

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

***MARCH 13, 2023***

## *AGENDA*

# Double Branch Community Development District

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

---

March 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, March 13, 2023 at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.**

Following is the agenda for the meeting:

- I. Roll Call
- II. Audience Comments (limited to three minutes)
- III. Approval of Consent Agenda
  - A. Minutes of the February 13, 2023 Board of Supervisors Meeting
  - B. Financial Statements
  - C. Assessment Receipts Schedule
  - D. Check Register
- IV. Consideration of Resolution 2023-05, Classifying Certain Furniture as Surplus Property
- V. Discussion of Fiscal Year 2024 Budget
- VI. Discussion of RFP Process
  - A. Approval of Evaluation Criteria
  - B. Approval of RFP Notice
- VII. Staff Reports
  - A. District Counsel

B. District Engineer

C. District Manager

D. Operations Manager  
1. Memorandum

2. Proposals for Landscape Improvements

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

IX. Next Scheduled Meeting – April 10, 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,

*Marílee Gíles*

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

Present and constituting a quorum were:

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

Also present were:

Marilee Giles	District Manager
Mike Eckert	District Counsel
Jay Soriano	Field Operations Manager
Chalon Suchsland	VerdeGo

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Giles called the meeting to order at 6:00 p.m.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There being no comments, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of Consent Agenda**

- A. Approval of the Minutes of the December 12, 2022 Meeting**
- B. Financial Statements**
- C. Assessment Receipt Schedule**
- D. Check Register**

Ms. Giles stated included in your agenda package are the minutes of the December 12<sup>th</sup> meeting, followed by the financial statements, your assessment receipts schedule showing the assessments are 92% collected, and the check register totaling \$62,293.04.

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

**FOURTH ORDER OF BUSINESS****Public Hearing for the Purpose of Adopting Revised Suspension and Termination Rules; Consideration of Resolution 2023-04**

Mr. Eckert stated you've seen these documents before, but the process we will go through is we will do a motion to open the public hearing, we will take any public comment on the revised suspension rules, we will close the public hearing by motion, then the Board will have discussion and assuming the Board is supportive of the changes, we would then have a motion to approve resolution 2023-04.

On MOTION by Mr. Thomas seconded by Chairperson Nelsen with all in favor, the public hearing was opened.

Mr. Horton stated in the agenda you have the policy in there, but the revision date on there is June 2021, I assume that will be changed?

Mr. Eckert responded yes, that was just a redlined version, so once we incorporate that and accept the changes, we will update it to today's date.

There being no public comment, a motion was made to close the public hearing.

On MOTION by Chairperson Nelsen seconded by Mr. Thomas with all in favor, the public hearing was closed.

Mr. Eckert stated we've talked about this the last couple of meetings. We would be looking for a motion to approve resolution 2023-04 unless the Board has additional conversations they'd like to have.

On MOTION by Mr. Lanier seconded by Mr. Horton with all in favor, Resolution 2023-04, adopting revised suspension and termination rules was approved.

**FIFTH ORDER OF BUSINESS****Discussion of a Tort Claim by AT&T**

Mr. Soriano stated this is an argument from AT&T. We were digging and building a fence line and we hit a fiber optic line and damaged it. We did have the area marked out and it was not marked at all. They did ask us originally about a year ago and it was much higher, a



little closer to \$8,000 to \$10,000 for this fiber optic there. I think what they do is they send out a form letter for repairs, so broken down on there were things like heavy equipment. There was no heavy equipment, we did all the digging. All they did was come in and fuse the line after that, so it was about an hour's worth of work. They have resubmitted this to their claims department and it is much lower now, a couple thousand dollars. Luckily it was not an unmarked electric line or anything like that, that could have been dangerous. We have a couple of options. We can continue to fight them and maybe get them to lower it more. If they hand it to the fence company, that is a vendor that works for us, and they should have insurance. It is a small mom and pop company, but he has worked for us now for around 18 years, but he should still have business insurance because those things happen. We are at the point now that they are bugging us and our lawyers to demand what we're going to do to make it right. We're coming to you for direction on what you would like us to do.

Chairperson Nelsen asked what was their offer?

Mr. Eckert responded \$2,873.63.

Chairperson Nelsen asked we haven't talked to them about negotiating anything yet?

Mr. Eckert responded no, we wanted to bring it to the Board so that you were aware of it and give staff direction for how you'd like us to proceed.

Mr. Lanier asked in other communities that you guys have represented and something like this happened where they go through the proper channels to see if there is anything there and it comes back as negative, but a company has equipment there, what has happened?

Mr. Eckert responded the argument you would make is that you weren't negligent because you undertook the process of having the area marked by an independent third party prior to the time that the work was done and that is what a reasonably prudent person would do and that would be your defense to the negligence action. They would probably also argue that regardless of that, you damaged our property and then we incur damages as a result of that and why isn't your fence company the one taking care of this, not dealing with you. It's messy, but whether somebody files a suit over \$2,800, I don't know the answer to that. In situations where we've not marked and we've damaged something, those districts have just paid it and understood that is a cost of doing business. The only thing that is different here is a third party came in and marked it and either missed it, or it's buried too deep. I don't know the answer as

to why the markings didn't come up, but I don't think you're going to have any luck pursuing the marking company.

Mr. Horton stated I might suggest just pay it and get it over with.

Mr. Lanier asked would we spend more on legal fees than what the offer is?

Mr. Eckert responded I'm not suggesting I'd be involved at all, except to the extent that if you pay anything, you ought to make sure you get a complete release so that they don't come back for another \$7,000 later.

Mr. Soriano stated I'm usually not quick to say let's just pay it, especially when I want to make the argument that we did our part, but we can always see if they will adjust it even more. I don't even know that this claims guy knows that somebody talked to me last year and I gave him all the pictures of the markings and things like that. They did send a locate company back out to locate it and it was located correctly afterwards, we even witnessed them coming out, so I gave all that information to them.

Mr. Horton asked is that a separate company, the ones that marked it?

Mr. Soriano responded right. They came back out afterward.

Mr. Horton asked they're the ones that are responsible for it, right?

Mr. Soriano stated that's our argument. That's done by the State. It's a free service. I don't know how that works and the legality of it, but I make that argument. I would start off haggling with them and if you're fine with it, I can do that to see if we can get a lower rate and at that point if you wanted to speak to T Fenceman we could see if they would split that portion. We've used them for other things around the neighborhood, I just don't know that right away jumping on let's go ahead and pay them to get them off our back is the way to go, but it's up to the Board in what direction you want to send me in. I will work with Mike at the end to make sure we have everything in order.

Mr. Horton asked have you dealt with AT&T before?

Mr. Soriano responded yes, and it did not ever go our way. They are usually the subcontractors digging up our right of way. Although it is county right of way, we maintain it. They're usually the ones tearing irrigation lines up or Clay Electric lines and are usually not that helpful in the end.

Mr. Horton stated the reason I ask is when you read there it says you have 30 days to dispute it and we're way beyond that because the bill is from November.

Mr. Soriano stated that's always going to be on there because the first contact I had was last year, so about a year after the incident.

Chairperson Nelsen stated I'm okay with you trying to negotiate.

Mr. Thomas stated so the recommendation would be for Jay to continue down this road and see if we can't barter a little better and if there's an agreement reached, make sure it is iron clad that they can't come back for the rest of the \$7,000.

A resident stated to me the District has no dog in this fight. That's between the contractor and AT&T. Why are we spending big money for something the contractor is responsible for? It's his responsibility to locate it and verify those lines.

Mr. Thomas stated I think because it happened two years ago, it would be very hard to prove. I don't personally want to get into legal costs.

Mr. Soriano stated there are times it may be clearly in our favor, but it still may cost us \$2,800. I'll work to get what I can. At \$2,800 we're above my limit, so I'll work to get whatever dollars I can and if I have to, I can always ratify the \$2,800 if you're agreeable to that so we can move along.

Mr. Lanier stated I understand where you're coming from, but a lot of times with legalities, it goes to the deeper pockets and it doesn't matter whether the fence company folds tomorrow, it's still going to cost us. They're going to go after whatever party they can to suck funds out of.

A resident stated do we not have a contract with the fence contractor? That should spell out everything.

Mr. Soriano stated we don't have one with them. We do have written contracts for larger projects with them, but not this one. This was a small project.

Mr. Eckert asked do you need a motion to approve since it's above your threshold?

Mr. Soriano responded let's say they don't budge at all, and I don't get anything out of T Fenceman, we can push it out and I'll see you again next month, but if you want me to go ahead and take care of it, I'll do that. If I can get half and then T Fenceman splits half with us, that's what I would look at.

Mr. Lanier stated that's what my recommendation would be, to just see what we can get it down to.

**SIXTH ORDER OF BUSINESS**

**Other Business**

There being no other business, the next item followed.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

Mr. Eckert stated the mandatory training for CDD board members is back in legislature again, as well as sovereign immunity limits, so we will keep an eye on those bills as they go through.

Mr. Thomas asked so there's nothing new in Tallahassee right now?

Mr. Eckert responded no, just those items. I think you all should be getting the memo that goes out in terms of some other things, but those are the two main ones. I don't think we're going to get wrapped up in the special session dealing with Reedy Creek and Disney. Only about 5-10% of the bills that are proposed get adopted.

**B. District Engineer – Consideration of Work Authorization for Hourly Rate Increase**

Ms. Giles stated I asked Peter for some background so I could present this on his behalf in order to save the District some money. It's a work authorization. ETM has not raised their rates since 2010 and back then, he was billed out as a Principal Project Manager and now he is billed out as the Executive Vice President, but that difference is from \$195 per hour to \$335 per hour, so over 13 years, it's a 5% annual increase. I did check this against the budget. The Fiscal Year 2023 budget is at \$5,000, so this exceeds what is in the budget, but because Jay and I can take care of some engineering business as it comes up, we've not billed at all this fiscal year for any engineering consulting services, and I don't anticipate having to do that for the remainder of the fiscal year.

Mr. Horton asked you're talking about FY23, right? Because he did do something for us last year.

Ms. Giles responded he did the stormwater analysis, and he gave me a note on that as what he billed it out as.

On MOTION by Mr. Horton seconded by Chairperson Nelsen with all in favor, the work authorization from England-Thims & Miller for hourly rates increases was approved.
---

**B. District Manager**

Ms. Giles stated just as a reminder, we will approve the budget for Fiscal Year 2024 at our June 12, 2023 meeting, and we will adopt the budget at our August 14, 2023 meeting. We will keep this as a discussion item on the agenda so we can seek the Board's guidance for any updates or changes or anything you want to see in that budget.

**D. Operations Manager - Memorandum**

Mr. Soriano stated we just had a community event, the Polar Plunge. It worked out well. We had a nice, cold morning. There were about 70 registered, but we only had about 45 jump in altogether. Everybody had fun. This will be the 20<sup>th</sup> summer since the facility opened. We had one year the pool was closed because we were working on the drains, and of course we didn't do the event during the pandemic, so there were those couple years, but this is our longest running community event. I wanted to go over the tentative event calendar. It's the same general event planning we've had for the last few years, including food truck night, spring break at the pools, our virtual runs, our dive-in movies that follow the same monthly patterns, and some months you have a couple of events. Unless anyone has any objections or has an event you'd like to add in, this is what I will put on the website for the upcoming year. We usually post three months' worth of events at a time in case anything changes.

I wanted to go over the pool hours. The heated pool at your sister district will open March 1<sup>st</sup>. That is what they have gone to over the last couple of years. They've turned those heaters way down for January and February and then it opens back up in March. We heat for that last month and then by April we're open every weekend, and we open up for Spring Break. In April we bring on lifeguards for the weekends, so we turn the heater off. We have the same lifeguarding schedule we've seen for the last six or seven years. I've made one adjustment to it. I looked around at other facilities that have slides and waterpark-style pools like ours and looked at their hours for guarding and for slides. We are still the highest number of operating hours, but then we have the largest population and the biggest pools, so I tried to take that into account, but I did cut back some slide hours. During the week, the slide doesn't open until 12:00 p.m. Because of our regulations with the health department that say we have to have two

lifeguards for operation of the slide, it increases our staff levels, so this is a way for us to cut back on staffing for what amounts to well over 100 hours for the summer. We would typically open at 10:00, so it's only two hours for them to wait if they're coming Monday through Friday. Saturday and Sunday it's still the same. Outside of that, everything else is the same. We started quite a few years ago on that alternating day on and day off when kids are in school and that's what we're planning again for the beginning of spring and it's the same thing when they go back to school. We have that alternating schedule all the way until Friday. There will always be a facility open for the families, and then of course our adults can swim at any time. Unless there are any objections, that schedule is what will get posted on the website after this meeting.

Chairperson Nelsen stated April 7<sup>th</sup> there is no school for Good Friday.

Mr. Soriano stated in the last couple of years we didn't do special dates for those days off school. There are sometimes where the elementary kids are out, but the older kids are not. Generally, what I've looked at the last two years is whether Susie can provide a pool monitor at least and then we can open the pool for that day and not provide the lifeguards, so that means the slide may not be open, but they can at least come to the pool. If we want to do that, I will get with Susie.

Chairperson Nelsen asked and then we can push it out by email?

Mr. Soriano responded yes. So, those would be added. We can keep that in the calendar just in case.

Mr. Soriano continued with his report stating, I wanted to go through some open items. We have one company that has surfacing material for the pickleball court, it's called Plexipave and it is ready to go, so I am going to go that route. That is not the surfacing material I wanted. I told you guys about Sports Master before, that is the actual design for pickleball courts. It uses a rubber aggregate instead of a sand aggregate. It still gives you a grip, but it's not as tough on the pickleball and not as tough on the joints because it's softer and that is still on hold, so if we want to get moving, I'm going to go with the Plexipave, which is more of a tennis court style aggregate. We do have some good information to report and that is going to be on some bonds. We had a construction bond left over and I thank Mike for working on that and clearing everything up for us. Now we get to use that for some construction funds. It was

related to the finishing up of the fitness center. If you look in the packet, you can find it on page 26.

Ms. Giles stated it's \$18,816.

Mr. Soriano stated the surfacing material won't quite hit that, I want to say it was \$16,000 in supplies, but Mike did say I have a small percentage I can use toward something else, correct?

Mr. Eckert responded the entire amount can be put towards the construction that you need to do related to the amenities.

Mr. Soriano stated so we will use that amount.

Mr. Eckert stated what you will see is after that amount is spent down, we will come back to the Board with a project completion resolution, which will declare that project complete. That is the last remaining issue we need to deal with.

Mr. Soriano stated the next couple of items I have in your packet, these are the playground equipment quotes. Our last meeting, we had a resident from Oakbrook come by and ask about installing something in their green space area. Right now, we have a gazebo and benches, but no playground. We asked to look at a swing set, so not a playground structure. This is a small area with only a few homes, but they are a little farther set out from some of our closest playgrounds. I brought you a quote for just the purchase of the swing set from BYO. This is a company we have worked with before out of St. Augustine. They're pretty quick on turnaround for smaller items like this. They're asking for \$4,294.63 for a two-bay swing set, which gets us four seats; two regular seats and two toddler seats, unless we want to just go with a single-bay which just has two swings. That was the cheapest I could find that was readily available. This is just the purchase of the swing set. This does not include install and we would have to do surfacing material, which would add a couple thousand for things like mulch and a plastic border out there.

Mr. Horton stated I would think just a one bay with two swings would be sufficient. The park down by me is not used that much and there is a lot of people.

Ms. Suchsland asked which Oakbrook is this?

Mr. Soriano responded this is the very front. It's only about \$900 less for the single bay, so it wasn't a huge difference. Maintenance wise it will be. Those bucket seats for the toddlers are very expensive and we do replace those every couple of years.

Mr. Horton asked the single wouldn't have the bucket seats?

Mr. Soriano responded you would have to decide what you want there.

Mr. Thomas stated so with mulch, labor and everything we're still looking at \$5,000 for just a single.

Mr. Soriano stated probably right about there. With install, for the guys putting up the bay is not hard. It's concrete work. It's going to be digging up and putting borders and mulch. Mulch right now per square foot is around \$0.60. We're going to spend a couple thousand just to put mulch around the single bay even.

Mr. Lanier asked does it make any difference using mulch versus the rubber?

Mr. Soriano responded yes expense wise. We are allowed to have less of a depth, so depending on what material you have there are different depths. Mulch is expected to be between 12 and 16-inches, so we are supposed to go out there and constantly replenish, which they do every year. The rubber can be less, it's just going to be more expensive.

Mr. Lanier asked would this be coming out of our capital funds?

Mr. Soriano responded yes.

Mr. Lanier stated it's a community that's been back there for quite a while and they do have a nice green space, but they don't have much. I'd like to make a motion to get this moving forward with a dual swing, so they have the opportunity to have two toddlers as once as well as two younger kids.

Mr. Horton stated the price difference is not that much.

Mr. Thomas asked so you're talking closer to \$8,000 total?

Mr. Soriano responded yes. I will do installs with my amount. My only concern would be if the mulch comes out to be more than \$2,500. I can't imagine because it's going to be small. It might be \$2,000, so I can do everything on my own outside of the purchase of the swing set.

Mr. Lanier asked does this include shipping?

Mr. Soriano responded no it does not. There is no tax.

Chairperson Nelsen stated it says free shipping.

Mr. Soriano stated the tax is going to come off, so it's actually \$3,995 for just the purchase of the swings.

Mr. Lanier asked and you're going to do two toddler and two buckets?



Mr. Soriano responded yes.

On MOTION by Mr. Lanier seconded by Chairperson Nelsen with all in favor purchasing a swing set for Oakbrook at an amount not to exceed \$4,000 was approved.

Mr. Soriano stated the next item is a playground item also. Our structures are in their 19<sup>th</sup> or 20<sup>th</sup> years. We did a couple of years ago start working on replacing them one at a time and we have now replaced three altogether. We did vote on doing another one last year. I haven't received that one, and the biggest problem is the design. We specifically picked out one that we wanted, Ellie the Elephant and it was a five-inch post and that was what slowed it down. All of ours are 4 and 3.5-inch posts, so it is a much bigger unit and much more durable. Since we are still waiting, this is a new year, we can get another one coming to us that is more of a quick ship. I called around to get quotes on things that were actually in stock and that has been very problematic. We have taken out the Cannons Point playground because it was just so bad and we were fixing holes and we were getting emails and complaints that it was just easier to take it down, but we need something to go in its place, so I've given you two quotes for items from two different companies that are quick ship. The Little Dipper, Play Craze, Seize the Day, and Treasure Hunt are the only ones they have ready to go. Treasure Hunt is the bigger one and it is still nowhere near the size of Cannons Point. That one comes in red and yellow. The one behind it is the one that I was looking at. It's more comparable to the size of the one we took down. It's called the Grand Venetian and it's a couple thousand dollars cheaper.

Chairperson Nelsen asked and delivery is about the same?

Mr. Soriano responded yes.

Chairperson Nelsen asked and this is in our reserves, right?

Mr. Soriano responded this would be this year's purchase for the playground.

Mr. Thomas asked so you'll keep this one intact instead of piecing it out like the other one?

Mr. Soriano responded right.

Chairperson Nelsen asked what's the elephant? Was that Silver Leaf?

Mr. Soriano responded we've already done Silver Leaf. The next one would probably be either Worthington Oaks or Fall Creek.

Mr. Horton asked which one do you recommend?

Mr. Soriano responded I would say we could approve a not to exceed for Grand Venetian first and if for some reason there was a problem, that I could jump on Treasure Hunt, because it is an issue with the fact that it's empty. We took it down last week and I already started getting emails asking what is going in its place and when it's going up.

Chairperson Nelsen motion to approve purchasing the Grand Venetian at an amount not to exceed \$21,000.

Mr. Horton asked does that include shipping?

Mr. Soriano responded it does include shipping, but it does not include the install amount. I would probably ask for a total of about \$8,000. That is to update the mulch and the border there and the labor time. That is our guys doing the work.

Chairperson Nelsen amended her motion to approve the Grand Venetian at an amount not to exceed \$30,000. Mr. Lanier seconded the motion. With all in favor, the motion was approved.

Ms. Suchsland stated Jay, we're doing playground mulch the beginning of March before Spring Break. If you and I can pinpoint the amount that we need to save back, we can get the bulk rate still and hold that side to save you guys money.

Mr. Soriano stated the next thing is fitness center quotes. I was asked to bring some of these forward to help alleviate some of the work that we're throwing on the in-house maintenance crew. This is one they were going to start this week, but if we want to approve somebody else to come in and do the painting, I'm sure they'd be happy to have that off their plate. I did get three vendors to tour with me last week. Armand's did not provide a written proposal in time for the packet, however when they toured with me, they gave me a guesstimate between \$12,000 and \$14,000 to paint that building, which is about what I expected. You can see Tito's at \$8,000. Rhino Shield I put in there so you could see it. Their commercials say never paint your house again and things like that. It does come with a high

warranty, and they do great prep work, but I got them to quote my house last time I painted my house and they are eight to ten times higher than everybody else. So, you go from Tito's at \$8,000 something to Rhino Shield at \$30,000 something.

Mr. Horton asked is it just the back side of the fitness center?

Mr. Soriano responded no; this is all the exterior. Everything except for the brick, and the window and door frames. You have peaks and you do have metal vents on there that will get painted. You have a metal roof that will be updated. You have all the wood, the trim, the fascia and all the soffits on the other side of the first story.

Mr. Thomas asked have you used any of these companies?

Mr. Soriano responded I have not. We were going to start painting this week, but we do have a lot of work to do, however I estimate it at about a week with our full-time guys, even working at a week we would have been somewhere right around \$3,000 to \$4,000, so about half of that, but it takes them out of doing everything else. Even if I were to get lucky and got the swing set in within a week, we're not working on that. I know we get complaints and concerns of things being done in a timely fashion, but we have a lot to do out there, so if we want to wait, we can, and it would be much cheaper. Tito's is not a bad price, and like I said, I'm sure the maintenance guys would be happy to have it off their plates to work on something else.

Mr. Horton stated I've seen Tito's mentioned before so they seem to do a good job.

Mr. Soriano stated they were highly reviewed, and they do work a lot in the area.

Chairperson Nelsen I'm not seeing Sherwin Williams on here.

Mr. Soriano stated he is not a distributor for any one paint; both him and Armand's, but Rhino Shield uses their proprietary paint. Both Armand's and Tito's said they would use whatever we request, it just may change the pricing.

Mr. Horton asked how are they going to take the chipped paint on the backside off?

Mr. Soriano responded they will prep all of it, that's part of it. They sand and scrape. I've talked to both of them. There's one big piece of fascia that is going to have to come off. It's rotten back there. They're going to have to replace that whole thing, so that is part of the prep work.

Chairperson Nelsen stated it is definitely time.

Mr. Soriano stated just a reminder, the reason we were going to start painting on that soon is we're also doing pickleball soon, so when we open that up, I do want it to look nice. When you walk out there and turn around to the back of the building, the back is rough. The front is a little, but it's not as bad.

Mr. Lanier asked do we need a not to exceed? Can we get more durable paint as part of the price?

Mr. Soriano stated he's still using Sherwin Williams. I can see if he can bump that up if we put in an extra \$750 to \$1,000. It's not going to be that big of a difference, but that gives me a little leeway to be able to work with them.

On MOTION by Mr. Horton seconded by Mr. Lanier with all in favor Tito's Painting proposal was approved with an amount not to exceed \$9,500.
--

Mr. Soriano stated this is not something we typically do, so you'll be reimbursing me for cash. They don't except checks. Typically, the District always likes to do checks if we can.

Mr. Horton asked when will they start?

Mr. Soriano responded I told him we would be discussing it tonight, so hopefully he is excited and ready to go. I told him I would call him tomorrow morning and let him know. I will find out and let you know tomorrow.

Mr. Soriano continued with his report stating, there is old furniture in the clubroom. I'd say it's about 13 or 14 years old. The leather couch is in pretty decent shape and that was the most expensive part. Tom walked with me through that room to check it out and we talked about keeping the leather couch. I originally thought I would get rid of it and do some high tops so there's more seating area, but it's in good shape. It's the other sofa that is just regular upholstery and the two chairs. The green wingback chairs that are in there are in rough shape and they are very old. We're beyond just cleaning them. If we want to match the leather couch, I've brought you options for leather furniture.

Mr. Lanier asked how many chairs are you looking at?

Mr. Soriano responded to match what you have in there, it's the Beamerton Sofa.

Mr. Lanier asked do we need the sofa or the chairs?

Mr. Soriano responded there is one sofa, two large chairs, and two wing-back chairs in there. I originally wanted to replace the leather couch too. Like I said, we could do more room and different things, but then we have to replace a lot more items.

Mr. Lanier asked are we picking up on usage as well?

Mr. Soriano responded we are not. We're still slow compared to three years ago. It's ticked up slightly, but we're not anywhere close to where we used to be.

Chairperson Nelsen asked where was this on the replacement estimate that we have?

Mr. Soriano responded it's past due, but it's not this much money either. He looked at spending just a couple thousand on furniture and it was probably looking at replacing a piece at a time, not altogether. To do it altogether, the sofa is \$1,999 and there are two large chairs that would sit on either side at \$1,599.

Mr. Lanier stated when he came in with his recommendations, how long of a timeframe was it over?

Mr. Soriano responded I'll look it up.

Mr. Thomas asked were you saying two wingbacks as well?

Mr. Soriano responded yes, there are two in there right now that you would get rid of. Your total just to do the five pieces that are in there right now, not the large bay window couch that is in there, if you matched it adds up to be \$7,537.97.

Mr. Thomas asked do we want to stay with that same décor?

Chairperson Nelsen stated we want something durable.

Mr. Lanier stated something that fits the aesthetics of the room.

Mr. Soriano stated this is something that was way above anything I would have looked at. The reason I ended up going with this is if we keep the leather sofa, it will match. The leather has made it, but I'm always worried about it getting torn up. It's done better than our cloth upholstery ones. I can tell you Wanda bugs me a lot for this room. One, we don't charge a lot for the room and since the pandemic we have fallen off quite a bit, but it is hard to argue with people when they tell us the couch is ugly. It's still a lot of money for furniture.

Mr. Thomas asked do you think it would be the same to go to an upholstery company to have it reupholstered?

Mr. Soriano responded it's still going to be costly. Unless you have an expensive couch, I don't know that it's worth it. The wingback chairs are nice chairs, and we could get

those reupholstered, but I don't know that you're going to beat \$1,100 on a brand new leather one.

Mr. Horton stated leather holds up a lot better than cloth.

Mr. Lanier asked if we go with leather, do we have a maintenance plan and something we could do internally to be more diligent?

Mr. Soriano responded right now they use regular leather cleaner, nothing special, but we do treat the leather every once in a while. That is all we've done with that couch.

Mr. Horton stated if the couch is out in a couple years, we can replace that next. I've looked at it at least twice. Something needs to be done.

Mr. Soriano stated just to clarify, when I went through it with Tom, before that my idea was to get rid of all the furniture. I was going to do high top table and chairs. It's hard, you're not going to rip up wood easy. We would probably have a lot more of those high tops to open the space up, but you won't have that comfy area. Right now, you have this area that looks like a living room.

Mr. Horton stated I would suggest we also have monitors for rentals. If the monitors would do a quick inspection to make sure everything is okay.

Chairperson Nelsen stated they do that for night rentals.

Mr. Soriano stated not during the week. That is for Fridays, Saturdays and Sundays. That's why the rate is so much lower during the week. Security helps out with locking up when they're done, but there's not a party monitor. Also though, during the week we don't get a lot of parties, it's more HOA meetings. Things can still get torn up, but it's not as likely as with a wedding shower or something like that. That's where you saw that price increase a few years ago.

Mr. Horton stated I'm sure Wanda wouldn't mind keeping an eye on it.

Mr. Soriano stated yes, when she's here.

Mr. Lanier asked do any of these prices involve shipping?

Mr. Soriano responded I think all of these included shipping. The Ashley, I'll have to see. I think it was pre-shipping. The big leather bay window couch that is in there is Ashley furniture. The tables and chairs are also.

Mr. Lanier motioned to approve purchase of furniture for the club room in the amount of \$7,537.97.

Mr. Horton stated I'm wondering if that is a little bit low and if we should bump it up to \$8,000.

Mr. Lanier amended his previous motion to include a not to exceed amount of \$8,000 for purchase of furniture for the clubroom. Mr. Horton seconded the motion.

Mr. Thomas stated I'm on the fence. We're not using it a lot and any time I've seen people have a party there, the furniture gets moved, so I'm leaning more towards the high-top idea. It looks old timey in there. Like I said, every time we've rented it, or other people have rented it, it's been more of a dance area as opposed to you go sit in this living room, and you sit over there. You can't talk to people over there when you're sitting over here, and you're technically not supposed to move the furniture because of the rental agreement.

Mr. Soriano stated if they're not going to use that seating area, the first thing they do is push the couches and chairs out to the walls to open up that area.

Chairperson Nelsen stated when the other couch goes, we could do that area in tables.

Mr. Soriano stated my plan was to get rid of everything. Like I said, I was going to get rid of the bigger couch too. I know it's in good shape, but it is also 13 or 14 years old. It does take up a lot of space, but it is usable. I'd hate to waste it. It was the more expensive item when they bought it years ago. Almost as much as what we're talking about right now, just for that couch.

On voice vote, the motion to approve a not to exceed amount of \$8,000 for purchase of furniture for the clubroom passed 4-1 with Mr. Thomas opposed.

Mr. Soriano stated I have another request that I'm bringing forward. As you guys know, I don't like spending money. I do know a lot of these things need to get done and that we've already planned a lot of this, but I don't typically like this much. Some stuff, especially if it's not a concern for safety, I'm not too worried about it immediately. The last quote is something

we tabled that I brought you guys before. I did get them to update the proposal. This is for your extra lounge chairs at the pool. We are full if it wasn't for adjusting the fencing that was in the front for years, we wouldn't have opened the area up anymore. I could take the furniture and just spread it out, it just looks a little empty right now.

Mr. Horton asked you're requesting 25 chaise lounges?

Mr. Soriano stated I'm looking at putting 12 along that wall, and 8 out by the spray ground. I'm still going to spread them out a little bit, so I did cut that down. Realistically, we don't have to do any of them, I could just spread them out.

Chairperson Nelsen asked but do we get full on weekend?

Mr. Soriano responded we do. Last year we were getting busier than we've been in a long time, but there was a point back in 2018 when we still had to be concerned with overcrowding to where we even put a policy in place for limiting guests, which helped. We got back to that last year, so there are times when we're full. The biggest thing with this is if we want to add this, it's not a quick turnaround. They take a couple of months sometimes if we want to be able to have it for this summer.

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

Mr. Lanier asked what do you think a good lead time is to get these?

Mr. Soriano responded we ordered the year before and generally I do \$10,000-\$20,000 worth of furniture since we started, and it's been about three months. This is a smaller order.

Mr. Lanier stated that's going to put us right at opening.

Mr. Soriano stated yes, I don't expect to have these by spring break. It would be three to four months if it takes the full time they mention.

On MOTION by Mr. Horton seconded by Mr. Lanier with all in favor, purchasing pool furniture at an amount not to exceed \$4,800 was approved.

Mr. Soriano stated unless there are any maintenance items, that is it for me.

Mr. Thomas asked what is our next step for the hogs that are tearing everything up?

Mr. Soriano stated we would have to get a trapper. They're coming out in the middle of the night. So far, I haven't gotten a report, even from a resident that has actually laid eyes on them. They are tearing up other areas, but we haven't seen them. They are building the road



that cuts all the way through from the back of Chimney Lakes, Cheswick, and down to the bottom. That is pushing them into the little neighborhood that sits at the back of Oakleaf Village Parkway and then they'll come out. Until that construction, we haven't seen problems in a while.

Mr. Thomas asked should we have something on our website for hog sightings to be able to tell the trapper where to go? If he was over there by the park and now, he's moved across the pond, but now they're actually in the neighborhood.

Mr. Soriano stated I can send out another email to the residents. My concern was safety. There are a lot of people that live around here that have never seen a feral hog and don't realize how dangerous those things can be, so that was more for information but I could put out there to have people contact me if they do see something so I can relay it to a trapper. Many of these trappers are much better at this than we are, so they are going to be able to tell when they move. But yes, I would have to pay for somebody to come out and trap them.

Mr. Thomas asked is that within your budget?

Mr. Soriano responded yes; it should be. There could be some very big hogs out there and they may come back and say they need more.

Mr. Horton stated one of the discussions Jay and I have had lately was on the ducks in the pool area.

Mr. Soriano stated we talked about it before, and a big complaint was the soccer fields. Those are our resident geese. A lot of our birds are protected in Florida, so you can't do much about it. You can get a ticket for just harassing them. After this last set of complaints on the ducks at the pool, I looked into it and found out the Muscovy are carved out of that law. Muscovy are considered invasive in Florida. You cannot trap them and move them, but you can dispose of them. That would lead us to what we could do. I would look at a nuisance trapper the same way. I have some guys that would have no problem with this. I am not going to ask the RMS guys to kill any animals, so I would go to a paid person and that takes it out of our hands.

Mr. Horton asked did you get any prices?

Mr. Soriano responded not yet. One person from Oakleaf actually contacted me after seeing the Facebook rants, so I'm hoping to get a price for them. Fish and Wildlife gave me a couple of names to try in our area too so I can compare pricing.

Mr. Lanier asked what percentage of our ducks are Muscovy ducks?

Mr. Soriano responded that is 100% of our problem on the pool decks. Outside of the pool decks, we have a lot of geese. We have white Mallards in the ponds on this side, not as many on your side. It's just direction I would need to hear from the Board, because that is not something that is taken well by some residents.

Mr. Horton stated it leaves a nasty mess in there. I think our residents deserve better than that. I'm all for having a trapper come in to get them out of here. It won't be a permanent fix, but those seem to stay there in that area, so hopefully if we remove the ones from the pool area, that will solve the problem. It doesn't seem like trapping them would be hard to do at all.

Mr. Lanier asked so we're giving Jay direction to contact somebody from that world.

Mr. Soriano stated if it's under my amount as long as I have direction this is what we're going to do.

Mr. Thomas asked and you're going to contact the trapper for the hogs?

Mr. Soriano responded yes. If it's the same person, great. If not, I'll have separate trappers.

Mr. Horton stated you mentioned the bulkheads at the duck bridge. There have been some improvements on that. I really like it. It looks nice. If you haven't been out there, you need to go take a look at it. Instead of dropping off, he's got it where it's leveled out and he's putting some plants in there too.

Mr. Soriano stated yes, we are working on adding some landscaping, so we have the extra vinyl posts there too. It does look really improved compared to the drop-off before, and it was actually causing some damage from erosion too so we will be able to repair that now without the ground sinking in around it. We are only half done. We've done two bridges and we have one more to go.

Mr. Horton stated you didn't mention anything about the leak.

Mr. Soriano stated I let you guys know it was a 10-inch pipe, but I was wrong. The large end is a 12-inch, and I don't have a plug for that, so I ordered one, but until it comes in, I can't plug up a 12-inch pipe. It only takes a couple of days to get to me. We can buy a plug for a few hundred bucks, whereas if I rent it, it would be \$100 or so to rent this plug. You are going to use this again in the future. This is the second time we've had a major leak. The third

altogether. This side had a big leak too that we took care of a few years ago, so this is not an item I won't use.

Mr. Thomas asked where do we stand on the cleanup of the car accident in the front?

Mr. Soriano responded I've talked to T Fenceman about replacing that panel, so we're just waiting on him. We took care of the tree already last week. I don't know if Clay Electric has come out to take care of the light.

Ms. Suchsland stated I don't believe so.

Mr. Soriano stated there was a light damaged, and as far as the insurance, they haven't contacted me. I think they've left the homeowner hanging also.

Mr. Thomas asked any word from the cable company that came through and did the number?

Mr. Soriano responded no.

Mr. Thomas stated I've seen the sidewalk repair guy come out.

Mr. Soriano stated that was only two slabs, if you notice, the others are still asphalt and it's not ours, but they just put in a brand new one farther up past the waterfall on the Duval County side. They have an amount of time they're allowed to leave this temporary fix of just dirt and asphalt and then they have to come back and fix the slab, so I don't know how long that is. I have worked with the County to try to stay on top of them because we have multiple spots where our sidewalk is gone. I say our sidewalk, but it's really the County's sidewalk.

Mr. Thomas stated but it's our grass that we've put down and maintained.

Mr. Soriano stated that's where it's hard. I can get on them because they're supposed to return it to the condition it was.

Ms. Suchsland stated I have talked to them. They're replacing with St. Augustine.

Mr. Soriano stated that was our biggest issue with the one on Plantation Oaks side. They came in and threw seed and most of that seed was not St. Augustine grass.

Mr. Horton asked how about the historical marker. Is that still on hold?

Mr. Soriano responded I've heard nothing new from the County.

Mr. Horton asked we changed one of the pools from chlorine to salt, right?

Mr. Soriano responded no. We have all the equipment, but I was going to do it in the off-season, and I can't do that until we fix the leak. We can finish the other two and they will be ready to go. If I have to stay with Poolsure for this next year, the one nice thing is since

we're putting in so much fresh water with this leak, I can throw a lot of chlorine at it because we don't pay extra for chlorine with Poolsure. We pay a flat monthly rate no matter how much we use. Once I get rid of them, we will spend a lot of money throwing salt in there if we have to constantly refill with water.

Mr. Horton asked any advantage to stopping it by turning some pumps off, or is it just leaking?

Mr. Soriano responded we're pretty positive that it's not in the other pipe. We dug everything back up and inspected it and there wasn't anything there, however, it's the slide, so when I turn the slide on. The slide has its own dedicated system. There are eight-inch openings and a 10-inch pipe on the water side, and then it goes back to where it goes into a 15-horsepower pump and that is a 12-inch opening back there, so that big pipe runs along that pond bank. Then it sends the water back and up the slide. That pipe could very well be a problem, but we would only notice it when it's on and that slide has been off now for two weeks. Even when it's off now we can see a leak, so I think it's in the other pipe. My concern is, we can't dig up the whole pond bank. I have to have somebody come in and sound it out and tell me where the crack is.

Mr. Horton stated I did a walk around up here the other day and I noticed quite a few things. I told you I would bring it up today, but going down the list, the middle bridge is all gooped up with something and a lot of the lamps need to be painted.

Mr. Soriano stated I haven't gotten to painting. They are updating the fiberglass and the faux iron designs on them. I told them while they're out working on the bridges they can, but they did double check all the lights and clean that one off. There was a lot of mud and insects. I don't know why they like that one light, but the light worked. They inspected all the rest and all of them are working.

Mr. Horton asked you checked all the lights around the soccer field?

Mr. Soriano responded yes. While they're out there working on that, I had already gone through some with you like the fountain. The day you came and talked to me, the fountain was already cleaned the week before, but it was easy because I could just take that list to them, and they could check it off while they were working on the bridge. Everything except for the items I can't deal with like the pool and the water level being low. Those are bigger projects, but everything else they were able to handle.

Mr. Horton stated let me just go through it really quick. The gym door needs repaired because it sticks and it's hard to open.

Mr. Soriano stated they lubed it up, but I think we need a new handle on that. We used to have that door locked down, so you have to scan in and there was an intercom on the brick wall. Because of that, most people would just yank on that door, and it damaged it over time. We don't do that at all now. When it's open, the door is open, and you have to scan in on the inside.

Mr. Horton stated some of the screens around the basketball and tennis courts need to be fixed.

Mr. Soriano stated I believe they went and zip tied them, but I'll double check. When it gets windy it rips the zip ties and that's what we want. We don't want it to stay up during windstorms because it damages the fence, so the zip ties are meant to break.

Mr. Horton stated I mentioned the storage shed over by the basketball courts. Putting a screen material on the fence there would look a lot better.

Mr. Soriano stated I can order those. Those are custom cut. The same screens we put on the pool is what we order. They come standard at 50-feet. Anything less than that we have to order in a custom size.

Mr. Horton stated the phone in the gym needs to be replaced. In talking to the ladies in there, they seemed to think a wireless phone would be nicer.

Mr. Soriano stated I just gave them a working corded phone for now.

Mr. Horton asked what about the camera in there?

Mr. Soriano responded no. That one is not up to me. I'll continue to push them, but they like the point and click camera, not the web cameras, so I'm going to have to force them to do something they don't like. I prefer the web camera. It's only at times like this where the point and click doesn't work because it's getting older that they complain about it. The rest of the time, they like that little camera that they can take a picture of you and then they transfer it to the computer. That's what they have used now for 13 years.

Mr. Horton asked do we have employees now to take care of all the work we've got?

Mr. Soriano responded I think so. We're at the point of what I asked for in our last budget. Up until last year we've never matched those budget lines, we've always been under a little bit. At this point I have three full-time guys and three part-time guys. That adds up to

about five and a half. You do split those guys with this district over here. That's twice as much as I've added any year that I've worked with you guys, and we've done a lot of work in the last couple of weeks. I think they've done a good job. People have asked about the increase in the assessments, but it paid for things like that and for the products that we bought tonight. That didn't start until October, so I didn't hire my first maintenance guy until the end of October. He has unfortunately already left me for a job at St. Vincents because they pay more. We have since replaced him and I got another in December. I think that's going to be enough to handle everything. I'd hate to push it beyond that, but I'd be happy to look for one more. I'd have to really coordinate how much work they do on your side and how much they do on the other side and keep that balance for your budget. I prefer not to go over any budget lines. I know we came close on a couple of things last year and we had one or two we went over.

Mr. Horton stated the longer we're here, the more maintenance that will be required so it's something we will have to look forward to.

Mr. Soriano stated I take that direction from you guys. If you want me to continue to look for more staff, I can. Staff is by far the most expensive part of our budget and that's the hard part. I still have to be able to balance that out. We have a lot more now, so I prefer to wait and see how it goes. If I have more resources and more people, that takes a little off my plate.

Mr. Horton stated it's our job to keep things in shape for the residents.

## **EIGHTH ORDER OF BUSINESS**

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

#### **Audience Comments**

Mr. Raul Mireles, 3165 Wandering Oaks Drive, stated you guys were talking about the cable company. Are you guys working on rectifying the sidewalk and landscape damage on the main drag?

Mr. Thomas responded I drive it every day and I've been on him every day about it.

Mr. Soriano stated we're limited. I can do everything I can to yell at the County, but it's not in our control. It's county-owned right of way. They own the sidewalk and the roads. They're always quick to tell us they're going to put it back the way it was, but it doesn't always work out like that.

Mr. Thomas stated Ms. Suchsland has been taking pictures of all the damage, so she is very well versed in what it used to look like, and what we're hoping it will look like.

Mr. Lanier stated unfortunately I think there is some leeway that they don't have to have it done until this job is completed.

Mr. Raul Mireles stated this probably doesn't fall on the CDD, but has anybody been talking about the road deprivation between the heavy trucks coming from the new neighborhoods they're building?

Chairperson Nelsen stated everyone needs to report issues to the County. They're County roads.

Mr. Horton stated I would think we would need to wait until they build most of those houses out down there.

Mr. Raul Mireles stated they're not doing much anymore.

Mr. Thomas stated there's approximately eight houses and about four are done.

Mr. Lanier stated the more residents call, the more results we're going to get from the County.

Mr. Thomas stated for example, a lot of residents are calling about trying to get a four-way stop there, so the more people that call, the better off.

Mr. Horton stated and contact our County Commissioner. I'm not sure who that is now.

Mr. Soriano stated Alexandra.

Mr. Raul Mireles stated the last thing I have is we love going to the pool, but we've noticed some decline in the appearance of the landscaping like the bush maintenance. It seems really overgrown. Also, when we're walking in the neighborhood at one time they would stop while people were walking by or even driving by, but now it seems like they're oblivious to anything around them and I'm not seeing as good of a job on the hedging in the neighborhoods. The neighborhood just doesn't seem as well maintained on the landscaping side as it once was.

Mr. Horton asked any particular neighborhood?

Mr. Raul Mireles stated I live in Nature's Hammock, so when we walk down Nature's Hammock, right there by the ponds. That sidewalk right there, the hedging isn't what it used to be, and definitely in the Phase 1 pool area the landscaping is not what it once was.

Mr. Horton stated we will let our landscapers know about that. You might want to talk to her after the meeting.

Mr. Stephen Fagan, 646 Wakeview Drive, stated I just wanted to thank you all for the time you're spending. In particular, the 4:00 meetings always seem to conflict, so we can't seem to get to them on time. We talked about pickleball, \$18,000, AT&T another \$2,000, playground one \$10,000, playground two \$30,000, fitness center painting \$10,000, furniture \$7,000 and pool furniture about another \$5,000. So, we're talking about \$80,000 worth of maintenance and upkeep, but we haven't seen anything about landscaping and grounds replenishing and replacing. As the gentleman said earlier, this Phase 1 side is kind of looking dead. I have some pictures I can share with you. *Mr. Fagan shared his pictures with the Board at this time.* A first impression is a lasting impression. If you look on there, you'll see a lot of ornamental grasses such as the jasmine are dying. You go around the soccer fields, the hedge rows are in decline. I'm not sure if there is a replenishment program, but that needs to be a part of the budget as well, because if not, the community is going to go downhill. The first thing you see is the landscaping and it's going to dictate how you feel about the property.

Mr. Horton stated plant replacements should be in the budget.

Mr. Soriano stated some; not replacing everything. We used our replacements well for the last couple of years. I don't like to replace grasses. I think it looks like a campground. That's not manicured stuff. I do like hedges, azaleas, and things like that. They cost a little bit more. The grasses also have limited time, so some of the ones people complain about that are fuller but still look a little rough are at their point of dying. They might live 20-30 years. If you wanted grasses, we would plant probably about now, but that's not one of the things we have set up in our replacements in the contract. We do have a contract that has a large number of replacements for one-gallon plants, three-gallon plants and perennials, but you're not talking about replacing everything. If we do that, you're going to see a very large increase in landscaping. Our landscaping budget is very low. We are going to be coming up on an RFP this year. Next month I'll present a timeline for that RFP so we can include the final numbers in the budget.

Mr. Stephen Fagan stated when you let this stuff snowball, this is what you have. You have to replace a little bit every year or it snowballs into a monster and right now we have a monster on our hands. If you look around some of these light poles at night, it looks sad. That's not the community we moved into 20 years ago. It was vibrant and the landscaping was immaculate. You have these landscaping lights around the large oak trees that don't work.



Mr. Soriano stated that was one of the items I went over with Tom about a week ago.

Mr. Stephen Fagan stated I drove in last night and two of them right in front of the swimming pool area and two by the fitness center were not working. Then you look along some of these drives and some of them have been vandalized. Remove them if they're not going to be replaced.

Mr. Soriano stated I'll take a look at it. If they're vandalized, we replace them, but they're also going to be vandalized again and we're going to continue to replace it. If you noticed, we started replacing the ones that are on the street side years ago with concrete lights for that reason because kids like to kick them.

Mr. Stephen Fagan stated they're not even on. Someone has to look at these at night to make sure they're on. The ones leading to Whitfield aren't on. Again, some of the landscaping around those looks like it could use some attention. I heard about the ducks. We can't harass them as people, but I work at UNF, and we use Goose Masters. They bring dogs out. That may be an option to look at. When you have a trapper, you'll have to trap them year after year. People walk around with dogs all the time.

Mr. Soriano stated we use Goose Masters in some neighborhoods and they're \$4,000 to \$7,000 for a treatment.

Mr. Stephen Fagan stated the ducks begin to learn, that's not the place you want to lay. We use them quite a bit on campus, to the point it's been so successful that we have cardboard dogs on campus. The ducks stay away from it.

Mr. Lanier stated we can take a look at a lot of this stuff. I get what you're saying. Some of this stuff I know is there, especially around the field house. I was with soccer for many years, and it is amazing to watch everybody just trample through it. I'm not opposed to a lot of what you're saying though, but this stuff right here is because people walked right through it.

Mr. Stephen Fagan stated you can't put stuff up there that's ornamental that's going to get walked through and then it looks bad.

Mr. Lanier stated I just need a little understanding that we will take a look at this, but you have to realize this comes into a budget and if you want your CDD fees to increase, then we can do whatever you want.

Mr. Stephen Fagan stated I don't have an issue with that if it's going to make my community look better. If you want something to look nice, you're going to have to pay more. You pay for what you get, and right now it looks bad.

Mr. Lanier stated your neighbors are going to have a big problem with it. That's something we will always take into consideration.

Mr. Horton asked what's the worst area that you're looking at? We can't do it all at one time. Where should we start?

Mr. Stephen Fagan responded I would think the major thoroughfares, because like I said, your first impression is a lasting impression. When you have light poles with 10 ornamental grasses around it and right next to it you have one and a half, that looks bad.

Mr. Thomas stated maybe we can come up with a plan of attack, like areas we would like to see address first. I would be really hesitant to do the field house parking lot because they're just going to get trampled, but looking at some way to redirect that traffic to not go through those areas is something I'd be willing to do. I agree the thorough fares and what we see on a day-to-day basis when we're out on our walks, absolutely.

Mr. Stephen Fagan stated lastly, I'd like to say, we talked about the painters. Is there an agreement to hold these guys to their responsibilities, or are we just saying, come and paint. If they don't meet their expectations, there has to be some repercussions in the form of liquidated damages.

Mr. Eckert stated it depends on the size of the contract. I prepare contracts for the District all the time, but they're not going to call me to do a \$500 contract. It doesn't make sense from a financial perspective for them to pay an attorney \$500 to do a \$500 contract.

Mr. Stephen Fagan stated these contractors are getting \$2,800. You hold his check, or there are repercussions.

Mr. Eckert stated we have to follow the Florida Prompt Payment Act, just like any other local government does and if we get an invoice where they didn't do the work, or they didn't do it right, we would withhold payment until it's done and we follow the notice provisions, so that's what we would need to do.

Mr. Stephen Fagan stated I will be at future meetings, even if I have to take off.

Mr. Horton stated Jay, you can work with Chalon and Chalon can walk around and make some suggestions. He has a point. My wife was pointing it out last time that some of the landscaping looks a little tired.

Ms. Suchsland stated Jay and I have discussed that. You're going on 25 years, and some plants don't last 25 years, but in your defense, you can't do it all. In his defense, there are some areas we can start looking at and bring you guys in. You have done a lot, even over the years that I've been here, and I think we can do more, but it's not going to happen overnight.

Mr. Soriano stated I would add, this is all extra, so this is not in the contract. Like I said, we have an RFP coming up and that will change our budget this year, then if we have 10 proposals to do certain areas and each one is \$2,000 or \$3,000, you're still adding another \$30,000 on top of whatever we may go to with this next budget year.

Ms. Suchsland stated now you have to look at the expense of what the wild hogs have torn up. That's a lot of sod.

Mr. Soriano stated that is going to be a rather large repair.

Mr. Michael Stewart, 720 Bellshire Drive, I would agree with the two gentleman who made comments previously. The place does look kind of sad. The thing I'm concerned about is the volumes of litter. I just want to know if we're going to participate in the beautify project that is getting ready to be rolled out by the County. I don't want to spend a great deal of money, but it would at least get people involved in the community, so I have interest in seeing how we can turn that around. I don't know if our landscaping people pick that up or what we need to do, I just know we need to take action to change that. I've been here 20 years and I've seen the same changes, so I relate to what you're saying. I've recently retired, so I have a lot more time to walk around and look and I'm unhappy with a lot of stuff, so I'm doing some things in my part of the world. If you go up and down my road, you will see a difference.

Mr. Lanier asked have you had contact with the HOA as well? The beautification project is something they might be able to get involved with as well.

Mr. Michael Stewart stated you can talk with the volunteer division. They have a lot of great resources.

Mr. Horton stated we have somebody that goes around twice a week and picks up litter on the main roads.

Mr. Soriano stated just to forewarn you, he is 68 years old, and he is retiring soon. You'll see him going up and down the roads on the golf cart and that's all he does. After a couple of hours, he has bags and bags, and it will be out there again the next day. We did add a second guy to do part-time rounds to try to get through all of Oakleaf at least twice. The part-time guy ends up adding another two or three days on top of that. That's helped since a couple of years ago, but it's basically put it back to what it was five or six years ago. We will never catch up to that.

Ms. Amanda Shedd stated you mentioned the nets on the basketball court. Was the backboard replaced as well?

Mr. Soriano responded no. We will put the backboard back up when we do the surface work on the tennis courts. We took that off for a reason and we may not put it back to the little kids' height. We changed that over here. We've had three broken over here on the short net because of kids hanging on it. That's also why our nets are ripped up.

Ms. Amanda Shedd asked is there a timeline for fixing the soap dispensers in the men's and women's bathroom?

Mr. Soriano responded we put in little hand soaps and that's all that stays there now. I know they disappear easy, but we replaced them four or five separate times last year. We asked soccer and I-9 to help with that. They're getting ripped off the walls. This is all vandalism. We do replace those plastic fixtures and then it just costs us again, so we've gone to just putting the soap dispensers in there and as part of the contracts for soccer and I-9, they're supposed to help with those kinds of things too. Whether they actually do enough on the weekend has been an argument.

Ms. Amanda Shedd asked so the money we collect from renting the fields wouldn't pay for that?

Mr. Soriano responded no. That's only a portion. We just did that to offset the thousands of dollars that the neighborhood pays to have those fields. It doesn't come anywhere near that extra use.

Ms. Amanda Shedd asked so if we're just using hand soap that is movable, I think it would look better if we could remove the old fixtures that are just hanging on the wall broken. Also, I was told the men's restroom doesn't have a privacy door.

Mr. Soriano stated that may be one of the newer ones. They have caused a lot of damage this year and last year.

Ms. Amanda Shedd asked are there going to be repairs for the rust on the benches? Some of them are two feet long and could really hurt someone going all the way around the field.

Mr. Soriano responded we have been replacing the tops of the benches and in some of our playgrounds we got the Therma-plastic tops, and we started going to wood. Unfortunately, they're outrageously expensive, quite a few thousand dollars.

Ms. Amanda Shedd stated I feel like you could at least try to file them down and paint them.

Mr. Soriano stated we have many times. We use a flex seal that looks like a rubbery type of paint on benches and tables.

Ms. Amanda Shedd stated just the general area around the field house is dirty and there is a lot of graffiti on the interior and exterior. It looks rough, including the soda machine. The water fountain is rusting as well, and the filter needs to be changed.

Mr. Soriano stated we replaced the filter about a week ago, however we used an off brand. If you look at the one down by the tennis courts, it allows us to reset that light, however that one does not allow you to use an off brand, so we're going to have to buy the brand name because it will keep that light on until we use that specific filter. The graffiti and things like that, we do come out and pressure wash, but as soon as we clean if that comes back up, we have to take the maintenance guys off of whatever they're doing and send them back. We don't have the ability to do it every day or every week.

Ms. Amanda Shedd stated you mentioned the purchase of the new lounge chairs for the pool. I feel like in some minutes in the past I've read that people were asking for umbrellas. Did you give any thought to that?

Mr. Soriano stated we've always had umbrellas. They go by the tables; we don't have them on the lounges. I don't know that we would ever do that just because of a liability concern. They're lower when they're by the lounges. Most people like the sun if they're in the lounges. We do have a lot of areas that have shade already. You guys probably have the least amount of umbrellas over there. We do replace those on a regular basis, but we haven't added extras.

Ms. Giles stated she sent an email since we started the meeting that is very helpful. It's got pictures of all of the items she brought up.

A resident stated we understand that we can't do everything at one time. You have to have a plan. This is not accusatory, and this is not criticism. This is constructive feedback and we're concerned about our property value and how our neighborhood looks. To say we can't do it all at one time is insulting our intelligence, because we know you can't. Think about inflation. People can barely buy eggs now. So, we understand that, but we do request that there is a plan put in place for things that we know are going to deteriorate. When you tell me that 20 to 30 years later, all the shrubbery has died, that lets me know there was not a plan in place. We can't go back and change the past, we can only work on the future. Don't ask what the community can do for you, ask what can do for the community. We're here. I too have stepped out of the work force and have more time and am willing to get with you to see how we can beautify. Maybe we can get with some neighborhood associations where we can walk around to some of these fields, because there should not be graffiti and has anybody thought about putting cameras up? I don't know what kind of expense that would be. Every time you talk about something it's dealing with our budget. Today was very informative. If a person was not business oriented, they could easily get lost in this meeting, because we don't have the documents that you guys are going over. I want to be a part of the community. I've seen it deteriorate and I don't want to see it deteriorate more. I'm not asking solely what you guys can do for us, we want to know what we can do to help you guys, because you do work very hard and I understand the operations manager is a hard position, because you're trying to please everybody and you only have so much in the budget. I commend anybody who is willing to sit on this board. I disagree with you about contracts. You have to hold people accountable. If you say your price is \$500, that's the price you set, therefore you are held accountable for what you say you're going to do, and you put it in writing. Nobody is going to go to court over \$500, so that means you have to get dependable contractors and you have to hold them accountable. If someone came into your home and fixed something and it did not last, you can't tell me you would not go after them to fix it. We understand things have deteriorated, we understand the work force is not the same after COVID, we understand inflation, and no one is saying going up \$100 a month on our fees, but maybe you might have to go up \$20 per household. It's not okay to say what we can't do. When it comes to that soccer field, it's not okay to say, we're not

going to plant anything else because people just walk through. We need to figure out what barrier we need to put up to keep the area looking nice. Thank you for listening. I'd be more than happy to give you my name and number and to do whatever we need to do, because this is our home and as we all are approaching retirement, who wants to be 70 and 80-years old in a neighborhood that you do not feel safe in, nor is it beautiful. You worked too hard.

A resident asked is there any chance that the sand could be changed to put down turf in the volleyball area?

Mr. Soriano stated I wouldn't change it, because there are lots of people that like sand and that use the court. All we can do is replenish the sand. If we wanted a different type of surface for volleyball, I don't know what you're looking for. You're talking about a whole other type of court. There's not really a mix between hard and soft.

The resident stated I didn't realize it was utilized that much.

Mr. Thomas stated maybe we can look at replenishing it. Is it taking the old sand out to put new sand in, or do you just mix it in?

Mr. Soriano responded we just add to it.

Mr. Thomas asked is it just too flat?

Mr. Soriano stated I think she's looking for something else. Do you want something else other than volleyball, or do you want a hard volleyball court?

The resident responded a different surface for the volleyball court other than sand.

A resident stated I see people on it, but it's really not a lot. I walk several times a day.

### **Supervisor Requests**

Mr. Horton stated nobody is here from S3.

Mr. Soriano stated I don't think she realized the meeting was at 6:00 p.m. She was here earlier.

Mr. Horton asked are there any issues you're aware of?

Mr. Soriano responded they do have a lot of new guards, so they have people training, which is good. I'd rather them have enough people to go through so we're not left short.

Mr. Horton asked are they using the cart now?

Mr. Soriano responded they have one guard that does. The others aren't using it enough. We've asked them to use it on a regular basis.

Mr. Lanier stated thank you to the audience for your participation. It's always good to get people that want to have a stake in the community.

**NINTH ORDER OF BUSINESS**

**Next Scheduled Meeting**

Ms. Giles stated the next scheduled meeting is March 13<sup>th</sup> at 4:00 p.m. at the Plantation Oaks Amenity Center.

**TENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Chairperson Nelsen seconded by Mr. Thomas with all in favor the meeting was adjourned.
---

---

Secretary/Assistant Secretary

---

Chairman/Vice Chairman



*B.*

# Double Branch

## Community Development District

Unaudited Financial Reporting  
January 31, 2023



**DOUBLE BRANCH**  
**Community Development District**  
**Combined Balance Sheet**  
January 31, 2023

	<u>Governmental Fund Types</u>					<b>Totals (Memorandum Only)</b>
	<u>General</u>	<u>Recreation</u>	<u>Capital Reserve</u>	<u>Debt Service</u>	<u>Capital Projects</u>	<u>2023</u>
<b>ASSETS:</b>						
Cash	\$7,174	\$77,569	\$270,751	---	---	\$355,494
Petty Cash	---	\$672	---	---	---	\$672
Investments:						
<u>Series 2013A-1</u>						
Revenue	---	---	---	\$2,077,152	---	\$2,077,152
Reserve A1	---	---	---	\$868,932	---	\$868,932
Prepayment	---	---	---	\$144	---	\$144
Acquisition and Construction	---	---	---	---	\$18,877	\$18,877
<u>Series 2013A-2</u>						
Reserve A2	---	---	---	\$95,634	---	\$95,634
<u>Operations</u>						
Custody Account-General Fund Excess	\$175,476	---	---	---	---	\$175,476
Custody Account-Recreation Fund Excess	---	\$1,738,029	---	---	---	\$1,738,029
Custody Account-Recreation Fund Reserve	---	---	\$74	---	---	\$74
<u>State Board</u>						
General Fund	\$2,544	---	---	---	---	\$2,544
Recreation	---	\$188,052	---	---	---	\$188,052
Capital Reserve	---	---	\$1,112,581	---	---	\$1,112,581
Due From Capital Reserve Fund	---	\$8,725	---	---	---	\$8,725
Due from Other	\$25	\$137	---	---	---	\$162
Due From Middle Village	---	\$5,842	---	---	---	\$5,842
Electric Deposits	---	\$4,583	---	---	---	\$4,583
Prepaid Expenses	---	\$238	---	---	---	\$238
Assessments Receivable	\$8,153	\$85,864	---	\$89,832	---	\$183,848
<b>TOTAL ASSETS</b>	<u>\$193,372</u>	<u>\$2,109,712</u>	<u>\$1,383,405</u>	<u>\$3,131,694</u>	<u>\$18,877</u>	<u>\$6,837,060</u>
<b>LIABILITIES:</b>						
Accounts Payable	\$1,828	\$88,522	\$14,565	---	---	\$104,916
FICA Payable	\$153	---	---	---	---	\$153
Accrued Expenses	---	\$9,887	---	---	---	\$9,887
Due to Rec Fund	---	---	\$8,725	---	---	\$8,725
<b>FUND BALANCES:</b>						
Nonspendable	---	\$4,583	---	---	---	\$4,583
Restricted for Debt Service	---	---	---	\$3,131,694	---	\$3,131,694
Restricted for Capital Projects	---	---	---	---	\$18,877	\$18,877
Assigned	---	---	\$1,360,115	---	---	\$1,360,115
Unassigned	\$191,391	\$2,006,719	---	---	---	\$2,198,110
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<u>\$193,372</u>	<u>\$2,109,712</u>	<u>\$1,383,405</u>	<u>\$3,131,694</u>	<u>\$18,877</u>	<u>\$6,837,060</u>

**DOUBLE BRANCH**  
**Community Development District**  
**GENERAL FUND**  
Statement of Revenues & Expenditures  
For The Period Ending January 31, 2023

	AMENDED BUDGET	PRORATED BUDGET THRU 1/31/2023	ACTUAL THRU 1/31/2023	VARIANCE
Assessment - Tax Roll	\$177,890	\$172,937	\$172,937	\$0
Interest Income	\$200	\$200	\$286	\$86
<b>TOTAL REVENUES</b>	<b>\$178,090</b>	<b>\$173,137</b>	<b>\$173,223</b>	<b>\$86</b>

**EXPENDITURES:**

**Administrative**

Supervisor Fees	\$12,000	\$4,000	\$3,000	\$1,000
FICA Expense	\$1,000	\$333	\$248	\$86
Engineering	\$5,000	\$1,667	\$0	\$1,667
Arbitrage	\$700	\$233	\$0	\$233
Dissemination	\$1,600	\$533	\$533	\$0
Assessment Roll	\$8,212	\$8,212	\$8,212	\$0
Attorney	\$42,000	\$14,000	\$12,163	\$1,837
Annual Audit	\$5,000	\$1,667	\$0	\$1,667
Trustee Fees	\$8,815	\$2,938	\$0	\$2,938
Management Fees	\$64,850	\$21,617	\$21,617	\$0
Information Technology	\$2,142	\$714	\$714	\$0
Telephone	\$600	\$200	\$100	\$100
Postage	\$1,900	\$633	\$255	\$378
Printing & Binding	\$2,000	\$667	\$355	\$311
Records Storage	\$300	\$100	\$0	\$100
Insurance	\$10,351	\$10,351	\$9,272	\$1,079
Legal Advertising	\$2,800	\$933	\$888	\$46
Office Supplies	\$300	\$100	\$7	\$93
Website Compliance	\$2,500	\$833	\$833	\$0
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
Other Current Charges	\$120	\$40	\$41	(\$1)
Reserve	\$5,725	\$0	\$0	\$0

<b>TOTAL EXPENDITURES</b>	<b>\$178,090</b>	<b>\$69,947</b>	<b>\$58,412</b>	<b>\$11,535</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$0</b>		<b>\$114,811</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$0</b>		<b>\$76,580</b>	
<b>FUND BALANCE - Ending</b>	<b>\$0</b>		<b>\$191,391</b>	



**DOUBLE BRANCH**  
**Community Development District**  
**RECREATION AND FACILITIES MAINTENANCE**  
Statement of Revenues & Expenditures  
For The Period Ending January 31, 2023

AMENDED BUDGET	PRORATED BUDGET THRU 1/31/2023	ACTUAL THRU 1/31/2023	VARIANCE
-------------------	-----------------------------------	--------------------------	----------

**REVENUES:**

Assessments-Tax Roll	\$1,873,440	\$1,821,274	\$1,821,274	\$0
Interest Income	\$1,000	\$1,000	\$5,288	\$4,288
Amenities Revenue	\$30,000	\$10,000	\$1,015	(\$8,985)
Sports Revenue	\$25,000	\$8,333	\$1,320	(\$7,013)
<b>TOTAL REVENUES</b>	<b>\$1,929,440</b>	<b>\$1,840,607</b>	<b>\$1,828,897</b>	<b>(\$11,710)</b>

**EXPENDITURES:**

**Administrative:**

Management Fees - Onsite	\$208,187	\$69,396	\$69,396	\$0
Insurance	\$87,892	\$87,892	\$79,550	\$8,342
Other Current Charges	\$3,500	\$1,167	\$362	\$804
Permit Fees	\$1,635	\$545	\$81	\$464
<b>Total Administrative</b>	<b>\$301,214</b>	<b>\$158,999</b>	<b>\$149,389</b>	<b>\$9,611</b>

**Maintenance:**

**Common Area**

Security	\$94,257	\$31,419	\$32,485	(\$1,066)
Security - Clay County Off-Duty Sheriff	\$54,438	\$18,146	\$17,286	\$860
Water - Irrigation	\$12,300	\$4,100	\$2,331	\$1,769
Irrigation Maintenance	\$6,000	\$2,000	\$0	\$2,000
Streetlighting	\$31,000	\$10,333	\$9,860	\$473
Electric	\$35,000	\$11,667	\$11,648	\$19
Landscape Maintenance	\$422,908	\$140,969	\$146,488	(\$5,519)
Common Area Maintenance	\$55,000	\$18,333	\$14,558	\$3,775
Lake Maintenance	\$27,840	\$9,280	\$8,580	\$700
Capital Reserve	\$411,722	\$0	\$0	\$0
<b>Total Common Area</b>	<b>\$1,150,464</b>	<b>\$246,247</b>	<b>\$243,237</b>	<b>\$3,011</b>

**Recreation Facility**

Amenity Staff	\$129,800	\$43,267	\$28,416	\$14,850
Refuse Services	\$14,479	\$4,826	\$4,535	\$292
Telephone	\$5,500	\$1,833	\$1,954	(\$121)
Electric	\$40,000	\$13,333	\$13,234	\$99
Cable	\$8,500	\$2,833	\$2,358	\$475
Pool Maintenance	\$38,215	\$12,738	\$10,551	\$2,187
Water / Sewer/Reclaim	\$48,000	\$16,000	\$15,754	\$246
Facility Maintenance-General	\$50,000	\$16,667	\$11,696	\$4,971
Facility Maintenance-Preventative	\$13,717	\$4,572	\$2,587	\$1,985
Facility Maintenance - Contingency	\$34,750	\$11,583	\$8,275	\$3,309
Lighting Repairs	\$8,500	\$2,833	\$2,120	\$713
Special Events	\$10,500	\$3,500	\$1,275	\$2,225
Office Supplies & Equipment	\$2,000	\$667	\$634	\$33
Janitorial	\$64,000	\$21,333	\$18,533	\$2,800
Recreation Passes	\$5,000	\$1,667	\$1,164	\$503

## DOUBLE BRANCH

Community Development District  
RECREATION AND FACILITIES MAINTENANCE  
Statement of Revenues & Expenditures  
For The Period Ending January 31, 2023

	AMENDED BUDGET	PRORATED BUDGET THRU 1/31/2023	ACTUAL THRU 1/31/2023	VARIANCE
Pool Leak Repairs	\$2,500	\$833	\$0	\$833
Multiuse Field	\$2,300	\$767	\$0	\$767
<b>Total Recreation Facility</b>	<b>\$477,761</b>	<b>\$159,254</b>	<b>\$123,086</b>	<b>\$36,167</b>
<b>Total Maintenance</b>	<b>\$1,628,226</b>	<b>\$405,501</b>	<b>\$366,323</b>	<b>\$39,178</b>
<b>TOTAL EXPENDITURES</b>	<b>\$1,929,440</b>	<b>\$564,501</b>	<b>\$515,712</b>	<b>\$48,789</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$0</b>		<b>\$1,313,185</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$0</b>		<b>\$698,117</b>	
<b>FUND BALANCE - Ending</b>	<b>\$0</b>		<b>\$2,011,302</b>	

**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 January 31, 2023

	ADOPTED BUDGET	PRORATED THRU 1/31/2023	ACTUAL THRU 1/31/2023	VARIANCE
<b><u>Revenues:</u></b>				
Special Assessments - Tax Roll	\$1,961,878	\$1,905,442	\$1,905,442	\$0
Interest Income	\$3,500	\$3,500	\$18,041	\$14,541
<b>TOTAL REVENUES</b>	<b>\$1,965,378</b>	<b>\$1,908,942</b>	<b>\$1,923,483</b>	<b>\$14,541</b>
<b><u>Expenditures:</u></b>				
<b><u>Series 2013 A-1</u></b>				
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
<b><u>Series 2013 A-2</u></b>				
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
<b>TOTAL EXPENDITURES</b>	<b>\$1,945,394</b>	<b>\$382,697</b>	<b>\$382,697</b>	<b>\$0</b>
EXCESS REVENUES (EXPENDITURES)	\$19,984		\$1,540,787	
<b><i>Net change in Fund Balance</i></b>	<b>\$19,984</b>		<b>\$1,540,787</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$622,539</b>		<b>\$1,590,907</b>	
<b>FUND BALANCE - Ending</b>	<b>\$642,523</b>		<b>\$3,131,694</b>	
		Revenue	\$2,077,152	
		Reserve 2013-1	\$868,932	
		Reserve 2013-2	\$95,634	
		Prepayment	\$144	
		Assessments Receivable	\$89,832	
		<b>Total</b>	<b>\$3,131,694</b>	

**DOUBLE BRANCH**  
**Community Development District**  
**Capital Reserve Fund**  
Statement of Revenues & Expenditures  
For The Period Ending January 31, 2023

	AMENDED BUDGET	PRORATED THRU 1/31/2023	ACTUAL THRU 1/31/2023	VARIANCE
<b><u>REVENUES:</u></b>				
Interest Income	\$6,000	\$6,000	\$14,819	\$8,819
Transfer In - Capital Reserve	\$411,722	\$0	\$0	\$0
Transfer In - General Fund Reserve	\$5,725	\$0	\$0	\$0
<b>TOTAL REVENUES</b>	<b>\$423,447</b>	<b>\$6,000</b>	<b>\$14,819</b>	<b>\$8,819</b>
<b><u>EXPENDITURES:</u></b>				
Repairs & Replacements	\$570,670	\$190,223	\$88,855	\$101,369
<b>TOTAL EXPENDITURES</b>	<b>\$570,670</b>	<b>\$190,223</b>	<b>\$88,855</b>	<b>\$101,369</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$147,223)</b>		<b>(\$74,036)</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$1,410,643</b>		<b>\$1,434,151</b>	
<b>FUND BALANCE - Ending</b>	<b>\$1,263,420</b>		<b>\$1,360,115</b>	

**DOUBLE BRANCH**  
**Community Development District**  
**CAPITAL PROJECTS FUND**  
Statement of Revenues & Expenditures  
For The Period Ending January 31, 2023

SERIES  
2013 A-1 AND A-2

**REVENUES:**

Interest Income \$196

**TOTAL REVENUES** \$196

**EXPENDITURES:**

Capital Outlay - Series 2013 A1 and A2 \$0

Cost of Issuance \$0

**TOTAL EXPENDITURES** \$0

**EXCESS REVENUES (EXPENDITURES)** \$196

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

**FUND BALANCE - Ending** \$18,877

# Double Branch

## Community Development District

### Long Term Debt Report

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

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

*C.*

# DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

## Fiscal Year 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
<b>TOTAL ASSESSED</b>	<b>45,481</b>	<b>1,961,878.15</b>	<b>178,058.71</b>	<b>1,875,216.71</b>	<b>4,015,153.56</b>

SUMMARY OF TAX ROLL RECEIPTS					
CLAY COUNTY DISTRIBUTION	DATE RECEIVED	TOTAL RECEIVED	SERIES 2013A DEBT SERVICE RECEIVED	GENERAL FUND O&M RECEIPTS	RECREATION FUND O&M RECEIPTS
1	11/09/22	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
7	02/07/23	183,848.46	89,831.75	8,153.07	85,863.64
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
<b>TOTAL TAX ROLL RECEIPTS</b>		<b>3,899,652.77</b>	<b>1,905,442.32</b>	<b>172,936.62</b>	<b>1,821,273.83</b>

PERCENT COLLECTED	TOTAL	DEBT	O&M
<b>TOTAL PERCENT COLLECTED</b>	<b>97.12%</b>	<b>97.12%</b>	<b>97.12%</b>

*D.*



# Double Branch

## Community Development District

### Check Run Summary

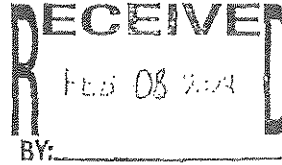
February 28, 2023

Fund	Date	Check No.	Amount
<b>General Fund</b>			
Accounts Payable	2/20/23	1741-1744	\$ 9,033.83
Sub-Total			\$ 9,033.83
<b>Recreation Fund</b>			
Accounts Payable	2/2/23	7193-7204	\$ 85,611.48
	2/20/23	7205-7208	\$ 25,713.19
	2/24/23	7209-7210	\$ 45,387.66
Sub-Total			\$ 156,712.33
<b>Capital Reserve Fund</b>			
Accounts Payable	2/2/23	83-85	\$ 2,399.12
	2/20/23	86	\$ 8,725.00
	2/24/23	87-88	\$ 17,821.16
Sub-Total			\$ 28,945.28
<b>Total</b>			<b>\$ 194,691.44</b>

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
2/20/23	00035	2/01/23 2312	202302 310-51300-34000		*	5,404.17	
			FEB MANAGEMENT FEES				
		2/01/23 2312	202302 310-51300-52000		*	208.33	
			FEB WEBSITE ADMIN				
		2/01/23 2312	202302 310-51300-35100		*	178.50	
			FEB INFO TECH				
		2/01/23 2312	202302 310-51300-31300		*	133.33	
			FEB DSSMNTN AGENT SRVCS				
		2/01/23 2312	202302 310-51300-51000		*	.57	
			OFFICE SUPPLIES				
		2/01/23 2312	202302 310-51300-42000		*	10.83	
			POSTAGE				
		2/01/23 2312	202302 310-51300-42500		*	53.10	
			COPIES				
				GOVERNMENTAL MANAGEMENT SERVICES			5,988.83 001741
2/20/23	00027	2/02/23 23521	202302 310-51300-32200		*	2,000.00	
			AUDIT FYE 09/30/2022				
				GRAU & ASSOCIATES			2,000.00 001742
2/20/23	00111	2/02/23 23-00042	202302 310-51300-48000		*	67.00	
			NOTICE OF MTG 02/02/2023				
				JACKSONVILLE DAILY RECORD			67.00 001743
2/20/23	00113	2/10/23 3180522	202301 310-51300-31500		*	978.00	
			JAN GENERAL COUNSEL				
				KUTAK ROCK LLP			978.00 001744
				TOTAL FOR BANK A		9,033.83	
				TOTAL FOR REGISTER		9,033.83	

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

# Invoice



Invoice #: 2312  
Invoice Date: 2/1/23  
Due Date: 2/1/23  
Case:  
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
General Fund- Management Fees - February 2023	1,310.513,340 ✓	5,404.17	5,404.17
Website Administration - February 2023	520 ✓	208.33	208.33
Information Technology - February 2023	351 ✓	178.50	178.50
Dissemination Agent Services - February 2023	313 ✓	133.33	133.33
Office Supplies	510 ✓	0.57	0.57
Postage	420 ✓	10.83	10.83
Copies	1175 ✓	53.10	53.10
Total			\$5,988.83
Payments/Credits			\$0.00
Balance Due			\$5,988.83

# Grau and Associates

951 W. Yamato Road, Suite 280  
Boca Raton, FL 33431-  
www.graucpa.com

Phone: 561-994-9299

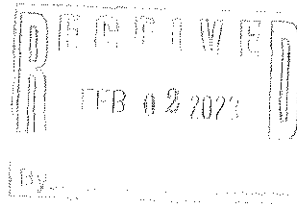
Fax: 561-994-5823

*Double Branch Community Development District*  
1001 Bradford Way  
Kingston, TN 37763

Invoice No. 23521  
Date 02/02/2023

1,310,513.32

SERVICE	AMOUNT
Audit FYE 09/30/2022	\$ 2,000.00
Current Amount Due	\$ 2,000.00



0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Balance
2,000.00	0.00	0.00	0.00	0.00	2,000.00

Payment due upon receipt.

# Jacksonville Daily Record

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

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

## INVOICE

February 2, 2023

Date

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

---

Serial #	23-00042C	PO/File #		\$67.00
----------	-----------	-----------	--	---------

Payment Due

Notice of Meeting of the Board of Supervisors

\$67.00

Publication Fee

Double Branch Community Development District

Case Number

Amount Paid

Publication Dates 2/2

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 # 23-00042C on your  
check or remittance advice.

Your notice was published on both [jaxdailyrecord.com](http://jaxdailyrecord.com) and [floridapublicnotices.com](http://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.

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

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

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

Notice is hereby given that the Board of Supervisors of the Double Branch Community Development District is scheduled to be met on **Monday, February 13, 2023**, at **6:00 p.m.** at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

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

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

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

Marifea Giles  
District Manager  
Feb. 2 00 (23-00042C)

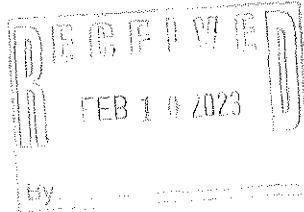
**KUTAK ROCK LLP****TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

February 10, 2023

**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. 3180522

Client Matter No. 5323-1

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

1,310,712.315

Invoice No. 3180522  
5323-1

**Re: Double Branch CDD-General Counsel****For Professional Legal Services Rendered**

01/03/23	K. Haber	0.70	168.00	Prepare board meeting agenda memorandum
01/04/23	M. Eckert	0.20	73.00	Prepare for and attend agenda call
01/04/23	K. John	0.10	25.00	Confer with Haber regarding revised amenity policies
01/05/23	M. Eckert	0.20	73.00	Follow up on project completion
01/07/23	W. Haber	0.30	115.50	Monitor legislation
01/09/23	M. Eckert	0.10	36.50	Review project completion issues; confer with Soriano and Giles
01/09/23	K. Haber	0.80	192.00	Prepare comparison document of amenity policies with new suspension and termination rule; correspondence with Giles regarding same
01/14/23	R. Dugan	0.30	78.00	Prepare memorandum regarding statutory notice requirements
01/15/23	M. Eckert	0.10	36.50	Confer with Hogge regarding AT&T
01/18/23	K. Haber	0.50	120.00	Prepare resolution approving new disciplinary rule and exhibits

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

**KUTAK ROCK LLP**

Double Branch CDD  
February 10, 2023  
Client Matter No. 5323-1  
Invoice No. 3180522  
Page 2

01/24/23	M. Eckert	0.10	36.50	Confer with Giles regarding AT&T and review related correspondence
01/31/23	K. Haber	0.10	24.00	Correspond with Soriano regarding former library site location

TOTAL HOURS 3.50

TOTAL FOR SERVICES RENDERED \$978.00

TOTAL CURRENT AMOUNT DUE \$978.00



AP300R  
\*\*\* CHECK NOS. 007193-007210

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

RUN 2/24/23

PAGE 1

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
2/02/23	00647	11/18/22 126050	202211 320-57200-46610	ANNUAL FIRE INSPECTION	*	485.00	
				JSC SYSTEMS			485.00 007193
2/02/23	00024	2/01/23 71779B	202302 320-57200-46800	FEB LAKE MAINTENANCE	*	2,170.00	
				THE LAKE DOCTORS, INC.			2,170.00 007194
2/02/23	00734	1/22/23 01222023	202301 300-36900-10300	RENTAL DEPOSIT REFUND	*	100.00	
				MARIBEL TORRES			100.00 007195
2/02/23	00873	1/22/23 01222023	202301 300-36900-10300	RENTAL DEPOSIT REFUND	*	100.00	
				ODIA MORRISON			100.00 007196
2/02/23	00324	1/11/23 46494	202301 320-57200-46610	JAN PEST CONTROL	*	155.00	
				PAULA'S PEST CONTROL, INC			155.00 007197
2/02/23	00186	2/01/23 13129561	202302 320-57200-46300	FEB POOL CHEMICALS	*	3,100.91	
				POOLSURE			3,100.91 007198
2/02/23	00937	1/22/23 01222023	202301 300-36900-10300	RENTAL DEPOSIT REFUND	*	300.00	
				RAFAEL MARTINEZ SR			300.00 007199
2/02/23	00839	1/05/23 8666	202301 320-57200-34500	JANUARY SECURITY	*	8,183.60	
				SECURITY DEVELOPMENT GROUP LLC			8,183.60 007200
2/02/23	00305	12/23/22 100976	202212 320-57200-46610	PREVENTATIVE MAINTENANCE	*	360.00	
				SOUTHEAST FITNESS REPAIR			360.00 007201
2/02/23	00672	1/01/23 10390	202301 320-57200-46200	JAN LANDSCAPE MAINTENANCE	*	35,242.31	
				VERDEGO, LLC			35,242.31 007202
2/02/23	00672	2/01/23 10617	202302 320-57200-46200	FEB LANDSCAPE MAINTENANCE	*	35,242.31	
				VERDEGO, LLC			35,242.31 007203
2/02/23	00399	1/05/23 17985185	202301 330-57200-50000	BASE CHARGE	*	172.35	
				XEROX CORPORATION			172.35 007204

DBBR DOUBLE BRANCH OKUZMUK

DBBR DOUBLE BRANCH OKUZMUK

AP300R  
\*\*\* CHECK NOS. 007193-007210

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

RUN 2/24/23

PAGE 3

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
---------------	-------	-----------------------------------	--	-------------	--------	--------	----------------------------

TOTAL FOR REGISTER						156,712.33	
--------------------	--	--	--	--	--	------------	--

DBBR DOUBLE BRANCH OKUZMUK



5021 Stepp Avenue  
Jacksonville, FL 32216  
Phone (904) 737-3511

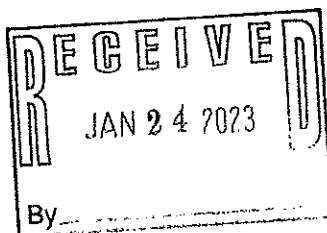
# INVOICE

Invoice Date	Invoice #
11/18/2022	126050
Customer PO #	

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

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

Site of Service/Delivery:  
Oakleaf Plantation Fitness Cnt  
Oakleaf Plantation Fitness Cnt  
382 Oak Leaf Village Parkway  
Orange Park, FL 32065



JSC Job #	Terms	Date Shipped	Ship Via
X060601	Due Upon Receipt	11/18/2022	

Quantity	Item / Description	Unit Price	Amount
1.00	Completed 11/9/22 - Annual Fire Inspection	485.00	485.00

**Code to:**

**Double Branch Facility Maintenance - Preventative**  
**2-320-572-4661**

647

Sub-Total	485.00
Tax	0.00
<b>Total Invoice Amount</b>	<b>485.00</b>

#### Conditions of Sale

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

MAKE CHECK PAYABLE TO:

  
**The Lake Doctors, Inc.**  
 Post Office 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	2/1/2023	\$2,170.00

The Lake Doctors  
 Post Office Box 20122  
 Tampa, FL 33622-0122

00000000019082001000000007177900000021700053

Please Return this portion with your payment

Invoice 71779B

PO #

Date	Description	Quantity	Amount	Tax	Total
8664	OAKLEAF VILLAGE PKWY, JACKSONVILLE, FL ORANGE PARK, FL 32065				
2/1/2023	Water Management - Monthly		\$2170.00	\$0.00	\$2170.00

**Code to:**

**2-320-572-4680**

**Double Branch Lake Maintenance**

24

Please remit payment for this month's invoice.

Please provide remittance information when submitting payments,  
 otherwise payments will be applied to the oldest outstanding invoices.

Credits	\$0.00
Adjustment	\$0.00

AMOUNT DUE

**Total Account Balance including this invoice:**

\$7140.00

**This Invoice Total:**

\$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 155  
 Jacksonville, FL 32256

**Customer Portal Link:** [www.lakedoctors.com/contact-us/make-a-payment/](http://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 [venue rentals@oakleafresidents.com](mailto:venue rentals@oakleafresidents.com)  
 Subject: ~~DBCD~~ refund of deposit request - MARIBEL TORRES  
 Date: January 22, 2023 at 10:16 PM  
 To: Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com), Tracey Fox [tfox@gmsnf.com](mailto:tfox@gmsnf.com)  
 Cc: Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amossing@gmstnn.com](mailto:amossing@gmstnn.com)

Good evening Tracey,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR (SATURDAY) 7:00 P.M. to 11:00 P.M.
- DATE OF VENUE – JANUARY 7, 2023
- RESIDENT – MARIBEL TORRES
- ADDRESS – 1550 COTTON CLOVER DRIVE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND – \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA(3260):
  - DATED: 12/21/22
  - SEQ#: 34
  - BATCH#: 797
  - INVOICE#: 35
  - APPROVAL CODE: 045011
  - AMOUNT: \$100.00

2-300-369-103  
734

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
12/21/22	12/21/22	01/07/23	MARIBEL TORRES - OVCR DEPOSIT	DEPOSIT	\$ 100.00			VISA-045011

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

Thank you,

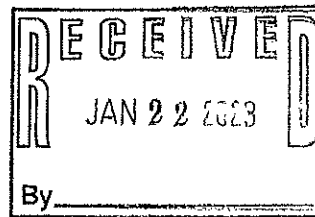
Wanda McReynolds is a Community Amenity Coordinator for Oakleaf Plantation. She is not an attorney and does not provide legal advice. If you are seeking legal advice, please consult with an attorney. This email and any attachments are confidential and may be subject to the attorney-client privilege. If you are not an intended recipient, please do not disseminate, copy, or use this information. If you have received this email in error, please notify the sender immediately by telephone or email. This email and any attachments are confidential and may be subject to the attorney-client privilege. If you are not an intended recipient, please do not disseminate, copy, or use this information.

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

Governmental Management Services

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

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



From: Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
Subject: ~~BBDD~~ refund of deposit request - ODIA MORRISON  
Date: January 22, 2023 at 10:23 PM  
To: Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com), Tracey Fox [tfox@gmsnf.com](mailto:tfox@gmsnf.com)  
Cc: Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amossing@gmstnn.com](mailto:amossing@gmstnn.com)

Good evening Tracey,

Please make the following refund at your earliest opportunity: . . .

- o LOCATION – OVCR (MONDAY) 11:00 A.M. to 3:00 P.M.
- o DATE OF VENUE – JANUARY 16, 2023
- o RESIDENT – ODIA MORRISON
- o ADDRESS – 3958 LEATHERWOOD DRIVE, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND - \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- o DEPOSIT was via VISA(4169):
  - DATED: 12/27/22
  - SEQ#: 40
  - BATCH#: 797
  - INVOICE#: 41
  - APPROVAL CODE: 051160
  - AMOUNT: \$100.00

2-300-369-103

873

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
12/27/22	12/27/22	01/16/23	ODIA MORRISON - OVCR DEPOSIT	DEPOSIT	\$ 100.00			VISA-051160

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

Thank you.

For the purpose of this email, the following information is being provided: NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. This information is being provided for your information only and is not intended to be used for any other purpose. If you are a resident of the community, please contact the appropriate office for more information. If you are not a resident, please contact the appropriate office for more information. This information is being provided for your information only and is not intended to be used for any other purpose. If you are a resident of the community, please contact the appropriate office for more information. If you are not a resident, please contact the appropriate office for more information.

Wanda McReynolds – Community Amenity Coordinator, OakLeaf Plantation

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

(904) 770-4661 voice email

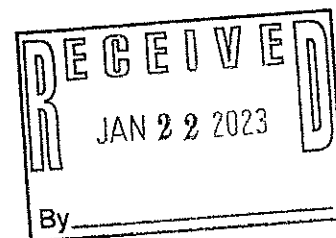
(904) 375-9285 ext. 3

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

Governmental Management Services

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

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



# I N V O I C E

PAULA'S PEST CONTROL  
1548 Glendale St,  
Jacksonville, Fla 32205  
(904) 389-3419

INVOICE: 46494 QT  
DATE: 01/11/23 10:00a  
ACCOUNT: 1031 Oakleaf  
ROUTE: 0  
LAST: 10/12/22 Paula  
Paula Douglas

BILL TO  
DoubleBranch CDD  
c/o GMS, LLC  
370 Oakleaf Village Pkwy  
Orange Park, FL 32065

SERVICE TO  
Oakleaf Plantation  
370 Oakleaf Village Parkway  
Orange Park, FL 32065

904-375-9285 wanda 904-894-8980

DESCRIPTION	QTY	PRICE	AMOUNT
General Pest Control PEST		155.00	155.00
		SUBTOTAL	155.00
		PREVIOUS BALANCE	0.00
		TOTAL DUE	155.00

**Code to:**

**Double Branch Facility Maintenance - Preventative**

**2-320-572-4661** 324

Products

_____ Advion RG	_____ EC	_____ Suspend Polyzone
_____ Demand CS	_____ Niban GB	_____ Suspend SC
_____ Demon Max	_____ Precor 2000	

Other: \_\_\_\_\_

Comments: \_\_\_\_\_

EFFECTIVE June 1, 2013  
MAKE Checks Payable to:

Paula's Pest Control Inc.  
1548 Glendale St.  
Jacksonville, Fl.32205

Note: All returned Checks will be assessed a \$50.00 FEE

THANK YOU FOR YOUR BUSINESS!  
HAVE A WONDERFUL DAY!





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

# Invoice

Date 2/1/2023

Invoice # 131295612320

Terms	Net 20
Due Date	2/21/2023
PO #	

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

Item ID	Description	Qty	Units	Amount
WM-CHEM-FLAT	Water Management Flat Billing Rate	1	ea	2,992.73
Fuel Surcharge	Fuel/Environmental Transit Fee	1	ea	108.18

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

## Remittance Slip

Customer  
13OAK102  
Invoice #  
131295612320

Amount Due \$3,100.91

Amount Paid

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



131295612320

From: Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
 Subject: DB0DD refund of deposit request - RAFAEL MARTINEZ, SR. - CANCELLED 1/4/23  
 Date: January 22, 2023 at 10:05 PM  
 To: Tracey Fox [tfox@gmsnf.com](mailto:tfox@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
 Cc: Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amossing@gmstnn.com](mailto:amossing@gmstnn.com)

Good evening Tracey and Oksana,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR aka CLUBROOM (SUNDAY) 5:30 P.M. to 9:30 P.M.
- DATE OF VENUE – FEBRUARY 12, 2023
- RESIDENT – RAFAEL MARTINEZ, SR.
- ADDRESS – 645 WAKEMONT DRIVE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND – \$300.00 FULL RENTAL FEE & 50% OF BOOKING FEE/DEPOSIT IS REFUNDABLE
  - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via CHECKS drawn on VYSTAR:
  - RENTAL FEE:
    - CHECK#: 799
    - DATED: 12/8/22
    - DEPOSITED: 12/9/22
    - AMOUNT: \$250.00
  - BOOKING FEE/DEPOSIT:
    - CHECK#: 800
    - DATED: 12/8/22
    - DEPOSITED: 12/9/22
    - AMOUNT: \$100.00

2-300-369-103  
937

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT
12/08/22	12/09/22	02/12/23	RAFAEL MARTINEZ SR - OVCR	4	\$ 250.00		CK# 799	
12/08/22	12/09/22	02/12/23	RAFAEL MARTINEZ SR - OVCR DEPOSIT		\$ 100.00		CK# 800	

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

Thank you.

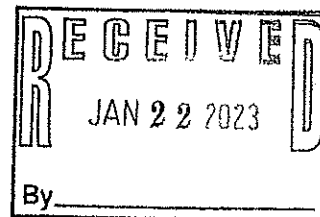
THIS IS A PUBLIC RECORD. IF YOU ARE A RESIDENT OF OAK LEAF PLANTATION, YOU MAY REQUEST A COPY OF THIS RECORD. IF YOU ARE NOT A RESIDENT, YOU MAY REQUEST A COPY OF THIS RECORD IF YOU ARE A MEMBER OF THE OAK LEAF PLANTATION COMMUNITY. IF YOU ARE A MEMBER OF THE OAK LEAF PLANTATION COMMUNITY, YOU MAY REQUEST A COPY OF THIS RECORD IF YOU ARE A MEMBER OF THE OAK LEAF PLANTATION COMMUNITY. IF YOU ARE A MEMBER OF THE OAK LEAF PLANTATION COMMUNITY, YOU MAY REQUEST A COPY OF THIS RECORD IF YOU ARE A MEMBER OF THE OAK LEAF PLANTATION COMMUNITY.

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

Governmental Management Services

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

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



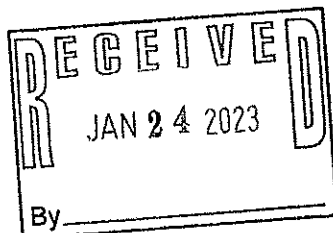


Security Development Group, LLC  
8130 Baymeadows Way W., Suite 302  
Jacksonville, FL 32256  
accounting@sthreesecurity.com  
www.sthreesecurity.com

## INVOICE

**BILL TO**

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

**INVOICE #** 8666**DATE** 01/05/2023**DUE DATE** 01/31/2023**TERMS** End of the month**SERVICE MONTH**

January

ACTIVITY	QTY	RATE	AMOUNT
Dedicated Officer I	328	24.95	8,183.60
Dedicated Officer for 10 hours Monday to Thursday and 12 hours Saturday and Sunday			

SUBTOTAL	8,183.60
TAX	0.00
TOTAL	8,183.60
BALANCE DUE	<b>\$8,183.60</b>



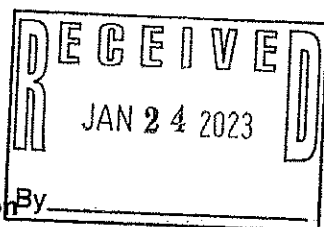
839



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

**Invoice #100976**  
Invoice Date: 12/23/2022

## Invoice



Account #101332  
Oakleaf Plantation - Double Branch and Middle Village

Billing Location Information By \_\_\_\_\_

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

**Billing Contact** Jay Soriano

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

**Mobile Number**

**Email** Jsoriano@Gmsnf.Com

## Service Information

Services	Qty	Rate	Price
<b>370 Oakleaf Village Pkwy, Orange Park, FL 32065-4259</b>			
<b>12/23/2022 PM: Bi-Monthly</b> Bi-monthly scheduled preventative maintenance	1 visit	\$0.00 / visit	\$0.00
— Product: PM: Elliptical, Cross-trainer, ARC, AMT	3.00 Ea	\$15.00 / Ea	\$45.00
— Product: PM: Multi-Station	1.00 Ea	\$20.00 / Ea	\$20.00
— Product: PM: Recumbent, Upright Bicycle	2.00 Ea	\$10.00 / Ea	\$20.00
— Product: PM: Single-Station	5.00 Ea	\$10.00 / Ea	\$50.00
— Product: PM: Spin Bike, Rowing Machine	1.00 Ea	\$10.00 / Ea	\$10.00
— Product: PM: Stepper, Stepmill, Jacobs Ladder, Wave	2.00 Ea	\$15.00 / Ea	\$30.00
— Product: PM: Treadmill	3.00 Ea	\$20.00 / Ea	\$60.00
— Product: Flat Rate Fee	1.00 Ea	\$125.00 / Ea	\$125.00
<b>Subtotal:</b>			\$360.00
<b>Tax:</b>			\$0.00
<b>Total:</b>			\$360.00
<b>Amount Paid:</b>			\$0.00
<b>Balance Due:</b>			\$360.00

**Pay Now**

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

---

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

---

<b>Bill To:</b>	Jay Soriano 370 Oakleaf Village Pkwy Orange Park, FL 32065-4259	<b>Account</b>	[101332] Oakleaf Plantation - Double Branch and Middle Village
		<b>Invoice #</b>	100976
		<b>Date</b>	Friday, December 23, 2022
<b>Remit To:</b>	Southeast Fitness Repair 14476 Duval Place West #208 Jacksonville, FL 32218	<b>Amount Paid</b>	_____
		<b>Check Number</b>	_____

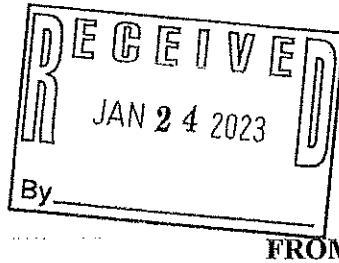
Payment is due within 30 days of invoice date.  
Thank you for your payment!

**Code to:**

**Double Branch Facility Maintenance - Preventative**

**2-320-572-4661**

305



# Invoice

Invoice #: 10390

Date: 01/01/23

Customer PO:

DUE DATE: 01/31/2023

## BILL TO

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

## FROM

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

DESCRIPTION	AMOUNT
#10343 - Standard Maintenance Contract 2023 January 2023	\$35,242.31

### Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE \$35,242.31

**Code to:**

**2-320-572-4620**

**Double Branch Landscape Maintenance**

672



## Invoice

Invoice #: 10617

Date: 02/01/23

Customer PO:

DUE DATE: 03/03/2023

### BILL TO

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

### FROM

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

### DESCRIPTION

#10343 - Standard Maintenance Contract 2023 February 2023

### AMOUNT

\$35,242.31

### Invoice Notes:

Thank you for your business!

**AMOUNT DUE THIS INVOICE**

**\$35,242.31**

### Code to:


**2-320-572-4620**

**Double Branch Landscape Maintenance**

672

Customer Information

XEROX CORPORATION  
PO BOX 660501  
DALLAS TX  
75266-0501

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

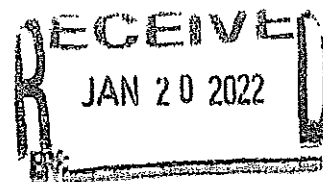
DOUBLE BRANCH  
COMM DEV DIST  
PKWY  
370 OAKLEAF VILLAGE  
ORANGE PARK FL  
32065

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

Purchase Order Number

Special Reference

Contract Number  
NET 30 DAYS  
Terms Of Payment

xerox 

Bill To:

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

01-05-23  
Invoice Date  
017985185  
Invoice Number  
720343326  
Customer Number

MFP3635X1 MFP3635X W/EIP

SER.# BB1-867777

SPLY-MAINT - COST PER COPY PLAN  
AMOUNT

BASE CHARGE

JANUARY

50.31

METER USAGE  
METER 1

09-30-22 TO 12-30-22  
194101 196261 2160

PRINT CHARGES  
METER 1 PRINTS  
NET BILLABLE PRINTS

2160  
2160 .056500 122.04

2,33,572.50  
399

TOTAL EXCESS PRINT CHARGES 122.04

SUB TOTAL 172.35

TOTAL 172.35

AT THE TIME OF BILLING, NO VALID METER READ WAS AVAILABLE,  
SO METER USAGE WAS ESTIMATED. ANY OVERAGE/UNDERAGE WILL BE  
ADJUSTED ON NEXT METER INVOICE. PLEASE VISIT OUR WEBSITE  
AT WWW.XEROX.COM TO SUBMIT YOUR NEXT METER READ.  
THIS IS A 12 MONTH AGREEMENT WHICH INCLUDES MAINTENANCE  
AND SUPPLY CHARGES  
TOTAL OF INVOICE MAY VARY ACCORDING TO METER USAGE BILLED

XEROX FEDERAL IDENTIFICATION #16-0468020

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

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

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

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



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

Invoice Amount

PLEASE PAY  
01-569-8562 4 720343326 017985185 01-05-23 THIS AMOUNT  
RR002454 M 070122  
03 6GSW 6GSW W W0225 5933 1 115

\$172.35  
VFL40

202100008070060 0179851854 0300172353 272034332680

Invoice

Payment





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

Invoice Number: SSI10626  
Invoice Date: 6/10/2022  
Page: 1

Attn: Fiscal - Accounts Receivable

Bill

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

Ship

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

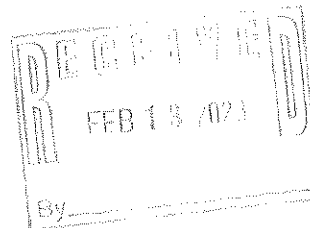
Due Date 6/25/2022  
Terms Net 15 Days

Customer ID C0000168  
P.O. Number  
P.O. Date 6/10/2022  
Our Order No  
SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
1. Fees-2nd Employment Admin Fee-MAY 2022		167.25	167.25	5.00	836.25 / = 418.125
2. Fees-2nd Employment Scheduling		15	15	25.00	375.00 / = 187.5

*Refuse only from DB*

*1.1 and 1.2 = 2,320.572.200.10*



Amount Subject to Sales Tax US0  
Amount Exempt from Sales Tax 1,211.25

Subtotal: 1,211.25  
Invoice Discount: 0.00  
Tax: 0.00

Total USD: 1,211.25 / 2 = 605.625



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

Invoice Number: SSI10714  
Invoice Date: 8/4/2022  
Page: 1

Attn: Fiscal - Accounts Receivable

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

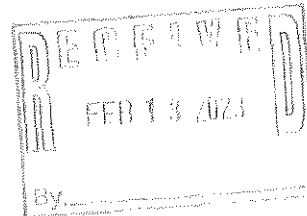
Ship To: OAKLEAF PLANTATION CDD  
MVCDD & DBCDD  
370 OAKLEAF VILLAGE PARKWAY  
ORANGE PARK, FL 32065  
JAVIER SORIANO

Due Date 8/19/2022  
Terms Net 15 Days

Customer ID C0000168  
P.O. Number  
P.O. Date 8/4/2022  
Our Order No  
SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
1. Fees-2nd Employment Admin Fee-JULY 2022		156.5	156.5	5.00	782.50 / 2 = 391.25
2. Fees-2nd Employment Scheduling <i>fee</i>		15	15	25.00	375.00 / 2 = 187.5

1,157.50



Amount Subject to Sales Tax US0  
Amount Exempt from Sales Tax 1,157.50

Subtotal: 1,157.50  
Invoice Discount: 0.00  
Tax: 0.00

Total USD: 1,157.50 / 2 = 578.75



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

Invoice Number: SSI10956  
Invoice Date: 1/9/2023

Page: 1

Attn: Fiscal - Accounts Receivable

Bill

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

Ship

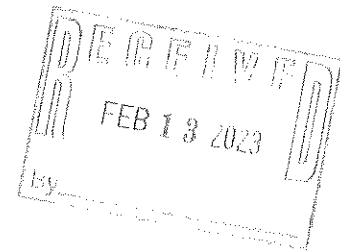
To: OAKLEAF PLANTATION CDD  
MVCDD & DBCDD  
370 OAKLEAF VILLAGE PARKWAY  
ORANGE PARK, FL 32065  
JAVIER SORIANO

Due Date 1/24/2023  
Terms Net 15 Days

Customer ID C0000168  
P.O. Number  
P.O. Date 1/9/2023  
Our Order No  
SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
1.) Fees-2nd Employment Admin Fee-DECEMBER 2022		162.5	162.5	5.00	812.50/2 = 406.2
2.) Fees-2nd Employment Scheduling		15	15	25.00	375.00/2 = 187.5

1.1 and 1.2 = 2,320,572.34/510



Amount Subject to Sales Tax US0  
Amount Exempt from Sales Tax 1,187.50

Subtotal: 1,187.50  
Invoice Discount: 0.00  
Tax: 0.00

Total USD: 1,187.50/2 = 593.75



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

Invoice Number: SSI10989  
Invoice Date: 2/13/2023  
Page: 1

Attn: Fiscal - Accounts Receivable

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

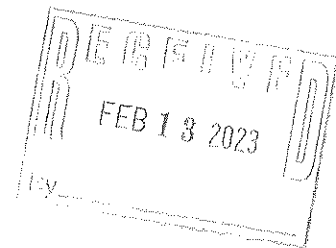
Ship  
To: OAKLEAF PLANTATION CDD  
MVCDD & DBCDD  
370 OAKLEAF VILLAGE PARKWAY  
ORANGE PARK, FL 32065  
JAVIER SORIANO

Due Date 2/28/2023  
Terms Net 15 Days

Customer ID C0000168  
P.O. Number  
P.O. Date 2/13/2023  
Our Order No  
SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
1.) Fees-2nd Employment Admin Fee-JANUARY 2023		165.5	165.5	5.00	827.50 / 2 = 413.75
2.) Fees-2nd Employment Scheduling		15	15	25.00	375.00 / 2 = 187.5

1.) and 2.) = 2,370.50 2,370.50 / 2 = 1,185.25



Amount Subject to Sales Tax US0  
Amount Exempt from Sales Tax 1,202.50

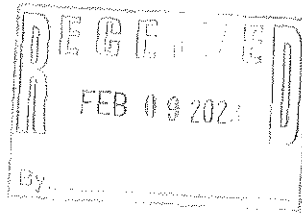
Subtotal: 1,202.50  
Invoice Discount: 0.00  
Tax: 0.00

Total USD: 1,202.50 / 2 = 601.25


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

# Invoice

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



Invoice #: 2313  
Invoice Date: 2/1/23  
Due Date: 2/1/23  
Case:  
P.O. Number:

Description	Hours/Qty	Rate	Amount
Recreation- Facility Management - Oakleaf Plantation - February 2023 2.310.513.3400		17,348.92	17,348.92
 2-8-23			

Total \$17,348.92

Payments/Credits \$0.00

Balance Due \$17,348.92

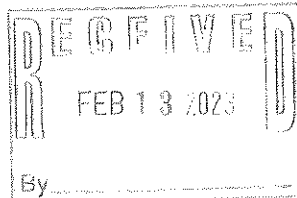
Governmental Management Services, LLC  
1001 Bradford Way  
Kingston, TN 37763

# Invoice

Invoice #: 2314  
Invoice Date: 2/3/23  
Due Date: 2/3/23  
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 28, 2023 2.369.103 2.300	9.5	25.00	237.50



Total	\$237.50
Payments/Credits	\$0.00
Balance Due	\$237.50

2/3/23  
Cell

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

**DOUBLE BRANCH CDD**

**Facility Event Staff Service Hours**

<b><u>Quantity</u></b>	<b><u>Description</u></b>	<b><u>Rate</u></b>	<b><u>Amount</u></b>
9.5	Facility Event Staff	\$ 25.00	\$ 237.50

Covers Period End: January 28, 2023

Amenities Revenue # 2-369-103

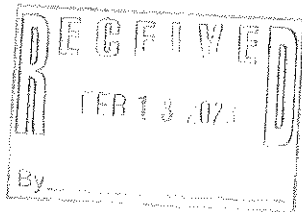
Governmental Management Services, LLC  
1001 Bradford Way  
Kingston, TN 37763

# Invoice

Invoice #: 2315  
Invoice Date: 2/17/23  
Due Date: 2/17/23  
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 February 11, 2023 2.369.103 11	4.75	25.00	118.75



Total	\$118.75
Payments/Credits	\$0.00
Balance Due	\$118.75

2/13/23  
CD



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

**DOUBLE BRANCH CDD**

**Facility Event Staff Service Hours**

<b><u>Quantity</u></b>	<b><u>Description</u></b>	<b><u>Rate</u></b>	<b><u>Amount</u></b>
4.75	Facility Event Staff	\$ 25.00	\$ 118.75

Covers Period End: February 11, 2023

Amenities Revenue # 2-369-103

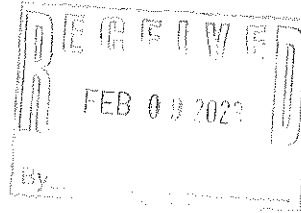
Riverside Management Services, Inc

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


# Invoice

Date	Invoice #
2/1/2023	335

<b>Bill To</b>
Double Branch CDD 475 West Town Place Suite 114 St. Augustine, FL 32092



P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	2.320.572.6100- Janitorial Services - February 2023	4,633.33	4,633.33
 2-8-23			
		<b>Total</b>	\$4,633.33

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

# Invoice

Invoice #: 336  
Invoice Date: 2/10/2023  
Due Date: 2/10/2023  
Case:  
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Pressure Washing Services for January 2023 Common Area Maint. 2.512.4640 1370.		945.00	945.00
<div data-bbox="500 961 792 1159"><p>RECEIVED FEB 10 2023 By _____</p></div> <div data-bbox="397 1407 771 1543"><p><i>Jimmy Lambert</i> 2-10-23</p></div>			

Total \$945.00

Payments/Credits \$0.00

Balance Due \$945.00

**Riverside Management Services, Inc.**  
 1666 Pritchett Rd., Palmdale, CA 93550, Jacksonville, FL 32211

**Service Detail**

Bill To: Double Branch CDD

Invoice Date: 2/1/23

Due Date: Upon Receipt

Amount Due: \$ 945.00

Date:	Description	Amount
1/13/23	Pressure washed 1,100' of lattice top	\$ 495.00
1/28/23	Pressure washed 999' of lattice top	\$ 450.00

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

**TOTAL AMOUNT DUE:** \$ 945.00

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

Contract Amount \$ 17,635.00

Invoice:		
Oct. 2022	\$	-
Nov. 2022	\$	-
Dec. 2022	\$	-
Jan. 2023	\$	945.00
Feb. 2023	\$	-
Mar. 2023	\$	-
Apr. 2023	\$	-
May 2023	\$	-
June 2023	\$	-
July 2023	\$	-
Aug. 2023	\$	-
Sept. 2022	\$	-
Balance:	\$	<u>18,690.00</u>

Should you have any questions, please contact Jerry Lambert @ (804) 288-7867  
 or jlambert@rental.com

**Remit Payment**

Customer Information

XEROX CORPORATION  
PO BOX 660501  
DALLAS TX  
75266-0501

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

Purchase Order Number

Special Reference

Contract Number  
NET 30 DAYS  
Terms Of Payment

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

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

Bill To:

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

02-01-23  
Invoice Date  
018085562  
Invoice Number  
720343326  
Customer Number

MFP3635X1 MFP3635X W/EIP

SER.# BB1-867777

SPLY-MAINT - COST PER COPY PLAN  
AMOUNT

BASE CHARGE

FEBRUARY

50.31

1,330.572.500

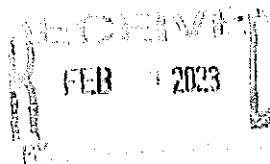
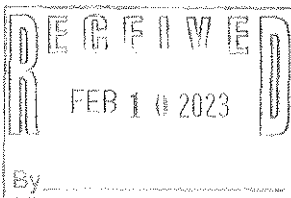
SUB TOTAL

50.31

TOTAL

50.31

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



XEROX FEDERAL IDENTIFICATION #16-0468020

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

Ship To/Installed At

DOUBLE BRANCH  
COMM DEV DIST  
PKWY

370 OAKLEAF VILLAGE  
ORANGE PARK FL

32065

Bill To

DOUBLE BRANCH  
COMM DEV DIST  
STE 114

475 W TOWN PL  
SAINT AUGUSTINE FL

32092

When Paying By Mail

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



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

Invoice Amount

01-569-8562 4 720343326 018085562 02-01-23 THIS AMOUNT

RR003634 M 070122

03 6GSW 6GSW

W 00000 5933 1 B15

\$50.31  
VFL40

202100008070060 0180855625 0300050312 272034332686

Invoice

Payment



Security Development Group, LLC  
8130 Baymeadows Way W., Suite 302  
Jacksonville, FL 32256  
accounting@sthreesecurity.com  
www.sthreesecurity.com

## INVOICE

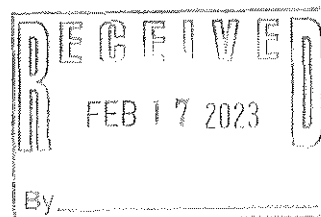
**BILL TO**  
Double Branch CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092

**INVOICE #** 8745  
**DATE** 02/01/2023  
**DUE DATE** 02/28/2023  
**TERMS** End of the month

**SERVICE MONTH**  
February

ACTIVITY	QTY	RATE	AMOUNT
Dedicated Officer I	296	24.95	7,385.20T
Dedicated Officer for 10 hours Monday to Thursday and 12 hours Saturday and Sunday			

<b>SUBTOTAL</b>	7,385.20
<b>TAX</b>	0.00
<b>TOTAL</b>	7,385.20
<b>BALANCE DUE</b>	<b>\$7,385.20</b>





# Invoice

Invoice #: 9525

Date: 10/01/22

Customer PO:

DUE DATE: 10/31/2022

## BILL TO

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

## FROM

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

## DESCRIPTION

#7020 - Standard Maintenance Contract 2022 October 2022

## AMOUNT

\$35,242.31

## Invoice Notes:

Thank you for your business!

## AMOUNT DUE THIS INVOICE

\$35,242.31

Disregard

Paid 32482.16 ck 57

pay only → 2760.15 due  
this balance

2 320.572 462



# Invoice

Invoice #: 9972

Date: 12/01/22

Customer PO:

DUE DATE: 12/31/2022

## BILL TO

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

## FROM

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

## DESCRIPTION

#7020 - Standard Maintenance Contract 2022 December 2022

## AMOUNT

\$35,242.31

## Invoice Notes:

Thank you for your business!

**AMOUNT DUE THIS INVOICE**

**\$35,242.31**

2. 320 512. 462



CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT #
2/02/23	00030	1/31/23 101161	202301 600-53800-62000	FITNESS EQUIPMENT REPAIR	*	232.00	
				SOUTHEAST FITNESS REPAIR			232.00 000083
2/02/23	00033	1/18/23 W05904	202301 600-53800-62000	FAN REPAIR/REPLACEMENT	*	1,249.00	
				TOOLE TECHNOLOGIES INC			1,249.00 000084
2/02/23	00032	11/10/22 W0340761	202211 600-53800-62000	LIGHT BULBS	*	918.12	
				1000 BULBS			918.12 000085
2/20/23	00001	2/03/23 02032023	202302 600-20700-10000	REIMB REC DTE INV #2303	*	8,725.00	
				DOUBLE BRANCH REC FUND			8,725.00 000086
2/24/23	00008	2/14/23 3724	202302 600-53800-62100	BISCAYNE CHAISE LOUNGE	*	4,650.00	
				HORIZON CASUAL, INC.			4,650.00 000087
2/24/23	00016	8/01/22 8856	202210 600-53800-62100	08/22 TRAIL CUT & SPRAY	*	480.00	
		8/04/22 8998	202210 600-53800-62100	IRRIGATION REPAIRS	*	1,289.66	
		11/30/22 10108	202211 600-53800-62100	NICOLE STORM CLEAN UP	*	5,238.00	
		11/30/22 9950	202211 600-53800-62100	TREE REMOVAL	*	5,158.50	
		2/09/23 10683	202302 600-53800-62100	PINE TREE REMOVAL	*	1,005.00	
				VERDEGO, LLC			13,171.16 000088
TOTAL FOR BANK C						28,945.28	
TOTAL FOR REGISTER						28,945.28	



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

**Invoice #101161**  
Invoice Date: 1/31/2023

Account #101332  
Oakleaf Plantation - Double Branch and Middle Village

## Invoice

### Billing Location Information

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

### Service Information

Services	Qty	Rate	Price
<b>370 Oakleaf Village Pkwy, Orange Park, FL 32065-4259</b>			
<b>1/31/2023 Repair - Parts at Shop</b>	1.00 hour	\$70.00 / hour	\$70.00
Magnum Lat Pull SN: 144278 Replace: Cable Approximate cable length needed for Magnum Lat Pulldown. Will combine with other work orders.			
— Product: Custom Cable	9.00 Ft	\$8.00 / Ft	\$72.00
Approximate cable length needed for Magnum Lat Pulldown			
— Product: Travel <60 miles w/t	1.00 Ea	\$90.00 / Ea	\$90.00

**Code to:**

**Double Branch Repair and Repl.**

**34.600.53800.6200**

30

**Pay Now**

<b>Subtotal:</b>	\$232.00
<b>Tax:</b>	\$0.00
<b>Total:</b>	\$232.00
<b>Amount Paid:</b>	\$0.00
<b>Balance Due:</b>	\$232.00

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

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

<b>Bill To:</b>	Jay Soriano 370 Oakleaf Village Pkwy Orange Park, FL 32065-4259	<b>Account</b>	[101332] Oakleaf Plantation - Double Branch and Middle Village
		<b>Invoice #</b>	101161
		<b>Date</b>	Tuesday, January 31, 2023
<b>Remit To:</b>	Southeast Fitness Repair 14476 Duval Place West #208 Jacksonville, FL 32218	<b>Amount Paid</b>	_____
		<b>Check Number</b>	_____

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

# Toole Technologies, Inc.

4134 Carriage Crossing Lane  
Orange Park, FL 32065

WO5904  
01/18/2023  
0  
01/18/2023

Oakleaf Fitness Center  
manager@oakleafresidents.com  
382 Oakleaf Village Pkwy  
Orange Park, FL, 32065

Condenser Motor Replacement MOTOR COND 48FRM 1HP 11.075RPM 208-230V 1SP	1	\$754.00	\$754.00
Single Fan Capacitor	1	\$25.00	\$25.00
Fan Blade Replacement Fan Blade 24" 27°, 3 Blade ClockWise Interchangeable with hub	1	\$130.00	\$130.00
<b>Code to:</b>		<b>Parts Subtotal</b>	<b>\$909.00</b>

## Double Branch Repair and Repl.

<b>34.600.53800.6200</b> Keith Toole 33	4	\$85.00	\$340.00
Replaced the 1HP commercial condenser fan motor in the Addison Commercial condensing unit for the Phase 1 fitness Center. Rewired the fan circuit to match the new fan motor. Ordered and installed a new fan blade to match the replacement motor. Started and checked the system operation		<b>Labor Subtotal</b>	<b>\$340.00</b>

	Subtotal	\$1,249.00
<b>Payment Details</b>		\$1,249.00
Please call the office at (904) 278-5938 to make a payment.		\$0.00
		<b>\$1,249.00</b>

### Comments

Recommend purchasing an Annual Seasonal Tuneup



2140 Merritt Dr.  
Garland, TX 75041  
972-288-2277

## INVOICE

Invoice Date:	Invoice
11/10/2022	W03407617

Bill To:  
Double Branch CDD  
370 Oakleaf Village Pkwy  
Attn: Jay Soriano  
Orange Park, FL 32065

PO #: JS 101822  
Customer #: 1705529  
Sales Order #: W03398610  
Invoice #: W03407617  
Order Date: 10/18/2022  
Invoice Date: 11/10/2022  
Terms: Net 30

### Thank you for your order!

You will receive an email with tracking information shortly. Please contact our customer service department if you have additional questions. We appreciate your business!

<b>TRACKING NUMBER:</b> TRK#: 1: 279301842723; FEDEX; PKGS: 4 <b>Code to:</b> <b>Double Branch Repair and Repl.</b> <b>34.600.53800.6200</b> 32	<b>Ship To:</b> Double Branch CDD 370 Oakleaf Village Pkwy Attn: Jay Soriano Orange Park, FL 32065
---	--

PRODUCT	ORDERED	SHIPPED	PRICE	COST
LFA-10010 3 LGT BULLHORN BRKT120 DEGREE DARK BRONZE	3.00	3.00	306.04	918.12
<b>Account Manager:</b> Breanne Coe Phone: 972-535-0924 Fax: Ext. 124 Email: bcoe@1000bulbs.com			<b>NET INVOICE:</b>	\$918.12
			<b>MISC. CHARGES:</b>	\$0.00
			<b>FREIGHT:</b>	\$0.00
			<b>SALES TAX:</b>	\$68.86
			<b>INVOICE TOTAL:</b>	\$986.98

**Double Branch**  
COMMUNITY DEVELOPMENT DISTRICT

**Capital Reserve Fund**

**Check Request**

Date	Amount	Authorized By
February 3, 2023	\$8,725.00	Oksana Kuzmuk

Payable to:
Double Branch CDD Rec Fund #1

Date Check Needed:	Budget Category:
ASAP	034.600.207.10000

Intended Use of Funds Requested:					
Reimbursements to Recreational Fund					
	GMS Inv# 2303 CK#7175	\$	8,725.00		
		Total	\$	8,725.00	
(Attach supporting documentation for request.)					

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

# Invoice

Invoice #: 2303  
Invoice Date: 12/9/22  
Due Date: 12/9/22  
Case:  
P.O. Number:

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

Description <span style="float: right;">92</span>		Hours/Qty	Rate	Amount
Facility Maintenance November 1 - November 30, 2022			25,276.71	25,276.71
Maintenance Supplies			1,168.75	1,168.75
Fac. Maint. Gen. <span style="float: right;">\$4,164<sup>00</sup></span>				
2.572.4660				
Fac Maint. Cont. <span style="float: right;">\$2,893.04</span>				
2.572.4662				
Lighting Repairs <span style="float: right;">\$707<sup>00</sup></span>				
2.230.572.4663				
Common Area Maint. <span style="float: right;">\$4,331<sup>00</sup></span>				
2.572.4640 320.				
Capital Reserve <span style="float: right;">\$5363<sup>00</sup></span>				
34.600.53800.62000				
Special Events <span style="float: right;">\$262.42</span>				
2.320.572.49400				
Repair / Replace <span style="float: right;">\$8,725<sup>00</sup></span>				
2.572.6310 320				
				21082.46

**RECEIVED**  
DEC 16 2022

*Henry Lambert*  
12-15-22

Total \$26,445.46

Payments/Credits \$0.00

Balance Due \$26,445.46

-95303<sup>00</sup>

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
11/1/22	8	T.C.	Worked on pickleball project, supervised and assisted pouring concrete for two corners
11/1/22	6	G.S.	Removed debris from all common areas and ponds
11/1/22	8.5	P.W.	Finished pouring concrete, cleaning filters and vacuuming the pools
11/1/22	4	A.B.	Poured concrete at pickleball courts
11/1/22	7.25	L.C.	Poured concrete at pickleball courts
11/1/22	5	J.R.	Worked on pickleball project
11/2/22	8	T.C.	Worked on pickleball project, assisted with form boards for middle section and pouring concrete, cut and took down fencing around pickleball courts
11/2/22	4	G.S.	Removed debris from all common areas, treated fire ant mounds in common areas
11/2/22	8	S.A.	Multiple trips to pick up concrete, poured concrete in form for court expansion, move brush pile
11/2/22	8.5	P.W.	Poured concrete, filled in last hole by tennis court from fence removal
11/2/22	7	A.B.	Finished concrete for pickleball, took down fence
11/2/22	7.75	L.C.	Poured concrete for pickleball courts, removed fencing
11/2/22	3	J.R.	Worked on pickleball project
11/3/22	4	T.C.	Worked on pickleball project, assisted cutting squares to set posts and cutting down poles, picked up supplies
11/3/22	4.5	G.S.	Removed debris from all common areas and ponds
11/3/22	6.5	P.W.	Cleaned pool filters, jackhammered at the basketball court
11/3/22	2	A.B.	Cleaned pools
11/3/22	7.5	L.C.	Worked on setting posts for pickleball courts
11/3/22	8	L.N.	Jackhammers poles around tennis court, installed new poles around tennis courts, making new fence line around tennis courts
11/3/22	6.5	J.R.	Worked on pickleball project
11/4/22	8	T.C.	Worked on pickleball project, worked on cutting squares to set posts and cutting down poles
11/4/22	3.5	G.S.	Removed debris from all common areas and ponds
11/4/22	8	S.A.	Installed new fence pole, poured concrete to expand court, chipped brush pile
11/4/22	8	P.W.	Worked on basketball court, jackhammers tennis court, poured concrete, formed up footers
11/4/22	7	A.B.	Worked on fencing at pickleball courts, put out yard sale signs
11/4/22	6.5	L.C.	Worked on setting poles and fencing for tennis courts
11/4/22	8	L.N.	Jackhammer poles around tennis courts, installed new poles around tennis court, making new fence line around tennis courts
11/4/22	2	J.R.	Worked on pickleball project
11/7/22	8	T.C.	Worked on pickleball project
11/7/22	5	S.A.	Worked on pickleball project
11/7/22	7.25	P.W.	Worked on tennis courts jackhammering, removing fence, posts and fencing
11/7/22	7.5	A.B.	Removed poles for fencing for pickleball
11/7/22	7.5	L.C.	Worked on fence at pickleball courts
11/7/22	4	J.R.	Worked on pickleball project
11/7/22	4	A.T.	Removed debris from all common areas
11/8/22	8	T.C.	Worked on pickleball project
11/8/22	6	G.S.	Removed debris from all common areas and ponds
11/8/22	7.25	P.W.	Worked on tennis courts, removed poles from ground and moving fencing around
11/8/22	7.5	A.B.	Removed poles for fencing for pickleball, moved fencing
11/8/22	7.75	L.C.	Worked on pickleball court fence
11/8/22	7	J.R.	Worked on pickleball project
11/9/22	8	T.C.	Worked on pickleball project
11/9/22	4	G.S.	Removed debris from all common areas and ponds
11/9/22	8	S.A.	Worked on pickleball project
11/9/22	7.25	P.W.	Put together gym equipment, worked on tennis court project
11/9/22	3.5	A.B.	Worked on gym equipment
11/9/22	7.5	L.C.	Built equipment in fitness center, worked on fence
11/9/22	4	J.R.	Worked on setting up gym equipment
11/10/22	8.5	T.C.	Swept building for cobwebs, removed broken paper towel holder in men's restroom, changed out broken toilet seat in ladies restroom, repaired molding in ladies restroom, drove around removing debris from property, picked up supplies
11/10/22	4.5	G.S.	Hurricane clean up, removed debris from all common areas
11/10/22	2	P.W.	Paint boards for boardwalk



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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
11/10/22	2	L.N.	Prepared clubroom for three day event
11/10/22	7.75	L.C.	Worked on fixing toilet paper and paper towels holders in bathrooms
11/10/22	2.5	J.R.	Hurricane clean up
11/11/22	6.5	T.C.	Worked on pickleball project, put up windscreens that came loose around basketball and tennis courts, cleaned up debris from storm, picked up supplies
11/11/22	3.5	G.S.	Hurricane clean up, removed debris from common areas, treated fire ant mounds in common areas
11/11/22	8	P.W.	Worked on fence at tennis courts, set up movie nights
11/11/22	8	L.N.	Installed fence around pickleball courts
11/11/22	2	A.B.	Cleaned pool filters
11/11/22	9.5	L.C.	Pulled out poles for fence, tore down old fencing, set poles for fence, set up movie screens
11/11/22	7.75	J.R.	Pool clean up post hurricane
11/14/22	5	T.C.	Repaired fences and cut up trees from storm damage, took down reclaimed water sign due to damage
11/14/22	7.25	P.W.	Put windscreens back up after storm, pulled line for new post, cleaned and organized small shed, assisted with removal of three fallen trees
11/14/22	2	A.B.	Set fence posts for pickleball
11/14/22	8	L.C.	Worked on fence at pickleball courts, cleaned up hurricane debris
11/14/22	4	A.T.	Removed debris from all common areas
11/15/22	8	T.C.	Worked on pickleball project, picked up supplies
11/15/22	5	G.S.	Removed debris from all common areas, treated fire ant mounds in common areas
11/15/22	2	S.A.	Worked on pickleball project
11/15/22	7.75	L.C.	Fixed windscreens at basketball court, fixed fence at residents home
11/15/22	3	J.R.	Worked on pickleball project
11/16/22	8	T.C.	Repaired fence and cut root away, repaired other fences, worked on pickleball project, picked up supplies
11/16/22	4	G.S.	Removed debris from all common areas, cleaned shop
11/16/22	6.25	P.W.	Ran string for poles, set poles and cemented them into the ground, put up windscreens by small shed
11/16/22	8.25	L.C.	Worked on pickleball court fence and poles, prepped for Christmas lights
11/17/22	2.5	T.C.	Put up turkeys for turkey shoot event
11/17/22	4	G.S.	Removed debris from all common areas and ponds
11/17/22	2	L.N.	Worked on Christmas tree and decorations inside fitness center
11/18/22	4	T.C.	Started putting up Christmas lights at entrance
11/18/22	4.5	G.S.	Removed debris from all common areas, cleaned up deceased animal from road, picked up supplies
11/18/22	4	S.A.	Put up Christmas lights and wreaths
11/18/22	6	P.W.	Installed Christmas lights at entrance
11/18/22	4	L.N.	Installed Christmas decorations along main entrance
11/18/22	4	A.B.	Installed Christmas lights
11/18/22	8	L.C.	Installed Christmas lights at entrance
11/18/22	4	J.R.	Installed Christmas lights at entrance
11/21/22	6	A.B.	Decorated entrance signs, garland wreaths and bows
11/21/22	7.75	L.C.	Installed Christmas lights on entrance and amenity center
11/21/22	4	A.T.	Removed debris from all common areas
11/22/22	5.5	G.S.	Removed debris from all common areas
11/22/22	6	A.B.	Decorated entrance at amenity center and entrance signs
11/22/22	4	R.G.	Removed debris from all common areas
11/22/22	8.25	L.C.	Installed Christmas lights at amenity center
11/22/22	7	J.R.	Installed Christmas lights
11/23/22	8	T.C.	Cut down trees at the Oaks, installed Christmas lights
11/23/22	4	G.S.	Removed debris from all common areas
11/23/22	6	A.B.	Decorated fitness center
11/23/22	9	R.G.	Worked on trees, installed Christmas lights, assisted with equipment delivery
11/23/22	7	J.R.	Cut down trees, installed Christmas lights
11/25/22	5	T.C.	Installed Christmas lights, picked up supplies
11/25/22	5	G.S.	Removed debris from all common areas, treated fire ant mounds
11/25/22	4	S.A.	Installed Christmas lights
11/25/22	6	A.B.	Decorated entrance signs
11/25/22	5	R.G.	Installed Christmas lights at amenity center
11/25/22	8	L.C.	Put up lights around offices and amenity center
11/28/22	2	T.C.	Installed Christmas lights

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
11/28/22	5	S.A.	Installed Christmas lights
11/28/22	2	R.G.	Put up Christmas lights
11/28/22	4	A.T.	Removed debris from all common areas
11/29/22	2	T.C.	Installed Christmas lights, unload exercise equipment
11/29/22	5.5	G.S.	Removed debris from all common areas, cleaned shop
11/29/22	8	S.A.	Cut up trees, installed Christmas lights
11/29/22	6.5	A.B.	Decorated entrance signs
11/29/22	1.5	P.W.	Picked up fencing, laid out fence, cut fence and prepped.
<del>11/29/22</del>	<del>2</del>	<del>R.G.</del>	<del>Installed Christmas lights, unload exercise equipment</del>
11/29/22	8.25	L.C.	Worked on tennis court project and fence
11/29/22	7	J.R.	Installed Christmas lights
11/30/22	8	T.C.	Worked on pickleball project
11/30/22	3.5	G.S.	Removed debris from all common areas, maintenance work on golf cart
11/30/22	8	S.A.	Worked on pickleball court fence
11/30/22	4	A.B.	Decorated entrance signs
11/30/22	8.5	P.W.	Worked on fencing, unloaded gym equipment
11/30/22	8	R.G.	Worked on fence replacement at pickleball court
11/30/22	8.25	L.C.	Worked on fence project
11/30/22	1	J.R.	Worked on Christmas lights

**TOTAL**      717.5

**MILES**      369

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

**MAINTENANCE BILLABLE PURCHASES**

Period Ending 12/05/22

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DB				
DOUBLE BRANCH				
	11/9/22	10 Gallon Waste Liners 250ct	10.32	T.C.
	11/10/22	Toilet Seat	37.93	T.C.
	11/10/22	Rubber/Vinyl Spray Adhesive	28.15	T.C.
	11/11/22	Spray Bottles (2)	8.00	T.C.
	11/11/22	Black Paint Pen	2.29	T.C.
	11/11/22	Gloss Clear Spray Paint	7.45	T.C.
	11/15/22	Diablo Reciprocating Saw Blade	13.77	T.C.
	11/16/22	2' Fan Type Extension Cord	11.48	T.C.
	11/16/22	25' Inline Outlet Cord (2)	57.45	T.C.
	11/16/22	Hex Screws 25pc	5.16	T.C.
	11/17/22	1/4" Cable Clamps 18pk (2)	4.00	T.C.
	11/17/22	3/8" Cable Clamps	1.00	T.C.
	11/17/22	Zinc Screws 100pc	6.87	T.C.
	11/18/22	Fire Ant Killer Twin Pack	29.87	G.S.
	11/18/22	Leatherglove	16.07	G.S.
	11/18/22	Utility Blades (3)	10.28	G.S.
	11/18/22	4.5" Cutting Wheel	11.47	G.S.
	11/18/22	Grinding Wheel	10.32	G.S.
	11/18/22	Plastic Gasoline Funnel	2.84	G.S.
	11/18/22	Hand Sanitizer	20.68	G.S.
	11/18/22	Fire Ant Killer (3)	51.65	G.S.
	11/21/22	Microfiber Clothes 24pk	11.48	T.C.
	11/21/22	Pine Sol Cleaner	26.53	T.C.
	11/21/22	4'x6' Cool White Net Lights	34.47	T.C.
	11/23/22	Indoor Mechanical Clock (2)	183.93	J.S.
	11/25/22	2pk Dimmer	17.55	T.C.
	11/25/22	3/8" Cable Clamps	5.00	T.C.
	11/25/22	Photocontrol Timer (2)	32.15	T.C.
	11/25/22	2pk 15A GFCI White	32.02	T.C.
	11/25/22	150L Cool White Net Lights	14.36	T.C.
	11/25/22	12.5" Bow	5.73	T.C.
	11/25/22	Fire Ant Killer (8)	137.72	G.S.
	11/29/22	24" Wreath Decorations	68.91	J.S.
	11/29/22	50' Garland	11.48	J.S.
	11/29/22	12" Pine Garland (5)	34.39	J.S.
	11/29/22	16" Bows (2)	9.15	T.C.
	11/29/22	3-to-1 Green Adapters	29.98	T.C.
	11/29/22	Toilet Seat	37.93	T.C.
	11/29/22	12' Pine Garland (2)	13.75	T.C.
	11/29/22	55' Green Outdoor Extension Cords (2)	40.20	T.C.
	11/30/22	Gas for Equipment	75.00	T.C.

**TOTAL \$1,168.75**

Horizon Casual, Inc  
P.O Box 1000  
Ocala, FL 34478  
(352) 622-6852  
www.horizoncasual.com



Invoice 3724

**BILL TO**  
Double Branch CDD  
475 W Town Pl  
Ste 114  
St. Augustine, FL 32092-3649

**SHIP TO**  
Double Branch CDD  
370 Oakleaf Pkwy  
Orange Park, FL 32065

**DATE**  
02/14/2023

**PLEASE PAY**  
\$4,650.00

**DUE DATE**  
02/14/2023

**SALES REP**  
Krysta

QTY	ITEM	DESCRIPTION	RATE	AMOUNT
20	1202SL	Biscayne Sling Chaise Lounge- 16" Seat Height with 1 1/4" Round Tubing	215.00	4,300.00T
1	Colors	Frame- 201 White Sling- HC-251 Forest Green	0.00	0.00
1	ETA	Current Estimated Lead Time 14-16 Weeks	0.00	0.00T

Thank you for your business!

All claims must be made within five days after receipt of goods, and claims for loss or damage in transit must be filed at once with carrier. We hold a shipping receipt in good order and accept no liability. If merchandise is damaged in transit and so received, you are responsible for securing proper notation of such damage from your local freight agent in order to secure settlement. Title of shipment passes to you upon delivery to, properly receipted by, transportation carrier. We are not responsible for delays in transit and our terms are not to be affected by such delays. Merchandise returned without written authorization will be refused. Goods listed herein remain property of Horizon Casual Inc. until invoice is paid.

SUBTOTAL	4,300.00
TAX	0.00
SHIPPING	350.00
TOTAL	4,650.00

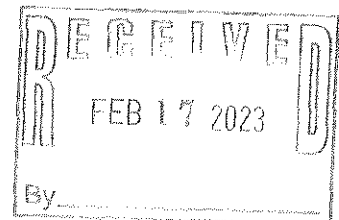
**TOTAL DUE** **\$4,650.00**

THANK YOU.

Code to:

Double Branch Repair and Repl.

34.600.53800.6200





# Invoice

Invoice #: 10108

Date: 11/30/22

Customer PO:

DUE DATE: 12/30/2022

## BILL TO

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

## FROM

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

## DESCRIPTION

## AMOUNT

#9989 - Nicole storm clean up

Provide Labor and equipment to clean up and chip debris from Storm Nicole.

*Landscape Enhancement*

*\$5,238.00*

Fuel charge (Other)

1.00 \$150.00 \$150.00

sub (Sub)

1.00 \$5,088.00 \$5,088.00

## Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

*\$5,238.00*

034.600 538 621



# Invoice

Invoice #: 10683

Date: 02/09/23

Customer PO:

DUE DATE: 03/11/2023

## BILL TO

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

## FROM

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

## DESCRIPTION

## AMOUNT

#10536 - Pine tree removal, OVP

Due to accident, Pine tree needs removed that vehicle hit and damaged, stump grinding will be necessary due to tree roots exposed.

*Landscape Enhancement*

*\$1,005.00*

Disposal Fee (Other)

1.00

\$50.00

\$50.00

Sub: Tree removal (Sub)

1.00

\$955.00

\$955.00

## Invoice Notes:

Thank you for your business!

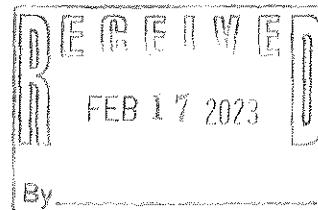
AMOUNT DUE THIS INVOICE

**\$1,005.00**

Code to:

Double Branch Repair and Repl.

**34.600.53800.6200**





# Invoice

Invoice #: 8856

Date: 08/01/22

Customer PO:

DUE DATE: 08/31/2022

## BILL TO

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

## FROM

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

## DESCRIPTION

#6093 - Enhancement - Trail Cutting and Spraying August 2022

## AMOUNT

\$480.00

## Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

\$480.00

034 600 538.621



# Invoice

Invoice #: 8998

Date: 08/04/22

Customer PO:

DUE DATE: 09/03/2022

## BILL TO

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

## FROM

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

## DESCRIPTION

#8956 - soccer field lightning strike

## AMOUNT

After fixing the last mainline break tech went to the clock to test the system and found the clock scorched with lightning damage.

*Irrigation*

*\$1,289.66*

## Invoice Notes:

Thank you for your business!

**AMOUNT DUE THIS INVOICE**

**\$1,289.66**

08/04/22 538 621





# Invoice

Invoice #: 9950

Date: 11/30/22

Customer PO:

DUE DATE: 12/30/2022

## BILL TO

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

## FROM

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

## DESCRIPTION

## AMOUNT

#10007 - Piedmont Park Pine trees Removal

Due to Storm Nicole, Pine trees are authorized by Jay to be removed that are diseased or dead from Piedmont Park next to Fence line bordering Residence 571 Wakemont Dr.

### Subcontract

\$5,158.50

Fuel Charge (Other)

1.00 \$150.00 \$150.00

Sub: Tree Removal (Sub)

1.00 \$5,008.50 \$5,008.50

## Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

\$5,158.50

DB4, 600, 528, 681

## *FOURTH ORDER OF BUSINESS*

## RESOLUTION 2023-05

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**PASSED AND ADOPTED** this 13th day of March, 2023.

ATTEST:

**DOUBLE BRANCH COMMUNITY  
DEVELOPMENT DISTRICT**

---

Secretary/Assistant Secretary

---

Chairperson, Board of Supervisors

**Exhibit A**

**List of Surplus Property**

Damaged and/or Worn Clubroom Furniture, consisting of:

Four (4) upholstered chairs; and

One (1) couch

## *SIXTH ORDER OF BUSINESS*

**REQUEST FOR PROPOSALS  
LANDSCAPE AND IRRIGATION MAINTENANCE SERVICES FOR  
DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT**

**EVALUATION CRITERIA**

**1. Personnel (25 points)**

(E.g., geographic locations of the firm's headquarters or office in relation to the project; adequacy and capabilities of key personnel, including the project manager and field supervisor; present ability to manage this project; evaluation of existing workload; proposed staffing levels, etc.)

**2. Experience (25 points)**

(E.g., past record and experience of the respondent in similar projects; volume of work, area of coverage, previously awarded to the firm; past performance for other Community Development Districts in other contracts; character, integrity, and reputation of respondent, etc.)

**3. Understanding of Scope of Work (20 points)**

Does the proposal demonstrate an understanding of the District's needs for the services requested?

**4. Price (30 total points)**

Points available for price will be allocated as follows:

20 points will be awarded to the Proposer submitting the lowest total bid for completing the work. All other proposals will receive a percentage of this amount based upon the difference between that Proposer's bid and the low bid.

10 points are allocated for the reasonableness of unit prices and quantities.

**NOTICE OF REQUEST FOR PROPOSALS  
NOTICE OF DISTRICT MEETING TO OPEN PROPOSALS**

**Landscape and Irrigation Maintenance  
Clay County, Florida**

Notice is hereby given that the **Double Branch Community Development District** (the “District”) will accept proposals from qualified firms interested in providing landscape and irrigation maintenance services for the fiscal year beginning October 1, 2023 and for three fiscal years thereafter, all as more specifically set forth in the Project Manual.

The Project Manual, including contract documents, project scope and any technical specifications, will be available for public inspection and may be obtained beginning Monday, March 20, 2023, at 9:00 a.m. (EST), from Courtney Hogge at [chogge@gmsnf.com](mailto:chogge@gmsnf.com) and Marilee Giles at [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com).

A mandatory pre-proposal meeting will be held on Tuesday, April 4, 2023, 2:00 p.m. (EST) at the offices of the Double Branch Community Development District, 370 Oakleaf Village Parkway, Orange Park, Florida 32065.

Firms desiring to provide services for this project must submit one (1) original and five (5) hard copies of the proposal forms and one (1) electronic version, by no later than 2:00 p.m. (EST), on Tuesday, April 25, 2023, to the Double Branch Community Development District, c/o Governmental Management Services LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, Attn: Jay Soriano. Proposals shall be submitted in an opaque sealed package, shall bear the name of the proposer on the outside of the package and shall clearly identify the project. Proposals will be publicly opened at the time and date stipulated above; those received after the time and date stipulated above will be returned un-opened to the proposer. Any proposal not completed as specified or missing the required proposal documents may be disqualified.

Ranking of proposals will be made on the basis of qualifications according to the Evaluation Criteria contained within the Project Manual. The District has the right to reject any and all proposals and waive any technical errors, informalities or irregularities if it determines in its discretion it is in the best interest to do so. Any and all questions relative to this project shall be directed in writing only to Jay Soriano, Double Branch Community Development District, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, or by electronic mail to Jay Soriano at [jsoriano@gmsnf.com](mailto:jsoriano@gmsnf.com) and carbon copies to Marilee Giles at [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com) and Michael Eckert at [Michael.Eckert@kutakrock.com](mailto:Michael.Eckert@kutakrock.com).

All proposals will be publicly opened at a meeting of the District to be held at **2:00 p.m., April 25, 2023**, at 475 West Town Place, Suite 114, St. Augustine, Florida 32092. Proposals will be publicly opened at that time and place, with Proposer names and total pricing announced at that time, provided that Proposals may be maintained on a confidential basis to the extent permitted by Florida law. No decisions of the District’s will be made at that time. A copy of the agenda for the



meeting can be obtained from the District Office at 475 West Town Place, Suite 114, St. Augustine, Florida 32092 or by phone at (904) 940-5850.

The meeting is open to the public and will be conducted in accordance with the provisions of Florida law. There may be occasions when one or more Board Supervisors or staff members will participate by telephone. At the above location will be present a speaker telephone so that any Board Supervisor or staff member can attend the meeting and be fully informed of the discussions taking place either in person or by telephone communication. The meeting may be continued in progress without additional notice to a time, date, and location stated on the record.

Any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (904)940-5850, at least 48 hours before the meetings. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

Double Branch Community Development District  
Marilee Giles, District Manager

## *SEVENTH ORDER OF BUSINESS*

*D.*

*1.*

## Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

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

### Memorandum

Date: March 2023

To: Board of Supervisors

From: GMS – OakLeaf Operations Manager

### Community:

#### Special Events

- Spring Break at Pools
- Movie at the park
- Tennis/Pickleball socials
- Upcoming – Easter market, Bunny run, April Movie, Easter events at Pools

#### Aquatics

- Heated Pool reopened as of March 1.
- Lifeguard classes, Lifeguard program, swim lessons

#### Amenity Usage

- *Total Facilities Usage – 5381*
- *Average daily usage – 192*

#### *Card counts:*

DB Owners	37
DB Renters	26
DB Replacements	16
DB Updated	1

*Total cards printed: 196 (both districts)*

#### Rentals

- 5 of 28 days rented in February, 3 of 4 weekends rented
- 4 Clubroom rentals, 0 patio rentals
- 15 tours ( 32 approx.hours)/55 hours used for scheduling, administrative, etc

## Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

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

### Memorandum

#### Operations: Open Items

- Update of Pickleball renovations schedule
- Update on Fitness Center Painting
- Update on Animal trapping (Muscovy/feral hogs)

#### MAINTENANCE

- Coordinate repair to leaking pool motor (bad seal most likely due to damaged support)
- Repaired multiple corrosion damaged butterfly valves at lap pool
- Coordinate future replacement plans/solutions for lap pool motor stand
- Coordinate bulkhead install at “duck bridge” / landscape work approved
- Inspect possible leak at family pool pack (same issues as lap pool)
- Touch up painting on decorative street poles in neighborhood (ongoing)
- Clean and temporary fix of damage at rear pool pack area/pool house due to “break-in”
- Repair damaged door strikes at fitness center (coordinating replacement of crash bars)
- Repairs to fence line along Oakleaf Village Pkwy
- Repairs to fence line at piedmont park
- tree and stump removal at car accident site
- Inspect leak/low water concerns at DB slide pool
- Graffiti removal at Fieldhouse
- Replace recently repaired landscape lights with LED fixtures at parking lot areas
- Audit of access cards – ongoing (to include audit of adult family members in household)
- Cut backing for new and replacement signs – ongoing
- Employee information collection for Florida Department of Labor
- Lake inspections, all lakes inspected monthly – reports kept on file in Ops. Manager office.
- Continual Park inspections and cleaning – reports kept on file.
- Light Inspections completed – Worthington Oaks, Hearthstone, Highland Mill, Piedmont, Stonebrier, Waverly, Litchfield, and Timberfield completed 2/12 Nature’s Hammock, Fall Creek, The Oaks, Cannon’s Point, Pebble Creek, Silver Leaf, Oakbrook, and The Cottages completed 2/28.

#### Landscaping

- *Planted Amenity front planters for spring season*
- *Mulch for Amenities scheduled for early March, playground mulch scheduled for early March*
- *2 leaf removals completed of Amenity parking*
- *Monthly report for Feb submitted and filed at Operations office*

For questions, comments, or clarification, please contact:

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

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

2.



## PROPOSAL

**Mailing Address**

Oakleaf Plantation  
370 Oakleaf Village Parkway  
Orange Park, FL 32065

**Job Address**

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

Date: March 02, 2023

Phone: Orange Park

Opportunity#: 10964

---

**Job Summary:**

Irrigation upgrades for all 3 bridges to support new plant material at each bridge as it is completed

**Landscape Enhancement**

Quantity	Description	Unit	Unit Price	Ext Price
40.00	Irrigation Labor	Hr	\$58.00	\$2,320.00
1.00	Trencher Rental	Ea	\$525.00	\$525.00
24.00	Hunter MP Rotator MP Strip Nozzle 5 ft. to 15 ft. Left Corner Strip	Ea	\$14.88	\$357.06
300.00	1 LT Flex tubing 100	FT	\$5.06	\$1,518.00
12.00	Hunter Pro-Spray 6 in. Pop Up with Side Inlet	Ea	\$15.35	\$184.14
12.00	Hunter Pro-Spray 12 in. Pop Up with Side Inlet	Ea	\$20.08	\$240.90
<b>Landscape Enhancement Total</b>				<b>\$5,145.10</b>

**Proposal Total: \$5,145.10**

**Note: This proposal includes all labor and material necessary to complete the job.**

**Payment due 30 days after receipt of invoice.**

All material is guaranteed for one year as long as proper maintenance and landscape practices are being performed. All work to be completed in a workman-like manner according to standard practices. Any changes or additional work from the above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimates. Any verbal authorizations given by the customer will be treated the same as a written order even if authorization is not written.

Verdego employees are fully covered by workman's compensation insurance.





**PROPOSAL**

**ACCEPTANCE OF PROPOSAL**

I/WE have reviewed your proposal and hereby indicate our acceptance of the same, as per the scope, specifications and amounts mentioned in the proposal form. I/We agree to the proposed terms of payment and will release the funds as per agreed herein.

By \_\_\_\_\_  
Chalon Suchsland  
Date 3/2/2023  
\_\_\_\_\_  
VerdeGo

By \_\_\_\_\_  
Date \_\_\_\_\_  
Oakleaf Plantation



## PROPOSAL

**Mailing Address**

Oakleaf Plantation  
370 Oakleaf Village Parkway  
Orange Park, FL 32065

**Job Address**

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

Date: March 02, 2023

Phone: Orange Park

Opportunity#: 10922

---

**Job Summary:**

To fill in areas of Spartina Ornamental grass beds and enhance bare areas with St. Augustine turf on the west side of OVP from County line to the Amenity center.

**Landscape Enhancement**

Quantity	Description	Unit	Unit Price	Ext Price
16.00	Labor and Prep	Hr	\$45.59	\$729.41
1.00	Disposal Fee	Ea	\$100.00	\$100.00
1.00	Sub sod	Ea	\$1,749.00	\$1,749.00
20.00	Spartina Grass - (e)	3g	\$22.00	\$440.00
25.00	Pine Straw - Installed	Bale	\$14.00	\$350.00
1.00	Irrigation Allowance	LS	\$150.00	\$150.00
<b>Landscape Enhancement Total</b>				<b>\$3,518.41</b>

**Proposal Total: \$3,518.41**

**Note: This proposal includes all labor and material necessary to complete the job.**

**Payment due 30 days after receipt of invoice.**

All material is guaranteed for one year as long as proper maintenance and landscape practices are being performed. All work to be completed in a workman-like manner according to standard practices. Any changes or additional work from the above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimates. Any verbal authorizations given by the customer will be treated the same as a written order even if authorization is not written.

Verdego employees are fully covered by workman's compensation insurance.



**PROPOSAL**

**ACCEPTANCE OF PROPOSAL**

I/WE have reviewed your proposal and hereby indicate our acceptance of the same, as per the scope, specifications and amounts mentioned in the proposal form. I/We agree to the proposed terms of payment and will release the funds as per agreed herein.

By \_\_\_\_\_  
Chalon Suchsland  
Date 3/2/2023  
\_\_\_\_\_  
VerdeGo

By \_\_\_\_\_  
Date \_\_\_\_\_  
Oakleaf Plantation



## PROPOSAL

**Mailing Address**

Oakleaf Plantation  
370 Oakleaf Village Parkway  
Orange Park, FL 32065

**Job Address**

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

Date: March 02, 2023

Phone: Orange Park

Opportunity#: 10923

---

**Job Summary:**

To enhance the Ornamental grass beds along OVP, east side from County Line to Parkview we propose:

Filling in areas with Spartina Ornamental grasses and St. Augustine Sod where there are bare areas, **THESE AREAS ARE NOT INCLUDING THE DAMAGED AREAS FROM CONTRACTORS**

**Landscape Enhancement**

Quantity	Description	Unit	Unit Price	Ext Price
20.00	Labor and Prep	Hr	\$45.59	\$911.76
1.00	Disposal Fee	Ea	\$100.00	\$100.00
112.00	Spartina Grass - (e)	3g	\$22.00	\$2,464.00
1.00	sub- Sod	Ea	\$900.00	\$900.00
1.00	Irrigation Allowance	LS	\$150.00	\$150.00
30.00	Pine Straw - Installed	Bale	\$14.00	\$420.00
<b>Landscape Enhancement Total</b>				<b>\$4,945.76</b>

**Proposal Total: \$4,945.76**

**Note: This proposal includes all labor and material necessary to complete the job.**

**Payment due 30 days after receipt of invoice.**

All material is guaranteed for one year as long as proper maintenance and landscape practices are being performed. All work to be completed in a workman-like manner according to standard practices. Any changes or additional work from the above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimates. Any verbal authorizations given by the customer will be treated the same as a written order even if authorization is not written.

Verdego employees are fully covered by workman's compensation insurance.



**PROPOSAL**

**ACCEPTANCE OF PROPOSAL**

I/WE have reviewed your proposal and hereby indicate our acceptance of the same, as per the scope, specifications and amounts mentioned in the proposal form. I/We agree to the proposed terms of payment and will release the funds as per agreed herein.

By \_\_\_\_\_  
Chalon Suchsland  
Date 3/2/2023  
\_\_\_\_\_  
VerdeGo

By \_\_\_\_\_  
Date \_\_\_\_\_  
Oakleaf Plantation







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

# Double Branch CDD 2013 Clay County, Florida



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

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