

**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.

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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

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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.

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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.

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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.

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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

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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

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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.

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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.

DocuSigned by:
Marilee Giles
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Secretary/Assistant Secretary

DocuSigned by:
Cindy Nelsen
1834ED053396448...
Chairman/Vice Chairman