

DOUBLE BRANCH
Community Development District

APRIL 10, 2023

AGENDA

Double Branch Community Development District

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

April 3, 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, April 10, 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 March 13, 2023 Board of Supervisors Meeting
 - B. Financial Statements
 - C. Assessment Receipts Schedule
 - D. Check Register
- IV. Presentation on Blue Angels Historical Marker
- V. Staff Reports
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
 - D. Operations Manager – Memorandum
- VI. Audience Comments (limited to three minutes) / Supervisors' Requests

VII. Next Scheduled Meeting – May 8, 2023 at 4:00 p.m. the Plantation Oaks
Amenity Center

VIII. Adjournment

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

Sincerely,

Marilee Giles

Marilee Giles
District Manager

THIRD ORDER OF BUSINESS

A.

MINUTES OF MEETING
DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Double Branch Community Development District was held Monday, March 13, 2023 at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

Present and constituting a quorum were:

Chad Davis	Vice Chairman
Tom Horton	Supervisor
Andre Lanier	Supervisor

Also present were:

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

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Audience Comments

There being no comments, the next item followed.

THIRD ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the February 13, 2023 Meeting**
- B. Financial Statements**
- C. Assessment Receipt Schedule**
- D. Check Register**

Ms. Giles stated included in your agenda package are the minutes of the February 13th meeting, the financial statements as of January 31st, your assessment receipts schedule showing the assessments are 97% collected, and the check register totaling \$194,691.44.

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

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2023-05, Classifying Certain Furniture as Surplus Property

Ms. Giles stated as a reminder, at the last meeting the District agreed to purchase new furniture for the amenity center. I believe it's a couch and four chairs we're looking to dispose of. The District desires to classify the property as surplus tangible personal property and to determine the property is obsolete and that continued use of the property is uneconomical and insufficient to maintain and/or serves no useful function. The District has estimated the value of the respective pieces of property to be less than \$5,000.

Vice Chairman Davis motioned to approved resolution 2023-05, classifying certain furniture as surplus property. Mr. Horton seconded the motion.

Mr. Horton asked why didn't we do a resolution for the lounge chairs and stuff like that?

Mr. Soriano responded because we're not getting rid of the lounge chairs, we're storing those.

Mr. Horton asked what are you going to do with it?

Mr. Soriano responded we use them as extras when we do the movies and things like that. If they're broken, I can get rid of them, but this is for getting rid of larger chunks of property that might hold more value. If they work, I'd like to hold onto them while we can.

On VOICE VOTE with all in favor, Resolution 2023-05 was approved.

FIFTH ORDER OF BUSINESS

Discussion of Fiscal Year 2024 Budget

Ms. Giles stated as a reminder, we will approve the budget at our June 12th meeting, and we will adopt the budget at the August 14th meeting. Jay and I started reviewing agreements and we will be asking for Board guidance on some of the items. The first item is the RFP for landscape that Jay is going to go over in a few minutes.

Mr. Horton stated I want to make sure we have money in there for maintenance and things, landscaping, and maintenance staff. It's a good time to look at it to see if we need to increase the assessments to cover what we need to do.

Mr. Soriano stated that part is up to you guys. We increased last year, and I talked to each one of you about it when we were going through the budget process. That increase was pretty minimal at \$140 and that was almost to stay status quo. We had a lot of vendors that had 15% to 30% increases over the last couple of years, but we hadn't increased our fees in over a decade. Our job when we go through that budget is to try to stay within the budget. I'm going to tell you if we need more. The first one will be our landscape contract, because if we do get an increase due to the RFP, then that is automatically go up and that doesn't give me much room to move around in that budget, so if other vendors ask for more, such as the Clay County Sheriff's Office who is now at \$42 per hour just for the regular hourly officers. We already talked about cutting back hours for them, so I have that line covered, however the RFP for landscaping would change and that's why we're starting this process a little early this time around. If we want to say let's put more maintenance time in there or more repair and replacement dollars in there, I can look at that.

Mr. Horton stated I know the Board makes the decision on it, but without your input, we don't know which way to go. There are a lot of things I have questions about tonight and that tells me we have a lot of work that has to be done that is going to require money to get it done.

Mr. Soriano stated that's always hard for the budget people. We're trying our hardest to keep it level because we're also the first ones to get yelled at when we ask for more assessments, although last year you all noticed we went up for the first time in over a decade and we really didn't get much turnout so something smooth like that I would be fine with, but that's not usually my first thought.

Mr. Horton stated I know your job is to keep within the budget, but our job is to make sure we get everything done and that everything looks good, so let us know.

SIXTH ORDER OF BUSINESS

Discussion of RFP Process

A. Approval of Evaluation Criteria

Mr. Soriano stated there are two pieces that I believe we require a vote on, the advertisement and the scoring.

Mr. Eckert stated yes, the Board would just authorize the advertisement of the RFP and then the other part is you would select the evaluation criteria you would use. You select the criteria, issue the RFP, and then evaluate the proposals under the criteria.

Mr. Horton stated it would be very similar to what we did last time.

Mr. Eckert stated it should be very similar. Jay may have taken a look at the points to see if they still make sense. Obviously, it's the Board's evaluation criteria so if you want to change them, you can change them now, we just want to make sure those are set in stone before we advertise.

Mr. Lanier asked has there been any issues with the criteria in the past?

Mr. Soriano responded the one we should discuss and possibly change is the points awarded for pricing. We want to have good money to be able to do things and we want to do a good job. These guys have worked hard to keep our costs low throughout the years, and we've done that since the very beginning, however last time we had a vendor come in and low ball. The biggest issue with the scoring and the way it's set up is they automatically start with that high point just because they underbid everybody else. I don't believe pricing should be the biggest factor and when we have it scored this way, that's what it comes out to.

Mr. Horton stated you've got on here that it's 30 points.

Mr. Soriano stated this was the way it's been before and it's typically how we do it at a lot of places. A lot of Boards like that bottom dollar, I just don't know that it's the direction we want to go. That's something we have to do tonight is figure out that scoring.

Mr. Lanier asked what would be your recommendation?

Mr. Eckert stated just to be clear, for the 30 that is proposed for price, 20 of that is based on their total price and 10 is based on the reasonableness of their unit prices and things like that.

Mr. Soriano stated basically, they get the 20 points automatically if they're the lowest bidder, and everybody else is a percentage of that. If we still want to keep pricing as the biggest chunk, that's up to you. I look at things like experience and right now, the biggest issue to me is personnel; making sure they have enough good quality people. I know that's hard when we're looking at companies that we may not be familiar with, but making sure they have

enough employees and they have enough people that can do the job here. Not just having enough guys on mowers, but managers that can make those plans and do those things. To me, in this neighborhood, numbers one and two are big ones.

Mr. Horton stated I think something to take into consideration when you do this is to make sure the nature trail is in the bid. I noticed we had to bill separate for that all the time, so I'm assuming that would be put into the next contract.

Mr. Soriano stated that is just going to go onto the map since it's actually in our property now. Before, we didn't have that as a property on the last map that went out.

Mr. Horton stated there was a lot of storm cleanup on there too. Is there some way to put a cushion in there for that?

Mr. Soriano stated that's in the scope. In the back of the scope there will be pricing areas and we can ask all of them what their price is based on the hour. Some when they send their storm cleanup might charge us \$35 an hour and some might charge \$55. That is a small section of their bid, but if you remember, I break all those down and give you guys cheat sheets to compare all of them, so you didn't have to flip through books. When we have multiple storms, that can most certainly add up.

Mr. Lanier asked what would be your recommendation as far as a pricing point total versus experience, versus personnel?

Mr. Soriano responded I would take price down closer to 25 and put the rest on experience and personnel. Experience to me is a big one, especially looking at the ones we've had here in the past and the ones we have here currently. We can score them based on their experiences knowing the property. I don't know if you've seen an issue, but can we take out that split to where there's only one amount on the price. Do we need that automatic point award just to get the lowest price?

Mr. Eckert asked right now you have 20 and 10, are you saying keep two different categories within price?

Mr. Soriano responded just make price one category and they just score them within those 25 points based on each other, they don't have to automatically give 25 to the lowest bidder.

Mr. Eckert stated I think you're setting yourself up for a bid protest if you're not tying the low price to an actual mathematical calculation.

Mr. Soriano stated that's my concern with this is those things that Mike has to watch out for. If we've seen an issue with a bid protest on things like that, then we may want to keep it just so somebody can't come back and argue later, but we can make smaller, like a 15 and 10 or something.

Mr. Horton stated I think 20 and 10 works pretty good, because if somebody comes in with a super high bid or a really low bid and you know they can't do the work with that price, the 10 points gives you a fluctuation.

Mr. Soriano stated it's an automatic for the low bidder and that's what I'm concerned with is the low bid people coming in just to try to offset that.

Mr. Eckert asked are you suggesting 15 points for the total price, 10 for reasonableness and then we would have experience at 30?

Mr. Soriano responded yes. That just moves it away, it's not that they don't get more points for being low, they're just not going to automatically start off so high. With 30, when you add them together that is your biggest point section out of the whole RFP packet. It would no longer be that way. It would be equal to personnel and underneath experience.

Mr. Lanier asked would it be worth going down even further with 10 and 10?

Mr. Soriano stated that would be up to you guys. I still want to make sure people are putting in their best price, but at the same time, I wanted to focus on that. The last RFP we had two of our local guys that had bid years before telling us that they didn't want to bid because they knew one of our folks was keeping our costs so low, which we've done a good job at, but \$300,000 to \$400,000 less than what they're willing to do so they just didn't show up to the last one. If they thought our mindset wasn't just on getting the lowest bid, that may help bring them back out.

Chairman Davis stated but if it's \$400,000 higher, it's a waste of time anyway.

Mr. Soriano stated yes, it's too high, but at least they would take part and that's my concern. We limit it if everybody thinks we're just looking for the low dollar. That's the only real issue I see with the way we set up the scoring. With many smaller neighborhoods, that's the idea. A lot of times we've got to be able to spend money and landscaping is one of the biggest costs.

Ms. Giles stated let me make sure I captured what you all said. Personnel is staying the same at 25, experience changes to 30, understanding scope of work is staying at 20, and price is changing to 25 with a 15/10 split.

Mr. Horton responded yes.

On MOTION by Mr. Lanier seconded by Vice Chairman Davis with all in favor, the Board approved the evaluation criteria with revising the point totals to 25 points for personnel, 30 points for experience, 20 points for understanding scope of work and 25 total points for price, with a 15/10 split.

Mr. Lanier stated if we could keep an eye on that one and see how we do with bids for next time.

Mr. Soriano stated definitely.

A. Approval of RFP Notice

Mr. Soriano stated one of the reasons we have to get moving on this is it is set up to move pretty quick. In the past we didn't start until late spring, early summer and we've already started our budget process, so a lot of times we just tried to build in a little padding hoping that we would come in somewhere around that budget line. Like I said, our current providers have done a good job of staying there, even when I've guessed at it. We're starting early enough here so that we can plan properly no matter what happens. The May meeting will be the first round of our budget process, so it doesn't give me much time. I'm still probably going to have to guess a little bit, but I'll have a good idea at what people are looking at as they come through this process. I shortened it, so it's only about six weeks altogether. On the notice you'll see project manuals will be available starting March 20th, so we have to be able to publicly notice that RFP packet. We're doing everything digital this year so they will be able to get it by email on the 20th. They will have a meeting with me on April 4th to go over any items and they'll have a chance to ask questions, things like that. This is a good opportunity for me to be able to answer all of the questions at once. After that, we have to send out any answers to questions by addendum, so if somebody just doesn't understand something and calls me, I have to put it in an email, and it has to go out to everybody on that addendum. We have to keep track of that, and we have to send out our addendum list to make sure everybody saw those responses and

got the same answer. I try to cut that short by getting everything done that I can at that mandatory meeting. In the past, they had to pay to take part in this. We would rent out a bus, I would drive them around and it would be an all-day process. I think by now all of our participants, the commercial companies in the area pretty much know Oakleaf. We're on our fourth RFP over the years, so they've been through this. I don't think they're going to have as many questions, so we were able to cut it a little shorter this time around and hopefully it will work out well. Copies will be in by the 25th and that is when there will be a public opening. I will start breaking everything down and putting it into the cheat sheet to have available for your next meeting. Mike, do we need to announce that we will award at the May meeting?

Mr. Eckert responded yeah, you can go ahead and do that at that meeting. The one thing I think you all changed here is you put the proposals will be opened at the GMS office in St. Augustine. It needs to be opened in the County in which the District is located. You can change it to where they're due here if that helps.

Mr. Soriano stated we can open them here.

Ms. Giles stated we can do both here and I will come here for the public bid opening. The only other thing I'll add is after we have the bid opening, Jay will have copies for each of the supervisors on that same day if you want to coordinate with Jay to get your hard copy. It will take him a couple of days to go through them, but those will be available to you.

Mr. Soriano stated unless anybody is concerned with that speed, those are the dates we were going to publicize for pickup, mandatory meeting, questions and answers and then drop off. You guys would be able to vote on it in that May meeting if we do it that quickly. If you guys decide you want more time to go through the package and do reference checks, you could push it to the next meeting. We would still have our part done to know that the average, or even the high end of the fees are higher than what we have in the budget and it would still give us the ability to plan.

Mr. Horton stated we should have two to three weeks to look at what is submitted.

Mr. Soriano stated you'll have a little less than two weeks because I'm not going to have it to you on the 25th. That's when I open the bids. I can get you guys the RFP packets, but I won't be able to get you the cheat sheets. If we're doing the opening here, I can drop them off that night so you guys can start reviewing that part.

Vice Chairman Davis asked isn't it going to also depend on how many people participate in the bid? We might have to change something.

Mr. Soriano stated there have been times where we've had 15 go through the tour, but the most that turned in for the opening was seven or eight.

Mr. Eckert stated when you all get the proposals, those are confidential until you make a decision, so if you get a public records request, let me know and we will let the resident know here is the statutory citation that states we can't release them until after you make your decision.

On MOTION by Vice Chairman Davis seconded by Mr. Horton with all in favor, the RFP notice was approved as revised.
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Mr. Soriano stated I have to go through one last thing. It's not something you guys vote on, but it is part of this packet that we have to send out. I gave you two packets. The first page is labeled exhibit B, this is the scope. It's a new format, and it's for Middle Village because we just started with the one. Middle Village is a little larger, but you guys do pretty much the same stuff at your district. I wanted you to be able to go through these. This is the same one we had before and the couple of items that I wanted to point out that were different are probably the only things that I could address and change. The first one is going to be in the tree trimming and palm pruning. There are things we are required to do. Since we maintain the trees on the right of way and they run over county roads, we have that in there for certain FDOT requirements. That's at 14-feet, so we have in here 14.5-feet. We do that with our landscapers when we have stuff that grows down too low, they have to go out and cut those. We do have other areas in our RFP even though they're not required. The one I want to talk about changing would be up to you guys and would save a few dollars and that's addressing our palm trees. In this district we have them cut our palm trees on our decks and in our parks and a couple of entries twice a year. We do this because a lot of people don't like the hula skirt look. They do look old and dead. I don't know that we need to do them twice a year anymore. At first it helps to keep the tree growing, but at this point some of ours are so high, what I would suggest if our landscapers are good with it is we put a height requirement on it. You have some trees that are 40-feet or more. Those are not going to grow hula skirts in one week. They might have a couple come down. We are still going to get them ready for storms, so those will get cut off at

that point. Those also will not come down and get in the way of anybody on the pool deck because they're so high, so we would put a height restriction of maybe 25-feet, so any palm tree 25-feet or higher, is only once per year. The low palms where they can die and hang down, I don't want people getting hit with those or kids playing with them, so we will still do those twice a year. What they do is they bring out somebody that will climb those giant ladders or just climb the trees and cut them down, so it does save a little bit, but it's not a ton of money. That's one of the only things I can affect with savings. Everything else is going to be a little more expensive. The smaller packet, on the very back page there is a section that says additional items, and this was one that was talked about last time. This is where we get our replacement or add-on plants. It says contractors shall be responsible for install or replacement of the following items on an annual basis at the discretion of the community operations manager: 500 three-gallon ornamentals, and we have an example of them. It's not all of them, but we do have a list of what we would typically put in. Five hundred one-gallon shrubbery and ground cover, 10,000 square feet of sod, 2,000 square feet of Bermuda for the soccer fields, and they keep record of that, so we do use our contractual amounts every year. Sometimes what we've done in the past is switch them off. If we only have 8,000 square feet of sod that we want to replace, we use 2,000 square feet instead of that and they give us a price for it and it goes towards trees or something like that. I run that through you guys, but this is already included in that contract. This is what we were talking about earlier. If we want to see more automatic replacements, not something we're receiving an extra invoice for, then we would talk about that here and increase these numbers. That would be an increase to our fee, but the nice part is it's done, it's in our numbers for the year, and it's something we get every year.

Mr. Lanier asked is this the current scope?

Mr. Soriano responded yes. When you look at the big one, this is one Mike has helped me with. This is from a neighborhood that just went through their last RFP and it's a little more strict in its form, which I like, so I'm going to use this one, but I'm going to add a couple items in from ours that I really need, for instance the palm tree pruning. I don't want to pay a separate bill.

Mr. Lanier asked do those numbers represent a community about the same size?

Mr. Soriano responded this one is your packet. So, if this is where you think we need more, let's go ahead and discuss and put numbers in there. This is part of the RFP packet that becomes available for all of the landscapers on the 20th.

Mr. Lanier asked historically have we met these numbers?

Mr. Soriano responded yes.

Mr. Lanier asked is Bermuda grass seedable, or is it only sod?

Mr. Soriano responded we can do seed, sod or we've even done sprigging in the past. VerdeGo hasn't done it here in their five years, but DTE did it before, so we can do it multiple ways. If we want to do some sections of hydroseeding, we can do that, but your biggest problem is we have to cut out a section for a long period of use. Just trying to do the sprigging was hard. There was grass down already growing, but we had to run the sprinklers pretty much every day, all day long for a couple of months and people were still going out on those fields. That's when we bought all of the fence stakes and put everything up three acres at a time.

Mr. Lanier stated my question is if we don't use the St. Augustine, is there a way to use that money for seeding to do what we do at the soccer fields.

Mr. Soriano stated we can. That's why I keep that wording in there at the end that I can work with them to change something, especially under your direction if we want to get rid of something if they tell us it's worth about \$2,000 a year and we decide we don't want to do it this year, we use that \$2,000 for something else.

Mr. Lanier asked is there something we need to increase or decrease?

Mr. Soriano responded we definitely use them up. The question is whether it's enough for you guys.

Vice Chairman Davis stated on the 500, a three-gallon is a larger bush.

Mr. Soriano stated it's larger. I'm not really big on the one gallon. We put out a lot of one-gallon jasmine before and they don't make it past that first season, especially with our kids running on them. The three-gallon are definitely big enough. We put in seven-gallon bottle brush over at the fence line along the back of the tennis courts and those were much bigger, and if you noticed we did lose a couple of those and VerdeGo replaced a few at the beginning. Now, we're way past the time so they're not going to replace all of them, but the bigger they are, the better they're going to last.

Vice Chairman Davis asked these are replacements?

Mr. Soriano responded most of the time.

Vice Chairman Davis asked I guess my question is have we had a situation like this year where we've actually had an invoice for replacing 650 three-gallon. Do we need to increase that number?

Mr. Soriano responded no, there's never been a case like that where we've lost anything and that is what has made us go over. It's always been by request. You're going to see a couple of invoices later for extras like the bridge work, which is going to include things like the three-gallon plants.

Mr. Lanier asked should we look at anything bigger than the three-gallon as a standard?

Mr. Soriano responded that's really for your installs out on your roadsides that we can look at seven. We don't have any trees in here.

Mr. Lanier asked would that be easier for you to do with the caveat?

Mr. Soriano responded that's easy enough. I'm just looking at whether we want to increase it.

Vice Chairman Davis stated I'm okay leaving it the same. That is a lot of plants, and we're not going over.

Mr. Horton stated you say we meet it every year and it's sufficient.

Mr. Soriano stated not sufficient. We meet it every year. If you're concerned with needing more grasses, then we can either pay for them separately, or you can put it in here.

Mr. Lanier asked how much does the price change doing it separately?

Mr. Soriano responded the nice part is we have a pricing spreadsheet that is also going to go in that RFP, so when the vendors come in, they look at this as what they have to give us as part of their contract, but they also give us a price of what they charge per three-gallon plant and things like that. If we decide I want to do a project with 50 three-gallon azaleas, I'm going to go back to the contract and look at what they gave us for pricing for those three-gallon azaleas and I want the bill to match up. They do have the ability to say our supplies have gone up for those extras by three percent or something like that, but once they give us that contract we expect it to stay the same on a yearly basis, but those extras they can tell us there is an increase. That is something you will see in those cheat sheets that I give you because it may be that they do a great job at mowing the grass, and even the contractual items, but whenever we give them something extra, that company might be the most expensive in the group. It's not

that you can't go to somebody else, I just don't like doing that. I'd rather it all go through the contracted vendor that is onsite because I don't want them arguing about who planted them and didn't take care of them properly.

Mr. Horton asked how about the 10,000 square feet for the St. Augustine. Is that sufficient? I think somebody has pointed out that we need more sod in certain places.

Mr. Soriano responded in the last year or two you have had a lot of issues with people tearing up the right of way. We don't actually own all of that space out there. The right of way is the county's, and they get to do all of the work. If they bring somebody in to do work and they're approved by permit, we can only do so much to yell at them to get it back to the way it was. If you ride up and down Oakleaf Village Parkway right now there are so many areas that they take care of that they have torn up. They'll sometimes come out and thrown down seed because that is what the permit allows them to do. Residents complain to us because the sod looks horrible, but it really has nothing to do with us.

Mr. Horton stated I'm thinking primarily around the recreation center.

Mr. Soriano stated 10,000 square feet is a lot and that handles the rec center. I don't know that we've ever done 10,000 just at the rec center.

Ms. Giles asked do they need to identify all of their changes tonight?

Mr. Soriano responded no, really just the one. I'm looking for if there are any increases.

Mr. Horton stated the nature trail is part of it, right?

Mr. Soriano responded yes; it's going to be on the map.

Mr. Horton stated it looks like you only go in there every three or four months.

Ms. Suchsland stated we did it monthly last year, but we've done all of our chipping and we're now utilizing that and recycling it back on the nature trail, so that will help. We've got some more mulch clippings to put out this week.

Mr. Soriano stated when it goes on the map it's going to be done on a more regular basis than it is now. You won't see that extra billing.

Ms. Giles asked Mike, did you need to add anything?

Mr. Eckert responded no, I just wanted to make sure everybody is clear. I don't think Jay is passing this out for everybody to go through each paragraph and say whether it should be mowed 50 times or 51 times, because this is going to the proposers as-is, he's just bringing a couple of big picture policy decisions to you.

Mr. Horton stated I'm good with it.

Mr. Soriano stated I'll go through and make sure those items are added into that scope and we will have it ready to go out to the vendors on the 20th.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There being nothing to report, the next item followed.

B. District Engineer

There being nothing to report, the next item followed.

C. District Manager

Ms. Giles stated Jay and I will continue to look at all of the agreements we have in place for budgeting purposes.

D. Operations Manager

1. Memorandum

Mr. Soriano stated we are in Spring Break right now, so we did open up this weekend. Lifeguards are on and pools are open. We recently had a community event that got canceled, a movie and food trucks on Friday night. The food trucks hung out as long as they could, but it ended up getting pretty bad by 7:00 and I had already canceled the movie. We were having lighting strikes everywhere around us. That one will get pushed off pretty far down the line since next month is our Easter movie. We also have our resident-run Easter market that takes place in your parking lots the first of April. We have our virtual fun-run and I know the lifeguards are planning some Easter activities.

You'll see our numbers are increasing a little bit. Our rentals are getting back to where I'd like to see them, but I want to see every weekend back. We're still getting some questions and changes here and there relating to sick family members, so we still have some health concerns that limit it a little bit, but the schedule is getting back to normal.

On the maintenance side, hopefully servicing will be in this week. We got notes that they're trucking it out, so I've talked to all of the pickleball players that have come in to see if we can get help set up. Once we start painting a lot of this is going to fall on them. I do not

have a date for painting on the fitness center. I was hoping to get that done around the same time so when we open up the pickleball courts the fitness center would also be done. If you recall, we voted on paying extra to go to an outside contractor, so Tito's is the one we awarded that contract to. Sometimes he's hard to get a hold of. To update you on the animal trapping, on the Muscovy side, we had to pay \$50 just for the trapper to come out and take a look and there are only so many trappers that were interested. There were more that were interested in the pigs because it's more money. I already took care of the \$50 to have them come out and look, however I've put them on hold because they wanted to put bait traps on the pool deck for a minimum of two weeks. My concern was that put us right in the middle of Spring Break. In April we will be back to the weekends, so I'm hoping they have some kind of solution for that so those traps aren't sitting out there on the weekends. During the week it's adults only and I would hope the adults know not to mess with the duck traps. It's \$995 for trapping and what happens is when they get the ducks, they charge us a disposal fee of \$50 per duck, so unless we go over 30 ducks, I will be able to handle the Muscovy trapping. The hogs are a little more expensive. That part we may want to put a limit on. Same thing, I had to pay a \$50 fee and they came out and toured the back property by the playground going into the back of the Oaks. They did not go into anybody's yard in the Oaks, but they have traveled out there and inspected everything. It's \$249 just to view the place per week, so they will put out game cameras and they will check the property for things like droppings and tracks to see if they're even in the area. Then they will charge us \$250 for the trap once they figure out if they need large or small traps. There was also a disposal fee of a couple hundred per pig depending on how big the group is. I held off on this because it will go above my amount if it's a big group of pigs. I would ask for a not to exceed if you want. If we don't see the hogs within three or four weeks, we can cut it off, because if not we're paying \$249 every week just for them to monitor. We could also get three weeks down the road and find out it's a group of ten hogs, so that's way above my amount.

Mr. Horton asked do they trap them or shoot them?

Mr. Soriano responded they didn't tell me, they just said it's a disposal fee. I'm sure they'll use the meat if they're good hogs.

Mr. Lanier asked aren't there hog hunting groups?

Mr. Soriano responded to do removal they're going to charge, and you have to have the right traps. It is next to a playground, so we can't put certain traps out there.

Mr. Horton asked what's a reasonable time to have them monitored?

Mr. Soriano responded for one month you're at \$1,000 just for monitoring. They could move and we won't see them come back for months. There's no sense in paying right now until people see them come back. We still have to pay our landscapers to flatten out that area.

Vice Chairman Davis stated I missed the last discussion on this. Is fencing not an option?

Mr. Soriano responded that's not a big natural area or preserve. I think they're coming down the road from the new neighborhood, so you're not going to stop them. If you go even farther into the Spencer property, on the other side there is a road that comes down Chimney Lake that comes all the way back here to Kindlewood, so I think they're pushing them out of there. That neighborhood has been under development for over a year now.

Mr. Horton stated why don't we monitor for three weeks to see if there is something there, and if there's nothing there then we stop for a while.

Vice Chairman Davis stated there's obviously something there, because they're tearing up the grass?

Mr. Soriano stated this started about a month and a half or two months ago. There were what looked like fresh tracks the day we went out, but most of it was older. I did get reports last month right before our meeting from a couple people in the Oaks that had them in their yards, but no one has seen them yet. We sent out emails and no one has caught an image of them yet, but they're out there. We can't go into the neighborhoods, so the issue is we can't do anything but deal with our playgrounds. We could do it as a not to exceed \$1,000 or something like that just to monitor because let's say they do monitor that first week and they say they see three hogs, then I can move forward, and I'll be close to my amount.

Mr. Horton stated let's say we do it a total of three weeks, but we do it week by week. The first week, like you said, he sees three hogs and then we progress, but if he sees nothing the first week and nothing the second week, then maybe we stop it for a while until we see more activity.

Mr. Soriano stated you could approve up to three weeks and if there's no activity to cut it.

Vice Chairman Davis asked so you need a motion on it?

Mr. Soriano responded yes, because it's going to involve money. If we do see the pigs, my next concern will be how much do you want me to spend.

Mr. Horton stated in three weeks we will have another meeting.

Mr. Soriano stated if we want to do it that way and just wait to report on whether we saw anything back there.

Mr. Horton stated yes, just do that.

Mr. Lanier stated the problem with that is they could just keep moving and be gone by then.

Mr. Horton stated if they're gone that's even better.

Mr. Soriano stated I could hold off for a week and start that three weeks later so we're in that period during the meeting and can give you an update.

Vice Chairman Davis stated sounds good.

On MOTION by Vice Chairman Davis seconded by Mr. Lanier with all in favor monitoring wild hog activity for a three week period was approved.
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Mr. Horton asked what about the pool?

Mr. Soriano responded I haven't been given a date by American Leak that did the work last year. If you remember, it took a few months just to get them out. I was hoping they would be quick with their response since they already did the work here, except for the slide. The slide pipe did not get inspected last year. They inspected everything on the pool, all the gutter lines and main drain lines, but not the slide. It is one long 12-inch pipe. It runs under both pavers and landscaping and that's my biggest problem. I was able to slow down the leak and we've had the slide running since Saturday. We're good if the autofill stays on, but as soon as we go to do something like turn it off so we can clean, we lose more than we can catch up to, so it takes about a day to get back up. I'm pretty positive it's in the slide, but I can't locate it without them, so I really need them to be here. There is one other company called Red Rhino. Red Rhino is the one that put us on hold for three or four months and when they finally came out they admitted they quoted us wrong and said the original quote did not work for them

anymore and they wanted twice as much, so I just wasn't going to work with them. So, I'm stuck waiting on them.

Mr. Horton stated you have a thing on touch-up paint on the back of the street poles in the neighborhoods. Is that talking about the lighting poles?

Mr. Soriano responded this is sign posts, things like that. We have painted the light poles before, but we don't because they're not really ours. They are Clay Electric's and they'd prefer us not to. If you notice right now, they have a lot of tape markings on them. That was after quite a few requests. We do our nighttime light inspections and I also have a couple of new residents who do a good job of reporting to me and helping to report to Clay Electric and they came out and marked about 20 that they are going to repair. That marking was on there just before our last meeting, so I don't know how quick they're going to be.

Mr. Horton stated the painting of the poles has been going on for quite a few months now.

Mr. Soriano stated we constantly stay on it. All of the black that you see, we go around and constantly paint when we have a chance. There are things we have to keep in rotation all of the time, so all of the poles. We have mentioned repairing signs because the kids like to beat them with skateboards or baseballs bats and they bend or break them, so that just stays in rotation.

Mr. Horton stated you talk about repairing damage at the rear pool pack due to a break-in.

Mr. Soriano stated we had our first real break-in in 20 summers. We get a lot of vandalism and damage, but they actually broke into the window in the back of the pool pack area and climbed inside. I don't know if they were trying to get the golf cart out, but that is a garage door and it's locked from the outside, so they had to go through the building. Luckily, because of that nothing was taken, but they did damage our window.

Mr. Horton stated you've got the paint on order. Will it be here shortly?

Mr. Soriano responded hopefully. This was a more expensive vendor. The original vendor I wanted to go to, if you recall, I wanted a softer surface for the pickleball people that used a rubber coated paint instead of the sand paint. I did go back to Welch Tennis who is one of our bigger suppliers that does all of the Clay on this side. We've had a contract with them for 20 years, so I went to them. They are more expensive, but they were able to get me a

surface a little quicker. I did up the supply, so I will also have extra that will go towards repair for updating the paint on the court next to it and the basketball courts because those are overdue anyway.

Mr. Horton asked once you get the paint how long is it going to take?

Mr. Soriano responded that's going to be a little bit on the pickleball people because part of their agreement was they were going to help with painting on that. If our guys have to do it, we have to pull them off and dedicate a week or two to do the work out there and that won't be the case if I have pickleball people doing that part.

Mr. Horton stated you said you were going to get a 12-inch plug to help eliminate that leak. Are you still going to do that?

Mr. Soriano responded I plugged it up. I dove in and wrapped it in a ton of plastic and duct tape and emptied the tank out and that's how I got the slide to slow down. I did that work just to see if I could slow the water down. It's not waterproof and you can't pump air into the pipe like that to be sure, so they're going to have to have that in and then they have to fill that pipe up with air. Then they walk around with headphones and listen to the ground and pavers and they can hear the air and water bubbling out. So, they're going to need that plug and it's about \$800.

Mr. Horton asked how about the playground at Oakbrook? Is that on order now?

Mr. Soriano responded it is. April 17th is the delivery date. I received all of the swings, chains and the bucket, but the frame will be delivered on the 17th so we can start that in April. Just remember there is a lot more to that. It's not just building the a-frame itself. You have to have surfacing, so I'm going to work with VerdeGo to help get in when we're done building it.

Mr. Horton asked how about security?

Ms. Dietrich stated I have Zach with me, he's the operations manager for Jacksonville, so he may be sitting in with me for meetings in the future.

Mr. Horton stated I'm just looking to see if there are any issues or anything to note.

Ms. Dietrich stated not at Double Branch.

Mr. Horton asked are we trying to use the golf cart now?

Ms. Dietrich stated some of them are using it and some of them aren't.

Mr. Horton asked Jay, have you talked to AT&T yet?

Mr. Soriano responded I called them, but they have not responded. I let them know that we would like to work with them. The person I'm dealing with it just a collections guy, not the one that has a say.

Mr. Horton stated last time we talked about the trespassing in the pools and stuff and I asked if we could put the revision date in there. I see the rules are in there, but there's no revision date on there.

Mr. Eckert asked this is the amenity rules, not trespass rules, right?

Mr. Horton stated the trespass rules are put in the policy.

Mr. Eckert stated it was the damage to property that was put in the policy. We updated the dates for those.

Mr. Soriano stated I have to go in and add their stuff into the amenity policies and I haven't done that yet. My side on the website isn't done.

Mr. Horton asked you're talking about the website that you do?

Mr. Soriano stated the Double Branch and Middle Village because they're going to get that amenity center policy update on everything that we talked about for both districts in the past month.

Mr. Horton stated but the official website is maintained by GMS.

Mr. Soriano stated they still get all of that paperwork from me.

Mr. Eckert stated the other thing is Middle Village adopts theirs tonight. We've done everything from our office.

Mr. Horton stated the formatting in the policies is a mess.

Ms. Giles stated we took the version after the last meeting and it's on the Double Branch CDD website, so you're saying on this version you want to see a revision date?

Mr. Horton responded yes.

Mr. Eckert stated we will get a date on it.

Mr. Soriano asked what would you like on the formatting?

Mr. Horton responded for it to be the same throughout the document. Just out of curiosity I pulled up the RTF file, which I'm assuming would be the master document because you save it from Word to PDF, you don't write it in PDF. Both of them are drastically different. One has 10 pages; one has 12 pages and the formatting on that one is messed up.

Ms. Giles stated I'll have to figure out what that RTF version is.

Mr. Horton stated I assume the clubroom furniture is on order.

Mr. Soriano responded yes.

Mr. Horton stated there were a bunch of things put in by resident Amanda Shed last month. I sent you a document that has everything on there. I tried to organize it by where it was at and things like that. Have you had a chance to get anything done yet?

Mr. Soriano responded yes, most of these were done before she showed up. The basketball nets were on there. We've done the graffiti removal twice now in the last couple of months at the fieldhouse and just did some more the weekend before. Supervisor Thomas was out there, and he sent me a picture of some new graffiti in the women's bathrooms, so we had to go out that Monday and do that. Everything was off on the roll up door and when I went up this morning there were some new words for us.

Vice Chairman Davis asked can he reach out to Jay privately after the meeting?

Mr. Soriano stated if you want, I can email my list. I like your list, but there are things on there that are not even ours. There were things like the soda machines and those aren't ours. I'm not sure what she wants us to do with those. We had another email from a gentleman about the pressure washing and I had to copy all of you guys, but I put that caveat that you can't respond to each other. The contract that was done for pressure washing was done in 2010 and it was updated in 2014, but I spelled it out on there. I don't know if our residents think we wash everything and anything in this neighborhood but most of the items on there are not items that are spelled out in that contract, other than the field house and the contract underneath the gazebo, that is all that is on the pressure washing contract and you can see it's done once a year. If you want, we can always do more. I have a copy of that contract if you want to go through this part really quick. That was a big email and I tried to explain, but I don't think until I go through it with them that many people understand things like that. This is from 2010 and this is the current pricing too. There is one item that was updated in 2014 and that was the pool furniture. We do it twice a year instead of once per year. There are a lot of items on here that are done once a year and we have people complain that they want it done more and we can do it more, but we have to increase this greatly. They do the playground structures, the sidewalks, the gazebo, the benches and everything in there. Most of our playgrounds take about eight hours. They charge you \$150 per playground, so when I have pressure washers come out and they're averaging \$18 per hour, we can't really get anybody else to even come close to that, so

if we're going to look for more hours or to add some more items in, we have to be prepared for more money. If that's what you were talking about earlier with putting it into the budget, I can certainly do that.

Mr. Horton stated whatever it takes to get this stuff up to par. If it takes more money or time, then do it.

Ms. Giles stated, to answer your question Chad, yes, supervisors can reach out to staff during the week.

Mr. Horton stated this was brought up at the last meeting. There was also an email sent out to all of the supervisors that said what has happened here.

Ms. Giles stated Jay, it may be helpful to send an email to follow up with what has been completed with some of the notes like that's not District property and if it needs to be added as an open item, we can do that.

Mr. Horton stated we can go through it briefly and it's in the minutes that it's been answered, so I don't see why we can't do that.

Ms. Giles asked is there another item on there?

Mr. Horton responded yes, there's quite a few. It's everything she brought up. Most of it is valid stuff.

Vice Chairman Davis asked but you've fixed it, right Jay?

Mr. Soriano responded a good amount of it has been fixed or is being fixed. You pointed out pressure washing, even the items that we can pressure wash we don't normally start until March.

Mr. Horton stated well then that's the answer. Things like rusted benches is not pressure washing.

Mr. Soriano stated the rusted park bench, I didn't do anything with. Unless you guys want to replace that, I go through those and the first thing we double check for is sharp edges. If you hate the look of rust, we can paint it to make it look prettier. I can't recover anything in thermoplastic though, so if we want it full thermoplastic, we're going to have to replace that bench. Some we have done, but many we do not because that bench costs \$900 just for one bench. We have a lot of benches out there. If you want me to, we can start doing that. If you recall, we did a few playgrounds instead and we did wood and it worked out great. I was concerned at first because I was afraid kids would be doing things like carving initials into it,

which they've tried every once in a while, but we've coated it in heavy duty enamel and epoxy. We get less vandalisms with those than we do with thermoplastic. I would leave that to the Board for discussion if you want me to replace those.

Mr. Horton stated if you can paint it, I think enamel would be better.

Mr. Soriano stated the trash can is stained, so when they pressure wash that is going to come off. That leads you to page two, the soccer field fence needs cleaning. That's pressure washing and that is also not included in that contract, so that would be extra, but we can get them to do that. The one cross beam needs repair. I did order those. We had to order a bunch of fence panels from damages from trees and a car accident and we just fixed those this last month, so I will pull out those split rails and we will start doing that next. As you can see by the picture, it wasn't just pulled out, it looks like actually broke it, so it has to be replaced. The fire pit needs pressure washing. That is really up to you guys. I wasn't going to pressure wash it. I look at it like this. Sometimes I get a concern that everything has to be pressure washed because I get yelled at about my driveway or something like that. This is not a driveway; this is a border around the firepit for when we do Camp Out. If you want to pressure wash it, I can put it on the contract to do it one time a year, but where it sits it's not going to be bright looking even after eight or nine months. It sits under the pine trees.

Mr. Horton asked how about the sidewalks?

Mr. Soriano responded the sidewalks would be extra. We've done those sidewalks before and I've been able to squeeze it in by moving other stuff in that contract around and RMS has been good about keeping the cost low, so I've probably done it a total of three or four times in the years I've been here, so it's definitely not been on a yearly basis, but if we want to add that in, we can.

Mr. Horton stated it doesn't show around the actual fieldhouse itself. Do you think that needs to be done too?

Mr. Soriano stated last time we did that we did the complete sidewalk from the front of the fieldhouse where you have to walk up, and it goes towards the fitness center and that was a special request from me because that oak tree that sits on the corner was making it slimy. I would suggest if you wanted to do it, we do it all together because it is extra and if you want to broach the subject of putting it in the contract, that would be different.

Mr. Horton stated I think it needs to be cleaned.

Mr. Soriano asked would you guys like me to bring back the pressure washing items next month with an updated amount to put those on a regular schedule? We also talked about the email about things like the fountain in the front. Those are done once a year and he requested we do it more. That's up to you guys.

Mr. Lanier stated I would say bring back the cost and we can take a look at to see how the budget is affected.

Mr. Soriano stated that brings us to page four; the bike rack. We paint those once a year and they take about a month to get chipped up. If they want that to look new, that's not painting, that's powder coating so I'd have to take it out to powder coat it. Painting is something we typically do in the spring. You can see where we've painted over the years. Every time you put a bike on there, it's going to hit the metal and it's going to chip off.

Mr. Horton asked how about the picnic tables?

Mr. Soriano responded the picnic tables would be one I'd recommend pulling them out. That is probably the worst one out of the group. We've removed one before for excessive vandalism. They are about \$8,000 a piece. We can replace it if you'd like and I can bring that quote back. The biggest concern to me is just making sure there are no sharp edges and stuff like that.

Mr. Horton stated it's not a matter of worrying about it. It's the look and feel of it. Something needs to be done if you have a piece of crap sitting there like that. It just looks terrible.

Mr. Soriano stated the biggest usage is the kids.

Mr. Horton asked how long has it been there?

Mr. Soriano responded 18 years. That's where we're at with our playgrounds too. We do have a big chunk of money set aside for that. We can do it in the same fashion and I can put together numbers for all of our benches and our tables like that. I know everybody would like us to replace them now.

Vice Chairman Davis stated but they're not going to want to hear that their assessments are going up.

Mr. Soriano stated the playgrounds specifically are about \$250,000 if we were to do all of them now, so we definitely can't do that.

Mr. Horton asked aren't they prorated in the report that we get? Why would that fall into this.

Mr. Soriano responded yes. We have the money set aside, just not that much. We still have a few years with them, so that's why we decided to do just one or two playgrounds at a time. We can do the same thing with the benches. If you want me to bring back a plan for those, I can do that.

Mr. Horton stated this one gets a lot of use I think because it's under the tree and shaded.

Mr. Soriano stated they definitely get a lot of usage.

Mr. Horton asked is there a cheaper option?

Mr. Soriano responded yes; we can go cheaper. The trash cans that took a year to get here, those were a much cheaper design than what we originally had on the pool deck. Those cost about \$1,400 and the trash cans I just got in were somewhere around \$800 to \$900. They're still thermoplastic covered, but they're much cheaper. They don't handle the vandalism as well, but that's why we also put those in areas where we see it a little more.

Mr. Horton stated to me it just adds a run-down look to the place. I realize kids are going to vandalize it, but we have to do something. As far as the Coke machines. You say we don't own them. Who does?

Mr. Soriano responded we have a vending company that we work with and they're really good as far as our usage because they are one of the few that didn't want a contract from us to cover their machines as far as concerns with liability or somebody damaging their machines. They're sitting on our property, and they do get vandalized a lot. We have a usage agreement with them, and they actually give us a small fee every three months to have them here and plug them in. It's not much, we get around \$50, or during the summer it might be \$100, but we actually get something from them. They have lost machines over the years.

Mr. Horton asked have we asked them to fix them up a little bit?

Mr. Soriano responded we can always ask.

Vice Chairman Davis stated if we don't like the way they look, take them out and then nobody can complain about them.

Mr. Horton stated that's what I was thinking too.

Mr. Lanier stated somebody is going to complain about there being holes there.

Mr. Soriano stated yes. I would say we would get more complaints that they're not there, than we would about the way they look. I don't get many complaints about how they look. I get more complaints when they're out of soda or something like that.

Mr. Horton asked how about the water fountain?

Mr. Soriano responded other than the rust, I can replace the front panel. They do sit outside, and kids beat them up. Other than that, there is nothing wrong with it. That has a brand-new filter. I did mention last time that this is a new model and LP has a proprietary system where only their filters can be used. I'm just going to swap the filter out and we will just have to buy LP water filters that are about three times more expensive for that machine and we will use the other ones on the machines like we have out at tennis here. You have another up by your pool deck. They're the next step down and they don't have that problem.

Mr. Lanier stated so we're going to pay three times more for aesthetic reasons.

Mr. Soriano stated yes. People do worry. They see that light and think we haven't changed the filter. That light is new. We replaced all those water fountains in the last two years. Before that we had ones that did not have a filter at all, so we didn't have to worry about it.

Mr. Horton asked what about the brick work? Is that going to be something difficult.

Mr. Soriano responded yes, because I have to find that shape. The brick work on the field house, she took pictures. Those were all replaced in November. They painted that whole building and took care of all of the graffiti, but they also rebuilt the columns. They had bigger molding on the bottom, because if you guys remember, little wooden slats would always get broken off, so they put decorative wood molding around the base of those columns. The columns have held up pretty well, but the corners have come off. I would recommend that if we can't continue to fix that, we put a flat brick on top. I like the edge design, but if they just continue to break them off after we fix them, then it's just not worth it.

Mr. Horton asked is that our mailbox on page seven?

Mr. Soriano responded yes; we will paint it. For those types of things, if there is something somebody really wants painted, email me or come talk to me in my office and I'll move it up the list a little bit.

Mr. Horton stated that sign that has been beat up a little bit. Maybe somebody can fix that?

Mr. Soriano responded we mentioned that one earlier. They're metal signs, so we can flatten them out, but that one needs a new backing. They beat on it with something.

Mr. Horton stated those things are hard to read being dark green with black lettering.

Mr. Soriano stated it was designed that way to be less intrusive.

Mr. Horton asked what about the Oakleaf sign out there? I was looking at it and the plexiglass in the front of it is hazy.

Mr. Soriano stated we talked about that one. That's a board decision. This side, they lost theirs due to a car accident three months ago. Not a single person has requested that sign back there. It's the same exact sign this side has. You do have some people that turn down that road and do look at that sign, but we have e-mail blasts, multiple websites and billboards everywhere at the amenity center, so I don't know that it is needed.

Mr. Horton stated I go through there a lot, but I just glance at it. It wouldn't bother me if it was gone. To me, the answer would be you send out a letter letting people know they can sign up for the emails and then they know what's going on.

Mr. Soriano stated if it's something you want to take away, we can. I do need direction from the Board though.

Mr. Lanier stated I'd recommend before we do that to put on the sign a standing notice to sign up for email blasts from the website and then we could readdress this in a couple months.

Mr. Horton stated that's fine.

Mr. Soriano stated on page eight you have more pressure washing, the sidewalk and the front parking lot.

Mr. Horton stated that fountain out front is terrible looking. I don't know if we can do anything about it or not.

Mr. Soriano stated you can pressure wash it. Same thing, if you want that done twice a year instead of once, we can increase the contract. I will tell you, the more you pressure wash items, the more you chip away at the surface of that concrete and the quicker it gets dirty again because now that mold has more of a chance to grab at stuff. That would be up to the Board to increase that pressure wash contract. Even if they're low dollars, if you look at the total of that work authorization, the scope still adds up to almost \$18,000.

Mr. Horton stated again, do we want it to look nice or not? When are we pressure washing it, in the spring?

Mr. Soriano responded no; that one was done in August, so it hasn't even been a year. We can put it on there and it knocks it off for the year unless we do more.

Mr. Horton stated it's right out front, so you can see it. I know some of that white stuff on the brick probably isn't going to come off.

Mr. Soriano stated no, you're not getting the white stuff off of the brick. If you recall, probably seven years ago I spent a whole week grinding that down and then resealed it. It looked better for a couple of years. That actually starts to come back out the more you pressure wash it. You're sticking chlorinated water into that brick and then as it dries and bleaches that out, you're going to get calcium chloride deposits and that's going to dry on there. You have to spray it with acid and grind it down. We can stain it. That structure is not real brick, it's veneer and can topple, so we also have to be careful how much we do out there. There is a replacement cost on that, but I think we still have five to eight years before we have to rebuild that, so you might want to try to do what you can to make it last.

Mr. Horton stated I think we replaced the nets on page nine.

Mr. Soriano stated we ordered a backboard. She took pictures of the backboard and missing nets, and the nets were already up by then. The backboard was on order, so we will put it up. We've talked about the fact that we may not keep that backboard low.

Mr. Horton asked how about the top of the roof?

Mr. Soriano responded the cupola is on top of the fieldhouse above the fitness center, but that is different if you guys want to paint the roof area. You need a lift for that. My guys paint everything on the bottom, but they're not painting anything that requires a lift. If you want, we can get quotes for painting that building if we need that.

Mr. Horton asked that's on the fitness center, right?

Mr. Soriano responded no, that picture is the fieldhouse.

Mr. Horton stated it's got some slats. It must have rotted out I guess.

Mr. Soriano stated probably that or a storm.

Mr. Horton stated it needs to be fixed I think.

Mr. Soriano stated we'd have to do that by lift, so if you want to do painting that is different. It's the same as the fitness center. Our guys could have done the fitness center, but the Board voted on bringing somebody else in. I can bring quotes back.

Mr. Horton stated that's fine. Page 10 has the graffiti in the bathrooms.

Mr. Soriano stated the graffiti in the bathrooms is done. There is one column that has a gouge in it. We can put some putty in that. That's brand new, because like I said, all of those were completely painted in November.

Mr. Horton stated and the soap stations?

Mr. Soriano responded we mentioned last time that those were taken off after that. I went back and forth after I decided to go back there because that just created extra work if we decide to go back to them if we can get the vandalism under control.

Mr. Horton asked the graffiti has been cleaned up?

Mr. Soriano responded yes, but like I said, there is new graffiti. We will continue to clean that. When residents see graffiti, my first concern is curse words and inappropriate pictures. After that, we try to get to it as quick as possible.

Mr. Horton stated the last page is mostly graffiti, but there is a door missing on the toilet.

Mr. Soriano stated that was done last month.

2. Proposals for Landscape Improvements

Mr. Soriano stated these are landscape proposals. We talked about these last meeting. I took care of my side with the proposals on the bridges because they are under my amount, but there are some things we need to do if we're going to install plants there. One is irrigation and the other is a request about the grasses. We looked at instead of putting back grasses, sodding these areas. The first one for the irrigation work is to do all of the bridges so we can have the perennials and things like that out there where we did the new bulkhead work. We're not done with all of the bridges, but as we finish up, we can bring Chalon in to do the planting. This is above and beyond my amount, so if this is something you want to do, we need to approve the \$5,145.10 proposal.

Mr. Lanier asked with this irrigation work, how visible would it be?

Ms. Suchsland responded they're going to be flush with the ground and they will pop up when they're running.

On MOTION by Mr. Lanier seconded by Mr. Horton with all in favor proposal number 10964 from VerdeGo for irrigation installs was approved.

Mr. Soriano stated we talked about the grasses last time. The next proposal will replace a few of the grasses, but we are going to sod a good amount of that area, so you'll see pricing on there for some of the three-gallon Spartina grasses. I tried to limit how much we're putting back, because I'd prefer to have sod when we can. Sometimes those grasses grow good and sometimes they don't. The reason there are two proposals is for each side of the Parkway. I would do them together. Timing wise, we may hold off on the outbound side just because of all of the work that is being done over there, so we can proceed first with the amenity center side and once those guys get out of the way we can put that in.

Mr. Horton stated I've never heard of Spartina grass.

Ms. Suchsland stated that is what is along your roadway currently. Along the roadway we will keep that consecutive all the way down. The sod is more on the other side of the sidewalk, because the sidewalk goes in and out, so a lot of bicycles on the inside of the sidewalk trample them, but it will match all the way down the roadside.

Mr. Horton asked it's not like a pompous grass?

Ms. Suchsland responded it's smaller.

Mr. Perez stated it's a little more round like that you see on the side of the highway.

Mr. Horton stated when I looked it up it looked like spindly things that stick up.

Mr. Soriano stated that's what they all look like to me, so that's why I said I'm not looking to fill those out. Chalon did a good job cutting that out to where more of it is sod than it is grasses.

Mr. Horton stated it said it grows well in swampy areas, so I'm wondering if it's going to grow there okay.

Ms. Suchsland stated it will be fine. It's great around ponds.

On MOTION by Mr. Lanier seconded by Mr. Horton with all in favor proposal numbers 10923 and 10922 for sod and plant installation were approved.

EIGHTH ORDER OF BUSINESS

Audience Comments / Supervisors' Requests

Audience Comments

Mr. Stephen Fagan asked when is the fiscal year for the organization?

Mr. Eckert responded October 1st through September 30th.

Mr. Stephen Fagan asked has the Board given any thought or consideration to coming up with a master plan? It's nice to piecemeal stuff as it dies off, but you need to have a master plan on how you're going to handle the landscaping, benches, chairs, tables, etc. for each year so you can build that into your budget, and you can build funds until you have enough money to replace all of the chairs or tables instead of piecemealing.

Vice Chairman Davis stated we have a company that kind of audits everything we own including the equipment, the playgrounds, the benches.

Ms. Giles stated we do have a master plan, it's called the capital reserve study and it is posted on the website. I think a lot of what Tom and Jay were going over was new vandalism that the District faces on an ongoing basis.

Mr. Soriano stated it's not just that. The capital replacement plan, as it is with anything, you can move it based on real need and some of that is whether we want assessments to go up every year or not and whether things last. So, if something is picked out to replace at 10 years, it might last 12 years, but there might be something that is picked to last 18 years and unfortunately, we might have to replace it at 15 years. We have multiple items like that.

Mr. Stephen Fagan asked can I get a copy of the RFP?

Mr. Eckert responded the actual RFP document that we provide to vendors to review isn't finalized yet, but it is a public record, so we can provide that. What we can't provide is when we get responses. They are confidential from disclosure until such time that we select a vendor.

Mr. Stephen Fagan asked so we can't come to the bid opening?

Mr. Eckert responded you can. It's a public meeting.

Mr. Soriano stated there's nothing to talk about. The vendors basically just want to hear what everybody's price was.

Mr. Stephen Fagan stated you mentioned you didn't want to take the lowest price. I think we need to take the most responsive person, not just the lowest bidder.

Mr. Soriano stated that was my comment.

Mr. Stephen Fagan stated the other item is when we have outside entities come onto the property like the people doing the boring once again, the County should have a contract with these guys. Can we not get a copy of their contract? It should stipulate when they guys should restore the areas that they disturbed back to their original condition.

Mr. Soriano stated there is. It's the County's right of way, and they pretty much have control. We work with the right of way department to keep that under check, but it's still their choice on how they set it up. You can contact the public works department and get the contract at any time.

Mr. Stephen Fagan stated I don't have that kind of authority. I think that's for the Board.

Mr. Soriano stated we have the same authority here. There's no difference. I don't have that kind of authority to do anything else other than that same public information request.

Mr. Stephen Fagan stated I think from a Board standpoint, if you contact that project manager's boss.

Mr. Soriano stated I do. I just talked to him. I don't get any copies of contracts or anything like that. Arguing with them about their contract isn't going to help me out with the public works department though.

Mr. Stephen Fagan stated you can request a copy of the contract because it stipulates when they're supposed to return these areas to the pre-existing conditions. It gives you some bite to go back to the County and say you're out here disturbing our community, we're asking that you adhere to your contract and you have 30 days to return it to the original conditions.

Mr. Horton stated I think that's what we determined at the last meeting is we can't really do anything until they finish the work and then determine that they have replaced it like they should have or not. If they haven't done it correctly, then we would go to the County.

Mr. Stephen Fagan stated I brought this up last time. I took a look around the soccer fields and the hedge rows are dying. This is what I'm talking about with comprehensive planning. We don't need to spend \$250,000 on it right now, but we can plan for it. Right now there's no plan, we're just piecemealing stuff.

A resident stated in the splash pool, that slide with the giant red bucket in the Phase 1 pool, what is the plan to replace that?

Mr. Soriano responded we have about two more years for that one. It will be paid for with capital reserve money being set aside and it is about \$170,000.

A resident stated so we have maintaining, cleaning and pressure washing to make sure this stuff lasts longer. As far as I can tell, that stuff hasn't been properly cleaned. They're not cheap, but if it's not being maintained the right way or cleaned the right way, it's not going to make it as long as it's supposed to. I think part of what he is saying, is where is the accountability for that kind of stuff. We say we're replacing shrubs and that kind of stuff.

Mr. Horton stated I'm pretty sure it's been cleaned, and it needs to be painted every year.

A resident stated right, but you can look at that bucket in particular and say three years ago they had tape on it and before that it that it was wobbly. You can see it degrading and wonder what is being done to maintain it.

Mr. Soriano stated I'm not sure what you're talking about. That spray ground has never been shut down.

A resident stated it used to be a slide and now it's just a hole in that fixture in the zero-depth pool where the big bucket is on top.

Mr. Soriano asked are you talking about this one?

A resident stated I'm talking about the Phase 1 pool. The giant red bucket fixture.

Mr. Soriano stated okay, you're talking about the water tower. That has not been shut down. The only time you saw tape on it was when it was closed while we painted. We paint that every year.

A resident stated right, but every year it's something worse. There used to be something that the kids could climb up and down there. I won't even go there anymore. You can look at it and see mildew and grime on there.

Mr. Soriano stated nothing was removed from that. At this point we always have to paint it, so we do that in the spring. When it comes in, it comes powder coated and once that wears away, that's all you can do until you're ready to take it down and powder coat it again, and that costs thousands of dollars. We don't repaint it normally to get ready for spring break. A lot of times we don't usually get warm weather like this during this time of year, so we're

not actually doing it until it's actually spring to get ready for summer to make that paint last as long as possible. That one isn't missing anything though.

A resident stated there is one part of that fixture where you can climb across the top and go down the side and there is a place where there used to be something.

Ms. Giles asked can you have someone look at it? Also, for the cleanliness.

Mr. Soriano stated I promise there's been nothing taken off of it.

A resident asked what is the replacement for those fixtures at the pool?

Mr. Soriano responded like I said, I think it's a couple more years. It's part of that capital plan. Then it's a very hefty dollar amount.

A resident asked it's 20-years old?

Mr. Soriano stated we're at 20 summers right now.

Mr. Horton stated I'll go out there and take a look at it myself.

Ms. Marcy Jones asked who do we contact about the sidewalks? Most of our neighborhood sidewalks in Worthington Oaks are terrible and then the main street. My daughter is a runner and got extremely hurt. A lot of the kids in our neighborhood are runners.

Mr. Horton stated the sidewalks belong to the County. The only sidewalks that we have anything to do with would be directly around the soccer field, but the sidewalks in the neighborhoods and along the roads belong to the County. If you've got raised sections, cracked sections or something like that, call the County to come out and fix it. They just fixed a slump in one of the sidewalks behind the soccer field after one of the residents called and bugged them about it. If you'll clearly identify it and say the sidewalk in front of whatever house needs to be fixed because of cracks. Tell them you've had some kids trip and fall over it already and it really needs to be fixed and I'm sure they will come out and take care of it.

Mr. Lanier stated that's one thing we push is please, as residents, call. You will get more done than you think and if you get a couple of your neighbors call, that will make the difference.

A resident stated going back to the soccer field. Is it in the budget to have the hedges around there fixed?

Mr. Lanier asked are you talking about on the backside?

A resident responded when you're coming towards this area from the Oaks or Worthington Oaks on the back end of the soccer field, the majority of it is dead so I'm asking

if we have money in the Fiscal Year 2023 budget, or if it's in the capital budget, or are we planning on replacing any of those this year? If not, could we make a contingency plan to replace them in the new fiscal year.

Mr. Horton stated we could raise the assessments and have them replaced every year I guess.

Mr. Soriano stated it's not part of capital. We can put landscaping towards capital, but we don't on a normal basis unless we're doing a large project. That would be a bigger project if we wanted to take all of those out and create a new hedge row. She's talking about around the parking lot.

Mr. Lanier asked are they dying because of the exhaust from cars?

Ms. Suchsland stated we did replace a section last spring and then we did last fall the shrubs around the new parking area, so you're starting.

Mr. Lanier stated part of the request for proposals we will tie in additional landscaping and I think that might be something we can look at.

A resident stated I'm just wondering if it is a part of the plan.

Mr. Soriano stated it would depend. We have 500 three-gallon plants that we can use for hedges there or use it towards another project. That's what we get free as part of our yearly contract. Anything above and beyond that we pay extra, like the work just approved for the bridges. That parking lot could easily take out all 500 at one time and then you wouldn't have replacements for anything else.

A resident stated the gentleman mentioned they're dying because of the exhaust in the cars.

Mr. Soriano stated exhaust is tough and of course the kids run everywhere and don't worry about walking to the entry, they just climb through the bushes and over the fence.

A resident asked can we have it in the plan to be creative about what we can put there that we don't have to replace annually? We're saying we're going to replace this stuff and that costs money, so what can we do that may be better in that area that wouldn't die so quickly.

Mr. Soriano stated we can look at that. You have the split rail fence now and that was put up to stop people from walking through. It really doesn't, they just climb over it. It was just plants years ago when we first opened up that parking lot. If we don't want to put plants back

out there, we can just pull them and we can use that 500 someplace else, but that would be the Boards decision and if residents like that idea.

Mr. Lanier asked can we look at that and see if there is more parking lot tolerant landscaping?

Ms. Suchsland responded sure.

Mr. Soriano stated we can go bigger. We talked about the seven gallon, or we can go eleven so they can handle a bit more, but then you're increasing price.

A resident stated just as long as we don't remove something totally and just put grass. One thing about Oakleaf Plantation that I think a lot of people loved so much when we purchased these homes was the landscaping. It just felt serene and that's something we want to continue. We don't mind you taking plants and putting grass, but we don't want all grass and it just looks horrible because kids will walk on the grass and kill that too.

Mr. Soriano stated we're only talking about the ornamental grasses. I would much rather have a shrub there. If I could plant 500 azaleas out there, I would and it would look great, but now you're talking a huge price change and that's where we have to look at assessments. We're not trying to pull things out completely, we're trying to figure out what works there.

Mr. Lanier stated we will work with the landscapers on that.

Supervisor Requests

Mr. Horton stated I'd like to thank everyone for showing up to the meeting and if you didn't ask a question this time and you have some questions to ask, I used to show up and ask a lot of questions and that's how I would learn.

NINTH ORDER OF BUSINESS

Next Scheduled Meeting

Ms. Giles stated the next scheduled meeting is April 10th at 4:00 p.m. at the Plantation Oaks Amenity Center.

TENTH ORDER OF BUSINESS

Adjournment

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

Secretary/Assistant Secretary

Chairman/Vice Chairman

B.

Double Branch

Community Development District

Unaudited Financial Reporting
February 28, 2023



DOUBLE BRANCH
Community Development District
Combined Balance Sheet
February 28, 2023

	<u>Governmental Fund Types</u>					Totals
	<u>General</u>	<u>Recreation</u>	<u>Capital Reserve</u>	<u>Debt Service</u>	<u>Capital Projects</u>	(Memorandum Only) 2023
ASSETS:						
Cash	\$27,269	\$211,831	\$241,805	---	---	\$480,906
Investments:						
<i>Series 2013A-1</i>						
Revenue	---	---	---	\$2,177,489	---	\$2,177,489
Reserve A1	---	---	---	\$868,932	---	\$868,932
Prepayment	---	---	---	\$144	---	\$144
Acquisition and Construction	---	---	---	---	\$18,943	\$18,943
<i>Series 2013A-2</i>						
Reserve A2	---	---	---	\$95,634	---	\$95,634
<i>Operations</i>						
Custody Account-General Fund Excess	\$13,976	---	---	---	---	\$13,976
Custody Account-Recreation Fund Excess	---	\$127,333	---	---	---	\$127,333
Custody Account-Recreation Fund Reserve	---	---	\$74	---	---	\$74
<i>State Board</i>						
General Fund	\$142,571	---	---	---	---	\$142,571
Recreation	---	\$1,588,923	---	---	---	\$1,588,923
Capital Reserve	---	---	\$1,116,650	---	---	\$1,116,650
Due from Other	\$25	\$137	---	---	---	\$162
Due From Middle Village	---	\$9,195	---	---	---	\$9,195
Electric Deposits	---	\$4,583	---	---	---	\$4,583
Assessments Receivable	\$1,359	\$14,312	---	\$14,974	---	\$30,645
TOTAL ASSETS	<u>\$185,200.4</u>	<u>\$1,956,315</u>	<u>\$1,358,529</u>	<u>\$3,157,172</u>	<u>\$18,943</u>	<u>\$6,676,159</u>
LIABILITIES:						
Accounts Payable	\$4,115	\$18,618	\$7,173	---	---	\$29,906
FICA Payable	\$153	---	---	---	---	\$153
Accrued Expenses	---	\$9,334	---	---	---	\$9,334
FUND BALANCES:						
Nonspendable	---	\$4,583	---	---	---	\$4,583
Restricted for Debt Service	---	---	---	\$3,157,172	---	\$3,157,172
Restricted for Capital Projects	---	---	---	---	\$18,943	\$18,943
Assigned	---	---	\$1,351,357	---	---	\$1,351,357
Unassigned	\$180,932	\$1,923,778	---	---	---	\$2,104,711
TOTAL LIABILITIES & FUND EQUITY	<u>\$185,200</u>	<u>\$1,956,315</u>	<u>\$1,358,529</u>	<u>\$3,157,172</u>	<u>\$18,943</u>	<u>\$6,676,159</u>

DOUBLE BRANCH

Community Development District

GENERAL FUND

Statement of Revenues & Expenditures

For The Period Ending February 28, 2023

	AMENDED BUDGET	PRORATED BUDGET THRU 2/28/2023	ACTUAL THRU 2/28/2023	VARIANCE
Assessment - Tax Roll	\$177,890	\$174,296	\$174,296	\$0
Interest Income	\$200	\$200	\$661	\$461
TOTAL REVENUES	\$178,090	\$174,496	\$174,957	\$461

EXPENDITURES:

Administrative

Supervisor Fees	\$12,000	\$5,000	\$3,800	\$1,200
FICA Expense	\$1,000	\$417	\$314	\$103
Engineering	\$5,000	\$2,083	\$0	\$2,083
Arbitrage	\$700	\$292	\$0	\$292
Dissemination	\$1,600	\$667	\$667	\$0
Assessment Roll	\$8,212	\$8,212	\$8,212	\$0
Attorney	\$42,000	\$17,500	\$15,428	\$2,072
Annual Audit	\$5,000	\$2,083	\$2,000	\$83
Trustee Fees	\$8,815	\$3,673	\$0	\$3,673
Management Fees	\$64,850	\$27,021	\$27,021	\$0
Information Technology	\$2,142	\$893	\$893	\$0
Telephone	\$600	\$250	\$100	\$150
Postage	\$1,900	\$792	\$266	\$526
Printing & Binding	\$2,000	\$833	\$408	\$425
Records Storage	\$300	\$125	\$0	\$125
Insurance	\$10,351	\$10,351	\$9,272	\$1,079
Legal Advertising	\$2,800	\$1,167	\$955	\$212
Office Supplies	\$300	\$125	\$7	\$118
Website Compliance	\$2,500	\$1,042	\$1,042	\$0
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
Other Current Charges	\$120	\$50	\$46	\$4
Reserve	\$5,725	\$0	\$0	\$0
TOTAL EXPENDITURES	\$178,090	\$82,749	\$70,605	\$12,145

EXCESS REVENUES (EXPENDITURES)	\$0	\$104,352
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FUND BALANCE - Beginning	\$0	\$76,580
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FUND BALANCE - Ending	\$0	\$180,932
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DOUBLE BRANCH
Community Development District
RECREATION AND FACILITIES MAINTENANCE
Statement of Revenues & Expenditures
For The Period Ending February 28, 2023

	AMENDED BUDGET	PRORATED BUDGET THRU 2/28/2023	ACTUAL THRU 2/28/2023	VARIANCE
REVENUES:				
Assessments-Tax Roll	\$1,873,440	\$1,835,586	\$1,835,586	\$0
Interest Income	\$1,000	\$1,000	\$9,599	\$8,599
Amenities Revenue	\$30,000	\$12,500	\$6,342	(\$6,159)
Sports Revenue	\$25,000	\$10,417	\$1,320	(\$9,097)
TOTAL REVENUES	\$1,929,440	\$1,859,503	\$1,852,846	(\$6,656)
EXPENDITURES:				
<i>Administrative:</i>				
Management Fees - Onsite	\$208,187	\$86,745	\$86,745	\$0
Insurance	\$87,892	\$87,892	\$79,550	\$8,342
Other Current Charges	\$3,500	\$1,458	\$737	\$722
Permit Fees	\$1,635	\$681	\$81	\$600
Total Administrative	\$301,214	\$176,776	\$167,112	\$9,664
<i>Maintenance:</i>				
<u>Common Area</u>				
Security	\$94,257	\$39,274	\$39,870	(\$597)
Security - Clay County Off-Duty Sheriff	\$54,438	\$22,683	\$21,033	\$1,650
Water - Irrigation	\$12,300	\$5,125	\$2,951	\$2,174
Irrigation Maintenance	\$6,000	\$2,500	\$0	\$2,500
Streetlighting	\$31,000	\$12,917	\$12,299	\$618
Electric	\$35,000	\$14,583	\$13,879	\$704
Landscape Maintenance	\$422,908	\$176,212	\$181,731	(\$5,519)
Common Area Maintenance	\$55,000	\$22,917	\$18,890	\$4,027
Lake Maintenance	\$27,840	\$11,600	\$10,750	\$850
Capital Reserve	\$411,722	\$0	\$0	\$0
Total Common Area	\$1,150,464	\$307,809	\$301,402	\$6,407
<u>Recreation Facility</u>				
Amenity Staff	\$129,800	\$54,083	\$33,973	\$20,111
Refuse Services	\$14,479	\$6,033	\$5,930	\$103
Telephone	\$5,500	\$2,292	\$2,407	(\$115)
Electric	\$40,000	\$16,667	\$16,006	\$661
Cable	\$8,500	\$3,542	\$2,989	\$553
Pool Maintenance	\$38,215	\$15,923	\$13,652	\$2,271
Water / Sewer/Reclaim	\$48,000	\$20,000	\$19,703	\$297
Facility Maintenance-General	\$50,000	\$20,833	\$15,862	\$4,971
Facility Maintenance-Preventative	\$13,717	\$5,715	\$2,947	\$2,768
Facility Maintenance - Contingency	\$34,750	\$14,479	\$11,170	\$3,310
Lighting Repairs	\$8,500	\$3,542	\$2,824	\$718
Special Events	\$10,500	\$4,375	\$1,275	\$3,100
Office Supplies & Equipment	\$2,000	\$833	\$1,020	(\$187)
Janitorial	\$64,000	\$26,667	\$23,167	\$3,500
Recreation Passes	\$5,000	\$2,083	\$1,164	\$919

DOUBLE BRANCH

Community Development District
RECREATION AND FACILITIES MAINTENANCE
Statement of Revenues & Expenditures
For The Period Ending February 28, 2023

	AMENDED BUDGET	PRORATED BUDGET THRU 2/28/2023	ACTUAL THRU 2/28/2023	VARIANCE
Pool Leak Repairs	\$2,500	\$1,042	\$0	\$1,042
Multiuse Field	\$2,300	\$958	\$0	\$958
Total Recreation Facility	\$477,761	\$199,067	\$154,087	\$44,980
Total Maintenance	\$1,628,226	\$506,876	\$455,489	\$51,387
TOTAL EXPENDITURES	\$1,929,440	\$683,653	\$622,601	\$61,051
EXCESS REVENUES (EXPENDITURES)	\$0		\$1,230,245	
FUND BALANCE - Beginning	\$0		\$698,117	
FUND BALANCE - Ending	\$0		\$1,928,362	

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 February 28, 2023

	ADOPTED BUDGET	PRORATED THRU 2/28/2023	ACTUAL THRU 2/28/2023	VARIANCE
Revenues:				
Special Assessments - Tax Roll	\$1,961,878	\$1,920,416	\$1,920,416	\$0
Interest Income	\$3,500	\$3,500	\$28,546	\$25,046
TOTAL REVENUES	\$1,965,378	\$1,923,916	\$1,948,962	\$25,046
Expenditures:				
Series 2013 A-1				
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
Series 2013 A-2				
Interest Expense - 11/1	\$47,150	\$47,150	\$47,150	\$0
Interest Expense - 5/1	\$47,150	\$0	\$0	\$0
Principal Expense 5/1	\$95,000	\$0	\$0	\$0
TOTAL EXPENDITURES	\$1,945,394	\$382,697	\$382,697	\$0
EXCESS REVENUES (EXPENDITURES)	\$19,984		\$1,566,265	
Net change in Fund Balance	\$19,984		\$1,566,265	
FUND BALANCE - Beginning	\$622,539		\$1,590,907	
FUND BALANCE - Ending	\$642,523		\$3,157,172	

Revenue	\$2,177,489
Reserve 2013-1	\$868,932
Reserve 2013-2	\$95,634
Prepayment	\$144
Assessments Receivable	\$14,974
Total	\$3,157,172

DOUBLE BRANCH
Community Development District
Capital Reserve Fund
Statement of Revenues & Expenditures
For The Period Ending February 28, 2023

	AMENDED BUDGET	PRORATED THRU 2/28/2023	ACTUAL THRU 2/28/2023	VARIANCE
REVENUES:				
Interest Income	\$6,000	\$6,000	\$18,888	\$12,888
Transfer In - Capital Reserve	\$411,722	\$0	\$0	\$0
Transfer In - General Fund Reserve	\$5,725	\$0	\$0	\$0
TOTAL REVENUES	\$423,447	\$6,000	\$18,888	\$12,888
EXPENDITURES:				
Repairs & Replacements	\$570,670	\$237,779	\$101,682	\$136,097
TOTAL EXPENDITURES	\$570,670	\$237,779	\$101,682	\$136,097
EXCESS REVENUES (EXPENDITURES)	(\$147,223)		(\$82,794)	
FUND BALANCE - Beginning	\$1,410,643		\$1,434,151	
FUND BALANCE - Ending	\$1,263,420		\$1,351,357	

DOUBLE BRANCH

Community Development District CAPITAL PROJECTS FUND

Statement of Revenues & Expenditures

For The Period Ending February 28, 2023

	SERIES 2013 A-1 AND A-2
<u>REVENUES:</u>	
Interest Income	\$261
TOTAL REVENUES	\$261
<u>EXPENDITURES:</u>	
Capital Outlay - Series 2013 A1 and A2	\$0
Cost of Issuance	\$0
TOTAL EXPENDITURES	\$0
EXCESS REVENUES (EXPENDITURES)	\$261
FUND BALANCE - Beginning	\$18,682
FUND BALANCE - Ending	\$18,943

**Double Branch
Community Development District
Long Term Debt Report**

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

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

C.

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

Fiscal Year 2023 Assessments Receipts Summary

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

SUMMARY OF TAX ROLL RECEIPTS					
CLAY COUNTY DISTRIBUTION	DATE RECEIVED	TOTAL RECEIVED	SERIES 2013A DEBT SERVICE RECEIVED	GENERAL FUND O&M RECEIPTS	RECREATION FUND O&M RECEIPTS
1	11/09/22	10,087.43	4,928.90	447.34	4,711.19
2	11/16/22	105,001.67	51,305.75	4,656.47	49,039.45
3	11/28/22	153,949.18	75,222.41	6,827.13	71,899.64
4	12/12/22	3,225,237.13	1,575,910.40	143,028.54	1,506,298.19
5	12/19/22	191,386.34	93,514.90	8,487.35	89,384.09
6	01/11/23	30,142.56	14,728.21	1,336.72	14,077.63
7	02/07/23	183,848.46	89,831.75	8,153.07	85,863.64
8	03/07/23	30,644.64	14,973.54	1,358.99	14,312.11
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
TOTAL TAX ROLL RECEIPTS		3,930,297.41	1,920,415.86	174,295.61	1,835,585.94

PERCENT COLLECTED	TOTAL	DEBT	O&M
TOTAL PERCENT COLLECTED	97.89%	97.89%	97.89%

D.

Double Branch

Community Development District

Check Run Summary

March 31, 2023

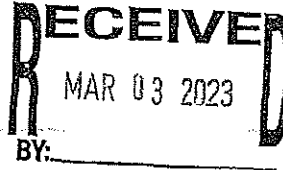
Fund	Date	Check No.	Amount
General Fund			
Accounts Payable	3/10/23	1745-1746	\$ 6,080.27
	3/20/23	1747	\$ 3,264.97
	3/31/23	1748	\$ 149.50
		Sub-Total	\$ 9,494.74
Recreation Fund			
Accounts Payable	3/10/23	7211-7220	\$ 48,422.81
	3/20/23	7221-7225	\$ 36,066.68
	3/31/23	7226-7231	\$ 27,861.33
		Sub-Total	\$ 112,350.82
Capital Reserve Fund			
Accounts Payable	3/9/23	89	\$ 35,854.65
	3/10/23	90-92	\$ 7,172.74
	3/31/23	93-98	\$ 67,553.35
	3/31/23	99-100	\$ 8,225.00
		Sub-Total	\$ 118,805.74
Total			\$ 240,651.30

CHECK DATE	VEND#	INVOICE DATE	INVOICE	YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
3/10/23	00035	3/01/23	2316	202303	310	51300	34000		MAR MANAGEMENT FEES	*	5,404.17		
3/01/23		2316		202303	310	51300	52000		MAR WEBSITE ADMIN	*	208.33		
3/01/23		2316		202303	310	51300	35100		MAR INFO TECH	*	178.50		
3/01/23		2316		202303	310	51300	31300		MAR DISSEM AGENT SRVCS	*	133.33		
3/01/23		2316		202303	310	51300	51000		OFFICE SUPPLIES	*	.75		
3/01/23		2316		202303	310	51300	42000		POSTAGE	*	15.42		
3/01/23		2316		202303	310	51300	42500		COPIES	*	64.95		
3/01/23		2316		202303	310	51300	41000		TELEPHONE	*	5.32		
GOVERNMENTAL MANAGEMENT SERVICES											6,010.77	001745	
3/10/23	00111	3/02/23	03022023	202303	310	51300	48000		NOTICE OF MEETING 3/2/23	*	69.50		
JACKSONVILLE DAILY RECORD											69.50	001746	
3/20/23	00113	3/15/23	3194279	202302	310	51300	31500		FEB GENERAL COUNSEL	*	3,264.97		
KUTAK ROCK LLP											3,264.97	001747	
3/31/23	00111	3/16/23	23-00103	202303	310	51300	48000		NOTICE OF ROP	*	149.50		
JACKSONVILLE DAILY RECORD											149.50	001748	
TOTAL FOR BANK A											9,494.74		
TOTAL FOR REGISTER											9,494.74		

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

Invoice

Invoice #: 2316
 Invoice Date: 3/1/23
 Due Date: 3/1/23
 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 - March 2023		5,404.17	5,404.17
Website Administration - March 2023		208.33	208.33
Information Technology - March 2023		178.50	178.50
Dissemination Agent Services - March 2023		133.33	133.33
Office Supplies		0.75	0.75
Postage		15.42	15.42
Copies		64.95	64.95
Telephone		5.32	5.32
		Total	\$6,010.77
		Payments/Credits	\$0.00
		Balance Due	\$6,010.77

Jacksonville Daily Record

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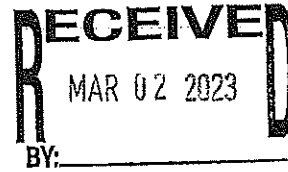
P.O. Box 1769
Jacksonville, FL 32201
(904) 356-2466

INVOICE

March 2, 2023

Date

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



1,310.513.480

Serial # <u>23-00079C</u>	PO/File # _____	\$69.50
Notice of Meeting of the Board of Supervisors		Payment Due
_____		\$69.50
Double Branch Community Development District		Publication Fee
_____		Amount Paid
Case Number _____		
Publication Dates <u>3/2</u>		
County <u>Clay</u>		

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

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

Notice is hereby given that the Board of Supervisors of the Double Branch Community Development District is scheduled to be meet on Monday, March 13, 2023, at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. An electronic copy of the agenda for this meeting may be obtained from the District Manager, 475 West Town Place, Suite 134, St. Augustine, Florida 32092 (and phone (904) 940-5850) and on the District's website at www.DoubleBranchCDD.com. This meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when one or more Supervisors will participate by telephone.

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

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

Marilee Giles
District Manager
Mnr. 2 00 (23-00079C)

KUTAK ROCK LLP

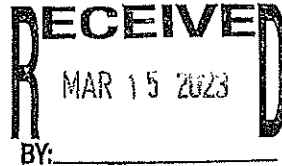
TALLAHASSEE, FLORIDA

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

March 15, 2023



Check Remit To:

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

ACH/Wire Transfer Remit To:

ABA #104000016

First National Bank of Omaha

Kutak Rock LLP

A/C # 24690470

Reference: Invoice No. 3194279

Client Matter No. 5323-1

Notification Email: eftgroup@kutakrock.com

1,310.513.315

Marilee Giles

Double Branch CDD

Governmental Management Services – St. Augustine

Suite 114

475 West Town Place

St. Augustine, FL 32092

Invoice No. 3194279

5323-1

Re: Double Branch CDD-General Counsel

For Professional Legal Services Rendered

02/01/23	M. Eckert	0.10	36.50	Review Salem voice mail; confer with Giles
02/02/23	M. Eckert	0.50	182.50	Prepare for and attend agenda call; follow up
02/04/23	W. Haber	0.30	115.50	Monitor 2023 legislative session for legislation pertaining to or affecting District
02/09/23	K. Haber	0.60	144.00	Telephone conference and correspondence with Hovda regarding County land conveyance to district
02/10/23	M. Eckert	0.20	73.00	Prepare for board meeting
02/13/23	M. Eckert	3.50	1,277.50	Prepare for, travel to and attend board meeting; follow up; return travel
02/15/23	K. Haber	0.90	216.00	Prepare clean version of disciplinary rule; correspond with Hogge regarding same

KUTAK ROCK LLP

Double Branch CDD
March 15, 2023
Client Matter No. 5323-1
Invoice No. 3194279
Page 2

02/16/23	K. Haber	0.10	24.00	Correspond with Giles and Soriano regarding surplus property
02/20/23	K. Haber	0.30	72.00	Confer with Soriano regarding surplus property; correspond with Hovda regarding county property conveyance
02/21/23	M. Eckert	1.40	511.00	Prepare landscape maintenance RFP
02/21/23	K. Haber	0.60	144.00	Prepare clean version of disciplinary rule; correspond with Giles, Soriano, and Hogge regarding same
02/24/23	M. Eckert	0.10	36.50	Review draft minutes
02/24/23	K. Haber	0.10	24.00	Confer with Giles regarding surplus furniture resolution
02/26/23	M. Eckert	0.70	255.50	Review draft minutes; provide comments
02/27/23	M. Eckert	0.10	36.50	Prepare for board meeting
02/28/23	K. Haber	0.40	96.00	Prepare surplus furniture resolution; confer with Giles regarding same

TOTAL HOURS	9.90	
TOTAL FOR SERVICES RENDERED		\$3,244.50
DISBURSEMENTS		
Travel Expenses	20.47	
TOTAL DISBURSEMENTS		<u>20.47</u>
TOTAL CURRENT AMOUNT DUE		<u>\$3,264.97</u>

Jacksonville Daily Record

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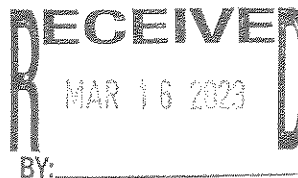
P.O. Box 1769
Jacksonville, FL 32201
(904) 356-2466

INVOICE

March 16, 2023

Date

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



1,310,513.480

Serial # <u>23-00103C</u>	PO/File # _____	\$149.50
Notice of Request for Proposals Notice of District Meeting to Open Proposals		Payment Due
Double Branch Community Development District		\$149.50
		Publication Fee
Case Number _____		Amount Paid
Publication Dates <u>3/16</u>		
County <u>Clay</u>		

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**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 and Marilee Giles at 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, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065, 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 Double Branch Community Development District by electronic mail to Jay Soriano at jsoriano@gmsnf.com and carbon copies to Marilee Giles at mgiles@gmsnf.com and Michael Eckert at 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 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065. 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
Mar. 16 00 (23-00103C)


CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
3/10/23	00940	2/26/23	02262023	202302	300-36900-10300			DEPOSIT REFUND BRIANA CUNNINGHAM	*	100.00	100.00	007211
3/10/23	00939	2/03/23	02032023	202302	300-36900-10300			DEPOSIT REFUND CALVIN ANDERSON	*	100.00	100.00	007212
3/10/23	00941	2/26/23	02262023	202302	300-36900-10300			DEPOSIT REFUND DONNA LAMBRECHT	*	100.00	100.00	007213
3/10/23	00092	2/20/23	2318	202301	320-57200-46600			JAN FACILITY MAIN GEN	*	4,166.00		
		2/20/23	2318	202301	320-57200-46620			JAN FACILITY MAON CONT	*	2,894.89		
		2/20/23	2318	202301	320-57200-46630			JAN LIGHTING REPAIRS	*	704.00		
		2/20/23	2318	202301	320-57200-46400			JAN COMMON AREA MAINT	*	4,332.00		
		2/27/23	2319	202302	300-36900-10300			FEB FACILITY EVENT STAFF	*	228.75		
		3/01/23	2317	202303	310-51300-34000			MAR FACILITY MGMT REC	*	17,348.92		
								GOVERNMENTAL MANAGEMENT SERVICES			29,674.56	007214
3/10/23	00024	3/01/23	76188B	202303	320-57200-46800			MAR WATER MANAGEMENT THE LAKE DOCTORS, INC.	*	2,170.00	2,170.00	007215
3/10/23	00186	3/01/23	13129561	202303	320-57200-46300			MARCH POOL CHEMICALS POOLSURE	*	3,100.91	3,100.91	007216
3/10/23	00297	3/01/23	337	202303	320-57200-61000			MAR JANITORIAL SERVICES RIVERSIDE MANAGEMENT SERVICES, INC	*	4,633.33	4,633.33	007217
3/10/23	00839	3/01/23	8838	202303	320-57200-34500			MAR SECURITY SERVICES SECURITY DEVELOPMENT GROUP LLC	*	8,133.70	8,133.70	007218
3/10/23	00305	2/24/23	101316	202302	320-57200-46610			BI-MONTHLY PREVENT MAINT SOUTHEAST FITNESS REPAIR	*	360.00	360.00	007219

DBBR DOUBLE BRANCH OKUZMUK

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
3/10/23	00399	3/01/23	01829249	202303	330-57200-50000			BASE CHARGE XEROX CORPORATION	*	50.31	50.31	007220
3/20/23	00942	3/11/23	03112023	202303	300-36900-10300			DEPOSIT REFUND AMBER CRAVEN	*	100.00	100.00	007221
3/20/23	00285	3/09/23	SSI11038	202302	320-57200-34510			FEB EMPLOYMENT FEE FEB SCHEDULING FEE CLAY COUNTY SHERIFF'S OFFICE	*	268.12	393.12	007222
3/20/23	00943	3/09/23	SSI11038	202302	320-57200-34510				*	125.00		
3/20/23	00943	3/05/23	03052023	202303	300-36900-10300			DEPOSIT REFUND DAWN PECK	*	100.00	100.00	007223
3/20/23	00092	3/14/23	2320	202303	300-36900-10300			MAR FACILITY EVENT STAFF GOVERNMENTAL MANAGEMENT SERVICES	*	231.25	231.25	007224
3/20/23	00672	3/01/23	10826	202303	320-57200-46200			MAR LANDSCAPE MAINTENANCE VERDEGO, LLC	*	35,242.31	35,242.31	007225
3/31/23	00028	3/15/23	286266	202303	320-57200-46610			2023 ANNUAL MONITOR SRVCS ATLANTIC SECURITY	*	639.96	639.96	007226
3/31/23	00750	3/16/23	03162023	202302	300-36900-10300			RENTAL DEPOSIT REFUND DEBORAH PASCOE	*	595.00	595.00	007227
3/31/23	00092	3/15/23	2321	202302	320-57200-46600			FAC MAIN GEN	*	4,165.00		
		3/15/23	2321	202302	320-57200-46620			FAC MAIN CONT	*	2,895.64		
		3/15/23	2321	202302	320-57200-46630			LIGHTING REPAIRS	*	708.00		
		3/15/23	2321	202302	320-57200-46400			COMMON AREA MAIN	*	4,330.00		
		3/15/23	2321	202302	320-57200-63100			REPAIR AND REPLACEMENT GOVERNMENTAL MANAGEMENT SERVICES	*	8,750.00	20,848.64	007228

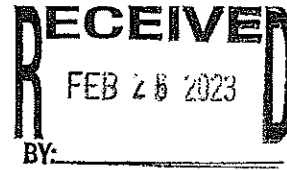
DBBR DOUBLE BRANCH OKUZMUK

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
3/31/23	00422	3/21/23	73658582 202303 320-57200-63100	MAINTENANCE SUPPLIES	*	665.26	
		3/21/23	73658582 202303 320-57200-63100	URINAL SCREENS	*	169.80	
							835.06 007229
3/31/23	00944	3/19/23	03202023 202303 300-36900-10300	DEPOSIT REFUND	*	100.00	
		3/19/23	03212023 202303 300-36900-10300	DEPOSIT REFUND	*	75.00	
							175.00 007230
3/31/23	00024	3/21/23	17538B 202210 320-57200-46800	LATE 8/4/22 WATER MGMNT	*	2,070.00	
		3/21/23	649371 202210 320-57200-46800	LATE 4/8/22 GRASS CARP	*	2,697.67	
							4,767.67 007231
TOTAL FOR BANK B						112,350.82	
TOTAL FOR REGISTER						112,350.82	

From: Oksana Kuzmuk okuzmuk@gmsnf.com 
Subject: Fwd: DBCDD refund of deposit request - BRIANA CUNNINGHAM
Date: February 27, 2023 at 9:29 AM
To: Todd Polvere tpolvere@gmsnf.com

For processing

Oksana Kuzmuk
 Governmental Management Services
 393 Palm Coast Pkwy SW Unit 4
 Palm Coast, Florida 32137
 Office: (904) 940-5850 ext. 404
 Cell: (386) 237-8444



Begin forwarded message:

From: Oakleaf Venues <venue rentals@oakleafresidents.com>
Subject: DBCDD refund of deposit request - BRIANA CUNNINGHAM
Date: February 26, 2023 at 9:46:20 PM EST
To: Tracey Fox <tfox@gmsnf.com>, Oksana Kuzmuk <okuzmuk@gmsnf.com>
Cc: Marilee Giles <mgiles@gmsnf.com>, Alison Mossing <amossing@gmstnn.com>

Good evening Tracey,

Please make the following refund at your earliest opportunity:

- o LOCATION – OVCR (SATURDAY) 2:30 P.M. to 6:30 P.M.
- o DATE OF VENUE – FEBRUARY 25, 2023
- o RESIDENT – BRIANA CUNNINGHAM
- o ADDRESS – 3750 SILVER BLUFF BLVD #1601, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND - \$100.00
 - BOOKING FEE / DEPOSIT REFUND
- o DEPOSIT was via VISA(2269):
 - DATED: 12/30/22
 - SEQ#: 43
 - BATCH#: 797
 - INVOICE#: 44
 - APPROVAL CODE: 043184
 - AMOUNT: \$100.00

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	C
12/30/22	12/30/22	02/25/23	BRIANA CUNNINGHAM - OVCR DEPOSIT	DEPOSIT	\$ 100.00			VIS

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

Thank you.

I will be out of the office March 1-3, 2023.

Please email me or leave a detailed message at 904-770-4661 with the following information: NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUM DATE OF PREFERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity. Any messages left on the office phone will not be heard until I return twice. Messages left on voice mail will be heard, however, only emergencies will be addressed until I return to the office. I am typically not on property over the v divided between two Districts, appointments are recommended.

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

Governmental Management Services

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - CALVIN ANDERSON
Date: February 3, 2023 at 8:32 PM
To: Oksana Kuzmuk okuzmuk@gmsnf.com, Tracey Fox tfox@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com

Good evening Tracey,

Please make the following refund at your earliest opportunity:

- o LOCATION – OVCR (SUNDAY) 12:00 P.M. to 4:00 P.M.
- o DATE OF VENUE – JANUARY 16, 2023
- o RESIDENT – CALVIN ANDERSON
- o ADDRESS – 3148 LITCHFIELD DRIVE, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND - \$100.00
 - BOOKING-FEE / DEPOSIT REFUND
- o DEPOSIT was via VISA(7132):
 - DATED: 1/6/23
 - SEQ#: 50
 - BATCH#: 797
 - INVOICE#: 51
 - APPROVAL CODE: 779711
 - AMOUNT: \$100.00

V-939

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/
01/06/23	01/06/23	01/22/23	CALVIN ANDERSON - OVCR DEPOSIT	DEPOSIT	\$ 100.00		

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

Thank you.

I will be out of the office February 3 - 10, 2023. Please email me or leave a detailed message at (904) 770-4661 with the following information: NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF opportunity. Any messages left on the office phone will not be heard until I return to the office; repeat our name and number twice. Messages left on voice mail will be heard, however, only emergencies will be addressed. Since our time is split between two Districts, appointments are recommended.

Wanda McReynolds – Community Amenity Coordinator, OakLeaf Plantation
venuerentals@oakleafresidents.com
 (904) 770-4661 voice email
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Governmental Management Services

www.OakLeafResidents.com

Under Florida law, e-mail addresses are public records. If you do not want your email address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone. 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. If you are not 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 otherwise exempt from disclosure.

From: Oksana Kuzmuk okuzmuk@gmsnf.com
Subject: Fwd: DBCDD refund of deposit request - DONNA LAMBRECHT
Date: February 27, 2023 at 9:30 AM
To: Todd Polvere tpolvere@gmsnf.com

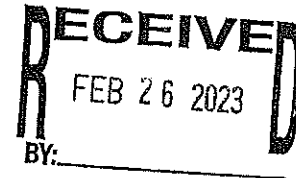
For processing

Oksana Kuzmuk
 Governmental Management Services
 393 Palm Coast Pkwy SW Unit 4
 Palm Coast, Florida 32137
 Office: (904) 940-5850 ext. 404
 Cell: (386) 237-8444



Begin forwarded message:

From: Oakleaf Venues <venuerentals@oakleafresidents.com>
Subject: DBCDD refund of deposit request - DONNA LAMBRECHT
Date: February 26, 2023 at 9:39:03 PM EST
To: Tracey Fox <tfox@gmsnf.com>, Oksana Kuzmuk <okuzmuk@gmsnf.com>
Cc: Marilee Giles <mgiles@gmsnf.com>, Alison Mossing <amosing@gmstnn.com>



Good evening Tracey,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR aka CLUBROOM (SUNDAY) 12:30 P.M. to 4:30 P.M.
- DATE OF VENUE – FEBRUARY 18, 2023
- RESIDENT – DONNA LAMBRECHT
- ADDRESS – 1326 AKRON OAKS DRIVE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via CHECKS drawn on HEALTHCARE'S COOPERATIVE CU:
 - CHECK#: 622
 - DATED: 1/9/23
 - DEPOSITED: 1/12/23
 - AMOUNT: \$100.00

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	C
01/09/23	01/12/23	02/19/23	DONNA LAMBRECHT - OVCR DEPOSIT	DEPOSIT	\$ 100.00		CK# 622	

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

Thank you.

I will be out of the office March 1-3, 2023.

Please email me or leave a detailed message at 904-770-4661 with the following information: NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PREFERRED and EMAIL ADDRESS. I will respond at my earliest opportunity. Any messages left on the office phone will not be heard until I return twice. Messages left on voice email will be heard, however, only emergencies will be addressed until I return to the office. I am typically not on property over the divided between two Districts, appointments are recommended.

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

Governmental Management Services

www.OakLeafResidents.com

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

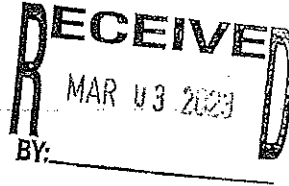
Invoice #: 2317

Invoice Date: 3/1/23

Due Date: 3/1/23

Case:

P.O. Number:



Bill To:

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

Description	Hours/Qty	Rate	Amount
Recreation - Facility Management - Oakleaf Plantation - March 2023 2.310.513.3400		17,348.92	17,348.92

Jerry Lambert
3-3-23

Total \$17,348.92

Payments/Credits \$0.00

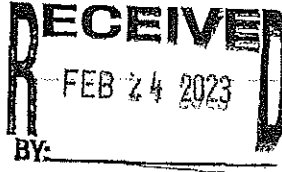
Balance Due \$17,348.92

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

Invoice

Invoice #: 2318
 Invoice Date: 2/20/23
 Due Date: 2/20/23
 Case:
 P.O. Number:

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



Description	Hours/Qty	Rate	Amount
Facility Maintenance January 1 - January 31, 2023		16,144.36	16,144.36
Maintenance Supplies		2,363.53	2,363.53
Facility Main Gen #4,166 ⁰⁰ 2.572.4660			
Facility Main Cont. #2,894 ⁸⁹ 2.572.4662			
Lighting Repairs #704 ⁰⁰ 2.230.572.4663			
Common Area Maint #4,332 ⁰⁰ 2.572.4640			
X Repairs/Replace #6,411⁰⁰ X 2.572.46310 34.600.538.621			
<i>Cap Res</i>			

Jerry Lambert
 2-23-23

Total	-\$18,507.89
Payments/Credits	\$0.00
Balance Due	-\$18,507.89

\$12,096.89

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF JANUARY 2023

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
1/2/23	4	A.T.	Removed debris from all common areas
1/3/23	5	G.S.	Removed debris from all common areas
1/3/23	4	R.G.	Sanded down back doors at amenity center for repainting, painted back door and cleaned up, cleaned up garage at entryway and unloaded scaffolding, unplugged all Christmas lights at fitness center and office entrance, picked up supplies
1/3/23	4	M.C.	Setting up roof brackets and scaffolding door to fitness center
1/4/23	3	G.S.	Removed debris from all common areas, treated fire ant mounds in parks
1/4/23	7	R.G.	Continued sanding down back doors and repainted them at amenity center, added self tappers to back chemical gate, sanded and repainted and remounted lock, changed out light bulbs in men's restroom at fitness center and adjusted brightness in front entryway of bathroom
1/4/23	4	M.C.	Sanded, scraped door to prepare to paint at fitness center, worked on pool gate
1/5/23	5	G.S.	Removed debris from all common areas and ponds
1/5/23	4	R.G.	Finished painting back doors, sanded and repair to doors and repainted, second coat of paint to back chemical gate and touched up
1/5/23	4	M.C.	Finished painting doors and clean up for fitness center
1/6/23	4	G.S.	Removed debris from all common areas and ponds
1/6/23	8	L.N.	Polished chrome in fitness center, field house
1/6/23	4	A.B.	Took down Christmas lights
1/9/23	4	A.T.	Removed debris from all common areas
1/9/23	7.5	L.C.	Took down the rest of Christmas decorations around community
1/10/23	4	T.C.	Assembled new fitness center equipment
1/10/23	5	G.S.	Removed debris from all common areas and ponds
1/10/23	4	M.C.	Worked on fitness center assembly of equipment, removed Christmas lights
1/10/23	4.5	J.R.	Assisted assembling gym equipment
1/11/23	1	T.C.	Changed lights at entrance sign
1/11/23	5	G.S.	Removed debris from all common areas
1/12/23	4.5	G.S.	Removed debris from all common areas, cleaned ponds, removed deceased birds and disposed
1/13/23	5	G.S.	Removed debris from all common areas
1/13/23	4	L.N.	Cleaned windows in fitness center and Grand Banquet room
1/17/23	4	T.C.	Worked on playground by soccer field
1/17/23	5	G.S.	Removed debris from all common areas, cleaned up deceased birds from ponds
1/17/23	4	R.G.	Worked on playground equipment replacement of barrier at top of slide chute, removed rocking animal from playground
1/18/23	8	T.C.	Light inspection, changed lights in bathroom and fitness center, worked on playground and removed rocking horse, picked up supplies
1/18/23	4	G.S.	Removed debris from all common areas
1/18/23	6	R.G.	Finished working on playground repair and removed climbing rail, backfilled holes from removal, raked surfaces in playground area, removed concrete forms from animal rocker removal
1/19/23	4	G.S.	Removed debris from all common areas, treated fire ant mounds in parks
1/19/23	7.5	L.C.	Worked on lifeguard shack painting
1/20/23	2	T.C.	Cleaned and filled fountain, measured for windscreen around shop
1/20/23	4.5	G.S.	Removed debris from all common areas
1/23/23	8	T.C.	Picked up broken chair and took to shop to repair, finished taking down and putting away Christmas and Halloween decorations, cleaned gutters at fitness center, picked up supplies
1/23/23	3	R.G.	Fixed trim around guard shack, put Christmas lights in attic along with Christmas tree and wreaths, reattached 2x12 trim at window base on front and back of building
1/23/23	5.5	M.C.	Put Christmas stuff away, fixed wood trim on back of storage area, removed nails and caulked edges, worked on opposite side of storage area, fixed wood trim and caulked
1/23/23	2	A.B.	Put Christmas décor away
1/23/23	8.5	L.C.	Worked on cleaning gutters on amenity center and life guard shack
1/23/23	4	A.T.	Removed debris from all common areas
1/24/23	4	T.C.	Painted block wall around pool pack area
1/24/23	5	G.S.	Removed debris from all common areas and ponds
1/24/23	8	R.G.	Picked up painting supplies for guard shack and pool chemical enclosure, started painting back wall behind guard shack and pool chemical building, reattached bolt to backrest on gym equipment
1/24/23	8	M.C.	Cut hardy board for walls around door in back of pool area, painted white trim of wall behind shop storage area

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
 MAINTENANCE BILLABLE HOURS
 FOR THE MONTH OF JANUARY 2023

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
1/24/23	7.5	A.B.	Began hardy board installation on guard shack door, made minor building repairs to guard shack, pressure washed guard shack to prep for painting
1/24/23	7.75	L.C.	Worked on lifeguard shack décor and siding
1/24/23	7	J.R.	Worked on repair of guard shack door
1/25/23	4	T.C.	Worked on lifeguard shack door
1/25/23	5	G.S.	Removed debris from all common areas, maintenance work on trash receptacle in park
1/25/23	8	R.G.	Reframed back guard shack door and installed new hardy backer board on wall around door frame, installed 2" trim around guard shack door
1/25/23	8	M.C.	Removed plywood that was different sizes and replaced with 3/4 sheets, framed in trim, cut hardy board and attached to wall
1/25/23	6.5	A.B.	Painted pool pack wall, installed hardy board
1/25/23	5	L.C.	Worked on pressure washing and cleaning lifeguard shack
1/26/23	2.5	J.R.	Worked on guard shack repair of door, painting exterior brick wall
1/26/23	4	T.C.	Painted block wall around pool pack area and lifeguard shack
1/26/23	4.5	G.S.	Removed debris from all common areas
1/26/23	8	R.G.	Continued working on guard door, painting guard shack building, removed painters tape, picked up painting supplies for guard shack, added wood putty to trim cracks and sanded
1/26/23	8	M.C.	Bonded top piece of hardy board to top of door, caulked all edges of hardy board to frame, then painted walls and trim of storage and pool building
1/26/23	8	A.B.	Used paint sprayer to paint guard shack building, touched up trim to eliminate overspray, fixed gym equipment
1/26/23	7.5	L.C.	Painted lifeguard shack
1/26/23	6.5	J.R.	Touched up exterior wall of guard shack, worked on repair of door at guard shack
1/27/23	8	T.C.	Painted lifeguard shack building trim
1/27/23	5	G.S.	Removed debris from all common areas and ponds
1/27/23	8	M.C.	Painting walls and trim of storage and pool building
1/27/23	8	L.N.	Painting pool shed
1/27/23	8	A.B.	Finished painting guard shack building, fix banquet room chair
1/27/23	5.25	L.C.	Painted lifeguard shack
1/30/23	8	T.C.	Taking apart playground at Cannons Point
1/30/23	8	R.G.	Built bulkhead left side of bridge at guard shack/trail edge, finished touch ups on painting at guard shack
1/30/23	8	M.C.	Built bulkhead left side of bridge by lifeguard/storage shack
1/30/23	8	A.B.	Took apart Cannons Point playground
1/30/23	7.75	L.C.	Took apart Cannons Point playground
1/30/23	4	A.T.	Removed debris from all common areas
1/31/23	8	T.C.	Taking down playground at Cannons Point; worked on bulkhead
1/31/23	6	G.S.	Removed debris from all common areas
1/31/23	8	R.G.	Continued building bulkhead on bridge entrance at guard shack/trail edge right side, installed landscape fabric and spoil concrete as prep for backfill of bulkhead
1/31/23	8	M.C.	Built bulkhead on right-side of bridge by lifeguard/storage shack
1/31/23	8	A.B.	Built bulkheads for dirt retention at bridges
1/31/23	7.75	L.C.	Cleaned up playground parts from Cannons Point Park
1/31/23	6.5	J.R.	Worked on forms for bridge sides next to pool filters

TOTAL 459.5

MILES 139

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

MAINTENANCE BILLABLE PURCHASES

Period Ending 2/06/23

DISTRICT	DATE	SUPPLIES	PRICE	EMPLOYEE
DB DOUBLE BRANCH				
	1/3/23	Loctite Premium Adhesive	21.53	R.G.
	1/3/23	5/8 Hex Head Self Tappers	5.74	R.G.
	1/3/23	4" Mini Roller Frame	3.99	R.G.
	1/4/23	60yd SSVer Duct	8.60	T.C.
	1/4/23	Fine PT BLK Marker 2pk	2.40	T.C.
	1/4/23	Heavy Duty Dewalt Utility Blades	2.29	T.C.
	1/4/23	13/18/26W PL VER Universal LED (2)	34.43	T.C.
	1/4/23	Gloss Black Spray Paint	6.03	T.C.
	1/10/23	Yellow Caution Tape	6.31	T.C.
	1/10/23	Metric Hex Nut 6.8 Zinc 12M-1.25 (2)	2.88	T.C.
	1/10/23	9" Magneto Torpedo Level	3.44	T.C.
	1/10/23	Google	2.75	T.C.
	1/10/23	Safety Glass Anti-Scratch	11.49	T.C.
	1/10/23	Hex Nut 1/2	0.33	T.C.
	1/11/23	90W DIM Flood Lights (3)	22.87	T.C.
	1/11/23	Fire Ant Bait (8)	146.92	G.S.
	1/11/23	Nilly Nubber	22.97	G.S.
	1/11/23	Carburetor Cleaner	4.58	G.S.
	1/11/23	Carpenter Knife	10.32	G.S.
	1/11/23	60W Light Bulbs 4pk	8.60	G.S.
	1/17/23	Bucket with Handle	1.89	T.C.
	1/17/23	Multi Piece Mag Torx Wrench	10.34	T.C.
	1/17/23	Quadcube LED 13W (2)	27.53	T.C.
	1/17/23	Wood Filer	6.89	T.C.
	1/17/23	150' Self Stck Tape	6.31	T.C.
	1/17/23	Dynaflex Caulk (2)	14.44	T.C.
	1/18/23	Kwiksel Keys (2)	7.98	T.C.
	1/18/23	Socket Set	22.99	R.G.
	1/18/23	Claw Hammer	5.16	R.G.
	1/19/23	2" Vinyl Letters Set	3.99	J.S.
	1/19/23	2" Vinyl Numbers Set	3.99	J.S.
	1/19/23	3" Vinyl #6 (4)	4.28	J.S.
	1/19/23	3" Vinyl #3 (4)	4.28	J.S.
	1/19/23	3" Vinyl #5 (4)	4.28	J.S.
	1/19/23	3" Vinyl #4 (4)	4.28	J.S.
	1/19/23	3" Vinyl Letter I (2)	2.14	J.S.
	1/23/23	OscBafng Multi-Tool Blade Kit	24.14	T.C.
	1/23/23	Black Nitril Gloves 40pk	14.36	T.C.
	1/23/23	160 Qt Storage Tote	45.98	T.C.
	1/24/23	Drill Bit Set	9.65	R.G.
	1/24/23	9x3/8" Shedless Knit 9pk	13.20	R.G.
	1/24/23	4x3/8" Shedless Knit 6pk	13.04	R.G.
	1/24/23	2" Short Cut Brush	12.62	R.G.
	1/24/23	9" Roller Frame	2.46	R.G.
	1/24/23	9" Tray Set 8pc	29.73	R.G.
	1/24/23	Peican Liner 3pk	5.49	R.G.
	1/24/23	9" Tray Deep-Well	4.58	R.G.
	1/24/23	4"x11" Mini Roller Frame	2.00	R.G.
	1/24/23	Behr PPE Flat Paint 5 Gallon	230.00	R.G.
	1/24/23	Behr Exterior Flat Paint 4.69 Gallon	230.00	R.G.
	1/24/23	Husky Tool Box	5.74	R.G.
	1/27/23	Behr Exterior Flat Paint 4.69 Gallon	230.00	T.C.
	1/27/23	Pine Sol	10.79	T.C.
	1/27/23	Peican Liner 3pk	5.49	T.C.
	1/27/23	Roller Pal	6.03	T.C.
	1/27/23	2" Flat Brush (5)	22.89	T.C.
	1/27/23	4x3/8 Shedless Knit Assembly	6.52	T.C.
	1/27/23	4x3/8 Shedless Knit 6pk	13.04	T.C.
	1/27/23	Frog Tape	11.48	T.C.
	1/27/23	Terry Towels 10pk	9.19	T.C.
	1/30/23	Acelone	26.40	T.C.
	1/30/23	Deckmate Screws 25lb	131.10	T.C.
	1/30/23	7-1/4" Fine Finish Diablo Blade	12.35	T.C.
	1/30/23	Caution Tape	6.31	T.C.
	1/30/23	4x4-10' PT Lumber (2)	35.35	T.C.
	1/30/23	2x6-10' PT Lumber (10)	109.02	T.C.
	1/30/23	Husky 3pc-1/4" end-3/8" Adapter Set	8.04	T.C.
	1/30/23	Husky Bit Socket 3/8" Drive T30 Torx	2.52	T.C.
	1/30/23	Husky Tamperproof Torx 8pk Socket Set	31.02	T.C.
	1/30/23	Husky 7pc 3/8" MM Hex Bit Socket Set	27.57	T.C.
	1/30/23	Gas for Equipment	76.00	T.C.
	2/1/23	Tractor Rental & Protection	474.78	T.C.
	2/3/23	Assorted Ring Kit 100pk	7.46	T.C.

TOTAL \$2,363.53

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 2319
Invoice Date: 2/27/23
Due Date: 2/27/23
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 25, 2023 2.369.103	9.15	25.00	228.75

RECEIVED
MAR 02 2023
BY: _____

Total	\$228.75
Payments/Credits	\$0.00
Balance Due	\$228.75

3/1/23
OK

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

DOUBLE BRANCH CDD


Facility Event Staff Service Hours

<u>Quantity</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
9.15	Facility Event Staff	\$ 25.00	\$ 228.75

Covers Period End: February 25, 2023

Amenities Revenue # 2-369-103

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 3/1/2023 \$2,170.00

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

000000001908200100000000761880000021700053

Please Return this portion with your payment

Invoice Due Date 4/1/2023 **Invoice** 76188B **PO #**

Invoice Date	Description	Quantity	Amount	Tax	Total
3/1/2023	Water Management - Monthly		\$2170.00	\$0.00	\$2170.00

Code to:
2-320-572-4680

Please remit payment for this month's invoice.

Double Branch Lake Maintenance

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

RECEIVED
MAR 08 2023
BY: _____

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/

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



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

Invoice

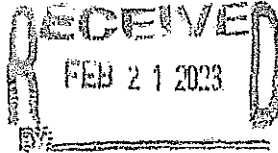
Date 3/1/2023

Invoice # 131295612975

Terms	Net 20
Due Date	3/21/2023
PO #	

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

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



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

Remittance Slip

Customer
13OAK102
Invoice #
131295612975

Amount Due \$3,100.91

Amount Paid _____

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



131295612975

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

Invoice

Invoice #: 337
Invoice Date: 3/1/2023
Due Date: 3/1/2023
Case:
P.O. Number:

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

RECEIVED
MAR 03 2023
BY: _____

Description	Hours/Qty	Rate	Amount
2.320.572.6100 - Janitorial Services - March 2023		4,633.33	4,633.33

RECEIVED
MAR 03 2023
BY: _____

Jerry Lambert
3-3-23

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



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 # 8838

DATE 03/01/2023

DUE DATE 03/31/2023

TERMS End of the month

SERVICE MONTH

March

ACTIVITY	QTY	RATE	AMOUNT
Dedicated Officer I Dedicated Officer for 10 hours Monday to Thursday and 12 hours Saturday and Sunday	326	24.95	8,133.70T

SUBTOTAL 8,133.70
TAX 0.00
TOTAL 8,133.70
BALANCE DUE **\$8,133.70**

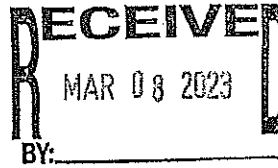


RECEIVED
MAR 08 2023
BY: _____

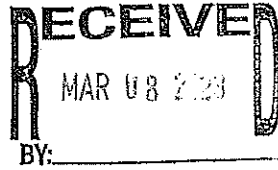
RECEIVED
MAR 18 2023
BY: _____



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



Invoice #101316
 Invoice Date: 2/24/2023



Account #101332
 Oakleaf Plantation - Double Branch and Middle Village

Invoice

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

Service Information			
Services	Qty	Rate	Price
370 Oakleaf Village Pkwy, Orange Park, FL 32065-4259			
2/24/2023-PM: Bi-Monthly	1 visit	\$0.00 / visit	\$0.00
Bi-monthly scheduled preventative maintenance			
— Product: PM: Elliptical, Cross-trainer, ARC, AMT	3:00 Ea	\$15.00 / Ea	\$45.00
— Product: PM: Multi-Station	1:00 Ea	\$20.00 / Ea	\$20.00
— Product: PM: Recumbent, Upright Bicycle	2:00 Ea	\$10.00 / Ea	\$20.00
— Product: PM: Single-Station	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
Code to:		Subtotal:	\$360.00
		Tax:	\$0.00
		Total:	\$360.00
		Amount Paid:	\$0.00
		Balance Due:	\$360.00

Double Branch Facility Maintenance Preventative

2-320-572-4661



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

Billing Receipt - Please Return With Payment Remittance

Bill To:	Jay Soriano 370 Oakleaf Village Pkwy Orange Park, FL 32065-4259	Account	[101332] Oakleaf Plantation - Double Branch and Middle Village
		Invoice #	101316
		Date	Friday, February 24, 2023
Remit To:	Southeast Fitness Repair 14476 Duval Place West #208 Jacksonville, FL 32218	Amount Paid	_____
		Check Number	_____

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

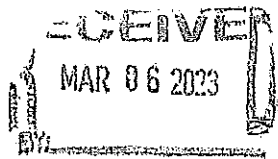
Bill To:
DOUBLE BRANCH
COMM DEV DIST
STE 114
475 W TOWN PL
SAINT AUGUSTINE FL
32092

03-01-23
Invoice Date
018292495
Invoice Number
720343326
Customer Number

MFP3635X1 MFP3635X W/EIP

SER.# BB1-867777
SPLY-MAINT - COST PER COPY PLAN
AMOUNT

BASE CHARGE	MARCH	50.31
SUB TOTAL		50.31
TOTAL		50.31



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

2,330.572.500

Invoice



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

Payment

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

Invoice Amount

PLEASE PAY THIS AMOUNT
01-569-8562 4 720343326 018292495 03-01-23
RR003416 M 070122
03 6GSW 6GSW W 00000 5933 1 B15

\$50.31
VFL40

202100008070060 0182924954 0300050312 272034332682

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - AMBER CRAVEN
Date: March 13, 2023 at 8:49 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



Good evening Todd,

Please make the following refund at your earliest opportunity:

- o LOCATION -- OVCR (SATURDAY) 10:00 A.M. to 2:00 P.M.
- o DATE OF VENUE -- MARCH 11, 2023
- o RESIDENT -- AMBER CRAVEN
- o ADDRESS -- 804 MOSSWOOD CHASE ST, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND - \$100.00
 - BOOKING FEE / DEPOSIT REFUND
- o DEPOSIT was via VISA(6554):
 - DATED: 1/26/23
 - SEQ#: 67
 - BATCH#: 797
 - INVOICE#: 70
 - APPROVAL CODE: 021845
 - AMOUNT: \$100.00

2.300.369.103

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
01/26/23	01/26/23	03/11/23	AMBER CRAVEN SANCHEZ - OVCR DEPOSIT	DEPOSIT	\$ 100.00			VISA-021845

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

Thank you.

I will be out of the office March 29-31, 2023.

Please email me or leave a detailed message at 904-770-4661 with the following information: **NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS.** I will respond at my earliest opportunity. Any messages left on the office phone will not be heard until I return to the office; repeat your name and number twice. Messages left on voice email will be heard, however, only emergencies will be addressed until I return to the office. I am typically not on property over the weekends. Since my time on property is divided between two Districts, appointments are recommended.

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

Governmental Management Services

www.OakLeafResidents.com

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

RECEIVED
 MAR 13 2023
 BY: _____



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

Invoice Number: SSI11038
 Invoice Date: 3/9/2023

Page: 1

Attn: Fiscal - Accounts Receivable

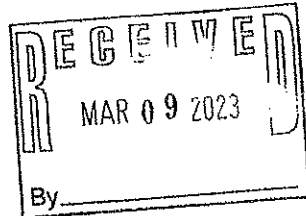
Bill To: OAKLEAF PLANTATION CDD
 MVCDD & DBCDD
 370 OAKLEAF VILLAGE PARKWAY
 ORANGE PARK, FL 32065
 JAVIER SORIANO

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

Due Date 3/24/2023
 Terms Net 15 Days

Customer ID C0000168
 P.O. Number
 P.O. Date 3/9/2023
 Our Order No
 SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee-FEBRUARY 2023		107.25	107.25	5.00	536.25 /2 = 268.12
Fees-2nd Employment Scheduling		10	10	25.00	250.00 /2 = 125



2,320,572.34510

Amount Subject to Sales Tax USD
 Amount Exempt from Sales Tax 786.25

Subtotal: 786.25
 Invoice Discount: 0.00
 Tax: 0.00

Total USD: 786.25 /2 = 393.12

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - DAWN PECK
Date: March 10, 2023 at 7:56 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com.
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



Good evening Todd,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR aka CLUBROOM (SUNDAY) 12:00 P.M. to 4:00 P.M.
- DATE OF VENUE – MARCH 5, 2023
- RESIDENT – DAWN PECK
- ADDRESS – 3112 STONEBRIER RIDGE DRIVE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via CHECK drawn on NAVY FEDERAL CU:
 - CHECK#: 159
 - DATED: 1/12/23
 - DEPOSITED: 1/13/23
 - AMOUNT: \$100.00

2,300.369.103

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
01/12/23	01/13/23	03/05/23	DAWN PECK - OVCR DEPOSIT	DEPOSIT	\$ 100.00		CK# 159	

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

Thank you.

I will be out of the office March 29-31, 2023.

Please email me or leave a detailed message at 904-770-4661 with the following information: **NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS**. I will respond at my earliest opportunity. Any messages left on the office phone will not be heard until I return to the office; repeat your name and number twice. Messages left on voice email will be heard, however, only emergencies will be addressed until I return to the office. I am typically not on property over the weekends. Since my time on property is divided between two Districts, appointments are recommended.

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

Governmental Management Services

www.OakLeafResidents.com

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

RECEIVED
 MAR 10 2023
 BY: _____

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 2320
Invoice Date: 3/14/23
Due Date: 3/14/23
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 March 11, 2023 2-369-103 ✓ 300 RECEIVED MAR 15 2023 BY: _____	9.25	25.00	231.25

Total	\$231.25
Payments/Credits	\$0.00
Balance Due	\$231.25

OK
3/15/23

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

DOUBLE BRANCH CDD

Facility Event Staff Service Hours

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

Covers Period End: March 11, 2023

Amenities Revenue # 2-369-103



Invoice

Invoice #: 10826

Date: 03/01/23

Customer PO:

DUE DATE: 03/31/2023

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 March 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

RECEIVED
MAR 08 2023
BY: _____



SMARTHOMEBIZ
SMART HOME SPECIALISTS

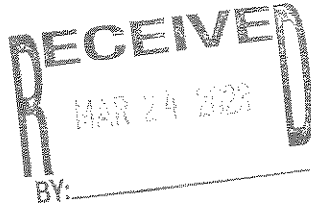
www.smarthome.biz
sales@smarthome.biz

PLEASE PAY BY	AMOUNT	INVOICE DATE
04/05/2023	\$639.96	03/15/2023

Oakleaf Plantation
370 Oakleaf Village Parkway
Orange Park FL 32065

INVOICE NO. 286266

Site: 370 Oakleaf Village Parkway
Orange Park
Site Address: 370 Oakleaf Village Parkway
Orange Park FL 32065
Period: 04/01/2023 to 03/31/2024
Recurring No.: 5810
Job Name: Fitness Center
Order No.:



Description

Please find attached invoice for your Annual monitoring services.

Monthly Security Monitoring

Item	Quantity	Unit Price	Total
Security Phone Line Monitoring	12.00	\$23.33	\$279.96
Cellular Fire Monitoring	12.00	\$30.00	\$360.00
Sub-Total ex Tax			\$639.96
Tax			\$0.00
Total			\$639.96

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

IMPORTANT: Please remember to test your system monthly.
Need automation for your home? Visit us online at www.smarthome.biz

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

Sub-Total ex Tax	\$639.96
Tax	\$0.00
Total inc Tax	\$639.96
Amount Applied	\$0.00
Balance Due	\$639.96

Code to:

320
02-330-572-4661

Double Branch Facility Maintenance- Preventative Contracts



PLEASE PAY BY	AMOUNT	INVOICE DATE
04/05/2023	\$639.96	03/15/2023

INVOICE NO. 286266

How To Pay

INVOICE NO. 286266



Credit Card (MasterCard, Visa, Amex)



Mail

Detach this section and mail check to:

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

Credit Card No.

16 digit credit card number grid

Card Holder's Name: _____ CCV: _____

Expiry Date: [] / [] Signature: _____

NAME: Oakleaf Plantation **DUE DATE:** 04/05/2023 **AMOUNT DUE:** \$639.96

Please Reference: **286266**

I understand that it is my responsibility to periodically (at least monthly) test and check my security system, and to notify the company promptly of service needs, and additionally to notify the company in writing of any changes in the Emergency List information.

Terms and Conditions

1. **PRINTED AGREEMENT** - None of the **PRINTED AGREEMENT** or its items and conditions may be altered without the express written approval of an officer of the Seller.

2. **SELLER** agrees to install specified systems on premises and to make any necessary inspections and tests to deliver system to Purchaser in operating condition in accordance with standard installation procedures of Seller. The installation will be completed within a reasonable length of time based on the conditions inherent in the premises and Seller's installation schedule.

3. **FULL ONE-YEAR WARRANTY** - Seller/Atlantic Companies promises to furnish a replacement part for any portion of Purchaser's security system that proves to be defective in workmanship or material under normal use for a period of one year from the date of installation. Seller reserves the right to use reconditioned parts in fulfillment of this warranty.

Seller/Atlantic Companies extends to Purchasers warranties for equipment not made by us granted by manufacturers of such equipment used in Seller home systems. Seller will return this equipment to the original manufacturer for fulfillment of their warranty obligations.

We will furnish the labor to remove and replace the defective part during the same one-year period. Seller/Atlantic Companies makes no other warranty except as herein specifically set forth, particularly any warranty of merchantability or fitness for any particular purpose, either express or implied in law.

GENERAL: Furnishing of parts and labor as described above shall constitute fulfillment of all Seller/Atlantic Companies obligations with respect to this warranty, and replacement part will be warranted only for the unexpired portion of the original warranty.

A bill of sale, cancelled check, or payment record shall be kept by Purchaser to verify purchase date and establish warranty period.

To obtain service, call the office listed on the Purchase Agreement you signed at the time of purchase of your system:

Distributed by Atlantic Companies
1714 Cesery Boulevard
Jacksonville, FL 32211

Ready access to the system for service is the responsibility of the Purchaser. Seller will perform service during normal working hours. For emergency service, Seller will charge you an emergency service labor premium.

Seller will endeavor to perform service within 48 hours after notification of a problem by the Purchaser.

EXCLUSIONS: This warranty applies only to units sold and retained within the continental USA. This warranty does not apply to the product or parts that have been damaged by accident, abuse, lack of proper maintenance, unauthorized alterations, misapplication, fire, flood, lightning strikes or acts of God.

This warranty does not cover service calls which do not involve defective workmanship or materials.

IN NO CASE WILL SELLER/ATLANTIC COMPANIES BE RESPONSIBLE FOR CONSEQUENTIAL OR SPECIAL DAMAGES.

4. **SELLER NOT AN INSURER** - It is specifically understood and agreed: That Seller is not an insurer; that insurance, if any, shall be obtained by Purchaser; that the payments provided for herein are based solely on the value of the service as set forth herein and are unrelated to the value of the Purchaser's property or Premises; THAT SELLER MAKES NO GUARANTEE OR WARRANTY, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS THAT THE EQUIPMENT OR SERVICES SUPPLIED WILL AVERT OR PREVENT OCCURRENCES OR THE CONSEQUENCES THEREOF WHICH THE SYSTEM OR SERVICE IS DESIGNED TO DETECT OR AVERT. Purchaser acknowledges that it is impractical and extremely difficult to fix the actual damages, if any, which may proximately result from a failure to perform any of the obligations herein, or the failure of the systems to properly operate with resulting loss to Purchaser because of, among other things:

(a) The uncertain amount or value of Purchaser's property or that of other persons kept on the premises which may be lost, stolen, destroyed, damaged or otherwise affected by occurrences which the system or service is designed to detect or avert;

(b) The uncertainty of the response time of any police department, fire department, paramedic unit, patrol service or other such services or entities should such department or entity be dispatched as a result of a signal being received or an audible device sounding;

(c) The inability to ascertain what portion, if any, of any loss would be proximately caused by Seller's failure to perform or by failure of its equipment to operate;

(d) The nature of the service to be performed by the Seller and the uncertain nature of occurrences which might cause injury or death to Buyer or any other person which the system or equipment is designed to detect or avert.

Purchaser understands and agrees that if Seller should be found liable for loss or damage due from a failure of Seller to perform any of the obligations herein, whatsoever, including, but not limited to installation, design, service, monitoring, or the failure of any system or equipment installed by, or service performed by Seller in any respect whatsoever, Seller's maximum liability

shall not exceed a sum equal to the annual service charge contracted herein or Two Hundred Fifty (\$250.00) Dollars, whichever is less, and this liability shall be exclusive; and that the provisions of this Section shall apply if loss or damage, irrespective of cause or origin, results directly or indirectly from performance or nonperformance of the obligation imposed by this contract or from negligence, active or otherwise, of Seller, its agents, assigns or employees. In the event that the Purchaser wished Seller to assume greater liability, Purchaser may, as a matter of right, obtain from Seller a higher limited liability by paying an additional amount proportioned to the increase in damages, but such additional obligation shall in no way be interpreted to hold Seller as an insurer. Purchaser may also obtain such additional liability protection from insurance carrier, as Purchaser desires.

5. **INDEMNIFICATION** - Purchaser agrees to and shall indemnify and save harmless the Seller, its employees and agents for and against all third party claims, lawsuits and losses arising out of or in connection with the operation or non-operation of the system or monitoring facilities whether these claims be based upon alleged intentional conduct or active or passive negligence on the part of Seller, its agents, servants or employees.

The Seller assumes no liability for delay in installation of the system, or interruption of service due to strikes, riots, floods, fires, acts of God, or any cause beyond the control of Seller including interruption in telephone service. Seller will not be required to supply service to the Purchaser while interruption of service due to any such cause shall continue.

6. **CENTRAL STATION SERVICES** - Central station services consist of the receipt, analysis and response (dispatch of proper authorities) to signals from system installed under this Agreement. Such services are initiated upon final payment for installation and pre-payment of service charges. All services may be discontinued anytime charges are unpaid or system is abused. Notice by certified or registered letter to billing address shall be deemed sufficient notice of discontinuation and shall be deemed effective for all purposes upon mailing and not receipt.

Monitoring service is billed and payable annually in advance. **MONITORING SERVICE SHALL CONTINUE ON A YEARLY BASIS UNLESS CANCELLED IN WRITING BY EITHER PARTY NO LESS THAN 60 DAYS BEFORE ANNUAL RENEWAL DATE.**

The Department or other organization to which the connection may be made or an alarm signal may be transmitted may invoke the provisions hereof against any claims by the Purchaser or by others due to failure of such Department organization.

7. **TELEPHONE OR INTERNET CONNECTIONS** - Seller will assist Purchaser in making necessary arrangements to secure telephone or internet service connections for systems. Purchaser agrees to

furnish any necessary telephone or internet services or telephone lines at Purchaser's own expense.

The charge for the installation and continuation of this service shall be billed to the account of the Purchaser and will appear on his regular telephone or internet billing.

8. **TESTING** - It is the responsibility of the Purchaser to test the system for proper operations periodically but not less than monthly. Purchaser shall follow all instructions and procedures which Seller may prescribe for the operation and maintenance of the system.

9. **RETENTION OF TITLE AND RIGHT OF ACCESS** - The system shall remain the personal property of Seller until fully paid for in cash by Purchaser and Purchaser agrees to perform all acts which may be necessary to assure the retention of title to the system by Seller. Purchaser understands and agrees that the installation of equipment owned by Seller does not create a fixture on the Premise as to that equipment. Should Purchaser default in any payment for the system or part, then Purchaser authorized and empowers Seller to enter upon/in said Premise and to remove the system, or part from the premises. Such removal, if made by Seller, shall not be deemed a waiver of Seller's right to damages Seller sustains as a result of Purchaser's default and Seller shall have the right to enforce any other legal remedy or right. Furthermore, Seller shall be in no way obligated to restore the premises to its original condition, or redecorate same in the event the system or part is removed as a result of Purchaser's default in payment, nor shall Seller be obligated or liable to Purchaser in any manner. Risk of loss of the system, or any part of the same, shall pass to Purchaser upon delivery to the premises of such system or part.

10. **FEES, CHARGES, RIGHTS AND COST OF COLLECTION** - All fees and charges are payable in advance. Failure to pay fees, charges or other sums owed will result in your services being disconnected. Further, when you are in default, Seller can require immediate payment (acceleration) of what you owe under the contract and take possession of the property. Purchaser waives any right Purchaser has to demand for payment, notice of intent to accelerate and notice of acceleration. If Seller hires an attorney to collect what Purchaser owes, Purchaser will pay the attorney's fee and court costs as permitted by law. This includes any attorneys' fees Seller incurs as a result of any bankruptcy proceeding brought by or against Purchaser under federal law or an appellate proceeding. Payment shall be due upon the receipt of invoices by Seller unless otherwise specified on the front hereof. Interest shall accrue on all amounts more than thirty (30) days past due at the default rate of interest of 18% per annum or the maximum allowable rate, whichever is less. All payments shall be due and payable at Seller's office set forth on the front of the Agreement. Additionally, there will be a 1.50%/month LATE CHARGE on Past Due Balances. The minimum Late Charge is \$3.00. Any action taken under paragraph 6 and/or paragraph 9 shall in no way prejudice Seller's right to collection of unpaid charges and costs herein enumerated. If services are discontinued because of Purchaser's past due balance, and if Purchaser desires to have the monitoring service reactivated, Purchaser agrees to pay in advance to Seller a reconnect charge to be fixed by Seller at a reasonable amount. Seller shall have the right to increase the recurring service charge provided herein, upon written notice to Purchaser, at any time or times after the date service is operative under this Agreement. Purchaser agrees to notify Seller of any objections to such increase in writing within twenty (20) days after the date of the notice of increase, failing which it shall be conclusively presumed that Purchaser agreed to such increase. In the event Purchaser objects to such increase, Seller may elect to (i.) continue this Agreement under the terms and conditions in effect immediately prior to such increase, or (ii.) terminate the Agreement upon fifteen (15) days advance notice to Purchaser.

In addition to these charges addressed above, Purchaser agrees to pay, upon demand, (a) any false alarm assessments, federal, state and local taxes, fees or charges imposed by any governmental body or entity relating to the equipment or services provided under this Agreement; (b) any increase in charges to company or to Seller for the facilities needed to transmit signals under this Agreement; and (c) any service charge in the event Seller sends a representative to Purchaser's premises in response to a service call or alarm signals where Purchaser has not followed proper operating instructions, failed to close or properly secure a window, door or other protected point, or improperly adjusted CCTV camera, monitors or accessory components.

11. **NOTICE TO PURCHASER** - Under the Mechanic's Lien Law, any person who helps to improve your property and is not paid has the right to enforce his claim against your property. Under law, you may protect yourself against such claims either by filing with the Court a 'No Lien Agreement' or a payment bond depending upon the law of the state where your property is located.

(a) **BUYER'S RIGHT TO CANCEL** this Agreement. Buyer may cancel this Agreement or purchase by mailing a written notice to the Seller postmarked not later than midnight of the third business day after the date this Agreement was signed. Buyer may use the face of this Agreement as that notice by writing 'I hereby cancel' by Buyer signature and by adding your name, address and new signature thereon. The notice must be mailed to Seller at the office indicated in the Agreement and must be sent by either certified mail or registered mail.

12. **ENTIRE AGREEMENT** - This instrument constituted the entire Agreement between the parties hereto with respect to the transactions described herein and supersedes all previous negotiations, commitments (either written or spoken) and writing pertaining hereto.

This Agreement can only be changed by a written amendment signed by both parties or their duly authorized agent. No waiver or breach of any term or condition of this Agreement shall be construed to be a waiver of any succeeding breach.

If any of the terms or provisions of this Agreement shall be determined to be invalid or inoperative, all of the remaining terms and provisions shall remain in full force and effect.

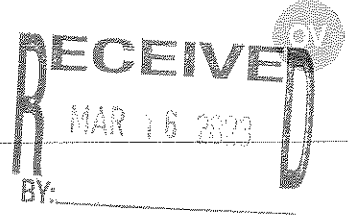
This Agreement becomes binding upon Seller only when signed by a District Sales Manager of Atlantic Companies. In the event of non-approval, the sole liability of the Seller shall be to refund to Buyer the amount that has been paid to Seller upon execution of this Agreement.

13. **LITIGATION** - The laws of the State of Florida shall govern the terms of this Agreement and the parties agree to submit to the jurisdiction of the State of Florida. Venue for resolution of any disputes arising under this Agreement, including litigation, regardless of place of payment, shall be in a forum or court, as required, of competent jurisdiction in Duval County, Florida, and the undersigned waives any venue rights he may possess and agrees that he shall not contest that Duval County, Florida, is a convenient forum.

14. **CHANGES AND ASSIGNMENT** - Purchaser acknowledges that the sale or transfer of the Premise by the Purchaser to a third party does not relieve Purchaser of his obligations under this Agreement. Purchaser may not assign this Agreement unless Purchaser obtains prior written consent from Seller. Seller may assign this Agreement or subcontract the work to be performed without notice to Purchaser or Purchaser's consent.

15. **THIRD PARTY INDEMNIFICATION** - In the event any person, not a party to this Agreement, shall make any claim of file any lawsuit against Seller for any reason relating to our duties and obligations pursuant to this Agreement, including but not limited to the design, maintenance, operation, or non-operation of the alarm-system, Purchaser agrees to indemnify, defend and hold Seller, its dealers, agents, installers, their successors and assigns harmless from any and all claims and lawsuits, including the payment of all damages, expenses, costs and attorneys' fees, whether these claims be based upon alleged intentional conduct, active or passive negligence, express or implied contract or warranty, contribution or indemnification, or strict or product liability on the part of Seller, its dealers, installers, agents, servants, assign or employees. This Agreement by Purchaser to indemnify Seller against third party claims as herein above set forth shall not apply to losses, damages, expenses and liability resulting in injury or death to third persons or injury to property of third persons, which losses, damages, expenses and liability occur solely while an employee of Seller is on Purchaser's Premises in accordance with this Agreement and which losses, damages and liability are solely and directly caused by the act or omissions of that employee.

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - DEBORAH PASCOE
Date: March 16, 2023 at 5:00 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amosing@gmsnf.com



Good afternoon, Todd,

Please make the following refund at your earliest opportunity:

- o LOCATION – OVCR aka Oakleaf Village CLUBROOM (TUESDAY) 7:30 a.m. to 9:30 a.m.
- o DATE OF VENUE – FEBRUARY 11, 2020 to MAY 5, 2020
- o RESIDENT – DEBORAH PASCOE
- o ADDRESS – 3405 CRANE HILL COURT, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND - \$595.00 - \$100.00 Booking Fee/Deposit plus nine (9) weeks at \$55.00 each (2hr rental per week) = \$495.00 (closure was due to COVID-19)*
 - DEPOSIT REFUND and partial RENTAL REFUND
- o DEPOSIT was via CHECK:
 - **RENTAL FEE:**
 - CHECK#: 167
 - DATED: 2/1/20
 - AMOUNT: \$715.00
 - **DEPOSIT FEE:**
 - CHECK#: 168
 - DATED: 2/1/20
 - AMOUNT: \$100.00

2,300.369.103

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
02/01/20	02/03/20	2/11-5/5/20	Debbie Pascoe - OVCR - RR Agreement for 13 wks	26	\$ 715.00		CK# 167	
02/01/20	02/03/20	2/11-5/5/20	Debbie Pascoe - OVCR - RR 13 wks	DEPOSIT	\$ 100.00		CK# 168	DEPOSITED 2/3/20

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

Thank you.

*Resident received a group email sent on MON March 16, 2020 at 8:06 PM regarding District closure due to COVID-19. Resident never responded to the email. On 3/1/23 I received an email from the resident requesting her refund from this reoccurring rental. I checked my records and did not locate a refund request for resident. Please confirm with your records that no refund has been issued to this resident after the March 16, 2020 date, before processing this request. Thank you.

I will be out of the office March 29-31, 2023.

Please email me or leave a detailed message at 904-770-4661 with the following information: **NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE** and **EMAIL ADDRESS**. I will respond at my earliest opportunity. Any messages left on the office phone will not be heard until I return to the office; repeat your name and number twice. Messages left on voice email will be heard, however, only emergencies will be addressed until I return to the office. I am typically not on property over the weekends. Since my time on property is divided between two Districts, appointments are recommended.

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

Governmental Management Services

www.OakLeafResidents.com

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

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

Invoice

Invoice #: 2321
Invoice Date: 3/15/23
Due Date: 3/15/23
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 Maintenance February 1 -February 28, 2023		22,110.08	22,110.08
Maintenance Supplies		1,452.56	1,452.56
Fac. Main Gen. #4,165 ⁰⁰ 2.572.4660			
Fac. Main. Cont. #2,895 ⁶⁴ 2.572.4662			
Lighting Repairs #708 ⁰⁰ 2. 230 572.4663			
Common Area. Main #4,330 ⁰⁰ 2.572.4640			
Repair / Replace #8,750 ⁰⁰ 2.572.6310			
Capital Reserve #2,714 ⁰⁰ 34.600.53800.62000			

RECEIVED
 MAR 21 2023
 BY:

~~\$20,848.64~~
 \$20,848.64
 \$2,714

Jerry Lambert
 3-21-23

Total	\$23,562.64
Payments/Credits	\$0.00
Balance Due	\$23,562.64

**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF FEBRUARY 2023**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
2/1/23	8	T.C.	Work on taking down park equipment with tractor
2/1/23	5	G.S.	Removed debris from all common areas, treated fire ant mounds in parks
2/1/23	8.5	R.G.	Removed old playground at Cannons Pointe with tractor, run loads of soil and top dressing to bulkhead install at bridge entrance with tractor
2/1/23	8	M.C.	Playground removal of all poles, cement and other objects
2/1/23	8	A.B.	Removal of poles, concrete and other playground equipment at Cannons Pointe
2/1/23	6	L.C.	Cleaned up rubble from playground destruction
2/1/23	3	J.R.	Worked on forms for bridge by pool filters
2/2/23	8	T.C.	Worked on bridge bulkheads
2/2/23	4	G.S.	Removed debris from all common areas, treated fire ant mounds in common areas
2/2/23	5.5	R.G.	Finished up building side bulkhead at bridge entrance, continued backfilling bulkhead wall with spoil concrete and landscape fabric install
2/2/23	8	M.C.	Painting, cleaning over spray areas at lifeguard, storage, pool house
2/2/23	8	A.B.	Filled in new bulkhead and installed vinyl railing
2/2/23	8	L.C.	Worked on bulkhead prepping and filling
2/2/23	6.5	J.R.	Worked on forms for bridge by pool filters
2/3/23	4.5	G.S.	Removed debris from all common areas and ponds, treated fire ant mounds in parks
2/3/23	8	L.N.	Deep cleaned fitness center equipment, baseboards and walls
2/4/23	2	R.G.	Worked Polar Plunge event, setup and break down, cleaned pool deck free of geese droppings
2/4/23	2	A.B.	Worked Polar Plunge event, setup and break down
2/6/23	7	T.C.	Light inspection around track and parking lot, changed, fixed and cleaned lights, worked on bridge bulkhead project
2/6/23	8	R.G.	Continued building bulkhead on opposing side of bridge entryway, did touch ups with paint on guard shack building to cover over spray
2/6/23	6	M.C.	Continued working on third bulkhead, cutting wood and removed tarps over pool filter area
2/6/23	6	A.B.	Painted overspray on vinyl soffit on guard shack, worked on bulkhead
2/6/23	8.25	L.C.	Finished painting lifeguard shack
2/6/23	4.5	M.B.	Worked on install of bulkheads
2/6/23	4	A.T.	Removed debris from all common areas
2/7/23	6	T.C.	Worked on drinking water fountain, worked on bridge bulkhead project, worked on changing and cleaning lights around track and parking lot
2/7/23	6	G.S.	Removed debris from all common areas
2/7/23	8	R.G.	Continued building bulkheads at bridge entrance, backfilled completed bulkhead with 5" stone/soil cap and applied landscape fabric to interior side of bulkhead, cut posts tops on a 45 degree angle to flow with contour of land
2/7/23	8	M.C.	Worked on bulkheads on bridge one and finished bulkheads numbers three and four
2/7/23	8	A.B.	Filled bulkheads with concrete and dirt
2/7/23	7.75	L.C.	Worked on bulkhead project
2/7/23	8	M.B.	Worked on install of bulkheads
2/7/23	6.5	J.R.	Finished constructing forms for bridge by pool filters
2/8/23	2.5	G.S.	Removed debris from all common areas, treated fire ant mounds in parks
2/8/23	8	R.G.	Continued building bulkheads at back bridge entrance
2/8/23	8	M.C.	Worked on bridge bulkheads, cleaned/removed screws, then cut wood to sizes needed for bulkhead on bridge, finished installing bulkhead number two and bulkhead number one is missing last piece on bottom of forty five degree angle
2/8/23	8	A.B.	Fixed lighting around tracks and trees in parking lot
2/8/23	7.25	L.C.	Fixed basketball nets, fixed lights
2/8/23	5	M.B.	Worked on bulkhead project
2/9/23	0.5	T.C.	Picked up supplies for bridge bulkheads
2/9/23	8.5	G.S.	Removed debris from all common areas and ponds, treated fire ant mounds in common areas, inspected playgrounds
2/9/23	7.75	L.C.	Worked on lights on track and field
2/10/23	8	T.C.	Light inspection around track, checked lights on when they should have been, cut down tree, worked on bulkhead bridge project
2/10/23	3.5	G.S.	Removed debris from all common areas
2/10/23	8	R.G.	Continued building bulkhead at entrance of bridge and backfilled
2/10/23	8	M.C.	Continued working on bulkhead project

**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF FEBRUARY 2023**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
2/13/23	6	T.C.	Worked on pulling pool pump motor and taking out valves
2/13/23	8	R.G.	Removed motor from pool pack for lower seal replacement, worked on removing old bolts on broken valve for replacement in pool; pack area
2/13/23	8	M.C.	Removed pool motor, rusted pool motor due to multiple issues and repair and replacement
2/13/23	6	M.B.	Removed and replaced pool pump
2/13/23	7.25	L.C.	Removed sub pump and motor from pool pack
2/13/23	4	A.T.	Removed debris from all common areas
2/14/23	8	T.C.	Worked on pulling pool pump motor and taking out valves
2/14/23	8	R.G.	Worked on valve replacement and inner seal replacement, cleaned up impeller on motor and face plate, removed bolts off valves for replacement in pool pack, installed new sump pump in pool pack with new OVC lines with adjusted float
2/14/23	8	M.C.	Worked on pool motor, continued to remove rusted bolts on valves and cleaning of parts to reuse
2/14/23	8	M.B.	Worked on changing out pool pump and valves
2/15/23	8	T.C.	Cut up and removed slide, cleaned up roots, cautioned off playground, disposed of slide and roots
2/15/23	8.25	G.S.	Removed debris from all common areas and ponds, maintenance work on golf cart
2/15/23	8	R.G.	Installed six LED lighting panels under live oak, replaced broken electrical box and repaired conduct, installed LED lighting panel at entrance of amenity center
2/15/23	8	M.C.	Painting pool storage and lifeguard building touch ups and backside where pool filtration system is
2/15/23	8	M.B.	Worked on changing out pool pump and valves
2/15/23	7	L.C.	Cleaned up playground at Cannons Point, marked off area with caution tape
2/15/23	2.5	J.R.	Painted lamp posts, assisted hauling equipment for bridge project
2/16/23	8	T.C.	Put in shut off valves in pool pack, worked on bulkhead project, fixed fence, painted guard shack, picked up supplies
2/16/23	4	R.G.	Continued building bulkheads at bridge entrances, out in replacement valves in pool pack with bolts
2/16/23	8	M.C.	Painting pool storage and lifeguards building, finished painting pool filter side, spot checked where painted and finished white trim, back side gutter bottoms and sides wiped down and visible mold removed
2/16/23	4	M.B.	Worked on painting pool building
2/16/23	6.5	L.C.	Pressure washed and painted all light poles around track and field
2/16/23	7.75	L.N.	Worked on painting pool house
2/17/23	8	G.S.	Removed debris from all common areas
2/17/23	7.5	R.G.	Continued working on pool motor and valve replacement inside of pool pack, continued working on bulkhead install at bridge entrance, installed two LED light panels at front entrance of amenity center
2/17/23	8	M.C.	Worked on pool motor and valves, replaced, repaired and cleaned motor, gasket was not available used permeate to create customized one, hand tightened bolts to motor, all valves were replaced, spray painted screen on storage window and removed boards from bridge number two bulkhead number four as trim was needed
2/17/23	6	A.B.	Replaced pool motor
2/17/23	7.5	L.N.	Paint pool house, changed motor in pool tank, paint poles around track, cleaned up pool house
2/20/23	8.25	R.G.	Installed LED lights around trees in parking lot of amenity center and fitness center, replaced two boxes on light poles, inspected gym equipment for missing bolt, assisted cleaning pool deck free of duck feces
2/20/23	8	M.C.	Inspected fitness equipment for missing screw, reset poles and placement of frame in preparation of new tarps in pool equipment, assisted with cleaning pool deck of duck feces, assisted with LED lights installed at tree base and fountain
2/20/23	4	A.T.	Removed debris from all common areas
2/21/23	8.25	R.G.	Continued working on motor and valve replacement in pool pack, removed and installed new top flange on valve, fixed lock on gym door along with crash bar adjustment
2/21/23	8	M.C.	Worked on pool motor and valves, cut PVC then removed remaining part, started to reassemble the leaking valve, rewired motor and will test in twenty four hours, changed out parts on fitness center main entrance in order for it to work properly
2/21/23	7.5	J.R.	Worked on bridges behind pool area
2/22/23	8.75	G.S.	Removed debris from all common areas, picked up supplies, removed deceased birds from pond
2/22/23	5	R.G.	Finished work on motor and valve install, tightened bolts, adjustments to fitness center door for better operation, replaced flush valve, diaphragm and spud nut in toilet in men's bathroom, adjusted water flow on toilet in women's bathroom for better flow
2/22/23	5	M.C.	Worked on pool motor and valves tightened bolts and nuts on remaining valve, powered on motor to check for no leaks and ready for use, worked on fitness center front door not working properly, adjusted parts and now opening and closing properly, men's bathroom fitness center replaced

**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF FEBRUARY 2023**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
2/23/23	7.5	R.G.	flush valve and washers on toilet that was not working, adjusted women's bathroom water flow
2/23/23	8	M.C.	Continued working on bulkhead, finalized adjustments to pool pack valves and motor
2/23/23	7.75	L.N.	Cleaned up pool storage/lifeguard/soccer building, cut wood for bulkheads, finished bridge two, bulkheads two and three
2/24/23	8.5	G.S.	Worked on building a wooden bridge on the ramps around the track, cleaned up shop
2/24/23	8	R.G.	Removed debris from all common areas and ponds, cleaned and organized shop
2/24/23	8	R.G.	Continued working on bulkheads at bridge entrance, backfilling with dirt and applying erosion fabric, cleaned out workshop and transported materials to other shop
2/24/23	8	M.C.	Worked on bulkheads on each side of bridge, bridge two bulkhead four finished cutting angel, filled backsides of bridge two with dirt and cement, removed duck feces form pool deck, worked on organizing and cleaning out work shed
2/24/23	5.25	L.C.	Worked on organizing and cleaning out work shed
2/27/23	3	T.C.	Cleaned up and transports materials to shop
2/27/23	3	R.G.	Boarded up broken window, cleaned up broken glass in lifeguard shack, cleaned and filled fountain by office
2/27/23	4	A.T.	Boarded up broken window in guard shack, cleaned all tools out of back soccer room
2/28/23	4	T.C.	Removed debris from all common areas
2/28/23	4.5	G.S.	Cleaned up lifeguard shack, replaced broken toilet seat in men's bathroom, picked up supplies
2/28/23	3.5	L.C.	Removed debris from all common areas and ponds
2/28/23	3.5	L.C.	Worked on bulkheads on track

TOTAL 630

MILES 135

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

MAINTENANCE BILLABLE PURCHASES

Period Ending 3/05/23

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DB				
DOUBLE BRANCH				
	2/7/23	4x4-10 PT Lumber (4)	70.70	T.C.
	2/8/23	LED Floodlight (4)	170.20	J.S.
	2/8/23	Spade Bit Set	11.43	J.S.
	2/8/23	Ryobi Engraving Kit	5.69	J.S.
	2/8/23	LED Floodlight (4)	170.20	J.S.
	2/8/23	1 Gang Outlet Box	6.39	J.S.
	2/8/23	Machine Screws	1.59	J.S.
	2/8/23	Machine Screws Wing Nuts	1.59	J.S.
	2/9/23	2x6-16 PT Lumber (2)	32.15	T.C.
	2/9/23	Stretch Wrap 20"x500'	17.24	T.C.
	2/9/23	60lb Sakrete BLKTP Patch (2)	42.16	T.C.
	2/15/23	Permatex Seal Maker	9.18	J.S.
	2/15/23	SS Nut/Washer Set (3)	27.50	J.S.
	2/15/23	90W 2pk DIM (3)	45.75	T.C.
	2/15/23	Flood Light 15 W 1500 LUM	48.37	T.C.
	2/15/23	Outdoor Electric Box	6.39	T.C.
	2/15/23	Outdoor Electric Box Cover	3.15	T.C.
	2/15/23	Pelican Liner 3pk (2)	10.97	T.C.
	2/15/23	Diablo Bi-Metal Saw Blade Set 3pc	9.19	T.C.
	2/15/23	Microfiber Towels 12pk	7.46	T.C.
	2/15/23	Terry Towels 10pk	9.19	T.C.
	2/16/23	SS Nut/Washer Set (3)	27.50	J.S.
	2/16/23	Sakrete 60lb (3)	15.53	J.S.
	2/16/23	4x4-6' PT Lumber	10.10	T.C.
	2/16/23	Universal Flat Free Tire	28.74	T.C.
	2/16/23	Husky Pliers and Wrench Set	10.34	T.C.
	2/16/23	Wheelbarrow 6CY with Flat Free Tire	79.93	T.C.
	2/17/23	LED Floodlight (6)	248.81	J.S.
	2/17/23	4" PVC Coupling	6.72	J.S.
	2/17/23	1/2"x1/2" Female Drop Ear PVC Connection	11.93	J.S.
	2/20/23	SS Nut/Washer Set	9.17	J.S.
	2/20/23	Ligth Post	19.11	J.S.
	2/21/23	4"x2' PVC Section Pipe	17.91	J.S.
	2/27/23	Anchor Kit with Screws and Bit	17.69	R.G.
	2/28/23	Toilet Seat	33.33	T.C.
	2/28/23	Dust Pan	20.11	T.C.
	2/28/23	Gas for Equipment	75.00	T.C.
	3/1/23	1x4 14' Strip	10.20	R.G.
	3/1/23	9-In-1 Screwdriver	10.91	R.G.
	3/1/23	Set Your Own Combo Lock	14.63	R.G.
	3/1/23	800 Lumen Utility Light	4.91	R.G.
	3/1/23	Locking Washer 25pc	7.08	R.G.
	3/1/23	Hex Nut 3/8 50pc	14.88	R.G.
	3/1/23	Hex Bolts 3/8 6" (38)	51.57	R.G.

TOTAL \$1,452.56

Powered by HD Supply

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

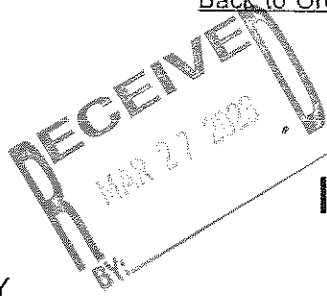
- [Home](#)
- [Account](#)
- [Invoice History](#)
- [Invoice Detail](#)

Repair & Replacement
 To be split 50/50
 between both
 districts
 below

Invoice Detail

Customer ID: 647283
 Invoice Number: 736585829
 Invoice Date: 3/21/2023
 Order Number: 49285305
 Purchase Order:

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



Shipped To:

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

Invoice Total \$1,330.52

Home Depot Pro Notes:

CALL JAY 904-562-0249 30 MIN BEFORE DELIVERY

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

Lombard warehouse.

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

FRS3WDS60-LA WAVE 3D URINAL SCREEN FABULOUS

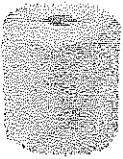





i\$7.95 Handling Charge

Delivery information for this invoice may be

found at: www.HomeDepotPro.com/Institutional

DB
 2,320.572 - 63100
 \$665.26

MV
 34,600.538 - 6400

Description Item Number	Quantity Ordered	Quantity Shipped	Unit Price	Total
 CONTROLLED HARD ROLL TOWEL NATURAL <u>REN06132-WB</u>	6	6	\$59.88	\$359.28
 RENOWN SINGLE ROLL BATH TISSUE 2PLY <u>REN06125-WB</u>	6	6	\$63.22	\$379.32
 BAG SANI WASTE WAXED KRAFT 7.5X10 <u>HOSKL-260</u>	1	1	\$36.29	\$36.29
 RENOWN LNR 40X48 12MIC NAT <u>REN14512-CA</u>	5	5	\$40.88	\$204.40
 RENOWN LNR 40X46 .74MIL WHT <u>REN24512-CA</u>	5	5	\$34.27	\$171.35
 APPEAL GEN PURP FOAM HAND SOAP <u>APP17100-04</u>	16	16	\$10.00	\$160.00
 TRIGGER SPRAYER W/TUBE WHT <u>IMP5900-90</u>	6	6	\$1.23	\$7.38
 BOTTLE SPRAY EMPTY RTU 32OZ <u>JWP05357</u>	1	1	\$4.55	\$4.55

Subtotal \$1,322.57
 Shipping & Handling \$7.95
 Tax \$0.00
 Web Discount -\$0.00
 Invoice Total \$1,330.52

Powered by HD Supply®

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

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

Repair & Replacement
 To be split 50/50
 between both
 districts below

Invoice Detail

Customer ID: 647283
 Invoice Number: 736585829A
 Invoice Date: 3/21/2023
 Order Number: 49285306
 Purchase Order:

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



Shipped To:

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

Invoice Total \$339.60

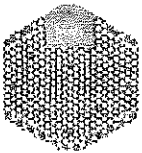
Home Depot Pro Notes:

CALL JAY 904-562-0249 30 MIN BEFORE DELIVERY

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

DB
 2,320.572,63100
 MV \$169.80
 34,600,538.64000

Description Item Number	Quantity Ordered	Quantity Shipped	Unit Price	Total
---------------------------	------------------	------------------	------------	-------



WAVE 3D URINAL SCREEN FABULOUS ERS3WDS60-LAV	12	12	\$28.30	\$339.60
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Subtotal \$339.60
 Shipping & Handling \$0.00
 Tax \$0.00
 Web Discount -\$0.00
 Invoice Total \$339.60



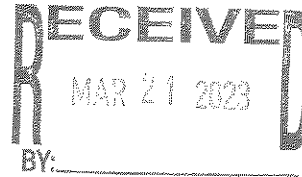
From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - JAIME MAIER
Date: March 20, 2023 at 9:47 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com

Good evening, Todd,

Please make the following refund at your earliest opportunity:

- o LOCATION -- OVCR aka CLUBROOM (SUNDAY) 2:30 P.M. to 6:30 P.M.
- o DATE OF VENUE -- MARCH 19, 2023
- o RESIDENT -- JAIME MAIER
- o ADDRESS -- 3777 AUBREY LANE, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND - \$100.00
 - BOOKING FEE / DEPOSIT REFUND
- o DEPOSIT was via CHECK drawn on NAVY FEDERAL CU:
 - CHECK#: 1297
 - DATED: 1/27/23
 - DEPOSITED: 1/30/23
 - AMOUNT: \$100.00

2,300.369.103



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
01/27/23	01/30/23	03/19/23	JAIME MAIER - OVCR DEPOSIT	DEPOSIT	\$ 100.00		CK# 1297	DEPOSITED 1/30/23

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

Thank you.

I will be out of the office March 29-31, 2023.

Please email me or leave a detailed message at 904-770-4661 with the following information: NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity. Any messages left on the office phone will not be heard until I return to the office; repeat your name and number twice. Messages left on voice email will be heard, however, only emergencies will be addressed until I return to the office. I am typically not on property over the weekends. Since my time on property is divided between two Districts, appointments are recommended.

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

Governmental Management Services

www.OakLeafResidents.com

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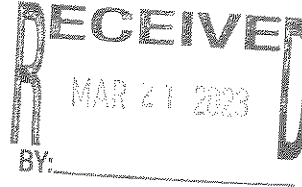


From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - JAIME MAIER - REVISED VIO Late c/o
Date: March 21, 2023 at 9:00 AM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com

Good morning, Todd,

Please make the following refund at your earliest opportunity:

- o LOCATION – OVCR aka CLUBROOM (SUNDAY) 2:30 P.M. to 6:30 P.M.
- o DATE OF VENUE – MARCH 19, 2023
- o RESIDENT – JAIME MAIER
- o ADDRESS – 3777 AUBREY LANE, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND - \$75.00 - VIO Late checkout - charged \$25.00
 - BOOKING FEE / DEPOSIT REFUND
- o DEPOSIT was via CHECK drawn on NAVY FEDERAL CU:
 - CHECK#: 1297
 - DATED: 1/27/23
 - DEPOSITED: 1/30/23
 - AMOUNT: \$100.00



2.300.369.103

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
01/27/23	01/30/23	03/19/23	JAIME MAIER - OVCR DEPOSIT	DEPOSIT	\$ 100.00		CK# 1297	DEPOSITED 1/30/23

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

Thank you.

I will be out of the office March 29-31, 2023.

Please email me or leave a detailed message at 904-770-4661 with the following information: **NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS.** I will respond at my earliest opportunity. Any messages left on the office phone will not be heard until I return to the office; repeat your name and number twice. Messages left on voice email will be heard, however, only emergencies will be addressed until I return to the office. I am typically not on property over the weekends. Since my time on property is divided between two Districts, appointments are recommended.

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Governmental Management Services

www.OakLeafResidents.com

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MAKE CHECK PAYABLE TO:



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 3/21/2023 \$2,070.00

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

000000001908200100000000175380000020700062

Please Return this portion with your payment

Invoice Due Date 8/14/2022 Invoice 17538B PO #

Invoice Date	Description	Quantity	Amount	Tax	Total
8/4/2022	Water Management - Monthly		\$2070.00	\$0.00	\$2070.00

8664 OAKLEAF VILLAGE PKWY, JACKSONVILLE, FL ORANGE PARK, FL 32065

Code to: 2-320-572-4680 10/2022

Please remit payment for this month's invoice.

Double Branch Lake Maintenance

RECEIVED
MAR 24 2023
BY: _____

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:** \$2070.00

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

Customer Account #: 708477 **Corporate Address**
Portal Registration #: BCF0DAE5 4651 Salisbury Rd, Suite 155
Jacksonville, FL 32256

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

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

MAKE CHECK PAYABLE TO:



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	3/21/2023	\$2,900.00

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

000000001908200100000000201900000029000005

Please Return this portion with your payment

Invoice Due Date 4/18/2022	Invoice 649371	PO #
-----------------------------------	-----------------------	-------------

Invoice Date	Description	Quantity	Amount	Tax	Total
4/8/2022	QB Balance		\$2697.67	\$202.33	\$2900.00

Code to:
2-320-572-4680
Double Branch Lake Maintenance
\$2697.67

STOCKING OF FOUR HUNDRED (400) TRIPLOID GRASS CARP @ \$7.00 EACH

Credits	\$0.00
Adjustment	\$0.00
AMOUNT DUE	

Total Account Balance including this invoice:

\$7140.00

This Invoice Total:

\$2900.00

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/

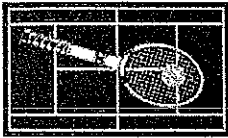
Set Up Customer Portal to pay invoices online, set up recurring payments, view payment history, and edit contact information

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
3/09/23	00034	3/01/23	35979	202303	600	53800	62000		PICKLEBALL COURT CNSTRCTN WELCH TENNIS COURTS, INC.	*	35,854.65	35,854.65	000089
3/10/23	00027	2/17/23	826182	202302	600	53800	62100		EQUIPMENT WIPES ERC WIPING PRODUCTS	*	575.00	575.00	000090
3/10/23	00035	2/20/23	2318	202301	600	53800	62100		REPAIRS AND REPLACEMENT GOVERNMENTAL MANAGEMENT SERVICES	*	6,411.00	6,411.00	000091
3/10/23	00030	2/24/23	101318	202302	600	53800	62100		FITNESS EQUIPMENT REPAIR SOUTHEAST FITNESS REPAIR	*	186.74	186.74	000092
3/31/23	00036	3/23/23	03232023	202303	600	53800	62100		SLIDE POOL DETECTION AMERICAN LEAK DETECTION	*	1,100.00	1,100.00	000093
3/31/23	00038	2/08/23	02082023	202303	600	53800	62100		PLAYGROUND EQUIPMENT BEYOND YOUR ORDINARY	*	3,995.00	3,995.00	000094
3/31/23	00035	3/15/23	2321	202302	600	53800	62100		CAPITAL RESERVE GOVERNMENTAL MANAGEMENT SERVICES	*	2,714.00	2,714.00	000095
3/31/23	00012	2/08/23	02082023	202303	600	53800	62000		ELEPHANT PLAY EQUIP	*	34,830.00		
		2/08/23	02082023	202302	600	53800	62000		GRAND VENETIAN PLAY EQUIP	*	23,693.22		
									PRO PLAYGROUNDS			58,523.22	000096
3/31/23	00037	3/09/23	ORD00116	202303	600	53800	62100		LIFEGUARD SUPPLIES THE LIFEGUARD STORE INC.	*	1,221.13	1,221.13	000097
3/31/23	00039	2/08/23	267	202302	600	53800	62100		EXTERIOR MAINTENANCE	*	4,112.50		
		2/08/23	267	202302	600	53800	62100		EXTERIOR MAINTENANCE	*	4,112.50		
		2/08/23	267	202302	600	53800	62100		EXTERIOR MAINTENANCE	V	4,112.50-		
		2/08/23	267	202302	600	53800	62100		EXTERIOR MAINTENANCE	V	4,112.50-		
									EDWIN ARCE DBA TITO'S PAINTING CO			.00	000098

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
3/31/23	00039	2/08/23 267A	202302 600-53800-62100	EDWIN ARCE DBA TITO'S PAINTING CO	*	4,112.50	4,112.50 000099

3/31/23	00039	2/08/23 267B	202302 600-53800-62100	EDWIN ARCE DBA TITO'S PAINTING CO	*	4,112.50	4,112.50 000100

TOTAL FOR BANK C						118,805.74	
TOTAL FOR REGISTER						118,805.74	



Estimate

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

Date	Estimate #
3/1/2023	35979

Ⓢ 34 34,650, 538, 620

Bill To
Jay Soriano OakLeaf Plantation 370 Oak Leaf Village Pkwy Orange Park FL 32065

Ship To
Tennis (Jay or Andy) OakLeaf Plantation 845 Oak Leaf Plantation Pkwy Orange Park FL 32065

Sales Rep	Ship Via	Expires
Shannon Wilder		3/1/2023

Notes

Quantity	Units	Description	Options	Rate	Amount
43	ea	Sand 84 (50# bag)		14.65	629.95
124	ea	Sand 80-100F (50# bag)		12.25	1,519.00
5	ea	Turf II (55 gallon drum)		987.99	4,939.95
3	ea	Base I (55 gallon drum)		908.99	2,726.97
4	ea	Base II (55 gallon drum)		987.99	3,951.96
3	ea	Acrylic Resurfacer (55 gallon drum)		861.85	2,585.55
4	ea	Court Patch Binder (5 gallon bucket)		163.99	655.96
8	ea	Dark Green (55 gallon drum)		1,154.99	9,239.92
6	ea	Light Blue (55 gallon drum)		1,169.99	7,019.94
7	ea	Textured White Line Paint (1 gallon squeeze bottle)		51.49	360.43
7	ea	Line Rite (1 gallon squeeze bottle)		32.99	230.93
1	ea	Straightliner		535.49	535.49
1		Delivery with lift gate.		1,458.60	1,458.60

Thank you for your business.	Total	\$35,854.65
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Please note that prices quoted at the time of order are subject to change without notice.



19 Bennett Street • Lynn, MA 01905
 1-800-225-9473 (WIPE)
 781-593-4000 • Fax 781-593-4020
 email: erc@ercwipe.com • www.ercwipe.com

Order Number	Page
826182	1

Sold-To: 29121
 OAKLEAF PLANTATION
 370 OAKLEAF VILLAGE PARKWAY
 ORANGE PARK, FL 32065
 Phone: (904) 406-2206

Ship-To:
 OAKLEAF PLANTATION
 370 OAKLEAF VILLAGE PARKWAY
 ORANGE PARK, FL 32065
 (904) 406-2206

Order No.	Customer P/O	Ship By	Term	Ship Date	Sales Rep
826182	DOUBLE BRANCH	R & L CARRIERS EXCEP	NET 30	2/17/2023	34

Item	Description	U/M	Order	Ship	B/O	Net Price	Extended
EW3000MAX		CSEE	10	10		57.5000	575.00
<p>Code to: Double Branch Repair and Repl. 34.600.53800.6200</p> <p style="text-align: center; font-size: 2em; opacity: 0.5;">Acknowledgment</p> <div style="text-align: center; border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>RECEIVED MAR 08 2023 BY: _____</p> </div>							

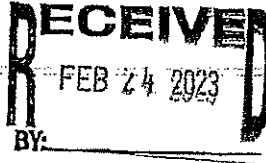
THANK YOU FOR YOUR ORDER.
MOST ORDERS WILL SHIP WITHIN 24 HOURS.

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

Invoice

Invoice #: 2318
 Invoice Date: 2/20/23
 Due Date: 2/20/23
 Case:
 P.O. Number:

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



Description	Hours/Qty	Rate	Amount
Facility Maintenance January 1 - January 31, 2023		16,144.36	16,144.36
Maintenance Supplies		2,363.53	2,363.53
Facility Main Gen #4,166⁰⁰			
2.572.4660			
Facility Main Cont. #2,894⁸⁹			
2.572.4662			
Lighting Repairs #704⁰⁰			
2.230.572.4663			
Common Area Maint #4,332⁰⁰			
2.572.4640			
X Repairs/Replace #6,411⁰⁰ X			
2.572.6310			
34,600.538.621 Cap Res			

Jerry Lambert
 2-23-23

Total	\$18,507.89
Payments/Credits	\$0.00
Balance Due	\$18,507.89
	\$6,411.00

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF JANUARY 2023

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
1/2/23	4	A.T.	Removed debris from all common areas
1/3/23	5	G.S.	Removed debris from all common areas
1/3/23	4	R.G.	Sanded down back doors at amenity center for repainting, painted back door and cleaned up, cleaned up garage at entryway and unloaded scaffolding, unplugged all Christmas lights at fitness center and office entrance, picked up supplies
1/3/23	4	M.C.	Setting up roof brackets and scaffolding door to fitness center
1/4/23	3	G.S.	Removed debris from all common areas, treated fire ant mounds in parks
1/4/23	7	R.G.	Continued sanding down back doors and repainted them at amenity center, added self tappers to back chemical gate, sanded and repainted and remounted lock, changed out light bulbs in men's restroom at fitness center and adjusted brightness in front entryway of bathroom
1/4/23	4	M.C.	Sanded, scraped door to prepare to paint at fitness center, worked on pool gate
1/5/23	5	G.S.	Removed debris from all common areas and ponds
1/5/23	4	R.G.	Finished painting back doors, sanded and repair to doors and repainted, second coat of paint to back chemical gate and touched up
1/5/23	4	M.C.	Finished painting doors and clean up for fitness center
1/6/23	4	G.S.	Removed debris from all common areas and ponds
1/6/23	8	L.N.	Polished chrome in fitness center, field house
1/6/23	4	A.B.	Took down Christmas lights
1/9/23	4	A.T.	Removed debris from all common areas
1/9/23	7.5	L.C.	Took down the rest of Christmas decorations around community
1/10/23	4	T.C.	Assembled new fitness center equipment
1/10/23	5	G.S.	Removed debris from all common areas and ponds
1/10/23	4	M.C.	Worked on fitness center assembly of equipment, removed Christmas lights
1/10/23	4.5	J.R.	Assisted assembling gym equipment
1/11/23	1	T.C.	Changed lights at entrance sign
1/11/23	5	G.S.	Removed debris from all common areas
1/12/23	4.5	G.S.	Removed debris from all common areas, cleaned ponds, removed deceased birds and disposed
1/13/23	5	G.S.	Removed debris from all common areas
1/13/23	4	L.N.	Cleaned windows in fitness center and Grand Banquet room
1/17/23	4	T.C.	Worked on playground by soccer field
1/17/23	5	G.S.	Removed debris from all common areas, cleaned up deceased birds from ponds
1/17/23	4	R.G.	Worked on playground equipment replacement of barrier at top of slide chute, removed rocking animal from playground
1/18/23	8	T.C.	Light inspection, changed lights in bathroom and fitness center, worked on playground and removed rocking horse, picked up supplies
1/18/23	4	G.S.	Removed debris from all common areas
1/18/23	6	R.G.	Finished working on playground repair and removed climbing rail, backfilled holes from removal, raked surfaces in playground area, removed concrete forms from animal rocker removal
1/19/23	4	G.S.	Removed debris from all common areas, treated fire ant mounds in parks
1/19/23	7.5	L.C.	Worked on lifeguard shack painting
1/20/23	2	T.C.	Cleaned and filled fountain, measured for windscreen around shop
1/20/23	4.5	G.S.	Removed debris from all common areas
1/23/23	8	T.C.	Picked up broken chair and took to shop to repair, finished taking down and putting away Christmas and Halloween decorations, cleaned gutters at fitness center, picked up supplies
1/23/23	3	R.G.	Fixed trim around guard shack, put Christmas lights in attic along with Christmas tree and wreaths, reattached 2x12 trim at window base on front and back of building
1/23/23	5.5	M.C.	Put Christmas stuff away, fixed wood trim on back of storage area, removed nails and caulked edges, worked on opposite side of storage area, fixed wood trim and caulked
1/23/23	2	A.B.	Put Christmas décor away
1/23/23	8.5	L.C.	Worked on cleaning gutters on amenity center and life guard shack
1/23/23	4	A.T.	Removed debris from all common areas
1/24/23	4	T.C.	Painted block wall around pool pack area
1/24/23	5	G.S.	Removed debris from all common areas and ponds
1/24/23	8	R.G.	Picked up painting supplies for guard shack and pool chemical enclosure, started painting back wall behind guard shack and pool chemical building, reattached bolt to backrest on gym equipment
1/24/23	8	M.C.	Cut hardy board for walls around door in back of pool-area, painted white trim of wall behind shop storage area

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
 MAINTENANCE BILLABLE HOURS
 FOR THE MONTH OF JANUARY 2023

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
1/24/23	7.5	A.B.	Began hardy board installation on guard shack door, made minor building repairs to guard shack, pressure washed guard shack to prep for painting
1/24/23	7.75	L.C.	Worked on lifeguard shack décor and siding
1/24/23	7	J.R.	Worked on repair of guard shack door
1/25/23	4	T.C.	Worked on lifeguard shack door
1/25/23	5	G.S.	Removed debris from all common areas, maintenance work on trash receptacle in park
1/25/23	8	R.G.	Reframed back guard shack door and installed new hardy backer board on wall around door frame, installed 2" trim around guard shack door
1/25/23	8	M.C.	Removed plywood that was different sizes and replaced with 3/4 sheets, framed in trim, cut hardy board and attached to wall
1/25/23	6.5	A.B.	Painted pool pack wall, installed hardy board
1/25/23	5	L.C.	Worked on pressure washing and cleaning lifeguard shack
1/25/23	2.5	J.R.	Worked on guard shack repair of door, painting exterior brick wall
1/26/23	4	T.C.	Painted block wall around pool pack area and lifeguard shack
1/26/23	4.5	G.S.	Removed debris from all common areas
1/26/23	8	R.G.	Continued working on guard door, painting guard shack building, removed painters tape, picked up painting supplies for guard shack, added wood putty to trim cracks and sanded
1/26/23	8	M.C.	Bonded top piece of hardy board to top of door, caulked all edges of hardy board to frame, then painted walls and trim of storage and pool building
1/26/23	8	A.B.	Used paint sprayer to paint guard shack building, touched up trim to eliminate overspray, fixed gym equipment
1/26/23	7.5	L.C.	Painted lifeguard shack
1/26/23	6.5	J.R.	Touched up exterior wall of guard shack, worked on repair of door at guard shack
1/27/23	8	T.C.	Painted lifeguard shack building trim
1/27/23	5	G.S.	Removed debris from all common areas and ponds
1/27/23	8	M.C.	Painting walls and trim of storage and pool building
1/27/23	8	L.N.	Painting pool shed
1/27/23	8	A.B.	Finished painting guard shack building, fix banquet room chair
1/27/23	5.25	L.C.	Painted lifeguard shack
1/30/23	8	T.C.	Taking apart playground at Cannons Point
1/30/23	8	R.G.	Built bulkhead left side of bridge at guard shack/trail edge, finished touch ups on painting at guard shack
1/30/23	8	M.C.	Built bulkhead left side of bridge by lifeguard/storage shack
1/30/23	8	A.B.	Took apart Cannons Point playground
1/30/23	7.75	L.C.	Took apart Cannons Point playground
1/30/23	4	A.T.	Removed debris from all common areas
1/31/23	8	T.C.	Taking down playground at Cannons Point, worked on bulkhead
1/31/23	6	G.S.	Removed debris from all common areas
1/31/23	8	R.G.	Continued building bulkhead on bridge entrance at guard shack/trail edge right side, installed landscape fabric and spoil concrete as prep for backfill of bulkhead
1/31/23	8	M.C.	Built bulkhead on right side of bridge by lifeguard/storage shack
1/31/23	8	A.B.	Built bulkheads for dirt retention at bridges
1/31/23	7.75	L.C.	Cleaned up playground parts from Cannons Point Park
1/31/23	6.5	J.R.	Worked on forms for bridge sides next to pool filters

TOTAL 459.5

MILES 139

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

MAINTENANCE BILLABLE PURCHASES

Period Ending 2/05/23

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DB				
DOUBLE BRANCH				
	1/3/23	Loctite Premium Adhesive	21.53	R.G.
	1/3/23	5/8 Hex Head Self Tappers	5.74	R.G.
	1/3/23	4" Mini Router Frame	3.99	R.G.
	1/4/23	6by8 Silver Duct	8.60	T.C.
	1/4/23	Fine PT BLK Marker 2pk	2.40	T.C.
	1/4/23	Heavy Duty Dewalt Utility Blades	2.29	T.C.
	1/4/23	13/18/26W PL VER Universal LED (2)	34.43	T.C.
	1/4/23	Gloss Black Spray Paint	6.03	T.C.
	1/10/23	Yellow Caution Tape	6.31	T.C.
	1/10/23	Metric Hex Nut 8.8 Zinc 12N-1.25 (2)	2.88	T.C.
	1/10/23	9" Magneto Torpedo Level	3.44	T.C.
	1/10/23	Google	2.75	T.C.
	1/10/23	Safety Glass Anti-Scratch	11.49	T.C.
	1/10/23	Hex Nut 1/2	0.33	T.C.
	1/11/23	90W Dim Flood Lights (3)	22.87	T.C.
	1/11/23	Fire Ant Bait (8)	146.92	G.S.
	1/11/23	Nifty Nubber	22.97	G.S.
	1/11/23	Carburetor Cleaner	4.58	G.S.
	1/11/23	Carpenter Knife	10.32	G.S.
	1/11/23	60W Light Dubs 4pk	6.60	G.S.
	1/17/23	Bucket with Handle	1.89	T.C.
	1/17/23	Multi Piece Mag Torx Wrench	10.34	T.C.
	1/17/23	Quadrube LED 13W (2)	27.53	T.C.
	1/17/23	Wood Filer	6.89	T.C.
	1/17/23	150' Self-Stick Tape	6.31	T.C.
	1/17/23	Dynalox Caulk (2)	14.44	T.C.
	1/18/23	Kwikset Keys (2)	7.88	T.C.
	1/18/23	Socket Set	22.98	R.G.
	1/18/23	Claw Hammer	5.16	R.G.
	1/18/23	2" Vinyl Letters Set	3.99	J.S.
	1/18/23	2" Vinyl Numbers Set	3.99	J.S.
	1/18/23	3" Vinyl #6 (4)	4.28	J.S.
	1/18/23	3" Vinyl #3 (4)	4.28	J.S.
	1/18/23	3" Vinyl #5 (4)	4.28	J.S.
	1/18/23	3" Vinyl #4 (4)	4.28	J.S.
	1/18/23	3" Vinyl Letter I (2)	2.14	J.S.
	1/23/23	Oscillating Multi-Tool Blade Kit	24.14	T.C.
	1/23/23	Black Nitr Gloves 40pk	14.36	T.C.
	1/23/23	160 Qt Storage Tote	45.98	T.C.
	1/24/23	Orb B3 Set	9.65	R.G.
	1/24/23	9x3/8" Shedless Knl 3pk	13.20	R.G.
	1/24/23	4x3/8" Shedless Knl 6pk	13.04	R.G.
	1/24/23	2" Short Cut Brush	12.62	R.G.
	1/24/23	9" Router Frame	2.46	R.G.
	1/24/23	9" Tray Set 8pc	28.73	R.G.
	1/24/23	PeKcon Liner 3pk	6.49	R.G.
	1/24/23	9" Tray Deep-Well	4.68	R.G.
	1/24/23	4"x11" Mini Router Frame	2.00	R.G.
	1/24/23	Behr PPE Flat Paint 5 Galon	230.00	R.G.
	1/24/23	Behr Exterior Flat Paint 4.69 Galon	230.00	R.G.
	1/24/23	Husky Tool Box	5.74	R.G.
	1/27/23	Behr Exterior Flat Paint 4.69 Galon	230.00	T.C.
	1/27/23	Pine Sol	10.79	T.C.
	1/27/23	PeKcon Liner 3pk	5.49	T.C.
	1/27/23	Router Pal	6.03	T.C.
	1/27/23	2" Flat Brush (6)	22.89	T.C.
	1/27/23	4x3/8 Shedless Knl Assembly	6.52	T.C.
	1/27/23	4x3/8 Shedless Knl 6pk	13.04	T.C.
	1/27/23	Frog Tape	11.48	T.C.
	1/27/23	Terry Towels 10pk	9.19	T.C.
	1/30/23	Acelone	26.40	T.C.
	1/30/23	Deckmate Screws 25lb	131.10	T.C.
	1/30/23	7-1/4" Fine Finish Diablo Blade	12.35	T.C.
	1/30/23	Caution Tape	6.31	T.C.
	1/30/23	4x4-10' PT Lumber (2)	35.35	T.C.
	1/30/23	2x6-10' PT Lumber (10)	109.02	T.C.
	1/30/23	Husky 3pc-1/4" end 3/8" Adapter Set	8.04	T.C.
	1/30/23	Husky Bit Socket 3/8" Drive T30 Torx	2.62	T.C.
	1/30/23	Husky Tamperproof Torx 8pk Socket Set	31.02	T.C.
	1/30/23	Husky 7pc 3/8" MM Hex Bit Socket Set	27.57	T.C.
	1/30/23	Gas for Equipment	75.00	T.C.
	2/1/23	Tractor Rental & Protection	474.78	T.C.
	2/3/23	Assorted Ring Kit 100pk	7.46	T.C.

TOTAL 52,163.53



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

Invoice #101318
 Invoice Date: 2/24/2023

Account #101332
 Oakleaf Plantation - Double Branch and Middle Village

Invoice

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

Service Information			
Services	Qty	Rate	Price
370 Oakleaf Village Pkwy, Orange Park, FL 32065-4259			
— Product: Shipping	1.00 Ea	\$25.00 / Ea	\$25.00
— Product: LF - HHT TM - LFT BULL HORN - INCLINE CONTROL - 1008488-0001	2.00 Ea	\$54.00 / Ea	\$108.00
— Product: LF - HHT TM - RT BULL HORN - SPEED CONTROL - 1008489-0001	1.00 Ea	\$53.74 / Ea	\$53.74
Code to:		Subtotal:	\$186.74
Double Branch Repair and Repl.		Tax:	\$0.00
34.600.53800.6200		Total:	\$186.74
	Pay Now	Amount Paid:	\$0.00
		Balance Due:	\$186.74

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

RECEIVED
 MAR 08 2023
 BY: _____

Billing Receipt - Please Return With Payment Remittance

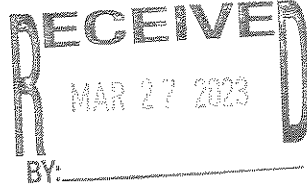
Bill To:	Jay Soriano 370 Oakleaf Village Pkwy Orange Park, FL 32065-4259	Account	[101332] Oakleaf Plantation - Double Branch and Middle Village
		Invoice #	101318
		Date	Friday, February 24, 2023
Remit To:	Southeast Fitness Repair 14476 Duval Place West #208 Jacksonville, FL 32218	Amount Paid	_____
		Check Number	_____

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



1725 S. Nova Rd. Unit D-5
South Daytona, FL 32119
Ph: 386-756-4113
Fax: 386-756-0531
Email: office@alddaytona.com
www.americanleakdetection.com

March 23, 2023



SLIDE POOL DETECTION PROPOSAL

Double Branch CDD
370 Oakleaf Village
Orange Park, FL 32065
attn: Jay Soriano - Operations Mgr, 904-562-0249

e: jsoriano@gmsnf.com

Dear Jay,

It is a pleasure to present this proposal letter to provide leak detection services for the community "slide."

The fee for our leak detection service is **\$1,000.00**. We will patch *up to 10* surface area leaks using a 2-part epoxy. The fee for the epoxy application is **\$100.00**. If a major repair is necessary, we will provide a description of the problem on your invoice and a separate proposal for the major repair will come from the office.

Payment in full is required before we schedule the job assignment. We also require a credit card on file to secure the appointment at the time of scheduling.

A vendor compliance administration fee will be added to the first invoice, if applicable.

The pool/spa area needs to be closed and the area quiet during the period of our tests. Please, in the warm months, turn the pool or spa heaters off the day before our arrival.

It is necessary to remove the return outlet fittings in order to complete our leak detection tests. While we attempt to be careful, the age and installation of these plates and fittings may cause them to break, requiring new ones to be installed. The cost of replacing any plates and fittings is not included in this fee quote. We require that the pool is clean, clear and filled to normal operating level at the time of detection. Any deviation or additional labor and/or supplies that are utilized due to problems not normally encountered will be invoiced as an extra charge at the completion of the job at a rate of \$150.00 per hour and/or the actual cost of additional materials used. The billing party shall be responsible for paying the same.

If a major repair is necessary, payment in full for the detection will be required before beginning the major repair. In case of default, reasonable collection charges would be due, including attorney's fees, as well as penalty interest as allowed by law. **This fee quote is valid for a period of 60 days.**

A vendor compliance administration fee will be added to the first invoice, if applicable.

American Leak Detection will make every effort to accurately locate your leak. However, leak detection is not an exact science and due to factors, known and unknown involved in locating leaks, there will be times when the location of a leak is incorrectly identified. Most leaks will be located within several inches of the exact location, but this can vary to within several feet. Depending on the soil, construction and other factors, we will not be responsible, financial or otherwise, for the possible inaccurate location of leaks due to known and unknown factors. We may need to disconnect or manipulate items that haven't been touched in a long time.

We will not be responsible for any unavoidable or necessary collateral damage to property while performing our leak

detection tests, this includes grass, plants, etc., for items getting lodged in lines, and/or underground pipes and utilities, unless clearly marked. We assume no responsibility for repair costs.

In the case that the pool should continue to leak after appropriate action has been taken to stop the leak, it is your responsibility to contact us within 30 days of the detection.

Like everyone else, we have competitors; however, none that specialize exclusively in leak detection. Because this is all that we do, no other firm has made a comparable investment in equipment; therefore, no other firm offers our guarantee. We feel that we offer excellent price/value, as do many of our customers, especially those who have paid competitors at an hourly rate and then came to us because they still had a problem.

Guarantee on Repairs: All repairs are guaranteed from date of completion and for defective workmanship only.

- Minor repairs are guaranteed for 30 days. If warranted, we typically complete a minor repair at the same time of the detection.
- Major repairs are guaranteed for 24 months. A written estimate will be provided for any major repairs prior to initiating work. Upon completing a major repair, we retest the system to ensure there are no additional leaks. On rare occasions, our initial detection locates only one leak when more than one is present. If you select American Leak Detection to complete the major repair, our detection guarantee protects you from incurring an additional detection fee for 60 days from when we complete the major repair.
- If you select someone else to do a major repair, we will retest the system at one-half the original fee if asked to do so within 60 days of the original detection.

Thank you for the opportunity to submit this proposal. To confirm your acceptance, return a signed copy via fax number (386) 756-0531 or by reply email. We look forward to being of service.

Sincerely,

Sincerely,
American Leak Detection
CPC1457865
CFC1428727

Accepted & Approved: _____ Date: _____
Signature & Title

Code to:

Double Branch Repair and Replacement

034.600.538.621



Beyond
Your
Ordinary

PROPOSAL #: 108244

ACCOUNT:
DOUBLE BRANCH CDD

DATE CREATED:
2/08/2023

ACCOUNT REP:
Mary Serrao

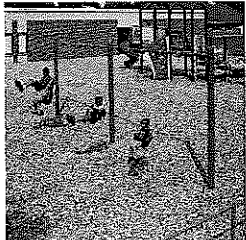
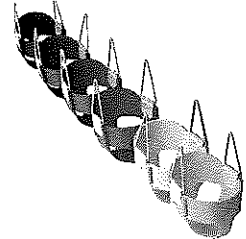

PREPARED FOR:

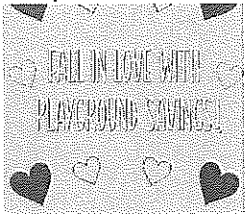
PRIMARY CONTACT: Jay Soriano
EMAIL: jsoriano@gmsnf.com
PHONE NUMBER: +19043421441
ORGANIZATION: Double Branch CDD

BILLING & SHIPPING:

BILLING ADDRESS: Double Branch CDD
370 Oakleaf Village Pkwy
Orange Park, FL 32065
SHIPPING ADDRESS: Double Branch CDD
370 Oakleaf Village Pkwy
Orange Park, FL 32065

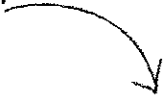


Qty	Product	Price	Total
1	 <p>SINGLE POST SWING SET - 8' BEAM - 2 BAYS Model: 3026-PP Powder Coated Color Options: Dark Green, Swing Seat Color: Green The Swing Set promotes upper body and leg strength, while also fine-tuning balance, posture, and agility.</p> <ul style="list-style-type: none"> - 8 High Single Post Swing - Easy-to-assemble swing that is as affordable as it is durable - Available as a two-swing section (single bay) or as a 4-seat option (2 bay) to offer more swinging fun for more children - Features 5" Frame/Uprights and 3.5" Top Rail - Includes two belt swing seats per bay - Includes galvanized chains <p>1 Bay Use Zone: 25' x 32' 2 Bay Use Zone: 38' x 32'</p>	\$4,056.00	\$4,056.00
1	 <p>HIGH BACK FULL BUCKET SWING SEAT Model: JSP002 Swing Seat Color: Green High Back Full Bucket Swing Seat w/ no Chain Commercial quality high back full bucket swing seat for added support and comfort and a steel insert to resist vandalism.</p>	\$189.00	\$189.00
1	 <p>FREE SHIPPING PROMOTION Model: FREESHIPPING ALL ADDITIONAL DISCOUNTS AND FREE SHIPPING VALID ONLY THROUGH FEBRUARY 24, 2023</p>	\$0.00	\$0.00
1	<p>FEBRUARY - FALL IN LOVE WITH SAVINGS Model: FACTORY REBATE ALL ADDITIONAL DISCOUNTS AND FREE SHIPPING VALID ONLY THROUGH FEBRUARY 24, 2023</p>	-\$250.00	-\$250.00



Sub Total: \$3,995.00
Sales Tax: \$0.00
Shipping: \$0.00
Total: \$3,995.00

**I Accept!
Let's Go**



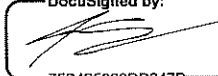
Have questions about this quote?
Call **800-853-5316** or visit **BYOPLAYGROUND.COM**

I APPROVE THIS PROJECT AND AM READY TO PLACE MY ORDER:

Thank you for the opportunity to quote your playground project. We accept Visa, Mastercard, Discover, personal & business checks and purchase orders from government entities. All items must be paid for in advance of order unless prior arrangements are approved. Approval and acceptance of this proposal may be executed by signing below and faxing or emailing back to the contact information listed above. By signing below you agree to the terms and conditions found here:

<https://www.byoplayground.com/byo-terms-and-conditions>

Please note, sales tax calculations are calculated upon invoicing due to tax rate changes and/or change orders. If you believe you should be tax-exempt, please provide a tax exemption certificate prior to submitting a purchase order.

DocuSigned by:

75B425868DD247B...

Authorized Purchaser: _____

Date: 2/15/2023

Code to:

Double Branch Capital

034.600.538.621

RECEIVED
MAR 24 2023
BY: _____

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 2321
Invoice Date: 3/15/23
Due Date: 3/15/23
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 Maintenance February 1 -February 28, 2023		22,110.08	22,110.08
Maintenance Supplies		1,452.56	1,452.56
Fac. Main Gen. #4,165 ⁰⁰ 2.572.4660			
Fac. Main. Cont. #2,895 ⁶⁴ 2.572.4662			
Lighting Repairs #708 ⁰⁰ 2. 572 572.4663			
Common ²²⁰ Area. Main #4,330 ⁰⁰ 2.572.4640			
Repair / Replace #8,750 ⁰⁰ 2.572.6310			
Capital Reserve #2,714 ⁰⁰ 34,600.53800.62000			

\$20,848.6

RECEIVED
MAR 21 2023
BY:

\$2,714

Jerry Lambert
3-21-23

Total	\$23,562.64
Payments/Credits	\$0.00
Balance Due	\$23,562.64

**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF FEBRUARY 2023**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
2/1/23	8	T.C.	Work on taking down park equipment with tractor
2/1/23	5	G.S.	Removed debris from all common areas, treated fire ant mounds in parks
2/1/23	8.5	R.G.	Removed old playground at Cannons Pointe with tractor, run loads of soil and top dressing to bulkhead install at bridge entrance with tractor
2/1/23	8	M.C.	Playground removal of all poles, cement and other objects
2/1/23	8	A.B.	Removal of poles, concrete and other playground equipment at Cannons Pointe
2/1/23	6	L.C.	Cleaned up rubble from playground destruction
2/1/23	3	J.R.	Worked on forms for bridge by pool filters
2/2/23	8	T.C.	Worked on bridge bulkheads
2/2/23	4	G.S.	Removed debris from all common areas, treated fire ant mounds in common areas
2/2/23	5.5	R.G.	Finished up building side bulkhead at bridge entrance, continued backfilling bulkhead wall with spoil concrete and landscape fabric install
2/2/23	8	M.C.	Painting, cleaning over spray areas at lifeguard, storage, pool house
2/2/23	8	A.B.	Filled in new bulkhead and installed vinyl railing
2/2/23	8	L.C.	Worked on bulkhead prepping and filling
2/2/23	6.5	J.R.	Worked on forms for bridge by pool filters
2/3/23	4.5	G.S.	Removed debris from all common areas and ponds, treated fire ant mounds in parks
2/3/23	8	L.N.	Deep cleaned fitness center equipment, baseboards and walls
2/4/23	2	R.G.	Worked Polar Plunge event, setup and break down, cleaned pool deck free of geese droppings
2/4/23	2	A.B.	Worked Polar Plunge event, setup and break down
2/6/23	7	T.C.	Light inspection around track and parking lot, changed, fixed and cleaned lights, worked on bridge bulkhead project
2/6/23	8	R.G.	Continued building bulkhead on opposing side of bridge entryway, did touch ups with paint on guard shack building to cover over spray
2/6/23	6	M.C.	Continued working on third bulkhead, cutting wood and removed tarps over pool filter area
2/6/23	6	A.B.	Painted overspray on vinyl soffit on guard shack, worked on bulkhead
2/6/23	8.25	L.C.	Finished painting lifeguard shack
2/6/23	4.5	M.B.	Worked on install of bulkheads
2/6/23	4	A.T.	Removed debris from all common areas
2/7/23	6	T.C.	Worked on drinking water fountain, worked on bridge bulkhead project, worked on changing and cleaning lights around track and parking lot
2/7/23	6	G.S.	Removed debris from all common areas
2/7/23	8	R.G.	Continued building bulkheads at bridge entrance, backfilled completed bulkhead with 5" stone/soil cap and applied landscape fabric to interior side of bulkhead, cut posts tops on a 45 degree angle to flow with contour of land
2/7/23	8	M.C.	Worked on bulkheads on bridge one and finished bulkheads numbers three and four
2/7/23	8	A.B.	Filled bulkheads with concrete and dirt
2/7/23	7.75	L.C.	Worked on bulkhead project
2/7/23	8	M.B.	Worked on install of bulkheads
2/7/23	6.5	J.R.	Finished constructing forms for bridge by pool filters
2/8/23	2.5	G.S.	Removed debris from all common areas, treated fire ant mounds in parks
2/8/23	8	R.G.	Continued building bulkheads at back bridge entrance
2/8/23	8	M.C.	Worked on bridge bulkheads, cleaned/removed screws, then cut wood to sizes needed for bulkhead on bridge, finished installing bulkhead number two and bulkhead number one is missing last piece on bottom of forty five degree angle
2/8/23	8	A.B.	Fixed lighting around tracks and trees in parking lot
2/8/23	7.25	L.C.	Fixed basketball nets, fixed lights
2/8/23	5	M.B.	Worked on bulkhead project
2/9/23	0.5	T.C.	Picked up supplies for bridge bulkheads
2/9/23	8.5	G.S.	Removed debris from all common areas and ponds, treated fire ant mounds in common areas, inspected playgrounds
2/9/23	7.75	L.C.	Worked on lights on track and field
2/10/23	8	T.C.	Light inspection around track, checked lights on when they should have been, cut down tree, worked on bulkhead bridge project
2/10/23	3.5	G.S.	Removed debris from all common areas
2/10/23	8	R.G.	Continued building bulkhead at entrance of bridge and backfilled
2/10/23	8	M.C.	Continued working on bulkhead project

**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF FEBRUARY 2023**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
2/13/23	6	T.C.	Worked on pulling pool pump motor and taking out valves
2/13/23	8	R.G.	Removed motor from pool pack for lower seal replacement, worked on removing old bolts on broken valve for replacement in pool; pack area
2/13/23	8	M.C.	Removed pool motor, rusted pool motor due to multiple issues and repair and replacement
2/13/23	6	M.B.	Removed and replaced pool pump
2/13/23	7.25	L.C.	Removed sub pump and motor from pool pack
2/13/23	4	A.T.	Removed debris from all common areas
2/14/23	8	T.C.	Worked on pulling pool pump motor and taking out valves
2/14/23	8	R.G.	Worked on valve replacement and inner seal replacement, cleaned up impeller on motor and face plate, removed bolts off valves for replacement in pool pack, installed new sump pump in pool pack with new OVC lines with adjusted float
2/14/23	8	M.C.	Worked on pool motor, continued to remove rusted bolts on valves and cleaning of parts to reuse
2/14/23	8	M.B.	Worked on changing out pool pump and valves
2/15/23	8	T.C.	Cut up and removed slide, cleaned up roots, cautioned off playground, disposed of slide and roots
2/15/23	8.25	G.S.	Removed debris from all common areas and ponds, maintenance work on golf cart
2/15/23	8	R.G.	Installed six LED lighting panels under live oak, replaced broken electrical box and repaired conduct, installed LED lighting panel at entrance of amenity center
2/15/23	8	M.C.	Painting pool storage and lifeguard building touch ups and backside where pool filtration system is
2/15/23	8	M.B.	Worked on changing out pool pump and valves
2/15/23	7	L.C.	Cleaned up playground at Cannons Point, marked off area with caution tape
2/15/23	2.5	J.R.	Painted lamp posts, assisted hauling equipment for bridge project
2/16/23	8	T.C.	Put in shut off valves in pool pack, worked on bulkhead project, fixed fence, painted guard shack, picked up supplies
2/16/23	4	R.G.	Continued building bulkheads at bridge entrances, out in replacement valves in pool pack with bolts
2/16/23	8	M.C.	Painting pool storage and lifeguards building, finished painting pool filter side, spot checked where painted and finished white trim, back side gutter bottoms and sides wiped down and visible mold removed
2/16/23	4	M.B.	Worked on painting pool building
2/16/23	6.5	L.C.	Pressure washed and painted all light poles around track and field
2/16/23	7.75	L.N.	Worked on painting pool house
2/17/23	8	G.S.	Removed debris from all common areas
2/17/23	7.5	R.G.	Continued working on pool motor and valve replacement inside of pool pack, continued working on bulkhead install at bridge entrance, installed two LED light panels at front entrance of amenity center
2/17/23	8	M.C.	Worked on pool motor and valves, replaced, repaired and cleaned motor, gasket was not available used permeate to create customized one, hand tightened bolts to motor, all valves were replaced, spray painted screen on storage window and removed boards from bridge number two bulkhead number four as trim was needed
2/17/23	6	A.B.	Replaced pool motor
2/17/23	7.5	L.N.	Paint pool house, changed motor in pool tank, paint poles around track, cleaned up pool house
2/20/23	8.25	R.G.	Installed LED lights around trees in parking lot of amenity center and fitness center, replaced two boxes on light poles, inspected gym equipment for missing bolt, assisted cleaning pool deck free of duck feces
2/20/23	8	M.C.	Inspected fitness equipment for missing screw, reset poles and placement of frame in preparation of new tarps in pool equipment, assisted with cleaning pool deck of duck feces, assisted with LED lights installed at tree base and fountain
2/20/23	4	A.T.	Removed debris from all common areas
2/21/23	8.25	R.G.	Continued working on motor and valve replacement in pool pack, removed and installed new top flange on valve, fixed lock on gym door along with crash bar adjustment
2/21/23	8	M.C.	Worked on pool motor and valves, cut PVC then removed remaining part, started to reassemble the leaking valve, rewired motor and will test in twenty four hours, changed out parts on fitness center main entrance in order for it to work properly
2/21/23	7.5	J.R.	Worked on bridges behind pool area
2/22/23	8.75	G.S.	Removed debris from all common areas, picked up supplies, removed deceased birds from pond
2/22/23	5	R.G.	Finished work on motor and valve install, tightened bolts, adjustments to fitness center door for better operation, replaced flush valve, diaphragm and spud nut in toilet in men's bathroom, adjusted water flow on toilet in women's bathroom for better flow
2/22/23	5	M.C.	Worked on pool motor and valves tightened bolts and nuts on remaining valve, powered on motor to check for no leaks and ready for use, worked on fitness center front door not working properly, adjusted parts and now opening and closing properly, men's bathroom fitness center replaced

**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF FEBRUARY 2023**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
2/23/23	7.5	R.G.	flush valve and washers on toilet that was not working, adjusted women's bathroom water flow
2/23/23	8	M.C.	Continued working on bulkhead, finalized adjustments to pool pack valves and motor
2/23/23	7.75	L.N.	Cleaned up pool storage/lifeguard/soccer building, cut wood for bulkheads, finished bridge two, bulkheads two and three
2/24/23	8	R.G.	Worked on building a wooden bridge on the ramps around the track, cleaned up shop
2/24/23	8	M.C.	Removed debris from all common areas and ponds, cleaned and organized shop
2/24/23	8	R.G.	Continued working on bulkheads at bridge entrance, backfilling with dirt and applying erosion fabric, cleaned out workshop and transported materials to other shop
2/24/23	8	M.C.	Continued working on bulkheads at bridge entrance, backfilling with dirt and applying erosion fabric, cleaned out workshop and transported materials to other shop
2/24/23	8	M.C.	Worked on bulkheads on each side of bridge, bridge two bulkhead four finished cutting angle, filled backsides of bridge two with dirt and cement, removed duck feces from pool deck, worked on organizing and cleaning out work shed
2/24/23	5.25	L.C.	Worked on bulkheads on each side of bridge, bridge two bulkhead four finished cutting angle, filled backsides of bridge two with dirt and cement, removed duck feces from pool deck, worked on organizing and cleaning out work shed
2/27/23	3	T.C.	Cleaned up and transports materials to shop
2/27/23	3	T.C.	Boarded up broken window, cleaned up broken glass in lifeguard shack, cleaned and filled fountain by office
2/27/23	3	R.G.	Boarded up broken window in guard shack, cleaned all tools out of back soccer room
2/27/23	4	A.T.	Boarded up broken window in guard shack, cleaned all tools out of back soccer room
2/28/23	4	T.C.	Removed debris from all common areas
2/28/23	4	T.C.	Cleaned up lifeguard shack, replaced broken toilet seat in men's bathroom, picked up supplies
2/28/23	4.5	G.S.	Cleaned up lifeguard shack, replaced broken toilet seat in men's bathroom, picked up supplies
2/28/23	4.5	G.S.	Removed debris from all common areas and ponds
2/28/23	3.5	L.C.	Removed debris from all common areas and ponds
2/28/23	3.5	L.C.	Worked on bulkheads on track
TOTAL	<u><u>630</u></u>		
MILES	<u><u>135</u></u>		

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

MAINTENANCE BILLABLE PURCHASES

Period Ending 3/05/23

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DB				
DOUBLE BRANCH				
	2/7/23	4x4-10 PT Lumber (4)	70.70	T.C.
	2/8/23	LED Floodlight (4)	170.20	J.S.
	2/8/23	Spade Bit Set	11.43	J.S.
	2/8/23	Ryobi Engraving Kit	5.69	J.S.
	2/8/23	LED Floodlight (4)	170.20	J.S.
	2/8/23	1 Gang Outlet Box	6.39	J.S.
	2/8/23	Machine Screws	1.59	J.S.
	2/8/23	Machine Screws Wing Nuts	1.59	J.S.
	2/9/23	2x6-16 PT Lumber (2)	32.15	T.C.
	2/9/23	Stretch Wrap 20"x500'	17.24	T.C.
	2/9/23	60lb Sakrete BLKTP Patch (2)	42.16	T.C.
	2/15/23	Permatex Seal Maker	9.18	J.S.
	2/15/23	SS Nut/Washer Set (3)	27.50	J.S.
	2/15/23	90W 2pk DIM (3)	45.75	T.C.
	2/15/23	Flood Light 15 W 1500 LUM	48.37	T.C.
	2/15/23	Outdoor Electric Box	6.39	T.C.
	2/15/23	Outdoor Electric Box Cover	3.15	T.C.
	2/15/23	Pelican Liner 3pk (2)	10.97	T.C.
	2/15/23	Diablo Bi-Metal Saw Blade Set 3pc	9.19	T.C.
	2/15/23	Microfiber Towels 12pk	7.46	T.C.
	2/15/23	Terry Towels 10pk	9.19	T.C.
	2/16/23	SS Nut/Washer Set (3)	27.50	J.S.
	2/16/23	Sakrete 60lb (3)	15.53	J.S.
	2/16/23	4x4-6' PT Lumber	10.10	T.C.
	2/16/23	Universal Flat Free Tire	28.74	T.C.
	2/16/23	Husky Pliers and Wrench Set	10.34	T.C.
	2/16/23	Wheelbarrow 6CY with Flat Free Tire	79.93	T.C.
	2/17/23	LED Floodlight (6)	248.81	J.S.
	2/17/23	4" PVC Coupling	6.72	J.S.
	2/17/23	1/2"x1/2" Female Drop Ear PVC Connection	11.93	J.S.
	2/20/23	SS Nut/Washer Set	9.17	J.S.
	2/20/23	Ligth Post	19.11	J.S.
	2/21/23	4"x2' PVC Section Pipe	17.91	J.S.
	2/27/23	Anchor Kit with Screws and Bit	17.69	R.G.
	2/28/23	Toilet Seat	33.33	T.C.
	2/28/23	Dust Pan	20.11	T.C.
	2/28/23	Gas for Equipment	75.00	T.C.
	3/1/23	1x4 14' Strip	10.20	R.G.
	3/1/23	9-in-1 Screwdriver	10.91	R.G.
	3/1/23	Set Your Own Combo Lock	14.63	R.G.
	3/1/23	800 Lumen Utility Light	4.91	R.G.
	3/1/23	Locking Washer 25pc	7.08	R.G.
	3/1/23	Hex Nut 3/8 50pc	14.88	R.G.
	3/1/23	Hex Bolts 3/8 6" (38)	51.57	R.G.
		TOTAL	<u>\$1,452.56</u>	



The Play & Recreation Experts

Pro Playgrounds
8490 Cabin Hill Road
Tallahassee, FL 32311

Quote

Date	Estimate #
2/8/2023	14268

Project Name
Double Branch CDD



WE WILL BEAT ANY PRICE BY 5%!

Customer / Bill To
GMS LLC Jay Soriano 370 Oakleaf Village Pkwy Orange Park, FL 32065

Ship To
370 Oakleaf Village Pkwy Orange Park, FL 32065

Item	Description	Qty	Cost	Total:
23-PTH005	Supply and deliver one model PTH005 play structure,			
	PLAY EQUIPMENT			
Shipping	Ellie Elephant Combined Shipping and Freight Charges	1	32,190.00 2,640.00	32,190.00 2,640.00
CLR	Colors: as shown on website except all three roofs to be brown plastic Note: no surfacing or installation needed			0.00
Code to: Double Branch Capital 034.600.538.621				



AGREED AND ACCEPTED: If the above total price, scope of work, specifications, terms and conditions are acceptable, sign below indicating your acceptance and authorization for Pro Playgrounds to proceed with the work and/or sales transaction described in this quotation. Upon signature and payment in accordance with this quote, Pro Playgrounds will proceed with the work and/or sales transaction.		
Signature	Name / Title	Date

Subtotal:	\$34,830.00
Sales Tax: (7.5%)	\$0.00
Total:	<u>\$34,830.00</u>

Terms and Conditions - Price valid for 30 days and subject to change. 1. If installation is not included with your purchase, client will be responsible for coordinating, receiving and unloading of all goods, delivery drivers will not help unload goods. 2. Client will be responsible to inspect goods for defect, damage or missing parts, any deficiency or missing parts must be noted on delivery slip. 3. Client will be responsible for costs due to cancelled or missed delivery appointments. 4. Client has reviewed all items, colors and descriptions on this quote for accuracy and correctness. 5. If quote includes installation of goods, the installation is subject to the terms and conditions of Pro Playgrounds "Standard Installation Agreement" a copy of which may be obtained from your Sales Representative.



Pro Playgrounds
8490 Cabin Hill Road
Tallahassee, FL 32311

Quote

Date	Estimate #
2/8/2023	18183

Project Name
Cannons Point Park



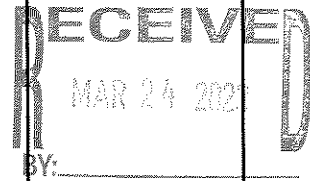
Customer / Bill To
GMS LLC Jay Soriano 370 Oakleaf Village Pkwy Orange Park, FL 32065

Ship To
GMS LLC Jay Soriano 370 Oakleaf Village Pkwy Orange Park, FL 32065



WE WILL BEAT ANY PRICE BY 5%!

Item	Description	Qty	Cost	Total:
QS-23-PKP029N Shipping	Supply and Deliver one PKP029 Grand Venetian QS structure, neutral color scheme			
	PLAY EQUIPMENT Grand Venetian - Neutral	1	20,933.22	20,933.22
	Combined Shipping and Freight Charges	1	2,760.00	2,760.00
	Note: Using existing EWF surfacing in place, no install needed			
	Code to: Double Branch Capital 034.600.538.621			



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_____/_____/_____
Signature Name / Title Date

Subtotal:	\$23,693.22
Sales Tax: (7.5%)	\$0.00
Total:	<u>\$23,693.22</u>

Terms and Conditions - Price valid for 30 days and subject to change. 1. If installation is not included with your purchase, client will be responsible for coordinating, receiving and unloading of all goods, delivery drivers will not help unload goods. 2. Client will be responsible to inspect goods for defect, damage or missing parts, any deficiency or missing parts must be noted on delivery slip. 3. Client will be responsible for costs due to cancelled or missed delivery appointments. 4. Client has reviewed all items, colors and descriptions on this quote for accuracy and correctness. 5. If quote includes installation of goods, the installation is subject to the terms and conditions of Pro Playgrounds "Standard Installation Agreement" a copy of which may be obtained from your Sales Representative.



Kiefer Aquatics
The Lifeguard Store
All American Swim Supply
Swim Shops of the Southwest
 903 Morrissey Drive
 Bloomington, IL 61701
 P (309) 451-5858
 F (309) 451-5959

Invoice

DATE INVOICE #

03/09/2023 ORD001167877



BILL TO

Oakleaf Plantation
 Attn: Accounts Payable
 475 W Town PL
 Suite 114
 St Augustine, FL 32092

SHIP TO

Oakleaf Plantation
 Attn: Susie Raab
 370 Oakleaf Village Pkwy
 orange park, FL 32065

Account Number: 265527

P.O. NUMBER	TERMS	REP	SHIP	VIA	Order Number
JS3923	NET 30	047	01/01/1900	FEDEX_GROUND	EST101017

QUANTITY	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT
----------	-----------	-------------	------------	--------

Code to: Split

Double Branch Repair and Replacements

616 ←

034.600.538.621

Middle Village Repair and Replacements

39

34-600-538-64000

RECEIVED
 MAR 24 5 23
 BY: _____

<p>\$1,221.13 ←</p>	Subtotal	\$2,402.25
	Discount Amount	\$0.00
	Shipping, Packaging & Handling	\$40.00
	Tax	\$0.00
	TOTAL	\$2,442.25

All Balances must be paid within thirty (30) days of invoice date. A 1.5% monthly finance charge will be applied to all over due balances.

Balance Due \$2,442.25



Kiefer Aquatics
The Lifeguard Store
All American Swim Supply
Swim Shops of the Southwest

903 Morrissey Drive
 Bloomington, IL 61701
 P (309) 451-5858
 F (309) 451-5959

Invoice

DATE INVOICE #

03/09/2023 ORD001167877



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Oakleaf Plantation
 Attn: Accounts Payable
 475 W Town PL
 Suite 114
 St Augustine, FL 32092

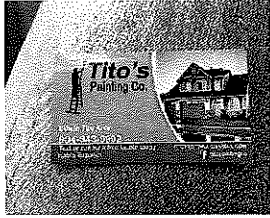
SHIP TO

Oakleaf Plantation
 Attn: Susie Raab
 370 Oakleaf Village Pkwy
 orange park, FL 32065

Account Number: 265527

P.O. NUMBER	TERMS	REP	SHIP	VIA	Order Number
JS3923	NET 30	047	01/01/1900	FEDEX_GROUND	EST101017
QUANTITY	ITEM CODE	DESCRIPTION		PRICE EACH	AMOUNT
40	9203-3808BW	Fox 40 Sonik Blast CMG Whistle with breakaway lanyard Color: Blue/White		\$6.00	\$240.00
35	120MM	RISE Soft Case Pocket Mask		\$6.00	\$210.00
35	710AWLR	Waterpark Guard Hip Pack Color: Red		\$6.25	\$218.75
7	LGS30GUSRS	RISE Guard Male Flex Board Short Color: Red Size: Small		\$21.00	\$147.00
14	LGS30GUSRM	RISE Guard Male Flex Board Short Color: Red Size: Medium		\$21.00	\$294.00
2	LGS30GUSRL	RISE Guard Male Flex Board Short Color: Red Size: Large		\$21.00	\$42.00
2	LGS30GUSRXL	RISE Guard Male Flex Board Short Color: Red Size: XLarge		\$21.00	\$42.00
2	LGS30GUSRXXL	RISE Guard Male Flex Board Short Color: Red Size: XXLarge		\$21.00	\$42.00
7	LGSGTTRS	RISE Guard Tee Color: Red Size: Small		\$5.50	\$38.50
20	LGSGTSRM	RISE Guard Tee Color: Red Size: Medium		\$5.50	\$110.00
8	LGSGTSRL	RISE Guard Tee Color: Red Size: Large		\$5.50	\$44.00
2	LGSGTSRXL	RISE Guard Tee Color: Red Size: XLarge		\$5.50	\$11.00
2	LGSGTSRXXL	RISE Guard Tee Color: Red Size: XXLarge		\$5.50	\$11.00
9	LGS12GURD36	RISE Guard Poly H-Back Color: Red Size: 36		\$28.00	\$252.00
9	LGS12GURD38	RISE Guard Poly H-Back Color: Red Size: 38		\$28.00	\$252.00
8	LGS12GURD40	RISE Guard Poly H-Back Color: Red Size: 40		\$28.00	\$224.00
4	LGS12GURD42	RISE Guard Poly H-Back Color: Red Size: 42		\$28.00	\$112.00
4	LGS12GURD44	RISE Guard Poly H-Back Color: Red Size: 44		\$28.00	\$112.00

Tracking Number:



RECEIVED
 MAR 24 2023
 BY: _____

Invoice #267

Feb 08, 2023

BILL TO

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

FROM

Tito's Painting Co. LLC
 titopaintingco@gmail.com
 +1 9043439992

INVOICE ITEMS

AMOUNT

Exterior Prepping: Power-wash of areas to be painted, replace any wood if rotten, Caulking and primer where needed, cover of windows, brick and doors. Painting all of building except windows, doors & brick. \$8,225.00

Quote includes labor, materials & Paint - Paint Brand: Sherwin Williams -Duration \$0.00

50% of balance due by day 1 of job. Then, final balance at completion of job. \$0.00

Payment accepted: CashApp, Venmo, Cash. (No Checks please.) \$0.00

\$8,225.00

PAYMENT DUE

MESSAGE

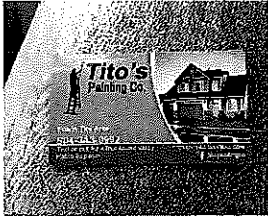
Thank you for your business.

Code to:

Double Branch Repair and Replacement

034.600.538.621

Split two payments (\$4,112.50 each)



RECEIVED
 MAR 24 2023
 BY: _____

Invoice #267

Feb 08, 2023

BILL TO

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

FROM

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\$8,225.00

PAYMENT DUE

MESSAGE

Thank you for your business.

Code to:

Double Branch Repair and Replacement

034.600.538.621

Split two payments (\$4,112.50 each)

FIFTH ORDER OF BUSINESS

D.

Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285; manager@oakleafresidents.com

Memorandum

Date: April 2023
To: Board of Supervisors
From: GMS – OakLeaf Operations Manager

Community:

Special Events

- Spring Break at Pools, report Virtual Egg Hunt
- April Movie on the Green
- Tennis/Pickleball socials
- Upcoming – Pool opens beyond weekends in May, Dive in at DB

Aquatics

- Heaters are off until next winter season
- Alternating Schedules in May
- Lifeguard classes, Swim Team, swim lessons, and new JR. Guards program

Amenity Usage

- *Total Facilities Usage – 5798*
- *Average daily usage – 187*

Card counts:

DB Owners	104
DB Renters	51
DB Replacements	27
DB Updated	14

Total cards printed: 342 (both districts)

Rentals

- 8 of 31 days rented in March, 3 of 4 weekends rented
- 7 Clubroom rentals, 1 patio rentals
- 14 tours (33 approx.hours)/ 58 hours used for scheduling, administrative, etc

Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285; manager@oakleafresidents.com

Memorandum

Operations: Open Items

- Update of Pool Leak Detection and planning/coordination of repair
- Update of Pickleball renovations schedule
- Report on Fitness Center painting
- Report Animal trapping (Muscovy/feral hogs)
- Update on resident list of complaints
- Pressure washing updated numbers and quotes
- Quotes for Amenity fixtures (tables, benches)

MAINTENANCE

- Diagnose issues with slide pool motor and seal
- Diagnose sinking pavers at pool side (low level leak)
- Preventative maintenance at FC
- Coordinate future replacement plans/solutions for lap pool motor stand (meet w/ Compac)
- Coordinate repair procedures/timeline with Compac/ pool contractors/ engineers
- Coordinate temporary fix for leak for continued pool usage
- Work with staffing to adjust plans for future – dependent on pool status
- Repair damaged light switch at Fieldhouse (vandalism)
- Touch up painting on decorative street poles in neighborhood (ongoing)
- Coordination of asphalt surfacing and repairs at Tennis court – with next step painting by volunteers
- Install of web cam and staff training for usage
- Pressure washing of split rail fencing at multi-use fields
- Deliver UTV to repair shop – motor stalling
- Inspect issue with main tv on Fitness Center floor
- Replace swing at Amenity playground
- Replace Security tv/monitor in Venue Coordinator's office
- Order multiple split rail sections for replacement at Greenspace park
- Cutback of multiple tree branches at Fitness Center to prep for painting
- Coordination of timeline for Playground (cannons point) install
- Graffiti removal – multiple areas (nature walk, cannons point signs, fieldhouse)
- 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 3/11 Nature's Hammock, Fall Creek, The Oaks, Cannon's Point, Pebble Creek, Silver Leaf, Oakbrook, and The Cottages completed 3/28.

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Memorandum

Landscaping

- *Sod work completed along oakleaf Village Pkwy*
- *Large Branch and leaf removals completed at Pickleball areas*
- *Monthly report for March submitted and filed at Operations office*

For questions, comments, or clarification, please contact:

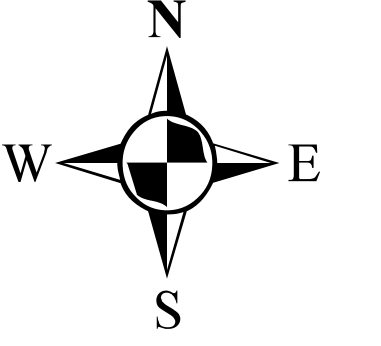
- *Jay Soriano, Oakleaf Operations Manager 904-342-1441*

jsoriano@gmsnf.com

DUVAL COUNTY

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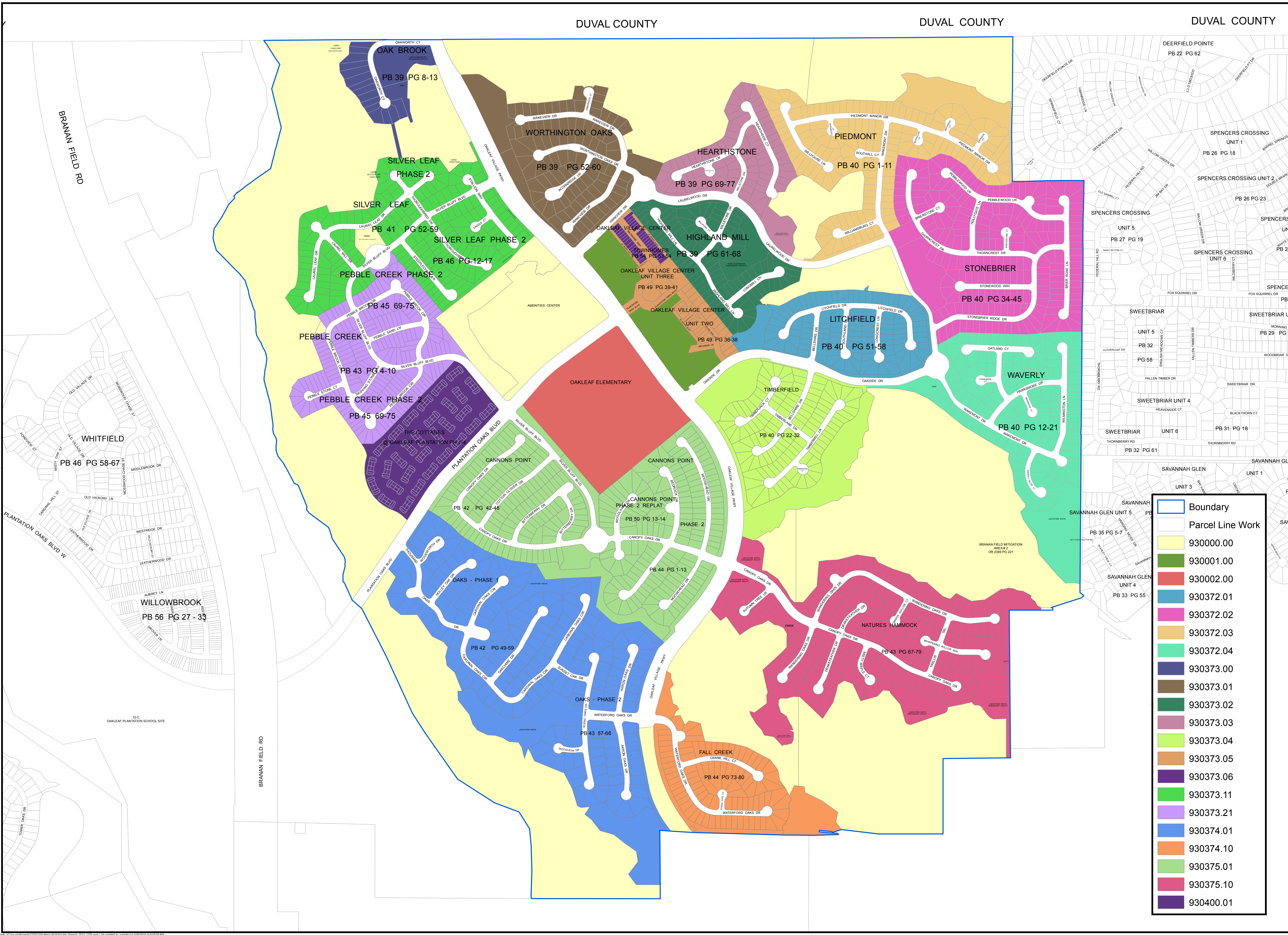


1 inch = 375 feet

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

GENERATED BY THE GIS DEPARTMENT 05/29/2013
This graphic representation of ownership does not constitute a
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office does not assume responsibility for errors or omissions.

Double Branch CDD 2013 Clay County, Florida



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