

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

***NOVEMBER 14, 2022***

## *AGENDA*

# **Double Branch Community Development District**

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

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November 7, 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, November 14, 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 October 10, 2022 Board of Supervisors Meeting
  - B. Financial Statements
  - C. Assessment Receipts Schedule
  - D. Check Register
- IV. Review of Suspension of Amenity Privileges
- V. Consideration of Suspension and Termination of Access Rule
- VI. Consideration of Resolution 2023-01, Adopting Amendments to the District's Record Retention Policy
- VII. Other Business
- VIII. Staff Reports
  - A. District Counsel – Memorandum Regarding Surplus Property Resolutions
  - B. District Engineer

C. District Manager

D. Operations Manager – Memorandum

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

X. Next Scheduled Meeting – December 12, 2022 at 4:00 p.m. the Plantation Oaks  
Amenity Center

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

Present and constituting a quorum were:

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

Also present were:

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

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Audience Comments**

Mr. Conkey stated I'm the St. Johns River Water Management District inter-governmental coordinator for Northeast Florida, so I wanted to introduce myself. You have a lot of stormwater ponds and conservation easements, so at some point in time you may have an issue and I can help you through that. It's good to see some familiar faces and catch up on how things have changed or haven't changed over time. I don't know if Senator Bradley represents this area anymore, but he's the Chairman of our Board down in Palatka where we are headquartered. We're working with the county on some water conservation initiatives. If you know anybody who has farmland around here, the wells that are constantly flowing, we have a plugging process that would pick up the cost and that saves millions of gallons of water a year. You're unique because you serve two utilities. We do a lot of education. You have homes, you

have irrigation systems, you have a lot of stormwater, so be on the lookout for constraints. There is information that can educate them on the days and week that they should be watering. CCUA is a big help. Hopefully JEA does the same thing with their bills. We've started the Black Creek Water Resource project. Construction starts here in the next month or two in which we will be taking water out of Black Creek down by animal control on State Road 16 and piping it 17 miles down to Camp Blanding to cleanse it and change its color from Black Creek to a lighter color. The binary purpose is to recharge the aquifer. The secondary is as the aquifer gets healthy, Lake Brooklyn and Lake Geneva will get healthy. If you've been down there, it's impressive how low they are. That is a multimillion-dollar project and it's really heading the pack to see if these recharge projects are going to be beneficial. You'll see that under construction if you go south on Blanding. There are ecosystem trip wires, so we don't drain Black Creek. If it gets to a certain point, they can't pull anymore because with anything we do we are always cognizant of the natural resources. Conservation is critical because water is a limited resource so we're just trying to do a lot of education on adhering to the current rules of water conservation. Over 50% of the water you use in your house is probably used outside the house, so smart plantings, Florida-friendly landscaping and making sure water sensors are maintained. When you drive around and it's raining and you see irrigation running, or the irrigation is more efficient at watering the sidewalk and the road, which stresses your stormwater systems because it's liquefying the nutrients and the bad things on the road and running it into your stormwater system. Stormwater ponds are important for holding stormwater, but they're also important because it's supposed to remove those nutrients over time because you have a stormwater event, and it overflows. So, education is key.

Mr. Horton stated I would think that we have no problem with water around here because we are building a plant down the road here for millions of gallons of water for Niagara.

Mr. Conkey stated there is a lot of press that has been negative about plants because they typically come in and ask for a consumptive use permit. Utilities have a consumptive use permit, which means they are limited to how much water they can pull when they drop wells. The politics is they weren't going to get a well consumptive use permit. They are actually buying their water through CCUA's consumptive use permit. They have capacity for what they're allowed to pull.



Mr. Horton stated well wherever they get it, it's coming from an aquafer.

Mr. Conkey stated yes. With most developments, stormwater is going to be used for watering your common areas, so there is a tremendous amount of technology being put in place because to handle that all the treatment plants were stressed and when storm and the flooding shut down the pumps, now you have sewage going places, so CCUA and I'm sure JEA has hardened their facilities so you really don't have that issue, but when you have somebody putting 15-inches of rain on top of your property, we all would be singing a different tune because what happens is the St. Johns is the laziest of lazy rivers. It flows very slowly south to north, so when the metrics are right and it goes up, now all of the sudden the Ortega River and all the estuaries and tributaries that feed into it have nowhere to go, so that's where you start having people say I never expected my house to flood, but you just exceeded by a large amount the amount of water that the capacity can hold. If a land developer has 100 acres, 15 to 20 percent of that is going to go to your stormwater systems and if you capture that and hold it and remove the nutrients up to about eight percent required by law, unless it's abutting a sensitive area, and it feeds down. I'll work on getting more information to you so that you can get it out to your constituents and your staff and so forth. You'll hear a lot of press because they're getting ready to break ground on that project, and that is the largest project for the district right now and it's a big deal for the State and it's right here in our backyard.

Mr. Lanier asked state funds or county funds?

Mr. Conkey responded it's a combination. Legislative appropriation, utilities all had to put in some money, and then obviously the district is putting some money in. Legislative appropriation is the bulk of that.

### **THIRD ORDER OF BUSINESS**

### **Approval of Consent Agenda**

- A. Approval of the Minutes of the September 12, 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 September 12<sup>th</sup> meeting. Unless there are any changes, I look for a motion to approve.

On MOTION by Mr. Horton seconded by Mr. Thomas with all in favor the minutes of the September 12, 2022 meeting were approved.

Included in the agenda package are the financial statements as of August 31st, your assessment receipts schedule, and the check register totaling \$180,072.84.

On MOTION by Chairperson Nelsen seconded by Mr. Horton with all in favor the check register was approved.

#### **FOURTH ORDER OF BUSINESS**

##### **Other Business**

Mr. Soriano stated in front of you is a work authorization I had to bring back. I made a mistake last month. They were the work authorizations for Fiscal Year 2023, but they still had the Fiscal Year 2022 budget numbers. If you recall, it previously said \$192,766 for Double Branch. In the budgeting process we did an eight percent increase, and everybody agreed to that part, but we didn't put that in there, so the new number is there at \$208,187. I'm not asking for extra, it's the amount that was in the budget so we can bill properly starting this month. I'll ask you to ratify the correction and the Chair to sign off on the correction.

Mr. Horton stated I want to withdraw my comment from last meeting where I said kudos to GMS for not raising the rates.

Mr. Soriano stated I didn't catch that; I wasn't quick enough. I thought he was talking about our job descriptions, but Tom caught that the amounts were last year's.

On MOTION by Chairperson Nelsen seconded by Mr. Lanier with all in favor revising work authorization number one with GMS, LLC was ratified.

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

##### **Staff Reports**

##### **A. District Counsel**

Mr. Eckert stated that he had nothing to report.

Mr. Horton asked what is the status on the revised disciplinary hearing rule?

Mr. Eckert responded it will be brought before both boards in November.

**B. District Engineer**

There being nothing to report, the next item followed.

**B. District Manager**

There being nothing to report, the next item followed.

**D. Operations Manager - Memorandum**

Mr. Soriano stated I want to point out that for community events we will be extremely busy this month. This week we are back to movies in the park, so we will have a movie Friday night with food truck night. Next week on Saturday we have Pumpkin Plunge, which is one of our neighborhood favorites. The following week we have Spooktacular, which is an event we haven't had for about five or six years, and everybody misses it. It's a very large event. People line up in that parking lot. This will also be the first event in a long time where I will bring back adult beverages. In November we have the Turkey Shoot and then we will have an event every month other than in January and February we tend not to do anything because it tends to get too cold.

Chairperson Nelsen stated I'll be curious how many people want the virtual scavenger hunt again this year, because I think everybody really enjoyed those.

Mr. Soriano stated they did and that's really the only reason we're sticking to those. Not just for Thanksgiving, but we had an Easter one too last year. It ends up working out well and we can do it for a longer period of time too.

Mr. Soriano continued with his report stating, to update you on open items, we should be dropping the asphalt seal on the front section of the parking lot at the end of this week. I had originally planned for a week ago, but with hurricane prep we pushed that around a bit. I have to move those pallets out of the garage so I can bring in the surfacer for the pickleball courts. We dug up a lot of cracks and we've pulled out all the posts and benches and filled them in with asphalt, but I do have to cover all the surface with the finer medium so we can paint over top. That is coming in this next week. We will do the parking lot first and then we can move to pickleball.

I finalized the fitness equipment staying under our original not to exceed, but I still don't have a date for delivery.

I don't have a date for install of the historic marker. That is a county project, but this last month they did offer to come into a meeting to explain it to you and go through the history. I'm going to invite them to next month's meeting. They had originally offered a few months ago, but we were in the middle of the budget process, and they hadn't finalized whether we were actually going to get the marker.

Mr. Thomas asked how is pickleball going? You said you wanted to have it done before the Halloween event.

Mr. Soriano responded I think we will be pretty close. I must have the surfacer first and that only takes a couple of days once we get it in. Paint will be second and I'm relying on the pickleball group to help me. Painting may be done by the Spooktacular event. It is a third party that is coming in to do the lining. Whether they're playable for competition, I don't know, but we will at least have a flat, ready to go surface because we do use that area for the Spooktacular. They keep promising me to give me information on the nets. The nets were paid for and purchased by their fundraiser, but they still haven't gotten me that information. I need to know when I get to the surfacing if there is an anchor that goes in the ground, so I need to know the size and shape of the anchor. That goes in first before we cover everything up.

I have a handful of trespass issues I wanted to go over. A couple were younger kids vandalizing our playground. The Clay County Sheriff's Office did a good job of controlling the playgrounds this last month. These are not our off-duty officers. They're either here as beat or working with the HOAs. The kids were trying to lift the roofs off the playgrounds. They caught them, gave them trespass citations, and called me. I went out and checked the playgrounds and there was no monetary damage. The officers did make them go back up the poles and put the roofs back on in the middle of the night, so everything was back in place. I don't see anything occurring with that. One is a habitual offender that has been in trouble a couple of times. His grandparents are his guardians. The reason I wanted to bring up a discussion is there are two that we are going to send a letter to in order to take away their privileges. They were both adults. One occurred at this side, and one occurred on your side. The one on your side is straightforward. It's somebody who did not agree with our fitness center rules and wanted their child to come in and work out. The child was 13 and they were told the rules and still wanted to argue. They still went in and worked out and were told we were going to call the Sheriff's office and the Sheriff's office would escort them out if they didn't leave. She waited around for

the Sheriff's office and received a trespass citation. Her first question was do I not have to pay CDD fees now that I'm no longer allowed back here. I don't expect to see her showing up to the meeting. The other one occurred here at this pool. This resident doesn't live on this side, but we want to act the same way. We have a lot of the same rules at both sets of pools. She has had a lot of interactions with our lifeguards. Not extremely bad, and these were not bad rules that she was breaking many times, but she is a consistent problem and she's passive aggressive with the staff here. They've had multiple incidents throughout the summer and a lot of them center around the same issues. One happens to be her attire. This situation wasn't just about those things, it was about her reaction to staff. She believes a staff member has it out for her. The staff member does not. They could care less one way or another but was just going over the rules. The staff member let her anger show a little bit once she started berating her and recording her, but she did her job and this lady continued to push the point where that staff member eventually called the Sheriff's office to remove her. I talked to the lady, and she admitted the staff member told her she could go in to the pool. Well, why did you stay there and not go into the pool? You could've avoided this whole thing. So, more of this fell on her and I explained that to her. I think it's a little extreme for a trespass on this situation, but at the same time, I don't agree with rescinding it because she had the choice to change the whole outcome of this situation and she didn't. I told her I would bring it to you and she's welcome to come to a meeting. We will send the suspension letter to her, and she can show up and ask for a disciplinary hearing and go through the process at which point I will share all of the incident reports and everything I have whether it is pictures or footage of previous events. She even sent me a picture of her attire to try to prove it's not too small. She is not here. I did tell her she could come to this one and that I'd bring it to you.

Mr. Thomas asked so her privileges have been suspended?

Mr. Soriano responded I turned her card off. The pools are pretty much closed.

Mr. Thomas asked there's a documented history of this type of interaction with our staff?

Mr. Soriano responded yes, with different staff members, not just the staff member she thinks has a personal problem. I have statements from four or five different lifeguards, and it seems to be the same stuff every time.

Mr. Horton asked wouldn't the Middle Village board take care of this?

Mr. Soriano responded they are. I just wanted to inform you. The situation on your side is the one at the fitness center. We do reciprocate, so when one district rescinds or suspends privileges the other one does too, but they would address it first. If she decides she wants to show up at that next meeting after she gets her suspension letter, then they will address that and however they determine I can report to you. If they keep that suspension in place, then you would too.

I'm sure you saw all of the Facebook posts from homecoming this weekend. We've dealt with this year end, year out. The residents always want to make it out like it's no big deal and we're just kicking them out of areas. With this incident there ended up being five Clay County Sheriff's officers here and really the only reason was because the one off-duty officer that we pay decided she wanted to call them in. There were enough people, and they weren't listening. They showed up here Saturday before homecoming in a huge group and blocked the circle so people couldn't drive through and then were upset that they were told they couldn't have pictures on the stairs, and they needed to move their cars and they refused. Our security guards and the Sheriff's officers had to be a little more forceful. Nobody received a trespass citation that I know of. There was a post on there that somebody says they were told they received a trespass citation, or they pay \$250 to take their pictures. I have no clue where this came from. We have no option to pay to take pictures out here and there is no fine. It's something we've dealt with every year. We've had some thoughts of what we could do to cut it down and there really isn't much. We've talked about not having an event on that weekend, which cuts revenue from this district, but also on dates like this it wouldn't have mattered anyway, because homecoming was not originally scheduled for this past weekend, it was scheduled for the weekend before. So, we would've cut revenue for that weekend and still had a problem when they showed up this weekend. There are times if there is no event going on if there is a family or two that shows up, it's not our problem and our staff usually lets it slide. This was not that case. This was just for informational purposes. Hopefully in the future when they finish the fencing project out here and we put some gates on this building it will separate out the stairs so people can't come all the way up and bother the events up here.

Mr. Lanier asked what about access?

Mr. Soriano responded the access to the gate would be controlled by the party and the party attendant. The gate will stay closed. If there's no event up here, you can't come up and

just walk around the veranda. This whole floor, the elevator and the veranda only comes along with usage of this room. There are a couple reasons for it. We have a gate downstairs that is going to act like their entry point, so they have to scan to get into your amenity center. Once it's sectioned off the stairs will be separated out and it won't cause as much of a problem with the weddings and at that point, if people want to take pictures, our biggest concern is don't park right in front. Park in the parking lot and then walk.

Mr. Horton stated it's shame you have to do stuff like that for the few that don't want to follow the rules. Are you still waiting on the playground equipment?

Mr. Soriano responded the biggest thing holding those up were we ordered the bigger pipes, so it was five inch. They are getting shipments of that now, so hopefully we will be on a four-to-six-week lead time to get that whole unit in.

## **SIXTH ORDER OF BUSINESS**

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

There being no audience comments, supervisor requests followed.

#### **Supervisor Requests**

Mr. Lanier stated thank you to Chalon and VerdeGo for the cleanup and help with the aftermath. How are we doing security?

Ms. Dietrich responded good. There's not much to comment on from the last month other than the usual chasing folks out of the parking lot. I know there was a broken gate at one time, but that stuff has been fixed.

Mr. Lanier asked are they still jumping the fence at the pool?

Mr. Soriano responded not right now. Our bigger problem this time of year is we don't have lifeguards or supervisors anymore, so families will go in and use the pool, but they're not supposed to be there, and they'll walk past the sign that says adults only.

Mr. Lanier asked how is the golf cart?

Ms. Dietrich responded they don't really use the golf cart unfortunately.

Mr. Soriano stated they're worried about running out of battery.

Mr. Horton asked is it because they don't plug it in and charge it?

Mr. Soriano responded sometimes. Every time I've gone to check it, it turns right on, but I know it has shut off on them a couple times. I had our cart guy come out to look at them.

This one over here he was able to pinpoint a problem because the charger that came with it could have been matched better so he offered a smart charger that works better for those batteries and this one has been great. I think I'm going to get one for your side too. We didn't go with the gas one for them. Those batteries are outrageously expensive. I did upgrade from the older batteries they had in there, but I bought used. You're talking \$300 something per battery and there are eight of them, so if I have to spend a little money on a better charger, I'd rather go that route.

Mr. Horton stated if I had a choice of walking or riding in a cart, I'd prefer riding in a cart. You'd make more rounds and cover the grounds like we're supposedly paying for.

Ms. Dietrich stated absolutely they would, but after a couple of times of pushing them back, they don't want to mess with it anymore. They're very heavy and it's always on the far side.

Mr. Lanier asked do we need to readdress the golf cart?

Mr. Soriano responded it was really there to give them the ability to make sure they do rounds. They do have some new employees so I have to work with them, so they know they're expected every hour to go around and to clock in. I should see them scanning in at each location. If it's easier for them to use a golf cart, I think they should.

Mr. Horton stated the people that were in the pool this morning, there is a sign there. I would suggest making another one and put it on the gate itself, so you have to walk through it to get to the pool. I assume she made it out of the pool with no problems.

Mr. Soriano stated I asked Lisa to deal with and when I started with our Middle Village meeting there was nobody in there. I can't attach a sign permanently. I have to be able to take it off because it's not all the time. At this point, once the pools close it is all the time from now until we get back to Spring Break that you're adult only. Once the lifeguards get there, that's when the kids can be there.

Mr. Horton asked where they were in the pool, can you see it from the videos?

Mr. Soriano responded yes. That makes it easier because if they're working on something and not watching the walkway all the time out of the windows in there, they can see if somebody goes in the pool.

Mr. Horton stated we discussed me saying something to them, but you thought it was a better idea not to and I agree with you on that, but as I was going home, I was thinking if



something happens, there's three little kids that have the floaties and they were all around the mother.

Mr. Soriano stated I don't tell the board members what you can and can't do and Mike, if you can help me out with a way to word this, but most of the time I would rather you stay away from interactions with the residents and leave that to the staff.

Mr. Horton stated I don't have a problem with that. I was just worried when I left because there was nobody there.

Mr. Lanier stated I'd recommend a sign that you could swap out twice a year for when the lifeguards are there and when they're not.

Mr. Horton stated yes, something you could slide in the gate there, so you'd have walk right by it. The sign is off to the side and it's a darker colored sign.

Mr. Thomas asked is there any way to do a Bluetooth doorbell so when that gate is opened it lets Wanda and them know in the office?

Mr. Soriano responded it wouldn't have done anything anyway. Wanda wasn't here yet and Lisa had just left. I was over here getting ready for the Middle Village meeting. We don't have the ability for staff to be there at all hours. We expect them to pay attention to the signage. In that case it's a little different. When you have a 13- or 14-year-old that has a card, our cards won't unlock the door for them. But, when you have little ones, they have to be with mom and mom is allowed to come in, so she can just scan her card. I don't know whether she took the time to read the big signs that are right there, but we have lots of people that don't pay attention, they just walk in, and we have some that don't understand them. I think I'm going to have to start doing our signage in multiple languages. We're getting a lot more families that don't understand English.

Mr. Horton stated I don't know if that's going to be the answer either. You'd have to have a bunch of different languages.

Mr. Thomas stated my neighbors and I are on a mission to get a stop sign. The mission has been an absolute failure. The signs department at Clay County don't pick up their phone, so each time you call the operator they send you to another department. I finally got somebody to tell me it's the signs department, but I've left several messages. What can we do as a community to ask the county to come out and put a four-way stop sign, because I have almost been run over. Right now, since there are only four homes being built back there, they are

exiting that neighborhood, teenagers are now using that as a drag strip and when they come flying out and I'm at that stop sign, because of the signs that they are using at the entrance of their neighborhood, it makes it very difficult to see down that road when you look to the right.

Mr. Soriano stated you have to go through traffic control first. There was never a four-way stop planned there. Billy does signs for the county, but unless he gets the say-so, he's not going to provide us with signs out there. I can talk to him, and of course, reaching out to Wayne Bolla always helps. He can help push the people at the county that need to say yes, if we need to do a study to make sure the intersection is covered with the correct traffic flow signage. You can email too so it's on record. It's not something that is going to happen quickly, but they will eventually come out and I think we're going to end up having something there. Once that place is full it's going to be an extremely full intersection. I deal with mostly public works guys, and they're limited on their ability.

Chairperson Nelsen stated the community sign looks terrible.

Mr. Soriano stated I've thought about trying to rebuild that one. We've gotten to the point when we're doing our events and we have things going on, I may have three lines there. I'd rather have the ability to put a few more lines of those letters on there. It is getting old. If you recall, when we put it in, that was a hassle. The county is very tough on signage in the roadway and right of way. It's a little easier to deal with them now when it comes to that so I can change it around, but that would be under your direction.

Mr. Thomas stated I'd like to have something more aesthetically pleasing.

Mr. Soriano stated trying to come up with the perfect position, it doesn't really serve all the neighborhoods, so even just removing it and trying to do some other way. I didn't like these, but the HOA on this side put small signs at the main roads coming in. We did give them an agreement when we allowed them to use the District's property to put the sign up. They're supposed to maintain it. I was thinking more of something like at our playgrounds or parks where you expect something there that could inform people of events and things like that.

Mr. Thomas asked can we do a small thing with a QR code that takes them to the website that shows everything that is going on?

Mr. Soriano responded I can get small metal signs attached to the playgrounds and swing sets and things like that. The next smallest thing I have is the bulletin board we have back here at the tennis courts and it's still kind of big. I'll see if I can come up with something

nice that can be attached to the things that are out there so people have the ability to get the information.

Chairperson Nelsen stated we don't have to come up with a solution now, I just wanted everybody to think about it and brainstorm to see what we can come up with over the next couple of meetings.

Mr. Horton asked why can't you move the sign out by the waterfall?

Mr. Soriano responded I could. I think you'd need larger. The problem we have over here at Eagle Landing is people slow down to read the sign. You can't do that by that waterfall. That would cause an accident. So, it would have to be bigger so they could read it easily without having to slow down and it would have to be lit. Right now, it's not lit, but it is in an area that has streetlights by it.

Chairperson Nelsen stated I think we went round and round with this when we put the sign in, so I don't know that we're going to come up with a better location.

Mr. Soriano stated we have bulletins in every single building too. They're at the fitness center, the front of the pool building, the amenity center, downstairs, and on all of the field houses. I don't know if they're paid attention to the same way as when they first went up.

Mr. Lanier asked is there a shelf life for that sign or a plan for how long it was going to be there before it needed to be replaced?

Mr. Soriano responded I have replacement amounts in capital for all signage, but we didn't have a particular plan for that one.

Chairperson Nelsen stated we can think about it.

## **SEVENTH ORDER OF BUSINESS**

### **Next Scheduled Meeting**

Ms. Giles stated the next scheduled meeting is November 14<sup>th</sup> at 4:00 p.m. at the Plantation Oaks Amenity Center.

## **EIGHTH ORDER OF BUSINESS**

### **Adjournment**

On MOTION by Mr. Thomas 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  
September 30, 2022



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

	<b>Governmental Fund Types</b>					<b>Totals</b>
	<b>General</b>	<b>Recreation</b>	<b>Capital Reserve</b>	<b>Debt Service</b>	<b>Capital Projects</b>	<b>(Memorandum Only)</b>
<b>ASSETS:</b>						
Cash	\$66,105	\$157,479	\$336,615	---	---	\$560,199
Petty Cash	---	\$672	---	---	---	\$672
Investments:						
<i><b>Series 2013A-1</b></i>						
Revenue	---	---	---	\$626,197	---	\$626,197
Reserve A1	---	---	---	\$868,932	---	\$868,932
Prepayment	---	---	---	\$144	---	\$144
Acquisition and Construction	---	---	---	---	\$18,682	\$18,682
<i><b>Series 2013A-2</b></i>						
Reserve A2	---	---	---	\$95,634	---	\$95,634
<i><b>Operations</b></i>						
Custody Account-General Fund Excess	\$10,440	---	---	---	---	\$10,440
Custody Account-Recreation Fund Excess	---	\$343,835	---	---	---	\$343,835
Custody Account-Recreation Fund Reserve	---	---	\$74	---	---	\$74
<i><b>State Board</b></i>						
General Fund	\$2,510	---	---	---	---	\$2,510
Recreation	---	\$185,548	---	---	---	\$185,548
Capital Reserve	---	---	\$1,097,762	---	---	\$1,097,762
Due From Capital Reserve Fund	---	\$300	---	---	---	\$300
Due from Other	\$25	\$137	---	---	---	\$162
Due From Middle Village	---	\$4,379	---	---	---	\$4,379
Electric Deposits	---	\$4,583	---	---	---	\$4,583
Prepaid Expenses	\$9,272	\$78,263	---	---	---	\$87,535
<b>TOTAL ASSETS</b>	<b>\$88,352</b>	<b>\$775,196</b>	<b>\$1,434,451</b>	<b>\$1,590,907</b>	<b>\$18,682</b>	<b>\$3,907,587</b>
<b>LIABILITIES:</b>						
Accounts Payable	\$11,114	\$65,118	---	---	---	\$76,232
FICA Payable	\$153	---	---	---	---	\$153
Accrued Expenses	---	\$15,532	---	---	---	\$15,532
Due to Rec Fund	---	---	\$300	---	---	\$300
<b>FUND BALANCES:</b>						
Nonspendable	---	\$4,583	---	---	---	\$4,583
Restricted for Debt Service	---	---	---	\$1,590,907	---	\$1,590,907
Restricted for Capital Projects	---	---	---	---	\$18,682	\$18,682
Assigned	---	---	\$1,434,151	---	---	\$1,434,151
Unassigned	\$77,085	\$689,962	---	---	---	\$767,047
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>\$88,352</b>	<b>\$775,196</b>	<b>\$1,434,451</b>	<b>\$1,590,907</b>	<b>\$18,682</b>	<b>\$3,907,587</b>

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

	AMENDED BUDGET	PRORATED BUDGET THRU 9/30/2022	ACTUAL THRU 9/30/2022	VARIANCE
Assessment - Tax Roll	\$177,890	\$177,890	\$178,354	\$464
Interest Income	\$200	\$200	\$35	(\$165)
<b>TOTAL REVENUES</b>	<b>\$178,090</b>	<b>\$178,090</b>	<b>\$178,390</b>	<b>\$300</b>

**EXPENDITURES:**

**Administrative**

Supervisor Fees	\$12,000	\$12,000	\$11,000	\$1,000
FICA Expense	\$918	\$918	\$904	\$14
Engineering	\$5,000	\$5,000	\$2,067	\$2,934
Arbitrage	\$700	\$700	\$700	\$0
Dissemination	\$1,600	\$1,600	\$1,500	\$100
Assessment Roll	\$8,212	\$8,212	\$8,212	\$0
Attorney	\$42,000	\$42,000	\$27,569	\$14,431
Annual Audit	\$5,900	\$5,900	\$4,900	\$1,000
Trustee Fees	\$8,815	\$8,815	\$8,815	(\$0)
Management Fees	\$61,762	\$61,762	\$61,762	(\$0)
Information Technology	\$2,142	\$2,142	\$2,142	\$0
Telephone	\$600	\$600	\$377	\$223
Postage	\$1,900	\$1,900	\$1,884	\$16
Printing & Binding	\$3,000	\$3,000	\$2,034	\$966
Records Storage	\$300	\$300	\$0	\$300
Insurance	\$9,166	\$9,166	\$8,625	\$541
Legal Advertising	\$2,800	\$2,800	\$1,828	\$972
Office Supplies	\$350	\$350	\$19	\$331
Website Compliance	\$2,500	\$2,500	\$2,500	\$0
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
Other Current Charges	\$0	\$0	\$31	(\$31)
Reserve	\$8,250	\$8,250	\$8,250	\$0

<b>TOTAL EXPENDITURES</b>	<b>\$178,090</b>	<b>\$178,090</b>	<b>\$155,294</b>	<b>\$22,795</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$0</b>		<b>\$23,095</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$0</b>		<b>\$53,990</b>	
<b>FUND BALANCE - Ending</b>	<b>\$0</b>		<b>\$77,085</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	\$12	\$35
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>\$12</b>	<b>\$178,390</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	\$800	\$11,000
FICA Expense	\$77	\$77	\$61	\$77	\$72	\$89	\$89	\$66	\$83	\$66	\$83	\$66	\$904
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	\$125	\$1,500
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	\$2,299	\$7,894	\$27,569
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	\$5,147	\$61,762
Computer Time	\$179	\$179	\$179	\$179	\$179	\$179	\$179	\$179	\$179	\$179	\$179	\$179	\$2,142
Telephone	\$2	\$17	\$55	\$15	\$39	\$66	\$58	\$15	\$8	\$51	\$43	\$8	\$377
Postage	\$184	\$10	\$6	\$8	\$14	\$14	\$5	\$117	\$14	\$37	\$1,440	\$35	\$1,884
Printing & Binding	\$64	\$14	\$27	\$10	\$25	\$30	\$28	\$16	\$50	\$183	\$1,515	\$73	\$2,034
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	\$70	\$1,828
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	\$208	\$2,500
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	\$6	\$31
<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>\$21,769</b>	<b>\$14,610</b>	<b>\$155,294</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>(\$21,764)</b>	<b>(\$14,598)</b>	<b>\$23,095</b>

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

AMENDED BUDGET	PRORATED BUDGET THRU 9/30/2022	ACTUAL THRU 9/30/2022	VARIANCE
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**REVENUES:**

Assessments-Tax Roll	\$1,462,648	\$1,462,648	\$1,466,466	\$3,818
Interest Income	\$1,000	\$1,000	\$1,860	\$860
Amenities Revenue	\$40,000	\$40,000	\$26,156	(\$13,844)
Sports Revenue	\$13,000	\$13,000	\$19,877	\$6,877
<b>TOTAL REVENUES</b>	<b>\$1,516,648</b>	<b>\$1,516,648</b>	<b>\$1,514,359</b>	<b>(\$2,289)</b>

**EXPENDITURES:**

**Administrative:**

Management Fees - Onsite	\$192,766	\$192,766	\$192,766	\$0
Insurance	\$74,118	\$74,118	\$75,451	(\$1,333)
Other Current Charges	\$3,500	\$3,500	\$3,510	(\$10)
Permit Fees	\$1,635	\$1,635	\$1,160	\$475
<b>Total Administrative</b>	<b>\$272,019</b>	<b>\$272,019</b>	<b>\$272,886</b>	<b>(\$867)</b>

**Maintenance:**

**Common Area**

Security	\$85,000	\$85,000	\$82,864	\$2,136
Security - Clay County Off-Duty Sheriff	\$43,000	\$43,000	\$45,903	(\$2,903)
Water - Irrigation	\$9,000	\$9,000	\$9,034	(\$34)
Irrigation Maintenance	\$4,250	\$4,250	\$7,841	(\$3,591)
Streetlighting	\$33,066	\$33,066	\$28,415	\$4,651
Electric	\$35,000	\$35,000	\$31,157	\$3,843
Landscape Maintenance	\$389,777	\$389,777	\$393,045	(\$3,269)
Common Area Maintenance	\$52,000	\$52,000	\$56,504	(\$4,504)
Lake Maintenance	\$26,840	\$26,840	\$24,840	\$2,000
Repairs and Replacement	\$105,000	\$105,000	\$89,362	\$15,638
<b>Total Common Area</b>	<b>\$782,933</b>	<b>\$782,933</b>	<b>\$768,965</b>	<b>\$13,967</b>

**Recreation Facility**

Amenity Staff	\$118,000	\$118,000	\$155,498	(\$37,498)
Refuse Services	\$10,000	\$10,000	\$12,557	(\$2,557)
Telephone	\$5,500	\$5,500	\$5,406	\$94
Electric	\$40,000	\$40,000	\$39,761	\$239
Cable	\$8,500	\$8,500	\$7,296	\$1,204
Pool Maintenance	\$40,000	\$40,000	\$27,993	\$12,007
Water / Sewer/Reclaim	\$48,000	\$48,000	\$48,790	(\$790)
Facility Maintenance-General	\$50,000	\$50,000	\$45,120	\$4,880
Facility Maintenance-Preventative	\$13,117	\$13,117	\$4,330	\$8,787
Facility Maintenance - Contingency	\$34,750	\$34,750	\$30,812	\$3,938
Lighting Repairs	\$8,500	\$8,500	\$8,454	\$46
Special Events	\$10,500	\$10,500	\$2,106	\$8,394
Office Supplies & Equipment	\$2,000	\$2,000	\$1,242	\$758
Janitorial	\$64,000	\$64,000	\$55,600	\$8,400
Recreation Passes	\$4,000	\$4,000	\$3,494	\$506

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

	AMENDED BUDGET	PRORATED BUDGET THRU 9/30/2022	ACTUAL THRU 9/30/2022	VARIANCE
Pool Leak Repairs	\$2,500	\$2,500	\$0	\$2,500
Multiuse Field	\$2,330	\$2,330	\$0	\$2,330
<b>Total Recreation Facility</b>	<b>\$461,697</b>	<b>\$461,697</b>	<b>\$448,458</b>	<b>\$13,238</b>
<b>Total Maintenance</b>	<b>\$1,244,629</b>	<b>\$1,244,629</b>	<b>\$1,217,424</b>	<b>\$27,206</b>
<b>TOTAL EXPENDITURES</b>	<b>\$1,516,648</b>	<b>\$1,516,648</b>	<b>\$1,490,310</b>	<b>\$26,338</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$0</b>		<b>\$24,049</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$0</b>		<b>\$670,496</b>	
<b>FUND BALANCE - Ending</b>	<b>\$0</b>		<b>\$694,545</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	\$624	\$1,860
Amenities Revenue	\$1,497	\$1,167	\$2,373	\$2,285	\$1,741	\$2,284	\$5,519	\$2,157	\$3,566	\$473	\$1,386	\$1,709	\$26,156
Sports Revenue	\$0	\$0	\$0	\$2,250	\$0	\$1,175	\$0	\$8,155	\$2,967	\$3,675	\$325	\$1,330	\$19,877
<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>\$2,069</b>	<b>\$3,663</b>	<b>\$1,514,359</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	\$16,064	\$192,766
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	\$129	\$3,510
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>\$16,193</b>	<b>\$272,886</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	\$6,795	\$82,864
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	\$3,918	\$45,903
Water - Irrigation	\$786	\$460	\$441	\$434	\$485	\$1,060	\$1,073	\$873	\$793	\$776	\$834	\$1,019	\$9,034
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	\$2,498	\$28,415
Electric	\$2,541	\$2,240	\$2,466	\$2,516	\$1,551	\$2,520	\$2,727	\$2,926	\$2,802	\$2,465	\$3,218	\$3,185	\$31,157
Landscape Maintenance	\$31,728	\$31,728	\$31,728	\$32,482	\$32,482	\$34,839	\$32,482	\$32,962	\$32,962	\$32,962	\$33,726	\$32,962	\$393,045
Common Area Maintenance	\$4,550	\$4,529	\$6,700	\$2,024	\$2,268	\$4,834	\$6,955	\$6,077	\$3,915	\$7,460	\$3,515	\$3,677	\$56,504
Lake Maintenance	\$2,070	\$2,070	\$2,070	\$2,070	\$2,070	\$2,070	\$2,070	\$2,070	\$2,070	\$2,070	\$2,070	\$2,070	\$24,840
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	\$4,858	\$89,362
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>\$61,354</b>	<b>\$60,981</b>	<b>\$768,965</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	\$13,354	\$155,498
Refuse Service	\$867	\$867	\$867	\$886	\$1,134	\$1,134	\$1,134	\$1,134	\$1,134	\$1,134	\$1,134	\$1,134	\$12,557
Telephone	\$477	\$520	\$497	\$496	\$523	\$496	\$496	\$408	\$424	\$212	\$430	\$427	\$5,406
Electric	\$2,641	\$1,715	\$1,675	\$1,775	\$1,481	\$2,229	\$3,126	\$3,910	\$4,813	\$4,591	\$5,948	\$5,857	\$39,761
Cable	\$696	\$719	\$719	\$540	\$576	\$577	\$579	\$577	\$576	\$577	\$580	\$580	\$7,296
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	\$2,483	\$27,993
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	\$4,020	\$48,790
Facility Maintenance - General	\$3,866	\$4,137	\$3,731	\$3,298	\$2,326	\$3,628	\$4,167	\$4,175	\$0	\$8,052	\$3,664	\$4,076	\$45,120
Facility Maintenance - Preventative Contracts	\$155	\$485	\$360	\$155	\$360	\$640	\$515	\$0	\$0	\$155	\$300	\$1,205	\$4,330

**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	\$2,603	\$3,672	\$30,812
Lighting Repairs	\$702	\$706	\$705	\$705	\$703	\$701	\$708	\$711	\$0	\$1,407	\$701	\$705	\$8,454
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	\$50	\$1,242
Janitorial	\$4,633	\$4,633	\$4,633	\$4,633	\$4,633	\$4,633	\$4,633	\$4,633	\$4,633	\$4,633	\$4,633	\$4,633	\$55,600
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	\$47,386	\$42,196	\$448,458
<b>Total Expenses</b>	\$195,150	\$110,962	\$117,916	\$100,850	\$89,162	\$109,587	\$118,358	\$122,447	\$138,385	\$143,147	\$124,977	\$119,370	\$1,490,310
<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)	(\$122,908)	(\$115,707)	\$24,049

**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 September 30, 2022

	ADOPTED BUDGET	PRORATED THRU 9/30/2022	ACTUAL THRU 9/30/2022	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	\$7,302	\$6,502
<b>TOTAL REVENUES</b>	<b>\$1,962,678</b>	<b>\$1,962,678</b>	<b>\$1,975,240</b>	<b>\$12,562</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>\$34,141</b>	
<b><i>Net change in Fund Balance</i></b>	<b>\$21,579</b>		<b>\$34,141</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>\$1,590,907</b>	

Revenue	\$626,197
Reserve 2013-1	\$868,932
Reserve 2013-2	\$95,634
Prepayment	\$144
Assessments Receivable	\$0
<b>Total</b>	<b>\$1,590,907</b>

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

	AMENDED BUDGET	PRORATED THRU 9/30/2022	ACTUAL THRU 9/30/2022	VARIANCE
<b><u>REVENUES:</u></b>				
Interest Income	\$2,000	\$2,000	\$9,267	\$7,267
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>\$17,517</b>	<b>\$7,267</b>
<b><u>EXPENDITURES:</u></b>				
Landscape Reserves	\$10,000	\$10,000	\$0	\$10,000
Capital Projects	\$200,000	\$200,000	\$9,760	\$190,240
<b>TOTAL EXPENDITURES</b>	<b>\$210,000</b>	<b>\$210,000</b>	<b>\$9,760</b>	<b>\$200,240</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$199,750)</b>		<b>\$7,757</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>\$1,434,151</b>	

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

SERIES  
2013 A-1 AND A-2

**REVENUES:**

Interest Income \$82

**TOTAL REVENUES** \$82

**EXPENDITURES:**

Capital Outlay - Series 2013 A1 and A2 \$0

Cost of Issuance \$0

**TOTAL EXPENDITURES** \$0

**EXCESS REVENUES (EXPENDITURES)** \$82

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

**FUND BALANCE - Ending** \$18,682



# 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)
<b>Current Bonds Outstanding</b>	<b>\$16,390,000</b>

<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)
<b>Current Bonds Outstanding</b>	<b>\$1,640,000</b>

*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

October 31, 2022

Fund	Date	Check No.	Amount
<b>General Fund</b>			
Accounts Payable	10/10/22	1720-1722	\$ 10,580.99
	10/14/22	1723	\$ 6,129.39
	10/25/22	1724	\$ 7,894.36
Sub-Total			\$ 24,604.74
<b>Recreation Fund</b>			
Accounts Payable	10/10/22	7119-7127	\$ 52,650.98
	10/14/22	7128	\$ 17,467.67
	10/25/22	7129-7138	\$ 61,731.72
Sub-Total			\$ 131,850.37
<b>Capital Reserve Fund</b>			
Accounts Payable	10/27/22	62-63	\$ 13,469.00
Sub-Total			\$ 13,469.00
<b>Total</b>			<b>\$ 169,924.11</b>

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
10/10/22	00035	9/15/22 2288	202210 310-51300-31400		*	8,212.00	
		FY23 ASSESSMENT ROLL CERT		GOVERNMENTAL MANAGEMENT SERVICES			8,212.00 001720
10/10/22	00111	9/29/22 22-00295	202209 310-51300-48000		*	69.50	
		NTC OF MTG BOS 9/29/22		JACKSONVILLE DAILY RECORD			69.50 001721
10/10/22	00113	9/16/22 3109364	202208 310-51300-31500		*	2,299.49	
		AUG GENERAL COUNSEL		KUTAK ROCK LLP			2,299.49 001722
10/14/22	00035	10/01/22 2292	202210 310-51300-34000		*	5,404.17	
		OCT MANAGEMENT FEES					
		10/01/22 2292	202210 310-51300-52000		*	208.33	
		OCT WEBSITE ADMIN					
		10/01/22 2292	202210 310-51300-35100		*	178.50	
		OCT INFORMATION TECH					
		10/01/22 2292	202210 310-51300-31300		*	133.33	
		OCT DISSEM AGENT SERVICES					
		10/01/22 2292	202210 310-51300-42000		*	13.89	
		POSTAGE					
		10/01/22 2292	202210 310-51300-42500		*	183.90	
		COPIES					
		10/01/22 2292	202210 310-51300-41000		*	7.27	
		TELEPHONE					
				GOVERNMENTAL MANAGEMENT SERVICES			6,129.39 001723
10/25/22	00113	10/14/22 3124291	202209 310-51300-31500		*	7,894.36	
		SEP GENERAL COUNSEL		KUTAK ROCK LLP			7,894.36 001724
TOTAL FOR BANK A						24,604.74	
TOTAL FOR REGISTER						24,604.74	

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

## Invoice

Invoice #: 2288  
Invoice Date: 9/15/22  
Due Date: 9/15/22  
Case:  
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Assessment Roll Certification - FY 2023		8,212.00	8,212.00
351A 1.310.513.31400			
Total			\$8,212.00
Payments/Credits			\$0.00
Balance Due			\$8,212.00

# Jacksonville Daily Record

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

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

## INVOICE

September 29, 2022

Date

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

111A  
1.310.573.480

Serial #	22-00295C	PO/File #		\$69.50
				Payment Due
Notice of Meeting of the Board of Supervisors				
				\$69.50
Double Branch Community Development District				Publication Fee
Case Number				Amount Paid
Publication Dates	9/29			
County	Clay			

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

### Payment Due Upon Receipt

For your convenience, you  
may remit payment online at  
[www.jaxdailyrecord.com/  
send-payment](http://www.jaxdailyrecord.com/send-payment).

If your payment is being  
mailed, please reference  
Serial # 22-00295C on your  
check or remittance advice.

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

Terms: Net 30 days from date of invoice. Past due items will accrue a finance charge of 1.5% per month thereafter.  
Please remit any payment due upon receipt of this invoice.



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

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

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

Notice is hereby given that the Board of Supervisors of the Double Branch Community Development District is scheduled to be meet on **Monday, October 10, 2022**, at **4:00 p.m.** at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

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

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

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

Marilee Giles  
District Manager

Sep. 29 00 (22-00295C)

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

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

September 16, 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. 3109364

Client Matter No. 5323-1

9/19 approved

Marilee Giles

Double Branch CDD

Governmental Management Services – St. Augustine

Suite 114

475 West Town Place

St. Augustine, FL 32092

113A

1.310.573.315

Invoice No. 3109364

5323-1

Re: Double Branch CDD-General Counsel

## For Professional Legal Services Rendered

08/01/22	M. Eckert	0.10	35.00	Prepare for board meeting
08/04/22	M. Eckert	0.20	70.00	Attend agenda call
08/05/22	M. Eckert	0.10	35.00	Review and distribute FDEP correspondence
08/08/22	D. Wilbourn	0.50	75.00	Prepare and disseminate budget and assessment resolutions
08/10/22	M. Eckert	0.20	70.00	Review and research suspension of amenity privileges issues
08/12/22	W. Haber	0.40	140.00	Prepare for board meeting
08/15/22	K. Haber	1.70	382.50	Research completion of Series 2013 Project
08/15/22	W. Haber	2.70	945.00	Prepare for and participate in board meeting
08/17/22	M. Eckert	0.10	35.00	Review 2013 Bonds
08/23/22	M. Eckert	0.30	105.00	Review draft minutes; review outstanding items
08/29/22	M. Eckert	0.30	105.00	Prepare budget and assessment resolutions; research prior bond issuances

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

**KUTAK ROCK LLP**

Double Branch CDD  
September 16, 2022  
Client Matter No. 5323-1  
Invoice No. 3109364  
Page 2

08/30/22	M. Eckert	0.20	70.00	Attend agenda call; prepare for board meeting
08/30/22	K. Haber	0.20	45.00	Telephone conference with Soriano regarding payment plan invoices for slide reparations

TOTAL HOURS 7.00

TOTAL FOR SERVICES RENDERED \$2,112.50

**DISBURSEMENTS**

Meals	12.77
Travel Expenses	174.22

TOTAL DISBURSEMENTS 186.99

TOTAL CURRENT AMOUNT DUE \$2,299.49

**UNPAID INVOICES:**

August 11, 2022	Invoice No. 3093889	1,586.53
-----------------	---------------------	----------

TOTAL DUE \$3,886.02

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

# Invoice

Invoice #: 2292  
Invoice Date: 10/1/22  
Due Date: 10/1/22

Case:  
P.O. Number:

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

35A

Description	Hours/Qty	Rate	Amount
General - Management Fees - October 2022 1.310.573.340		5,404.17	5,404.17
Website Administration - October 2022 520		208.33	208.33
Information Technology - October 2022 357		178.50	178.50
Dissemination Agent Services - October 2022 313		133.33	133.33
Postage 420		13.89	13.89
Copies 425		183.90	183.90
Telephone 410		7.27	7.27

RECEIVED OCT 04 2022

Total \$6,129.39

Payments/Credits \$0.00

Balance Due \$6,129.39

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

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

October 14, 2022

**Check Remit To:**

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

**Wire Transfer Remit To:**

ABA #104000016

First National Bank of Omaha

Kutak Rock LLP

A/C # 24690470

Reference: Invoice No. 3124291

Client Matter No. 5323-1

10/17 Approved by M.G.

Marilee Giles

Double Branch CDD

Governmental Management Services – St. Augustine

Suite 114

475 West Town Place

St. Augustine, FL 32092

1.310.513.315  
113A

Invoice No. 3124291

5323-1

Re: Double Branch CDD-General Counsel

## For Professional Legal Services Rendered

09/06/22	K. Haber	2.00	450.00	Prepare real estate due diligence materials
09/08/22	K. Haber	2.60	585.00	Conduct real estate due diligence
09/09/22	M. Eckert	0.10	35.00	Review publication requirements
09/09/22	K. Haber	3.50	787.50	Conduct real estate due diligence
09/12/22	M. Eckert	3.00	1,050.00	Prepare for, travel to and attend board meeting; return travel; meeting follow up
09/12/22	K. Haber	3.20	720.00	Conduct real estate due diligence
09/13/22	K. Haber	0.40	90.00	Correspondence with Soriano regarding payment play invoices for slide reparations; correspondence with Giles regarding 2005A project completion resolution
09/14/22	K. Haber	3.70	832.50	Search agendas for project completion resolutions; conduct real estate due diligence

**KUTAK ROCK LLP**

Double Branch CDD

October 14, 2022

Client Matter No. 5323-1

Invoice No. 3124291

Page 2

09/17/22	M. Eckert	0.60	210.00	Research and draft new disciplinary and enforcement rule for suspensions and terminations of amenity access
09/20/22	M. Eckert	0.40	140.00	Review draft minutes; provide comments
09/24/22	M. Eckert	3.30	1,155.00	Research project completion and assessment finalization issues with 2002A, 2005A and 2013 projects
09/26/22	K. Haber	2.10	472.50	Prepare project completion memorandum for 2013A bond series
09/26/22	K. Haber	0.20	45.00	Research public record retention requirements and prepare memorandum regarding same; prepare resolution and revisions to district record retention policies
09/29/22	M. Eckert	0.30	105.00	Prepare for and attend agenda call
09/29/22	K. Haber	2.10	472.50	Prepare real property due diligence
09/30/22	K. Haber	3.20	720.00	Prepare real property due diligence

TOTAL HOURS 30.70

TOTAL FOR SERVICES RENDERED \$7,870.00

## DISBURSEMENTS

Travel Expenses 24.36

TOTAL DISBURSEMENTS 24.36TOTAL CURRENT AMOUNT DUE \$7,894.36

## UNPAID INVOICES:

September 16, 2022 Invoice No. 3109364 2,299.49

TOTAL DUE \$10,193.85

AP300R  
\*\*\* CHECK NOS. 007119-007138

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

RUN 11/01/22

PAGE 1

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
10/10/22	00262	9/22/22 17185 FY23 WC RENEWAL	202210 310-51300-45000	EGIS INSURANCE ADVISORS LLC	*	1,500.00	1,500.00 007119
10/10/22	00092	9/15/22 2290 AUG FAC MAINTENANCE	202208 320-57200-46600		*	3,664.00	
		9/15/22 2290 AUG FAC MAINTENANCE CONT.	202208 320-57200-46620		*	2,603.00	
		9/15/22 2290 AUG LIGHTING REPAIRS	202208 320-57200-46630		*	701.00	
		9/15/22 2290 AUG COMMON AREA MAINT	202208 320-57200-46400		*	2,949.21	
		9/30/22 2291 FAC EVENT STAFF THRU 9/24	202209 300-36900-10300		*	231.25	
				GOVERNMENTAL MANAGEMENT SERVICES			10,148.46 007120
10/10/22	00025	9/12/22 124665 FIRE ALRM INSPEC10/1-9/30	202209 330-57200-47200	JSC SYSTEMS	*	845.00	845.00 007121
10/10/22	00923	9/23/22 09232022 RENTAL DEPOSIT REFUND	202209 300-36900-10300	JUAN CRUZ JR	*	100.00	100.00 007122
10/10/22	00924	9/23/22 09232022 RENTAL DEPOSIT REFUND	202209 300-36900-10300	KIANNA LANE	*	100.00	100.00 007123
10/10/22	00186	10/01/22 13129560 OCT POOL CHEMICALS	202210 320-57200-46300	POOLSURE	*	2,483.36	2,483.36 007124
10/10/22	00297	9/26/22 327 SEP COMMON AREA MAINT	202209 320-57200-46400		*	602.00	
		9/26/22 328 SEP ADDTL PRESS WASH SRV	202209 320-57200-63100		*	4,290.00	
				RIVERSIDE MANAGEMENT SERVICES, INC			4,892.00 007125
10/10/22	00925	9/23/22 09232022 RENTAL DEPOSIT REFUND	202209 300-36900-10300	SHAKAWN JONES	*	100.00	100.00 007126
10/10/22	00672	8/01/22 8910 AUG LANDSCAPE MAINTENANCE	202208 320-57200-46200	VERDEGO, LLC	*	32,482.16	32,482.16 007127

DBBR DOUBLE BRANCH OKUZMUK

AP300R  
\*\*\* CHECK NOS. 007119-007138

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

RUN 11/01/22

PAGE 2

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
10/14/22	00092	10/01/22 2293	202210 310-51300-34000		*	17,348.92	
		OCT FAC MANAGEMENT					
		10/14/22 2294	202210 300-36900-10300		*	118.75	
		FAC EVENT STAFF THRU 10/8					
				GOVERNMENTAL MANAGEMENT SERVICES			17,467.67 007128
10/25/22	00478	10/17/22 CAK-1662	202210 320-57200-62000		*	908.89	
		PROXIMITY CARDS 1000CT					
				CARDS AND KEYFOBS			908.89 007129
10/25/22	00285	10/11/22 SSI10794	202209 320-57200-34510		*	405.00	
		SEP EMPLOYMENT ADMIN FEE					
		10/11/22 SSI10794	202209 320-57200-34510		*	187.50	
		SEP EMPLOYMENT SCHEDULING					
				CLAY COUNTY SHERIFF'S OFFICE			592.50 007130
10/25/22	00926	10/19/22 10192022	202210 300-36900-10300		*	100.00	
		RENTAL DEPOSIT REFUND					
				ELOUISE REYNOLDS			100.00 007131
10/25/22	00092	10/13/22 2295	202209 320-57200-46600		*	4,076.00	
		SEP FAC MAINTENANCE GEN					
		10/13/22 2295	202209 320-57200-46620		*	3,672.00	
		SEP FAC MAINT GEN					
		10/13/22 2295	202209 320-57200-46630		*	705.00	
		SEP LIGHTING REPAIRS					
		10/13/22 2295	202209 320-57200-46400		*	3,075.07	
		SEP COMMON AREA MAINT					
				GOVERNMENTAL MANAGEMENT SERVICES			11,528.07 007132
10/25/22	00324	10/12/22 46227	202210 320-57200-46610		*	155.00	
		OCT PEST CONTROL					
				PAULA'S PEST CONTROL, INC			155.00 007133
10/25/22	00839	10/01/22 8391	202210 320-57200-34500		*	8,233.50	
		OCT SECURITY					
				SECURITY DEVELOPMENT GROUP LLC			8,233.50 007134
10/25/22	00305	10/17/22 100614	202210 320-57200-46610		*	288.00	
		BIMONTHLY SCHEDULED PM					
				SOUTHEAST FITNESS REPAIR			288.00 007135
10/25/22	00672	10/01/22 9413	202210 320-57200-46200		*	480.00	
		OCT TRAIL CUTTING & SPRAY					
		10/01/22 9418	202210 320-57200-46200		*	37,521.40	
		OCT LADSCAPE MAINTENANCE					
				VERDEGO, LLC			38,001.40 007136
				DBBR DOUBLE BRANCH OKUZMUK			



AP300R  
\*\*\* CHECK NOS. 007119-007138

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

RUN 11/01/22

PAGE 3

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
10/25/22	00399	10/06/22 17346028	202210 330-57200-50000		*	50.31	
			BASE CHARGE				
		10/06/22 17346028	202210 330-57200-50000		*	122.04	
			METER USAGE				
				XEROX CORPORATION			172.35 007137
10/25/22	00512	10/18/22 W0337058	202210 320-57200-63100		*	1,752.01	
			LED PARKING FIXTURE,BULBS				
			1000 BULBS				1,752.01 007138
				TOTAL FOR BANK B		131,850.37	
				TOTAL FOR REGISTER		131,850.37	

DBBR DOUBLE BRANCH OKUZMUK

# INVOICE

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

<b>Customer</b>	Double Branch Community Development District
<b>Acct #</b>	282
<b>Date</b>	09/22/2022
<b>Customer Service</b>	Kristina Rudez
<b>Page</b>	1 of 1

Payment Information	
Invoice Summary	\$ 1,500.00
Payment Amount	
Payment for:	Invoice#17185
WC100122544	

Thank You

Please detach and return with payment



**Customer: Double Branch Community Development District**

Invoice	Effective	Transaction	Description	Amount
17185	10/01/2022	Renew policy	Policy #WC100122544 10/01/2022-10/01/2023 FIA WC Workers Compensation - Renew policy TRIA & EC - Renew policy Due Date: 9/22/2022  21,310.573.450 2021	1,327.00 173.00
				<b>Total</b>
				\$ 1,500.00
				Thank You
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**  
P.O. Box 748555  
Atlanta, GA 30374-8555

(321)233-9939

Date \_\_\_\_\_

[scilmer@eglsadvisors.com](mailto:scilmer@eglsadvisors.com)

09/22/2022

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

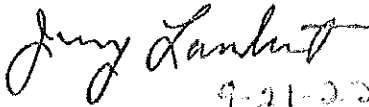
# Invoice

Invoice #: 2290  
Invoice Date: 9/15/22  
Due Date: 9/15/22  
Case:  
P.O. Number:

**Bill To:**

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

920

Description	Hours/Qty	Rate	Amount
Facility Maintenance August 1- August 31, 2022		8,889.71	8,889.71
Maintenance Supplies		1,027.50	1,027.50
Fac. Main. Gen. \$3,664 <sup>00</sup> 2.572.4660			
Fac. Main. Cont. \$2,603 <sup>00</sup> 2.572.4662			
Lighting Repairs \$701 <sup>00</sup> 2230.572.4663			
Common Area Maint. \$2,949 <sup>21</sup> 2.572.4640			
 9-21-22			
Total			\$9,917.21
Payments/Credits			\$0.00
Balance Due			\$9,917.21

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
8/1/22	4	A.T.	Removed debris from all common areas
8/2/22	4	T.C.	Worked on pool pavers
8/2/22	5.5	G.S.	Removed debris from all common areas and ponds
8/2/22	8	A.B.	Fixed pavers on pool deck, removed old HDMI cord and replaced for pool monitor
8/3/22	3.5	G.S.	Removed debris from all common areas and ponds, filled in washout at sidewalk
8/4/22	4.5	G.S.	Removed debris from all common areas, maintenance work on golf cart
8/5/22	5	G.S.	Removed debris from all common areas, treated fire ant mounds in common areas
8/5/22	1	S.A.	Repaired the three gates at dog park
8/8/22	6	G.S.	Removed debris from all common areas
8/8/22	2	A.B.	Removed debris at Village Center
8/8/22	4	A.T.	Removed debris from all common areas
8/9/22	2	T.C.	Reglued letters on fitness center building
8/9/22	2	G.S.	Removed debris from all common areas
8/10/22	5	G.S.	Removed debris from all common areas, treated fire ant mounds in parks
8/10/22	2	S.A.	Installed new projection screen holders
8/11/22	5	G.S.	Removed debris from all common areas, cleaned major dump site at park
8/12/22	4	T.C.	Set up for Dive In Movie
8/12/22	2	S.A.	Put up and adjusted movie screen, found and dug up valve for waterfall
8/12/22	4	A.T.	Removed debris from all common areas
8/15/22	4	A.T.	Removed debris from all common areas
8/18/22	4	T.C.	Worked on office AC units
8/18/22	4	A.T.	Removed debris from all common areas
8/19/22	4	T.C.	Worked on office AC units
8/19/22	4	A.T.	Removed debris from all common areas
8/22/22	4	A.T.	Removed debris from all common areas
8/24/22	1	J.R.	Stocked and organized supplies
8/25/22	4	A.T.	Removed debris from all common areas
8/26/22	8	T.C.	Worked on pickleball project
8/26/22	6	S.A.	Removed bench from tennis court, remove fence and tennis courts
8/26/22	6	A.B.	Worked on pickleball project
8/26/22	8	R.M.	Worked on fence around tennis courts
8/26/22	4.5	J.R.	Worked on pickleball project
8/26/22	4	A.T.	Removed debris from all common areas
8/29/22	6	T.C.	Worked on pickleball project, pulled posts and took fencing down on tennis courts
8/29/22	6	A.B.	Worked on pickleball project, removed dividing fence and fence posts, deconstruct bench
8/29/22	8	L.C.	Worked on pickleball project
8/29/22	7.5	R.M.	Cleaned shop, worked on concrete mold
8/29/22	5	J.R.	Worked on pickleball project, removed poles
8/29/22	4	A.T.	Removed debris from all common areas
8/30/22	6	T.C.	Worked on pickleball project, pulled posts and took fencing down on tennis courts, picked up supplies
8/30/22	4.5	G.S.	Removed debris from all common areas
8/30/22	8	A.B.	Worked on pickleball project, removed old fence posts
8/30/22	8	L.C.	Pulled up fence posts from tennis courts
8/30/22	8	J.R.	Worked on pickleball project, dug up poles
8/31/22	6	T.C.	Worked on pickleball project, pulled posts and took fencing down on tennis courts, picked up supplies
8/31/22	3.5	G.S.	Removed debris from all common areas
8/31/22	6	S.A.	Worked on pickleball project
8/31/22	8	A.B.	Worked on pickleball project, removed old fence posts, prep court for asphalt repair, removed old fence
8/31/22	8	L.C.	Worked on pickleball project, poured asphalt and filled fence post holes
8/31/22	6.5	R.M.	Tennis court cleaned up and repair court
8/31/22	5	J.R.	Worked on pickleball project, filled pole holes
<b>TOTAL</b>	<u>253</u>		
<b>MILES</b>	<u>78</u>		

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

**MAINTENANCE BILLABLE PURCHASES**

Period Ending 09/05/22

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DB				
DOUBLE BRANCH				
	8/2/22	Change Faucet Tool	13.39	T.C.
	8/2/22	Pine Sol	14.24	T.C.
	8/2/22	Bleach	6.30	T.C.
	8/5/22	20"-500' Stretch Wrap	17.24	T.C.
	8/8/22	Extreme Heavy Duty Liquid Nails	5.27	T.C.
	8/8/22	Utility Gloves	7.29	T.C.
	8/9/22	3" PVC Cap Slip (3)	31.43	T.C.
	8/9/22	3"x10' PVC Pipe	54.03	T.C.
	8/9/22	3" Female Adapter	8.02	T.C.
	8/9/22	Windex Spray	6.89	T.C.
	8/9/22	Windex Refill	6.60	T.C.
	8/10/22	75' Hose	45.98	J.S.
	8/10/22	3" Coupling (2)	8.03	T.C.
	8/10/22	3" PVC Spigot Cleanout Adapter (2)	24.29	T.C.
	8/11/22	Lemon Breeze Lysol	17.73	T.C.
	8/11/22	Blk Nitrile Gloves 40pk	17.23	T.C.
	8/12/22	Utility Pump	79.93	J.S.
	8/12/22	1 1/4" Spade Bit	3.90	J.S.
	8/12/22	1 1/2" Spade Bit	4.42	J.S.
	8/17/22	Metal Female Adapter	3.43	T.C.
	8/17/22	Precut Poly Hose	3.40	T.C.
	8/17/22	Pressure Switch/Air Control	22.98	T.C.
	8/17/22	1/2"x50' Hose	20.68	T.C.
	8/18/22	Spray Bottles	4.53	T.C.
	8/18/22	2 Gal Plastic Bucket	5.73	T.C.
	8/19/22	Pressure Switch/Air Control	22.98	T.C.
	8/19/22	25' Poly Tube	5.70	T.C.
	8/19/22	Keys	9.41	T.C.
	8/19/22	8 Gallon Trash Bags 50ct	6.87	T.C.
	8/19/22	Pine Sol 216oz	21.36	T.C.
	8/23/22	Caulk Gun	15.27	T.C.
	8/31/22	1-3/8"x6" Galv Top Rail (2)	9.43	T.C.
	8/31/22	60lb Sakrete Blkt Patch (4)	79.90	T.C.
	9/1/22	60lb Sakrete Blkt Patch (6)	119.85	T.C.
	9/1/22	Outdoor Torch	34.49	T.C.
	9/1/22	Fuel Tank	39.38	T.C.
	9/2/22	Veranda PVC Sheet 4'x8' (2)	229.95	S.A.
		<b>TOTAL</b>	<b><u>\$1,027.50</u></b>	

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

# Invoice

Invoice #: 2291  
Invoice Date: 9/30/22  
Due Date: 9/30/22  
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 24, 2022  920  2-300-369-10300	9.25	25.00	231.25
Total			\$231.25
Payments/Credits			\$0.00
Balance Due			\$231.25

9/27/22  
GPA

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

**DOUBLE BRANCH CDD**

**Facility Event Staff Service Hours**

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

Covers Period End: September 24, 2022

Amenities Revenue # 2-369-103



5021 Stepp Avenue  
Jacksonville, FL 32216  
Phone (904) 737-3311

# INVOICE

Remit Payments To:  
P.O. Box 551629  
Jacksonville, FL 32255

Invoice Date	Invoice #
9/12/2022	124665
Customer PO #	



**E-MAILED**  
**9/15/22**

Bill To: OA003  
Double Branch Systems  
Middle Village  
370 Oak Leaf Village Pkwy  
Orange Park, FL 32065

Site of Service/Delivery:  
Plantation Oaks Amenity  
Full Service Fire Alarm  
845 Oakleaf Plantation Pkwy.  
Orange Park FL 32065

JSC Job #	Terms	Date Shipped	Ship Via
JSVF-042	Due Upon Receipt	09/12/2022	

Quantity	Item / Description	Unit Price	Amount
1.00	Annual Full Service Fire Alarm Maintenance and Inspection for the period of 10/01/2022 - 09/30/2023.	845.00	845.00
<p>Code to: 472 25B 2-330-572-4661 Double Branch Preventative contracts</p>			

Sub-Total	845.00
Tax	0.00
<b>Total Invoice Amount</b>	<b>845.00</b>

## Conditions of Sale

JSC Systems, Inc. (JSC) shall have the title to and the right to possession of the equipment until the receipt of total payment. All accounts are payable in Duval County, Florida. Failure to pay the amount due shall constitute a default and JSC may repossess the equipment without notice. Purchaser agrees to pay JSC's cost and expense of collection and/or repossession, including the maximum attorney's fees permitted by law.



**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - JUAN CRUZ, JR.  
**Date:** September 23, 2022 at 10:24 AM  
**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 [amosing@gmstnn.com](mailto:amosing@gmstnn.com)

Good morning 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 17, 2022
- RESIDENT - JUAN CRUZ, JR.
- ADDRESS - 3148 TOWER OAKS DRIVE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA (2989)
  - DATED: 9/2/22
  - SEQ#: 2
  - BATCH#: 772
  - INVOICE#: 2
  - APPROVAL CODE: 416170
  - AMOUNT: \$100.00

923B  
2-300-369-103

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
09/02/22	09/02/22	09/17/22	JUAN CRUZ, JR. - OVCR - DEPOSIT	DEPOSIT	\$ 100.00			VISA-416170

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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**From:** Oakleaf Venues [venuere rentals@oakleafresidents.com](mailto:venuere rentals@oakleafresidents.com)  
**Subject:** DBQDD refund of deposit request - KIANNA LANE

**Date:** September 23, 2022 at 10:50 AM

**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@gmsn.com](mailto:amossing@gmsn.com)

Good morning Margaret and Oksana,

Please make the following refund at your earliest opportunity:

- LOCATION -- OV PATIO (SATURDAY) 2:00 P.M. to 6:00 P.M.
- DATE OF VENUE -- SEPTEMBER 17, 2022
- RESIDENT -- KIANNA LANE
- ADDRESS -- 4023 LEATHERWOOD DRIVE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA (8852):
  - DATED: 8/31/22
  - SEQ#: 4
  - BATCH#: 771
  - INVOICE#: 4
  - APPROVAL CODE: 048715
  - AMOUNT: \$100.00

924B  
2-300-369-103

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
08/31/22	08/31/22	09/17/22	KIANNA LANE - OV PATIO DEPOSIT	DEPOSIT	\$ 100.00			VISA-046715

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  
[venuere rentals@oakleafresidents.com](mailto:venuere 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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1707 Townhurst Dr.  
Houston TX 77043  
(800) 858-POOL (7665)  
www.poolsure.com

# Invoice

Date 10/1/2022

Invoice # 131295609856

Terms	Net 20
Due Date	10/21/2022
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
186B 2-320-572-463 RECEIVED OCT 03 2022				

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

## Remittance Slip

Customer  
130AK102  
Invoice #  
131295609856

Amount Due \$2,483.36

Amount Paid

Make Checks Payable To  
Poolsure  
PO Box 55372  
Houston, TX 77255-5372



131295609856

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

# Invoice

Invoice #: 327  
Invoice Date: 9/26/2022  
Due Date: 9/26/2022  
Case:  
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Pressure Washing Services - September 2022 Common Area Maint. 2572.4640 320 297B		602.00	602.00

Total \$602.00

Payments/Credits \$0.00

Balance Due \$602.00

9/26/22  
C

**Riverside Management Services, Inc.**  
3851 Kula Way, Ewa, Ewa, HI 96721  
**Service Detail**

**Bill To:** Double Branch CDD

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

**Due Date:** Upon Receipt

**Amount Due:** \$ 802.00

<u>Date:</u>	<u>Description</u>	<u>Amount</u>
8/2/22	Pressure washed amenity center patios	\$ 100.00
8/2/22	Pressure washed 100' of lifeline top at Village Center	\$ 45.00
8/2/22	Pressure washed 70' lifeline top at Deerview Lane	\$ 32.00
8/25/22	Pressure washed Oakbrook Park	\$ 180.00
8/25/22	Pressure washed The Oaks playground, park bench and pad	\$ 150.00
8/30/22	Pressure washed 800' of split rail fence at Oakbrook Park	\$ 125.00

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

**TOTAL AMOUNT DUE:** \$ 802.00

<sup>1</sup> Pressure Washing according to contract and within budget

<b>Contract Amount \$</b>	<b>17,635.00</b>
<b>Invoice</b>	
Oct. 2021 \$	300.00
Nov. 2021 \$	1,100.00
Dec. 2021 \$	1,273.00
Jan. 2022 \$	1,232.00
Feb. 2022 \$	1,038.00
Mar. 2022 \$	2,822.00
Apr. 2022 \$	2,848.00
May 2022 \$	3,814.55
June 2022 \$	880.00
July 2022 \$	666.00
Aug. 2022 \$	602.00
Sept. 2022	
<b>Balance:</b>	<u><b>\$ 4,194.55</b></u>

Should you have any questions, please contact Sony Lombard @ (804) 288-7667 or [sonylombard@riverside.com](mailto:sonylombard@riverside.com)

**Rishi Parmar**

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

# Invoice

Invoice #: 328  
Invoice Date: 9/26/2022  
Due Date: 9/26/2022  
Case:  
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Additional Pressure Washing Services - September 2022 Repair / Replace 2.572.6310 V 320 297B		4,290.00	4,290.00

Total \$4,290.00

Payments/Credits \$0.00

Balance Due \$4,290.00

9/26/22  
COR

**Riverside Management Services, Inc.**  
2858 Florida Wiring Blvd., Building 300, Suite 303, Jacksonville, FL 32257  
Service Detail

**Bill To:** Double Branch CDD

**Invoice Date:** 9/1/22

**Due Date:** Upon Receipt

**Amount Due:** \$ 4,290.00

**ADDITIONAL PRESSURE WASHING SERVICES:**

<u>Date</u>	<u>Description</u>	<u>Amount</u>
8/4/22	Pressure washed walkways at amenity center	\$ 1,070.00
8/9/22	Pressure washed pool deck, splash pad, chairs and fitness area walkways	\$ 350.00
8/11/22	Pressure washed walkways, building and fence around AC units at amenity	\$ 350.00
8/16/22	Pressure washed back entrance by tennis court walkway by entrance	\$ 350.00
8/16/22	Pressure washed front entrance, walkway and windows by fitness center, pressure washed pillars and black fence with amenity center	\$ 350.00
8/23/22	Drained fountain, shoveled debris and vegetation out, along with deceased fish, pressure washed waterfall fountain, prime and restarted waterfall and filled with water	\$ 750.00
8/25/22	Pressure washed tennis courts	\$ 1,070.00

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

**TOTAL AMOUNT DUE:** \$ 4,290.00

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

Remit Payment

**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - SHAKAWN JONES  
**Date:** September 23, 2022 at 10:39 AM  
**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), Allison Mossing [amossing@gmstnn.com](mailto:amossing@gmstnn.com)

Good morning 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 17, 2022
- RESIDENT – SHAKAWN JONES
- ADDRESS – 356 BRIER ROSE LANE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via CHECK via VYSTAR CU
  - DATED: 6/18/22
  - CHECK#: 206
  - DEPOSITED: 6/23/22
  - AMOUNT: \$100.00

925B  
2-300-369-103

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC	CHECK/CASH	CREDIT CARD
06/18/22	06/23/22	09/17/22	SHAKAWN JONES - OVCR DEPOSIT	DEPOSIT	\$ 100.00		CK# 206	DEPOSITED 6/23/22

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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## Invoice

Invoice #: 8910

Date: 08/01/22

Customer PO:

DUE DATE: 08/31/2022

### BILL TO

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

### FROM

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

DESCRIPTION	AMOUNT
#7020 - Standard Maintenance Contract 2022 August 2022	\$32,482.16

### Invoice Notes:

Thank you for your business!

**AMOUNT DUE THIS INVOICE** **\$32,482.16**

Code to:

2-320-572-4620

472B

**Double Branch Landscape Maintenance**

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

# Invoice

Invoice #: 2293  
Invoice Date: 10/1/22  
Due Date: 10/1/22  
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 - October 2022  2 - 310.513-340 92B  RECEIVED OCT 04 2022		17,348.92	17,348.92
<b>Total</b>			<b>\$17,348.92</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$17,348.92</b>

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

# Invoice

Invoice #: 2294  
Invoice Date: 10/14/22  
Due Date: 10/14/22  
Case:  
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Facility Event Staff through October 8, 2022	4.75	25.00	118.75
2,369.103 ✓ 300			
92B			
Total			\$118.75
Payments/Credits			\$0.00
Balance Due			\$118.75

10/10/22  
GP

✓

**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>
4.75	Facility Event Staff	\$ 25.00	\$ 118.75

Covers Period End: October 8, 2022

Amenities Revenue # 2-369-103

# Invoice / Order



**Limited Lifetime Warranty\***  
Typical Turnaround 24hrs!  
Next Day Delivery Available.  
How can we help you today?  
**1-208-591-4430**



Thank you for ordering at  
**CardsAndKeyfobs.com**

## Order Detail

**Order ID:** #16621  
**Invoice:** #CAK-16621  
**Date Added:** 10/17/2022

**Payment Method:** Purchase Order (#ISO10172022)  
**Shipping Method:** USPS Priority (Weight: 20.00lb)

## Payment Address

Jay Soriano  
GMS LLC  
370 Oakleaf Village Pkwy  
orange park, Florida 32065

## Shipping Address

Jay Soriano  
GMS LLC  
370 Oakleaf Village Pkwy  
orange park, Florida 32065

<input type="checkbox"/> Product Name	Model	Quantity	Price	Total
<input type="checkbox"/> Printable Proximity Card - Kantech® ioProx® XSF/26bit P20DYE Compatible - Slot Punch: None	PrtPrx-Kan26	1000	\$1.79	\$1,790.00

**Sub-Total:** \$1,790.00

**Code to: 50/50 split**

**2-330-572-49300**

**USPS Priority (Weight: 20.00lb):** \$27.79

**Middle Village Rec Passes**

**2-330-572-6200**

**Total:** ~~\$1,817.79~~

**\* Double Branch Rec. Passes**

908.89

For NET30 and check orders:  
Mail payment to:  
CardsAndKeyfobs.com  
PO BOX 205  
SAINT ANTHONY, ID 83445

478B

## Order Comments

**PO Number:** JSO10172022



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

Invoice Number: SS110794  
Invoice Date: 10/11/2022

Page: 1

Attn: Fiscal - Accounts Receivable

Bill

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

Ship

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

Due Date 10/26/2022  
Terms Net 15 Days

Customer ID C0000168  
P.O. Number  
P.O. Date 10/11/2022  
Our Order No  
SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee - SEPTEMBER 2022		162	162	5.00	810.00 / 2 405
Fees-2nd Employment Scheduling - SEPTEMBER 2022		15	15	25.00	375.00 / 2 187.5

Code to: split 50/50

285 B

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 1,185.00

Subtotal: 1,185.00  
Invoice Discount: 0.00  
Tax: 0.00

Total USD: 1,185.00 / 2 11592

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

**Date:** October 19, 2022 at 4:10 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 – OV PATIO (SUNDAY) 2:00 P.M. to 6:00 P.M.
- DATE OF VENUE – OCTOBER 16, 2022
- RESIDENT – ELOUISE REYNOLDS
- ADDRESS – 573 OAKLEAF PLANTATION PARKWAY #935, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via CHECK drawn on BANK OF AMERICA:
  - DATED: 10/7/22
  - CHECK#: 4576
  - DEPOSITED: 10/11/22
  - AMOUNT: \$100.00

9268  
2-300-369-103

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
10/07/22	10/07/22	10/16/22	ELOUISE REYNOLDS - OV PATIO DEPOSIT	DEPOSIT	\$ 100.00		CK# 4576	DEPOSITED 10/11/22

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)

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

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

# Invoice

Invoice #: 2295  
Invoice Date: 10/13/22  
Due Date: 10/13/22  
Case:  
P.O. Number:

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

10/17 Approved

Description	Hours/Qty	Rate	Amount
Facility Maintenance September 1- September 30, 2022		10,129.70	10,129.70
Maintenance Supplies		1,398.37	1,398.37
Facility Maint. Gen <sup>92B</sup> \$4,076. <sup>00</sup> 21572.4660			
Facility Maint. Cont <sup>320</sup> \$3,672. <sup>00</sup> 21572.4662			
Lighting Repairs <sup>320</sup> \$705. <sup>00</sup> 21572.4663			
Common Area Maint. <sup>320</sup> \$3,075. <sup>07</sup> 21572.4640			
<i>Jerry Lambert</i> 10-17-22			
Total			\$11,528.07
Payments/Credits			\$0.00
Balance Due			\$11,528.07



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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
9/1/22	4	T.C.	Worked on pickleball project, picked up supplies
9/1/22	3.5	G.S.	Removed debris from all common areas, treated fire ant mounds in parks
9/1/22	6	A.B.	Removed fence posts for pickleball courts, start repairing asphalt for courts
9/1/22	8	L.C.	Worked on fence at pickleball courts
9/1/22	8	J.R.	Poured and set asphalt at pickleball project
9/2/22	6	T.C.	Patched asphalt on tennis/pickleball courts
9/2/22	5	G.S.	Removed debris from all common areas
9/2/22	1	S.A.	Reset and programmed timers
9/2/22	6	A.B.	Repaired asphalt on pickleball courts
9/2/22	7	R.M.	Worked on concrete mold rebuild, cleaned shop
9/2/22	5	J.R.	Poured and set asphalt at pickleball project
9/6/22	5	G.S.	Removed debris from all common areas and ponds
9/6/22	8	S.A.	Painted sign back for dog park, took down old sign, rebuilt dog park sign, installed on posts, picked up supplies
9/7/22	3.5	G.S.	Removed debris from all common areas
9/7/22	4	S.A.	Performed light inspection around full property
9/7/22	2	A.B.	Cut and removed fencing for walkway on pickleball courts
9/8/22	4	T.C.	Pulled down Halloween decorations and games from attic
9/8/22	4.5	G.S.	Removed debris from all common areas, treated fire ant mounds in parks, maintenance on tennis court
9/8/22	2	L.N.	Took down Halloween decorations
9/9/22	4	T.C.	Inspected and cleaned debris from lakes, in-falls and outfall structures, removed debris around lakes
9/9/22	5	G.S.	Removed debris from all common areas, treated fire ant mounds in common areas
9/9/22	4	S.A.	Replaced all lights that were burnt out, replaced two broken light fixtures, removed broken tree limbs from fence
9/9/22	4	A.B.	Inspected and cleaned debris from lakes, in-falls and outfall structures, removed debris around lakes
9/12/22	8	L.C.	Worked on tennis and pickleball courts
9/12/22	4	A.T.	Removed debris from all common areas
9/13/22	6	G.S.	Removed debris from all common areas
9/13/22	6	A.B.	Prepared pickleball court for resurfacing
9/14/22	3.5	G.S.	Removed debris from all common areas, maintenance work around trash bin
9/15/22	4.5	G.S.	Removed debris from all common areas, cleaned shop
9/15/22	6	A.B.	Removed remaining fence post at pickleball courts, filled post holes with fresh asphalt and prepped for resurfacing
9/15/22	8	J.R.	Asphalt work on pickleball project
9/16/22	5	G.S.	Removed debris from all common areas, maintenance work on golf cart
9/19/22	6	G.S.	Removed debris from all common areas
9/19/22	8	L.C.	Worked on tennis courts, replaced asphalt and concrete
9/20/22	4	T.C.	Worked on pickleball project
9/20/22	3.5	G.S.	Removed debris from all common areas and ponds
9/21/22	4.5	G.S.	Removed debris from all common areas and ponds
9/21/22	3.5	S.A.	Removed old broken vents from park gazebo, install five new vent covers, picked up supplies
9/22/22	4	A.T.	Removed debris from all common areas
9/23/22	4	A.T.	Removed debris from all common areas
9/26/22	4	T.C.	Preparations for upcoming hurricane, cleaning storm drains
9/26/22	6	S.A.	Cleaned out storm drains for storm prep
9/26/22	8	A.B.	Removed windscreens at tennis courts in preparation for hurricane
9/26/22	4	A.T.	Removed debris from all common areas
9/27/22	4	T.C.	Preparations for upcoming hurricane, taking down windscreens, picked up supplies
9/27/22	6	G.S.	Removed debris from all common areas
9/27/22	8	A.B.	Removed windscreens at tennis courts in preparation for hurricane
9/27/22	8	J.R.	Prepared for hurricane
9/28/22	4	T.C.	Preparations for upcoming hurricane, securing pool furniture
9/28/22	4	G.S.	Removed debris from all common areas
9/28/22	8	S.A.	Prepared for hurricane
9/28/22	8	A.B.	Prepared for hurricane, removing windscreens, securing pool deck furniture
9/28/22	8	L.C.	Prepared pool decks and amenity center for hurricane
9/28/22	4	J.R.	Prepared for hurricane

GMS

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
9/29/22	2	T.C.	Checked facility for any items not secured, any damage and debris in storm drains
9/30/22	3.5	G.S.	Post hurricane clean up, removed debris from all common areas
<b>TOTAL</b>	<u><u>287.5</u></u>		
<b>MILES</b>	<u><u>151</u></u>		*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

## MAINTENANCE BILLABLE PURCHASES

Period Ending 10/05/22

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DB				
DOUBLE BRANCH				
	9/7/22	Dead Bolt	15.49	G.S.
	9/7/22	Cleaner Degreaser	5.62	G.S.
	9/7/22	Bug Spray	5.14	G.S.
	9/7/22	Raid Spray	5.72	G.S.
	9/7/22	Fire Ant Killer Twin Killer (6)	155.04	G.S.
	9/8/22	BLK Nitrile Gloves 40pk	17.23	T.C.
	9/9/22	Led Landscape Light (2)	76.50	S.A.
	9/9/22	Led Spot Lights (8)	100.92	S.A.
	9/9/22	5 Gallon Bucket	5.73	S.A.
	9/13/22	Bleach	5.04	T.C.
	9/13/22	Pine Sol	21.36	T.C.
	9/13/22	60lb Sakrete Bltpt Patch (2)	39.95	T.C.
	9/14/22	Terry Towels 10pk	8.79	T.C.
	9/21/22	2" Hole Saw	11.49	T.C.
	9/21/22	1"x10"x12" Drill Bit	18.96	T.C.
	9/21/22	Teks Roofing Screws	17.10	S.A.
	9/21/22	6pc Nut Driver Set	12.04	S.A.
	9/21/22	Moss Green Paint (2)	14.90	S.A.
	9/21/22	12x12 White Wall Louver (7)	75.27	S.A.
	9/22/22	Animated Halloween Décor	229.43	J.S.
	9/27/22	2 Cycle Oil	5.74	T.C.
	9/27/22	50:1 Pre-Mixed Fuel	4.01	T.C.
	9/27/22	Chain Oil Gallon	14.93	T.C.
	9/27/22	Firm Grip Utility - Large	7.29	T.C.
	9/27/22	3/16"x50' Braided Nylon Rope	12.63	T.C.
	9/27/22	25"x1' Ratchet Strap 4pk	22.98	T.C.
	9/28/22	3/16"x100' Clotheslines (3)	34.21	T.C.
	9/28/22	25"x16' Ratchet Strap 2pk (2)	25.23	T.C.
	9/28/22	Bucket	2.86	T.C.
	9/28/22	6ft Surge Protector	21.88	J.S.
	9/28/22	1/4hp Sump Pump	113.85	J.S.
	9/28/22	3/4" PVC Male Adapter	3.27	J.S.
	9/28/22	1-1/2" x 3/4" PVC Bushing	10.79	J.S.
	9/28/22	Purple Primer	5.01	J.S.
	9/30/22	8" Zip Ties 1000pk	48.16	J.S.
	9/30/22	Gas for Equipment	75.00	T.C.
	10/1/22	Animated Clown	114.43	J.S.
	10/3/22	Hex Screw 1/4x3/4 50pc	11.47	S.A.
	10/3/22	Hex Screw 1/4x3/4 50pc (2)	22.93	S.A.
TOTAL			<u>\$1,398.37</u>	



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 # 8391****DATE 10/01/2022****DUE DATE 10/31/2022****TERMS End of the month****SERVICE MONTH**

October

ACTIVITY	QTY	RATE	AMOUNT
Dedicated Officer I Dedicated Officer for 10 hours Monday to Thursday and 12 hours Saturday and Sunday	330	24.95	8,233.50T

SUBTOTAL	8,233.50
TAX	0.00
TOTAL	8,233.50
BALANCE DUE	<b>\$8,233.50</b>

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

8391B

# SoutheastFITNESS REPAIR

Equipment Repair & Maintenance

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

**Invoice #100614**  
Invoice Date: 10/17/2022

Account #101332  
Oakleaf Plantation - Double Branch and Middle Village

## Invoice

### Billing Location Information

**Billing Address** 370 Oakleaf Village Pkwy,  
Orange Park, FL 32065-4259

**Billing Contact** Jay Soriano

**Main Number** (904) 406-2200

**Mobile Number**

**Email** Jsoriano@Gmsnf.Com

### Service Information

Services	Qty	Rate	Price
<b>845 Oakleaf Plantation Pkwy, Orange Park, FL 32065-3531</b>			
<b>10/17/2022 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	7.00 Ea	\$5.00 / Ea	\$35.00
— Product: PM: Spin Bike, Rowing Machine	2.00 Ea	\$15.00 / Ea	\$30.00
— Product: PM: Treadmill	3.00 Ea	\$20.00 / Ea	\$60.00
— Product: Travel <60 miles	1.00 Ea	\$90.00 / Ea	\$90.00
— Product Discount: Discount	1	(\$12.00)	(\$12.00)
<b>Discounts:</b>			\$12.00
<b>Subtotal:</b>			\$288.00
<b>Tax:</b>			\$0.00
<b>Total:</b>			\$288.00
<b>Amount Paid:</b>			\$0.00
<b>Balance Due:</b>			\$288.00

**Pay Now**

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>	100614
		<b>Date</b>	Monday, October 17, 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!

**Code to:**

**Double Branch Facility Maintenance - Preventative**

**2-320-572-4661**

3051-B



## Invoice

Invoice #: 9413

Date: 10/01/22

Customer PO:

DUE DATE: 10/31/2022

### BILL TO

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

### FROM

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

### DESCRIPTION

#6093 - Enhancement - Trail Cutting and Spraying October 2022

### AMOUNT

\$480.00

### Invoice Notes:

Thank you for your business!

**AMOUNT DUE THIS INVOICE**

**\$480.00**

**Code to:**

**2-320-572-4620**

**Double Branch Landscape Maintenance**

472.8



# Invoice

Invoice #: 9418

Date: 10/01/22

Customer PO:

DUE DATE: 10/31/2022

## BILL TO

Oakleaf - Middle Village 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

#7019 - Standard Maintenance Contract 2022 October 2022  
Work order #1846 Zach

## AMOUNT

\$37,521.40

## Invoice Notes:

Thank you for your business!

**AMOUNT DUE THIS INVOICE**

**\$37,521.40**

## Code to:

**2-320-572-4620**


**Double Branch Landscape Maintenance**

672 B



Customer Information

XEROX CORPORATION  
PO BOX 660501  
DALLAS TX  
75266-0501

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

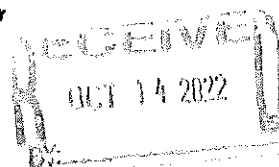
DOUBLE BRANCH  
COMM DEV DIST  
PKWY  
370 OAKLEAF VILLAGE  
ORANGE PARK FL  
32065

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

XEROX 

Bill To:

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

10-06-22

Invoice Date

017346028

Invoice Number

720343326

Customer Number

3998  
2-330.572.500

MFP3635X1 MFP3635X W/EIP

SER.# BB1-867777

SPLY-MAINT - COST PER COPY PLAN  
AMOUNT

BASE CHARGE

OCTOBER

50.31

METER USAGE  
METER 1

06-30-22 TO 09-30-22  
191941 194101

2160

PRINT CHARGES  
METER 1 PRINTS

2160

NET BILLABLE PRINTS

2160 .056500

122.04

TOTAL EXCESS PRINT CHARGES

122.04

SUB TOTAL  
TOTAL

172.35

172.35

\*\* ALLOWANCE PRORATED FOR 091 DAYS

AT THE TIME OF BILLING, NO VALID METER READ WAS AVAILABLE,  
SO METER USAGE WAS ESTIMATED. ANY OVERAGE/UNDERAGE WILL BE  
ADJUSTED ON NEXT METER INVOICE. PLEASE VISIT OUR WEBSITE  
AT WWW.XEROX.COM TO SUBMIT YOUR NEXT METER READ.

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

TOTAL OF INVOICE MAY VARY ACCORDING TO METER USAGE BILLED

XEROX FEDERAL IDENTIFICATION #16-0468020

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

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

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

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



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

Invoice Amount

PLEASE PAY  
01-569-8562 4 720343326 017346028 10-06-22 THIS AMOUNT  
RR002330 M 070122  
03 6GSW 6GSW W W0225 5933 1 C15

\$172.35  
VFL40

2021000008070060 0173460281 0300172353 272034332688

Invoice

Payment

# 1000Bulbs.com

Invoice #W03370584

Invoice Date: Oct 18, 2022

Order #: 13245821

Order Date: 2022-10-18 10:13:37

Customer #: 1705529

Email: manager@oakleafresidents.com

Terms: Paid by Net 30

P.O. #: JS 101822

512B

**Tracking Numbers:**

FedEx: 279301842723 ([https://www.fedex.com/apps/fedextrack/?action=track&tracknumber\\_list=279301842723](https://www.fedex.com/apps/fedextrack/?action=track&tracknumber_list=279301842723))

**Bill To:**

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

**Ship To:**

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

Product	Shipped	Price	Cost
PLTS-11980 39,000 Lumens - 300 Watt - 4000 Kelvin - LED Parking Lot Fixture	6	\$258.91	\$1,553.46
PLT-11564 Slipfitter Mount - 2 3/8 In.	6	\$28.06	\$168.36
PLTS-12047 2790 Lumens - 18 Watt - 4000 Kelvin - LED Corn Bulb	8	\$25.61	\$204.88

**Code to:**

Net Invoice:

Freight:

Sales Tax:



Sub Total:

**Double Branch Repair and Replacements**

**2.320.57200.63100 (\$1896.51) (\$1752.01)**

**Middle Village Repair and Replacements**

**34-600-538-64000 (\$174.70)**

\$1,926.70

\$0.00

\$144.50

\$2,071.20

Handwritten signature and initials.

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
10/27/22	00025	9/12/22	QUOTE D1 202210 600-53800-62000 STEELFLEX FITNESS EQUIP	EDGE ECOM,LLC DBA	*	5,598.00	5,598.00 000062
10/27/22	00026	10/26/22	QUOTE KY 202210 600-53800-62000 FITNESS EQUIPMENT	FITNESS SUPERSTORE,INC.	*	7,871.00	7,871.00 000063
TOTAL FOR BANK C						13,469.00	
TOTAL FOR REGISTER						13,469.00	

# STRENGTH WAREHOUSE USA



Quote #D1757  
Sep 12, 2022

**SHIPPING ADDRESS**

Jay Soriano  
382 Oakleaf Village pkwy  
Orange Park FL 32065  
United States

**CUSTOMER**

Jay Soriano  
382 Oakleaf Village pkwy  
Orange Park FL 32065  
United States

**PAYMENT**

Pay Online -OR- NET30

**SHIPPING METHOD**

Free Shipping

**ITEMS****PRICE****QTY****ITEM TOTAL**

Steelflex Chest Shoulder Incline Press PL2100  
SKU: PL2100

\$2,199.00

1

\$2,199.00



Steelflex Lat Pulldown Back Row PL2200  
SKU: PL2200

\$3,399.00

1

\$3,399.00

Code to:

25C

Double Branch Capital

34.600.53800.6200

Subtotal

\$5,598.00

Free Shipping

\$0.00

**TOTAL (USD)**

**\$5,598.00**

Thank you for working with us!

**Edge eCom, LLC dba Strength Warehouse USA**

ALL CHECKS MUST BE MADE OUT TO "EDGE ECOM LLC"

72 Sipp Ave, Clifton, NJ 07013

info@strengthwarehouseusa.com

strengthwarehouseusa.com

# STRENGTH WAREHOUSE USA



Quote #D1757  
Sep 12, 2022

**SHIPPING ADDRESS**

Jay Soriano  
382 Oakleaf Village pkwy  
Orange Park FL 32065  
United States

**CUSTOMER**



Jay Soriano  
382 Oakleaf Village pkwy  
Orange Park FL 32065  
United States

**PAYMENT**

Pay Online -OR- NET30

**SHIPPING METHOD**

Free Shipping

ITEMS	PRICE	QTY	ITEM TOTAL
 Steelflex Chest Shoulder Incline Press PL2100 SKU: PL2100	\$2,199.00	1	\$2,199.00
 Steelflex Lat Pulldown Back Row PL2200 SKU: PL2200	\$3,399.00	1	\$3,399.00

Code to:

25C

Double Branch Capital

34.600.53800.6200

Subtotal \$5,598.00

Free Shipping \$0.00

**TOTAL (USD) \$5,598.00**

Thank you for working with us!

**Edge eCom, LLC dba Strength Warehouse USA**

ALL CHECKS MUST BE MADE OUT TO "EDGE ECOM LLC"

72 Sipp Ave, Clifton, NJ 07013

info@strengthwarehouseusa.com

strengthwarehouseusa.com



537 Stone Road Suite F, Benicia, CA 94510  
FitnessSuperstore.com • (925) 215-2927

## Sales Quote

Quote # KY0243  
Date 10/26/2022  
Expires 11/25/2022

### Billing Information




Jay Soriano  
Governmental Management  
382 Oakleaf Village pkwy  
Orange Park, FL 32065  
jsoriano@gmsnf.com

### Shipping Information

Jay Soriano  
Governmental Management Services  
382 Oakleaf Village pkwy  
Orange Park, FL 32065  
jsoriano@gmsnf.com

### Sales Contact

Nollssa  
Office: 925-215-2927  
hello@fitnesssuperstore.com

Description	Unit Price	QTY	Taxed	Total Amount
 French Fitness Marin Plate-Loaded Squat Lunge (New) Processing Time: Ships from our Warehouse in 3-7 Business Days + Transit Time Warranty: 10 Years Parts, 1 Year Labor (Commercial) Olympic Weight Plate Set: No Thanks	\$ 2,299.00	1	X	\$ 2,299.00
French Fitness Marin Plate-Loaded Squat Lunge (New) - Full Assembly & Installation - Any Room	\$ 349.00	1	X	\$ 349.00
 French Fitness Marin Ground Base Jammer (New) Processing Time: Ships from our Warehouse in 3-7 Business Days + Transit Time Warranty: 10 Years Parts, 1 Year Labor (Commercial) Olympic Weight Plate Set: No Thanks	\$ 2,399.00	1	X	\$ 2,399.00
French Fitness Marin Ground Base Jammer (New) - Full Assembly & Installation - Any Room	\$ 349.00	1	X	\$ 349.00
 French Fitness Marin Combo Twist (New) Processing Time: Ships from our Warehouse in 3-7 Business Days + Transit Time Warranty: 10 Years Parts, 1 Year Labor (Commercial) Olympic Weight Plate Set: No Thanks	\$ 2,399.00	1	X	\$ 2,399.00
French Fitness Marin Combo Twist (New) - Full Assembly & Installation - Any Room	\$ 349.00	1	X	\$ 349.00

### Comments

Code to: 26C  
Double Branch Capital  
34.600.53800.6200  
\$7,871.00

TOTAL	\$ 7,097.00
USA Shipping & Handling	\$ 774.00
Tax	\$ -
Grand Total (Curbside only)	\$ 7,871.00
TOTAL	\$ 8,144.00
USA Shipping & Handling	\$ 774.00
Tax	\$ -
Grand Total (with Installation)	\$ 8,918.00

Thank you for your business!



537 Stone Road Suite F, Benicia, CA 94510  
FitnessSuperstore.com • (925) 215-2927

### Sales Quote

Quote # KY0243  
Date 10/26/2022  
Expires 11/25/2022

#### Billing Information




Jay Soriano  
Governmental Management  
382 Oakleaf Village pkwy  
Orange Park, FL 32065  
jsoriano@gmsmf.com

#### Shipping Information

Jay Soriano  
Governmental Management Services  
382 Oakleaf Village pkwy  
Orange Park, FL 32065  
jsoriano@gmsmf.com

#### Sales Contact

Nolissa  
Office: 925-215-2927  
hello@fitnesssuperstore.com

Description	Unit Price	QTY	Taxed	Total Amount
 French Fitness Marin Plate-Loaded Squat Lunge (New) Processing Time: Ships from our Warehouse in 3-7 Business Days + Transit Time Warranty: 10 Years Parts, 1 Year Labor (Commercial) Olympic Weight Plate Set: No Thanks	\$ 2,299.00	1	X	\$ 2,299.00
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French Fitness Marin Ground Base Jammer (New) - Full Assembly & Installation - Any Room	\$ 349.00	1	X	\$ 349.00
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#### Comments

Code to: 26C  
Double Branch Capital  
34.600.53800.6200  
\$7,871.00

TOTAL \$ 7,097.00  
USA Shipping & Handling \$ 774.00  
Tax \$ -  
Grand Total (Curbside only) \$ 7,871.00

TOTAL \$ 8,144.00  
USA Shipping & Handling \$ 774.00  
Tax \$ -  
Grand Total (with installation) \$ 8,918.00

Thank you for your business!

*FIFTH ORDER OF BUSINESS*



## SUSPENSION AND TERMINATION OF ACCESS RULE

Law Implemented: ss. 120.69, 190.011, 190.012, Fla. Stat. (2022)

Effective Date: \_\_\_\_\_, 202\_\_

---

**In accordance with Chapters 190 and 120 of the Florida Statutes, and on \_\_\_\_\_, 202\_\_ at a duly noticed public meeting, the Board of Supervisors (“Board”) of the Double Branch Community Development District (“District”) adopted the following rules / policies to govern disciplinary and enforcement matters. All prior rules / policies of the District governing this subject matter are hereby rescinded for any violations occurring after the date stated above.**

---

**1. Introduction.** This rule addresses disciplinary and enforcement matters relating to the use of the amenities and other properties owned and managed by the District (“Amenities” or “Amenity”).

**2. General Rule.** All persons using the Amenities and entering District properties are responsible for compliance with the rules and policies established for the safe operations of the District’s Amenities.

**3. Access Cards / Key Fobs.** Access cards and key fobs are the property of the District. The District may request surrender of, or may deactivate, a person’s access card or key fob for violation of the District’s rules and policies established for the safe operations of the District’s Amenities.

**4. Suspension and Termination of Rights.** The District shall have the right to restrict, suspend, or terminate the Amenity access of any person and members of their household to use all or a portion of the Amenities for any of the following acts (each, a “Violation”):

- a. Submitting false information on any application for use of the Amenities, including but not limited to facility rental applications;
- b. Failing to abide by the terms of rental applications;
- c. Permitting the unauthorized use of a key fob or access card or otherwise facilitates or allows unauthorized use of the Amenities;
- d. Exhibiting inappropriate behavior or repeatedly wearing inappropriate attire;
- e. Failing to pay amounts owed to the District in a proper and timely manner (with the exception of special assessments);
- f. Failing to abide by any District rules or policies (e.g., Amenity Rules);
- g. Treating the District’s staff, contractors, representatives, residents, landowners [Patrons] or guests, in a harassing or abusive manner;
- h. Damaging, destroying, rendering inoperable or interfering with the operation of District property, or other property located on District property;
- i. Failing to reimburse the District for property damaged by such person, or a minor for whom the person has charge, or a guest;

- j. Engaging in conduct that is likely to endanger the health, safety, or welfare of the District, its staff, contractors, representatives, residents, landowners [Patrons] or guests;
- k. Committing or is alleged, in good faith, to have committed a crime on or off District property that leads the District to reasonably believe the health, safety or welfare of the District, its staff, contractors, representatives, residents, landowners [Patrons] or guests is likely endangered;
- l. Engaging in another Violation after a verbal warning has been given by staff (which verbal warning is not required); or
- m. Such person's guest or a member of their household commits any of the above Violations.

Termination of Amenity access shall only be considered and implemented by the Board in situations that pose a long term or continuing threat to the health, safety and/or welfare of the District, its staff, contractors, representatives, residents, landowners [Patrons] or guests. The Board, in its sole discretion and upon motion of any Board member, may vote to rescind a termination of Amenity access.

**5. Administrative Reimbursement.** The Board may in its discretion require payment of an administrative reimbursement of up to Five Hundred Dollars (\$500) in order to offset the legal and/or administrative expenses incurred by the District as a result of a Violation ("Administrative Reimbursement"). Such Administrative Reimbursement shall be in addition to any suspension or termination of Amenity access, any applicable legal action warranted by the circumstances, and/or any Property Damage Reimbursement (defined below).

**6. Property Damage Reimbursement.** If damage to District property occurred in connection with a Violation, the person or persons who caused the damage, or the person whose guest caused the damage, or the person who has charge of a minor that caused the damage, shall reimburse the District for the costs of cleaning, repairing, and/or replacing the property ("Property Damage Reimbursement"). Such Property Damage Reimbursement shall be in addition to any suspension or termination of Amenity access, any applicable legal action warranted by the circumstances, and/or any Administrative Reimbursement.

**7. Removal from Amenities.** The District Manager, General Manager, Amenity Manager and onsite staff each have the independent ability to remove any person from the Amenities if a Violation occurs, or if in his or her discretion, it is in the District's best interest to do so.

**8. Initial Suspension from Amenities.** The District Manager, General Manager, Amenity Manager or his or her designee may at any time restrict or suspend for cause or causes, including but not limited to a Violation, any person's access to the Amenities until a date not later than the next regularly scheduled meeting date of the Board that is scheduled to occur at least twenty-one (21) days after the date of initial suspension. In the event of such a suspension, the District Manager or his or her designee shall mail a letter to the person suspended referencing the conduct at issue, the sections of the District's rules and policies violated, the time, date, and location of the next regular Board meeting where the person's suspension will be presented to the Board, and a statement that the person has a right to appear before the Board and offer testimony and evidence why the suspension should be lifted. If the person is a minor, the letter shall be sent to the adults at the address within the community where the minor resides.

**9. Hearing by the Board; Administrative Reimbursement; Property Damage Reimbursement.**

a. At the Board meeting referenced in the letter sent under Section 8 above, or as soon thereafter as a Board meeting is held if the meeting referenced in the letter is canceled, a hearing shall be held at which both District staff and the person subject to the suspension shall be given the opportunity to appear, present testimony and evidence, cross examine witnesses present, and make arguments. The Board may also ask questions of District staff, the person subject to the suspension, and witnesses present. All persons are entitled to be represented by a licensed Florida attorney at such hearing.

b. After the presentations by District staff and the person subject to the suspension, the Board shall consider the facts and circumstances and determine whether to lift or extend the suspension or impose a termination. In determining the length of any suspension, or a termination, the Board shall consider the nature of the conduct, the circumstances of the conduct, the number of rules or policies violated, the person's escalation or de-escalation of the situation, and any prior Violations and/or suspensions

c. The Board shall also determine whether an Administrative Reimbursement is warranted and, if so, set the amount of such Administrative Reimbursement.

d. The Board shall also determine whether a Property Damage Reimbursement is warranted and, if so, set the amount of such Property Damage Reimbursement. If the cost to clean, repair and/or replace the property is not yet available, the Property Damage Reimbursement shall be fixed at the next regularly scheduled Board meeting after the cost to clean, repair, and/or replace the property is known.

e. After the conclusion of the hearing, the District Manager shall mail a letter to the person suspended identifying the Board's determination at such hearing.

**10. Suspension by the Board.** The Board on its own initiative acting at a noticed public meeting may elect to consider a suspension of a person's access for committing any of the Violations outlined in Section 4. In such circumstance, a letter shall be sent to the person suspended which contains all the information required by Section 8, and the hearing shall be conducted in accordance with Section 9.

**11. Automatic Extension of Suspension for Non-Payment.** Unless there is an affirmative vote of the Board otherwise, no suspension or termination will be lifted or expire until all Administrative Reimbursements and Property Damage Reimbursements have been paid to the District. If an Administrative Reimbursement or Property Damage Reimbursement is not paid by its due date, the District reserves the right to request surrender of, or deactivate, all access cards or key fobs associated with an address within the District until such time as the outstanding amounts are paid.

**12. Appeal of Board Suspension.** After the hearing held by the Board required by Section 9, a person subject to a suspension or termination may appeal the suspension or termination, or the assessment or amount of an Administrative Reimbursement or Property Damage Reimbursement, to the Board by filing a written request for an appeal ("Appeal Request"). The filing of an Appeal Request shall not result in the stay of the suspension or termination. The

Appeal Request shall be filed within thirty (30) calendar days after mailing of the notice of the Board's determination as required by Section 9(e), above. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file an Appeal Request shall constitute a waiver of all rights to protest the District's suspension or termination, and shall constitute a failure to exhaust administrative remedies. The District shall consider the appeal at a Board meeting and shall provide reasonable notice to the person of the Board meeting where the appeal will be considered. At the appeal stage, no new evidence shall be offered or considered. Instead, the appeal is an opportunity for the person subject to the suspension or termination to argue, based on the evidence elicited at the hearing, why the suspension or termination should be reduced or vacated. The Board may take any action deemed by it in its sole discretion to be appropriate under the circumstances, including affirming, overturning, or otherwise modifying the suspension or termination. The Board's decision on appeal shall be final.

**13. Legal Action; Criminal Prosecution; Trespass.** If any person is found to have committed a Violation, such person may additionally be subject to arrest for trespassing or other applicable legal action, civil or criminal in nature. If a person subject to a suspension or termination is found at an Amenity Facility, such Person will be subject to arrest for trespassing. If a trespass warrant is issued to a person by a law enforcement agency, the District has no obligation to seek a withdrawal or termination of the trespass warrant even though the issuance of the trespass warrant may effectively prevent a person from using the District's Amenities after expiration of a suspension imposed by the District.

**14. Severability.** If any section, paragraph, clause or provision of this rule shall be held to be invalid or ineffective for any reason, the remainder of this rule shall continue in full force and effect, it being expressly hereby found and declared that the remainder of this rule would have been adopted despite the invalidity or ineffectiveness of such section.

*SIXTH ORDER OF BUSINESS*

## MEMORANDUM

TO: Double Branch Community Development District

FROM: Michael C. Eckert

DATE: November 14, 2022

RE: Retention Requirements for Transitory Messages and Electronic Records Updates

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On May 10, 2010, the District approved Resolution 2010-03, adopting a policy relating to the retention and disposition of its public records. The District's Record Retention Policy currently remains in full force and effect. In order to ensure the District's record retention practices remain economically feasible and technologically practical, we are offering some clarification regarding the retention period for records of short-term value. Additionally, we propose modifications to designate the electronic record as the official record of the district and allow for disposal of paper duplicate copies unless prohibited by any law, rule or ordinance.

According to the *General Records Schedule for State and Local Government Agencies* ("GS1-SL")<sup>1</sup> with which all community development districts must comply, records retention requirements "apply to records regardless of the format in which they reside."<sup>2</sup> This means that electronic communications, which include emails, instant messages, text messages, multimedia messages, chat messages, social networking, voicemail/ voice messaging, or other communications via electronic messaging technology or device, must be retained in accordance with the applicable section of the GS1-SL. Retention periods for electronic communications "are determined by the content, nature, and purpose of records, and are set based on their legal, fiscal, administrative, and historical values, regardless of the format in which they reside or the method by which they are transmitted."<sup>3</sup>

Electronic communications "created primarily to communicate information of short-term value" may fall under the Transitory Messages schedule set forth in GS1-SL.<sup>4</sup> Transitory Messages do not "formalize or perpetuate knowledge and do not set policy, establish guidelines or

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<sup>1</sup> Incorporated by reference in Rule 1B-24.003(1)(a), F.A.C.

<sup>2</sup> *General Records Schedule for State and Local Government Agencies*, Section V, Electronic Records.

<sup>3</sup> *Id.* at Records Retention Schedules, Electronic Communications.

<sup>4</sup> *Id.* at Records Retention Schedules, Transitory Messages, Item #146.

procedures, certify a transaction, or become a receipt.” Examples of Transitory Messages include, but are not limited to:

- reminder messages (“don’t forget the upcoming meeting”);
- email messages with short-lived or no administrative value (“thank you”)
- telephone messages lacking content (“Ms. Smith called – please return her call”);
- recipient copies of announcements of District sponsored events (“daily events email”); and,
- news releases received by the District strictly for informational purposes and unrelated to District programs or activities.

The retention requirement for Transitory Messages is “[r]etain until obsolete, superseded or administrative value is lost.”<sup>5</sup> For example, an email message notifying employees of an upcoming meeting would only have value until the meeting has been attended or the employee receiving the message has marked the date and time in the calendar, at which time the message could be disposed of. In other words, an electronic communication intended for short-term value does not need to be retained once it is no longer needed. Unlike most other public records, the District may dispose of a transitory message once it is obsolete, superseded, or has lost its administrative value without having to document the disposition of the record, unless the record has been microfilmed or scanned and will serve as the record copy.<sup>6</sup>

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<sup>5</sup> *Id.*

<sup>6</sup> *See* Rule 1B-24.003(9)(d), F.A.C.

## RESOLUTION 2023-01

### A RESOLUTION OF THE BOARD OF SUPERVISORS OF DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT ADOPTING CERTAIN AMENDMENTS TO THE DISTRICT'S RECORD RETENTION POLICY; ADDRESSING CONFLICTS AND SEVERABILITY; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

**WHEREAS**, Chapter 190, Florida Statutes, authorizes the Double Branch Community Development District ("**District**") to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of district business; and

**WHEREAS**, on May 10, 2010, the Board of Supervisors of Double Branch Community Development District ("**Board**"), adopted Resolution 2010-03 providing for the adoption of the District's Record Retention Policy ("**Policy**"); and

**WHEREAS**, the Policy requires the District "retain all public records relating to District business until the Board of Supervisors amends the Records Retention Policy to address the disposition of the same"; and

**WHEREAS**, the Board finds that it is in the best interest of the District to amend the Record Retention Policy as described in more detail in paragraph 2 below; and

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

**1. CONFLICTS.** This Resolution is intended to amend, in part, Resolution 2010-03, which remains in full force and effect except as otherwise provided herein. All terms of Resolution 2010-03 that are not amended by this Resolution apply as if those terms were fully set forth herein. All District resolutions or parts thereof in actual conflict with this Resolution are, to the extent of such conflict, superseded and repealed.

**2. AMENDMENT.** The Records Retention Policy is hereby amended by inserting the language indicated in single underlined text (indicated textually in the same manner as the following example: underlined text) and by deleting the language indicated by strikethrough text (indicated textually in the same manner as the following example: ~~stricken text~~) as set forth herein:

The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(5), Florida Statutes, the rules adopted by the Division of Library and Information Services of the Department of State ("Division") pursuant to Section 257.36, Florida Statutes, and the General Records Schedules established by the Division. However, the District hereby extends the minimum



retention guidelines contained in the General Records Schedules so that the District will retain all public records relating to District business until the Board of Supervisors amends the Records Retention Policy to address the disposition of the same. Notwithstanding the foregoing, the District shall retain Transitory Messages until the Transitory Message is obsolete, superseded or administrative value is lost in accordance with the General Records Schedule for State and Local Government Agencies, Item #146, as incorporated by reference in Rule 1B-24.003(1)(a), Florida Administrative Code. The District hereby determines the electronic record shall be considered the official record of all public records relating to District business and any paper originals are designated as duplicates which may be disposed of unless prohibited by any law, rule or ordinance. To the extent the above statute, rules, or schedules are amended or supplemented in the future, the District's Records Retention Policy shall automatically incorporate such amendment or supplement provided that such automatic amendment does not permit the disposition of District records without further action of the Board. The Records Retention Policy shall remain in full force and effect until such time as the Board amends the Policy.

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

**4. EFFECTIVE DATE.** This Resolution shall take effect as of November 14, 2022.

Introduced, considered favorably, and adopted this 14th day of November 2022.

**ATTEST:**

**DOUBLE BRANCH COMMUNITY  
DEVELOPMENT DISTRICT**

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Secretary/Assistant Secretary

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Chairperson, Board of Supervisors

*EIGHTH ORDER OF BUSINESS*

*A.*



## **MEMORANDUM**

TO: Double Branch CDD Board of Supervisors

FROM: Michael C. Eckert

DATE: November 1, 2022

RE: Proper Use of Surplus Property Resolutions

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### **Summary**

The purpose of this memorandum is to provide the District guidance on when to use the Surplus Property Resolutions (**attached hereto as Exhibits A, B, and C**). Property may be classified as surplus if the District determines the property is obsolete or the continued use of the property is uneconomical or inefficient, or the property does not serve a useful function. Florida law provides Districts with two avenues for the disposal of surplus property – a procedure for offering the property to governmental units and nonprofits according to s. 274.05; and another, alternative procedure that is laid out in s. 274.06. The procedure for disposal under s. 274.05 is the same regardless of the surplus property's value (unlike s. 274.06, where the procedure changes if the surplus property is valued at \$5,000.00 or more). If the District does not want to follow the procedure outlined in s. 274.05, it must utilize s. 274.06, which has a different procedure for property valued under \$5,000.00 than it does for property that is valued at \$5,000.00 or more. Thus, the District must use one of three (3) resolutions (**attached hereto as Exhibits A, B, and C**) when disposing of surplus property.

### **Authorizing Disposition of Surplus Tangible Personal Property Pursuant To F.S. § 274.05<sup>1</sup>**

The District may want to use this Resolution if it wants to offer the surplus property for sale or donation to governmental units or nonprofit agencies. The District can use this Resolution to dispose of the surplus property if it has considered (i) the best interests of the District; (ii) the condition and value of the

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<sup>1</sup> See Exhibit A

property; and (iii) the probability that the buyer or donee will want the property. The procedure is as follows: first, the surplus property must be offered to other governmental units within the District (such as schools) for sale or donation or to private 273.01 nonprofit agencies for sale or donation. *See* F.S. 273.01 for the definition of a 273.01 nonprofit:

“private nonprofit agency” means a nonprofit charitable organization, no part of the net earnings of which inures or may lawfully inure to the benefit of any private shareholder or individual, which has been held to be tax-exempt under the provisions of s. 501 of the Internal Revenue Code of 1954, and which has as its principal mission:

- (a) Public health and welfare;
- (b) Education;
- (c) Environmental restoration and conservation;
- (d) Civil and human rights; or
- (e) The relief of human suffering and poverty.

Next, if the surplus property is offered for sale to these two entities and no bid has been received in a reasonable time, the District may then offer the surplus property to other governmental units outside the District or to any other private nonprofit agencies, as long as the offer discloses the value and condition of the property, the best bid is accepted, and the cost of shipping or transference of the property is paid by the buyer or donee. If the District chooses to use s. 274.05 to dispose of surplus property, the District should use the resolution attached hereto as **Exhibit A**.

If the District fails to succeed in the sale or donation of the surplus property following s. 274.05, it can follow the procedure laid out in s. 274.06, as described below. However, the District is not required to use s. 274.05 prior to using the alternative procedure found in s. 274.06.

#### **Authorizing Disposition of Surplus Tangible Personal Property Pursuant To F.S. § 274.06**

The District may elect to use this alternative procedure using its reasonable discretion, but still must consider the best interests of the District. The District has more potential buyers or donees utilizing s. 274.06: the surplus property may be offered for value (e.g., sold) to any person, the state (without bids), a governmental unit, or to any political subdivision as defined in s.1.01 (e.g., counties, cities, towns, villages, special tax school districts, special road and bridge districts, bridge districts, and all other districts in this state).

### **Surplus Property Valued at Less Than \$5,000.00<sup>2</sup>**

If the surplus property is valued at less than \$5,000.00, it may be disposed of it in the most efficient and cost-effective means as determined by the District. If the surplus property is determined by the District to be without commercial value, it may be donated (to whomever the District desires), destroyed, or abandoned (one way the District may determine the surplus property to be without commercial value is if no sale or donation could be accomplished by following the procedure in s. 274.05). There is no hard and fast rule for how the District may determine the commercial property to be without value. If the District has surplus property valued at less than \$5,000.00 and wishes to use s. 274.06 for its disposal, the District should use the resolution attached hereto as **Exhibit B.**

### **Surplus Property Valued at \$5,000.00 or More<sup>3</sup>**

Surplus property valued at \$5,000.00 or more must only be sold to either (1) the highest responsible bidder; or (2) by public auction. The publication of notice required must be not less than one (1) week or more than (2) weeks prior to sale in a newspaper that has a general circulation in the county or District where the District has its official office. It must be published in additional newspapers if the District determines that such would be in the best interests of the District (i.e., the District's interests would be served by additional notices, provided that nothing would require the sheriff of a county to advertise the sale of miscellaneous items that are valued at less than \$5,000.00). If the District has surplus property valued at \$5,000.00 or more and wishes to use s. 274.06 for its disposal, the District should use the resolution attached hereto as **Exhibit C.**

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<sup>2</sup> See Exhibit B.

<sup>3</sup> See Exhibit C.

## **Exhibit A**

### **RESOLUTION 20\_\_-\_\_**

#### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT CLASSIFYING SURPLUS TANGIBLE PERSONAL PROPERTY; AUTHORIZING DISPOSITION OF SURPLUS TANGIBLE PERSONAL PROPERTY PURSUANT TO F.S. § 274.05; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Double Branch Community Development District (“District”) is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

**WHEREAS**, as such, the District is a governmental unit within the meaning of Chapter 274, *Florida Statutes* (“Governmental Unit”); and

**WHEREAS**, the District has purchased and owns certain furniture, equipment, and/or other personal property as listed in more detail in the attached **Exhibit A** (“Surplus Property”); and

**WHEREAS**, the District desires to classify the Surplus Property as surplus tangible personal property, and to determine that the Surplus Property is obsolete and that continued use of the Surplus Property is uneconomical, inefficient to maintain, and/or serves no useful function; and

**WHEREAS**, the District has considered the best interests of the District, the value and condition of the Surplus Property, and the probability of the Surplus Property’s being desired by prospective donees or purchasers; and

**WHEREAS**, the District desires to dispose of the Surplus Property for sale or donation to another Governmental Unit within the District or to a private nonprofit agency as defined in Section 273.01(3), and if the Surplus Property is offered for sale and no acceptable bid is received within a reasonable time, to offer the Surplus Property to a Governmental Unit outside the District and other private nonprofit agency for sale or donation; and

**WHEREAS**, the District has disclosed in its offer the value and condition of the Surplus Property, accepted the best bid if the Surplus Property was disposed of by sale, acknowledged the cost of transfer of the Surplus Property will be met by the Purchaser or Receiver; and

**WHEREAS**, the District believes that it is in its best interests to dispose of the Surplus Property in this fashion.

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

**SECTION 1. INCORPORATION OF RECITALS.** All of the representations, findings and determinations contained within the recitals stated above are recognized as true and accurate and are expressly incorporated into this Resolution.

**SECTION 2. CLASSIFICATION OF SURPLUS TANGIBLE PERSONAL PROPERTY.** The District hereby classifies the Surplus Property as surplus tangible personal property, and hereby determines that the continued use of the Surplus Property is uneconomical, inefficient to maintain, and/or serves no useful function.

**SECTION 3. DISPOSITION OF SURPLUS TANGIBLE PERSONAL PROPERTY.** The District hereby directs and authorizes Staff to dispose of the Surplus Property by giving for value or donating it either to another Governmental Unit within the District or to a private nonprofit agency as defined in Section 273.01(3), *Florida Statutes*; or, if no acceptable bid is received within a reasonable time, Staff may dispose of the Surplus Property by giving for value or donating it to a Governmental Unit outside the District or other private nonprofit agency. Staff will accept the best bid for the Surplus Property if it is disposed of by sale, and the Purchaser or Receiver will be responsible for the cost of transfer of the Surplus Property. Staff may dispose of the respective pieces of Surplus Property to different persons, at different times. Although referenced jointly, it is the intent of the District to dispose of the Surplus Property separately to the extent it is in the best interest of the District.

**SECTION 4. SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

**SECTION 5. EFFECTIVE DATE.** This Resolution shall take effect immediately upon the passage and adoption of this Resolution by the Board of Supervisors of the District.

**PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

ATTEST:

**DOUBLE BRANCH COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairperson, Board of Supervisors



**Exhibit A**

**List of the Property**

## **Exhibit B**

### **RESOLUTION 20\_\_-\_\_**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT CLASSIFYING SURPLUS TANGIBLE PERSONAL PROPERTY; AUTHORIZING DISPOSITION OF SURPLUS TANGIBLE PERSONAL PROPERTY PURSUANT TO F.S. § 274.06; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**[FOR PROPERTY VALUED AT LESS THAN \$5,000.00]**

**WHEREAS**, the Double Branch Community Development District (“District”) is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

**WHEREAS**, as such, the District is a governmental unit within the meaning of Chapter 274, *Florida Statutes* (“Governmental Unit”); and

**WHEREAS**, the District has purchased and owns certain furniture, equipment, and/or other personal property as listed in more detail in the attached **Exhibit A** (“Surplus Property”); and

**WHEREAS**, the District desires to classify the Property as surplus tangible personal property, and to determine that the Property is obsolete and that continued use of the Property is uneconomical, inefficient to maintain, and/or serves no useful function; and

**WHEREAS**, the District has considered the best interests of the District, and the value and condition of the Property, and

**WHEREAS**, the District desires to dispose of the Property for value to any person, or for value without bids to the state, to any Governmental Unit, or to any political subdivision as defined in Section 1.01, *Florida Statutes*; or, if neither sale nor donation can reasonably be accomplished, the District hereby determines that the Property is without commercial value and desires to destroy or abandon it, all in accordance with the provisions of Chapter 274, *Florida Statutes*; and

**WHEREAS**, the District believes that disposing of the Property in this fashion is the most efficient and cost-effective means of disposing of the Property; and

**WHEREAS**, the District has estimated the value of the respective pieces of Property to be less than Five Thousand Dollars (\$5,000), or without commercial value; and

**WHEREAS,** the District believes that it is in its best interests to dispose of the Property in this fashion.

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

**SECTION 1. INCORPORATION OF RECITALS.** All of the representations, findings and determinations contained within the recitals stated above are recognized as true and accurate and are expressly incorporated into this Resolution.

**SECTION 2. CLASSIFICATION OF SURPLUS TANGIBLE PERSONAL PROPERTY.** The District hereby classifies the Property as surplus tangible personal property, and hereby determines that the continued use of the Property is uneconomical, inefficient to maintain, and/or serves no useful function.

**SECTION 3. DISPOSITION OF SURPLUS TANGIBLE PERSONAL PROPERTY.** The District hereby directs and authorizes staff to dispose of the Property for value to any person, or for value without bids to the state, to any Governmental Unit, or to any political subdivision as defined in Section 1.01, *Florida Statutes*; or, if neither sale nor donation can reasonably be accomplished, by destroying or abandoning it, all in accordance with the provisions of Chapter 274, *Florida Statutes*. Staff may dispose of the respective pieces of Property to different persons, at different times. Although referenced jointly, it is the intent of the District to dispose of the Property separately to the extent it is in the best interest of the District.

**SECTION 4. SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

**SECTION 5. EFFECTIVE DATE.** This Resolution shall take effect immediately upon the passage and adoption of this Resolution by the Board of Supervisors of the District.

**PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

ATTEST:

**DOUBLE BRANCH COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairperson, Board of Supervisors

**Exhibit A**

**List of the Property**

## **Exhibit C**

### **RESOLUTION 20\_\_-\_\_**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT CLASSIFYING SURPLUS TANGIBLE PERSONAL PROPERTY; AUTHORIZING DISPOSITION OF SURPLUS TANGIBLE PERSONAL PROPERTY PURSUANT TO § 274.06; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**[FOR PROPERTY VALUED AT \$5,000.00 OR MORE]**

**WHEREAS**, the Double Branch Community Development District (“District”) is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

**WHEREAS**, as such, the District is a governmental unit within the meaning of Chapter 274, *Florida Statutes* (“Governmental Unit”); and

**WHEREAS**, the District has purchased and owns certain furniture, equipment, and/or other personal property as listed in more detail in the attached **Exhibit A** (“Surplus Property”); and

**WHEREAS**, the District desires to classify the Surplus Property as surplus tangible personal property, and to determine that the Surplus Property is obsolete and that continued use of the Surplus Property is uneconomical, inefficient to maintain, and/or serves no useful function; and

**WHEREAS**, the District has considered the best interests of the District, and the value and condition of the Surplus Property; and

**WHEREAS**, the District desires to dispose of the Surplus Property for value to any person, or for value without bids to the state, to any Governmental Unit, or to any political subdivision as defined in Section 1.01, *Florida Statutes*; and

**WHEREAS**, the District has estimated the value of the respective pieces of Surplus Property to be Five Thousand Dollars (\$5,000) or more; and

**WHEREAS**, the District believes that it is in its best interests to dispose of the Surplus Property in this fashion.

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

**SECTION 1. INCORPORATION OF RECITALS.** All of the representations, findings and determinations contained within the recitals stated above are recognized as true and accurate and are expressly incorporated into this Resolution.

**SECTION 2. CLASSIFICATION OF SURPLUS TANGIBLE PERSONAL PROPERTY.** The District hereby classifies the Surplus Property as surplus tangible personal property, and hereby determines that the continued use of the Surplus Property is uneconomical, inefficient to maintain, and/or serves no useful function.

**SECTION 3. DISPOSITION OF SURPLUS TANGIBLE PERSONAL PROPERTY.** The District hereby directs and authorizes staff to dispose of the Surplus Property for value to the highest responsible bidder, or by public auction, after publication of notice prior to the sale pursuant to Section 274.06, *Florida Statutes*. Staff may dispose of the respective pieces of Surplus Property to different persons, at different times. Although referenced jointly, it is the intent of the District to dispose of the Surplus Property separately to the extent it is in the best interest of the District.

**SECTION 4. SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

**SECTION 5. EFFECTIVE DATE.** This Resolution shall take effect immediately upon the passage and adoption of this Resolution by the Board of Supervisors of the District.

**PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

ATTEST:

**DOUBLE BRANCH COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairperson, Board of Supervisors

**Exhibit A**

**List of the Property**

*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:** November 2022

**To:** Board of Supervisors

**From:** GMS – OakLeaf Operations Manager

### Community:

#### Special Events

- October Movie and food truck night
- Pumpkin Plunge
- Halloween Spooktacular
- Fall Yard Sale
- Final 2022 Movie in the park
- Upcoming Events – Turkey Shoot, Coco with Clause

#### Aquatics

- Pool Heaters on at MV, Covers to be implemented in December – Limited Schedule

#### Amenity Usage

- *Total Facilities Usage – 5763*
- *Average daily usage – 186*

#### *Card counts:*

DB Owners	63
DB Renters	20
DB Replacements	7
DB Updated	0

*Total cards printed: 199 (both districts)*

#### Rentals

- 2 of 31 days rented in October, 2 of 4.5 weekends rented
- 2 Clubroom rentals, 1 patio rentals
- 11 tours ( approx.32 hours)/52 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**

- Update of Pickleball renovations schedule
  - Replaced/ Repaired multiple lights, coordinated orders for triple bullhorns on dedicated cts
  - Pulled and adjusted “corner fencing”
  - Poured new surfaces for increased room at “corners”
  - Filling of post holes
- Fitness Equipment installs

#### **MAINTENANCE**

- Parking Lot Seal Coating in front Amenity center (5 of 8 barrels used)
- Line painting of newly sealed areas
- Touch up painting on decorative street poles in neighborhood (ongoing)
- Meter Box update/repair at Oakleaf Village Pkwy
- Install of new signage at pool decks – Rules and new code requirements
- Install/replacement of VGB drain covers – ratify invoice
- Reset multiple timers due to time change
- Walkthrough with Health Department for first inspection of permit year
- Replace anchors for movie screen at Multi-Use Fields (previous anchors removed)
- Replace garbage disposal at Club Room
- Put out Yard Sale signage for Community Yard Sale
- Set up and breakdown for Pumpkin Plunge Event
- Set up and Breakdown for Halloween Spooktacular
- Remove yard Sale signage after community yard sale
- Replace multiple lights at Basketball cts
- Replace drivers on multiple LED lights at tennis cts
- Removed multiple branches from Ct areas to allow for lighting and line of camera sight
- Mulch tree debris on walking trail
- Adjust fencing at Pickleball cts
- Concrete work at Pickleball cts
- Preventative maintenance completed on Fitness equipment
- Reconnect access system branches (due to Microsoft server update failures)
- Audit of access cards – ongoing (to include audit of adult family members in household)
- Cut backing for new and replacement signs – ongoing
- Employee information collection for Florida Department of Labor

## **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**

#### **MAINTENANCE (continued....)**

- Lake inspections, all lakes inspected monthly – reports kept on file in Ops. Manager office. Deep cleaning with pictorial report after storms completed
- Continual Park inspections and cleaning – reports kept on file.
- Light Inspections completed – Worthington Oaks, Hearthstone, Highland Mill, Piedmont, Stonebrier, Waverly, Litchfield, and Timberfield completed 10/4 Nature's Hammock, Fall Creek, The Oaks, Cannon's Point, Pebble Creek, Silver Leaf, Oakbrook, and The Cottages completed 10/22.

#### **Landscaping**

- *Cutbacks of grasses along main roads*
- *Annual rotations completed*
- *Pinestraw installs*
- *Monthly report for Oct submitted and filed at Operations office*

**For questions, comments, or clarification, please contact:**

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

[jsoriano@gmsnf.com](mailto:jsoriano@gmsnf.com)

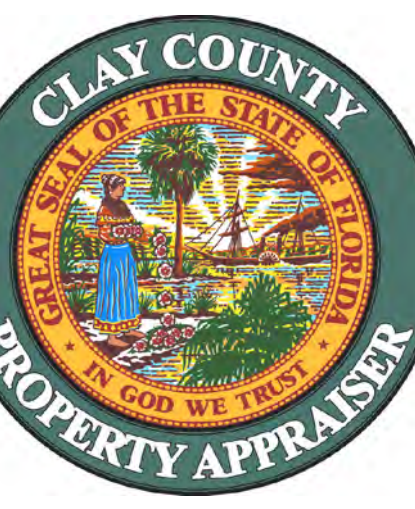






THE HONORABLE ROGER A. SUGGS, CFA, AAS  
CLAY COUNTY PROPERTY APPRAISER  
State-Certified General Real Estate Appraiser RZ2771

# Double Branch CDD 2013 Clay County, Florida



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

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