog items on order at a discount.

Mr. Thomas stated Jay is really good at finding discounts.

No more public comment was offered.

On MOTION by Mr. Horton seconded by Mr. Thomas with all in favor the public hearing for the purpose of adopting the Fiscal Year 2023 budget was closed.
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Ms. Giles asked based on comments and input received from the residents is there any guidance from the Board to staff as it pertains to the FY23 budget? If not, I look for a motion to approve resolution 2022-06.

There being none, a motion followed.

On MOTION by Vice Chairman Davis seconded by Mr. Horton with all in favor Resolution 2022-06, relating to annual appropriations and adopting the budget for Fiscal Year 2023 was approved.
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Ms. Giles asked Mr. Eckert, could you give us an overview of resolution 2022-07?

Mr. Eckert responded you just approved your budget so the next thing you have to do is make arrangements to collect the money to fund your budget and you do that by levying special assessments that are not based on value, they're based on benefit under Florida law, and after you have this public hearing and you adopt the resolution you will be directing the Clay County Tax Collector to collect your assessments on everyone's county tax bill.

Vice Chairman Davis asked this resolution is no different than the resolutions we've adopted every other year?

Mr. Eckert responded the only difference this year is we had an increase and we had to do mailed and published notices.

On MOTION by Vice Chairman Davis seconded by Mr. Horton with all in favor the public hearing for the purpose of imposing special assessments was opened.

There being no comments from members of the public, a motion to close the public hearing followed.

On MOTION by Mr. Horton seconded by Mr. Thomas with all in favor the public hearing for the purpose of imposing special assessments was closed.

On MOTION by Mr. Horton seconded by Vice Chairman Davis with all in favor Resolution 2022-07, imposing special assessments and certifying an assessment roll for Fiscal Year 2023 was approved.

Vice Chairman Davis stated I would like to thank everyone for coming. I wish we had more turnout because the more feedback, the better we can serve. We appreciate the feedback.

#### **FIFTH ORDER OF BUSINESS**

#### **Other Business**

There being no other business, the next item followed.

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

Mr. Eckert stated we are working on an item that we will probably roll out at your November meeting. We are revising our disciplinary and enforcement rule dealing with the situation that we had before in terms of vandalism, damage and suspension of amenity privileges until restitution is paid to the District and things of that nature. We are going to get away from the progressive disciplinary policy because I think that is already handled in-house when we have these issues. The policies we should be concerned about are dealing with suspensions for egregious conduct as well as addressing the issue Supervisor Horton and the Board brought up in terms of making sure there is some fairness in those policies to the rest of the residents who are paying for others' vandalism, so we are going to try to address those. The good thing is we have multiple districts that we're preparing that policy for, so your share of paying for the redevelopment of that is going to be fractional.

**B. District Engineer**

There being nothing to report, the next item followed.

**B. District Manager****1. Consideration of Work Authorization #1 for Onsite Management and Maintenance Contract Administration for FY23**

Ms. Giles stated this is for five full-time employees. The details are listed in the work authorization.

Mr. Horton stated I looked into it, and it did not change from last year so kudos to GMS.

On MOTION by Mr. Horton seconded by Vice Chairman Davis with all in favor work authorization #1 with GMS, LLC for onsite management and maintenance contract administration for FY23 was approved.

**2. Consideration of Work Authorization #2 for General Maintenance Services for FY23**

Mr. Soriano stated RMS is the only vendor I had that did not increase. I talked to them in length about this. If you look at some of the costs for handyman companies, they are not

highly paid, but I tend to train a lot of RMS guys here to do a lot of work in Oakleaf and I ask them to do more than most general maintenance companies do. We did ask for an increase on those repair lines that I can use those guys in, so my discussion with them was to hire me some more people instead of charging more per hour and that's what they're looking at, so they did keep their hourly rate the same as last year. There is a correction we're going to have to make on there, which is the mileage. Their mileage is set to \$0.63 per mile, that's the federal mileage rate, but we realized if we stick to the State mileage rate it is lower and GMS will take care of the difference. They've already been given the \$0.63 per mile, but you guys pay the lower state rate.

Mr. Horton stated one of the three guys we had is going on to something else I believe?

Mr. Soriano responded maybe. He is training right now. The plan is he is leaving in December. I did not wait for him to leave so I have a new guy that is training right now.

On MOTION by Vice Chairman Davis seconded by Mr. Horton with all in favor work authorization #2 with GMS, LLC for general maintenance services for FY23 was approved as revised.

#### **D. Operations Manager - Memorandum**

Mr. Soriano stated we've had our last dive-in movie at your sister district, however we only had four or five families due to weather. We started out with six food trucks and two stayed because of the rain, so it was a little bit of a bust, but that ends our movies at the pool. Now we will go back to movies on the green on the multi-use fields in conjunction with food truck night. October is going to be an extremely busy month. We will have a movie, but this year is the first year we are going to do both the pumpkin plunge and our Halloween Spooktacular. It's been quite a few years since we've had that big event. We have activities and we decorate. I use about 40 volunteers from the high schools and there can be 500 or 600 residents on the courts partying that night. The plan was years ago that we would alternate the pumpkin plunge and the spooktacular, but 2020 was the year we were supposed to bring the spooktacular back, so we missed out that year. Residents have been asking for it, so we're going to do both this year.

Our pools are now switched to limited schedules open every other day. We are also just using pool monitors during the week and then we have the slides open on the weekends. That



will cut down even further at the end of this month. Of course, for adults it's swim at your own risk and kids cannot be on the deck.

You'll notice our facility usage stayed up there. Normally it drops off at this time of the year because of school, but the heat has kept us busy. If we get rained out the lifeguards get to go home early, but it's been busy during the day. I do expect the usage to go down. We have our first couple weekends of sports out on the soccer fields so as things get busier outside, we will see that number go down.

Mr. Horton stated when you close the pools and send the lifeguards home, do they not get paid for their time?

Mr. Soriano responded they do not. A lot of people will complain when we close the pools, but it's saving the district money. Those kids want to stay here and work, but if we can't clean or do anything else like that, they're going to go home if a storm is that bad.

Mr. Soriano continued with his report. Moving on to the maintenance side, we did start tearing up the tennis courts. We removed the fencing and started working on the asphalt. I'm hoping to have surfacing material in this month so we can start painting. I'll be doing that with pickleball volunteers to keep that cost low. I'm still waiting for them to bring us nets donated by a sponsor and money from a tournament, which helps with some of these costs. You guys approved a lot of money, \$35,000, but the idea was to keep that cost as low as possible, so we will be working on that in the next month or so. For our spooktacular I would like to have that pickleball area finished because we use that area.

I have a couple of updates on other items not mentioned in the report. Unfortunately, we are still having problems with Hammer Strength, so I dropped the equipment. It's mostly because Hammer Strength is not building a lot new and those people that have refurbished items that we're looking for are not letting them go. I like that brand and I prefer it over everything when it comes to plate loading, but there is other commercial quality equipment out there, so I've found other brands that can get to us in less than 10 weeks. They're the same type of plate loading equipment and they come with a warranty. You guys already approved a not to exceed amount, so I've moved forward to get these in as quick as possible. I would like everything taken care of, so it comes out of this year's capital.

The last thing is I'm trying to set up pool installs. We do have one major repair I have to take care of and that's to install drains. Those have to be replaced every seven years whether

they work well or not, and the health department is cracking down on it this year because they didn't have paperwork on some of our pools. Unfortunately, I have to pay a pool contractor to do that so that he can put his name on a piece of paper to send to the health department. We were trying to coordinate it to where we can start install of some of the salt equipment that we've purchased. If I can get all of that done, I won't have to worry about anything in the off-season.

Becky, who has been with Oakleaf for sixteen or seventeen years is leaving us. She's staying with GMS, but she's leaving Oakleaf. I've found a replacement for her, Christina, who will be in the fitness center.

Mr. Thomas stated I've been going around a lot of the parks. I know it's a small detail, but a lot of the fence posts are missing the caps and water gets in there. I was wondering if you have any caps laying around.

Mr. Soriano stated we normally order those in boxes of 200, but I used my last bit on a playground. I'll order up some more boxes. We try to glue those down with silicone glue because if they're loose the kids will pick them up and they disappear. Last time we had to replace a post too.

## **SEVENTH ORDER OF BUSINESS**

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

#### **Supervisor Requests**

Vice Chairman Davis stated I have one thing for Chalon. Right past the new park across from the amenity center there is a drain on the side of the road and when it rains good it becomes a lake and a dangerous hydroplaning situation across the entire road. The last time I drove by there I noticed there's a lot of leaves and debris, but I don't know if that's the issue or if there is an issue with the drain itself.

Ms. Suchsland stated I know we have one that is bad as you go around the roundabout.

Vice Chairman Davis stated this one is on the main road.

Mr. Soriano stated I'll check with the county to see if they cleared that culvert because we've mentioned a couple to them on that road in the last couple of months. We've had a couple of cul-de-sacs getting flooded this year. They will suck those things out.

Mr. Thomas stated one thing I wanted to bring up for better communication is maybe at various areas around the community having a QR code to scan to take people directly to leave a maintenance request and we could do sub-menus for landscaping or anything else. Maybe by the amenity center or somewhere near the park to tell people if you see an issue, scan this and report it to the community manager instead of them having to hunt it down on the website. Maybe at the amenity center they can scan it and see the latest minutes of the meeting. I'm just trying to think of something that is more streamlined and user-friendly.

Mr. Soriano stated I can make QR codes, but I'm trying to think where I'm going to put it, so it's either going to have a sign or signpost. We can do that at parks and playground areas too. Let me figure out something.

Mr. Thomas asked do you know if AT&T is going to keep digging?

Mr. Soriano responded they are going to continue to tear stuff up everywhere. I've argued with them about everything. It's very hard to deal with them because they do have easement rights but replacing the stuff that we paid to maintain is the hard part, so I'm still dealing with it. I'm also still dealing with when they tore up Plantation Oaks along the school front. I'll continue to haggle with them to try to get them to replace things. It's mostly sod, and if you've seen what they did last year, a lot of times they will throw down seed. They're just hoping the grass grows back and nobody says anything to them.

Mr. Thomas asked is that the district's landscaping over by our new neighbors?

Ms. Suchsland responded they tore out our landscaping for theirs. It's their right of way.

Mr. Thomas stated on the righthand side, but I thought we owned the lefthand side?

Mr. Soriano responded we own a small part on the lefthand side. All we had there were grasses on that side.

Ms. Suchsland stated we did have some irrigation issues that we resolved with them that they repaired.

Mr. Thomas asked they're not trying to tie into the electrical?

Mr. Soriano responded unless we see a jump, they haven't dug anything of ours up and it's not really easy to do that way, but we will keep an eye the meters.

Mr. Horton stated on the annual engineer's report there were a lot of items that needed to be done. The one thing I can think of is the erosion around the bridges. Has anything been done about that yet?

Mr. Soriano responded not yet. We had a couple of different plans. We've thrown dirt in there, but it's just going to wash out in the pond. We may have to bring the bulkhead up one more level too with big tie beams. It's not just the erosion, but they also don't want the tripping hazard if you were to walk off that concrete ramp, so the other suggestion was putting up some kind of fencing, which we've also thought about doing just for safety reasons.

Mr. Horton has the equipment for the Cannon's Point playground come in yet?

Mr. Soriano responded it has not. I order from a company called Wabash and they handle a lot of site equipment. This is not playground specifically; we have a lot of trash cans that are damaged everywhere. You have some thermoplastic cans that the kids like to burn. We've had a few at the multiuse fields that are rusty, and the plastic is tearing off. We have to replace those, so I've placed an order for about \$5,000 worth of trashcans and they sent me an email last week that there is a delay and the most recent report from the manufacturer is shipping is scheduled for January 20, 2023. This was ordered in February, so it's almost been a year. We're still having quite a bit of trouble getting some of these big items. The playground is not close, but I don't think it's going to be as bad as this one.

Vice Chairman stated like the Hammer Strength equipment, is there not another option?

Mr. Soriano responded I've already responded to them to give me a call. They're kind of like a broker. They do make their own equipment, but they sell other brands. Sometimes I think the shipping is an excuse to push me into something more expensive, so I'm going to see what is available.

Mr. Horton asked have there been any security issues the last month?

Ms. Dietrich responded no major issues. The main thing I find in all the reports is the lighting goes out and it is very dark. That's why you get a lot of people in that parking lot that we chase out of there every night. I'm sure it's just not wanting to run lights all night long, but if there was a way to keep one or two in the parking lot on.

Mr. Soriano stated the parking lot lights are supposed to stay on. If they're going out right now that has more to do with the storms we've had lately. The track goes off because no one is supposed to be out there past dusk. We get on soccer about that because they will push

it, but our facilities are only down to dusk. Lights stay on past dusk, but not by much because we don't want to invite people out there. You have a lot of new guards too. Some of the other guards were shown how to press the button to turn the lights on.

Mr. Horton asked are you having any issues with people not showing up for shifts?

Ms. Dietrich responded no. We just had a huge turnover and hired a bunch of folks and the ones we have out there right now are showing up on time. I think your credits for last month were around 10 hours and that's a couple of hours here and there, that's not just one shift.

Mr. Lanier stated thank you to the residents that showed up. We appreciate your input as always. Chalon, thank you for all the work that VerdeGo has done. I would love to explore the QR code request further.

### **Audience Comments**

Mr. Stephen Sparks stated I'd like to thank Jay because I've texted him about a few things and he's right on it, so I appreciate that quick response. You mentioned email notices and that is a great idea for even getting the minutes out. You guys have email addresses for everybody that has cards, so why can we not just send the minutes out from the meetings in a mass email?

Mr. Soriano responded spam laws prohibit me from taking your email unless you gave me permission to stick it into that system. You have to opt in. So, on that system on the front page of the website there is a button that everybody would have to use. Even though I have contacts for about 7,000 homes, out of those I only have a little over 3,000 that are on that newsletter list.

Mr. Stephen Sparks stated sure, so what about getting them out to those people that are opted in?

Mr. Soriano responded we can do that if the board wishes. Usually, it's just links to the website.

Ms. Giles stated at the top of the agenda you'll see the board reviewed and approved the minutes of the last meeting. So, the minutes are always a month behind. All the meetings are recorded and then a transcriptionist transcribed them to what you see here. Then they're presented to the Board for their approval. Once they're approved if the board wants staff to

look into another way outside of what we already do we can. They're already posted on the website once you approve them.

Mr. Soriano stated we could do that, or even just put a sentence at the bottom that says see what was discussed at last month's meeting.

Mr. Horton stated that's what I was going to suggest. A link for the two websites to send out and something that says if you have any questions, here's a good place to go and who to contact. You probably send an email out every six weeks or so.

Mr. Soriano stated usually once a month. Sometimes it's every couple weeks. This time of year we have a lot more because there is so much going on. For the road closures I made sure that went out to keep everybody informed. There's always going to be something I can attach it to. It might be late, but we can put a link in there.

Mr. Stephen Sparks asked do we have a map of which neighborhoods are part of the CDD?

Mr. Eckert responded we do, it's the last page of the agenda package that is on the website.

Mr. Stephen Sparks asked what is going to happen with Waterford? They're not going to be part of the CDD?

Vice Chairman Davis responded months ago it was intended to be an all-rental community. They changed gears and sold it and now they're selling the homes, but that rental company came to us months ago asking for a Costco/Sam's Club deal for them to use the amenities even cheaper than we're all paying and we shot that down. They are not going to be part of our CDD similar to the Village Center.

Ms. Diedre Scott, 510 Meldrum Lane, stated I'm a realtor and I went to Waterford last week for one of my clients and they mentioned that the CDD was optional.

Mr. Horton stated it is for \$2,200 a year. Anybody has that option.

Ms. Giles stated it's for access to all the amenity facilities. It's called a non-resident annual user fee.

A resident stated you're going to have a hard time getting them off the fields and things.

Vice Chairman Davis stated we have that now.

Mr. Soriano stated we're going to have to find ways to deal with that and enforce it.

Mr. Thomas stated our pool staff is fully aware of who can and cannot come in, so we will be heavily monitoring that when those homes are built.

A resident stated I take walks around Oakside Drive and Laurelwood and trash in the grassy areas is not getting picked up in a very timely fashion. It used to be that you could tell when someone has been down there cleaning, but now I can't tell

Mr. Soriano stated we do have someone that picks up trash seven days a week, but he hits all of Oakleaf so almost everywhere gets hit at least once. If I have more staffing, I might be able to send somebody out more. Even if I sent four people in golf carts to pick up trash around the neighborhoods, you're still going to get complaints with the way people litter around here. We do have a lot of roadsides.

A resident stated you mentioned earlier about vandalism. I live in the Oaks near the track where the high schooler's walk through and there is a decorative signpost that I think is about reclaimed water. Within the last month somebody has pulled that sign tilted to where you can see the cement that is holding it in the ground and the sign is bent. That could possibly be a safety issue if it falls down.

Mr. Soriano stated I've ordered a new sign because it's not just a little dent.

A resident stated we're also missing some of the caps on the playground poles. That park there is extremely dark at night. It would be nice if we had a light there. I've been told they won't because it would encourage people to hang out, but during the summer we've actually had to call the police on people hanging out there.

Mr. Soriano stated many of our amenities we don't want to add lighting knowing that it attracts people, but playgrounds are also tougher because you have people that live around the playgrounds, so you have to be in agreement with all of those owners to put that light up or you'll get complaints when it's shining in their bedroom. We've had a couple complaints when people thought we were going to install lighting.

Vice Chairman Davis stated we've also had issues where there's not electric available close by and it would be cost prohibitive. If there is something wrong going on, please continue with what you're doing and call the police. That will eventually get them out of there.

**EIGHTH ORDER OF BUSINESS**

**Next Scheduled Meeting**

Ms. Giles stated the next scheduled meeting is October 10<sup>th</sup> at 4:00 p.m. at the Plantation Oaks Amenity Center.

**NINTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Vice Chairman Davis seconded by Mr. Horton with all in favor the meeting was adjourned.
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Secretary/Assistant Secretary

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Chairman/Vice Chairman



*B.*

# Double Branch

## Community Development District

Unaudited Financial Reporting  
August 31, 2022



**DOUBLE BRANCH**  
**Community Development District**  
**Combined Balance Sheet**  
August 31, 2022

	<b>Governmental Fund Types</b>					<b>Totals (Memorandum Only)</b>
	<b>General</b>	<b>Recreation</b>	<b>Capital Reserve</b>	<b>Debt Service</b>	<b>Capital Projects</b>	
<b>ASSETS:</b>						
Cash	\$84,455	\$351,561	\$336,615	---	---	\$772,631
Petty Cash	---	\$672	---	---	---	\$672
Investments:						
<i><b>Series 2013A-1</b></i>						
Revenue	---	---	---	\$623,551	---	\$623,551
Reserve A1	---	---	---	\$868,932	---	\$868,932
Prepayment	---	---	---	\$144	---	\$144
Acquisition and Construction	---	---	---	---	\$18,651	\$18,651
<i><b>Series 2013A-2</b></i>						
Reserve A2	---	---	---	\$95,634	---	\$95,634
<i><b>Operations</b></i>						
Custody Account-General Fund Excess	\$10,433	---	---	---	---	\$10,433
Custody Account-Recreation Fund Excess	---	\$343,609	---	---	---	\$343,609
Custody Account-Recreation Fund Reserve	---	---	\$73	---	---	\$73
<i><b>State Board</b></i>						
General Fund	\$2,504	---	---	---	---	\$2,504
Recreation	---	\$185,150	---	---	---	\$185,150
Capital Reserve	---	---	\$1,095,409	---	---	\$1,095,409
Due From Capital Reserve Fund	---	\$300	---	---	---	\$300
Due from Other	\$25	\$137	---	---	---	\$162
Due From Middle Village	---	\$4,553	---	---	---	\$4,553
Electric Deposits	---	\$4,583	---	---	---	\$4,583
<b>TOTAL ASSETS</b>	<b>\$97,417</b>	<b>\$890,565</b>	<b>\$1,432,098</b>	<b>\$1,588,261</b>	<b>\$18,651</b>	<b>\$4,026,991</b>
<b>LIABILITIES:</b>						
Accounts Payable	\$3,282	\$22,442	---	---	---	\$25,724
FICA Payable	\$153	---	---	---	---	\$153
Accrued Expenses	---	\$13,501	---	---	---	\$13,501
Due to Rec Fund	---	---	\$300	---	---	\$300
<b>FUND BALANCES:</b>						
Nonspendable	---	\$4,583	---	---	---	\$4,583
Restricted for Debt Service	---	---	---	\$1,588,261	---	\$1,588,261
Restricted for Capital Projects	---	---	---	---	\$18,651	\$18,651
Assigned	---	---	\$1,431,798	---	---	\$1,431,798
Unassigned	\$93,983	\$850,038	---	---	---	\$944,020
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>\$97,417</b>	<b>\$890,565</b>	<b>\$1,432,098</b>	<b>\$1,588,261</b>	<b>\$18,651</b>	<b>\$4,026,991</b>

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

	AMENDED BUDGET	PRORATED BUDGET THRU 8/31/2022	ACTUAL THRU 8/31/2022	VARIANCE
Assessment - Tax Roll	\$177,890	\$177,890	\$178,354	\$464
Interest Income	\$200	\$183	\$23	(\$160)
<b>TOTAL REVENUES</b>	<b>\$178,090</b>	<b>\$178,073</b>	<b>\$178,377</b>	<b>\$304</b>

**EXPENDITURES:**

**Administrative**

Supervisor Fees	\$12,000	\$11,000	\$10,200	\$800
FICA Expense	\$918	\$842	\$838	\$3
Engineering	\$5,000	\$4,583	\$2,067	\$2,517
Arbitrage	\$700	\$700	\$700	\$0
Dissemination	\$1,600	\$1,467	\$1,375	\$92
Assessment Roll	\$8,212	\$8,212	\$8,212	\$0
Attorney	\$42,000	\$38,500	\$17,376	\$21,124
Annual Audit	\$5,900	\$5,900	\$4,900	\$1,000
Trustee Fees	\$8,815	\$8,815	\$8,815	(\$0)
Management Fees	\$61,762	\$56,615	\$56,615	(\$0)
Information Technology	\$2,142	\$1,964	\$1,964	\$0
Telephone	\$600	\$550	\$369	\$181
Postage	\$1,900	\$1,742	\$1,850	(\$108)
Printing & Binding	\$3,000	\$2,750	\$1,961	\$789
Records Storage	\$300	\$275	\$0	\$275
Insurance	\$9,166	\$9,166	\$8,625	\$541
Legal Advertising	\$2,800	\$2,567	\$1,759	\$808
Office Supplies	\$350	\$321	\$19	\$302
Website Compliance	\$2,500	\$2,292	\$2,292	\$0
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
Other Current Charges	\$0	\$0	\$25	(\$25)
Reserve	\$8,250	\$8,250	\$8,250	\$0

<b>TOTAL EXPENDITURES</b>	<b>\$178,090</b>	<b>\$166,684</b>	<b>\$138,385</b>	<b>\$28,299</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$0</b>		<b>\$39,993</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$0</b>		<b>\$53,990</b>	
<b>FUND BALANCE - Ending</b>	<b>\$0</b>		<b>\$93,983</b>	

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

	October	November	December	January	February	March	April	May	June	July	August	September	Total
<b>Revenues:</b>													
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	\$4	\$5	\$0	\$23
Miscellaneous Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$3</b>	<b>\$15,151</b>	<b>\$152,908</b>	<b>\$1,918</b>	<b>\$1,993</b>	<b>\$1,107</b>	<b>\$2,534</b>	<b>\$1,271</b>	<b>\$1,484</b>	<b>\$4</b>	<b>\$5</b>	<b>\$0</b>	<b>\$178,377</b>
<b>Expenditures:</b>													
<b><u>Administrative</u></b>													
Supervisors Fees	\$1,000	\$1,000	\$800	\$1,000	\$800	\$1,000	\$1,000	\$800	\$1,000	\$800	\$1,000	\$0	\$10,200
FICA Expense	\$77	\$77	\$61	\$77	\$72	\$89	\$89	\$66	\$83	\$66	\$83	\$0	\$838
Engineering	\$0	\$0	\$195	\$0	\$0	\$0	\$0	\$598	\$0	\$1,274	\$0	\$0	\$2,067
Arbitrage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$700	\$0	\$0	\$0	\$0	\$700
Dissemination	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$0	\$1,375
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	\$1,587	\$0	\$0	\$17,376
Annual Audit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000	\$2,900	\$0	\$0	\$4,900
Trustee fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,815	\$0	\$8,815
Management Fees	\$5,197	\$5,197	\$5,047	\$5,147	\$5,147	\$5,147	\$5,147	\$5,147	\$5,147	\$5,147	\$5,147	\$0	\$56,615
Computer Time	\$179	\$179	\$179	\$179	\$179	\$179	\$179	\$179	\$179	\$179	\$179	\$0	\$1,964
Telephone	\$2	\$17	\$55	\$15	\$39	\$66	\$58	\$15	\$8	\$51	\$43	\$0	\$369
Postage	\$184	\$10	\$6	\$8	\$14	\$14	\$5	\$117	\$14	\$37	\$1,440	\$0	\$1,850
Printing & Binding	\$64	\$14	\$27	\$10	\$25	\$30	\$28	\$16	\$50	\$183	\$1,515	\$0	\$1,961
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	\$70	\$902	\$0	\$1,759
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	\$1	\$7	\$0	\$19
Website Compliance	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$0	\$2,292
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	\$8,250	\$0	\$0	\$8,250
Other Current Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6	\$7	\$6	\$7	\$0	\$25
<b>Total Administrative</b>	<b>\$26,884</b>	<b>\$7,072</b>	<b>\$8,199</b>	<b>\$8,776</b>	<b>\$8,925</b>	<b>\$9,914</b>	<b>\$9,098</b>	<b>\$8,418</b>	<b>\$10,748</b>	<b>\$20,882</b>	<b>\$19,470</b>	<b>\$0</b>	<b>\$138,385</b>
<b>Excess Revenues (Expenditures)</b>	<b>(\$26,881)</b>	<b>\$8,079</b>	<b>\$144,709</b>	<b>(\$6,858)</b>	<b>(\$6,932)</b>	<b>(\$8,807)</b>	<b>(\$6,564)</b>	<b>(\$7,147)</b>	<b>(\$9,264)</b>	<b>(\$20,879)</b>	<b>(\$19,465)</b>	<b>\$0</b>	<b>\$39,993</b>

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

AMENDED BUDGET	PRORATED BUDGET THRU 8/31/2022	ACTUAL THRU 8/31/2022	VARIANCE
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**REVENUES:**

Assessments-Tax Roll	\$1,462,648	\$1,462,648	\$1,466,466	\$3,818
Interest Income	\$1,000	\$1,000	\$1,236	\$236
Amenities Revenue	\$40,000	\$36,667	\$24,347	(\$12,320)
Sports Revenue	\$13,000	\$13,000	\$18,547	\$5,547
<b>TOTAL REVENUES</b>	<b>\$1,516,648</b>	<b>\$1,513,315</b>	<b>\$1,510,596</b>	<b>(\$2,719)</b>

**EXPENDITURES:**

**Administrative:**

Management Fees - Onsite	\$192,766	\$176,702	\$176,702	\$0
Insurance	\$74,118	\$74,118	\$75,451	(\$1,333)
Other Current Charges	\$3,500	\$3,208	\$3,381	(\$173)
Permit Fees	\$1,635	\$1,499	\$1,160	\$339
<b>Total Administrative</b>	<b>\$272,019</b>	<b>\$255,527</b>	<b>\$256,694</b>	<b>(\$1,166)</b>

**Maintenance:**

**Common Area**

Security	\$85,000	\$77,917	\$76,069	\$1,847
Security - Clay County Off-Duty Sheriff	\$43,000	\$39,417	\$41,986	(\$2,569)
Water - Irrigation	\$9,000	\$8,250	\$8,015	\$235
Irrigation Maintenance	\$4,250	\$4,250	\$7,841	(\$3,591)
Streetlighting	\$33,066	\$30,311	\$25,917	\$4,394
Electric	\$35,000	\$32,083	\$27,972	\$4,111
Landscape Maintenance	\$389,777	\$357,295	\$327,601	\$29,694
Common Area Maintenance	\$52,000	\$47,667	\$49,878	(\$2,211)
Lake Maintenance	\$26,840	\$24,603	\$20,700	\$3,903
Repairs and Replacement	\$105,000	\$96,250	\$84,504	\$11,746
<b>Total Common Area</b>	<b>\$782,933</b>	<b>\$718,042</b>	<b>\$670,483</b>	<b>\$47,560</b>

**Recreation Facility**

Amenity Staff	\$118,000	\$118,000	\$142,144	(\$24,144)
Refuse Services	\$10,000	\$10,000	\$11,423	(\$1,423)
Telephone	\$5,500	\$5,042	\$4,979	\$63
Electric	\$40,000	\$36,667	\$33,904	\$2,763
Cable	\$8,500	\$7,792	\$6,716	\$1,076
Pool Maintenance	\$40,000	\$36,667	\$25,510	\$11,157
Water / Sewer/Reclaim	\$48,000	\$44,000	\$44,770	(\$770)
Facility Maintenance-General	\$50,000	\$45,833	\$37,380	\$8,453
Facility Maintenance-Preventative	\$13,117	\$12,024	\$3,125	\$8,899
Facility Maintenance - Contingency	\$34,750	\$31,854	\$24,537	\$7,317
Lighting Repairs	\$8,500	\$7,792	\$7,048	\$743
Special Events	\$10,500	\$9,625	\$2,106	\$7,519
Office Supplies & Equipment	\$2,000	\$1,833	\$1,191	\$642
Janitorial	\$64,000	\$58,667	\$50,967	\$7,700
Recreation Passes	\$4,000	\$3,667	\$3,494	\$172

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

	AMENDED BUDGET	PRORATED BUDGET THRU 8/31/2022	ACTUAL THRU 8/31/2022	VARIANCE
Pool Leak Repairs	\$2,500	\$2,292	\$0	\$2,292
Multiuse Field	\$2,330	\$2,136	\$0	\$2,136
<b>Total Recreation Facility</b>	<b>\$461,697</b>	<b>\$433,889</b>	<b>\$399,294</b>	<b>\$34,594</b>
<b>Total Maintenance</b>	<b>\$1,244,629</b>	<b>\$1,151,931</b>	<b>\$1,069,777</b>	<b>\$82,154</b>
<b>TOTAL EXPENDITURES</b>	<b>\$1,516,648</b>	<b>\$1,407,458</b>	<b>\$1,326,471</b>	<b>\$80,988</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$0</b>		<b>\$184,125</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$0</b>		<b>\$670,496</b>	
<b>FUND BALANCE - Ending</b>	<b>\$0</b>		<b>\$854,621</b>	

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

	October	November	December	January	February	March	April	May	June	July	August	September	Total
<b>Revenues:</b>													
Assessments-Tax Roll	\$0	\$124,556	\$1,257,230	\$15,761	\$16,378	\$9,095	\$20,831	\$10,437	\$12,177	\$0	\$0	\$0	\$1,466,466
Interest Income	\$31	\$32	\$25	\$27	\$28	\$49	\$72	\$136	\$193	\$286	\$358	\$0	\$1,236
Amenities Revenue	\$1,497	\$1,167	\$2,373	\$2,285	\$1,741	\$2,284	\$5,519	\$2,157	\$3,566	\$473	\$1,286	\$0	\$24,347
Sports Revenue	\$0	\$0	\$0	\$2,250	\$0	\$1,175	\$0	\$8,155	\$2,967	\$3,675	\$325	\$0	\$18,547
<b>Total Revenues</b>	<b>\$1,528</b>	<b>\$125,755</b>	<b>\$1,259,627</b>	<b>\$20,324</b>	<b>\$18,146</b>	<b>\$12,603</b>	<b>\$26,422</b>	<b>\$20,885</b>	<b>\$18,903</b>	<b>\$4,434</b>	<b>\$1,969</b>	<b>\$0</b>	<b>\$1,510,596</b>
<b>Expenditures:</b>													
<b><u>Administrative</u></b>													
Management Fees - Onsite	\$16,064	\$16,064	\$16,064	\$16,064	\$16,064	\$16,064	\$16,064	\$16,064	\$16,064	\$16,064	\$16,064	\$0	\$176,702
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	\$434	\$173	\$0	\$3,381
Permit Fees	\$27	\$27	\$394	\$27	\$27	\$42	\$225	\$0	\$391	\$0	\$0	\$0	\$1,160
<b>Total Administrative</b>	<b>\$91,826</b>	<b>\$16,300</b>	<b>\$16,904</b>	<b>\$16,359</b>	<b>\$16,360</b>	<b>\$16,354</b>	<b>\$16,555</b>	<b>\$16,432</b>	<b>\$16,870</b>	<b>\$16,498</b>	<b>\$16,236</b>	<b>\$0</b>	<b>\$256,694</b>
<b><u>MAINTENANCE- Common Area</u></b>													
Security	\$7,425	\$5,389	\$5,723	\$8,234	\$5,852	\$7,335	\$6,975	\$7,380	\$7,094	\$7,414	\$7,251	\$0	\$76,069
Security - Clay County Off-Duty Sheriff	\$2,261	\$3,459	\$5,473	\$2,969	\$3,468	\$4,480	\$4,002	\$3,703	\$5,338	\$3,344	\$3,489	\$0	\$41,986
Water - Irrigation	\$786	\$460	\$441	\$434	\$485	\$1,060	\$1,073	\$873	\$793	\$776	\$834	\$0	\$8,015
Irrigation Maintenance	\$0	\$0	\$1,231	\$0	\$0	\$1,820	\$0	\$0	\$0	\$1,969	\$2,821	\$0	\$7,841
Streetlighting	\$2,318	\$2,338	\$2,338	\$2,325	\$2,325	\$2,342	\$2,368	\$2,368	\$2,391	\$2,391	\$2,413	\$0	\$25,917
Electric	\$2,541	\$2,240	\$2,466	\$2,516	\$1,551	\$2,520	\$2,727	\$2,926	\$2,802	\$2,465	\$3,218	\$0	\$27,972
Landscape Maintenance	\$31,728	\$31,728	\$31,728	\$32,482	\$32,482	\$34,839	\$32,482	\$32,962	\$32,962	\$32,962	\$1,244	\$0	\$327,601
Common Area Maintenance	\$4,550	\$4,529	\$6,700	\$2,024	\$2,268	\$4,834	\$6,955	\$6,077	\$3,915	\$7,460	\$566	\$0	\$49,878
Lake Maintenance	\$2,070	\$2,070	\$2,070	\$2,070	\$2,070	\$2,070	\$2,070	\$2,070	\$2,070	\$2,070	\$0	\$0	\$20,700
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	\$6,925	\$366	\$6,678	\$9,978	\$9,875	\$3,706	\$6,996	\$2,017	\$0	\$84,504
General Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Common Area</b>	<b>\$68,559</b>	<b>\$64,193</b>	<b>\$69,271</b>	<b>\$59,979</b>	<b>\$50,866</b>	<b>\$67,979</b>	<b>\$68,630</b>	<b>\$68,234</b>	<b>\$61,071</b>	<b>\$67,847</b>	<b>\$23,853</b>	<b>\$0</b>	<b>\$670,483</b>
<b><u>Recreation Facility</u></b>													
Amenity Staff	\$9,677	\$5,104	\$7,523	\$4,676	\$3,502	\$5,407	\$8,436	\$11,152	\$40,639	\$25,271	\$20,757	\$0	\$142,144
Refuse Service	\$867	\$867	\$867	\$886	\$1,134	\$1,134	\$1,134	\$1,134	\$1,134	\$1,134	\$1,134	\$0	\$11,423
Telephone	\$477	\$520	\$497	\$496	\$523	\$496	\$496	\$408	\$424	\$212	\$430	\$0	\$4,979
Electric	\$2,641	\$1,715	\$1,675	\$1,775	\$1,481	\$2,229	\$3,126	\$3,910	\$4,813	\$4,591	\$5,948	\$0	\$33,904
Cable	\$696	\$719	\$719	\$540	\$576	\$577	\$579	\$577	\$576	\$577	\$580	\$0	\$6,716
Pool Maintenance/Chemicals	\$2,107	\$2,107	\$2,307	\$2,307	\$2,307	\$2,307	\$2,307	\$2,307	\$2,483	\$2,483	\$2,483	\$0	\$25,510
Water/Sewer/Reclaim	\$5,562	\$5,968	\$4,695	\$2,186	\$2,300	\$3,091	\$3,875	\$4,150	\$4,791	\$4,485	\$3,667	\$0	\$44,770
Facility Maintenance - General	\$3,866	\$4,137	\$3,731	\$3,298	\$2,326	\$3,628	\$4,167	\$4,175	\$0	\$8,052	\$0	\$0	\$37,380
Facility Maintenance - Preventative Contracts	\$155	\$485	\$360	\$155	\$360	\$640	\$515	\$0	\$0	\$155	\$300	\$0	\$3,125



**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	\$5,648	\$0	\$0	\$24,537
Lighting Repairs	\$702	\$706	\$705	\$705	\$703	\$701	\$708	\$711	\$0	\$1,407	\$0	\$0	\$7,048
Special Events	\$328	\$370	\$75	\$0	\$98	\$175	\$148	\$477	\$0	\$0	\$435	\$0	\$2,106
Office Supplies and Equipment	\$156	\$9	\$51	\$187	\$111	\$235	\$154	\$42	\$42	\$153	\$50	\$0	\$1,191
Janitorial	\$4,633	\$4,633	\$4,633	\$4,633	\$4,633	\$4,633	\$4,633	\$4,633	\$4,633	\$4,633	\$4,633	\$0	\$50,967
Recreation Passes	\$0	\$236	\$1,137	\$0	\$242	\$0	\$0	\$970	\$909	\$0	\$0	\$0	\$3,494
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
	\$34,764	\$30,468	\$31,741	\$24,512	\$21,936	\$25,254	\$33,173	\$37,782	\$60,444	\$58,802	\$40,418	\$0	\$399,294
<b>Total Expenses</b>	\$195,150	\$110,962	\$117,916	\$100,850	\$89,162	\$109,587	\$118,358	\$122,447	\$138,385	\$143,147	\$80,507	\$0	\$1,326,471
<b>Excess Revenues (Expenditures)</b>	(\$193,622)	\$14,794	\$1,141,711	(\$80,526)	(\$71,016)	(\$96,984)	(\$91,935)	(\$101,562)	(\$119,482)	(\$138,713)	(\$78,539)	\$0	\$184,125

**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 August 31, 2022

	ADOPTED BUDGET	PRORATED THRU 8/31/2022	ACTUAL THRU 8/31/2022	VARIANCE
<b><u>Revenues:</u></b>				
Special Assessments - Tax Roll	\$1,961,878	\$1,961,878	\$1,967,938	\$6,060
Interest Income	\$800	\$800	\$4,655	\$3,855
<b>TOTAL REVENUES</b>	<b>\$1,962,678</b>	<b>\$1,962,678</b>	<b>\$1,972,594</b>	<b>\$9,915</b>
<b><u>Expenditures:</u></b>				
<b><u>Series 2013 A-1</u></b>				
Interest Expense - 11/1	\$353,312	\$353,312	\$353,312	\$0
Interest Expense - 5/1	\$353,312	\$353,312	\$353,312	\$0
Principal Expense 5/1	\$1,045,000	\$1,045,000	\$1,045,000	\$0
<b><u>Series 2013 A-2</u></b>				
Interest Expense - 11/1	\$49,738	\$49,738	\$49,738	\$0
Interest Expense - 5/1	\$49,738	\$49,738	\$49,738	\$0
Principal Expense 5/1	\$90,000	\$90,000	\$90,000	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$1,941,099</b>	<b>\$1,941,099</b>	<b>\$1,941,099</b>	<b>\$0</b>
EXCESS REVENUES (EXPENDITURES)	<b>\$21,579</b>		<b>\$31,495</b>	
<b><i>Net change in Fund Balance</i></b>	<b>\$21,579</b>		<b>\$31,495</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$687,628</b>		<b>\$1,556,766</b>	
<b>FUND BALANCE - Ending</b>	<b>\$709,207</b>		<b>\$1,588,261</b>	

Revenue	\$623,551
Reserve 2013-1	\$868,932
Reserve 2013-2	\$95,634
Prepayment	\$144
Assessments Receivable	\$0
<b>Total</b>	<b>\$1,588,261</b>

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

	AMENDED BUDGET	PRORATED THRU 8/31/2022	ACTUAL THRU 8/31/2022	VARIANCE
<b><u>REVENUES:</u></b>				
Interest Income	\$2,000	\$2,000	\$6,914	\$4,914
General Fund Reserve- Transfer in	\$8,250	\$8,250	\$8,250	\$0
<b>TOTAL REVENUES</b>	<b>\$10,250</b>	<b>\$10,250</b>	<b>\$15,164</b>	<b>\$4,914</b>
<b><u>EXPENDITURES:</u></b>				
Landscape Reserves	\$10,000	\$9,167	\$0	\$9,167
Capital Projects	\$200,000	\$183,333	\$9,760	\$173,573
<b>TOTAL EXPENDITURES</b>	<b>\$210,000</b>	<b>\$192,500</b>	<b>\$9,760</b>	<b>\$182,740</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$199,750)</b>		<b>\$5,404</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$1,238,762</b>		<b>\$1,426,393</b>	
<b>FUND BALANCE - Ending</b>	<b>\$1,039,012</b>		<b>\$1,431,798</b>	

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

SERIES  
2013 A-1 AND A-2

**REVENUES:**

Interest Income \$50

**TOTAL REVENUES** \$50

**EXPENDITURES:**

Capital Outlay - Series 2013 A1 and A2 \$0

Cost of Issuance \$0

**TOTAL EXPENDITURES** \$0

**EXCESS REVENUES (EXPENDITURES)** \$50

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

**FUND BALANCE - Ending** \$18,651

# Double Branch

## Community Development District

### Long Term Debt Report

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

<b>Series 2013 A-2 Special Assessment Refunding Bonds</b>	
Interest Rate:	5.750%
Maturity Date:	5/1/34
Reserve Fund Definition:	50% Max Annual on Outstanding
Reserve Fund Requirement:	\$95,634
Reserve Fund Balance:	\$95,634
 Bonds outstanding - 9/30/2013	 \$2,900,000
Less: November 1, 2013 (Prepayment)	(\$145,000)
Less: May 1, 2014 (Mandatory)	(\$75,000)
Less: November 1, 2014 (Prepayment)	(\$75,000)
Less: May 1, 2015 (Mandatory)	(\$75,000)
Less: May 1, 2015 (Prepayment)	(\$45,000)
Less: November 1, 2015 (Prepayment)	(\$50,000)
Less: May 2, 2016 (Mandatory)	(\$75,000)
Less: May 2, 2016 (Prepayment)	(\$35,000)
Less: November 1, 2016 (Prepayment)	(\$55,000)
Less: May 2, 2017 (Mandatory)	(\$75,000)
Less: May 2, 2017 (Prepayment)	(\$5,000)
Less: May 1, 2018 (Mandatory)	(\$80,000)
Less: May 1, 2018 (Prepayment)	(\$5,000)
Less: November 1, 2018 (Prepayment)	(\$105,000)
Less: May 1, 2019 (Mandatory)	(\$80,000)
Less: May 2, 2019 (Prepayment)	(\$10,000)
Less: November 1, 2019 (Prepayment)	(\$10,000)
Less: May 1, 2020 (Mandatory)	(\$80,000)
Less: May 2, 2020 (Prepayment)	(\$5,000)
Less: May 1, 2021 (Mandatory)	(\$85,000)
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
<b>TOTAL ASSESSED</b>	<b>45,481</b>	<b>1,961,878.15</b>	<b>177,805.17</b>	<b>1,461,950.50</b>	<b>3,601,633.81</b>

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

PERCENT COLLECTED	TOTAL	DEBT	O&M
<b>TOTAL PERCENT COLLECTED</b>	<b>100.31%</b>	<b>100.31%</b>	<b>100.31%</b>

*D.*



# Double Branch

## Community Development District

### Check Run Summary September 30, 2022

Fund	Date	Check No.	Amount
<b>General Fund</b>			
Accounts Payable	9/2/22	1716	\$ 845.00
	9/9/22	1717-1719	\$ 16,633.33
Sub-Total			\$ 17,478.33
<b>Recreation Fund</b>			
Accounts Payable	9/2/22	7096-7100	\$ 3,643.11
	9/9/22	7101-7105	\$ 85,810.36
	9/14/22	7106-7116	\$ 52,443.88
	9/19/22	7117-7118	\$ 20,697.16
Sub-Total			\$ 162,594.51
<b>Capital Reserve Fund</b>			
Accounts Payable			\$ -
Sub-Total			\$ -
<b>Total</b>			<b>\$ 180,072.84</b>

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
9/02/22	00023	8/08/22 204116	202207 310-51300-31100	ANNUAL REPORT INSPECTION	*	845.00	
				ENGLAND-THIMS & MILLER, INC.			845.00 001716
9/09/22	00052	9/06/22 16673	202209 300-15500-10000	FY23 POLICY RENEWAL	*	9,272.00	
				EGIS INSURANCE ADVISORS LLC			9,272.00 001717
9/09/22	00035	9/01/22 2286	202209 310-51300-34000	SEPT MANAGEMENT FEES	*	5,146.83	
		9/01/22 2286	202209 310-51300-52000	SEPT WEBSITE ADMIN	*	208.33	
		9/01/22 2286	202209 310-51300-35100	SEPT INFO TECH	*	178.50	
		9/01/22 2286	202209 310-51300-31300	SEPT DISSEM AGENT SERVICE	*	125.00	
		9/01/22 2286	202209 310-51300-42000	POSTAGE	*	34.79	
		9/01/22 2286	202209 310-51300-42500	COPIES	*	72.90	
		9/01/22 2286	202209 310-51300-41000	TELEPHONE	*	8.45	
				GOVERNMENTAL MANAGEMENT SERVICES			5,774.80 001718
9/09/22	00113	8/11/22 3093889	202207 310-51300-31500	JUL GENERAL COUNSEL	*	1,586.53	
				KUTAK ROCK LLP			1,586.53 001719
TOTAL FOR BANK A						17,478.33	
TOTAL FOR REGISTER						17,478.33	



Double Branch CDD  
c/o GMS, LLC  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

August 08, 2022  
Project No: 01149.32000  
Invoice No: 0204116

Project 01149.32000 Double Branch CDD - 2014/2015 General Consulting Engineering Services (WA#18A)

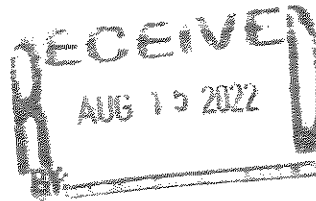
Work Description: Inspection for Annual Report

**Professional Services rendered through July 30, 2022**

**Professional Personnel**

	Hours	Rate	Amount
Principal - Vice President	1.00	195.00	195.00
Sr. Inspector	5.00	130.00	650.00
Totals	6.00		845.00
<b>Total Labor</b>			<b>845.00</b>

Invoice Total this Period **\$845.00**



23A  
1,310,513.31

**England-Thims & Miller, Inc.**

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS  
14775 Old St. Augustine Road • Jacksonville, Florida 32258 • Tel 904-642-8990 • fax 904-646-9485  
CA-00002584 LC-0000316

# Billing Backup

ENGLAND-THIMS AND MILLER, INC.

Invoice 0204116 Dated 8/8/2022

Monday, August 8, 2022

8:13:32 AM

Project 01149.32000 Double Branch CDD - 2014/2015 General Consulting Engineering Services (WA#18A)

## Professional Personnel

			Hours	Rate	Amount
Principal - Vice President					
23320	Ma, Ka Tai	7/16/2022	1.00	195.00	195.00
	Sr. Inspector				
11940	Brooks, Jeffrey	7/9/2022	5.00	130.00	650.00
	Totals		6.00		845.00
	<b>Total Labor</b>				<b>845.00</b>

**Total this Project \$845.00**

**Total this Report \$845.00**

## England-Thims & Miller, Inc.

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS  
14775 Old St. Augustine Road • Jacksonville, Florida 32258 • Tel 904-642-6990 • Fax 904-646-9485  
CA-00002684 LC-0000316



# INVOICE

<b>Customer</b>	Double Branch Community Development District
<b>Acct #</b>	282
<b>Date</b>	09/06/2022
<b>Customer Service</b>	Kristina Rudez
<b>Page</b>	1 of 1

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

Payment Information	
<b>Invoice Summary</b>	\$ 87,322.00
<b>Payment Amount</b>	
<b>Payment for:</b>	Invoice#16673
100122544	

Thank You

Please detach and return with payment



Customer: Double Branch Community Development District

Invoice	Effective	Transaction	Description	Amount
16673	10/01/2022	Renew policy	Policy #100122544 10/01/2022-10/01/2023 Florida Insurance Alliance Package - Renew policy Due Date: 9/6/2022  <i>1. 300.155.100 - \$9,272 ✓</i> <i>2. 300.155.101 - \$78,050</i>  <i>52A</i>	87,322.00
RECEIVED SEP 07 2022  FOR PAYMENTS SENT OVERNIGHT: Bank of America Lockbox Services, Lockbox 748555, 6000 Feldwood Rd. College Park, GA 30349				<b>Total</b> \$ 87,322.00

Thank You

<b>Remit Payment To: Egis Insurance Advisors</b>	(321)233-9939	<b>Date</b>
P.O. Box 748555	sclmer@egisadvisors.com	09/06/2022
Atlanta, GA 30374-8555		



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

# Invoice

Invoice #: 2286  
Invoice Date: 9/1/22  
Due Date: 9/1/22  
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 - September 2022 1.310.573.340			5,146.83	5,146.83
Website Administration - September 2022 1.310.573.520			208.33	208.33
Information Technology - September 2022 1.310.573.357			178.50	178.50
Dissemination Agent Services - September 2022 1.310.573.313			125.00	125.00
Postage 1.310.573.420			34.79	34.79
Copies 1.310.573.425			72.90	72.90
Telephone 1.310.573.410			8.45	8.45
<b>Total</b>				<b>\$5,774.80</b>
<b>Payments/Credits</b>				<b>\$0.00</b>
<b>Balance Due</b>				<b>\$5,774.80</b>

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

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

August 11, 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. 3093889

Client Matter No. 5323-1

113A

1.310.51300.31500

Marilee Giles

Double Branch CDD

Governmental Management Services – St. Augustine

Suite 114

475 West Town Place

St. Augustine, FL 32092

Invoice No. 3093889

5323-1

Re: Double Branch CDD-General Counsel

## For Professional Legal Services Rendered

07/11/22	M. Eckert	3.30	1,155.00	Prepare for, travel to and attend board meeting; return travel; meeting follow up
07/15/22	M. Rigoni	0.10	26.50	Prepare memorandum regarding statutory changes to publication requirements
07/26/22	M. Eckert	1.10	385.00	Review draft minutes and provide comments; follow up from board meeting
TOTAL HOURS		4.50		

**KUTAK ROCK LLP**

Double Branch CDD

August 11, 2022

Client Matter No. 5323-1

Invoice No. 3093889

Page 2

TOTAL FOR SERVICES RENDERED

\$1,566.50

DISBURSEMENTS

Travel Expenses

20.03

TOTAL DISBURSEMENTS

20.03

TOTAL CURRENT AMOUNT DUE

\$1,586.53



**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice**

Invoice #: 2285

Invoice Date: 9/2/22

Due Date: 9/2/22

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 August 27, 2022 Ament. Revenue 2.369.103 ✓ 300  92B	15.75	25.00	393.75
<b>Total</b>			<b>\$393.75</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$393.75</b>

8/30/22  
OK

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

**DOUBLE BRANCH CDD**

**Facility Event Staff Service Hours**

<b><u>Quantity</u></b>	<b><u>Description</u></b>	<b><u>Rate</u></b>	<b><u>Amount</u></b>
15.75	Facility Event Staff	\$ 25.00	\$ 393.75

Covers Period End: August 27, 2022

Amenities Revenue # 2-369-103

**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - JOHN McCORMICK  
**Date:** August 30, 2022 at 2:19 PM  
**To:** Margaret Bronson [mbronson@gmsnf.com](mailto:mbronson@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amossing@gmstnn.com](mailto:amossing@gmstnn.com)



Good afternoon Margaret and Oksana,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR (SATURDAY) 2:30 P.M. to 6:30 P.M.
- DATE OF VENUE – AUGUST 20, 2022
- RESIDENT – JOHN McCORMICK
- ADDRESS – 3539 WATERFORD OAKS DRIVE, ORANGE PARK, FL 32066
- AMOUNT OF REFUND - \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA (0871)
  - DATED: 3/3/22
  - SEQ#: 2
  - BATCH#: 616
  - INVOICE#: 2
  - APPROVAL CODE: 40870D
  - AMOUNT: \$100.00

921B  
2-300-369-10800  
RDR

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
03/03/22	03/03/22	08/20/22	JOHN McCORMICK - OVCR DEPOSIT	DEPOSIT	\$ 100.00			VISA-40870D

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

Thank you.

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. Any messages left on the office phone will not be heard until I return to the office. Messages left on voice email will be heard, however, only emergencies will be addressed.

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

Governmental Management Services

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

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**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - JOSEPH TUBALADO  
**Date:** August 30, 2022 at 2:55 PM  
**To:** Margaret Bronson [mbronson@gmsnf.com](mailto:mbronson@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amossing@gmstnn.com](mailto:amossing@gmstnn.com)



Good afternoon Margaret and Oksana,

Please make the following refund at your earliest opportunity:

- o LOCATION – OVCR (SATURDAY) 7:00 P.M. to 11:00 P.M.
- o DATE OF VENUE – AUGUST 20, 2022
- o RESIDENT – JOSEPH TUBALADO
- o ADDRESS – 435 MAHONEY LOOP, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND - \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- o DEPOSIT was via VISA (6037)
  - DATED: 7/21/22
  - SEQ#: 2
  - BATCH#: 734
  - INVOICE#: 2
  - APPROVAL CODE: 62533
  - AMOUNT: \$100.00

920 B  
2-300-369-1000  
RDR

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
07/21/22	07/21/22	08/20/22	JOSEPH TUBALADO - OVCR DEPOSIT	DEPOSIT	\$ 100.00			VISA-625933

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

Thank you.

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. Any messages left on the office phone will not be heard until I return to the office. Messages left on voice email will be heard, however, only emergencies will be addressed.

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

Governmental Management Services

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

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



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

# Invoice

Date 9/1/2022

Invoice # 131295609269

Terms	Net 20
Due Date	9/21/2022
PO #	

<b>Bill To</b> Oakleaf Village/Double Branch 475 West Town Place Ste 114 St Augustine FL 32092	<b>Ship To</b> 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
<div>RECEIVED AUG 22 2022 186B</div>				

2-320-572-463  
Subtotal 2,483.36  
Shipping Cost (FEDEX GROUND) 0.00  
Total 2,483.36  
Amount Due \$2,483.36

## Remittance Slip

Customer  
13OAK102  
Invoice #  
131295609269

Amount Due \$2,483.36

Amount Paid

Make Checks Payable To

Poolsure  
PO Box 55372  
Houston, TX 77255-5372



131295609269

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

# Invoice

**Bill To:**

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

Invoice #: 324  
Invoice Date: 8/18/2022  
Due Date: 8/18/2022  
Case:  
P.O. Number:

Description	Hours/Qty	Rate	Amount
Pressure Washing Services - August 2022		566.00	566.00
Common Area Maint.			
2.572.4640			
✓			
320			
297B			
Total			\$566.00
Payments/Credits			\$0.00
Balance Due			\$566.00

8/19/22  
OP

**Riverside Management Services, Inc.**  
 2655 Florida Mining Blvd., Building 300, Suite 105, Jacksonville, FL 32217

**Service Detail**

**Bill To:** Double Branch CDD

**Invoice Date:** 8/1/22

**Due Date:** Upon Receipt

**Amount Due:** \$ 566.00

<u>Date:</u>	<u>Description</u>	<u>Amount</u>
7/12/22	Pressure washed sign and brick wall pillars at Natures Hammock	\$ 30.00
7/12/22	Pressure washed the Oaks brick wall	\$ 30.00
7/14/22	Pressure washed Amenity Center fountain	\$ 150.00
7/14/22	Pressure washed Cannons Point sign second entrance	\$ 30.00
7/19/22	Pressure washed Oakleaf Parkway and Plantation Blvd main sign	\$ 30.00
7/19/22	Pressure washed Plantation Oaks Blvd and Silver Bluff main sign	\$ 30.00
7/19/22	Pressure washed Oakleaf Athletic Club 136' of lattice top	\$ 62.00
7/19/22	Pressure washed Pebble Creek 191' of lattice top	\$ 86.00
7/21/22	Pressure washed Oakleaf Village Parkway and Parkview main sign	\$ 30.00
7/21/22	Pressure washed Oakleaf Village Parkway and Oakside Drive main sign	\$ 30.00
7/21/22	Pressure washed Village Center main sign and pillars	\$ 30.00
7/21/22	Pressure washed Village Center 112' split rail	\$ 28.00

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

**TOTAL AMOUNT DUE:** \$ 566.00

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

<b>Contract Amount</b>	\$	17,635.00
<b>Invoice:</b>		
Oct. 2021	\$	300.00
Nov. 2021	\$	1,100.00
Dec. 2021	\$	1,275.00
Jan. 2022	\$	1,232.00
Feb. 2022	\$	1,038.00
Mar. 2022	\$	2,622.00
Apr. 2022	\$	2,668.00
May 2022	\$	3,914.55
June 2022	\$	860.00
July 2022	\$	566.00
Aug. 2022		
Sept. 2022		
<b>Balance:</b>	\$	<u>2,021.45</u>

Should you have any questions, please contact Jerry Lambert @ (904) 288-7867  
 or jlambert@msnf.com

**Remit Payment**



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

Oakleaf Plantation  
 370 Oakleaf Village Parkway  
 Orange Park FL 32065

PLEASE PAY BY	AMOUNT	INVOICE DATE
09/05/2022	\$300.00	08/15/2022

## INVOICE NO. 258903

**Site:** 370 Oakleaf Village Parkway  
 Orange Park  
**Site Address:** 370 Oakleaf Village Parkway  
 Orange Park FL 32065  
**Period:** 09/01/2022 to 08/31/2023  
**Recurring No.:** 5809  
**Job Name:**  
**Order No.:**

### Description

Please find attached invoice for your Annual monitoring services.

### Monthly Security Monitoring

Item	Quantity	Unit Price	Total
Security Phone Line Monitoring	12.00	\$25.00	\$300.00
<b>Sub-Total ex Tax</b>			\$300.00
<b>Tax</b>			\$0.00
<b>Total</b>			\$300.00

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

**IMPORTANT:** Please remember to test your system monthly.

Need automation for your home? Visit us online at [www.smarthome.biz](http://www.smarthome.biz)

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

<b>Sub-Total ex Tax</b>	\$300.00
<b>Tax</b>	\$0.00
<b>Total inc Tax</b>	\$300.00
<b>Amount Applied</b>	\$0.00
<b>Balance Due</b>	\$300.00

Code to:

2813

02-380-572-4661

Double Branch Facility Maintenance- Preventative Contracts





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

PLEASE PAY BY	AMOUNT	INVOICE DATE
09/05/2022	\$300.00	08/15/2022

**INVOICE NO. 258903**

## How To Pay

INVOICE NO. 258903



**Credit Card (MasterCard, Visa, Amex )**



**Mail**

*Detach this section and mail check to:*

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

Credit Card No.

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

Card Holder's Name: \_\_\_\_\_ CCV: \_\_\_\_\_

Expiry Date:  /  Signature: \_\_\_\_\_

**NAME:**

Oakleaf Plantation

Oakleaf Plantation

**DUE DATE:**

09/05/2022

**AMOUNT DUE:**

\$300.00

**Please Reference: 258903**



Insurance & Risk Advisors

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

# INVOICE

Customer	Double Branch Community Development District
Acct #	282
Date	09/06/2022
Customer Service	Kristina Rudez
Page	1 of 1

Payment Information	
Invoice Summary	\$ 87,322.00
Payment Amount	
Payment for:	Invoice#16673
100122544	

Thank You

Please detach and return with payment



Customer: Double Branch Community Development District

Invoice	Effective	Transaction	Description	Amount
16673	10/01/2022	Renew policy	Policy #100122544 10/01/2022-10/01/2023 Florida Insurance Alliance  Package - Renew policy Due Date: 9/6/2022  <i>1. 300.155.100 - \$9,272</i> <i>2. 300.155.101 - \$78,050</i>  <i>262B</i>	87,322.00
RECEIVED SEP 07 2022				Total \$ 87,322.00
FOR PAYMENTS SENT OVERNIGHT: Bank of America Lockbox Services, Lockbox 748555, 6000 Feldwood Rd. College Park, GA 30349				

Thank You

Remit Payment To: Egis Insurance Advisors

(321)233-9939

Date

P.O. Box 748555

Atlanta, GA 30374-8555

sclimer@egisadvisors.com

09/06/2022

Industrial Circle Escort LLC  
2761 Blanding Blvd  
Middleburg, FL 32068 US  
(904) 237-8659  
industrialcircle@gmail.com

**IC INDUSTRIAL**  
**CIRCLE**  
**Affordable Golfcart Repair**

**BILL TO**  
Oakleaf Plantation  
370 oakleaf village pkwy  
orange park, fl 32065

**SHIP TO**  
Oakleaf Plantation  
370 oakleaf village pkwy  
orange park, fl 32065

**INVOICE 2658**

**DATE 08/31/2022 TERMS Net 30**

**DUE DATE 09/30/2022**

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Labor	Bad battery and volt reg, carb full of rust new sol and fuel filter Ajj valves	2	95.00	190.00T
	Voltage Regulator TXT	Voltage Regulator, E-Z-Go Medalist/TXT 4-Cycle Gas 94+	1	74.12	74.12T
	Fuel Filter 1/4	FUEL FILTER-1/4 INLINE MEDALIST TxT Yamaha EzGo Club Car	1	8.00	8.00T
	Solenoid, 14V 4 Terminal Silver, E-Z- Go Medalist/TXT 4-cycle Gas 94+	Solenoid, 14V 4 Terminal Silver, E-Z-Go Medalist/TXT 4-cycle Gas 94+	1	37.98	37.98T
	26ut Battery	26UT 12 volt ezgo battery TXT	1	128.12	128.12T
	Special Order	OE ezgo carb 400kawasaki	1	465.12	465.12T
	Battery Fee	state Battery free	1	1.50	1.50T

Code to: Split 50/50  
S/n 2643759

Middle Village Repair and Replacements

34-600-538-64000

Double Branch Repair and Replacements

2.320.57200.63100

SUBTOTAL

904.84

TAX

67.86

TOTAL

972.70

TOTAL DUE

\$972.70

\$452.42

806 B



### Invoice

Mailing Correspondence Address: 1623 Troy Lynn Trail, Jacksonville, FL 32225

(904) 645-9068 Fax: (904) 645-9082

E-mail: [bookme@progressiveent.com](mailto:bookme@progressiveent.com)

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

**Invoice date:** 7/19/2022

**Invoice #** 1260070

**Terms:** Due by event end

**PO#**

**Customer name:**

Double Branch CDD- Oakleaf (Phase 1)

**Type of Event:** Back to School Party

**Billing address:**

370 Oakleaf Village Parkway, Orange Park, FL 32065

**Original contact person:**

Lisa Carter

**Wk:** 904-375-9285 ext. 7

**E-mail/ fax:**

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

**At event contacts with cell:**

Jay Sortano Cell-904-342-1441 [manager@oakleafresidents.com](mailto:manager@oakleafresidents.com)

**Event date:** Sunday August 7, 2022

**Hours of event:** 1:00 pm-4:00 pm

**Hours of service:**

Same

**Approximate set up time:**

Between: 12:00 and 12:15 pm

**Location name and address:**

Poolside- 370 Oakleaf Village Parkway, Orange Park, FL 32065

**Where to set up at location:**

Under covering

**Power within 75':**

Yes

**Set up-grass or pavement:**

PV

**Water within 75':** NA

**Covered area for entertainer:**

Yes

**Notes:**

**SERVICES NEEDED:**

\* Interactive Mobile DJ Services

3.0 hrs.

Reg. Rate \$ 595.00

Your Cost \$ 395.00

\* Travel

Reg. Rate \$ 25.00

Your Cost \$ 25.00

Reg. Total \$ 620.00

Your Total \$ 420.00

Total Savings \$ 200.00

Code to:

415B

2-320-572-49400

Double Branch Special Event

Sub Total:	\$	420.00
Sales Tax:	\$	-
Invoice Total:	\$	420.00
Credit Card Fee	\$	14.70
Total with Card	\$	434.70
50 % Deposit required	\$	Waived
Balance due at set up	\$	434.70
Payments received	\$	-
Current Balance	\$	434.70

**CANCELLATION, RE-SCHEDULING, INCLEMENT WEATHER POLICY**

Any cancellation of this agreement by customer must be in writing at least 30 days prior to event date with specific reasons with verification by Progressive Entertainment. Any stopping of delivery/service of Progressive Entertainment must be at least 24 hrs. in advance to avoid labor costs. No penalties or loss of deposit occur if event is re-scheduled within 60 days of original event date. A 50% cancellation fee of total amount occurs when not within these terms. Other arrangements must be noted by Progressive Entertainment. For customer pick up- customer is responsible for theft or damage to equipment or materials while in possession. Progressive Entertainment is not responsible for any acts of nature which prevent event from taking place or being shortened. Service reserves the right to stop service if guests cause a safety or behavior issue to service.

Customer signature required x

Date:

7/24/02



# Invoice

Invoice #: 7934

Date: 04/08/22

Customer PO:

DUE DATE: 05/08/2022

## 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

#7281 - Fitness center rear entrance upgrade

Provide labor to remove existing liriope and 1 holly tree and grade on either side of the back entrance to the Fitness Center. Remove existing drip line and convert to sprays for new St Augustine sod and bubblers for New Crape Myrtle trees to be centered in front of the windows, 2 on each side.

NOTE; CREDIT FOR THE AMOUNT OF \$1557.00 WILL BE ISSUED FOR THE DIFFERENCE OF AGRONOMIC COSTS for Soccer Fields.

<i>Landscape Enhancement</i>				\$4,057.55
Crape Myrtle 'Muskogee' Standard - (e) (Kit)	4	\$365.79	\$1,463.16	
Disposal Fee (Other)	1	\$50.00	\$50.00	
Irrigation Allowance (Kit)	1	\$500.00	\$500.00	
Labor and Prep (Labor)	16	\$42.87	\$685.94	
Mulch, Red (Material)	8	\$4.81	\$38.45	
Subcontract Sod Labor (Sub)	1200	\$1.10	\$1,320.00	

## Invoice Notes:

*Credit*

\$ (1,577.00)

Thank you for your business!

**AMOUNT DUE THIS**

**\$2,500.55**

Code to:

Double Branch Repair and Replacements

2.320.57200.63100

\$2,480.55

672B



# Invoice

Invoice #: 8799

Date: 07/21/22

Customer PO:

DUE DATE: 08/20/2022

## 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

#8846 - Basketball/Pickle ball court tree trim & Clean up

Labor provided to Clean up and Chip debris from Tree work at Basketball and Pickleball courts, additional trimming done on east & south sides.

*Landscape Enhancement*

*\$1,272.00*

Sub: Tree removal (Sub)

1.00 \$1,272.00 \$1,272.00

## Invoice Notes:

Thank you for your business!

**AMOUNT DUE THIS INVOICE**

**\$1,272.00**

Code to:

672B

Double Branch Repair and Replacements

2.320.57200.63100



# Invoice

Invoice #: 8999

Date: 08/04/22

Customer PO:

DUE DATE: 09/03/2022

## BILL TO

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

## FROM

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

## DESCRIPTION

## AMOUNT

#8957 - double branch amenity lightning strike

Lightning strike that affected the soccer field clock also scorched this clock as well. Tony also found 7 solenoids found to be faulty.

*Irrigation*

*\$1,833.08*

## Invoice Notes:

Thank you for your business!

**AMOUNT DUE THIS INVOICE**

**\$1,833.08**

Code to:

672B

Double Branch - Irrigation Repairs

2-320-572-35100



# Invoice

Invoice #: 9100

Date: 08/31/22

Customer PO:

DUE DATE: 09/30/2022

## 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

#8951 - natures hammock lightning strike

During routine inspection tech found the clock at natures hammock with scorch marks through out the clock and clock is inoperable. Tech was proactive and preformed an ohm reading on the wiring to test resistance on the solenoids. He found 5 zones with either zero ohms or they read 60+ indicating a shorted solenoid.

*Irrigation*

*\$987.61*

## Invoice Notes:

Thank you for your business!

**AMOUNT DUE THIS INVOICE**

**\$987.61**

Code to:

672B

Double Branch - Irrigation Repairs

2-320-572-35100



From: Oakleaf Venues [venue rentals@oakleafresidents.com](mailto:venue rentals@oakleafresidents.com)  
Subject: DBCDD refund of deposit request - BARBARA FLYNN-TOLLIVER  
Date: September 12, 2022 at 4:46 PM  
To: Margaret Bronson [mbronson@gmsnf.com](mailto:mbronson@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
Cc: Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amossing@gmstnn.com](mailto:amossing@gmstnn.com)

Good afternoon Margaret and Oksana,

Please make the following refund at your earliest opportunity:

- LOCATION - OVCR (SATURDAY) 10:00 A.M. to 2:00 P.M.
- DATE OF VENUE - SEPTEMBER 10, 2022
- RESIDENT - BARBARA FLYNN-TOLLIVER
- ADDRESS - 339 BRIER ROSE LANE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via MASTERCARD (7288)
  - DATED: 8/19/22
  - SEQ#: 5
  - BATCH#: 762
  - INVOICE#: 5
  - APPROVAL CODE: 04671B
  - AMOUNT: \$100.00

922B

2-300-269-13300

12/11/22

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC. CHECK/CASH/CREDIT CARD
08/19/22	08/19/22	09/10/22	BARBARA FLYNN-TOLLIVER - OVCR DEPOSIT	DEPOSIT	\$ 100.00	MC-04671B

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

Thank you.

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. Any messages left on the office phone will not be heard until I return to the office. Messages left on voice email will be heard, however, only emergencies will be addressed until I return to the office. I am typically not on property over the weekends. Since my time on property is divided between two Districts, appointments are recommended.

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

Governmental Management Services

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

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



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

Invoice Number: SSI10759  
Invoice Date: 9/8/2022  
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 9/23/2022  
Terms Net 15 Days

Customer ID C0000168  
P.O. Number  
P.O. Date 9/8/2022  
Our Order No  
SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee - AUGUST 2022		175	175	5.00	875.00 / 2 4137
Fees-2nd Employment Scheduling - AUGUST 2022		15	15	25.00	375.00 / 2 1875

Code to: split 50/50 285B

Double Branch Security (CCSO)

2.320.57200.34510

Middle Village Security (CCSO)

2.320.57200.34510

Amount Subject to Sales Tax US0  
Amount Exempt from Sales Tax 1,250.00

Subtotal: 1,250.00  
Invoice Discount: 0.00  
Tax: 0.00  
Total USD: 1,250.00 / 2

1875

**From:** Oakleaf Venues [venue rentals@oakleafresidents.com](mailto:venue rentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - COLIN LIEBERMAN  
**Date:** September 12, 2022 at 4:36 PM  
**To:** Margaret Bronson [mbronson@gmsnf.com](mailto:mbronson@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amossing@gmstnn.com](mailto:amossing@gmstnn.com)

Good afternoon Margaret and Oksana,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR (SATURDAY) 6:00 P.M. to 8:00 P.M.
- DATE OF VENUE – AUGUST 25, 2022
- RESIDENT – COLIN LIEBERMAN
- ADDRESS – 785 OAKLEAF PLANTATION PARKWAY #1534, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA (2706)
  - DATED: 8/16/22
  - SEQ#: 2
  - BATCH#: 780
  - INVOICE#: 2
  - APPROVAL CODE: 087102
  - AMOUNT: \$100.00

86913  
2-360-369-10300  
RDR

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
08/16/22	08/16/22	08/25/22	COLIN LIEBERMAN - OVCR DEPOSIT	DEPOSIT	\$ 100.00			VISA-087102

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

Thank you.

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. Any messages left on the office phone will not be heard until I return to the office. Messages left on voice email will be heard, however, only emergencies will be addressed until I return to the office. I am typically not on property over the weekends. Since my time on property is divided between two Districts, appointments are recommended.

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

Governmental Management Services

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

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

# Invoice

Invoice #: 2289  
Invoice Date: 9/12/22  
Due Date: 9/12/22  
Case:  
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Facility Event Staff through September 10, 2022 2.369.103 ✓ 300  92B	8.75	25.00	218.75
Total			\$218.75
Payments/Credits			\$0.00
Balance Due			\$218.75

9/13/22  
GAT

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

**DOUBLE BRANCH CDD**

**Facility Event Staff Service Hours**

<b><u>Quantity</u></b>	<b><u>Description</u></b>	<b><u>Rate</u></b>	<b><u>Amount</u></b>
8.75	Facility Event Staff	\$ 25.00	\$ 218.75

Covers Period End: September 10, 2022

Amenities Revenue # 2-369-103

MAKE CHECK PAYABLE TO:



The Lake Doctors, Inc.  
Po Box 20122  
Tampa, FL 30622-0122  
(904) 262-5500

PLEASE FILL OUT BELOW IF PAYING BY CREDIT CARD



CARD NUMBER	EXP. DATE
SIGNATURE	AMOUNT PAID

ADDRESSEE

☐ Please check if address below is incorrect and indicate change on reverse side

DOUBLE BRANCH CCD/OAKLEAF PLANTATION  
JAY SORIANO  
370 Oakleaf Village Parkway Pkwy  
Orange Park, FL 32065

ACCOUNT NUMBER	DATE	BALANCE
708477	9/2/2022	\$2,070.00

The Lake Doctors  
Po Box 20122  
Tampa, FL 30622-0122

00000000019082001000000002881900000020700065

Please Return this portion with your payment

Invoice 28819B

PO #

Date	Description	Quantity	Amount	Tax	Total
8664	OAKLEAF VILLAGE PKWY, JACKSONVILLE, FL ORANGE PARK, FL 32065				
9/1/2022	Water Management - Monthly		\$2070.00	\$0.00	\$2070.00

Please remit payment for this month's invoice.

2418

Code to:

2-320-572-4680

Double Branch Lake Maintenance

Discount	\$0.00
Adjustment	\$0.00

Account# 708477

Lic#:

AMOUNT DUE

\$2070.00

From: Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
Subject: DBCDD refund of deposit request - LUISA CORTEZ  
Date: September 12, 2022 at 4:54 PM  
To: Margaret Bronson [mbronson@gmsnf.com](mailto:mbronson@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
Cc: Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amossing@gmstnn.com](mailto:amossing@gmstnn.com)

Good afternoon Margaret and Oksana,

Please make the following refund at your earliest opportunity:

- LOCATION - OVCR (SATURDAY) 2:30 P.M. to 6:30 P.M.
- DATE OF VENUE - SEPTEMBER 10, 2022
- RESIDENT - LUISA CORTEZ
- ADDRESS - 771 WAKEMONT DRIVE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA (1122)
  - DATED: 8/19/22
  - SEQ#: 3
  - BATCH#: 756
  - INVOICE#: 3
  - APPROVAL CODE: 000290
  - AMOUNT: \$100.00

912 B  
2-300-369-10300  
R 1218

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
08/12/22	08/12/22	09/10/22	LUISA CORTEZ - OVCR DEPOSIT	DEPOSIT	\$ 100.00			VISA-000290

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

Thank you,

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. Any messages left on the office phone will not be heard until I return to the office. Messages left on voice email will be heard, however, only emergencies will be addressed until I return to the office. I am typically not on property over the weekends. Since my time on property is divided between two Districts, appointments are recommended.

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

Governmental Management Services

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

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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 # 8206****DATE 08/01/2022****DUE DATE 08/31/2022****TERMS End of the month****SERVICE MONTH**

August

ACTIVITY	QTY	RATE	AMOUNT
Dedicated Officer I	326	22.50	7,335.00T
Dedicated Officer for 10 hours Monday to Thursday and 12 hours Saturday and Sunday			
Dedicated Officer I	-3.75	22.50	-84.38T
Credit for Missed Hours In July			

SUBTOTAL	7,250.62
TAX	0.00
TOTAL	7,250.62
BALANCE DUE	<b>\$7,250.62</b>



839B





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 # 8256****DATE 09/01/2022****DUE DATE 09/30/2022****TERMS End of the month****SERVICE MONTH**

September

ACTIVITY	QTY	RATE	AMOUNT
Dedicated Officer I	316	22.50	7,110.00T
Dedicated Officer for 10 hours Monday to Thursday and 12 hours Saturday and Sunday			
Dedicated Officer I	-14	22.50	-315.00T
Credit for Missed Hours in August			

SUBTOTAL	6,795.00
TAX	0.00
TOTAL	6,795.00
BALANCE DUE	<b>\$6,795.00</b>



839B

# SoutheastFITNESS

## REPAIR

Equipment Repair & Maintenance

Southeast Fitness Repair  
14476 Duval Place West #208  
Jacksonville, FL 32218

**Invoice #100346**  
Invoice Date: 8/30/2022

Account #101332  
Oakleaf Plantation - Double Branch and Middle Village

### Invoice

#### Billing Location Information

<b>Billing Address</b>	370 Oakleaf Village Pkwy, Orange Park, FL 32065-4259	<b>Billing Contact</b>	Jay Soriano
		<b>Main Number</b>	(904) 406-2200
		<b>Mobile Number</b>	
		<b>Email</b>	Jsoriano@Gmsnf.Com

#### Service Information

Services	Qty	Rate	Price
<b>370 Oakleaf Village Pkwy, Orange Park, FL 32065-4259</b>			
<b>8/30/2022 PM: Bi-Monthly</b>	1 visit	\$0.00 / visit	\$0.00
Bi-monthly scheduled preventative maintenance			
— Product: PM: Elliptical, Cross-trainer, ARC, AMT	3.00 Ea	\$15.00 / Ea	\$45.00
— Product: PM: Multi-Station	1.00 Ea	\$20.00 / Ea	\$20.00
— Product: PM: Recumbent, Upright Bicycle	2.00 Ea	\$10.00 / Ea	\$20.00
— Product: PM: Single-Station	10.00 Ea	\$5.00 / Ea	\$50.00
— Product: PM: Spin Bike, Rowing Machine	1.00 Ea	\$10.00 / Ea	\$10.00
— Product: PM: Stepper, Stepmill, Jacobs Ladder, Wave	2.00 Ea	\$15.00 / Ea	\$30.00
— Product: PM: Treadmill	3.00 Ea	\$20.00 / Ea	\$60.00
— Product: Flat Rate Fee	1.00 Ea	\$125.00 / Ea	\$125.00
<b>Subtotal:</b>			\$360.00
<b>Tax:</b>			\$0.00
<b>Total:</b>			\$360.00
<b>Amount Paid:</b>			\$0.00
<b>Balance Due:</b>			\$360.00

**Code to:**

305B

**Pay Now**

**Double Branch Facility Maintenance - Preventative**

**2-320-572-4661**

Payment is due within 30 days of invoice date.  
Thank you for your business!

-----  
**Billing Receipt - Please Return With Payment Remittance**

<b>Bill To:</b>	Jay Soriano 370 Oakleaf Village Pkwy, Orange Park, FL 32065-4259	<b>Account</b>	[101332] Oakleaf Plantation - Double Branch and Middle Village
		<b>Invoice #</b>	100346
		<b>Date</b>	Tuesday, August 30, 2022
<b>Remit To:</b>	Southeast Fitness Repair 14476 Duval Place West #208 Jacksonville, FL 32218	<b>Amount Paid</b>	_____
		<b>Check Number</b>	_____

Payment is due within 30 days of invoice date.  
Thank you for your payment!



# Invoice

Invoice #: 9160

Date: 08/31/22

Customer PO:

DUE DATE: 09/30/2022

## 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

#8930 - Village Center Clean UP

As per requested, Clean up of debris, weeds and over all look of property at Village Center including trimming, weed spraying of pavers, Islands and curbage. Lifting of tree bottoms over walk ways and parking spaces. Trash removal.

### *Landscape Enhancement*

*\$1,244.11*

Disposal Fee (Other)	1.00	\$150.00	\$150.00
Maint. Labor (Labor)	24.00	\$45.59	\$1,094.11

## Invoice Notes:

Thank you for your business!

**AMOUNT DUE THIS INVOICE**

**\$1,244.11**

## Code to:

**2-320-572-4620**

472B

**Double Branch Landscape Maintenance**



## Invoice

Invoice #: 9161

Date: 09/01/22

Customer PO:

DUE DATE: 10/01/2022

### BILL TO

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

### FROM

VerdeGo  
PO Box 789  
3335 North State Street  
Bunnell, FL 32110  
Phone: 386-437-3122  
[www.verdego.com](http://www.verdego.com)

### DESCRIPTION

#6093 - Enhancement - Trail Cutting and Spraying September 2022

### AMOUNT

\$480.00

### Invoice Notes:

Thank you for your business!

**AMOUNT DUE THIS INVOICE**

**\$480.00**

### Code to:

2-320-572-4620

672B

**Double Branch Landscape Maintenance**



## Invoice

Invoice #: 9172

Date: 09/01/22

Customer PO:

DUE DATE: 10/01/2022

### BILL TO

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

### FROM

VerdeGo  
PO Box 789  
3335 North State Street  
Bunnell, FL 32110  
Phone: 386-437-3122  
[www.verdego.com](http://www.verdego.com)

### DESCRIPTION

#7020 - Standard Maintenance Contract 2022 September 2022

### AMOUNT

\$32,482.17

### Invoice Notes:

Thank you for your business!

**AMOUNT DUE THIS INVOICE**

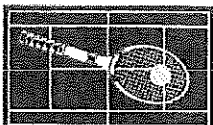
**\$32,482.17**

### Code to:

**2-320-572-4620**

672B

**Double Branch Landscape Maintenance**



Welch Tennis Courts, Inc.  
P.O. Box 7770  
Sun City, FL 33586  
Phone: 813-641-7787  
Fax: 813-641-7795

# Invoice

Date	Invoice #
9/8/2022	68343

<b>Bill To</b>		<b>Ship To</b>			
Jay Soriano OakLeaf Plantation 370 Oak Leaf Village Pkwy Orange Park FL 32065		Tennis (Jay or Andy) OakLeaf Plantation 845 Oak Leaf Plantation Pkwy Orange Park FL 32065			
<b>Terms</b>	<b>PO #</b>	<b>Due Date</b>			
Net 30	Andy	10/8/2022			
<b>Sales Rep</b>	<b>Ship Via</b>	<b>Ship Date</b>			
Shannon Wilder	FedEx Ground	9/8/2022			
<b>Notes</b>					
<b>Quantity</b>	<b>Units</b>	<b>Description</b>	<b>Options</b>	<b>Unit Price</b>	<b>Amount</b>
3	ea	WTC 3.0 DTS Professional Net (regular price is \$183.99)		173.99	521.97
1	ea	Line Master	Bristle: Fine	184.99	184.99
Thank you for your business.				<b>Subtotal</b>	706.96
				<b>Shipping Cost (FedEx Ground)</b>	91.90
				<b>Total</b>	\$798.86

ALL PAST DUE ACCOUNTS ARE SUBJECT TO AN ANNUAL INTEREST CHARGE OF 1-1/2% PER MONTH  
THIS REPRESENTS AN ANNUAL INTEREST RATE OF 18%. MATERIALS AND EQUIPMENT SHALL  
REMAIN THE PROPERTY OF WELCH TENNIS COURTS, INC. UNTIL PAID IN FULL. ALL RETURNS ARE  
SUBJECT TO A RESTOCKING FEE.

Code to:

465B

Double Branch Repair and Replacements

2.320.57200.63100

\$567.92


Middle Village Tennis Court Maintenance

2-330-572-344

\$230.94

Customer Information

XEROX CORPORATION  
PO BOX 660501  
DALLAS TX  
75266-0501

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

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

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

Purchase Order Number

Special Reference

Contract Number  
NET 30 DAYS  
Terms Of Payment

Bill To:

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

8-3770

09-01-22  
Invoice Date  
016986615  
Invoice Number  
720343326  
Customer Number

MFP3635X1 MFP3635X W/EIP

SER.# BB1-867777

SPLY-MAINT - COST PER COPY PLAN  
AMOUNT

BASE CHARGE

SEPTEMBER

50.31

SUB TOTAL

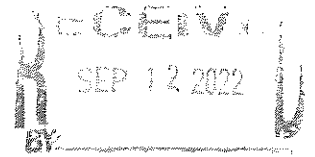
50.31

TOTAL

50.31

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

39913  
2330-572-5000



XEROX FEDERAL IDENTIFICATION #16-0468020

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

Ship To/Installed At  
DOUBLE BRANCH  
COMM DEV DIST  
PKWY

370 OAKLEAF VILLAGE  
ORANGE PARK FL  
32065

Bill To

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

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



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

Invoice Amount

PLEASE PAY  
01-569-8562 4 720343326 016986615 09-01-22 THIS AMOUNT

\$50.31

RR003763 M 070122

VFL40

03 6GSW 6GSW

W 00000 5933 1 B15

202100008070060 0169866158 0300050312 272034332684

Payment

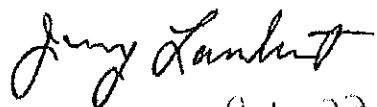


Governmental Management Services, LLC  
1001 Bradford Way  
Kingston, TN 37763

# Invoice

Invoice #: 2287  
Invoice Date: 9/1/22  
Due Date: 9/1/22  
Case:  
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Recreation - Facility Management - Oakleaf Plantation - September 2022 2.310.513.3400 92B		16,063.83	16,063.83
 9-10-22		Total	\$16,063.83
		Payments/Credits	\$0.00
		Balance Due	\$16,063.83

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

# Invoice

Invoice #: 326  
Invoice Date: 9/1/2022  
Due Date: 9/1/2022  
Case:  
P.O. Number:

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

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

*Jerry Lambert*  
9-6-22

Total	\$4,633.33
Payments/Credits	\$0.00
Balance Due	\$4,633.33

## *FIFTH ORDER OF BUSINESS*

*D.*

## Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

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

### Memorandum

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

### Community:

#### Special Events

- Upcoming: Movie in the park, Pumpkin Plunge, Halloween party
- November events : Turkey Shoot, Movie in the park

#### Aquatics

- Pools open weekends only for limited time, Swim at your own risk for adults available at both pools
- Test heaters for MV in the first week of November

#### Amenity Usage

- *Total Facilities Usage – 5733*
- *Average daily usage – 191*

#### *Card counts:*

DB Owners	48
DB Renters	39
DB Replacements	19
DB Updated	11

*Total cards printed: 163 (both districts)*

#### Rentals

- *10 of 30 days rented in Sept , 3 of 4 weekends rented*
- *10 Clubroom rentals, 1 patio rentals*
- *9 tours (approx.27 hours)/ 48 hours used for scheduling, administrative, etc*

## **Double Branch Community Development District (CDD)**

370 OakLeaf Village Parkway, Orange Park, FL 32065

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

### **Memorandum**

#### **Operations:**

##### **OPEN ITEMS**

- Updates on projects: Pickle Ball Courts, Parking Lot seal coating, Fitness Equipment
- Update on Historic Marker

##### **MAINTENANCE**

- Diagnose issue with sump pump at Spray motor pack, Replace sump pump and install back up sump
- Inspect battery backups, coordinate replacement of batteries for storm prep
- Removed damaged Playground equipment at Worthington Oaks Park
- Process multiple trespass citations for neighborhood parks and Amenity Grounds
- Preventative maintenance performed on Fitness Center equipment
- Preventative Maintenance performed at Fitness Center
- Audit of access cards – Begin new year audit (to include audit of adult family members in household)
- Touch up painting on decorative street poles in neighborhood (ongoing)
- Light pole inspections and coordination for repairs/replacement for Pickleball
- Prep ground for storm/hurricane winds
- Remove Slide Tower canopies
- Prep pools decks and remove small items
- Cut and re-tie windscreens at all fencing areas
- Post storm clean up and deck repairs
- Cut backing for new and replacement signs – ongoing
- Data collection for Florida Department of Labor
- Multiple drop off trips for refuse removal (rosemary hill)
- 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 9/5. Nature's Hammock, Fall Creek, The Oaks, Cannon's Point, Pebble Creek, Silver Leaf, Oakbrook, and The Cottages completed 9/21.

##### **Landscaping**

- *Tree trimming throughout for canopy heights, and storm prep*
- *Monthly report for Sep submitted and filed at Operations office*

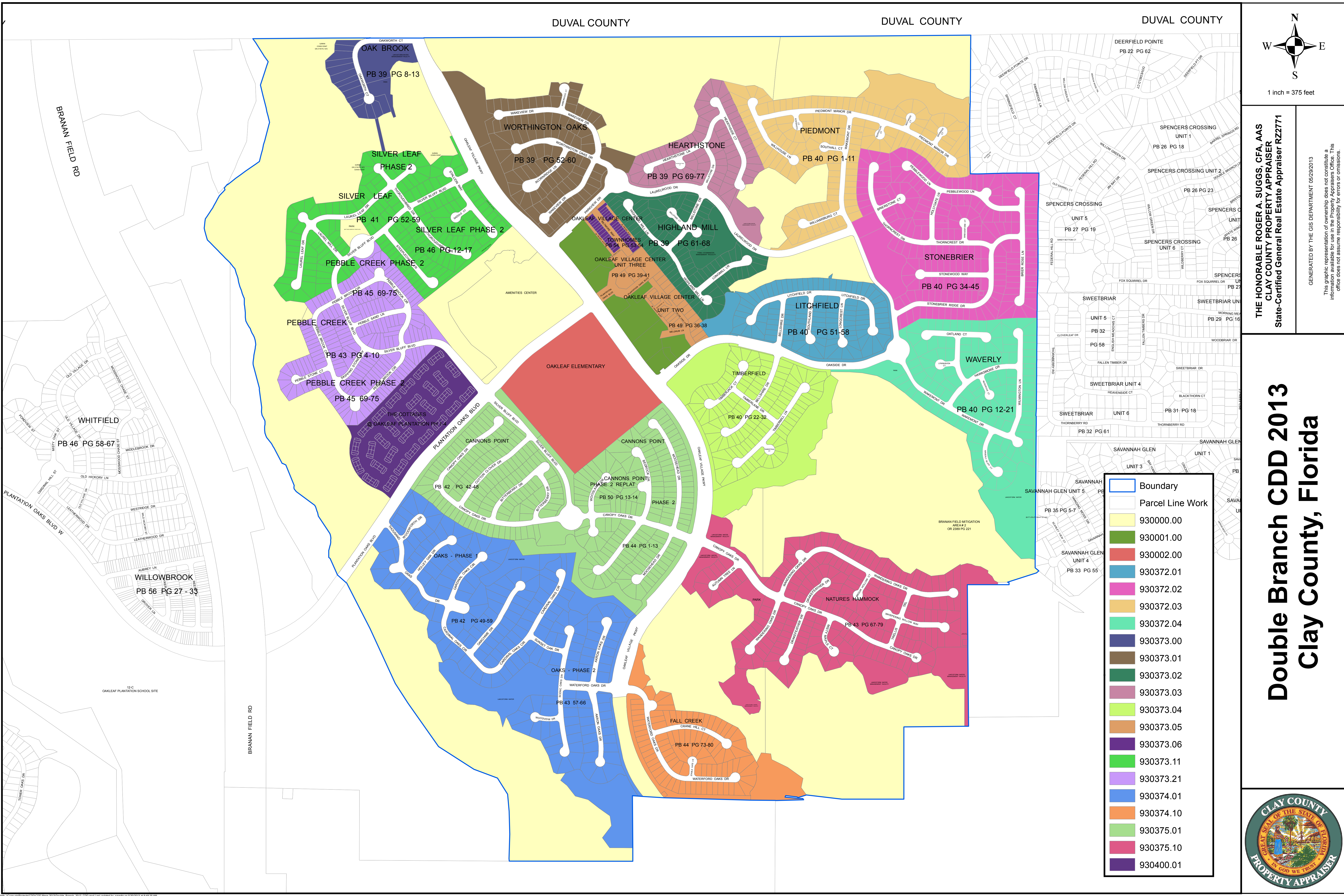
For questions, comments, or clarification, please contact:

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

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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



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