

DOUBLE BRANCH
Community Development District

OCTOBER 9, 2023

AGENDA

Double Branch Community Development District

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

October 2, 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, October 9, 2023 at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.**

Following is the agenda for the meeting:

- I. Roll Call
- II. Audience Comments (limited to three minutes)
- III. Approval of Consent Agenda
 - A. Minutes of the September 11, 2023 Board of Supervisors Meeting
 - B. Financial Statements
 - C. Assessment Receipts Schedule
 - D. Check Register
- IV. Discussion of Parking and Parking Enforcement Policies
- V. Staff Reports
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
 - D. Operations Manager - Memorandum
- VI. Audience Comments (limited to three minutes) / Supervisors' Requests

VII. Next Scheduled Meeting – November 13, 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, **September 11, 2023** at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

Present and constituting a quorum were:

Cindy Nelsen	Chairman
Chad Davis	Vice Chairman
Tom Horton	Assistant Secretary
Scott Thomas <i>by phone</i>	Assistant Secretary

Also present were:

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

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Audience Comments

Faith Tubalado stated the association drafted a letter to our community basically saying effective on blank date, these parking spaces should no longer be used, especially overnight, so the homes understand that they have to park their cars in the driveways or on Oakleaf Village Lane. We haven't sent it out to them yet. We're just waiting for a date to fill in the blank and then we will go from there.

Mr. Soriano stated there are pictures in the agenda package that we can share so people can see what is expected. Once we go through the process, if there are no concerns or questions, we approve that and the only other thing I need to be able to do is make sure the towing company has a good understanding of the agreement and then they can actually start. There is going to be a lot of pushback, even if you send out the email.

Ms. Giles stated there is an isolated thunderstorm and a severe storm on the way. If it's all right with the Board, Chalon is injured, so if we can ask any questions of her now before the storm hits, she can make her way safely down the steps before the storm hits.

Mr. Horton stated I mentioned before the meeting that the plantings around the bridges out there look great, so kudos on that.

Mr. Thomas left the meeting by phone during this time.

THIRD ORDER OF BUSINESS

Approval of the Consent Agenda

A. Minutes of the August 14, 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 August 14th meeting.

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

Ms. Giles stated the next item is the financial statements as of July 31, 2023, followed by the assessment receipts schedule showing the assessments are 100% collected, and then the check register totaling \$121,666.52.

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

FOURTH ORDER OF BUSINESS

Discussion of Parking, Overnight Parking and Towing Policy; Consideration of Resolution 2023-11, Setting a Public Hearing to Adopt Rules Relating to Parking and Parking Enforcement

Mr. Eckert stated all the Board is doing today is setting the public hearing on the parking rules, which has to be at least 29 days from today. I don't know if that is even possible for us to do in October, but if not, then it would have to be the November meeting.

Ms. Giles stated it won't work for the October 9th meeting.

Mr. Soriano stated even though we discuss that, we won't be finalizing it until then, so

we won't be able to tow until after that.

Vice Chairman Davis stated at the November meeting we can set a day to start towing them.

Mr. Soriano stated that's actually pretty good, because then they could give as much as a 30-day notice and send a notice once a week and prepare them. Then they will have no pushback.

On MOTION by Vice Chairman Davis seconded by Chairperson Nelsen with all in favor Resolution 2023-11, setting a public hearing for November 9, 2023 to adopt rules relating to parking and parking enforcement was approved.

Mr. Thomas rejoined the meeting by phone at this time.

FIFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Eckert stated we've been in communications with the Clay County attorney's office regarding the plans for the library parcel at the Village Center. We approached them initially asking if the County would be willing to deed it to the CDD so we could do something with it and they've said they're going to look at it, but also asked if the District would be interested in deeding it to the county so the county could do something with it. They had talked about a library at one point in time and perhaps they would be able to do that if it were a larger parcel. I don't know the viability of that, but I just need to know if the Board would reject it if they came up with a proposal where they wanted us to deed that piece of land to them. When I talked to the County Attorney it sounded like they were still trying to figure out how to use that as a library center. If it's okay with the Board, I'll tell her the Board would like to see a proposal for the use of the parcel before we would deed it.

Chairperson Nelsen stated I like that.

Vice Chairman Davis stated I agree.

B. District Engineer

There being nothing to report, the next item followed.

C. District Manager**1. Consideration of Work Authorization #1 for Onsite Management and Maintenance Contract Administration for FY24**

Ms. Giles stated this work authorization is between GMS and the District. This work authorization is for both Double Branch and Middle Village and shows the fees for each district.

Mr. Soriano stated this is the same form of work authorization that we've had every year. You have our normal increases every year. There is a group of papers in front of you. I was asked for a little more detail. We have an agreement from years ago to be your onsite management and we extend it every year by work authorization, so it's very vague and I was asked for more detail, so I typed that up. It uses terms that I use now as Operations Director. You don't have a community manager anymore. I kind of took the role of a few different people and I just refer to myself as the Operations Director. We had a term for the Resident Assistant. She's kind of my right hand in the office. I've put that into that paperwork, and it was asked if we could use that to replace the vague language in that work authorization to give that detail. It also has a scope of duties, which wasn't listed before.

Mr. Horton stated I'm the one that questioned it. It's pretty vague, and Jay gave me input, which I think is good so if we can add that in there, I think we would have a good description of what each job entails.

Mr. Soriano stated if you guys are good with that, we can approve it in substantial form. Basically, we would make the corrections, but it's still the same work authorization.

Ms. Giles stated it's in line with the budget, which is the purpose of the work authorization.

On MOTION by Vice Chairman Davis seconded by Chairperson Nelsen with all in favor Work Authorization #1 with GMS for onsite management and maintenance contract administration was approved in substantial form.

2. Consideration of Work Authorization #2 for General Maintenance Services

Ms. Giles asked is there anything you'd like to see updated on this one?

Mr. Horton responded I didn't get a chance to look at before the meeting. It's more general than the first one we talked about.

Mr. Soriano stated this one is meant to be more vague. I did do the same thing here. Tom has asked in the past for a list of people that work full-time and things like that. You'll see there is a list on there of about five full-time guys, however we still would never put names in agreements because RMS is a subcontractor, and they can change employees. All of these are planned within in our budget and that work authorization is an increase over last year because if you recall, RMS did not increase their hourly price last year. Our lowest vendor, RMS, didn't change at all and the next at 7% was our landscapers, VerdeGo. I tried to work with the contractors and of course, our highest was CCSO at 30% increase last year, so the ones that I could work with I did. RMS did not increase at all, so they are making a bit of a jump this year. Unless there was a concern for adding in a more detailed scope, which I provided there, I'll add that scope into that one. The difference there is it's done by hour. When you look at that and let's say for instance, we say we will pick up trash at the playgrounds. It's not an everyday thing and since it's based on hours, that guy can only make it out to each playground once a week unless we decide to increase hours, which we do every year.

On MOTION by Vice Chairman Davis seconded by Mr. Horton with all in favor Work Authorization #2 with GMS for general maintenance services was approved in substantial form.

D. Operations Manager – Memorandum

Mr. Soriano stated we just had our last dive-in here at your sister district. It was great weather, and we had about 70 plus people in the pool so it worked out well. We did snow cones and popcorn and things like that. We showed the NeverEnding Story. All the movies will now move back to the multi-use fields at Double Branch. You'll see that is listed in our upcoming events along with the Pumpkin Plunge in October and at the end of October is our community yard sale. I wanted to point out we are cutting back hours at the pool. We will get to the point by the time we get to our next meeting that it's just those first couple weekends in October and then we close. I can see it getting tough in October because I'm thinking it's going to be 90 degrees still so there will always be those one or two people that want their kids to be able to visit the pool. On the operations side, I wanted to give a couple of updates. I have not received a final date to be able to put in the agreement. If you recall, we asked Crown to give us something quick in October. They were looking at the end of October, but they couldn't even guarantee me that.

They do know we're going to do this as an agreement. It's a big chunk of money, so we're going to do our normal agreement, which also will bind them to a timeframe. Because of that, they're a little slow on giving me the details. That is the plan still that at the end of October those facilities will be closed down for quite a bit of construction. We do have an agreement signed for the A/C repair, so hopefully that will be sometime this week, maybe next week. Demo will be the first part, but everything is taken care of with him on the fitness center A/C.

Mr. Horton asked did he give you a timeframe on that?

Mr. Soriano responded we gave him a one-month timeframe, but hopefully he will be much quicker than a month. We were hoping to do the green paint last week on the pickleball courts. We had a couple more issues come up from the storm and had to do a lot of debris cleaning last week that wasn't planned so we didn't pull the green paint, but that is our next step. We've got our final layers of thick rubber, all of our lining is done and we have posts in the ground. The pickleball people are planning to begin using the courts in October, which is fine, we will be done before then, but I have told them to wait on any announcement of some big grand opening because we won't have some of the other things. I've ordered new wind screens. The wind screens down there have been tattered. To me, that was not part of the pickleball project because we were going to have to replace them anyway. We did have to do some more fencing work on the bottom and I'm still waiting on bottom bars to make everything look nice. Again, it's still not part of that project, but I wouldn't want 100 people visiting from King's Harbor with it looking like that. The only other item is the playground. Pickleball courts getting that first layer of green on was my first priority, so I didn't get out to start the Worthington Oaks playground, but we do have it so I'm hoping to start that this week and that shouldn't take more than a week to install.

Mr. Horton which spray ground has the motor issues?

Mr. Soriano responded your spray ground. That's not the big motor. The big motor does the water that sprays out. It's one of the small filter motors, so I had to replace that. You'll see that receipt probably next month or the month after.

Mr. Horton stated I noticed the new screens around the building down there, which looks a lot better.

Mr. Thomas stated now that soccer is back in full swing, if he has an opportunity to do a little sprucing up in the bathrooms and touch up paint to make it look nicer. I totally understand

the agreement is when they use our field house it is their job to clean up, especially the concession stand area, but if you get an opportunity, it would be nice to spruce it up a little bit.

Mr. Soriano stated I did look at the bathrooms this last week. At the moment we don't have any graffiti issues, but we didn't touch up the paint on the brick walls yet. I was looking at getting a couple of quotes for the upper portion of the building. We haven't painted the upper portion of that building in probably eight years. If it's under my amount, I'm going to move forward with that.

SIXTH ORDER OF BUSINESS

Audience Comments / Supervisors' Requests

Faith Tubalado stated just a couple of questions on the overnight parking so I can understand and relay the information to the HOA. It's 30 days for the public hearing, so you're saying 30 days from the date you submit it?

Mr. Eckert responded in order for us to adopt a rule, we have to run an advertisement in the newspaper 29 days before we have our hearing and another one 28 days before our hearing. We typically do them back-to-back. It takes probably four or five days to get the paper to run anything and we don't have enough time to get it done at our October meeting and we're not going to schedule a special meeting for it. We went ahead and set the meeting for our November board meeting and will handle it then.

Faith Tubalado asked it's only for overnight parking, right? So, if the homeowners want to park their car really quick during the day. Our letters states that it is overnight. Will there be hours, like from the hours of 7pm to 7am?

Mr. Soriano responded we did have to put times in there because realistically our policies for all facilities are dawn to dusk, however that makes it hard. For instance, at the amenity center, which is included in this resolution that we're doing, is open until 10pm, so that's way past dusk and I can't tow people that long, so we did put times in there and I believe we put 6am to 10pm.

Mr. Eckert stated I'm not seeing it in here. This might be an older version.

Mr. Soriano stated Karen may have taken that out because I talked to her about that.

Mr. Eckert stated dusk to dawn is all we have right now.

Mr. Soriano stated okay, then it's dusk to dawn. The biggest problem is, even for our usage facilities, we've kicked people off the soccer fields at 6:00 in December because it's dark

out there, whereas this time of year you can be out there until 8:00. Parking is a little different and we don't have to enforce until after a certain time, but I think we still advertise it dusk to dawn.

Faith Tubalado asked is there any way to put a timeframe in there for the Village Center?

Mr. Eckert responded the Board has the discretion to do that if they want to and we can do that all the way up until we have our public hearing.

Mr. Soriano stated we would just carve out that extra section. We have the two maps in there, one for the Village Center and one for the amenity center.

Faith Tubalado asked for the cars that are parked there that are not residents, can we put a notification on their windshield, or do they just have to wait until the tow signs are there? There are A/C companies there, there is a boat there.

Vice Chairman Davis stated if we put a notification on their windshield, they are probably going to wait until that date anyway. They're going to use every minute that they can. I don't think they're going to move.

Mr. Soriano stated this is kind of what we mentioned last time. Even if they're not residents of yours, they could be residents of Oakleaf, so let's say they live just down the loop in the single-family homes. That's not part of your HOA so they weren't getting emailed. We will send an email reminder out from our side for amenity parking after we go through next month's too and I can always attach these pictures to remind people. I tow constantly at the amenity center because that was already the expectation. Village Center is a little tougher. I think there are a few out there that are not part of your community, but we know they live in Oakleaf someplace.

Vice Chairman Davis stated someone mentioned the lighting for the entrance sign at Nature's Hammock not working and flickering on and off.

Mr. Soriano stated I'll take a look at it.

Mr. Thomas stated just to clarify on the parking policy. I wonder if we need to add something in there that says you are not allowed to take up more than one parking space. I went back there for a few days. The boat takes up five parking spaces and that box truck takes up three parking spaces. I understand that if it's after dark, you're gone, but until then I still don't want anyone to go back there and not have a parking space because of someone that parks a boat there but moves it at night.

Mr. Soriano stated we're going to do a whole other one for no parking at any time too. We have our areas that are green space on the outside of cul-de-sacs and things like that, that people park in. That's not just a no overnight parking. That's another resolution we're going to do and that takes a larger map for Double Branch and all of those outer lying areas. We could probably add that in there as daytime parking.

Mr. Eckert stated because it's the same area I would probably just have the Board do a motion to amend the proposed policies to include no parking at any time in more than one space and we can add that to this public hearing notice that goes out.

On MOTION by Mr. Thomas seconded by Vice Chairman Davis amending the proposed parking and parking enforcement policy to include no parking at any time in more than one parking space was approved.

SEVENTH ORDER OF BUSINESS

**Next Scheduled Meeting – October 9,
2023 @ 4:00 p.m. at the Plantation Oaks
Amenity Center**

Ms. Giles stated the next meeting was scheduled for October 9, 2023 at 4:00 p.m. in this same location.

EIGHTH ORDER OF BUSINESS

Adjournment

On MOTION by Vice Chairman Davis 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
August 31, 2023



DOUBLE BRANCH
Community Development District
Combined Balance Sheet
August 31, 2023

	Governmental Fund Types					Totals (Memorandum Only) 2023
	General	Recreation	Capital Reserve	Debt Service	Capital Projects	
<u>ASSETS:</u>						
Cash	\$76,211	\$599,140	\$1,425,660	---	---	\$2,101,011
Investments:						
<u>Series 2013A-1</u>						
Revenue	---	---	---	\$731,446	---	\$731,446
Reserve A1	---	---	---	\$868,806	---	\$868,806
Prepayment	---	---	---	\$269	---	\$269
Acquisition and Construction	---	---	---	---	\$19,389	\$19,389
<u>Series 2013A-2</u>						
Reserve A2	---	---	---	\$95,634	---	\$95,634
<u>Operations</u>						
Custody Account-General Fund Excess	\$19,999	---	---	---	---	\$19,999
Custody Account-Recreation Fund Excess	---	\$189,002	---	---	---	\$189,002
Custody Account-Recreation Fund Reserve	---	---	\$75	---	---	\$75
<u>State Board</u>						
General Fund	\$13,154	---	---	---	---	\$13,154
Recreation	---	\$94,144	---	---	---	\$94,144
Capital Reserve	---	---	\$122,516	---	---	\$122,516
Due From Recreation	---	---	\$453	---	---	\$453
Due from Other	\$25	\$137	\$2,139	---	---	\$2,301
Due From Middle Village	---	\$4,096	---	---	---	\$4,096
Electric Deposits	---	\$4,583	---	---	---	\$4,583
Prepaid Expenses	\$4,091	\$315	---	---	---	\$4,406
TOTAL ASSETS	\$113,479	\$891,416	\$1,550,844	\$1,696,156	\$19,389	\$4,271,284
<u>LIABILITIES:</u>						
Accounts Payable	\$6,530	\$34,080	\$31,301	---	---	\$71,910
FICA Payable	\$153	---	---	---	---	\$153
Accrued Expenses	---	\$9,887	---	---	---	\$9,887
Due to Capital Reserve	---	\$453	---	---	---	\$453
FUND BALANCES:						
Nonspendable	\$4,091	\$4,899	---	---	---	\$8,989
Restricted for Debt Service	---	---	---	\$1,696,156	---	\$1,696,156
Restricted for Capital Projects	---	---	---	---	\$19,389	\$19,389
Assigned	---	---	\$1,519,543	---	---	\$1,519,543
Unassigned	\$102,705	\$842,098	---	---	---	\$944,803
TOTAL LIABILITIES & FUND EQUITY	\$113,479	\$891,416	\$1,550,844	\$1,696,156	\$19,389	\$4,271,284

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

	AMENDED BUDGET	PRORATED BUDGET THRU 8/31/2023	ACTUAL THRU 8/31/2023	VARIANCE
Assessment - Tax Roll	\$177,890	\$177,890	\$178,503	\$613
Interest Income	\$200	\$200	\$1,700	\$1,500
TOTAL REVENUES	\$178,090	\$178,090	\$180,203	\$2,113

EXPENDITURES:

Administrative

Supervisor Fees	\$12,000	\$11,000	\$8,800	\$2,200
FICA Expense	\$1,000	\$917	\$726	\$191
Engineering	\$5,000	\$4,583	\$903	\$3,680
Arbitrage	\$700	\$700	\$700	\$0
Dissemination	\$1,600	\$1,467	\$1,467	\$0
Assessment Roll	\$8,212	\$8,212	\$8,212	\$0
Attorney	\$42,000	\$38,500	\$37,028	\$1,472
Annual Audit	\$5,000	\$5,000	\$5,100	(\$100)
Trustee Fees	\$8,815	\$8,080	\$4,725	\$3,356
Management Fees	\$64,850	\$59,446	\$59,446	\$0
Information Technology	\$2,142	\$1,964	\$1,964	\$0
Telephone	\$600	\$550	\$171	\$379
Postage	\$1,900	\$1,742	\$515	\$1,226
Printing & Binding	\$2,000	\$1,833	\$941	\$892
Records Storage	\$300	\$275	\$0	\$275
Insurance	\$10,351	\$10,351	\$9,272	\$1,079
Legal Advertising	\$2,800	\$2,567	\$1,703	\$864
Office Supplies	\$300	\$275	\$20	\$255
Website Compliance	\$2,500	\$2,292	\$2,292	\$0
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
Other Current Charges	\$120	\$110	\$104	\$6
Reserve	\$5,725	\$5,725	\$5,725	\$0

TOTAL EXPENDITURES	\$178,090	\$165,763	\$149,987	\$15,776
EXCESS REVENUES (EXPENDITURES)	\$0		\$30,216	
FUND BALANCE - Beginning	\$0		\$76,580	
FUND BALANCE - Ending	\$0		\$106,796	

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
Revenues:													
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	\$120	\$135	\$0	\$1,700
Miscellaneous Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Revenues	\$20	\$163,471	\$1,367	\$8,365	\$1,734	\$468	\$3,551	\$857	\$116	\$120	\$135	\$0	\$180,203
Expenditures:													
<u>Administrative</u>													
Supervisors Fees	\$1,000	\$1,000	\$1,000	\$0	\$800	\$600	\$800	\$1,000	\$800	\$800	\$1,000	\$0	\$8,800
FICA Expense	\$83	\$83	\$83	\$0	\$66	\$50	\$66	\$83	\$66	\$66	\$83	\$0	\$726
Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$903	\$0	\$0	\$903
Arbitrage	\$0	\$0	\$0	\$0	\$0	\$0	\$700	\$0	\$0	\$0	\$0	\$0	\$700
Dissemination	\$133	\$133	\$133	\$133	\$133	\$133	\$133	\$133	\$133	\$133	\$133	\$0	\$1,467
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	\$1,879	\$5,610	\$0	\$37,028
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	\$5,404	\$5,404	\$0	\$59,446
Computer Time	\$179	\$179	\$179	\$179	\$179	\$179	\$179	\$179	\$179	\$179	\$179	\$0	\$1,964
Telephone	\$7	\$64	\$15	\$14	\$0	\$5	\$13	\$22	\$16	\$9	\$5	\$0	\$171
Postage	\$14	\$20	\$125	\$96	\$11	\$15	\$54	\$65	\$28	\$59	\$28	\$0	\$515
Printing & Binding	\$184	\$102	\$26	\$44	\$53	\$65	\$66	\$100	\$55	\$113	\$134	\$0	\$941
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	\$182	\$70	\$0	\$1,703
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	\$8	\$1	\$0	\$20
Website Compliance	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$0	\$2,292
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	\$6	\$30	\$0	\$104
Total Administrative	\$30,424	\$10,697	\$10,060	\$7,231	\$12,192	\$16,370	\$10,197	\$12,332	\$17,650	\$9,949	\$12,884	\$0	\$149,987
Excess Revenues (Expenditures)	(\$30,404)	\$152,773	(\$8,693)	\$1,134	(\$10,458)	(\$15,902)	(\$6,646)	(\$11,475)	(\$17,534)	(\$9,829)	(\$12,750)	\$0	\$30,216

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

AMENDED BUDGET	PRORATED BUDGET THRU 8/31/2023	ACTUAL THRU 8/31/2023	VARIANCE
-------------------	-----------------------------------	--------------------------	----------

REVENUES:

Assessments-Tax Roll	\$1,873,440	\$1,873,440	\$1,879,894	\$6,454
Interest Income	\$1,000	\$1,000	\$17,868	\$16,868
Amenities Revenue	\$30,000	\$27,500	\$34,653	\$7,153
Sports Revenue	\$25,000	\$22,917	\$10,795	(\$12,122)

TOTAL REVENUES

\$1,929,440	\$1,924,857	\$1,943,210	\$18,353
-------------	-------------	-------------	----------

EXPENDITURES:

Administrative:

Management Fees - Onsite	\$208,187	\$190,838	\$190,838	\$0
Insurance	\$87,892	\$87,892	\$79,614	\$8,278
Other Current Charges	\$3,500	\$3,208	\$2,488	\$720
Permit Fees	\$1,635	\$1,499	\$1,408	\$91

Total Administrative

\$301,214	\$283,437	\$274,348	\$9,089
-----------	-----------	-----------	---------

Maintenance:

Common Area

Security	\$94,257	\$86,402	\$88,373	(\$1,971)
Security - Clay County Off-Duty Sheriff	\$54,438	\$49,902	\$43,110	\$6,791
Water - Irrigation	\$12,300	\$11,275	\$8,021	\$3,254
Irrigation Maintenance	\$6,000	\$5,500	\$291	\$5,209
Streetlighting	\$31,000	\$28,417	\$26,312	\$2,105
Electric	\$35,000	\$32,083	\$31,058	\$1,026
Landscape Maintenance	\$422,908	\$387,665	\$393,185	(\$5,519)
Common Area Maintenance	\$55,000	\$50,417	\$51,802	(\$1,385)
Lake Maintenance	\$27,840	\$27,840	\$28,538	(\$698)
Capital Reserve	\$411,722	\$411,722	\$411,722	\$0

Total Common Area

\$1,150,464	\$1,091,222	\$1,082,411	\$8,811
-------------	-------------	-------------	---------

Recreation Facility

Amenity Staff	\$129,800	\$129,800	\$152,453	(\$22,653)
Refuse Services	\$14,479	\$13,273	\$14,299	(\$1,026)
Telephone	\$5,500	\$5,500	\$6,502	(\$1,002)
Electric	\$40,000	\$36,667	\$38,167	(\$1,500)
Cable	\$8,500	\$7,792	\$6,739	\$1,053
Pool Maintenance	\$38,215	\$35,030	\$32,257	\$2,773
Water / Sewer/Reclaim	\$48,000	\$44,000	\$44,374	(\$374)
Facility Maintenance-General	\$50,000	\$45,833	\$43,735	\$2,098
Facility Maintenance-Preventative	\$13,717	\$12,574	\$5,277	\$7,297
Facility Maintenance - Contingency	\$34,750	\$31,854	\$23,135	\$8,719
Lighting Repairs	\$8,500	\$7,792	\$7,706	\$86
Special Events	\$10,500	\$9,625	\$6,999	\$2,626
Office Supplies & Equipment	\$2,000	\$2,000	\$2,115	(\$115)
Janitorial	\$64,000	\$58,667	\$50,967	\$7,700
Recreation Passes	\$5,000	\$4,583	\$4,164	\$419

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

	AMENDED BUDGET	PRORATED BUDGET THRU 8/31/2023	ACTUAL THRU 8/31/2023	VARIANCE
Pool Leak Repairs	\$2,500	\$2,292	\$0	\$2,292
Multiuse Field	\$2,300	\$2,108	\$0	\$2,108
Total Recreation Facility	\$477,761	\$449,390	\$438,888	\$10,502
Total Maintenance	\$1,628,226	\$1,540,612	\$1,521,299	\$19,313
TOTAL EXPENDITURES	\$1,929,440	\$1,824,049	\$1,795,647	\$28,402
EXCESS REVENUES (EXPENDITURES)	\$0		\$147,563	
FUND BALANCE - Beginning	\$0		\$699,434	
FUND BALANCE - Ending	\$0		\$846,997	

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
Revenues:													
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	\$998	\$1,129	\$0	\$17,868
Amenities Revenue	\$245	\$1,337	(\$646)	\$79	\$4,732	\$6,600	\$6,961	\$4,260	\$7,886	\$811	\$2,388	\$0	\$34,653
Sports Revenue	\$0	\$0	\$0	\$1,320	\$0	\$0	\$2,350	\$2,300	\$3,100	\$1,725	\$0	\$0	\$10,795
Total Revenues	\$1,165	\$1,723,656	\$14,164	\$89,911	\$23,354	\$10,159	\$46,475	\$15,324	\$11,950	\$3,534	\$3,517	\$0	\$1,943,210
Expenditures:													
<u>Administrative</u>													
Management Fees - Onsite	\$17,349	\$17,349	\$17,349	\$17,349	\$17,349	\$17,349	\$17,349	\$17,349	\$17,349	\$17,349	\$17,349	\$0	\$190,838
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	\$423	\$164	\$0	\$2,488
Permit Fees	\$162	\$27	\$417	\$27	\$0	\$0	\$0	\$0	\$775	\$0	\$0	\$0	\$1,408
Total Administrative	\$97,161	\$17,468	\$17,899	\$17,413	\$17,723	\$17,600	\$17,600	\$17,799	\$18,400	\$17,772	\$17,513	\$0	\$274,348
<u>MAINTENANCE- Common Area</u>													
Security	\$8,234	\$7,884	\$8,184	\$8,184	\$7,385	\$8,134	\$7,984	\$8,134	\$7,884	\$8,234	\$8,134	\$0	\$88,373
Security - Clay County Off-Duty Sheriff	\$3,977	\$4,461	\$5,387	\$3,461	\$3,141	\$4,608	\$3,904	\$3,374	\$4,305	\$3,485	\$3,008	\$0	\$43,110
Water - Irrigation	\$626	\$600	\$562	\$543	\$620	\$735	\$884	\$876	\$863	\$863	\$850	\$0	\$8,021
Irrigation Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$291	\$0	\$291
Streetlighting	\$2,498	\$2,454	\$2,454	\$2,454	\$2,439	\$2,360	\$2,360	\$2,360	\$2,315	\$2,315	\$2,303	\$0	\$26,312
Electric	\$3,145	\$3,026	\$2,637	\$2,840	\$2,231	\$2,928	\$2,924	\$2,939	\$2,906	\$2,536	\$2,946	\$0	\$31,058
Landscape Maintenance	\$40,762	\$35,242	\$35,242	\$35,242	\$35,242	\$35,242	\$35,242	\$35,242	\$35,242	\$35,242	\$35,242	\$0	\$393,185
Common Area Maintenance	\$5,743	\$4,331	\$3,539	\$5,277	\$4,330	\$2,730	\$3,745	\$4,297	\$4,333	\$6,813	\$6,664	\$0	\$51,802
Lake Maintenance	\$6,838	\$2,170	\$2,170	\$2,170	\$2,170	\$2,170	\$2,170	\$2,170	\$2,170	\$2,170	\$2,170	\$0	\$28,538
Capital Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$411,722	\$0	\$0	\$0	\$411,722
Total Common Area	\$71,822	\$60,169	\$60,174	\$60,171	\$57,558	\$58,906	\$59,213	\$59,392	\$471,740	\$61,657	\$61,608	\$0	\$1,082,411
<u>Recreation Facility</u>													
Amenity Staff	\$9,464	\$5,180	\$8,423	\$5,410	\$5,556	\$7,559	\$9,663	\$13,649	\$34,152	\$26,024	\$27,373	\$0	\$152,453
Refuse Service	\$1,134	\$1,134	\$1,134	\$1,134	\$1,395	\$1,395	\$1,395	\$1,395	\$1,395	\$1,395	\$1,395	\$0	\$14,299
Telephone	\$880	\$511	\$513	\$491	\$541	\$540	\$540	\$538	\$539	\$698	\$711	\$0	\$6,502
Electric	\$4,449	\$3,391	\$2,662	\$2,732	\$2,772	\$2,965	\$2,999	\$3,563	\$3,788	\$4,208	\$4,638	\$0	\$38,167
Cable	\$580	\$578	\$578	\$622	\$631	\$627	\$627	\$626	\$624	\$644	\$602	\$0	\$6,739
Pool Maintenance/Chemicals	\$2,483	\$2,483	\$2,483	\$3,101	\$3,101	\$3,101	\$3,101	\$3,101	\$3,101	\$3,101	\$3,101	\$0	\$32,257
Water/Sewer/Reclaim	\$4,345	\$4,039	\$4,041	\$3,329	\$3,949	\$4,452	\$4,620	\$4,529	\$4,296	\$2,958	\$3,816	\$0	\$44,374
Facility Maintenance - General	\$4,165	\$4,164	\$3,367	\$4,166	\$4,165	\$2,660	\$3,615	\$4,125	\$4,168	\$4,165	\$4,975	\$0	\$43,735
Facility Maintenance - Preventative Contracts	\$443	\$1,629	\$360	\$155	\$360	\$640	\$515	\$0	\$360	\$155	\$660	\$0	\$5,277
Facility Maintenance - Contingency	\$2,895	\$2,893	\$2,487	\$2,895	\$2,896	\$0	\$0	\$0	\$2,899	\$2,895	\$3,276	\$0	\$23,135
Lighting Repairs	\$708	\$707	\$705	\$704	\$708	\$650	\$697	\$703	\$708	\$708	\$708	\$0	\$7,706
Special Events	\$2,302	\$2,462	\$991	\$82	\$65	\$153	\$180	\$509	\$254	\$0	\$0	\$0	\$6,999

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	\$272	\$457	\$50	\$200	\$50	\$332	\$0	\$0	\$0	\$2,115
Janitorial	\$4,633	\$4,633	\$4,633	\$4,633	\$4,633	\$4,633	\$4,633	\$4,633	\$4,633	\$4,633	\$4,633	\$0	\$50,967
Recreation Passes	\$1,334	\$0	\$0	\$0	\$0	\$0	\$1,543	\$379	\$0	\$909	\$0	\$0	\$4,164
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	\$29,726	\$31,229	\$29,425	\$34,326	\$37,800	\$61,250	\$52,493	\$55,888	\$0	\$438,888
Total Expenses	\$209,450	\$111,492	\$110,502	\$107,310	\$106,510	\$105,931	\$111,140	\$114,990	\$551,390	\$131,923	\$135,008	\$0	\$1,795,647
Excess Revenues (Expenditures)	(\$208,284)	\$1,612,164	(\$96,338)	(\$17,398)	(\$83,156)	(\$95,772)	(\$64,665)	(\$99,667)	(\$539,440)	(\$128,389)	(\$131,491)	\$0	\$147,563

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 August 31, 2023

	ADOPTED BUDGET	PRORATED THRU 8/31/2023	ACTUAL THRU 8/31/2023	VARIANCE
<u>Revenues:</u>				
Special Assessments - Tax Roll	\$1,961,878	\$1,961,878	\$1,966,771	\$4,893
Interest Income	\$3,500	\$3,500	\$83,871	\$80,371
TOTAL REVENUES	\$1,965,378	\$1,965,378	\$2,050,643	\$85,265
<u>Expenditures:</u>				
<u>Series 2013 A-1</u>				
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
<u>Series 2013 A-2</u>				
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
TOTAL EXPENDITURES	\$1,945,394	\$1,945,394	\$1,945,394	\$0
EXCESS REVENUES (EXPENDITURES)	\$19,984		\$105,249	
<i>Net change in Fund Balance</i>	\$19,984		\$105,249	
FUND BALANCE - Beginning	\$622,539		\$1,590,907	
FUND BALANCE - Ending	\$642,523		\$1,696,156	

Revenue	\$731,446
Reserve 2013-1	\$868,806
Reserve 2013-2	\$95,634
Prepayment	\$269
Total	\$1,696,156

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

	AMENDED BUDGET	PRORATED THRU 8/31/2023	ACTUAL THRU 8/31/2023	VARIANCE
<u>REVENUES:</u>				
Interest Income	\$6,000	\$6,000	\$24,756	\$18,756
Transfer In - Capital Reserve	\$411,722	\$411,722	\$411,722	\$0
Transfer In - General Fund Reserve	\$5,725	\$5,725	\$5,725	\$0
TOTAL REVENUES	\$423,447	\$423,447	\$442,203	\$18,756
<u>EXPENDITURES:</u>				
Repairs & Replacements	\$570,670	\$523,114	\$356,810	\$166,304
TOTAL EXPENDITURES	\$570,670	\$523,114	\$356,810	\$166,304
EXCESS REVENUES (EXPENDITURES)	(\$147,223)		\$85,392	
FUND BALANCE - Beginning	\$1,410,643		\$1,434,151	
FUND BALANCE - Ending	\$1,263,420		\$1,519,543	

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

SERIES
2013 A-1 AND A-2

REVENUES:

Interest Income \$708

TOTAL REVENUES \$708

EXPENDITURES:

Capital Outlay - Series 2013 A1 and A2 \$0

Cost of Issuance \$0

TOTAL EXPENDITURES \$0

EXCESS REVENUES (EXPENDITURES) \$708

FUND BALANCE - Beginning \$18,682

FUND BALANCE - Ending \$19,389

Double Branch

Community Development District

Long Term Debt Report

Series 2013 A-1 Special Assessment Refunding Bonds	
Interest Rate:	1.3%-4.25%
Maturity Date:	5/1/34
Reserve Fund Definition:	50% Max Annual on Outstanding
Reserve Fund Requirement:	\$868,932
Reserve Fund Balance:	\$868,806
 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

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

C.

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

Fiscal Year 2023 Assessments Receipts Summary

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

SUMMARY OF TAX ROLL RECEIPTS					
CLAY COUNTY DISTRIBUTION	DATE RECEIVED	TOTAL RECEIVED	SERIES 2013A DEBT SERVICE RECEIVED	GENERAL FUND O&M RECEIPTS	RECREATION FUND O&M RECEIPTS
1	11/09/22	10,087.43	4,928.90	447.34	4,711.19
2	11/16/22	105,001.67	51,305.75	4,656.47	49,039.45
3	11/28/22	153,949.18	75,222.41	6,827.13	71,899.64
4	12/12/22	3,225,237.13	1,575,910.40	143,028.54	1,506,298.19
5	12/19/22	191,386.34	93,514.90	8,487.35	89,384.09
6	01/11/23	30,142.56	14,728.21	1,336.72	14,077.63
7	02/07/23	183,848.46	89,831.75	8,153.07	85,863.64
8	03/07/23	30,644.64	14,973.54	1,358.99	14,312.11
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
			-	-	-
			-	-	-
			-	-	-
TOTAL TAX ROLL RECEIPTS		4,025,167.93	1,966,771.34	178,502.81	1,879,893.78

PERCENT COLLECTED	TOTAL	DEBT	O&M
TOTAL PERCENT COLLECTED	100.25%	100.25%	100.25%

D.

Double Branch

Community Development District

Check Run Summary September 30, 2023

Fund	Date	Check No.	Amount
General Fund			
Accounts Payable	9/25/23	1768-1770	\$ 12,057.67
	9/28/23	1771	\$ 9,596.00
Sub-Total			\$ 21,653.67
Recreation Fund			
Accounts Payable	9/1/23	7351-7353	\$ 17,681.91
	9/25/23	7354-7364	\$ 82,843.99
	9/28/23	7365-7370	\$ 117,781.00
Sub-Total			\$ 218,306.90
Capital Reserve Fund			
Accounts Payable	9/1/23	148-149	\$ 5,697.46
	9/25/23	150-158	\$ 31,280.59
Sub-Total			\$ 36,978.05
Total			\$ 276,938.62

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
9/25/23	00035	9/01/23 2360	202309 310-51300-34000	SEP MANAGEMENT FEES	*	5,404.17	
		9/01/23 2360	202309 310-51300-52000	SEP WEBSITE ADMIN	*	208.33	
		9/01/23 2360	202309 310-51300-35100	SEP INFO TECH	*	178.50	
		9/01/23 2360	202309 310-51300-31300	SEP DISSEM AGENT SRVCS	*	133.33	
		9/01/23 2360	202309 310-51300-51000	OFFICE SUPPLIES	*	.93	
		9/01/23 2360	202309 310-51300-42000	POSTAGE	*	71.30	
		9/01/23 2360	202309 310-51300-42500	COPIES	*	287.25	
		9/01/23 2360	202309 310-51300-41000	TELEPHONE	*	12.40	
GOVERNMENTAL MANAGEMENT SERVICES						6,296.21	001768
9/25/23	00111	8/31/23 23-00308	202308 310-51300-48000	NTC OF MTG BOS 8/31/23	*	69.50	
		9/14/23 23-00325	202309 310-51300-48000	NTC OF MTGS 9/14/23	*	82.00	
JACKSONVILLE DAILY RECORD						151.50	001769
9/25/23	00113	9/18/23 3280496	202308 310-51300-31500	AUG GENERAL SERVICES	*	5,609.96	
KUTAK ROCK LLP						5,609.96	001770
9/28/23	00052	9/20/23 19898	202309 300-15500-10000	FY24 INSURANCE RENEWAL	*	9,596.00	
EGIS INSURANCE ADVISORS LLC						9,596.00	001771
TOTAL FOR BANK A						21,653.67	
TOTAL FOR REGISTER						21,653.67	

1001 Bradford Way
Kingston, TN 37763

Invoice #: 2360
Invoice Date: 9/1/23
Due Date: 9/1/23
Case:
P.O. Number:

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

RECEIVED
SEP 06 2023
BY: _____

Total	\$6,296.21
Payments/Credits	\$0.00
Balance Due	\$6,296.21

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

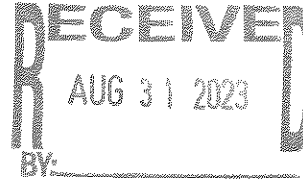
P.O. Box 1769
Jacksonville, FL 32201
(904) 356-2466

INVOICE

August 31, 2023

Date

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



Serial #	23-00308C	PO/File #		\$69.50
				Payment Due
Notice of Meeting of the Board of Supervisors				
				\$69.50
				Publication Fee
Double Branch Community Development District				
				Amount Paid
Case Number				
Publication Dates	8/31			
County	Clay			

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

Payment Due Upon Receipt
For your convenience, you
may remit payment online at
[www.jaxdailyrecord.com/
send-payment](http://www.jaxdailyrecord.com/send-payment).

If your payment is being
mailed, please reference
Serial # 23-00308C on your
check or remittance advice.

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

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

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

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

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

Notice is hereby given that the Board of Supervisors of the Double Branch Community Development District is scheduled to be meet on **Monday, September 11, 2023, at 4:00 p.m.** at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

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

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

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

Marilee Giles
District Manager

Aug. 31 00 (23-00308C)

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

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

INVOICE

September 14, 2023

Date

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

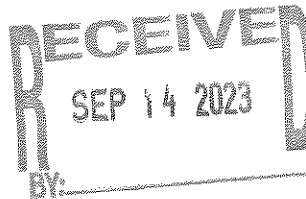
Serial # <u>23-00325C</u>	PO/File # _____	<u>\$82.00</u>
		Payment Due
Notice of Meetings		
_____		<u>\$82.00</u>
Double Branch Community Development District		Publication Fee

Case Number _____		Amount Paid
Publication Dates <u>9/14</u>		
County <u>Clay</u>		

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

Payment Due Upon Receipt
For your convenience, you
may remit payment online at
[www.jaxdailyrecord.com/
send-payment](http://www.jaxdailyrecord.com/send-payment).

If your payment is being
mailed, please reference
Serial # 23-00325C on your
check or remittance advice.



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

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

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

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

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations at these meetings because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least 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 Office.

Each person who decides to appeal any action taken at the meetings is advised that 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 such appeal is to be based.

Marilee Giles
District Manager

Sep. 14 00 (23-00325C)

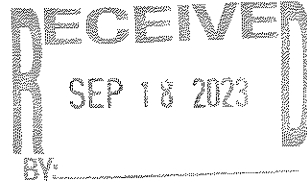
KUTAK ROCK LLP**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

September 18, 2023

**Check Remit To:**

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Reference: Invoice No. 3280496

Client Matter No. 5323-1

Notification Email: eftgroup@kutakrock.com

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

Invoice No. 3280496
5323-1

Re: General

For Professional Legal Services Rendered

08/02/23	M. Eckert	0.30	109.50	Prepare for and attend agenda call
08/11/23	K. Haber	0.50	127.50	Review board meeting agenda for district counsel report
08/14/23	M. Eckert	5.50	2,007.50	Prepare for, travel to and attend board meeting; return travel; meeting follow up
08/15/23	M. Eckert	0.20	73.00	Follow up from board meeting
08/16/23	M. Eckert	0.10	36.50	Follow up with board meeting
08/16/23	K. Haber	2.40	612.00	Prepare pool drain services agreement; prepare heat pump installation agreement; prepare parking enforcement policies and resolution
08/17/23	M. Eckert	0.50	182.50	Review draft minutes; provide comments
08/17/23	K. Haber	0.20	51.00	Correspond with Soriano regarding identification of tow away zones for parking policy

KUTAK ROCK LLP

Double Branch CDD
September 18, 2023
Client Matter No. 5323-1
Invoice No. 3280496
Page 2

08/18/23	K. Haber	0.30	76.50	Confer with Soriano regarding heat pump installation agreement; revise agreement
08/21/23	M. Eckert	1.10	401.50	Prepare towing policies; prepare heat pump agreement; prepare agreement for pool repair
08/22/23	M. Eckert	0.40	146.00	Confer with Grimm regarding library site; confer with Soriano; follow up
08/23/23	M. Eckert	0.10	36.50	Confer with Grimm regarding library site
08/23/23	K. Haber	1.60	408.00	Revise parking enforcement rule; prepare rule making resolutions and notices
08/28/23	M. Eckert	1.40	511.00	Prepare parking rule documents; prepare Crown Pool repair contract
08/28/23	K. Haber	0.70	178.50	Correspond with Hogge regarding agenda call; confer with Giles regarding same; revise parking enforcement rule; correspond with Giles and Soriano regarding same; correspond with Soriano regarding pool drain replacement services agreement
08/29/23	K. Haber	0.20	51.00	Participate in conference call regarding board meeting agenda
08/30/23	K. Haber	2.20	561.00	Correspond with Soriano regarding parking enforcement rule; participate in conference call regarding board meeting agenda; revise parking enforcement rule and prepare resolutions and rule making notices; correspond with Soriano and Giles regarding same

TOTAL HOURS 17.70

KUTAK ROCK LLP

Double Branch CDD

September 18, 2023

Client Matter No. 5323-1

Invoice No. 3280496

Page 3

TOTAL FOR SERVICES RENDERED	\$5,569.50
-----------------------------	------------

DISBURSEMENTS

Travel Expenses	40.46
-----------------	-------

TOTAL DISBURSEMENTS	<u>40.46</u>
---------------------	--------------

TOTAL CURRENT AMOUNT DUE	<u>\$5,609.96</u>
--------------------------	-------------------



Insurance & Risk Advisors

Double Branch Community Development District
c/o Governmental Management Services
475 West Town Place, Suite 114
St. Augustine, FL 32092

INVOICE

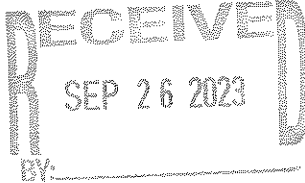
Customer	Double Branch Community Development District
Acct #	282
Date	09/20/2023
Customer Service	Kristina Rudez
Page	1 of 1

Payment Information	
Invoice Summary	\$ 124,609.00
Payment Amount	
Payment for	Invoice#19898
100123544	

Thank You

Please detach and return with payment

Customer: Double Branch Community Development District

Invoice	Effective	Transaction	Description	Amount
19898	10/01/2023	Renew policy	Policy #100123544 10/01/2023-10/01/2024 Florida Insurance Alliance Package - Renew policy Due Date: 9/20/2023 <div style="text-align: center;">  </div>	124,609.00
FY24 Policy Renewal - \$9,596.00				Total \$ 124,609.00

Thank You

FOR PAYMENTS SENT OVERNIGHT:
Bank of America Lockbox Services, Lockbox 748555, 6000 Feldwood Rd. College Park, GA 30349

Remit Payment To: Egis Insurance Advisors	(321)233-9939	Date
P.O. Box 748555		
Atlanta, GA 30374-8555	sclimer@egisadvisors.com	09/20/2023

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
9/01/23	00092	8/21/23 2359	202307 320-57200-46600	JUL FAC MAIN GEN	*	4,165.00	
		8/21/23 2359	202307 320-57200-46620	JUL FAC MAINT CON	*	2,895.00	
		8/21/23 2359	202307 320-57200-46630	JUL LIGHTING REPAIRS	*	708.00	
		8/21/23 2359	202307 320-57200-46400	JUL COMMON AREA MAIN	*	4,325.00	
GOVERNMENTAL MANAGEMENT SERVICES							12,093.00 007351
9/01/23	00186	9/01/23 13129561	202309 320-57200-46300	SEP POOL CHEMICALS	*	3,100.91	
POOLSURE							3,100.91 007352
9/01/23	00297	8/21/23 344	202307 320-57200-46400	PRESSURE WASHING	*	2,488.00	
RIVERSIDE MANAGEMENT SERVICES, INC							2,488.00 007353
9/25/23	00028	8/15/23 305606	202308 320-57200-46610	PHONE MONITORING	*	300.00	
ATLANTIC SECURITY							300.00 007354
9/25/23	00478	7/05/23 CAK-1776	202307 320-57200-62000	PROXIMITY CARD	*	908.90	
CARDS AND KEYFOBS							908.90 007355
9/25/23	00998	9/11/23 09112023	202309 300-36900-10300	DEPOSIT REFUND	*	100.00	
DALIA IGNACIO							100.00 007356
9/25/23	00092	8/29/23 2362	202308 300-36900-10300	AUG FACILITY EVENT STAFF	*	237.50	
GOVERNMENTAL MANAGEMENT SERVICES							237.50 007357
9/25/23	00092	9/01/23 2361	202309 310-51300-34000	SEP FACILITY MANAGEMENT	*	17,348.92	
GOVERNMENTAL MANAGEMENT SERVICES							17,348.92 007358
9/25/23	00092	9/11/23 2363	202309 300-36900-10300	SEP FACILITY EVENT STAFF	*	125.00	
GOVERNMENTAL MANAGEMENT SERVICES							125.00 007359
9/25/23	00092	9/14/23 2364	202308 320-57200-46600	FAC MAIN GEN	*	4,975.00	
		9/14/23 2364	202308 320-57200-46620	FAC MAIN CONT	*	3,275.54	

DBBR DOUBLE BRANCH OKUZMUK

CHECK DATE	VEND#INVOICE..... DATE	EXPENSED TO... INVOICE	YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
		9/14/23	2364	202308	320	57200	46630			*	708.00		
			LIGHTING REPAIRS										
		9/14/23	2364	202308	320	57200	46400			*	4,895.00		
			COMMON AREA MAIN										
									GOVERNMENTAL MANAGEMENT SERVICES			13,853.54	007360
9/25/23	00997	8/30/23	08302023	202308	300	36900	10300			*	100.00		
			DEPOSIT REFUND										
									KIANA THOMAS-GRIFFIN			100.00	007361
9/25/23	00297	9/01/23	345	202309	320	57200	61000			*	4,633.33		
			SEP JANITORIAL SERVICES										
		9/12/23	346	202308	320	57200	46400			*	1,769.00		
			AUG PRESSURE WASH SRVCS										
									RIVERSIDE MANAGEMENT SERVICES, INC			6,402.33	007362
9/25/23	00839	9/01/23	9347	202309	320	57200	34500			*	7,934.10		
			SEP SECURITY SERVICE										
									SECURITY DEVELOPMENT GROUP LLC			7,934.10	007363
9/25/23	00672	6/30/23	11877	202306	320	57200	35100			*	291.39		
			WATERFORD RANCH IRRIG RPR										
		9/01/23	12616	202309	320	57200	46200			*	35,242.31		
			SEP LANDSCAPE MAINTENANCE										
									VERDEGO, LLC			35,533.70	007364
9/28/23	00726	9/25/23	09252023	202309	300	36900	10300			*	100.00		
			DEPOSIT REFUND										
									CRISTINA KITCHEN			100.00	007365
9/28/23	00262	9/12/23	19513	202309	300	15500	10100			*	1,437.00		
			FY24 WC RENEWAL										
		9/20/23	19898	202309	300	15500	10100			*	115,013.00		
			FY24 INSURANCE RENEWAL										
									EGIS INSURANCE ADVISORS LLC			116,450.00	007366
9/28/23	00092	9/25/23	2365	202309	300	36900	10300			*	325.00		
			SEP FACILITY EVENT STAFF										
									GOVERNMENTAL MANAGEMENT SERVICES			325.00	007367
9/28/23	00647	9/26/23	132220	202309	320	57200	46610			*	706.00		
			FIRE ALARM MAINT INSPECT										
									JSC SYSTEMS			706.00	007368
9/28/23	00982	9/25/23	09252023	202309	300	36900	10300			*	100.00		
			DEPOSIT REFUND										
									SHARON ALVAREZ			100.00	007369
									DBBR DOUBLE BRANCH OKUZMUK				

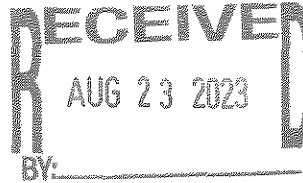
CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
9/28/23	00999	9/25/23 09252023	202309 300-36900-10300		*	100.00	
		DEPOSIT REFUND		TINA RUNKLES			100.00 007370

TOTAL FOR BANK B						218,306.90	
TOTAL FOR REGISTER						218,306.90	

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

Invoice

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



Invoice #: 2359
Invoice Date: 8/21/23
Due Date: 8/21/23
Case:
P.O. Number:

Description	Hours/Qty	Rate	Amount
Facility Maintenance July 1 - July 31, 2023		14,852.58	14,852.58
Maintenance Supplies		2,291.98	2,291.98
Fac. Main Gen #4,165 ⁰⁰ 2.572.4660			
Fac Maint. Con #2,895 ⁰⁰ 2.572.4662			
Lighting Repairs #708 ⁰⁰ 2.230.572.4663			
Common Area Main. #4,325 ⁰⁰ 2.572.4640			
Repair/Replace #5,051⁵⁰ 2.572.6310			
<div>Jimmy Lambert 8-23-23</div>			

Total \$17,144.56

Payments/Credits \$0.00

Balance Due ~~\$17,144.56~~

\$12,093.00

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

Date	Hours	Employee	Description
7/3/23	4	C.W.	Removed debris from all common areas
7/3/23	6.62	J.R.	Worked on signs for pickleball courts
7/4/23	2.5	J.K.	Moved flower pots, removed debris from all common areas
7/4/23	2.5	C.W.	Removed debris from all common areas, moved flower pots
7/5/23	4	T.C.	Checked and fixed lights and sensors at entrance columns, inspected fences
7/6/23	4	T.C.	Loaded roots on trailer, cut up tree limb that fell in the Oaks park
7/7/23	4	T.C.	Fixed broken fence on Loop Road replaced lattice, secured loose corkscrew feature at playground
7/7/23	4	C.W.	Removed debris from all common areas
7/10/23	4	C.Z.	Worked on pickleball project
7/10/23	3.5	E.W.	Maintenance and property training
7/11/23	4	C.W.	Removed debris from all common areas
7/11/23	1.5	C.Z.	Worked on pickleball project
7/12/23	6	C.Z.	Worked on pickleball project
7/12/23	8	E.B.	Cleaned windows at gym, removed debris around property, checked and changed trash receptacles, maintenance and property training
7/12/23	8	E.W.	Continued maintenance and property training
7/13/23	2	C.Z.	Tree trimming around basketball hoops, worked on pickleball project
7/13/23	8	E.B.	Cleaned windows at amenity center, removed debris around property, checked and changed trash receptacles, stocked supply closet, polished cabinets and chrome at amenity center
7/14/23	4	A.B.	Fixed GFI for fountain, installed latch for pool gate
7/14/23	8	B.L.	Maintenance and property training
7/14/23	6.5	B.G.	Maintenance and property training
7/17/23	4	J.J.	Maintenance and property training
7/17/23	4.88	J.R.	Worked on bridge behind amenity center
7/17/23	4	E.W.	Removed debris from all common areas
7/17/23	4	B.L.	Installed fence rails on middle bridge
7/18/23	4	T.C.	Worked on bridge bulkheads
7/18/23	6.07	J.R.	Reset playground attachment, cleaned pool filters
7/18/23	4	E.W.	Removed debris from all common areas
7/18/23	8	B.L.	Installed fence at bridge middle bridge, replaced blades on ceiling fan on outdoor porch, worked on women's handicap door latch
7/18/23	8	B.G.	Worked on fence rails, replaced ceiling fan blade, fixed women's door latch
7/19/23	6	T.C.	Worked on bridge bulkheads, assisted with working on fixing pressure washer
7/19/23	7	J.J.	Broke up concrete around pavilion
7/19/23	2	J.R.	Busted concrete and hauled it to dump pile
7/19/23	8	E.B.	Removed debris from common areas, picked up truck for pressure washing, worked on fixing pressure washer
7/19/23	4	E.W.	Removed debris from all common areas
7/19/23	8	B.L.	Worked on bridge bulkheads
7/20/23	4	T.C.	Worked on bridge bulkheads
7/20/23	4	J.K.	Dug out roots and prepped hole for sidewalk restorations, build the form, cleared out few more roots for the form
7/20/23	4.25	C.W.	Worked on pools, dug up roots, put down form boards
7/20/23	8	J.J.	Built bulkheads around bridge
7/20/23	4	E.W.	Removed debris from all common areas
7/20/23	8	B.L.	Worked on bridge bulkheads
7/21/23	6	T.C.	Poured and finished concrete at Oakbrook park, unclogged water fountain drain at field house, capped exposed wires around track
7/21/23	8	J.J.	Built bulkheads around bridge
7/21/23	4	E.W.	Removed debris from all common areas
7/21/23	8	B.L.	Worked on bridge bulkheads, fixed clogged water fountain drain at field house, lamp pole cut and capped, installed fence rail middle bridge
7/24/23	8	T.C.	Broke down, removed and repoured concrete at Oakbrook Park, picked up supplies
7/24/23	8	C.W.	Worked on pickleball court adding another layer, worked on concrete slab at park
7/24/23	8	B.L.	Assisted with taking down exterior lights to clean, fixed three lights, pinched wires and one not fastened to wall, replaced GFI in pool men's and women's restroom, found wiring in lifeguard refrigerator/microwave with a short, will check to rewire
7/24/23	4	E.W.	Removed debris from all common areas
7/25/23	8	T.C.	Worked on resurfacing pickleball courts
7/25/23	7.35	J.K.	Cleaned off pickleball court, prepped for restoration, poured the deco turf onto court
7/25/23	8	C.W.	Started to remove park by removing screws
7/25/23	8	B.L.	Changed light bulbs in pool area, fixed fence across front entrance, replaced GFI at pool gate table pool supervisors deck, resurface pickleball court
7/25/23	4	E.W.	Removed debris from all common areas
7/25/23	7.58	J.R.	Worked on pickleball project
7/26/23	8	J.K.	Digging up holes around poles on Waverly playground, cut bolts under platform with grinder, loaded up parts and tools to bring to shop
7/26/23	1	B.L.	Replaced light bulb in men's bathroom, check GFI in all locations
7/26/23	3	E.W.	Removed debris from all common areas
7/27/23	7.6	J.K.	Worked on taking down playground
7/27/23	4	E.W.	Removed debris from all common areas
7/27/23	5.53	J.R.	Worked on tree trimming

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
7/28/23	8	T.C.	Worked on nature walk barriers, take tractor back, reprime entrance fountain, clean and restart amenity center lake fountain, picked up supplies
7/28/23	1	C.W.	Worked on fountain in lake
7/28/23	8	B.L.	Dug holes at pond on both sides of nature walk barrier, fixed toilet seat, fixed ceiling fans, worked on entrance fountain
7/28/23	8	B.G.	Dug holes for barriers, fixed fan, installed new toilet seat, worked on fountain
7/28/23	4	E.W.	Removed debris from all common areas
7/28/23	3	J.R.	Dug holes for posts on both sides of nature trail
7/31/23	3	E.W.	Removed debris from all common areas

TOTAL 370.38

MILES 84

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

MAINTENANCE BILLABLE PURCHASES

Period Ending 8/05/23

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DB				
DOUBLE BRANCH				
	7/6/23	3M Safety Walk Tape (2)	31.92	J.S.
	7/6/23	4x8 Sandply Play Wood	26.20	J.S.
	7/6/23	80lb Sakrete (5)	34.16	J.S.
	7/9/23	8lb Max Tabs	51.18	J.S.
	7/10/23	2.5 Qt Mixing Container (3)	10.28	C.Z.
	7/17/23	Keys (5)	22.83	T.C.
	7/17/23	Split Key Rings	3.75	T.C.
	7/18/23	Sump Pump	165.95	J.S.
	7/18/23	Cobweb Duster	12.62	T.C.
	7/18/23	Black Nitrile Gloves 40pk	17.23	T.C.
	7/18/23	Pro Microfiber Towels 8pk	7.46	T.C.
	7/18/23	Microfiber Towels 12pk	7.46	T.C.
	7/18/23	Wasp/Hornet Spray 2pk (2)	16.03	T.C.
	7/18/23	Microfiber Adjustable Fan Duster	7.62	T.C.
	7/20/23	4x4-10 #2 PT Lumber (2)	39.05	T.C.
	7/20/23	Fine PT Black Marker 2pk	2.40	T.C.
	7/20/23	4x4-10 #2 PT Lumber (2)	39.05	T.C.
	7/20/23	1x4-12 PT Lumber	7.11	T.C.
	7/20/23	1x4-8 PT Lumber (2)	10.30	T.C.
	7/20/23	Black Nitrile Gloves 20pk	8.81	T.C.
	7/20/23	Diablo 5-3/8" Blade	9.07	T.C.
	7/20/23	All Purpose Putty	15.80	T.C.
	7/20/23	Zinc 3/4" Flat Washer 25pc	13.94	T.C.
	7/20/23	Zinc Hex Nut 3/4" 50pc	25.24	T.C.
	7/21/23	15AMP GFCI	22.15	T.C.
	7/21/23	Sakrete Concrete (8)	54.65	T.C.
	7/21/23	Gorilla Duct Tape	5.74	T.C.
	7/21/23	4" Cleanout Plug	19.37	T.C.
	7/21/23	Flat Black Spray Paint	9.18	T.C.
	7/24/23	1/4"x1/4" NPT Adapter	1.89	J.S.
	7/24/23	EPDM Rubber Strap	1.82	J.S.
	7/24/23	Chain Stainless	15.94	J.S.
	7/24/23	Sakrete Concrete (13)	88.80	T.C.
	7/24/23	Sakrete Concrete (10)	47.06	T.C.
	7/25/23	Husky 8pc Socket Set	31.02	T.C.
	7/25/23	Husky 3pc Socket Driver Adapter Set	12.62	T.C.
	7/25/23	BLK Nitrile Gloves 80pk	28.73	T.C.
	7/26/23	1000' Caution Tape	12.62	T.C.
	7/26/23	3/4"x7" Cold Chisel	4.47	T.C.
	7/26/23	6" 10 TPI Torch Metal Cutting	9.76	T.C.
	7/26/23	Diablo 9" 8/10 TPI MTL	11.49	T.C.
	7/26/23	4 1/2" Backing Flange	1.89	T.C.
	7/26/23	Spanner Wrench Locknut	7.92	T.C.
	7/26/23	Diablo 4.5 Metal Cutting Diamond Blade	10.91	T.C.
	7/26/23	Rigid Diablo 4.5" Metal Cutting Dia Bide	10.34	T.C.
	7/27/23	Tractor Rental	505.75	J.S.
	7/27/23	Ryobi 5.6amp Grinder	28.18	T.C.
	7/27/23	Telescopic Pole	19.54	T.C.
	7/27/23	Microfiber Duster	5.74	T.C.
	7/27/23	15amp Tamper GFCI 2pk	34.25	T.C.
	7/27/23	12"x48" Concrete Tube (3)	57.65	T.C.
	7/31/23	Gas for Equipment	75.00	T.C.
	8/1/23	80lb Sakrete (20)	136.62	T.C.
	8/1/23	Bucket	2.58	T.C.
	8/1/23	AA Duracell Battery	10.28	T.C.
	8/1/23	16x3-1/2" Magnesium Float	31.99	T.C.
	8/1/23	12"x48" Concrete Tube	19.18	T.C.
	8/1/23	12"x48" Concrete Tube (3)	57.55	T.C.
	8/1/23	80lb Sakrete (20)	136.62	T.C.
	8/2/23	32-7/8" 18TPI Bi-Metal Compact Blade	16.09	T.C.
	8/2/23	Standard Sink Strainer	12.39	T.C.
	8/2/23	BLK Nitrile Gloves 40pk	14.36	T.C.
	8/2/23	Stainfree Plumbers Putty	2.69	T.C.
	8/2/23	Dust Mop Head	17.22	T.C.
	8/2/23	Microfiber Clothes 12pk	8.89	T.C.
	8/2/23	Terry Cloths 10pk	9.19	T.C.
	8/2/23	12' Aluminum Telescopic Pole	39.07	T.C.
	8/2/23	Zinc Cap Nut 1/4-20	1.59	T.C.
	8/2/23	Zinc Lock Nut 1/4-20 50pc	1.73	T.C.
	8/2/23	Zinc Fender Washer 1/4 50pc	7.82	T.C.
	8/2/23	Zinc Lock Washers 50pc	9.51	T.C.
	8/2/23	Zinc Hex Bolt 1/4x4 25pc	8.31	T.C.
	8/2/23	Acetone	12.63	T.C.
	8/2/23	Microfiber Duster	5.74	T.C.
	8/3/23	Nitrile Coated Work Gloves	8.59	T.C.
	8/3/23	Bottle Water 12pk	2.86	T.C.

TOTAL \$2,291.98



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

Invoice

Date 9/1/2023

Invoice # 131295617036

Terms	Net 20
Due Date	9/21/2023
PO #	

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

Item ID	Description	Qty	Units	Amount
WM-CHEM-FLAT	Water Management Flat Billing Rate	1	ea	2,992.73
Fuel Surcharge	Fuel/Environmental Transit Fee	1	ea	108.18
<div>RECEIVED AUG 17 2023 BY: _____</div>				

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

Remittance Slip

Customer
13OAK102
Invoice #
131295617036

Amount Due \$3,100.91
Amount Paid _____

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



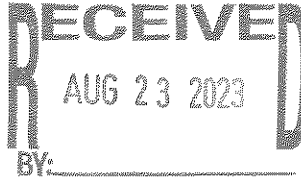
131295617036

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

Invoice

Invoice #: 344
Invoice Date: 8/21/2023
Due Date: 8/21/2023
Case:
P.O. Number:

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



Description	Hours/Qty	Rate	Amount
Pressure Washing Services - July 2023 Common Area Maint. 2,572.4640		2,488.00	2,488.00
<i>Jimmy Lambert</i> 8-23-23			

Total	\$2,488.00
Payments/Credits	\$0.00
Balance Due	\$2,488.00

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

Service Detail

Bill To: Double Branch CDD

Invoice Date: 8/1/23

Due Date: Upon Receipt

Amount Due: \$ 2,488.00

<u>Date:</u>	<u>Description</u>	<u>Amount</u>
7/17/23	Pressure washed 554' of lattice top on Oakleaf Village Parkway	\$ 250.00
7/18/23	Pressure washed 616' of lattice top on Oakleaf Village Parkway	\$ 278.00
7/20/23	Pressure washed 956' of split rail fence on Oakleaf Village Parkway	\$ 239.00
7/21/23	Pressure washed 789' of lattice top on Oakleaf Village Parkway	\$ 355.00
7/24/23	Pressure washed 711' of lattice top on Oakleaf Village Parkway	\$ 320.00
7/25/23	Pressure washed 669' of lattice top on Oakleaf Village Parkway	\$ 310.00
7/26/23	Pressure washed park equipment at Fall Creek Park	\$ 150.00
7/26/23	Pressure washed 1144' of split rail fence at Fall Creek Park	\$ 286.00
7/27/23	Pressure washed 211' of lattice top on Oakleaf Village Parkway	\$ 95.00
7/27/23	Pressure washed 820' of split rail fence at Fall Creek Park	\$ 205.00

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

TOTAL AMOUNT DUE: \$ 2,488.00

** Pressure Washing according to contract and within budget

Contract Amount	\$	17,635.00
<u>Invoice:</u>		
Oct. 2022	\$	-
Nov. 2022	\$	-
Dec. 2022	\$	-
Jan. 2023	\$	945.00
Feb. 2023	\$	-
Mar. 2023	\$	-
Apr. 2023	\$	-
May 2023	\$	-
June 2023	\$	-
July 2023	\$	2,488.00
Aug. 2023	\$	-
Sept. 2023	\$	-
Balance:	\$	<u>14,202.00</u>

Should you have any questions, please contact Jerry Lambert @ (904) 288-7687 or jlambert@rmsnf.com

Remit Payment



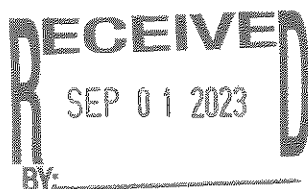
Tel. 904-743-8444
www.smarthome.biz
sales@smarthome.biz

Oakleaf Plantation
370 Oakleaf Village Parkway
Orange Park FL 32065

PLEASE PAY BY	AMOUNT	INVOICE DATE
09/05/2023	\$300.00	08/15/2023

INVOICE NO. 305606

Site: 370 Oakleaf Village Parkway
Orange Park
Site Address: 370 Oakleaf Village Parkway
Orange Park FL 32065
Period: 09/01/2023 to 08/31/2024
Recurring No.: 5809
Job Name:
Order No.:



Description

Please find attached invoice for your Annual monitoring services.

Monthly Security Monitoring

Item	Quantity	Unit Price	Total
Security Phone Line Monitoring	12.00	\$25.00	\$300.00
Sub-Total ex Tax			\$300.00
Tax			\$0.00
Total			\$300.00

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

IMPORTANT: Please remember to test your system monthly.

Need automation for your home? Visit us online at www.smarthome.biz

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

Sub-Total ex Tax	\$300.00
Tax	\$0.00
Total inc Tax	\$300.00
Amount Applied	\$0.00
Balance Due	\$300.00

Code to:

02-330-572-4661

**Double Branch Facility Maintenance- Preventative
Contracts**



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

PLEASE PAY BY	AMOUNT	INVOICE DATE
09/05/2023	\$300.00	08/15/2023

INVOICE NO. 305606

How To Pay

INVOICE NO. 305606



Credit Card (MasterCard, Visa, Amex)

Credit Card No.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Card Holder's Name: _____ CCV: _____

Expiry Date: / Signature: _____



Mail

Detach this section and mail check to:

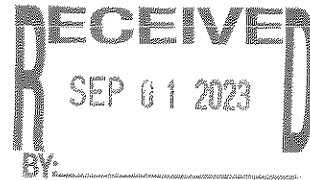
Atlantic Security
1714 Cesery Blvd
Jacksonville, FL 32211

NAME: Oakleaf Plantation **DUE DATE:** 09/05/2023 **AMOUNT DUE:** \$300.00

Please Reference: 305606



Limited Lifetime Warranty*
Typical Turnaround 24hrs!
Next Day Delivery Available.
How can we help you today?
1-208-591-4430



Invoice / Order Detail

Thank you for ordering at CardsAndKeyfobs.com

Order Detail

Order ID: #17760
Invoice: #CAK-17760
Date Added: 07/05/2023

Payment Method: Purchase Order (#JSO07052023)
Shipping Method: USPS Priority (Weight: 20.00lb)

Bill To

Jay Soriano
GMS LLC
370 Oakleaf Village Pkwy
orange park, Florida 32065
United States

Ship To (if different address)

Jay Soriano
GMS LLC
370 Oakleaf Village Pkwy
orange park, Florida 32065
United States

<input type="checkbox"/>	Product Name	Model	Quantity	Price	Total
<input type="checkbox"/>	Printable Proximity Card - Kantech® ioProx® XSF/26bit P20DYE Compatible - Slot Punch: None	PrtPrx- Kan26	1000	\$1.79	\$1,790.00
Code to: 50/50 split				Sub-Total:	\$1,790.00
2-330-572-49300				USPS Priority (Weight: 20.00lb):	\$27.79
Middle Village Rec Passes				Total:	\$1,817.79
2-330-572-6200					\$908.90

For NET30 and check orders:
Mail payment to:
CardsAndKeyfobs.com
PO BOX 205
SAINT ANTHONY, ID 83445

Double Branch Rec. Passes

Order Comments

PO Number: JSO07052023

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - DALIA IGNACIO

Date: September 11, 2023 at 9:03 PM

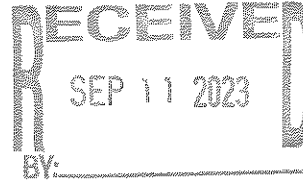
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com

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

Good evening, Todd,

Please make the following refund at your earliest opportunity:

- LOCATION – OV PATIO (SATURDAY) 2:00 P.M. to 6:00 P.M.
- DATE OF VENUE – SEPTEMBER 9, 2023
- RESIDENT – DALIA IGNACIO
- ADDRESS – 3730-G CRESWICK CIRCLE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND – \$100.00
 - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA(9652):
 - DATED: 8/23/23
 - SEQ#: 3
 - BATCH#: 946
 - INVOICE#: 3
 - APPROVAL CODE: 137203
 - AMOUNT: \$100.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC. CHECK/CASH	CREDIT CARD
08/23/23	08/23/23	09/09/23	DALIA IGNACIO - OV PATIO DEPOSIT	DEPOSIT	\$ 100.00		VISA-137203

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

(904) 770-4661 voice email

(904) 375-9285 ext. 3

www.oakleafresidents.com

Governmental Management Services

www.OakLeafResidents.com

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

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice**Invoice #:** 2362**Invoice Date:** 8/29/23**Due Date:** 8/29/23**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 August 26, 2023 2,369.103	9.5	25.00	237.50
<div>RECEIVED AUG 29 2023 BY: _____</div>			

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

8/29/23
CP

Governmental Management Services, LLC

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

DOUBLE BRANCH CDD

Facility Event Staff Service Hours

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

Covers Period End: August 26, 2023

Amenities Revenue # 2-369-103

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

Invoice

Invoice #: 2361
Invoice Date: 9/1/23
Due Date: 9/1/23
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 - September 2023 2.310.513.3400		17,348.92	17,348.92
<div data-bbox="328 1033 633 1222" data-label="Text"><p>RECEIVED SEP 06 2023 BY: _____</p></div> <div data-bbox="332 1480 747 1638" data-label="Text"><p><i>Jerry Lambert</i> 9-6-23</p></div>			

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

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice**Invoice #:** 2363**Invoice Date:** 9/11/23**Due Date:** 9/11/23**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 September 9, 2023 2.369.103	5	25.00	125.00
<div>RECEIVED SEP 12 2023 BY: _____</div>			

Total \$125.00**Payments/Credits** \$0.00**Balance Due** \$125.00

9/12/23
Cone

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>
5	Facility Event Staff	\$ 25.00	\$ 125.00

Covers Period End: September 9, 2023

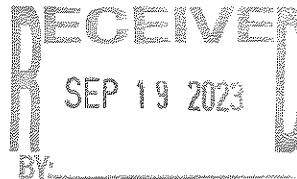
Amenities Revenue # 2-369-103

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

Invoice

Invoice #: 2364
Invoice Date: 9/14/23
Due Date: 9/14/23
Case:
P.O. Number:

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



Description	Hours/Qty	Rate	Amount
Facility Maintenance August 1 - August 31, 2023		22,444.29	22,444.29
Maintenance Supplies		1,064.25	1,064.25
Fac. Main Gen #4,975 ⁰⁰ 2.572.4660			
Fac Main Cont. #3,275 ⁵⁴ 2.572.4662			
Lighting Repairs #708 ⁰⁰ 2.230.572.4663			
Common Area Main #4,895 ⁰⁰ 2.572.4640			
Repair/Replace #9,655⁰⁰ 2.572.6310			
<i>Jerry Lambert</i> 9-19-23			

Total \$23,508.54

Payments/Credits \$0.00

Balance Due ~~\$23,508.54~~

\$13,853.54

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
8/1/23	8	T.C.	Poured concrete footers for barriers on nature walk, picked up supplies
8/1/23	8	J.K.	Made barriers on both sides of nature trail
8/1/23	7	C.W.	Concrete work on nature trail for barriers
8/1/23	7	B.L.	Worked on nature trail install of barriers on both sides
8/1/23	8.12	B.G.	Worked on nature trail install of barriers on both sides
8/1/23	4	E.W.	Removed debris from all common areas
8/2/23	8	T.C.	Fixed bathroom ballast light in ladies fieldhouse bathroom, fixed drain in summer kitchen, put caps on fence posts on Worthington Oaks park
8/2/23	8	B.L.	Install soap dispenser, fixed bathroom light, put caps on Worthington Oaks fence posts, fixed kitchen sink, replaced GFI in clubhouse
8/2/23	8.1	B.G.	Installed soap dispensers, fix bathroom light, installed caps on posts at Worthington Oaks, fixed kitchen sink, replaced GFI in clubhouse
8/2/23	4	E.W.	Removed debris from all common areas
8/3/23	4	T.C.	Worked on pickleball project
8/3/23	4	B.L.	Worked on pickleball project
8/3/23	4	E.W.	Removed debris from all common areas
8/3/23	4	E.B.	Assisted with pickleball project
8/4/23	4	T.C.	Worked on pickleball project
8/4/23	8	J.K.	Worked on pickleball project, repair picnic tables, cleaned shop
8/4/23	5	B.L.	Worked on pickleball project
8/4/23	5	B.G.	Worked on pickleball project
8/4/23	4	E.W.	Removed debris from all common areas
8/7/23	4	B.G.	Board sign by the entryway removed broken pieces and disposed of it
8/7/23	4	E.W.	Removed debris from all common areas
8/8/23	4	T.C.	Took fence and court measurements for new pickleball and tennis windscreens
8/8/23	4	E.W.	Removed debris from all common areas
8/9/23	8	T.C.	Broke down and cut up concrete and repoured on pickleball courts, picked up supplies
8/9/23	7.25	J.K.	Worked on pickleball restoration raised corner
8/9/23	8	B.G.	Worked on pickleball project
8/9/23	4	E.W.	Removed debris from all common areas
8/10/23	2	T.C.	Cut up and removed tree branch
8/10/23	2	J.K.	Pressure washed pickleball court and scrape
8/10/23	8	C.W.	Scrapped pickleball court, blew off pickleball court and prepared corner for concrete
8/10/23	7	B.G.	Fix fence, cut up tree and cleaned area, worked on pickleball court
8/10/23	3.16	E.W.	Removed debris from all common areas
8/11/23	6	T.C.	Patched pickleball courts, set up for Dive In Movie
8/11/23	5	J.K.	Worked on pickleball project, set up for movie
8/11/23	4.5	E.B.	Worked on pickleball project, spread sealer and sweep
8/11/23	4	B.G.	Worked on pickleball project
8/11/23	4	E.W.	Removed debris from all common areas
8/14/23	6	T.C.	Worked on pickleball project measuring and marking, picked up supplies
8/14/23	3	J.K.	Put sealer over pickleball corner, prep, scrape and blew off court, measured for poles placement
8/14/23	5	B.G.	Worked on pickleball project
8/14/23	4	E.W.	Removed debris from all common areas
8/15/23	8	T.C.	Worked on pickleball courts measuring and marking, picked up supplies
8/15/23	7.45	J.K.	Measured and pulled lines for placement/layout of courts
8/15/23	8	B.G.	Worked on pickleball project
8/15/23	4	E.W.	Removed debris from all common areas
8/16/23	8	T.C.	Worked on pickleball project measuring and marking for net poles, picked up supplies
8/16/23	4	J.K.	Drew lines and marked placement of nets
8/16/23	5	B.G.	Worked on pickleball project
8/16/23	4	E.W.	Removed debris from all common areas
8/17/23	8	T.C.	Worked on pickleball project, cutting holes for net poles, unloaded truck with new playground equipment and put in shop
8/17/23	6.28	J.K.	Unload playground equipment, drilled twelve holes into pickleball for nets
8/17/23	8	B.G.	Worked on pickleball project, unloaded playground equipment from truck
8/17/23	4	E.W.	Removed debris from all common areas
8/18/23	2	T.C.	Changed lights and photocell at entrance, light inspection
8/18/23	3	B.G.	Checked lights for burn out ones and replaced
8/18/23	4	E.W.	Removed debris from all common areas
8/21/23	8	T.C.	Worked on pickleball project digging out holes for net poles with anger, picked up supplies
8/21/23	4.5	B.G.	Worked on pickleball project, checked GFI for vending machines
8/21/23	4	E.W.	Removed debris from all common areas
8/21/23	7	E.B.	Drill holes in pickleball court
8/22/23	8	T.C.	Worked on pickleball project net poles, picked up supplies
8/22/23	7.65	J.K.	Worked on pickleball pole placement and concrete
8/22/23	8	B.G.	Worked on pickleball project
8/22/23	8	C.W.	Worked on pickleball project
8/22/23	4	E.W.	Removed debris from all common areas
8/23/23	8	T.C.	Worked on pickleball project net poles
8/23/23	8.1	J.K.	Concrete rest of pickleball poles, dug hole for form on nature walk
8/23/23	8	B.G.	Worked on pickleball project, worked on nature trail digging holes for cement sleeves

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
8/23/23	4	E.W.	Removed debris from all common areas
8/23/23	5.63	E.B.	Worked on pickleball project
8/24/23	8	T.C.	Worked on concrete barriers for nature walk, picked up supplies
8/24/23	7.98	J.K.	Pickleball clean up wash and blew courts
8/24/23	8	B.G.	Worked on pickleball project, filling holes with concrete installing bracket for post on nature trail
8/24/23	8	C.W.	Poured concrete for nature trail, worked on pickleball project
8/24/23	2	E.W.	Removed debris from all common areas
8/24/23	8.02	E.B.	Worked on pickleball project
8/25/23	8	T.C.	Worked on pickleball layering rubber surfacing
8/25/23	8.7	J.K.	Worked on pickleball project and clean up
8/25/23	8.52	B.G.	Worked on pickleball project
8/25/23	8.73	C.W.	Worked on pickleball project
8/25/23	4	E.W.	Removed debris from all common areas
8/28/23	8	T.C.	Worked on pickleball project adding layer
8/28/23	6	B.G.	Cleaning maintenance shed
8/28/23	8	C.W.	Cleaned shed and organized strapped down chairs and tables
8/28/23	4	E.W.	Removed debris from all common areas
8/29/23	4	T.C.	Storm prep - taking down and securing windscreens, stacking chairs and securing chairs, tables and umbrellas, picked up supplies
8/29/23	6	B.G.	Storm prep - taking down windscreens and tied down tables and chairs
8/29/23	8	J.K.	Storm prep - took down wind screen around pools and court, secured tables and chairs
8/29/23	8	C.W.	Storm prep - took down wind screen around pools and court, secured tables and chairs
8/29/23	4	E.W.	Removed debris from all common areas
8/30/23	4	T.C.	Storm prep and assessment, drove through neighborhood looking for downed trees, fences and any debris that needed to be cleaned
8/30/23	4	J.K.	Storm prep and get ready facility and property ready
8/30/23	4	C.W.	Storm prep and get ready facility and property ready
8/31/23	4	T.C.	Cleaned up debris from storm, set up chairs, tables and umbrellas on pool deck, restart fountain in pond, carried playground equipment to shop
8/31/23	1	B.G.	Reposition all tables and chairs at pool
8/31/23	7	C.W.	Cleaned pool with hammerhead, checked pool levels
8/31/23	4.07	E.W.	Removed debris from all common areas

TOTAL 559.75

MILES 122

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

MAINTENANCE BILLABLE PURCHASES

Period Ending 9/05/23

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DB				
DOUBLE BRANCH				
	8/7/23	4 1/2" Diablo Blades	6.85	J.S.
	8/7/23	4 1/2" Conical Sander Blade\	5.16	J.S.
	8/7/23	Disinfectant Aero Linen	8.03	T.C.
	8/7/23	Pro Microfiber Towel 8pk	7.46	T.C.
	8/7/23	Microfiber Towel 12pk	7.46	T.C.
	8/7/23	Pinesol	26.53	T.C.
	8/7/23	Diablo 4.5 Metal Cutting Diamond Blade	10.91	T.C.
	8/7/23	Titanium Bit Set	22.99	T.C.
	8/7/23	Return - 32-7/8" 18TPI BI-Metal Compact Blade	-16.09	T.C.
	8/9/23	5" Sander Pads	17.22	J.S.
	8/9/23	Pro Gas Concrete Saw Rental	82.00	T.C.
	8/9/23	Pink Mason Line 500'	11.47	T.C.
	8/9/23	Long Measuring Tape	20.11	T.C.
	8/9/23	Small Mortar Tub	9.06	T.C.
	8/11/23	Mach Screw PHL FLT #10 x 1-1/2	1.59	T.C.
	8/11/23	Mach Screw PHL FLT #10 x 2	1.59	T.C.
	8/11/23	White Marking Paint (2)	22.95	T.C.
	8/14/23	#10x2 PHL/FLT Screw	0.79	T.C.
	8/14/23	15 Qt Bucket	11.47	T.C.
	8/14/23	Dawn Dish Soap	7.98	T.C.
	8/14/23	7-1/4" Rafter Square	6.29	T.C.
	8/14/23	50' Caulk Kit	5.16	T.C.
	8/14/23	12pk Bottled Water	2.86	T.C.
	8/14/23	T-Square 48"	7.46	T.C.
	8/15/23	Mason Line 500' (2)	22.93	T.C.
	8/15/23	12pk Bottled Water	2.86	T.C.
	8/16/23	Mason Line 500' (3)	34.40	T.C.
	8/16/23	Hunter Green Gloss Spray Paint (2)	18.35	T.C.
	8/21/23	12pk Bottled Water	2.86	T.C.
	8/21/23	24" Auger	22.98	T.C.
	8/22/23	Toilet Seat	33.33	T.C.
	8/22/23	Poultry Netting	19.86	T.C.
	8/22/23	Sakrete Concrete 80lb (10)	68.31	T.C.
	8/23/23	Concrete Form Tube	9.59	J.S.
	8/23/23	1/2" x4 Concrete Wedges	16.65	J.S.
	8/23/23	6x6" Post Bases	91.33	J.S.
	8/24/23	Mop Head Refill	14.34	T.C.
	8/24/23	12pk Bottled Water	2.86	T.C.
	8/24/23	Pinesol	26.53	T.C.
	8/24/23	Trufuel 50:1	13.79	T.C.
	8/24/23	Sakrete Concrete 80lb (10)	68.31	T.C.
	8/24/23	HD Bucket	2.58	T.C.
	8/29/23	Bottled Water 12pk	2.86	T.C.
	8/29/23	3/16"x50' Braided Nylon Rope (6)	75.76	T.C.
	8/29/23	Utility Knife	8.00	T.C.
	8/29/23	Cable Tie 500pk	63.80	T.C.
	8/29/23	3/16"x100' Braided Nylon Rope	75.04	T.C.
	8/29/23	1'4"x25' Braided Nylon Rope	4.60	T.C.
	8/31/23	Gas for Equipment	75.00	T.C.
TOTAL			<u>\$1,064.25</u>	

✍ Compose

- 📁 Inbox 82
- ☆ Starred
- 🕒 Snoozed
- ▶ Sent
- 📧 Drafts 2
- ⌵ More

Labels +

📁 Job Opportunities

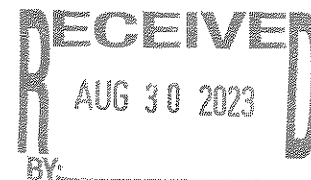
⏪ ⏴ ⌚ 🗑 📧 ⌚ ↶ 📧 ⏵ ⋮

From: Oakleaf Venues <venue rentals@oakleafresidents.com>
Subject: DBCDD refund of deposit request - KIANA THOMAS-GRIFFIN
Date: August 30, 2023 at 11:14:23 AM EDT
To: Todd Polvere <tpolvere@gmsnf.com>, Oksana Kuzmuk <okuzmuk@gmsnf.com>
Cc: Marilee Giles <mgiles@gmsnf.com>, Alison Mossing <amossing@gmstnn.com>

Good morning, Todd,

Please make the following refund at your earliest opportunity:

- LOCATION – OV PATIO (SATURDAY) 2:30 P.M. to 6:30 P.M.
- DATE OF VENUE – AUGUST 26, 2023
- RESIDENT – KIANA THOMAS-GRIFFIN
- ADDRESS – 683 WAKEVIEW DRIVE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA(9773):
 - DATED: 8/4/23
 - SEQ#: 2
 - BATCH#: 931
 - INVOICE#: 2
 - APPROVAL CODE: 106315
 - AMOUNT: \$100.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC. C
08/04/23	08/04/23	08/26/23	KIANA THOMAS-GRIFFIN - OV PATIO DEP	DEPOSIT	\$ 100.00	

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

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

Invoice

Invoice #: 345
Invoice Date: 9/1/2023
Due Date: 9/1/2023
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 - September 2023		4,633.33	4,633.33
<div data-bbox="310 1026 613 1209"><p>RECEIVED SEP 06 2023 BY: _____</p></div> <div data-bbox="383 1518 795 1667"><p><i>Jerry Lambert</i> 9-6-23</p></div>			

Total \$4,633.33

Payments/Credits \$0.00

Balance Due \$4,633.33

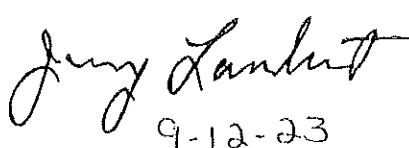
Riverside Management Services, Inc
9655 Florida Mining Blvd. W.
Building 300, Suite 305
Jacksonville, FL 32257

Invoice

Invoice #: 346
Invoice Date: 9/12/2023
Due Date: 9/12/2023
Case:
P.O. Number:

Bill To:

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

Description	Hours/Qty	Rate	Amount
Pressure Washing Services for August 2023 Common Area Maint. 2.572.4640		1,769.00	1,769.00
<div>RECEIVED SEP 12 2023 BY: _____</div> <div> 9-12-23</div>			
Total			\$1,769.00
Payments/Credits			\$0.00
Balance Due			\$1,769.00

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

Service Detail

Bill To: Double Branch CDD

Invoice Date: 9/1/23

Due Date: Upon Receipt

Amount Due: \$ 1,769.00

<u>Date:</u>	<u>Description</u>	<u>Amount</u>
8/2/23	Pressure washed 679' of lattice top on Oakside Dr	\$ 308.00
8/4/23	Pressure washed 693' of lattice top on Oakside Dr	\$ 312.00
8/4/23	Pressure washed 422' of split rail fence on Oakside Dr	\$ 106.00
8/7/23	Pressure washed 616' of lattice top on Oakside Dr	\$ 277.00
8/8/23	Pressure washed 455' of lattice top on Oakside Dr	\$ 205.00
8/9/23	Pressure washed 608' of lattice top on Oakside Dr	\$ 274.00
8/10/23	Pressure washed 641' of lattice top on Oakleaf Village Parkway	\$ 289.00

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

TOTAL AMOUNT DUE: \$ 1,769.00

** Pressure Washing according to contract and within budget

Contract Amount	\$	17,635.00
<u>Invoice:</u>		
Oct. 2022	\$	-
Nov. 2022	\$	-
Dec. 2022	\$	-
Jan. 2023	\$	945.00
Feb. 2023	\$	-
Mar. 2023	\$	-
Apr. 2023	\$	-
May 2023	\$	-
June 2023	\$	-
July 2023	\$	2,488.00
Aug. 2023	\$	1,769.00
Sept. 2022	\$	-
Balance:	\$	<u>12,433.00</u>

Should you have any questions, please contact Jemy Lambert @ (904) 288-7667
 or jlambert@rsmf.com

Remit Payment



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

INVOICE

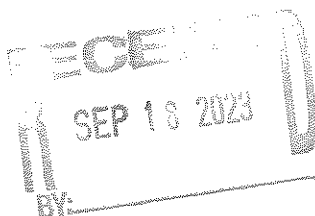
BILL TO
Double Branch CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092



INVOICE # 9347
DATE 09/01/2023
DUE DATE 09/30/2023
TERMS End of the month

SERVICE MONTH
September

ACTIVITY	QTY	RATE	AMOUNT
<div><div><div>APPROVED</div><div>Code to:</div><div>Double Branch Security</div><div>2-320-572-345</div></div></div>	318	24.95	7,934.10T
SUBTOTAL			7,934.10
TAX			0.00
TOTAL			7,934.10
BALANCE DUE			\$7,934.10



Invoice

Invoice #: 11877

Date: 06/30/23

Customer PO:

DUE DATE: 07/30/2023

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

#12030 - Waterford Ranch Irrigation Entrance repair

At the new subdivision at Waterford Oaks Dr. during construction of the new entrance and landscaping, New wire had to be run for irrigation Zone 5 to accomodate the existing areas on each side of entrance to work properly.

<i>Irrigation</i>				\$291.39
14-1 Wire (Material)	1.00	\$85.14	\$85.14	
Irrigation Labor (Labor)	3.00	\$68.75	\$206.25	

Invoice Notes:

Thank you for your business!

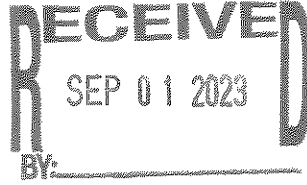
AMOUNT DUE THIS INVOICE

\$291.39

Code to:

Double Branch - Irrigation Repairs

2-320-572-35100



Invoice

Invoice #: 12616

Date: 09/01/23

Customer PO:

DUE DATE: 10/01/2023

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 September 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 venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - CRISTINA KITCHEN

Date: September 25, 2023 at 9:02 PM

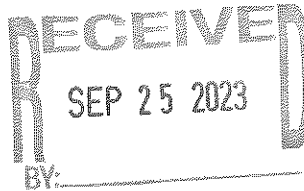
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com

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

Good evening, Todd,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR aka CLUBROOM (SUNDAY) 12:30 P.M. to 4:30 P.M.
- DATE OF VENUE – SEPTEMBER 17, 2023
- RESIDENT – CRISTINA KITCHEN
- ADDRESS – 573 OAKLEAF PLANTATION PARKWAY #635, ORANGE PARK, FL 32065
- AMOUNT OF REFUND: \$100.00
 - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA(5112):
 - DATED: 8/25/23
 - SEQ#: 6
 - BATCH#: 948
 - INVOICE#: 6
 - APPROVAL CODE: H51389
 - AMOUNT: \$100.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC. CHECK/CASH	CREDIT CARD
08/28/23	08/28/23	10/21/23	CRISTINA TOLIVER - OVCR DEPOSIT	DEPOSIT	\$ 100.00		VISA-H8334D

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

Thank you.

I will be out of the office Thursday, October 19, 2023 - Monday, October 23, 2023

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

Wanda McReynolds – Community Amenity Coordinator, OakLeaf Plantation

venuerentals@oakleafresidents.com

(904) 770-4661 voice email

(904) 375-9285 ext. 3

www.oakleafresidents.com

Governmental Management Services

www.OakLeafResidents.com

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



INVOICE

Customer	Double Branch Community Development District
Acct #	282
Date	09/12/2023
Customer Service	Kristina Rudez
Page	1 of 1

Double Branch Community Development District
c/o Governmental Management Services
475 West Town Place, Suite 114
St. Augustine, FL 32092

Payment Information	
Invoice Summary	\$ 1,437.00
Payment Amount	
Payment for:	Invoice#19513
WC100123544	

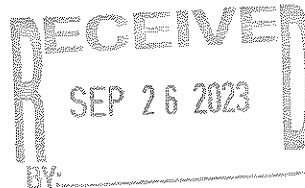
Thank You

Please detach and return with payment



Customer: Double Branch Community Development District

Invoice	Effective	Transaction	Description	Amount
19513	10/01/2023	Renew policy	Policy #WC100123544 10/01/2023-10/01/2024 FIA WC Workers Compensation - Renew policy TRIA & EC - Renew policy Due Date: 9/12/2023	1,264.00 173.00



FY24 WC Renewal - \$1,437.00				Total
				\$ 1,437.00
FOR PAYMENTS SENT OVERNIGHT: Bank of America Lockbox Services, Lockbox 748555, 6000 Feldwood Rd, College Park, GA 30349				

Thank You

Remit Payment To: Egis Insurance Advisors	(321)233-9939	Date
P.O. Box 748555	sclimer@egisadvisors.com	09/12/2023
Atlanta, GA 30374-8555		



Insurance & Risk Advisors

Double Branch Community Development District
c/o Governmental Management Services
475 West Town Place, Suite 114
St. Augustine, FL 32092

INVOICE

Customer	Double Branch Community Development District
Acct #	282
Date	09/20/2023
Customer Service	Kristina Rudez
Page	1 of 1

Payment Information	
Invoice Summary	\$ 124,609.00
Payment Amount	
Payment for	Invoice#19898
100123544	

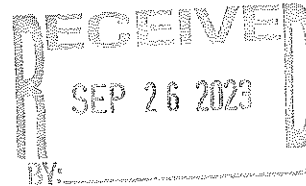
Thank You

Please detach and return with payment



Customer: Double Branch Community Development District

Invoice	Effective	Transaction	Description	Amount
19898	10/01/2023	Renew policy	Policy #100123544 10/01/2023-10/01/2024 Florida Insurance Alliance Package - Renew policy Due Date: 9/20/2023	124,609.00



Total
\$ 124,609.00

Thank You

FY24 Policy Renewal - \$115,013.00

FOR PAYMENTS SENT OVERNIGHT:
Bank of America Lockbox Services, Lockbox 748555, 6000 Feldwood Rd. College Park, GA 30349

Remit Payment To: Egis Insurance Advisors	(321)233-9939	Date
P.O. Box 748555		09/20/2023
Atlanta, GA 30374-8555	solmer@egisadvisors.com	

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 2365

Invoice Date: 9/25/23

Due Date: 9/25/23

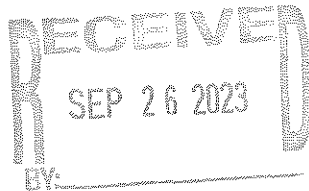
Case:

P.O. Number:

Bill To:

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

Description	Hours/Qty	Rate	Amount
Facility Event Staff through September 22, 2023 2.369.103	13	25.00	325.00
Total			\$325.00
Payments/Credits			\$0.00
Balance Due			\$325.00



9/26/23
Cafar

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>
13	Facility Event Staff	\$ 25.00	\$ 325.00

Covers Period End: September 23, 2023

Amenities Revenue # 2-369-103



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

INVOICE

Invoice Date	Invoice #
9/26/2023	132220
Customer PO #	

Remit Payments To:

P.O. Box 551629
Jacksonville, FL 32255

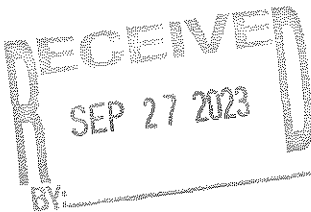
Bill To: OA003

Double Branch Systems
Middle Village
370 Oak Leaf Village Pkwy
Orange Park, FL 32065

Site of Service/Delivery:

Oakleaf Plantation
Full Service Fire Alarm
370 Oakleaf Village Parkway
Orange Park, FL 32065

JSC Job #	Terms	Date Shipped	Ship Via
JSVF-036	Due Upon Receipt	09/26/2023	

Quantity	Item / Description	Unit Price	Amount
1.00	Annual Full Service Fire Alarm Maintenance and Inspection for the period of 10/01/2023 - 09/30/2024. Amenity Center Code to: 2-330-572-4661 Double Branch Preventative contracts 	706.00	706.00

Sub-Total	706.00
Tax	0.00
Total Invoice Amount	706.00

Conditions of Sale

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



From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - SHARON ALVAREZ

Date: September 25, 2023 at 9:08 PM

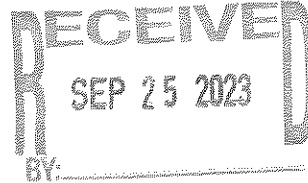
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com

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

Good evening, Todd,

Please make the following refund at your earliest opportunity:

- LOCATION -- OV PATIO (SATURDAY) 2:00 P.M. to 6:00 P.M.
- DATE OF VENUE -- SEPTEMBER 23, 2023
- RESIDENT -- SHARON ALVAREZ
- ADDRESS -- 746 WAKEMONT DRIVE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND -- \$100.00
 - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via AMEX(1002):
 - DATED: 9/6/23
 - SEQ#: 3
 - BATCH#: 959
 - INVOICE#: 3
 - APPROVAL CODE: 849017
 - AMOUNT: \$100.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
09/06/23	09/06/23	09/23/23	SHARON ALVAREZ - OV PATIO DEPOSIT	DEPOSIT	\$ 100.00			AMEX-849017

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

Thank you.

I will be out of the office Thursday, October 19, 2023 - Monday, October 23, 2023

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

Wanda McReynolds -- Community Amenity Coordinator, OakLeaf Plantation

venuerentals@oakleafresidents.com

(904) 770-4661 voice email

(904) 375-9285 ext. 3

www.oakleafresidents.com

Governmental Management Services

www.OakLeafResidents.com

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



From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - TINA RUNKLES
Date: September 25, 2023 at 8:56 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com

Good evening, Todd,

Please make the following refund at your earliest opportunity:

- LOCATION – OV PATIO (SATURDAY) 2:00 P.M. to 6:00 P.M.
- DATE OF VENUE – SEPTEMBER 16, 2023
- RESIDENT – TINA RUNKLES
- ADDRESS – 3758 CARDINAL OAKS CIRCLE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND – \$100.00
 - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA(0300):
 - DATED: 8/31/23
 - SEQ#: 2
 - BATCH#: 954
 - INVOICE#: 2
 - APPROVAL CODE: 00910D
 - AMOUNT: \$100.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
08/31/23	08/31/23	09/16/23	TINA RUNKLES - OV PATIO DEPOSIT	DEPOSIT	\$ 100.00			VISA-00910D

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

Thank you.

I will be out of the office Thursday, October 19, 2023 - Monday, October 23, 2023

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

Wanda McReynolds – Community Amenity Coordinator, OakLeaf Plantation
venuerentals@oakleafresidents.com
(904) 770-4661 voice email
(904) 375-9283 ext. 3
www.oakleafresidents.com

Governmental Management Services

www.OakLeafResidents.com

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

*** CHECK DATES 09/01/2023 - 09/30/2023 ***
 DOUBLE BRANCH-CAPITAL RESERVE
 BANK C CAPITAL RESERVE FUND

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
9/01/23	00035	8/21/23 2359	202307 600-53800-62100	JUL REPAIR/REPLACE	*	5,051.56	
				GOVERNMENTAL MANAGEMENT SERVICES			5,051.56 000148
9/01/23	00017	8/09/23 75925574	202308 600-53800-62100	JANITORIAL SUPPLIES	*	645.90	
				THE HOME DEPOT PRO			645.90 000149
9/25/23	00035	9/14/23 2364	202308 600-53800-62100	REPAIR/REPLACE	*	9,655.00	
				GOVERNMENTAL MANAGEMENT SERVICES			9,655.00 000150
9/25/23	00028	9/07/23 3107	202309 600-53800-62100	RPLC PARTS W/ OWNED PARTS	*	142.50	
				INDUSTRIAL CIRCLE ESCORT LLC			142.50 000151
9/25/23	00040	9/07/23 CS176274	202309 600-53800-62100	POOL SUPPLIES	*	246.14	
				SCP DISTRIBUTORS LLC			246.14 000152
9/25/23	00017	9/07/23 76404260	202309 600-53800-62100	JANITORIAL SUPPLIES	*	88.89	
				THE HOME DEPOT PRO			88.89 000153
9/25/23	00016	6/16/23 11794	202306 600-53800-62100	DECLINED LARGE OAK REMOVE	*	3,500.00	
				VERDEGO, LLC			3,500.00 000154
9/25/23	00016	6/16/23 11795	202306 600-53800-62100	SECOND BRIDGE ENHANCEMENT	*	3,330.11	
				VERDEGO, LLC			3,330.11 000155
9/25/23	00016	6/16/23 11796	202306 600-53800-62100	N SIDE CLUBHOUSE WINDOW	*	4,172.19	
				VERDEGO, LLC			4,172.19 000156
9/25/23	00016	6/30/23 11876	202306 600-53800-62100	OVP EAST SIDE CL PARKVIEW	*	4,945.76	
				VERDEGO, LLC			4,945.76 000157
9/25/23	00016	9/13/23 12719	202309 600-53800-62100	TROP STORM IDALIA CLEANUP	*	5,200.00	
				VERDEGO, LLC			5,200.00 000158

TOTAL FOR BANK C 36,978.05

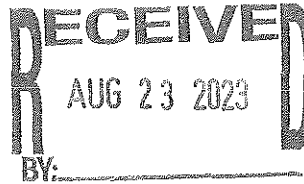
DBBR DOUBLE BRANCH OKUZMUK

CHECK	VEND#INVOICE.....	...EXPENSED TO...	VENDOR NAME				STATUS	AMOUNTCHECK....	
DATE		DATE	INVOICE	YRMO	DPT	ACCT#	SUB	SUBCLASS		AMOUNT	#
TOTAL FOR REGISTER										36,978.05	

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

Invoice

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



Invoice #: 2359
Invoice Date: 8/21/23
Due Date: 8/21/23
Case:
P.O. Number:

Description	Hours/Qty	Rate	Amount
Facility Maintenance July 1 - July 31, 2023		14,852.58	14,852.58
Maintenance Supplies		2,291.98	2,291.98
Fac. Main Gen \$4,165.00			
2,572.4660			
Fac. Maint. Con \$2,895.00			
2,572.4662			
Lighting Repairs \$708.00			
2,230.572.4663			
Common Area Main. \$4,325.00			
2,572.4640			
Repair / Replace \$5,051.56			
2,572.6310			
34,600.538.621			
<i>Jerry Lambert</i> 8-23-23			

Total \$17,144.56

Payments/Credits \$0.00

Balance Due ~~\$17,144.56~~

\$5,051.56

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
7/3/23	4	C.W.	Removed debris from all common areas
7/3/23	6.62	J.R.	Worked on signs for pickleball courts
7/4/23	2.5	J.K.	Moved flower pots, removed debris from all common areas
7/4/23	2.5	C.W.	Removed debris from all common areas, moved flower pots
7/5/23	4	T.C.	Checked and fixed lights and sensors at entrance columns, inspected fences
7/6/23	4	T.C.	Loaded roots on trailer, cut up tree limb that fell in the Oaks park
7/7/23	4	T.C.	Fixed broken fence on Loop Road replaced lattice, secured loose corkscrew feature at playground
7/7/23	4	C.W.	Removed debris from all common areas
7/10/23	4	C.Z.	Worked on pickleball project
7/10/23	3.5	E.W.	Maintenance and property training
7/11/23	4	C.W.	Removed debris from all common areas
7/11/23	1.5	C.Z.	Worked on pickleball project
7/12/23	6	C.Z.	Worked on pickleball project
7/12/23	8	E.B.	Cleaned windows at gym, removed debris around property, checked and changed trash receptacles, maintenance and property training
7/12/23	8	E.W.	Continued maintenance and property training
7/13/23	2	C.Z.	Tree trimming around basketball hoops, worked on pickleball project
7/13/23	8	E.B.	Cleaned windows at amenity center, removed debris around property, checked and changed trash receptacles, stocked supply closet, polished cabinets and chrome at amenity center
7/14/23	4	A.B.	Fixed GFI for fountain, installed latch for pool gate
7/14/23	8	B.L.	Maintenance and property training
7/14/23	6.5	B.G.	Maintenance and property training
7/17/23	4	J.J.	Maintenance and property training
7/17/23	4.88	J.R.	Worked on bridge behind amenity center
7/17/23	4	E.W.	Removed debris from all common areas
7/17/23	4	B.L.	Installed fence rails on middle bridge
7/18/23	4	T.C.	Worked on bridge bulkheads
7/18/23	6.07	J.R.	Reset playground attachment, cleaned pool filters
7/18/23	4	E.W.	Removed debris from all common areas
7/18/23	8	B.L.	Installed fence at bridge middle bridge, replaced blades on ceiling fan on outdoor porch, worked on women's handicap door latch
7/18/23	8	B.G.	Worked on fence rails, replaced ceiling fan blade, fixed women's door latch
7/19/23	8	T.C.	Worked on bridge bulkheads, assisted with working on fixing pressure washer
7/19/23	7	J.J.	Broke up concrete around pavilion
7/19/23	2	J.R.	Busted concrete and hauled it to dump pile
7/19/23	8	E.B.	Removed debris from common areas, picked up truck for pressure washing, worked on fixing pressure washer
7/19/23	4	E.W.	Removed debris from all common areas
7/19/23	8	B.L.	Worked on bridge bulkheads
7/20/23	4	T.C.	Worked on bridge bulkheads
7/20/23	4	J.K.	Dug out roots and prepped hole for sidewalk restorations, build the form, cleared out few more roots for the form
7/20/23	4.25	C.W.	Worked on pools, dug up roots, put down form boards
7/20/23	8	J.J.	Built bulkheads around bridge
7/20/23	4	E.W.	Removed debris from all common areas
7/20/23	8	B.L.	Worked on bridge bulkheads
7/21/23	6	T.C.	Poured and finished concrete at Oakbrook park, unclogged water fountain drain at field house, capped exposed wires around track
7/21/23	8	J.J.	Built bulkheads around bridge
7/21/23	4	E.W.	Removed debris from all common areas
7/21/23	8	B.L.	Worked on bridge bulkheads, fixed clogged water fountain drain at field house, lamp pole cut and capped, installed fence rail middle bridge
7/24/23	8	T.C.	Broke down, removed and repoured concrete at Oakbrook Park, picked up supplies
7/24/23	8	C.W.	Worked on pickleball court adding another layer, worked on concrete slab at park
7/24/23	8	B.L.	Assisted with taking down exterior lights to clean, fixed three lights, pinched wires and one not fastened to wall, replaced GFI in pool men's and women's restroom, found wiring in lifeguard refrigerator/microwave with a short, will check to rewire
7/24/23	4	E.W.	Removed debris from all common areas
7/25/23	8	T.C.	Worked on resurfacing pickleball courts
7/25/23	7.35	J.K.	Cleaned off pickleball court, prepped for restoration, poured the deco turf onto court
7/25/23	8	C.W.	Started to remove park by removing screws
7/25/23	8	B.L.	Changed light bulbs in pool area, fixed fence across front entrance, replaced GFI at pool gate table pool supervisors deck, resurface pickleball court
7/25/23	4	E.W.	Removed debris from all common areas
7/25/23	7.58	J.R.	Worked on pickleball project
7/26/23	8	J.K.	Digging up holes around poles on Waverly playground, cut bolts under platform with grinder, loaded up parts and tools to bring to shop
7/26/23	1	B.L.	Replaced light bulb in men's bathroom, check GFI in all locations
7/26/23	3	E.W.	Removed debris from all common areas
7/27/23	7.6	J.K.	Worked on taking down playground
7/27/23	4	E.W.	Removed debris from all common areas
7/27/23	5.53	J.R.	Worked on tree trimming

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
7/28/23	8	T.C.	Worked on nature walk barriers, take tractor back, repine entrance fountain, clean and restart amenity center lake fountain, picked up supplies
7/28/23	1	C.W.	Worked on fountain in lake
7/28/23	8	B.L.	Dug holes at pond on both sides of nature walk barrier, fixed toilet seat, fixed ceiling fans, worked on entrance fountain
7/28/23	8	B.G.	Dug holes for barriers, fixed fan, installed new toilet seat, worked on fountain
7/28/23	4	E.W.	Removed debris from all common areas
7/28/23	3	J.R.	Dug holes for posts on both sides of nature trail
7/31/23	3	E.W.	Removed debris from all common areas

TOTAL 370.38

MILES 84

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

MAINTENANCE BILLABLE PURCHASES

Period Ending 8/05/23

DISTRICT	DATE	SUPPLIES	PRICE	EMPLOYEE
DB				
DOUBLE BRANCH				
	7/6/23	3M Safety Walk Tape (2)	31.92	J.S.
	7/6/23	4x8 Sandply Ply Wood	26.20	J.S.
	7/6/23	80lb Sakrete (5)	34.16	J.S.
	7/9/23	8lb Max Tabs	51.18	J.S.
	7/10/23	2.5 Qt Mxing Container (3)	10.28	G.Z.
	7/17/23	Keys (5)	22.83	T.C.
	7/17/23	Split Key Rings	3.75	T.C.
	7/18/23	Sump Pump	165.95	J.S.
	7/18/23	Cobweb Duster	12.62	T.C.
	7/18/23	Black Nitrile Gloves 40pk	17.23	T.C.
	7/18/23	Pro Microfiber Towels 8pk	7.46	T.C.
	7/18/23	Microfiber Towels 12pk	7.46	T.C.
	7/18/23	Wasp/Hornet Spray 2pk (2)	16.03	T.C.
	7/18/23	Microfiber Adjustable Fan Duster	7.62	T.C.
	7/20/23	4x4-10 #2 PT Lumber (2)	39.05	T.C.
	7/20/23	Fine PT Black Marker 2pk	2.40	T.C.
	7/20/23	4x4-10 #2 PT Lumber (2)	39.05	T.C.
	7/20/23	1x4-12 PT Lumber	7.11	T.C.
	7/20/23	1x4-8 PT Lumber (2)	10.30	T.C.
	7/20/23	Black Nitrile Gloves 20pk	8.61	T.C.
	7/20/23	Diablo 5-3/8" Blade	9.07	T.C.
	7/20/23	All Purpose Putty	15.80	T.C.
	7/20/23	Zinc 3/4" Flat Washer 25pc	13.94	T.C.
	7/20/23	Zinc Hex Nut 3/4" 50pc	25.24	T.C.
	7/21/23	15AMP GFCI	22.15	T.C.
	7/21/23	Sakrete Concrete (8)	54.85	T.C.
	7/21/23	Gorilla Duct Tape	5.74	T.C.
	7/21/23	4" Cleanout Plug	19.37	T.C.
	7/21/23	Flat Black Spray Paint	9.18	T.C.
	7/24/23	1/4"x1/4" NPT Adapter	1.89	J.S.
	7/24/23	EPDM Rubber Strap	1.82	J.S.
	7/24/23	Chain Stainless	15.94	J.S.
	7/24/23	Sakrete Concrete (13)	88.80	T.C.
	7/24/23	Sakrete Concrete (10)	47.96	T.C.
	7/25/23	Husky 8pc Socket Set	31.02	T.C.
	7/25/23	Husky 3pc Socket Driver Adapter Set	12.62	T.C.
	7/25/23	BLK Nitrile Gloves 80pk	28.73	T.C.
	7/26/23	1000' Caution Tape	12.62	T.C.
	7/26/23	3/4"x7" Cold Chisel	4.47	T.C.
	7/26/23	6" 10 TPI Torch Metal Cutting	9.76	T.C.
	7/26/23	Diablo 9" 8/10 TPI MTL	11.49	T.C.
	7/26/23	4 1/2" Backing Flange	1.89	T.C.
	7/28/23	Spanner Wrench Locknut	7.92	T.C.
	7/28/23	Diablo 4.5 Metal Cutting Diamond Blade	10.91	T.C.
	7/28/23	Rigid Diablo 4.5" Metal Cutting Dia Blade	10.34	T.C.
	7/27/23	Tractor Rental	505.75	J.S.
	7/27/23	Ryobi 5.5amp Grinder	28.18	T.C.
	7/27/23	Telescopic Pole	19.54	T.C.
	7/27/23	Microfiber Duster	5.74	T.C.
	7/27/23	15amp Tamper GFCI 2pk	34.25	T.C.
	7/27/23	12"x48" Concrete Tube (3)	57.55	T.C.
	7/31/23	Gas for Equipment	75.00	T.C.
	8/1/23	80lb Sakrete (20)	136.62	T.C.
	8/1/23	Bucket	2.58	T.C.
	8/1/23	AA Duracell Battery	10.28	T.C.
	8/1/23	16x3- 1/2" Magnesium Float	31.99	T.C.
	8/1/23	12"x48" Concrete Tube	19.18	T.C.
	8/1/23	12"x48" Concrete Tube (3)	57.55	T.C.
	8/1/23	80lb Sakrete (20)	136.62	T.C.
	8/2/23	32-7/8" 18TPI Bl-Metal Compact Blade	16.09	T.C.
	8/2/23	Standard Sink Strainer	12.39	T.C.
	8/2/23	BLK Nitrile Gloves 40pk	14.36	T.C.
	8/2/23	Stainfree Plumbers Putty	2.69	T.C.
	8/2/23	Dust Mop Head	17.22	T.C.
	8/2/23	Microfiber Clothes 12pk	6.89	T.C.
	8/2/23	Terry Cloths 10pk	9.19	T.C.
	8/2/23	12' Aluminum Telescopic Pole	39.07	T.C.
	8/2/23	Zinc Cap Nut 1/4-20	1.59	T.C.
	8/2/23	Zinc Lock Nut 1/4-20 50pc	1.73	T.C.
	8/2/23	Zinc Fender Washer 1/4 50pc	7.82	T.C.
	8/2/23	Zinc Lock Washers 50pc	9.51	T.C.
	8/2/23	Zinc Hex Bolt 1/4x4 25pc	8.31	T.C.
	8/2/23	Acelone	12.63	T.C.
	8/2/23	Microfiber Duster	5.74	T.C.
	8/3/23	Nitrile Coated Work Gloves	8.59	T.C.
	8/3/23	Bottle Water 12pk	2.86	T.C.

TOTAL \$2,291.98

HDSUPPLY

Formerly Home Depot Pro Institutional

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

- °
- °
- °

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

Invoice Detail

Customer ID: 645245
Invoice Number: 759255748
Invoice Date: 8/9/2023
Order Number: 51453690
Purchase Order: LISA

Shipped To:

DOUBLE BRANCH
370 OAKLEAF VILLAGE PARKWAY
ORANGE PARK, FL 32065

Home Depot Pro Notes:

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

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

559004 PUMICE SCOURING STICK

i\$7.95 Handling Charge

Delivery information for this invoice may be

found at: www.HomeDepotPro.com/Institutional

DB Repair & Replacement
034.600 . 53800 . 62100
~~2.320.572.63100~~






MV Repair & Replacement
34.600.538.64000

To be split between DB & MV
50/50

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

Invoice Total ~~\$1,291.79~~
\$645.90

RECEIVED
AUG 24 2023
BY: _____

Description	Item Number	Quantity Ordered	Quantity Shipped	Unit Price	Total
	ZEP COMM STAINLESS STEEL <u>203759588</u>	4	4	\$7.50	\$30.00
	RENOWN LNR 40X48 12MIC NAT <u>REN14512-CA</u>	10	10	\$56.09	\$560.90
	RENOWN LNR 40X46 .74MIL WHT <u>REN24512-CA</u>	10	10	\$47.07	\$470.70
	1-1/2"X 1-1/2" BRASS SPUD ASSEMBLY <u>806850</u> Old Item Number: 147777	4	4	\$16.71	\$66.84
	APPEAL HAND SOAP DISP BLK 1000ML <u>APP17104</u>	15	15	\$10.36	\$155.40

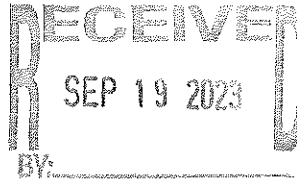
Subtotal \$1,283.84
 Shipping & Handling \$7.95
 Tax \$0.00
 Web Discount -\$0.00
 Invoice Total \$1,291.79

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

Invoice

Invoice #: 2364
Invoice Date: 9/14/23
Due Date: 9/14/23
Case:
P.O. Number:

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



Description	Hours/Qty	Rate	Amount
Facility Maintenance August 1 - August 31, 2023		22,444.29	22,444.29
Maintenance Supplies		1,064.25	1,064.25
Fac. Main Gen \$4,975⁰⁰			
2.572.4660			
Fac. Main Cont. \$3,275⁵⁴			
2.572.4662			
Lighting Repairs \$1,108⁰⁰			
2.230.572.4663			
Common Area Main \$4,895⁰⁰			
2.572.4640			
Repair/Replace \$9,655⁰⁰			
2.572.6310			
34.600.538.621			
<i>July Lambert</i> 9-19-23			

Total \$23,508.54

Payments/Credits \$0.00

Balance Due ~~\$23,508.54~~

\$9,655.00

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
8/1/23	8	T.C.	Poured concrete footers for barriers on nature walk, picked up supplies
8/1/23	8	J.K.	Made barriers on both sides of nature trail
8/1/23	7	C.W.	Concrete work on nature trail for barriers
8/1/23	7	B.L.	Worked on nature trail install of barriers on both sides
8/1/23	8.12	B.G.	Worked on nature trail install of barriers on both sides
8/1/23	4	E.W.	Removed debris from all common areas
8/2/23	8	T.C.	Fixed bathroom ballast light in ladies fieldhouse bathroom, fixed drain in summer kitchen, put caps on fence posts on Worthington Oaks park
8/2/23	8	B.L.	Install soap dispenser, fixed bathroom light, put caps on Worthington Oaks fence posts, fixed kitchen sink, replaced GFI in clubhouse
8/2/23	8.1	B.G.	Installed soap dispensers, fix bathroom light, installed caps on posts at Worthington Oaks, fixed kitchen sink, replaced GFI in clubhouse
8/2/23	4	E.W.	Removed debris from all common areas
8/3/23	4	T.C.	Worked on pickleball project
8/3/23	4	B.L.	Worked on pickleball project
8/3/23	4	E.W.	Removed debris from all common areas
8/3/23	4	E.B.	Assisted with pickleball project
8/4/23	4	T.C.	Worked on pickleball project
8/4/23	8	J.K.	Worked on pickleball project, repair picnic tables, cleaned shop
8/4/23	5	B.L.	Worked on pickleball project
8/4/23	5	B.G.	Worked on pickleball project
8/4/23	4	E.W.	Removed debris from all common areas
8/7/23	4	B.G.	Board sign by the entryway removed broken pieces and disposed of it
8/7/23	4	E.W.	Removed debris from all common areas
8/8/23	4	T.C.	Took fence and court measurements for new pickleball and tennis windscreens
8/8/23	4	E.W.	Removed debris from all common areas
8/9/23	8	T.C.	Broke down and cut up concrete and repoured on pickleball courts, picked up supplies
8/9/23	7.25	J.K.	Worked on pickleball restoration raised corner
8/9/23	8	B.G.	Worked on pickleball project
8/9/23	4	E.W.	Removed debris from all common areas
8/10/23	2	T.C.	Cut up and removed tree branch
8/10/23	2	J.K.	Pressure washed pickleball court and scrape
8/10/23	8	C.W.	Scrapped pickleball court, blew off pickleball court and prepared corner for concrete
8/10/23	7	B.G.	Fix fence, cut up tree and cleaned area, worked on pickleball court
8/10/23	3.15	E.W.	Removed debris from all common areas
8/11/23	6	T.C.	Patched pickleball courts, set up for Dive in Movie
8/11/23	5	J.K.	Worked on pickleball project, set up for movie
8/11/23	4.5	E.B.	Worked on pickleball project, spread sealer and sweep
8/11/23	4	B.G.	Worked on pickleball project
8/11/23	4	E.W.	Removed debris from all common areas
8/14/23	6	T.C.	Worked on pickleball project measuring and marking, picked up supplies
8/14/23	3	J.K.	Put sealer over pickleball corner, prep, scrape and blew off court, measured for poles placement
8/14/23	5	B.G.	Worked on pickleball project
8/14/23	4	E.W.	Removed debris from all common areas
8/15/23	8	T.C.	Worked on pickleball courts measuring and marking, picked up supplies
8/15/23	7.45	J.K.	Measured and pulled lines for placement/layout of courts
8/15/23	8	B.G.	Worked on pickleball project
8/15/23	4	E.W.	Removed debris from all common areas
8/16/23	8	T.C.	Worked on pickleball project measuring and marking for net poles, picked up supplies
8/16/23	4	J.K.	Drew lines and marked placement of nets
8/16/23	5	B.G.	Worked on pickleball project
8/16/23	4	E.W.	Removed debris from all common areas
8/17/23	8	T.C.	Worked on pickleball project, cutting holes for net poles, unloaded truck with new playground equipment and put in shop
8/17/23	6.28	J.K.	Unload playground equipment, drilled twelve holes into pickleball for nets
8/17/23	8	B.G.	Worked on pickleball project, unloaded playground equipment from truck
8/17/23	4	E.W.	Removed debris from all common areas
8/18/23	2	T.C.	Changed lights and photocell at entrance, light inspection
8/18/23	3	B.G.	Checked lights for burn out ones and replaced
8/18/23	4	E.W.	Removed debris from all common areas
8/21/23	8	T.C.	Worked on pickleball project digging out holes for net poles with anger, picked up supplies
8/21/23	4.5	B.G.	Worked on pickleball project, checked GFI for vending machines
8/21/23	4	E.W.	Removed debris from all common areas
8/21/23	7	E.B.	Drill holes in pickleball court
8/22/23	8	T.C.	Worked on pickleball project net poles, picked up supplies
8/22/23	7.65	J.K.	Worked on pickleball pole placement and concrete
8/22/23	8	B.G.	Worked on pickleball project
8/22/23	8	C.W.	Worked on pickleball project
8/22/23	4	E.W.	Removed debris from all common areas
8/23/23	8	T.C.	Worked on pickleball project net poles
8/23/23	8.1	J.K.	Concrete rest of pickleball poles, dug hole for form on nature walk
8/23/23	8	B.G.	Worked on pickleball project, worked on nature trail digging holes for cement sleeves

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
8/23/23	4	E.W.	Removed debris from all common areas
8/23/23	5.63	E.B.	Worked on pickleball project
8/24/23	8	T.C.	Worked on concrete barriers for nature walk, picked up supplies
8/24/23	7.98	J.K.	Pickleball clean up wash and blew courts
8/24/23	8	B.G.	Worked on pickleball project, filling holes with concrete installing bracket for post on nature trail
8/24/23	8	C.W.	Poured concrete for nature trail, worked on pickleball project
8/24/23	2	E.W.	Removed debris from all common areas
8/24/23	8.02	E.B.	Worked on pickleball project
8/25/23	8	T.C.	Worked on pickleball layering rubber surfacing
8/25/23	8.7	J.K.	Worked on pickleball project and clean up
8/25/23	8.52	B.G.	Worked on pickleball project
8/25/23	8.73	C.W.	Worked on pickleball project
8/25/23	4	E.W.	Removed debris from all common areas
8/28/23	8	T.C.	Worked on pickleball project adding layer
8/28/23	6	B.G.	Cleaning maintenance shed
8/28/23	8	C.W.	Cleaned shed and organized strapped down chairs and tables
8/28/23	4	E.W.	Removed debris from all common areas
8/29/23	4	T.C.	Storm prep - taking down and securing windscreens, stacking chairs and securing chairs, tables and umbrellas, picked up supplies
8/29/23	6	B.G.	Storm prep - taking down windscreens and tiedown tables and chairs
8/29/23	8	J.K.	Storm prep - took down wind screen around pools and court, secured tables and chairs
8/29/23	8	C.W.	Storm prep - took down wind screen around pools and court, secured tables and chairs
8/29/23	4	E.W.	Removed debris from all common areas
8/30/23	4	T.C.	Storm prep and assessment, drove through neighborhood looking for downed trees, fences and any debris that needed to be cleaned
8/30/23	4	J.K.	Storm prep and get ready facility and property ready
8/30/23	4	C.W.	Storm prep and get ready facility and property ready
8/31/23	4	T.C.	Cleaned up debris from storm, set up chairs, tables and umbrellas on pool deck, restart fountain in pond, carried playground equipment to shop
8/31/23	1	B.G.	Reposition all tables and chairs at pool
8/31/23	7	C.W.	Cleaned pool with hammerhead, checked pool levels
8/31/23	4.07	E.W.	Removed debris from all common areas

TOTAL 559.75

MILES 122

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

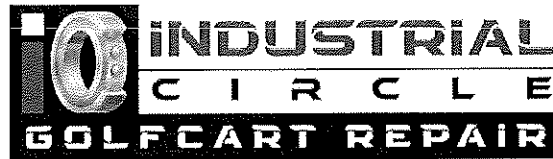
MAINTENANCE BILLABLE PURCHASES

Period Ending 9/05/23

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DB				
DOUBLE BRANCH				
	8/7/23	4 1/2" Diablo Blades	6.85	J.S.
	8/7/23	4 1/2" Conical Sander Blade\	5.16	J.S.
	8/7/23	Disinfectant Aero Linen	8.03	T.C.
	8/7/23	Pro Microfiber Towel 8pk	7.46	T.C.
	8/7/23	Microfiber Towel 12pk	7.46	T.C.
	8/7/23	Pinesol	26.53	T.C.
	8/7/23	Diablo 4.5 Metal Cutting Diamond Blade	10.91	T.C.
	8/7/23	Titanium Bit Set	22.99	T.C.
	8/7/23	Return - 32-7/8" 18TPI Bi-Metal Compact Blade	-16.09	T.C.
	8/9/23	5" Sander Pads	17.22	J.S.
	8/9/23	Pro Gas Concrete Saw Rental	82.00	T.C.
	8/9/23	Pink Mason Line 500'	11.47	T.C.
	8/9/23	Long Measuring Tape	20.11	T.C.
	8/9/23	Small Mortar Tub	9.06	T.C.
	8/11/23	Mach Screw PHL FLT #10 x 1-1/2	1.59	T.C.
	8/11/23	Mach Screw PHL FLT #10 x 2	1.59	T.C.
	8/11/23	White Marking Paint (2)	22.95	T.C.
	8/14/23	#10x2 PHL/FLT Screw	0.79	T.C.
	8/14/23	15 Qt Bucket	11.47	T.C.
	8/14/23	Dawn Dish Soap	7.98	T.C.
	8/14/23	7-1/4" Rafter Square	6.29	T.C.
	8/14/23	50' Caulk Kit	5.16	T.C.
	8/14/23	12pk Bottled Water	2.86	T.C.
	8/14/23	T-Square 48"	7.46	T.C.
	8/15/23	Mason Line 500' (2)	22.93	T.C.
	8/15/23	12pk Bottled Water	2.86	T.C.
	8/16/23	Mason Line 500' (3)	34.40	T.C.
	8/16/23	Hunter Green Gloss Spray Paint (2)	18.35	T.C.
	8/21/23	12pk Bottled Water	2.86	T.C.
	8/21/23	24" Auger	22.98	T.C.
	8/22/23	Toilet Seat	33.33	T.C.
	8/22/23	Poultry Netting	19.86	T.C.
	8/22/23	Sakrete Concrete 80lb (10)	68.31	T.C.
	8/23/23	Concrete Form Tube	9.59	J.S.
	8/23/23	1/2" x4 Concrete Wedges	16.65	J.S.
	8/23/23	6x6" Post Bases	91.33	J.S.
	8/24/23	Mop Head Refill	14.34	T.C.
	8/24/23	12pk Bottled Water	2.86	T.C.
	8/24/23	Pinesol	26.53	T.C.
	8/24/23	Trufuel 50:1	13.79	T.C.
	8/24/23	Sakrete Concrete 80lb (10)	68.31	T.C.
	8/24/23	HD Bucket	2.58	T.C.
	8/29/23	Bottled Water 12pk	2.86	T.C.
	8/29/23	3/16"x50' Braided Nylon Rope (6)	75.76	T.C.
	8/29/23	Utility Knife	8.00	T.C.
	8/29/23	Cable Tie 500pk	63.80	T.C.
	8/29/23	3/16"x100' Braided Nylon Rope	75.04	T.C.
	8/29/23	1'4"x25' Braided Nylon Rope	4.60	T.C.
	8/31/23	Gas for Equipment	75.00	T.C.

TOTAL \$1,064.25

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



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

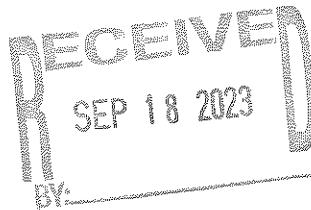
SHIP TO
Oakleaf Plantation
370 oakleaf village pwky
orange park, fl 32065

INVOICE 3107

DATE 09/07/2023 TERMS Net 30

DUE DATE 10/07/2023

DATE	ACTIVITY DESCRIPTION	QTY	RATE	AMOUNT
	Labor Replace parts with customer owned parts	3	95.00	285.00



SUBTOTAL 285.00

TAX 0.00

TOTAL 285.00

TOTAL DUE ~~\$285.00~~

\$142.50

Code to: Split 50/50

Middle Village Repair and Replacements

34-600-538-64000

Double Branch Repair and Replacements

034.600.538.621



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 #	CS176274
ORDER #	CS176038
DATE	09/07/23
PAGE	1 of 1

BILL TO

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

SHIP TO

194-ORANGE PARK-SCP DIST.
8601 YOUNGERMAN CT UNIT 2
JACKSONVILLE, FL 32244-8927

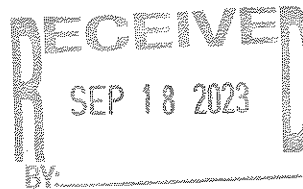
CUSTOMER P/O NUMBER 9/07/2023	SHIP VIA PRIORITY PICK	WRITTEN BY DEEJAY ADAMS(194)	ORDER DATE 09/07/23
CUSTOMER RELEASE NUMBER	FREIGHT TERMS 02 IN/OUTBOUND	PAYMENT TERMS NET 30 DAYS	DUE DATE 10/07/23
JOB / SHIP-TO NAME OAKLEAF VILLAGE PKWY	PURCHASING AGENT	CONTACT JAY SORIANO	PHONE 904-342-1441

LN#	PRODUCT	HM	DESCRIPTION	U/M	OPEN	PCK-QTY	SHQ-QTY	B/O	PRICE	EXTENSION
1	TAY-45-1002		R-0001-C 12/BX 2OZ #1 DPD REAGENT	EA	2	2	2	0	9.25	18.50
2	TAY-45-1003		R-0002-C 12/BX 2OZ #2 DPD REAGENT	EA	2	2	2	0	9.28	18.56
3	TAY-45-1019		R-0004-C 12/BX 2OZ PH INDICATOR SOLUTION	EA	2	2	2	0	6.67	13.34
4	PUR-101-1059		074564Z WHISPERFLO SEAL PLATE	EA	1	1	1	0	110.93	110.93
5	PUR-101-9938		073128 1HP FR WHISPERFLO IMPELLER	EA	1	1	1	0	84.81	84.81

Code To:

Double Branch Repair and Replacements

034.600.538.621



PLACARDS SUPPLIED-YES___ NO___ REFUSED___

MERCHANDISE TOTAL	DISCOUNTS	MISC CHARGES	SALES TAX	INBOUND FREIGHT	OUTBOUND FREIGHT	DEPOSIT AMOUNT	DEPOSIT APPLIED	INVOICE TOTAL
246.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	246.14

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: DEEJAY ADAMS(194)

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

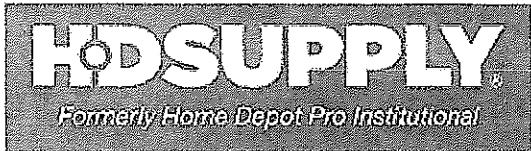
SIGNATURE: _____

RECEIVED BY: _____

Cust#: 277667 Cust Name: DOUBLE BRANCH CDD
Inv#: CS176274 Invoice Date: 09/07/23 Invoice Amount: \$246.14

WARNING: Cancer and Reproductive Harm - www.p65warnings.ca.gov

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



- 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](#)

MV Repair & Replacement

34.600.538.64000

DB Repair & Replacement

34.600.538.621

Invoice Detail

Customer ID: 647283
Invoice Number: 764042602
Invoice Date: 9/7/2023
Order Number: 51931392
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

Home Depot Pro Notes:

CALL JAY 904-562-0249 30 MIN BEFORE DELIVERY

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

Invoice Total ~~\$177.78~~

\$88.89

To be split between
both DB and MV
districts 50/50.

Description | Item Number

Quantity Quantity Unit
Ordered Shipped Price Total

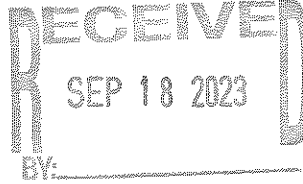


SUPERSTITCH BLEND MOP BLU LG 5IN
RCPD25306BL

6

\$29.63 \$177.78

Subtotal \$177.78
Shipping & Handling \$0.00
Tax \$0.00
Web Discount -\$0.00
Invoice Total \$177.78



Invoice

Invoice #: 11794

Date: 06/16/23

Customer PO:

DUE DATE: 07/16/2023

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

#11320 - Declined Large Oak Removal

Along the sidewalk directly beyond the 2nd bridge over the pond at Amenity, The large Oak tree in Azalea bed is rapidly declining and alot of dead wood is falling from the tree.

**Being that it is in the walking path, could become a liability Issue.

Approved per Jay and I's conversation Wednesday morning, 5/31/3023

<i>Landscape Enhancement</i>					\$3,500.00
Sub: Tree removal (Sub)	1.00	\$3,021.00	\$3,021.00		
<i>Irrigation</i>					\$0.00

Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

\$3,500.00

Code To:

Double Branch Repair and Replacements

034.600.538.621



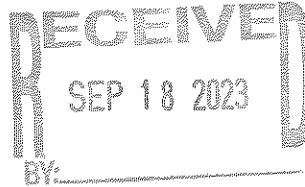
Invoice

Invoice #: 11795

Date: 06/16/23

Customer PO:

DUE DATE: 07/16/2023



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

#11762 - Second Bridge enhancement

Provide Labor to install plant material, top soil and pine straw to each side of walking bridge.

**Irrigation-separate bid, completed

**St. Augustine sod to be used from Contractual obligation to keep cost down.

<i>Landscape Enhancement</i>				<i>\$3,330.11</i>
Labor and Prep (Labor)	24.00	\$45.59	\$1,094.11	
Ligustrum, Sunshine - (e) (Kit)	20.00	\$25.00	\$500.00	
Sweet Potato Vine - (e) (Kit)	48.00	\$9.50	\$456.00	
Viburnum Odoratissimum, Sweet - (e) (Kit)	32.00	\$40.00	\$1,280.00	

Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

\$3,330.11

Code To:

Double Branch Repair and Replacements

034.600.538.621



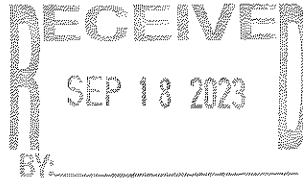
Invoice

Invoice #: 11796

Date: 06/16/23

Customer PO:

DUE DATE: 07/16/2023



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

#11763 - North side Clubhouse Window Enhancement

On the North side of Clubhouse, below the Bay window we propose the following enhancement:

Removal of existing plant material and grade area, adding new soil amendments.

Along the brick wall adding Larger Ligustrum shrubs with Azalea's complimenting in front to add extra color

Add extra Fakahatchee grass to the right side, to enhance area going towards the pool area that is sparse.

Pine straw to finish off the project as to not wash into pond below.

<i>Landscape Enhancement</i>				<i>\$3,737.19</i>
Azalea, Vivid Red - (e) (Kit)	45.00	\$20.79	\$935.59	
Disposal Fee (Other)	1.00	\$100.00	\$100.00	
Fakahatchee Grass - (e) (Kit)	18.00	\$18.73	\$337.11	
Labor and Prep (Labor)	30.00	\$45.59	\$1,367.64	
Ligustrum 'Howardi' - (e) (Kit)	12.00	\$63.59	\$763.10	
Pine Straw (Material)	20.00	\$11.69	\$233.75	
<i>Irrigation</i>				<i>\$435.00</i>
Irrigation Labor (Labor)	2.00	\$55.00	\$110.00	
Irrigation Material (Material)	1.00	\$325.00	\$325.00	

Invoice Notes:

Thank you for your business!

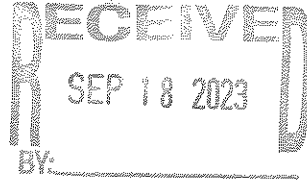
AMOUNT DUE THIS INVOICE

\$4,172.19

Code To:

Double Branch Repair and Replacements

034.600.538.621



Invoice

Invoice #: 11876

Date: 06/30/23

Customer PO:

DUE DATE: 07/30/2023

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

#10923 - OVP east side CL to Parkview

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

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

<i>Landscape Enhancement</i>				\$4,945.76
Disposal Fee (Other)	1.00	\$100.00	\$100.00	
Irrigation Allowance (Labor)	1.00	\$150.00	\$150.00	
Labor and Prep (Labor)	20.00	\$45.59	\$911.76	
Pine Straw - Installed (Kit)	30.00	\$14.00	\$420.00	
Spartina Grass - (e) (Kit)	112.00	\$22.00	\$2,464.00	
sub- Sod (Sub)	1.00	\$900.00	\$900.00	

Invoice Notes:

Thank you for your business!

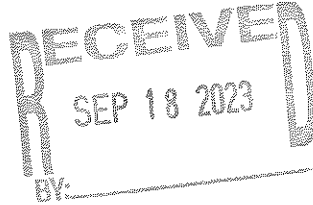
AMOUNT DUE THIS INVOICE

\$4,945.76

Code To:

Double Branch Repair and Replacements

034.600.538.621



Invoice

Invoice #: 12719

Date: 09/13/23

Customer PO:

DUE DATE: 10/13/2023

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

#12892 - Tropical Storm Idalia Clean up

Provide Labor to clean up, chip and haul away debris

Landscape Enhancement

\$5,200.00

Disposal Fee (Other)

1.00

\$100.00

\$100.00

Fuel charge (Other)

1.00

\$330.00

\$330.00

sub: Storm clean up (Sub)

1.00

\$4,770.00

\$4,770.00

Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

\$5,200.00

Code To:

Double Branch Repair and Replacements

034.600.538.621

FOURTH ORDER OF BUSINESS

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
PARKING ENFORCEMENT RULE

In accordance with Chapters 190 and 120, Florida Statutes, on _____, 2023, at a duly noticed public meeting, the Board of Supervisors of the Double Branch Community Development District (“District”) adopted the following rule to govern parking enforcement on District property (“Rule”). This Rule is in addition to, and exclusive of, various state laws, county regulations, or homeowners’ association standards governing parking.

SECTION 1. INTRODUCTION. The District finds that any Vehicle, Vessel, or Trailer parked on the common areas that are located within the boundaries of the District (“District Property”) may cause hazards and danger to the health, safety and welfare of District residents and the public and its property. This Rule is intended to provide the District with the ability to remove Vehicles, Vessels, and Trailers from District-designated Tow-Away Zones as indicated on **Exhibit A-1** attached hereto.

SECTION 2. DEFINITIONS.

- A.** *District Property.* Includes District-owned common areas, sidewalks located solely adjacent to District common areas, the grass strip between sidewalk and roads located solely adjacent to District common areas, and pond banks. Does not include sidewalks that are part of the driveway of a residence or in front of a residence, grass strips that are in front of a residence, nor roads within the community.
- B.** *Trailer.* Any non-motorized, mobile structure which normally uses wheels that is drawn by a Vehicle.
- C.** *Vehicle.* Any mobile item which normally uses wheels, whether motorized or not.
- D.** *Vessel.* Every description of watercraft, barge, or airboat used or capable of being used as a means of transportation on water.
- E.** *Park or Parked.* A Vehicle, Trailer or Vessel left unattended by its owner or user.
- F.** *Tow-Away Zone.* District property, as indicated on **Exhibit A-1** attached hereto, on which parking is prohibited absent prior written approval by the District or as otherwise permitted by law, and where the District is authorized to initiate a towing and/or removal action.

- G. *Unauthorized Vehicle.*** Any Vehicle, Vessel, or Trailer parked in a Tow-Away Zone without prior written approval by the District or as otherwise permitted by law.

SECTION 3. ESTABLISHMENT OF NO PARKING AND TOW-AWAY ZONES. The areas depicted in **Exhibit A-1** attached hereto are declared a No Parking and Tow Away Zone from Dusk until Dawn seven (7) days a week. The No Parking and Tow Away Zones and exhibits may be modified in the future by motion or resolution by the Board of Supervisors without further rulemaking proceedings.

SECTION 4. MULTI-SPACE PARKING PROHIBITED. Vehicles, trailers, and vessels parked in the areas depicted in **Exhibit A-1** must be parked within a demarcated parking space so that no portion is extended into another space or into the travel portion of the roadway. This section shall be in effect 24 hours a day, 365 days per year. Vehicles, trailers, or vessels in violation of this section shall be subject to tow/removal unless a valid letter of permission for multi-space parking from the District's Operations Manager is displayed on its dashboard.

SECTION 5. AGREEMENT WITH AUTHORIZED TOWING OPERATOR SERVICE. The District's Board of Supervisors is hereby authorized to enter into and maintain an agreement with a firm authorized to tow/remove Unauthorized Vehicles ("Towing Operator") in accordance with Florida law, specifically the provisions set forth in section 715.07, *Florida Statutes*, and with the policies set forth herein.

SECTION 6. DESIGNATED TOWING AREAS. An Unauthorized Vehicle parked in a Tow Away Zone shall be towed/removed at the Unauthorized Vehicle owner's sole expense by a Towing Operator.

SECTION 7. TOWING/REMOVAL AND ENFORCEMENT PROCEDURES.

- A. SIGNAGE AND LANGUAGE REQUIREMENTS.** Notice of the Tow-Away Zones shall be approved by the District's Board of Supervisors and shall be placed in conspicuous locations on District property, in accordance with section 715.07, *Florida Statutes*, and any applicable requirements of Clay County.
- B. TOWING/REMOVAL AUTHORITY.** The District Manager and the Operations Manager, and each's designee, shall have the independent authority to contact the Towing Operator and request the towing of an Unauthorized Vehicle in accordance with Florida law.
- C. ROAM TOWING PERMISSIBLE.** The Towing Operator may patrol the District for violations of this Rule. Unauthorized Vehicles parked in violation of this Rule shall be towed/removed by the Towing Operator in accordance with Florida law, specifically the provisions set forth in section 715.07, *Florida Statutes*.

SECTION 8. RULE VIOLATIONS. Residents may contact the Towing Operator directly for any concerns of violations of this Rule.

SECTION 9. PARKING AT YOUR OWN RISK. Vehicles may be parked on District property pursuant to this Rule, provided however that the District assumes no liability for any theft, vandalism and/or damage that might occur to personal property and/or to such vehicles.

EXHIBIT A-1: No Parking and Tow Away Zone from Dusk until Dawn; Multi-Space Parking Prohibited 24 Hours a Day, 365 Days a Year

Effective date: _____, 2023

Exhibit A-1

No Parking and Tow Away Zone from Dusk until Dawn;
Multi-Space Parking Prohibited 24 Hours a Day, 365 Days a Year
(as depicted by highlighted areas)



FIFTH ORDER OF BUSINESS

D.

Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285; manager@oakleafresidents.com

Memorandum

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

Community:

Special Events

- Upcoming – October Movie on the Green, Pumpkin Plunge
- November events : Turkey Shoot, Movie in the park, Fall community yard sale

Aquatics

- Pool Operational hours end in October
- Swim meets at MV, overflow usage at DB lap pool ending in October

Amenity Usage

- *Total Facilities Usage – 5813*
- *Average daily usage – 193*

Card counts:

DB Owners	44
DB Renters	42
DB Replacements	14
DB Updated	13

Total cards printed: 266 (both districts)

Rentals

- 12 of 30 days rented in September , 3 of 4.5 weekends rented
- 11 Clubroom rentals, 2 patio rentals
- 10 tours (approx.32 hours)/52 hours used for scheduling, administrative, etc

Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285; manager@oakleafresidents.com

Memorandum

Operations: Open Items

- Update of Slide Pool Leak planning/coordination of repair
- Update of AC repair at Fitness Center
- Update on work at Pickleball ct.

MAINTENANCE

- Complete Agreement for pool work
- Work completed on Parking resolution, meet with ASAP Towing for coordination
- Install of large playground unit at Worthington Oaks
- Coordination of outside repairs at Worthington Oaks(sidewalks, benches, etc...)
- Finalize warranty work on new club room furniture
- Fill dirt placed for final set of bridge bulkheads
- Replace GFCIs (2) at Fieldhouse soda machines
- Install of mulch at Worthington oaks playground
- Install of mulch at Worthington Oaks swing set area
- Replaced motor for spray ground, install of new vfd for control
- Cleaning of pond fountain at Amenity Center
- Removal of concrete debris at storage area
- Repair lights at Silverbluff entry
- Coordinate repair/replacement of vacuum motor for sprayground
- Touch-up painting on decorative street poles in neighborhood (ongoing)
- Preventative maintenance completed on equipment at Fitness Center
- Inspect leaking/flooding tiles at drain at Amenity center bathroom
- Inspect leaking ceiling at Amenity Center bathroom
- 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 9/5 Nature's Hammock, Fall Creek, The Oaks, Cannon's Point, Pebble Creek, Silver Leaf, Oakbrook, and The Cottages completed 9/27.

Landscaping

- Monthly report for Sept. submitted and filed at Operations office

For questions, comments, or clarification, please contact:

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

jsoriano@gmsnf.com



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

Double Branch CDD 2013 Clay County, Florida



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