

DOUBLE BRANCH
Community Development District

MAY 8, 2023

AGENDA

Double Branch Community Development District

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

May 1, 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, May 8, 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 April 10, 2023 Board of Supervisors Meeting
 - B. Financial Statements
 - C. Assessment Receipts Schedule
 - D. Check Register
- IV. Evaluation and Ranking of Landscape Proposals
- V. Discussion of the Fiscal Year 2024 Budget
- VI. Staff Reports
 - A. District Counsel
 - B. District Engineer
 - C. District Manager – Report on the Number of Registered Voters (5,598)
 - D. Operations Manager
 1. Memorandum

2. Proposal from Cox Fire Protection to Rebuild the 8” Fire Backflow

VII. Audience Comments (limited to three minutes) / Supervisors’ Requests

VIII. Next Scheduled Meeting – June 12, 2023 at 4:00 p.m. the Plantation Oaks Amenity Center

IX. 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, April 10, 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
Andre Lanier	Supervisor
Tom Horton	Supervisor
Scott Thomas	Supervisor

Also present were:

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

Ms. Mary Justino stated I wanted to thank you for giving us a few minutes of your time today. I think it's important that you know who we are. I'm the public information officer for the Clay County Clerk of Courts. That's a fancy way of saying I do public relations. It has nothing to do with crazy court cases or anything like that. Some of my staff is here, Vishi Garig who is the supervisor of our archives, which are the historical archives for Clay County, Amelia Dixson who is her secondhand person at archives, Kimberly Morgan, who is head of County tourism for Clay County, Beth Carson, who is Deputy Director of Planning and Zoning, and Deirdre Murphy with the Clay County Preservation Board. We're here as a group to give you a brief presentation about the history of the Blue Angels in this area to hopefully get your involvement and endorsement of a project we would like to propose and tell you how

we have gone about it so far. Some things still need to be accomplished, hopefully with your blessing going forward. The Clerk's office is in charge of all County records. It doesn't matter what it is; your marriage license, your divorce decree, your cases, your mortgage – anything you would file in Clay County going back to 1858 in some form or fashion has been a document under the protection of the Clerk of Courts office. Several years ago, probably two decades ago, there was a decision that the historical archives would also fall under the Clerk of Courts. When things become old enough that we don't have to keep them in the courthouse anymore, we still protect them if they have historical value at the archives, which is located in the old jail in Green Cove. Long story short, Vishi and Amelia work for me. Our partners at the county have their own wonderful things that they do that are history related, but we have found over the years that we enjoy working together on all kinds of projects, so we work with the county on things that are tourism related, event related like historical festivals, and tour groups that come through by the hundreds all year long at different historical locations. One thing led to another, and we kept coming up with this idea for a history passport and it came into fruition last summer in conjunction with our office, the school district, and the tourism department. We're going to do it again this summer, but what we found last year is we really didn't have a spot on the passport that represented Oakleaf and the more we dug and the more Vishi researched, the more we realized we were missing the boat when it came to the history of the United States Naval Aviation in this area, and more specifically the Blue Angels. I'm going to ask Vishi to come up and give you a quick run-down of what is on the handout. Everything she's about to cover with you that is in that handout are the sources that Vishi spent months dealing with to make sure the information you're about to hear is accurate and jives with the United States Navy's own information all the way up to the head of the Aviation Museum in Pensacola.

Ms. Vishi Garig stated the handout that Mary has prepared goes into a lot of detail about the Blue Angels. For years I've been hearing rumors that the Blue Angels used Brannan Field to practice when they were first created, which was 1946. NAS JAX is the birthplace of the Blue Angels, but they were primarily using the particular configuration of Brannan Field because it helped them with their routines. Today you see they do the knife edge pass, fly straight at each other, and crisscross the sky. They were using this landing field to give them visual references and it made it a lot easier for them. Plus, the field was in the middle of

nowhere at the time. The field had originally been bought by the U.S. Navy to build this field. They were using it to practice carrier landings and all kinds of other stuff out there. The field had a companion bombing field next to it and it was called Spencer because the Spencer's owned most of the land in this county for a very long time. They would practice dropping bombs there and so on. I needed to give something to Oakleaf that they could say was their own, because before it was just a lot of the Spencer's timber land. This would be unique, but of course I needed to prove the rumors true, so that's when I contacted Skipper Cozad, and I said I need help and he got his staff on this immediately and dove deep into their archives and came up with two books. This one here is by the first commanding officer of the Blue Angels and in it, he names this field by name and talks about how they went out there and practiced before they did their first show and they kept using it to practice thereafter. Eventually, they end up in Pensacola. The field was so huge it covered a very significant part of Oakleaf and today there is no sign of it, but over the years through aerials you can see it clearly and then you slowly see it disappear.

Ms. Justino stated once Vishi was able to confirm everything, that got our wheels turning and we decided not only did we want to try to identify an area where we would send teachers, students, families to learn about this history, but include it on the history passport, and what are they going to see when they get there? They're going to see a State marker.

Ms. Beth Carson stated I serve as staff to our historic preservation board and one of the roles of the Board is to do research and erect State historic markers. It's single or double-sided, but generally it's words, so you are kind of limited in your message, which is why we're two-folding this plan, because there are some things that can't be depicted as well in words, but much better in sign boards. Deirdre, who is our Vice Chair of our committee, has chosen to work on the language for this State marker, so that's where we are in that process. We hope to resolve that soon and send it off to the State. They will evaluate it and look at our research and make sure that it is correct, and then it is sent off to the company that produces these markers. When we get it back, we hope to have it erected. We're here in part to talk to you about possible locations.

Ms. Justino stated that is step one. As Beth said, the Blue Angels are visual and you will not find a more visual thing to look at when it comes to a State marker than this amazing octagonal shaped runway. I don't think folks can really appreciate it until they see this

overlapping octagon over the aerial of the area, because it literally does run all through all kinds of areas in Oakleaf. Having watched Oakleaf develop and having had my kids out here for 19 years and all that good stuff through the years, what I've found is even though I don't live in Oakleaf, I was constantly coming to the athletic center area and we thought since one of the runways once ran right through the elementary school across the street and through the tennis court area, the area you can see on the map would be our first choice for where to locate a State marker, but also a kiosk and that's where the visual part of this comes in. My office has committed to finding the funds, most likely in the form of a grant from Clay Electric's Ground Up program. We have asked for \$20,000 to build a kiosk that will have a roof on it, it will have full color printed signage behind plexi-glass and then an Octagon shaped pad that this kiosk would sit on. So, in other words, the concrete would be a replica of the airfield itself with the runways marked on the concrete. Then, a connecting sidewalk to the existing sidewalk, and again the grant would potentially pay for all of that including lighting. That's what has been submitted. We need permission and guidance on how to confirm this spot and whatever the hoops are. We feel very firmly in wanting to bring this story to the Oakleaf area, but also to Clay County. As I'm sure Kim Morgan will tell you, she has been in a lot of communication with your new commissioner who is also looking for things to promote in Oakleaf, to send tourists to. If somebody is in town for the Blue Angels air show, why not try to get word to them to come over and visit the Oakleaf area and have lunch here, stay in a hotel here and see the State marker for the Blue Angels. I don't want to eat up much more of your time, but just know that to this point, we have been in a lot of communication with Jay and we're creating this from scratch. This is a brand-new thing, so we don't have all of the answers. We're looking for guidance from this Board. I understand from Jay that because the county right of way in that spot that we're interested in, which is near the tennis courts has the best visibility for cars that come through that main intersection and for people that are walking and riding bikes, and it's also very close to the parking lot that is near the athletic fields as well. Yes, we would want it to be something that we send the public to in general, but also school-proof. It's very important for us to be able to say to the history teachers in Oakleaf, a lot of which that Vishi conducts history training with every year, that they have something they can point to in their community to be proud of. I'm a daughter of a Navy commander as well and we're kind of Blue Angels geeks and we are really excited about this and want this to happen.

Vice Chairman Davis asked is the ongoing maintenance down the road something that the county will handle?

Ms. Justino stated that is something I thought about on the way here. I travel a lot and maintenance is something we always talk about, because it's one thing to build something, but if you let it go, then it's a detriment, not a positive, so my goal initially out of the gate would be if I have for example a \$20,000 budget from my grant and if \$4,000 or \$5,000 is set aside for the concrete, if I can get the concrete donated, then my goal would be to set aside the money from that concrete for maintenance for whatever period of time I think that amount of money would cover, whether it be for the next year or two years. I think that's something we may even discuss with our county partners. For example, if the county were coming out to do some other type of maintenance in the area, could they grandfather in something like that to where they would check on it as well. We have not gotten into the engineering of it per say. There is a vendor that the county has pre-approved that does kiosks, so we would be looking at ordering it from an existing county vendor and that might be something we could include in the pricing that we work out with that contractor.

Vice Chairman Davis stated I'm a history buff, so I love it and I know in Georgia, South Carolina and some other places they have a sign leading up to saying historical marker. Is that something you will be putting up as well saying in half a mile there is a historical marker?

Ms. Murphy responded we can certainly work with our signs department with the public works division. You're thinking of the brown signs.

Vice Chairman Davis stated yes. I didn't know if that was part of your plan.

Ms. Murphy stated we haven't talked about that, but if that is a sign that would be permitted in the right of way, I'm sure they would be receptive to that.

Vice Chairman Davis stated not a lot of young people are too interested in history, so the closer to the parking lot, the better.

Ms. Justino stated that is true but changing and I can tell you from a standpoint of our historic archives division, that is a torch that we have picked up and are trying to do something about. I have a motto that we share, which is how can we expect our kids to be proud of where they come from if they don't know anything about it. What we run into all the time is once you tell a student about something cool that happened in their area, or some interesting successful

cool person that graduated from their school or was born in their town, you've got them a little bit. That's why we're here for Oakleaf in particular. When we went to point to that thing, we were like, well what do we do? We don't tell them just to pull up at the athletic center parking lot and look around and imagine there was a runway there. We want to actually be able to point them to a physical thing and where tourism comes in is once they show up in your area to look at that bit of history and learn about it, then what else can they do while they're in the area that benefits your community as well.

Mr. Horton stated I'm okay with having the location closer to the parking lot. Maybe if you do that, you can make a sidewalk come from the Planation Oaks Boulevard and have it continue on to the parking lot so people can park in the parking lot and walk right out here, or people walking by can walk through there.

Mr. Soriano stated we can go through that. I know it looks like they're much farther apart on the maps, but they're only about 15-feet apart. Location two, the only concerns is that is a drainage path. Location one is less of an issue, but you do have light there because we have power in that area from the pickleball and tennis courts, and it's a little closer to the crosswalk for the school. The school can use it to take field trips and see the marker rather than farther into the amenity center. Location one is what I suggested to them. Both are good spots, my concerns coming off the parking lot is we don't have a section, they're all spaces, so if you connected a sidewalk to the parking lot, you're going to connect it to what is a car space right now. We don't have an opening. They are talking about pouring a sidewalk from the current sidewalk and they're doing all of the work. I think either spot would be perfect, but I do like location one a little better.

Ms. Kimberly Morgan stated I just wanted to piggyback on the story telling part. The marketing, when you talked about the signage and the map, know that this will be featured on the Explore Clay website and our marketing, so any time we can tie this story to other stories in the county, that makes for a great experience, and that is what the tourism side is all about. There is some great synergy here with the history story and some things that happen every day in Clay County. The tourism side helps you all save tax dollars.

Ms. Deirdre Murphy stated for the historic marker, they are maintained by the State. Once you apply for them you are put on a list of the Florida Baxter files, a searchable resource.

Mr. Thomas stated you said they would tie into our power grid?

Mr. Soriano responded right now they're looking at being self-sustaining. They were possibly looking at some solar. We could offer them to tie in. It's not a lot of power, especially since I've changed out all the lights on the pickleball and tennis courts with LED. It would be a little work on our end, and a little more work in terms of an agreement between the two organizations to make sure it's understood where the power is coming from.

Ms. Justino stated we did put solar lighting into our plan as far as the application we sent to Clay Electric, but purely so that if tying in directly was not an option, we would have some basic solar lights. I had some hesitancy about lighting in general in the evening because I wasn't sure how you all would feel about whether lighting at night invites folks to congregate there.

Mr. Soriano stated we go back and forth with that all the time. With the position of that being on the roadside there at the sidewalk, that takes it out. We have lighting along all of our sidewalks.

Ms. Justino stated what you find at most county parks is its sunrise to sunset anyway, so even if it was a situation where as a Board you say you don't want folks there in the evening so you don't want it lit, we're creating this from scratch and we're learning as we go, so we are open to any guidance on that in general.

Vice Chairman Davis stated and you're getting a grant, so I'm assuming it's a fixed budget once that happens, so I would say approach it from the solar perspective, and we can always look at tying in later.

Mr. Soriano stated chances are we're going to look at other things. We may even want to landscape a little more there since it's just grass, so in the future I think there will be more expenses we will incur. We want that to be a nice focal point for that side.

Mr. Thomas stated speaking of that, I don't want any cheap material put together. I don't want a kiosk that's going to be eaten by termites and fall over within a couple of years, so I would suggest do not skimp on materials. I would say something concrete or something like that, because when I hear kiosk, I think of these things that are rotting and falling apart.

Ms. Justino stated the vendor that we were turned on to, of the \$20,000, between \$12,000 and \$13,000 would just be on the bones of the kiosk and it is a high-end company that does powder coated metal structures. It's super heavy. They come in and install it, and then the signage installation part is done by a separate vendor from Clay County that we already knew

called Miller Creative. I'm with you 100%, and that's why I was thinking concrete, metal, roofed kiosk. It's heavy duty.

Mr. Thomas asked what is the relative size?

Ms. Justino responded what I was looking at on the company's website is about eight feet and the width we're going for is three graphic panels. There are many different shapes and sizes to choose from with this company. I have not picked a specific one yet, because I need Clay Electric to tell me how much money I have. There are three different sizes and they're all two sided, so what I anticipate is even if it were two panels, you could still have content on the front and back. There are ones that are triangle shaped, which I kind of think are cool because the roof almost looks like a wing of an airplane. They're all different colors, so we could do navy blue, or a color scheme that matches your branding for Oakleaf. We can go whatever way we need to go color-wise and it's all custom ordered.

Vice Chairman Davis stated once you have more budget information, you'll come back with different options that we will be able to talk further about and approve?

Ms. Justino responded absolutely; we'd be happy to. I should know in about a month. I'm working my contacts with Clay Electric as best as I can to get a yes answer on the full \$20,000 and at that point, I would want to come back to you with what our number one proposal is for the actual structure.

Vice Chairman Davis asked are there options for sizes?

Ms. Justino responded yes, sir.

Mr. Lanier stated thank you for thinking of us. We appreciate everything and thank you for your research as well. I'm floored, this is just wonderful.

Ms. Justino stated just know our heart is in it, but more importantly, we want it to be professionally done, sustainable and to do it right. We don't want to rush this, although I will tell you we would love to announce something in May, which is Clay County history month and I'm told we have an air show coming in October with the Blue Angels, so even if we couldn't announce it in May, if we had to wait and announce it in October that would be great too. I don't think we've accomplished this unless we have someone from the Blue Angels at the ribbon cutting, so that's my next step is once it looks like this is happening, we will try to make it to where we can do some sort of ribbon cutting event. The County has a track record with pulling those off nicely.

Vice Chairman Davis stated October would be the perfect time for both parties. It could be a win/win.

Mr. Lanier stated you could probably get Admiral Cozad out here as well. He will be in town probably in about three weeks anyways.

Ms. Justino stated we could email him for the ribbon cutting. We appreciate your time. Jay knows how to get a hold of us. We will revisit this with you guys once we have word back from Clay Electric on our funding.

Ms. Giles asked do they need a location today?

Mr. Soriano stated I think they just needed to make sure you were comfortable with using the property in either one of those spots. Like I said, I prefer the one, but I think the big concern was making sure they have direction, and they can move forward with planning on our property.

Mr. Horton stated we're good with it.

THIRD ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the March 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 March 13th meeting.

On MOTION by Vice Chairman Davis seconded by Mr. Lanier with all in favor the minutes were approved.

Ms. Giles stated included in the agenda package are the financial statements.

Mr. Horton stated I have a question on the \$35,000 to Welch Tennis Courts. Is that what we budgeted for that?

Mr. Soriano responded no, but that is not all of this project. A few thousand is for Middle Village. They will be pulling that off. We had to get it in first and we will update the paint on the basketball court and the tennis court that is next door, so that is not completely for pickleball. Right now, we will be nearing \$35,000 in supplies. It's only been a little bit of labor to rip everything up and straighten out the fence line. That was the biggest portion, that asphalt

and paint supply. If we go over the \$35,000 for that project alone I can bring that back to you and it can be ratified.

Mr. Horton stated I just wanted to make sure we were covered.

Ms. Giles stated next is the assessment receipts schedule showing the assessments are 97% collected, followed by the check register totaling \$240,651.30.

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

FOURTH ORDER OF BUSINESS

Presentation on Blue Angels Historical Marker

This item was discussed under audience comments.

FIFTH 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 we sent out a copy of the amenity policies where we cleaned up some of the punctuation and formatting issues and put a nice cover sheet on it. One of the supervisors reached out to me on page 6, number 26. It says radios, televisions and the like may be listened to is played at a sound level, which is not offensive. The question is how we will enforce that rule if someone breaks it.

Mr. Soriano stated I think the question on it was maybe a little more detail or revising that policy to make sure we're stopping any issues. That has been a general policy that we've had in place for a long time, but yes, we do have some issues with a bad choice of music. It's subjective sometimes and that's what makes it hard to enforce. That's my biggest issue with no matter how strict we make it, we have to be able to support the staff to enforce it, because a lot of times that subjectiveness is argued, and we've seen it in here even. We have people that tell us cursing is a freedom of speech.

Vice Chairman Davis stated if someone is complaining about it, then it is offensive to others, and we need to enforce it. Not just a lifeguard taking it upon themselves. The five tables of people around you might love that music, but if someone complains, then to me it's offensive to others and you need to stop playing it or turn it down.

Mr. Lanier stated item 26 says, "may be listened to if played at a sound level". It doesn't talk about what type of music.

Mr. Thomas stated I was reading it the same way. It says nothing about the actual music.

Vice Chairman Davis stated then just take sound level out and say may be played as long as it's not offensive to others.

Mr. Horton stated I think sound level has a lot to do with it though. If someone cranks it up all the way.

Mr. Soriano stated we can put and/or. Like I said, no matter how we change these policies and make them stricter, the hardest part is making sure staff can enforce it and do a good job at it where people don't feel offended or anything like that, because we do understand there's going to be somebody that complains no matter what. Putting more detail in the policies is a good thing. It allows us to point to it and say, this is why we're asking you not to do this.

Mr. Horton asked has this been a problem in the past?

Mr. Soriano responded it's been building up over the last couple of years, but I don't know that I have to change it right now. This was something that was brought up. The last big issue on the basketball courts, you guys helped me deal with when I'm listening to kids cussing and things like that and I'm outside of the basketball courts, that's a problem. I know families and their kids are out on the track. I went in and addressed the situation and of course there were five parents here mad because I yelled at their kids. So, we do get that and it has built up more over the last couple of years, but I think that's all that was being looked at and questioned was how can we detail this better and explain it better so we can be stricter with it to make sure this is a pleasant place to visit.

Mr. Eckert stated just to clarify, radios, televisions and alike may be listened to if not offensive to other users. Doesn't that proposed language cover both concerns?

Vice Chairman Davis stated that's what I was thinking.

Ms. Giles stated other than that, we're not making any changes to the policies, so if the Board is okay with the new formatting, we will make that change and post it to the District website.

On MOTION by Vice Chairman Davis seconded by Mr. Horton with all in favor the amenity policies were approved as revised.

Ms. Giles stated the second thing I had is just a reminder that we will approve the Fiscal Year 2024 budget at our June 12th meeting, and we will adopt the budget at our August 14th meeting. Jay and I have started looking at agreements. We do have a deadline of May 22nd to get any changes to the accountant. If you have any concerns or comments, you want us to look at, please let us know in advance of that date.

Mr. Horton stated at the last meeting Jay talked about the vendors going up in price and things like that, so again I ask if we're covered.

Mr. Soriano stated we may put in there increases to the point that there may be a concern for an assessment increase, because you can always go down as we go through the budget process, but we can't go back up, so that will be the biggest factor. I do have concerns that we will talk about later tonight. Things are still going up, but there are a couple I know right off the bat will increase, so we have to be able to pull that money from somewhere.

Mr. Horton stated I'm asking if we are covered for the next fiscal year. If not, do we need to make adjustments?

Mr. Soriano responded I'm not concerned right now, because we also have a large capital reserve, so if there is ever a concern that we have to do something, we have good standing financially, so there isn't an immediate concern, but there is always that need and we've heard over the last couple meetings things like landscaping and stuff like that. If you want more, you have to pay more, but outside of that, if you told me now, I don't get any more money than what is already in the budget, I will see which lines end up lower and I'll pull from there, because we do have that ability. We're not running in the red with this district.

D. Operations Manager – Memorandum

Mr. Soriano stated we have been pretty busy as we come into Spring, so this report is a little bit longer. We have had a few special events going on this last month. We had Spring

Break, which worked out well at the pools. The weather turned a bit on us after the first couple of days, so it did slow down a bit, but it was a good chance to get all of the lifeguards trained. Now, we are on our April schedule, which is weekends only. In May we will change to the alternating schedule where your side is open one day during the week and your sister district is open the next until Friday, Saturday and Sunday when both sides are open. We did also just end our virtual egg hunt. It wasn't as popular as some of our past virtual runs have been, but I think that had more to do with weather. We had about 20 people that have sent pictures so far. We sent out an email earlier today to remind everybody that if you took part, get your pictures in with the eggs that you found in the neighborhood, that way they can be included for prizes and things like that. We have our next movie planned on the green, and there are also a couple of tennis and pickleball socials being planned right now. Mostly, the tennis side with pickleball is trying to ramp up. They know we're getting closer. They did inform me that most of their pickleball players are not the original pickleball crew that was there, so when I told them we finally got our surfacing in, it's time to start coordinating volunteer time, there was confusion. They are all for it though, so it's still a good group of people. Argyle just redid their pickleball courts down the road and these pickleball courts were horrible before. They had weeds knee high growing through the hard surface, so they really needed to do something. Those courts are really nice. It's the same set up with the rubberized material that we've gotten, but because that opened, there is a big group down there that believes they're professional, so a lot of our players have gone over there, so there are new people here, but they're all for it and told me to get them information and they will help with painting and getting the courts ready, so with that they're also planning their parties and socials.

You'll notice our rentals are still slowly ticking up, but we are not back to where we were years ago. I know this summer is being looked at. We are doing a lot of tours, so for summer birthday parties at the pool, I think this will be a normal summer. I do want to get that club room back to being booked during the week and every weekend. It is a small amount of revenue, but it is very helpful to our budget.

Mr. Horton stated you mentioned under aquatics the new junior guards' program.

Mr. Soriano stated yes, we've put this together. I'm not sure how well it's going to take off this summer and it's mostly going to be held over here at your sister district, but if it's popular we can do it at both sides. The idea is to train the pre-teen age. They would get first aid

and CPR certifications. The timing of it was the hard part. We wanted to be able to coordinate with the tennis program. A lot of these kids are down here all day anyway, so we want to be able to teach them a lot of safety protocols and also get them hooked on jobs like being a lifeguard for the future, so we're hoping people will be receptive to the idea and get involved. There are costs because we have instructors and it is an actual certification for many of these, but we will have to see how many we get and the idea is that if we can piggyback, tennis has a huge program. They dump them off at the pool when they're done with their camp, so I'd rather find a way to use them. Hopefully it will be popular.

Mr. Soriano continued with his report stating, the longest conversation is going to be about the pool leak issue. I got American Leak out two weeks ago and confirmed my thoughts that your leak is in the slide system. You have two main pipes that operate that slide and inlet. There are two main drains underneath the slide that sucks the water in, puts it into a reservoir tank in the back and then an outlet that shoots it back through a 15-horsepower motor down the long pipe and up to the top of the slide. They found it; the problem is it's in the worst possible place. Right between the two drains in the concrete wall. They're listening to it and if you read the report, they can hear it the most when they're sitting right on top of the concrete. As they walk back and follow that pipe, it gets quieter. If that is the case, the fix would be to rip out a section of your pool. We're talking about a good size job that is almost like building a residential pool. They have to take out the concrete and rebar and rebuild it. If it's on the outside, then it is a normal pipe repair like we dealt with last year. That's what I'm hoping. My problem is finding a way to prove it. You see how our slide is set up. Because of that location, we would have to dig around the slide area. We also have two large footers, and this becomes a structural issue, because we can't take out that much dirt around those slide footers without concern that the slide will move or the structure shifts, so that's a big concern. I'm waiting on some help from the guys that designed it, Compac Filtration. The other issue is I don't have as built for where exactly that pipe sits and how deep it sits, so a lot of it is exploratory digging and how far down those footers go. The other problem is the slide itself. It's directly under the mouth of that slide, which means we have to pull up the fiberglass. That slide has been in that same position for almost 20 years now, so if we have to pull it apart, it's going to damage the fiberglass and we're going to have to do some repairs to those fiberglass sections to be able to put it back. Of course, if that thing were to shift, you may have to replace your whole slide, so

this job could easily go from a \$10,000 job to a \$100,000 job. We have no clue yet, because I have to be able to lay eyes on the problem and there's no way to do that until I dig down and before I dig down, I have to get word from somebody else that it's okay to dig out five feet of dirt around that. Hopefully Compac will be out this week to work with me. Crown has already been out and laid eyes on it. They are trying to work with the County records. Generally, what is supposed to happen is that everything you build goes on record with the County. We don't have the as-builts, but they're hoping they can find them some place. I have been able to find one set of plans in my office that has a drainage pipe under there, so I'll have to work around the drainage pipe. It's covered by about two feet of jasmine, but that tells me there is a good-sized ADS pipe that I'll hit first and then after that I should be able to find that main drain pipe. With that being said, there are a couple of options. We have to be able to plug the pipe up, so I did a temporary plug before American Leak came and I wrapped it in heavy duty plastic and duct-taped the heck out of it to try stop water from moving through it, because the water moving through it is what allows the crack to drain, so once we saw that, they knew some place in that pipe there was a leak and we slowed it down by doing that. I have to be able to go down, pull out the main drains and plug those up. Those are smaller, so I do have plugs I can put in there and we can shut that slide down whether it's a month or two and we won't leak water anymore. We have to be able to stay above the gutter line to keep that pool open. If we are leaking and constantly below gutter line, the health department can close us down. The other option is shutting the pool down until we can get it all taken care of. I have concerns doing that too, because if they know how fast we're trying to do it, they may jack the price up. So, right now, the plan was just to shut the slide down unless anybody has any concerns. We will hope that by the end of this next month we're able to find out if the crack is in the concrete, or on the outside of the concrete.

Vice Chairman Davis stated I think it's probably going to be outside of the concrete. Your suggestion is just to shut the slide down while it's weekends only.

Mr. Soriano stated right. Right now, the pool will be open, just not the slide.

Vice Chairman Davis stated I'm fine with it. To me, this is why we don't spend too much money on bushes when somebody wants bushes, or flowers, or picnic tables. Now we have a \$100,000 possibility on a pipe repair.

Mr. Soriano stated this is what I view capital for, not just the plan, but the odd cases of something happening. A lot of times we will have discussions about a storm, or a fire in the building, but we have insurance for that. When it's something like this, we're going to be paying for all of it.

Vice Chairman Davis stated you said you're going to have to do the big plug again?

Mr. Soriano responded no. Because I know it's on the inlet side, I can plug it up right at the drains, and the other side I can close off at the motor, so I don't have to worry about it running back. We will empty out the pipe at that point once that big 12-inch pipe is empty.

Mr. Horton stated you'll have to get the structural engineer out here first.

Mr. Soriano stated I have to get Compac out, but if Compac tells me they're concerned and I would need a structural engineer to look at it, then I'll have to. If Compac says that footer is not going to move, then I'll be able to dig.

Mr. Soriano continued with his report stating, just to update on some of these open items, we mentioned pickleball. I did get all of their asphalt surfacing in the Friday before last. I do want to start that, but the weather is not the greatest. The first set is filling all of the holes and cracks to get everything level, and then we will put the first coats of the rubberized material in for that. If I am able to get that done in the next week or two, that's when I'm going to enlist the help of our pickleball players to help with paint. There will be one more big cost involved, and that's the cost of somebody coming out to line the courts. Originally, Jim Haynes had a guy that did courts for us at another district, but that did not work out, which is sad because he was only going to charge us about \$1,800, so I'm sure it's going to be a little more expensive to get another company. If you notice, the painting was started last week. The weather messed them up. They were hoping to be done by this weekend, so hopefully it will clear up enough and they will be out there finishing up this week. Unfortunately, due to timing of other projects, the animal trappers were not able to start. I'm fine with the ducks, my concern is the cost on the pigs. We talked about how the pigs can add up last time. It's \$995 to just start off looking. It does get applied to the trapping cost, but we would do that on a weekly basis. This can add up to thousands. At this point though, I have not seen or heard of any new damage, so what I was thinking is if you guys want to limit it to just two weeks. If they can't come up with a single hog in two weeks, we end it there. If they do, we can continue so they get an idea of how many are out there and then it's a couple hundred for each hog. It still adds

up to a couple thousand, but I don't want to have them start this week and it takes four weeks until I get to you again and they still don't see much. The ducks are a two-week plan and they just take them all, so I'm not too concerned with that.

Mr. Horton asked when are they going to start with the ducks?

Mr. Soriano responded this week. So, unless there are any concerns, that's what I was going to do with the hogs.

Vice Chairman Davis stated that's fine.

Mr. Soriano stated I want to go to pressure washing. I did have to go look at contracts and I shared it with them. Unfortunately, I didn't print off the old contract, but I emailed the scope and contract to you in response to Mr. Bendah and then talking to the RMS pressure washing guys, this is what we looked at. This is still relatively low, so when we looked at it, there were things like the playgrounds. Some of the playgrounds take 10 hours to wash with the sidewalks and structures. At \$150, they're making \$15 an hour, which means by the time they drive that big truck to you and chemicals, these guys were not making money at all. That is something we've had in place for years, but it's because we've had them doing a lot of work out there. The total contract was much less than that though. It's not a contract like we have with our landscapers. It's not exclusive. I can have any pressure washer come out and say we want to do a third or fourth washing on a building, or the fitness center wasn't even in the original scope because in 2010 we hadn't built it yet. If I wanted to bring somebody out to do that, then we would just pay for that cost, so it wasn't an exclusive thing, but the idea was if they had this big list, they're giving you a good price break. That was also 14 years ago, so it is quite low. I looked at some of the things they billed for on sidewalks, that's extra work I had them do, and when I broke it down, they were making about \$12 an hour, so I can see why when I ask other companies to come out and give bids and I mention on average, we're probably paying about \$25 hours for most things they do, it's even lower truthfully, but no one else will even drop bids off. I did ask a few companies to come out and look at signs for me to do entry signs and I haven't received those yet. Just to compare, if RMS increases to these rates here, which is still really low, it takes that number up from \$17,000 to \$24,000. This is not asking for anything more. In Brian's email, he asked about doing the entry signs more. This is actually keeping everything status quo. This is something I will look at when I do budgeting, because there are a couple of those vendors and contracts that have served us for years and

keep costs extremely low. I did not add in any increases timewise because I figured we could talk about that later when we see the budget, like if there's something you want to wash more or something we want to add in that don't get washed right now.

Mr. Horton stated I'm confused. You're saying this is what you're proposing would be adequate? Which is more than the previous amount?

Mr. Soriano responded yes. The 2010 amount totaled \$17,000, so it's about \$7,000 more. That's just planning in the budget line. We have a line for field maintenance and also repair and replacements. Those are things I'll have to take into account when I'm doing the budget.

Mr. Horton stated it sounds like it's a good plan.

Mr. Soriano stated this is really just to make everybody aware because we talked about that earlier. When we ask for additional things, everybody has to understand that it is more money. Like I said, right now I don't have concerns because we can pull from other areas, but eventually we could get to the point where we may have to say if this is what everybody wants, we have to increase.

Mr. Horton stated it's not a matter of wanting to do it, to me it's a necessity. You have to keep maintaining things and it's going to get more expensive as things get older.

Mr. Soriano stated that's why I'm presenting it to you, so that it can be a part of that discussion. When I do get those other quotes from the pressure washers I'll bring that in.

Vice Chairman Davis stated you said pressure washing can also deteriorate things quicker.

Mr. Soriano stated right. That's something we can go through. We can pick out if we want to keep some things one time a year, twice a year or more. That will be a discussion after we see that first budget run.

Mr. Soriano continued with his report stating, the next item is quotes for amenity fixtures, tables and benches. Those were items brought up at the last meeting also because we do have a couple of tables that are in bad shape. We try to repair what we can. Kids like to vandalize and rip stuff off. We have thermos plastic covered items and I like them because they last a while, and it's harder to scratch through the plastic, but it still happens. For some reason we have people that set fires. Kim from the HOA had sent me an email this weekend about a trash can being lit. Luckily, it looks like it was pretty well contained, but you can see fresh char

all the way around because it lit up the whole trash can, so almost all of the plastic on one side is almost gone, so that will be one that gets replaced with the new trash cans that were sitting in my office. We have a lot of those items out there, and they're expensive.

Vice Chairman Davis stated and they took forever to get.

Mr. Soriano stated the trash cans were a year. These guys promised me that they have more of these on hand, but there's a reason for it. This is a little lower quality than some of the items we first put out here. The tables and benches you guys have right now were around \$4,000 each and these are closer to \$1,500 and \$1,800 a piece. I asked for a quote on three tables: two regular tables and one ADA table. It's just missing a third bench so a wheelchair can roll up to the table. We had one that is pointed out in the pictures that is pretty bad, and then we also have another one I'd like to replace, and I have one that I took out more than a year ago. On the other side of the track, we don't get a lot of that usage. It's more of a make-out/hang out spot.

Vice Chairman Davis stated so we don't need it there.

Mr. Soriano stated yes, so we took it out. Nobody has complained, but it's still stuff we had, and I hate to take stuff away so I did put it on the list of three to be replaced. You have nine that go around that track, so I'm not looking to replace all of them. This is above my amount, so if this is the route we want to go, I will need approval for this amount.

On MOTION by Vice Chairman Davis seconded by Mr. Horton with all in favor the quote from Premier Polysteel or purchase of three picnic tables was approved.

Mr. Soriano there were a couple items on there that were just completed like our mailbox painting and things like that, but then these tables will go in there and that was really just to update you. Our resident is here. Mr. Bendah had a couple of those, and I wanted to make sure it was out there that we are still working on those items.

Mr. Lanier asked have we had any more discussion about the sign?

Mr. Soriano responded we haven't. I think the last discussion we had we left it that we were going to get rid of the sign.

Mr. Horton stated I think it was Chad that said put something out there that said if you want to know what's going on, sign up for the emails. Let that stand for a month or two months and then take the sign down.

Mr. Soriano stated we have a sign up for the emails and things like that. Is that actually the plan so I can let everyone know that we will be removing the sign? We will put a date on it if we want to go ahead and vote on removing the sign as of a certain date. I can take everything off for a while and just have the notice for sign-up for email at OakleafResidents.com.

Mr. Horton stated it's either that, or we're going to have to replace something on there.

Mr. Soriano stated it is old and it's an expensive sign.

Mr. Lanier asked is the new fiscal year October 1st?

Mr. Soriano responded yes.

Mr. Lanier asked would it be worth holding on until the new year with some verbiage to do that through the summer? Do we have irrigation and a landscaping plan?

Mr. Soriano stated it's in the middle of the grasses, so I don't know that you would want to do much. Those grasses grow nice and full right there.

Vice Chairman Davis asked do you have red letters? You could put removing sign on this date.

Mr. Soriano stated it may just have to be something about the sign being removed. There are only four lines, so I can only put so much on there.

Mr. Lanier stated then he would have to purchase those.

Vice Chairman Davis stated that wouldn't make sense to purchase them just to take it down.

Mr. Soriano responded that, and it's a little rough when we're worried about the next job. I wish I would've been asking about whether we should have been painting and making it look nice to last until October if that's the plan.

Mr. Lanier stated I personally say leave it as-is and put the notice up there.

Mr. Soriano stated for a while that's all that will be up there is sign up for email at OakleafResidents.com. I will have to put up the CDD meeting the week before still, and that will be on our newsletters.

Mr. Thomas stated I saw they're out there replacing sidewalks and they're getting in Chalon's way. They're leaving new ruts for Chalon's lawnmowers to hit. Speaking of the old ruts, are they going to come back out?

Mr. Soriano responded Chalon's group is good with taking pictures and reporting everything and I send that along to the County and ask them if they're going to fix it. Some of it is not our property, it's right of way, but there are a lot of areas we maintain for them and they should be helping us to maintain them.

Mr. Thomas stated my question for the Board is how much longer before we just pay for it to get fixed? Going into the backside of The Oaks, I saw the day that the truck went up on there and they're huge off to the right-hand side. All the other grass like Bahia and weeds has now grown in. I'm tired of looking at it, and I know my neighbors are tired of looking at it.

Vice Chairman Davis stated but you have to wait until they're out.

Mr. Thomas stated I'm talking about where they've already fixed the sidewalk.

Mr. Soriano stated chances are they will do the sidewalks first and the grass is the last thing. What they did last time is they threw seed mix down instead of sod, but that's always the last thing, so we will see how long they take, because they have to get all the way from your end towards Publix's end and then we can talk to them about sod. I don't know that we can force them to do sod realistically.

Ms. Suchsland stated they did do sod in one area, and you can see where some of that is laying, but I talked to them last week and they were doing the forms and stuff this week, so like Jay said, they're planning to do all of the sidewalks first and then come back. I did ask if they were actually laying sod and they assured me they would.

Mr. Soriano stated so it will be watching them to make sure they do, and that they hit every area.

Vice Chairman Davis asked did you get a name or contact?

Ms. Suchsland responded I did not get names; I just keep talking to everybody because they see me when I drive by, and they know I'm taking pictures.

Mr. Soriano stated that's good too, because what we end up seeing a lot of times is something irrigation-wise ends up getting broke, so if we don't find out about it until a month down the road, they try to make it out like it might not have been them, so we try to report everything.

SIXTH ORDER OF BUSINESS

Audience Comments / Supervisors' Requests

Audience Comments

A resident asked will the Little Library in front of the amenity center be painted?

Mr. Soriano responded no.

Vice Chairman Davis stated an outside program put that up.

Mr. Lanier asked do we know who put that up?

Mr. Soriano responded the Boy Scouts, and we have two of them. I also noticed about two weeks ago that we had some vandalism, so I let the family know that the one in front of my office had the roof ripped off. Part of that agreement is they're supposed to maintain them. We know that doesn't always happen, but we're pretty clear with that when people come to ask us for permission. The one for the flag, I know that family personally. The Boy Scout one is different. I can probably contact the local Boy Scout group, but it depends. If they didn't have anything to do with putting that one up, then they may not care about it.

Vice Chairman Davis asked then can we take it out?

Mr. Soriano responded we could.

Vice Chairman Davis stated I remember this discussion when we put it in and I said what happens when somebody tears it apart. You want to do nice things, but unfortunately sometimes it just can't happen.

Supervisor Requests

Mr. Horton asked has the playground equipment come in yet?

Mr. Soriano responded the playground equipment for Cannon's Point came in the same exact day we got the asphalt, so that's two projects I'll have to split the guys on. I couldn't get the Kubota last week. I do need a tractor, so if you've been out to Cannon's Point and seen that playground area and how many pine roots are out there, I can't put a playground in until I rip that up a bit. Hopefully I will have the swing sets for our front neighborhood in this week. I was told April 14th, but that was not a quick ship item, so we've been waiting for it. We're still waiting on Ellie the Elephant. That is the second one that we ordered.

Mr. Horton asked how about the AT&T fiber optic claim?

Mr. Soriano responded I sent an email. They have sold off to their complete collection's agency, which is actually a good thing because generally they sell that debt off for

something less and they're more willing to work with us, but I have not heard back from them, but the idea was anything less than what they're asking for is what we're going to pay.

Mr. Horton asked do we really need the water feature at the rec center? That's the problem that's causing all of the mildew and stuff like that.

Mr. Soriano responded I could take those poles down. You have four pillars in the front, but the motor spits water out into those four bowls. You could do something else decorative there and just have a column and the lights. You have a pond with a fountain right behind it. It's up to you guys.

Mr. Horton stated when you look at it, I don't think you see the water as much as you see the brick. About half of it is terrible looking. Just a thought.

Mr. Soriano stated I would have no problem changing that around and it would cut down on maintenance and be a lot cleaner. Then I also wouldn't have to worry about replacing the motors. We are on our second one and that will eventually go again. That's something I would need the Board to give me direction on.

Mr. Horton asked is it a brick veneer?

Mr. Soriano responded it is. It's hollow on the inside.

Mr. Horton asked so you can replace the brick veneer?

Mr. Soriano responded I can. I may not get the exact same color, but it's not hard to replace.

Mr. Horton stated it seems like getting rid of the water feature would cure the problems.

Mr. Soriano stated if I were to get rid of the water, you have less of an issue with calcium leaching back out. You also don't have mold, so we don't have to worry about pressure washing as much. Brick is like any other mason work. We can stain that and you won't see the white. It would be a red brick stain. Until about seven years ago, they used chlorine in there to help cut down the mold, but it creates more of a calcium issue on the outside, just like your pools. Chemicals dry up and leave a residue, so we stopped using the chlorine, but then you increase mold. That's a big change in the look, so I would need direction from the Board.

Mr. Lanier stated I'll give it some thought.

Vice Chairman Davis stated I prefer the water.

SEVENTH ORDER OF BUSINESS

Next Scheduled Meeting

Ms. Giles stated the next scheduled meeting is May 8th at 4:00 p.m. at the Plantation Oaks Amenity Center.

EIGHTH ORDER OF BUSINESS

Adjournment

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

Secretary/Assistant Secretary

Chairman/Vice Chairman

B.

Double Branch

Community Development District

Unaudited Financial Reporting
March 31, 2023



DOUBLE BRANCH
Community Development District

Combined Balance Sheet

March 31, 2023

	Governmental Fund Types					Totals
	General	Recreation	Capital Reserve	Debt Service	Capital Projects	(Memorandum Only) 2023
ASSETS:						
Cash	\$147,121	\$1,581,544	\$1,123,000	---	---	\$2,851,664
Investments:						
<i>Series 2013A-1</i>						
Revenue	---	---	---	\$2,202,761	---	\$2,202,761
Reserve A1	---	---	---	\$868,932	---	\$868,932
Prepayment	---	---	---	\$144	---	\$144
Acquisition and Construction	---	---	---	---	\$19,005	\$19,005
<i>Series 2013A-2</i>						
Reserve A2	---	---	---	\$95,634	---	\$95,634
<i>Operations</i>						
Custody Account-General Fund Excess	\$15,510	---	---	---	---	\$15,510
Custody Account-Recreation Fund Excess	---	\$142,054	---	---	---	\$142,054
Custody Account-Recreation Fund Reserve	---	---	\$74	---	---	\$74
<i>State Board</i>						
General Fund	\$12,864	---	---	---	---	\$12,864
Recreation	---	\$92,072	---	---	---	\$92,072
Capital Reserve	---	---	\$119,820	---	---	\$119,820
Due From Capital Reserve Fund	---	\$9,585	---	---	---	\$9,585
Due from Other	\$25	\$137	---	---	---	\$162
Due From Middle Village	---	\$5,451	---	---	---	\$5,451
Electric Deposits	---	\$4,583	---	---	---	\$4,583
Prepaid Expenses	\$4,091	---	---	---	---	\$4,091
TOTAL ASSETS	\$179,610	\$1,835,426	\$1,242,894	\$3,167,471	\$19,005	\$6,444,407
LIABILITIES:						
Accounts Payable	\$9,735	\$3,871	\$1,068	---	---	\$14,674
FICA Payable	\$153	---	---	---	---	\$153
Accrued Expenses	\$4,339	\$16,185	\$3,145	---	---	\$23,670
Due to Rec Fund	---	---	\$9,585	---	---	\$9,585
FUND BALANCES:						
Nonspendable	---	\$4,583	---	---	---	\$4,583
Restricted for Debt Service	---	---	---	\$3,167,471	---	\$3,167,471
Restricted for Capital Projects	---	---	---	---	\$19,005	\$19,005
Assigned	---	---	\$1,229,095	---	---	\$1,229,095
Unassigned	\$165,383	\$1,810,786	---	---	---	\$1,976,169
TOTAL LIABILITIES & FUND EQUITY	\$179,610	\$1,835,426	\$1,242,894	\$3,167,471	\$19,005	\$6,444,407

DOUBLE BRANCH

Community Development District

GENERAL FUND

Statement of Revenues & Expenditures

For The Period Ending March 31, 2023

	AMENDED BUDGET	PRORATED BUDGET THRU 3/31/2023	ACTUAL THRU 3/31/2023	VARIANCE
Assessment - Tax Roll	\$177,890	\$174,296	\$174,296	\$0
Interest Income	\$200	\$200	\$1,129	\$929
TOTAL REVENUES	\$178,090	\$174,496	\$175,424	\$929

EXPENDITURES:

Administrative

Supervisor Fees	\$12,000	\$6,000	\$4,400	\$1,600
FICA Expense	\$1,000	\$500	\$363	\$137
Engineering	\$5,000	\$2,500	\$0	\$2,500
Arbitrage	\$700	\$350	\$0	\$350
Dissemination	\$1,600	\$800	\$800	\$0
Assessment Roll	\$8,212	\$8,212	\$8,212	\$0
Attorney	\$42,000	\$21,000	\$19,767	\$1,233
Annual Audit	\$5,000	\$2,500	\$2,000	\$500
Trustee Fees	\$8,815	\$4,408	\$4,725	(\$317)
Management Fees	\$64,850	\$32,425	\$32,425	\$0
Information Technology	\$2,142	\$1,071	\$1,071	\$0
Telephone	\$600	\$300	\$106	\$194
Postage	\$1,900	\$950	\$281	\$669
Printing & Binding	\$2,000	\$1,000	\$473	\$527
Records Storage	\$300	\$150	\$0	\$150
Insurance	\$10,351	\$10,351	\$9,272	\$1,079
Legal Advertising	\$2,800	\$1,400	\$1,243	\$157
Office Supplies	\$300	\$150	\$8	\$142
Website Compliance	\$2,500	\$1,250	\$1,250	\$0
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
Other Current Charges	\$120	\$60	\$51	\$9
Reserve	\$5,725	\$0	\$0	\$0

TOTAL EXPENDITURES	\$178,090	\$95,552	\$86,622	\$8,930
EXCESS REVENUES (EXPENDITURES)	\$0		\$88,803	
FUND BALANCE - Beginning	\$0		\$76,580	
FUND BALANCE - Ending	\$0		\$165,383	

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

	AMENDED BUDGET	PRORATED BUDGET THRU 3/31/2023	ACTUAL THRU 3/31/2023	VARIANCE
--	-------------------	-----------------------------------	--------------------------	----------

REVENUES:

Assessments-Tax Roll	\$1,873,440	\$1,835,586	\$1,835,586	\$0
Interest Income	\$1,000	\$1,000	\$13,157	\$12,157
Amenities Revenue	\$30,000	\$15,000	\$12,347	(\$2,653)
Sports Revenue	\$25,000	\$12,500	\$1,320	(\$11,180)
TOTAL REVENUES	\$1,929,440	\$1,864,086	\$1,862,410	(\$1,676)

EXPENDITURES:

Administrative:

Management Fees - Onsite	\$208,187	\$104,094	\$104,094	\$0
Insurance	\$87,892	\$87,892	\$79,550	\$8,342
Other Current Charges	\$3,500	\$1,750	\$988	\$762
Permit Fees	\$1,635	\$818	\$81	\$737
Total Administrative	\$301,214	\$194,553	\$184,712	\$9,841

Maintenance:

Common Area

Security	\$94,257	\$47,128	\$48,004	(\$876)
Security - Clay County Off-Duty Sheriff	\$54,438	\$27,219	\$25,640	\$1,579
Water - Irrigation	\$12,300	\$6,150	\$3,685	\$2,465
Irrigation Maintenance	\$6,000	\$3,000	\$0	\$3,000
Streetlighting	\$31,000	\$15,500	\$14,659	\$841
Electric	\$35,000	\$17,500	\$16,807	\$693
Landscape Maintenance	\$422,908	\$211,454	\$216,973	(\$5,519)
Common Area Maintenance	\$55,000	\$27,500	\$25,950	\$1,550
Lake Maintenance	\$27,840	\$13,920	\$17,688	(\$3,768)
Capital Reserve	\$411,722	\$0	\$0	\$0
Total Common Area	\$1,150,464	\$369,371	\$369,406	(\$35)

Recreation Facility

Amenity Staff	\$129,800	\$64,900	\$41,531	\$23,369
Refuse Services	\$14,479	\$7,240	\$7,324	(\$85)
Telephone	\$5,500	\$2,750	\$2,858	(\$108)
Electric	\$40,000	\$20,000	\$18,971	\$1,029
Cable	\$8,500	\$4,250	\$3,616	\$634
Pool Maintenance	\$38,215	\$19,108	\$16,753	\$2,355
Water / Sewer/Reclaim	\$48,000	\$24,000	\$24,155	(\$155)
Facility Maintenance-General	\$50,000	\$25,000	\$22,687	\$2,313
Facility Maintenance-Preventative	\$13,717	\$6,859	\$3,587	\$3,272
Facility Maintenance - Contingency	\$34,750	\$17,375	\$14,065	\$3,310
Lighting Repairs	\$8,500	\$4,250	\$4,182	\$68
Special Events	\$10,500	\$5,250	\$1,275	\$3,975
Office Supplies & Equipment	\$2,000	\$1,000	\$1,071	(\$71)
Janitorial	\$64,000	\$32,000	\$27,800	\$4,200
Recreation Passes	\$5,000	\$2,500	\$1,164	\$1,336

DOUBLE BRANCH

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

	AMENDED BUDGET	PRORATED BUDGET THRU 3/31/2023	ACTUAL THRU 3/31/2023	VARIANCE
Pool Leak Repairs	\$2,500	\$1,250	\$0	\$1,250
Multiuse Field	\$2,300	\$1,150	\$0	\$1,150
Total Recreation Facility	\$477,761	\$238,881	\$191,039	\$47,841
Total Maintenance	\$1,628,226	\$608,252	\$560,446	\$47,806
TOTAL EXPENDITURES	\$1,929,440	\$802,805	\$745,158	\$57,647
EXCESS REVENUES (EXPENDITURES)	\$0		\$1,117,252	
FUND BALANCE - Beginning	\$0		\$698,117	
FUND BALANCE - Ending	\$0		\$1,815,369	

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 March 31, 2023

	ADOPTED BUDGET	PRORATED THRU 3/31/2023	ACTUAL THRU 3/31/2023	VARIANCE
Revenues:				
Special Assessments - Tax Roll	\$1,961,878	\$1,920,416	\$1,920,416	\$0
Interest Income	\$3,500	\$3,500	\$38,845	\$35,345
TOTAL REVENUES	\$1,965,378	\$1,923,916	\$1,959,261	\$35,345
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		\$1,576,564	
Net change in Fund Balance	\$19,984		\$1,576,564	
FUND BALANCE - Beginning	\$622,539		\$1,590,907	
FUND BALANCE - Ending	\$642,523		\$3,167,471	

Revenue	\$2,202,761
Reserve 2013-1	\$868,932
Reserve 2013-2	\$95,634
Prepayment	\$144
Assessments Receivable	\$0
Total	\$3,167,471

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

	AMENDED BUDGET	PRORATED THRU 3/31/2023	ACTUAL THRU 3/31/2023	VARIANCE
REVENUES:				
Interest Income	\$6,000	\$6,000	\$22,058	\$16,058
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	\$22,058	\$16,058
EXPENDITURES:				
Repairs & Replacements	\$570,670	\$285,335	\$227,114	\$58,221
TOTAL EXPENDITURES	\$570,670	\$285,335	\$227,114	\$58,221
EXCESS REVENUES (EXPENDITURES)	(\$147,223)		(\$205,055)	
FUND BALANCE - Beginning	\$1,410,643		\$1,434,151	
FUND BALANCE - Ending	\$1,263,420		\$1,229,095	

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

	SERIES 2013 A-1 AND A-2
<u>REVENUES:</u>	
Interest Income	\$323
TOTAL REVENUES	\$323
<u>EXPENDITURES:</u>	
Capital Outlay - Series 2013 A1 and A2	\$0
Cost of Issuance	\$0
TOTAL EXPENDITURES	\$0
EXCESS REVENUES (EXPENDITURES)	\$323
FUND BALANCE - Beginning	\$18,682
FUND BALANCE - Ending	\$19,005

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

April 30, 2023

Fund	Date	Check No.	Amount
General Fund			
Accounts Payable	4/13/23	1749-1751	\$ 14,942.80
	4/28/23	1752	\$ 4,692.36
		<u>Sub-Total</u>	<u>\$ 19,635.16</u>
Recreation Fund			
Accounts Payable	4/13/23	7232-7238	\$ 69,284.47
	4/28/23	7239-7249	\$ 8,022.28
		<u>Sub-Total</u>	<u>\$ 77,306.75</u>
Capital Reserve Fund			
Accounts Payable	4/13/23	101-103	\$ 1,287.83
	4/28/23	104-107	\$ 16,317.70
		<u>Sub-Total</u>	<u>\$ 17,605.53</u>
Total			\$ 114,547.44

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
4/13/23	00035	4/01/23 2322	202304 310-51300-34000	APR MANAGEMENT FEES	*	5,404.17	
4/01/23		2322	202304 310-51300-52000	APR WEBSITE ADMIN	*	208.33	
4/01/23		2322	202304 310-51300-35100	APR INFO TECH	*	178.50	
4/01/23		2322	202304 310-51300-31300	APR DISSEM AGENT SRVCS	*	133.33	
4/01/23		2322	202304 310-51300-51000	OFFICE SUPPLIES	*	.99	
4/01/23		2322	202304 310-51300-42000	POSTAGE	*	53.66	
4/01/23		2322	202304 310-51300-42500	COPIES	*	65.85	
4/01/23		2322	202304 310-51300-41000	TELEPHONE	*	13.17	
GOVERNMENTAL MANAGEMENT SERVICES							6,058.00 001749
4/13/23	00111	3/31/23 23-00120	202303 310-51300-48000	NOTICE OF MEETING 3/31/23	*	69.50	
JACKSONVILLE DAILY RECORD							69.50 001750
4/13/23	00042	3/24/23 6866250	202303 310-51300-32300	FY23 SE2013A1&A2 TRUSTEE	*	4,090.62	
3/24/23		6866250	202303 300-15500-10000	FY24 SE2013A1&A2 PREPAID	*	4,090.63	
3/24/23		6866250	202303 310-51300-32300	INCIDENTAL EXPENSES	*	634.05	
U.S. BANK							8,815.30 001751
4/28/23	00113	4/12/23 3208037	202303 310-51300-31500	MAR GENERAL COUNSEL	*	4,692.36	
KUTAK ROCK LLP							4,692.36 001752
TOTAL FOR BANK A						19,635.16	
TOTAL FOR REGISTER						19,635.16	

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 2322
Invoice Date: 4/1/23
Due Date: 4/1/23
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 - April 2023	1,310,513.340	5,404.17	5,404.17
Website Administration - April 2023	520	208.33	208.33
Information Technology - April 2023	351	178.50	178.50
Dissemination Agent Services - April 2023	313	133.33	133.33
Office Supplies	510	0.99	0.99
Postage	420	53.66	53.66
Copies	425	65.85	65.85
Telephone	410	13.17	13.17

RECEIVED
APR 05 2023
BY: _____

Total	\$6,058.00
Payments/Credits	\$0.00
Balance Due	\$6,058.00

Jacksonville Daily Record

A Division of

DAILY RECORD & OBSERVER, LLC

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

INVOICE

March 30, 2023

Date

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



1,310,513.480

Serial # <u>23-00120C</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>3/30</u>		Payment Due Upon Receipt
County <u>Clay</u>		For your convenience, you may remit payment online at www.jaxdailyrecord.com/send-payment .

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

If your payment is being mailed, please reference **Serial # 23-00120C** on your check or remittance advice.

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

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

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

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

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

Notice is hereby given that the Board of Supervisors of the Double Branch Community Development District is scheduled to be meet on **Monday, April 10, 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 114, St. Augustine, Florida 32092 (and phone (904) 940-5850) and on the District's website at www.DoubleBranchCDD.com. This meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when one or more Supervisors will participate by telephone.

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

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

Marilee Giles
District Manager
Mar. 30 00 (23-00120C)



Corporate Trust Services
 EP-MN-WN3L
 60 Livingston Ave.
 St. Paul, MN 55107

Invoice Number: 6866250
 Invoice Date: 03/24/2023
 Account Number: 202941000
 Direct Inquiries To: SCOTT SCHUHLE
 Phone: 954-938-2476

**DOUBLE BRANCH COMMUNITY DEVELOPMENT
 DISTRICT
 (CLAY COUNTY, FLORIDA) SPECIAL ASSESSMENT
 REFUNDING
 BONDS SERIES 2013A-1 & 2013A-2**

Accounts Included	202941000	202941001	202941002	202941003	202941004	202941005
In This Relationship:	202941006	202941007	202941008	202941009	202941010	202941011

CURRENT CHARGES SUMMARIZED FOR ENTIRE RELATIONSHIP

Detail of Current Charges	Volume	Rate	Portion of Year	Total Fees
04200 Trustee	1.00	7,631.25	100.00%	\$7,631.25
04120 Paying Agent	1.00	550.00	100.00%	\$550.00
Subtotal Administration Fees - In Advance 03/01/2023 - 02/29/2024				\$8,181.25
Incidental Expenses 03/01/2023 to 02/29/2024	8,181.25	0.0775		\$634.05
Subtotal Incidental Expenses				\$634.05
TOTAL AMOUNT DUE				\$8,815.30

Trustee fee

① FY23 6m $8181.25 / 12 \times 6 = 4090.62$ Trustee fee
 ② FY24 6m $8181.25 / 12 \times 6 = 4090.63$ Prepaid
 ③ $1,310,573.323$ Trustee fee
 $1,307,155.1000$ Prepaid

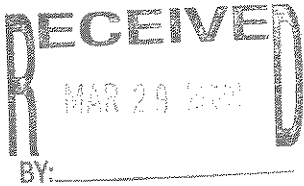




Corporate Trust Services
EP-MN-WN3L
60 Livingston Ave.
St. Paul, MN 55107

Invoice Number: 6866250
Account Number: 202941000
Invoice Date: 03/24/2023
Direct Inquiries To: SCOTT SCHUHLE
Phone: 954-938-2476

GOVERNMENTAL MANAGEMENT SERVICES
CENTRAL FLORIDA
475 WEST TOWN PLACE SUITE 114
WORLD GOLF VILLAGE
ST AUGUSTINE FL 32092



DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
(CLAY COUNTY, FLORIDA) SPECIAL ASSESSMENT REFUNDING
BONDS SERIES 2013A-1 & 2013A-2

The following is a statement of transactions pertaining to your account. For further information, please review the attached.

STATEMENT SUMMARY

PLEASE REMIT BOTTOM COUPON PORTION OF THIS PAGE WITH CHECK PAYMENT OF INVOICE.

TOTAL AMOUNT DUE \$8,815.30

All invoices are due upon receipt.

Please detach at perforation and return bottom portion of the statement with your check, payable to U.S. Bank.

DOUBLE BRANCH COMMUNITY DEVELOPMENT
DISTRICT
(CLAY COUNTY, FLORIDA) SPECIAL ASSESSMENT
REFUNDING
BONDS SERIES 2013A-1 & 2013A-2

Invoice Number: 6866250
Account Number: 202941000
Current Due: \$8,815.30

Direct Inquiries To: SCOTT SCHUHLE
Phone: 954-938-2476

Wire Instructions:
U.S. Bank
ABA # 091000022
Acct # 1-801-5013-5135
Trust Acct # 202941000
Invoice # 6866250
Attn: Fee Dept St. Paul

Please mail payments to:
U.S. Bank
CM-9690
PO BOX 70870
St. Paul, MN 55170-9690



KUTAK ROCK LLP

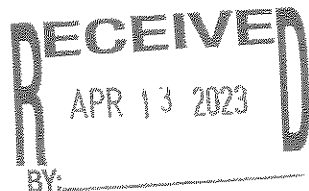
TALLAHASSEE, FLORIDA

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

April 12, 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. 3208037

Client Matter No. 5323-1

Notification Email: eftgroup@kutakrock.com

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

1,310,513,315

Invoice No. 3208037
5323-1

Re: Double Branch CDD-General Counsel

For Professional Legal Services Rendered

03/01/23	M. Eckert	0.60	219.00	Prepare for and attend agenda call
03/04/23	M. Eckert	0.10	36.50	Prepare landscape RFP
03/04/23	W. Haber	0.30	115.50	Monitor 2023 legislative session for legislation pertaining to or affecting District
03/06/23	K. Haber	1.10	264.00	Revise surplus property resolution; correspond with Hogge regarding same; correspond with Hovda regarding county's land conveyance to district; revise notice of landscape maintenance request for proposal; correspond with Giles, Soriano, and Hogge regarding same
03/07/23	K. Haber	0.80	192.00	Correspond with Giles, Soriano, and Hogge regarding surplus furniture resolution; prepare landscape maintenance request for proposal package

KUTAK ROCK LLP

Double Branch CDD
April 12, 2023
Client Matter No. 5323-1
Invoice No. 3208037
Page 2

03/09/23	K. Haber	1.20	288.00	Confer with Soriano regarding contractor's settlement request; prepare board meeting agenda memorandum
03/09/23	K. Haber	1.00	240.00	Correspond with Fulks regarding Trinity assessments; prepare board meeting agenda memorandum
03/10/23	M. Eckert	0.10	36.50	Prepare for board meeting
03/12/23	M. Eckert	0.10	36.50	Prepare for board meeting
03/13/23	M. Eckert	3.60	1,314.00	Prepare for, travel to and attend board meeting; return travel
03/15/23	M. Eckert	0.30	109.50	Follow up from board meeting; prepare VerdeGo work authorization
03/15/23	D. Wilbourn	0.80	120.00	Prepare work authorization for additional landscape services
03/16/23	K. Haber	0.30	72.00	Review correspondence from Giles regarding March board meeting; correspondence with Soriano regarding landscaping services request for proposals
03/16/23	K. Haber	0.20	48.00	Review correspondence from Giles regarding March board meeting; correspondence with Soriano regarding landscape services request for proposals
03/17/23	K. Haber	3.50	840.00	Revise landscape request for proposals; correspond with Giles, Hogge, and Soriano regarding same
03/19/23	K. Haber	0.10	24.00	Correspond with Giles and Soriano regarding landscape request for proposal
03/20/23	M. Eckert	0.20	73.00	Prepare landscape RFP
03/20/23	K. Haber	0.30	72.00	Revise landscape request for proposals; correspond with Giles, Hogge, and Soriano regarding request for proposals
03/23/23	M. Eckert	0.30	109.50	Review draft minutes and provide comments
03/24/23	M. Eckert	0.60	219.00	Review draft minutes and provide comments

KUTAK ROCK LLP

Double Branch CDD
April 12, 2023
Client Matter No. 5323-1
Invoice No. 3208037
Page 3

03/24/23	K. Haber	0.40	96.00	Prepare clean version of revised disciplinary policies; correspond with Giles regarding same
03/27/23	M. Eckert	0.10	36.50	Confer with Hogge regarding public records request
03/28/23	M. Eckert	0.30	109.50	Prepare for and attend agenda call
TOTAL HOURS		16.30		
TOTAL FOR SERVICES RENDERED				\$4,671.00
DISBURSEMENTS				
Travel Expenses			21.36	
TOTAL DISBURSEMENTS				<u>21.36</u>
TOTAL CURRENT AMOUNT DUE				<u>\$4,692.36</u>

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
4/13/23	00285	4/05/23	SSI11061	202303	320	57200	34510		MAR EMPLOYMENT FEE	*	507.50		
		4/05/23	SSI11061	202303	320	57200	34510		MAR SCHEDULING FEE	*	192.50		
CLAY COUNTY SHERIFF'S OFFICE												700.00	007232
4/13/23	00092	3/27/23	2324	202303	300	36900	10300		MAR FACILITY EVENT STAFF	*	112.50		
		4/01/23	2323	202304	310	51300	34000		APR FACILITY MGMT REC	*	17,348.92		
		4/01/23	2325	202304	300	36900	10300		APR FACILITY EVENT STAFF	*	112.50		
GOVERNMENTAL MANAGEMENT SERVICES												17,573.92	007233
4/13/23	00186	4/01/23	13129561	202304	320	57200	46300		APR POOL CHEMICALS	*	3,100.91		
POOLSURE												3,100.91	007234
4/13/23	00297	4/01/23	338	202304	320	57200	61000		APR JANITORIAL SERVICES	*	4,633.33		
RIVERSIDE MANAGEMENT SERVICES, INC												4,633.33	007235
4/13/23	00839	4/01/23	8926	202304	320	57200	34500		APR SECURITY SERVICES	*	7,984.00		
SECURITY DEVELOPMENT GROUP LLC												7,984.00	007236
4/13/23	00945	3/18/23	03182023	202304	300	36900	10300		DEPOSIT REFUND	*	50.00		
TRISTAN CONNER												50.00	007237
4/13/23	00672	4/01/23	11061	202304	320	57200	46200		APR LANDSCAPE MAINTENANCE	*	35,242.31		
VERDEGO, LLC												35,242.31	007238
4/28/23	00951	4/24/23	04242023	202304	300	36900	10300		DEPOSIT REFUND	*	100.00		
AMANDA SMITH												100.00	007239
4/28/23	00948	4/24/23	04242023	202304	300	36900	10300		DEPOSIT REFUND	*	100.00		
APRIL LAFALCE												100.00	007240
4/28/23	00092	4/12/23	2326	202303	320	57200	46600		FAC MAIN GEN	*	2,660.00		
		4/12/23	2326	202303	320	57200	46630		LIGHTING REPAIRS	*	650.00		

DBBR DOUBLE BRANCH OKUZMUK

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
4/12/23		2326		202303	320	57200	46400		COMMON AREA MAINT	*	2,730.00		
4/25/23		2075		202304	300	36900	10300		APR FACILITY EVENT STAFF	*	737.50		
GOVERNMENTAL MANAGEMENT SERVICES												6,777.50	007241
4/28/23	00950	4/24/23	04242023	202304	300	36900	10300		DEPOSIT REFUND	*	100.00		
JEZZETH JARDINE												100.00	007242
4/28/23	00449	4/24/23	04202023	202304	300	36900	10300		DEPOSIT REFUND	*	100.00		
4/24/23		04242023		202304	300	36900	10300		DEPOSIT REFUND	*	100.00		
KIMBERLY HARRIS												200.00	007243
4/28/23	00946	4/24/23	04202023	202304	300	36900	10300		DEPOSIT REFUND	*	300.00		
LACRESHIA MITCHELL												300.00	007244
4/28/23	00947	4/24/23	04242023	202304	300	36900	10300		DEPOSIT REFUND	*	50.00		
MAYA LEE												50.00	007245
4/28/23	00949	4/24/23	04242023	202304	300	36900	10300		DEPOSIT REFUND	*	100.00		
PETRINA PARKER												100.00	007246
4/28/23	00952	4/24/23	04242023	202304	300	36900	10300		DEPOSIT REFUND	*	100.00		
SHAUN CAREY												100.00	007247
4/28/23	00185	4/01/23	83703B	202304	320	57200	46800		APR LAKE MAINTENANCE	*	2,170.00		
4/01/23		83703B		202304	320	57200	46800		APR LAKE MAINTENANCE	V	2,170.00-		
THE LAKE DOCTORS, INC. DO NOT USE												.00	007248
4/28/23	00399	4/05/23	01864598	202304	330	57200	50000		BASE CHARGE	*	50.31		
4/05/23		01864598		202304	330	57200	50000		MTR USAGE MTR1 12/30-3/30	*	147.47		
XEROX CORPORATION												197.78	007249

TOTAL FOR BANK B 77,309.75

DBBR DOUBLE BRANCH OKUZMUK

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
TOTAL FOR REGISTER							77,309.75	

DBBR DOUBLE BRANCH OKUZMUK



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

Invoice Number: SSI11061
 Invoice Date: 4/5/2023

Page: 1

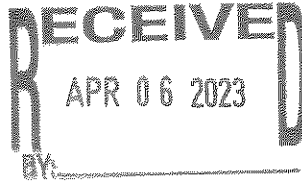
Attn: Fiscal - Accounts Receivable

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 4/20/2023
 Terms Net 15 Days

Customer ID C0000168
 P.O. Number
 P.O. Date 4/5/2023
 Our Order No
 SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee-MARCH 2023		203	203	5.00	1,015.00 507.50
Fees-2nd Employment Scheduling		1	1	385.00	385.00 192.50

2,320.572,3451

Amount Subject to Sales Tax US0
 Amount Exempt from Sales Tax 1,400.00

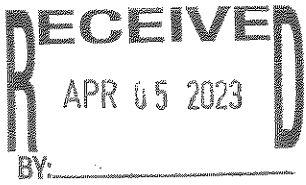

Subtotal: ~~1,400.00~~ 700.00
 Invoice Discount: 0.00
 Tax: 0.00
 Total USD: ~~1,400.00~~ 700.00

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

Invoice

Invoice #: 2323
Invoice Date: 4/1/23
Due Date: 4/1/23
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 - April 2023 2.310.513.3400		17,348.92	17,348.92
			
 4-5-23			

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 #: 2324
Invoice Date: 3/27/23
Due Date: 3/27/23
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 March 25, 2023 2.369.103 ↓ ↑ 300 RECEIVED MAR 26 2023 BY: _____	4.5	25.00	112.50

Total	\$112.50
Payments/Credits	\$0.00
Balance Due	\$112.50

3/28/23
CA

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

DOUBLE BRANCH CDD

Facility Event Staff Service Hours

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

Covers Period End: March 25, 2023

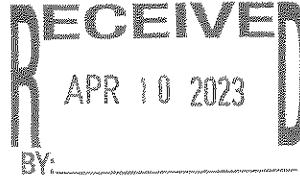
Amenities Revenue # 2-369-103

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

Invoice

Invoice #: 2325
Invoice Date: 4/10/23
Due Date: 4/10/23
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 April 8, 2023 2.369.103 ↓ ↑ .300	4.5	25.00	112.50

Total \$112.50

Payments/Credits \$0.00

Balance Due \$112.50

4/10/23
Ⓞ

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>
4.5	Facility Event Staff	\$ 25.00	\$ 112.50

Covers Period End: April 8, 2023

Amenities Revenue # 2-369-103



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

Invoice

Date 4/1/2023

Invoice # 131295613552

Terms	Net 20
Due Date	4/21/2023
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

RECEIVED

MAR 24 2023

BY: _____

2,320,572.463

RECEIVED

MAR 23 2023

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

Remittance Slip

Customer
13OAK102
Invoice #
131295613552

Amount Due \$3,100.91

Amount Paid _____

Make Checks Payable To

Poolsure
PO Box 55372
Houston, TX 77255-5372



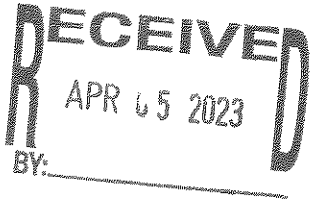
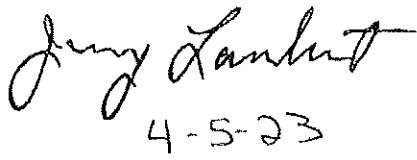
131295613552

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

Invoice

Invoice #: 338
Invoice Date: 4/1/2023
Due Date: 4/1/2023
Case:
P.O. Number:

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

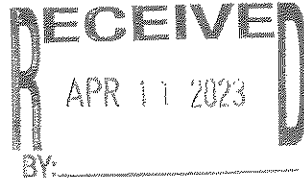
Description	Hours/Qty	Rate	Amount
2.320.572.6100 - Janitorial Services - April 2023		4,633.33	4,633.33
			
			
Total			\$4,633.33
Payments/Credits			\$0.00
Balance Due			\$4,633.33



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 # 8926
DATE 04/01/2023
DUE DATE 04/30/2023
TERMS End of the month

SERVICE MONTH
 April

ACTIVITY	QTY	RATE	AMOUNT
Dedicated Officer I Dedicated Officer for 10 hours Monday to Thursday and 12 hours Saturday and Sunday	320	24.95	7,984.00T

SUBTOTAL	7,984.00
TAX	0.00
TOTAL	7,984.00
BALANCE DUE	\$7,984.00

APPROVED

Code to:

Double Branch Security

2-320-572-345

From: Oakleaf Venues venuere rentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - TRISTAN CONNER
Date: April 6, 2023 at 2:41 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com

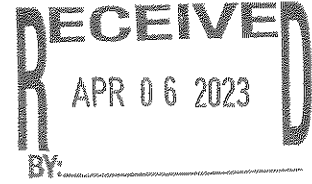


Good afternoon, Todd,

2. 300.369.103

Please make the following refund at your earliest opportunity:

- o LOCATION – OV PATIO (SATURDAY) 12:00 P.M. to 4:00 P.M.
- o DATE OF VENUE – MARCH 18, 2023
- o RESIDENT – TRISTAN CONNER
- o ADDRESS – 3104 LITCHFIELD DRIVE, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND - \$50.00 - CANCELLED EVENT verbally on 3/13/23, and in writing on 3/15/23
 - BOOKING FEE / DEPOSIT REFUND
- o DEPOSIT was via VISA(3013):
 - DATED: 3/6/23
 - SEQ#: 2
 - BATCH#: 801
 - INVOICE#: 3
 - APPROVAL CODE: 094412
 - AMOUNT: \$100.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
03/06/23	03/06/23	03/18/23	TRISTAN CONNER - OV PATIO DEPOSIT	DEPOSIT	\$ 100.00			VISA-094412

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

Thank you.

I will be out of the office Mar 8-10, 2023.

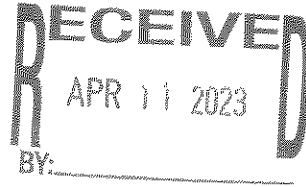
Please email me or leave a detailed message at 904-770-4661 with the following information: **NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE** and **EMAIL ADDRESS**. I will respond at my earliest opportunity. Any messages left on the office phone will 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
venuere rentals@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.



Invoice

Invoice #: 11061

Date: 04/01/23

Customer PO:

DUE DATE: 05/01/2023

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 April 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

From: Oakleaf Venues venue rentals@oakleafresidents.com

Subject: DBCDD refund of deposit request - AMANDA SMITH

Date: April 24, 2023 at 8:28 PM

To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com

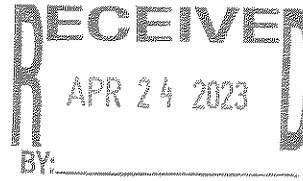
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amosing@gmstnn.com



Good evening, Todd,

Please make the following refund at your earliest opportunity:

- o LOCATION – OVCR aka CLUBROOM (TUESDAY) 4:00 P.M. to 8:00 P.M.
- o DATE OF VENUE – APRIL 18, 2023
- o RESIDENT – AMANDA SMITH
- o ADDRESS – 972 MISTY MAPLE COURT, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND - \$100.00
 - BOOKING FEE / DEPOSIT REFUND
- o DEPOSIT was via MC(1187):
 - DATED: 3/28
 - SEQ#: 2
 - BATCH#: 214
 - INVOICE#: 2
 - APPROVAL CODE: 332247
 - AMOUNT: \$100.00



2,300.369.103
#951

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC. CHECK/CASH	CREDIT CARD
03/28/23	03/28/23	04/18/23	AMANDA SMITH - OVCR DEPOSIT	DEPOSIT	\$ 100.00		MC-332247

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

Thank you.

I will be out of the office May 8-10, 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 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
venue rentals@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.



From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - APRIL LAFALCE
Date: April 24, 2023 at 8:08 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amosing@gmstnn.com

Good evening, Todd,

Please make the following refund at your earliest opportunity:

- o LOCATION -- OV PATIO (SATURDAY) 10:00 A.M. to 2:00 P.M.
- o DATE OF VENUE -- APRIL 16, 2023
- o RESIDENT -- APRIL LAFALCE
- o ADDRESS -- 3750 SILVER BLUFF BOULEVARD #1304, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND - \$100.00
 - BOOKING FEE / DEPOSIT REFUND
- o DEPOSIT was via MC(6043):
 - DATED: 4/3/23
 - SEQ#: 2
 - BATCH#: 215
 - INVOICE#: 2
 - APPROVAL CODE: 86729Z
 - AMOUNT: \$100.00

RECEIVED
 APR 24 2023
 BY: _____

2,300.369.103
 #948

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
04/03/23	04/03/23	04/15/23	APRIL LAFALCE - OV PATIO DEPOSIT	DEPOSIT	\$ 100.00			MC-86729Z

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

Thank you.

I will be out of the office May 8-10, 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 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

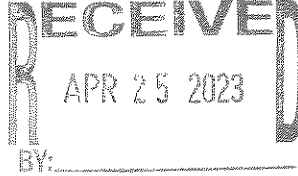
Under Florida law, e-mail addresses are public records. If you do not want your email address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. The information contained in this email and/or attachment(s) 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 #: 2075
Invoice Date: 4/25/23
Due Date: 4/25/23
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 April 22, 2023	29.5	25.00	737.50

2,300.369.103

Total	\$737.50
Payments/Credits	\$0.00
Balance Due	\$737.50

Copy
4/25/23

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>
29.5	Facility Event Staff	\$ 25.00	\$ 737.50

Covers Period End: April 22, 2023

Amenities Revenue # 2-369-103

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

Invoice

Invoice #: 2326
 Invoice Date: 4/12/23
 Due Date: 4/12/23
 Case:
 P.O. Number:

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

RECEIVED
 APR 13 2023
 BY: _____

Description	Hours/Qty	Rate	Amount
Facility Maintenance March 1 - March 31, 2023		8,483.06	8,483.06
Maintenance Supplies		702.28	702.28
Fac. Main. Gen. \$2,660 ⁰⁰ 2.572.4660			
Lighting Repairs \$650 ⁰⁰ 2.230.572.4663			
Common Area. Maint \$2,730 ⁰⁰ 2.572.4640			
Repair / Replace \$3,145 ³⁴ 2.572.6310			
34.600.538.621 Cap. Res			
			\$6,040.00

Jerry Lambert
 4-13-23

Total	\$9,185.34
Payments/Credits	\$0.00
Balance Due	\$9,185.34

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
3/2/23	5	G.S.	Removed debris from all common areas
3/2/23	4	A.T.	Removed debris from around lakes
3/3/23	4	R.G.	Fixed back entryway door, installed crash bar and did adjustment to locking meeting lube lock, fixed leaking toilet in women's restroom, fixed computer issue at front desk, removed debris at basketball courts
3/3/23	4	A.T.	Removed debris from all common areas
3/6/23	4	A.T.	Removed debris from all common areas
3/7/23	4	A.T.	Removed debris from all common areas
3/8/23	4	T.C.	Put in bathroom stall in field house bathroom
3/8/23	5	R.G.	Took apart stall divider in men's restroom to install a new door on handicap restroom stall, made adjustment to crash bar on back of amenity building, unloaded materials into shop from other side, removed debris around playground and around field house
3/8/23	4	A.T.	Removed debris from all common areas
3/9/23	4	T.C.	Fixed bathroom at field house, picked up supplies
3/9/23	6.5	J.R.	Worked on bathroom, cycled water feature
3/9/23	4	A.T.	Removed debris from all common areas
3/10/23	8	T.C.	Worked on bathroom stall, set up for movie night
3/10/23	5.5	R.G.	Finished putting up new bathroom divider and installing new door on handicap restroom
3/10/23	8	A.B.	Worked on men's bathroom, set up for movie
3/10/23	4	A.T.	Removed debris from all common areas
3/13/23	4	R.G.	Unloaded exercise bikes from pallet and placed in clubroom, fixed back door handle on gym entrance, cleaned up trash around field house bathrooms
3/13/23	1.75	L.C.	Put away movie screen/windscreen, cleaned shop
3/13/23	4	A.T.	Removed debris from all common areas
3/14/23	1	T.C.	Light inspection in neighborhood
3/15/23	7	T.C.	Replaced lights in neighborhood that were out, secured and caulked columns around field house, cleaned graffiti from columns, picked up supplies
3/15/23	8	R.G.	Wired in new three way light switch at door entry, resecured support poles on field house, removed debris around field house and amenity center
3/15/23	8	L.C.	Fixed pillars at field house, wired in new switches, fixed trim
3/15/23	4	A.T.	Removed debris from all common areas
3/16/23	4	A.T.	Removed debris from all common areas
3/17/23	8	T.C.	Worked on bridge bulkheads
3/17/23	5	R.G.	Installed trash receptacles around playground at amenity center, continued working on bulkheads at bridge entrance
3/17/23	8	A.B.	Pour concrete for trash receptacles, moved dirt for bulkheads, broke down pallets and disposed of them
3/17/23	8	L.C.	Fixed trash receptacles at playground, worked on moving dirt for bulkheads
3/17/23	4	A.T.	Removed debris from all common areas
3/20/23	7.5	L.C.	Pressure washed shop and park of fence
3/20/23	4	A.T.	Removed debris from all common areas
3/21/23	7.5	L.C.	Pressure washed fence around track
3/21/23	6	J.R.	Pressure washed parking lot fence
3/21/23	4	A.T.	Removed debris from all common areas
3/22/23	8	T.C.	Unloaded and broke down two big truck deliveries - pickleball barrels and playground equipment
3/22/23	8	R.G.	Unloaded new playground equipment and stored in shop, unloaded and moved thirty-three fifty-five gallon drums to new pickleball court for resurfacing, fixed short in light switch in men's restroom at field house
3/22/23	7	L.C.	Moved and unloaded surfacing barrels for pickleball courts, unloaded playground
3/22/23	4	A.T.	Removed debris from all common areas
3/23/23	6	T.C.	Trim trees around fitness center building, cleaned fountain by office and refilled
3/23/23	4	A.T.	Removed debris from all common areas
3/27/23	4	A.T.	Removed debris from all common areas
3/28/23	4	A.T.	Removed debris from all common areas
3/29/23	1	T.C.	Cleaned amenity center entrance fountain and basket
3/29/23	4	A.T.	Removed debris from all common areas
3/30/23	4	A.T.	Removed debris from all common areas
3/31/23	2	T.C.	Put out eggs for egg hunt

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
3/31/23	4	A.T.	Removed debris from all common areas

TOTAL 241.75

MILES 49

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

MAINTENANCE BILLABLE PURCHASES

Period Ending 4/05/23

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DB				
DOUBLE BRANCH				
	3/6/23	48MM Frog Tape	5.74	T.C.
	3/6/23	60lb Concrete Mix Bags (5)	25.88	R.G.
	3/6/23	Anvil Glass Scraper	2.86	R.G.
	3/9/23	Lemon Breeze Lysol	21.70	T.C.
	3/9/23	Windex Refill	6.60	T.C.
	3/9/23	Microfiber Towel 12pk	7.46	T.C.
	3/9/23	Disinfectant Spray	12.04	T.C.
	3/9/23	Toilet Brush	3.42	T.C.
	3/9/23	Variety Screwdriver Set	2.86	T.C.
	3/9/23	Socket Driver Adapter Set	6.31	T.C.
	3/11/23	Ryobi Electric Pressure Washer	228.85	J.S.
	3/15/23	8x1-1/4 Finishing Screws 50pk	5.68	T.C.
	3/15/23	T-10 2" Bits	3.44	T.C.
	3/15/23	Windex Spray	8.25	T.C.
	3/15/23	Windex Refill	13.20	T.C.
	3/15/23	15A Grounding Switch 4Way	18.98	T.C.
	3/15/23	Decorative Wall Plate	1.31	T.C.
	3/16/23	Battery for Polaris	28.74	T.C.
	3/16/23	Battery Core Charge	6.90	T.C.
	3/16/23	Environmental Fee	0.86	T.C.
	3/16/23	3/8x5 Galv Hex Bolt (4)	9.80	T.C.
	3/16/23	3/8 Galv Hex Nut (4)	1.52	T.C.
	3/20/23	Firm Grip Utility Gloves	7.46	T.C.
	3/20/23	1x16" Speeddemon Spade Bit	6.80	T.C.
	3/21/23	1 Gallon Sprayer	6.89	T.C.
	3/21/23	Maxblue 3" Tablets	34.49	T.C.
	3/21/23	3200 PSI 25' Hose	39.07	T.C.
	3/21/23	Nifty Nabber	11.49	T.C.
	3/21/23	5/8"x15' Swan Remnant Hose	19.53	T.C.
	3/21/23	Duopwr Wall Anchors	11.83	T.C.
	3/29/23	1/2" Wood Chisel	6.89	T.C.
	3/29/23	2" P Knife/Scraper	5.74	T.C.
	3/31/23	#10x1 Zinc Screws 50pc	5.74	T.C.
	3/31/23	Caulk Gun	4.92	T.C.
	3/31/23	Gas for Equipment	75.00	T.C.
	4/4/23	Blk Nitrile Gloves 40pk	17.23	T.C.
	4/4/23	Zep Purple Degreaser 2.5 Gallon	27.01	T.C.

TOTAL \$702.28



From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - JEZZETH JARDINE
Date: April 24, 2023 at 8:20 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amosing@gmstnn.com

Good evening, Todd,

Please make the following refund at your earliest opportunity:

- LOCATION – OV PATIO (SATURDAY) 10:00 A.M. to 2:00 P.M.
- DATE OF VENUE – APRIL 22, 2023
- RESIDENT – JEZZETH JARDINE
- ADDRESS – 431 MAHONEY LOOP, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA(6782):
 - DATED: 4/5/23
 - SEQ#: 5
 - BATCH#: 217
 - INVOICE#: 5
 - APPROVAL CODE: H72115
 - AMOUNT: \$100.00



BY: _____
 2,300.369.103
 #950

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
04/05/23	04/05/23	04/22/23	JEZZETH JARDINE - OV PATIO DEPOSIT	DEPOSIT	\$ 100.00			VISA-H72115

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

Thank you.

I will be out of the office May 8-10, 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 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.

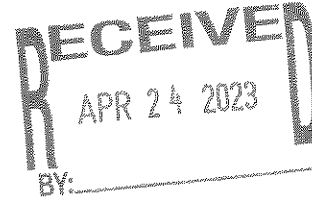
From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - KIMBERLEY HARRIS
Date: April 24, 2023 at 8:02 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amosing@gmstnn.com



Good evening, Todd,

Please make the following refund at your earliest opportunity:

- o LOCATION – OV PATIO (SUNDAY) 2:00 P.M. to 6:00 P.M.
- o DATE OF VENUE – APRIL 16, 2023
- o RESIDENT – KIMBERLEY HARRIS
- o ADDRESS – 715 BELLSHIRE DRIVE, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND - \$100.00
 - BOOKING FEE / DEPOSIT REFUND
- o DEPOSIT was via VISA(2822):
 - DATED: 2/27/23
 - SEQ#: 14
 - BATCH#: 798
 - INVOICE#: 16
 - APPROVAL CODE: 027968
 - AMOUNT: \$100.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
02/27/23	02/27/23	04/16/23	KIMBERLEY HARRIS - OV PATIO DEPOSIT	DEPOSIT	\$ 100.00			VISA-027968

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

Thank you.

I will be out of the office May 8-10, 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 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 mail 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.

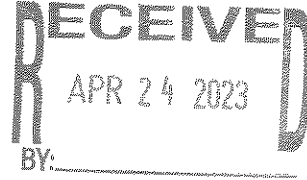
From: Oakleaf Venues venuere rentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - KIMBERLEY HARRIS
Date: April 24, 2023 at 8:43 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amosing@gmstnn.com



Good evening, Todd,

Please make the following refund at your earliest opportunity:

- o LOCATION – OVCR aka CLUBROOM (THURSDAY) 4:00 P.M. to 8:00 P.M.
- o DATE OF VENUE – APRIL 20, 2023
- o RESIDENT – KIMBERLEY HARRIS
- o ADDRESS – 715 BELLSHIRE DRIVE, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND - \$100.00
 - BOOKING FEE / DEPOSIT REFUND
- o DEPOSIT was via VISA(2822):
 - DATED: 4/5/23
 - SEQ#: 2
 - BATCH#: 217
 - INVOICE#: 2
 - APPROVAL CODE: 005741
 - AMOUNT: \$100.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
04/05/23	04/05/23	04/20/23	KIMBERLEY HARRIS - OVCR DEPOSIT	DEPOSIT	\$ 100.00			VISA-005741

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

Thank you.

I will be out of the office May 8-10, 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 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
venuere rentals@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.

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - CANCELLATION - LACRESHIA MITCHELL
Date: April 20, 2023 at 3:57 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



Good afternoon, Todd,

Please make the following refund at your earliest opportunity:

2,300.369.103

#946

- o LOCATION - OVCR (Oakleaf Village CLUBROOM)
- o DATE OF VENUE - SATURDAY, JUNE 24, 2023 from 2:30 p.m. to 6:30 p.m.
- o RESIDENT - LACRESHIA MITCHELL
- o ADDRESS - 468 CLEARVIEW COURT, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND - \$300.00
 - DEPOSIT REFUND - CANCELLED via email on 4/15/23 (full rental fee (\$250), plus 1/2 of booking fee/deposit (\$50), is refundable)
- o DEPOSIT was via MASTERCARD (0776)
 - **RENTAL FEE:**
 - DATED: 3/17/23
 - INVOICE#: 2
 - BATCH#: 212
 - SEQ#: 3
 - APPROVAL CODE: 01272Z
 - AMOUNT: \$250.00
 - **BOOKING FEE/DEPOSIT:**
 - DATED: 3/17/23
 - INVOICE#: 3
 - BATCH#: 212
 - SEQ#: 4
 - APPROVAL CODE: 03310Z
 - AMOUNT: \$100.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
03/17/23	03/17/23	06/24/23	LACRESHIA MITCHELL - OVCR	4	\$ 250.00			MC-01272Z
03/17/23	03/17/23	06/24/23	LACRESHIA MITCHELL - OVCR DEPOSIT	DEPOSIT	\$ 100.00			MC-03310Z

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

Thank you.

I will be out of the office May 8-10, 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 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.

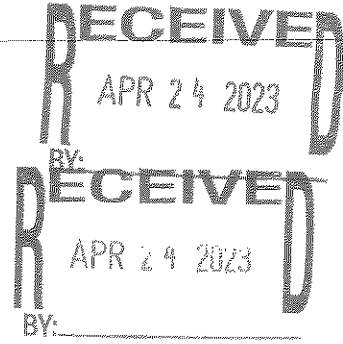


From: Oakleaf Venues venuere rentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - CANCELLATION - MAYA LEE
Date: April 24, 2023 at 6:17 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amosing@gmstnn.com

Good afternoon, Todd,

Please make the following refund at your earliest opportunity:

- o LOCATION – OV PATIO (SATURDAY) 3:00 P.M. to 7:00 P.M.
- o DATE OF VENUE – JUNE 18, 2022
- o RESIDENT – MAYA LEE
- o ADDRESS – 575 OAKLEAF PLANTATION PARKWAY #732, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND - \$50.00 - CANCELLED EVENT via email on 6/17/22 (they never rescheduled)
 - BOOKING FEE / DEPOSIT REFUND
- o DEPOSIT was via VISA(8354):
 - DATED: 5/31/22
 - SEQ#: 6
 - BATCH#: 685
 - INVOICE#: 7
 - APPROVAL CODE: 057407
 - AMOUNT: \$100.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD	
05/31/22	05/31/22	06/18/22	MAYA LEE - OV PATIO DEPOSIT	DEPOSIT	\$ 100.00			VISA-057407	\$ 3,765.00

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

Thank you.

I will be out of the office May 8-10, 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 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
venuere rentals@oakleafresidents.com
 (904) 770-4661 voice email
 (904) 375-9285 ext. 3
www.oakleafresidents.com

2,300.369,103
 #947

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.

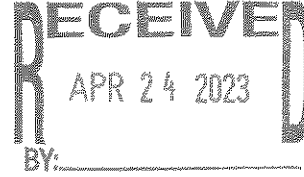
From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - PETRINA PARKER
Date: April 24, 2023 at 8:14 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



Good evening, Todd,

Please make the following refund at your earliest opportunity:

- o LOCATION – OV PATIO (SATURDAY) 2:30 P.M. to 6:30 P.M.
- o DATE OF VENUE – APRIL 22, 2023
- o RESIDENT – PETRINA PARKER
- o ADDRESS – 3175 WANDERING OAKS DRIVE, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND - \$100.00
 - BOOKING FEE / DEPOSIT REFUND
- o DEPOSIT was via VISA(3549):
 - DATED: 4/10/23
 - SEQ#: 2
 - BATCH#: 219
 - INVOICE#: 2
 - APPROVAL CODE: 06365
 - AMOUNT: \$100.00



2,300.369.103
#949

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
04/10/23	04/10/23	04/22/23	PETRINA PARKER - OV PATIO DEPOSIT	DEPOSIT	\$ 100.00			VISA-063659

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

Thank you.

I will be out of the office May 8-10, 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 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.

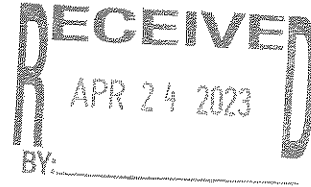


From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - SHAUN CAREY
Date: April 24, 2023 at 8:37 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com

Good evening, Todd,

Please make the following refund at your earliest opportunity:

- o LOCATION -- OVCR aka CLUBROOM (FRIDAY) 7:00 P.M. to 11:00 P.M.
- o DATE OF VENUE -- APRIL 21, 2023
- o RESIDENT -- SHAUN CAREY
- o ADDRESS -- 504 RUNNING WOODS STREET, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND - \$100.00
 - BOOKING FEE / DEPOSIT REFUND
- o DEPOSIT was via VISA (6399):
 - DATED: 3/10/23
 - SEQ#: 4
 - BATCH#: 803
 - INVOICE#: 4
 - APPROVAL CODE: 021519
 - AMOUNT: \$100.00



2,300.369.103
#952

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
03/10/23	03/10/23	04/21/23	SHAUN CAREY - OVCR DEPOSIT	DEPOSIT	\$ 100.00			VISA-021519

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

Thank you.

I will be out of the office May 8-10, 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 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.

MAKE CHECK PAYABLE TO:

PLEASE FILL OUT BELOW IF PAYING BY CREDIT CARD

 **The Lake Doctors, Inc.**
WATER MANAGEMENT SERVICES
Post Office Box 20122
Tampa, FL 33622-0122
(904) 262-5500



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

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

ACCOUNT NUMBER	DATE	BALANCE
708477	4/2/2023	\$2,170.00

0000000001908200100000008370300000021700059

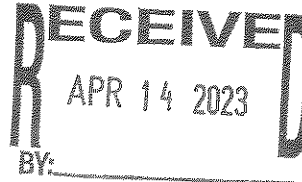
Please Return this portion with your payment

Invoice Due Date 4/11/2023

Invoice 83703B

PO #

Invoice Date	Description	Quantity	Amount	Tax	Total
4/1/2023	Water Management - Monthly		\$2170.00	\$0.00	\$2170.00



Please remit payment for this month's invoice.

Code to:

2-320-572-4680

Double Branch Lake Maintenance

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

Credits \$0.00

Adjustment \$0.00

AMOUNT DUE

Total Account Balance including this invoice:

\$7140.00

This Invoice Total:

\$2170.00

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

Customer Account #: 708477

Portal Registration #: BCF0DAE5

Corporate Address

4651 Salisbury Rd, Suite 155
Jacksonville, FL 32256

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

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



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

2,330,572.500

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

8-1878

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

04-05-23
Invoice Date
018645987
Invoice Number
720343326
Customer Number

MFP3635X1 MFP3635X W/EIP

SER.# BB1-867777

SPLY-MAINT - COST PER COPY PLAN
AMOUNT

BASE CHARGE

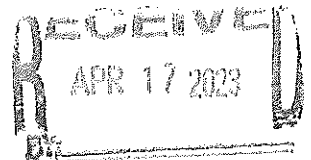
APRIL

50.31

METER USAGE
METER 1

12-30-22 TO 03-30-23
196261 198871

2610



PRINT CHARGES
METER 1 PRINTS

2610

NET BILLABLE PRINTS

2610 .056500

147.47

TOTAL EXCESS PRINT CHARGES

147.47

SUB TOTAL
TOTAL

197.78
197.78

AT THE TIME OF BILLING, NO VALID METER READ WAS AVAILABLE,
SO METER USAGE WAS ESTIMATED. ANY OVERAGE/UNDERAGE WILL BE
ADJUSTED ON NEXT METER INVOICE. PLEASE VISIT OUR WEBSITE
AT WWW.XEROX.COM TO SUBMIT YOUR NEXT METER READ.
THIS IS A 12 MONTH AGREEMENT WHICH INCLUDES MAINTENANCE
AND SUPPLY CHARGES
THIS COST PER COPY AGREEMENT RENEWS ON 06-30-23
TOTAL OF INVOICE MAY VARY ACCORDING TO METER USAGE BILLED

XEROX FEDERAL IDENTIFICATION #16-0468020

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

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

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

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

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
01-569-8562 4 720343326 018645987 04-05-23 THIS AMOUNT
RR002180 M 070122
03 6GSW 6GSW W W0225 5933 1 115

\$197.78
VFL40

202100008070060 0186459874 0300197785 272034332682

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
4/13/23	00027	2/20/23 893060	202302 600-53800-62100	MAX ROLL - SHIPPING ERC WIPING PRODUCTS	*	130.00	130.00 000101
4/13/23	00028	4/07/23 2931	202304 600-53800-62100	RPRD GOLFCART INDUSTRIAL CIRCLE ESCORT LLC	*	219.76	219.76 000102
4/13/23	00017	1/30/23 72878158	202301 600-53800-62100	MAINTENANCE SUPPLIES THE HOME DEPOT PRO	*	938.07	938.07 000103
4/28/23	00035	4/12/23 2326	202303 600-53800-62100	REPAIR/REPLACE GOVERNMENTAL MANAGEMENT SERVICES	*	3,145.34	3,145.34 000104
4/28/23	00020	4/10/23 Q23.7451	202304 600-53800-62100	2 PICNIC TABLES PLAYCORE GROUP, INC.& SUBSIDIARIES	*	3,569.57	3,569.57 000105
4/28/23	00040	3/08/23 74054294	202303 600-53800-62000	CONTROL GOLD ORP SENSOR SCP DISTRIBUTORS LLC	*	7,103.79	7,103.79 000106
4/28/23	00016	4/13/23 11196	202304 600-53800-62100	FIRST BRIDGE ENHANCEMENT VERDEGO, LLC	*	2,499.00	2,499.00 000107
TOTAL FOR BANK C						17,605.53	
TOTAL FOR REGISTER						17,605.53	



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

Invoice Number	Page
893060	1
2/20/2023	

RECEIVED
 APR 11 2023
 BY: _____

Bill-To #: 29121
 OAKLEAF PLANTATION
 370 OAKLEAF VILLAGE PARKWAY
 ORANGE PARK, FL 32065

Ship-To #:
 OAKLEAF PLANTATION
 370 OAKLEAF VILLAGE PARKWAY
 ORANGE PARK, FL 32065

Order No.	Customer P/O	Ship Via	Terms	Sales Rep
826182	DOUBLE BRANCH	XPO - EXC	NET 30	SHOPPING CART

Item	Description	U/M	Order	Ship	B/O	Net Price	Extended
EW3000MAX	MAX ROLL	CSE	10	10		57.5000	575.00
	Tracking/Pro #:964528795						
	Code to: Split Double Branch Repair and Replacements 2.320.57200.63100 Only pay shipping - \$130 *						
Invoice							
RAGS • TOWELS • PAPER WIPERS							
Thank You For Your Business							

FINANCES CHARGES OF 1.5% PER MONTH (18% PER ANNUM)
 WILL BE CHARGED ON INVOICES OVER 30 DAYS

ALL FEES AND EXPENSES INVOLVED IN THE COLLECTION OF PAST DUE ACCOUNTS OR
 BAD CHECKS WILL BE PAID BY THE CUSTOMER



AT	Sub Total:	575.00
	Sales Tax:	.00
DUE DATE: 3/22/2023	Shipping: *	130.00 *
Please Remit To: 19 Bennett St Lynn MA 01905	Deposits:	.00
	Balance:	705.00

Industrial Circle Golf Cart
 Repair
 2761 Blanding Blvd
 Middleburg, FL 32068 US
 (904) 237-8659
 industrialcircle@gmail.com



RECEIVED
 APR 11 2023
 BY: _____

BILL TO
 Oakleaf Plantation
 370 oakleaf village pkwy
 orange park, fl 32065

SHIP TO
 Oakleaf Plantation
 370 oakleaf village pkwy
 orange park, fl 32065

INVOICE 2931

DATE 04/07/2023 TERMS Net 30

DUE DATE 05/07/2023

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Tune Up Kit, E-Z-Go RXV/TXT with Kawasaki Motor	Tune Up Kit, E-Z-Go RXV/TXT with Kawasaki Motor	2	41.12	82.24
	Brake Drum, E-Z-Go 4-cycle Gas 91+, RXV	Brake Drum, E-Z-Go 4-cycle Gas 91+, RXV	1	112.85	112.85
	Motor Oil 10W30 Motor Oil	10W30 Motor Oil	2.50	8.12	20.30
	rebuilt hub	new bearing in hub	1	34.12	34.12
	Labor	Hour per cart , tune up and new hub replace bearings	2	95.00	190.00

Anthony Carter

SUBTOTAL 439.51
 TAX 0.00
 TOTAL 439.51

TOTAL DUE \$439.51

Code to: Split 50/50

Double Branch Repair and Replacements

2.320.57200.63100

Middle Village Repair and Replacements

34-600-538-64000

↑
 \$219.76 ←



INVOICE

PAGE: 1

P.O. BOX 2317
JACKSONVILLE, FL 32203-2317

SHIPPED TO:
DOUBLE BRANCH
370 OAKLEAF VILLAGE PARKWAY

ORANGE PARK, FL 32065

SOLD TO:
DOUBLE BRANCH
370 OAKLEAF VILLAGE PARKWAY

ORANGE PARK, FL 32065

RECEIVED
APR 11 2023
BY: _____

INVOICE DATE	1/30/23
INVOICE NUMBER	728781584
A/R LEVEL	A585866
ORDER NUMBER	48477900
ACCOUNT NUMBER	645245

FOR INQUIRIES CALL: 8664126726 FAX: 8777126726

ORDER DATE	ORDER NO.	CUSTOMER P.O.	WHSE.	TERMS	CASH DISCOUNT
1/27/23	48477900	LC		NET 30 DAYS	\$0.00

ITEM NO.	DESCRIPTION	ORDERED	SHIPPED	B/O	LIST PRICE	NET PRICE	EXT AMT CODE
REN02321-IB	RENOWN 36"X5" 4PLY WHITE HEAVY DUTY	4	4.00	0	9.4000	9.4	37.6
APP17100-04	APPEAL GEN PURP FOAM HAND SOAP	6	6.00	0	46.0800	46.08	276.48
REN06125-WB	RENOWN SINGLE ROLL BATH TISSUE 2PLY	2	2.00	0	83.9700	83.97	167.94
REN06003-WB	RENOWN GS MULTI-FOLD TOWEL NATURAL 9-1/8	2	2.00	0	40.1800	40.18	80.36
REN24512-CA	RENOWN LNR 40X46 .74MIL WHT	6	6.00	0	43.2900	43.29	259.74
REN14512-CA	RENOWN LNR 40X48 12MIC NAT	6	6.00	0	56.0900	56.09	336.54
193010	ZURN CLOSET REPAIR KIT 3.5GPF (A-38-A)	5	5.00	0	25.4500	25.45	127.25
806850	1-1/2"X 1-1/2" BRASS SPUD ASSEMBLY	5	5.00	0	16.7100	16.71	83.55

NET MERCHANDISE TOTAL	TAX TOTAL	FREIGHT	OTHER	INVOICE TOTAL
1,868.18			7.95	\$1,876.13

TERMS AND CONDITIONS FROM CURRENT CATALOG APPLY. CLAIMS FOR SHORTAGES OR DAMAGED GOODS MUST BE MADE IMMEDIATELY UPON RECEIPT OF SHIPMENT IN ACCORDANCE WITH CURRENT RETURN GOODS POLICY. NO RETURNS ACCEPTED WITHOUT PRIOR AUTHORIZATION. * NO DISCOUNT ALLOWED FOR PAYMENTS MADE BY CREDIT CARD.

RETAIN THIS PORTION OF THE INVOICE FOR YOUR RECORDS

RETURN THIS PORTION WITH YOUR REMITTANCE



ACCOUNT NUMBER	INVOICE DATE	INVOICE NO.	INVOICE AMOUNT DUE
0000645245	1/30/23	728781584	\$1,876.13
		INVOICE BALANCE	\$1,876.13

SOLD TO:
DOUBLE BRANCH
370 OAKLEAF VILLAGE PARKWAY
ORANGE PARK, FL 32065

REMIT TO:
The Home Depot Pro
PO Box 404468
Atlanta, GA 30384-4468

A 1 1/2 % SERVICE CHARGE WILL BE ADDED TO ALL PAST DUE BALANCES. * NO DISCOUNT ALLOWED FOR PAYMENTS MADE BY CREDIT CARD.



INVOICE

P.O. BOX 2317
 JACKSONVILLE, FL 32203-2317

SHIPPED TO:
 DOUBLE BRANCH
 370 OAKLEAF VILLAGE PARKWAY

ORANGE PARK, FL 32065

SOLD TO:
 DOUBLE BRANCH
 370 OAKLEAF VILLAGE PARKWAY

ORANGE PARK, FL 32065

INVOICE DATE	1/30/23
INVOICE NUMBER	728781584
A/R LEVEL	A585866
ORDER NUMBER	48477900
ACCOUNT NUMBER	645245

FOR INQUIRIES CALL: 8664126726 FAX: 8777126726

ORDER DATE	ORDER NO.	CUSTOMER P.O.	WHSE.	TERMS	CASH DISCOUNT
1/27/23	48477900	LC		NET 30 DAYS	\$0.00

ITEM NO.	DESCRIPTION	ORDERED	SHIPPED	B/O	LIST PRICE	NET PRICE	EXT AMT CODE
REN06132-WB	CONTROLLED HARD ROLL TOWEL NATURAL	6	6.00	0	83.1200	83.12	498.72

Code to: Split 50/50

Double Branch Repair and Replacements

2.320.57200.63100

Middle Village Repair and Replacements

34-600-538-64000

Handwritten: \$938.07

NET MERCHANDISE TOTAL	TAX TOTAL	FREIGHT	OTHER	INVOICE TOTAL
1,868.18			7.95	\$1,876.13

TERMS AND CONDITIONS FROM CURRENT CATALOG APPLY. CLAIMS FOR SHORTAGES OR DAMAGED GOODS MUST BE MADE IMMEDIATELY UPON RECEIPT OF SHIPMENT IN ACCORDANCE WITH CURRENT RETURN GOODS POLICY. NO RETURNS ACCEPTED WITHOUT PRIOR AUTHORIZATION. * NO DISCOUNT ALLOWED FOR PAYMENTS MADE BY CREDIT CARD.

RETAIN THIS PORTION OF THE INVOICE FOR YOUR RECORDS

RETURN THIS PORTION WITH YOUR REMITTANCE



ACCOUNT NUMBER	INVOICE DATE	INVOICE NO.	INVOICE AMOUNT DUE
0000645245	1/30/23	728781584	\$1,876.13
		INVOICE BALANCE	\$1,876.13

SOLD TO:
 DOUBLE BRANCH
 370 OAKLEAF VILLAGE PARKWAY
 ORANGE PARK, FL 32065

REMIT TO:
 The Home Depot Pro
 PO Box 404468
 Atlanta, GA 30384-4468

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

Invoice

Invoice #: 2326
 Invoice Date: 4/12/23
 Due Date: 4/12/23
 Case:
 P.O. Number:

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

RECEIVED
 APR 13 2023
 BY: _____

Description	Hours/Qty	Rate	Amount
Facility Maintenance March 1 - March 31, 2023		8,483.06	8,483.06
Maintenance Supplies		702.28	702.28
Fac. Main. Gen. \$2,660 ⁰⁰ 2.572.4660			
Lighting Repairs \$650 ⁰⁰ 2.230.572.4663			
Common Area. Maint \$2,730 ⁰⁰ 2.572.4640			
Repair / Replace \$3,145 ³⁴ 2.572.6310 34.600.538.621 Cap. Res			
			Total

Jerry Lambert
 4-13-23

Total	\$9,185.34
Payments/Credits	\$0.00
Balance Due	\$9,185.34

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
3/2/23	5	G.S.	Removed debris from all common areas
3/2/23	4	A.T.	Removed debris from around lakes
3/3/23	4	R.G.	Fixed back entryway door, installed crash bar and did adjustment to locking meeting lube lock, fixed leaking toilet in women's restroom, fixed computer issue at front desk, removed debris at basketball courts
3/3/23	4	A.T.	Removed debris from all common areas
3/6/23	4	A.T.	Removed debris from all common areas
3/7/23	4	A.T.	Removed debris from all common areas
3/8/23	4	T.C.	Put in bathroom stall in field house bathroom
3/8/23	5	R.G.	Took apart stall divider in men's restroom to install a new door on handicap restroom stall, made adjustment to crash bar on back of amenity building, unloaded materials into shop from other side, removed debris around playground and around field house
3/8/23	4	A.T.	Removed debris from all common areas
3/9/23	4	T.C.	Fixed bathroom at field house, picked up supplies
3/9/23	6.5	J.R.	Worked on bathroom, cycled water feature
3/9/23	4	A.T.	Removed debris from all common areas
3/10/23	8	T.C.	Worked on bathroom stall, set up for movie night
3/10/23	5.5	R.G.	Finished putting up new bathroom divider and installing new door on handicap restroom
3/10/23	8	A.B.	Worked on men's bathroom, set up for movie
3/10/23	4	A.T.	Removed debris from all common areas
3/13/23	4	R.G.	Unloaded exercise bikes from pallet and placed in clubroom, fixed back door handle on gym entrance, cleaned up trash around field house bathrooms
3/13/23	1.75	L.C.	Put away movie screen/windscreen, cleaned shop
3/13/23	4	A.T.	Removed debris from all common areas
3/14/23	1	T.C.	Light inspection in neighborhood
3/15/23	7	T.C.	Replaced lights in neighborhood that were out, secured and caulked columns around field hours, cleaned graffiti from columns, picked up supplies
3/15/23	8	R.G.	Wired in new three way light switch at door entry, resecured support poles on field house, removed debris around field house and amenity center
3/15/23	8	L.C.	Fixed pillars at field house, wired in new switches, fixed trim
3/15/23	4	A.T.	Removed debris from all common areas
3/16/23	4	A.T.	Removed debris from all common areas
3/17/23	8	T.C.	Worked on bridge bulkheads
3/17/23	5	R.G.	Installed trash receptacles around playground at amenity center, continued working on bulkheads at bridge entrance
3/17/23	8	A.B.	Pour concrete for trash receptacles, moved dirt for bulkheads, broke down pallets and disposed of them
3/17/23	8	L.C.	Fixed trash receptacles at playground, worked on moving dirt for bulkheads
3/17/23	4	A.T.	Removed debris from all common areas
3/20/23	7.5	L.C.	Pressure washed shop and park of fence
3/20/23	4	A.T.	Removed debris from all common areas
3/21/23	7.5	L.C.	Pressure washed fence around track
3/21/23	6	J.R.	Pressure washed parking lot fence
3/21/23	4	A.T.	Removed debris from all common areas
3/22/23	8	T.C.	Unloaded and broke down two big truck deliveries - pickleball barrels and playground equipment
3/22/23	8	R.G.	Unloaded new playground equipment and stored in shop, unloaded and moved thirty-three fifty-five gallon drums to new pickleball court for resurfacing, fixed short in light switch in men's restroom at field house
3/22/23	7	L.C.	Moved and unloaded surfacing barrels for pickleball courts, unloaded playground
3/22/23	4	A.T.	Removed debris from all common areas
3/23/23	6	T.C.	Trim trees around fitness center building, cleaned fountain by office and refilled
3/23/23	4	A.T.	Removed debris from all common areas
3/27/23	4	A.T.	Removed debris from all common areas
3/28/23	4	A.T.	Removed debris from all common areas
3/29/23	1	T.C.	Cleaned amenity center entrance fountain and basket
3/29/23	4	A.T.	Removed debris from all common areas
3/30/23	4	A.T.	Removed debris from all common areas
3/31/23	2	T.C.	Put out eggs for egg hunt

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
3/31/23	4	A.T.	Removed debris from all common areas

TOTAL 241.75

MILES 49

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

MAINTENANCE BILLABLE PURCHASES

Period Ending 4/05/23



<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DB				
DOUBLE BRANCH				
	3/6/23	48MM Frog Tape	5.74	T.C.
	3/6/23	60lb Concrete Mix Bags (5)	25.88	R.G.
	3/6/23	Anvil Glass Scraper	2.86	R.G.
	3/9/23	Lemon Breeze Lysol	21.70	T.C.
	3/9/23	Windex Refill	6.60	T.C.
	3/9/23	Microfiber Towel 12pk	7.46	T.C.
	3/9/23	Disinfectant Spray	12.04	T.C.
	3/9/23	Toilet Brush	3.42	T.C.
	3/9/23	Variety Screwdriver Set	2.86	T.C.
	3/9/23	Socket Driver Adapter Set	6.31	T.C.
	3/11/23	Ryobi Electric Pressure Washer	228.85	J.S.
	3/15/23	8x1-1/4 Finishing Screws 50pk	5.68	T.C.
	3/15/23	T-10 2" Blts	3.44	T.C.
	3/15/23	Windex Spray	8.25	T.C.
	3/15/23	Windex Refill	13.20	T.C.
	3/15/23	15A Grounding Switch 4Way	18.98	T.C.
	3/15/23	Decorative Wall Plate	1.31	T.C.
	3/16/23	Battery for Polaris	28.74	T.C.
	3/16/23	Battery Core Charge	6.90	T.C.
	3/16/23	Environmental Fee	0.86	T.C.
	3/16/23	3/8x5 Galv Hex Bolt (4)	9.80	T.C.
	3/16/23	3/8 Galv Hex Nut (4)	1.52	T.C.
	3/20/23	Firm Grip Utility Gloves	7.46	T.C.
	3/20/23	1x16" Speeddemon Spade Bit	6.60	T.C.
	3/21/23	1 Gallon Sprayer	6.89	T.C.
	3/21/23	Maxblue 3" Tablets	34.49	T.C.
	3/21/23	3200 PSI 25' Hose	39.07	T.C.
	3/21/23	Nifty Nabber	11.49	T.C.
	3/21/23	5/8"x15' Swan Remnant Hose	19.53	T.C.
	3/21/23	Duopwr Wall Anchors	11.83	T.C.
	3/29/23	1/2" Wood Chisel	6.89	T.C.
	3/29/23	2" P Knife/Scraper	5.74	T.C.
	3/31/23	#10x1 Zinc Screws 50pc	5.74	T.C.
	3/31/23	Caulk Gun	4.92	T.C.
	3/31/23	Gas for Equipment	75.00	T.C.
	4/4/23	Blk Nitrile Gloves 40pk	17.23	T.C.
	4/4/23	Zep Purple Degreaser 2.5 Gallon	27.01	T.C.
		TOTAL	<u>\$702.28</u>	

thepark AND FACILITIES CATALOG

Highland Products Group/The Park Catalog
 931 Village Blvd Ste 905-354
 West Palm Beach, FL 33409
 Phone : 561-620-7878
 Email : sales@theparkcatalog.com

Bill to: Jay Soriano Double Branch Community Development District -GMS 475 West Town Place Saint Augustine, Florida, 32092 United States T: 904-342-1441	Ship to: Jay Soriano Double Branch CDD 370 Oaldead Village Parkway Orange Park, Florida, 32065 United States T: 904-342-1441	Quote Proposal Q23.74512 Date of Proposal Apr 10, 2023 Proposal valid until May 9, 2023 (29 days)	Sales Rep: Carrie Georgopoulos Carrie@theparkcatalog.com
--	---	--	--

Lead times quoted are only estimates and may change due to the volatility and demand of raw materials.

Product image	Product name	Item #	QTY	Price	Your Price	Discount	Subtotal
	46-in. Round Picnic Table <i>Color</i> Green <i>Pattern Type</i> Expanded Metal <i>Mounting Option</i> Portable Mount	543-6010-113	2	\$1,183.00	\$1,064.00	\$238.00	\$2,128.00
	46-in. Round ADA Picnic Table <i>Color</i> Hunter Green <i>Pattern Type</i> Expanded Metal <i>Mounting Option</i> Portable Mount	543-6011-113	1	\$1,127.00	\$1,014.00	\$113.00	\$1,014.00

Code To:
Double Branch Repair and Replacements
034.600.538.621

EST LEAD TIME TO SHIP IS 1
 WEEK - NOTIFY BEFORE DELIVERY IS
 INCL IN FREIGHT EST ONLY

Adjustment Quote	-\$351.00
Total Discount	\$351.00
Subtotal	\$3,142.00
Shipping & Handling (Excl. Tax)	\$427.57
Tax	\$0.00
Grand Total	\$3,569.57

- THIS QUOTE COMES WITH A BEST PRICE GUARANTEE -

TERMS & CONDITIONS

SHIPPING:

All merchandise is sold F.O.B. Deliveries are made during normal business hours, 8am - 4pm Monday - Friday. Unless otherwise noted, shipping charges include standard delivery only. Standard shipping charges are for Tailgate delivery to any commercial location on a commercial truck route; the truck driver is under no obligation to help you unload. If you are unable to accept a shipment via this method, you must purchase additional services.

- Additional Services - Residential Delivery, Limited Access Delivery, Construction Site Delivery, Liftgate Service, Inside Delivery, Notify Before Delivery.
- Service Discrepancies - If there is a discrepancy in the services requested and the minimum services required to deliver the product, The Park Catalog reserves the right to charge the customer for any necessary additional services provided at the time of delivery.
- Inspection of Shipments - It is the customer's responsibility to inspect all deliveries for possible damage, correct quantities and to note any discrepancies on the freight bill PRIOR to signing the delivery receipt provided by the driver. All claims MUST be recorded on the delivery receipt and reported within 48 hours of delivery. The Park Catalog does NOT GUARANTEE replacement parts or products FREE of charge due to concealed or unreported damages.
- Assembly May Be Required - Many of our products are shipped unassembled in order to minimize damage and lower freight charges.

CANCELLATIONS:

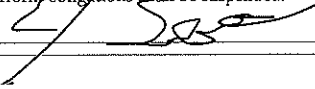
All cancellations must be done prior to shipping. Made-to-Order items already in production may not be cancelled.

RETURNS:

We will accept returns of unused products, up to 30 days from the shipping date, subject to ALL of the following terms and conditions:

- Approval - Written approval and instructions must be issued by our Customer Service Department before any merchandise can be returned.
- Shipping Returns - All merchandise must be returned in its original packaging, freight Prepaid. No Collect shipments are accepted.
- Re-Stocking & Shipping Fees - The customer is responsible for a minimum 25% re-stocking fee and all related shipping charges on product returned for reasons other than damage or defect. Original shipping charges will not be refunded.
- Web-Orders - For online orders, The Park Catalog is not responsible if the customer orders incorrect product or colors. All return and restock fees apply.
- Made-to-Order or Personalized - These items are not returnable unless a defect in manufacturing is presented to us with pictures prior to return.

• Force Majeure: No Party to this Agreement shall be responsible for any delays or failure to perform any obligation under this Agreement due to acts of God, outbreaks, epidemic/pandemic or the spreading of disease or contagion strikes or other disturbances, including, without limitation, war, insurrection, embargoes, governmental restrictions, acts of governments or governmental authorities, and any other cause beyond the control of such party. During an event of force majeure, the Parties' duty to perform obligations shall be suspended.

To accept this proposal please Sign Here:  Date: **4/12/23**



184-ORANGE-PARK-SCP DIST.
8601 YOUNGERMAN CT UNIT 2
JACKSONVILLE, FL 32244-8927
Phone 904-739-3511
Fax 904-908-6983

Quotation

QUOTE #	74054294
LOCATION	74
DATE	03/08/23
PAGE	1 of 1

BILL TO

277667
DOUBLE BRANCH CDD
370 OAKLEAF VILLAGE PKWY
ORANGE PARK, FL 32065-4259
Phone 904-342-1441

SHIP TO

OAKLEAF VILLAGE PKWY
370 OAKLEAF VILLAGE PKWY
ORANGE PARK, FL 32065-4259

QUOTE DATE 03/08/23	EXPIRE DATE 04/07/23	REQUIRED DATE	REFERENCE NUMBER CCH4000	PAYMENT TERMS NET 30 DAYS
WRITTEN BY S MICHAEL LONG(74)		CONTACT JAY SORIANO		SHIP VIA PICK UP
FREIGHT TERMS IN/OUTBOUND		JOB NUMBER		SALES REP 194 /

PRODUCT/DESCRIPTION	QUANTITY	PRICE	U/M	EXTENSION
HAY-45-1023 HCC4000WIFIAU PH/ORP WI-FI CONTROLLER W/ GOLD ORP SENSOR	3	2,367.93	EA	7,103.79

Code to:

Double Branch Repair and Repl.

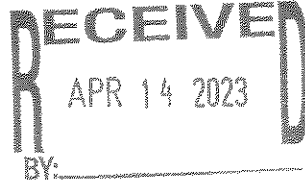
34.600.53800.6200

RECEIVED
MAR 08 2023
BY: _____

MERCHANDISE TOTAL	HANDLING	MISC CHARGE	TAX	FREIGHT	QUOTE TOTAL
7,103.79	0.00	0.00	0.00	0.00	7,103.79

Accepted:

By: _____
Date: _____



Invoice

Invoice #: 11196

Date: 04/13/23

Customer PO:

DUE DATE: 05/13/2023

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

#10882 - First bridge enhancement at Pool pump house

For the Walking bridge Behind the pool pump we propose:

Tearing out the existing plant material and add *St. Augustine sod, Sunshine Ligustrums, Viburnams and potato vine for draping down the wall of pond. This will be planted to all 4 sides of the bridge.

*To keep cost down, Using 1,000 sq. feet of St. Augustine sod from Contractual obligation

**Irrigation will be proposed seperately

<i>Landscape Enhancement</i>				<i>\$2,499.00</i>
Disposal Fee (Other)	1.00	\$55.00	\$55.00	
Labor and Prep (Labor)	16.00	\$46.00	\$736.00	
Ligustrum, Sunshine - (e) (Kit)	16.00	\$23.00	\$368.00	
Sweet Potato Vine - (e) (Kit)	40.00	\$9.00	\$360.00	
Viburnum Odoratissimum, Sweet - (e) (Kit)	28.00	\$35.00	\$980.00	

Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

\$2,499.00

Code To:

Double Branch Repair and Replacements

034.600.538.621

FOURTH ORDER OF BUSINESS

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

**REQUEST FOR PROPOSAL
LANDSCAPE AND IRRIGATION MAINTENANCE SERVICES**

EVALUATION CRITERIA

1. Personnel (25 points)

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

2. Experience (30 points)

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

3. Understanding of Scope of Work (20 points)

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

4. Price (25 total points)

Points available for price will be allocated as follows:

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

Up to 10 points may be allocated for the reasonableness of unit prices and quantities, and for the discount off the total price offered by the vendor if the vendor is awarded the contract for both Double Branch’s and Middle Village’s projects.

**Double Branch Community Development District
Proposal Summary**
Landscape & Irrigation Maintenance Services Evaluation Criteria

	Proposer	Personnel	Experience	Understanding Scope of Work	Price*		Total Points
		25	30	20	15	10	
1	Arazoza				11.49		
2	Duval Landscape				12.68		
3	TriMac Outdoor				14.06		
4	United Land Services				12		
5	VerdeGo				15		

*Price: 15 points awarded to the Proposer submitting the lowest total bid for completing the work. All other proposals will receive a percentage of this amount based upon the difference between that Proposer's bid and the low bid. Formula to calculate pricing points: $\text{Lowest Contractor Bid} \div \text{each individual bid} \times 15 = \text{Points Allocated}$

*Up to 10 points are allocated for the reasonableness of unit prices and quantities, and for the discount off the total price offered by the vendor if the vendor is awarded the contract for both Double Branch's and Middle Village's projects.

SIXTH ORDER OF BUSINESS

C.



Chris H. Chambless

Supervisor of Elections
Clay County, Florida

April 15, 2023

Double Branch Community Development District
Attn.: Courtney Hogge
475 West Town Place, Suite 114
St. Augustine, FL 32092

Dear Ms. Hogge,

I have queried the number of eligible voters residing within the Double Branch Community Development District as of April 15, 2023. At this time, there are 5,598 registered voters residing within the district.

Please provide the contact information and term expiration dates for the current CDD Board Members. I can be reached via the contact information at the bottom of this page or via email at Lynn.Gaver@ClayElections.gov.

Thank you,

Lynn Gaver, MFCEP

Clay County Supervisor of Elections Office
P.O. Box 337 | 500 North Orange Ave.
Green Cove Springs, FL 32043
(904) 269-6350 Fax (904) 284-0935

D.

1.

Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285; manager@oakleafresidents.com

Memorandum

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

Community:

Special Events

- Yard Sale, April Movie
- May Movie – Dive In
- Upcoming – Schools Out party

Aquatics

- Alternating Schedules in May
- Lifeguard classes, Swim Team, swim lessons, and JR. Guards program
- Currently scheduling neighborhood classes – CPR/First Aid, red cross babysitting?

Amenity Usage

- *Total Facilities Usage – 5348*
- *Average daily usage – 178*

Card counts:

DB Owners	8
DB Renters	38
DB Replacements	19
DB Updated	3

Total cards printed: 676 (both districts)

Rentals

- 13 of 30 days rented in , 5 of 5 weekends rented
- 9 Clubroom rentals, 6 patio rentals
- 32 tours (48 approx.hours)/69 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 Animal trapping (Muscovy/feral hogs)
- Update on resident list of complaints
- Pressure washing updated numbers and quotes
- Quote for repair of Fire Backflow

MAINTENANCE

- Temporary repairs of Filter Grids at slide pool pack
- Preventative maintenance at FC
- Coordinate access control upgrades
- Cleaning of pond Fountain at Amenity Center
- temporary fix for leak for continued pool usage
- Coordinated beginning of duck trapping at pools
- Touch up painting on decorative street poles in neighborhood (ongoing)
- Delivery and Install of new pool lounges at Amenity Center
- Coordination of Pickle ball lines and net orders
- Patch filling at Pickleball courts
- Deliver UTV to repair shop – motor stalling
- Repair of step railing at Waverly playground (damaged/stolen – handrail returned)
- Dirt fills and gravel install at 2nd bridge bulkhead
- Roll-off containers filled – cement, old thermoplastic items, vinyl, etc...
- Install/repair of temporary backflow at Pool autofill
- Inspect issue with main tv on Fitness Center floor
- Replace vacuum pump on spray ground pool
- Install of uprights/footers for swing set at OakBrook
- Coordinate orders/delivery for playground borders at Oakbrook
- Coordinate removal of over 2000lbs of pine roots from cannons point playground
- Begin upright install for Playground (cannons point)
- 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 4/12 Nature's Hammock, Fall Creek, The Oaks, Cannon's Point, Pebble Creek, Silver Leaf, Oakbrook, and The Cottages completed 4/22.

Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285; manager@oakleafresidents.com

Memorandum

Landscaping

- *Install of fresh mulch at Amenity Center*
- *Install of bridge (1st) landscaping*
- Flower Rotations
- Monthly report for April submitted and filed at Operations office

For questions, comments, or clarification, please contact:

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

jsoriano@gmsnf.com

2.



[Approve Request Changes](#)

Cox Fire Protection

From
6555 Grace Lane
Jacksonville, FL 32205
(904) 781-8227

Quote No. **2008184**
Type Service Call
Prepared By Victoria Rolling
Created On 04/25/2023
Valid Until 05/25/2023

Double Branch CDD

Quote For
Oakleaf Plantation - Double Branch Amenity Center
370 Oakleaf Village Parkway
Orange Park, FL 32065

Description of Work

This quote is based off deficiencies found during a service call to troubleshoot a leak in the 8" fire backflow.

Scope: Cox Fire Protection will rebuild the 8" fire backflow.

This quote includes labor, material, and equipment.

This price does not include:

1. Repairs beyond scope of work
2. Repairs required due to unforeseen internal damage
3. After hours work

Prices reflected in this quote are valid for 30 days. If quote is not approved within 30 days prices may increase depending on material cost.

Services to be completed

Location - Building

Rebuild backflow

Files and Photos



[04-25-23](#)



[04-25-23](#)



[04-25-23](#)

GRAND TOTAL \$6,994.00

Terms and Conditions

GENERAL PROVISIONS

The CUSTOMER has selected the service level it desires after considering and balancing various levels of protection afforded, and their related costs. The terms and conditions of this Agreement and any attached pages are an important part of this Agreement and are hereby incorporated by reference and accepted by the CUSTOMER. The Agreement page, and these General Terms and Conditions (collectively the Agreement), are intended by Cox Fire Protection, Inc. and the CUSTOMER as a final expression of their Agreement and as a complete and exclusive statement of the terms and conditions thereof. This Agreement supersedes all prior representations, understandings or agreements between Cox Fire Protection, Inc. and the CUSTOMER, written or oral, and shall constitute the sole terms and conditions of sale for all equipment and services. Cox Fire Protection, Inc. is not bound by any provisions, printed or otherwise, at variance with the Agreement that may appear on any acknowledgement, purchase order or other form used by the CUSTOMER, such provisions being expressly rejected. No waiver, change, or modification of any terms or conditions of this Agreement shall be binding on Cox Fire Protection, Inc. unless made in writing and signed by an officer of Cox Fire Protection, Inc.. All work to be performed by Cox Fire Protection, Inc. will be performed during normal working hours of normal working days (8:00 a.m. 5:00 p.m., Monday through Friday, excluding Cox Fire Protection, Inc. holidays), as defined by Cox Fire Protection, Inc., unless additional times are specifically described in a special provision to this Agreement. Cox Fire Protection, Inc. will perform the services described in the Scope of Work section (Services) for one or more system(s) or equipment as described in the Scope of Work section or the listed attachments (Covered System(s)). The CUSTOMER shall promptly notify Cox Fire Protection, Inc. of any

malfunction in the Covered System(s) which comes to the CUSTOMERs attention. This Agreement assumes the Covered System(s) are in operational and maintainable condition as of the Agreement date. If, upon initial inspection,

Cox Fire Protection, Inc. determines that repairs are recommended, repair charges will be submitted for approval prior to any work. Should such repair work be declined, Cox Fire Protection, Inc. shall be relieved from any and all liability arising therefrom. Unless otherwise specified in this Agreement, any inspection (and, if specified, testing) provided under this Agreement does not include any maintenance, repairs, alterations, replacement of parts, or any field adjustments whatsoever, nor does it include the correction of any deficiencies identified by Cox Fire Protection, Inc. to the CUSTOMER. Cox Fire Protection, Inc. shall not be responsible for equipment failure occurring while Cox Fire Protection, Inc. is in the process of following its inspection techniques, where the failure also results from the age or obsolescence of the item or due to normal wear and tear. This Agreement does not cover systems, equipment, components or parts which are below grade, behind walls or other obstructions or exterior to the building, electrical wiring, and piping.

REPAIR SERVICES (If Selected by Customer)

Where the Customer expressly includes repair, replacement, and emergency response services in the Scope of Work section on the Agreement page, such services apply only to the components or equipment of the Covered System(s). The Agreement price does not include repairs to the Covered System(s) recommended by Cox Fire Protection, Inc. during the initial inspection, for which Cox Fire Protection, Inc. will submit independent pricing to customer and as to which Cox Fire Protection, Inc. will not proceed until the Customer authorizes such work and approves the pricing. Repair or replacement of non-maintainable parts of the Covered System(s) including, but not limited to, unit cabinets, insulating material, electrical wiring, structural supports, and all other non-moving parts, is not included under this Agreement. This Agreement expressly excludes, without limitation, reloading of, upgrading, and maintaining computer software, making repairs or replacements necessitated by reason of negligence or misuse of components or equipment by others, or repairs or replacements necessitated by corrosion (including but not limited to microbacterially induced corrosion (MIC), lightning, electrical storm, or other violent weather, fire, acts of God, or by any other cause beyond Cox Fire Protection, Inc.s control. This Agreement does not cover system upgrades or the replacement of obsolete systems, equipment, components or parts.

INSPECTIONS

If work performed by Cox Fire Protection, Inc. is for Inspection and Testing of the Covered System(s), the components which will be inspected include: sprinkler heads*, gauges, control valves, water flow alarm devices, fire department connections, valves (all types), hangers* and piping*. Testing will include: water flow alarm device, main drain, tamper switches, and fire pump if indicated. Cox Fire Protections inspection will not include every sprinkler head, pipe or other parts of the fire protection system that currently exist and is limited to a visual inspection of external readily visible parts of the system. Therefore by conducting its inspection under this agreement, the Company does not guarantee or warrant the condition or operation of every pipe, sprinkler head or other part of the fire protection system on the property. Only items which are readily visible from the floor It is the Customers responsibility to provide sufficient and readily accessible means to accept the full flow of water that may be required by tests as determined by the type of inspection and Customer accepts all liability associated therewith. Cox Fire Protection, Inc. has no knowledge to determine whether the existing fire protection system(s) was (were) originally designed and installed in such a way that the system(s) will perform as originally intended or is/are suitable for its/their intended purpose(s) given the way in which the property has been or will be used. By way of example and not by limitation, Cox Fire Protection, Inc. does not, and cannot warrant that the property has been or may be used in ways such that the configuration of partition walls, the location of any type of materials (including the presence of hazardous materials) and other conditions of the property's use are such that the fire protection system is inadequate, insufficient, or unsuitable for the property.

EMERGENCY SERVICE EXCLUSIONS

If Emergency Services are expressly included in the scope of work section, the Agreement price does not include travel expenses, parts and labor charges required as a result of accident, fire, storm, water, negligence, misuse, vandalism, power failure, current fluctuations, lightning strikes, failure due to non-Cox Fire Protection, Inc. installation, parts, service, attachments, or devices, or any other cause external to the Covered System(s).

SYSTEM EQUIPMENT

The purchase of equipment or peripheral devices, (e.g., smoke detectors, passive infrared detectors, card readers, sprinkler system components, extinguishers, hoses, etc.) from Cox Fire Protection, Inc. shall be subject to the terms and conditions of this Agreement, notwithstanding any different terms and conditions in the CUSTOMERs purchase order. If, in Cox Fire Protection, Inc.s sole judgment, any peripheral device or other system equipment, which is attached to the Covered System(s), whether manufactured by Cox Fire Protection, Inc. or a third party, interferes with the proper operation of the Covered System(s), the CUSTOMER shall remove or replace such device or equipment upon notice from Cox Fire Protection, Inc.. Failure of the CUSTOMER to remove the device shall constitute a material breach of this Agreement. If the CUSTOMER adds any third party device or equipment to the Covered System(s), Cox Fire Protection, Inc. shall not be responsible for any damage to or failure of the Covered System(s) caused in whole or in part by such device or equipment.

CUSTOMERS RESPONSIBILITIES

The CUSTOMER further agrees to:

- Provide Cox Fire Protection, Inc. access to the Covered System(s) to be serviced, supply suitable electrical service, heat, heat tracing, and adequate water supply.
- Provide a safe work environment.
- In the event of an emergency or Covered System(s) failure, take reasonable safety precautions to protect against personal injury, death, and property damage. Such measures shall continue until the Covered System(s) are operational. Owner shall notify Cox Fire Protection, Inc. as soon as practical under the circumstances.
- To make payments as provided in this Agreement.

HAZARDOUS MATERIALS

The CUSTOMER represents that, except to the extent that Cox Fire Protection, Inc. has been given written notice of the following hazards prior to the execution of this Agreement, to the best of the CUSTOMERs knowledge there is no:

- Permit confined space, as defined by OSHA,
- Risk of infectious disease,
- Need for air monitoring, respiratory protection, or other medical risk, asbestos, asbestos-containing material, formaldehyde or other potentially toxic or otherwise hazardous material contained in or on the surface of the floors, walls, ceilings, insulation or other structural components of the area of any building where work is required to be performed under this Agreement. All of the above are hereinafter referred to as hazardous conditions. Cox Fire Protection, Inc. shall have the right to rely on the representations listed above. If hazardous conditions are encountered by Cox Fire Protection, Inc. during the course of Cox Fire Protection, Inc.s work, the discovery of such materials shall constitute an event beyond Cox Fire Protection, Inc.s control and Cox Fire Protection, Inc. shall have no obligation to further perform in the area where the hazardous conditions exist until the area has been made safe by the CUSTOMER as certified in writing by an independent testing agency, and the CUSTOMER shall pay disruption expenses and re-mobilization expenses as determined by Cox Fire Protection, Inc. The CUSTOMER shall indemnify and hold Cox Fire Protection, Inc. harmless for any damages resulting from the exposure of workers to hazardous conditions, including damages for bodily injury and/or property damage, any consequential or indirect damages, and any attorneys fees and expert costs incurred in connection with any such event, whether or not the CUSTOMER pre-notifies Cox Fire Protection, Inc. of the existence of said hazardous conditions. This Agreement does not provide for the cost of capture, containment or disposal of any hazardous waste materials, or hazardous materials, encountered in any of the Covered System(s) and/or during performance of the Services. Said materials shall at all times remain the responsibility and property of the CUSTOMER. Cox Fire Protection, Inc. shall not be responsible for the testing, removal or disposal of such hazardous materials.

PAYMENT FAILURE

If the Customer fails to make any payment when due, Cox Fire Protection, Inc. shall have the right, at Cox Fire Protection, Inc.s sole discretion, to stop performing any Services until the account is current. The Customers failure to make payment when due is a material breach of this Agreement.

LIMITED WARRANTY

COX FIRE PROTECTION, INC. WARRANTS THAT ITS WORKMANSHIP AND MATERIAL FURNISHED UNDER THIS AGREEMENT WILL BE FREE FROM DEFECTS FOR A PERIOD OF NINETY (90) DAYS FROM THE DATE OF FURNISHING.

Where Cox Fire Protection, Inc. provides product or equipment of others, following completion of the work and conditioned upon final payment by CUSTOMER, Cox Fire Protection, Inc. hereby assigns all manufacturer warranties of products or equipment to the CUSTOMER.

WARRANTY DISCLAIMER

EXCEPT AS EXPRESSLY SET FORTH HEREIN, COX FIRE PROTECTION, INC. DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE WITH RESPECT TO THE

SERVICES PERFORMED OR THE PRODUCTS, SYSTEMS OR EQUIPMENT, IF ANY, SUPPORTED HEREUNDER TO THE FULLEST EXTENT PERMISSIBLE UNDER STATE AND FEDERAL LAW.

LIMITATION OF LIABILITY

It is understood and agreed by the CUSTOMER that Cox Fire Protection, Inc. is not an insurer and that insurance covering personal injury and property damage on the CUSTOMERs premises shall be obtained by the CUSTOMER; that the

Customer agrees to look exclusively to the Customers insurer to recover for injuries or damage in the event of any loss or injury; that the amounts payable to Cox Fire Protection, Inc. hereunder are based upon the value of the services and the scope of liability set forth herein; and that Cox Fire Protection, Inc. is not guaranteeing that no loss will occur.

LIQUIDATED DAMAGES; LIMITATIONS OF REMEDY

Cox Fire Protection, Inc. and the CUSTOMER agree that it is impractical and extremely difficult to fix actual damages which may arise due to the faulty operation of the Covered System(s) or failure of any Cox Fire Protection, Inc. device or failure to perform, or negligent performance of Services; if, notwithstanding the above provisions, should there arise any liability on the part of Cox Fire Protection, Inc., such liability shall be limited to an amount equal to the Agreement price (as increased by the price for any additional work) or where the time and material payment term is selected, Customers time and material payments to Cox Fire Protection, Inc.. Where this Agreement covers multiple sites, liability shall be limited to the amount of the payments allocable to the site where the incident occurred. If the Customer desires Cox Fire Protection, Inc. to assume greater liability, the parties shall amend this agreement by attaching a rider setting forth the amount of additional liability and the additional amount payable by the Customer for the assumption by Cox Fire Protection, Inc. of such greater liability, provided however that such rider shall in no way be interpreted to hold Cox Fire Protection, Inc. as an insurer. IN NO EVENT SHALL COX FIRE PROTECTION, INC. BE LIABLE FOR ANY DAMAGE, LOSS, INJURY, OR ANY OTHER CLAIM ARISING FROM ANY SERVICING, ALTERATIONS, MODIFICATIONS, CHANGES, OR MOVEMENTS OF THE COVERED SYSTEM(S) OR ANY OF ITS COMPONENT PARTS BY THE CUSTOMER OR ANY THIRD PARTY. COX FIRE PROTECTION, INC. SHALL NOT BE LIABLE FOR INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND, INCLUDING BUT NOT LIMITED TO DAMAGES ARISING FROM THE USE, LOSS OF THE USE, PERFORMANCE, OR FAILURE OF THE COVERED SYSTEM(S) TO PERFORM.

INSURANCE

By execution of this Agreement, CUSTOMER waives all rights against Cox Fire Protection, Inc. and any of its employees or subcontractors, together with all their agents and employees, for damages to the extent covered by insurance, excepting such rights as they may have to any insurance proceeds.

INDEMNITY

The CUSTOMER agrees to indemnify, hold harmless and defend Cox Fire Protection, Inc. against any and all losses, damages, costs and expenses including reasonable defense costs, arising from any and all third party claims for personal injury, death, property damage or economic loss, arising in any way from any act or omission of the Customer or Cox Fire Protection, Inc. relating in any way to this Agreement, including but not limited to the Services under this Agreement, whether such claims are based upon contract, warranty, tort (including but not limited to active or passive negligence), strict liability or otherwise. Cox Fire Protection, Inc. reserves the right to select counsel to represent it in any such action.

FORCE MAJEURE

Cox Fire Protection, Inc. shall not be responsible for failure to render Services due to causes beyond its control, including but not limited to work stoppages, fires, civil disobedience, riots, rebellions, acts of God, or any other cause beyond the control of Cox Fire Protection, Inc.

WAIVER OF SUBROGATION

The CUSTOMER does hereby, for itself and all others claiming for it under this Agreement, release and discharge Cox Fire Protection, Inc. from and against all hazards covered by the CUSTOMERs insurance, it being expressly agreed and understood that no insurance company or insurer will have any right of subrogation against Cox Fire Protection, Inc.

ONE-YEAR LIMITATION ON ACTIONS; CHOICE OF LAW

It is agreed that no suit, or cause of action or other proceeding shall be brought against either party more than one (1) year after the accrual of the cause of action or one (1) year after the claim arises, whichever is shorter, whether known or unknown when the claim arises or whether based on tort, contract, or any other legal theory.

ASSIGNMENT

The CUSTOMER may not assign this Agreement without Cox Fire Protection, Inc.s prior written consent. Cox Fire Protection, Inc. may assign this Agreement to an affiliate without obtaining the CUSTOMERS consent.

REPORTS

Where inspection and/or test services are selected, such inspection and/or test shall be completed on Cox Fire Protection, Inc.s then current Report form, which shall be given to the CUSTOMER, and, where applicable, Cox Fire Protection, Inc. may submit a copy thereof to the local authority having jurisdiction. The Report and recommendations by Cox Fire Protection, Inc. are only advisory in nature and are intended to assist the CUSTOMER in reducing the risk of loss to property by indicating obvious defects or impairments noted to the system and equipment inspected and/or tested. They are not intended to imply that no other defects or hazards exist or that all aspects of the Covered System(s), equipment, and components are under control at the time of inspection. Final responsibility for the condition and operation of the Covered System(s) and equipment and components lies with the CUSTOMER.

SEVERABILITY

If any provision of this Agreement is held by any court or other competent authority to be void or unenforceable in whole or in part, this Agreement will continue to be valid as to the other provisions and the remainder of the affected provision.

LEGAL FEES

Cox Fire Protection, Inc. shall be entitled to recover from the Customer all reasonable legal fees incurred in connection with Cox Fire Protection, Inc. enforcing the terms and conditions of this agreement.

Governing Law

This Agreement shall be interpreted under and its performance governed by the laws of the State of Florida. Any suit or action relating to or arising out of this Agreement shall be brought in the appropriate Florida State Court in and for

Hillsborough County, Florida, or the county in which the work is performed. The parties expressly agree that venue for any such arbitration or action shall exclusively lie in Hillsborough County, Florida or the county in which the work was performed.

Comments

No Comments

[Add Comment](#)

Approve Quote [Close](#)

Please confirm that you approve this quote. Cox Fire Protection will be notified that you have authorized them to perform this work.

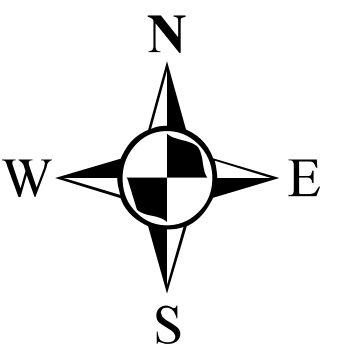
Please make sure your name and email address are correct:

Enter your purchase order number, if you have one: Checking this confirms that you have read and accepted the Quote Terms and Conditions.

Request Changes to Quote [Close](#)

Enter any parts, services, or labor on this quote that you would like the vendor to change.





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
information available for use in the Property Appraisers Office. This
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
	930373.21
	930374.01
	930374.10
	930375.01
	930375.10
	930400.01