

DOUBLE BRANCH
Community Development District

FEBRUARY 13, 2023

AGENDA

Double Branch Community Development District

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

February 6, 2023

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, February 13, 2023 at 6:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.**

Following is the agenda for the meeting:

- I. Roll Call
- II. Audience Comments (limited to three minutes)
- III. Approval of Consent Agenda
 - A. Minutes of the December 12, 2022 Board of Supervisors Meeting
 - B. Financial Statements
 - C. Assessment Receipts Schedule
 - D. Check Register
- IV. Public Hearing for the Purpose of Adopting Revised Suspension and Termination Rules; Consideration of Resolution 2023-04
- V. Discussion of Tort Claim by AT&T
- VI. Other Business
- VII. Staff Reports
 - A. District Counsel
 - B. District Engineer – Consideration of Work Authorization for Hourly Rate Increase

C. District Manager

D. Operations Manager – Memorandum

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

IX. Next Scheduled Meeting – March 13, 2023 at 4:00 p.m. the Plantation Oaks
Amenity Center

X. Adjournment

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

Sincerely,

Marilee Giles

Marilee Giles
District Manager

THIRD ORDER OF BUSINESS

A.

MINUTES OF MEETING
DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Double Branch Community Development District was held Monday, December 12, 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
Marla Dietrich	S3 Security

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Audience Comments

There being no comments, the next item followed.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Oath of Office for Newly Elected Supervisors

Ms. Giles, being a notary public of the State of Florida administered an oath of office to Ms. Nelsen and Mr. Lanier.

Ms. Giles stated although you've served in this position for many years as a Supervisor, I'd like to remind you that in this capacity, you're subject to comply with the Sunshine Law. If any business is to be discussed about Double Branch CDD you can talk to anyone else, but you may only speak to other supervisors at a publicly noticed meeting such as this.

B. Consideration of Resolution 2023-02, Designating Officers

Ms. Giles stated this resolution is to add Ms. Nelsen and Mr. Lanier as officers of the District. Unless there are any changes to the positions currently held, the designation of officers are as follows: Ms. Nelsen as Chair, Mr. Davis as the Vice Chair and Mr. Thomas, Mr. Horton and Mr. Lanier as Assistant Secretaries. Are there any changes to these positions?

There being no changes requested, Ms. Giles continued. From the GMS staff, I am the Secretary and Treasurer, and we have a request to add a new District Manager named Howard McGaffney as an Assistant Secretary and Assistant Treasurer. We also have from the GMS staff Daniel Laughlin, Jim Oliver, and Darrin Mossing as Assistant Secretaries and Assistant Treasurers. We're going to remove Ernesto Torres from the slate of officers.

On MOTION by Vice Chairman Davis seconded by Mr. Horton with all in favor Resolution 2023-02, designating officers as detailed above was approved.

FOURTH ORDER OF BUSINESS**Approval of Consent Agenda**

- A. Approval of the Minutes of the November 14, 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 November 14th meeting, the financial statements as of October 31st, your assessment receipts schedule showing the District is almost 3% collected thus far, and the check register totaling \$46,032.43.

Mr. Horton stated there's a receipt for Local iQ.

Ms. Giles stated that is your ad in the newspaper for the public meetings.

Mr. Eckert stated I think it's a holding company.

Mr. Horton stated I see State of Wisconsin on there and a Cincinnati, Ohio address.

Mr. Thomas stated it says Florida Times Union.

Ms. Giles asked are you talking about the remittance address?

Mr. Horton stated I've just never seen anything like that before.

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

FIFTH ORDER OF BUSINESS**Review of Suspension of Amenity Privileges**

Mr. Eckert stated we have one suspension hearing that was set for today. The gentleman's name is Abdullah Salem, 3056 Stonewood Way. The relevant dates, which I'll read into the record are November 11, 2022, the date of the incident, November 28, 2022 was when the notice of interim suspension of amenity privileges was mailed, and we set the hearing for today, December 12th. The Board has previously been provided with a copy of the letter of suspension, the witness statement by Jay Soriano, operations manager of Oakleaf Plantation, the witness statement from Lisa Noles Carter, resident assistant for Oakleaf Plantation, the witness statement by Katherine Sornosa, a witness statement by Matthew Stoner, a resident, as well as the Double Branch CDD policies that were violated. The suspendee has been provided with a letter of suspension via regular and certified mail. The pertinent policies that we have are identified in the letter sent to Mr. Salem. You're not allowed to exhibit unsatisfactory behavior, fail to abide by the rules, regulations and policies established for the use of facilities, treat personnel or employees of the facilities in an unreasonable or abusive manner, or engage in conduct that is improper or likely to endanger the welfare, safety or reputation of the center or its management. Foul and abusive language is also prohibited under your policies. At this point in time, I would ask Jay Soriano to present what happened to the Board and if he could turn it back over to me after that we will continue the process. I don't see Mr. Salem here today, but if he shows up today, he will have an opportunity to be heard.

Mr. Soriano stated this is a gentleman that we have suspended before, and he has received a trespass citation before. Then you also voted on shortening the cycle of that suspension to one year. To be honest, I completely forgot about the fact that we shortened it by a year. He came in demanding to be allowed in since his year was over. The staff didn't know anything about that, they just saw the notes that he was still suspended so they checked with me, and I said yes, but if we did that I want to make sure that was what the vote was on. We print him out a new card and at that time he was talking to me on the phone, and he wasn't happy, so he began to get irate with the staff there, Katherine and Lisa. He became very threatening to Lisa and almost got into a fight with another staff member that happened to be there with Lisa. Just to make sure he got his card, and he got in. We ended up making his card after that because he was allowed, he just had to be pleasant to staff. He left after getting his

card and came back with more of an attitude and a camera strapped to his chest so he could tell off everybody and make sure he was being an unruly resident, but we couldn't do anything to him basically. What he wanted was to be trespassed again so he could go to court. He let the officers know when they came up that even after he was given a trespass citation that he was not going to leave, that we didn't have the right to kick him out and he was going to get arrested. So, they already knew coming into it that's what was going to happen.

Mr. Eckert asked is it fair to say that he used foul language in those interactions?

Mr. Soriano responded yes.

Mr. Eckert asked is it fair to say that he used abusive language in those interactions?

Mr. Soriano responded very abusive.

Mr. Eckert stated I think you mentioned this, but it seemed like he tried to initiate a physical confrontation with a staff member?

Mr. Soriano responded yes.

Mr. Eckert asked and he refused to leave when staff asked him to leave?

Mr. Soriano responded yes.

Mr. Eckert asked and he refused to leave when the police asked him to leave?

Mr. Soriano responded correct.

Mr. Eckert stated with that said, I would ask that the record include relevant portions of the Double Branch CDD policies, the witness statements I previously mentioned, the letter of suspension and correspondence to the suspendee, as well as the meeting minutes from today. At this time, I would ask if the Board has any questions of staff and after that we can get staff's recommendation, which the Board can accept or reject.

Mr. Thomas asked were there other witnesses other than staff involved?

Mr. Soriano responded there was a resident that gave us their statement. He was on the gym floor and was bothered by the way he was screaming at staff and treating Katherine, who is much younger than most of our staff. That really bothered him, so he wanted to give us that statement, so he came and talked to us after the gentleman left and gave us his contact information. He emailed that statement to us along with his contact information if anyone wants to talk to him in person.

Vice Chairman Davis stated this guy has repeatedly exhibited unstable behavior. What is the harshest suspension we have ever done?

Mr. Eckert stated to my knowledge since I've been here it's only been one year. I would suggest in this particular case, because we've done one year before, do one year but not have anything tied to whatever the Sheriff and prosecutor are going to do. So, it's one year from our amenities and they are going to do whatever their process is. He's going to be bound by both processes. That would be our recommendation, but obviously Jay is the one that has to be here and deal with people when they act in this manner.

Mr. Thomas asked according to our policy, the maximum suspension is only one year?

Mr. Eckert responded no, you can suspend longer, but the longer you go, the more you have issues with consistency and things that you do, so that's why I suggest one year and let the Sheriff play out, because what you did time with this gentleman was you did one year and then you asked that the trespass warrant be withdrawn after one year. Here, it would just be one year in your facilities and how you control that, and then let the legal process that he wants to happen play its course.

Mr. Lanier asked do we have any video interaction?

Mr. Soriano responded there is video of him. There is no audio. He has his audio from his video from when he came back.

Vice Chairman Davis stated my suggestion is we don't even dignify this with anymore conversation. Just suspend him for a year, let's move on, let this play out. He's a repeat offender and he doesn't even deserve our time honestly.

Mr. Horton stated I agree.

Vice Chairman Davis motioned to suspend the amenity privileges of Mr. Abdullah Salem for a period of one year.

Mr. Lanier stated in the past our precedence has been one year, but we're not used to repeat offenses. Is there a legal precedence or a way to say, this happened again, obviously we're not learning a lesson and you're just wasting staff time. Is there a way to make it longer without setting a precedence?

Mr. Eckert responded you can and that is an important distinction that this is somebody that has already had a one-year suspension. The risk you run is the longer you make it beyond the year, the more somebody can try to come in and argue that they're paying the assessments but not getting the benefit of the facilities. I would then counter that to say, your property is

getting the benefit of the facilities, you're not getting the benefit because you can't control yourself. So, if you wanted to do it, you could, but I think in this particular case, especially since there is a legal process going on that probably will result in a longer period of time, you may want to stick with the one year and let that play out.

Mr. Thomas stated so even if the one-year suspension is up, let's say he gets a two-year trespass he still can't come back for two years?

Mr. Eckert responded correct, but that is by virtue of the State of Florida and the county, not by virtue of the Board's action.

Mr. Lanier seconded the motion made by Vice Chairman Davis to suspend the amenity privileges of Mr. Abdullah Salem for a period of one year. On voice vote with all in favor, the motion was approved.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2022-03, Setting a Public Hearing for the Purpose of Adopting Revised Suspension and Termination of Access Rules

Mr. Eckert stated this resolution sets the public hearing on the disciplinary rule, the revised one that we talked about at the last meeting. You're not approving it through this resolution, you're just setting a public hearing. I'll defer to Marilee on when that makes sense because I know you try to hold public hearings during evening meetings.

Ms. Giles stated your next night meeting is February 13th at 6:00 p.m. That's what you have on the resolution for now unless you'd like to change it.

Vice Chairman Davis motioned to approve Resolution 2023-03, setting a public hearing on February 13, 2023 at 6:00 p.m. for the purpose of adopting suspension and termination of access rules. Chairperson Nelsen seconded the motion.

Mr. Horton asked are we going to ask any questions about the content of it?

Mr. Eckert responded certainly you can now, or at your January or February meetings.

Mr. Horton stated I'd like to hammer everything out before we get to the January meeting.

Ms. Giles asked did it change from last month?

Mr. Eckert responded it did not change from last month, but I told all the board members we would have 90 days to chew on this, so any comments you have I would be glad to take them.

Mr. Horton stated on page five, paragraph 'a' where it talks about reimbursement, it says that if the Board meeting is canceled for whatever reason that they would meet with staff. Which staff would they meet with?

Mr. Eckert responded paragraph 'a' is basically saying at the hearing we have, that staff and the person that is being suspended all have the right to speak and to provide information. So, what it's saying is at the meeting referenced in the letter, or at the next meeting if that meeting is canceled, everybody has a right to speak.

Mr. Horton stated the other thing is paragraph 'd' talks about property damage and reimbursement. To me, if we're having that meeting, we would have to have an estimate at that time, which I guess Jay would have to come up with?

Mr. Eckert responded correct.

Mr. Horton stated I just wanted to mention that because if we do the actual reimbursement thing, we should be prepared for it, so Jay would have to come up with some kind of estimate.

Mr. Eckert stated the second sentence in paragraph 'd' says if the cost to repair or replace is not available, the property damage reimbursement shall be fixed at the next regularly scheduled board meeting after the cost is known and is available. So, we could have a situation where we're doing a suspension, he has not gotten the cost estimate back yet because maybe it's a unique part or something like that, we would then bifurcate it. You would do the suspension and later do the reimbursement.

On voice vote Resolution 2023-03, setting a public hearing on February 13, 2023 at 6:00 p.m. for the purpose of adopting suspension and termination of access rules was approved with all in favor.

SEVENTH ORDER OF BUSINESS

Other Business

There being no other business, the next item followed.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There being nothing further to report, the next item followed.

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 we just had the virtual Turkey Trot and had about 29 families take part. If you saw the email that just went out, I sent out a couple of pictures of our winners. We have had a lot more families in the past, so we've given out more in the past, but I gave out three prizes for this one and it looks like they had a lot of fun. Our next event is here at your sister district, it's Cocoa with Claus on Thursday of this week. I mentioned an event on the tentative calendar for next month. A couple of years ago we changed our events up a little bit mostly because of the pandemic. There are some things I'm looking to bring back. This is the first Cocoa with Claus we've had in two years, but for your side I'm looking at bringing the Camp Out back. A lot of people do enjoy that and miss it, although I'm looking at doing just one. One thing we did when we got to the Camp Out is we did a lot more movies. It seems everybody enjoys that and it's much easier. I don't have as much need for staff and volunteers. The Camp Out is a big event. I have activities throughout the whole night, and I have to have either staff or the high school volunteers help me with that. We will keep the movies that we have, we have four dive-ins, two on your side and two on this side and we alternate back in forth during the summer other than July because it's a busy month. Unless there are any other requests, I was going to keep a similar calendar as we've had in past years unless there's something you want to see in there. The virtual runs have been a lot of fun.

Chairperson Nelsen stated I'd love to keep those.

Mr. Soriano stated if you think of anything between now and next month, I'll present that tentative calendar. I like to put that out in January or February for planning so the residents can see a calendar for the year. I do warn them not to print things off the website just in case things change.

This side is having a couple of problems with their heaters, but they have been able to keep the pool at the temperature that this Board has decided to keep it at. This is our long use pool. They will start using covers this month, so those operational hours change and then in January and February we close the pool down for almost two months because it gets a little too cold and they spend too much money in gas. Both sides open for Spring Break in March.

I have some blanks for our usage. This was a discussion during last month's meeting. We were having issues with the server that handles your access system. It was a temporary problem that became a permanent problem, so whatever was going on fried your hard drive. I did have to purchase a new desktop and reload everything. I am training our new access person to see how that works so she can get into learning the IT side of that for when we have problems in the future. It took a little more than two weeks to go through. Unfortunately, during that two week time, we don't have a good record, but it is now back up and running.

If you've been out to see the fencing, the fencing is now complete at the pickleball courts. Next is surfacing and I have talked to pickleball about coordinating hours. The only thing I am awaiting on now is the final coat color. I can do all the surfacing at once; it's just going to sit there until I have the paint and then it will all come together. All new lights are up, and everything looks great. I don't have a date on the paint. There are 55-gallon drums of two different types of material. One is an aggregate that flattens everything out and gives you a texture. The other is the color.

Mr. Horton asked is it going to be green?

Mr. Soriano responded green on the outside pickleball has requested to have a two-color blue, so the courts will have a three-color set up compared to a two-color set up that we have on everything else.

Mr. Soriano continued. We are waiting on one multi-function machine, but if you've seen the others that have been installed, everyone is loving them. The only downside is that is a different type of workout. It's more along the lines of our athletes and we've already gotten questions from a lot of our residents asking if we have time to show them how to use the machines. Those machines don't come with the instructions that you see on the select rise strength machines, so it's new for them. I have started printing out QR codes that we will stick on a piece of a paper in a frame along the walls that they will need to use their phone to scan,

but it goes to a YouTube video of the steel flex machine for the row and the jammer. I have started out with four sets of about 1,500 pounds worth of free weights.

Mr. Horton asked how many machines are set up now?

Mr. Soriano responded four. There are two little ones in the front and the two big ones in the back, then one that sits in the corner. Unless there's anything questions on the maintenance items on there, this month we have to squeeze in our Christmas decorations for the last five weeks or so. A lot of residents will want to ask for more lights or newer stuff, and I have to remind people that we squeeze this in with our regular hours. Unlike other neighborhoods, we don't pay for commercial light installs, which can be outrageously expensive. The amenity center and fitness center have a lot more lights than they've had but because we've also been at the tennis courts and the fitness center a lot the last few weeks, so a lot of our lights went there.

Mr. Horton stated in going through the receipts, I noticed you had to replace drain covers. Do you have to replace those every few years?

Mr. Soriano responded no. We do have to ratify the receipt because it is above my amount. It's not something we do every year. It's a requirement because of the VGB Act. It's required every seven years and we are now on our seventh year, so it had to be done by the end of the year. When the health department did their inspection, which we had about a month ago, so I'll send reports on that next month, they came in and said we have to have these finalized, so I called up Crown. They are a little expensive. It is realistically eight screws, but every commercial pool in Florida is required to update and because this started ten years ago and they started enforcing three years after, this is the seventh year for everybody. Because every district, every commercial facility and resort was getting hit with it this year, it became a high demand project. This price was very comparable. If we could ratify the receipt, that is above my amount.

On MOTION by Mr. Thomas seconded by Mr. Horton with all in favor install of VGB drain covers by Crown Pools in the amount of \$4,388 was approved.
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Mr. Horton stated I see something on the report about a mirror server.

Mr. Soriano stated I haven't been told yet if there is an additional licensing cost for that, but they do have a way to operate a mirror server. I have a way of doing it, it just adds a little time. If I have to, I will unplug one and plug one in once every month. Right now, what we do is we update that database to a 3TB hard drive every Friday, so I can go back through and reload everything the week before, so when this crash happened, I reloaded that week and anything that was new this week it won't download. So, we do have about 30 people that made cards that if they were to come and scan their card today that machine doesn't know them because it happened during that crash time. We have to put their address and name back in there with their picture. The mirror server would allow it to run next to it if they don't give us an issue with licensing or anything like that. I have a roundabout way to do it, so we always have a computer ready to go. I called Atlantic Security when this first happened, and I was given a time of six to eight weeks before they could get somebody out here. They are the only installer in this area. If you recall, this is a very complicated software system and it's not used in many places. Most can't handle as many cards as this one does. I'm hoping I can use the mirror all the time from now on.

Mr. Horton stated I noticed walking around today with the walkways leading up to the bridges nothing has been done yet.

Mr. Soriano stated that's one I haven't been able to get to. It's just a lot of rocks and dirt we need to dump in there. I know it sounds like an easy job, but we've been on some other big projects.

Mr. Horton asked how many people do we have working on it?

Mr. Soriano responded I have five guys and three are part-time. That is split between the two districts.

Mr. Horton asked is that enough?

Mr. Soriano responded I prefer it closer to two full-time on each side. That's really just the hiring process. We've put money in there, so I have funds for it. One new guy is working out great.

Mr. Horton stated just a general comment, I walked around there today, and things are starting to look a little dilapidated. For example, the door on the back side of the gym. The one on the right coming out from the cardio area. The fence on the backside where the pool equipment is beyond the walkway is coming apart. A lot of things need to be done.

Mr. Soriano stated there is a lot more than that. It's just having enough time and people to get to it. That's the stuff that we will be getting to everyday between the big projects.

Mr. Horton asked S3, anything to report from last month?

Ms. Dietrich responded no. We're just running people out of the parking lots, and we broke up a fight. We did run off some mopeds. The usual.

Mr. Lanier asked are they the same kids on the mopeds?

Ms. Dietrich responded looking at the reports it looks like they come out and they do stuff on the field, and they hide the mopeds. She was trying to figure out where they're getting them from. They think they're hiding them a little bit off your property at the school.

Mr. Horton asked how about the golf cart. Are you using that to get around?

Ms. Dietrich responded they're still walking.

Mr. Horton asked why?

Ms. Dietrich responded I don't know. It's operator error or battery error. Whatever it may be, they find it easier to walk.

Mr. Horton stated I think he got it fixed.

Ms. Dietrich stated I can have them try it again.

Mr. Soriano stated we got a new battery more than a month ago.

Mr. Horton stated I think we need to make an extra effort to use that thing.

Ms. Dietrich stated I'll have Ms. Barb pull it out tonight while I'm in the area.

Mr. Horton stated if it's still not working, we need to know about it and we will fix it.

NINTH ORDER OF BUSINESS

Audience Comments / Supervisors' Requests

Ms. Amanda Shed, 3632 Oakworth Court, stated for the past two years or so the column lights have been out and at night it's pitch black, so when you're trying to walk down the sidewalk it's scary.

Mr. Soriano stated that one has to be changed over to the new meter that was installed a couple of months ago. I'm not sure, but Oak Brook was only wired to the meter that was farther down by the waterfall and it got taken out by a card a couple of years ago. Those were the only lights on that, so everything else including the waterfall itself, the streetlights and our columns sit on a meter that is farther back by the columns, so what we will now have to do is trench and run a new line as long as Clay Electric is fine with us doing that, to the new meter

that was installed on Oakleaf Village Parkway. It's something that is planned, but we're waiting on Clay Electric and our new meter.

Ms. Shed stated another thing is we don't have a jungle gym, or a swing set down in our park. We would be interested in having a swing set or something to do down there. We're about 1.2 miles from the nearest playground according to Waze. We've tried to go to other playgrounds in the neighborhood but have had some incidents with teenagers making out on the playground and trying to kick us out and it wasn't until I said I'm going to call the police, so I'd really like to just be able to walk down the street, take the kids to the swings, have a picnic at the gazebo and enjoy our family life on our street.

Chairperson Nelsen stated I think this has come up before.

Mr. Soriano stated it has. One of the issues with that is you would be spending a good amount for just the homes that are on Oak Brook. Even a swing set you're talking \$7,000 or \$8,000 to purchase one of the A-frames and then we still have to get it installed. That's spending money for just those few homes in Oak Brook. Oak Brook doesn't connect to any of the other neighborhoods. It's kind of separated out because that was the model road years ago. That's been one of the discussions in the past because of that concern.

Mr. Lanier asked what do the demographics look like in Oak Brook with your neighbors familywise?

Ms. Shed responded we have an older couple and a couple neighbors at the next house down have kids.

Mr. Lanier asked when you say kids, what kind of age groups?

Ms. Shed responded I would say five to 13. Further down the road our new neighbors have two kids and just had a new baby. They want the same thing I do, just somewhere safe.

Mr. Lanier stated it's something we can discuss.

Vice Chairman Davis asked is there something that maybe next month or February we can discuss doing something new for them and putting a renovation on hold?

Mr. Soriano responded yes. I think we would probably go through the steps first of what you would want to do. A renovation, that's talking about a big structure. That's more than \$7,000.

Vice Chairman Davis stated what I'm saying is put that renovation on hold for a year and do something smaller for them.

Mr. Soriano stated that's up to the Board because you'd get the same complaint from other neighborhoods. The first thing I can do is bring you costs for even just two swings, which would be the lowest cost. Even then you'd probably want to do one toddler swing and one regular swing.

Mr. Lanier asked can you bring us costs for a four-bay?

Mr. Soriano responded yes, I can bring more, that would just be your cheapest route.

Mr. Horton asked is there CDD land we could put it on?

Mr. Soriano responded we do have a gazebo and benches there and that's about it. It's just a green space next to the pond, so we do have space there.

Vice Chairman Davis stated if you can bring us proposals that would be fantastic.

Mr. Thomas stated and maybe a simple slide.

Mr. Soriano stated the plastic part is expensive, but if you wanted to look at something like that, I can bring you just the slide. We have done this in other areas where we stick the new structures, we also have the little toddler lot that is just the wood lot with the slide and maybe a climbing item and that's all it is.

Mr. Thomas stated that's what I was thinking.

Vice Chairman Davis stated we just put thousands on pickleball.

Mr. Soriano stated I can bring quotes back.

Ms. Shed asked is there anything you guys can do about the speeding around the neighborhoods?

Vice Chairman Davis responded nothing at all unfortunately.

Ms. Shed stated we just have a lot of noises with cars flying by and you can hear it all the way across the pond.

Mr. Lanier stated if you call Clay County, the squeaky wheel gets the grease sort of thing, so just talk to your neighbors about calling the non-emergency number and ask if there's a deputy out here that can pay attention to the speeding. The more people the call, the more chance you're going to get somebody to show some presence.

Mr. Thomas stated in my neighborhood we've called several times and gave them a block of time to come out and low and behold they're out there during that block of time and they're writing tickets left and right because they like to run stop signs through my neighborhood.

Mr. Horton stated the easiest thing to do is go to the Clay County Sheriff's Office website. There's a place you can fill out a form, tell them what the problem is and where it's at and the times and get some of your neighbors to do the same thing. They will pay attention to it and they will come out.

Ms. Jennifer Bryan stated I live in the Oaks, but on the Double Branch entrance of the Oaks. As you know, there is a new residential area going in the back there. Just like all the rest of our community areas, they have a sign stating the name of that area, which I'm good with, but I'm not good with the type of sign they put there because I cannot see to turn out onto Oakleaf Village Parkway. I brought pictures.

Mr. Thomas stated you want to call Clay County and ask for the signage department, because my neighbors and I have been calling and they will ask you to submit a request to put a stop sign in.

Ms. Bryan stated it's not even just a stop sign. You drive up and down Oakleaf Village Parkway and just like she was talking about with the speeding, you know people are going to blow through the stop sign.

Vice Chairman Davis asked you're saying you can't see any traffic exiting?

Ms. Bryan responded no. I almost got hit the other day because it was dusk. I had my headlights on, but there was a car that did not have their headlights on coming out, so it looked like it was okay to pull out.

Vice Chairman Davis stated I see what she's saying. I've gone in that neighborhood and come out of it, but I haven't come out from that area. Maybe there should be a four-way, but we don't have any control over it.

Mr. Soriano stated that's going to be the engineering department, but you can copy the County Manager to make sure the engineering department is working on it, because I can promise you they've gotten a lot of calls and emails. They've also heard from me on that area because I do think a stop sign should go there, but they're county roads, so we don't have any authority. They have to come to that decision, and it sometimes takes a while for them to realize it may be a good idea. Especially as big as those signs were. We didn't know they were going to look like that.

Vice Chairman Davis stated we don't have any control if it's on their property. It was approved by someone other than us.

Ms. Bryan stated a stop sign would be nice, but the sign still needs to be taken down.

Mr. Lanier stated again I'd recommend you talk to your neighbors and just contact the county every day.

Vice Chairman Davis stated and attach those photos.

Chairperson Nelsen stated and just so you know, they're not part of Oakleaf. They cannot use our amenities. We're the only way in or out of there right now too. Just a few houses are occupied right now, so you're only getting construction workers and I believe there's 127 lots back there.

Vice Chairman Davis stated what you have to watch out for are the dump trucks coming out of there weighing so many thousands of pounds not having to stop.

Chairperson Nelsen stated you can email all five county commissioners at once too.

Ms. Bryan stated the entrance coming into Oakleaf where the roads are constantly getting patched is getting crazy. Who takes care of that? Is that the County?

Chairperson Nelsen responded yes.

Ms. Wendy Zanders, 691 Timbermill Lane, asked are there two different meetings, an HOA and a CDD meeting?

Mr. Soriano responded yes. The CDD is a form of local government that deals with just the common ground paid for by property taxes. The HOAs deal with the residential lots and enforcement of things like that.

Ms. Zanders asked is the food mart the CDD?

Chairperson Nelsen stated that's privately owned.

Mr. Horton asked what about it?

A resident stated there's kids that like to hang out there.

Ms. Zanders stated and they're selling things to minors.

Chairperson Nelsen stated several people have reported it. You can report it to the Clay County Sheriff's Office non-emergency number.

Mr. Lanier stated also, about two or three doors down from the food mart there's an HOA office so you can get all the answers for whatever you need as far as house or yard related questions.

TENTH ORDER OF BUSINESS

Next Scheduled Meeting

Ms. Giles stated the next scheduled meeting is January 9th at 4:00 p.m. at the Plantation Oaks Amenity Center.

ELEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Thomas seconded by Vice Chairman Davis with all in favor the meeting was adjourned.
--

Secretary/Assistant Secretary

Chairman/Vice Chairman

B.

Double Branch

Community Development District

Unaudited Financial Reporting
December 31, 2022



DOUBLE BRANCH
Community Development District
Combined Balance Sheet
December 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	\$16,218	\$138,407	\$282,383	---	---	\$437,008
Petty Cash	---	\$672	---	---	---	\$672
Investments:						
<i>Series 2013A-1</i>						
Revenue	---	---	---	\$2,054,729	---	\$2,054,729
Reserve A1	---	---	---	\$868,932	---	\$868,932
Prepayment	---	---	---	\$144	---	\$144
Acquisition and Construction	---	---	---	---	\$18,816	\$18,816
<i>Series 2013A-2</i>						
Reserve A2	---	---	---	\$95,634	---	\$95,634
<i>Operations</i>						
Custody Account-General Fund Excess	\$173,937	---	---	---	---	\$173,937
Custody Account-Recreation Fund Excess	---	\$1,722,027	---	---	---	\$1,722,027
Custody Account-Recreation Fund Reserve	---	---	\$74	---	---	\$74
<i>State Board</i>						
General Fund	\$2,534	---	---	---	---	\$2,534
Recreation	---	\$187,328	---	---	---	\$187,328
Capital Reserve	---	---	\$1,108,294	---	---	\$1,108,294
Due From Capital Reserve Fund	---	\$8,725	---	---	---	\$8,725
Due from Other	\$25	\$137	---	---	---	\$162
Due From Middle Village	---	\$6,307	---	---	---	\$6,307
Electric Deposits	---	\$4,583	---	---	---	\$4,583
Prepaid Expenses	---	\$278	---	---	---	\$278
Assessments Receivable	\$1,337	\$14,078	---	\$14,728	---	\$30,143
TOTAL ASSETS	<u>\$194,050</u>	<u>\$2,082,543</u>	<u>\$1,390,751</u>	<u>\$3,034,167</u>	<u>\$18,816</u>	<u>\$6,720,327</u>
LIABILITIES:						
Accounts Payable	\$3,641	\$26,973	\$12,417	---	---	\$43,031
FICA Payable	\$153	---	---	---	---	\$153
Due to Rec Fund	---	---	\$8,725	---	---	\$8,725
FUND BALANCES:						
Nonspendable	---	\$4,583	---	---	---	\$4,583
Restricted for Debt Service	---	---	---	\$3,034,167	---	\$3,034,167
Restricted for Capital Projects	---	---	---	---	\$18,816	\$18,816
Assigned	---	---	\$1,369,609	---	---	\$1,369,609
Unassigned	\$190,257	\$2,050,986	---	---	---	\$2,241,243
TOTAL LIABILITIES & FUND EQUITY	<u>\$194,050</u>	<u>\$2,082,543</u>	<u>\$1,390,751</u>	<u>\$3,034,167</u>	<u>\$18,816</u>	<u>\$6,720,327</u>

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

	AMENDED BUDGET	PRORATED BUDGET THRU 12/31/2022	ACTUAL THRU 12/31/2022	VARIANCE
Assessment - Tax Roll	\$177,890	\$164,784	\$164,784	\$0
Interest Income	\$200	\$50	\$74	\$24
TOTAL REVENUES	\$178,090	\$164,834	\$164,858	\$24

EXPENDITURES:

Administrative

Supervisor Fees	\$12,000	\$3,000	\$3,000	\$0
FICA Expense	\$1,000	\$250	\$248	\$3
Engineering	\$5,000	\$1,250	\$0	\$1,250
Arbitrage	\$700	\$175	\$0	\$175
Dissemination	\$1,600	\$400	\$400	\$0
Assessment Roll	\$8,212	\$8,212	\$8,212	\$0
Attorney	\$42,000	\$10,500	\$11,185	(\$685)
Annual Audit	\$5,000	\$1,250	\$0	\$1,250
Trustee Fees	\$8,815	\$2,204	\$0	\$2,204
Management Fees	\$64,850	\$16,213	\$16,213	\$0
Information Technology	\$2,142	\$536	\$536	\$0
Telephone	\$600	\$150	\$86	\$64
Postage	\$1,900	\$475	\$159	\$316
Printing & Binding	\$2,000	\$500	\$312	\$188
Records Storage	\$300	\$75	\$0	\$75
Insurance	\$10,351	\$10,351	\$9,272	\$1,079
Legal Advertising	\$2,800	\$700	\$714	(\$14)
Office Supplies	\$300	\$75	\$6	\$69
Website Compliance	\$2,500	\$625	\$625	\$0
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
Other Current Charges	\$120	\$30	\$41	(\$11)
Reserve	\$5,725	\$0	\$0	\$0

TOTAL EXPENDITURES	\$178,090	\$57,145	\$51,181	\$5,963
EXCESS REVENUES (EXPENDITURES)	\$0		\$113,676	
FUND BALANCE - Beginning	\$0		\$76,580	
FUND BALANCE - Ending	\$0		\$190,257	

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 December 31, 2022

AMENDED BUDGET	PRORATED BUDGET THRU 12/31/2022	ACTUAL THRU 12/31/2022	VARIANCE
-------------------	------------------------------------	---------------------------	----------

REVENUES:

Assessments-Tax Roll	\$1,873,440	\$1,735,410	\$1,735,410	\$0
Interest Income	\$1,000	\$1,000	\$2,640	\$1,640
Amenities Revenue	\$30,000	\$7,500	\$936	(\$6,564)
Sports Revenue	\$25,000	\$6,250	\$0	(\$6,250)

TOTAL REVENUES

\$1,929,440	\$1,750,160	\$1,738,986	(\$11,174)
-------------	-------------	-------------	------------

EXPENDITURES:

Administrative:

Management Fees - Onsite	\$208,187	\$52,047	\$52,047	\$0
Insurance	\$87,892	\$87,892	\$79,550	\$8,342
Other Current Charges	\$3,500	\$875	\$325	\$550
Permit Fees	\$1,635	\$409	\$81	\$328

Total Administrative

\$301,214	\$141,223	\$132,003	\$9,220
-----------	-----------	-----------	---------

Maintenance:

Common Area

Security	\$94,257	\$23,564	\$24,301	(\$737)
Security - Clay County Off-Duty Sheriff	\$54,438	\$13,610	\$12,047	\$1,563
Water - Irrigation	\$12,300	\$3,075	\$1,788	\$1,287
Irrigation Maintenance	\$6,000	\$1,500	\$0	\$1,500
Streetlighting	\$31,000	\$7,750	\$7,406	\$344
Electric	\$35,000	\$8,750	\$8,808	(\$58)
Landscape Maintenance	\$422,908	\$105,727	\$73,244	\$32,483
Common Area Maintenance	\$55,000	\$13,750	\$13,613	\$137
Lake Maintenance	\$27,840	\$6,960	\$6,410	\$550
Capital Reserve	\$411,722	\$0	\$0	\$0

Total Common Area

\$1,150,464	\$184,686	\$147,617	\$37,068
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Recreation Facility

Amenity Staff	\$129,800	\$32,450	\$23,006	\$9,444
Refuse Services	\$14,479	\$3,620	\$3,401	\$219
Telephone	\$5,500	\$1,375	\$1,463	(\$88)
Electric	\$40,000	\$10,000	\$10,502	(\$502)
Cable	\$8,500	\$2,125	\$1,737	\$388
Pool Maintenance	\$38,215	\$9,554	\$7,450	\$2,104
Water / Sewer/Reclaim	\$48,000	\$12,000	\$12,425	(\$425)
Facility Maintenance-General	\$50,000	\$12,500	\$11,696	\$804
Facility Maintenance-Preventative	\$13,717	\$3,429	\$2,432	\$997
Facility Maintenance - Contingency	\$34,750	\$8,688	\$8,275	\$413
Lighting Repairs	\$8,500	\$2,125	\$2,120	\$5
Special Events	\$10,500	\$2,625	\$1,275	\$1,350
Office Supplies & Equipment	\$2,000	\$500	\$462	\$38
Janitorial	\$64,000	\$16,000	\$13,900	\$2,100
Recreation Passes	\$5,000	\$1,250	\$1,164	\$86

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

	AMENDED BUDGET	PRORATED BUDGET THRU 12/31/2022	ACTUAL THRU 12/31/2022	VARIANCE
Pool Leak Repairs	\$2,500	\$625	\$0	\$625
Multiuse Field	\$2,300	\$575	\$0	\$575
Total Recreation Facility	\$477,761	\$119,440	\$101,307	\$18,133
Total Maintenance	\$1,628,226	\$304,126	\$248,925	\$55,201
TOTAL EXPENDITURES	\$1,929,440	\$445,348	\$380,927	\$64,421
EXCESS REVENUES (EXPENDITURES)	\$0		\$1,358,059	
FUND BALANCE - Beginning	\$0		\$697,511	
FUND BALANCE - Ending	\$0		\$2,055,570	

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 December 31, 2022

	ADOPTED BUDGET	PRORATED THRU 12/31/2022	ACTUAL THRU 12/31/2022	VARIANCE
<u>Revenues:</u>				
Special Assessments - Tax Roll	\$1,961,878	\$1,815,611	\$1,815,611	\$0
Interest Income	\$3,500	\$3,500	\$10,346	\$6,846
TOTAL REVENUES	\$1,965,378	\$1,819,111	\$1,825,957	\$6,846
<u>Expenditures:</u>				
<u>Series 2013 A-1</u>				
Interest Expense - 11/1	\$335,547	\$335,547	\$335,547	\$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	\$47,150	\$47,150	\$0
Interest Expense - 5/1	\$47,150	\$0	\$0	\$0
Principal Expense 5/1	\$95,000	\$0	\$0	\$0
TOTAL EXPENDITURES	\$1,945,394	\$382,697	\$382,697	\$0
EXCESS REVENUES (EXPENDITURES)	\$19,984		\$1,443,260	
<i>Net change in Fund Balance</i>	\$19,984		\$1,443,260	
FUND BALANCE - Beginning	\$622,539		\$1,590,907	
FUND BALANCE - Ending	\$642,523		\$3,034,167	

Revenue	\$2,054,729
Reserve 2013-1	\$868,932
Reserve 2013-2	\$95,634
Prepayment	\$144
Assessments Receivable	\$14,728
Total	\$3,034,167

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

	AMENDED BUDGET	PRORATED THRU 12/31/2022	ACTUAL THRU 12/31/2022	VARIANCE
<u>REVENUES:</u>				
Interest Income	\$6,000	\$6,000	\$10,532	\$4,532
Transfer In - Capital Reserve	\$411,722	\$0	\$0	\$0
Transfer In - General Fund Reserve	\$5,725	\$0	\$0	\$0
TOTAL REVENUES	\$423,447	\$6,000	\$10,532	\$4,532
<u>EXPENDITURES:</u>				
Repairs & Replacements	\$570,670	\$142,668	\$75,074	\$67,593
TOTAL EXPENDITURES	\$570,670	\$142,668	\$75,074	\$67,593
EXCESS REVENUES (EXPENDITURES)	(\$147,223)		(\$64,542)	
FUND BALANCE - Beginning	\$1,410,643		\$1,434,151	
FUND BALANCE - Ending	\$1,263,420		\$1,369,609	

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

SERIES
2013 A-1 AND A-2

REVENUES:

Interest Income \$134

TOTAL REVENUES \$134

EXPENDITURES:

Capital Outlay - Series 2013 A1 and A2 \$0

Cost of Issuance \$0

TOTAL EXPENDITURES \$0

EXCESS REVENUES (EXPENDITURES) \$134

FUND BALANCE - Beginning \$18,682

FUND BALANCE - Ending \$18,816

Double Branch

Community Development District

Long Term Debt Report

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

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

C.

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

Fiscal Year 2023 Assessments Receipts Summary

ASSESSED	# UNITS ASSESSED	SERIES 2013A DEBT SERVICE ASSESSED	GENERAL FUND O&M ASSESSED	RECREATION FUND O&M ASSESSED	TOTAL ASSESSED
NET TAX ROLL ASSESSED NET	45,481	1,961,878.15	178,058.71	1,875,216.71	4,015,153.56
TOTAL ASSESSED	45,481	1,961,878.15	178,058.71	1,875,216.71	4,015,153.56

SUMMARY OF TAX ROLL RECEIPTS					
CLAY COUNTY DISTRIBUTION	DATE RECEIVED	TOTAL RECEIVED	SERIES 2013A DEBT SERVICE RECEIVED	GENERAL FUND O&M RECEIPTS	RECREATION FUND O&M RECEIPTS
1	11/09/22	10,087.43	4,928.90	447.34	4,711.19
2	11/16/22	105,001.67	51,305.75	4,656.47	49,039.45
3	11/28/22	153,949.18	75,222.41	6,827.13	71,899.64
4	12/12/22	3,225,237.13	1,575,910.40	143,028.54	1,506,298.19
5	12/19/22	191,386.34	93,514.90	8,487.35	89,384.09
6	01/11/23	30,142.56	14,728.21	1,336.72	14,077.63
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
TOTAL TAX ROLL RECEIPTS		3,715,804.31	1,815,610.57	164,783.55	1,735,410.19

PERCENT COLLECTED	TOTAL	DEBT	O&M
TOTAL PERCENT COLLECTED	92.54%	92.54%	92.54%

D.

Double Branch

Community Development District

Check Run Summary

January 31, 2023

Fund	Date	Check No.	Amount
General Fund			
Accounts Payable	1/18/23	1736-1740	\$ 9,043.51
Sub-Total			\$ 9,043.51
Recreation Fund			
Accounts Payable	1/18/23	7178-7192	\$ 41,616.83
Sub-Total			\$ 41,616.83
Capital Reserve Fund			
Accounts Payable	1/18/23	77-82	\$ 11,632.70
Sub-Total			\$ 11,632.70
Total			\$ 62,293.04

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
1/18/23	00035	1/01/23 2304	202301 310-51300-34000	JAN MANAGEMENT FEES	*	5,404.17	
		1/01/23 2304	202301 310-51300-52000	JAN WEBSITE ADMIN	*	208.33	
		1/01/23 2304	202301 310-51300-35100	JAN INFORMATION TECH	*	178.50	
		1/01/23 2304	202301 310-51300-31300	JAN DISSEMINATION SERVICE	*	133.33	
		1/01/23 2304	202301 310-51300-51000	OFFICE SUPPLIES	*	.84	
		1/01/23 2304	202301 310-51300-42000	POSTAGE	*	96.26	
		1/01/23 2304	202301 310-51300-42500	COPIES	*	43.65	
		1/01/23 2304	202301 310-51300-41000	TELEPHONE	*	13.80	
GOVERNMENTAL MANAGEMENT SERVICES							6,078.88 001736
1/18/23	00111	1/05/23 23-00001	202301 310-51300-48000	NTC OF RULE DEVEL MTG	*	62.00	
JACKSONVILLE DAILY RECORD							62.00 001737
1/18/23	00111	1/12/23 23-00006	202301 310-51300-48000	NOTICE OF RULEMAKING	*	112.00	
JACKSONVILLE DAILY RECORD							112.00 001738
1/18/23	00111	12/29/22 22-00393	202212 310-51300-48000	NTC OF MEETING 12/29/22	*	69.50	
JACKSONVILLE DAILY RECORD							69.50 001739
1/18/23	00113	1/10/23 3167512	202212 310-51300-31500	DEC GENERAL COUNSEL	*	2,721.13	
KUTAK ROCK LLP							2,721.13 001740
TOTAL FOR BANK A						9,043.51	
TOTAL FOR REGISTER						9,043.51	

1001 Bradford Way
Kingston, TN 37763

Invoice #: 2304
Invoice Date: 1/1/23
Due Date: 1/1/23
Case:
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
General Fund - Management Fees - January 2023		5,404.17	5,404.17
Website Administration - January 2023		208.33	208.33
Information Technology - January 2023		178.50	178.50
Dissemination Agent Services - January 2023		133.33	133.33
Office Supplies		0.84	0.84
Postage		96.26	96.26
Copies		43.65	43.65
Telephone		13.80	13.80
Total			\$6,078.88
Payments/Credits			\$0.00
Balance Due			\$6,078.88

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

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

INVOICE

January 5, 2023

Date

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

Serial # 23-00001C PO/File # _____ \$62.00

Payment Due

Notice of Rule Development

\$62.00

Publication Fee

Double Branch Community Development District

Case Number _____

Amount Paid

Publication Dates 1/5

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 # 23-00001C on your
check or remittance advice.

Your notice was published on both jaxdailyrecord.com and floridapublicnotices.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.

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

**NOTICE OF RULE
DEVELOPMENT BY
THE DOUBLE BRANCH
COMMUNITY**

DEVELOPMENT DISTRICT
In accordance with Chapters
190 and 120, *Florida Statutes*,
the Double Branch Community
Development District (the "Dis-
trict") hereby gives notice of its
intention to develop a revised
Suspension and Termination of
Access Rule (the "Suspension and
Termination Rules") related to the
use of the District's recreational
facilities.

The purpose and effect of the
Suspension and Termination
Rules are to provide for efficient
and effective District operations
of the District's amenity facilities
and other properties by setting
policies and regulations to imple-
ment the provisions of Section
190.035, *Florida Statutes*. Spe-
cific legal authority for the District
to adopt the proposed Suspension
and Termination Rules includes
Sections 190.035(2), 190.011(6),
120.54 and 120.81, *Florida Stat-
utes*. A public hearing will be con-
ducted by the District on February
13, 2023, at 6:00 p.m., at the
Plantation Oaks Amenity Center,
846 Oakleaf Plantation Parkway,
Orange Park, Florida 32065.

Additional information regard-
ing this public hearing may be
obtained from the District's web-
site www.doublebranchdcd.com
or by contacting the District Man-
ager, Marilee Giles, at [mgiles@
gmsnf.com](mailto:mgiles@gmsnf.com) or by calling (904)
940-5850.

A copy of the Suspension
and Termination Rules may be
obtained by contacting the Dis-
trict Manager, c/o Governmental
Management Services LLC, 475
West Town Place, Suite 114, St.
Augustine, Florida 32092.

Marilee Giles, District Manager
Double Branch Community
Development District

Jan. 5 09 (23-00001C)

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

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

INVOICE

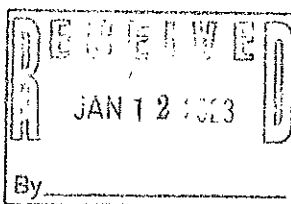
January 12, 2023

Date

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

Serial #	23-00006C	PO/File #		\$112.00
				Payment Due
Notice of Rulemaking				
				\$112.00
Double Branch Community Development District				Publication Fee
Case Number				Amount Paid
Publication Dates	1/12			
County	Clay			

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



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

If your payment is being
mailed, please reference
Serial # 23-00006C on your
check or remittance advice.

111 A
1-310. 513. 480

Your notice was published on both jaxdailyrecord.com and floridapublicnotices.com.

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

**NOTICE OF RULEMAKING
BY DOUBLE BRANCH
COMMUNITY
DEVELOPMENT DISTRICT**

A public hearing will be conducted by the Board of Supervisors of the Double Branch Community Development District (the "District"), on February 13, 2023, at 6:00 p.m., at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

In accordance with Chapters 190 and 120, *Florida Statutes*, the District hereby gives the public notice of its intent to adopt Revised Suspension and Termination of Access Rule ("Suspension and Termination Rules") to supersede any conflicting rules and policies.

The proposed Suspension and Termination Rules may be adjusted at the public hearing pursuant to discussion by the Board of Supervisors and public comment. The purpose and effect of the Suspension and Termination Rules is to provide for efficient and effective District operations of the District' amenities and other properties by setting policies and regulations to implement the provisions of Section 190.035, *Florida Statutes*. The proposed Suspension and Termination Rules address use of access cards and key fobs, provide for the suspension and termination of amenity access, provide for an administrative reimbursement of up to Five Hundred Dollars (\$500), provide for property damage reimbursement, provide authority for certain District staff to remove persons from the amenities, provide for hearings and appeal, and provide for other legal remedies.

Specific legal authority for the rule includes Sections 190.035(2),

190.011(5) and 120.54, *Florida Statutes*. Prior Notice of Rule Development was published on January 5, 2023.

Any person who wishes to provide the District with a proposal for a lower cost regulatory alternative as provided by Section 120.541(1), *Florida Statutes*, must do so in writing within twenty-one (21) days after publication of this notice.

The public hearing may be continued to a date, time, and place to be specified on the record at the hearing. If anyone chooses to appeal any decision of the Board with respect to any matter considered at the public hearing, such person will need a record of the proceedings and should accordingly ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which such appeal is to be based.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this hearing is asked to advise the District Manager, c/o Governmental Management Services LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, or by calling 904-940-6850 (hereinafter, the "District Office") at least forty-eight (48) hours before the hearing. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) or 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

Marilee Giles, District Manager
Double Branch Community
Development District

Jan. 12 00 (23-00006C)

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

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

INVOICE

December 29, 2022

Date

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

Serial #	22-00393C	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 12/29

County Clay

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[www.jaxdailyrecord.com/
send-payment](http://www.jaxdailyrecord.com/send-payment).

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Serial # 22-00393C on your
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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, January 9, 2023, at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Onkleaf 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

Dec. 29 00 (22-00393C)

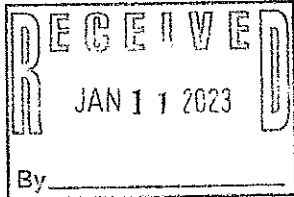
KUTAK ROCK LLP**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

January 10, 2023



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

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. 3167512

Client Matter No. 5323-1

113 A
1.310.513.315

Invoice No. 3167512

5323-1

Re: Double Branch CDD-General Counsel

For Professional Legal Services Rendered

12/01/22	D. Wilbourn	0.50	75.00	Compile chart of existing district contracts and provisions
12/05/22	M. Eckert	0.20	70.00	Review agenda package
12/07/22	K. Haber	0.30	67.50	Revise suspension and termination rules for consistency with amenity policies
12/09/22	K. Haber	0.80	180.00	Prepare board meeting agenda memorandum
12/12/22	M. Eckert	3.30	1,155.00	Prepare for suspension hearing; prepare for, travel to and attend board meeting; return travel; meeting follow up
12/12/22	K. Haber	1.30	292.50	Prepare suspension hearing outline
12/13/22	M. Eckert	0.60	210.00	Draft Salem letter
12/14/22	M. Eckert	0.10	35.00	Review Salem suspension proceedings
12/17/22	M. Eckert	0.60	210.00	Review draft minutes and provide comments; follow up from board meeting

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

KUTAK ROCK LLP

Double Branch CDD

January 10, 2023

Client Matter No. 5323-1

Invoice No. 3167512

Page 2

12/21/22	M. Eckert	0.20	70.00	Revise amenity policies
12/28/22	K. Haber	1.20	270.00	Prepare revisions to amenity facility policy
12/28/22	K. John	0.10	25.00	Confer with K. Haber regarding revised amenity suspension and disciplinary rules
12/30/22	M. Eckert	0.10	35.00	Prepare redline of revised amenity rules

TOTAL HOURS 9.30

TOTAL FOR SERVICES RENDERED \$2,695.00

DISBURSEMENTS

Meals	6.00
Travel Expenses	20.13

TOTAL DISBURSEMENTS 26.13TOTAL CURRENT AMOUNT DUE \$2,721.13

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
1/18/23	00024	10/01/22 35696B	202210 320-57200-46800	OCT LAKE MAINTENANCE	*	2,070.00	
				THE LAKE DOCTORS, INC.			2,070.00 007185
1/18/23	00024	1/01/23 62933B	202301 320-57200-46800	JAN LAKE MAINTENANCE	*	2,170.00	
				THE LAKE DOCTORS, INC.			2,170.00 007186
1/18/23	00935	12/26/22 12262022	202212 300-36900-10300	REIMB OF DEPOSIT 12/26/22	*	100.00	
				LAQUITA BRYANT			100.00 007187
1/18/23	00186	1/01/23 13129561	202301 320-57200-46300	JAN POOL CHEMICALS	*	3,100.91	
				POOLSURE			3,100.91 007188
1/18/23	00297	1/01/23 334	202301 320-57200-61000	JAN JANITORIAL SERVICES	*	4,633.33	
				RIVERSIDE MANAGEMENT SERVICES, INC			4,633.33 007189
1/18/23	00474	12/10/22 12102022	202212 300-36900-10300	REIMB OF DEPOSIT 12/10/22	*	250.00	
				SHWANA THOMAS			250.00 007190
1/18/23	00463	1/02/23 01022023	202301 300-36900-10300	REIMB OF DEPOSIT CANCEL	*	300.00	
				TERRANCE SIMMONS			300.00 007191
1/18/23	00936	12/20/22 12202022	202212 300-36900-10300	REIMB OF DEPOSIT 12/20/22	*	100.00	
				THERSES BELIZAIRE			100.00 007192
TOTAL FOR BANK B						41,616.83	
TOTAL FOR REGISTER						41,616.83	

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

Invoice

Invoice #: 2308
Invoice Date: 1/9/23
Due Date: 1/9/23
Case:
P.O. Number:

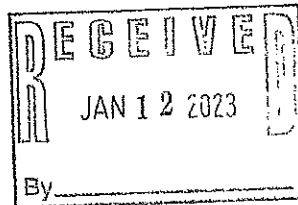
Bill To:

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

Description	Hours/Qty	Rate	Amount
2.320.572.4100 - Phones - May 2022		87.38	87.38
2.320.572.49300 - Permits / Licenses - May 2022		26.95	26.95
2.320.572.63100 - Repair and Replacements - May 2022		2,155.22	2,155.22
2.320.572.49400 - Special Events - May 2022		143.83	143.83
2.320.572.5100 - Office Supplies - May 2022		11.00	11.00
2.320.572.6200 - Rec. Passes - May 2022		254.98	254.98

92 B

\$524.14



Total \$2,679.36

Payments/Credits \$0.00

Balance Due ~~\$2,679.36~~

\$524.14

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

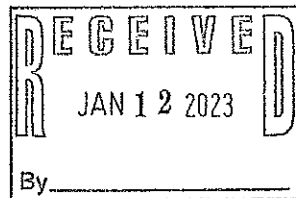
Invoice

Invoice #: 2309
Invoice Date: 1/9/23
Due Date: 1/9/23
Case:
P.O. Number:

Bill To:

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

Description	Hours/Qty	Rate	Amount
2.320.572.4100 - Phones - July 2022		100.46	100.46
2.320.572.49300 - Permits / Licenses - July 2022		53.90	53.90
* 2.320.572.63100 - Repair and Replacements - July 2022		2,330.83	2,330.83
2.320.572.5100 - Office Supplies - July 2022		177.71	177.71
92 B			\$332.07



Total \$2,662.90

Payments/Credits \$0.00

Balance Due ~~\$2,662.90~~

\$332.07

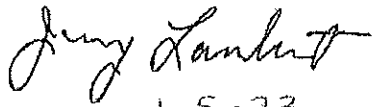
Governmental Management Services, LLC
1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 2305
Invoice Date: 1/1/23
Due Date: 1/1/23
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 - January 2023 2,310.513.3400		17,348.92	17,348.92
 1-5-23			
Total			\$17,348.92
Payments/Credits			\$0.00
Balance Due			\$17,348.92

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

Invoice

Invoice #: 2307
Invoice Date: 1/6/23
Due Date: 1/6/23
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 December 31, 2022 2,369.103 300 97	8.5	25.00	212.50

RECEIVED
JAN 05 2023
BY: ✓

Total	\$212.50
Payments/Credits	\$0.00
Balance Due	\$212.50

1-4-23
CDD

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

DOUBLE BRANCH CDD

Facility Event Staff Service Hours

<u>Quantity</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
8.5	Facility Event Staff	\$ 25.00	\$ 212.50

Covers Period End: December 31, 2022

Amenities Revenue # 2-369-103

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

Invoice

Invoice #: 2311
Invoice Date: 1/20/23
Due Date: 1/20/23
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 January 14, 2023 2.369.103 02 B 2.300 369.103	4.5	25.00	112.50
Total			\$112.50
Payments/Credits			\$0.00
Balance Due			\$112.50

1/17/23
OK

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

DOUBLE BRANCH CDD

Facility Event Staff Service Hours

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

Covers Period End: January 14, 2023

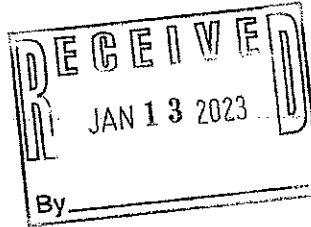
Amenities Revenue # 2-369-103

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

Invoice

Bill To:

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



Invoice #: 2310
Invoice Date: 1/12/23
Due Date: 1/12/23
Case:
P.O. Number:

Description	Hours/Qty	Rate	Amount
Facility Maintenance December 1 - December 31, 2022		15,817.97	15,817.97
Maintenance Supplies		1,388.25	1,388.25
Fac. Main Gen \$3367 ⁰⁰ 2.572.4660 2.320.572.4660			
Fac. Main Cont. \$2,487 ⁰⁰ 2.572.4662 2.320.572.4662			
Lighting Repair \$705 ⁰⁰ 2.230.572.4663 2.320.572.4663			
Common Area Main \$3,539 ⁰⁰ 2.572.4640 2.320.572.464			
Special Events \$164.46 2.320.572.49400			
X Repair/Reptace \$6,943.76 X 2.572.6310			
92 Jury Lambert 1-13-23			

Total \$17,206.22

Payments/Credits \$0.00

Balance Due \$17,206.22

\$10,262.46

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
12/1/22	8	T.C.	Worked on pickleball project
12/1/22	4	G.S.	Removed debris from all common areas
12/1/22	8	S.A.	Worked on pickleball court
12/1/22	3	A.B.	Fixed Christmas lights
12/1/22	6	P.W.	Worked on fencing
12/1/22	8	R.G.	Fence replacement at pickleball courts, set poles
12/1/22	8	L.N.	Fence project for pickleball
12/1/22	7.5	L.C.	Worked on tennis court project
12/2/22	8	T.C.	Worked on pickleball project
12/2/22	4	G.S.	Removed debris from all common areas
12/2/22	8	S.A.	Worked on pickleball court
12/2/22	2.5	A.B.	Remove fence posts on pickleball court, fixed Christmas lights
12/2/22	5	P.W.	Put up fencing on courts
12/2/22	4	J.R.	Worked on pickleball project
12/5/22	8	T.C.	Moved fitness equipment and unpacked new equipment, worked on Christmas nights, picked up supplies
12/5/22	8	S.A.	Worked on pickleball court
12/5/22	8	R.G.	Removed twenty five turkey trot sign, moved gym equipment, unloaded from pallet, assembled Christmas tree and delivered to front entrance
12/5/22	6	A.B.	Removed turkey trot signs, unloaded new gym equipment and rearranged gym, put Christmas tree at entrance
12/5/22	4	A.T.	Removed debris from all common areas
12/6/22	4	T.C.	Put together new fitness equipment
12/6/22	5.5	G.S.	Removed debris from all common areas and ponds
12/6/22	8	S.A.	Worked on pickleball court
12/6/22	8	R.G.	Put together gym equipment, moved existing gym equipment to new locations in gym
12/6/22	7.5	A.B.	Assembled gym equipment, checked Christmas lights
12/6/22	7	J.R.	Worked on gym equipment
12/7/22	8	T.C.	Cleaned graffiti from playground, worked on pickleball project, picked up supplies
12/7/22	4.5	G.S.	Removed debris from all common areas, treated fire ant mounds in parks
12/7/22	7.5	S.A.	Worked on pickleball court
12/7/22	8	R.G.	Worked on pickleball fence post, posts for gate entry, clean graffiti off playground in Cannons Point
12/7/22	7.75	L.C.	Worked on pickleball fence
12/7/22	5.5	J.R.	Worked on pickleball project
12/8/22	8	T.C.	Worked on pickleball project, pulled out the rest of Christmas bins from attic to check and sort, picked up supplies
12/8/22	4	G.S.	Removed debris from all common areas, removed deceased animal at park
12/8/22	7.5	S.A.	Worked on pickleball court, picked up supplies
12/8/22	8	R.G.	Install pickleball fence and gate, cleaned up job site
12/8/22	7	A.B.	Put up Christmas decorations
12/8/22	7.75	L.C.	Worked on pickleball court fence
12/8/22	8	L.N.	Worked on pickleball fence project
12/8/22	5.5	J.R.	Worked on pickleball project
12/9/22	8	T.C.	Worked on sorting Christmas décor and checking lights, worked on pickleball project
12/9/22	4.5	G.S.	Removed debris from all common areas and ponds
12/9/22	8	R.G.	Worked on pickleball fence, adjustments to gym equipment, fixed amenity center Christmas lights
12/9/22	7.75	L.C.	Worked on pickleball court, fixed Christmas lights
12/9/22	8	L.N.	Worked on pickleball fence project
12/9/22	8	J.R.	Worked on pickleball project
12/12/22	8	S.A.	Worked on pickleball court
12/12/22	2	R.G.	Finished up pickleball fence, cleaned job site, added fence ties where needed
12/12/22	7	A.B.	Hung Christmas wreaths on pillars
12/12/22	4	A.T.	Removed debris from all common areas
12/13/22	5	G.S.	Removed debris from all common areas
12/13/22	2	S.A.	Worked on pickleball court
12/13/22	2	R.G.	Put away fence supplies, cleaned off basketball court, inspected new gym equipment for proper assembly, fixed timer/reset at amenity center
12/13/22	2	A.B.	Hung Christmas wreaths up

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
12/13/22	6.25	L.C.	Worked on Christmas lights at entrance, pressure washed pool pump house
12/13/22	3	J.R.	Worked on Christmas décor
12/14/22	4	G.S.	Removed debris from all common areas, treated fire ant mounds in common areas
12/14/22	3	R.G.	Finished cleaning up pickleball court, inspected gym equipment for missing bolt found, put away materials in shop shed, removed debris around walking trail
12/15/22	4.5	G.S.	Removed debris from all common areas, maintenance work in tennis courts
12/16/22	5	G.S.	Removed debris from all common areas, cleaned up car crash site
12/16/22	3.5	J.R.	Worked on Christmas lights
12/19/22	4	A.T.	Removed debris from all common areas
12/20/22	5	G.S.	Removed debris from all common areas
12/21/22	4.5	G.S.	Removed debris from all common areas
12/22/22	3	T.C.	Fixed ladies restroom door by office, changed lights in ladies restroom by office, covered plants, picked up supplies
12/22/22	3.5	G.S.	Removed debris from all common areas
12/22/22	2	J.R.	Prepping property winter cold
12/23/22	0.5	T.C.	Add more covers to plants to protect from winter cold
12/23/22	1.5	G.S.	Removed debris from all common areas and ponds
12/27/22	4.5	G.S.	Removed debris from all common areas
12/27/22	2	A.B.	Cleaning pool
12/28/22	2	T.C.	Uncovered and watered plants, removed and disposed of dead duck in pool
12/28/22	3.5	G.S.	Removed debris from all common areas, removed deceased animal from road
12/28/22	6	S.A.	Inspection of fitness center signs, make list of all repairs needed, transport lift
12/28/22	3	J.R.	Pressure washing the bathrooms
12/29/22	4.5	G.S.	Removed debris from all common areas
12/29/22	1	R.G.	Inspection of building repairs and made a list of materials, picked up fence materials around basketball court
12/29/22	1	M.C.	Inspected building for repairs and list what was needed to work, worked on cleaning pool
12/29/22	8	L.N.	Polished chrome and removed rust stains in restrooms and water fountains
12/29/22	2.5	J.R.	Cleaned pool filters
12/30/22	3	T.C.	Prepped and paint fitness center building
12/30/22	5	G.S.	Removed debris from all common areas
12/30/22	8	S.A.	Remove fuel pump from ranger, clean fuel sock, inspect plugs and wires, prepped fitness center roof for sign repairs, inspect sign with lift for comprehensive plan for repairs
12/30/22	6	M.C.	Cleaned gutters, set up brackets for two by six roof/face work safety
12/30/22	2.5	J.R.	Painting of bathrooms
TOTAL	445		
MILES	546		

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

MAINTENANCE BILLABLE PURCHASES

Period Ending 1/05/23

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DB				
DOUBLE BRANCH				
	12/5/22	Outlet Tic Tracer	21.24	T.C.
	12/5/22	Black Nitrile Gloves 40ct	14.36	T.C.
	12/5/22	Terry Towels 18pk	13.44	T.C.
	12/5/22	Dust Mop Head	16.07	T.C.
	12/5/22	Insect Spray	1.66	T.C.
	12/5/22	Fire Ant Killer	8.61	T.C.
	12/5/22	Pinesol	17.69	T.C.
	12/7/22	Terry Towels 10pk	9.19	T.C.
	12/7/22	Windex Refill	6.60	T.C.
	12/7/22	Packing Tape	8.49	T.C.
	12/7/22	1000W Phot Controls	34.48	T.C.
	12/7/22	400' Mason Line	6.33	T.C.
	12/7/22	Packing Tape	4.24	T.C.
	12/7/22	Ornament Hooks 100ct	2.29	T.C.
	12/7/22	Concrete Saw Blade	20.11	T.C.
	12/7/22	Saw Blades 5pk	22.97	G.S.
	12/7/22	Cutting Wheel (4)	18.26	G.S.
	12/7/22	Insect Spray	3.30	G.S.
	12/7/22	Fire Ant Bait (2)	52.83	G.S.
	12/7/22	Fire Ant Killer (3)	61.65	G.S.
	12/8/22	Zip Ties 500pk	24.08	T.C.
	12/8/22	Hex Nuts 100pc	27.70	T.C.
	12/8/22	Carriage Bolts 25pc	16.88	T.C.
	12/8/22	Avanti Cut Off Wheel 15pk	34.47	S.A.
	12/8/22	Diamond Multicut Blade	25.27	S.A.
	12/9/22	24" Noble Pine Wreath (4)	45.91	J.S.
	12/12/22	Small Poinsettias	12.90	J.S.
	12/12/22	2 Gallon Poinsettias	74.12	J.S.
	12/12/22	Zip Ties 100pk	1.71	T.C.
	12/15/22	12" Tinsel Table Top Santa	9.18	J.S.
	12/15/22	13" Tinsel Table Top Christmas Dog (2)	18.35	J.S.
	12/15/22	Golf Cart Tires for Janitorial Cart	126.50	J.S.
	12/20/22	9'x12' Plastic Drop Cloth	5.60	T.C.
	12/20/22	12" Heavy Duty Roller Frame	6.85	T.C.
	12/20/22	Gorilla Patch and Seal Spray (2)	34.45	R.G.
	12/20/22	Triple Outlet Adapter	3.02	R.G.
	12/22/22	6'x8' Blue Tarp (2)	19.73	T.C.
	12/22/22	Toilet Seat (2)	66.65	T.C.
	12/23/22	9'x12' Canvas Drop Cloth	37.93	T.C.
	12/23/22	Canvas Drop Cloth	9.76	T.C.
	12/23/22	Maxfit Set	5.74	T.C.
	12/23/22	Leverlock Tape Measure	7.46	T.C.
	12/23/22	Husky Tool Bag	5.74	T.C.
	12/27/22	1/2" Blue Pipe Thread Tape	1.66	T.C.
	12/29/22	LED Light	10.12	T.C.
	12/29/22	ZEP Spray Bottle 32oz	6.88	T.C.
	12/29/22	Microfiber Clothes 12pk	5.74	T.C.
	12/29/22	BLK Nitrile Gloves 40ct	14.36	T.C.
	12/30/22	Liquid Nail	6.18	T.C.
	12/30/22	Antifreeze	1.14	T.C.
	12/30/22	4" Screws	3.78	T.C.
	12/30/22	3" Wire Brush Knot Grinder	13.50	T.C.
	12/30/22	2x6-16' PT Lumber (3)	53.41	T.C.
	12/30/22	2x6-12' PT Lumber (2)	26.40	T.C.
	12/30/22	Rechargeable Flashlight	22.98	G.S.
	12/30/22	Roach Spray	7.21	G.S.
	12/30/22	Fire Ant Killer (6)	186.09	G.S.
	12/30/22	Gas for Equipment	75.00	T.C.

TOTAL \$1,388.28

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - JACQUELINE PEREZ-PAGAN
Date: December 13, 2022 at 7:10 PM
To: Oksana Kuzmuk okuzmuk@gmsnf.com, Daniel Laughlin dlaughlin@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Allison Mossing amossing@gmstnn.com

Good evening Oksana,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR (SUNDAY) 12:00 P.M. to 4:00 P.M.
- DATE OF VENUE – DECEMBER 11, 2022
- RESIDENT – JACQUELINE PEREZ
- ADDRESS – 3733 BRIAR LANE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA(3134):
 - DATED: 9/19/22
 - SEQ#: 2
 - BATCH#: 784
 - INVOICE#: 2
 - APPROVAL CODE: 524288
 - AMOUNT: \$100.00

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
09/19/22	09/19/22	12/11/22	JACQUELINE PEREZ - OVCR DEPOSIT	DEPOSIT	\$ 100.00			VISA-524288

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

Thank you.

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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.OakLeafResidence.com

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MAKE CHECK PAYABLE TO:

 The Lake Doctors, Inc.
Po Box 20122
Tampa, FL 33622-0122
(904) 262-5500

PLEASE FILL OUT BELOW IF PAYING BY CREDIT CARD	
	
CARD NUMBER	EXP. DATE
SIGNATURE	AMOUNT PAID

ADDRESSEE

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

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

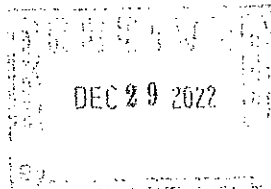
ACCOUNT NUMBER	DATE	BALANCE
708477	10/1/2022	\$2,070.00

The Lake Doctors
Po Box 20122
Tampa, FL 33622-0122


00000000019082001000000003569600000020700069

Please Return this portion with your payment

Invoice 35696B		PO #			
Date	Description	Quantity	Amount	Tax	Total
10/1/2022	8664 OAKLEAF VILLAGE PKWY, JACKSONVILLE, FL ORANGE PARK, FL 32065 Water Management - Monthly		\$2070.00	\$0.00	\$2070.00
Please remit payment for this month's invoice.					
Code to: 24					
2-320-572-4680					
Double Branch Lake Maintenance					
				Credits	\$0.00
				Adjustment	\$0.00
Account# 708477		Lic#:		AMOUNT DUE	
				\$2070.00	



MAKE CHECK PAYABLE TO:


The Lake Doctors, Inc.
Po Box 20122
Tampa, FL 33622-0122
(904) 262-5500

PLEASE FILL OUT BELOW IF PAYING BY CREDIT CARD



CARD NUMBER	EXP. DATE
SIGNATURE	AMOUNT PAID

ADDRESSEE

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

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

ACCOUNT NUMBER	DATE	BALANCE
708477	1/1/2023	\$2,170.00

The Lake Doctors
Po Box 20122
Tampa, FL 33622-0122

00000000019082001000000006293300000021700059

Please Return this portion with your payment

Invoice 62933B

PO #

Date	Description	Quantity	Amount	Tax	Total
8664 OAKLEAF VILLAGE PKWY, JACKSONVILLE, FL ORANGE PARK, FL 32065					
1/1/2023	Water Management - Monthly		\$2170.00	\$0.00	\$2170.00

Please remit payment for this month's invoice.

Code to:

2-320-572-4680

Double Branch Lake Maintenance

Credits \$0.00

Adjustment \$0.00

AMOUNT DUE

\$2170.00

To submit payment by ACH: Ameris Bank // Routing # 061201754 // Account # 2049360148

Customer Account #: 708477

Portal Registration #: BCF0DAE5

Corporate Address

4651 Salisbury Rd, Suite 15
Jacksonville, FL 32256

Customer Portal Link: www.lakedoctors.com/contact-us/make-a-payment/

Set Up Customer Portal to pay invoices online, set up recurring payments, view payment history, and edit contact information

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - LAQUITA BRYANT
Date: December 27, 2022 at 6:34 PM
To: Oksana Kuzmuk okuzmuk@gmsnf.com, Tracey Fox tfox@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amosing@gmstnn.com, Daniel Laughlin [Good evening Tracey,](mailto:dlaughlin@</p>
</div>
<div data-bbox=)

Please make the following refund at your earliest opportunity:

- LOCATION — OVCR (MONDAY) 4:00 P.M. to 8:00 P.M.
- DATE OF VENUE — DECEMBER 26, 2022
- RESIDENT — LAQUITA BRYANT
- ADDRESS — 1360 WOODLAWN DRIVE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via MC(0464):
 - DATED: 12/12/22
 - SEQ#: 28
 - BATCH#: 797
 - INVOICE#: 29
 - APPROVAL CODE: 141280
 - AMOUNT: \$100.00

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CA
12/12/22	12/12/22	12/26/22	LAQUITA BRYANT - OVCR DEPOSIT	DEPOSIT	\$ 100.00			MC-141280

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

Thank you.

Wanda McReynolds is a Community Amenties Coordinator for Oakleaf Plantation. The information in this email may be confidential or otherwise privileged. If you are not the named addressee, please do not disseminate this information. If you have received this email in error, please notify the sender immediately by telephone or in writing. This email and any attachments may contain confidential information. If you are not the named addressee, please do not disseminate this information. If you have received this email in error, please notify the sender immediately by telephone or in writing.

Wanda McReynolds – Community Amenties 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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1707 Townhurst Dr.
Houston TX 77043
(800) 858-POOL (7665)
www.poolsure.com

Invoice

Date 1/1/2023

Invoice # 131295611728

Terms	Net 20
Due Date	1/21/2023
PO #	

Bill To: Oakleaf Village/Double Branch 475 West Town Place Ste 114 St Augustine FL 32092	Ship To: 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	2,992.73
Fuel Surcharge	Fuel/Environmental Transit Fee	1	ea	108.18

131281002
✓

RECEIVED
DEC 2 / 2022
✓
186
002-320 57211 463,
JAN 18 2023 CHEM

Reminder - A 5% discount is still available if 2023 is paid in full by 12/31/2022. If you are interested in receiving the 5% discount please email ar@poolsure.com and ask for an annual invoice!

Subtotal 3,100.91
Shipping Cost (FEDEX GROUND) 0.00
Total 3,100.91
Amount Due \$3,100.91

Remittance Slip

Customer
13OAK102
Invoice #
131295611728

Amount Due \$3,100.91
Amount Paid _____

Make Checks Payable To
Poolsure
PO Box 55372
Houston, TX 77265-5372



131295611728

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

Invoice

Invoice #: 334
Invoice Date: 1/1/2023
Due Date: 1/1/2023
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 - January 2023		4,633.33	4,633.33
297 B 2.322.572.610			
Jerry Lambert 1-5-23			

Total \$4,633.33

Payments/Credits \$0.00

Balance Due \$4,633.33

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From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - THERSES BELZAIRE

Date: December 27, 2022 at 6:28 PM

To: Oksana Kuzmuk okuzmuk@gmsnf.com, Tracey Fox tfox@gmsnf.com

Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com, Daniel Laughlin dlaughlin@gmsnf.co

Good evening Tracey,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR (TUESDAY) 2:00 P.M. to 6:00 P.M.
- DATE OF VENUE – DECEMBER 20, 2022
- RESIDENT – THERSES BELZAIRE
- ADDRESS – 710 WAKEVIEW DRIVE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA(7853):
 - DATED: 11/22/22
 - SEQ#: 16
 - BATCH#: 797
 - INVOICE#: 17
 - APPROVAL CODE: 06532
 - AMOUNT: \$100.00

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
11/22/22	11/22/22	12/20/22	THERSES BELZAIRE - OVCR	DEPOSIT	\$ 100.00			VISA-096532

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

Thank you.

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venuerentals@oakleafresidents.com
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www.oakleafresidents.com

Governmental Management Services

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CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
1/18/23	00035	1/09/23 2308 MAY 2022 REPAIR & REPLMNT	202210 600-53800-62100	GOVERNMENTAL MANAGEMENT SERVICES	*	2,155.22	2,155.22 000077
1/18/23	00035	1/09/23 2309 JUL 2022 REPAIR & REPLMNT	202210 600-53800-62100	GOVERNMENTAL MANAGEMENT SERVICES	*	2,330.83	2,330.83 000078
1/18/23	00035	1/12/23 2310 DEC REPAIR & REPALCEMENTS	202212 600-53800-62100	GOVERNMENTAL MANAGEMENT SERVICES	*	6,943.76	6,943.76 000079
1/18/23	00017	1/05/23 72483419 14W 4FT TUB LIGHT	202301 600-53800-62100	THE HOME DEPOT PRO	*	133.50	133.50 000080
1/18/23	00017	12/30/22 72415657 COMMERCIAL MOP	202212 600-53800-62100	THE HOME DEPOT PRO	*	44.44	44.44 000081
1/18/23	00017	12/30/22 72415657 URINAL HANGER AND SEAL	202212 600-53800-62100	THE HOME DEPOT PRO	*	24.95	24.95 000082
TOTAL FOR BANK C						11,632.70	
TOTAL FOR REGISTER						11,632.70	

DBBR DOUBLE BRANCH OKUZMUK

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

Invoice

Invoice #: 2308
Invoice Date: 1/9/23
Due Date: 1/9/23

Case:
P.O. Number:

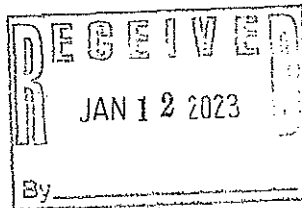
Bill To:

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

Description	Hours/Qty	Rate	Amount
2.320.572.4100 - Phones - May 2022		87.38	87.38
2.320.572.49300 - Permits / Licenses - May 2022		26.95	26.95
* 2.320.572.63100 - Repair and Replacements - May 2022		2,155.22	* 2,155.22 *
2.320.572.49400 - Special Events - May 2022		143.83	143.83
2.320.572.5100 - Office Supplies - May 2022		11.00	11.00
2.320.572.6200 - Rec. Passes - May 2022		254.98	254.98

85 c

034.600 538.621



Total \$2,679.36

Payments/Credits \$0.00

Balance Due ~~\$2,679.36~~

\$2,155.22

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

Invoice

Invoice #: 2309
Invoice Date: 1/9/23
Due Date: 1/9/23
Case:
P.O. Number:

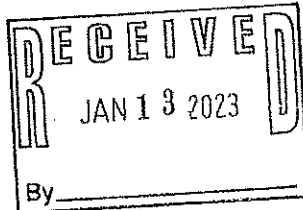
Bill To:

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

Description	Hours/Qty	Rate	Amount
2.320.572.4100 - Phones - July 2022		100.46	100.46
2.320.572.49300 - Permits / Licenses - July 2022		53.90	53.90
* 2.320.572.63100 - Repair and Replacements - July 2022 *		2,330.83	* 2,330.83 *
2.320.572.5100 - Office Supplies - July 2022		177.71	177.71

35 C

034.600 538.621



Total \$2,662.90

Payments/Credits \$0.00

Balance Due ~~\$2,662.90~~

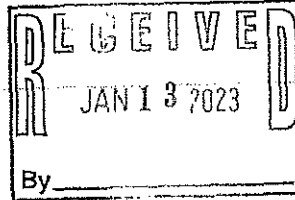
\$1,2330.83

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

Invoice

Bill To:

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



Invoice #: 2310
Invoice Date: 1/12/23
Due Date: 1/12/23
Case:
P.O. Number:

Description	Hours/Qty	Rate	Amount
Facility Maintenance December 1 - December 31, 2022		15,817.97	15,817.97
Maintenance Supplies		1,388.25	1,388.25
Fac. Main Gen \$3,367 ⁰⁰ 2.572.4660			
Fac. Main Cont. \$2,487 ⁰⁰ 2.572.4662			
Lighting Repair \$705 ⁰⁰ 2.230.572.4663			
Common Area Main \$3,539 ⁰⁰ 2.572.4640			
Special Events \$164.46 2.320.572.49400			
X Repair / Replace \$6,943.76 X 2.572.6310 034.600.538.621 35 c			
<i>Jerry Lambert</i> 1-13-23			

Total \$17,206.22

Payments/Credits \$0.00

Balance Due ~~\$17,206.22~~

\$6,943.76

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
12/1/22	8	T.C.	Worked on pickleball project
12/1/22	4	G.S.	Removed debris from all common areas
12/1/22	8	S.A.	Worked on pickleball court
12/1/22	3	A.B.	Fixed Christmas lights
12/1/22	6	P.W.	Worked on fencing
12/1/22	8	R.G.	Fence replacement at pickleball courts, set poles
12/1/22	8	L.N.	Fence project for pickleball
12/1/22	7.5	L.C.	Worked on tennis court project
12/2/22	8	T.C.	Worked on pickleball project
12/2/22	4	G.S.	Removed debris from all common areas
12/2/22	8	S.A.	Worked on pickleball court
12/2/22	2.5	A.B.	Remove fence posts on pickleball court, fixed Christmas lights
12/2/22	5	P.W.	Put up fencing on courts
12/2/22	4	J.R.	Worked on pickleball project
12/5/22	8	T.C.	Moved fitness equipment and unpacked new equipment, worked on Christmas nights, picked up supplies
12/5/22	8	S.A.	Worked on pickleball court
12/5/22	8	R.G.	Removed twenty five turkey trot sign, moved gym equipment, unloaded from pallet, assembled Christmas tree and delivered to front entrance
12/5/22	6	A.B.	Removed turkey trot signs, unloaded new gym equipment and rearranged gym, put Christmas tree at entrance
12/5/22	4	A.T.	Removed debris from all common areas
12/6/22	4	T.C.	Put together new fitness equipment
12/6/22	5.5	G.S.	Removed debris from all common areas and ponds
12/6/22	8	S.A.	Worked on pickleball court
12/6/22	8	R.G.	Put together gym equipment, moved existing gym equipment to new locations in gym
12/6/22	7.5	A.B.	Assembled gym equipment, checked Christmas lights
12/6/22	7	J.R.	Worked on gym equipment
12/7/22	8	T.C.	Cleaned graffiti from playground, worked on pickleball project, picked up supplies
12/7/22	4.5	G.S.	Removed debris from all common areas, treated fire ant mounds in parks
12/7/22	7.5	S.A.	Worked on pickleball court
12/7/22	8	R.G.	Worked on pickleball fence post, posts for gate entry, clean graffiti off playground in Cannons Point
12/7/22	7.75	L.C.	Worked on pickleball fence
12/7/22	5.5	J.R.	Worked on pickleball project
12/8/22	8	T.C.	Worked on pickleball project, pulled out the rest of Christmas bins from attic to check and sort, picked up supplies
12/8/22	4	G.S.	Removed debris from all common areas, removed deceased animal at park
12/8/22	7.5	S.A.	Worked on pickleball court, picked up supplies
12/8/22	8	R.G.	Install pickleball fence and gate, cleaned up job site
12/8/22	7	A.B.	Put up Christmas decorations
12/8/22	7.75	L.C.	Worked on pickleball court fence
12/8/22	8	L.N.	Worked on pickleball fence project
12/8/22	5.5	J.R.	Worked on pickleball project
12/9/22	8	T.C.	Worked on sorting Christmas décor and checking lights, worked on pickleball project
12/9/22	4.5	G.S.	Removed debris from all common areas and ponds
12/9/22	8	R.G.	Worked on pickleball fence, adjustments to gym equipment, fixed amenity center Christmas lights
12/9/22	7.75	L.C.	Worked on pickleball court, fixed Christmas lights
12/9/22	8	L.N.	Worked on pickleball fence project
12/9/22	8	J.R.	Worked on pickleball project
12/12/22	6	S.A.	Worked on pickleball court
12/12/22	2	R.G.	Finished up pickleball fence, cleaned job site, added fence ties where needed
12/12/22	7	A.B.	Hung Christmas wreaths on pillars
12/12/22	4	A.T.	Removed debris from all common areas
12/13/22	5	G.S.	Removed debris from all common areas
12/13/22	2	S.A.	Worked on pickleball court
12/13/22	2	R.G.	Put away fence supplies, cleaned off basketball court, inspected new gym equipment for proper assembly, fixed timer/reset at amenity center
12/13/22	2	A.B.	Hung Christmas wreaths up

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
12/13/22	6.25	L.C.	Worked on Christmas lights at entrance, pressure washed pool pump house
12/13/22	3	J.R.	Worked on Christmas décor
12/14/22	4	G.S.	Removed debris from all common areas, treated fire ant mounds in common areas
12/14/22	3	R.G.	Finished cleaning up pickleball court, inspected gym equipment for missing bolt found, put away materials in shop shed, removed debris around walking trail
12/15/22	4.5	G.S.	Removed debris from all common areas, maintenance work in tennis courts
12/16/22	5	G.S.	Removed debris from all common areas, cleaned up car crash site
12/16/22	3.5	J.R.	Worked on Christmas lights
12/19/22	4	A.T.	Removed debris from all common areas
12/20/22	5	G.S.	Removed debris from all common areas
12/21/22	4.5	G.S.	Removed debris from all common areas
12/22/22	3	T.C.	Fixed ladies restroom door by office, changed lights in ladies restroom by office, covered plants, picked up supplies
12/22/22	3.5	G.S.	Removed debris from all common areas
12/22/22	2	J.R.	Prepping property winter cold
12/23/22	0.5	T.C.	Add more covers to plants to protect from winter cold
12/23/22	1.5	G.S.	Removed debris from all common areas and ponds
12/27/22	4.5	G.S.	Removed debris from all common areas
12/27/22	2	A.B.	Cleaning pool
12/28/22	2	T.C.	Uncovered and watered plants, removed and disposed of dead duck in pool
12/28/22	3.5	G.S.	Removed debris from all common areas, removed deceased animal from road
12/28/22	6	S.A.	Inspection of fitness center signs, make list of all repairs needed, transport lift
12/28/22	3	J.R.	Pressure washing the bathrooms
12/29/22	4.5	G.S.	Removed debris from all common areas
12/29/22	1	R.G.	Inspection of building repairs and made a list of materials, picked up fence materials around basketball court
12/29/22	1	M.C.	Inspected building for repairs and list what was needed to work, worked on cleaning pool
12/29/22	8	L.N.	Polished chrome and removed rust stains in restrooms and water fountains
12/29/22	2.5	J.R.	Cleaned pool filters
12/30/22	3	T.C.	Prepped and paint fitness center building
12/30/22	5	G.S.	Removed debris from all common areas
12/30/22	8	S.A.	Remove fuel pump from ranger, clean fuel sock, inspect plugs and wires, prepped fitness center roof for sign repairs, inspect sign with lift for comprehensive plan for repairs
12/30/22	6	M.C.	Cleaned gutters, set up brackets for two by six roof/facia work safety
12/30/22	2.5	J.R.	Painting of bathrooms

TOTAL 445

MILES 546

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

MAINTENANCE BILLABLE PURCHASES

Period Ending 1/05/23

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DB				
DOUBLE BRANCH				
	12/5/22	Outlet Tie Tracer	21.24	T.C.
	12/5/22	Black Nitrile Gloves 40ct	14.36	T.C.
	12/5/22	Terry Towels 18pk	13.44	T.C.
	12/5/22	Dust Mop Head	16.07	T.C.
	12/5/22	Insect Spray	1.66	T.C.
	12/5/22	Fire Ant Killer	8.61	T.C.
	12/5/22	Pinesol	17.69	T.C.
	12/7/22	Terry Towels 10pk	9.19	T.C.
	12/7/22	Windex Refill	6.60	T.C.
	12/7/22	Packing Tape	8.49	T.C.
	12/7/22	1000W Phot Controls	34.49	T.C.
	12/7/22	400' Mason Line	6.33	T.C.
	12/7/22	Packing Tape	4.24	T.C.
	12/7/22	Ornament Hooks 100ct	2.29	T.C.
	12/7/22	Concrete Saw Blade	20.11	T.C.
	12/7/22	Saw Blades 5pk	22.97	G.S.
	12/7/22	Cutting Wheel (4)	18.26	G.S.
	12/7/22	Insect Spray	3.30	G.S.
	12/7/22	Fire Ant Bait (2)	52.83	G.S.
	12/7/22	Fire Ant Killer (3)	51.65	G.S.
	12/8/22	Zip Ties 500pk	24.08	T.C.
	12/8/22	Hex Nuts 100pc	27.70	T.C.
	12/8/22	Carriage Bolts 25pc	16.86	T.C.
	12/8/22	Avanti Cut Off Wheel 15pk	34.47	S.A.
	12/8/22	Diamond Multicut Blade	25.27	S.A.
	12/9/22	24" Noble Pine Wreath (4)	45.91	J.S.
	12/12/22	Small Poinsettias	12.90	J.S.
	12/12/22	2 Gallon Poinsettias	74.12	J.S.
	12/12/22	Zip Ties 100pk	1.71	T.C.
	12/15/22	12" Tinsel Table Top Santa	9.18	J.S.
	12/15/22	13" Tinsel Table Top Christmas Dog (2)	18.35	J.S.
	12/15/22	Golf Cart Tires for Janitorial Cart	126.50	J.S.
	12/20/22	9'x12' Plastic Drop Cloth	5.60	T.C.
	12/20/22	12" Heavy Duty Roller Frame	6.85	T.C.
	12/20/22	Gorilla Patch and Seal Spray (2)	34.45	R.G.
	12/20/22	Triple Outlet Adapter	3.02	R.G.
	12/22/22	6'x8' Blue Tarp (2)	19.73	T.C.
	12/22/22	Toilet Seat (2)	66.65	T.C.
	12/23/22	9'x12' Canvas Drop Cloth	37.93	T.C.
	12/23/22	Canvas Drop Cloth	9.76	T.C.
	12/23/22	Maxfit Set	5.74	T.C.
	12/23/22	Leverlock Tape Measure	7.46	T.C.
	12/23/22	Husky Tool Bag	5.74	T.C.
	12/27/22	1/2" Blue Pipe Thread Tape	1.66	T.C.
	12/29/22	LED Light	10.12	T.C.
	12/29/22	ZEP Spray Bottle 32oz	6.88	T.C.
	12/29/22	Microfiber Clothes 12pk	5.74	T.C.
	12/29/22	BLK Nitrile Gloves 40ct	14.36	T.C.
	12/30/22	Liquid Nali	6.18	T.C.
	12/30/22	Antifreeze	1.14	T.C.
	12/30/22	4" Screws	3.78	T.C.
	12/30/22	3" Wire Brush Knot Grinder	13.50	T.C.
	12/30/22	2x6-16' PT Lumber (3)	53.41	T.C.
	12/30/22	2x6-12' PT Lumber (2)	26.40	T.C.
	12/30/22	Rechargeable Flashlight	22.98	G.S.
	12/30/22	Roach Spray	7.21	G.S.
	12/30/22	Fire Ant Killer (6)	186.09	G.S.
	12/30/22	Gas for Equipment	75.00	T.C.

TOTAL \$1,388.25

Pro Institutional
Powered by HD Supply

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

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

Invoice Detail

Customer ID: 647283
Invoice Number: 724834197
Invoice Date: 1/5/2023
Order Number: 47990908
Purchase Order:

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

Shipped To:

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

Home Depot Pro Notes:


Delivery information for this invoice may be

found at: www.HomeDepotPro.com/Institutional

Invoice Total $\$266.99/2 =$
 $\$133.50$

DB - 2.320.572.63100

MV - 34.600.538.64000

Description Item Number	Quantity Ordered	Quantity Shipped	Unit Price	Total
 14W 4FT TUB LIGHT 5000K 25PK 319838424	1	1	\$266.99	\$266.99
Subtotal \$266.99				
Shipping & Handling \$0.00				
Tax \$0.00				
Web Discount -\$0.00				
Invoice Total \$266.99				

Pro Institutional
Powered by HD Supply

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

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Invoice Detail

Customer ID: 647283
Invoice Number: 724156575
Invoice Date: 12/30/2022
Order Number: 47990910
Purchase Order:

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

Shipped To:

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

Invoice Total \$88.89/2 = 44.44

Home Depot Pro Notes:

CALL JAY 904-562-0249 30 MIN BEFORE DELIVERY

Items NOT shown here are being shipped from our

Jacksonville warehouse.

DB - 2.320.572.63100
MV 34.600.538.64000



SUPERSTITCH BLEND MOP
RCPD25306BL

Subtotal \$88.89
Shipping & Handling \$0.00
Tax \$0.00
Web Discount -\$0.00
Invoice Total \$88.89

Description Item Number	Quantity		Unit	Total
	Ordered	Shipped		
BLU LG 6IN	3	3	\$29.63	\$88.89



- 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 32066

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Invoice Detail

Customer ID: 647283
Invoice Number: 724156575
Invoice Date: 12/30/2022
Order Number: 47990908
Purchase Order:

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

Shipped To:

MIDDLE VILLAGE CDD
370 OAKLEAF VILLAGE PARKWAY
ORANGE PARK, FL 32066

Invoice Total **\$49.91/2**
= 24.95

Home Depot Pro Notes:

\$7.95 Handling Charge

Delivery Information for this invoice may be

found at: www.HomeDepotPro.com/Institutional

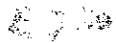


CALL JAY 904-562-0249 30 MIN BEFORE DELIVERY

The following 1 item(s) have been shipped from ou

Nashville RRC warehouse.

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

RCPD25306BL SUPERSTITCH BLEND MOP BLU LG 5

Description / Item Number		Quantity Ordered	Quantity Shipped	Unit Price	Total
 RENOWN 36"X5" 4PLY WHITE HEAVY DUTY REN02321-B		2	2	\$9.30	\$18.60
 GERBER LAV/URINAL HANGER (PR) 111975		2	2	\$5.19	\$10.38
 WAX FREE URINAL SEAL 2" DRN 291654		2	2	\$6.49	\$12.98

Subtotal \$41.96
Shipping & Handling \$7.95
Tax \$0.00
Web Discount -\$0.00
Invoice Total \$49.91

Repair & Replacement
To be split 50/50
between DB and MV

DB - 2,320.572.63100
MV - 34,600.538.64000

FOURTH ORDER OF BUSINESS

RESOLUTION 2023-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT ADOPTING REVISED SUSPENSION AND TERMINATION RULES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Double Branch Community Development District (the “District”) is a local unit of special purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, which owns, operates and maintains certain recreational amenity facilities (collectively, “Recreational Facilities”); and

WHEREAS, Chapters 120 and 190, *Florida Statutes*, authorize the District to adopt rules, rates, charges and fees to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, the District’s Board of Supervisors (“Board”) desires to adopt revised rules relating to the suspension and/or termination of Patrons’ rights to utilize the Recreational Facilities; and

WHEREAS, the Board finds that it is in the best interests of the District and necessary for the efficient operation of the District to adopt by resolution the revised *Suspension and Termination of Access Rule* (“Suspension and Termination Rules”), which is attached hereto as **Exhibit A** and incorporated herein by this reference, for immediate use and application; and

WHEREAS, the Board has complied with applicable Florida law concerning rule development and adoption, including the holding of a public hearing thereon.

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

SECTION 1. The Suspension and Termination Rules set forth in **Exhibit A** are hereby adopted pursuant to this resolution as necessary for the conduct of District business and shall remain in full force and effect unless revised or repealed by the District in accordance with Chapters 120 and 190, *Florida Statutes*. The *Amended and Restated Amenities Rules Handbook* attached hereto as Exhibit B, which incorporates the new Suspension and Termination Rules, is approved.

SECTION 2. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 3. This resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 13th day of February, 2023.

ATTEST:

**DOUBLE BRANCH COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: Revised Suspension and Termination of Access Rule
Exhibit B: Amended and Restated Amenities Rules Handbook

Exhibit A
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 Amenity Center and other properties owned and managed by the District (“Amenity facilities” or “Amenity”).
- 2. General Rule.** All persons using the Amenity facilities 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.** Access cards are the property of the District. The District may request surrender of, or may deactivate, a person’s access card for violation of the District’s rules and policies established for the safe operations of the District’s Amenity facilities.
- 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 an access card or otherwise facilitates or allows unauthorized use of the Amenity facilities;
 - 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., Double Branch CDD Policies);
 - 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 Amenity Facilities.** The District Manager, General Manager, Amenity Manager and onsite staff each have the independent ability to remove any person from the Amenity facilities 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 Amenity Facilities.** 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 Amenity facilities 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 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 Amenity facilities 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.

Exhibit B

Amended and Restated Amenities Rules Handbook

Double Branch CDD Policies

District Access Cards

1. All adults, age 18 and older, who wish to gain access to any of the amenity facilities or are on district property, must have their own District issued Access Card or gain access via guest policy procedures.
2. While children, under the age of 18, are not required to have their own card, it is highly recommended. To utilize the facilities at ages 13 and above, certain facilities will require that the children have their own cards (please see each facility's rules below) Children under the age of 13 do not need cards; provided they are accompanied by their parent or they gain access via guest policy procedures. All children regardless of age will be expected to have their own district id cards if they are utilizing any facility without a parent present. To allow parents to bring children from their household without a card the household must have properly updated cards/household information on file. No additional charge will be applied for updating parent cards when considering change of number of children listed.
3. Each District fee-paying household will receive 1 complimentary card per person for a maximum of 2 adult cards, and 1 child card per household. Any additional cards for that household will be issued per district policies at a cost of \$8.00 each. Cards are issued at the Double Branch Fitness Center.
4. Replacement of damaged, lost, or stolen access cards shall be at a cost of \$15.00 to the card holder.
5. If a resident's card is no longer operable (other than due to damage or negligence), a District card holder may be issued, at the discretion of management, a new card at the cost of \$8.00.
6. In order to obtain a District Access Card, homeowners will need to provide a government issued photo ID, as well as the following as proof of homeownership: a HUD-1 Settlement Statement or Warranty Deed.
7. Permanent residents who are neither family of the homeowners nor lease holders of the property must provide proof of residency in the form of a government issued photo ID with a district address listed, and a utility bill with a district address, or a Power of Attorney for the home with a district address listed along with government issued photo ID.
8. In order for renters of a property to obtain a District Access Card, the property owner must first register the property with the district office and sign a "Release of Rights" form. Forms may be found online at www.OakleafResidents.com. Forms may be turned in at the Double Branch Fitness Center. Tenants must then present a valid lease and government issued photo ID with district address, to obtain their district access cards. Only persons listed on the lease document will be issued access cards.
9. Adult children or other Adult family members may be considered as part of the district household for purposes of "Amenity privileges" from the ages of 19yrs of age or older if they meet all other residency requirements previously stated in these policies. Adult children/family member must present valid state identification each year showing the district address. Owners/Lease holders of the district address must sign an affidavit attesting to the adult's residency at the district address. This affidavit will need to be updated each year with presentation of state identification. Adult children/ family members will be required to purchase their own ID cards regardless of number of cards issued to the household. Any children of the Adult child/family member must have their own district ID cards on file from the age of 3yrs and older.
10. Minor children, under the age 18, who are family members but not permanent residents can be issued a district access card if documentation is provided to link the child to the home.
11. In order to become a Non-Resident Annual Fee Payer, a person must complete the User Information Sheet, provide government issued photo ID and pay the annual non-resident rate in order to obtain district access cards. Cards will be issued in accordance with all other district policies. Please contact the Double Branch District Office for proper forms. Contact information may be found at www.OakleafResidents.com
12. Guests of district card holders may NOT use a district card holder's access card to use the facilities.
13. One guest (pin number) will be available for each household. This "pin number" will be loaded with one complimentary pack of twelve guest passes. The complimentary passes are only good for a period of one year and will expire each December 31st, whether fully utilized or not. Residents bringing guests during a

Double Branch CDD Policies

weekday will utilize one pass per each guest. Residents bringing guests during the weekend (Saturday/Sunday) or holiday will utilize two of their guest passes per each guest. If all 12 guest visits are utilized before the year is complete, a separate “guest pack” may be purchased. The packs are available in either 5 or 10 count increments. 5 count packs will cost \$20, while 10 count packs will cost \$35. All guest passes (additional purchased packages) will expire at the end of the following year (Dec 31st year after purchasing). The smart card needed for the purchased guest packs will cost \$8 for the first card per household; any additional, lost, damaged, or stolen cards may be purchased / replaced at a cost of \$15.

14. District card holders are limited to guest maximums (other than house guests) as determined by each recreational facility (see following rules) and a maximum of 5 guests per day per household, and 12 guests per week per household maximum for all facilities and/or district grounds.
15. Out of town guests residing in an area outside of a 50 mile radius from Oakleaf; and staying in the home of a District card holder for more than one day shall be permitted to use the District’s facilities if the District card holder purchases a loadable smart card and “house guest passes”. The rate for house guest passes will be \$5 per person for the first 5 on the pass, \$10 for each person beyond the first five per week. No more than 12 house guests are allowed per household at any one time. The house guests will be verified by staff upon first use. The house guest(s) may use the facility without being accompanied by the resident, however the house guests must follow all facility rules and policies. House Guests are not permitted to bring additional guests. The smart card needed for the house guest pass will cost \$8 for the first card per household; any additional, lost, damaged, or stolen cards may be purchased / replaced at a cost of \$15. Please see rules for each facility for more information regarding “guest” and “house guest” usage.
16. House guest passes and additional “guest packs” may be purchased at the Double Branch Fitness Center
17. District card holders must have their District issued Access Card and know their pin number in order for their guest to gain access into any facility.
18. District card holders ages 16 and older may have guests of any age. District card holders under the age of 16 may not have guests.
19. District card holders shall be held accountable for their guests’ behavior under the policies of the district and shall be liable for any property damage caused by his or her guests at the Amenity Center, or at any activity or function operated, organized, arranged or sponsored by the District or its contractors.

Pool and Water Park

1. Swimming is permitted only when lifeguards are present or during designated Swim at Your Own Risk times, as determined by staff, approved by the district board and posted at the pools.
2. Swim at Your Own Risk sessions held at the Oakleaf Village Lap Pool are for residents 18 years of age and older. Children, under the age of 18, are not permitted in the pools or on the pool decks during these times. The slide, family pool and spray park are closed during these times.
3. The Plantation Oaks Lap Pool is a Swim at Your Own Risk Pool for residents and their guests who are 18 years of age and older. Children under the age of 18, are not permitted in the Plantation Oaks Lap Pool or on its deck except during sanctioned community events as identified by district management.
4. During specific posted times there will be “Family Swim At Your Own Risk” with an attendant at all Oakleaf Village Pools and the Plantation Oaks Family Pool. This will allow for swimmers of all ages in these pools. The slides will be closed. All other swim policies will apply.
5. The pool may be closed periodically for maintenance as determined necessary by district and aquatic staff.
6. The Aquatic and District staff must authorize all programs and activities outside of general swim that occur at the pool. This includes swim lessons, aquatic/recreation programs, swim team, and pool parties.
7. Any Person on the pool decks, using the slide or swimming when the facility is closed is considered trespassing and is subject to arrest. Additionally, facility use privileges are subject to suspension.

Double Branch CDD Policies

8. Each District Card Holder must present their access card and sign in upon entering the aquatic complex. No person shall be permitted to access the facility with another person's card including a card held by another member of their household.
9. Children 12 years and younger must be accompanied by a District card holder of least 16 years of age at all times while using the pool facility. Children 13 and older must have their own district ID card to utilize the pools on their own, with an adult district card holder other than their parents (including older siblings), or be checked in via guest policy procedures.
10. In the event of a pool closure for the remainder of the day and within 60 minutes of your arrival with guests you may obtain a rain check for your guests from the pool supervisory staff.
11. Pool entrances must be kept clear at all times.
12. Proper swim attire must be worn at the pool. No cotton, denim or denim cutoffs. No street clothes including shorts, undergarments, sports bras, tank tops, or thong style swim attire are permitted. Additionally swim attire must be worn properly.
13. All persons must shower before entering the pool.
14. Pool furniture is not to be removed from the pool area.
15. Talking to on duty lifeguards is not permitted, except in situations directly related to the immediate safety of the pool users.
16. Glass containers and other sharp or potentially hazardous objects are not permitted in the pool area.
17. No chewing gum is permitted in the pool or on the pool deck area.
18. Large coolers are prohibited, coolers in excess of 25qts will not be allowed at any time (approx. 15"x15"x20"). Please see aquatic staff when you check in to verify your cooler is allowed.
19. Alcoholic beverages are not permitted in the pool area.
20. Hanging on the lane lines, interfering with the lap-swimming lane, and unauthorized diving is prohibited. No swinging on ladders, fences, or railings.
21. Games where one holds their breath for long periods of time under water are not permitted.
22. Only approved water play balls will be permitted in the pool. This excludes the following types: tennis balls, large beach balls, basketballs, nerf balls, soccer balls, or any other type of hard non-water sports balls.
23. No diving, jumping, pushing, running or other horseplay is allowed in the pool or on the pool deck area.
24. Scuba equipment is not allowed in any pool in either Oakleaf Village Pools unless approved by Management in advance.
25. Radio controlled watercraft are not allowed in the pool.
26. Radios, televisions, and the like may be listened to if played at a sound level, which is not offensive to other users.
27. Play equipment, such as snorkels and dive sticks must meet with the lifeguard's approval prior to use.
28. Roughhousing, loud, profane, and abusive language will not be tolerated. The Suspension and Termination policies as outlined in this document will be enforced for any unacceptable behavior displayed at the aquatic facility.
29. Inflatable rafts, tubes, or floats are not allowed. Pool noodles are permitted. The use of infant water floats with seats is allowed. Arm floats are also allowed. A parent or guardian must be within arm's length of a non-swimmer at all times when in the water regardless of use of flotation device and/or type of flotation devices used.
30. Parents should take their children to the restroom before the children enter the pool.
31. Children under three years of age and those who are not reliably toilet trained must wear rubber lined swim diapers, as well as a swim suit over the swim diaper, to reduce the health risks associated with human waste contamination in the swimming pool/deck area.
32. If a district card holder leaves a child(ren) under the age of 13 at the facility without a companion 16 years of age or older, privileges may be suspended.
33. Per County Health Regulations, the changing of diapers or clothing is not allowed poolside. Changing stations are available in the poolside restrooms.

Double Branch CDD Policies

34. If contaminations occur, the pool will be closed until the contamination is remedied in accordance with Florida Department of Health and the Center for Disease Control.
35. In accordance with the CDC and Florida Department of Health, if your child has experienced three or more loose bowel movements in a twenty-four hour period they should not return to the pool for the subsequent twenty four hours.
36. In the event that there are multiple contaminations caused by the same individual, such individual shall be responsible for any clean-up or decontamination expenses incurred by the District
37. Using the slide is done at your own risk.
38. Children must be at least forty two (42) inches tall to ride the slide.
39. Regardless of height, non-swimmers are not permitted to use the slide.
40. Riders must slide feet first in a laying or sitting position only; No running starts, head first, kneeling or sliding on the stomach.
41. For everyone's safety, parents are not allowed to stand at the bottom of the slide.
42. Only one person may ride the slide at a time.
43. No swim attire with snaps, zippers, metal ornamentation or rivets will be allowed on the slide.
44. Keep arms and hands inside the flumes at all times.
45. No flotation devices, goggles, masks, sunglasses, hats, or large or dangling jewelry are allowed on the water slide
46. For safety reasons, pregnant women and persons with health conditions or back problems should not ride the water slide.
47. The slide(s) may only be used during pool hours when the water slide is attended by a lifeguard.

Weather Policy

1. If the district or aquatic staff hear thunder or see lightning, they will clear the pool and pool deck. Activities will resume 30 minutes after the last observed lightning or thunder.

Fitness Center Policies

1. Fitness Center Hours are as follows and are subject to change at any time:
Monday-Friday, 6am-10pm
Saturday and Sunday, 8am-8pm
2. Use of the fitness floor is restricted to residents 16 years of age and older.
3. Usage of the fitness center is restricted to District card holders and their children 16 years of age and older. Children, 14 & 15 years of age, may use the fitness facilities when accompanied by a resident adult (18yrs and older). Children 14 & 15 years of age utilizing the fitness facility with a resident adult will be required to have their own district ID card. Children under 14 are not allowed on the fitness floor
4. Patrons exercise at their own risk. Each individual is responsible for his or her own safety.
5. Users must register by signing-in immediately upon entering the facility at the front desk. If staff has stepped away, user must wait for staff to return to check in.
6. "Guests" are not permitted in the fitness center on the fitness floor.
7. Athletic clothing is required at all times while on the fitness floor. This includes shorts, pants, leotards, sweat suits and tennis shoes or close toed shoes. If you are wearing jeans/denim, belts, boots, open toed shoes or you are wet from the pool, you will not be allowed on the fitness floor.
8. No food is permitted on the fitness center floor. Beverages are permitted in the fitness center, but all drinks must be covered and sealed.
9. No chewing gum is permitted in the fitness center.
10. Personal audio devices are not permitted unless they are equipped with headphones.
11. All users of the fitness center are expected to conduct themselves in a responsible, courteous and safe manner in compliance with fitness center policies.

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12. Loud, profane or abusive language is prohibited.
13. Disorderly conduct and horseplay are prohibited.
14. Disregard for any fitness center policy may result in expulsion from the facility and/or loss of fitness center privileges.
15. Weights and other equipment pieces may not be removed from the fitness center for any reason.
16. Each individual is responsible for wiping off the equipment after use.
17. Cardiovascular equipment usage is limited to 30 minutes if others are waiting for the equipment. In addition, users should step aside between multiple sets on the weight equipment if others are waiting.
18. The instructions for proper use of the equipment as posted on the machines are to be followed.
19. Hand chalk is not permitted.
20. Benches and weight machines are not to be stepped on.
21. Dumbbells and barbells should be placed on the floor, not the benches, as to not ruin the upholstery and the padding on the benches. Dumbbells and bars are not to be dropped.
22. The group exercise room may only be used when supervised by a program instructor.
23. Fitness and sports programming to include classes, personal training, coaching, etc.. may only be provided by district / board approved personnel. The Athletic Center staff reserves the right to discontinue any programs or activities due to safety concerns and other conflicts with the operation of the facility.
24. All emergencies, injuries and broken equipment must be reported to the Front Desk Staff immediately.

Basketball Courts

1. Basketball Courts are available during the normal fitness center operational hours.
2. All users must have their district access cards in order to use the courts.
3. Users must register by signing-in immediately upon entering the Athletic Center at the front desk. If staff has stepped away, user must wait for staff to return to check in.
4. Users of the basketball courts must leave their resident access card at the front desk. It will be returned when they leave the Athletic Center.
5. District card holders are limited a maximum of 5 guests per day, and 12 guests per week. Guests, other than house guests, must be accompanied by a. District card holder
6. In order to use the basketball courts, children age 12 and younger must be accompanied by a person 16yrs or older.
7. The basketball courts must be exited through the Athletic Center. Exit is not to be made through the exterior gates that are marked 'Emergency Exit Only'. Violations of this policy may result in suspension of privileges.
8. The number of players permitted on the basketball courts at any one time is limited to 30.
9. Limit Play to 1 hour when other players are waiting. Time limits will be enforced by athletic center staff and security.
10. Proper athletic closed toe shoes are required. Athletic attire is required. Shirts must remain on at all times.
11. No food or glass bottles are permitted on basketball courts. Beverages in plastic containers are permitted.
12. No profanity or roughhousing is permitted. The Suspension and Termination policies as outlined in this document will be enforced for any unacceptable behavior displayed on the basketball courts.
13. No hanging on the basketball goal rims.
14. Usage of the basketball court may be limited from time to time due to a sponsored event, which must be approved by the Community Manager. Users may be asked to move to accommodate scheduled activities
15. The basketball courts may be closed due to inclement weather or maintenance needs.
16. Fitness and sports programming to include classes, personal training, coaching, etc.. may only be provided by district / board approved personnel. The Athletic Center staff reserves the right to

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discontinue any programs or activities due to safety concerns and other conflicts with the operation of the facility.

Tennis Courts (Hard Courts)

1. Tennis Courts are available during the normal fitness center operational hours.
2. Use of the tennis courts is limited to District card holders, and their guests.
3. Users must register by signing-in immediately upon entering the Athletic Center at the front desk. If staff has stepped away, user must wait for staff to return to check in.
4. Users of the tennis courts must leave their resident access card at the front desk. It will be returned when they leave the Athletic Center.
5. Guests, other than houseguests, must be accompanied by a District Card Holder. District card holders are limited a maximum of 5 guests per day, and 12 guests per week.
6. In order to use the tennis courts, children age 12 and younger must be accompanied by a person 16yrs or older.
7. The tennis courts must be exited through the Athletic Center. Exit is not to be made through the exterior gates that are marked 'Emergency Exit Only'. Violations of this policy may result in suspension of privileges.
8. Tennis courts are available on a first come, first serve basis. Time is limited to one hour if others are waiting.
9. Tennis court usage may be limited, from time to time, for sponsored events or lessons, which must be approved by the Community Manager
10. Proper Athletic closed toe shoes and tennis attire is required while on the tennis courts.
11. Proper tennis etiquette should be adhered to at all times. Profanity and/or disruptive behavior are not permitted. The Suspension and Termination policies as outlined in this document will be enforced for any unacceptable behavior displayed on the tennis courts.
12. No bicycles, scooters, roller blades or other such items are allowed on the tennis courts.
13. Fitness and sports programming to include classes, personal training, coaching, etc.. may only be provided by district / board approved personnel. The Athletic Center staff reserves the right to discontinue any programs or activities due to safety concerns and other conflicts with the operation of the facility.

Playgrounds/Parks

1. Use of the playground is limited to District card holders and their guests.
2. Parks and Playgrounds are open from DAWN TO DUSK only.
3. Children under the age of 8 must be accompanied by and remain within "eyesight" of a District card holder companion at least 16 years of age or older.
4. Baseball, softball, golf and other hardball activities are not permitted in the parks or on the multi-use fields.
5. No roughhousing is permitted on the playground. The Suspension and Termination policies as outlined in this document will be enforced for any unacceptable behavior displayed at the playgrounds/parks.
6. No profanity is permitted.
7. Use of the playground equipment is limited to use by children age 12 and younger
8. No glass containers of any type are permitted in any District park
9. Users must clean up all food, beverages, and miscellaneous trash brought to the playground.
10. Usage of the playground may be limited from time to time due to a sponsored event, which must be approved by Community Manager.

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Dog Park

1. Use of the park is limited to District card holders and their direct guests only.
2. Park is open from DAWN TO DUSK only.
3. Users are required to follow any and all rules posted at park.
3. Use at own risk, owners take liability and responsibility for their dogs at all times
4. Dogs must be on leash when entering and exiting the park.
5. Dog handlers must be 16 yrs of age and older and have district ID card on them at all times while at park
6. Dog Park users must be at least 8 yrs of age or older – no child under that age should be inside of the dog park “fenced” areas. Users between the ages of 9 yrs and 15 yrs of age must be accompanied by an adult.
7. Clean up dog waste immediately
8. No digging – owners must repair holes dug by the dogs
9. No aggressive dogs – dogs must be removed immediately if they become aggressive or if they are barking uncontrollably.
10. Dogs must be current on all vaccinations; owners if asked may be required to show proof of vaccinations. No Sick Dogs
11. Dogs must wear a collar with a tag.
12. Puppies must be at least 4 months of age.
13. Private obedience training and any other commercial activities are not permitted unless prior written approval has been given by on-site management.

Facility Rentals

1. Only District Card Holders may reserve the District’s facilities for parties and events.
2. All events must be booked at least two weeks prior to the event date.
3. At the time the reservation is made, separate payments must be made via check, money order or credit card, for the deposit, the room rental, and for the party attendant. Party attendants will oversee all weekend events (Fri-Sun) and any events considered “large” during the week. All payments are to be made to Double Branch Community Development District and must be delivered to the Rental Coordinator along with completed paperwork.
4. The rental rates and deposits for use of the District’s facilities by District Card Holder are:

<u>Facility</u>	<u>Recommended Rental Rate</u>	<u>Booking Fee / Security Deposit</u>
Club Room	\$100 for 4 hours (Mon-Thurs)	\$100
	\$250 for 4 hours (Fri-Sun)	\$100
	\$55 for 2 hours (Mon-Thurs)	\$100
Patio and Summer Kitchen	\$100 for 4 hours (Mon-Thurs)	\$100
	\$150 for 4 hours (Fri-Sun)	\$100
	\$55 for 2 hours (Mon-Thurs)	\$100

5. There will be a \$200.00 flat fee charged for rentals on scheduled staff holidays. This fee applies to any rental on an enumerated holiday as set forth on the District’s holiday schedule, a copy of which is available upon request from staff. This fee is in addition to the rental fee and is used to provide for on-call staff.
6. Reoccurring Rentals – each company/person can rent one quarter of the year at a time. There is no commitment to renew for another quarter. 30 days prior to the expiration of the rental, renter may request renewal, and must provide the District with attendance at each session during the prior 60 days
7. The facility shall close at midnight. All parties and events, including clean-up, must conclude by midnight.
8. The rental time period is inclusive of set up and clean-up time.
9. To receive the full refund of the deposit within 10 days after the party, the following must be done immediately upon conclusion of the event:

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Remove all garbage, place in dumpster and replace garbage liners

Take down all party displays

Sweep the floor, wipe down counters and clean out the refrigerator

All other items as indicated on the check-out list

10. The deposit and rental fee is fully refundable if the party is canceled by district staff due to inclement weather. Parties and rentals are not “inclusive” of the usage of the pool. If the pool is closed due to weather this shall not affect the party/rental unless considered “dangerous” by staff. If the renter wishes to cancel their event, the cancellation must be communicated to the Rental Coordinator no later than 31 days prior to the scheduled event to receive 100% of the rental and 50% deposit. If the event is canceled less than 31 days prior to the event 50% of the security deposit and 0% of the rental will be returned.
11. Management reserves the right to adjust pricing and procedures for reservation/rental to allow for usage of rooms during off-peak times.
12. The volume of live or recorded music must not violate applicable Clay County noise ordinances, or unreasonably interfere with residents’ enjoyment of their homes.
13. Alcohol is not permitted on District property without proper Liquor Liability Coverage for no less \$1,000,000.

Additional District Policies

1. Pets accompanied by a resident of the District are allowed only in selective areas of District property. Pets are allowed at the Amenity center property on the certain grass areas outside of the walking track areas, sidewalks and walking track, and parking lots areas only. Pets are not allowed in the buildings, building walkways, “fenced in” areas of any of the sport courts/fields or pools. Pets are not allowed to be on the large sport / multi-use field grass areas inside of the track. Pets are not allowed on any of the mulched areas of play or exercise areas at the Amenity Center or within the neighborhoods. District residents with pets on property are required to be in compliance with the Clay County Animal Control Ordinance that requires pets to be leashed at all times, and that owners must remove any feces deposited by the animal immediately (see sub section (a) and sub section (f) of section 4-22 of the Clay County Animal Control Ordinance). Pet owners failing to comply with the Clay County Ordinance are subject to loss of access to the district property and amenity privileges and/or may be reported to Clay County Animal Control.
2. There will be no skateboards, roller blades/skates, scooters, golf carts, or any motorized vehicles on any district owned properties. This includes but is not limited to parking lots, sidewalks, recreational areas, etc...
3. Smoking and tobacco products are not permitted anywhere on/within the recreational facilities, parks or playgrounds or building breezeways.
4. Drones may not be flown on district property without first obtaining written permission from on-site management.
5. No Soliciting on District property
6. Vehicles must be parked in designated areas. Vehicles must not be parked on grass lawns, or in any manner which obstructs the normal flow of traffic.
7. There is to be no overnight parking on any district property. Violators will be towed at the owner’s expense.
8. Only grills provided by the district or district approved vendors are permitted outdoors and at the discretion of, and in areas designated by, the Community Manager.
9. Fitness and sports programming to include classes, personal training, coaching, etc.. may only be provided by district / board approved personnel. The District staff reserves the right to discontinue any programs or activities due to safety concerns and other conflicts with the operation of the facility.
10. Fishing is permitted, on a catch and release basis, within the District at public areas other than the

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prohibited areas set forth below. Fishing from private property, including behind homes, as well as the area between private property and the lake edge, is prohibited unless permission is granted by the landowner. The District reserves the right to designate areas as “no fishing” where it deems it to be in the best interests of the District.

11. Dumping of any material into the district ponds or onto any district property is strictly prohibited. Violators may be held responsible for all costs associated with the clean up of such dumping.

District Rates (not specifically address in previous facility policies)

Item	Fee
Non-Resident User Access	\$2200 per household
ProShop Merchandise / Sundries	
Logo'd clothing, rackets, beverages, etc...	\$1 - \$150
Tables	\$15 per table
Chairs	\$2 per chair
Projector	\$50
PA Speaker and Mic	\$25

Responsibility for loss or damage to person or property; indemnification; limitation of liability

1. No person shall remove from the room in which it is placed or from the Amenity Center's premises any property or furniture belonging to the District or its contractors without proper authorization.
2. Each District Card Holder shall be liable for any property damage at the Amenity Center, or at any activity or function operated, organized, arranged or sponsored by the District or its contractors, caused by him or her, his or her guests or family members. The District reserves the right to pursue any and all legal and equitable measures necessary to remedy any losses due to property damage.
3. Each District Card Holder and each guest as a condition of invitation to the premises of the Amenity Center assume sole responsibility for his or her property. The District and its contractors shall not be responsible for the loss or damage to any private property used or stored on the premises of the Amenity Center, whether in lockers or elsewhere.
4. Each District Card Holder, by virtue of his or her use of the District's facilities, agrees to defend, indemnify and hold harmless the Double Branch and Middle Village Community Development Districts and its respective officers, agents, and employees from any and all liability, claims, actions, suits or demands by any person, corporation or other entity, for any injuries, death, theft and real or personal property damage of any nature arising out of, or in connection with, the use of the facility by such person, his or her children and his or her guests. Should any person bound by these District Policies bring suit against the District or its affiliates, Amenity Center operator, officers, employees, representatives, contractors or agents in connection with any event operated, organized, arranged or sponsored by the District or any other claim or matter in connection with any facility owned, or event operated, organized, arranged or sponsored, by the District, and fail to obtain judgment therein against the District or its Amenity Center operator, officers, employee, representative, contractor or agent, said party shall be liable to the District for all costs and expenses incurred by it in the defense of such suit (including court costs and attorney's fees through all appellate proceedings).
5. Nothing contained in these policies shall constitute or be construed as a waiver of the Double Branch and Middle Village Community Development Districts' limitations on liability contained in Section

Double Branch CDD Policies

768.28, F.S., or other statutes.

Suspension and Termination of Privileges

- ~~1. User and Guest cards are the property of the Double Branch Community Development District (DBCDD) and are non-transferable except in accordance with the District's rules, policies, and regulations. Access Cards are issued at the time of membership and will need to be renewed annually if one is a non-resident fee payer.~~
- ~~2. Privileges to utilize grounds/facilities owned by the district can be subject to suspension or termination by the Board of Supervisors if a Patron:
 - ~~a. Submits false information on the application for a pass~~
 - ~~b. Permits unauthorized use of a pass~~
 - ~~c. Exhibits unsatisfactory behavior, deportment or appearance~~
 - ~~d. Fails to abide by the rules, regulations and policies established for the use of facilities~~
 - ~~e. Treats the personnel or employees of the facilities in an unreasonable or abusive manner~~
 - ~~f. Engages in conduct that is improper or likely to endanger the welfare, safety or reputation of the Center or its management.~~
 - ~~g. Enters the facilities using false identification, climbing the fence or by any other unauthorized means, or remains in the facilities after being asked by facility staff to leave.~~~~
- ~~3. Our goal is to promote a safe and enjoyable environment for all facility users. Inappropriate behavior, such as foul or abusive language, vandalism or fighting, or any of the above listed actions are never permitted. Disciplinary actions are as follows:
 - ~~• The user will receive a verbal warning regarding his or her inappropriate behavior. If the behavior continues, staff or management will ask the user to leave the facility for the remainder of the day. An incident report will be completed, recording the user's name, type of violation and access card number.~~
 - ~~• If a second offense occurs, management may suspend the user from all facilities for a time period of at least one week (7 days). If the user is a minor (under the age of 18), management will send a letter to the parent or guardian explaining the violation with a copy of the district policies.~~
 - ~~• Should a third offense occur, the user will lose all privileges for a time period of up to 30 days.~~
 - ~~• Upon approval from the CDD Board, the user may lose all privileges for the remainder of the year or longer.~~
 - ~~• At any level offense staff may "invalidate" an access card for a period of 1-3 days to allow for review of incident by manager and or board.~~
 - ~~• At any level offense if a user is asked to leave the facilities/ grounds by staff and the user refuses, the user may be issued a trespass warning by Clay County Sheriff's Office. If a trespass warning is issued the user will automatically lose amenity access privileges at least until the CDD board meeting occurring 30 days after the incident.~~~~
- ~~4. A user whose privileges are suspended will be subject to a Trespass Warning issued by the Clay County Sheriff's Office if on the district property during their suspension. A Trespass warning issued by CCSO results in two years restriction from the district property.~~
- ~~5. Loss of privileges to one District Facility will result in loss of privileges to both District's facilities.~~
- ~~6. Any user issued a suspension is entitled to file a grievance with the District Board of Supervisors.~~
- 1. Introduction.** This rule addresses disciplinary and enforcement matters relating to the use of the Amenity Center and other properties owned and managed by the District ("Amenity facilities" or "Amenity").
- 2. General Rule.** All persons using the Amenity facilities 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.** Access cards are the property of the District. The District may request surrender of, or may deactivate, a person's access card for violation of the District's rules and policies established for the safe operations of the District's Amenity facilities.

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 an access card or otherwise facilitates or allows unauthorized use of the Amenity facilities;
 - 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., Double Branch CDD Policies);
 - 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 Amenity Facilities.** The District Manager, General Manager, Amenity Manager and onsite staff each have the independent ability to remove any person from the Amenity facilities 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 Amenity Facilities.** 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 Amenity facilities 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 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 Amenity facilities 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.

Amendment of Policies

These policies may be modified at any time, upon the approval of the Board of Supervisors of the Double Branch Community Development District. Immediately following approval of the Board, the modified policies shall be posted on the community bulletin board at the OakLeaf Plantation Athletic Center.

Double Branch CDD Policies

FIFTH ORDER OF BUSINESS



3300 Fernbrook Lane North, Suite 180 Plymouth, MN 55447
PO Box 47604 Minneapolis, MN 55447
866-233-0353
Fax: 866-233-9627

12/16/2022

Double Branch Community Development District
Governmental Management Services LLC
475 West Town Place, Suite 114
St. Augustine, Florida 32092

Dear: Double Branch Community Development District

The Claims Center, LLC is a third party claims administrator for AT&T Bellsouth, which has assigned our firm to investigate and resolve claims for damages to AT&T Bellsouth facilities.

This letter should serve as official notice of tort claim submitted with Double Branch Community Development District. If additional information is required to affect official notice of claim, please respond to include any necessary forms, or specific procedure mandated by statute.

A demand for property damage will follow. AT&T's fiber cable was damaged during fence installation work by Double Branch Community Development District. These damages were discovered or repaired on or about 10/01/2020 at the location of 1494 Canopy Oaks Dr, Middleburg, FL 32065.

If you need additional information or have any questions please call 866-233-0353 ext. 1536. Please include our reference number **2MN46788** when responding to this letter.

Thank you,

Public Relations
The Claims Center, LLC
PO Box 47604
Minneapolis, MN 55447
Fax: 866-233-9627
Santana.sanchez@theclaimscenter.com



11/25/2022

Page 1 of 3

BELLSOUTH TELECOMMUNICATIONS, LLC, DBA AT&T FLORIDA
1010 PINE 6W-P-02
ST LOUIS MO 63101

Double Branch Community Develo
370 Oakleaf Village Parkway
Orange Park, FL 32065

Re: Demand and Claim for Damages

Claim Number: BLST-62-202010-44-0050-DND

BELLSOUTH TELECOMMUNICATIONS, LLC, DBA AT&T FLORIDA ("AT&T") hereby asserts this Demand and Claim for Damages (the "Demand") in the amount of \$2,873.63 as payment for damages that Double Branch Community Develo caused to AT&T's property or assets located at OPP 1494 CANOPY OAKS DR, MIDDLEBURG, FL on or about October 01, 2020 (the "Incident"). Specifically, Double Branch Community Develo BUILDING FENCE.

Below are the components of the payment for damages demanded by AT&T that resulted from the Incident. The Labor Cost includes, but is not limited to, personnel, equipment, vehicles, and an allocation of general and administrative overhead.

LABOR COST	\$1,672.08
MATERIALS/UNIT COST ITEMS	\$560.30
CONTRACTOR COST	\$641.25
<u>TOTAL DAMAGES</u>	\$2,873.63

Double Branch Community Develo and AT&T agree that Double Branch Community Develo's full and complete payment of this Demand (the "Payment") within 30 days of the date indicated above, and AT&T's receipt and acceptance of the Payment, constitutes a full and final settlement and mutual release with regard to any and all liability related to this Demand and the Incident (the "Release"). Nothing herein shall require AT&T to accept any payment that is less than the Demand, and AT&T's receipt and retention of any such partial payment, the Release notwithstanding, shall not preclude AT&T from seeking recovery of the remaining balance of the Demand. AT&T reserves the right to seek additional damages, attorneys' fees, and costs where and as permitted by law. This Release is governed by **the Terms and Conditions on the reverse side of this page, which are incorporated in their entirety herein by reference.**

If you or your insurance carrier wish to discuss this Demand, or if you wish to request more detailed information about it, including the components and calculation of AT&T's damages, you may contact AT&T by phone at 844-859-3269 , email at RMSCEN@att.com , or fax at 800-363-3234

AT&T is willing to discuss resolving this matter for a lesser amount if and only if you contact AT&T and secure payment within 30 days of receiving this demand letter.

TERMS AND CONDITIONS

These Terms and Conditions in their entirety are incorporated into, and are an essential part of, the Demand and Claim for Damages on the reverse side of this page. The terms “Incident,” “Payment,” and “Demand” as used herein are defined on the reverse side of this page, and such definitions are incorporated by reference into these Terms and Conditions.

Upon Double Branch Community Develo’s Payment to BELLSOUTH TELECOMMUNICATIONS, LLC, DBA AT&T FLORIDA (“AT&T”) and AT&T’s receipt and acceptance thereof, Double Branch Community Develo and AT&T agree to FULLY and FINALLY RELEASE each other as follows:

AT&T, for and on behalf of itself and its parent company, affiliates, related entities, predecessor and successor entities, subsidiaries, and all of their respective officers, directors, employees, insurers, and assigns, on one hand, and Double Branch Community Develo, for itself, himself, or herself and, as applicable, its, his, or her parent company, affiliates, related entities, predecessor and successor entities, subsidiaries, officers, directors, employees, insurers, heirs, predecessors, successors, assigns, partners, contractors, and subcontractors (hereinafter collectively, “Damager”), on the other hand, do hereby FULLY and FINALLY RELEASE one another and covenant not to sue one another or make any further claim, whether known or unknown, in tort, contract, or pursuant to statute or regulation, or take any other form of legal action against the other, for any matter relating to, arising from, or in any way connected to the above-referenced Incident or Demand, as defined on the reverse side of this page. The above and foregoing notwithstanding, AT&T’s retention of any partial payment less than the full and complete amount of the Demand shall not preclude AT&T from seeking recovery of the remaining balance of the Demand, including, as permitted by law, its attorneys’ fees, costs, and expenses, including amounts incurred because this demand was not timely paid.

Damager represents and warrants that it, he, or she has had a full opportunity to investigate AT&T’s Demand, as well as the underlying Incident, and makes the Payment and agrees to and accepts these Terms and Conditions, including, but not limited to, the FULL and FINAL RELEASE above, at arms’ length, relying solely on its own assessment of anything stated or not stated by AT&T related, directly or indirectly, to the Incident, the Payment, and/or the Demand, including, but not limited to, the categories of damages enumerated therein, the amount demanded for each category, the manner in which AT&T calculated the amount, or the elements included in those calculations. Damager understands that by entering into this RELEASE it waives the right to claim that the damages demanded by AT&T were improper, excessive, incorrectly calculated, or otherwise unlawful.

Damager represents and warrants that it, he, or she has had the opportunity to discuss these Terms and Conditions and the Demand on the reverse side of this page with an attorney or other competent advisor. Damager covenants and agrees that Damager’s Payment, or any partial payment retained by AT&T, with no further action required or contemplated by Damager or AT&T, constitutes Damager’s compromise, settlement, and FULL and FINAL RELEASE of any and all claims of liability related to the Incident, the Payment, and the Demand.



TOTAL AMOUNT OF DEMAND AND CLAIM FOR DAMAGES: \$2,873.63

Return this page with Payment.

Payment enclosed: \$_____ (Please write Claim # on check or money order.)

For Payment by credit card, please call 844-859-3269 to make payment by phone.

We do not accept cash.

Remit Payment for Demand and Claim for Damages to:

**AT&T
PO BOX 5070
Carol Stream, IL 60197-5070**

Claim # BLST-62-202010-44-0050-DND





SEVENTH ORDER OF BUSINESS

B.

WORK AUTHORIZATION NO. 21A
DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
2022/2023 GENERAL CONSULTING ENGINEERING SERVICES
MASTER INFRASTRUCTURE IMPROVEMENTS
2002 A BOND SERIES
(ETM No. 01-149-32)

Scope of Work

England-Thims & Miller, Inc. shall provide professional engineering services for the Double Branch Community Development District as directed by the Board of Supervisors of their designee. General consulting services shall include but not limited to:

Part 1 General Consulting Engineering Services for 2022/2023

1. Attending Regular Monthly Meetings
2. Preparation of Monthly Requisitions
3. Preparation of Cost Estimates and Budgets
4. Technical Support for Community Development District Staff
5. Development and Analysis of District Projects
6. Site Visits as Necessary
7. Prepare Presentation Documents for District Meetings

ESTIMATED FEE.....\$10,000.00

The outlined services shall be performed on a time and material basis at the currently approved rate and expense schedule. The estimated fee shall not be exceeded without further authorization. This estimated fee is not a guaranteed maximum cost.

Basis of Estimated Fee
England Thims & Miller, Inc.
2022/2023

CEO/CSO.....	\$400.00	/Hr.
President.....	\$350.00	/Hr.
Executive Vice President.....	\$335.00	/Hr.
Vice President	\$260.00	/Hr.
Senior Engineer/ Senior Project Manager.....	\$215.00	/Hr.
Project Manager.....	\$200.00	/Hr.
Director.....	\$185.00	/Hr.
Engineer.....	\$175.00	/Hr.
Assistant Project Manager	\$155.00	/Hr.
Senior Planner /Planning Manager.....	\$200.00	/Hr.
Senior Environmental Scientist.....	\$215.00	/Hr.
Planner.....	\$163.00	/Hr.
CEI Senior Project Engineer.....	\$230.00	/Hr.

CEI Project Manager/Project Administrator.....	\$184.00	/Hr.
CEI Senior Inspector.....	\$163.00	/Hr.
CEI Inspector	\$132.00	/Hr.
Senior Landscape Architect.....	\$184.00	/Hr.
Landscape Architect.....	\$165.00	/Hr.
Senior Technician/Senior Specialist.....	\$163.00	/Hr.
GIS Program Manager.....	\$180.00	/Hr.
GIS Analyst	\$140.00	/Hr.
GIS Consultant.....	\$150.00	/Hr.
Senior Engineering Designer / Senior LA Designer.....	\$160.00	/Hr.
Engineering Intern	\$140.00	/Hr.
Engineering/Landscape Designer.....	\$140.00	/Hr.
CADD/GIS Technician.....	\$132.00	/Hr.
Project Coordinator / CSS.....	\$100.00	/Hr.
Administrative Support.....	\$95.00	/Hr.


*ETM's standard hourly billing rates are reevaluated annually prior to the beginning of the calendar year and subject to an increase not to exceed five (5) percent per year.

Cost such as subconsultants, printing, telephone, delivery service, mileage and travel shall be invoiced at direct costs plus 15%.

Time of Performance

Services rendered will commence upon District approval and will be completed on or before September 30, 2023.

Approval

Submitted by: 
England-Thims & Miller, Inc.

Date: 2/1/2023

Approved by: _____
Double Branch Community Development District

Date: _____

D.

Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285; manager@oakleafresidents.com

Memorandum

Date: February 2022

To: Board of Supervisors

From: GMS – OakLeaf Operations Manager

Community:

Special Events

- Polar Plunge
- Tentative Calendar

Aquatics

- Heated Pool will be closed for the coldest weeks of the year. Pool Heaters stay on with lowered temperature points. Pools will reopen March 1.
- Tentative Lifeguard/ pool operating hours

Amenity Usage

- *Total Facilities Usage – 5971*
- *Average daily usage – 193*

Card counts:

DB Owners	47
DB Renters	23
DB Replacements	13
DB Updated	3

Total cards printed: 187 (both districts)

Rentals

- 6 of 31 days rented in January, 3 of 4 weekends rented
- 6 Clubroom rentals, 0 patio rentals
- 19 tours (38 approx.hours)/ 65 hours used for scheduling, administrative, etc

Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285; manager@oakleafresidents.com

Memorandum

Operations: Open Items

- Update of Pickleball renovations schedule
- Playground equipment quotes for Oakbrook
- Playground equipment quotes for next playground replacement
- Fitness Center Painting Quotes
- Quotes for furniture replacement at Clubroom
- Quotes for pool furniture (tabled from earlier meetings)

MAINTENANCE

- Fieldhouse bathrooms – cleaned damage due to vandalism
- Coordinate bulkhead install at “duck bridge” (will work with VerdeGo to landscape)
- install of QR codes for equipment for new fitness machines
- Install weight trees for extra plates for new equipment
- Repair of cable machine at Fitness Center
- Touch up painting on decorative street poles in neighborhood (ongoing)
- Removal of Christmas lights and decor
- Painting of rear pool pack area
- Remove tarps on pool equipment packs
- Coordinate repairs to fence line along Oakleaf Village Pkwy (car accident – insurance)
- Coordinate tree and stump removal at car accident site
- Paint entire pool pack building
- Inspect leak/low water concerns at DB slide pool
- Remove damaged climber on small Amenity playground
- Removal of damaged spring toy at small Amenity Playground
- Remove playground structure at Cannons Point
- Remove multiple trailer loads of roots and concrete from cannons point playground
- Clean/clear pond fountain at Amenity Center
- Coordinate ROW checks/notations from damage completed by new development on Oakleaf Village pkwy
- Graffiti removal at Fieldhouse
- Light inspection and coordinate replacements at multifield walkways
- Audit of access cards – ongoing (to include audit of adult family members in household)
- Cut backing for new and replacement signs – ongoing
- Employee information collection for Florida Department of Labor

Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285; manager@oakleafresidents.com

Memorandum

MAINTENANCE (continued....)

- 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 1/6 Nature's Hammock, Fall Creek, The Oaks, Cannon's Point, Pebble Creek, Silver Leaf, Oakbrook, and The Cottages completed 1/23.

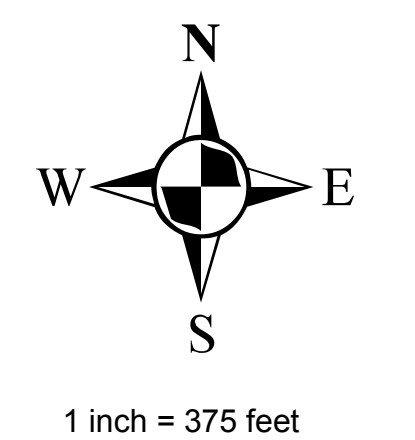
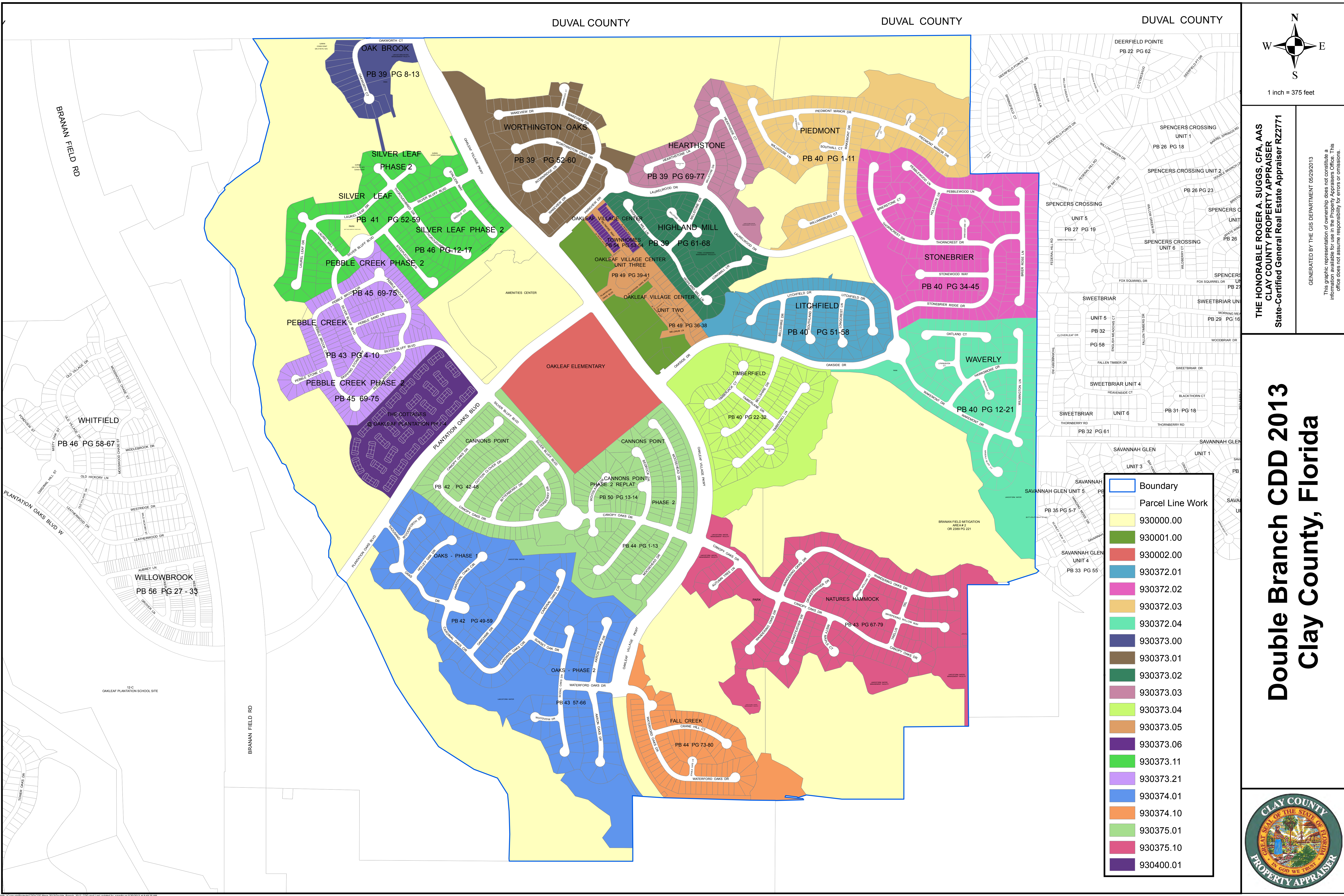
Landscaping

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

For questions, comments, or clarification, please contact:

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

jsoriano@gmsnf.com



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

Double Branch CDD 2013 Clay County, Florida



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