

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

***AUGUST 14, 2023***

# *AGENDA*

# Double Branch Community Development District

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

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August 7, 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, August 14, 2023 at 6:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.**

Following is the agenda for the meeting:

- I. Roll Call
- II. Audience Comments (limited to three minutes)
- III. Approval of Consent Agenda
  - A. Minutes of the July 10, 2023 Board of Supervisors Meeting
  - B. Financial Statements
  - C. Assessment Receipts Schedule
  - D. Check Register
- IV. Public Hearing for the Purpose of Adopting the Fiscal Year 2024 Budget
  - A. Consideration of Resolution 2023-09, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2024
  - B. Consideration of Resolution 2023-10, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2024
- V. Staff Reports
  - A. District Counsel
  - B. District Engineer – Acceptance of the 2023 Annual Engineer’s Report

- C. District Manager – Consideration of Designating a Regular Meeting Schedule for Fiscal Year 2024
- D. Operations Manager - Memorandum
- VI. Audience Comments (limited to three minutes) / Supervisors' Requests
- VII. Next Scheduled Meeting – September 11, 2023 at 4:00 p.m. the Plantation Oaks Amenity Center
- VIII. Adjournment

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

Sincerely,

*Marilee Giles*

Marilee Giles  
District Manager

*THIRD ORDER OF BUSINESS*

*A.*

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

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

Present and constituting a quorum were:

Cindy Nelsen	Chairman
Andre Lanier <i>by phone</i>	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

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Giles called the meeting to order at 4:07 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 June 12, 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 June 12th meeting.

Mr. Thomas stated I wasn't here for that meeting.

Ms. Giles stated I'll make that correction.

On MOTION by Chairperson Nelsen seconded by Mr. Horton with all in favor the minutes were approved as revised.

Ms. Giles stated the minutes are followed by the financial statements, the assessment receipts schedule and the check register. The check register is broken out by the three funds that we have; the general fund, the recreation fund, and the capital reserve fund.

Mr. Horton stated I have a question on Tito's Painting. They rented a lift that we paid for. Was that for the fitness center?

Mr. Soriano responded yes; they couldn't get to the highest eaves without the lift. It wasn't included in the original quote, but it was something they needed to be able to finish.

Mr. Horton stated I see the billing for the ducks. Was it \$995 to get us started?

Mr. Soriano responded yes. To update you, after the last meeting I was ready to cut them loose because we hadn't seen any hogs, but the next day after that meeting I got videos sent to me of nine hogs and that's what they were looking at, which I figured would cost us a couple thousand dollars in hog removal, but they did have a video of them out there tearing out the playground and the Fall Creek area there. I went ahead and approved them to continue. We weren't paying anything more for this set up like the ducks, then we only pay for each animal that is removed. We've captured 16 hogs, so I have cut them off at this point. I told them to remove the trap because at this point, I think we're just baiting them and attracting them. I don't think these are hogs that are just going to keep coming in. We will see what happens. You'll see a couple thousand dollars in bills next month for the hog removal. They've only gotten five ducks so far and the net has been up there for a while.

Mr. Horton stated there is a bill in there for three tokens for EntraPass.

Mr. Soriano stated that's to update the access system, so that was part of that work we're doing with the front desk computers.

Mr. Horton asked what is the three tokens?

Mr. Soriano responded it's a software kind of like a security key. When you get Microsoft Word, they give you a security key that allows you to upgrade. They give us a special number that we have to input into the software, and it tells their server that we can upgrade to the next version of software.

On MOTION by Chairperson Nelsen seconded by Mr. Thomas with all in favor the check register was approved.



**FOURTH ORDER OF BUSINESS**

**Discussion of the Fiscal Year 2024 Budget**

Ms. Giles included in the budget is a chart showing the assessments will stay the same. We added this item to the agenda just to have an opportunity for Board discussion. Jay, is there anything in this budget we need to share?

Mr. Soriano responded no; we went over everything last time. The idea was to try to bring it down, so unless there were any concerns on what we talked about removing last time, that's it.

Mr. Horton stated on the vendors you have pest control, and you have Certified Air Contractors. Do you still use them?

Mr. Soriano responded I'll have to update it, it's Toole Technologies. Almost all of our vendors except for landscaping are not exclusive, so even though I use Toole more than everybody else, if there's a time where I need something fixed that he can't get to, I do have the ability to use somebody else. It's mostly Toole. Every once in a while, you might see Howard's A/C. They live in the neighborhood, so they respond quickly.

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

Mr. Eckert stated the agreements that have been approved with VerdeGo and any other agreements you've asked us to do, we've already completed those and they are out for signature at this point. June was a quiet month for us, but I'm happy to answer any questions that the Board has.

**B. District Engineer**

There being no comments, the next item followed.

**C. District Manager**

Ms. Giles stated next month I'll bring the Fiscal Year 2024 meeting schedule for you to look at. If there is a month or date that has caused an issue in the past, just let me know and we will look at it ahead of time to see if changes are necessary.

**D. Operations Manager – Memorandum**

Mr. Soriano stated we have been extremely busy, so our amenity usage numbers are ticking back up to normal compared to the last couple of years since COVID, however your pool is not as high as it has been in the past and I think that's because the slide is down. That cuts down on things like birthday parties and stuff like that. Everything that we've been talking about this last year is getting back to a more normal status with usage. We have events coming up in August. In July we take a break because it's already so busy, but we will be getting back to our dive-in movies and of course, in August, the kids go back to school. Weather-wise I think we're going to be busy at the pools well into September, possibly even those weekends in October.

I have some items I wanted to update you on. We have gotten about five layers of surfacing on the pickleball courts. I'd like it to be quicker, but it's been tough with the holidays and weather. We can't lay surface in the rain. They were supposed to start pulling green paint today but we couldn't even start that. I have some areas I'm concerned with that look like they've gotten wet in the middle of the night that I have to peel and recoat just to make sure everything is good, but our pickleball players are happy. If you've gotten a chance to go out there and see the rubber surface, it's really cool and I think they'll be excited once it's said and done.

The slide is a bigger discussion. Last month I told you I was able to get the as built. We've hit water, but no pipe. If it's broken in the T, or even in the elbow, the only way to get to it is to drain the pool and cut the marcite concrete out. If you recall, we did this same thing to the other pool a couple of years ago. We had a crack and it sunk and we had to cut a big square. You can still see the square patches we have in the other pool where they cut that sump out and they did it to the other side too so they could repair the fiberglass and reattach those pipes. At that time, it cost \$7,000 for each side, so it was \$14,000. It will be a little higher now, but they not only had to cut those out, they also had to cut out a three-foot section of concrete and marcite to get to that T. So, I would be looking at a good \$20,000 at least and we will be knocking this pool out because we'd have to drain it. It's probably going to be a month or more. I sent this out to four different companies. Capital T was supposed to meet me this morning, but because of the rain they didn't show up and he called me about rescheduling for tomorrow. Crown Pools will also be here tomorrow. Both of those companies have a guy that was working on this site when they were installed, so they kind of remember everything. Both of them were surprised the pipe goes the way it does. They thought like me that it makes the quickest exit it can, but it makes

sense since everybody would have been worried about the footers for the slide. I told them it should be a two-week job and asked if they have time for it. Their thought is even if they tell us two weeks, it's going to be at least a month. Something is going to delay it, whether it's rain, or delays with the marcite company. They don't pour the marcite back in, another company will, so they have to work with them too.

Chairperson Nelsen stated so, if we start this when school starts back when we go to the days open, can we keep this pool open every day, or just the lap pool?

Mr. Soriano responded we could keep the lap pool open over there if we want to do it that way. Since we are alternating, that's my other concern is we've talked about should we just start now. At this time of year, we also last year in July started closing down the pools one day a week so we could do a treatment. They're going to be doing that here. The swim team finishes this next week, so they will be out of the way, and we can go to those one-day treatments. That's kind of hard to do, because now the neighborhood's only working slides are over here. We may have to separate it out to where the lap pool is open, so at least they have an option. This was just for discussion, but I wish I had numbers for you.

Mr. Thomas asked is it actively leaking right now?

Mr. Soriano responded no. It hasn't been leaking for the last two months. That's how we know it's that pipe. Not only did we have a company come in here for it, but I plugged that pipe up, so those two drains we put in big test plugs that are just sitting there and then there is a plug on the other side by the pool house. That pipe is separated out now, so you're not leaking any water. Figuring out exactly where and how to get to it is going to be the hard part. You're going to have to cut out some concrete someplace.

Mr. Thomas stated I think with the heat and everything going on in July, there would be an uprising.

Mr. Soriano stated I have gotten a couple of complaints about the slide. There's not much we can do. The other option was to at least give them a pool to play with. They have three pools there now, so even when we're busy, people can spread out, it's just not having the slide.

Mr. Thomas stated I think waiting until September would be ideal.

Mr. Horton stated I agree.

Mr. Soriano stated I'll make plans for how we do that alternating schedule so that there is always an option. I'll meet with them still to get plans and a timeline knowing that we're looking

at starting in September, and costs so I can bring that back to you guys. The other thing we talked about was those big pipes run all the way along the grass and back to the pool pack area, so we talked about changing that and putting two tanks next to the slide tower, that way in the future, I don't need to worry about those pipes anymore. There's quite a few hundred feet that could have an issue in two or three years. But that would be a bigger cost and would be a separate quote. If that's something we want to move forward with, we can talk about that.

Mr. Horton asked is the backflow done now?

Mr. Soriano responded Bob's was able to repair what was needed. They did a quick repair on the leak, but then they also have a check valve that they ordered. I had originally given you guys one from our contracted fire company at around \$6,900 dollars. Bob's did it for \$2,367.88. You'll see it in next month's packet, because I just sent the invoice off last week. They did have a small asterisk that says as they're replacing the check valve if anything else pops up, there would be an additional charge, but at the moment, everything is off, so the water is not leaking and the fire service is working fine. They did give me a recommendation and I'll bring that back after they're finished for replacing that insulation. That is custom molded insulation. The proposal to replace that insulation was \$1,782.88. I want to worry about getting it fixed first, so I'll bring that quote back.

Mr. Horton asked what's that insulation for?

Mr. Soriano responded for the big backflow. When you saw it leaking you noticed how a lot of the insulation is falling apart.

Chairperson Nelsen stated but for aesthetics, it's right there at the park.

Mr. Soriano stated it's kind of hidden by the bushes, but they did have to tear some of it off to get to it, so once the repair is done, we will take a look at it and I'll bring that back to you and I'll probably have them give me a better price, but that's what they put on their quote.

Chairperson Nelsen stated maybe if they do it all at once, so they don't have to come back?

Mr. Soriano stated I can see if they give us a better deal and I can always approve that under my amount if that's the case.

Mr. Horton stated on pickleball you said you're waiting for the rain so they can put the green paint on.

Mr. Soriano stated once we do the first coat of green, I can get the company that is coming out to line it. I sent them an email last week letting them know we were planning on doing that this week, but he hasn't responded to me. If I put that first coat of green on and he can't show up for a month, I'm stuck. I have no clue where the nets and the posts go; I have to have that positioning out there before we can move forward.

Mr. Horton asked it only requires one coat of green?

Mr. Soriano responded no; it requires multiple. We may still have three weeks on the quick side if he can get to me in this next week or so to do the lining.

Mr. Horton asked you had a walk-through with the health department. I guess that went okay?

Mr. Soriano responded yes; we are good there. That is considered the last for this operating year for our permits. I'll get another one that starts off the first part of the operating year, but it's actually the end of the summer.

Mr. Horton asked so twice a year?

Mr. Soriano responded yes. Sometimes they do a third, but they're supposed to at least do two, one at the end of their operating year and one at the beginning.

Mr. Horton stated we commented on the landscaping around the club room. Were you thinking mulch or something?

Ms. Suchsland stated pine straw. We couldn't do mulch because of the rain coming off the roofline. It would just wash into the lake.

Mr. Horton stated it looks good.

**SIXTH ORDER OF BUSINESS**

**Audience Comments / Supervisors' Requests**

Mr. Horton asked is everything going okay with security?

Mr. Soriano responded so far. The biggest thing is they're getting a steadier staff, which is nice because they had a lot of change over for a while. What I would like if they're comfortable with their staff, they need to drive the golf cart. The golf cart is working, and we paid money for those batteries. They even created a check-in and check-out system, so they have it on record if I know one of their guys damaged the cart or there's any issues with it, but they haven't been using it yet, so I'll get with them on that.

Mr. Horton stated yeah, I don't know why they wouldn't want to use it as long as it's reliable. If I had to push the thing back, I don't think I'd use it either.

Mr. Soriano stated they're all brand new batteries now, so there shouldn't be an issue. My guys have used it and the only thing they've pointed out is when someone doesn't hook the charger up at night. They're electric carts, so you do have to charge them every night.

Mr. Horton stated speaking of carts, there is something on there about replacing one of the carts.

Mr. Soriano stated we repaired one and then I have one that is sitting in the shop right now. The oldest one is a 2006. Quite a few years ago I replaced one of our two old carts. Each side had one from 2006. I replaced the one and kept that car for parts and we've been kind of piecing together this other start to make it last. We've gotten to the point where he wants to replace the motor. The motor snapped off completely. It's \$1,600, so it's still not bad, but I may look at purchasing another gas cart to split between the two districts. We will try to make it run. I have a couple more maintenance guys now, so I need them to be able to get out. This year, especially for the summer, trash has been bad. Since they got out of school, trash on our roadsides and in our parks is worse than I've ever seen it, so being able to send these guys out quick when I get an email or call from a resident is helpful, so having those carts available makes it a lot easier.

Mr. Horton stated last I heard in February there were three full-time and three part-time employees.

Mr. Soriano stated now I have another full-time and one part-time. I will lose one to the military and one to UNF, so we will work on replacing them. That will happen at the end of August or beginning of September. We are a little more loaded than we've been in the past and that's helpful. We have interviews for three guys this week, two for janitorial and one for maintenance. I don't have a concern if I get a little more because I could have used one of those guys for three months and then they quit.

Mr. Horton stated the air conditioning where Wanda and Lisa are does not work. One of them was shut off because it leaks so bad.

Mr. Soriano stated I know it's hot in there, but years ago before I was there, the girls that sat in those offices wanted to be able to control their office individually, so they added those picture frame split systems, and they don't work very well. The big A/C is controlled in what

used to be the gym. My office can be cold, and their offices will be warm still. When we're able to pump enough A/C there and it's working well, you walk into my office, and it will be 63 degrees just to get them to 77 many times. I've been waiting for Toole. They're going to block a lot of the vents for me. We have quite a few vents that feed that since it was the gym.

**SEVENTH ORDER OF BUSINESS**

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

Ms. Giles stated the next meeting was scheduled for August 14, 2023 at 6:00 p.m. in this same location.

**EIGHTH ORDER OF BUSINESS**

**Adjournment**

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

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairman/Vice Chairman

*B.*



# Double Branch

## Community Development District

Unaudited Financial Reporting  
June 30, 2023



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

**Combined Balance Sheet**

June 30, 2023

	<b>Governmental Fund Types</b>					<b>Totals</b>
	<b>General</b>	<b>Recreation</b>	<b>Capital Reserve</b>	<b>Debt Service</b>	<b>Capital Projects</b>	<b>(Memorandum Only) 2023</b>
<b>ASSETS:</b>						
Cash	\$95,725	\$850,093	\$1,456,942	---	---	\$2,402,760
Investments:						
<i><b>Series 2013A-1</b></i>						
Revenue	---	---	---	\$717,441	---	\$717,441
Reserve A1	---	---	---	\$868,806	---	\$868,806
Prepayment	---	---	---	\$269	---	\$269
Acquisition and Construction	---	---	---	---	\$19,229	\$19,229
<i><b>Series 2013A-2</b></i>						
Reserve A2	---	---	---	\$95,634	---	\$95,634
<i><b>Operations</b></i>						
Custody Account-General Fund Excess	\$19,866	---	---	---	---	\$19,866
Custody Account-Recreation Fund Excess	---	\$187,745	---	---	---	\$187,745
Custody Account-Recreation Fund Reserve	---	---	\$75	---	---	\$75
<i><b>State Board</b></i>						
General Fund	\$13,032	---	---	---	---	\$13,032
Recreation	---	\$93,272	---	---	---	\$93,272
Capital Reserve	---	---	\$121,382	---	---	\$121,382
Due From Capital Reserve Fund	---	\$1,216	---	---	---	\$1,216
Due from Other	\$25	\$137	---	---	---	\$162
Due From Middle Village	---	\$5,055	---	---	---	\$5,055
Electric Deposits	---	\$4,583	---	---	---	\$4,583
Prepaid Expenses	\$4,091	\$485	---	---	---	\$4,576
<b>TOTAL ASSETS</b>	<b>\$132,739</b>	<b>\$1,142,587</b>	<b>\$1,578,399</b>	<b>\$1,682,151</b>	<b>\$19,229</b>	<b>\$4,555,105</b>
<b>LIABILITIES:</b>						
Accounts Payable	\$3,211	\$16,420	\$5,023	---	---	\$24,654
FICA Payable	\$153	---	---	---	---	\$153
Accrued Expenses	---	\$18,956	\$4,403	---	---	\$23,359
Due to Rec Fund	---	---	\$1,216	---	---	\$1,216
<b>FUND BALANCES:</b>						
Nonspendable	---	\$4,583	---	---	---	\$4,583
Restricted for Debt Service	---	---	---	\$1,682,151	---	\$1,682,151
Restricted for Capital Projects	---	---	---	---	\$19,229	\$19,229
Assigned	---	---	\$1,567,757	---	---	\$1,567,757
Unassigned	\$129,375	\$1,102,627	---	---	---	\$1,232,001
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>\$132,739</b>	<b>\$1,142,587</b>	<b>\$1,578,399</b>	<b>\$1,682,151</b>	<b>\$19,229</b>	<b>\$4,555,105</b>

**DOUBLE BRANCH**  
**Community Development District**  
**GENERAL FUND**  
Statement of Revenues & Expenditures  
For The Period Ending June 30, 2023

	AMENDED BUDGET	PRORATED BUDGET THRU 6/30/2023	ACTUAL THRU 6/30/2023	VARIANCE
Assessment - Tax Roll	\$177,890	\$177,890	\$178,503	\$613
Interest Income	\$200	\$200	\$1,445	\$1,245
<b>TOTAL REVENUES</b>	<b>\$178,090</b>	<b>\$178,090</b>	<b>\$179,948</b>	<b>\$1,858</b>

**EXPENDITURES:**

**Administrative**

Supervisor Fees	\$12,000	\$9,000	\$7,000	\$2,000
FICA Expense	\$1,000	\$750	\$578	\$173
Engineering	\$5,000	\$3,750	\$0	\$3,750
Arbitrage	\$700	\$700	\$700	\$0
Dissemination	\$1,600	\$1,200	\$1,200	\$0
Assessment Roll	\$8,212	\$8,212	\$8,212	\$0
Attorney	\$42,000	\$31,500	\$29,539	\$1,961
Annual Audit	\$5,000	\$5,000	\$5,100	(\$100)
Trustee Fees	\$8,815	\$6,611	\$4,725	\$1,887
Management Fees	\$64,850	\$48,638	\$48,638	\$0
Information Technology	\$2,142	\$1,607	\$1,607	\$0
Telephone	\$600	\$450	\$156	\$294
Postage	\$1,900	\$1,425	\$428	\$997
Printing & Binding	\$2,000	\$1,500	\$694	\$806
Records Storage	\$300	\$225	\$0	\$225
Insurance	\$10,351	\$10,351	\$9,272	\$1,079
Legal Advertising	\$2,800	\$2,100	\$1,452	\$648
Office Supplies	\$300	\$225	\$11	\$214
Website Compliance	\$2,500	\$1,875	\$1,875	\$0
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
Other Current Charges	\$120	\$90	\$69	\$21
Reserve	\$5,725	\$5,725	\$5,725	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$178,090</b>	<b>\$141,108</b>	<b>\$127,154</b>	<b>\$13,955</b>

<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$0</b>	<b>\$52,795</b>
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<b>FUND BALANCE - Beginning</b>	<b>\$0</b>	<b>\$76,580</b>
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<b>FUND BALANCE - Ending</b>	<b>\$0</b>	<b>\$129,375</b>
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**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	\$116	\$0	\$0	\$0	\$1,445
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>\$116</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$179,948</b>

**Expenditures:**

**Administrative**

Supervisors Fees	\$1,000	\$1,000	\$1,000	\$0	\$800	\$600	\$800	\$1,000	\$800	\$0	\$0	\$0	\$7,000
FICA Expense	\$83	\$83	\$83	\$0	\$66	\$50	\$66	\$83	\$66	\$0	\$0	\$0	\$578
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	\$133	\$0	\$0	\$0	\$1,200
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	\$2,291	\$0	\$0	\$0	\$29,539
Annual Audit	\$0	\$0	\$0	\$0	\$2,000	\$0	\$0	\$500	\$2,600	\$0	\$0	\$0	\$5,100
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	\$5,404	\$0	\$0	\$0	\$48,638
Computer Time	\$179	\$179	\$179	\$179	\$179	\$179	\$179	\$179	\$179	\$0	\$0	\$0	\$1,607
Telephone	\$7	\$64	\$15	\$14	\$0	\$5	\$13	\$22	\$16	\$0	\$0	\$0	\$156
Postage	\$14	\$20	\$125	\$96	\$11	\$15	\$54	\$65	\$28	\$0	\$0	\$0	\$428
Printing & Binding	\$184	\$102	\$26	\$44	\$53	\$65	\$66	\$100	\$55	\$0	\$0	\$0	\$694
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	\$139	\$0	\$0	\$0	\$1,452
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	\$1	\$0	\$0	\$0	\$11
Website Compliance	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$0	\$0	\$0	\$1,875
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	\$5,725	\$0	\$0	\$0	\$5,725
Other Current Charges	\$7	\$7	\$27	\$0	\$6	\$4	\$6	\$7	\$6	\$0	\$0	\$0	\$69

**Total Administrative**

	\$30,424	\$10,697	\$10,060	\$7,231	\$12,192	\$16,370	\$10,197	\$12,332	\$17,650	\$0	\$0	\$0	\$127,154
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**Excess Revenues (Expenditures)**

	(\$30,404)	\$152,773	(\$8,693)	\$1,134	(\$10,458)	(\$15,902)	(\$6,646)	(\$11,475)	(\$17,534)	\$0	\$0	\$0	\$52,795
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**DOUBLE BRANCH**  
**Community Development District**  
**RECREATION AND FACILITIES MAINTENANCE**  
Statement of Revenues & Expenditures  
For The Period Ending June 30, 2023

	AMENDED BUDGET	PRORATED BUDGET THRU 6/30/2023	ACTUAL THRU 6/30/2023	VARIANCE
<b>REVENUES:</b>				
Assessments-Tax Roll	\$1,873,440	\$1,873,440	\$1,879,894	\$6,454
Interest Income	\$1,000	\$1,000	\$15,741	\$14,741
Amenities Revenue	\$30,000	\$22,500	\$31,654	\$9,154
Sports Revenue	\$25,000	\$18,750	\$9,070	(\$9,680)
<b>TOTAL REVENUES</b>	<b>\$1,929,440</b>	<b>\$1,915,690</b>	<b>\$1,936,359</b>	<b>\$20,669</b>
<b>EXPENDITURES:</b>				
<b><i>Administrative:</i></b>				
Management Fees - Onsite	\$208,187	\$156,140	\$156,140	\$0
Insurance	\$87,892	\$87,892	\$79,614	\$8,278
Other Current Charges	\$3,500	\$2,625	\$1,901	\$724
Permit Fees	\$1,635	\$1,226	\$1,381	(\$155)
<b>Total Administrative</b>	<b>\$301,214</b>	<b>\$247,884</b>	<b>\$239,036</b>	<b>\$8,847</b>
<b><i>Maintenance:</i></b>				
<b><u>Common Area</u></b>				
Security	\$94,257	\$70,692	\$72,006	(\$1,313)
Security - Clay County Off-Duty Sheriff	\$54,438	\$40,829	\$37,223	\$3,606
Water - Irrigation	\$12,300	\$9,225	\$6,308	\$2,917
Irrigation Maintenance	\$6,000	\$4,500	\$0	\$4,500
Streetlighting	\$31,000	\$23,250	\$21,694	\$1,556
Electric	\$35,000	\$26,250	\$25,576	\$674
Landscape Maintenance	\$422,908	\$317,181	\$322,700	(\$5,519)
Common Area Maintenance	\$55,000	\$41,250	\$38,325	\$2,925
Lake Maintenance	\$27,840	\$20,880	\$24,198	(\$3,318)
Capital Reserve	\$411,722	\$411,722	\$411,722	\$0
<b>Total Common Area</b>	<b>\$1,150,464</b>	<b>\$965,779</b>	<b>\$959,751</b>	<b>\$6,028</b>
<b><u>Recreation Facility</u></b>				
Amenity Staff	\$129,800	\$97,350	\$99,056	(\$1,706)
Refuse Services	\$14,479	\$10,860	\$11,509	(\$649)
Telephone	\$5,500	\$4,125	\$4,652	(\$527)
Electric	\$40,000	\$30,000	\$29,321	\$679
Cable	\$8,500	\$6,375	\$5,493	\$882
Pool Maintenance	\$38,215	\$28,661	\$26,056	\$2,606
Water / Sewer/Reclaim	\$48,000	\$36,000	\$37,600	(\$1,600)
Facility Maintenance-General	\$50,000	\$37,500	\$34,595	\$2,905
Facility Maintenance-Preventative	\$13,717	\$10,288	\$4,462	\$5,826
Facility Maintenance - Contingency	\$34,750	\$26,063	\$16,964	\$9,098
Lighting Repairs	\$8,500	\$6,375	\$6,290	\$85
Special Events	\$10,500	\$7,875	\$6,264	\$1,611
Office Supplies & Equipment	\$2,000	\$1,500	\$1,661	(\$161)
Janitorial	\$64,000	\$48,000	\$41,700	\$6,300
Recreation Passes	\$5,000	\$3,750	\$2,856	\$894

**DOUBLE BRANCH**

**Community Development District**  
**RECREATION AND FACILITIES MAINTENANCE**  
Statement of Revenues & Expenditures  
For The Period Ending June 30, 2023

	AMENDED BUDGET	PRORATED BUDGET THRU 6/30/2023	ACTUAL THRU 6/30/2023	VARIANCE
Pool Leak Repairs	\$2,500	\$1,875	\$0	\$1,875
Multiuse Field	\$2,300	\$1,725	\$0	\$1,725
<b>Total Recreation Facility</b>	<b>\$477,761</b>	<b>\$358,321</b>	<b>\$328,478</b>	<b>\$29,843</b>
<b>Total Maintenance</b>	<b>\$1,628,226</b>	<b>\$1,324,100</b>	<b>\$1,288,229</b>	<b>\$35,870</b>
<b>TOTAL EXPENDITURES</b>	<b>\$1,929,440</b>	<b>\$1,571,983</b>	<b>\$1,527,266</b>	<b>\$44,718</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$0</b>		<b>\$409,093</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$0</b>		<b>\$698,117</b>	
<b>FUND BALANCE - Ending</b>	<b>\$0</b>		<b>\$1,107,210</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	\$964	\$0	\$0	\$0	\$15,741
Amenities Revenue	\$245	\$1,337	(\$646)	\$79	\$4,732	\$6,600	\$6,961	\$4,360	\$7,986	\$0	\$0	\$0	\$31,654
Sports Revenue	\$0	\$0	\$0	\$1,320	\$0	\$0	\$2,350	\$2,300	\$3,100	\$0	\$0	\$0	\$9,070
<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>\$12,050</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,936,359</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	\$17,349	\$0	\$0	\$0	\$156,140
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	\$276	\$0	\$0	\$0	\$1,901
Permit Fees	\$162	\$27	\$417	\$0	\$0	\$0	\$0	\$0	\$775	\$0	\$0	\$0	\$1,381
<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>\$18,400</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$239,036</b>
<b>MAINTENANCE- Common Area</b>													
Security	\$8,234	\$7,884	\$8,184	\$8,184	\$7,385	\$8,134	\$7,984	\$8,134	\$7,884	\$0	\$0	\$0	\$72,006
Security - Clay County Off-Duty Sheriff	\$3,977	\$4,461	\$5,387	\$3,461	\$3,747	\$4,608	\$3,904	\$3,374	\$4,305	\$0	\$0	\$0	\$37,223
Water - Irrigation	\$626	\$600	\$562	\$543	\$620	\$735	\$884	\$876	\$863	\$0	\$0	\$0	\$6,308
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	\$2,315	\$0	\$0	\$0	\$21,694
Electric	\$3,145	\$3,026	\$2,637	\$2,840	\$2,231	\$2,928	\$2,924	\$2,939	\$2,906	\$0	\$0	\$0	\$25,576
Landscape Maintenance	\$40,762	\$35,242	\$35,242	\$35,242	\$35,242	\$35,242	\$35,242	\$35,242	\$35,242	\$0	\$0	\$0	\$322,700
Common Area Maintenance	\$5,743	\$4,331	\$3,539	\$5,277	\$4,330	\$2,730	\$3,745	\$4,297	\$4,333	\$0	\$0	\$0	\$38,325
Lake Maintenance	\$6,838	\$2,170	\$2,170	\$2,170	\$2,170	\$2,170	\$2,170	\$2,170	\$2,170	\$0	\$0	\$0	\$24,198
Capital Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$411,722	\$0	\$0	\$0	\$411,722
<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>\$59,213</b>	<b>\$59,392</b>	<b>\$471,740</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$959,751</b>
<b>Recreation Facility</b>													
Amenity Staff	\$9,464	\$5,180	\$8,423	\$5,410	\$5,556	\$7,559	\$9,663	\$13,649	\$34,152	\$0	\$0	\$0	\$99,056
Refuse Service	\$1,134	\$1,134	\$1,134	\$1,134	\$1,395	\$1,395	\$1,395	\$1,395	\$1,395	\$0	\$0	\$0	\$11,509
Telephone	\$880	\$511	\$513	\$491	\$452	\$452	\$452	\$450	\$451	\$0	\$0	\$0	\$4,652
Electric	\$4,449	\$3,391	\$2,662	\$2,732	\$2,772	\$2,965	\$2,999	\$3,563	\$3,788	\$0	\$0	\$0	\$29,321
Cable	\$580	\$578	\$578	\$622	\$631	\$627	\$627	\$626	\$624	\$0	\$0	\$0	\$5,493
Pool Maintenance/Chemicals	\$2,483	\$2,483	\$2,483	\$3,101	\$3,101	\$3,101	\$3,101	\$3,101	\$3,101	\$0	\$0	\$0	\$26,056
Water/Sewer/Reclaim	\$4,345	\$4,039	\$4,041	\$3,329	\$3,949	\$4,452	\$4,620	\$4,529	\$4,296	\$0	\$0	\$0	\$37,600
Facility Maintenance - General	\$4,165	\$4,164	\$3,367	\$4,166	\$4,165	\$2,660	\$3,615	\$4,125	\$4,168	\$0	\$0	\$0	\$34,595
Facility Maintenance - Preventative Contracts	\$443	\$1,629	\$360	\$155	\$360	\$640	\$515	\$0	\$360	\$0	\$0	\$0	\$4,462
Facility Maintenance - Contingency	\$2,895	\$2,893	\$2,487	\$2,895	\$2,896	\$0	\$0	\$0	\$2,899	\$0	\$0	\$0	\$16,964
Lighting Repairs	\$708	\$707	\$705	\$704	\$708	\$650	\$697	\$703	\$708	\$0	\$0	\$0	\$6,290
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	\$50	\$0	\$0	\$0	\$1,661
Janitorial	\$4,633	\$4,633	\$4,633	\$4,633	\$4,633	\$4,633	\$4,633	\$4,633	\$4,633	\$0	\$0	\$0	\$41,700
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	\$33,658	\$37,712	\$60,626	\$0	\$0	\$0	\$328,478
<b>Total Expenses</b>	<b>\$209,450</b>	<b>\$111,492</b>	<b>\$110,502</b>	<b>\$107,101</b>	<b>\$106,891</b>	<b>\$105,690</b>	<b>\$110,471</b>	<b>\$114,902</b>	<b>\$550,766</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,527,266</b>
<b>Excess Revenues (Expenditures)</b>	<b>(\$208,284)</b>	<b>\$1,612,164</b>	<b>(\$96,338)</b>	<b>(\$17,190)</b>	<b>(\$83,537)</b>	<b>(\$95,531)</b>	<b>(\$63,996)</b>	<b>(\$99,479)</b>	<b>(\$538,716)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$409,093</b>



# 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 June 30, 2023

	ADOPTED BUDGET	PRORATED THRU 6/30/2023	ACTUAL THRU 6/30/2023	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	\$69,867	\$66,367
<b>TOTAL REVENUES</b>	<b>\$1,965,378</b>	<b>\$1,965,378</b>	<b>\$2,036,638</b>	<b>\$71,260</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		\$91,244	
<b>Net change in Fund Balance</b>	<b>\$19,984</b>		<b>\$91,244</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>\$1,682,151</b>	

Revenue	\$717,441
Reserve 2013-1	\$868,806
Reserve 2013-2	\$95,634
Prepayment	\$269
<b>Total</b>	<b>\$1,682,151</b>

**DOUBLE BRANCH**  
**Community Development District**  
**Capital Reserve Fund**  
Statement of Revenues & Expenditures  
For The Period Ending June 30, 2023

	AMENDED BUDGET	PRORATED THRU 6/30/2023	ACTUAL THRU 6/30/2023	VARIANCE
<b><u>REVENUES:</u></b>				
Interest Income	\$6,000	\$6,000	\$23,621	\$17,621
Transfer In - Capital Reserve	\$411,722	\$411,722	\$411,722	\$0
Transfer In - General Fund Reserve	\$5,725	\$5,725	\$5,725	\$0
<b>TOTAL REVENUES</b>	<b>\$423,447</b>	<b>\$423,447</b>	<b>\$441,068</b>	<b>\$17,621</b>
<b><u>EXPENDITURES:</u></b>				
Repairs & Replacements	\$570,670	\$428,003	\$307,462	\$120,541
<b>TOTAL EXPENDITURES</b>	<b>\$570,670</b>	<b>\$428,003</b>	<b>\$307,462</b>	<b>\$120,541</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$147,223)</b>		<b>\$133,607</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>\$1,567,757</b>	

**DOUBLE BRANCH**  
**Community Development District**  
**CAPITAL PROJECTS FUND**  
Statement of Revenues & Expenditures  
For The Period Ending June 30, 2023

	SERIES 2013 A-1 AND A-2
<b><u>REVENUES:</u></b>	
Interest Income	\$547
<b>TOTAL REVENUES</b>	<b>\$547</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>\$547</b>
<b>FUND BALANCE - Beginning</b>	<b>\$18,682</b>
<b>FUND BALANCE - Ending</b>	<b>\$19,229</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

July 31, 2023

Fund	Date	Check No.	Amount
<b>General Fund</b>			
Accounts Payable	7/7/23	1761	\$ 69.50
	7/14/23	1762-1763	\$ 8,404.49
	7/31/23	1764	\$ 182.00
		<b>Sub-Total</b>	<b>\$ 8,655.99</b>
<b>Recreation Fund</b>			
Accounts Payable	7/7/23	7307-7308	\$ 5,270.91
	7/14/23	7309-7320	\$ 23,951.00
	7/19/23	7321-7326	\$ 45,524.06
	7/31/23	7327-7328	\$ 12,208.00
		<b>Sub-Total</b>	<b>\$ 86,953.97</b>
<b>Capital Reserve Fund</b>			
Accounts Payable	7/7/23	133-137	\$ 6,373.28
	7/19/23	138-139	\$ 6,530.24
	7/31/23	140-141	\$ 8,142.21
		<b>Sub-Total</b>	<b>\$ 21,045.73</b>
<b>Total</b>			<b>\$ 116,655.69</b>



CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
7/07/23	00111	6/29/23 23-00235	202306 310-51300-48000	NTC OF MTG BOS 6/29/23	*	69.50	
JACKSONVILLE DAILY RECORD							69.50 001761
7/14/23	00035	7/01/23 2343	202307 310-51300-34000	JUL MANAGEMENT FEES	*	5,404.17	
		7/01/23 2343	202307 310-51300-52000	JUL WEBSITE ADMIN	*	208.33	
		7/01/23 2343	202307 310-51300-35100	JUL INFO TECH	*	178.50	
		7/01/23 2343	202307 310-51300-31300	JUL DISSEM AGENT SRVCS	*	133.33	
		7/01/23 2343	202307 310-51300-51000	OFFICE SUPPLIES	*	8.14	
		7/01/23 2343	202307 310-51300-42000	POSTAGE	*	59.40	
		7/01/23 2343	202307 310-51300-42500	COPIES	*	112.50	
		7/01/23 2343	202307 310-51300-41000	TELEPHONE	*	8.99	
GOVERNMENTAL MANAGEMENT SERVICES							6,113.36 001762
7/14/23	00113	7/10/23 3250355	202306 310-51300-31500	JUN GENERAL SERVICES	*	2,291.13	
KUTAK ROCK LLP							2,291.13 001763
7/31/23	00111	7/20/23 23-00259	202307 310-51300-48000	NTC OF PUB HEAR 7/20&27	*	182.00	
JACKSONVILLE DAILY RECORD							182.00 001764
TOTAL FOR BANK A						8,655.99	
TOTAL FOR REGISTER						8,655.99	

# Jacksonville Daily Record

*A Division of*

**DAILY RECORD & OBSERVER, LLC**

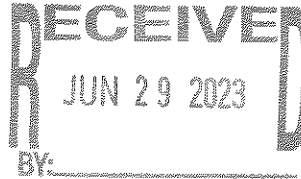
P.O. Box 1769  
Jacksonville, FL 32201  
(904) 356-2466

## INVOICE

June 29, 2023

Date

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



---

Serial #	<u>23-00235C</u>	PO/File #	_____	\$69.50
				<b>Payment Due</b>
	Notice of Meeting of the Board of Supervisors			
	_____			\$69.50
	Double Branch Community Development District			<b>Publication Fee</b>
	_____			
Case Number	_____			<b>Amount Paid</b>
Publication Dates	<u>6/29</u>	_____		<b>Payment Due Upon Receipt</b>
County	<u>Clay</u>	_____		For your convenience, you may remit payment online at <a href="http://www.jaxdailyrecord.com/send-payment">www.jaxdailyrecord.com/ send-payment</a> .

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

If your payment is being  
mailed, please reference  
**Serial # 23-00235C** on your  
check or remittance advice.

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

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*(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, July 10, 2023, at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. An electronic copy of the agenda for this meeting may be obtained from the District Manager, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (and phone (904) 940-5850) and on the District's website at [www.DoubleBranchCDD.com](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. 29 00 (23-00235C)

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

# Invoice

**Invoice #:** 2343  
**Invoice Date:** 7/1/23  
**Due Date:** 7/1/23  
**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 - July 2023		5,404.17	5,404.17
Website Administration - July 2023		208.33	208.33
Information Technology - July 2023		178.50	178.50
Dissemination Agent Services - July 2023		133.33	133.33
Office Supplies		8.14	8.14
Postage		59.40	59.40
Copies		112.50	112.50
Telephone		8.99	8.99
		<b>Total</b>	<b>\$6,113.36</b>
		<b>Payments/Credits</b>	<b>\$0.00</b>
		<b>Balance Due</b>	<b>\$6,113.36</b>

**RECEIVED**  
 JUL 06 2023  
 BY: \_\_\_\_\_

**KUTAK ROCK LLP**

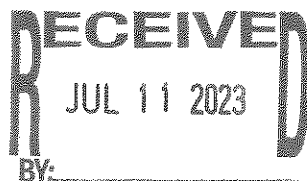
**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

July 10, 2023



**Check Remit To:**

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Reference: Invoice No. 3250355

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. 3250355  
5323-1

Re: General

For Professional Legal Services Rendered

06/05/23	M. Eckert	0.10	36.50	Respond to auditor request
06/05/23	K. Haber	0.80	204.00	Prepare landscape maintenance agreement
06/06/23	M. Eckert	0.10	36.50	Respond to auditor request
06/06/23	J. Gillis	0.30	49.50	Coordinate response to auditor letter
06/08/23	K. Haber	0.40	102.00	Prepare landscape maintenance agreement; correspondence with Giles and Soriano regarding same
06/09/23	K. Haber	0.20	51.00	Revise landscape maintenance agreement; correspondence with Hogge regarding same
06/11/23	M. Eckert	0.20	73.00	Prepare for board meeting
06/12/23	M. Eckert	3.50	1,277.50	Prepare budget and assessment documents; prepare for, travel to and attend board meeting; return travel; follow up
06/12/23	K. Haber	1.20	306.00	Prepare budget notice and resolutions; prepare board meeting agenda memorandum
06/13/23	M. Eckert	0.10	36.50	Prepare budget and assessment

**KUTAK ROCK LLP**

Double Branch CDD  
July 10, 2023  
Client Matter No. 5323-1  
Invoice No. 3250355  
Page 2

06/13/23	K. Haber	0.10	25.50	documents Correspondence with Giles and Hogge regarding budget notice and resolutions
06/28/23	M. Eckert	0.20	73.00	Prepare for and attend agenda call
TOTAL HOURS		7.20		
TOTAL FOR SERVICES RENDERED				\$2,271.00
DISBURSEMENTS				
Travel Expenses			20.13	
TOTAL DISBURSEMENTS				<u>20.13</u>
TOTAL CURRENT AMOUNT DUE				<u>\$2,291.13</u>

# Jacksonville Daily Record

A Division of  
DAILY RECORD & OBSERVER, LLC

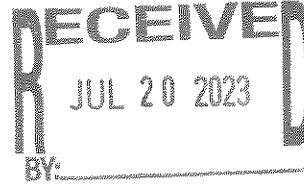
P.O. Box 1769  
Jacksonville, FL 32201  
(904) 356-2466

## INVOICE

July 20, 2023

Date

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



---

Serial #	23-00259C	PO/File #		\$182.00
				Payment Due
Notice of Public Hearing to Consider the Adoption of the Fiscal Year 2023/2024 Budget, etc., et al.				\$182.00
Double Branch Community Development District				Publication Fee
Case Number				Amount Paid
Publication Dates	7/20,27			
County	Clay			

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**DOUBLE BRANCH  
COMMUNITY  
DEVELOPMENT DISTRICT  
NOTICE OF PUBLIC  
HEARING TO CONSIDER  
THE ADOPTION OF THE  
FISCAL YEAR 2023/2024  
BUDGETS; AND NOTICE  
OF REGULAR BOARD OF  
SUPERVISORS' MEETING.**

The Board of Supervisors ("Board") of the Double Branch Community Development District ("District") will hold a public hearing on August 14, 2023, at 6:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065 for the purpose of hearing comments and objections on the adoption of the proposed budgets ("Proposed Budget") of the District for the fiscal year beginning October 1, 2023 and ending September 30, 2024 ("Fiscal Year 2023/2024"). A regular board meeting of the District will also be held at that time where the Board may consider any other business that may properly come before it. A copy of the agenda and Proposed Budget may be obtained at the offices of the District Manager, c/o Governmental Management Services, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, (904) 940-5850 ("District Manager's Office"), during normal business hours, or by visiting the District's website at [www.doublebranchcdd.com](http://www.doublebranchcdd.com).

The public hearing and meeting are open to the public and will be conducted in accordance with the provisions of Florida law. The public hearing and meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when Board Supervisors or District Staff may participate by speaker 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.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearing or meeting is advised that person will need a record of 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 such appeal is to be based.

Marilee Giles  
District Manager

Jul. 20/27 00 (23-00259C)



CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
7/07/23	00024	7/03/23 105919B	202307 320-57200-46800		JUL LAKE MANAGEMENT THE LAKE DOCTORS, INC.	*	2,170.00	2,170.00 007307
7/07/23	00186	7/01/23 13129561	202307 320-57200-46300		JUL POOL CHEMICALS POOLSURE	*	3,100.91	3,100.91 007308
7/14/23	00285	7/07/23 SSI11192	202306 320-57200-34510		JUN EMPLOYMENT FEE JUN SCHEDULING FEE	*	290.00	
		7/07/23 SSI11192	202306 320-57200-34510		CLAY COUNTY SHERIFF'S OFFICE	*	130.00	420.00 007309
7/14/23	00206	7/11/23 07112023	202307 300-36900-10300		DEPOSIT REFUND DEXIE GALVEZ	*	100.00	100.00 007310
7/14/23	00978	7/07/23 07072023	202307 300-36900-10300		DEPOSIT REFUND EVELYN HAYWOOD	*	100.00	100.00 007311
7/14/23	00092	7/01/23 2344	202307 310-51300-34000		JUL FACILITY MGMT - REC	*	17,348.92	
		7/05/23 2345	202306 300-36900-10300		EVENT STAFF THRU 7/1 GOVERNMENTAL MANAGEMENT SERVICES	*	448.75	17,797.67 007312
7/14/23	00979	7/07/23 07072023	202307 300-36900-10300		DEPOSIT REFUND JANICE HUNDLEY	*	300.00	300.00 007313
7/14/23	00980	7/11/23 07112023	202307 300-36900-10300		DEPOSIT REFUND KATHERINE HULETT	*	100.00	100.00 007314
7/14/23	00981	7/11/23 07112023	202307 300-36900-10300		DEPOSIT REFUND MICHAEL NICKOLS	*	100.00	100.00 007315
7/14/23	00297	7/01/23 341	202307 320-57200-61000		JUL JANITORIAL SERVICES RIVERSIDE MANAGEMENT SERVICES, INC	*	4,633.33	4,633.33 007316
7/14/23	00982	7/07/23 07072023	202307 300-36900-10300		DEPOSIT REFUND SHARON ALVAREZ	*	100.00	100.00 007317

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
7/14/23	00983	7/11/23 07112023	202307 300-36900-10300	DEPOSIT REFUND SHAUNNA VILLASANA-BROWN	*	100.00	100.00 007318
7/14/23	00984	7/07/23 07072023	202307 300-36900-10300	DEPOSIT REFUND SUZANNA LAM	*	100.00	100.00 007319
7/14/23	00985	7/11/23 07112023	202307 300-36900-10300	DEPOSIT REFUND THELMA SINCLAIR	*	100.00	100.00 007320
7/19/23	00092	7/18/23 2347	202307 300-36900-10300	JUL FACILITY EVENT STAFF GOVERNMENTAL MANAGEMENT SERVICES	*	677.50	677.50 007321
7/19/23	00866	6/14/23 1167	202306 320-57200-63100	RPRD GOLFCART INDUSTRIAL CIRCLE ESCORT LLC	*	762.79	762.79 007322
7/19/23	00324	7/01/23 46934	202307 320-57200-46610	JUL PEST CONTROL PAULA'S PEST CONTROL, INC	*	155.00	155.00 007323
7/19/23	00839	7/01/23 9178	202307 320-57200-34500	JUL SECURITY SERVICES SECURITY DEVELOPMENT GROUP LLC	*	8,233.50	8,233.50 007324
7/19/23	00616	6/15/23 INV00132	202306 320-57200-63100	LIFEGUARD SUPPLIES THE LIFEGUARD STORE INC.	*	452.96	452.96 007325
7/19/23	00672	7/05/23 11947	202307 320-57200-46200	JUL LANDSCAPE MAINTENANCE VERDEGO, LLC	*	35,242.31	35,242.31 007326
7/31/23	00968	6/08/23 06082023	202306 300-36900-10300	DEPOSIT REFUND GAVIN ROSS	*	100.00	100.00 007327
7/31/23	00092	7/17/23 2346	202306 320-57200-46600	FAC MAIN GEN	*	4,168.00	
		7/17/23 2346	202306 320-57200-46620	FAC MAIN CONT	*	2,899.00	
		7/17/23 2346	202306 320-57200-46630	LIGHTING REPAIRS	*	708.00	


AP300R  
\*\*\* CHECK NOS. 007307-007328

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 8/01/23  
DOUBLE BRANCH - REC FUND  
BANK B RECREATION FUND

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
		7/17/23 2346	202306 320-57200-46400	COMMON AREA MAINT	*	4,333.00	
-----							12,108.00 007328
							-----
TOTAL FOR BANK B						86,953.97	
TOTAL FOR REGISTER						86,953.97	

DBBR DOUBLE BRANCH OKUZMUK

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	7/3/2023	\$2,170.00

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

00000000019082001000000010591900000021700051

Please Return this portion with your payment

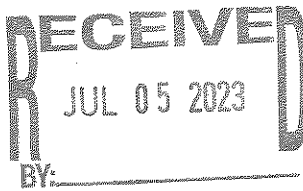
<b>Invoice Due Date</b> 7/13/2023	<b>Invoice</b> 105919B	<b>PO #</b>
-----------------------------------	------------------------	-------------

Invoice Date	Description	Quantity	Amount	Tax	Total
7/3/2023	8664 OAKLEAF VILLAGE PKWY, JACKSONVILLE, FL ORANGE PARK, FL 32065 Water Management - Monthly		\$2170.00	\$0.00	\$2170.00

**Code to:**  
**2-320-572-4680**

Please remit payment for this month's invoice.

**Double Branch Lake Maintenance**



Please provide remittance information when submitting payments, otherwise payments will be applied to the oldest outstanding invoices.	<b>Credits</b>	\$0.00
	<b>Adjustment</b>	\$0.00
	<b>AMOUNT DUE</b>	

**Total Account Balance including this invoice:**

\$2170.00

**This Invoice Total:**

\$2170.00

Click the "Pay Now" link 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



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

# Invoice

Date 7/1/2023

Invoice # 131295615587

Terms	Net 20
Due Date	7/21/2023
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**  
JUN 16 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 #**  
131295615587

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



131295615587



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

Invoice Number: SSI11192  
 Invoice Date: 7/7/2023

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 7/22/2023  
 Terms Net 15 Days

Customer ID C0000168  
 P.O. Number  
 P.O. Date 7/7/2023  
 Our Order No  
 SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee-JUNE 2023		116	116	5.00	<del>580.00</del> \$290.00
Fees-2nd Employment Scheduling		1	1	260.00	<del>260.00</del> \$130.00

**RECEIVED**  
 JUL 07 2023  
 BY: \_\_\_\_\_

Amount Subject to Sales Tax US0  
 Amount Exempt from Sales Tax 840.00

Subtotal: 840.00  
 Invoice Discount: 0.00  
 Tax: 0.00

Total USD: ~~840.00~~ \$420.00

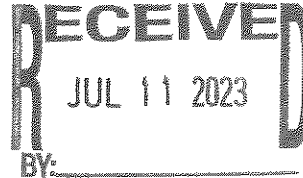


**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - DEXIE GALVEZ  
**Date:** July 11, 2023 at 4:18 PM  
**To:** Todd Polvere [tpolvere@gmsnf.com](mailto:tpolvere@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amossing@gmstnn.com](mailto:amossing@gmstnn.com)

Good afternoon, 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 -- JULY 8, 2023
- o RESIDENT -- DEXIE GALVEZ
- o ADDRESS -- 422 HEARTHSIDE COURT, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND -- \$100.00:
  - BOOKING FEE / DEPOSIT REFUND
- o DEPOSIT was via VISA (5818)
  - DATE: 5/15/23
  - SEQ#: 4
  - BATCH#: 229
  - INVOICE#: 4
  - APPROVAL CODE: 01143D
  - AMOUNT: \$100.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
05/15/23	05/15/23	07/08/23	DEXIE GALVEZ - OVCR DEPOSIT	DEPOSIT	\$ 100.00			VISA-01143D

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  
[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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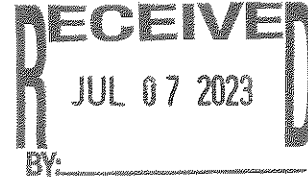


**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - EVELYN HAYWOOD  
**Date:** July 7, 2023 at 4:54 PM  
**To:** Todd Polvere [tpolvere@gmsnf.com](mailto:tpolvere@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amossing@gmstnn.com](mailto:amossing@gmstnn.com)

Good afternoon, Todd,

Please make the following refund at your earliest opportunity:

- LOCATION – OV PATIO (SATURDAY) 11:00 A.M. to 3:00 P.M.
- DATE OF VENUE – JULY 1, 2023
- RESIDENT –EVELYN HAYWOOD
- ADDRESS – 3750 SILVER BLUFF BOULEVARD #2304, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via AMEX (1001)
  - DATED: 6/19/23
  - SEQ#: 2
  - BATCH#: 234
  - INVOICE#: 2
  - APPROVAL CODE: 807025
  - AMOUNT: \$100.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
06/19/23	06/19/23	07/01/23	EVELYN HAYWOOD - PO PATIO DEPOSIT	DEPOSIT	\$ 100.00			AMEX-807025

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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[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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**Governmental Management Services, LLC**

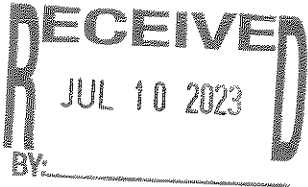
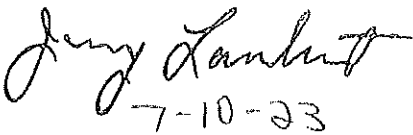
1001 Bradford Way  
Kingston, TN 37763

**Invoice**

Invoice #: 2344  
Invoice Date: 7/1/23  
Due Date: 7/1/23  
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 - July 2023 2.310.513.3400    		17,348.92	17,348.92

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

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice**

Invoice #: 2345  
Invoice Date: 7/5/23  
Due Date: 7/5/23  
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 July 1, 2023 2,369,103	17.95	25.00	448.75

**RECEIVED**  
JUL 10 2023  
BY: \_\_\_\_\_

**Total** \$448.75

**Payments/Credits** \$0.00

**Balance Due** \$448.75

7/10/23  
GAW

# Governmental Management Services, LLC

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

## DOUBLE BRANCH CDD

### Facility Event Staff Service Hours

<u>Quantity</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
17.95	Facility Event Staff	\$ 25.00	\$ 448.75

Covers Period End: July 1, 2023

Amenities Revenue # 2-369-103

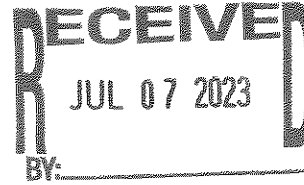


**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - JANICE HUNDLEY - CANCELLED 6/23//23  
**Date:** July 7, 2023 at 5:20 PM  
**To:** Todd Polvere [tpolvere@gmsnf.com](mailto:tpolvere@gmsnf.com), Oksana 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 afternoon, 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 – SEPTEMBER 16, 2023
- o RESIDENT – JANICE HUNDLEY
- o ADDRESS – 898 MISTY OAK STREET, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND - \$300.00 - FULL RENTAL FEE of \$250.00 PLUS 50% BOOKING FEE/DEPOSIT of \$50.00 IS REFUNDABLE
  - BOOKING FEE / DEPOSIT REFUND
- o DEPOSIT was via VISA(4807)
  - RENTAL FEE:
    - DATE: 6/21/23
    - SEQ#: 3
    - BATCH#: 235
    - INVOICE#: 3
    - APPROVAL CODE: 892583
    - AMOUNT: \$250.00
  - BOOKING FEE/DEPOSIT:
    - DATE: 6/21/23
    - SEQ#: 4
    - BATCH#: 235
    - INVOICE#: 4
    - APPROVAL CODE: 460869
    - AMOUNT: \$100.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
06/21/23	06/21/23	09/16/23	JANICE HUNDLEY - OVCR	4	\$ 250.00			VISA-892583
06/21/23	06/21/23	09/16/23	JANICE HUNDLEY - OVCR DEPOSIT	DEPOSIT	\$ 100.00			VISA-460869

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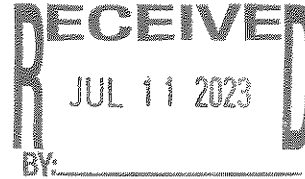


**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - KATHERINE HULETT  
**Date:** July 11, 2023 at 3:43 PM  
**To:** Todd Polvere [tpolvere@gmsnf.com](mailto:tpolvere@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amossing@gmstnn.com](mailto:amossing@gmstnn.com)

Good afternoon, Todd,

Please make the following refund at your earliest opportunity:

- LOCATION – OV PATIO (SUNDAY) 10:00 A.M. to 2:00 P.M.
- DATE OF VENUE – JULY 9, 2023
- RESIDENT –KATHERINE HULETT
- ADDRESS – 3149 STONEBRIER RIDGE DRIVE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA (3150)
  - DATED: 5/19/23
  - SEQ#: 4
  - BATCH#: 230
  - INVOICE#: 6
  - APPROVAL CODE: H20301
  - AMOUNT: \$100.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC. CHECK/CASH	CREDIT CARD
05/19/23	05/22/23	07/09/23	KATHERINE HULETT - OV PATIO DEPOSIT	DEPOSIT	\$ 100.00		VISA-H20301

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  
[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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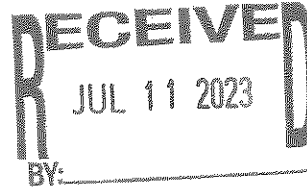


**From:** Oakleaf Venues [venue rentals@oakleafresidents.com](mailto:venue rentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - MICHAEL NICHOLS  
**Date:** July 11, 2023 at 3:55 PM  
**To:** Todd Polvere [tpolvere@gmsnf.com](mailto:tpolvere@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amosing@gmstnn.com](mailto:amosing@gmstnn.com)

Good afternoon, 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 – JULY 8, 2023
- o RESIDENT –MICHAEL NICHOLS
- o ADDRESS – 512 RUNNING WOODS STREET, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND – \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- o DEPOSIT was via AMEX (1001)
  - DATED: 5/12/23
  - SEQ#: 2
  - BATCH#: 228
  - INVOICE#: 2
  - APPROVAL CODE: 884550
  - AMOUNT: \$100.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
05/12/23	05/12/23	07/08/23	MICHAEL NICHOLS - OV PATIO DEPOSIT	DEPOSIT	\$ 100.00			AMEX-884550

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  
[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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**Riverside Management Services, Inc**  
9855 Florida Mining Blvd. W.  
Building 300, Suite 305  
Jacksonville, FL 32257

# Invoice

Invoice #: 341  
Invoice Date: 7/1/2023  
Due Date: 7/1/2023  
Case:  
P.O. Number:

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

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

**RECEIVED**  
JUL 10 2023  
BY: \_\_\_\_\_

*Jerry Lambert*  
7-10-23

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

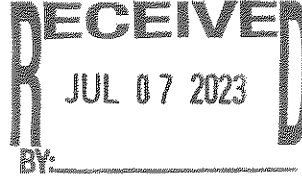


**From:** Oakleaf Venues [venue rentals@oakleafresidents.com](mailto:venue rentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - SHARON ALVAREZ  
**Date:** July 7, 2023 at 4:44 PM  
**To:** Todd Polvere [tpolvere@gmsnf.com](mailto:tpolvere@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amosing@gmstnn.com](mailto:amosing@gmstnn.com)

Good afternoon, Todd,

Please make the following refund at your earliest opportunity:

- o LOCATION – OV PATIO (SATURDAY) 3:00 P.M. to 7:00 P.M.
- o DATE OF VENUE – JULY 1, 2023
- o RESIDENT – SHARON ALVAREZ
- o ADDRESS – 746 WAKEMONT DRIVE, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND – \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- o DEPOSIT was via AMEX (1002)
  - DATED: 2/27/23
  - SEQ#: 12
  - BATCH#: 798
  - INVOICE#: 14
  - APPROVAL CODE: 848814
  - AMOUNT: \$100.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
02/27/23	02/27/23	07/01/23	SHARON ALVAREZ - OV PATIO DEPOSIT	DEPOSIT	\$ 100.00			AMEX-848814

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  
[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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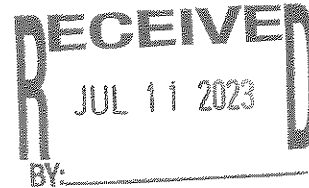


**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - SHAUNNA VILLASANA-BROWN  
**Date:** July 11, 2023 at 3:51 PM  
**To:** Todd Polvere [tpolvere@gmsnf.com](mailto:tpolvere@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Marilee Giles [m Giles@gmsnf.com](mailto:m Giles@gmsnf.com), Alison Mossing [amosing@gmstnn.com](mailto:amosing@gmstnn.com)

Good afternoon, 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 – JULY 9, 2023
- o RESIDENT –SHAUNNA VILLASANA-BROWN
- o ADDRESS – 4190 PLANTATION OAKS BLVD #1424, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND - \$100.00:
  - BOOKING FEE / DEPOSIT REFUND
- o DEPOSIT was via VISA (0389)
  - DATED: 6/27/23
  - SEQ#: 3
  - BATCH#: 895
  - INVOICE#: 3
  - APPROVAL CODE: 013139
  - AMOUNT: \$100.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
06/27/23	06/27/23	07/09/23	SHAUNNA VILLASANA-BROWN - OV PATIO	DEPOSIT	\$ 100.00			VISA-013139

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  
[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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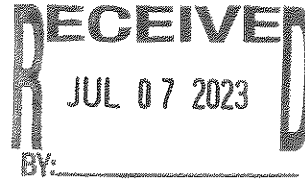


**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - SUZANNA LAM  
**Date:** July 7, 2023 at 4:40 PM  
**To:** Todd Polvere [tpolvere@gmsnf.com](mailto:tpolvere@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Marilee Giles [mgles@gmsnf.com](mailto:mgles@gmsnf.com), Alison Mossing [amossing@gmstnn.com](mailto:amossing@gmstnn.com)

Good afternoon, Todd,

Please make the following refund at your earliest opportunity:

- o LOCATION -- OV PATIO (SUNDAY) 4:00 P.M. to 8:00 P.M.
- o DATE OF VENUE -- JULY 2, 2023
- o RESIDENT --SUZANNA LAM
- o ADDRESS -- 1452 BITTERBERRY DRIVE, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND: \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- o DEPOSIT was via VISA(9842)
  - DATED: 5/26/23
  - SEQ#: 3
  - BATCH#: 233
  - INVOICE#: 3
  - APPROVAL CODE: 026228
  - AMOUNT: \$100.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
05/26/23	05/26/23	07/02/23	SUZANNA LAM - OV PATIO DEPOSIT	DEPOSIT	\$ 100.00			VISA-026228

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

Governmental Management Services

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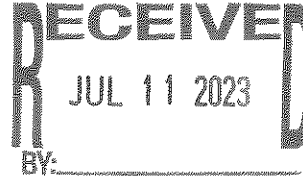


**From:** Oakleaf Venues [venue rentals@oakleafresidents.com](mailto:venue rentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - THELMA SINCLAIR  
**Date:** July 11, 2023 at 4:13 PM  
**To:** Todd Polvere [tpolvere@gmsnf.com](mailto:tpolvere@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amossing@gmstnn.com](mailto:amossing@gmstnn.com)

Good afternoon, Todd,

Please make the following refund at your earliest opportunity:

- o LOCATION – OVCR aka CLUBROOM (SUNDAY) 7:00 P.M. to 11:00 P.M.
- o DATE OF VENUE – JULY 9, 2023
- o RESIDENT – THELMA SINCLAIR
- o ADDRESS – 4190 PLANTATION OAKS BLVD #1012, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND - \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- o DEPOSIT was via CASH:
  - CR#: 059341
  - DATE: 7/6/23
  - DEPOSITED: 7/7/23
  - AMOUNT: \$100.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
07/06/23	07/07/23	07/09/23	THELMA SINCLAIR - OVCR DEPOSIT	DEPOSIT	\$ 100.00		CR# 059341	DEPOSITED 7/7/23

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

# Invoice

Invoice #: 2347  
Invoice Date: 7/18/23  
Due Date: 7/18/23  
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 July 15, 2023 2.369.103	27.1	25.00	677.50

**RECEIVED**  
JUL 18 2023  
BY: \_\_\_\_\_

<b>Total</b>	\$677.50
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$677.50

cash  
7/18/23

# Governmental Management Services, LLC

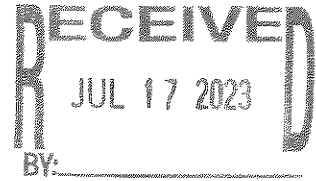
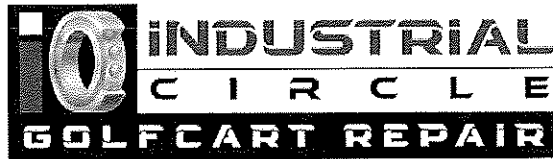
9655 Florida Mining Blvd., Building 300, Suite 305, Jacksonville, Florida 32257

## DOUBLE BRANCH CDD

### Facility Event Staff Service Hours

<u>Quantity</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
27.1	Facility Event Staff	\$ 25.00	\$ 677.50
	Covers Period End: July 15, 2023		
	Amenities Revenue # 2-369-103		

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



**ADDRESS**  
 Oakleaf Plantation  
 370 oakleaf village pwky  
 orange park, fl 32065

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

Estimate 1167

DATE 06/14/2023

DATE	ACTIVITY	ACTIVITY	QTY	RATE	AMOUNT
	Gas 400c Kawasaki Motor	Gas 400c Kawasaki motor .25 over FJ400D	1	927.12	927.12T
	motor core (block) Fee	Motor core (block) From MR golfcart	1	375.98	375.98T
	Labor	Change motor fix shifter Cables	2	95.00	190.00T
	Motor Oil	10W30 Motor Oil Break in oil	1.50	12.23	18.35T
	Wix oil filter HP Spin	Wix oil filter HP Spin	1	14.12	14.12T
	warranty	30 days commercial 90 days residential (does not include pick up or delivery) machine work, used parts or Abuse is not covered.	1	0.00	0.00T
	Warranty Disclaimer	first oil change needs to done in 25 hours. All Exhaust and intake leaks must be addressed with clear air filters . The throttle can not be wide open Especially during break-in, Oil should be checked on every gas tank fill *no oil no Warranty*	1	0.00	0.00T

will need clutches soon.  
 New set of team .

SUBTOTAL 1,525.57  
 TAX 114.42

Code to: Split 50/50

TOTAL ~~\$1,639.99~~

\$762.79

Double Branch Repair and Replacements

Accepted By  
 2.320.57200.63100

Accepted Date

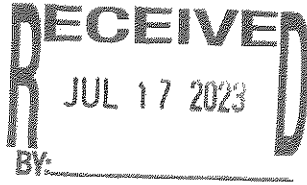
Middle Village Repair and Replacements

34-600-538-64000

I N V O I C E

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

INVOICE: 46934 QT  
DATE: 07/07/23 10:00a  
ACCOUNT: 1031 Oakleaf  
ROUTE: 0  
LAST: 4/12/23 Paula  
Paula Douglas



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

SERVICE TO  
Oakleaf Plantation  
370 Oakleaf Village Parkway  
Orange Park, FL 32065  
904-375-9285 <sup>ext 7</sup> wanda 904-894-8980

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

Double Branch Facility Maintenance - Preventative

2-320-572-4661

PLEASE KEEP FULL INVOICE FOR YOUR RECORDS

EFFECTIVE NOVEMBER 1,2011  
Make Checks payable to:

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

NOTE: ALL returned checks will be assessed a \$40.00 Fee

THANK YOU FOR YOUR BUSINESS!  
HAVE A WONDERFUL DAY!

Serviced By:

PAULA DOUGLAS  
Ph# 904-389-3419

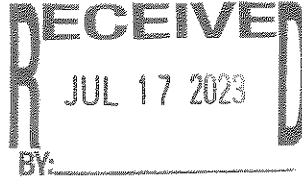


Security Development Group, LLC  
8130 Baymeadows Way W., Suite 302  
Jacksonville, FL 32256  
cathie@sthreesecurity.com  
www.sthreesecurity.com

# INVOICE

**BILL TO**

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



INVOICE # 9178  
DATE 07/01/2023  
DUE DATE 07/31/2023  
TERMS End of the month

**SERVICE MONTH**

July

ACTIVITY	QTY	RATE	AMOUNT
Dedicated Officer I Dedicated Officer for 10 hours Monday to Thursday and 12 hours Saturday and Sunday	330	24.95	8,233.50T

SUBTOTAL	8,233.50
TAX	0.00
TOTAL	8,233.50
BALANCE DUE	<b>\$8,233.50</b>







**Kiefer Aquatics**  
**The Lifeguard Store**  
 903 Morrissey Drive  
 Bloomington, IL 61701  
 P (309) 451-5858  
 F (309) 451-5959

# Invoice

DATE	INVOICE #
06/15/2023	INV001328967



**BILL TO**

Oakleaf Plantation  
 Jay Soriano  
 370 Oakleaf Village Pkwy  
 Orange Park, FL 32065

**SHIP TO**

Oakleaf Plantation  
 Jay Soriano  
 370 Oakleaf Village Pkwy  
 Orange Park, FL 32065

**Account Number: 265527**

P.O. NUMBER	TERMS	REP	SHIP	VIA	Order Number
	NET 30	038	06/15/2023	FEDEX_GROUND	ORD001205353
QUANTITY	ITEM CODE	DESCRIPTION		PRICE EACH	AMOUNT
10	100MESH	50" Super Rescue Tube Color: Red		\$74.99	\$749.90
100	180R	Red 19" Nylon Neck Lanyard		\$0.75	\$75.00
100	176R	Original Guard Infinity Whistle Color: Red		\$2.35	\$235.00
4	115JR	Jr. Guard Rescue Tube Sleeve		\$17.50	\$70.00
4	115RS	Solid Rescue Tube Sleeve Color: Red		\$0.00	\$0.00
4	CSP	Custom Screen Print		\$0.00	\$0.00

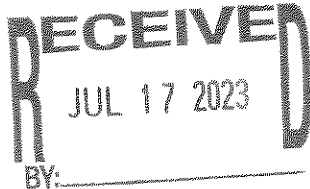
Page 1 of 1

Tracking Number:  
 399131160931  
 643214043287

Code to: Split 50/50

Double Branch Repair and Replacements  
 2.320.57200.63100

Middle Village Repair and Replacements  
 34-600-538-64000

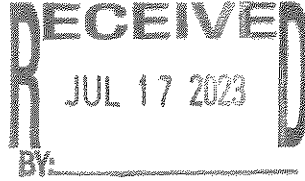


Subtotal	\$1,129.90
Discount Amount	\$282.48
Shipping, Packaging & Handling	\$58.50
Tax	\$0.00
<b>TOTAL</b>	<b>\$905.92</b>

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

Balance Due

~~\$905.92~~  
 \$452.96



# Invoice

Invoice #: 11947

Date: 07/05/23

Customer PO:

DUE DATE: 08/04/2023

## BILL TO

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

## FROM

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

DESCRIPTION	AMOUNT
#10343 - Standard Maintenance Contract 2023 July 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 [venuere rentals@oakleafresidents.com](mailto:venuere rentals@oakleafresidents.com)  
**Subject:** Re: DBCDD refund of deposit request - GAVIN ROSS  
**Date:** July 21, 2023 at 12:21 PM  
**To:** Todd Polvere [tpolvere@gmsnf.com](mailto:tpolvere@gmsnf.com)

Good afternoon, Todd,

Trying mailing it to:

854 Mosswood Chase  
 Orange Park, FL 32065

If you get it back from this address then send the check to me.

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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[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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On Fri, Jul 21, 2023 at 11:43 AM Todd Polvere <[tpolvere@gmsnf.com](mailto:tpolvere@gmsnf.com)> wrote:

Good Morning Wanda,

I have bad news: Gavin Ross's check was just sent back to me today for the second time.

As you can see the address is the same as the address as the one you have given me.

Can, I send you the check, so you can give to Gavin? If so, what is the address that you want me use to send you the check to?

On Jun 8, 2023, at 7:12 PM, Oakleaf Venues <[venuere rentals@oakleafresidents.com](mailto:venuere rentals@oakleafresidents.com)> wrote:

Good evening, Todd,

Please make the following refund at your earliest opportunity:

- LOCATION - OV PATIO (SATURDAY) 12:00 P.M. to 4:00 P.M.
- DATE OF VENUE - JUNE 3, 2023
- RESIDENT - GAVIN ROSS
- ADDRESS - ~~854 MOSSWOOD CHASE STREET, ORANGE PARK, FL 32065~~
- AMOUNT OF REFUND: \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA(7373)
  - DATED: 5/19/23
  - SEQ#: 6
  - BATCH#: 230
  - INVOICE#: 8
  - APPROVAL CODE: 503314
  - AMOUNT: \$100.00

854 Mosswood Chase,  
 Orange Park, FL 32065

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.

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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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**Governmental Management Services, LLC**

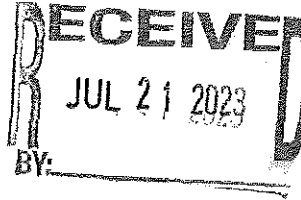
1001 Bradford Way  
Kingston, TN 37763

**Invoice**

Invoice #: 2346  
Invoice Date: 7/17/23  
Due Date: 7/17/23  
Case:  
P.O. Number:

**Bill To:**

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



Description	Hours/Qty	Rate	Amount
Facility Maintenance June 1 - June 30, 2023		15,804.93	15,804.93
Maintenance Supplies		3,611.89	3,611.89
Fac. Main Gen \$4,168 <sup>00</sup> 2.572.4660			
Fac. Main Cont. \$2,899 <sup>00</sup> 2.572.4662			
Lighting Repairs \$708 <sup>00</sup> 2,230.572.4663			
Common Area Maint \$4,333 <sup>00</sup> 2.572.4640			
<del>Repair / Replace \$1,368<sup>82</sup> 2.572.6310</del>			
 Jerry Lambert 7-21-23			

**Total** \$19,416.82

**Payments/Credits** \$0.00

**Balance Due** ~~\$19,416.82~~

**\$12,108.00**

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
6/1/23	5	T.C.	Repaired fountain, took down ceiling fans at fitness center, worked on pickleball project
6/1/23	4	C.W.	Removed debris from all common areas
6/1/23	3.7	J.K.	Changed trash cans at parks, fixed part of fountain outside pool
6/1/23	8	C.Z.	Gathered material for tennis courts repair, patched holes in court, swept and prepped area, checked and changed trash receptacles
6/1/23	6.55	J.R.	Worked on park signs
6/2/23	8	T.C.	Assembling and installing new ceiling fans, worked on pickleball project
6/2/23	4	C.W.	Removed debris from all common areas
6/2/23	6	J.K.	Worked on pickleball court leveling patches, assisted installing fans at fitness center
6/2/23	8	C.Z.	Continued prep of pickleball court, swept entire surface, finished patching holes, began pouring binder
6/2/23	8	J.R.	Worked on outdoor fan
6/5/23	8	T.C.	Worked on pickleball project, picked up supplies
6/5/23	6	J.K.	Unloaded delivery truck, blew leaves and debris off pickleball courts, binder over patches on pickleball courts
6/5/23	8	C.Z.	Prep pickleball court for re-patching
6/5/23	4	C.W.	Removed debris from all common areas
6/6/23	4	T.C.	Worked on pickleball project
6/6/23	8	C.Z.	Pickleball court prep
6/6/23	4	C.W.	Removed debris from all common areas
6/7/23	8	T.C.	Worked on pickleball project, picked up supplies
6/7/23	7	C.Z.	Continued work on pickleball courts, re-poured all deep holes, covered all cracks, chipped off dry material
6/7/23	4	C.W.	Removed debris from all common areas
6/8/23	8	T.C.	Worked on pickleball project
6/8/23	8	C.Z.	Chipped and sanded rest of the large bumps on pickleball court, swept court, prepared materials for next step of process
6/8/23	4	C.W.	Removed debris from all common areas
6/9/23	8	T.C.	Worked on pickleball project, picked up supplies
6/9/23	8	J.K.	Pickleball court prep and first layer
6/9/23	8	C.Z.	Finished first coat of surfacers on pickleball court, cleaned up area
6/9/23	4	C.W.	Removed debris from all common areas
6/12/23	8	T.C.	Worked on pickleball project
6/12/23	7.65	J.K.	Blew leaves and debris off pickleball courts, worked on pickleball restoration
6/12/23	8	C.W.	Pickleball court project, restored coat with black paint
6/13/23	8	T.C.	Worked on pickleball project
6/13/23	6	J.K.	Pickleball restoration
6/13/23	8	C.W.	Worked on pickleball restoration
6/14/23	5	T.C.	Hung new swings on swing set, hung windscreens around back of shop
6/14/23	4	J.K.	Put up screen around shop, put swings up
6/14/23	8	C.W.	Worked on pickleball restoration
6/14/23	5.88	J.R.	Worked on pickleball surfacing
6/15/23	8	T.C.	Installed solar panel light in shop, cut limbs for solar panel, repaired bracket on ceiling fan, cleaned shop
6/15/23	5	J.K.	Repaired bracket for ceiling fan, put up solar light in shop, cut down limbs covering solar
6/15/23	4	C.W.	Removed debris from all common areas
6/16/23	6	T.C.	Grinded unlevel sidewalks around amenity center
6/16/23	5	J.K.	Fixed length of swings, grind down sidewalk
6/16/23	4	C.W.	Removed debris from side of roads and parks
6/16/23	3.51	A.T.	Removed debris from all common areas
6/19/23	8	T.C.	Worked on pickleball project
6/19/23	4.15	J.K.	Worked on pickleball raising corners level
6/19/23	8	C.Z.	Worked on pickleball project
6/19/23	4	C.W.	Removed debris from all common areas
6/20/23	4	T.C.	Took down and replaced old broken basketball backboard, scrape pickleball court
6/20/23	5.32	J.K.	Replaced basketball backboard, scrape pickleball court, fixed fence in entrance of neighborhood
6/20/23	4	C.Z.	Took down and replaced basketball hoops, scraped and sanded pickleball court
6/21/23	4	T.C.	Cleaned up around dumpster area and cut up pallets, replaced two old broken basketball backboards
6/21/23	2	J.K.	Replaced backboard in basketball courts
6/21/23	4	C.Z.	Cleaned up dumpster area, moved and cut pallets, replaced basketball hoop
6/21/23	4	C.W.	Removed debris from all common areas
6/22/23	6	T.C.	Secured loose windscreens around tennis/pickleball, basketball and pool, prepped basketball poles to paint, picked up supplies
6/22/23	6	C.Z.	Zip tied windscreens for basketball courts and pool, prepped basketball poles, cleaned up dumpster area
6/22/23	4	C.W.	Removed debris from all common areas
6/23/23	2	C.Z.	Unloading truck, sanding basketball poles
6/23/23	4	C.W.	Removed debris from all common areas
6/26/23	8	J.K.	Worked on pickleball court, removed debris at Cannons Point
6/26/23	8.5	C.Z.	Worked on pickleball project
6/26/23	8	C.W.	Blew leaves and debris off pickleball courts, applied second layer to pickleball, removed debris from all common areas
6/27/23	7.85	J.K.	Removed debris around soccer field and along street, checked and changed trash receptacles in parks, blew leaves and debris off pickleball courts
6/27/23	8.62	C.Z.	Worked on pickleball courts, sanding and painting basketball posts
6/27/23	8	C.W.	Grinded rust of basketball court goals then sprayed primer and finished with black paint, removed

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
			debris around soccer field
6/28/23	2	C.Z.	Worked on pickleball project
6/29/23	4	J.K.	Worked on pickleball turf second half
6/29/23	9.62	C.Z.	Worked on pickleball courts, sanding and painting basketball posts
6/29/23	5	C.W.	Worked on pickleball project
6/29/23	7.43	A.B.	Put surfacing layer on pickleball court, re-planted hanging plants on pool deck
6/29/23	7.05	J.R.	Worked on pickleball surfacing, worked on plants on pool deck
6/30/23	4	J.K.	Worked on pickleball surfacing
6/30/23	5	C.Z.	Worked on pickleball project
6/30/23	4	C.W.	Worked on pickleball project
6/30/23	6.18	J.R.	Worked on pickleball surfacing, worked on plants on pool deck

TOTAL 451.01

MILES 44

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

**MAINTENANCE BILLABLE PURCHASES**

Period Ending 7/05/23

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DB DOUBLE BRANCH	5/11/23	Stainless Steel Cap Nut (8)	12.70	J.S.
	5/11/23	3/8" Poly Braid Rope	9.19	J.S.
	5/11/23	2" Vinyl Letters (3)	11.97	J.S.
	5/11/23	Stainless Steel Lock Nuts	2.38	J.S.
	5/11/23	Stainless Steel Machine Screws (4)	6.35	J.S.
	5/11/23	Gate Latch	6.68	J.S.
	5/18/23	Snap Lock Drill Mandrel	11.49	J.S.
	5/28/23	Wasp Spray	8.63	J.S.
	5/28/23	Muriatic Acid	22.98	J.S.
	5/31/23	60" Indoor/Outdoor Ceiling Fans (6)	1554.00	J.S.
	6/1/23	HD Mixing Container (3)	18.91	J.S.
	6/1/23	5 Gallon Bucket (3)	27.53	J.S.
	6/1/23	Squeegee (3)	103.40	J.S.
	6/5/23	Extension Cord	45.39	T.C.
	6/5/23	32 Gallon Trash Receptacles	47.12	T.C.
	6/5/23	Firm Grip Nitrile Coated Gloves 5pk	8.69	T.C.
	6/5/23	BLK Nitrile Gloves 20pk	8.61	T.C.
	6/5/23	2Gal Plastic Bucket (2)	11.45	T.C.
	6/5/23	10Qt Mixing Containers (4)	25.21	T.C.
	6/5/23	94lb Port Limestone Cement (2)	26.38	T.C.
	6/7/23	Transfer Shovel	14.36	T.C.
	6/7/23	7" Scraper Cushion Grip (2)	40.23	T.C.
	6/7/23	10" and 12" Pliers Set	15.50	T.C.
	6/7/23	Set Your Own Combo	21.15	T.C.
	6/9/23	Handle Drill 9amp 1/2" Spade Mud Mixer	143.18	T.C.
	6/12/23	5 Gallon White Bucket	18.35	T.C.
	6/12/23	BLK Nitrile Gloves 20pk	8.61	T.C.
	6/12/23	Firm Grip Nitrile Coated Gloves 5pk (2)	17.18	T.C.
	6/12/23	15 AMP GFCI White	24.61	T.C.
	6/12/23	180 3-In-1 Solar Motion Light	94.30	T.C.
	6/12/23	Extension Cord	14.36	T.C.
	6/14/23	Sakrete Concrete Mix (3)	23.91	T.C.
	6/14/23	4 Gallon Trash Bags	8.59	T.C.
	6/14/23	8" Black Cable Tie 500pk	20.09	T.C.
	6/14/23	Post Hole Digger with Depth Gauge	28.74	T.C.
	6/14/23	Post Hole Digger Anvil	22.99	T.C.
	6/21/23	Ryobi 40V Rapid Charger	194.35	J.S.
	6/21/23	Zep Degreaser	27.01	J.S.
	6/21/23	Ryobi 40V Battery	217.35	J.S.
	6/21/23	Nitrile Gloves 20pk	8.61	T.C.
	6/21/23	Med Trash Bags 50ct	8.02	T.C.
	6/21/23	3/8x3-1/2 Hex Bolt (4)	7.50	T.C.
	6/21/23	3/8 Hex Nut (4)	1.52	T.C.
	6/21/23	3/8 Flat Washer (8)	3.04	T.C.
	6/21/23	3/8 Lock Washer (4)	1.33	T.C.
	6/21/23	1/4x3 Hex Bolt (4)	1.75	T.C.
	6/21/23	1/4 Hex Bolt (4)	0.87	T.C.
	6/21/23	1/4 Lock Washer (4)	0.83	T.C.
	6/21/23	Microfiber Towels 24pk (3)	44.78	F.S.
	6/21/23	Disposable Gloves 100ct (2)	41.33	F.S.
	6/22/23	Black Cow Compost (2)	14.88	J.S.
	6/22/23	Plant Food Fertilizer	16.09	J.S.
	6/22/23	Topsoil (2)	7.98	J.S.
	6/22/23	Mason Anchors	5.65	J.S.
	6/22/23	3" Mason Hook and Eye (2)	26.52	J.S.
	6/22/23	18" Cones	79.71	J.S.
	6/22/23	5/16 Flat Washer 50pc	18.93	T.C.
	6/22/23	5/16 Hex Nut 50pc	13.86	T.C.
	6/22/23	5/16x4 Hex Bolt 15pc	9.90	T.C.
	6/22/23	3" Maxblue Tablets 2.5lbs	34.49	T.C.
	6/23/23	5/16 Hex Bolts	29.69	T.C.
	6/27/23	Gray Primer Spray Paint (2)	16.05	C.Z.
	6/28/23	14" Coco Liner (12)	68.72	J.S.
	6/29/23	Gray Primer Spray Paint	8.03	C.Z.
	6/29/23	2" Flat Brush	1.69	C.Z.
	6/29/23	3" Flat Brush	2.15	C.Z.
	6/30/23	Gas for Equipment	75.00	T.C.
	7/5/23	Veranda Lattice White (2)	57.45	T.C.
	7/5/23	PAR38 BW 2pk DIM 90W (3)	55.13	T.C.
	7/5/23	Hex Screws 1/4x1-1/4	4.59	T.C.
	7/5/23	Fender Washer 3/16 10pc	2.47	T.C.
	7/7/23	Gorilla Adhesive Clear	16.08	T.C.
	7/7/23	3" Putty Knife	3.44	T.C.

**TOTAL \$3,611.89**

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
7/07/23	00050	6/12/23	296664	202306	600-53800-62100				RPR MAIN SERVE/NEW MIRROR ATLANTIC SECURITY	*	467.50	467.50	000133
7/07/23	00051	6/29/23	22203	202306	600-53800-62100				REPAIR BACKFLOW BOB'S BACKFLOW & PLUMBING SERVICES	*	2,367.88	2,367.88	000134
7/07/23	00049	6/14/23	29673	202306	600-53800-62100				HOG TRAPPING SERVICE	*	546.00		
		6/22/23	29888	202306	600-53800-62100				HOG REMOVAL UP TO 100 LBS	*	750.00		
		6/25/23	29939	202306	600-53800-62100				HOG REMOVAL +100LBS	*	150.00		
		6/30/23	30022	202306	600-53800-62100				DUCK REMOVAL	*	250.00		
		7/02/23	30049	202307	600-53800-62100				HOG REMOVAL +100LBS QUICK CATCH INC	*	1,350.00	3,046.00	000135
7/07/23	00040	6/06/23	74026714	202306	600-53800-62100				2" HITCH ADAP W/ U-BOLT SCP DISTRIBUTORS LLC	*	38.94	38.94	000136
7/07/23	00037	6/15/23	INV00132	202306	600-53800-62100				LIFEGUARD SUPPLIES THE LIFEGUARD STORE INC.	*	452.96	452.96	000137
7/19/23	00297	7/13/23	342	202307	600-53800-62100				CANNON'S POINT PLAYGROUND RIVERSIDE MANAGEMENT SERVICES, INC	*	6,300.00	6,300.00	000138
7/19/23	00016	7/11/23	12014	202307	600-53800-62100				IRRIGATION REPAIRS VERDEGO, LLC	*	230.24	230.24	000139
7/31/23	00035	7/17/23	2346	202307	600-53800-62100				REPAIR/REPLACE GOVERNMENTAL MANAGEMENT SERVICES	*	7,308.82	7,308.82	000140
7/31/23	00017	7/10/23	75395073	202307	600-53800-62100				JANITORIAL SUPPLIES	*	797.10		
		7/13/23	75468972	202307	600-53800-62100				JANITORIAL SUPPLIES THE HOME DEPOT PRO	*	36.29	833.39	000141
TOTAL FOR BANK C											21,045.73		
DBBR DOUBLE BRANCH OKUZMUK													



CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
TOTAL FOR REGISTER							21,045.73	

DBBR DOUBLE BRANCH OKUZMUK



Tel. 904-743-8444  
 www.smarthome.biz  
 sales@smarthome.biz

PLEASE PAY BY	AMOUNT	INVOICE DATE
07/10/2023	\$935.00	06/12/2023

**INVOICE NO. 296664**

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

**IMPORTANT:** Please remember to test your system monthly.  
 Need automation for your home? Visit us online at [www.smarthome.biz](http://www.smarthome.biz)

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

Sub-Total ex Tax	\$935.00
Tax	\$0.00
Total inc Tax	\$935.00
Amount Applied	\$0.00
Balance Due	<del>\$935.00</del> \$467.50

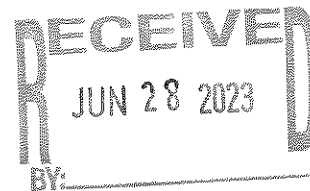
Code to: 50/50split

Double Branch Repair and Replacment

34.600.53800.6200

Middle Village Repair and Replacements

34-600-538-64000



**How To Pay**



Credit Card (MasterCard, Visa, Amex )

Credit Card No.

Card Holder's Name: \_\_\_\_\_ CCV: \_\_\_\_\_

Expiry Date:  /  Signature: \_\_\_\_\_



Mail

Detach this section and mail cheque to:

Atlantic Security  
 1714 Cesery Blvd  
 Jacksonville, FL 32211

INVOICE NO. 296664

NAME: **Oakleaf Plantation** DUE DATE: **07/10/2023** AMOUNT DUE: **\$935.00**

Please Reference: **296664**

# Bob's Backflow & Plumbing Services, Inc.

4640 Subchaser Ct, Ste 113  
 Jacksonville, FL 32244

Phone # 904-268-8009 Fax # 904-292-4403

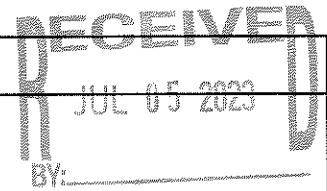
www.bobsbackflow.com

FL Plumbing License  
 RF0053877  
 Fire License  
 20271900012010

# Proposal

Date 6/29/2023 Proposal # 22203

Name / Address		Job Location		
Double Branch CDD 370 Oakleaf Village Pkwy Jacksonville, FL 32065 Attn: Jay Soriano		Double Branch CDD 370 Oakleaf Village Pkwy Jacksonville, FL 32065		
Customer Phone	Customer Fax	P.O. No.	Work Order #	
904-562-0249			N/A	
Description		Qty	Cost	Total
<p>Bob's Backflow &amp; Plumbing Services, Inc. proposes to repair the following backflow due to a failing annual backflow certification test.</p> <p>NOTE: Upon arrival to evaluate the backflow for a potential repair, the relief valve was in a full dump. We attempted to repair this backflow by replacing the internal rubber parts, however, once we opened up the backflow the #1 check valve assembly was broken beyond repair and will have to be replaced. We removed the damaged check assembly and shimmed the relief valve to get the backflow to stop leaking. If this proposal is accepted there will be no charge for the attempted repair and below is the proposal to replace the #1 check assembly and test. If the backflow fails the final test the probable replacement parts are listed but not included in the proposal total. You will only be charged for what material is actually used to get the backflow in compliance with the utility provider.</p> <p>8" Wilkins 375 - Fire                  Labor 2 Men to replace the #1 Check Assembly, clean, flush, test, &amp; certify                  Wilkins 3712-300 375/475 #1 Check Assembly 8-10"                  NOTE: During the repair process we may find additional parts are required, which are not included in this proposal                  Wilkins RK8-375R RV Rubber Kit 8-10" RK8-375R - \$124 material + 1/2 hour labor = (\$214.00)                  Backflow Test: Backflow Test/ Certified and submitted to proper Water Utility Provider                  Device Subtotal</p> <p>It was also noted during the attempted repair that the insulation for this backflow is in really bad shape and needs to be replaced. The following is an option for us to re-insulate the backflow.                  8" Wilkins 375 - Fire                  Insulation: one layer of 3/4" Armaflex pipe and sheet insulation, painted with two coats white Armaflex finish and install aluminum jacket from ground up to 12"-14" where space allows. (\$1,250)</p>				
			<b>Code to:</b>	
			<b>Double Branch Repair</b>	
			<b>and Replacement</b>	
			<b>34.600.53800.6200</b>	
		3	180.00	540.00
		1	1,782.88	1,782.88
		1	45.00	45.00
				2,367.88



A SIGNED and dated copy of this proposal returned to us will serve as approval. Thank you!

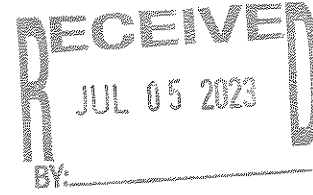
Bob's Backflow & Plumbing Services, Inc. is not responsible for any work done or materials used by other contractors prior to our arrival on site. We are not responsible for any damages to buildings or their contents, fixtures, concrete or asphalt, landscaping, wires, piping, unmarked private utilities, etc. that is not directly caused by the work we have completed.

<b>Total</b>	\$2,367.88
This Proposal may be withdrawn after (30) days if not signed and returned.	
All work is to be done during normal business hours unless indicated or additional charges will be incurred.	

Signature if Accepted \_\_\_\_\_

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
29673	06/14/2023	\$546.00	06/28/2023	Net 14	

DESCRIPTION	QTY	RATE
Hog Trapping Service	1	795.00
Hog Trapping Service Inspection/Survey Camera/Trap Setup		
Hog Camera Placement to Monitor	1	-249.00
Hog Camera Placement to Monitor for one week		
3590 waterford oaks		
<b>BALANCE DUE</b>		<b>\$546.00</b>

**Code to:**

**Double Branch Repair and Replacement**

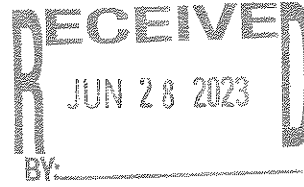
**34.600.53800.6200**

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
29888	06/22/2023	\$750.00	07/06/2023	Net 14	

DESCRIPTION	QTY	RATE
Hog Removal Up to 100 lbs	5	150.00
Hog Removal Up to 100 lbs		
3590 waterford oaks hogs		
BALANCE DUE		<b>\$750.00</b>

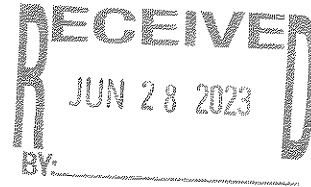
Code to:

Double Branch Repair and Replacement

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
29939	06/25/2023	\$150.00	07/09/2023	Net 14	

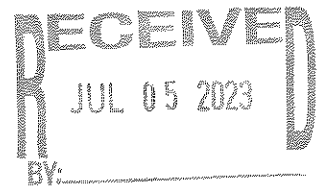
DESCRIPTION	QTY	RATE
HOGREMOVAL100PL Hog Removal more than 100 lbs + 3590 waterford oaks	1	150.00
<b>BALANCE DUE</b>		<b>\$150.00</b>

Code to:  
 Double Branch Repair and Replacement  
 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
30022	06/30/2023	\$250.00	07/14/2023	Net 14	

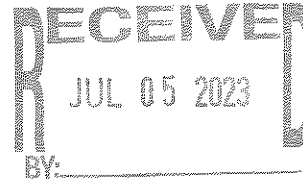
DESCRIPTION	QTY	RATE
Duck Removal	5	50.00
Duck Removal		

**BALANCE DUE \$250.00**

**Code to:**  
**Double Branch Repair and Replacement**  
**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
30049	07/02/2023	\$1,350.00	07/16/2023	Net 14	

DESCRIPTION	QTY	RATE
HOGREMOVAL100PL Hog Removal more than 100 lbs + 3590 waterford oaks	9	150.00
BALANCE DUE		<b>\$1,350.00</b>

**Code to:**

**Double Branch Repair and Replacement**

**34.600.53800.6200**

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





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

# INVOICE

EMERGENCY RESPONSE #

1-800-424-9300



INVOICE #	74026714
ORDER #	74100958
DATE	06/06/23
PAGE	1 of 1

**BILL TO**

277667  
DOUBLE BRANCH CDD  
370 OAKLEAF VILLAGE PKWY  
ORANGE PARK, FL 32065-4259

**SHIP TO**

74-JACKSONVILLE-SCP DIST.  
2900 DAWN RD  
JACKSONVILLE, FL 32207-7904

CUSTOMER P/O NUMBER STOCK	SHIP VIA PRIORITY PICK	WRITTEN BY THOMAS BAUMAN(74)	ORDER DATE 06/06/23
CUSTOMER RELEASE NUMBER	FREIGHT TERMS 02 IN/OUTBOUND	PAYMENT TERMS NET 30 DAYS	DUE DATE 07/06/23
JOB / SHIP-TO NAME OAKLEAF VILLAGE PKWY	PURCHASING AGENT	CONTACT JAY SORIANO	PHONE 904-342-1441

LN#	PRODUCT	HM	DESCRIPTION	U/M	OPEN	PCK-QTY	SHIP-QTY	B/O	PRICE	EXTENSION
-----	---------	----	-------------	-----	------	---------	----------	-----	-------	-----------

1	HPP-201-2034		HH1301 2" HITCH ADAP W/ U-BOLT	EA	1	1	1	0	77.87	<del>77.87</del>
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\$38.94

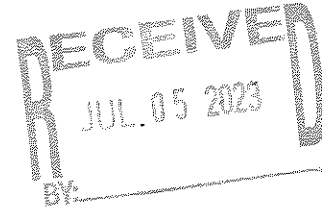
**Code to: 50/50split**

**Double Branch Repair and Replacement**

**34.600.53800.6200**

**Middle Village Repair and Replacements**

**34-600-538-64000**



\_\_\_ PLACARDS SUPPLIED-YES \_\_\_ NO \_\_\_ REFUSED \_\_\_

MERCHANDISE TOTAL	DISCOUNTS	MISC CHARGES	SALES TAX	INBOUND FREIGHT	OUTBOUND FREIGHT	DEPOSIT AMOUNT	DEPOSIT APPLIED	INVOICE TOTAL
77.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	77.87

This is to certify that the herein named materials are properly classified, described, packaged, marked, and labeled, and are in proper condition for transportation according to the applicable regulations of the department of transportation.

SIGNATURE: STACEY MATHIS(74)

Subject to our terms at <http://www.poolcorp.com/dealer-terms-conditions>

SIGNATURE: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

Cust#: 277667 Cust Name: DOUBLE BRANCH CDD  
Inv#: 74026714 Invoice Date: 06/06/23 Invoice Amount: \$77.87

Remit To:  
SCP DISTRIBUTORS LLC  
DEPT 0594  
PO BOX 850001  
ORLANDO, FL 32885-0594



**Kiefer Aquatics**  
**The Lifeguard Store**

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

# Invoice

DATE	INVOICE #
------	-----------

06/15/2023

INV001328967



**BILL TO**

Oakleaf Plantation  
 Jay Soriano  
 370 Oakleaf Village Pkwy  
 Orange Park, FL 32065

**SHIP TO**

Oakleaf Plantation  
 Jay Soriano  
 370 Oakleaf Village Pkwy  
 Orange Park, FL 32065

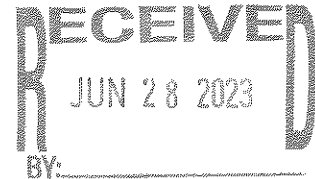
**Account Number: 265527**

P.O. NUMBER	TERMS	REP	SHIP	VIA	Order Number
	NET 30	038	06/15/2023	FEDEX_GROUND	ORD001205353
QUANTITY	ITEM CODE	DESCRIPTION		PRICE EACH	AMOUNT
10	100MESH	50" Super Rescue Tube Color: Red		\$74.99	\$749.90
100	180R	Red 19" Nylon Neck Lanyard		\$0.75	\$75.00
100	176R	Original Guard Infinity Whistle Color: Red		\$2.35	\$235.00
4	115JR	Jr. Guard Rescue Tube Sleeve		\$17.50	\$70.00
4	115RS	Solid Rescue Tube Sleeve Color: Red		\$0.00	
4	CSP	Custom Screen Print		\$0.00	

Page 1 of 1

Tracking Number:

399131160931  
 643214043287



Code to: 50/50split

Double Branch Repair and Replacement

34.600.53800.6200

Middle Village Repair and Replacements

34-600-538-64000

Subtotal	\$1,129.90
Discount Amount	\$282.48
Shipping, Packaging & Handling	\$58.50
Tax	\$0.00
<b>TOTAL</b>	<b>\$905.92</b>

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

Balance Due

~~\$905.92~~

\$452.96

**Riverside Management Services, Inc**

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

**Invoice**

Invoice #: 342  
Invoice Date: 7/13/2023  
Due Date: 7/13/2023  
Case:  
P.O. Number:

**Bill To:**

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

Description	Hours/Qty	Rate	Amount
Cannon's Point Playground Labor install and finalize the playground at Cannon's Point Digging and pouring footers, level and install all platforms and playground accessories. Repair and re-install borders at playground to prepare for mulch installation.		6,300.00	6,300.00

Code To:

Double Branch Capital

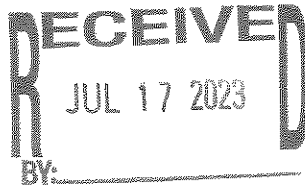
034.600.538.621

**RECEIVED**  
JUL 17 2023  
BY: \_\_\_\_\_

<b>Total</b>	<b>\$6,300.00</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$6,300.00</b>

**DOUBLE BRANCH CDD**  
**RIVERSIDE MANAGEMENT SERVICES, INC.**  
**INVOICE DETAIL**

<u>Description</u>	<u>Amount</u>
Cannon's Point Playground: Labor install and finalize the playground at Cannon's Point Digging and pouring footers, level and install all platforms and playground accessories. Repair and re-install borders at playground to prepare for mulch installation.	\$ 6,300.00
TOTAL DUE:	<u>\$ 6,300.00</u>



# Invoice

Invoice #: 12014

Date: 07/11/23

Customer PO:

DUE DATE: 08/10/2023

### BILL TO

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

### FROM

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

### DESCRIPTION

### AMOUNT

#12090 - Amenity right side irrigation enhancement

Modification of irrigation needed on the exit side of the Amenities entry for new sod.

<i>Irrigation</i>				<i>\$230.24</i>
1 LT Flex tubing 100 (Material)	30.00	\$3.96	\$118.68	
10 H nozzle (Material)	1.00	\$1.61	\$1.61	
15H nozzles (Material)	1.00	\$4.64	\$4.64	
6" pop up (Material)	1.00	\$50.31	\$50.31	
Irrigation Labor (Labor)	1.00	\$55.00	\$55.00	

### Invoice Notes:

Thank you for your business!

**AMOUNT DUE THIS INVOICE**

**\$230.24**

## Code To:

## Double Branch Repair and Replacements

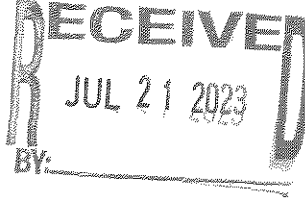
## 034.600.538.621

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

# Invoice

Invoice #: 2346  
 Invoice Date: 7/17/23  
 Due Date: 7/17/23  
 Case:  
 P.O. Number:

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



Description	Hours/Qty	Rate	Amount
Facility Maintenance June 1 - June 30, 2023		15,804.93	15,804.93
Maintenance Supplies		3,611.89	3,611.89
<del>Fac. Main Gen #4,168<sup>00</sup></del>			
<del>2,572.4660</del>			
<del>Fac. Main Cont #2,899<sup>00</sup></del>			
<del>2,572.4662</del>			
<del>Lighting Repairs #708<sup>00</sup></del>			
<del>2,230.572.4663</del>			
<del>Common Area Maint #4,333<sup>00</sup></del>			
<del>2,572.4640</del>			
<del>Repair / Replace #7,308<sup>82</sup></del>			
<del>2,572.6310</del>			
34,600.538.621			
<i>Jerry Lambert</i> 7-21-23			

<b>Total</b>	<b>\$19,416.82</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<del><b>\$19,416.82</b></del>

**\$7,308.82**

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
6/1/23	5	T.C.	Repaired fountain, took down ceiling fans at fitness center, worked on pickleball project
6/1/23	4	C.W.	Removed debris from all common areas
6/1/23	3.7	J.K.	Changed trash cans at parks, fixed part of fountain outside pool
6/1/23	8	C.Z.	Gathered material for tennis courts repair, patched holes in court, swept and prepped area, checked and changed trash receptacles
6/1/23	6.55	J.R.	Worked on park signs
6/2/23	8	T.C.	Assembling and installing new ceiling fans, worked on pickleball project
6/2/23	4	C.W.	Removed debris from all common areas
6/2/23	6	J.K.	Worked on pickleball court leveling patches, assisted installing fans at fitness center
6/2/23	8	C.Z.	Continued prep of pickleball court, swept entire surface, finished patching holes, began pouring binder
6/2/23	8	J.R.	Worked on outdoor fan
6/5/23	8	T.C.	Worked on pickleball project, picked up supplies
6/5/23	6	J.K.	Unloaded delivery truck, blew leaves and debris off pickleball courts, binder over patches on pickleball courts
6/5/23	8	C.Z.	Prep pickleball court for re-patching
6/5/23	4	C.W.	Removed debris from all common areas
6/6/23	4	T.C.	Worked on pickleball project
6/6/23	8	C.Z.	Pickleball court prep
6/6/23	4	C.W.	Removed debris from all common areas
6/7/23	8	T.C.	Worked on pickleball project, picked up supplies
6/7/23	7	C.Z.	Continued work on pickleball courts, re-poured all deep holes, covered all cracks, chipped off dry material
6/7/23	4	C.W.	Removed debris from all common areas
6/8/23	8	T.C.	Worked on pickleball project
6/8/23	8	C.Z.	Chipped and sanded rest of the large bumps on pickleball court, swept court, prepared materials for next step of process
6/8/23	4	C.W.	Removed debris from all common areas
6/9/23	8	T.C.	Worked on pickleball project, picked up supplies
6/9/23	8	J.K.	Pickleball court prep and first layer
6/9/23	8	C.Z.	Finished first coat of surfacers on pickleball court, cleaned up area
6/9/23	4	C.W.	Removed debris from all common areas
6/12/23	8	T.C.	Worked on pickleball project
6/12/23	7.65	J.K.	Blew leaves and debris off pickleball courts, worked on pickleball restoration
6/12/23	8	C.W.	Pickleball court project, restored coat with black paint
6/13/23	8	T.C.	Worked on pickleball project
6/13/23	6	J.K.	Pickleball restoration
6/13/23	8	C.W.	Worked on pickleball restoration
6/14/23	5	T.C.	Hung new swings on swing set, hung windcreens around back of shop
6/14/23	4	J.K.	Put up screen around shop, put swings up
6/14/23	8	C.W.	Worked on pickleball restoration
6/14/23	5.88	J.R.	Worked on pickleball surfacing
6/15/23	8	T.C.	Installed solar panel light in shop, cut limbs for solar panel, repaired bracket on ceiling fan, cleaned shop
6/15/23	5	J.K.	Repaired bracket for ceiling fan, put up solar light in shop, cut down limbs covering solar
6/15/23	4	C.W.	Removed debris from all common areas
6/16/23	6	T.C.	Grinded unlevel sidewalks around amenity center
6/16/23	5	J.K.	Fixed length of swings, grind down sidewalk
6/16/23	4	C.W.	Removed debris from side of roads and parks
6/16/23	3.51	A.T.	Removed debris from all common areas
6/19/23	8	T.C.	Worked on pickleball project
6/19/23	4.15	J.K.	Worked on pickleball raising corners level
6/19/23	6	C.Z.	Worked on pickleball project
6/19/23	4	C.W.	Removed debris from all common areas
6/20/23	4	T.C.	Took down and replaced old broken basketball backboard, scrape pickleball court
6/20/23	5.32	J.K.	Replaced basketball backboard, scrape pickleball court, fixed fence in entrance of neighborhood
6/20/23	4	C.Z.	Took down and replaced basketball hoops, scraped and sanded pickleball court
6/21/23	4	T.C.	Cleaned up around dumpster area and cut up pallets, replaced two old broken basketball backboards
6/21/23	2	J.K.	Replaced backboard in basketball courts
6/21/23	4	C.Z.	Cleaned up dumpster area, moved and cut pallets, replaced basketball hoop
6/21/23	4	C.W.	Removed debris from all common areas
6/22/23	6	T.C.	Secured loose windcreens around tennis/pickleball, basketball and pool, prepped basketball poles to paint, picked up supplies
6/22/23	6	C.Z.	Zip tied windcreens for basketball courts and pool, prepped basketball poles, cleaned up dumpster area
6/22/23	4	C.W.	Removed debris from all common areas
6/23/23	2	C.Z.	Unloading truck, sanding basketball poles
6/23/23	4	C.W.	Removed debris from all common areas
6/26/23	8	J.K.	Worked on pickleball court, removed debris at Cannons Point
6/26/23	6.5	C.Z.	Worked on pickleball project
6/26/23	8	C.W.	Blew leaves and debris off pickleball courts, applied second layer to pickleball, removed debris from all common areas
6/27/23	7.85	J.K.	Removed debris around soccer field and along street, checked and changed trash receptacles in parks, blew leaves and debris off pickleball courts
6/27/23	8.62	C.Z.	Worked on pickleball courts, sanding and painting basketball posts
6/27/23	8	C.W.	Grinded rust of basketball court goals then sprayed primer and finished with black paint, removed

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
			debris around soccer field
6/28/23	2	C.Z.	Worked on pickleball project
6/29/23	4	J.K.	Worked on pickleball turf second half
6/29/23	9.62	C.Z.	Worked on pickleball courts, sanding and painting basketball posts
6/29/23	5	C.W.	Worked on pickleball project
6/29/23	7.43	A.B.	Put surfacing layer on pickleball court, re-planted hanging plants on pool deck
6/29/23	7.05	J.R.	Worked on pickleball surfacing, worked on plants on pool deck
6/30/23	4	J.K.	Worked on pickleball surfacing
6/30/23	5	C.Z.	Worked on pickleball project
6/30/23	4	C.W.	Worked on pickleball project
6/30/23	6.18	J.R.	Worked on pickleball surfacing, worked on plants on pool deck

TOTAL 451.01

MILES 44

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



**MAINTENANCE BILLABLE PURCHASES**

Period Ending 7/05/23

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DB				
DOUBLE BRANCH				
	5/11/23	Stainless Steel Cap Nut (8)	12.70	J.S.
	5/11/23	3/8" Poly Braid Rope	9.19	J.S.
	6/11/23	2" Vinyl Letters (3)	11.97	J.S.
	5/11/23	Stainless Steel Lock Nuts	2.38	J.S.
	5/11/23	Stainless Steel Machine Screws (4)	6.35	J.S.
	5/11/23	Gate Latch	6.68	J.S.
	5/18/23	Snap Lock Drill Mandrel	11.49	J.S.
	5/26/23	Wasp Spray	8.63	J.S.
	5/26/23	Muriatic Acid	22.98	J.S.
	5/31/23	60" Indoor/Outdoor Ceiling Fans (6)	1554.00	J.S.
	6/1/23	HD Mixing Container (3)	18.91	J.S.
	6/1/23	5 Gallon Bucket (3)	27.53	J.S.
	6/1/23	Squeegee (3)	103.40	J.S.
	6/5/23	Extension Cord	45.39	T.C.
	6/5/23	32 Gallon Trash Receptacles	47.12	T.C.
	6/5/23	Firm Grip Nitrile Coated Gloves 5pk	8.69	T.C.
	6/5/23	BLK Nitrile Gloves 20pk	8.61	T.C.
	6/5/23	2Gal Plastic Bucket (2)	11.45	T.C.
	6/5/23	10Qt Mixing Containers (4)	25.21	T.C.
	6/5/23	94lb Port Limestone Cement (2)	26.38	T.C.
	6/7/23	Transfer Shovel	14.36	T.C.
	6/7/23	7" Scraper Cushion Grip (2)	40.23	T.C.
	6/7/23	10" and 12" Pliers Set	15.50	T.C.
	6/7/23	Set Your Own Combo	21.15	T.C.
	6/9/23	Handle Drill Ramp 1/2" Spade Mud Mixer	143.18	T.C.
	6/12/23	5 Gallon White Bucket	18.35	T.C.
	6/12/23	BLK Nitrile Gloves 20pk	8.61	T.C.
	6/12/23	Firm Grip Nitrile Coated Gloves 5pk (2)	17.18	T.C.
	6/12/23	15 AMP GFCI White	24.61	T.C.
	6/12/23	180 3-In-1 Solar Motion Light	94.30	T.C.
	6/12/23	Extension Cord	14.36	T.C.
	6/14/23	Sakrete Concrete Mix (3)	23.91	T.C.
	6/14/23	4 Gallon Trash Bags	8.59	T.C.
	6/14/23	8" Black Cable Tie 500pk	20.09	T.C.
	6/14/23	Post Hole Digger with Depth Gauge	28.74	T.C.
	6/14/23	Post Hole Digger Anvil	22.99	T.C.
	6/21/23	Ryobi 40V Rapid Charger	194.35	J.S.
	6/21/23	Zep Degreaser	27.01	J.S.
	6/21/23	Ryobi 40V Battery	217.35	J.S.
	6/21/23	Nitrile Gloves 20pk	8.61	T.C.
	6/21/23	Med Trash Bags 50ct	8.02	T.C.
	6/21/23	3/8x3-1/2 Hex Bolt (4)	7.50	T.C.
	6/21/23	3/8 Hex Nut (4)	1.52	T.C.
	6/21/23	3/8 Flat Washer (8)	3.04	T.C.
	6/21/23	3/8 Lock Washer (4)	1.33	T.C.
	6/21/23	1/4x3 Hex Bolt (4)	1.75	T.C.
	6/21/23	1/4 Hex Bolt (4)	0.87	T.C.
	6/21/23	1/4 Lock Washer (4)	0.83	T.C.
	6/21/23	Microfiber Towels 24pk (3)	44.78	F.S.
	6/21/23	Disposable Gloves 100ct (2)	41.33	F.S.
	6/22/23	Black Cow Compost (2)	14.88	J.S.
	6/22/23	Plant Food Fertilizer	16.09	J.S.
	6/22/23	Topsoil (2)	7.98	J.S.
	6/22/23	Mason Anchors	5.65	J.S.
	6/22/23	3" Mason Hook and Eye (2)	26.62	J.S.
	6/22/23	18" Cones	79.71	J.S.
	6/22/23	5/16 Flat Washer 50pc	18.93	T.C.
	6/22/23	5/16 Hex Nut 50pc	13.86	T.C.
	6/22/23	5/16x4 Hex Bolt 15pc	9.90	T.C.
	6/22/23	3" Maxblue Tablets 2.5lbs	34.49	T.C.
	6/23/23	5/16 Hex Bolts	29.69	T.C.
	6/27/23	Gray Primer Spray Paint (2)	16.05	C.Z.
	6/28/23	14" Coco Liner (12)	68.72	J.S.
	6/29/23	Gray Primer Spray Paint	8.03	C.Z.
	6/29/23	2" Flat Brush	1.69	C.Z.
	6/29/23	3" Flat Brush	2.15	C.Z.
	6/30/23	Gas for Equipment	75.00	T.C.
	7/5/23	Veranda Lattice White (2)	57.45	T.C.
	7/5/23	PAR38 BW 2pk DIM 90W (3)	55.13	T.C.
	7/5/23	Hex Screws 1/4x1-1/4	4.59	T.C.
	7/5/23	Fender Washer 3/16 10pc	2.47	T.C.
	7/7/23	Gorilla Adhesive Clear	16.08	T.C.
	7/7/23	3" Putty Knife	3.44	T.C.

**TOTAL \$3,611.89**



Powered by HD Supply

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

- 
- 
- 

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

Repair & Replacement

DB 34,600.538.621  
~~2,320.572.63100~~

MV

34,600.538.64000

### Invoice Detail

Customer ID: 647283  
 Invoice Number: 753950732  
 Invoice Date: 7/10/2023  
 Order Number: 51082589  
 Purchase Order: Lisa

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

TO be split between  
 DB and MV 50/50.

### Shipped To:

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

Invoice Total ~~\$1,594.19~~  
 \$797.10

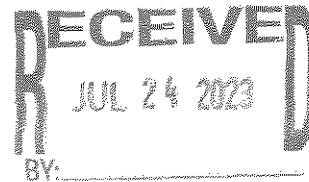
### Home Depot Pro Notes:


CALL JAY 904-562-0249 30 MIN BEFORE DELIVERY

!\$7.95 Handling Charge

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
 RENOWN SINGLE ROLL BATH TISSUE 2PLY REN06125-WB	10	10	\$79.25	\$792.50

Description   Item Number	Quantity Ordered	Quantity Shipped	Unit Price	Total
 RENOWN GS MULTI-FOLD TOWEL NATURAL 9-1/8 <u>REN06003-WB</u>	6	6	\$41.59	\$249.54
 BAG SANI WASTE WAXED KRAFT 7.5X10 <u>HOSKL-260</u>	2	0	\$36.29	\$0.00
 RENOWN URINAL SCRNB FABUL BK <u>REN03098-FR</u>	6	6	\$57.75	\$346.50
 ZEP COMM STAINLESS STEEL <u>203759588</u>	3	3	\$7.58	\$22.74
 24X24 10GL 6MC .23ML HI LINER CORL <u>TYCHR242406N</u>	1	1	\$17.76	\$17.76
 LYSOL 19OZ CRISP LINEN DISINFECT 12/CS <u>REC74828</u>	12	12	\$13.10	\$157.20

Subtotal \$1,586.24  
 Shipping & Handling \$7.95  
 Tax \$0.00  
 Web Discount -\$0.00  
 Invoice Total \$1,594.19



Powered by HD Supply

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

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

Repair & Replacement

DB 34,600.538.621

~~2,320.572.63100~~

MV

34,600.538.64000

To be split between DB & MV 50/50

### Invoice Detail

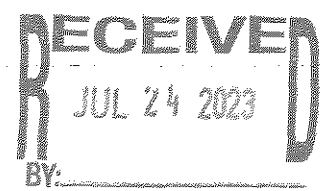
Customer ID: 647283  
 Invoice Number: 754689727  
 Invoice Date: 7/13/2023  
 Order Number: 51082589  
 Purchase Order: Lisa

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

### Shipped To:

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

Invoice Total ~~\$72.58~~  
 \$36.29



### Home Depot Pro Notes:

CALL JAY 904-562-0249 30 MIN BEFORE DELIVERY

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
BAG SANI WASTE WAXED KRAFT 7.5X10 HOSKL-260		2	2	\$36.29	\$72.58

Subtotal \$72.58  
 Shipping & Handling \$0.00  
 Tax \$0.00

Web Discount	-\$0.00
Invoice Total	\$72.58

*FOURTH ORDER OF BUSINESS*

# **Double Branch Community Development District**



**Approved Budget**

**FY 2024**



**Double Branch  
Community Development District**

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# Double Branch

Community Development District

General Fund

Description	Adopted Budget FY 2023	Actual YTD 6/30/23	Projected Next 3 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	\$ 1,445	\$ 155	\$ 1,600	\$ 1,600
<b>Total Revenues</b>	<b>\$ 178,090</b>	<b>\$ 179,948</b>	<b>\$ 155</b>	<b>\$ 179,659</b>	<b>\$ 179,490</b>
<b>Expenditures</b>					
Supervisor Fees	\$ 12,000	\$ 7,000	\$ 3,000	\$ 10,000	\$ 12,000
FICA Expense	\$ 1,000	\$ 578	\$ 230	\$ 807	\$ 1,000
Engineering	\$ 5,000	\$ -	\$ 2,500	\$ 2,500	\$ 5,000
Arbitrage	\$ 700	\$ 700	\$ -	\$ 700	\$ 700
Dissemination	\$ 1,600	\$ 1,200	\$ 400	\$ 1,600	\$ 1,696
Assessment Roll	\$ 8,212	\$ 8,212	\$ -	\$ 8,212	\$ 8,705
Attorney	\$ 42,000	\$ 29,539	\$ 11,461	\$ 41,000	\$ 42,000
Annual Audit	\$ 5,000	\$ 5,100	\$ -	\$ 5,100	\$ 5,200
Trustee Fees	\$ 8,815	\$ 4,725	\$ 4,090	\$ 8,815	\$ 8,815
Management Fees	\$ 64,850	\$ 48,638	\$ 16,213	\$ 64,850	\$ 68,741
Information Technology	\$ 2,142	\$ 1,607	\$ 536	\$ 2,142	\$ 2,271
Telephone	\$ 600	\$ 156	\$ 444	\$ 600	\$ 600
Postage	\$ 1,900	\$ 428	\$ 1,472	\$ 1,900	\$ 1,900
Printing	\$ 2,000	\$ 694	\$ 1,306	\$ 2,000	\$ 2,000
Records Storage	\$ 300	\$ -	\$ 150	\$ 150	\$ -
Insurance	\$ 10,351	\$ 9,272	\$ -	\$ 9,272	\$ 10,199
Legal Advertising	\$ 2,800	\$ 1,452	\$ 1,348	\$ 2,800	\$ 2,800
Office Supplies	\$ 300	\$ 11	\$ 189	\$ 200	\$ 200
Website Compliance	\$ 2,500	\$ 1,875	\$ 625	\$ 2,500	\$ 2,650
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ -	\$ 175	\$ 175
Other Current Charges	\$ 120	\$ 69	\$ 51	\$ 120	\$ 120
Reserve	\$ 5,725	\$ 5,725	\$ -	\$ 5,725	\$ 2,719
<b>Expenditures</b>	<b>\$ 178,090</b>	<b>\$ 127,154</b>	<b>\$ 44,014</b>	<b>\$ 171,168</b>	<b>\$ 179,490</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$ 0</b>	<b>\$ 52,795</b>	<b>\$ (43,859)</b>	<b>\$ 8,491</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

Description	Adopted Budget FY 2023	Actual YTD 6/30/23	Projected Next 3 Months	Total Projected FY 2023	Approved Budget FY 2024
<b>Revenues</b>					
Maintenance Assessments	\$ 1,873,440	\$ 1,879,894	\$ -	\$ 1,879,894	\$ 1,873,440
Interest Income	\$ 1,000	\$ 15,741	\$ 7,000	\$ 22,741	\$ 3,700
Amenities Revenue/Miscellaneous	\$ 30,000	\$ 31,654	\$ 5,000	\$ 36,654	\$ 40,000
Sports Revenue	\$ 25,000	\$ 9,070	\$ 1,500	\$ 10,570	\$ 15,000
<b>Total Revenues</b>	<b>\$ 1,929,440</b>	<b>\$ 1,936,359</b>	<b>\$ 13,500</b>	<b>\$ 1,949,859</b>	<b>\$ 1,932,140</b>
<b>Expenditures</b>					
<b>Administrative</b>					
Management Fees - On Site Staff	\$ 208,187	\$ 156,140	\$ 52,047	\$ 208,187	\$ 220,678
Insurance	\$ 87,892	\$ 79,614	\$ -	\$ 79,614	\$ 116,853
Other Current Charges	\$ 3,500	\$ 1,901	\$ 1,599	\$ 3,500	\$ 3,500
Permit Fees	\$ 1,635	\$ 1,381	\$ 254	\$ 1,635	\$ 1,635
<b>Administrative Expenditures</b>	<b>\$ 301,214</b>	<b>\$ 239,036</b>	<b>\$ 53,900</b>	<b>\$ 292,936</b>	<b>\$ 342,666</b>
<b>Maintenance</b>					
Security	\$ 94,257	\$ 72,006	\$ 22,251	\$ 94,257	\$ 107,000
Security - Clay County Off-Duty Sheriff	\$ 54,438	\$ 37,223	\$ 9,306	\$ 46,528	\$ 44,627
Water - Irrigation	\$ 12,300	\$ 6,308	\$ 4,992	\$ 11,300	\$ 12,300
Irrigation Maintenance	\$ 6,000	\$ -	\$ 3,000	\$ 3,000	\$ 5,000
Streetlighting	\$ 31,000	\$ 21,694	\$ 8,306	\$ 30,000	\$ 31,000
Electric	\$ 35,000	\$ 25,576	\$ 9,424	\$ 35,000	\$ 36,000
Landscape Maintenance	\$ 422,908	\$ 322,700	\$ 105,727	\$ 428,427	\$ 459,000
Common Area Maintenance	\$ 55,000	\$ 38,325	\$ 13,675	\$ 52,000	\$ 55,000
Lake Maintenance	\$ 27,840	\$ 24,198	\$ 3,642	\$ 27,840	\$ 29,232
Capital Reserve	\$ 411,722	\$ 411,722	\$ -	\$ 411,722	\$ 300,137
<b>Maintenance Expenditures</b>	<b>\$ 1,150,464</b>	<b>\$ 959,751</b>	<b>\$ 180,323</b>	<b>\$ 1,140,074</b>	<b>\$ 1,079,296</b>

# Double Branch

Community Development District

Recreation Fund

Description	Adopted Budget FY 2023	Actual YTD 6/30/23	Projected Next 3 Months	Total Projected FY 2023	Approved Budget FY 2024
<u>Recreation Facility</u>					
Amenity Staff	\$ 129,800	\$ 99,056	\$ 30,744	\$ 129,800	\$ 137,588
Refuse Services	\$ 14,479	\$ 11,509	\$ 4,200	\$ 15,709	\$ 17,500
Telephone	\$ 5,500	\$ 4,652	\$ 1,348	\$ 6,000	\$ 6,000
Electric	\$ 40,000	\$ 29,321	\$ 11,679	\$ 41,000	\$ 42,000
Cable	\$ 8,500	\$ 5,493	\$ 3,007	\$ 8,500	\$ 9,000
Pool Maintenance	\$ 38,215	\$ 26,056	\$ 9,303	\$ 35,359	\$ 35,000
Water / Sewer/Reclaim	\$ 48,000	\$ 37,600	\$ 17,400	\$ 55,000	\$ 57,000
Facility Maintenance-General	\$ 50,000	\$ 34,595	\$ 15,405	\$ 50,000	\$ 50,000
Facility Maintenance-Preventative	\$ 13,717	\$ 4,462	\$ 5,538	\$ 10,000	\$ 10,000
Facility Maintenance - Contingency	\$ 34,750	\$ 16,964	\$ 17,000	\$ 33,964	\$ 34,750
Lighting Repairs	\$ 8,500	\$ 6,290	\$ 2,210	\$ 8,500	\$ 8,500
Special Events	\$ 10,500	\$ 6,264	\$ 1,236	\$ 7,500	\$ 7,500
Office Supplies & Equipment	\$ 2,000	\$ 1,661	\$ 339	\$ 2,000	\$ 1,000
Janitorial	\$ 64,000	\$ 41,700	\$ 21,899	\$ 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>\$ 328,478</b>	<b>\$ 147,052</b>	<b>\$ 475,531</b>	<b>\$ 510,178</b>
<b>Total Expenditures</b>	<b>\$ 1,929,440</b>	<b>\$ 1,527,266</b>	<b>\$ 381,275</b>	<b>\$ 1,908,540</b>	<b>\$ 1,932,140</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$ -</b>	<b>\$ 409,093</b>	<b>\$ (367,775)</b>	<b>\$ 41,318</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.

---

## **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
Tool Technologies	Preventative	\$ 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 6/30/23	Projected Next 3 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	\$ 69,867	\$ 8,000	\$ 77,867	\$ 10,000
Carry Forward Surplus	\$ 622,539	\$ 626,467	\$ -	\$ 626,467	\$ 720,818
<b>Total Revenues</b>	<b>\$ 2,587,917</b>	<b>\$ 2,663,105</b>	<b>\$ 8,000</b>	<b>\$ 2,666,212</b>	<b>\$2,692,695</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>\$ 717,711</b>	<b>\$ 8,000</b>	<b>\$ 720,818</b>	<b>\$ 742,095</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	\$ 895.09	\$ 646.71	\$ 1.35	\$ 0.61	
Gross Assessment	\$ 1,973,674	\$ 178,493	\$ 10,812	\$ 21,405	\$ 2,184,384
Net Assessment (.94)	\$ 1,851,087	\$ 167,498	\$ 10,211	\$ 20,121	\$ 2,048,917

**Allocation By Fund**

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/ (Decrease)</b>
Single Family	\$895.09	\$895.09	\$0.00
Multi-Family	\$646.71	\$646.71	\$0.00
Village Center Retail	\$1.35	\$1.35	\$0.00
Village Center Office	\$0.61	\$0.61	\$0.00

# Double Branch

Community Development District

Capital Reserve Fund

Description	Adopted Budget FY 2023	Actual YTD 6/30/23	Projected Next 3 Months	Total Projected FY 2023	Approved Budget FY 2024
<b>REVENUES:</b>					
Beginning Fund Balance	\$ 1,434,151	\$ 1,434,151	\$ -	\$ 1,434,151	\$ 1,469,257
Interest Income	\$ 6,000	\$ 23,621	\$ 1,500	\$ 25,121	\$ 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>\$ 1,875,219</b>	<b>\$ 1,500</b>	<b>\$ 1,876,719</b>	<b>\$ 1,782,113</b>
<b>EXPENDITURES:</b>					
Repairs & Replacements	\$ 570,670	\$ 307,462	\$ 100,000	\$ 407,462	\$ 530,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 570,670</b>	<b>\$ 307,462</b>	<b>\$ 100,000</b>	<b>\$ 407,462</b>	<b>\$ 530,000</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$ 1,286,928</b>	<b>\$ 1,567,757</b>	<b>\$ (98,500)</b>	<b>\$ 1,469,257</b>	<b>\$ 1,252,113</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>Replacement Cost (Study)</b>
2023	\$1,434,151	\$417,447	\$25,121	(\$407,462)	\$1,469,257	\$1,683,563	75%	\$2,859,449
<b>2024</b>	<b>\$1,469,257</b>	<b>\$302,855</b>	<b>\$10,000</b>	<b>(\$530,000)</b>	<b>\$1,252,113</b>	<b>\$1,865,281</b>	<b>67%</b>	<b>\$3,031,016</b>
2025	\$1,252,113	\$181,320	\$3,000	(\$89,307)	\$1,347,126	\$2,031,678	66%	\$3,182,567
2026	\$1,347,126	\$186,760	\$3,500	(\$85,467)	\$1,451,919	\$2,195,262	66%	\$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	\$ 8,491
Estimated Recreation Excess Revenues- Fiscal Year 2023	\$ 41,318
Total Estimated Operating Funds Available - 9/30/2023	\$ 824,506

#### Allocation of Funds Available

General Fund Operating Reserve - First Quarter Operating Capital	\$ 44,193
Recreation Fund Operating Reserve - First Quarter Operating Capital	\$ 408,001
Total Reserve	\$ 452,194

Total Working Capital Surplus	\$ 372,313
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Capital Reserve- Beginning Fund Balance - 10/1/22	\$ 1,434,151
Projected Capital Excess Revenues - Fiscal Year 2023	\$ 35,106
Total Estimated Reserve Funds Available - 9/30/23	\$ 1,469,257

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	\$ 1,252,113
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*A.*



## RESOLUTION 2023-09

### THE ANNUAL APPROPRIATION RESOLUTION OF THE DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023 AND ENDING SEPTEMBER 30, 2024; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

**WHEREAS**, the District Manager has, prior to the fifteenth (15<sup>th</sup>) day in June, 2023, submitted to the Board of Supervisors (“**Board**”) of the Double Branch Community Development District (“**District**”) proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2023 and ending September 30, 2024 (“**Fiscal Year 2023/2024**”) along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

**WHEREAS**, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

**WHEREAS**, the Board set a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

**WHEREAS**, the District Manager posted the Proposed Budget on the District’s website at least two days before the public hearing; and

**WHEREAS**, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1<sup>st</sup> of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

**WHEREAS**, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

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

#### **SECTION 1. BUDGET**

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.

- b. The Proposed Budget, attached hereto as **Exhibit A**, as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* (“**Adopted Budget**”), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District’s Local Records Office and identified as “The Budget for the Double Branch Community Development District for the Fiscal Year Ending September 30, 2024.”
- d. The Adopted Budget shall be posted by the District Manager on the District’s official website within thirty (30) days after adoption and shall remain on the website for at least 2 years.

**SECTION 2. APPROPRIATIONS**

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2023/2024, the sum of \$\_\_\_\_\_ to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$_____
RECREATION FUND	\$_____
DEBT SERVICE FUND (SERIES 2013)	\$_____
CAPITAL RESERVE FUND	\$_____
TOTAL ALL FUNDS	\$_____

**SECTION 3. BUDGET AMENDMENTS**

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2023/2024, or within 60 days following the end of the Fiscal Year 2023/2024, may amend its Adopted Budget for that fiscal year as follows:

- a. A line-item appropriation for expenditures within a fund may be decreased or increased by motion of the Board recorded in the minutes, and approving the expenditure, if the total appropriations of the fund do not increase.

- b. The District Manager or Treasurer may approve an expenditure that would increase or decrease a line-item appropriation for expenditures within a fund if the total appropriations of the fund do not increase and if either (i) the aggregate change in the original appropriation item does not exceed the greater of \$15,000 or 15% of the original appropriation, or (ii) such expenditure is authorized by separate disbursement or spending resolution.
- c. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must ensure that any amendments to the budget under paragraph c. above are posted on the District’s website within 5 days after adoption and remain on the website for at least 2 years.

**SECTION 4. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS 14TH DAY OF AUGUST, 2023.**

ATTEST:

**DOUBLE BRANCH COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary / Assistant Secretary

By: \_\_\_\_\_

Its: \_\_\_\_\_

**Exhibit A:** Fiscal Year 2023/2024 Budget

**Exhibit A**

Fiscal Year 2023/2024 Budget

*B.*

## RESOLUTION 2023-10

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT MAKING A DETERMINATION OF BENEFIT AND IMPOSING SPECIAL ASSESSMENTS FOR FISCAL YEAR 2023/2024; PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

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

**WHEREAS**, the District is located in Clay County, Florida (“**County**”); and

**WHEREAS**, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District’s adopted capital improvement plan and Chapter 190, *Florida Statutes*; and

**WHEREAS**, the Board of Supervisors (“**Board**”) of the District hereby determines to undertake various operations and maintenance and other activities described in the District’s budget (“**Adopted Budget**”) for the fiscal year beginning October 1, 2023 and ending September 30, 2024 (“**Fiscal Year 2023/2024**”), attached hereto as **Exhibit “A”** and incorporated by reference herein; and

**WHEREAS**, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the Adopted Budget; and

**WHEREAS**, the provision of such services, facilities, and operations is a benefit to lands within the District; and

**WHEREAS**, Chapter 190, *Florida Statutes*, provides that the District may impose special assessments on benefitted lands within the District; and

**WHEREAS**, it is in the best interests of the District to proceed with the imposition of the special assessments for operations and maintenance in the amount set forth in the Adopted Budget; and

**WHEREAS**, the District has previously levied an assessment for debt service, which the District desires to collect for Fiscal Year 2023/2024; and

**WHEREAS**, Chapter 197, *Florida Statutes*, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector (“**Uniform Method**”), and the District has previously authorized the use of the Uniform Method by, among other things, entering into agreements with the Property Appraiser and Tax Collector of the County for that purpose; and

**WHEREAS**, it is in the best interests of the District to adopt the Assessment Roll of the Double Branch Community Development District (“**Assessment Roll**”) attached to this Resolution as **Exhibit “B”** and incorporated as a material part of this Resolution by this reference, and to certify the Assessment Roll to the County Tax Collector pursuant to the Uniform Method; and

**WHEREAS**, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll, certified to the County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for the County, for such time as authorized by Florida law.

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

**SECTION 1. BENEFIT & ALLOCATION FINDINGS.** The Board hereby finds and determines that the provision of the services, facilities, and operations as described in **Exhibit “A”** confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the cost of the assessments. The allocation of the assessments to the specially benefitted lands, as shown in **Exhibits “A” and “B,”** is hereby found to be fair and reasonable.

**SECTION 2. ASSESSMENT IMPOSITION.** Pursuant to Chapters 190 and 197, *Florida Statutes*, and using the procedures authorized by Florida law for the levy and collection of special assessments, a special assessment for operation and maintenance is hereby imposed and levied on benefitted lands within the District, and in accordance with **Exhibits “A” and “B.”** The lien of the special assessments for operations and maintenance imposed and levied by this Resolution shall be effective upon passage of this Resolution. Moreover, pursuant to Section 197.3632(4), *Florida Statutes*, the lien amount shall serve as the “maximum rate” authorized by law for operation and maintenance assessments.

**SECTION 3. COLLECTION.** The collection of the operation and maintenance special assessments and previously levied debt service assessments shall be at the same time and in the same manner as County taxes in accordance with the Uniform Method, as indicated on **Exhibits “A” and “B.”** The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

**SECTION 4. ASSESSMENT ROLL.** The Assessment Roll, attached to this Resolution as **Exhibit “B,”** is hereby certified to the County Tax Collector and shall be collected by the County

Tax Collector in the same manner and time as County taxes. The proceeds therefrom shall be paid to the District.

**SECTION 5. ASSESSMENT ROLL AMENDMENT.** The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll. After any amendment of the Assessment Roll, the District Manager shall file the updates in the District records.

**SECTION 6. SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

**SECTION 7. EFFECTIVE DATE.** This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

**PASSED AND ADOPTED** this 14th day of August, 2023.

ATTEST:

**DOUBLE BRANCH COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary / Assistant Secretary

\_\_\_\_\_  
Chair / Vice Chair, Board of Supervisors

**Exhibit A:** Budget

**Exhibit B:** Assessment Roll



**Exhibit A**  
Budget

**Exhibit B**  
Assessment Roll

*FIFTH ORDER OF BUSINESS*

*B.*

## Double Branch CDD Annual Review

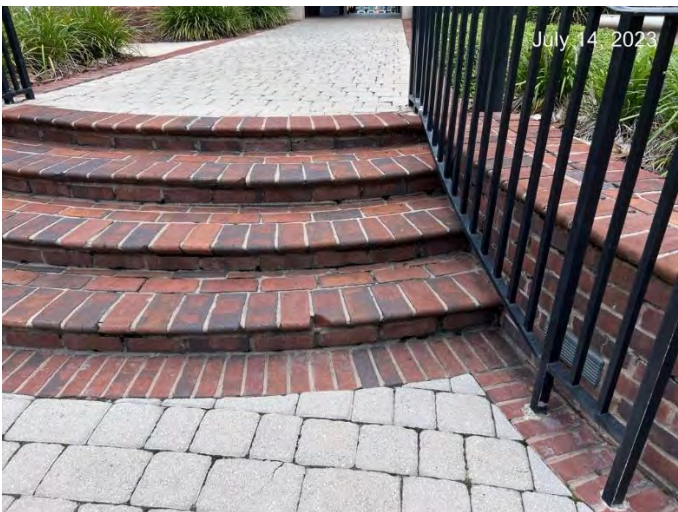
The CDD annual review was conducted on July 14, 2023, by Jeff Brooks. The ETM CEI noted the following items:

1. As a general note, uncover and remove debris / leaves from all inlets located along the outside edge of the sports field.
2. There are two cleanout caps located in the sports field near the bathrooms that need to be protected. One is broken and should be replaced as soon as possible.
3. At the approaches to the pedestrian bridge that crosses the amenity pond near the playground, there is erosion around the approach and potential fall hazard.
4. Repair broken sidewalk sections in several locations around the amenity area that present potential trip hazards.
5. From the ROW heading west, the sidewalk appears to significantly exceed the ADA maximum cross slope of 2%. Estimate the cross slope is 4 to 5 %.
6. The playground at the field is holding water. Drainage needs to be cleared or installed.
7. At the playground near the entrance to the Piedmont subdivision, the sidewalk is cracked in multiple locations, a top rail section is missing from the fence, and there is a large bare area that should be sodded.
8. At the Village Center:
  - a. Parking spaces are being blocked by large wood blocks in the additional parking area.
  - b. A pothole that was previously patched is now open again. Need to repair as soon as possible to reduce the amount of repair that will be required.
  - c. Need to remove built up material in the curb line at the inlets.
  - d. Need to repaint the lines for the ADA parking spaces.

No other issues were noted in the surrounding neighborhoods. Although there was evidence of old washouts in some of the ponds, these appear to be now protected by established sod and do not appear to be a matter of concern.

Amenity and Sports Field





Piedmont Park





Village Center



*C.*

**NOTICE OF MEETINGS  
DOUBLE BRANCH  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the **Double Branch Community Development District** will hold their regularly scheduled public meetings for **Fiscal Year 2024** at **4:00 p.m.** at the **Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065** on the second Monday of each month as follows, except where indicated:

October 9, 2023  
November 13, 2023  
December 11, 2023  
January 8, 2024  
February 12, 2024 @ 6:00 p.m.  
March 11, 2024  
April 8, 2024  
May 13, 2024  
June 10, 2024  
July 8, 2024  
August 12, 2024 @ 6:00 p.m.  
September 9, 2024

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

### Community:

#### Special Events

- Tuesday Food trucks – (continue?),
- Back to School Party, August Movie – Dive in at DB
- Upcoming – September Movie – Dive In at MV

#### Aquatics

- Summer Swim finalized, High School Swimming at MV, overflow usage at DB lap pool
- Currently scheduling neighborhood classes – CPR/First Aid, off season babysitting class

#### Amenity Usage

- *Total Facilities Usage – 7983*
- *Average daily usage – 258*

#### *Card counts:*

DB Owners	152
DB Renters	78
DB Replacements	42
DB Updated	25

*Total cards printed: 608 (both districts)*

#### Rentals

- 11 of 31 days rented in July, 4 of 5 weekends rented
- 10 Clubroom rentals, 10 patio rentals
- 21 tours ( 43 approx.hours)/68 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
- AC issue at Fitness Center
- AC issue at Clubhouse

#### MAINTENANCE

- Replace GFCI outlet in men's bathroom at Pool house
- Coordinate repair to newer gas cart (broken steering box)
- Coordinate order and delivery of parts and tires for large UTV
- Replace GFCI on water fountain at walk up entry of Clubhouse
- Diagnose issues with AC unit at clubhouse bathrooms/offices
- Repair HVAC unit at clubhouse – 1 coil bad
- Diagnose issues with AC unit at Fitness Center (large Addison)
- Pressure test/camera inspection on damaged /leaking pipe at slide pool
- Remove Worthington Oaks playground
- Trim trees (remove multiple low hanging branches) at Worthington playground
- Repair multiple slates and posts, replace caps at fencing at Worthington oaks Playground
- Clean fountain at Amenity Center at pond
- Finalize second bridge "bulkhead"
- Place wood for third bridge "bulkhead"
- Concrete work at oak brook gazebo
- Touch-up painting on decorative street poles in neighborhood (ongoing)
- Dig holes and pour footers for bollards at Nature walk
- Create trash cans to be place at Nature walk area
- Replaced multiple "dawn till dusk" and pet signs in neighborhoods
- Place dog signs at nature walk area
- Clean up damaged car ports (broken due to vandalism) at pool pack area
- 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 7/9 Nature's Hammock, Fall Creek, The Oaks, Cannon's Point, Pebble Creek, Silver Leaf, Oakbrook, and The Cottages completed 7/25.

#### Landscaping

- Mulch replenishments
- Monthly report for July submitted and filed at Operations office

For questions, comments, or clarification, please contact:

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