

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

*JULY 10, 2023*

# *AGENDA*

# Double Branch Community Development District

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

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July 3, 2023

Board of Supervisors  
Double Branch Community Development District

Dear Board Members:

The Double Branch Community Development District Board of Supervisors Meeting is scheduled for **Monday, July 10, 2023 at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.**

Following is the agenda for the meeting:

- I. Roll Call
- II. Audience Comments (limited to three minutes)
- III. Approval of Consent Agenda
  - A. Minutes of the June 12, 2023 Board of Supervisors Meeting
  - B. Financial Statements
  - C. Assessment Receipts Schedule
  - D. Check Register
- IV. Discussion of the Fiscal Year 2024 Budget
- V. Staff Reports
  - A. District Counsel
  - B. District Engineer
  - C. District Manager
  - D. Operations Manager - Memorandum
- VI. Audience Comments (limited to three minutes) / Supervisors' Requests

VII. Next Scheduled Meeting – August 14, 2023 at 6:00 p.m. the Plantation Oaks  
Amenity Center

VIII. Adjournment

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

Sincerely,

*Marilee Giles*

Marilee Giles  
District Manager

*THIRD ORDER OF BUSINESS*

*A.*

**MINUTES OF MEETING  
DOUBLE BRANCH  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Double Branch Community Development District was held Monday, **June 12, 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:

Cindy Nelsen	Chairman
Chad Davis	Vice Chair
Andre Lanier	Assistant Secretary
Tom Horton	Assistant Secretary
Scott Thomas	Assistant Secretary

Also present were:

Marilee Giles	GMS
Mike Eckert	District Counsel
Jay Soriano	Field Operations Manager
Chalon Suchsland	VerdeGo
Zach McGee	S3 Security

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Giles called the meeting to order at 4:00 p.m. A quorum was present.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There being no comments, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of the Consent Agenda**

- A. Minutes of the May 8, 2023 Board of Supervisors Meeting**
- B. Financial Statements**
- C. Assessment Receipts Schedule**
- D. Check Register**

Ms. Giles stated included in your agenda package are the minutes of the May 8th meeting, followed by the financial statements, the assessment receipts schedule and the check register totaling \$124,357.25.

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

**FOURTH ORDER OF BUSINESS****Acceptance of the Draft Fiscal Year 2022  
Audit Report**

Ms. Giles presented the audit report for Fiscal Year 2022 on page 257 of the agenda package. Ms. Giles stated that the Districts are required along with cities and municipalities to have an annual audit done by an independent CPA. Behind tab 4 is the financial report from Grau & Associates for the fiscal year ending September 30, 2022. She noted it is a 31-page report and they did a great job. PDF page 259 shows on page 1 of the audit report under the paragraph that says "Opinions," it says "In our opinion the financial statements referred to above present fairly in all material respects the respective financial position of the governmental activities in each major fund of the District as of September 30, 2022." Page 284 in the third paragraph under "Internal Control Over Financial Reporting" it says, "Given these limitations during our audit, we did not identify any deficiencies in internal control that we consider to be a material weakness." On PDF page 286, the third paragraph says, "In our opinion the District complied in all material respects with the aforementioned requirements for the fiscal year ending September 30, 2022." Page 287 under the management letter, it says, "The purpose of this letter is to comment on those matters required by Chapter 10 of the rules of the auditor general of the State of Florida. Accordingly in connection with our audit of the financial statements of the District as described in the first paragraph, we report on the following:" She stated that the next page goes over those three areas. She noted that the report said, "Current year findings and recommendations; none. Prior year findings and recommendations; none. Compliance with the provisions of the auditor general of the state of Florida, for each one listed it says there are no significant findings. Ms. Giles noted that this was a clean audit and it looked really good on the District.

On MOTION by Mr. Horton seconded by Ms. Nelsen with all in favor Accepting the Draft Fiscal Year 2022 Audit Report was accepted.



**FIFTH ORDER OF BUSINESS****Consideration of Resolution 2023-06,  
Approving the Proposed Budget for  
Fiscal Year 2024 and Setting a Public  
Hearing Date for Adoption**

Ms. Giles noted that Resolution 2023-06 started on page 290. She stated that this resolution approves the Proposed Budget for Fiscal Year 2024 and sets a public hearing date for adoption. Mr. Eckert stated that this resolution was similar to what the Board had seen in the years past and was just the beginning of the process. Ms. Giles stated that once they approve the budget, they will send a copy to Clay County as required by Chapter 190 of the Florida Statutes. They propose holding the public hearing on August 14, 2023 at the Board's scheduled August meeting at 6:00 p.m. That will give them the full 60 days to submit the certified assessment rolls to be added to the tax rolls. This exhibit has four funds. She reminded the Board that is the general fund which covers all the administrative expenditures for the District, the rec fund which covers some administrative items but mostly maintenance, common area, and recreational expenses. There is the debt service fund which covers the 2013 bonds and lastly the capital reserve fund. She stated that the changes to the budget were minimum, some lines went up and some lines went down, the side-by-side comparison on page 313 shows that there will be no increase in assessments.

Mr. Soriano stated that last year he brought up that they needed to come up and increase for ten years what they were saving. He stated they never really had the capital reserve mark, they always sunk money into the capital, the savings account. For operating, with that increase he could make it another year and that is how they have a flat budget. He stated that they do have automatic increases on some items. They know the landscaping is going up a big amount with the new contract. He stated he does see the availability to keep the budget flat for another year.

Mr. Lanier asked what the average time frame was for the community to raise assessments, was it every five years. Mr. Soriano noted he has Districts that raise a minimal amount every year whether they need it or not. He noted that is not typical, but they don't see Districts trying to go five to ten years without an increase. Ms. Giles stated that she doesn't have any Districts that have stretched that far. Mr. Eckert stated that he has had some that have done seven or eight years but it's because they overbudgeted for a while. They were collecting a lot more than they needed and putting a lot back into reserves each year. He stated that sometimes what happens is they'll do reserves because they have to establish it after the developer leaves

and then they just leave it in. Mr. Eckert stated that raising assessments every two to three years is around the average he has seen.

Ms. Giles noted that page 314 shows their capital reserve fund and she stated that they look good there. Ms. Nelsen stated that they have also been spending a lot. Mr. Soriano stated that they are definitely spending more than they have in the past, but he doesn't have any concerns there looking at the next year and the upcoming expenses that he can see. Mr. Horton stated that things are starting to break, they had the slide repair and then the backflow preventer that cost them \$7,000. He stated that there are a lot of expenses that are coming up after twenty years. He stated that he wouldn't be opposed to more labor. Mr. Soriano noted that they can keep it flat for this year but next year they would likely be looking at an increase. Mr. Horton stated that there wasn't room in the budget to add more people for labor, and he noted that the other Board had mentioned that too. Mr. Soriano stated that in the other meeting at 2:00 they looked at some of the same things and they decided they would rather stay flat this year. Mr. Horton asked if next year they would need to make changes, and Mr. Soriano stated that if they stay flat, they will have a minimal need for extra maintenance or dollars for supplies and things like that.

Vice Chairman Davis motioned to approve Resolution 2023-06, Approving the Proposed Budget for Fiscal Year 2024 and Setting the Public Hearing Date for August 14, 2023 at 6:00 p.m. and Ms. Nelsen seconded the motion.

Ms. Giles asked for any further discussion from the Board. The Board had no changes to the motion.

On VOICE VOTE with all in favor Resolution 2023-06, Approving the Proposed Budget for Fiscal Year 2024 and Setting the Public Hearing Date for August 14, 2023 at 6:00 p.m. was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-07,  
Setting Monetary Thresholds and  
Authorizing Disbursements of Funds  
Without Prior Approval of the Board**

Ms. Giles stated that on page 318 was Resolution 2023-07. She stated at the last meeting the Board increased the spending limit for staff and this resolution outlines the disbursement of funds for continuing expenses, non-continuing expenses, and emergency expenses. She noted that under non-continuing expenses they outlined not to exceed \$8,000 with approval of the Operations Manager, not to exceed \$15,000 with approval from the District Manager, and not to exceed \$25,000 with approval from the District Manager and the Chairperson. Ms. Giles reviewed the emergency expenses and noted that for emergency expense exceeding the authorization, in the event that an emergency meeting of the Board cannot timely be convened, and pursuant to the District's rules and Florida law, the Board hereby authorizes the disbursement of funds in any amount necessary to address the emergency condition.

Ms. Giles reviewed section 2 which states that payments made will be presented at the next meeting. She noted that is how they do business now, whether it's a continuing expense or a non-continuing expense. She stated that the Board will always see those expenses. Mr. Eckert stated that Jay will have to keep track of the NTE amounts, as Double Branch is approving \$8,000 and Middle Village approved \$10,000.

Mr. Horton motioned to approve Resolution 2023-07, Setting Monetary Thresholds and Authorizing Disbursement of Funds Without Prior Approval of the Board and Mr. Lanier seconded the motion.

Ms. Giles asked for any further discussion on Resolution 2023-07. The Board had no further comments regarding the motion.

On VOICE VOTE with all in favor Resolution 2023-07, Setting Monetary Thresholds and Authorizing Disbursement of Funds Without Prior Approval of the Board was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-08,  
Approving the Florida Statewide Mutual  
Aid Agreement**

Ms. Giles noted that Resolution 2023-08 was on page 382 of the agenda package. Mr. Eckert stated that he had been in the process of going through all the Districts he works with to

find out who has Mutual Aid Agreements and who doesn't. He stated that it is a compact, similar to what the electric utilities have when somebody needs help, they will all go in and help them. He stated that this agreement is between local governments in Florida, and local governments can choose to be part of it or not. Essentially in the event that they had an emergency and they needed help from the county or a local city, or any other local government that is part of the agreement, the Board could make the decision to reach out to them if the private contractors can't take care of what they need like getting roads cleared, debris removal, etc. Mr. Eckert stated if they don't have this agreement, they don't have that ability. He noted that there is no charge to enter into the agreement, the only time they would incur a charge is if the Board reaches out and says they need help. Mr. Eckert noted that it also means when somebody else has a problem who is a local government and they need help, they can reach out to the Board. He noted however, that CDD's are one of the smallest units of local government and he has never seen a county or city reach out to a CDD for services or anything like that.

Vice Chairman Davis motioned to approve Resolution 2023-08, Approving the Florida Statewide Mutual Aid Agreement and Mr. Lanier seconded the motion.

Ms. Giles asked for any discussion on the resolution. The Board had no comments on the motion.

On VOICE VOTE with all in favor Resolution 2023-08, Approving the Florida Statewide Mutual Aid Agreement was approved.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

Mr. Eckert provided the protest letters. He noted that when they do an award for a landscape RFP they send letters out, and they did not get any protests from any of the vendors. He noted that they have since prepared the contracts and provided those to Jay. Jay is working with VerdeGo on getting those documents finalized. Mr. Eckert stated that the contract goes into effect on October 1, 2023. Mr. Eckert stated that they did an addendum to the Fire Protection proposal contract. They also reached out to the county and there is not really any change in

relation to the Library site that is no longer going to be a library. He stated that they adopted something at Middle Village, some language that they added to their policies and their website for people who have disabilities to try to reach out to the amenity manager in advance to the extent possible to try to arrange for accommodations. He stated that Double Branch should likely add that to their policies as well.

Mr. Horton asked what the discussion about the library was. Mr. Eckert stated that they had reached out to the county several months ago about whether or not the county would be interested in deeding that property to the CDD. The county is trying to figure out if they need it. Mr. Horton asked how big the property was, and Mr. Soriano stated that it is  $\frac{3}{4}$  of an acre. Mr. Soriano stated that the parking lot was the CDD's but the property was not. Half of the grass belongs to the county; the front half belongs to the CDD. He stated that they could come up with something else, and if the county still wanted it, they might look at finding a way to give them the asphalt as well. Mr. Eckert asked if the parking lot was built for the building, could they build something and encroach into the parking lot to make that usable space bigger. Mr. Soriano stated they probably could. Mr. Eckert stated that every District he works with is looking for land for recreation.

**B. District Engineer**

There being no comments, the next item followed.

**C. District Manager**

Ms. Giles had nothing further to report to the Board.

**D. Operations Manager – Memorandum**

Mr. Soriano noted that they are well into the summer now. They have the school's out party and the second Dive In at MV Pools. They have an 80's theme for the summer, so they started with Labyrinth and the next movie is Navigator, then Explorer. For the programming, they are having tennis, swim lessons, etc. Food trucks, he stated that they had a request to do food trucks at the pool, one or two trucks on a Tuesday night. It would be at the amenity center in the roundabout by the pool and the playgrounds. They close at 8:00 p.m. The reason he doesn't have usage numbers is because they are working on the access system and they are still working on updating that. The company has had a hard time doing what he needs. He stated that

they took the system down but it is back up as of today. He couldn't pull the reports because all of the systems weren't talking to each other. They are moving on the pickleball, they were hoping to be done but the week they planned on starting it rained a lot. They started laying surfacing, and he stated that the pickleball group is very happy and they were out there when they were laying last week. Mr. Soriano stated I am waiting on a company to do the lining, because we are not doing the lining. I don't want crooked lines or slightly less than 90-degree angles. Once all the surfacing is out, they will come in and they will give me snap lines so I can install posts and nets in the ground. Then we can put the paint in the right spots. That's where I will start needing volunteer help, they are excited and waiting to help.

Mr. Soriano stated that the Health Department came out and did all the inspections for the spring and had a concern about the closing of the pool. They at first were not going to allow me to keep it open because our plan was to plug the main drains and that is not something you are allowed to do. I argued with them that those main drains are not part of the filtration system, they look like it, but they are not hooked to your filtration system at all. They are there just for the slide. They asked me to wait to get clarification from their bosses at Tallahassee and they came back a week later and said we cannot work on the pipe while the pool is open. If we do find the leak and we are able to clear it and a contractor comes up with a good plan to make that fix, we have to shut down whether it's one week or more for the contractor to do the work.

Mr. Horton asked if the contractor is ready to come out and work on it when they give them the go ahead. Mr. Soriano stated he doesn't know that. They stopped when the Health Department came out. Mr. Horton stated I don't think it's a big deal if you have to close the pool for a week, whatever it takes to get it done. The residents will be disappointed if there is no slide.

Mr. Davis asked since when does the Health Department have control to tell them what permits they have to get. Mr. Soriano stated they get involved with pools and septic and the permits involved on that side.

## **NINTH ORDER OF BUSINESS**

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

Ms. Giles stated that the next item on the agenda is audience comments and Supervisors' requests. She asked if any member of the audience had any comments. There were no audience comments at this time.

Ms. Giles asked for any Supervisors’ requests. Mr. Horton asked about the \$7,000 estimate. Mr. Soriano stated the Board has already approved a not to exceed and now he is waiting for a company to tell him if they can beat that estimate or not. If they can’t, it will go to the company that provided the \$7,000 estimate. Mr. Soriano explained that this was for the fire backflow that handles the sprinkler system.

Mr. Horton asked if they finished painting the pool playground tank. Mr. Soriano stated he did not finish the red so they did the blue legs. They dried it out, but they haven’t done the red yet. Mr. Soriano stated they will probably close down for one day and try to get it done. Mr. Horton stated that the top of the yellow thing will be tough to get to. Mr. Soriano stated that they don’t typically do the top, if they want to do the top he will have to do that during the off season because he will have to have scaffolding.

**TENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – July 10, 2023  
@ 4:00 p.m. at the Plantation Oaks  
Amenity Center**

Ms. Giles stated the next meeting was scheduled for July 10, 2023 in the same location.

**ELEVENTH 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  
May 31, 2023



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

	<u>Governmental Fund Types</u>					<b>Totals</b>
	<u>General</u>	<u>Recreation</u>	<u>Capital Reserve</u>	<u>Debt Service</u>	<u>Capital Projects</u>	<b>(Memorandum Only) 2023</b>
<b>ASSETS:</b>						
Cash	\$115,644	\$1,390,722	\$1,072,590	---	---	\$2,578,956
Investments:						
<i><b>Series 2013A-1</b></i>						
Revenue	---	---	---	\$702,303	---	\$702,303
Reserve A1	---	---	---	\$868,806	---	\$868,806
Prepayment	---	---	---	\$269	---	\$269
Acquisition and Construction	---	---	---	---	\$19,150	\$19,150
<i><b>Series 2013A-2</b></i>						
Reserve A2	---	---	---	\$95,634	---	\$95,634
<i><b>Operations</b></i>						
Custody Account-General Fund Excess	\$19,059	---	---	---	---	\$19,059
Custody Account-Recreation Fund Excess	---	\$179,321	---	---	---	\$179,321
Custody Account-Recreation Fund Reserve	---	---	\$75	---	---	\$75
<i><b>State Board</b></i>						
General Fund	\$12,975	---	---	---	---	\$12,975
Recreation	---	\$92,866	---	---	---	\$92,866
Capital Reserve	---	---	\$120,853	---	---	\$120,853
Due from Other	\$25	\$137	---	---	---	\$162
Due From Middle Village	---	\$4,570	---	---	---	\$4,570
Electric Deposits	---	\$4,583	---	---	---	\$4,583
Prepaid Expenses	\$4,091	\$238	---	---	---	\$4,329
Assessments Receivable	\$747	\$7,867	---	\$8,231	---	\$16,845
<b>TOTAL ASSETS</b>	<b>\$152,541</b>	<b>\$1,680,304</b>	<b>\$1,193,517</b>	<b>\$1,675,244</b>	<b>\$19,150</b>	<b>\$4,720,757</b>
<b>LIABILITIES:</b>						
Accounts Payable	\$5,479	\$6,412	\$15,375	---	---	\$27,267
FICA Payable	\$153	---	---	---	---	\$153
Accrued Expenses	---	\$10,784	---	---	---	\$10,784
<b>FUND BALANCES:</b>						
Nonspendable	---	\$4,583	---	---	---	\$4,583
Restricted for Debt Service	---	---	---	\$1,675,244	---	\$1,675,244
Restricted for Capital Projects	---	---	---	---	\$19,150	\$19,150
Assigned	---	---	\$1,178,142	---	---	\$1,178,142
Unassigned	\$146,909	\$1,658,525	---	---	---	\$1,805,434
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>\$152,541</b>	<b>\$1,680,304</b>	<b>\$1,193,517</b>	<b>\$1,675,244</b>	<b>\$19,150</b>	<b>\$4,720,757</b>

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

	AMENDED BUDGET	PRORATED BUDGET THRU 5/31/2023	ACTUAL THRU 5/31/2023	VARIANCE
Assessment - Tax Roll	\$177,890	\$177,890	\$178,503	\$613
Interest Income	\$200	\$200	\$1,329	\$1,129
<b>TOTAL REVENUES</b>	<b>\$178,090</b>	<b>\$178,090</b>	<b>\$179,832</b>	<b>\$1,742</b>

**EXPENDITURES:**

**Administrative**

Supervisor Fees	\$12,000	\$8,000	\$6,200	\$1,800
FICA Expense	\$1,000	\$667	\$512	\$155
Engineering	\$5,000	\$3,333	\$0	\$3,333
Arbitrage	\$700	\$700	\$700	\$0
Dissemination	\$1,600	\$1,067	\$1,067	\$0
Assessment Roll	\$8,212	\$8,212	\$8,212	\$0
Attorney	\$42,000	\$28,000	\$27,248	\$752
Annual Audit	\$5,000	\$3,333	\$2,500	\$833
Trustee Fees	\$8,815	\$5,877	\$4,725	\$1,152
Management Fees	\$64,850	\$43,233	\$43,233	\$0
Information Technology	\$2,142	\$1,428	\$1,428	\$0
Telephone	\$600	\$400	\$141	\$259
Postage	\$1,900	\$1,267	\$401	\$866
Printing & Binding	\$2,000	\$1,333	\$640	\$694
Records Storage	\$300	\$200	\$0	\$200
Insurance	\$10,351	\$10,351	\$9,272	\$1,079
Legal Advertising	\$2,800	\$1,867	\$1,313	\$554
Office Supplies	\$300	\$200	\$10	\$190
Website Compliance	\$2,500	\$1,667	\$1,667	\$0
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
Other Current Charges	\$120	\$80	\$63	\$17
Reserve	\$5,725	\$0	\$0	\$0

<b>TOTAL EXPENDITURES</b>	<b>\$178,090</b>	<b>\$121,389</b>	<b>\$109,503</b>	<b>\$11,886</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$0</b>		<b>\$70,329</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$0</b>		<b>\$76,580</b>	
<b>FUND BALANCE - Ending</b>	<b>\$0</b>		<b>\$146,909</b>	

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

	October	November	December	January	February	March	April	May	June	July	August	September	Total
<b>Revenues:</b>													
Assessment - Tax Roll	\$0	\$163,447	\$1,337	\$8,153	\$1,359	\$0	\$3,460	\$747	\$0	\$0	\$0	\$0	\$178,503
Interest Income	\$20	\$24	\$31	\$212	\$375	\$468	\$91	\$110	\$0	\$0	\$0	\$0	\$1,329
Miscellaneous Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$20</b>	<b>\$163,471</b>	<b>\$1,367</b>	<b>\$8,365</b>	<b>\$1,734</b>	<b>\$468</b>	<b>\$3,551</b>	<b>\$857</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$179,832</b>

**Expenditures:**

**Administrative**

Supervisors Fees	\$1,000	\$1,000	\$1,000	\$0	\$800	\$600	\$800	\$1,000	\$0	\$0	\$0	\$0	\$6,200
FICA Expense	\$83	\$83	\$83	\$0	\$66	\$50	\$66	\$83	\$0	\$0	\$0	\$0	\$512
Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Arbitrage	\$0	\$0	\$0	\$0	\$0	\$0	\$700	\$0	\$0	\$0	\$0	\$0	\$700
Dissemination	\$133	\$133	\$133	\$133	\$133	\$133	\$133	\$133	\$0	\$0	\$0	\$0	\$1,067
Assessment Roll	\$8,212	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,212
Attorney	\$5,041	\$3,423	\$2,721	\$978	\$3,265	\$4,692	\$2,498	\$4,629	\$0	\$0	\$0	\$0	\$27,248
Annual Audit	\$0	\$0	\$0	\$0	\$2,000	\$0	\$0	\$500	\$0	\$0	\$0	\$0	\$2,500
Trustee fees	\$0	\$0	\$0	\$0	\$0	\$4,725	\$0	\$0	\$0	\$0	\$0	\$0	\$4,725
Management Fees	\$5,404	\$5,404	\$5,404	\$5,404	\$5,404	\$5,404	\$5,404	\$5,404	\$0	\$0	\$0	\$0	\$43,233
Computer Time	\$179	\$179	\$179	\$179	\$179	\$179	\$179	\$179	\$0	\$0	\$0	\$0	\$1,428
Telephone	\$7	\$64	\$15	\$14	\$0	\$5	\$13	\$22	\$0	\$0	\$0	\$0	\$141
Postage	\$14	\$20	\$125	\$96	\$11	\$15	\$54	\$65	\$0	\$0	\$0	\$0	\$401
Printing & Binding	\$184	\$102	\$26	\$44	\$53	\$65	\$66	\$100	\$0	\$0	\$0	\$0	\$640
Records Storage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Insurance	\$9,272	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,272
Legal Advertising	\$505	\$70	\$139	\$174	\$67	\$289	\$70	\$0	\$0	\$0	\$0	\$0	\$1,313
Property Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$0	\$5	\$1	\$1	\$1	\$1	\$1	\$1	\$0	\$0	\$0	\$0	\$10
Website Compliance	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$0	\$0	\$0	\$0	\$1,667
Dues, Licenses, Subscriptions	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Current Charges	\$7	\$7	\$27	\$0	\$6	\$4	\$6	\$7	\$0	\$0	\$0	\$0	\$63

<b>Total Administrative</b>	<b>\$30,424</b>	<b>\$10,697</b>	<b>\$10,060</b>	<b>\$7,231</b>	<b>\$12,192</b>	<b>\$16,370</b>	<b>\$10,197</b>	<b>\$12,332</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$109,503</b>
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<b>Excess Revenues (Expenditures)</b>	<b>(\$30,404)</b>	<b>\$152,773</b>	<b>(\$8,693)</b>	<b>\$1,134</b>	<b>(\$10,458)</b>	<b>(\$15,902)</b>	<b>(\$6,646)</b>	<b>(\$11,475)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$70,329</b>
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**DOUBLE BRANCH**  
**Community Development District**  
**RECREATION AND FACILITIES MAINTENANCE**  
Statement of Revenues & Expenditures  
For The Period Ending May 31, 2023

	AMENDED BUDGET	PRORATED BUDGET THRU 5/31/2023	ACTUAL THRU 5/31/2023	VARIANCE
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**REVENUES:**

Assessments-Tax Roll	\$1,873,440	\$1,873,440	\$1,879,894	\$6,454
Interest Income	\$1,000	\$1,000	\$14,777	\$13,777
Amenities Revenue	\$30,000	\$20,000	\$23,668	\$3,668
Sports Revenue	\$25,000	\$16,667	\$5,970	(\$10,697)
<b>TOTAL REVENUES</b>	<b>\$1,929,440</b>	<b>\$1,911,107</b>	<b>\$1,924,309</b>	<b>\$13,202</b>

**EXPENDITURES:**

**Administrative:**

Management Fees - Onsite	\$208,187	\$138,792	\$138,791	\$0
Insurance	\$87,892	\$87,892	\$79,614	\$8,278
Other Current Charges	\$3,500	\$2,333	\$1,625	\$708
Permit Fees	\$1,635	\$1,090	\$606	\$484
<b>Total Administrative</b>	<b>\$301,214</b>	<b>\$230,107</b>	<b>\$220,636</b>	<b>\$9,471</b>

**Maintenance:**

**Common Area**

Security	\$94,257	\$62,838	\$64,122	(\$1,284)
Security - Clay County Off-Duty Sheriff	\$54,438	\$36,292	\$32,918	\$3,374
Water - Irrigation	\$12,300	\$8,200	\$5,445	\$2,755
Irrigation Maintenance	\$6,000	\$4,000	\$0	\$4,000
Streetlighting	\$31,000	\$20,667	\$19,379	\$1,288
Electric	\$35,000	\$23,333	\$22,670	\$663
Landscape Maintenance	\$422,908	\$281,938	\$287,458	(\$5,519)
Common Area Maintenance	\$55,000	\$36,667	\$25,950	\$10,717
Lake Maintenance	\$27,840	\$18,560	\$22,028	(\$3,468)
Capital Reserve	\$411,722	\$0	\$0	\$0
<b>Total Common Area</b>	<b>\$1,150,464</b>	<b>\$492,495</b>	<b>\$479,969</b>	<b>\$12,526</b>

**Recreation Facility**

Amenity Staff	\$129,800	\$86,533	\$64,904	\$21,630
Refuse Services	\$14,479	\$9,653	\$10,114	(\$461)
Telephone	\$5,500	\$3,667	\$4,201	(\$534)
Electric	\$40,000	\$26,667	\$25,533	\$1,134
Cable	\$8,500	\$5,667	\$4,869	\$798
Pool Maintenance	\$38,215	\$25,477	\$22,955	\$2,522
Water / Sewer/Reclaim	\$48,000	\$32,000	\$33,304	(\$1,304)
Facility Maintenance-General	\$50,000	\$33,333	\$22,687	\$10,646
Facility Maintenance-Preventative	\$13,717	\$9,145	\$4,102	\$5,043
Facility Maintenance - Contingency	\$34,750	\$23,167	\$14,065	\$9,101
Lighting Repairs	\$8,500	\$5,667	\$4,182	\$1,485
Special Events	\$10,500	\$7,000	\$6,264	\$736
Office Supplies & Equipment	\$2,000	\$1,333	\$1,610	(\$277)
Janitorial	\$64,000	\$42,667	\$37,067	\$5,600
Recreation Passes	\$5,000	\$3,333	\$2,856	\$477

**DOUBLE BRANCH**

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

	AMENDED BUDGET	PRORATED BUDGET THRU 5/31/2023	ACTUAL THRU 5/31/2023	VARIANCE
Pool Leak Repairs	\$2,500	\$1,667	\$0	\$1,667
Multiuse Field	\$2,300	\$1,533	\$0	\$1,533
<b>Total Recreation Facility</b>	<b>\$477,761</b>	<b>\$318,508</b>	<b>\$258,713</b>	<b>\$59,795</b>
<b>Total Maintenance</b>	<b>\$1,628,226</b>	<b>\$811,002</b>	<b>\$738,682</b>	<b>\$72,321</b>
<b>TOTAL EXPENDITURES</b>	<b>\$1,929,440</b>	<b>\$1,041,109</b>	<b>\$959,317</b>	<b>\$81,792</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$0</b>		<b>\$964,991</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$0</b>		<b>\$698,117</b>	
<b>FUND BALANCE - Ending</b>	<b>\$0</b>		<b>\$1,663,108</b>	

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

	October	November	December	January	February	March	April	May	June	July	August	September	Total
<b>Revenues:</b>													
Assessments-Tax Roll	\$0	\$1,721,333	\$14,078	\$85,864	\$14,312	\$0	\$36,441	\$7,867	\$0	\$0	\$0	\$0	\$1,879,894
Interest Income	\$920	\$987	\$733	\$2,649	\$4,311	\$3,559	\$723	\$896	\$0	\$0	\$0	\$0	\$14,777
Amenities Revenue	\$245	\$1,337	(\$646)	\$79	\$4,732	\$6,600	\$6,961	\$4,360	\$0	\$0	\$0	\$0	\$23,668
Sports Revenue	\$0	\$0	\$0	\$1,320	\$0	\$0	\$2,350	\$2,300	\$0	\$0	\$0	\$0	\$5,970
<b>Total Revenues</b>	<b>\$1,165</b>	<b>\$1,723,656</b>	<b>\$14,164</b>	<b>\$89,911</b>	<b>\$23,354</b>	<b>\$10,159</b>	<b>\$46,475</b>	<b>\$15,424</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,924,309</b>
<b>Expenditures:</b>													
<b>Administrative</b>													
Management Fees - Onsite	\$17,349	\$17,349	\$17,349	\$17,349	\$17,349	\$17,349	\$17,349	\$17,349	\$0	\$0	\$0	\$0	\$138,791
Insurance	\$79,550	\$0	\$0	\$0	\$0	\$0	\$0	\$64	\$0	\$0	\$0	\$0	\$79,614
Other Current Charges	\$100	\$92	\$133	\$37	\$374	\$251	\$251	\$386	\$0	\$0	\$0	\$0	\$1,625
Permit Fees	\$162	\$27	\$417	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$606
<b>Total Administrative</b>	<b>\$97,161</b>	<b>\$17,468</b>	<b>\$17,899</b>	<b>\$17,386</b>	<b>\$17,723</b>	<b>\$17,600</b>	<b>\$17,600</b>	<b>\$17,799</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$220,636</b>
<b>MAINTENANCE- Common Area</b>													
Security	\$8,234	\$7,884	\$8,184	\$8,184	\$7,385	\$8,134	\$7,984	\$8,134	\$0	\$0	\$0	\$0	\$64,122
Security - Clay County Off-Duty Sheriff	\$3,977	\$4,461	\$5,387	\$3,461	\$3,747	\$4,608	\$3,904	\$3,374	\$0	\$0	\$0	\$0	\$32,918
Water - Irrigation	\$626	\$600	\$562	\$543	\$620	\$735	\$884	\$876	\$0	\$0	\$0	\$0	\$5,445
Irrigation Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Streetlighting	\$2,498	\$2,454	\$2,454	\$2,454	\$2,439	\$2,360	\$2,360	\$2,360	\$0	\$0	\$0	\$0	\$19,379
Electric	\$3,145	\$3,026	\$2,637	\$2,840	\$2,231	\$2,928	\$2,924	\$2,939	\$0	\$0	\$0	\$0	\$22,670
Landscape Maintenance	\$40,762	\$35,242	\$35,242	\$35,242	\$35,242	\$35,242	\$35,242	\$35,242	\$0	\$0	\$0	\$0	\$287,458
Common Area Maintenance	\$5,743	\$4,331	\$3,539	\$5,277	\$4,330	\$2,730	\$0	\$0	\$0	\$0	\$0	\$0	\$25,950
Lake Maintenance	\$6,838	\$2,170	\$2,170	\$2,170	\$2,170	\$2,170	\$2,170	\$2,170	\$0	\$0	\$0	\$0	\$22,028
Capital Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Common Area</b>	<b>\$71,822</b>	<b>\$60,169</b>	<b>\$60,174</b>	<b>\$60,171</b>	<b>\$58,164</b>	<b>\$58,906</b>	<b>\$55,468</b>	<b>\$55,095</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$479,969</b>
<b>Recreation Facility</b>													
Amenity Staff	\$9,464	\$5,180	\$8,423	\$5,410	\$5,556	\$7,559	\$9,663	\$13,649	\$0	\$0	\$0	\$0	\$64,904
Refuse Service	\$1,134	\$1,134	\$1,134	\$1,134	\$1,395	\$1,395	\$1,395	\$1,395	\$0	\$0	\$0	\$0	\$10,114
Telephone	\$880	\$511	\$513	\$491	\$452	\$452	\$452	\$450	\$0	\$0	\$0	\$0	\$4,201
Electric	\$4,449	\$3,391	\$2,662	\$2,732	\$2,772	\$2,965	\$2,999	\$3,563	\$0	\$0	\$0	\$0	\$25,533
Cable	\$580	\$578	\$578	\$622	\$631	\$627	\$627	\$626	\$0	\$0	\$0	\$0	\$4,869
Pool Maintenance/Chemicals	\$2,483	\$2,483	\$2,483	\$3,101	\$3,101	\$3,101	\$3,101	\$3,101	\$0	\$0	\$0	\$0	\$22,955
Water/Sewer/Reclaim	\$4,345	\$4,039	\$4,041	\$3,329	\$3,949	\$4,452	\$4,620	\$4,529	\$0	\$0	\$0	\$0	\$33,304
Facility Maintenance - General	\$4,165	\$4,164	\$3,367	\$4,166	\$4,165	\$2,660	\$0	\$0	\$0	\$0	\$0	\$0	\$22,687
Facility Maintenance - Preventative Contracts	\$443	\$1,629	\$360	\$155	\$360	\$640	\$515	\$0	\$0	\$0	\$0	\$0	\$4,102
Facility Maintenance - Contingency	\$2,895	\$2,893	\$2,487	\$2,895	\$2,896	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,065
Lighting Repairs	\$708	\$707	\$705	\$704	\$708	\$650	\$0	\$0	\$0	\$0	\$0	\$0	\$4,182
Special Events	\$2,302	\$2,462	\$991	\$0	\$0	\$0	\$0	\$509	\$0	\$0	\$0	\$0	\$6,264

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

	October	November	December	January	February	March	April	May	June	July	August	September	Total
Office Supplies and Equipment	\$653	\$50	\$50	\$172	\$386	\$50	\$198	\$50	\$0	\$0	\$0	\$0	\$1,610
Janitorial	\$4,633	\$4,633	\$4,633	\$4,633	\$4,633	\$4,633	\$4,633	\$4,633	\$0	\$0	\$0	\$0	\$37,067
Recreation Passes	\$1,334	\$0	\$0	\$0	\$0	\$0	\$1,144	\$379	\$0	\$0	\$0	\$0	\$2,856
Pool Leak Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Multiuse Field	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$40,467	\$33,855	\$32,429	\$29,544	\$31,004	\$29,184	\$29,346	\$32,884	\$0	\$0	\$0	\$0	\$258,713
<b>Total Expenses</b>	\$209,450	\$111,492	\$110,502	\$107,101	\$106,891	\$105,690	\$102,414	\$105,777	\$0	\$0	\$0	\$0	\$959,317
<b>Excess Revenues (Expenditures)</b>	(\$208,284)	\$1,612,164	(\$96,338)	(\$17,190)	(\$83,537)	(\$95,531)	(\$55,939)	(\$90,354)	\$0	\$0	\$0	\$0	\$964,991



# 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 May 31, 2023

	ADOPTED BUDGET	PRORATED THRU 5/31/2023	ACTUAL THRU 5/31/2023	VARIANCE
<b>Revenues:</b>				
Special Assessments - Tax Roll	\$1,961,878	\$1,961,878	\$1,966,771	\$4,893
Interest Income	\$3,500	\$3,500	\$62,959	\$59,459
<b>TOTAL REVENUES</b>	<b>\$1,965,378</b>	<b>\$1,965,378</b>	<b>\$2,029,731</b>	<b>\$64,353</b>
<b>Expenditures:</b>				
<b>Series 2013 A-1</b>				
Interest Expense - 11/1	\$335,547	\$335,547	\$335,547	\$0
Interest Expense - 5/1	\$335,547	\$335,547	\$335,547	\$0
Principal Expense 5/1	\$1,085,000	\$1,085,000	\$1,085,000	\$0
<b>Series 2013 A-2</b>				
Interest Expense - 11/1	\$47,150	\$47,150	\$47,150	\$0
Interest Expense - 5/1	\$47,150	\$47,150	\$47,150	\$0
Principal Expense 5/1	\$95,000	\$95,000	\$95,000	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$1,945,394</b>	<b>\$1,945,394</b>	<b>\$1,945,394</b>	<b>\$0</b>
EXCESS REVENUES (EXPENDITURES)	\$19,984		\$84,337	
<b>Net change in Fund Balance</b>	<b>\$19,984</b>		<b>\$84,337</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$622,539</b>		<b>\$1,590,907</b>	
<b>FUND BALANCE - Ending</b>	<b>\$642,523</b>		<b>\$1,675,244</b>	

Revenue	\$702,303
Reserve 2013-1	\$868,806
Reserve 2013-2	\$95,634
Prepayment	\$269
Assessments Receivable	\$8,231
<b>Total</b>	<b>\$1,675,244</b>

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

	AMENDED BUDGET	PRORATED THRU 5/31/2023	ACTUAL THRU 5/31/2023	VARIANCE
<b>REVENUES:</b>				
Interest Income	\$6,000	\$6,000	\$23,092	\$17,092
Transfer In - Capital Reserve	\$411,722	\$0	\$0	\$0
Transfer In - General Fund Reserve	\$5,725	\$0	\$0	\$0
<b>TOTAL REVENUES</b>	<b>\$423,447</b>	<b>\$6,000</b>	<b>\$23,092</b>	<b>\$17,092</b>
<b>EXPENDITURES:</b>				
Repairs & Replacements	\$570,670	\$380,447	\$279,101	\$101,346
<b>TOTAL EXPENDITURES</b>	<b>\$570,670</b>	<b>\$380,447</b>	<b>\$279,101</b>	<b>\$101,346</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$147,223)</b>		<b>(\$256,009)</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$1,410,643</b>		<b>\$1,434,151</b>	
<b>FUND BALANCE - Ending</b>	<b>\$1,263,420</b>		<b>\$1,178,142</b>	

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

	SERIES 2013 A-1 AND A-2
<b><u>REVENUES:</u></b>	
Interest Income	\$468
<b>TOTAL REVENUES</b>	<b>\$468</b>
<b><u>EXPENDITURES:</u></b>	
Capital Outlay - Series 2013 A1 and A2	\$0
Cost of Issuance	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$468</b>
<b>FUND BALANCE - Beginning</b>	<b>\$18,682</b>
<b>FUND BALANCE - Ending</b>	<b>\$19,150</b>

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

<b>Series 2013 A-1 Special Assessment Refunding Bonds</b>	
Interest Rate:	1.3%-4.25%
Maturity Date:	5/1/34
Reserve Fund Definition:	50% Max Annual on Outstanding
Reserve Fund Requirement:	\$868,932
Reserve Fund Balance:	\$868,806
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)
Less: May 1, 2023 (Mandatory)	(\$1,085,000)
Current Bonds Outstanding	\$15,305,000

<b>Series 2013 A-2 Special Assessment Refunding Bonds</b>	
Interest Rate:	5.750%
Maturity Date:	5/1/34
Reserve Fund Definition:	50% Max Annual on Outstanding
Reserve Fund Requirement:	\$95,634
Reserve Fund Balance:	\$95,634
Bonds outstanding - 9/30/2013	\$2,900,000
Less: November 1, 2013 (Prepayment)	(\$145,000)
Less: May 1, 2014 (Mandatory)	(\$75,000)
Less: November 1, 2014 (Prepayment)	(\$75,000)
Less: May 1, 2015 (Mandatory)	(\$75,000)
Less: May 1, 2015 (Prepayment)	(\$45,000)
Less: November 1, 2015 (Prepayment)	(\$50,000)
Less: May 2, 2016 (Mandatory)	(\$75,000)
Less: May 2, 2016 (Prepayment)	(\$35,000)
Less: November 1, 2016 (Prepayment)	(\$55,000)
Less: May 2, 2017 (Mandatory)	(\$75,000)
Less: May 2, 2017 (Prepayment)	(\$5,000)
Less: May 1, 2018 (Mandatory)	(\$80,000)
Less: May 1, 2018 (Prepayment)	(\$5,000)
Less: November 1, 2018 (Prepayment)	(\$105,000)
Less: May 1, 2019 (Mandatory)	(\$80,000)
Less: May 2, 2019 (Prepayment)	(\$10,000)
Less: November 1, 2019 (Prepayment)	(\$10,000)
Less: May 1, 2020 (Mandatory)	(\$80,000)
Less: May 2, 2020 (Prepayment)	(\$5,000)
Less: May 1, 2021 (Mandatory)	(\$85,000)
Less: May 1, 2022 (Mandatory)	(\$90,000)
Less: May 1, 2023 (Mandatory)	(\$95,000)
Current Bonds Outstanding	\$1,545,000

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## DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

### Fiscal Year 2023 Assessments Receipts Summary

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

SUMMARY OF TAX ROLL RECEIPTS					
CLAY COUNTY DISTRIBUTION	DATE RECEIVED	TOTAL RECEIVED	SERIES 2013A DEBT SERVICE RECEIVED	GENERAL FUND O&M RECEIPTS	RECREATION FUND O&M RECEIPTS
1	11/09/22	10,087.43	4,928.90	447.34	4,711.19
2	11/16/22	105,001.67	51,305.75	4,656.47	49,039.45
3	11/28/22	153,949.18	75,222.41	6,827.13	71,899.64
4	12/12/22	3,225,237.13	1,575,910.40	143,028.54	1,506,298.19
5	12/19/22	191,386.34	93,514.90	8,487.35	89,384.09
6	01/11/23	30,142.56	14,728.21	1,336.72	14,077.63
7	02/07/23	183,848.46	89,831.75	8,153.07	85,863.64
8	03/07/23	30,644.64	14,973.54	1,358.99	14,312.11
9	04/07/23	59,626.79	29,134.75	2,644.25	27,847.79
10	05/08/23	18,398.45	8,989.82	815.91	8,592.72
11	06/08/23	1,789.66	874.46	79.37	835.83
TAX CERTIFICATES	06/21/23	15,055.62	7,356.45	667.67	7,031.50
			-	-	-
			-	-	-
			-	-	-
<b>TOTAL TAX ROLL RECEIPTS</b>		<b>4,025,167.93</b>	<b>1,966,771.34</b>	<b>178,502.81</b>	<b>1,879,893.78</b>

PERCENT COLLECTED	TOTAL	DEBT	O&M
<b>TOTAL PERCENT COLLECTED</b>	<b>100.25%</b>	<b>100.25%</b>	<b>100.25%</b>

*D.*

# Double Branch

## Community Development District

### Check Run Summary

June 30, 2023

Fund	Date	Check No.	Amount
<b>General Fund</b>			
Accounts Payable	6/9/23	1757-1759	\$ 8,692.85
	6/22/23	1760	\$ 4,629.28
		<u>Sub-Total</u>	<u>\$ 13,322.13</u>
<b>Recreation Fund</b>			
Accounts Payable	6/9/23	7280-7288	\$ 30,126.66
	6/19/23	7289-7298	\$ 1,504.06
	6/22/23	7299-7300	\$ 43,126.51
	6/30/23	7301-7306	\$ 10,552.50
		<u>Sub-Total</u>	<u>\$ 85,309.73</u>
<b>Capital Reserve Fund</b>			
Accounts Payable	6/9/23	122	\$ 601.88
	6/19/23	123-129	\$ 16,723.80
	6/22/23	130	\$ 8,663.51
	6/30/23	131-132	\$ 7,105.74
		<u>Sub-Total</u>	<u>\$ 33,094.93</u>
<b>Total</b>			<b>\$ 131,726.79</b>



CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #	
6/09/23	00035	6/01/23 2338	202306 310-51300-34000	JUN MANAGEMENT FEES	*	5,404.17		
6/01/23		2338	202306 310-51300-52000	JUN WEBSITE ADMIN	*	208.33		
6/01/23		2338	202306 310-51300-35100	JUN INFO TECH	*	178.50		
6/01/23		2338	202306 310-51300-31300	JUN DISSEM AGENT SRVCS	*	133.33		
6/01/23		2338	202306 310-51300-51000	OFFICE SUPPLIES	*	1.05		
6/01/23		2338	202306 310-51300-42000	POSTAGE	*	27.80		
6/01/23		2338	202306 310-51300-42500	COPIES	*	54.60		
6/01/23		2338	202306 310-51300-41000	TELEPHONE	*	15.57		
							6,023.35	001757
-----								
6/09/23	00027	6/02/23 24204	202306 310-51300-32200	AUDIT FYE 09/30/2022	*	2,600.00		
							2,600.00	001758
-----								
6/09/23	00111	6/01/23 23-00197	202306 310-51300-48000	NOTICE OF MEETING 6/1/23	*	69.50		
							69.50	001759
-----								
6/22/23	00113	6/18/23 3237628	202305 310-51300-31500	MAY GENERAL COUNSEL	*	4,629.28		
							4,629.28	001760
-----								
						TOTAL FOR BANK A	13,322.13	
						TOTAL FOR REGISTER	13,322.13	

DBBR DOUBLE BRANCH OKUZMUK

**Governmental Management Services, LLC**1001 Bradford Way  
Kingston, TN 37763**Invoice****Invoice #:** 2338**Invoice Date:** 6/1/23**Due Date:** 6/1/23**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 - June 2023		5,404.17	5,404.17
Website Administration - June 2023		208.33	208.33
Information Technology - June 2023		178.50	178.50
Dissemination Agent Services - June 2023		133.33	133.33
Office Supplies		1.05	1.05
Postage		27.80	27.80
Copies		54.60	54.60
Telephone		15.57	15.57

RECEIVED  
JUN 02 2023  
BY: \_\_\_\_\_

**Total** \$6,023.35**Payments/Credits** \$0.00**Balance Due** \$6,023.35

# Grau and Associates

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

Phone: 561-994-9299

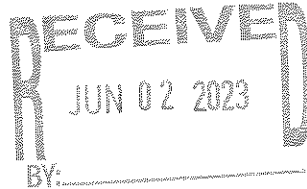
Fax: 561-994-5823

*Double Branch Community Development District*  
475. West Town Place, Ste 114  
St. Augustine, FL 32902

Invoice No. 24204  
Date 06/02/2023

---

SERVICE	AMOUNT
Audit FYE 09/30/2022	\$ <u>2,600.00</u>
Current Amount Due	\$ <u>2,600.00</u>



0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Balance
2,600.00	0.00	0.00	0.00	0.00	2,600.00

Payment due upon receipt.



**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, June 12, 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](http://www.DoubleBranchCDD.com). This meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when one or more Supervisors will participate by telephone.

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

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

Marilee Giles  
District Manager

Jun. 1 00 (23-00197C)

**KUTAK ROCK LLP**

**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

June 18, 2023

**Check Remit To:**

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Reference: Invoice No. 3237628

Client Matter No. 5323-1

Notification Email: [eftgroup@kutakrock.com](mailto:eftgroup@kutakrock.com)



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

Invoice No. 3237628  
5323-1

Re: General

For Professional Legal Services Rendered

05/01/23	M. Eckert	0.20	73.00	Review agenda package
05/01/23	K. Haber	0.10	25.50	Correspond with Giles regarding budget documents
05/02/23	M. Eckert	1.20	438.00	Review RFP responses; draft memorandum to Board regarding defects in two proposals
05/02/23	K. Haber	1.60	408.00	Review landscape services proposals for evaluation criteria compliance; correspond with Soriano regarding same; prepare budget approval resolution
05/03/23	M. Eckert	0.10	36.50	Confer with Soriano and Giles
05/03/23	K. Haber	0.10	25.50	Correspond with Giles regarding budget approval resolution
05/04/23	M. Eckert	0.10	36.50	Prepare budget resolution
05/05/23	K. Haber	0.50	127.50	Prepare board meeting agenda memorandum
05/08/23	M. Eckert	4.80	1,752.00	Prepare for, travel to and attend

**KUTAK ROCK LLP**

Double Branch CDD

June 18, 2023

Client Matter No. 5323-1

Invoice No. 3237628

Page 2

05/08/23	K. Haber	1.00	255.00	board meeting; attend staff meeting; review issues associated with landscape RFP
05/09/23	K. Haber	1.30	331.50	Correspond with Giles regarding budget approval resolution; prepare notices of intent to award landscape maintenance contract
05/10/23	K. Haber	0.30	76.50	Prepare addendum to proposal for fire protection services
05/12/23	M. Eckert	0.60	219.00	Prepare mutual aid agreement and approving resolution; correspond with Soriano regarding fire protection agreement
05/12/23	K. Haber	0.50	127.50	Prepare and distribute spending resolution; draft award letters for landscape RFP
05/19/23	M. Eckert	0.70	255.50	Correspond with Hogge regarding landscape maintenance proposals; revise notices of intent to award; correspond with Giles regarding same
05/23/23	M. Eckert	0.60	219.00	Review draft minutes; provide comments
05/23/23	K. Haber	0.20	51.00	Review draft audit
05/31/23	M. Eckert	0.40	146.00	Revise mutual aid resolution; correspond with Giles and Hogge regarding resolution and mutual aid agreement
TOTAL HOURS		14.30		Prepare for and attend agenda call

**KUTAK ROCK LLP**

Double Branch CDD  
June 18, 2023  
Client Matter No. 5323-1  
Invoice No. 3237628  
Page 3

TOTAL FOR SERVICES RENDERED		\$4,603.50
DISBURSEMENTS		
Meals	5.50	
Travel Expenses	20.28	
TOTAL DISBURSEMENTS		<u>25.78</u>
TOTAL CURRENT AMOUNT DUE		<u>\$4,629.28</u>



CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
6/09/23	00964	5/30/23	05302023	202305	300	36900	10300		DEPOSIT REFUND CHERYL FOSTER	*	100.00	100.00	007280
6/09/23	00454	5/09/23	141006	202305	320	57200	62000		REC PASSES DWG DISTRIBUTION	*	378.50	378.50	007281
6/09/23	00092	6/01/23	2337	202306	310	51300	34000		JUN FAC MANAGEMENT - REC GOVERNMENTAL MANAGEMENT SERVICES	*	17,348.92	17,348.92	007282
6/09/23	00965	5/30/23	05302023	202305	300	36900	10300		DEPOSIT REFUND KENNETH KELLER	*	100.00	100.00	007283
6/09/23	00024	5/01/23	91133B	202305	320	57200	46800		MAY LAKE MANAGEMENT 6/01/23 99163B 202306 320-57200-46800 JUN LAKE MANAGEMENT THE LAKE DOCTORS, INC.	*	2,170.00	4,340.00	007284
6/09/23	00578	5/30/23	05302023	202305	300	36900	10300		DEPOSIT REFUND NERLANDE DONATIEN	*	25.00	25.00	007285
6/09/23	00186	6/01/23	13129561	202306	320	57200	46300		JUNE POOL CHEMICALS POOLSURE	*	3,100.91	3,100.91	007286
6/09/23	00966	5/30/23	05302023	202305	300	36900	10300		DEPOSIT REFUND RITA DOSS-WILLIAMS	*	100.00	100.00	007287
6/09/23	00297	6/01/23	340	202306	320	57200	61000		JUN JANITORIAL SERVICES RIVERSIDE MANAGEMENT SERVICES, INC	*	4,633.33	4,633.33	007288
6/19/23	00973	6/14/23	06142023	202306	300	36900	10300		DEPOSIT REFUND ALLISON TAMARES	*	100.00	100.00	007289
6/19/23	00285	6/08/23	SSI11144	202305	320	57200	34510		MAY EMPLOYMENT FEE 6/08/23 SSI11144 202305 320-57200-34510 MAY SCHEDULING FEE CLAY COUNTY SHERIFF'S OFFICE	*	263.75	393.75	007290

DBBR DOUBLE BRANCH OKUZMUK

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
6/19/23	00972	6/14/23	06142023	202306	300-36900-10300			DUSTIN SCHACK	*	100.00	100.00	007291
6/19/23	00969	6/14/23	06142023	202306	300-36900-10300			ELLIOT LEWIS	*	100.00	100.00	007292
6/19/23	00968	6/08/23	06082023	202306	300-36900-10300			GAVIN ROSS	*	100.00	100.00	007293
6/19/23	00967	6/08/23	06082023	202306	300-36900-10300			JACQUELINE THOMPSON	*	100.00	100.00	007294
6/19/23	00970	6/14/23	06142023	202306	300-36900-10300			KRISTEN BANKS	*	100.00	100.00	007295
6/19/23	00305	6/01/23	101921	202306	320-57200-46610			SOUTHEAST FITNESS REPAIR	*	360.00	360.00	007296
6/19/23	00971	6/14/23	06142023	202306	300-36900-10300			TLZ MANAGEMENT LLC	*	100.00	100.00	007297
6/19/23	00399	6/01/23	01893717	202306	330-57200-50000			XEROX CORPORATION	*	50.31	50.31	007298
6/22/23	00839	6/01/23	9081	202306	320-57200-34500			SECURITY DEVELOPMENT GROUP LLC	*	7,884.20	7,884.20	007299
6/22/23	00672	6/01/23	11631	202306	320-57200-46200			VERDEGO, LLC	*	35,242.31	35,242.31	007300
6/30/23	00974	6/25/23	06252023	202306	300-36900-10300			ADAM SCOTT	*	100.00	100.00	007301
6/30/23	00955	5/03/23	06272023	202305	300-36900-10300			ANA RAMOS	*	100.00	100.00	007302

DBBR DOUBLE BRANCH OKUZMUK

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
6/30/23	00976	6/25/23	06252023	202306	300	36900	10300		DEPOSIT REFUND	*	100.00		
									DEBORAH BRIGHT			100.00	007303
6/30/23	00092	6/06/23	2342	202306	300	36900	10300		JUN FACILITY EVENT STAFF	*	231.25		
		6/20/23	2340	202305	320	57200	46600		FAC MAIN GEN	*	4,125.00		
		6/20/23	2340	202305	320	57200	46400		COMMON AREA MAIN	*	4,297.00		
		6/20/23	2340	202305	320	57200	46630		LIGHTING RERAIRS	*	703.00		
		6/21/23	2341	202306	300	36900	10300		JUN FACILITY EVENT STAFF	*	696.25		
									GOVERNMENTAL MANAGEMENT SERVICES			10,052.50	007304
6/30/23	00975	6/25/23	06252023	202306	300	36900	10300		DEPOSIT REFUND	*	100.00		
									MARVIN LAMB			100.00	007305
6/30/23	00977	6/25/23	06252023	202306	300	36900	10300		DEPOSIT REFUND	*	100.00		
									SEBASTIANA FILS-AIME			100.00	007306
TOTAL FOR BANK B											85,309.73		
TOTAL FOR REGISTER											85,309.73		

DBBR DOUBLE BRANCH OKUZMUK

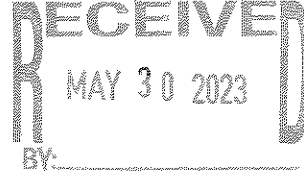


**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - CHERYL FOSTER  
**Date:** May 30, 2023 at 6:36 PM  
**To:** Todd Polvere [tpolvere@gmsnf.com](mailto:tpolvere@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amossing@gmstn.com](mailto:amossing@gmstn.com)

Good evening, Todd,

Please make the following refund at your earliest opportunity:

- o LOCATION – OVCR aka CLUBROOM (SATURDAY) 2:30 P.M. to 6:30 P.M.
- o DATE OF VENUE – MAY 20, 2023
- o RESIDENT – CHERYL FOSTER
- o ADDRESS – 3455 WORTHINGTON OAKS DRIVE, ORANGE PARK, FL 32066
- o AMOUNT OF REFUND - \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- o DEPOSIT was via CHECK drawn on VYSTAR
  - CHECK #: 1395
  - DATED#: 4/20/23
  - DEPOSITED: 4/26/23
  - AMOUNT: \$100.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC	CHECK/CASH	CREDIT CARD
04/20/23	04/26/23	05/20/23	CHERYL FOSTER - OVCR DEPOSIT	DEPOSIT	\$ 100.00		CK# 1395	DEPOSITED 4/26/23

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

Thank you.

I will be out of the office June 12-16, 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](mailto:venuerentals@oakleafresidents.com)  
 (904) 770-4661 voice email  
 (904) 375-9285 ext. 3  
[www.oakleafresidents.com](http://www.oakleafresidents.com)

Governmental Management Services

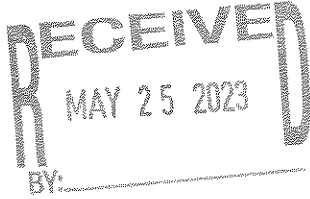
[www.OakLeafResidents.com](http://www.OakLeafResidents.com)

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

-933-4900

# ORDER NO. 265435

INVOICE NO: 141006  
 ORDER DATE: 5/9/2023  
 CUSTOMER ID: 23908  
 PO JS0050923  
 ORDER NAME: Oakleaf/Double Branch  
 CDD Entrapass Tokens  
 TARGET DELIVER DATE: 5/11/2023  
 SHIPPED VIA: Email Delivery (e.g. Software)  
 SHIPPING TYPE: Residential  
 PAYMENT METHOD: Net 30 days



**BILL TO**

Jay Soriano  
 GMS LLC  
 2740 Firethorn ave  
 Orange Park, FL 32065

Tel: 904-342-1441  
 E-mail: manager@oakleafresidents.com

**SHIP TO**

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

Tel: 904-342-1441  
 E-mail: jsoriano@gmsnf.com

QTY	SKU	DESCRIPTION	UNIT PRICE	TOTAL
1	E-COR-KTK-3	E-COR-KTK-3 Kantech Three Tokens for EntraPass Corporate Edition - Email Delivery	\$757.00	<del>\$757.00</del>

<b>SHIPPING:</b>		\$0.00
<b>TAXES:</b>		\$0.00
<b>ORDER TOTAL</b>		\$757.00
<b>PAYMENT STATUS:</b>		Unpaid

**Code to: 50/50 split**

**2-330-572-49300**

**Middle Village Rec Passes**

**2-330-572-6200**

**Double Branch Rec. Passes**

*New Total:*  
\$378.50

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

# Invoice

**Invoice #:** 2337  
**Invoice Date:** 6/1/23  
**Due Date:** 6/1/23  
**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 - June 2023 2.310.513:3400		17,348.92	17,348.92

RECEIVED  
JUN 05 2023  
BY: \_\_\_\_\_

*Jerry Lambert*  
6-5-23

<b>Total</b>	<b>\$17,348.92</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$17,348.92</b>

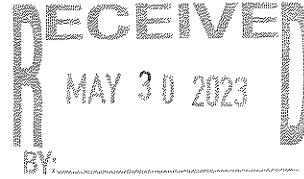


**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - KENNETH KELLER  
**Date:** May 30, 2023 at 6:42 PM  
**To:** Todd Polvere [tpolvere@gmsnf.com](mailto:tpolvere@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amosing@gmstnn.com](mailto:amosing@gmstnn.com)

Good evening, Todd,

Please make the following refund at your earliest opportunity:

- o LOCATION – OV PATIO (SATURDAY) 2:00 P.M. to 6:00 P.M.
- o DATE OF VENUE – MAY 20, 2023
- o RESIDENT –KENNETH KELLER
- o ADDRESS – 3967 PEBBLE BROOKE CIRCLE, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND - \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- o DEPOSIT was via VISA(3044)
  - DATED: 5/7/23
  - SEQ#: 2
  - BATCH#: 226
  - INVOICE#: 2
  - APPROVAL CODE: 011796
  - AMOUNT: \$100.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
05/07/23	05/07/23	05/20/23	KENNETH KELLER - OV PATIO DEPOSIT	DEPOSIT	\$ 100.00			VISA-011796

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

Thank you.

I will be out of the office June 12-16, 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](mailto:venuerentals@oakleafresidents.com)  
 (904) 770-4661 voice email  
 (904) 375-9285 ext. 3  
[www.oakleafresidents.com](http://www.oakleafresidents.com)

Governmental Management Services

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

Under Florida law, e-mail addresses are public records. If you do not want your email address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. The information 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:

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

PLEASE FILL OUT BELOW IF PAYING BY CREDIT CARD



CARD NUMBER                      EXP. DATE  
SIGNATURE                          AMOUNT PAID

ADDRESSEE

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

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

ACCOUNT NUMBER	DATE	BALANCE
708477	5/19/2023	\$2,170.00

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

00000000019082001000000009113300000021700050

Please Return this portion with your payment

**Invoice Due Date 5/11/2023                      Invoice 91133B                      PO #**

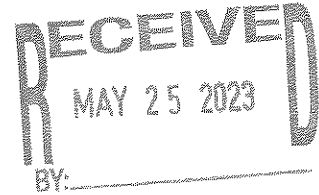
Invoice Date	Description	Quantity	Amount	Tax	Total
5/1/2023	8664 OAKLEAF VILLAGE PKWY, JACKSONVILLE, FL ORANGE PARK, FL 32065 Water Management - Monthly		\$2170.00	\$0.00	\$2170.00

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.

<b>Credits</b>	\$0.00
<b>Adjustment</b>	\$0.00

**AMOUNT DUE**

**Total Account Balance including this invoice:** \$4340.00

**This Invoice Total:** \$2170.00

**E-mail payments@lakedoctors.com to submit payment by ACH**

**Customer #:** 708477  
**Portal Registration #:** BCF0DAE5


**Corporate Address**  
4651 Salisbury Rd, Suite 155  
Jacksonville, FL 32256

**Customer Portal Link:** [www.lakedoctors.com/contact-us/make-a-payment/](http://www.lakedoctors.com/contact-us/make-a-payment/)

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



MAKE CHECK PAYABLE TO:

 **The Lake Doctors, Inc.**  
Aquatic Management Services  
Post Office Box 20122  
Tampa, FL 33622-0122  
(904) 262-5500

PLEASE FILL OUT BELOW IF PAYING BY CREDIT CARD



CARD NUMBER                      EXP. DATE  
SIGNATURE                          AMOUNT PAID

ADDRESSEE

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

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

ACCOUNT NUMBER	DATE	BALANCE
708477	6/1/2023	\$2,170.00

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

00000000019082001000000009916300000021700055

Please Return this portion with your payment

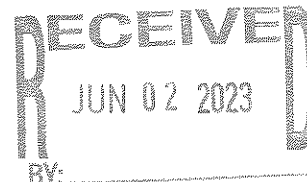
**Invoice Due Date 6/11/2023                      Invoice 99163B                      PO #**

Invoice Date	Description	Quantity	Amount	Tax	Total
6/1/2023	Water Management - Monthly		\$2170.00	\$0.00	\$2170.00

**Code to:**

Please remit payment for this month's invoice.

**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:**

\$4340.00

**This Invoice Total:**

\$2170.00

**E-mail payments@lakedoctors.com to submit payment by ACH**

**Customer #:** 708477  
**Portal Registration #:** BCF0DAE5

**Corporate Address**  
4651 Salisbury Rd, Suite 155  
Jacksonville, FL 32256

**Customer Portal Link:** [www.lakedoctors.com/contact-us/make-a-payment/](http://www.lakedoctors.com/contact-us/make-a-payment/)

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

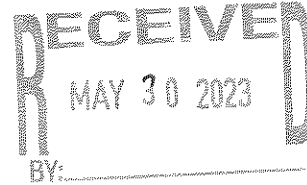


**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - NERLANDE DONATION  
**Date:** May 30, 2023 at 6:30 PM  
**To:** Todd Polvere [tpolvere@gmsnf.com](mailto:tpolvere@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Marilee Giles [mjiles@gmsnf.com](mailto:mjiles@gmsnf.com), Alison Mossing [amosing@gmstnn.com](mailto:amosing@gmstnn.com)

Good evening, Nerlande,

Please make the following refund at your earliest opportunity:

- o LOCATION -- OVCR aka CLUBROOM (SATURDAY) 7:00 P.M. to 11:00 P.M.
- o DATE OF VENUE -- APRIL 1, 2023
- o RESIDENT --NERLANDE DONATION
- o ADDRESS -- 918 THOROUGHFBRED DRIVE, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND - \$25.00- VIOLATION / DID NOT CLEAN
  - BOOKING FEE / DEPOSIT REFUND
- o DEPOSIT was via CHECK drawn on VYSTAR
  - CHECK #: 1297
  - DATED#: 3/10/23
  - DEPOSITED: 3/10/23
  - AMOUNT: \$100.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
03/10/23	03/10/23	04/01/23	NERLANDE DONATION - OVCR DEPOSIT	DEPOSIT	\$ 100.00		CHK# 252	DEPOSITED 3/10/23

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

Thank you.

I will be out of the office June 12-16, 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](mailto:venuerentals@oakleafresidents.com)  
 (904) 770-4661 voice email  
 (904) 375-9285 ext. 3  
[www.oakleafresidents.com](http://www.oakleafresidents.com)

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

# Invoice

Date 6/1/2023

Invoice # 131295614884

Terms	Net 20
Due Date	6/21/2023
PO #	

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

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

RECEIVED  
MAY 24 2023  
BY: \_\_\_\_\_

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

**Remittance Slip**

Customer  
13OAK102  
Invoice #  
131295614884

Amount Due \$3,100.91  
Amount Paid \_\_\_\_\_  
Make Checks Payable To  
Poolsure  
PO Box 55372  
Houston, TX 77255-5372



131295614884

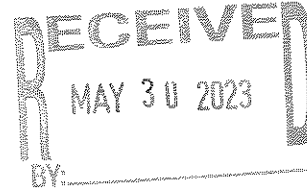


**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - RITA DOSS-WILLIAMS  
**Date:** May 30, 2023 at 7:57 PM  
**To:** Todd Polvere [tpolvere@gmsnf.com](mailto:tpolvere@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amossing@gmstnn.com](mailto:amossing@gmstnn.com)

Good evening, Todd,

Please make the following refund at your earliest opportunity:

- o LOCATION – OVCR aka CLUBROOM (SATURDAY) 7:00 P.M. to 11:00 P.M.
- o DATE OF VENUE – MAY 27, 2023
- o RESIDENT – RITA DOSS-WILLIAMS
- o ADDRESS – 573 OAKLEAF PLANTATION PARKWAY #1012, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND - \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- o DEPOSIT was via VISA (1706)
  - DATE: 5/11/23
  - SEQ#: 6
  - BATCH#: 227
  - INVOICE#: 6
  - APPROVAL CODE: 023813
  - AMOUNT: \$100.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
05/11/23	05/11/23	05/27/23	RITA DOSS-WILLIAMS - OVCR DEPOSIT	DEPOSIT	\$ 100.00			VISA-023813

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

Thank you.

I will be out of the office June 12-16, 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](mailto:venuerentals@oakleafresidents.com)  
 (904) 770-4661 voice email  
 (904) 375-9285 ext. 3  
[www.oakleafresidents.com](http://www.oakleafresidents.com)

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

# Invoice

Invoice #: 340  
Invoice Date: 6/1/2023  
Due Date: 6/1/2023  
Case:  
P.O. Number:

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

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

RECEIVED  
JUN 05 2023  
BY: \_\_\_\_\_

*Jerry Lambert*  
6-5-23

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

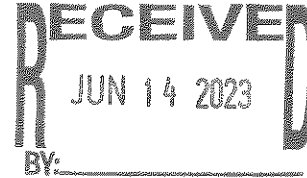


**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - ALLISON "JAMIE" TAMARES  
**Date:** June 14, 2023 at 9:12 PM  
**To:** Todd Polvere [tpolvere@gmsnf.com](mailto:tpolvere@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amosing@gmstnn.com](mailto:amosing@gmstnn.com)

Good evening, Todd,

Please make the following refund at your earliest opportunity:

- o LOCATION – OVCR aka CLUBROOM (SUNDAY) 5:00 P.M. to 9:00 P.M.
- o DATE OF VENUE – JUNE 11, 2023
- o RESIDENT – ALLISON TAMARES
- o ADDRESS – 785 OAKLEAF PLANTATION PARKWAY #723, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND – \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- o DEPOSIT was via VISA(4634)
  - DATE: 3/27/23
  - SEQ#: 2
  - BATCH#: 213
  - INVOICE#: 2
  - APPROVAL CODE: 027775
  - AMOUNT: \$100.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
03/27/23	03/27/23	05/13/23	ALLISON TAMARES - OVCR DEPOSIT	DEPOSIT	\$ 100.00			VISA-027775

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

Thank you.

I will be out of the office June 12-16, 2023.

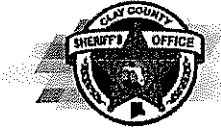
Please email me or leave a detailed message at 904-770-4661 with the following information: **NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE** and **EMAIL ADDRESS**. I will respond at my earliest opportunity. Any messages left on the office phone will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

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 (904) 770-4661 voice email  
 (904) 375-9285 ext. 3  
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Remit To: Clay County Sheriff's Office  
 PO Box 548/901 N. Orange Ave  
 GREEN COVE SPRINGS, FL 32043  
 (904) 284-7575

Invoice Number: SSI11144  
 Invoice Date: 6/8/2023  
 Page: 1

Attn: Fiscal - Accounts Receivable

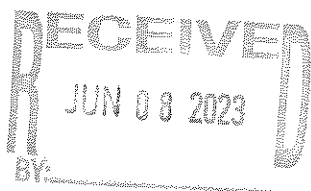
Bill To: OAKLEAF PLANTATION CDD  
 MVCDD & DBCDD  
 370 OAKLEAF VILLAGE PARKWAY  
 ORANGE PARK, FL 32065  
 JAVIER SORIANO

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

Due Date 6/23/2023  
 Terms Net 15 Days

Customer ID C0000168  
 P.O. Number  
 P.O. Date 6/8/2023  
 Our Order No  
 SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee-MAY 2023		105.5	105.5	5.00	<del>527.50</del> 263.75
Fees-2nd Employment Scheduling		1	1	260.00	<del>260.00</del> 130.00



Amount Subject to Sales Tax US0  
 Amount Exempt from Sales Tax 787.50

Subtotal: 787.50  
 Invoice Discount: 0.00  
 Tax: 0.00

Total USD: ~~787.50~~ 393.75

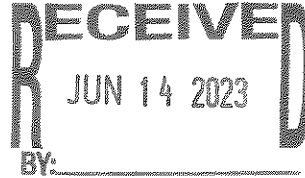


**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - DUSTIN SCHACK  
**Date:** June 14, 2023 at 8:59 PM  
**To:** Todd Polvere [tpolvere@gmsnf.com](mailto:tpolvere@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amossing@gmstnn.com](mailto:amossing@gmstnn.com)

Good evening, Todd,

Please make the following refund at your earliest opportunity:

- o LOCATION – OVCR aka CLUBROOM (SUNDAY) 12:30 P.M. to 4:30 P.M.
- o DATE OF VENUE – JUNE 11, 2023
- o RESIDENT – DUSTIN SCHACK
- o ADDRESS – 3155 STONEBRIER RIDGE DRIVE, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND – \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- o DEPOSIT was via DISCOVER(5270)
  - DATE: 4/24/23
  - SEQ#: 4
  - BATCH#: 224
  - INVOICE#: 4
  - APPROVAL CODE: 02442R
  - AMOUNT: \$100.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
04/24/23	04/24/23	06/11/23	DUSTIN SCHACK - OVCR DEPOSIT	DEPOSIT	\$ 100.00			DISCVR-02442R

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

Thank you.

I will be out of the office June 12-16, 2023.

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

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[venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
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 (904) 375-9285 ext. 3  
[www.oakleafresidents.com](http://www.oakleafresidents.com)

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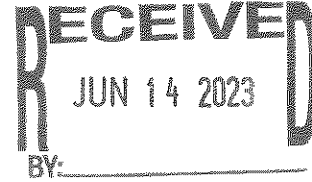


**From:** Oakleaf Venues [venue rentals@oakleafresidents.com](mailto:venue rentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - ELLIOT LEWIS  
**Date:** June 14, 2023 at 8:29 PM  
**To:** Todd Polvere [tpolvere@gmsnf.com](mailto:tpolvere@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amosing@gmstn.com](mailto:amosing@gmstn.com)

Good evening, Todd,

Please make the following refund at your earliest opportunity:

- o LOCATION – OV PATIO (SATURDAY) 3:30 P.M. to 7:30 P.M.
- o DATE OF VENUE – JUNE 10, 2023
- o RESIDENT – ELLIOT LEWIS
- o ADDRESS – 951 WAVERLY BLUFF COURT, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND – \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- o DEPOSIT was via VISA(8581)
  - DATED: 5/26/23
  - SEQ#: 5
  - BATCH#: 233
  - INVOICE#: 5
  - APPROVAL CODE: 056051
  - AMOUNT: \$100.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
05/26/23	05/26/23	06/10/23	ELLIOT LEWIS - OV PATIO DEPOSIT	DEPOSIT	\$ 100.00			VISA-056051

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

Thank you.

I will be out of the office June 12-16, 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](mailto:venue rentals@oakleafresidents.com)  
 (904) 770-4661 voice email  
 (904) 375-9285 ext. 3  
[www.oakleafresidents.com](http://www.oakleafresidents.com)

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

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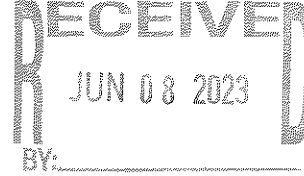


**From:** Oakleaf Venues [venue rentals@oakleafresidents.com](mailto:venue rentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - GAVIN ROSS  
**Date:** June 8, 2023 at 7:13 PM  
**To:** Todd Polvere [tpolvere@gmsnf.com](mailto:tpolvere@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amosing@gmstrn.com](mailto:amosing@gmstrn.com)

Good evening, Todd,

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 – JUNE 3, 2023
- o RESIDENT – GAVIN ROSS
- o ADDRESS – 845 MOSSWOOD CHASE STREET, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND - \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- o DEPOSIT was via VISA(7373)
  - DATED: 5/19/23
  - SEQ#: 6
  - BATCH#: 230
  - INVOICE#: 8
  - APPROVAL CODE: 503314
  - AMOUNT: \$100.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
05/19/23	05/19/23	06/03/23	GAVIN ROSS - OV PATIO DEPOSIT	DEPOSIT	\$ 100.00			VISA-503314

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

Thank you.

I will be out of the office June 12-16, 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](mailto:venue rentals@oakleafresidents.com)  
 (904) 770-4661 voice email  
 (904) 375-9285 ext. 3  
[www.oakleafresidents.com](http://www.oakleafresidents.com)

Governmental Management Services

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

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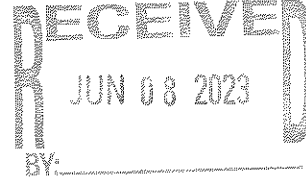


**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - JACQUELINE THOMPSON  
**Date:** June 8, 2023 at 7:07 PM  
**To:** Todd Polvere [tpolvere@gmsnf.com](mailto:tpolvere@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amossing@gmstnn.com](mailto:amossing@gmstnn.com)

Good evening, Todd,

Please make the following refund at your earliest opportunity:

- o LOCATION – OVCR aka CLUBROOM (SATURDAY) 2:30 P.M. to 6:30 P.M.
- o DATE OF VENUE – JUNE 3, 2023
- o RESIDENT – JACQUELINE THOMPSON
- o ADDRESS – 3467 LAUREL LEAF DRIVE, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND - \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- o DEPOSIT was via CHECK drawn on USAA
  - CHECK #: 1080
  - DATED#: 2/7/23
  - DEPOSITED: 3/10/23
  - AMOUNT: \$100.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
02/07/23	02/08/23	06/03/23	JACQUELINE THOMPSON - OVCR DEPOSIT	DEPOSIT	\$ 100.00		CK# 1080	DEPOSITED 2/8/23

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

Thank you.

I will be out of the office June 12-16, 2023.

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

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[venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
 (904) 770-4661 voice email  
 (904) 375-9285 ext. 3  
[www.oakleafresidents.com](http://www.oakleafresidents.com)

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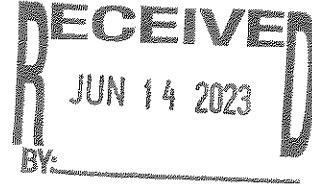


**From:** Oakleaf Venues [venue rentals@oakleafresidents.com](mailto:venue rentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - KRISTEN BANKS  
**Date:** June 14, 2023 at 8:35 PM  
**To:** Todd Polvere [tpolvere@gmsnf.com](mailto:tpolvere@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amossing@gmstnn.com](mailto:amossing@gmstnn.com)

Good evening, Todd,

Please make the following refund at your earliest opportunity:

- o LOCATION – OV PATIO (SATURDAY) 11:00 A.M. to 3:00 P.M.
- o DATE OF VENUE – JUNE 10, 2023
- o RESIDENT – KRISTEN BANKS
- o ADDRESS – 632 CHESTWOOD CHASE DRIVE, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND – \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- o DEPOSIT was via VISA(8137)
  - DATED: 6/15/23
  - SEQ#: 2
  - BATCH#: 229
  - INVOICE#: 2
  - APPROVAL CODE: 089885
  - AMOUNT: \$100.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
05/15/23	05/15/23	06/10/23	KRISTEN BANKS- OV PATIO DEPOSIT	DEPOSIT	\$ 100.00			VISA-089885

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

Thank you.

I will be out of the office June 12-16, 2023.

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

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[venue rentals@oakleafresidents.com](mailto:venue rentals@oakleafresidents.com)  
 (904) 770-4661 voice email  
 (904) 375-9285 ext. 3  
[www.oakleafresidents.com](http://www.oakleafresidents.com)

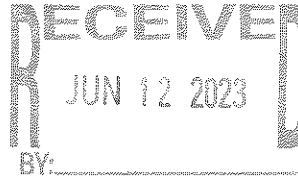
Governmental Management Services

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



**Invoice #101921**  
 Invoice Date: 6/1/2023

Account #101332  
 Oakleaf Plantation - Double Branch and Middle Village

**Invoice**

**Billing Location Information**

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

**Service Information**

Services	Qty	Rate	Price
<b>370 Oakleaf Village Pkwy, Orange Park, FL 32065-4259</b>			
<b>6/1/2023 PM: Bi-Monthly</b>	1 visit	\$0.00 / visit	\$0.00
Bi-monthly scheduled preventative maintenance			
— Product: PM: Elliptical, Cross-trainer, ARC, AMT	3.00 Ea	\$15.00 / Ea	\$45.00
— Product: PM: Multi-Station	1.00 Ea	\$20.00 / Ea	\$20.00
— Product: PM: Recumbent, Upright Bicycle	2.00 Ea	\$10.00 / Ea	\$20.00
— Product: PM: Single-Station	5.00 Ea	\$10.00 / Ea	\$50.00
— Product: PM: Spin Bike, Rowing Machine	1.00 Ea	\$10.00 / Ea	\$10.00
— Product: PM: Stepper, Stepmill, Jacobs Ladder, Wave	2.00 Ea	\$15.00 / Ea	\$30.00
— Product: PM: Treadmill	3.00 Ea	\$20.00 / Ea	\$60.00
— Product: Flat Rate Fee	1.00 Ea	\$125.00 / Ea	\$125.00

**Code to:**

**Double Branch Facility Maintenance - Preventative**

**2-320-572-4661**



<b>Subtotal:</b>	\$360.00
<b>Tax:</b>	\$0.00
<b>Total:</b>	\$360.00
<b>Amount Paid:</b>	\$0.00
<b>Balance Due:</b>	\$360.00

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

---

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

---

<b>Bill To:</b>	Jay Soriano 370 Oakleaf Village Pkwy Orange Park, FL 32065-4259	<b>Account</b>	[101332] Oakleaf Plantation - Double Branch and Middle Village
		<b>Invoice #</b>	101921
		<b>Date</b>	Thursday, June 1, 2023
<b>Remit To:</b>	Southeast Fitness Repair 14476 Duval Place West #208 Jacksonville, FL 32218	<b>Amount Paid</b>	_____
		<b>Check Number</b>	_____

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

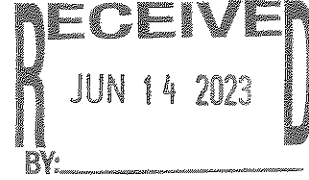


**From:** Oakleaf Venues [venuere rentals@oakleafresidents.com](mailto:venuere rentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - TLZ MANAGEMENT LLC (Tamika Lovett)  
**Date:** June 14, 2023 at 8:54 PM  
**To:** Todd Polvere [tpolvere@gmsnf.com](mailto:tpolvere@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amosing@gmstnn.com](mailto:amosing@gmstnn.com)

Good evening, Todd,

Please make the following refund at your earliest opportunity:

- o LOCATION – OVCR aka CLUBROOM (SATURDAY) 2:30 P.M. to 6:30 P.M.
- o DATE OF VENUE – JUNE 10, 2023
- o RESIDENT – TLZ MANAGEMENT LLC
- o ADDRESS – 4220 PLANTATION OAKS BLVD #1312, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND - \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- o DEPOSIT was via VISA (3633)
  - DATE: 1/26/23
  - SEQ#: 64
  - BATCH#: 797
  - INVOICE#: 67
  - APPROVAL CODE: 031514
  - AMOUNT: \$100.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
01/26/23	01/26/23	06/10/23	TAMIKA LOVETT (TLZ MGMT LLC) - OVCR DEP	DEPOSIT	\$ 100.00			VISA-031514

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

Thank you.

I will be out of the office June 12-16, 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, Oak Leaf Plantation  
[venuere rentals@oakleafresidents.com](mailto:venuere rentals@oakleafresidents.com)  
 (904) 770-4661 voice email  
 (904) 375-9285 ext. 3  
[www.oakleafresidents.com](http://www.oakleafresidents.com)

Governmental Management Services

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Customer Information

XEROX CORPORATION  
PO BOX 660501  
DALLAS TX  
75266-0501

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

Purchase Order Number  
  
Special Reference  
  
Contract Number  
NET 30 DAYS  
Terms Of Payment

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

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

7  
8-3212

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

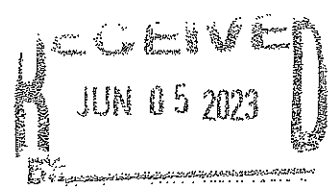
06-01-23  
Invoice Date  
018937178  
Invoice Number  
720343326  
Customer Number

MFP3635X1 MFP3635X W/EIP

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

BASE CHARGE	JUNE	50.31
	SUB TOTAL	50.31
	TOTAL	50.31

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



Invoice

XEROX FEDERAL IDENTIFICATION #16-0468020

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

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

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

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

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

Invoice Amount

PLEASE PAY THIS AMOUNT \$50.31  
01-569-8562 4 720343326 018937178 06-01-23  
RR003570 M 070122 VFL40  
03 6GSW 6GSW W 00000 5933 1 B15

202100008070060 0189371780 0300050312 272034332686

Payment

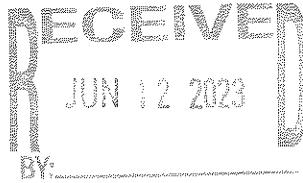




Security Development Group, LLC  
 8130 Baymeadows Way W., Suite 302  
 Jacksonville, FL 32256  
 cathie@sthreesecurity.com  
 www.sthreesecurity.com

# INVOICE

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



**INVOICE #** 9081  
**DATE** 06/01/2023  
**DUE DATE** 06/30/2023  
**TERMS** End of the month

**SERVICE MONTH**

June

ACTIVITY	QTY	RATE	AMOUNT
Dedicated Officer I Dedicated Officer for 10 hours Monday to Thursday and 12 hours Saturday and Sunday	316	24.95	7,884.20T

SUBTOTAL	7,884.20
TAX	0.00
TOTAL	7,884.20
BALANCE DUE	<b>\$7,884.20</b>

# APPROVED

**Code to:**

**Double Branch Security**

**2-320-572-345**



# Invoice

Invoice #: 11631

Date: 06/01/23

Customer PO:

**DUE DATE: 07/01/2023**

## 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 June 2023	\$35,242.31

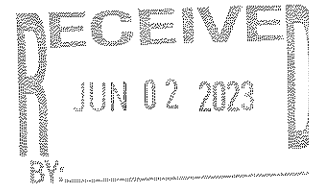
### Invoice Notes:

Thank you for your business!

**AMOUNT DUE THIS INVOICE**      **\$35,242.31**

**Code to:**

**2-320-572-4620**



**Double Branch Landscape Maintenance**

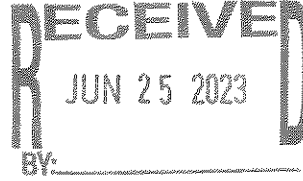


**From:** Oakleaf Venues [venue rentals@oakleafresidents.com](mailto:venue rentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - ADAM SCOTT  
**Date:** June 25, 2023 at 10:38 PM  
**To:** Todd Polvere [tpolvare@gmsnf.com](mailto:tpolvare@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amosing@gmstnn.com](mailto:amosing@gmstnn.com)

Good evening, Todd,

Please make the following refund at your earliest opportunity:

- o LOCATION – OV PATIO (SATURDAY) 4:00 P.M. to 8:00 P.M.
- o DATE OF VENUE – JUNE 17, 2023
- o RESIDENT – ADAM SCOTT
- o ADDRESS – 4070 PEBBLE BROOKE CIRCLE, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND – \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- o DEPOSIT was via VISA(8882)
  - DATED: 5/24/23
  - SEQ#: 2
  - BATCH#: 232
  - INVOICE#: 2
  - APPROVAL CODE: 011041
  - AMOUNT: \$100.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
05/24/23	05/24/23	06/17/23	ADAM SCOTT - OV PATIO DEPOSIT	DEPOSIT	\$ 100.00			VISA-011041

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

Thank you.

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

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 (904) 770-4661 voice email  
 (904) 375-9285 ext. 3  
[www.oakleafresidents.com](http://www.oakleafresidents.com)

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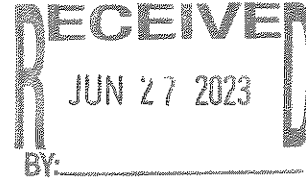


**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - ANA RAMOS  
**Date:** May 3, 2023 at 6:15 PM  
**To:** Todd Polvere [tpolvere@gmsnf.com](mailto:tpolvere@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amossing@gmstnn.com](mailto:amossing@gmstnn.com)

Good evening, 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 30, 2023
- o RESIDENT – ANA RAMOS
- o ADDRESS – 580 CRYSTAL WAY, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND – \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- o DEPOSIT was via VISA(8564):
  - DATED: 4/13/23
  - SEQ#: 4
  - BATCH#: 221
  - INVOICE#: 4
  - APPROVAL CODE: 071729
  - AMOUNT: \$100.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
04/13/23	04/13/23	04/30/23	ANA RAMOS - OV PATIO DEPOSIT	DEPOSIT	\$ 100.00			VISA-071729

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](mailto:venuerentals@oakleafresidents.com)  
 (904) 770-4661 voice email  
 (904) 375-9285 ext. 3  
[www.oakleafresidents.com](http://www.oakleafresidents.com)

Governmental Management Services

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

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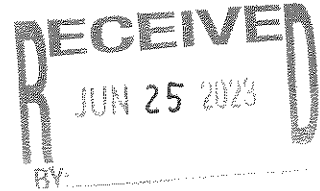


**From:** Oakleaf Venues [venue rentals@oakleafresidents.com](mailto:venue rentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - DEBORAH BRIGHT  
**Date:** June 25, 2023 at 10:50 PM  
**To:** Todd Polvere [tpolvere@gmsnf.com](mailto:tpolvere@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amosing@gmstnn.com](mailto:amosing@gmstnn.com)

Good evening, Todd,

Please make the following refund at your earliest opportunity:

- o LOCATION – OVCR aka CLUBROOM (SUNDAY) 12:30 P.M. to 4:30 P.M.
- o DATE OF VENUE – JUNE 25, 2023
- o RESIDENT – DEBORAH BRIGHT
- o ADDRESS – 573 OAKLEAF PLANTATION PARKWAY #131, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND: \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- o DEPOSIT was via VISA(5717)
  - DATE: 6/19/23
  - SEQ#: 2
  - BATCH#: 230
  - INVOICE#: 4
  - APPROVAL CODE: 433859
  - AMOUNT: \$100.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
05/19/23	05/19/23	06/25/23	DEBORAH BRIGHT - OVCR DEPOSIT	DEPOSIT	\$ 100.00			VISA-433859

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

Thank you.

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

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

Governmental Management Services

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

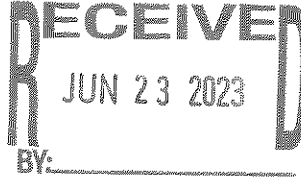
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**Governmental Management Services, LLC**  
 1001 Bradford Way  
 Kingston, TN 37763

# Invoice

Invoice #: 2340  
 Invoice Date: 6/20/23  
 Due Date: 6/20/23  
 Case:  
 P.O. Number:

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



Description	Hours/Qty	Rate	Amount
Facility Maintenance May 1 - May 31, 2023		13,674.72	13,674.72
Maintenance Supplies		951.53	951.53
<div style="border: 1px solid black; border-radius: 50%; padding: 10px; display: inline-block;">           Fac. Main Gen. \$4,125<sup>00</sup>            2.572.4660            Common Area Main \$4,297<sup>00</sup>            2.572.4640            Lighting Repairs \$703<sup>00</sup>            2.230.572.4663         </div>			
<del>Repair/Replace \$5,501<sup>25</sup></del> <del>2.572.6310</del>			
 6-23-23			

**Total** \$14,626.25

**Payments/Credits** \$0.00

**Balance Due** ~~\$14,626.25~~

**\$9,125.00**

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

Date	Hours	Employee	Description
5/1/23	4	A.T.	Removed debris from all common areas
5/2/23	6.75	L.C.	Worked on prepping for new playground
5/3/23	3.83	A.T.	Removed debris from all common areas
5/4/23	7	J.K.	Worked on loose concrete around railing, pulled up brick steps by pool deck, cleaned up bricks and made ground flush, set them and mortar in place, poured anchor concrete to even with pavers, dug hole at playground, installed two piece tube and two poles to support it
5/4/23	4	A.T.	Removed debris from all common areas
5/5/23	2	L.C.	Fixed water fountain at field house
5/5/23	4	A.T.	Removed debris from all common areas
5/8/23	3.27	A.T.	Removed debris from all common areas
5/9/23	4	A.T.	Removed debris from all common areas
5/10/23	4	A.B.	Fixed clubroom sink
5/10/23	4	A.T.	Removed debris from all common areas
5/11/23	7	T.C.	Put together new picnic tables, put movie screen pipes in ground
5/11/23	3.25	L.C.	Installed and replaced new trash receptacles on track
5/11/23	7.77	J.R.	Worked on park bench assembly
5/11/23	3	A.T.	Removed debris from all common areas
5/12/23	8	T.C.	Removed and installed new trash receptacle holders on pool deck, removed and installed new picnic tables around track, picked up supplies
5/12/23	4.88	L.C.	Installed picnic tables around track, assisted to set up for movie night
5/12/23	8.18	J.R.	Worked on installed of recreation park bench
5/12/23	2.35	A.T.	Removed debris from all common areas
5/16/23	8	T.C.	Anchored down new picnic tables, removed debris around soccer field, track, parking lot and field house
5/15/23	5.25	L.C.	Worked on picnic tables at track and field
5/15/23	7.57	J.R.	Worked on picnic tables at track and field
5/16/23	4	T.C.	Worked on securing picnic tables around track, picked up supplies
5/16/23	3.5	L.C.	Broke down pallets at shop and cleaned shop
5/16/23	7	J.R.	Finished tables in rec field, replaced trash receptacles, put coal patch for pickleball project
5/16/23	6	T.C.	Moved dirt from pile to bulkheads, picked up supplies
5/18/23	4	J.K.	Shoveled up dirt pile in parking lot brought over to bridge on other side of soccer field four
5/18/23	4.5	C.W.	Assisted with moving dirt from one place then moved it to fill a hole near bridge
5/18/23	5.5	L.C.	Finished the rest of dirt pile for bulkheads
5/18/23	7	J.R.	Moved dirt for bridges in rec park pickleball project
5/19/23	6	T.C.	Repaired red bricks on steps around pool deck, put caution tape and stakes around Cannon Point playground, picked up supplies
5/19/23	4	J.K.	Fixed steps by pool and filled spots that needed grout
5/19/23	7.8	J.R.	Removed debris from all common areas
5/22/23	8	T.C.	Fixed pool drains and hand rails, cleaned and filled fountain, fixed split rail fence, picked up supplies
5/22/23	5	J.K.	Fixed steps by pool deck
5/22/23	4.1	C.W.	Removed debris from all common areas
5/22/23	5	L.C.	Worked on pool fixing drains and handrails
5/22/23	8	J.R.	Removed debris from all common areas
5/23/23	8	T.C.	Pressure washed and prepped spray feature at pool, light inspection around amenity center, acid washed graffiti at nature walk bridge
5/23/23	6	J.K.	Used graffiti remover on bridge, cleaned up steps by pool deck, worked on unclogging waterfall sign, leveled pavers on pool deck
5/23/23	4.09	C.W.	Removed debris from all common areas
5/23/23	7.5	L.C.	Fixed handrail caps in pool, light inspection around community
5/24/23	8	T.C.	Removed graffiti from field house, changed lights around amenity center, prepped spray feature at pool, pressure washed graffiti at nature trail bridge
5/24/23	4	J.K.	Vacuumed kid pool, scraped clean, fixed fence panels in nature park
5/24/23	4.04	C.W.	Removed debris from all common areas
5/24/23	7	L.C.	Pressure washed fences, pressure washed bridge
5/24/23	4.5	J.R.	Pressure washed kiddie pool water tower
5/26/23	8	T.C.	Repaired charger for hammerhead, removed dead tree from fence line, filled in hole on pool deck, painted splash ground, picked up supplies
5/26/23	8	J.K.	Filled in hole with dirt pile kid pool, paint kid water park
5/26/23	8.03	C.W.	Filled hole with dirt on pool deck, painted splash pool
5/26/23	6.5	L.C.	Painted tank tower in kiddie pool
5/26/23	7	J.R.	Painted pool equipment
5/28/23	8	J.K.	Worked on border around playground, paint red water park
5/28/23	5	L.C.	Painted red on tower, worked on playground border
5/28/23	4.78	C.W.	Worked on painting towers
5/28/23	7.55	J.R.	Worked on playground construction
5/30/23	4.2	C.W.	Removed debris from all common areas
5/30/23	8.3	J.K.	Dug trench around swing set pulled roots, put in border and staked them down, packed dirt around boarder and cleaned up
5/30/23	4	C.Z.	Removed old barrier sections from playground, dug out trenches, replaced broken sections with new and staked them down
5/30/23	6.42	J.R.	Worked on park border construction
5/30/23	7	L.C.	Dug trench for border around swing set playground, installed border for playground
5/31/23	8	T.C.	Removed debris from all common areas, worked on pickleball project, picked up supplies
5/31/23	7.82	J.K.	Removed debris around field, fixed pavers on pool deck, blocked off sidewalks, pickleball court covered patched holes
5/31/23	7	A.B.	Installed mulch barrier at neighborhood swing set, fixed lighting for intersection signage, made repairs to pickleball court surface
5/31/23	8	C.Z.	Installed swing brackets on new swing set, dug and raked mulch to level the surface
5/31/23	4	C.W.	Removed debris from all common areas
5/31/23	7.07	J.R.	Worked on border construction
5/31/23	2.5	L.C.	Worked on pickleball court

TOTAL 389.8

MILES 87

\*Mileage is reimbursable per section 112.081 Florida Statutes Mileage Rate 2009-0.445

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice**

Invoice #: 2341  
Invoice Date: 6/21/23  
Due Date: 6/21/23  
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 June 17, 2023  2.369.103	27.85	25.00	696.25

**RECEIVED**  
JUN 21 2023  
BY: \_\_\_\_\_

<b>Total</b>	<b>\$696.25</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$696.25</b>

6/21/23  
CDD



**Governmental Management Services, LLC**

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

**DOUBLE BRANCH CDD**

**Facility Event Staff Service Hours**

<b><u>Quantity</u></b>	<b><u>Description</u></b>	<b><u>Rate</u></b>	<b><u>Amount</u></b>
27.85	Facility Event Staff	\$ 25.00	\$ 696.25

Covers Period End: June 17, 2023

Amenities Revenue # 2-369-103

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice**

**Invoice #:** 2342  
**Invoice Date:** 6/6/23  
**Due Date:** 6/6/23  
**Case:**  
**P.O. Number:**

**Bill To:**

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

Description	Hours/Qty	Rate	Amount
Facility Event Staff through June 3, 2023	9.25	25.00	231.25

**RECEIVED**  
JUN 23 2023  
BY: \_\_\_\_\_

<b>Total</b>	<b>\$231.25</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$231.25</b>

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

**DOUBLE BRANCH CDD**

**Facility Event Staff Service Hours**

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

Covers Period End: June 3, 2023

Amenities Revenue # 2-369-103

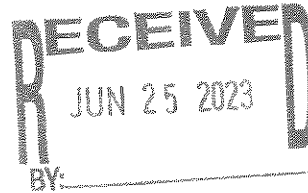


**From:** Oakleaf Venues [venuere rentals@oakleafresidents.com](mailto:venuere rentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - MARVIN LAMB  
**Date:** June 25, 2023 at 10:44 PM  
**To:** Todd Polvere [tpolvere@gmsnf.com](mailto:tpolvere@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amossing@gmstnn.com](mailto:amossing@gmstnn.com)

Good evening, Todd,

Please make the following refund at your earliest opportunity:

- LOCATION – OV PATIO (SATURDAY) 11:00 AM. to 3:00 P.M.
- DATE OF VENUE – JUNE 17, 2023
- RESIDENT –MARVIN LAMB
- ADDRESS – 596 CHESTWOOD CHASE DRIVE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND – \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA(2240)
  - DATED: 5/11/23
  - SEQ#: 4
  - BATCH#: 227
  - INVOICE#: 4
  - APPROVAL CODE: 011132
  - AMOUNT: \$100.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
05/11/23	05/11/23	06/17/23	MARVIN LAMB - OV PATIO DEPOSIT	DEPOSIT	\$ 100.00			VISA-011132

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

Thank you.

Please email me or leave a detailed message at 904-770-4661 with the following information: **NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE** and **EMAIL ADDRESS**. I will respond at my earliest opportunity. Any messages left on the office phone will not be heard until I return to the office; 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, Oak Leaf Plantation  
[venuere rentals@oakleafresidents.com](mailto:venuere rentals@oakleafresidents.com)  
 (904) 770-4661 voice email  
 (904) 375-9285 ext. 3  
[www.oakleafresidents.com](http://www.oakleafresidents.com)

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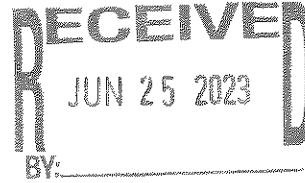


**From:** Oakleaf Venues [venue rentals@oakleafresidents.com](mailto:venue rentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - SEBASTIANA FILS-AIME  
**Date:** June 25, 2023 at 11:04 PM  
**To:** Todd Polvere [tpolvere@gmsnf.com](mailto:tpolvere@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amossing@gmstnn.com](mailto:amossing@gmstnn.com)

Good evening, Todd,

Please make the following refund at your earliest opportunity:

- o LOCATION – OVCR aka CLUBROOM (SATURDAY) 2:30 P.M. to 6:30 P.M.
- o DATE OF VENUE – JUNE 24, 2023
- o RESIDENT – SEBASTIANA FILS-AIME
- o ADDRESS – 625 OAKLEAF PLANTATION PARKWAY #1111, ORANGE PARK, FL 32085
- o AMOUNT OF REFUND – \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- o DEPOSIT was via VISA(8545)
  - DATE: 5/11/23
  - SEQ#: 2
  - BATCH#: 227
  - INVOICE#: 2
  - APPROVAL CODE: 426854
  - AMOUNT: \$100.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
05/11/23	05/11/23	06/24/23	SEBASTIANA FILS-AIME - OVCR DEPOSIT	DEPOSIT	\$ 100.00			AMEX-426854

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

Thank you.

Please email me or leave a detailed message at 904-770-4661 with the following information: **NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE** and **EMAIL ADDRESS**. I will respond at my earliest opportunity. Any messages left on the office phone will not be heard until I return to the office; 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  
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 (904) 770-4661 voice email  
 (904) 375-9285 ext. 3  
[www.oakleafresidents.com](http://www.oakleafresidents.com)

Governmental Management Services

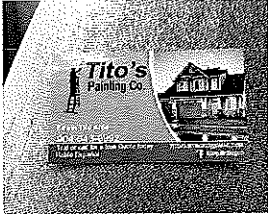
[www.OakLeafResidents.com](http://www.OakLeafResidents.com)

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CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
6/09/23	00039	5/23/23 323	202305 600-53800-62100	BOME LIFT RENTAL	*	601.88	
				EDWIN ARCE DBA TITO'S PAINTING CO			601.88 000122
6/19/23	00027	5/31/23 904211	202305 600-53800-62100	GYM WIPES	*	992.50	
				ERC WIPING PRODUCTS			992.50 000123
6/19/23	00045	4/19/23 10172	202304 600-53800-62100	CONTAINER DROP	*	125.00	
				ONSITE CONCRETE CRUSHING LLC			125.00 000124
6/19/23	00047	5/17/23 206562	202305 600-53800-62100	PLAYGROUND BORDER TIMBERS	*	4,762.10	
		6/02/23 06022023	202306 600-53800-62100	ACRYLIC BACKBOARD REPLACE	*	1,700.20	
				PRACTICE SPORTS INC			6,462.30 000125
6/19/23	00049	4/14/23 28760	202304 600-53800-62100	MUSCOVY DUCKS	*	995.00	
		4/28/23 28768	202304 600-53800-62100	HOG CAMERA PLCMNT MONITOR	*	249.00	
				QUICK CATCH INC			1,244.00 000126
6/19/23	00046	5/19/23 4241	202305 600-53800-62100	WATER RECLAIM SIGN	*	150.00	
				CX3 INC DBA SUNDANCER SIGN GRAPHICS			150.00 000127
6/19/23	00033	6/07/23 W06214	202306 600-53800-62100	BELT REPLACEMENT	*	250.00	
				TOOLE TECHNOLOGIES INC			250.00 000128
6/19/23	00048	5/23/23 2387	202305 600-53800-62000	INSTALL CERT PLAYGROUND	*	5,000.00	
		5/23/23 2388	202305 600-53800-62000	INSTALL CERT PLAYGROUND	*	2,500.00	
				HOME-FIELD ADVANTAGE LANDSCAPING			7,500.00 000129
6/22/23	00016	6/05/23 11724	202306 600-53800-62100	IRRIGATION REPAIRS	*	3,518.41	
		6/05/23 11725	202306 600-53800-62100	IRRIGATION REPAIRS	*	5,145.10	
				VERDEGO, LLC			8,663.51 000130
6/30/23	00035	6/20/23 2340	202305 600-53800-62100	REPAIR AND REPLACE	*	5,501.25	
				GOVERNMENTAL MANAGEMENT SERVICES			5,501.25 000131

DBBR DOUBLE BRANCH OKUZMUK

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
6/30/23	00017	5/24/23	74692741 202305 600-53800-62100	JANITORIAL SUPPLIES	*	89.82	
		5/25/23	74715425 202305 600-53800-62100	JANITORIAL SUPPLIES	*	34.46	
		5/25/23	74715426 202305 600-53800-62100	JANITORIAL SUPPLIES	*	33.29	
		5/26/23	74736631 202305 600-53800-62100	JANITORIAL SUPPLIES	*	235.35	
		5/26/23	74736631 202305 600-53800-62100	JANITORIAL SUPPLIES	*	1,211.57	
THE HOME DEPOT PRO							1,604.49 000132
-----							
TOTAL FOR BANK C						33,094.93	
TOTAL FOR REGISTER						33,094.93	



Invoice #323

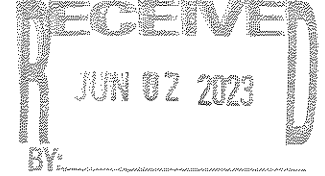
May 23, 2023

BILL TO

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

FROM

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



INVOICE ITEMS

AMOUNT

Equipment- Bome Lift rental

\$601.88

**Code to:**

**Double Branch Repair and Repl.**

**34.600.53800.6200**

**\$601.88**

PAYMENT DUE MAY 23, 2023

MESSAGE

Thank you for your business.





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
904211	1
5/31/2023	

**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
836648	DOUBLE BRACH	ESTES EXPRESS-EXC	NET 30	SHOPPING CART

Item	Description	U/M	Order	Ship	B/O	Net Price	Extended
EW3000MAX	MAX ROLL	CSE	15	15		57.5000	862.50
	Tracking/Pro #:0748098244						
<p><b>Code to:</b></p> <p><b>Double Branch Repair and Repl.</b></p> <p><b>34.600.53800.6200</b></p>							
<p><b>RAGS • TOWELS • PAPER WIPERS</b></p> <p><i>Thank You For Your Business</i></p>							

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:	862.50
	Sales Tax:	.00
DUE DATE:	Shipping:	130.00
6/30/2023	Deposits:	.00
Please Remit To:	Balance:	992.50
19 Bennett St		
Lynn MA 01905		



ONSITE CONCRETE CRUSHING, LLC

**Invoice**

4410 Industrial Park Road  
 Green Cove Springs, FL 32043  
 904-284-1385 office

Date	Invoice #
04/19/2023	10172

Bill To
Oakleaf Plantation Club House Orange Park 32065 Jay 562-0249

Ship To: CUSTOMER HAS OPTION TO PICK UP
Oakleaf Plantation Club House Phase 2 845 Oakleaf Plantation Prkwy

**RECEIVED**  
 MAY 08 2023

P.O. No.	Terms	Project
	Due on receipt	

Qty	UOM	Item Code	Description	Price Each	Amount
1		Dumpster Fee	7254 Container Drop #  emailed to Jay Soriano 4-21-23. jsoriano@gmsnf.com	250.00	250.00
<p><b>Code to: Split 50/50</b></p> <p><b>Double Branch Repair and Repl.</b></p> <p><b>34.600.53800.6200</b></p> <p><b>Middle Village Repair and Replacements</b></p> <p><b>34-600-538-64000</b></p>					

**\*\* Onsite Customer Has Option To Pick Up Materials \*\***

<b>Subtotal</b>	\$250.00
<b>Sales Tax (7.5%)</b>	\$0.00
<b>Total</b>	\$250.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	<del>\$250.00</del>

**\$125.00**

Phone #	Fax #	E-mail
904-284-1385	904-284-6677	credit@hardrockmaterials.com

**Practice Sports, Inc.**  
14706 Giles Rd  
Omaha, NE 68138  
402-592-2000  
info@practicesports.com  
www.practicesports.com



**BILL TO**  
Doube Branch CDD  
c/o Governmental Mgmt Serv  
475 West Town Place, Ste 114  
St. Augustine Fl, 32092 US

**SHIP TO**  
Jay Soriano  
Doube Branch CDD  
370 OAKLEAF VILLAGE PKWY  
ORANGE PARK, FL 32065 US

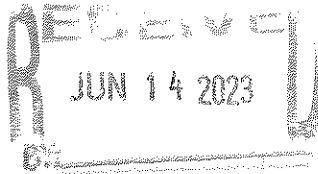
**INVOICE 209480**

**DATE** 06/01/2023

**DUE DATE** 07/07/2023

<b>SHIP DATE</b> 06/07/2023	<b>SHIP VIA</b> YRC	<b>TRACKING NO.</b> 7091523116	<b>P.O. NUMBER</b> JSO06022023	<b>SALES REP</b> Jake
--------------------------------	------------------------	-----------------------------------	-----------------------------------	--------------------------

PRODUCT	QTY	RATE	AMOUNT
<b>MISC</b> FT210 36"x 48" Acrylic Backboard Replacement BackBoard Only	2	545.00	1,090.00T
<b>Filler End Caps for Border Timbers - 6" Filler End Cap</b> Filler End Caps for Border Timbers - 6" Filler End Cap	10	22.50	225.00T



SUBTOTAL	1,315.00
TAX	0.00
SHIPPING	385.20
TOTAL	1,700.20

**TOTAL DUE \$1,700.20**

**Practice Sports, Inc.**  
14706 Giles Rd  
Omaha, NE 68138  
402-592-2000  
info@practicesports.com  
www.practicesports.com



**BILL TO**  
Doube Branch CDD  
c/o Governmental Mgmt Serv  
475 West Town Place, Ste 114  
St. Augustine Fl, 32092 US

**SHIP TO**  
Jay Soriano  
Doube Branch CDD  
370 OAKLEAF VILLAGE PKWY  
ORANGE PARK, FL 32065 US

**INVOICE 209480**

**DATE** 06/01/2023

**DUE DATE** 07/07/2023

<b>SHIP DATE</b> 06/07/2023	<b>SHIP VIA</b> YRC	<b>TRACKING NO.</b> 7091523116	<b>P.O. NUMBER</b> JSO06022023	<b>SALES REP</b> Jake
--------------------------------	------------------------	-----------------------------------	-----------------------------------	--------------------------

PRODUCT	QTY	RATE	AMOUNT
<b>MISC</b> FT210 36"x 48" Acrylic Backboard Replacement BackBoard Only	2	545.00	1,090.00T
<b>Filler End Caps for Border Timbers - 6" Filler End Cap</b> Filler End Caps for Border Timbers - 6" Filler End Cap	10	22.50	225.00T

SUBTOTAL	1,315.00
TAX	0.00
SHIPPING	385.20
TOTAL	1,700.20

**TOTAL DUE \$1,700.20**



# PURCHASE ORDER

**Double Branch CDD**  
 c/o Governmental Management Services

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

P.O. NO: JS006022025  
 DATE: June 5, 2023  
 ACCT #

Quote/order # PS209480

VENDOR: Practice Sports, inc  
[www.practicesports.com](http://www.practicesports.com)  
 14706 Giles Rd. Omaha, NE 68138

SHIPPED TO: Jay Soriano  
 370 Oakleaf Village Pkwy  
 Orange Park, FL 32065  
 (904)342-1441

SHIPPING METHOD

SHIPPING TERMS

DELIVERY DATE

QTY	ITEM #	DESCRIPTION	JOB	UNIT PRICE	LINE TOTAL
2.00	FT210	FT210 36"x 48" Acrylic Backboard Replacement BackBoard Only	DB - basketball cts	\$545	\$ 1,090.00
10.00		Filler End Caps for Border Timbers - 6" Filler End Cap x 10	DB - oakbrook, cannons point	22.50	225.00
1.00		Freight			385.20
				SUBTOTAL	\$ 1,700.20
				SALES TAX	-
				TOTAL	\$ 1,700.20

Order placed by: Jay Soriano Date: 6/5/23  
 Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_



Thank you for your order

[Order #PS209480]

RECEIVED  
JUN 02 2023  
BY: \_\_\_\_\_

Product	Quantity	Price
MISC SKU: MISC <b>FT210 36"x 48" Acrylic Backboard Replacement:</b>	2	\$1,090.00
FT210 36"x 48" Acrylic Backboard Replacement BackBoard Only		
<u>Filler End Caps for Border Timbers - 6"</u> <u>Filler End Cap</u> SKU: 2BY2EC6	10	\$225.00
TAX SKU: TAX <b>TAX EXEMPT:</b> TAX EXEMPT	1	\$0.00
		\$1,315.00

Subtotal:

**Shipping:** \$385.20 via Shipping - FREIGHT  
- CUSTOMER IS RESPONSIBLE  
FOR OFFLOADING

**Tax:** \$0.00

**Payment method:** Purchase Order

**Total:** \$1,700.20

**Billing address**

Jay Soriano  
GMS llc  
370 Oakleaf Village Parkway  
Orange Park, FL 32065  
9043421441  
jsoriano@gmsnf.com

**Shipping address**

Jay Soriano  
GMS llc  
370 Oakleaf Village Parkway  
Orange Park, FL 32065  
9043421441

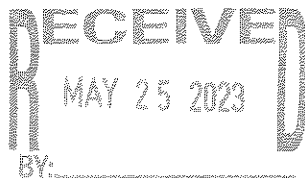
You agreed to our terms and conditions.

**Code to:**

**Double Branch Repair and Repl.**

**34.600.53800.6200**

Practice Sports, Inc.  
14706 Giles Rd  
Omaha, NE 68138  
402-592-2000  
info@practicesports.com  
www.practicesports.com



**BILL TO**  
Jay Soriano  
Doube Branch CDD  
370 Oakleaf Village Parkway  
Orange Park, FL 32065  
United States

**SHIP TO**  
Jay Soriano  
Doube Branch CDD  
370 OAKLEAF VILLAGE PKWY  
ORANGE PARK, FL 32065-4259  
US

**INVOICE 206562**

**DATE 05/17/2023**

**DUE DATE 06/17/2023**

<b>SHIP DATE</b> 05/18/2023	<b>SHIP VIA</b> Southeastern	<b>TRACKING NO.</b> 29243284-4	<b>P.O. NUMBER</b> JSO051723	<b>SALES REP</b> Jake
--------------------------------	---------------------------------	-----------------------------------	---------------------------------	--------------------------

PRODUCT	QTY	RATE	AMOUNT
Playground Border Timbers - 8" or 12" - (40) 12" Timbers - Full Pallet	3	1,320.00	3,960.00T
Playground Border Timbers - 8" or 12" - (40) 12" Timbers - Full Pallet			

Please reply to ar@practicesports.com with questions, and requested documents.

SUBTOTAL	3,960.00
TAX	0.00
SHIPPING	802.10
TOTAL	4,762.10

**TOTAL DUE \$4,762.10**

**Code to:**

**Double Branch Repair and Repl.**

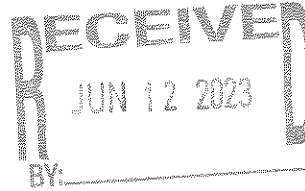
**34.600.53800.6200**



Quick Catch Inc  
12627 San Jose Blvd Suite 205  
Jacksonville, FL 32223 US  
admin@quick-catch.com  
www.quick-catch.com

# Invoice

BILL TO  
Double Branch CDD - Jay Soriano  
370 Oakleaf Village Pkwy Orange  
Park, FL 32065



INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
28760	04/14/2023	\$995.00	04/28/2023	Net 14	

DESCRIPTION	QTY	RATE
Muscovy Ducks Muscovy Ducks Initial fee for 2 weeks of service	1	995.00
BALANCE DUE		<b>\$995.00</b>

## Code To:

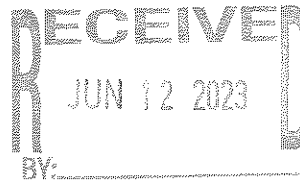
**Double Branch Repair and Replacements**

**034.600.538.621**

Please confirm receipt of this invoice. We appreciate your prompt payment. Thank you for your business!

Quick Catch Inc  
12627 San Jose Blvd Suite 205  
Jacksonville, FL 32223 US  
admin@quick-catch.com  
www.quick-catch.com

# Invoice



BILL TO  
Double Branch CDD - Jay Soriano  
370 Oakleaf Village Pkwy Orange  
Park, FL 32065

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
28768	04/28/2023	\$249.00	05/12/2023	Net 14	

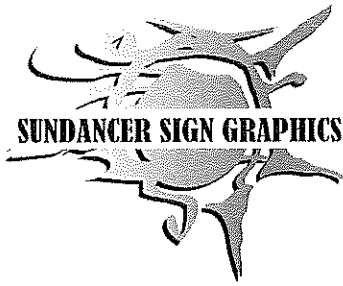
DESCRIPTION	QTY	RATE
Hog Camera Placement to Monitor	1	249.00
Hog Camera Placement to Monitor for one week		
BALANCE DUE		<b>\$249.00</b>

## Code To:

**Double Branch Repair and Replacements**

**034.600.538.621**

Please confirm receipt of this invoice. We appreciate your prompt payment. Thank you for your business!



SUNDANCER SIGN GRAPHICS  
11259 Business Park Blvd, Suite 3  
Jacksonville, FL 32256  
904-287-4949  
info@sundsg.com



**BILL TO**  
Double Branch CDD  
475 West Town Place St  
Augustine FL 32092

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

**INVOICE 4241**

**DATE 05/19/2023 TERMS Net 30**

**DUE DATE 06/18/2023**

**SALES REP**  
TC

ACTIVITY	QTY	RATE	AMOUNT
Water Reclaim Sign Water Reclaim sign per specs CCUA	4	75.00	300.00T

SUBTOTAL 300.00  
TAX 0.00  
TOTAL 300.00

**TOTAL DUE \$300.00**

**Code To:**

**Split 50/50**

**Double Branch Repair and Replacements**

**034.600.538.621**

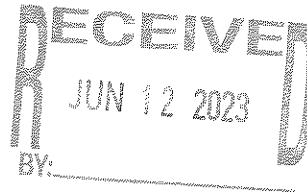
**Middle Village Repair and Replacements**

**34-600-538-64000**

*\$150.00*

# Toole Technologies, Inc.

4134 Carriage Crossing Lane  
Orange Park, FL 32065



WO6214  
06/07/2023  
0  
06/07/2023

Oakleaf Phase 1 Admin Bldg  
manager@oakleafresidents.com  
370 Oakleaf Village Pkwy  
Orange Park, FL, 32065-4259

Belt Replacement	1	\$50.00	\$50.00
Picked up and Replaced the belt on the air handling unit for the admin building in Phase 1 amenities (pool) area			
		<b>Parts Subtotal</b>	<b>\$50.00</b>
Keith Toole	2	\$100.00	\$200.00
Labor to install belt on air handler			
		<b>Labor Subtotal</b>	<b>\$200.00</b>
		<b>Subtotal</b>	<b>\$250.00</b>
<b>Payment Details</b>			<b>\$250.00</b>
Please call the office at (904) 278-5938 to make a payment.			
			\$0.00
			<b>\$250.00</b>

## Code To:

**Double Branch Repair and**

### Comments

Recommend purchasing an Annual Seasonal Tuneup

**Replacements**

**034.600.538.621**

**U.S. MULCHING - JACKSONVILLE**

409 Queen Anne Court  
St. Augustine, FL 32092

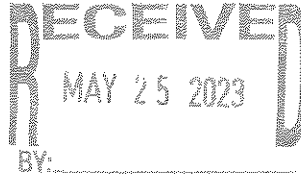


**INVOICE**

**Oakleaf Double Branch CDD**  
Jay Soriano

INVOICE NUMBER | 2387  
INVOICE DATE | May 23, 2023  
Reference Code

TERMS | 15 Days



QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
100	Install Certified playground : Oakleaf Cannons Point Park  <b>Code to:</b> <b>Double Branch Repair and Repl.</b> <b>34.600.53800.6200</b>	\$50.00	\$5,000.00
		SUBTOTAL	\$5,000.00
		TAX	0.00
			\$5,000.00

**DIRECT ALL INQUIRIES TO:**  
Javi Sowers  
(904) 422-5927  
email: [usmulchingjax@bellsouth.net](mailto:usmulchingjax@bellsouth.net)  
[www.usmulchingjax.com](http://www.usmulchingjax.com)

**MAKE ALL CHECKS PAYABLE TO:**  
U.S. Mulching

**PAY THIS AMOUNT**

**THANK YOU FOR YOUR BUSINESS!**

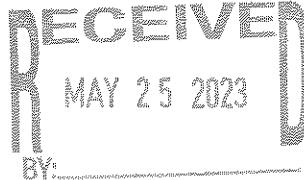
**U.S. MULCHING - JACKSONVILLE**

409 Queen Anne Court  
St. Augustine, FL 32092



**INVOICE**

**Oakleaf Double Branch CDD**  
Jay Soriano



INVOICE NUMBER	2388
INVOICE DATE	May 23, 2023
Reference Code	
TERMS	15 Days

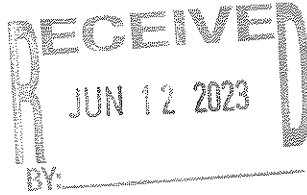
QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
50	Install Certified playground : Oakleaf Oakbrook Swingset Area  <b>Code to:</b> <b>Double Branch Repair and Repl.</b> <b>34.600.53800.6200</b>	\$50.00	\$2,500.00
		SUBTOTAL	\$2,500.00
		TAX	0.00
			\$2,500.00

**DIRECT ALL INQUIRIES TO:**  
Javi Sowers  
(904) 422-5927  
email: [usmulchingjax@bellsouth.net](mailto:usmulchingjax@bellsouth.net)  
[www.usmulchingjax.com](http://www.usmulchingjax.com)

**MAKE ALL CHECKS PAYABLE TO:**  
U.S. Mulching

**PAY THIS AMOUNT**

**THANK YOU FOR YOUR BUSINESS!**



# Invoice

Invoice #: 11724

Date: 06/05/23

Customer PO:

**DUE DATE: 07/05/2023**

### 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

#10922 - OVP West side Amenity to CL

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

#### *Landscape Enhancement*

*\$3,518.41*

Disposal Fee (Other)	1.00	\$100.00	\$100.00
Irrigation Allowance (Labor)	1.00	\$150.00	\$150.00
Labor and Prep (Labor)	16.00	\$45.59	\$729.41
Pine Straw - Installed (Kit)	25.00	\$14.00	\$350.00
Spartina Grass - (e) (Kit)	20.00	\$22.00	\$440.00
Sub sod (Sub)	1.00	\$1,749.00	\$1,749.00

### Invoice Notes:

Thank you for your business!

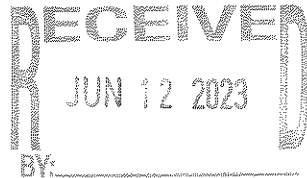
**AMOUNT DUE THIS INVOICE**

**\$3,518.41**

## Code To:

## Double Branch Repair and Replacements

## 034.600.538.621



# Invoice

Invoice #: 11725

Date: 06/05/23

Customer PO:

**DUE DATE: 07/05/2023**

### 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

#10964 - Irrigation upgrades for all 3 bridges

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

#### *Landscape Enhancement*

*\$5,145.10*

1 LT Flex tubing 100 (Material)	300.00	\$5.06	\$1,518.00
Hunter MP Rotator MP Strip Nozzle 5 ft. to 15 ft. Left Corner Strip (Material)	24.00	\$14.88	\$357.06
Hunter Pro-Spray 12 in. Pop Up with Side Inlet (Material)	12.00	\$20.08	\$240.90
Hunter Pro-Spray 6 in. Pop Up with Side Inlet (Material)	12.00	\$15.35	\$184.14
Irrigation Labor (Labor)	40.00	\$58.00	\$2,320.00
Trencher Rental (Equipment)	1.00	\$525.00	\$525.00

### Invoice Notes:

Thank you for your business!

**AMOUNT DUE THIS INVOICE**

**\$5,145.10**

## Code To:

# Double Branch Repair and Replacements

# 034.600.538.621

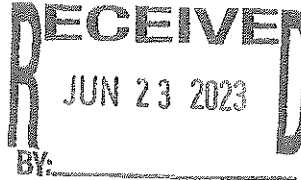


Governmental Management Services, LLC  
 1001 Bradford Way  
 Kingston, TN 37763

# Invoice

Invoice #: 2340  
 Invoice Date: 6/20/23  
 Due Date: 6/20/23  
 Case:  
 P.O. Number:

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



Description	Hours/Qty	Rate	Amount
Facility Maintenance May 1 - May 31, 2023		13,674.72	13,674.72
Maintenance Supplies		951.53	951.53
<del>Fac. Main Cen. #4,125<sup>00</sup></del>			
<del>2.572.4660</del>			
<del>Common Area Main #4,297<sup>00</sup></del>			
<del>2.572.4640</del>			
<del>Lighting Repairs #703<sup>00</sup></del>			
<del>2.230.572.4663</del>			
Repair/Replace #5,501 <sup>25</sup>			
34.600.53800.62100			

*Jimmy Lambert*  
 6-23-23

Total \$14,626.25

Payments/Credits \$0.00

Balance Due ~~\$14,626.25~~

\$5,501.25

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

Date	Hours	Employee	Description
5/1/23	4	A.T.	Removed debris from all common areas
5/2/23	6.76	L.C.	Worked on prepping for new playground
5/3/23	3.83	A.T.	Removed debris from all common areas
5/4/23	7	J.K.	Worked on loose concrete around railing, pulled up brick steps by pool deck, cleaned up bricks and made ground flush, set them and mortar in place, poured anchor concrete to even with pavers, dug hole at playground, installed two piece tube and two poles to support it
5/4/23	4	A.T.	Removed debris from all common areas
5/5/23	2	L.C.	Fixed water fountain at field house
5/5/23	4	A.T.	Removed debris from all common areas
5/8/23	3.27	A.T.	Removed debris from all common areas
5/9/23	4	A.T.	Removed debris from all common areas
5/10/23	4	A.B.	Fixed clubroom sink
5/10/23	4	A.T.	Removed debris from all common areas
5/11/23	7	T.C.	Put together new picnic tables, put movie screen pipes in ground
5/11/23	3.25	L.C.	Installed and replaced new trash receptacles on track
5/11/23	7.77	J.R.	Worked on park bench assembly
5/11/23	3	A.T.	Removed debris from all common areas
5/12/23	8	T.C.	Removed and installed new trash receptacle holders on pool deck, removed and installed new picnic tables around track, picked up supplies
5/12/23	4.88	L.C.	Installed picnic tables around track, assisted to set up for movie night
5/12/23	8.18	J.R.	Worked on installed of recreation park bench
5/12/23	2.35	A.T.	Removed debris from all common areas
5/15/23	8	T.C.	Anchored down new picnic tables, removed debris around soccer field, track, parking lot and field house
5/15/23	5.25	L.C.	Worked on picnic tables at track and field
5/15/23	7.57	J.R.	Worked on picnic tables at track and field
5/16/23	4	T.C.	Worked on securing picnic tables around track, picked up supplies
5/16/23	3.5	L.C.	Broke down pallets at shop and cleaned shop
5/16/23	7	J.R.	Finished tables in rec field, replaced trash receptacles, put coal patch for pickleball project
5/16/23	6	T.C.	Moved dirt from pile to bulkheads, picked up supplies
5/18/23	4	J.K.	Shoveled up dirt pile in parking lot brought over to bridge on other side of soccer field four
5/18/23	4.5	C.W.	Assisted with moving dirt from one place then moved it to fill a hole near bridge
5/18/23	5.5	L.C.	Finished the rest of dirt pile for bulkheads
5/18/23	7	J.R.	Moved dirt for bridges in rec park pickleball project
5/19/23	6	T.C.	Repaired red bricks on steps around pool deck, put caution tape and stakes around Cannon Point playground, picked up supplies
5/19/23	4	J.K.	Fixed steps by pool and fixed spots that needed grout
5/19/23	7.8	J.R.	Removed debris from all common areas
5/22/23	8	T.C.	Fixed pool drains and hand rails, cleaned and filled fountain, fixed spit rail fence, picked up supplies
5/22/23	5	J.K.	Fixed steps by pool deck
5/22/23	4.1	C.W.	Removed debris from all common areas
5/22/23	5	L.C.	Worked on pool fixing drains and handrails
5/22/23	6	J.R.	Removed debris from all common areas
5/23/23	8	T.C.	Pressure washed and prepped spray feature at pool, light inspection around amenity center, acid washed graffiti at nature walk bridge
5/23/23	6	J.K.	Used graffiti remover on bridge, cleaned up steps by pool deck, worked on unclogging waterfall sign, leveled pavers on pool deck
5/23/23	4.09	C.W.	Removed debris from all common areas
5/23/23	7.5	L.C.	Fixed handrail caps in pool, light inspection around community
5/24/23	8	T.C.	Removed graffiti from field house, changed lights around amenity center, prepped spray feature at pool, pressure washed graffiti at nature trail bridge
5/24/23	4	J.K.	Vacuumed kidd pool, scraped clean, fixed fence panels in nature park
5/24/23	4.04	C.W.	Removed debris from all common areas
5/24/23	7	L.C.	Pressure washed fences, pressure washed bridge
5/24/23	4.5	J.R.	Pressure washed kidd pool water tower
5/25/23	8	T.C.	Repaired charger for hammerhead, removed dead tree from fence line, filled in hole on pool deck, painted splash ground, picked up supplies
5/25/23	8	J.K.	Filled in hole with dirt pile kidd pool, paint kidd water park
5/25/23	8.03	C.W.	Filled hole with dirt on pool deck, painted splash pool
5/25/23	6.5	L.C.	Painted tank tower in kiddie pool
5/25/23	7	J.R.	Painted pool equipment
5/28/23	8	J.K.	Worked on border around playground, paint red water park
5/28/23	5	L.C.	Painted red on tower, worked on playground border
5/28/23	4.78	C.W.	Worked on painting lowers
5/28/23	7.55	J.R.	Worked on playground construction
5/30/23	4.2	C.W.	Removed debris from all common areas
5/30/23	8.3	J.K.	Dug trench around swing set pulled roots, put in border and staked them down, packed dirt around boarder and cleaned up
5/30/23	4	C.Z.	Removed old banner sections from playground, dug out trenches, replaced broken sections with new and staked them down
5/30/23	6.42	J.R.	Worked on park border construction
5/30/23	7	L.C.	Dug trench for border around swing set playground, installed border for playground
5/31/23	8	T.C.	Removed debris from all common areas, worked on pickleball project, picked up supplies
5/31/23	7.82	J.K.	Removed debris around field, fixed pavers on pool deck, blocked off sidewalks, pickleball court covered patched holes
5/31/23	7	A.B.	Installed mulch barrier at neighborhood swing set, fixed lighting for intersection signage, made repairs to pickleball court surface
5/31/23	8	C.Z.	Installed swing brackets on new swing set, dug and raked mulch to level the surface
5/31/23	4	C.W.	Removed debris from all common areas
5/31/23	7.07	J.R.	Worked on border construction
5/31/23	2.5	L.C.	Worked on pickleball court

TOTAL

389.8

MILES

87

\*Mileage is reimbursable per section 112.081 Florida Statutes Mileage Rate 2009-0.445

**MAINTENANCE BILLABLE PURCHASES**

Period Ending 6/05/23

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DB				
DOUBLE BRANCH				
	5/8/23	Sakrete Concrete Mix (10)	68.89	T.C.
	5/10/23	3" Clean Out Plug (3)	12.73	T.C.
	5/10/23	3" Repair Coupling (2)	22.49	T.C.
	5/10/23	3" Clean Our Adapter (2)	15.89	T.C.
	5/10/23	3" OVC Cap Slip (2)	20.95	T.C.
	5/10/23	3"x2' PVC Pipe (2)	25.21	T.C.
	5/10/23	Caulk Gun	2.46	T.C.
	5/10/23	Premium Adhesive 10 oz	8.37	T.C.
	5/10/23	Premix Tile Thinset Adhesive Gray	17.07	T.C.
	5/10/23	12x12 White Plastic Wall Louver (6)	64.52	T.C.
	5/10/23	Painters Touch Satin Moss Green	11.18	T.C.
	5/12/23	3/8 Lock Washers 50pc	14.17	T.C.
	5/12/23	3/8 Flat Washers 100pc	33.99	T.C.
	5/12/23	3/8x3-1/2" Hex Bolt 15pc	23.90	T.C.
	5/12/23	1/2" Bit	15.46	T.C.
	5/12/23	3/8" Bit	9.36	T.C.
	5/12/23	Drop In Anchor 3/8" 50pk	19.98	T.C.
	5/12/23	Tapcon Drill Bit	11.32	T.C.
	5/18/23	Microfiber Towels 12pk	6.89	T.C.
	5/18/23	Terry Towels 30pk	18.39	T.C.
	5/18/23	Disposable Gloves 100ct (2)	44.44	F.S.
	5/18/23	144oz Pine Sole	38.03	F.S.
	5/18/23	144oz Lemon Pine Sole	14.81	F.S.
	5/18/23	Microfiber Towels 24pk (2)	24.68	F.S.
	5/19/23	Versabond Mortar White 50lb	16.08	T.C.
	5/19/23	Caution Tape	6.31	T.C.
	5/22/23	Keys (3)	13.70	T.C.
	5/22/23	Split Key Ring	2.50	T.C.
	5/22/23	Nifty Nabber	22.97	T.C.
	5/25/23	Acetone	12.63	T.C.
	5/25/23	BLK Nitril Gloves 20pk	8.61	T.C.
	5/25/23	4x3/8 Shedless Knit 6pk	13.04	T.C.
	5/25/23	4x3/8 Shedless Knit Assem (2)	13.04	T.C.
	5/25/23	Pelican Liner 3pk (3)	16.46	T.C.
	5/25/23	1 Qt Mixing Bucket (15)	37.61	T.C.
	5/25/23	Folding Knife	5.16	T.C.
	5/25/23	2.0 Angle Short Cut Brush (5)	31.63	T.C.
	5/25/23	Terminal Crimping Tool Kit	8.90	T.C.
	5/25/23	16-14 AWG 1/4: Female Disconnect	3.07	T.C.
	5/25/23	Key	2.29	T.C.
	5/31/23	Sakrete Paver Leveling Sand (5)	28.06	T.C.
	5/31/23	Paver Base (3)	18.22	T.C.
	5/31/23	Gas for Equipment	75.00	T.C.
	6/1/23	Kwikset Keys	4.57	T.C.
	6/1/23	Flat Basic Brush (2)	9.15	T.C.
	6/1/23	Cob Web Corner Duster	12.62	T.C.
	6/1/23	10' Telescope Pole	21.82	T.C.
	6/1/23	Nifty Nabber	22.97	T.C.
		<b>TOTAL</b>	<b><u><u>\$951.53</u></u></b>	

Powered by HD Supply

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

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

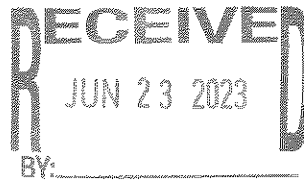
**Invoice Detail**

Customer ID: 645245  
 Invoice Number: 746927417  
 Invoice Date: 5/24/2023  
 Order Number: 49555179  
 Purchase Order:

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**Shipped To:**

DOUBLE BRANCH  
 370 OAKLEAF VILLAGE PARKWAY  
 ORANGE PARK, FL 32065




Invoice Total ~~\$179.64~~

\$89.82

**Home Depot Pro Notes:**

Items NOT shown here are being shipped from our Jacksonville, and warehouses.  
 Delivery information for this invoice may be found at: [www.HomeDepotPro.com/Institutional](http://www.HomeDepotPro.com/Institutional)

Description   Item Number	Quantity Ordered	Quantity Shipped	Unit Price	Total
 SUPERSTITCH BLEND MOP BLU LG 5IN RCPD25306BL	6	6	\$29.94	\$179.64
Subtotal			\$179.64	
Shipping & Handling			\$0.00	
Tax			\$0.00	
Web Discount			-\$0.00	
Invoice Total			\$179.64	

Repair & Replacement  
 DB 34.600.538.621  
 MK 34.600.538.64000  
 To be split between both districts 50/50.

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

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

Customer ID: 645245  
 Invoice Number: 747154250  
 Invoice Date: 5/25/2023  
 Order Number: 49555178  
 Purchase Order:

**Shipped To:**

DOUBLE BRANCH  
 370 OAKLEAF VILLAGE PARKWAY  
 ORANGE PARK, FL 32065

**Home Depot Pro Notes:**

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

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

RCPD25306BL SUPERSTITCH BLEND MOP BLU LG 5

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

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

CLO35418 PINE-SOL M/S CLNR 144OZ

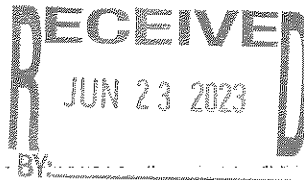
\$7.95 Handling Charge

Delivery information for this invoice may be

found at: [www.HomeDepotPro.com/Institutional](http://www.HomeDepotPro.com/Institutional)



Repair & Replacement  
DB 34.600.538.621  
MV 34.600.538.64000  
 To be split between both  
 districts 50/50

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



Invoice Total ~~\$68.91~~  
 \$34.46

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

 TRIGGER SPRAYER W/TUBE WHT <u>IMP5900-90</u>	30	30	\$1.24	\$37.20
 RENOWN 24"X5" 4PLY WHITE HEAVY DUTY <u>REN02319-1B</u>	4	4	\$5.94	\$23.76
Subtotal			\$60.96	
Shipping & Handling			\$7.95	
Tax			\$0.00	
Web Discount			-\$0.00	
Invoice Total			\$68.91	



Powered by HD Supply

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

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

### Invoice Detail

Customer ID: 645245  
 Invoice Number: 747154268  
 Invoice Date: 5/25/2023  
 Order Number: 49555180  
 Purchase Order:

#### Shipped To:

DOUBLE BRANCH  
 370 OAKLEAF VILLAGE PARKWAY  
 ORANGE PARK, FL 32065

#### Home Depot Pro Notes:

Items NOT shown here are being shipped from our Jacksonville, Nashville RRC warehouses.

i\$7.95 Handling Charge

Delivery information for this invoice may be

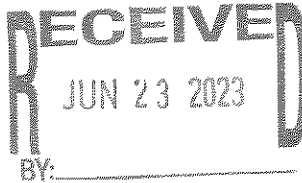
found at: [www.HomeDepotPro.com/Institutional](http://www.HomeDepotPro.com/Institutional)

Repair & Replacement

DB 34.600.538.621

MV 34.600.538.64000  
 To be split between both districts 50/50

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Invoice Total ~~\$66.57~~

\$33.29

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



PINE-SOL M/S CLNR 144OZ CLO35418	3	3	\$19.54	\$58.62
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Subtotal	\$58.62
Shipping & Handling	\$7.95
Tax	\$0.00
Web Discount	-\$0.00
Invoice Total	\$66.57



Powered by HD Supply

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

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

### Invoice Detail

Customer ID: 645245  
 Invoice Number: 747366318A  
 Invoice Date: 5/26/2023  
 Order Number: 50403391  
 Purchase Order:

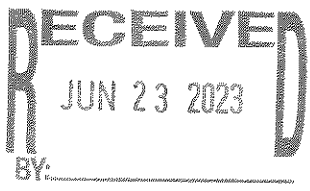
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**Shipped To:**  
 DOUBLE BRANCH  
 370 OAKLEAF VILLAGE PARKWAY  
 ORANGE PARK, FL 32065

Repair & Replacement  
 DB 34,600.538.621

MV 34,600.538.64000

TO be split between both districts 50/50



Invoice Total ~~\$470.70~~  
 \$235.35

### Home Depot Pro Notes:

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

Description   Item Number	Quantity Ordered	Quantity Shipped	Unit Price	Total
RENOWN LNR 40X46 .74MIL WHT <u>REN24512-CA</u>	10	10	\$47.07	\$470.70



Subtotal \$470.70  
 Shipping & Handling \$0.00  
 Tax \$0.00  
 Web Discount -\$0.00  
 Invoice Total \$470.70



Powered by HD Supply

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

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### Invoice Detail

Customer ID: 645245  
 Invoice Number: 747366318 **B**  
 Invoice Date: 5/26/2023  
 Order Number: 50403390  
 Purchase Order:

#### Shipped To:

DOUBLE BRANCH  
 370 OAKLEAF VILLAGE PARKWAY  
 ORANGE PARK, FL 32065

#### Home Depot Pro Notes:

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

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

REN24512-GA RENOWN LNR 40X46 .74MIL WHT

i\$7.95 Handling Charge

Delivery information for this invoice may be

found at: [www.HomeDepotPro.com/Institutional](http://www.HomeDepotPro.com/Institutional)

Repair & Replacement

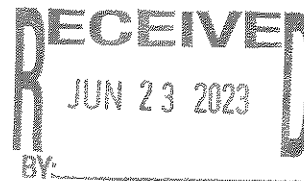
OB 34.600.538.621

MR 34.600.538.64000

TO be split between both districts 50/50

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Invoice Total ~~\$2,423.14~~  
 \$1,211.57



Description | Item Number










Quantity Ordered	Quantity Shipped	Unit Price	Total
------------------	------------------	------------	-------



APPEAL GEN PURP FOAM HAND SOAP  
 APP17100-04

40	40	\$10.00	\$400.00
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Description   Item Number	Quantity Ordered	Quantity Shipped	Unit Price	Total	
 ZEP OVEN & GRILL CLEANER 202858011	1	1	\$10.33	\$10.33	* (not delivered)
 RENOWN SINGLE ROLL BATH TISSUE 2PLY REN06125-WB	10	10	\$68.04	\$680.40	
 CONTROLLED HARD ROLL TOWEL NATURAL REN06132-WB	7	7	\$62.30	\$436.10	
 RENOWN LNR 40X48 12MIC NAT REN14512-CA	10	10	\$56.09	\$560.90	
 FAST & EASY GLASS-SURFACE RTU QT SPA3260-12	12	12	\$4.78	\$57.36	
 PINESOL CLEANER LEMON 3/CS 325775978	3	3	\$51.13	\$153.39	* (not delivered)
 WINDEX POWERIZED GLASS CLEANER W/AMMONIA SCJ696503	4	4	\$15.78	\$63.12	* (not delivered)
 PURE BRIGHT GERMICIDAL BLEACH GAL KIK11008638431	9	9	\$4.88	\$43.92	* (not delivered)
 OLD ENGLISH 12.5OZ AEROSOL POLISH 12/CS 880835	1	1	\$9.67	\$9.67	* (not delivered)

Subtotal \$2,415.19  
Shipping & Handling \$7.95  
Tax \$0.00  
Web Discount -\$0.00  
Invoice Total \$2,423.14

\* these items were not delivered.  
The reorder # for those items is 50856245  
The credit for those items is \$280.43  
and credit # is 0524953

*FOURTH ORDER OF BUSINESS*

# **Double Branch Community Development District**



**Approved Budget**

**FY 2024**



**Double Branch  
Community Development District**

Table of Contents

	<u>Pages</u>
General Fund	1
General Fund Narrative	2-4
Recreation Fund	5-6
Recreation Narrative	7-16
Debt Service	17
Debt Service Fund - Series 2006A Amortization	18-19
Assessment Allocation	20
Capital Reserve Fund	21
Reserve Study Funding Plan	22
Exhibit 'A'	23

# Double Branch

## Community Development District

## General Fund

Description	Adopted Budget FY 2023	Actual YTD 5/31/23	Projected Next 4 Months	Total Projected FY 2023	Approved Budget FY 2024
<b>Revenues</b>					
Maintenance Assessments	\$ 177,890	\$ 178,503	\$ -	\$ 178,059	\$ 177,890
Interest Income	\$ 200	\$ 1,329	\$ 171	\$ 1,500	\$ 1,500
<b>Total Revenues</b>	<b>\$ 178,090</b>	<b>\$ 179,832</b>	<b>\$ 171</b>	<b>\$ 179,559</b>	<b>\$ 179,390</b>
<b>Expenditures</b>					
Supervisor Fees	\$ 12,000	\$ 6,200	\$ 4,000	\$ 10,200	\$ 12,000
FICA Expense	\$ 1,000	\$ 512	\$ 306	\$ 818	\$ 1,000
Engineering	\$ 5,000	\$ -	\$ 2,500	\$ 2,500	\$ 5,000
Arbitrage	\$ 700	\$ 700	\$ 700	\$ 1,400	\$ 700
Dissemination	\$ 1,600	\$ 1,067	\$ 533	\$ 1,600	\$ 1,696
Assessment Roll	\$ 8,212	\$ 8,212	\$ -	\$ 8,212	\$ 8,705
Attorney	\$ 42,000	\$ 27,248	\$ 13,752	\$ 41,000	\$ 42,000
Annual Audit	\$ 5,000	\$ 2,500	\$ 3,000	\$ 5,500	\$ 5,100
Trustee Fees	\$ 8,815	\$ 4,725	\$ 4,090	\$ 8,815	\$ 8,815
Management Fees	\$ 64,850	\$ 43,233	\$ 21,617	\$ 64,850	\$ 68,741
Information Technology	\$ 2,142	\$ 1,428	\$ 714	\$ 2,142	\$ 2,271
Telephone	\$ 600	\$ 141	\$ 459	\$ 600	\$ 600
Postage	\$ 1,900	\$ 401	\$ 1,499	\$ 1,900	\$ 1,900
Printing	\$ 2,000	\$ 640	\$ 1,360	\$ 2,000	\$ 2,000
Records Storage	\$ 300	\$ -	\$ 150	\$ 150	\$ -
Insurance	\$ 10,351	\$ 9,272	\$ -	\$ 9,272	\$ 10,199
Legal Advertising	\$ 2,800	\$ 1,313	\$ 1,487	\$ 2,800	\$ 2,800
Office Supplies	\$ 300	\$ 10	\$ 190	\$ 200	\$ 200
Website Compliance	\$ 2,500	\$ 1,667	\$ 833	\$ 2,500	\$ 2,650
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ -	\$ 175	\$ 175
Other Current Charges	\$ 120	\$ 63	\$ 57	\$ 120	\$ 120
Reserve	\$ 5,725	\$ -	\$ 5,725	\$ 5,725	\$ 2,719
<b>Expenditures</b>	<b>\$ 178,090</b>	<b>\$ 109,503</b>	<b>\$ 62,975</b>	<b>\$ 172,478</b>	<b>\$ 179,390</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$ 0</b>	<b>\$ 70,329</b>	<b>\$ (62,804)</b>	<b>\$ 7,080</b>	<b>\$ -</b>

**Double Branch**  
**Community Development District**  
GENERAL FUND BUDGET  
FISCAL YEAR 2024

**REVENUES:**

*Maintenance Assessments*

The District will levy a non ad-valorem special assessment on all assessable property within the District to fund all of the General Operating Expenditures for the fiscal year.

*Interest Income*

The operating fund of the District will be invested in a money market fund held by US Bank.

---

**EXPENDITURES:**

**Administrative:**

*Supervisor Fees*

The Florida Statutes allows each board member to receive \$200 per meeting not to exceed \$4,800 in one year. The amount for the fiscal year is based upon five supervisors attending the estimated 12 annual meetings.

*FICA Expense*

These expenses represent the Employer's share of Social Security and Medicare taxes withheld from the Board of Supervisors checks.

*Engineering Fees*

The District's engineering firm will be providing general engineering services to the District including attendance and preparation for monthly board meetings, review invoices, etc. England, Thims & Miller serves as the District's engineering firm.

*Arbitrage*

The District is required to have an annual arbitrage rebate calculation prepared for the District's Series 2013 A-1 and A-2 Special Assessment Refunding Bonds. Currently, the District has contracted with Grau and Associates.

*Dissemination Agent*

The District is required by the Security and Exchange Commission to comply with Rule 15(c)(2)-12(b)(5), which relates to additional reporting requirements for un-rated bond issues Series 2013 A-1 and Series 2013 A-2 Special Assessment Refunding Bonds.

*Assessment Roll*

Governmental Management Services, LLC serves as the District's collection agent and certifies the District's non-ad valorem assessments with the county tax collector.

*Attorney*

The District's legal counsel will be providing general legal services to the District including attendance and preparation for monthly meetings, review operating and maintenance contracts, etc. Kutak Rock, LLP serves as the District's legal counsel.

# **Double Branch Community Development District**

GENERAL FUND BUDGET  
FISCAL YEAR 2024

## Annual Audit

The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting Firm. Grau and Associates currently serves as the District's Independent Auditor.

## Trustee Fees

The District issued \$24,850,000 of Series 2013 A-1 and \$2,900,000 of Series 2013 A-2 Special Assessment Refunding Bonds that are held by a Trustee at US Bank, N.A. The amount of the trustee fees is based on the agreement between US Bank and the District.

## Management Fees

The District receives management, accounting and administrative services as part of a Management Agreement with Governmental Management Services, LLC.

## Information Technology

Represents costs related to the District's information systems, which include but are not limited to video conferencing services, cloud storage services and servers, security, accounting software, etc. Service provided by Governmental Management Services, LLC.

## Website Maintenance

Represents the costs associated with monitoring and maintaining the District's website created in accordance with Chapter 189, Florida Statutes. These services include site performance assessments, security and firewall maintenance, updates, document uploads, hosting and domain renewals, website backups, etc. Service provided by Governmental Management Services, LLC.

## Telephone

Telephone and fax machine.

## Postage

Mailing of agenda packages, overnight deliveries, correspondence, etc.

## Printing

Printing Budgets for the County, printing of computerized checks, stationary, envelopes etc.

## Insurance

The District's General Liability & Public Officials Liability Insurance policy is with the Florida Property Alliance (FPA). FPA specializes in providing insurance coverage to governmental agencies.

## Legal Advertising

The District is required to advertise various notices for monthly Board meetings, public hearings etc. in the Florida Times Union.

## Office Supplies

Miscellaneous office supplies.

**Double Branch**  
**Community Development District**  
GENERAL FUND BUDGET  
FISCAL YEAR 2024

*Dues, Licenses & Subscriptions*

The District is required to pay an annual fee to the Department of Economic Opportunity for \$175. This is the only expense under this category for the District.

*General Reserves*

Established to maintain community service levels at present standards for FY 2024.



# Double Branch

Community Development District

Recreation Fund

<b>Description</b>	<b>Adopted Budget FY 2023</b>	<b>Actual YTD 5/31/23</b>	<b>Projected Next 4 Months</b>	<b>Total Projected FY 2023</b>	<b>Approved Budget FY 2024</b>
<b>Revenues</b>					
Maintenance Assessments	\$ 1,873,440	\$ 1,879,894	\$ -	\$ 1,879,894	\$ 1,873,440
Interest Income	\$ 1,000	\$ 14,777	\$ 7,000	\$ 21,777	\$ 3,700
Amenities Revenue/Miscellaneous	\$ 30,000	\$ 23,668	\$ 6,332	\$ 30,000	\$ 30,000
Sports Revenue	\$ 25,000	\$ 5,970	\$ 4,030	\$ 10,000	\$ 25,000
<b>Total Revenues</b>	<b>\$ 1,929,440</b>	<b>\$ 1,924,309</b>	<b>\$ 17,362</b>	<b>\$ 1,941,670</b>	<b>\$ 1,932,140</b>
<b>Expenditures</b>					
<b>Administrative</b>					
Management Fees - On Site Staff	\$ 208,187	\$ 138,791	\$ 69,396	\$ 208,187	\$ 220,678
Insurance	\$ 87,892	\$ 79,614	\$ -	\$ 79,614	\$ 116,853
Other Current Charges	\$ 3,500	\$ 1,625	\$ 1,875	\$ 3,500	\$ 3,500
Permit Fees	\$ 1,635	\$ 606	\$ 1,029	\$ 1,635	\$ 1,635
<b>Administrative Expenditures</b>	<b>\$ 301,214</b>	<b>\$ 220,636</b>	<b>\$ 72,300</b>	<b>\$ 292,936</b>	<b>\$ 342,666</b>
<b>Maintenance</b>					
Security	\$ 94,257	\$ 64,122	\$ 32,000	\$ 96,122	\$ 107,000
Security - Clay County Off-Duty Sheriff	\$ 54,438	\$ 32,918	\$ 10,973	\$ 43,890	\$ 44,627
Water - Irrigation	\$ 12,300	\$ 5,445	\$ 4,855	\$ 10,300	\$ 12,300
Irrigation Maintenance	\$ 6,000	\$ -	\$ 3,000	\$ 3,000	\$ 5,000
Streetlighting	\$ 31,000	\$ 19,379	\$ 10,621	\$ 30,000	\$ 31,000
Electric	\$ 35,000	\$ 22,670	\$ 12,330	\$ 35,000	\$ 36,000
Landscape Maintenance	\$ 422,908	\$ 287,458	\$ 140,969	\$ 428,427	\$ 459,000
Common Area Maintenance	\$ 55,000	\$ 25,950	\$ 26,050	\$ 52,000	\$ 55,000
Lake Maintenance	\$ 27,840	\$ 22,028	\$ 5,812	\$ 27,840	\$ 29,232
Capital Reserve	\$ 411,722	\$ -	\$ 411,722	\$ 411,722	\$ 300,137
<b>Maintenance Expenditures</b>	<b>\$ 1,150,464</b>	<b>\$ 479,969</b>	<b>\$ 658,332</b>	<b>\$ 1,138,301</b>	<b>\$ 1,079,296</b>

# Double Branch

Community Development District

## Recreation Fund

Description	Adopted Budget FY 2023	Actual YTD 5/31/23	Projected Next 4 Months	Total Projected FY 2023	Approved Budget FY 2024
<u>Recreation Facility</u>					
Amenity Staff	\$ 129,800	\$ 64,904	\$ 64,896	\$ 129,800	\$ 137,588
Refuse Services	\$ 14,479	\$ 10,114	\$ 5,600	\$ 15,714	\$ 17,500
Telephone	\$ 5,500	\$ 4,201	\$ 1,799	\$ 6,000	\$ 6,000
Electric	\$ 40,000	\$ 25,533	\$ 15,467	\$ 41,000	\$ 42,000
Cable	\$ 8,500	\$ 4,869	\$ 3,631	\$ 8,500	\$ 9,000
Pool Maintenance	\$ 38,215	\$ 22,955	\$ 12,000	\$ 34,955	\$ 35,000
Water / Sewer/Reclaim	\$ 48,000	\$ 33,304	\$ 21,696	\$ 55,000	\$ 57,000
Facility Maintenance-General	\$ 50,000	\$ 22,687	\$ 27,313	\$ 50,000	\$ 50,000
Facility Maintenance-Preventative	\$ 13,717	\$ 4,102	\$ 5,898	\$ 10,000	\$ 10,000
Facility Maintenance - Contingency	\$ 34,750	\$ 14,065	\$ 17,000	\$ 31,065	\$ 34,750
Lighting Repairs	\$ 8,500	\$ 4,182	\$ 4,318	\$ 8,500	\$ 8,500
Special Events	\$ 10,500	\$ 6,264	\$ 1,236	\$ 7,500	\$ 7,500
Office Supplies & Equipment	\$ 2,000	\$ 1,610	\$ 390	\$ 2,000	\$ 1,000
Janitorial	\$ 64,000	\$ 37,067	\$ 26,532	\$ 63,599	\$ 67,840
Recreation Passes	\$ 5,000	\$ 2,856	\$ 944	\$ 3,800	\$ 4,000
Pool Leak Repairs	\$ 2,500	\$ -	\$ 2,500	\$ 2,500	\$ 2,500
Multiuse Field	\$ 2,300	\$ -	\$ 2,300	\$ 2,300	\$ 20,000
<b>Recreation Facility Expenditures</b>	<b>\$ 477,761</b>	<b>\$ 258,713</b>	<b>\$ 213,520</b>	<b>\$ 472,233</b>	<b>\$ 510,178</b>
<b>Total Expenditures</b>	<b>\$ 1,929,440</b>	<b>\$ 959,317</b>	<b>\$ 944,152</b>	<b>\$ 1,903,469</b>	<b>\$ 1,932,140</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$ -</b>	<b>\$ 964,991</b>	<b>\$ (926,790)</b>	<b>\$ 38,201</b>	<b>\$ -</b>

# Double Branch Community Development District

RECREATION BUDGET  
FISCAL YEAR 2024

## **REVENUES:**

### *Maintenance Assessments*

The District will levy a non ad-valorem special assessment on all assessable property within the District to fund all of the Recreational Operating Expenditures for the fiscal year.

### *Interest Income*

The District will have all excess funds invested in a money market fund held by US Bank. The amount is based upon the estimated average balance of funds available during the fiscal year.

### *Amenities Revenue*

Income received from resident rental of Clubroom and Patio and access cards, fitness class, vending machines, and non-resident user fee for the Recreation Facility.

### *Sports Revenue*

These are estimated fees for programmed sports activities.

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## **EXPENDITURES:**

### **Administrative:**

#### *Management Fees – On Site Staff*

The District has contracted with Governmental Management Services, LLC (“GMS”) for the supervision and on-site management of the District’s amenities. The responsibilities include management of District maintenance contracts, scheduling special events, management of District employees, rental of facilities, scheduling of special events, resident inquiries, and other maintenance related items. The District shares the cost of a community manager, aquatics director, fitness center/access director, rental coordinator and administrative assistant with the Middle Village Community Development District.

#### *Insurance*

The District's Property and Liability Insurance policy is with Florida Property Alliance (FPA). FPA specializes in providing insurance coverage to governmental agencies.

# Double Branch Community Development District

RECREATION BUDGET  
FISCAL YEAR 2024

Other Current Charges

Includes bank charges and any other miscellaneous administrative expenses that are incurred during the year with the use of deposit/credit card machine.

Permit Fees

Miscellaneous permit fees to operate the pool and water slides as well as special events.

Description	Annual
Play Pool Permit	\$ 250
Lap Pool Permit	\$ 250
Spray Pool Permit	\$ 125
State Public Broadcast for Music Fees	\$ 1,010
<b>Total</b>	<b>\$ 1,635</b>

Office Supplies

Miscellaneous office supplies.

**Maintenance Common Area:**

Security

The cost of security patrol for the District with Athletic Center and Common area.

Description	Monthly	Annual
Security Contract	\$ 8,917	\$ 107,000
<b>Total</b>		<b>\$ 107,000</b>

Clay County off Duty Security

Provision for off-duty-security patrol by Clay County Sheriff's Dept. Split 50/50 with Middle Village CDD.

**Double Branch**  
**Community Development District**  
 RECREATION BUDGET  
 FISCAL YEAR 2024

Water – Irrigation

The District will purchase bulk water from JEA for irrigation purposes.

<b>Account Number</b>	<b>Description</b>	<b>Monthly</b>	<b>Annual</b>
83744906	2226 Pebblewood LA Apt 1	\$ 19	\$ 228
66042924	302 Oakleaf Village Parkway	\$ 19	\$ 228
61929298	3468 Worthington Oaks Drive Apt 1	\$ 19	\$ 228
86638010	3570 Silver Bluff Boulevard Apt 1	\$ 918	\$ 11,016
60770057	563 Acornridge Lane Apt 1	\$ 32	\$ 384
	Contingency	\$ 18	\$ 216
<b>Total</b>		<b>\$ 1,025</b>	<b>\$ 12,300</b>

Irrigation Maintenance

The cost of miscellaneous irrigation, pump repairs and maintenance incurred by the district.

Street Lighting

The cost of street lighting provided by Clay Electric Cooperative, Inc.:

<b>Account Number</b>	<b>Description</b>	<b>Monthly</b>	<b>Annual</b>
7332265	Oakleaf Village Center Outdoor	\$ 210	\$ 2,520
5379615	East Side of Brannanfield	\$ 2,122	\$ 25,464
	Contingency	\$ 251	\$ 3,016
<b>Total</b>		<b>\$ 2,583</b>	<b>\$ 31,000</b>

# Double Branch Community Development District

RECREATION BUDGET  
FISCAL YEAR 2024

Electric

The cost of electricity for signage lighting, entry feature lighting (main entry, Athletic Center entry and neighborhood entries) for the following accounts provided by Clay Electric Cooperative, Inc.:

Account Number	Description	Monthly	Annual
4995700	370 Oakleaf Village	\$ 835	\$ 10,020
4995718	370-1 Oakleaf Village Pkwy	\$ 355	\$ 4,260
5347943	3926-1 Plantation Oaks Blvd	\$ 135	\$ 1,620
5715289	1591 Canopy Oaks Dr - Irrigation	\$ 140	\$ 1,680
5774021	2971 Thorncrest Dr	\$ 40	\$ 480
6875140	373-1 Oakleaf Village Center	\$ 110	\$ 1,320
6912612	608-1 Oakleaf Village Pkwy	\$ 35	\$ 420
6912653	603-2 Oakleaf Village Pkwy	\$ 35	\$ 420
6912661	602-1 Oakleaf Village Pkwy	\$ 35	\$ 420
6912687	537-1 Oakleaf Village Pkwy	\$ 35	\$ 420
6912695	529-1 Oakleaf Village Pkwy	\$ 35	\$ 420
6912703	3925-1 Plantation Oaks Blvd	\$ 35	\$ 420
6912729	3860-1 Plantation Oaks Blvd	\$ 35	\$ 420
6912737	3859-1 Plantation Oaks Blvd	\$ 35	\$ 420
6912752	3805-1 Plantation Oaks Blvd	\$ 35	\$ 420
6912760	3800-1 Plantation Oaks Blvd	\$ 35	\$ 420
6912778	3306-1 Village Oaks Lane	\$ 35	\$ 420
6912786	465-1 Oakleaf Village Pkwy	\$ 35	\$ 420
6912810	3801-1 Plantation Oaks Blvd	\$ 35	\$ 420
6912828	728-1 Bellshire Drive	\$ 35	\$ 420
6912836	721-1 Bellshire Lane	\$ 35	\$ 420
6912869	715-1 Wakemont Drive	\$ 35	\$ 420
6912877	3219-1 Stonebrier Ridge Drive	\$ 35	\$ 420
6912893	576-1 Wakemount Drive	\$ 35	\$ 420
6912901	507-1 Millstone Drive	\$ 35	\$ 420
6912919	498-1 Millstone Drive	\$ 35	\$ 420
6912927	3442-1 Worthington Oaks Drive	\$ 35	\$ 420
6912943	309-1 Oakleaf Village Pkwy	\$ 35	\$ 420
6912950	373-2 Oakleaf Village Pkwy	\$ 35	\$ 420
6912968	308-1 Oakleaf Village Pkwy	\$ 35	\$ 420
6912976	358-2 Oakleaf Village Pkwy	\$ 35	\$ 420
7131527	3206-1 Silver Bluff Blvd	\$ 35	\$ 420
7332257	3168 Stonebrier Ridge	\$ 340	\$ 4,080
8684243	571 Oakleaf Village Pkwy	\$ 35	\$ 420
	Contingency	\$ 100	\$ 1,200
<b>Total</b>		<b>\$ 3,000</b>	<b>\$ 36,000</b>

**Double Branch**  
**Community Development District**  
 RECREATION BUDGET  
 FISCAL YEAR 2024

Landscape Maintenance

The District has a contract with Verdego to provide landscaping and irrigation maintenance services to all the common areas within the District as well as the Amenity Center. The amount is based upon the following:

Description	Monthly	Annual
Contract - Common Area	\$ 38,250	\$ 459,000
<b>Total</b>		<b>\$ 459,000</b>

Common Area Maintenance

Represents the estimated day-to-day maintenance of the Districts common areas. Services include:

-Pressure washing of District fences, entrance signage and pillars, pool areas, gazebos, amenity center, field house, parks, park equipment and sidewalks. The estimated annual amount for these services is based upon contractor proposals

The estimated cost for the following is based upon past history and current hourly rates:

- All common area, easements and park litter clean up
- Lake and outfall inspections and debris removal
- Storm sewer grate inspections and cleaning
- Removal of unauthorized signage and maintenance of community signage
- Trapper for wild hogs
- Traffic/car accident clean up
- Inspection and repairs to all park equipment, playground, picnic table and benches

# Double Branch Community Development District

RECREATION BUDGET  
FISCAL YEAR 2024

Lake Maintenance

The District has a contract with The Lake Doctors to provide monthly water management services and annual carp as needed per the contract, to 25 lakes throughout the District. Contingency represents monthly lake inspections and clean-up of outfall structures and fish barriers. The amount is based upon the following:

Description	Monthly	Annual
Lake Maintenance Contract	\$ 2,250	\$ 27,000
Contingency	\$ 186	\$ 2,232
<b>Total</b>	<b>\$ 2,436</b>	<b>\$ 29,232</b>

Capital Reserve

Money set aside for future replacements of capital related items and operating capital.

**Recreation Facility:**

Amenity Staff

Direct cost to provide lifeguard/pool attendant services from District employees during the operational season of the swimming pool, which is from Mid-March through October. Also covers front desk personnel at the Fitness Center.

Refuse Service

The District has contracted with Waste Management for refuse removal service twice weekly.

Telephone

The Amenity Center currently pays AT&T for three phone lines and one fax line. The amounts are based upon the following:

Description	Monthly	Annual
AT&T Amenity	\$ 233	\$ 2,796
AT&T Fitness Center	\$ 213	\$ 2,556
Contingency	\$ 54	\$ 648
<b>Total</b>	<b>\$ 500</b>	<b>\$ 6,000</b>



## Double Branch Community Development District

RECREATION BUDGET  
FISCAL YEAR 2024

Electric

Cost of electric associated with the Recreation facility and Fitness Center provided by Clay Electric:

Account Number	Description	Monthly	Annual
5217088	370 Oakleaf Village Pkwy	\$ 2,600	\$ 31,200
8763369	382 Oakleaf Village Pkwy	\$ 700	\$ 8,400
	Contingency	\$ 200	\$ 2,400
<b>Total</b>		<b>\$ 3,500</b>	<b>\$ 42,000</b>

Cable/Internet

Cost of cable and internet access for the Recreation Facility from Comcast.

Account Number	Description	Monthly	Annual
8495 7414 4108 3379	Comcast - Facility Center	\$ 300	\$ 3,600
8495 7414 4100 9267	Comcast - Fitness	\$ 400	\$ 4,800
	Contingency	\$ 50	\$ 600
<b>Total</b>		<b>\$ 750</b>	<b>\$ 9,000</b>

Pool Maintenance

The District currently has a contract with Poolsure to supply chemicals and chemical feeders for the Amenity Center pools. The District is contracted with RMS for the cleaning, water testing, and treatment of the Amenity Center pools. During summer months, district employees will help with basic poolside cleaning such as brushing, skimming, and tile cleaning. Additionally, GMS staff handles the annual maintenance projects on the pool and deck features. The amount is based upon the following:

Description	Monthly	Annual
Pool Maintenance Contract	\$ 2,750	\$ 33,000
Contingency	\$ 167	\$ 2,000
<b>Total</b>	<b>\$ 2,917</b>	<b>\$ 35,000</b>

**Double Branch**  
**Community Development District**  
RECREATION BUDGET  
FISCAL YEAR 2024

Water /Sewer/Reclaim

Cost of water / sewer from JEA (acct # 7616920495) associated with the Recreation Facility and Reclaimed Water from Clay County Utility Authority.

Account Number	Description	Monthly	Annual
76832466	370 Oakleaf Village Parkway - Water	\$ 315	\$ 3,780
76832466	370 Oakleaf Village Parkway - Sewer	\$ 700	\$ 8,400
80532813	370 Oakleaf Village Parkway - Pool	\$ 1,120	\$ 13,440
Fire Sprinkler	371 Oakleaf Village Parkway - Sprinkler	\$ 50	\$ 600
	<b>Total JEA</b>	<b>\$ 2,185</b>	<b>\$ 26,220</b>
201224	566-1 Oakleaf Village Parkway	\$ 935	\$ 11,220
191992	716-1 Wakemont Drive Reclaim	\$ 190	\$ 2,280
206121	3178-1 Wandering Oaks Drive	\$ 45	\$ 540
206125	1505-1 Canopy Oaks Drive R	\$ 65	\$ 780
206136	1591-1 Canopy Oaks Drive R	\$ 750	\$ 9,000
206376	3701-1 Thousand Oaks Drive	\$ 45	\$ 540
206379	3713-1 Thousand Oaks Drive	\$ 150	\$ 1,800
206380	1940-1 Woodworth Drive Reclaim	\$ 35	\$ 420
206381	3659-1 Thousand Oaks Drive	\$ 45	\$ 540
207243	603-1 Waterford Oaks Drive	\$ 45	\$ 540
238253	1422-1 Bitterberry Drive Reclaim	\$ 45	\$ 540
238254	1206-1 Bedrock Drive Reclaim	\$ 45	\$ 540
	<b>Total CCUA</b>	<b>\$ 2,395</b>	<b>\$ 28,740</b>
	Contingency	\$ 170	\$ 2,040
<b>Total</b>		<b>\$ 4,750</b>	<b>\$ 57,000</b>

Facility Maintenance – General

Represents estimated cost for general maintenance throughout the District based upon historical cost.

**Double Branch**  
**Community Development District**  
 RECREATION BUDGET  
 FISCAL YEAR 2024

Facility Maintenance - Preventative

Cost of routine repairs and general maintenance contracts for District Facilities.

Vendor	Description	Annual
S.E. Fitness	Bi-Monthly Service	\$ 1,760
Paula's Pest Control	Quarterly Service	\$ 620
Certified Air Contractors	Bi-Monthly Service	\$ 5,160
Jacksonville Sound & Communication	Alarm System Inspection	\$ 744
Termite Bond	Preventative	\$ 1,530
Contingency		\$ 186
<b>Total</b>		<b>\$ 10,000</b>

Facility Maintenance – Contingency

Represents estimated amount based upon historical cost for fence repairs, graffiti clean-up, signage repairs, wall cap replacements and damaged park equipment

Lighting Repairs

Cost for fixtures, bulbs and ballast replacement, and electrician labor based on past history.

Special Events

Monthly events and organized functions the Amenity Center Director provide for all residents of Oakleaf Plantation.

Office Supplies and Equipment

Office supplies for the Amenity Center. Lease agreement with Cannon (\$167/month) \$2000 annually.

**Double Branch  
Community Development District**

RECREATION BUDGET  
FISCAL YEAR 2024

Janitorial Services

The District has contracted with Riverside Management to provide janitorial services, and scheduled carpet cleanings to the District. Janitorial Services shall be provided seven days per week and carpets will be cleaned 9xs a year unless otherwise needed. Supplies will be purchased directly from First Coast Choice Cleaning Supplies. The amount is based upon the following:

Description	Monthly	Annual
Janitorial Contract	\$ 4,953	\$ 59,440
Supplies	\$ 500	\$ 6,000
Mat Cleaning- Fitness Room	\$ 200	\$ 2,400
<b>Total</b>	<b>\$ 5,653</b>	<b>\$ 67,840</b>

Recreation Passes

Entry cards are issued to all CDD residents for facility access. Recreation passes includes the cards, ribbon, cleaner, guest cards and repairs to card printers, etc.

Pool Leak Repairs

Estimated structural repairs for leaks in pool structure.

Multiuse Fields

Cost of maintaining field and repairs, landscape maintenance, and renovations.

# Double Branch

Community Development District

**Debt Service Fund**  
Series 2013A-1 and A-2

Description	Adopted Budget FY 2023	Actual YTD 5/31/23	Projected Next 4 Months	Total Projected FY 2023	Approved Budget FY 2024
<b>Revenues</b>					
Special Assessments	\$ 1,961,878	\$ 1,966,771	\$ -	\$ 1,961,878	\$ 1,961,878
Interest Income	\$ 3,500	\$ 62,959	\$ 8,000	\$ 70,959	\$ 10,000
Carry Forward Surplus	\$ 622,539	\$ 592,200	\$ -	\$ 592,200	\$ 679,643
<b>Total Revenues</b>	<b>\$ 2,587,917</b>	<b>\$ 2,621,931</b>	<b>\$ 8,000</b>	<b>\$ 2,625,037</b>	<b>\$ 2,651,521</b>
<b>Expenditures</b>					
<u>Series 2013A-1</u>					
Interest 11/1	\$ 335,547	\$ 335,547	\$ -	\$ 335,547	\$ 315,881
Interest 5/1	\$ 335,547	\$ 335,547	\$ -	\$ 335,547	\$ 315,881
Principal 5/1	\$ 1,085,000	\$ 1,085,000	\$ -	\$ 1,085,000	\$ 1,125,000
<u>Series 2013A-2</u>					
Interest 11/1	\$ 47,150	\$ 47,150	\$ -	\$ 47,150	\$ 44,419
Interest 5/1	\$ 47,150	\$ 47,150	\$ -	\$ 47,150	\$ 44,419
Principal 5/1	\$ 95,000	\$ 95,000	\$ -	\$ 95,000	\$ 105,000
<b>Total Expenditures</b>	<b>\$ 1,945,394</b>	<b>\$ 1,945,394</b>	<b>\$ -</b>	<b>\$ 1,945,394</b>	<b>\$ 1,950,600</b>
<b>EXCESS REVENUES / (EXPENDITURES)</b>	<b>\$ 642,523</b>	<b>\$ 676,537</b>	<b>\$ 8,000</b>	<b>\$ 679,643</b>	<b>\$ 700,921</b>

Interest November 1, 2024

Series 2013A-1	\$ 294,788
Series 2013A-2	\$ 41,400
<b>Total</b>	<b>\$ 336,188</b>

Unit Type	Units	Per Unit Assessment	Gross Assessment
Single Family	2,205	\$ 877.91	\$ 1,935,800
Multi-Family	276	\$ 605.49	\$ 167,116
<b>Total Gross Assessment</b>			<b>\$ 2,102,917</b>
Less: Discounts and Collections (6%)			\$ 141,039
<b>Total Net Assessment</b>			<b>\$ 1,961,878</b>

# Double Branch

## Amortization Schedule

Community Development District

Series 2013A-1 Special Assessment Refunding Bonds

DATE	BOND BALANCE	PRINCIPAL	COUPON	INTEREST	ANNUAL DEBT SERVICE
11/1/23				\$ 315,881	\$ 1,756,763
5/1/24	\$ 15,305,000	\$ 1,125,000	3.75%	\$ 315,881	
11/1/24				\$ 294,788	\$ 1,759,575
5/1/25	\$ 14,180,000	\$ 1,170,000	4.00%	\$ 294,788	
11/1/25				\$ 271,388	\$ 1,762,775
5/1/26	\$ 13,010,000	\$ 1,220,000	4.13%	\$ 271,388	
11/1/26				\$ 246,225	\$ 1,762,450
5/1/27	\$ 11,790,000	\$ 1,270,000	4.13%	\$ 246,225	
11/1/27				\$ 220,031	\$ 1,760,063
5/1/28	\$ 10,520,000	\$ 1,320,000	4.13%	\$ 220,031	
11/1/28				\$ 192,806	\$ 1,765,613
5/1/29	\$ 9,200,000	\$ 1,380,000	4.13%	\$ 192,806	
11/1/29				\$ 164,344	\$ 1,763,688
5/1/30	\$ 7,820,000	\$ 1,435,000	4.13%	\$ 164,344	
11/1/30				\$ 134,747	\$ 1,764,494
5/1/31	\$ 6,385,000	\$ 1,495,000	4.13%	\$ 134,747	
11/1/31				\$ 103,913	\$ 1,767,825
5/1/32	\$ 4,890,000	\$ 1,560,000	4.25%	\$ 103,913	
11/1/32				\$ 70,763	\$ 1,771,525
5/1/33	\$ 3,330,000	\$ 1,630,000	4.25%	\$ 70,763	
11/1/33				\$ 36,125	\$ 1,772,250
5/1/34	\$ 1,700,000	\$ 1,700,000	4.25%	\$ 36,125	
<b>TOTAL</b>		<b>\$ 15,305,000</b>		<b>\$ 4,102,019</b>	<b>\$ 19,407,019</b>

# Double Branch

## Amortization Schedule

Community Development District

Series 2013A-2 Special Assessment Refunding Bonds

DATE	BOND BALANCE	PRINCIPAL	COUPON	INTEREST	ANNUAL DEBT SERVICE
11/1/23			5.75%	\$ 44,419	\$ 193,838
5/1/24	\$ 1,545,000	\$ 105,000	5.75%	\$ 44,419	
11/1/24			5.75%	\$ 41,400	\$ 192,800
5/1/25	\$ 1,440,000	\$ 110,000	5.75%	\$ 41,400	
11/1/25			5.75%	\$ 38,238	\$ 191,475
5/1/26	\$ 1,330,000	\$ 115,000	5.75%	\$ 38,238	
11/1/26			5.75%	\$ 34,931	\$ 194,863
5/1/27	\$ 1,215,000	\$ 125,000	5.75%	\$ 34,931	
11/1/27			5.75%	\$ 31,338	\$ 192,675
5/1/28	\$ 1,090,000	\$ 130,000	5.75%	\$ 31,338	
11/1/28			5.75%	\$ 27,600	\$ 190,200
5/1/29	\$ 960,000	\$ 135,000	5.75%	\$ 27,600	
11/1/29			5.75%	\$ 23,719	\$ 192,438
5/1/30	\$ 825,000	\$ 145,000	5.75%	\$ 23,719	
11/1/30			5.75%	\$ 19,550	\$ 194,100
5/1/31	\$ 680,000	\$ 155,000	5.75%	\$ 19,550	
11/1/31			5.75%	\$ 15,094	\$ 195,188
5/1/32	\$ 525,000	\$ 165,000	5.75%	\$ 15,094	
11/1/32			5.75%	\$ 10,350	\$ 195,700
5/1/33	\$ 360,000	\$ 175,000	5.75%	\$ 10,350	
11/1/33			5.75%	\$ 5,319	\$ 195,638
5/1/34	\$ 185,000	\$ 185,000	5.75%	\$ 5,319	
<b>TOTAL</b>		<b>\$ 1,545,000</b>		<b>\$ 583,913</b>	<b>\$ 2,128,913</b>

**Double Branch CDD**  
**Operation and Maintenance Assessment Allocation**

Description	Single Family	Multi-Family	Village Center Retail	Village Center Office	Total
Units	2,205	276	8,000	35,000	
Gross Per Unit	\$ 894.24	\$ 646.13	\$ 1.13	\$ 0.52	
Gross Assessment	\$ 1,971,799	\$ 178,331	\$ 9,013	\$ 18,085	\$ 2,177,228
Net Assessment (.94)	\$ 1,849,328	\$ 167,345	\$ 8,512	\$ 17,000	\$ 2,042,186
<b>Allocation By Fund</b>					
General Fund					\$ 177,890
Recreation Fund					\$ 1,873,440
<b>Total</b>					<b>\$ 2,051,330</b>

	<b>FY 2023</b>	<b>FY 2024</b>	<b>\$ Increase</b>
Single Family	\$894.24	\$894.24	\$0.00
Multi-Family	\$646.13	\$646.13	\$0.00
Village Center Retail	\$1.13	\$1.13	\$0.00
Village Center Office	\$0.52	\$0.52	\$0.00



# Double Branch

Community Development District

Capital Reserve Fund

Description	Adopted Budget FY 2023	Actual YTD 5/31/23	Projected Next 4 Months	Total Projected FY 2023	Approved Budget FY 2024
<b>REVENUES:</b>					
Beginning Fund Balance	\$ 1,434,151	\$ 1,434,151	\$ -	\$ 1,434,151	\$ 1,420,589
Interest Income	\$ 6,000	\$ 23,092	\$ 5,000	\$ 28,092	\$ 10,000
Transfer In - Capital Reserve	\$ 411,722	\$ -	\$ 411,722	\$ 411,722	\$ 300,137
Transfer In - General Fund Reserve	\$ 5,725	\$ -	\$ 5,725	\$ 5,725	\$ 2,719
<b>TOTAL REVENUES</b>	<b>\$ 1,857,598</b>	<b>\$ 1,457,243</b>	<b>\$ 422,447</b>	<b>\$ 1,879,689</b>	<b>\$ 1,733,444</b>
<b>EXPENDITURES:</b>					
Repairs & Replacements	\$ 570,670	\$ 279,101	\$ 180,000	\$ 459,101	\$ 530,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 570,670</b>	<b>\$ 279,101</b>	<b>\$ 180,000</b>	<b>\$ 459,101</b>	<b>\$ 530,000</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$ 1,286,928</b>	<b>\$ 1,178,142</b>	<b>\$ 242,447</b>	<b>\$ 1,420,589</b>	<b>\$ 1,203,444</b>

**Double Branch CDD**  
**Reserve Study Funding Plan**  
 (Next 5 Years)

<b>Fiscal Year</b>	<b>Beginning Balance</b>	<b>Add Funding</b>	<b>Add Interest</b>	<b>Less Expenditures</b>	<b>Ending Balance (budget)</b>	<b>Planned Balance (Study)</b>	<b>% of Planned</b>	<b>Replacment Cost (Study)</b>
2023	\$1,434,151	\$417,447	\$28,092	(\$459,101)	\$1,420,589	\$1,683,563	75%	\$2,859,449
<b>2024</b>	<b>\$1,420,589</b>	<b>\$302,855</b>	<b>\$10,000</b>	<b>(\$530,000)</b>	<b>\$1,203,444</b>	<b>\$1,865,281</b>	<b>65%</b>	<b>\$3,031,016</b>
2025	\$1,203,444	\$181,320	\$3,000	(\$89,307)	\$1,298,457	\$2,031,678	64%	\$3,182,567
2026	\$1,298,457	\$186,760	\$3,500	(\$85,467)	\$1,403,250	\$2,195,262	64%	\$3,309,869

# Double Branch Community Development District

## Exhibit "A"

### Allocation of Operating Reserves

#### Estimated Funds Available

General Fund - Beginning Fund Balance - 10/1/22	\$ 76,580
Recreation Fund - Beginning Fund Balance - 10/1/22	\$ 698,117
Estimated General Excess Revenues - Fiscal Year 2023	\$ 7,080
Estimated Recreation Excess Revenues- Fiscal Year 2023	\$ 38,201
Total Estimated Operating Funds Available - 9/30/2023	\$ 819,978

#### Allocation of Funds Available

General Fund Operating Reserve - First Quarter Operating Capital	\$ 44,168
Recreation Fund Operating Reserve - First Quarter Operating Capital	\$ 408,001
Total Reserve	\$ 452,169

Total Working Capital Surplus	\$ 367,810
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Capital Reserve- Beginning Fund Balance - 10/1/22	\$ 1,434,151
Projected Capital Excess Revenues - Fiscal Year 2023	\$ (13,562)
Total Estimated Reserve Funds Available - 9/30/23	\$ 1,420,589

Interest Earned	\$ 10,000
Capital Projects Reserve	\$ 300,137
General Fund Reserve	\$ 2,719
Total Funding FY 2024	\$ 312,855

Capital Reserve Estimated Expenditure - 9/30/24	\$ (530,000)
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Total Estimate Reserve Fund Balances - 9/30/24	\$ 1,203,444
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*FIFTH ORDER OF BUSINESS*

*D.*

# Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

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

## Memorandum

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

### Community:

#### Special Events

- June Dive in, Tuesday Food trucks, Tennis tournaments and Swim Meets at MV
- August Movie – Dive In
- Upcoming – Back to School Party

#### Aquatics

- Summer Swim Team ending, High School Swimming to begin in August
- Currently scheduling neighborhood classes – CPR/First Aid

#### Amenity Usage

- *Total Facilities Usage – 5987*
- *Average daily usage – 200*

#### *Card counts:*

DB Owners	140
DB Renters	79
DB Replacements	24
DB Updated	30

*Total cards printed: 550 (both districts)*

#### Rentals

- 14 of 30 days rented in June , 4 of 4.5 weekends rented
- 11 Clubroom rentals, 5 patio rentals
- 35 tours (40 approx.hours)/65 hours used for scheduling, administrative, etc

## **Double Branch Community Development District (CDD)**

370 OakLeaf Village Parkway, Orange Park, FL 32065

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

### **Memorandum**

#### **Operations: Open Items**

- Update of Slide Pool Leak planning/coordination of repair
- Update of Pickleball renovations schedule
- Report Animal trapping (Muscovy/feral hogs)

#### **MAINTENANCE**

- Preventative maintenance at Fitness center strength and cardio machines
- Sand-patching completed on mixed use tennis courts
- Plantings on Deck update (hanging baskets)
- Coordinate repair to oldest gas cart
- Research for new gas cart to be shared by districts
- Install of new backboards (2) at fitness Center BBall courts
- Moved lower basket to 10' height
- Sanded, primed/rust inhibitor applied, and epoxy coated backboard poles
- Coordinated duck trapping at pools
- Coordinated hog trapping at fall creek
- Touch up painting on decorative street poles in neighborhood (ongoing)
- Delivery and Install of new pool lounges at Amenity Center
- Walkthrough with Health Department completed
- Replaced multiple "dawn till dusk" and pet signs in neighborhoods
- Heavy Rubber surface completed at Pickleball courts
- Repair of large fire backflow at Amenity Center Parking Lot
- 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 6/13 Nature's Hammock, Fall Creek, The Oaks, Cannon's Point, Pebble Creek, Silver Leaf, Oakbrook, and The Cottages completed 6/22.

#### **Landscaping**

- Flower Rotations
- Monthly report for June submitted and filed at Operations office

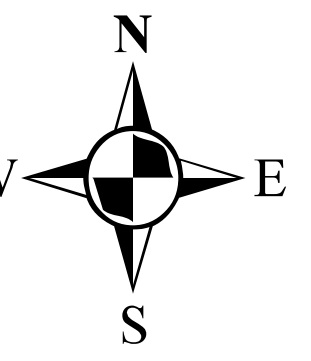
For questions, comments, or clarification, please contact:

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

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







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