

DOUBLE BRANCH
Community Development District

DECEMBER 12, 2022

AGENDA

Double Branch Community Development District

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

December 5, 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, December 12, 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. Organizational Matters
 - A. Oath of Office for Newly Elected Supervisors
 - B. Consideration of Resolution 2023-02, Designating Officers
- IV. Approval of Consent Agenda
 - A. Minutes of the November 14, 2022 Board of Supervisors Meeting
 - B. Financial Statements
 - C. Assessment Receipts Schedule
 - D. Check Register
- V. Review of Suspension of Amenity Privileges
- VI. Consideration of Resolution 2023-03, Setting a Public Hearing for the Purpose of Adopting Revised Suspension and Termination of Access Rules
- VII. Other Business
- VIII. Staff Reports

- A. District Counsel
- B. District Engineer
- C. District Manager
- D. Operations Manager – Memorandum

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

X. Next Scheduled Meeting – January 9, 2023 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

B.

RESOLUTION 2023-02

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF
DOUBLE BRANCH COMMUNITY DEVELOPMENT
DISTRICT DESIGNATING THE OFFICERS OF THE
DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, Double Branch Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within the City of Orange Park, Florida; and

WHEREAS, the Board of Supervisors of the District desires to designate the Officers of the District.

NOW, THEREFORE, be it resolved by the Board of Supervisors of Double Branch Community Development District:

- SECTION 1.** _____ is appointed Chairman.
- SECTION 2.** _____ is appointed Vice Chairman.
- SECTION 3.** _____ is appointed Secretary and Treasurer.
- _____ is appointed Assistant Secretary.
- _____ is appointed Assistant Secretary.
- _____ is appointed Assistant Secretary.
- _____ is appointed Assistant Treasurer.
- _____ is appointed Assistant Secretary.
- _____ is appointed Assistant Secretary.

SECTION 4. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 12TH DAY OF DECEMBER, 2022.

ATTEST

**DOUBLE BRANCH COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairman/Vice Chairman

FOURTH 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, November 14, 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
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

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Audience Comments

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

THIRD ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the October 10, 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 October 10th meeting, the financial statements as of September 30th, your assessment receipts schedule showing the District has closed out at 100% collected, and the check register totaling \$169,924.11.

Mr. Horton stated in the financial statements for Clay County Sheriff's office there's an overage of \$2,900.

Ms. Giles stated we budgeted \$43,000 for Clay County Sheriff's officers last year and actually spent \$45,000. Overall, the budget balanced out at the end, but we did overspend that particular line by \$2,900.

Mr. Horton stated then there's the irrigation maintenance. It's over by \$3,600.

Ms. Giles stated it's the same. In the end, the overall budget is fine, and we didn't overspend for FY22, but each of those line items that you see in red, we anticipated spending a certain amount, but overspent.

Mr. Horton stated I'm just wondering if we need to take that into consideration next time.

Mr. Soriano stated we did. Those are some of the lines that we increased. It's hard to tell if we increased them enough.

Vice Chairman Davis stated it's like if you budget for five irrigation breaks and you have ten.

Mr. Soriano stated when the accountants look at it, they tell us what they're forecasting, and that's one of the reasons we were higher this year is there were quite a few lines that we spent more this year than in years past. Hopefully we won't be that bad next year.

Mr. Horton stated the biggest one is the amenity center. Almost \$38,000. I don't know why it would be so much because it seems like we're being fairly consistent. I know things can't be perfect.

Mr. Soriano stated the change there was trying to add in enough money to cover the fact that a year before this last budget we had a mandate that said we're going to start moving everybody up in pay each year, so it makes it hard for me to gauge if I have to do a \$1 increase per hour for every single staff member, and then another \$0.25 or \$0.50 if they stay another year, or if they're a little more skilled. Our staffing was a big increase and that was pointed out.

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

FOURTH ORDER OF BUSINESS

Review of Suspension of Amenity Privileges

Mr. Eckert stated today we're dealing with a suspension of Ms. Shakeema Rosa. The date of the incident is September 28, 2022 and the notice of suspension of amenity privileges was mailed to her on October 25, 2022, which gave her the option to appear at today's hearing that we're going to have. I do not see her present, so we will go ahead and proceed and if she does appear we will introduce her to the proceedings. The Board has previously been provided with a copy of the letter of suspension. Jay, were there witness statements that you provided to the Board?

Mr. Soriano responded I don't know if I sent any to the Board. I know I sent them to your office with the original policy violation. We really didn't have any others beside the original policy violation.

Mr. Eckert stated we also have the Double Branch policies that would go in the record and the Board has had those. The last version we adopted was June of 2021. The letter of suspension was sent to Ms. Rosa by regular and certified mail. We do that because some people don't ever sign for certified mail, so we send them by both. Many of the different provisions of your rules are implicated here. Specifically, on page 10, the suspension and termination of privileges, if somebody exhibits unsatisfactory behavior, deportment or appearance, fails to abide by the rules or policies, treats personnel or employees of the facilities in an unreasonable or abusive manner, engages in conduct that is improper or likely to endanger the welfare, safety, or reputation of the center or its management, or refuses to leave the facilities after being asked by District staff. These are all rules in place to promote a safe and enjoyable environment for the rest of the facility users. So, foul or abusive language, vandalism, or fighting are never permitted. At this point in time the person's amenity privileges have been suspended up until today's date. The purpose of this hearing is to decide if the suspension should be extended past today, and if so, how long. At this point I would ask Jay to provide the Board with a description of what happened.

Mr. Soriano stated this was an issue the date that we were closing for the hurricane. This resident brought in her child and the child was 13 years old. This resident wanted the child to be able to work out with them and we explained the rules. She was unhappy about that. She was originally there not to work out, but to get the child an updated card, which allows a 13-year-old to go to the pool by themselves, but they can't work out until they're 14 and 15. Even at 14 or 15 they have to have a 16-year-old family member with them per the policies.

That was all explained to her. She then let the staff know in no uncertain terms that it was stupid, that she didn't agree and that she'd be happy to sign a waiver. We explained to her that we don't have a waiver, we just can't do it. She said she was going to go in anyway and then proceeded to take the child in after she had conversations with that staff member and one of our senior staff members on the phone. The staff member that is there has only been there this past year, so she called one of our older staff members and tried to get her to explain but she still wasn't happy with it so she took the 13-year-old into the fitness center and then was approached again by the staff member saying if you don't have them leave, we are going to have to call the Clay County Sheriff's office and have you escorted out of here. She said fine, call the cops and I'll talk to them about it. She did wait for the Sheriff's officer to come up and they talked to her about it too and got the same reaction that she's allowed to be here and she can do what she wants because she's a resident and she pays for it, so they gave her a trespass citation and led her out.

Mr. Eckert asked does anybody have any questions?

Mr. Thomas responded is this a homeowner or a renter?

Mr. Soriano responded I did not look at that status.

Chairperson Nelsen asked for Mr. Soriano's recommendation.

Mr. Soriano stated we've talked about this with other situations, and we've looked at the amount of time. It is a trespass for a two-year period, that is county code. She did receive the trespass, but we have dealt with other issues and what we've done is since it's done by our CDD operating year that we've done it at a year. If we're going to do that though, I would ask for it to be reviewed at a year, not taken off automatically. We've recently seen an issue where we've automatically rescinded the trespass and gave them privileges back after a year and it's proven to be not a good decision. I would say we can review whether they come in, or whether we just talk about it. This one was cut and dry. She did talk to Marilee. Her one statement was that the child didn't get on the equipment, they were fine to sit there by the side, so she did admit the child was in there. My staff did say the child did get on the machine. I didn't care to go look at the footage, because it was explained that they can't go in there and sit there either. It creates a problem with questions of should it be fine for my seven-year-old to go sit on the machine next to me while I'm working out. We have that rule for a reason. They were told they can go out and play basketball. They can play tennis or pickleball, there are people outside so

they can do that. They will be safe out there too because it's fenced in, and this was a 13-year-old so they very well could have. She was going to do what she wanted to do.

Mr. Eckert stated to be clear, the Sheriff is doing what the Sheriff is doing under the trespass law. That is not our purview. The only thing we can do on that is we can ask the Sheriff to shorten the two-year trespass period, but it would be up to the Sheriff whether they honor that or not. All you're addressing here today is the length of the suspension. I would encourage you to be somewhat consistent with what you all have done before in situations like this, so I wouldn't recommend a suspension that is over a year, because when we've had situations where somebody has been asked to leave and follow the rules and they've refused, it's required staff time to get the Sheriff out here escalating the situation, we've seen a year. I wouldn't go beyond that for a few different reasons. In terms of evaluating whether or not you would ask the Sheriff to shorten that time, that would be something you could decide at a later date.

Vice Chairman Davis stated I would like to make a motion that we go with a year suspension to be reviewed at that point as to whether we want to extend it to two years.

Mr. Lanier asked have we had any previous issues with this family?

Mr. Soriano responded no.

Mr. Lanier stated Clay County does a two-year trespass where they can't be on property, so how does that work for us if we say a year?

Mr. Eckert stated I want us to stay in our lane as much as possible, which is a one-year suspension. The Sheriff's trespass is two years that they can't be on property, so the net effect of that is two years, but what you're doing is one year and that's consistent with what we've done in the past. I wouldn't revisit. I would just say set your suspension time today regardless of what the Sheriff is doing. Because your suspension may run out, but the person may still not be able to be here by virtue of the county.

Mr. Lanier stated my concern is this person gets their privileges back, but they're still trespassed through Clay County, so is there any way we could be at fault if we say we're only going to do this for a year, but Clay County sticks to their two years, and they just happen to be walking by and the deputy sees this person and says it's only been a year. Is there any way for us to have any legal issues associated with that?

Mr. Eckert responded I'm not concerned with the County enforcing the two-year trespass warrant because that is the Sheriff's decision. It's not the Board. I'm just trying to make sure you're as consistent as you can be in terms of the amount of the suspensions you've had.

Vice Chairman Davis stated so we don't get blow back from somebody else.

Mr. Lanier stated I'm 100% on board with that.

Mr. Eckert stated it may be that after a year, or next month if this person decides to come in and provide their side of the story, the Board may decide an appeal that you would take a different measure, but for today I don't want to start lining us up with the County, which is an ordinance or statute.

Mr. Horton stated I think the problem here is there are two different time limits. The person comes off their suspension and they think they can come on property and they could be arrested, so we need to have some kind of procedure in place to where we contact the Sheriff's office and let them know to release them from the trespass charge, which I think we can do.

Mr. Eckert stated you can, but you don't have to.

Mr. Horton stated if we get behind, we have somebody that thinks they can be here, but the Sheriff's department says they can't.

Mr. Eckert stated that person has been served with a document that says they are not supposed to be on property for two years. If they ignore that document, then yes, I would agree with you that there is inconsistency. I'm happy to do whatever the Board wants to do. This is completely within your discretion, I'm just trying to be consistent with what we've done before, but I also don't want to marry ourselves to what the County is enforcing.

Mr. Horton stated to me it's confusing, and I'm sure it's confusing to other people too. My suspension is up, so I can come on your property. Well, no you can't because you could get arrested.

Chairman Davis stated we're being nice enough to say yes, you can. The only way they would get arrested is if somebody called the police on them and they were found to be there when they shouldn't be. If we're nice enough to say you can come on our property after a year, they really have a two-year thing with the County, so the only way that's going to come into play is if somebody calls the cops on them. The cops aren't just going to show up and say you shouldn't be here.

Mr. Horton stated I agree, I'm just saying if we're going to do release somebody from their suspension at a year, we should contact the Sheriff's Department and tell them.

Mr. Soriano stated that's why I asked for the review, because if the Board decides you're going to rescind that, you can set the vote up based on pending rescinding from CCSO, but after that meeting, because if not and we just say it's going to be good after a year, a year from now if I haven't seen this person, I might forget about it.

Mr. Horton stated correct me if I'm wrong, but I just got an email today that said that somebody tried to get a pass and we're going to give it to them, but yet we're still trespassing them. It doesn't make sense.

Mr. Soriano stated without going too much into that, because that's a whole other case, the way I work with CCSO is because we voted on rescinding it, they didn't require me to do any paperwork. Typically, I have to do paperwork to rescind it. They said no, we provided the minutes because we looked at it for this gentleman and it said yes, we voted to clear him after a year. Not review; clear him after a year. We showed that to the officer. He didn't care about that the last one. That is not why he got arrested. He was given a new one, that was different.

Mr. Horton asked so what stopped the trespass short of two years?

Mr. Soriano responded because we agreed to rescind it after a year in that meeting back in January of 2020.

Mr. Horton stated you say we don't have to tell Clay County that we want to rescind it.

Mr. Soriano responded typically you do. Because this gentleman was going to look at everything we did wrong I was worried that he was going to get arrested for that original trespass and we agreed to get rid of it. The officer said no, I see this in the minutes, I'm not going to arrest him for that. If you want him trespassed now, this is a new trespass citation. They gave him a new trespass citation. His comments were, even after you give me a new trespass citation, I am going to stay here until I get arrested so I can take this to court. This was a whole other concern, but in those steps, it does help make it clear for all of staff if we do it that way. We're going to review it and it's not going to be an automatic renewal of privileges. I ask that we review so we go through it again whether they're here or not and it's voted on that yes, it's done here pending sending it through CCSO so I can go out and make sure it's done.

Mr. Eckert asked is the review for whether to ask the Sheriff, or is it a review of the suspension?

Mr. Soriano responded both.

Mr. Eckert stated I don't recommend that because somebody may say well I'm not going to appeal what you guys just did, because I can live with a year, and then you come back a year from now and say it's going to be another year. I have some concerns with that. I'm fine with asking the Sheriff to reconsider after a year.

Mr. Soriano stated that's kind of what I'm saying. We still have to ask them, but they're pretty good if we bring it to them. I think what Mike is worried about is there may be a case where they say no, we're not going to rescind it before the two years.

Mr. Eckert stated I just need clarification. Are you asking to do a one-year and then revisit whether or not you're going to extend the one-year suspension or are you saying a one-year suspension from CDD amenities and then after that one year you will reconsider whether or not you'll ask the Sheriff to shorten the trespass. That's the distinction I need to understand.

Mr. Lanier asked why can't we ball it into one? Where has this gone in the past with other CDDs.

Mr. Eckert stated first, for something like this I've not seen a suspension in excess of a year, so if you're going to revisit it later and make it two years, that causes me some concerns.

Mr. Lanier asked have they put that in there that they were able to contact the Sheriff's Department?

Mr. Eckert responded most of the time what happens is you'll do the suspension and then at some point in time the person will approach the Board and asked if they will help them out with shortening it or withdrawing the trespass with the County and that's when the Board has the discussion on whether they want to engage.

Mr. Davis asked so to alleviate your concern, we would be better off in your opinion to make a motion to do the year suspension and then revisit in a year and recommend the County drop the trespass.

Mr. Eckert responded revisit in a year whether or not the Board would be supportive of the County reducing the two-year trespass.

Chairperson Nelsen asked is there a second to Mr. Davis's motion?

There being no call for a second, Chairperson Nelsen stated there's not, so that motion dies.

Vice Chairman Davis motioned to suspend the amenity privileges of Ms. Shakeema Rosa for a period of one year subject to the Board reviewing whether to ask the County to rescind the trespass warrant at the end of the suspension period.

Mr. Lanier stated this is assuming there are no additional incidents. Should that be a policy?

Mr. Eckert stated I'm fine with it being for this particular one. We've tried to be consistent in the past on how we treat these.

Mr. Lanier seconded the motion made by Vice Chairman Davis to suspend the amenity privileges of Ms. Shakeema Rosa for a period of one year subject to the Board reviewing whether to ask the County to rescind the trespass warrant at the end of the suspension period. With five in favor and none opposed, the motion passed.

FIFTH ORDER OF BUSINESS

Consideration of Suspension and Termination of Access Rule

Mr. Eckert stated this is being rolled out to all the districts that we work with that have amenities. It provides that there can be an administrative fee as well as a reimbursement for the damages to District property that somebody causes by vandalism. It also provides that in the event there is a suspension, let's say we have somebody who causes \$1,000 of damage to a playground, we suspend them for six months, and then they don't reimburse the cost of the damage to the playground. Their suspension would continue. The other thing we've put in there is that the suspension at that point in time if the administrative reimbursement and damage reimbursement isn't paid, the Board would have the option to suspend the access for everybody that has gotten amenity access under that household. That may deal with some of the situations we have with damage by minors and perhaps parents not caring. From a process standpoint, you don't need to vote on anything tonight. If the Board is amenable, what we will do is bring back for your December meeting a resolution that would start the rulemaking proceeding and then we would set a hearing in January or February where you would adopt this.

Chairperson Nelsen stated February is our rule meeting anyway, so that would be perfect for our Board.

Mr. Eckert stated there are certainly other tweaks and changes, but I don't want to spend your time going through those when we've got another 90 days to work through them.

Mr. Lanier asked is it legal to put a lien on a house for somebody that causes damage?

Mr. Eckert responded no, however if you went to court and got a judgment for the damage that was caused to the CDD against the person, then you could file a certificate of judgment or a judgment lien against the property, but in terms of adding it to their assessment bill or just filing a lien on the property, you couldn't do that. We have a little bit different rights than an HOA.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2023-01, Adopting Amendments to the District's Record Retention Policy

Mr. Eckert stated many years ago the Board adopted a records retention policy that basically said, rather than follow the State guidelines, we're just going to keep everything. The State guidelines say that you only have to keep a record for this number of days and then you can destroy it, but you have to log it and everything. We're not structured like a State or County to be able to do that. What this resolution in front of you today does is it says we're going to modify that so we're not keeping transitory messages. Transitory messages are things like voicemails that say "the meeting is at 6:00 tonight," or "I'm not going to be at the meeting," or things that aren't really substantive on the District's business. We want to make sure we don't have to keep those, because in practice those really aren't kept. The second thing this document does is it designates the electronic copy of a record to be the official record, which will allow us hopefully to start the process over the next few years of being able to get rid of a lot of the paper records that are having to be stored. There are some documents we will not get rid of such as original deeds, easements, and things of those nature.

On MOTION by Mr. Thomas seconded by Chairperson Nelsen with all in favor Resolution 2023-01, adopting amendments to the District's record retention policy was approved.

SEVENTH ORDER OF BUSINESS

Other Business

There being no other business, the next item followed.

EIGHTH ORDER OF BUSINESS**Staff Reports****A. District Counsel – Memorandum Regarding Surplus Property Resolutions**

Mr. Eckert stated because you are a local government there are restrictions on what you do when you have property that is either obsolete, or it doesn't have value anymore. You do have to adopt a resolution and there are certain choices you have in terms of do you advertise it out for auction, do you donate it to another local government, or donate it to a school district, etc. We just wanted the Board to have this information. We've had to look this information up for a few other districts and in doing so, it made sense to make sure all districts had up to date resolutions. When we have surplus property what will happen is Jay will notify Marilee and myself and we will come up with two different resolutions that will be in your agenda package and the reason it will be two and not three like you see here is when the value of the property is over \$5,000 you have to follow a different process in terms of how you get rid of it versus if it is over \$5,000. There's nothing for you to approve tonight, it's just so you have this information.

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 if you recall last month, we had a lot of community events coming up. We had a movie on the green and a food truck night and then a week later we had Pumpkin Plunge, which was very exciting. A lot of people showed up for that. The nice part is rather than have a few extra pumpkins rotting in my office for a week after that, the following week we did the Spooktacular, so those pumpkins were used as decorations there. It worked out really well. I was a little concerned because it was raining the night before and that day, so it made it a little tough to decorate last minute, but once the rain cleared out, we had a lot of people show up last minute rather than register in advance, which they pay a little more for. We had just a little over 300 people there. It was one of our smaller Spooktacular events, but still big. After that we had the yard sale and our last movie on the green until next year. It gets

too cold in December and January, and we don't get a good turnout. We have a couple of other events coming up, our Turkey Shoot, the virtual fun run, and we are bringing back Cocoa with Claus. It's been a while, but Santa Claus has agreed to come and be here in person.

You will see our usage is staying busy. We've had a couple of cold weeks here and there, in fact one cold week put us off pouring asphalt for the front parking lot. It looks great if you haven't had a chance to see it. We started off spraying it, that's the way the track was done, but it's really not that big. We did squeegee work on it, so it was a little tougher on the guys, but it worked out great. That front section was five barrels. I had eight barrels all together so I can fill up those barrels now and we can move on. That was about a day and a half of work other than letting it sit and dry. We coordinated so we would be open for the weekend for the sports organizations.

Vice Chairman Davis asked how much more product do you think you used with the squeegee versus spraying?

Mr. Soriano responded it's about three times the amount. It's much thicker. It'll last longer and it covers the cracks better. Cost wise it wasn't that bad. Short of saving labor on my guys so they're not complaining, that's the only thing the sprayer would help with. They enjoyed it and it gave them practice, because that is the same type of material we use for the tennis and pickleball courts, so the idea was to have those barrels moved out of the way so I can get the pickleball product in. I sent an email that week and was supposed to receive everything by the 26th. The only thing they did not have is the final coat. The biggest problem with that is that is the color, and they need to be able to see the difference where the lines are, so I can't do it until I have the color. If they cannot get PickleMaster I may have to switch to an actual tennis court color. There is a difference between pickleball surfacing and tennis court surfacing, but not much. The pickle ballers will probably love it. It's not much of a cost difference, but it is more of a rubberized material instead of sand, so PickleMaster makes it a little more comfortable for the older crowd and it makes the balls last longer. To keep you updated, the cost came out to be \$8,000. The only thing I'm waiting on are the six 55-gallon drums for the color that goes on top. Altogether when those come in, it will add up to about \$14,600, and that's just the product. If you recall, the Board approved a \$35,000 not to exceed amount. That includes the fence. A lot of the fence work has been moving. We have a couple of panels we have to replace. We've added surface to the corner so now it's straightened out

and there are six full courts there. We've also added lighting and we have two more sections of lights that will come in because the pickleball group wanted it brighter. We made sure all of the LED lights were updated and repaired and everything is working well. I believe we're going to be under \$30,000 once we're done. It is just waiting on that paint and that's the hard part for pickleball because that's where they get to help out.

I received one piece of the plate loaded equipment the week before the Spooktacular. I have not received the other four. It looks great. I have two red and black and three others that are just going to be black so that they will coordinate. The plates are here, I just wasn't going to put the plates out there for one machine until we get the others. That is brand-new equipment. Originally the Board approved money based on the Hammer Strength that was remanufactured, but I couldn't get the Hammer Strength. Everybody wants their home gym and that's a good product. Hopefully the Steel Flex and the French Fitness that we're buying will be good. The company we're buying from seems great so far. We are putting that together so it's done quick so hopefully we will have the rest soon.

I'm looking at the numbers in the financials to look into the questions Tom had. One thing we did this last year was we changed how the police officers are paid. They're listed under amenity staff. When we pay a bill, it should only go to amenity center staff and not to the security line. Looking at it, it does seem odd. I'm wondering if something got changed to the wrong spot, because Middle Village is only at \$42,000 for the off-duty officers and this District is at almost \$46,000. Both districts should be even because the officers go back and forth so everything is split 50/50. Last year I think I ended up \$15,000 higher than what we had budgeted on amenity center staff and this year we sunk almost \$12,000 each to those lines as part of that budget process. I'm going to look at that and make sure we're putting everything in the right spot.

Mr. Horton stated not to get into any details, but we've talked about cutting some hours.

Mr. Soriano stated correct. I think this is the time I can start doing it. When we talked about it, I didn't want to do it during the summer. You can see the slowdown in the usage around the fields. We still have our problems here and there, but I think if we're going to get any savings out of it, it's going to be now while it's getting colder and it's not as busy.

Mr. Horton stated I talked to one of the deputies down there yesterday and I mentioned that we might cut back to five hours.

Mr. Soriano stated they will not like the cut back.

Mr. Horton stated I told him we'd probably cut it back in the winter and then in spring go back to the original hours.

Mr. Thomas stated I noticed S3 is not here. Is there anything we need to be informed of?

Mr. Soriano responded she just had a conflict with work, and she let me know last week she wasn't going to be able to be here. We talked about the golf cart last time. I had the golf cart checked out and we do have one battery that needs to be replaced, so that very well could cause a problem if you have one that is dead in the middle of the line. I was chalking it up to user error because every time I got in it started right up, but these are Trojan batteries and they're expensive because they are one of the better manufacturers for golf cart batteries and they're extremely hard to get. I'm going to replace that so they should have no excuse and get to using that. We bought it for a reason. I'd rather not use it for something else because if it's used for maintenance or something like that it's not going to be in the greatest shape.

Mr. Horton stated I hate to see them pushing that thing back all the time, so hopefully we can get it fixed so they can use it how it was intended. I was down there looking at the pickleball courts and there was one section where the fence comes in like a V. You're going to level that out?

Mr. Soriano responded in the front we've already moved those fence lines, but the back we're doing last. They should be on that today, although I know we have a couple of trees to cut up from the storm last week. I didn't want them to start that until they were able to finish it the same day, because now you have a hole in your back fence, which allows kids to come in. That will be the same way though. It will get flattened out and that V won't be there anymore, and you'll see three courts in the front and three courts in the back.

Mr. Horton asked what do you do where the fencing came out if there are holes?

Mr. Soriano responded that will get covered up with new surfacing and then paint on top, so you won't see those holes. There were holes in the middle of the court from where we took the bench out. There was high aggregate asphalt put in there, then we put the sports covering that is a lower aggregate, and then the paint on top.

Mr. Horton asked there was a Microsoft server failure of some sort?

Mr. Soriano responded yes. We were having a problem one of my newer computers that is Microsoft 11. Most Microsoft things nowadays you would have to sign in online or it won't do things like Office. You don't get a disc anymore. That creates a problem, especially when you have bad files. When they open up in the morning it just spins during their sign-on and I have to go in and reboot it. It usually only occurs when we have power outages and we've had a couple of those lately. When that server shuts down, it shuts down everything, so the check-ins for the pool and even the field houses get disconnected. Everything is run out of that fitness center, so keeping that computer up and running is important.

Mr. Horton asked we don't have some kind of IT contract?

Mr. Soriano responded we used to. The lowest cost one was about \$10,000 to \$15,000 a year. It is a little bit time consuming for me when I have to get out and do other things, but I have that ability to do it, so I'd rather not spend that money.

Mr. Horton stated we talked about putting a sign on the gate at the pool that says adults only. Are we doing that? I didn't see it when I was down there.

Mr. Soriano stated I haven't bought one yet.

Mr. Horton stated I saw something about the swim equipment.

Mr. Soriano stated we have the big plastic sign. We have one that is set out and they remove it when the lifeguards are there, but I haven't bought a permanent one yet. I'll make sure I get that ordered this month.

Mr. Horton asked how about the historic marker. Is somebody supposed to come out to our meeting?

Mr. Soriano responded they are not anywhere near doing that marker yet, so I held off, especially because I wasn't sure what we would have with these suspension hearings. I would like them to come do their presentations before they're ready to install those so we can help out too and kind of explain it to the neighborhood and kind of market it so we can get a turnout like a ribbon cutting ceremony type thing to present this. I think it would be nice.

Chairman Davis stated I see you're doing an employee information collection for the Florida Department of Labor.

Mr. Soriano stated yes. It's something the Department of Labor started and it's mostly centered around reporting how many female staff we have. It's something this administration has looked at to help boost numbers.

NINTH ORDER OF BUSINESS

**Audience Comments / Supervisors'
Requests**

There being no audience comments or supervisor requests, the next item followed.

TENTH ORDER OF BUSINESS

Next Scheduled Meeting

Ms. Giles stated the next scheduled meeting is December 12th at 4:00 p.m. at the Plantation Oaks Amenity Center.

ELEVENTH ORDER OF BUSINESS

Adjournment

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

Secretary/Assistant Secretary

Chairman/Vice Chairman

B.

Double Branch

Community Development District

Unaudited Financial Reporting
October 31, 2022



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

	<u>Governmental Fund Types</u>					Totals (Memorandum Only)
	<u>General</u>	<u>Recreation</u>	<u>Capital Reserve</u>	<u>Debt Service</u>	<u>Capital Projects</u>	<u>2023</u>
ASSETS:						
Cash	\$40,411	\$339,297	\$323,146	---	---	\$702,854
Petty Cash	---	\$672	---	---	---	\$672
Investments:						
<u>Series 2013A-1</u>						
Revenue	---	---	---	\$629,145	---	\$629,145
Reserve A1	---	---	---	\$868,932	---	\$868,932
Prepayment	---	---	---	\$144	---	\$144
Acquisition and Construction	---	---	---	---	\$18,716	\$18,716
<u>Series 2013A-2</u>						
Reserve A2	---	---	---	\$95,634	---	\$95,634
<u>Operations</u>						
Custody Account-General Fund Excess	\$10,452	---	---	---	---	\$10,452
Custody Account-Recreation Fund Excess	---	\$259	---	---	---	\$259
Custody Account-Recreation Fund Reserve	---	---	\$74	---	---	\$74
<u>State Board</u>						
General Fund	\$2,517	---	---	---	---	\$2,517
Recreation	---	\$186,044	---	---	---	\$186,044
Capital Reserve	---	---	\$1,100,699	---	---	\$1,100,699
Due From Capital Reserve Fund	---	\$9,990	---	---	---	\$9,990
Due from Other	\$25	\$137	---	---	---	\$162
Due From Middle Village	---	\$4,308	---	---	---	\$4,308
Electric Deposits	---	\$4,583	---	---	---	\$4,583
Prepaid Expenses	---	\$212	---	---	---	\$212
Assessments Receivable	\$5,104	\$53,751	---	\$56,235	---	\$115,089
TOTAL ASSETS	<u>\$58,509</u>	<u>\$599,253</u>	<u>\$1,423,918</u>	<u>\$1,650,090</u>	<u>\$18,716</u>	<u>\$3,750,487</u>
LIABILITIES:						
Accounts Payable	\$6,571	\$12,895	---	---	---	\$19,466
FICA Payable	\$153	---	---	---	---	\$153
Accrued Expenses	---	\$12,014	---	---	---	\$12,014
Due to Rec Fund	---	---	\$9,990	---	---	\$9,990
FUND BALANCES:						
Nonspendable	---	\$4,583	---	---	---	\$4,583
Restricted for Debt Service	---	---	---	\$1,650,090	---	\$1,650,090
Restricted for Capital Projects	---	---	---	---	\$18,716	\$18,716
Assigned	---	---	\$1,413,928	---	---	\$1,413,928
Unassigned	\$51,785	\$569,761	---	---	---	\$621,545
TOTAL LIABILITIES & FUND EQUITY	<u>\$58,509</u>	<u>\$599,253</u>	<u>\$1,423,918</u>	<u>\$1,650,090</u>	<u>\$18,716</u>	<u>\$3,750,487</u>

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

	AMENDED BUDGET	PRORATED BUDGET THRU 10/31/2022	ACTUAL THRU 10/31/2022	VARIANCE
Assessment - Tax Roll	\$177,890	\$5,104	\$5,104	\$0
Interest Income	\$200	\$17	\$20	\$3
TOTAL REVENUES	\$178,090	\$5,120	\$5,123	\$3

EXPENDITURES:

Administrative

Supervisor Fees	\$12,000	\$1,000	\$1,000	\$0
FICA Expense	\$1,000	\$83	\$83	\$1
Engineering	\$5,000	\$417	\$0	\$417
Arbitrage	\$700	\$58	\$0	\$58
Dissemination	\$1,600	\$133	\$133	\$0
Assessment Roll	\$8,212	\$8,212	\$8,212	\$0
Attorney	\$42,000	\$3,500	\$5,041	(\$1,541)
Annual Audit	\$5,000	\$417	\$0	\$417
Trustee Fees	\$8,815	\$735	\$0	\$735
Management Fees	\$64,850	\$5,404	\$5,404	\$0
Information Technology	\$2,142	\$179	\$179	\$0
Telephone	\$600	\$50	\$7	\$43
Postage	\$1,900	\$158	\$14	\$144
Printing & Binding	\$2,000	\$167	\$184	(\$17)
Records Storage	\$300	\$25	\$0	\$25
Insurance	\$10,351	\$10,351	\$9,272	\$1,079
Legal Advertising	\$2,800	\$233	\$0	\$233
Office Supplies	\$300	\$25	\$0	\$25
Website Compliance	\$2,500	\$208	\$208	\$0
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
Other Current Charges	\$120	\$10	\$7	\$3
Reserve	\$5,725	\$0	\$0	\$0

TOTAL EXPENDITURES	\$178,090	\$31,540	\$29,919	\$1,621
EXCESS REVENUES (EXPENDITURES)	\$0		(\$24,795)	
FUND BALANCE - Beginning	\$0		\$76,580	
FUND BALANCE - Ending	\$0		\$51,785	

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

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

Revenues:

[illegible]

Total Revenues

[illegible]

Expenditures:

Administrative

[illegible]**Total Administrative**[illegible]**Excess Revenues (Expenditures)**[illegible]

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

AMENDED BUDGET	PRORATED BUDGET THRU 10/31/2022	ACTUAL THRU 10/31/2022	VARIANCE
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REVENUES:

Assessments-Tax Roll	\$1,873,440	\$53,751	\$53,751	\$0
Interest Income	\$1,000	\$83	\$920	\$837
Amenities Revenue	\$30,000	\$2,500	\$245	(\$2,255)
Sports Revenue	\$25,000	\$2,083	\$0	(\$2,083)

TOTAL REVENUES

\$1,929,440	\$58,417	\$54,916	(\$3,501)
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EXPENDITURES:

Administrative:

Management Fees - Onsite	\$208,187	\$17,349	\$17,349	\$0
Insurance	\$87,892	\$87,892	\$79,550	\$8,342
Other Current Charges	\$3,500	\$292	\$100	\$192
Permit Fees	\$1,635	\$136	\$0	\$136

Total Administrative

\$301,214	\$105,669	\$96,999	\$8,670
-----------	-----------	----------	---------

Maintenance:

Common Area

Security	\$94,257	\$7,855	\$8,234	(\$379)
Security - Clay County Off-Duty Sheriff	\$54,438	\$4,537	\$2,793	\$1,744
Water - Irrigation	\$12,300	\$1,025	\$626	\$399
Irrigation Maintenance	\$6,000	\$500	\$0	\$500
Streetlighting	\$31,000	\$2,583	\$2,498	\$85
Electric	\$35,000	\$2,917	\$3,145	(\$228)
Landscape Maintenance	\$422,908	\$35,242	\$38,001	(\$2,759)
Common Area Maintenance	\$55,000	\$4,583	\$0	\$4,583
Lake Maintenance	\$27,840	\$2,320	\$0	\$2,320
Capital Reserve	\$411,722	\$0	\$0	\$0

Total Common Area

\$1,150,464	\$61,562	\$55,297	\$6,265
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Recreation Facility

Amenity Staff	\$129,800	\$10,817	\$9,403	\$1,413
Refuse Services	\$14,479	\$1,207	\$1,134	\$73
Telephone	\$5,500	\$458	\$427	\$31
Electric	\$40,000	\$3,333	\$4,449	(\$1,116)
Cable	\$8,500	\$708	\$580	\$129
Pool Maintenance	\$38,215	\$3,185	\$2,483	\$701
Water / Sewer/Reclaim	\$48,000	\$4,000	\$4,345	(\$345)
Facility Maintenance-General	\$50,000	\$4,167	\$0	\$4,167
Facility Maintenance-Preventative	\$13,717	\$1,143	\$443	\$700
Facility Maintenance - Contingency	\$34,750	\$2,896	\$0	\$2,896
Lighting Repairs	\$8,500	\$708	\$0	\$708
Special Events	\$10,500	\$875	\$0	\$875
Office Supplies & Equipment	\$2,000	\$167	\$172	(\$6)
Janitorial	\$64,000	\$5,333	\$0	\$5,333
Recreation Passes	\$5,000	\$417	\$909	(\$492)

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

	AMENDED BUDGET	PRORATED BUDGET THRU 10/31/2022	ACTUAL THRU 10/31/2022	VARIANCE
Pool Leak Repairs	\$2,500	\$208	\$0	\$208
Multiuse Field	\$2,300	\$192	\$0	\$192
Total Recreation Facility	\$477,761	\$39,813	\$24,345	\$15,468
Total Maintenance	\$1,628,226	\$101,375	\$79,642	\$21,733
TOTAL EXPENDITURES	\$1,929,440	\$207,044	\$176,641	\$30,403
EXCESS REVENUES (EXPENDITURES)	\$0		(\$121,725)	
FUND BALANCE - Beginning	\$0		\$696,069	
FUND BALANCE - Ending	\$0		\$574,344	

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

[illegible]

Expenditures:

Administrative

[illegible]

MAINTENANCE- Common Area

[illegible]

Recreation Facility

[illegible]

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

[illegible]

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 October 31, 2022

	ADOPTED BUDGET	PRORATED THRU 10/31/2022	ACTUAL THRU 10/31/2022	VARIANCE
<u>Revenues:</u>				
Special Assessments - Tax Roll	\$1,961,878	\$56,235	\$56,235	\$0
Interest Income	\$3,500	\$292	\$2,948	\$2,657
TOTAL REVENUES	\$1,965,378	\$56,526	\$59,183	\$2,657
<u>Expenditures:</u>				
<u>Series 2013 A-1</u>				
Interest Expense - 11/1	\$335,547	\$0	\$0	\$0
Interest Expense - 5/1	\$335,547	\$0	\$0	\$0
Principal Expense 5/1	\$1,085,000	\$0	\$0	\$0
<u>Series 2013 A-2</u>				
Interest Expense - 11/1	\$47,150	\$0	\$0	\$0
Interest Expense - 5/1	\$47,150	\$0	\$0	\$0
Principal Expense 5/1	\$95,000	\$0	\$0	\$0
TOTAL EXPENDITURES	\$1,945,394	\$0	\$0	\$0
EXCESS REVENUES (EXPENDITURES)	\$19,984		\$59,183	
<i>Net change in Fund Balance</i>	\$19,984		\$59,183	
FUND BALANCE - Beginning	\$622,539		\$1,590,907	
FUND BALANCE - Ending	\$642,523		\$1,650,090	

Revenue	\$629,145
Reserve 2013-1	\$868,932
Reserve 2013-2	\$95,634
Prepayment	\$144
Assessments Receivable	\$56,235
Total	\$1,650,090

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

	AMENDED BUDGET	PRORATED THRU 10/31/2022	ACTUAL THRU 10/31/2022	VARIANCE
<u>REVENUES:</u>				
Interest Income	\$6,000	\$500	\$2,937	\$2,437
Transfer In - Capital Reserve	\$411,722	\$0	\$0	\$0
Transfer In - General Fund Reserve	\$5,725	\$0	\$0	\$0
TOTAL REVENUES	\$423,447	\$500	\$2,937	\$2,437
<u>EXPENDITURES:</u>				
Repairs & Replacements	\$570,670	\$47,556	\$23,159	\$24,396
TOTAL EXPENDITURES	\$570,670	\$47,556	\$23,159	\$24,396
EXCESS REVENUES (EXPENDITURES)	(\$147,223)		(\$20,223)	
FUND BALANCE - Beginning	\$1,410,643		\$1,434,151	
FUND BALANCE - Ending	\$1,263,420		\$1,413,928	

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

SERIES
2013 A-1 AND A-2

REVENUES:

Interest Income \$35

TOTAL REVENUES \$35

EXPENDITURES:

Capital Outlay - Series 2013 A1 and A2 \$0

Cost of Issuance \$0

TOTAL EXPENDITURES \$0

EXCESS REVENUES (EXPENDITURES) \$35

FUND BALANCE - Beginning \$18,682

FUND BALANCE - Ending \$18,716

Double Branch

Community Development District

Long Term Debt Report

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

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

C.

Fiscal Year 2023 Assessments Receipts Summary

PERCENT COLLECTED	TOTAL	DEBT	O&M
TOTAL PERCENT COLLECTED	2.87%	2.87%	2.87%

D.

Double Branch

Community Development District

Check Run Summary


11/30/22

Fund	Date	Check No.	Amount
General Fund			
Accounts Payable	11/3/22	1725-1726	\$ 680.08
	11/14/22	1727-1729	\$ 11,226.24
Sub-Total			\$ 11,906.32
Recreation Fund			
Accounts Payable	11/3/22	7139-7142	\$ 7,959.25
	11/14/22	7143-7149	\$ 26,166.86
Sub-Total			\$ 34,126.11
Capital Reserve Fund			
Accounts Payable			\$ -
Sub-Total			\$ -
Total			\$ 46,032.43

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
11/03/22	00114	9/30/22 4924850	202209 310-51300-48000		*	505.08	
		FY23 PUBLIC MTG;7764337		CA FLORIDA HOLDINGS,LLC			505.08 001725
11/03/22	00053	10/03/22 86643	202210 310-51300-54000		*	175.00	
		FY23 SPECIAL DISTRICT FEE		DEPARTMENT OF ECONOMIC OPPORTUNITY			175.00 001726
11/14/22	00035	11/01/22 2297	202211 310-51300-34000		*	5,404.17	
		NOV MANAGEMENT FEES					
		11/01/22 2297	202211 310-51300-52000		*	208.33	
		NOV WEBSITE ADMIN					
		11/01/22 2297	202211 310-51300-35100		*	178.50	
		NOV INFORMATION TECH					
		11/01/22 2297	202211 310-51300-31300		*	133.33	
		NOV DISSEMINATION SERVICE					
		11/01/22 2297	202211 310-51300-51000		*	5.25	
		OFFICE SUPPLIES					
		11/01/22 2297	202211 310-51300-42000		*	20.40	
		POSTAGE					
		11/01/22 2297	202211 310-51300-42500		*	101.85	
		COPIES					
		11/01/22 2297	202211 310-51300-41000		*	63.94	
		TELEPHONE		GOVERNMENTAL MANAGEMENT SERVICES			6,115.77 001727
11/14/22	00111	11/03/22 22-00349	202211 310-51300-48000		*	69.50	
		MEETING NOTICE		JACKSONVILLE DAILY RECORD			69.50 001728
11/14/22	00113	11/09/22 3138045	202210 310-51300-31500		*	5,040.97	
		OCT GENERAL COUNSEL		KUTAK ROCK LLP			5,040.97 001729
TOTAL FOR BANK A						11,906.32	
TOTAL FOR REGISTER						11,906.32	

LOCALIQ

FLORIDA

BILLING ACCOUNT NAME AND ADDRESS Double Branch Cdd 475 W. Town Pl. Ste. 114 Saint Augustine, FL 32092-3649 	ACCOUNT NAME Double Branch Cdd	ACCOUNT # 760194	PAGE # 1 of 1
	INVOICE # 0004924850	BILLING PERIOD Sep 1- Sep 30, 2022	PAYMENT DUE DATE October 20, 2022
	PREPAY (Memo Info) \$0.00	UNAPPLIED (Included in amt due) \$0.00	TOTAL AMOUNT DUE \$505.08
	BILLING INQUIRIES/ADDRESS CHANGES 1-877-736-7612 or smb@ccc.gannett.com	FEDERAL ID 47-2390983	
	Legal Entity: Gannett Media Corp. Terms and Conditions: Past due accounts are subject to interest at the rate of 18% per annum or the maximum legal rate (whichever is less). Advertiser claims for a credit related to rates incorrectly invoiced or paid must be submitted in writing to Publisher within 30 days of the invoice date or the claim will be waived. Any credit towards future advertising must be used within 30 days of issuance or the credit will be forfeited. All funds payable in US dollars.		

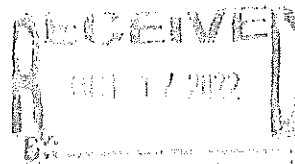
00007601940000000000000049248500005050867176

Starting in October ad placements will be assessed a monthly creative processing fee to cover fees associated with award winning ad design, toning, imaging, and sizing. Previous Account Number: MOR_37018

Date	Description	Amount
9/1/22	Balance Forward	\$0.00

Package Advertising:

Start-End Date	Order Number	Description	PO Number	Package Cost
9/15/22	7764337	7764337 - Double Branch CDD FY2023 Public Meetings		\$505.08



114A

1,310,573.00, 488

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

LOCALIQ

FLORIDA

ACCOUNT NAME Double Branch Cdd	PAYMENT DUE DATE October 20, 2022		AMOUNT PAID			
	ACCOUNT NUMBER 760194					
INVOICE NUMBER 0004924850						
CURRENT DUE \$505.08	30 DAYS PAST DUE \$0.00	60 DAYS PAST DUE \$0.00	90 DAYS PAST DUE \$0.00	120+ DAYS PAST DUE \$0.00	UNAPPLIED PAYMENTS \$0.00	TOTAL AMOUNT DUE \$505.08
REMITTANCE ADDRESS (Include Account# & Invoice# on check) CA Florida Holdings, LLC PO Box 631244 Cincinnati, OH 45263-1244				TO PAY WITH CREDIT CARD PLEASE FILL OUT BELOW: <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMEX Card Number _____ Exp Date ____/____/____ CVV Code _____ Signature _____ Date _____		

00007601940000000000000049248500005050867176

LOCALIQ

FLORIDA

PO Box 631244 Cincinnati, OH 45263-1244

PROOF OF PUBLICATION

Courtney Hogg
Double Branch Cdd
475 W Town PL # 114
Saint Augustine FL 32092-3649

STATE OF FLORIDA, COUNTIES OF DUVAL AND CLAY

The Florida Times-Union, a daily newspaper published in Jacksonville in Duval and Clay County, Florida; And of general circulation in Duval and Clay County; and personal knowledge of the facts herein state and that the notice hereto annexed was Published in said newspapers in the issues dated or by publication on the newspaper's website, if authorized, on:

09/15/2022

and that the fees charged are legal.

Sworn to and subscribed before on 09/15/2022

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

Publication Cost: \$505.08

Order No: 7764337

Customer No: 760194

PO #:

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

MARIAH VERHAGEN
Notary Public
State of Wisconsin

NOTICE OF MEETINGS DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

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

- October 10, 2022
- November 14, 2022
- December 12, 2022
- January 9, 2023
- February 13, 2023 @ 4:00 p.m.
- March 13, 2023
- April 10, 2023
- May 8, 2023
- June 12, 2023
- July 10, 2023
- August 14, 2023 @ 4:00 p.m.
- September 11, 2023

The meetings are open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agendas for each meeting may be obtained from the District Manager, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (and phone (904) 940-5850), or on the District's Website.

www.DoubleBranchCDD.com. The meetings may be continued to a date, time, and place to be specified on the record of the meetings. There may be occasions when one or more Supervisors will participate by telephone.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations at these meetings because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least 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 Office.

Each person who decides to appeal any action taken at the meeting is advised that 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 such appeal is to be based.

Mariah Oles
District Manager 9/15/2022

Florida Department of Economic Opportunity, Special District Accountability Program
FY 2022/2023 Special District Fee Invoice and Update Form
Required by Sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

Invoice No.: 86643			Date Invoiced: 10/03/2022
Annual Fee: \$175.00	Late Fee: \$0.00	Received: \$0.00	Total Due, Postmarked by 12/02/2022: \$175.00

STEP 1: Review the following information, make changes directly on the form, and sign and date:

1. Special District's Name, Registered Agent's Name, and Registered Office Address:



Double Branch Community Development District

Mr. Michael C. Eckert

Kutak Rock LLP

107 West College Avenue

Tallahassee, FL 32301

- | | |
|---------------------------------------|--|
| 2. Telephone: | (850) 692-7300 |
| 3. Fax: | (850) 692-7319 |
| 4. Email: | Michael.Eckert@KutakRock.com |
| 5. Status: | Independent |
| 6. Governing Body: | Elected |
| 7. Website Address: | www.doublebranchcdd.com |
| 8. County(ies): | Clay |
| 9. Function(s): | Community Development |
| 10. Boundary Map on File: | 08/08/2002 |
| 11. Creation Document on File: | 08/08/2002 |
| 12. Date Established: | 07/03/2002 |
| 13. Creation Method: | Rule of the Governor and Cabinet |
| 14. Local Governing Authority: | Clay County |
| 15. Creation Document(s): | Rule 42FF-1.001 - 1.003, Florida Administrative Code |
| 16. Statutory Authority: | Chapter 190, Florida Statutes |
| 17. Authority to Issue Bonds: | Yes |
| 18. Revenue Source(s): | Assessments |
| 19. Most Recent Update: | 03/07/2022 |

I do hereby certify that the information above (changes noted if necessary) is accurate and complete as of this date.

Registered Agent's Signature: _____ Date 10/11/22

STEP 2: Pay the annual fee or certify eligibility for the zero fee:

- a. **Pay the Annual Fee:** Pay the annual fee online by following the instructions at www.Floridajobs.org/SpecialDistrictFee or by check payable to the Department of Economic Opportunity.
- b. **Or, Certify Eligibility for the Zero Fee:** By initialing each of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, ALL of the following statements contained herein and on any attachments hereto are true, correct, complete, and made in good faith as of this date. I understand that any information I give may be verified.
1. _____ This special district and its Certified Public Accountant determined the special district is not a component unit of a local general-purpose government.
 2. _____ This special district is in compliance with the reporting requirements of the Department of Financial Services.
 3. _____ This special district reported \$3,000 or less in annual revenues to the Department of Financial Services on its Fiscal Year 2020/2021 Annual Financial Report (if created since then, attach an income statement verifying \$3,000 or less in revenues).

Department Use Only: Approved: _____ Denied: _____ Reason: _____

STEP 3: Make a copy of this form for your records.

STEP 4: Mail this form and payment (if paying by check) to the Department of Economic Opportunity, Bureau of Budget Management, 107 E. Madison Street, MSC 120, Tallahassee, FL 32399-4124. Direct any questions to (850) 717-8430.

53A

1.3101 51300.54000

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 2297

Invoice Date: 11/1/22

Due Date: 11/1/22

Case:

P.O. Number:

Bill To:

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

Description	Hours/Qty	Rate	Amount
General Fund - Management Fees - November 2022 1-31-513-34		5,404.17	5,404.17
Website Administration - November 2022 1-31-513-52		208.33	208.33
Information Technology - November 2022 1-31-513-351		178.50	178.50
Dissemination Agent Services - November 2022 1-31-513-313		133.33	133.33
Office Supplies 1-31-513-51		5.25	5.25
Postage 1-31-513-42		20.40	20.40
Copies 1-31-513-425		101.85	101.85
Telephone 1-31-513-41		63.94	63.94
35			
<div data-bbox="422 1230 737 1449"><div>RECEIVED</div><div>NOV 03 2022</div><div>By _____</div></div>			

Total \$6,115.77**Payments/Credits** \$0.00**Balance Due** \$6,115.77

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

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

INVOICE

November 3, 2022

Date

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

Serial # 22-00349C PO/File # _____ \$69.50

Payment Due

Notice of Meeting of the Board of Supervisors

\$69.50

Publication Fee

Double Branch Community Development District

Case Number _____

Amount Paid

Publication Dates 11/3

County Clay

Payment Due Upon Receipt

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

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

If your payment is being
mailed, please reference
Serial # **22-00349C** on your
check or remittance advice.

1.31.513.48
111

Your notice can be found at 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 met on **Monday, November 14, 2022, at 4:00 p.m.** at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

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

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

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

Marilee Giles
District Manager

Nov. 3 00 (22-00349C)

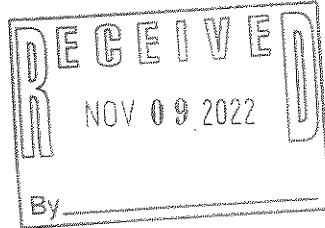
KUTAK ROCK LLP**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

November 9, 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. 3138045

Client Matter No. 5323-1

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

1-31-513-315
113

Invoice No. 3138045
5323-1

Re: Double Branch CDD-General Counsel

For Professional Legal Services Rendered

10/03/22	M. Eckert	0.40	140.00	Review agenda package; review project completion issues; confer with Giles, Ma, Soriano and Fulks
10/03/22	K. Haber	3.10	697.50	Prepare real property due diligence
10/04/22	M. Eckert	0.10	35.00	Confer with Giles regarding 2013 Construction account
10/04/22	K. Haber	3.50	787.50	Prepare real property due diligence
10/05/22	K. Haber	2.10	472.50	Prepare real estate due diligence
10/07/22	M. Eckert	0.10	35.00	Review audit engagement letter
10/10/22	M. Eckert	2.90	1,015.00	Prepare for, travel to and attend board meeting; return travel; follow up
10/10/22	K. Haber	0.20	45.00	Correspondence with Soriano regarding suspension letter
10/11/22	M. Eckert	2.20	770.00	Review and complete DEO registration form; research 2013 project and use of remaining funds
10/16/22	M. Eckert	0.30	105.00	Research and draft disciplinary and suspension rule

KUTAK ROCK LLP

Double Branch CDD

November 9, 2022

Client Matter No. 5323-1

Invoice No. 3138045

Page 2

10/17/22	K. Haber	1.60	360.00	Prepare resident suspension letter; telephone conference with Soriano regarding same; correspondence with Soriano regarding same; prepare suspension hearing outline
10/23/22	M. Eckert	0.20	70.00	Prepare Rosa suspension letter
10/24/22	M. Eckert	0.40	140.00	Review draft minutes and provide comments
10/25/22	M. Eckert	0.20	70.00	Prepare revised suspension and disciplinary rule
10/25/22	K. Haber	0.10	22.50	Review correspondence from Giles regarding suspension letter
10/27/22	M. Eckert	0.10	35.00	Distribute new draft suspension policy
10/28/22	M. Eckert	0.30	105.00	Prepare records retention memorandum and resolution; prepare surplus property memorandum and resolution
10/28/22	D. Wilbourn	0.40	60.00	Prepare memorandum and resolution regarding amendment to records retention policy
10/31/22	M. Eckert	0.10	35.00	Prepare for board meeting
10/31/22	D. Wilbourn	0.10	15.00	Disseminate records retention policy memo and resolution

TOTAL HOURS 18.40

TOTAL FOR SERVICES RENDERED \$5,015.00

DISBURSEMENTS

Meals	5.50
Travel Expenses	20.47

TOTAL DISBURSEMENTS 25.97TOTAL CURRENT AMOUNT DUE \$5,040.97

AP300R		YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER										RUN 11/28/22		PAGE 1	
*** CHECK DATES 11/01/2022 - 11/30/2022 ***		DOUBLE BRANCH - REC FUND													
		BANK B RECREATION FUND													
CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #								
11/03/22	00908	10/24/22 10242022	202210 300-36900-10300	RENTAL DEPOSIT REFUND	*	100.00									
				BARBARA MILLS			100.00	007139							
11/03/22	00484	10/24/22 QUOTE 12	202210 320-57200-63100	RPLC VGB CVRGRATES-3POOLS	*	4,388.00									
				CROWN POOLS, INC.			4,388.00	007140							
11/03/22	00092	10/28/22 2296	202210 300-36900-10300	FAC EVNT STAFF THRU 10/22	*	306.25									
				GOVERNMENTAL MANAGEMENT SERVICES			306.25	007141							
11/03/22	00672	10/26/22 9650	202210 320-57200-63100	IAN STORM CLEANUP-DEBRIS	*	3,165.00									
				VERDEGO, LLC			3,165.00	007142							
11/14/22	00285	11/07/22 SSI10842	202211 320-57200-34510	OCT ADMIN FEE	*	482.50									
		11/07/22 SSI10842	202211 320-57200-34510	OCT SCHEDULING FEE	*	187.50									
				CLAY COUNTY SHERIFF'S OFFICE			670.00	007143							
11/14/22	00092	11/01/22 2298	202211 310-51300-34000	NOV FACILITY MANAGEMENT	*	17,348.92									
				GOVERNMENTAL MANAGEMENT SERVICES			17,348.92	007144							
11/14/22	00422	10/18/22 71269703	202210 320-57200-63100	MAINTENANCE SUPPLIES	*	385.40									
				THE HOME DEPOT PRO			385.40	007145							
11/14/22	00422	8/24/22 70336437	202208 320-57200-63100	MAINTENANCE SUPPLIES	*	545.85									
				THE HOME DEPOT PRO			545.85	007146							
11/14/22	00186	11/01/22 13129561	202211 320-57200-46300	NOV POOL CHEMICALS	*	2,483.36									
				POOLSURE			2,483.36	007147							
11/14/22	00297	11/01/22 330	202211 320-57200-61000	NOV JANITORIAL SERVICES	*	4,633.33									
				RIVERSIDE MANAGEMENT SERVICES, INC			4,633.33	007148							
11/14/22	00928	11/14/22 11142022	202211 300-22300-10000	RENTAL DEPOSIT REFUND	*	100.00									
				SARA KELLER			100.00	007149							
TOTAL FOR BANK B						34,126.11									
DBBR DOUBLE BRANCH OKUZMUK															

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
TOTAL FOR REGISTER						34,126.11	

DBBR DOUBLE BRANCH OKUZMUK

From: Margaret Bronson mbronson@gmsnf.com
Subject: DBCDD Rental Deposit Refund - Barbara Mills
Date: October 24, 2022 at 11:49 AM
To: Oksana Kuzmuk okuzmuk@gmsnf.com

Hello Oksana,

Is this ok to process?
The original check #7053 was issued 7/08/22.

Thank you,
Margaret Bronson
Governmental Management Services, LLC (GMS)
393 Palm Coast Pkwy SW, Suite 4
Palm Coast, Florida 32137
Office: (904) 940-5850 ext. 410
Cell: (904) 814-3970
mbronson@gmsnf.com

GMS

Begin forwarded message:

From: Oakleaf Venues <venueevents@oakleafresidents.com>
Subject: DBCDD refund of deposit request - BARBARA MILLS
Date: July 6, 2022 at 6:33:23 PM EDT
To: Margaret Bronson <mbronson@gmsnf.com>, Oksana Kuzmuk <okuzmuk@gmsnf.com>
Cc: Marilee Giles <mgiles@gmsnf.com>, Allison Mossing <amossing@gmsnf.com>

Good evening Margaret and Oksana,

Please make the following refund at your earliest opportunity:

- LOCATION -- OVCR aka CLUBROOM (TUESDAY) 2:30 P.M. to 6:30 P.M.
- DATE OF VENUE -- JULY 5, 2022
- RESIDENT -- BARBARA MILLS
- ADDRESS -- 575 OAKLEAF PLANTATION PARKWAY #1006, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via CHECK drawn on VYSTAR:
 - CHECK#: 4981
 - DATED: 6/25/22
 - DEPOSITED: 6/27/22
 - AMOUNT: \$100.00

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC	CHECK/CASH	CREDIT CARD
06/25/22	06/27/22	07/05/22	BARBARA MILLS - OVCR DEPOSIT	DEPOSIT	\$ 100.00		Ck# 4981	DEPOSITED 6/27/22

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

Thank you.

I will be out of the office SATURDAY, JULY 9, 2022 thru SUNDAY, JULY 10, 2022, therefore, please email me, or leave a detailed message at 904-770-4661 with the following information: NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity.

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

Governmental Management Services

www.OakleafResidents.com

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

Begin forwarded message:

From: Oakleaf Venues <venueevents@oakleafresidents.com>
Subject: Re: DBCDD refund of deposit request - BARBARA MILLS
Date: July 18, 2022 at 12:52:45 PM EDT
To: Margaret Bronson <mbronson@gmsnf.com>, Oksana Kuzmuk <okuzmuk@gmsnf.com>
Cc: Marilee Giles <mgiles@gmsnf.com>, Allison Mossing <amossing@gmsnf.com>

Good morning Ladies,

I received a call from Barbara Mills that she did receive her refund check, however, she has been very ill since her event and inadvertently threw the check away. Please resubmit her deposit refund at your earliest opportunity.

90813
2-300-36900-10300
RDR

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: Re: DBCDD refund of deposit request - BARBARA MILLS
Date: October 26, 2022 at 8:34 PM
To: Margaret Bronson mbronson@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmsnf.com, Oakleaf Manager manager@oakleafresidents.com

Good evening ladies,

Please advise if a second check was mailed to Barbara Mills. Barbara does not recall receiving the second check after she accidentally disposed of the first one.

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
(904) 770-4661 voice email
(904) 375-9285 ext. 3
www.oakleafresidents.com

Governmental Management Services

www.OakLeafResidents.com

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On Mon, Oct 24, 2022 at 11:20 AM Oakleaf Venues <venuerentals@oakleafresidents.com> wrote:
Good morning everyone,

I just got off the phone with Barbara Mills who stated that she is still waiting on her deposit refund check from the CLUBROOM rental on July 5, 2022. Please confirm that the replacement check (since she threw first check away) has been either processed, mailed and/or cashed so that I may provide the resident with a status update.

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
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Governmental Management Services

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On Mon, Jul 18, 2022 at 12:52 PM Oakleaf Venues <venuerentals@oakleafresidents.com> wrote:
Good morning Ladies,

I received a call from Barbara Mills that she did receive her refund check, however, she has been very ill since her event and inadvertently threw the check away. Please resubmit her deposit refund at your earliest opportunity.

Thank you.

I will be out of the office SATURDAY, JULY 23, 2022 thru SUNDAY, JULY 24, 2022, therefore, please email me, or leave a detailed message at 904-770-4661 with the following information: NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity.

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

Governmental Management Services

www.OakLeafResidents.com

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On Wed, Jul 6, 2022 at 5:33 PM Oakleaf Venues <venuerentals@oakleafresidents.com> wrote:
Good evening Margaret and Oksana,

Please make the following refund at your earliest opportunity:

LOCATION – OVER the CLUBROOM (TUESDAY) 2:30 PM to 3:30 PM

Crown Pools Inc

3002 Phillips Highway
Jacksonville, FL
904-858-4300
904-858-4330

Quote

10/24/2022
Quote # 12803
Entered by - KEITH
Valid through -

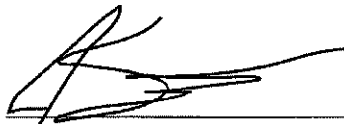
Bill To:
OPERATIONS OFFICE
370 OAKLEAF VILLAGE PKWY
ORANGE PARK, FL 32065
JAY SORIANO
904-342-1441

Ship To:
OPERATIONS OFFICE
370 OAKLEAF VILLAGE PKWY
ORANGE PARK, FL 32065

Item	Description	QTY	Proposed Price
SERVICE LABOR	LABOR, MATERIALS & DIVE FEE TO REPLACE ALL VGB MD COVER GRATES IN (3) POOLS	1	\$4,388.00
Group Subtotal			\$4,388.00
Subtotal			\$4,388.00
Tax			\$0.00
Total			\$4,388.00

Notes

Quote Accepted By:



Print/Sign

Jay Soriano

Date: 10/24/22

Code to:

Double Branch Repair and Replacements

2.320.57200.63100

484B

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

Invoice

Invoice #: 2296
Invoice Date: 10/28/22
Due Date: 10/28/22
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 22, 2022 2y 369.103 300 92B	12.25	25.00	306.25
Total			\$306.25
Payments/Credits			\$0.00
Balance Due			\$306.25

10/27/22
60

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

DOUBLE BRANCH CDD.

Facility Event Staff Service Hours

Quantity	Description	Rate	Amount
12.25	Facility Event Staff	\$ 25.00	\$ 306.25

Covers Period End: October 22, 2022

Amenities Revenue # 2-369-103



Invoice

Invoice #: 9650

Date: 10/26/22

Customer PO:

DUE DATE: 11/25/2022

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

#9752 - Ian storm clean up

Providing Labor (2 days) and equipment to chip up piled debris around property and utilize chippings on Nature trail to cover larger roots with bobcat.

Landscape Enhancement

\$6,330.00

Fuel charge (Other)

1.00 \$330.00 \$330.00

sub: Storm clean up (Sub)

1.00 \$6,000.00 \$6,000.00

Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

\$6,330.00

1/2
\$3,165.00

Code to: Split

672 B

Double Branch Repair and Replacements

2.320.57200.63100

Middle Village Repair and Replacements

34-600-538-64000



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

(904) 284-7575

Invoice Number: SSI10842
Invoice Date: 11/7/2022

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 11/22/2022
Terms Net 15 Days

Customer ID C0000168
P.O. Number
P.O. Date 11/7/2022
Our Order No
SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee-OCTOBER 2022		193	193	5.00	965.00
Fees-2nd Employment Scheduling		15	15	25.00	375.00

2.32.572.34510
285

Amount Subject to Sales Tax US0
Amount Exempt from Sales Tax 1,340.00

Subtotal: 1,340.00
Invoice Discount: 0.00
Tax: 0.00

Total USD: 1,340.00 / 2
\$ 670.00

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 2298

Invoice Date: 11/1/22


Due Date: 11/1/22

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 - November 2022 2,310.513.3400 92		17,348.92	17,348.92
<div data-bbox="456 1079 771 1291"><div>RECEIVED</div><div>NOV 07 2022</div><div>By _____</div></div> <div data-bbox="430 1539 855 1677"> 11-7-22</div>			

Total	\$17,348.92
-------	-------------

Payments/Credits	\$0.00
------------------	--------

Balance Due	\$17,348.92
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PO BOX 2317
Jacksonville FL 32203-2317

INVOICE

Page 1 of 1

INVOICE DATE	10/18/2022
INVOICE NUMBER	712697036
ACCOUNT NUMBER	647283
ORDER NO.	MULTIPLE

FOR INQUIRIES CALL: (866) 412-6726
FAX: (877) 712-6726
www.HomeDepotPro.com/Institutional
customer@supplyworks.com

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

SOLD TO:

5110 1 SP 0.600 E0081X I0117 D9807675997 S2 P9317475 0001:0001



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

ENROLLMENT ACCOUNT #:	ENROLLMENT TOKEN
AMS647283	VFQ HBQ LFP

SHIPPED TO:

MIDDLE VILLAGE CDD
370 OAKLEAF VILLAGE PARKWAY
ORANGE PARK FL 32065

ORDER NO.		CONTROL NO.		CUSTOMER P.O.		SHIPPED VIA		TERMS		CASH DISCOUNT AMT				
MULTIPLE								NET 30 DAYS		0.90				
LN	ITEM NO.	CAT	DESCRIPTION			ORDER	SHIP	B/O	UOM	LIST PRICE	PRICE	EXT. AMT.	TAX	CODE
1	FRS3WDS60-LAV	1	WAVE 3D URINAL SCREEN FABULOUS - LA			1	1	0	CA		167.16	167.16		
2	REN06132-WB	8	CONTROLLED HARD ROLL TOWEL NATURAL			6	6	0	CA		83.12	498.72		
3	193010	1	ZURN CLOSET REPAIR KIT 3.5GPF (A-38)			4	4	0	EA		26.23	104.92		
Old Item Number: 190462														
<div>RECEIVED NOV 03 2022 By _____</div> <div>Repair & Replacement To be split between both districts 50/50 DB 2,320,572.63100-\$385.40 MV 34,600.538.64000 422</div>														
NET MERCHANDISE TOTAL					TAX TOTAL			SPECIAL CHARGES			INVOICE TOTAL			
770.80					0.00			0.00			770.80			

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

RETAIN THIS PORTION OF THE INVOICE FOR YOUR RECORDS

RETURN THIS PORTION WITH YOUR REMITTANCE TO THE REMIT ADDRESS BELOW



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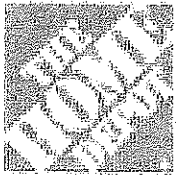
ACCOUNT NUMBER		INVOICE NUMBER		INVOICE DATE		INVOICE AMOUNT DUE	
647283		712697036		10/18/2022		770.80	
							NET DUE DATE 11/17/22
						NET AMOUNT PAID	

SOLD TO:

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

REMIT TO:

THE HOME DEPOT PRO
PO BOX 844727
DALLAS TX 75284-4727



Pro

Institutional

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

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

Invoice Detail

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Customer ID: 647283

Invoice Number: 712697036

Invoice Date: 10/18/2022

Order Number: 46805162

Purchase Order:

Shipped To:

Invoice Total **\$603.64**

MIDDLE VILLAGE CDD
370 OAKLEAF VILLAGE PARKWAY

ORANGE PARK, FL 32065

Home Depot Pro Notes:

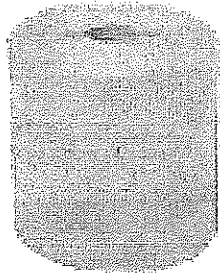
CALL JAY 904-562-0249 30 MIN BEFORE DELIVERY

The following 1 item(s) have been shipped from our
Lombard warehouse.

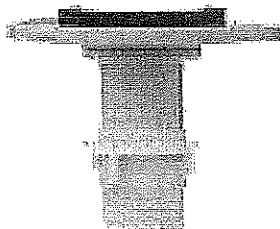
Item#..... Description.....

FRS3WDS60-LA WAVE 3D URINAL SCREEN FABULOUS

Description Item Number	Quantity Ordered	Quantity Shipped	Unit Price	Total
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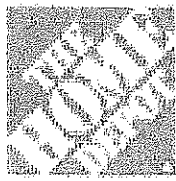
CONTROLLED HARD ROLL TOWEL NATURAL <u>REN06132-WB</u>	6	6	\$83.12	\$498.72
--	---	---	---------	----------



ZURN CLOSET REPAIR KIT 3.5GPF (A-38-A) <u>193010</u>	4	4	\$26.23	\$104.92
---	---	---	---------	----------

Old Item Number:
190462

Subtotal	\$603.64
Shipping & Handling	\$0.00
Tax	\$0.00
Web Discount	-\$0.00
Invoice Total	\$603.64



Pro

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

- -
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Customer ID: 647283

Invoice Number: 712697036

Invoice Date: 10/18/2022

Order Number: 46805161

Purchase Order:

Shipped To:

Invoice Total **\$167.16**

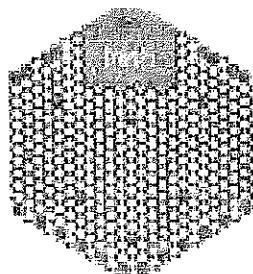
MIDDLE VILLAGE CDD
370 OAKLEAF VILLAGE PARKWAY

ORANGE PARK, FL 32065

Home Depot Pro Notes:

CALL JAY 904-562-0249 30 MIN BEFORE DELIVERY

Items NOT shown here are being shipped from our
Jacksonville warehouse.



Description Item Number	Quantity Ordered	Quantity Shipped	Unit Price	Total
WAVE 3D URINAL SCREEN FABULOUS <u>FRS3WDS60-LAV</u>	6	6	\$27.86	\$167.16

Subtotal	\$167.16
Shipping & Handling	\$0.00
Tax	\$0.00
Web Discount	-\$0.00
Invoice Total	\$167.16

PO BOX 2317
Jacksonville FL 32203-2317

STATEMENT DATE 09/23/2022

ACCOUNT NUMBER 645245

FOR BILLING AND OTHER INQUIRIES
CALL: 866-412-6726
FAX: 877-712-6726
customer@supplyworks.com

SOLD TO:

363 1 AB 0.491 E0063X 10064 D9705166819 S2 P9269845 0001:0001



DOUBLE BRANCH
370 OAKLEAF VILLAGE PKWY
ORANGE PARK FL 32065-4259

STATEMENT

Page 1 of 1

STATEMENT DATE 09/23/2022

ACCOUNT NUMBER 645245

DOUBLE BRANCH

PLEASE RETURN THIS STUB
WITH YOUR REMITTANCE TO:

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

PLEASE INDICATE INVOICES BEING PAID
BY YOUR REMITTANCE WITH AN "X"

LINE	DATE	DESCRIPTION	INVOICE/REF. NO.	CUSTOMER P.O.	ITEM BALANCE
------	------	-------------	------------------	---------------	--------------

OPEN INVOICE ITEMS:

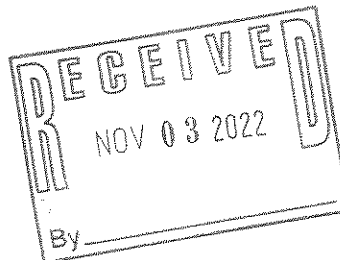
1	08/24/22	INVOICE	703364372		1,091.69
SUB-TOTAL OF OPEN INVOICE ITEMS					1,091.69
GRAND TOTAL					1,091.69

X	INVOICE/REF. NO.	ITEM BALANCE
---	------------------	--------------

<input type="checkbox"/>	703364372	1,091.69
--------------------------	-----------	----------

Repair & Replacement
To be split between both
districts 50/50
DB 2,320.572.63100 - \$545.85
MV 34,600.538.64000

422

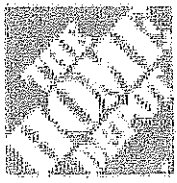


CURRENT	31 - 60 DAYS PAST DUE	61 - 90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	AMOUNT DUE
1,091.69	0.00	0.00	0.00	1,091.69

RETAIN THIS PORTION OF THE STATEMENT FOR YOUR RECORDS

A 1.5% SERVICE CHARGE WILL BE ADDED TO ALL PAST DUE BALANCES. TERMS ARE BASED ON
INVOICE DATE. NO DISCOUNT ALLOWED FOR PAYMENTS MADE BY CREDIT CARD. TERMS AND
CONDITIONS FROM CURRENT CATALOG & ONLINE APPLY.

RETURN THIS PORTION WITH YOUR REMITTANCE



Pro

Institutional

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- My Account Number 645245
- Currently Shopping As 645245 - DOUBLE BRANCH
- Current Ship-To Address DOUBLE BRANCH 370 OAKLEAF VILLAGE PARKWAY ORANGE PARK, FL 32065

- -
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Customer ID: 645245
Invoice Number: 703364372
Invoice Date: 8/24/2022
Order Number: 45866703
Purchase Order:

Shipped To:

Invoice Total **\$1,091.69**

DOUBLE BRANCH
370 OAKLEAF VILLAGE PARKWAY

ORANGE PARK, FL 32065

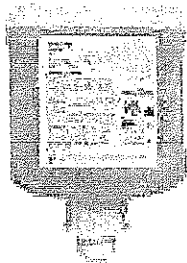
Home Depot Pro Notes:

i\$7.95 Handling Charge

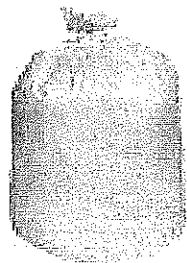
Delivery information for this invoice may be

found at: www.HomeDepotPro.com/Institutional

Description Item Number	Quantity Ordered	Quantity Shipped	Unit Price	Total
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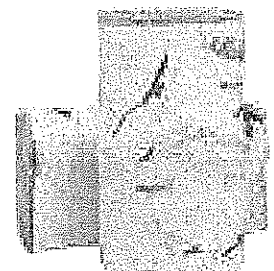
APPEAL GEN PURP FOAM HAND SOAP <u>APP17100-04</u>	20	20	\$11.52	\$230.40
---	----	----	---------	----------



REOWN LNR 40X46 .74MIL WHT <u>REN24512-CA</u>	8	8	\$46.67	\$373.36
---	---	---	---------	----------



REOWN LNR 40X48 12MIC NAT <u>REN14512-CA</u>	8	8	\$48.98	\$391.84
--	---	---	---------	----------



REOWN GS MULTI- FOLD TOWEL NATURAL 9-1/8 <u>REN06003-WB</u>	3	3	\$29.38	\$88.14
--	---	---	---------	---------

Subtotal	\$1,083.74
Shipping & Handling	\$7.95
Tax	\$0.00
Web Discount	-\$0.00
Invoice Total	\$1,091.69



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

Invoice

Date 11/1/2022

Invoice # 131295610591

Terms	Net 20
Due Date	11/21/2022
PO #	

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

Item ID	Description	Qty	Units	Amount
WM-CHEM-FLAT	Water Management Flat Billing Rate	1	ea	2,199.24
WM Surcharge	WM Surcharge	1	ea	175.94
Fuel Surcharge	Fuel/Environmental Transit Fee	1	ea	108.18

RECEIVED
NOV 25 2022

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

2,321,572.463
186

Remittance Slip

Customer
13OAK102
Invoice #
131295610591

Amount Due \$2,483.36

Amount Paid

Make Checks Payable To

Poolsure
PO Box 55372
Houston, TX 77255-5372



131295610591

Riverside Management Services, Inc

9655 Florida Mining Blvd. W.
Building 300, Suite 305
Jacksonville, FL 32257

Invoice

Invoice #: 330

Invoice Date: 11/1/2022

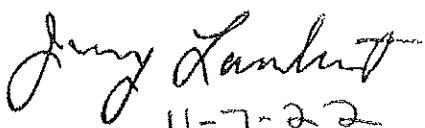
Due Date: 11/1/2022

Case:

P.O. Number:

Bill To:

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

Description	Hours/Qty	Rate	Amount
2.320.572.6100 - Janitorial Services - November 2022 297		4,633.33	4,633.33
 11-7-22			

Total \$4,633.33

Payments/Credits \$0.00

Balance Due \$4,633.33

From: Daniel Laughlin dlaughlin@gmsnf.com
Subject: Re: DBCDD refund of deposit request - SARA KELLER
Date: November 14, 2022 at 12:51 PM
To: Oksana Kuzmuk okuzmuk@gmsnf.com

essentially all. In contrast to 8.15.6,

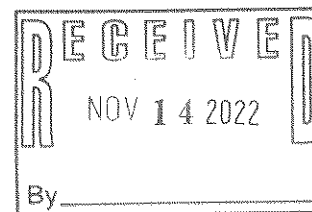
www.OaklandResidents.com

[illegible]

Good afternoon Margaret and Ciriana

Please make the following return at your earliest opportunity:

- » LOCATION - ON PATIO (GUEST) 18:00 A.M. to 2:00 P.M.
- » DATE OF VENUE - SEPTEMBER 25, 2022
- » RESIDENT - SARA KELLER
- » ADDRESS - 3801 FERRIS BRIDGE CIRCLE, ORANGE PARK, FL 32067
- » AMOUNT OF REFUND - \$100.00
 - » BOOKING FEE (DEPOSIT REFUND)
- » DEPOSIT was via MISA (5925).
 - » DATED 07/22
 - » BATCH: 2
 - » BATCH#: 777
 - » INVOICE#: 2
 - » APPROVAL CODE: 012364
 - » AMOUNT: \$100.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
09/07/22	09/07/22	09/25/22	SARA KELLER - OV PATIO DEPOSIT	DEPOSIT	\$ 100.00			VISA-012364

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

Thank you

Please email me, or leave a detailed message at my voicemail with the following information: NAME, PHONE NUMBER, ADDRESS, CITY, STATE, ZIP, COUNTRY, 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 my cell phone 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 properties, appointments are recommended.

Yunus K. Kucharski is a community analyst at the Center for Disease Dynamics and Global Health Insights.

www.rentals@oakleafresidents.com

$$f(x) = \frac{1}{2} \left(\frac{1}{x} + \frac{1}{x^2} \right) \quad \text{for } x \in \mathbb{R} \setminus \{0\}$$

www.oakleafresidents.com

$$\frac{1}{\sqrt{\pi}} \int_{-\infty}^{\infty} f(x) e^{-x^2} dx = \frac{1}{\sqrt{\pi}} \int_{-\infty}^{\infty} f(x) e^{-x^2} dx$$

www.OakLeafResidents.com

[illegible]

7.306.223.100

928

SIXTH ORDER OF BUSINESS

RESOLUTION 2023-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE DATE, TIME AND LOCATION OF A PUBLIC HEARING AND AUTHORIZATION TO PUBLISH NOTICE OF SUCH HEARING FOR THE PURPOSE OF ADOPTING REVISED SUSPENSION AND TERMINATION RULES.

WHEREAS, the Double Branch Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Clay County, Florida; and

WHEREAS, the Board of Supervisors of the District (“Board”) is authorized by Sections 190.011(5), *Florida Statutes*, to adopt rules and orders pursuant to Chapter 120, *Florida Statutes*.

WHEREAS, to provide for efficient and effective District operations, the Board finds that it is in the best interests of the District to adopt a revised Suspension and Termination of Access Rule (“Suspension and Termination Rules”).

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

SECTION 1. The Board will hold a public hearing to adopt revised Suspension and Termination Rules, a proposed copy of which is attached hereto as **Exhibit A**. The Board will hold a public hearing on February 13, 2023, at 6:00 p.m., at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

SECTION 2. The District Secretary is directed to publish notice of the hearing in accordance with Section 120.54, *Florida Statutes*.

SECTION 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 12TH DAY OF DECEMBER 2022.

ATTEST:

**DOUBLE BRANCH COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

EXHIBIT A: Proposed Revised Suspension and Termination of Access Rule

EXHIBIT A

Proposed Revised Suspension and Termination of Access Rule

SUSPENSION AND TERMINATION OF ACCESS RULE

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

Effective Date: _____, 2023

In accordance with Chapters 190 and 120 of the Florida Statutes, and on _____, 2023 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.

EIGHTH ORDER OF BUSINESS

D.

Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285; manager@oakleafresidents.com

Memorandum

Date: December 2022

To: Board of Supervisors

From: GMS – OakLeaf Operations Manager

Community:

Special Events

- Turkey Shoot (virtual Turkey Trot)
- Upcoming Events – Coco with Clause
- Tentative Calendar

Aquatics

- Pool Heaters on at MV, Covers in use (limited schedule), will allow for open swim time on weekends

Amenity Usage

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

Card counts:

DB Owners	43
DB Renters	21
DB Replacements	5
DB Updated	3

Total cards printed: 138 (both districts)

Rentals

- 6 of 30 days rented in November , 2 of 2 weekends rented
- 7 Clubroom rentals, 1 patio rentals
- 15 tours (approx.34 hours)/55hours used for scheduling, administrative, etc

Double Branch Community Development District (CDD)

370 Oakleaf Village Parkway, Orange Park, FL 32065

904-375-9285; manager@oakleafresidents.com

Memorandum

Operations: Open Items

- Update of Pickleball renovations schedule
- Fitness Equipment installs

MAINTENANCE

- Assemble and prepare new fitness machines
- Move older machines to give best possible floor/foot print
- Touch up painting on decorative street poles in neighborhood (ongoing)
- Install Christmas lights
- Meter Box update/repair at Oakleaf Village Pkwy, run/repair wiring on southside for christmas lighting
- Install Christmas decorations and lighting at neighborhood signage
- Replace multiple wreaths and bows throughout
- Install/replacement of VGB drain covers – ratify invoice
- Coordinate ROW checks/notations from damage completed by new development on Oakleaf Village pkwy
- Inspect lighting controls at Tennis/basketball cts.
- Coordinate replacement of digital timer at cts
- Repair minor items noted during Health Department walkthrough
- Adjust fencing at Pickleball cts, Will order and place bottom bar around full perimeter of fencing
- Reconnect access system branches (due to final failure of server)
- Replace and re-program access server and desktop/windows
- Prepare for install of “mirror server”
- Inspect issues at FC HVAC unit – cardio room
- Replace outdoor fan on HVAC system – cardio room
- Audit of access cards – ongoing (to include audit of adult family members in household)
- Cut backing for new and replacement signs – ongoing
- Employee information collection for Florida Department of Labor
- Lake inspections, all lakes inspected monthly – reports kept on file in Ops. Manager office.
- Continual Park inspections and cleaning – reports kept on file.
- Light Inspections completed – Worthington Oaks, Hearthstone, Highland Mill, Piedmont, Stonebrier, Waverly, Litchfield, and Timberfield completed 11/5 Nature’s Hammock, Fall Creek, The Oaks, Cannon’s Point, Pebble Creek, Silver Leaf, Oakbrook, and The Cottages completed 11/20.

Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285; manager@oakleafresidents.com

Memorandum

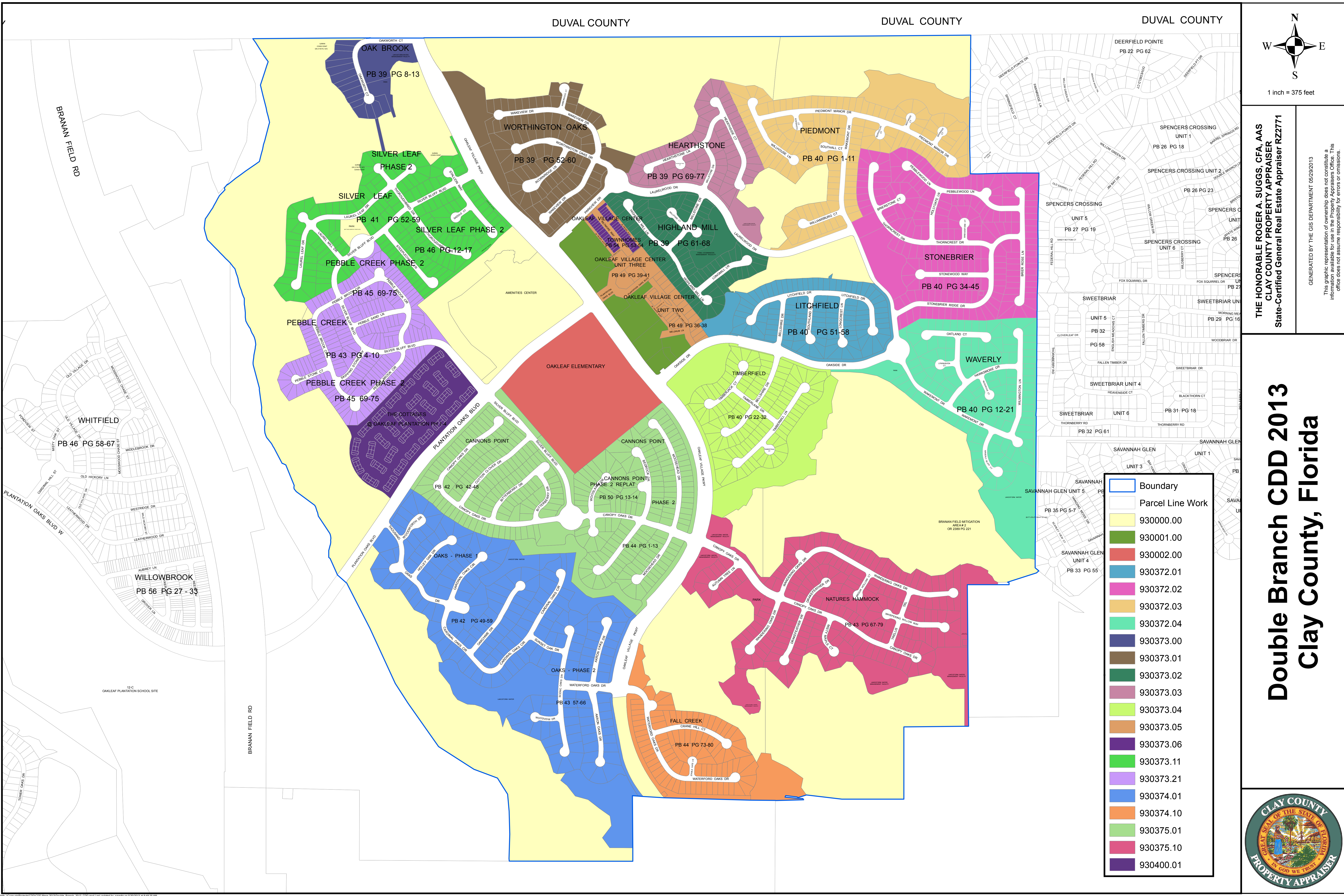
Landscaping

- *Tree trimming completed at pool decks*
- *Chipping of tree material at roadsides*
- *Monthly report for Nov submitted and filed at Operations office*

For questions, comments, or clarification, please contact:

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

jsoriano@gmsnf.com



W

N

E

S

1 inch = 375 feet

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

GENERATED BY THE GIS DEPARTMENT 05/29/2013
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office does not assume responsibility for errors or omissions.

Double Branch CDD 2013
Clay County, Florida

CLAY COUNTY
GREAT SEAL OF THE STATE OF FLORIDA
IN GOD WE TRUST
PROPERTY APPRAISER

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