

DOUBLE BRANCH
Community Development District

NOVEMBER 13, 2023

AGENDA

Double Branch Community Development District

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

November 6, 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, November 13, 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 October 9, 2023 Board of Supervisors Meeting
 - B. Financial Statements
 - C. Assessment Receipts Schedule
 - D. Check Register
- IV. Public Hearing for the Purpose of Adopting Rules Related to Parking Enforcement; Resolution 2024-01
- V. Consideration of Request from Clay County for Transfer of Ownership of Parcel No. 04-25-007868-021-29
- VI. Ratification of Engagement Letter from Grau & Associates for the Fiscal Year 2023 Audit
- VII. Staff Reports
 - A. District Counsel
 - B. District Engineer – Ratification of Requisition No. 13

C. District Manager

D. Operations Manager - Memorandum

VIII. Audience Comments (limited to three minutes) / Supervisors' Requests

IX. Next Scheduled Meeting – December 11, 2023 at 4:00 p.m. the Plantation Oaks
Amenity Center

X. 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, **October 9, 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	Assistant Secretary
Andre Lanier	Assistant Secretary

Also present were:

Marilee Giles	District Manager
Mike Eckert	District Counsel
Jay Soriano	Field Operations Manager
Chalon Suchsland	VerdeGo
Susie Raab	Aquatics Director

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

Mr. Soriano stated we have Susie here to give her end of reason reviews.

Ms. Raab stated I wanted to thank you guys for another season that was super successful. We had about 35 staff members between the lifeguards, pool supervisors and pool monitors. Everybody moved around, did different jobs this year and did a lot of cleaning. With the slide being closed on your side it gave us more time to clean when we had people over there. We sent staff home on the weekends to save money. We hired our first ever fully Spanish speaking employee this year. He came from Oakleaf High School, and he wanted to work as a lifeguard. He was one of our supervisors and he also works for the school. He learned everything in the lifeguarding class, came in and showed up his skills, did the online portion, passed everything,

and came to work with us. He was great with the Spanish speaking people and now speaks fluent English. He also became a head guard this year, which is amazing. Several of our staff members learned Spanish and some sign language because we have some special needs families. We also implemented a junior lifeguard program this year. It was our pilot year, so we only had a few kids. It was amazing and the kids loved it. It was kind of like a camp. They come in the afternoon, and they do what lifeguards do. They got a junior lifeguard certification which means they can work at the events that we have as a volunteer and get community service hours for it. We had 97 saves this year; 33 at your side and 64 at Middle Village. Most of those over here involved the slide and most of them over there were parents just not staying with their children who were non-swimmers, and the kids get in too deep. The events we had this year were great. Jay did a good job and got the Tuesday trucks out here and people really love that. Tuesdays are starting to get busier for us because of that. We still have a few guards. This is our last weekend coming up and then were done after the 15th until Spring Break of next year. I'll be in the fitness center working to try to save some money for the District and then when we have Pumpkin Plunge or events like that I'll be where Jay needs me to be.

Mr. Thomas asked is there anything equipment wise that you need from us for the upcoming season?

Ms. Raab responded Jay takes care of most of that when we need stuff. I don't usually have any problems. We're going to get some junior lifeguard tubes this year and we got sleeves instead that came in. So, we don't waste our tubes, we got new tubes on each side this year and then we bought sleeves to slide over them so next year we will be able to slide them over the extra tubes.

Mr. Lanier asked how was the public this year compared to last year and is there anything we can do that would help?

Ms. Raab responded I think a lot of people ask for more rules to be posted, but as Jay explained, no matter how many times we post the rules, it's not going to make a difference. They will still argue with you. I feel like every year it gets progressively worse and I don't know if there's a specific reason for that or not, but we do have a lot of verbal threats. You get that everywhere though. They lash out in anger because they are upset and don't want to follow the rules. We try really hard to make sure we do the sandwich approach. We start off with this is how I am in a nice tone and then let's talk about this and safety is our number one concern, and

this is the reason why, we want you guys to have a great time, so that we don't just come at them. We find that it does help a lot, but you're still going to have the same people that come in here with an ax to grind, they're just angry or they don't want to follow the rules. Even when we explain to them why, it doesn't seem to matter. I don't think posting rules everywhere would stop that. I think it's just the times we live in and all I can do is educate staff on how to talk to people, don't engage, send over a supervisor, etc. I've warned them every year on what to expect so they come in knowing that they are most likely going to deal with some super angry person that is mad that their kid can't wear goggles to go down the slide. If they're in floaties, we say if you can grab them that's fine, but they get mad when you ask them to get in the water with their kids. We did a lot of training this year and made sure we were equal across the board, so people didn't feel uncomfortable. I think the staff gets progressively better every year, but they deal with some of these hard times still.

Mr. Lanier stated please let us know if there's anything we can do.

THIRD ORDER OF BUSINESS

Approval of the Consent Agenda

- A. Minutes of the September 11, 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 September 11th meeting.

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

Ms. Giles stated the next item is the financial statements as of August 31, 2023, followed by the assessment receipts schedule showing the assessments are 100% collected, and then the check register totaling \$276,938.62. It's a little higher than normal because it has the insurance payments to EGIS.

Mr. Horton stated on page 21 under amenity staff it was over by about \$22,000.

Mr. Soriano stated I went through that last year because we were over last year as well. There are a couple of things that go in there that I can pull out and put other places. Much of our staff, Susie does a big part of it. There are 40 to 50 lifeguards for the summer, and she works pretty hard to stay under budget, but there are also things that go into that line like their uniforms

and equipment. I code it to that line, however realistically we can look at that as any other supply for the building and code that to repair and replacements. That's probably about \$5,000. I can pull all that out and give you an exact number if you want me to bring that back. The other number that goes into that is what she gets paid for things like swim lessons, which I think last year she was at \$12,000 or \$13,000 and she will be a little higher this year. You bring that in as revenue, and then you pay her, so she adds into that amenity revenue line. That's higher than it's been in a while. That goes in there along with things like room rentals.

Mr. Horton stated my only concern is do we take that into account in the future, so it doesn't stand out.

Mr. Soriano stated it would just have to be recoding and creating another line. I don't have a revenue line for swim lessons or anything like that, so I don't have a way to do those. I don't split the staff up into multiple lines, but we could put their uniforms on one. If we want to look at that for next year's budget, I think it's just adding in one line.

Ms. Giles stated if you follow that all the way down to the top of the next page, it shows total recreational facility. The amount that was budgeted was \$477,000 and as of August 31st, we're at \$438,000, so oftentimes you'll see a budget line that is over, and some are under, but as long as the total for that area is within budget. We're still doing good and within the budget that we anticipated.

Mr. Soriano stated I can move it for clarity.

Mr. Horton stated it just stands out because it's so much, so we should probably account for it so we're closer to where we're actually going to be. There were some others just below that were over too, but they were small amounts. I can understand that, but \$22,000 is a lot.

Mr. Thomas stated but it balances out on the second page.

Ms. Giles stated it does.

Mr. Thomas stated it says negative \$12,000 for sports revenue. Is somebody not paying us?

Mr. Soriano responded soccer hasn't paid us for a couple of seasons. They're usually pretty far behind. As part of their contract every year they owe us a fee per kid.

Vice Chairman Davis asked they're a couple of seasons behind?

Mr. Soriano responded yes. They usually are. You'll see a big chunk come in, sometimes three or four seasons at a time. That's the way it's been since we started charging them.

Vice Chairman Davis asked what if they go three or four seasons and can't catch up at that point?

Mr. Soriano responded I would leave that to you guys if you wanted to deal with the league. We don't have anything in the contract about late fees or anything like that.

Mr. Horton stated I think we should press them a little bit harder. Are these the same people that don't clean up after themselves?

Mr. Soriano responded kind of. Their league is an actual business run out of an office someplace else, so the league does have money. The people here are local people that do everything. Kate has lived here for a long time, and she does a good job helping to run it. She's the onsite person and she's who I would go to for reminders about picking up the trash.

Mr. Horton stated it should be part of the program that when they're finished playing the game, clean up before they go and be good citizens.

Mr. Thomas asked do we need to look at the policy and put in some type of way to have a date on that? Like if you don't pay within a certain amount of time there is going to be a late fee.

Mr. Lanier stated \$12,000 is also based on an expected number of kids and that may fluctuate based on what they have per season, so it may be a little less. I'm not saying that idea is wrong.

Vice Chairman Davis stated along those same lines, it may be more.

Mr. Soriano stated because they pay a few seasons at a time, that year we end up being over the budget line. They're still paying us \$10 per kid that plays. If there is concern they're not going to pay us, I think that is a different discussion, but I don't think that is a concern.

Mr. Eckert stated I wouldn't let it go more than two seasons.

Mr. Soriano stated I'll bug them again. The other part is we don't ask to look at the books, so we have to trust they're giving me the right registration numbers and things like that.

On MOTION by Vice Chairman Davis seconded by Mr. Horton with all in favor the check register was approved.
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FOURTH ORDER OF BUSINESS

Discussion of Parking and Parking Enforcement Policies

Ms. Giles stated just as a reminder, staff presented a new parking policy and the Board set a public hearing date of November 13th, which is your next meeting. We included that in this

agenda just as an opportunity to have further discussion if you'd like.

Mr. Horton asked has anything changed since the last meeting?

Mr. Eckert responded we did make the change the Board told us to about parking in multiple spaces with one vehicle, but that was the only change.

Mr. Horton asked so next meeting we will vote on it?

Mr. Eckert responded yes. We will have a public hearing to take public comment at the November meeting and it will take effect immediately upon adoption.

Chairperson Nelsen stated I think we told them after we do this they can maybe do a 30-day notice for their residents.

Mr. Soriano stated they've already started notifying their residents. We will too and we will give almost a 30-day grace period after the public hearing. After that, if they're there, they get towed and that's when we may hear from people because many of them you can tell are residents, but I bet there is somebody in there that lives in another part of Oakleaf and they've figure out they can park there.

Chairperson Nelsen stated yes, there were a lot of commercial vehicles yesterday.

Mr. Thomas asked have you already picked out a place to put signs?

Mr. Soriano responded we don't have a customized sign for the Village Center yet. I've gotten a lot of signs in the last month or two you guys should have seen new card signs and we got our water signs updated, but I don't have anything for the Village Center. You'll see new ASAP signs have already been put out there for the towing company, we will put our custom stuff.

Vice Chairman Davis stated so ASAP has signs out and the homeowner's association is already notifying people, so once we handle this, do we need to give 30-days?

Mr. Soriano responded we don't have to give them anything. Once it's official we can tow that night.

Mr. Lanier stated we said they're starting to put out information. What do we know?

Mr. Soriano responded they've been putting it out since that first meeting, we discussed it. We had just mentioned that is the way we would go, but realistically we have been talking about this now for two meetings. I'm good with it.

Mr. Thomas stated as soon as that concrete settles and that sign is permanent I'd say you can start towing them.

FIFTH ORDER OF BUSINESS**Staff Reports****A. District Counsel**

Mr. Eckert stated I had another follow up conversation with the county attorney about what was supposed to be a library site. I relayed to her that the Board did not reject the county's overture out of hand in terms of perhaps deeding that property to the county, but the Board wanted a proposal from the county on what it was going to be used for and to understand what the plan was for it. There are two ways to protect the District on that once you've got that proposal. One is you could have an agreement that once the county has the funding and the contract is in place, you can then deed the property. The other way would be to put a reverter clause in a deed that just says we will deed it to the county, but if you don't create a library on this site within the next three years, it automatically reverts back to the CDD in terms of ownership. I would think that we would probably get something within the next month or two from the county on it. I know Jay has also had some communications with the administrative staff at the county wanting to talk to him about it. We will keep the Board posted, but I think one of the things we would look at is to not only deal with the real property that is grass, but also some of the roads and parking area around there and they probably would want to control that as well and I'm not sure that we love controlling it.

Mr. Horton asked the library is totally out of the picture?

Mr. Eckert responded I don't think that's true. I hear there is a commissioner that likes the library idea there. One of the problems everybody had is there is a piece of land that was split in two with two different owners, so for anybody to make it more viable, we either need to get it from them or they need to get it from us. We will see, but there are ways to protect the District to make sure that what the county thinks they are going to do with it now is what they do later on.

Mr. Horton stated the library on Middleburg Road in Duval County costs \$100 a year to join it. It just went up to \$175 a year. Fortunately, the military is free, but that might be something to mention.

B. District Engineer

There being nothing to report, the next item followed.

C. District Manager

There being nothing to report, the next item followed.

D. Operations Manager – Memorandum

Mr. Soriano stated there's one thing I want to go over before I get to my report. Last month Supervisor Horton asked for more detail and definition for the work authorizations. We did vote to approve this; however, we still had a few numbers that were from last year's budget. I mentioned we were all up to date, but it looks like we still had some that were copy and pasted from last year. I did go over it with Middle Village and it was the perfect time to show them the new detailed information of what all those positions are for the GMS work authorizations, and it does have your correct amount for the budget, which is \$220,678 for Fiscal Year 2024.

On MOTION by Vice Chairman Davis seconded by Mr. Horton with all in favor Work Authorization #1 with the updated scope of services was approved.

Mr. Horton asked how about Riverside Management's. Was anything done on that one?

Mr. Soriano responded no. I had some information I brought to you, but you said you weren't too worried about that one.

Mr. Horton stated I'm not. Just in general, I wanted to know if you were going to expand upon it or keep it the way it is.

Mr. Soriano stated I was going to keep it the way it was this year and if you want more for next year I can add more before we get to it. I had some that I shared with you that I thought would work. So, we can go through that and add it in.

Mr. Horton stated not this year. We will do it next year.

Mr. Soriano stated as Susie mentioned, we only go about two weekends in October because by about this time we get a couple of cold nights, and that water temperature changes drastically to where nobody is at the pool. Even this weekend the weather was nice, but there was nobody there. We're still pretty busy. We do have swim teams here too and those will also be finishing unless they are high level swimmers. They do continue to train if they are going onto regional or state competitions, so I usually have a small group that will be here until about November and that's also when we start turning the heater on at your sister district. After this weekend it is swim at your own risk, and I have to remind residents that is only for adults. We

don't have lifeguards, so we don't allow children in the pools. Your pools will shut down a little bit. We finished an agreement with Crown, the only thing I'm waiting on is a returned signature, but they know everything is good on our side. The plan is to start October 26th. That is what is put into the agreement, but the agreement does have language that if they have something that comes up, they can contact us. They asked for a six-week timeline starting October 26th, so as long as get that back, that is the plan. The 26th they will bring equipment in and dive in to remove the drains and plugs, and the following week they will start draining the pool.

Mr. Lanier asked what kind of equipment will they bring in? Will it do any damage?

Mr. Soriano responded there is wording in there for concerns of damage, mostly to our landscaping. They do have a little bit of equipment they're going to bring, but a lot of it is going to be hand work. We just don't have any room. They do have concerns for landscaping around that area because they are going to have to dig up concrete and stage it someplace, which means the jasmine and bushes may get damaged and that will be up to us to repair.

Mr. Thomas asked are they going to take out sections of the fence?

Mr. Soriano responded no, they're going to go through the facility, so they won't go through the fence or behind that pond.

Mr. Horton stated you're talking about shortening the run so the motor will be closer and all that. I know that's not part of that.

Mr. Soriano stated they haven't given me final thoughts on that. They want to just get this fixed. They believe that will be more money than it's worth. I look at it like if we have to fix a pipe underground at one time, that is going to be worth it to me because we don't have to drain the pool out and cut it open again. I'm sure there are other fittings underneath that marcite that could fail. This is our second, so it just concerns me. Whether it's workmanship or maybe even the glue they used it at that time, it's just not making it past 20 years. I still like that idea, but they believe that once you add in the cost of the fiberglass box and motors and you guys start getting to \$50,000 to \$60,000 it wasn't worth it, but that's also when they were looking at how to repair this now. I look at it for the future, so if it's something we want to continue to work on, I can get some good numbers.

Mr. Horton stated whatever you think is the best.

Mr. Soriano stated I think it's a good idea. Even if it's eight more years from now, it will make it so much easier. The savings will be there, it's just not going to even out to \$50,000 or

\$60,000. You're going to have a smaller motor, so less on equipment costs and less on energy usage. Long run you get a savings, but you're not going to match that. I can always bring that back in the future, but I know our focus was to get them working on this right now. I was emailed this last week on the Blue Angels marker. They are about halfway through their funding goal. They put aside an idea of about \$30,000 to cover this marker and for the cost of the marker and the install. They are still planning for October or November, so maybe by the end of this month we will see something better, but they are not ready yet. They're doing all of this on grant funding and things like that. I did let them know if they get down to the final dollars to come back and speak to this board. I don't think any of you would be opposed to helping out. We've done that with the county plenty of times. We do have some community events coming up. We will have our movies on the green just about every month. We do usually take January and February off because it gets too cold and there's not a lot of participation. We have our Pumpkin Plunge coming up on the 20th and that is a neighborhood favorite. Then of course we move to November for our Thanksgiving events and December will be the next event that moves over to your sister district here.

Mr. Thomas asked isn't there a craft festival?

Mr. Soriano responded the one on your side happens in the spring. Her fall one is here on this side. Last year she moved it from Black Friday to the Friday before Halloween so they could do a Halloween type of event and she asked to do it the same this year. Quick updates on the last couple large projects. Your air conditioners are finished. I think it took a lot more work than he thought it was going to be, but he did a great job. Short of just one UV unit and air scrubber, we thought of everything beforehand, so we weren't coming back and asking for more money on that. We did pay for the extra UV and air scrubber unit because you can't take the old one and split it in two. Now we have two sets of vents, so we did have to double that, but everything is up and operational. We started getting the first layers of paint down on the pickleball courts. We will be working on more paint tomorrow. The pickleball group is happy because now they can see what the courts are going to look like. Last month I planned for opening in October and that is still the case. I gave myself a little bit of padding because this time of year I'm always worried about fall and winter storms coming up. The last two weeks have been good for us as far as planning. I had that time built in and I still think in the next week or two we will be done. We did have to order a lot more fence repair items for reattaching the fence. We have dividers that they

want in between the courts that were not part of the original plan that I ordered. It will still take a few weeks for those to come in.

Mr. Horton asked what kind of dividers?

Mr. Soriano responded they look like the top on our fence, but they sit on stands like barricades, so you don't run over into the other person's court. When you go out to some of these other pickleball facilities they have things like that. They will be able to help out with the final coat. The final coat is considered the touch-up, finishing coat and it's just paint and water, so they will be able to help roll. Jim is ready because he knows they're at least one step away from being done, so I'm hoping in the next couple of weeks we can make some plans for them to be involved.

Mr. Horton stated we have people that don't live out here paying to use the courts, right? They have to come with somebody to practice.

Mr. Soriano responded correct. I let Jim know that as we open up, I would like some kind of formal plan of how they're going to handle the influx of people. Once everything is done, we have one of the bigger facilities in the area. You'll have 10 courts and there are some big groups around. We are going to get a lot more people that are non-residents wanting to come in and we do need to have way to control that whether it's done like tennis over here and they're part of tennis teams and only there at clinic times. We just don't want groups showing up on their own. He's got to bring us the formal plans on how they want to control that and what they would like from us as far as discounted pricing or anything like that.

Mr. Horton stated we're going to have to step up a little bit too when they have a big tournament.

Mr. Soriano stated I'm hoping not. I would lay that on them a bit. We do that now in some forms. I get volunteers but the organizations also need to help out. Like the swim teams. The parents help out a lot. There's no way I can put enough staff there to handle that. I do have to have one or two extra lifeguards compared to normal days because there are extra people. That's different because it involves the pool and there are more safety concerns, but I'm still going to lay it on the pickleball group. Jim has other people there to help him keep control of everything so we're not just throwing money at staff.

Vice Chairman Davis stated it should be like I-9 and soccer. They take care of the trash.

Mr. Soriano stated that's the expectation. Whether it actually gets met or not, but we put it out there and if it's not getting met then we can address it the same way.

Mr. Horton asked how about the playground at Worthington Oaks. It looks pretty nice.

Mr. Soriano stated it is complete. The weekend before I had problems because I had one slide and we had it all taped off. We put new mulch in not only on the playground, but we also put new mulch in the swing set area. I knew that was going to happen and people were going to want to be out there playing, but we still had it taped off because I had just one slide to go. Monday, we came back and put that slide in and it's good to go.

Mr. Horton asked that's all the playgrounds we're replacing this year, right?

Mr. Soriano responded we're in our next fiscal year, so we are going to start looking at the next one, but I'm not in a hurry to do one so if you want to at least wait until January for me.

Mr. Horton stated we only do it where we really need it. It's like the one down where I'm at in Piedmont / Stonebrier. It doesn't look like it's in that bad of shape.

Mr. Soriano stated it's not too bad. I would say your next one is going to be Waverly. Every once in a while, we have to go out and attach parts because of rust and they're falling off and getting damaged. We've had a handrail torn off because it was getting a little thin at the connection site. I'm good within waiting until the next calendar year though. The reason why we started going through this is they are almost 20 years old and well past their expected life. You have 11 on your side and three on this side, so we weren't going to do them all at once.

Mr. Horton stated did you get the rest of the clubroom furniture in.

Mr. Soriano stated I did. I do have one issue with the clubroom furniture. We got the nice wingback chairs. I would be happy to send you pictures. I'm not an interior decorator and I didn't realize there are different sizes to these chairs, and I just bought the regular leather wingback chairs and when we got them in, they look like little kid's chairs next to the ones we have now. They are regular size chairs, but compared to what you have in there now, they're tiny. I started taking measurements and realizing what an oversized chair is and now you changed from about \$1,000 a chair to \$3,000 to \$5,000 a chair. What we did was the two leather chairs that were purchased to match the couches, we bought two more of those, so the big oversized leather chair looks good. The only problem I have now is they look like they were rubbing on the truck, so they have a hole in the arm where they came off the truck, but it is warrantied. They sent us a vinyl cover and sent somebody to pull the vinyl off the arm and

replace it. So, all the furniture is done. My concern is finding some place for these tiny wingback chairs. They were kind of expensive and they don't really fit the rest of our motif. I talked to the company about taking them back and they're good with taking them back, but there's a restocking fee, so maybe Wanda will put one in her office. Compared to what you guys had before, it just didn't work out well.

Mr. Horton asked how about the bridges and bulkheads?

Mr. Soriano responded I just approved that so we will be starting sometime this month with the last one. I think the only thing I saw in there is it's a little tough for Chalon to get potato vines right now because we're coming to the end of the season, but we can hold off on just the potato vines. All of the rest of the vines are going to die back with the cold weather anyway, but they do come back every year so once she puts them in for spring, we will be good. The bulkheads are good, it's just installing plants now.

Ms. Suchsland stated they're on order.

SIXTH ORDER OF BUSINESS

Audience Comments / Supervisors' Requests

Audience Comments

Ms. Fagan stated the playground looks good and the planters that you guys put in. We come here and complain, so we need to come when we see things looking good to thank you.

Supervisor Requests

Chairperson Nelsen stated while we're concentrating on the Village Center, I know it's come up before, but I know we used capital funds when we did those mailboxes. Who is responsible to maintain that now? Is it their HOA or us?

Mr. Soriano responded we somehow took ownership of their median. I've gone through this with their HOA. The only way they can build those mailboxes and we may have to double-check because I don't remember where the funds came to actually build the mailboxes, hopefully that wasn't us. To take care of the median, that would have been fine, but that was also at a time where what I understood is that would have been a county road. The county doesn't allow medians with hardscaping and mailboxes in the middle of the road, so the only way for that to have gotten done was the District took ownership of it. Now, the HOA owns the road on the outside, so it's their mailboxes and their road. We mentioned probably four or five years ago that

we really shouldn't be doing much for them at all. We do supply water out there and we talked about not capping it. We were going to cap it at one time, but they wanted the water.

Ms. Suchsland stated if it looks really bad, we will mow it. That's about it.

Mr. Soriano stated it should fall on them.

Chairperson Nelsen stated if I remember correctly, it was that final capital left that we were required to do the mailboxes and the one park. I think we've done all that now.

Mr. Eckert stated I'd have to look back at the financing documents and see. If we used bond funds for it, we are probably going to have to maintain it. If we didn't use bond funds for it, that's easier for us.

Mr. Soriano stated they talked about taking some of those areas. The islands are the same thing. If there would have been businesses there, we would have shared with the businesses to make it look good, but now it's homes and that's pretty much somebody's front yard. It's not theirs either as an HOA. They don't own the island either, but they've talked about dealing with the landscaping there.

Vice Chairman Davis asked will they be here next month?

Mr. Soriano responded I will ask them about it.

Vice Chairman Davis stated invite them here and let's just get this all off the table.

Mr. Soriano stated we do have a couple of other issues there. Last month they asked me questions like about the mailbox, but also Mahoney Loop. That is the road that came in later. That's the one that comes up and turns and basically runs right next to the sidewalk on Oakleaf Village Parkway and you have a little section of grass there. The builders took out the fence. A long time ago there was grass there and we fenced that in. You don't have enough room for a fence easement, and we're not supposed to put a fence back up there. It's not ours anyway. We did spend dollars to put those bushes in there. On our side, we cut the grass and bushes look great. On their side it looks horrible. They don't cut anything over there and the grass is growing into the road. They would like us to go in there and cut. We don't really go into any of the HOAs. We don't even go into our own neighborhoods, other than the parks and playgrounds. Once you go inside, we expect it to be handled by homeowners. I would look at that the same way, but it's a road in front so I see why they don't want to do it. Why would a homeowner want to go across the road to cut the grass? That's where they're asking us to take care of it. I look at it differently.

Mr. Horton stated why don't we just say hands off with it and if they want something done over there like the grass, contact their HOA.

Ms. Suchsland stated this summer they had two Saturday's that they had a community clean-up, and they would go in and do it, but then they would leave it in a pile so Jay would pay us to remove the debris.

Mr. Soriano stated I'm good with them doing that kind of stuff, but I would like a little coordination. They didn't tell us until afterwards and there were a couple of trailer loads full of giant stacks of bags. They cleaned everything up, which much of it is our property, but they just left it there for us, so it makes work too.

Vice Chairman Davis stated that's the kind of stuff we need to get in writing and just finalize it. Moving forward we both know what to expect.

Mr. Thomas stated this is the same parking area that they were saying the trees aren't cut, but are we responsible for the trees in the back?

Vice Chairman Davis stated we keep talking about it year after year. Just finalize it.

Mr. Soriano stated it would be great if we didn't have to deal with any of that. It would be the county. If they were finally able to do something there, that would be great. It's just wasted, and it didn't turn into anything close to like it was planned 20 years ago.

Mr. Lanier stated you said that island and the mailboxes is part of their road, and they own that?

Mr. Soriano responded yes. Where they mailboxes sit is ours, but they own this road.

Mr. Lanier asked so our goal is to the turn that over to them?

Mr. Soriano responded we can't actually give it to them though.

Mr. Eckert stated part of it depends on if there are bond funds. What is the road that it is on?

Mr. Lanier responded Village Oaks Lane and Strathmore Lane.

Mr. Eckert stated I'll take a look at it. It's got to be in the engineer's report if we did it, or in a supplement to it. It sounds like if the road was intended to be a county road in the beginning, the CDD would have been the one to have that median because the county wouldn't take it, so that would have been a way to work through that and now the county is now taking that road at all. I can see how it would happen, but we will figure out a way to fix it.

Mr. Horton asked is security not coming to meetings anymore?

Mr. Soriano responded he was here at the last meeting.

Mr. Horton asked is there anything you're aware of that we need to know about?

Mr. Soriano responded they have a lot of new employees. I would say the biggest struggle lately is making sure they have somebody to train them properly on what happens when. Right now, they're doing a good job of reporting vehicles at night and having them towed after hours. The biggest concern with that is we need to make sure it's under our rules, but at least they're making the effort. No major problems that I'm aware of.

Mr. Horton asked are we giving up on the ducks?

Mr. Soriano responded we did. If you recall, they only caught like five. Our ducks have come back with a vengeance, so if you've gone out to the pool it's almost worse now than what it was before we started trapping ducks. Now that we've been pretty outright that we're going to be getting rid of the ducks I don't have as much concern with any of our residents complaining about it so we will go through with more outright deterrence.

Mr. Horton stated I saw somebody posting the other day about feral hogs somewhere around the Oaks.

Mr. Soriano stated I've gotten hit with three now. I got an email while we were sitting in the meeting. They're coming down through the woods that run next to Double Branch's property and where the ballpark is. The construction that is going on off Cheswick Oaks is pushing them out. We're not going to stop them all. You're talking hundreds of acres and there could be quite a few hundred pigs out there. We caught 14 and spent \$4,000 on that for just baiting them. Right now, I think the best we can do is make repairs and hope they get tired of running out here. We can put out more traps, but there's no way we're going to be able to pick out every location they're going to run through or stop them. Some of them were little pigs that they caught.

Mr. Horton stated I'm not too worried about the pigs, it's just the ducks in the pool and the soccer fields.

Mr. Thomas asked when do we plan on re-sprigging or doing something to the soccer fields? The youngest is now actively playing so now I'm really noticing stuff. Did we talk about doing it every so many years?

Mr. Soriano responded we did. I mentioned last year that we were getting too far away from that plan and we should jump back into it, so I leave it to you guys to vote on. We have it built into the budget and if we're getting money from both of the associations then it's helpful,

but I do think this next spring we do it because it has to be a high enough temperature and I think we need to get back to that. It's still looking better than many facilities, but that was the plan is we would never have grass that was 15 years old. We would go through and do three acres, and then the next year three acres, and then we take a year or two off and then start it again.

Mr. Thomas asked can you start pulling some quotes?

Mr. Soriano responded yes.

Mr. Horton asked do we fertilize that area?

Mr. Soriano responded we still do what is in the contract for extra fertilization, aeration, and things like that, but this does basically get you knew grass.

Mr. Horton stated it's just a lot of money.

Mr. Soriano stated it is, but in comparison, much lower than doing sodding.

SEVENTH ORDER OF BUSINESS

Next Scheduled Meeting – November 13, 2023 @ 4:00 p.m. at the Plantation Oaks Amenity Center

Ms. Giles stated the next meeting was scheduled for November 13, 2023 at 4:00 p.m. in this same location.

EIGHTH ORDER OF BUSINESS

Adjournment

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

Secretary/Assistant Secretary

Chairman/Vice Chairman

B.

Double Branch

Community Development District

Unaudited Financial Reporting
September 30, 2023



DOUBLE BRANCH
Community Development District
Combined Balance Sheet
September 30, 2023

	<u>Governmental Fund Types</u>				<u>Capital Projects</u>	<u>Totals (Memorandum Only) 2023</u>
	<u>General</u>	<u>Recreation</u>	<u>Capital Reserve</u>	<u>Debt Service</u>		
ASSETS:						
Cash	\$73,667	\$540,317	\$1,391,274	---	---	\$2,005,259
Investments:						
<u>Series 2013A-1</u>						
Revenue	---	---	---	\$738,931	---	\$738,931
Reserve A1	---	---	---	\$868,806	---	\$868,806
Prepayment	---	---	---	\$269	---	\$269
Acquisition and Construction	---	---	---	---	\$19,475	\$19,475
<u>Series 2013A-2</u>						
Reserve A2	---	---	---	\$95,634	---	\$95,634
<u>Operations</u>						
Custody Account-General Fund Excess	\$90	---	---	---	---	\$90
Custody Account-Recreation Fund Excess	---	\$860	---	---	---	\$860
Custody Account-Recreation Fund Reserve	---	---	\$76	---	---	\$76
<u>State Board</u>						
General Fund	\$13,214	---	---	---	---	\$13,214
Recreation	---	\$94,576	---	---	---	\$94,576
Capital Reserve	---	---	\$123,079	---	---	\$123,079
Due from Other	\$25	\$137	---	---	---	\$162
Due From Middle Village	---	\$4,096	---	---	---	\$4,096
Electric Deposits	---	\$4,583	---	---	---	\$4,583
Prepaid Expenses	\$13,687	\$116,450	---	---	---	\$130,137
TOTAL ASSETS	<u>\$100,682</u>	<u>\$761,020</u>	<u>\$1,514,429</u>	<u>\$1,703,641</u>	<u>\$19,475</u>	<u>\$4,099,247</u>
LIABILITIES:						
Accounts Payable	\$920	\$3,472	\$26,081	---	---	\$30,473
FICA Payable	\$153	---	---	---	---	\$153
Accrued Expenses	---	\$8,242	---	---	---	\$8,242
FUND BALANCES:						
Nonspendable	\$13,687	\$121,033	---	---	---	\$134,720
Restricted for Debt Service	---	---	---	\$1,703,641	---	\$1,703,641
Restricted for Capital Projects	---	---	---	---	\$19,475	\$19,475
Assigned	---	---	\$1,488,348	---	---	\$1,488,348
Unassigned	\$85,923	\$628,272	---	---	---	\$714,196
TOTAL LIABILITIES & FUND EQUITY	<u>\$100,682</u>	<u>\$761,020</u>	<u>\$1,514,429</u>	<u>\$1,703,641</u>	<u>\$19,475</u>	<u>\$4,099,247</u>

DOUBLE BRANCH

Community Development District

GENERAL FUND

Statement of Revenues & Expenditures

For The Period Ending September 30, 2023

	AMENDED BUDGET	PRORATED BUDGET THRU 9/30/2023	ACTUAL THRU 9/30/2023	VARIANCE
Assessment - Tax Roll	\$177,890	\$177,890	\$178,503	\$613
Interest Income	\$200	\$200	\$1,852	\$1,652
TOTAL REVENUES	\$178,090	\$178,090	\$180,354	\$2,264

EXPENDITURES:

Administrative

Supervisor Fees	\$12,000	\$12,000	\$9,600	\$2,400
FICA Expense	\$1,000	\$1,000	\$792	\$208
Engineering	\$5,000	\$5,000	\$903	\$4,097
Arbitrage	\$700	\$700	\$700	\$0
Dissemination	\$1,600	\$1,600	\$1,600	\$0
Assessment Roll	\$8,212	\$8,212	\$8,212	\$0
Attorney	\$42,000	\$42,000	\$37,028	\$4,972
Annual Audit	\$5,000	\$5,000	\$5,100	(\$100)
Trustee Fees	\$8,815	\$8,815	\$4,725	\$4,090
Management Fees	\$64,850	\$64,850	\$64,850	\$0
Information Technology	\$2,142	\$2,142	\$2,142	\$0
Telephone	\$600	\$600	\$183	\$417
Postage	\$1,900	\$1,900	\$587	\$1,313
Printing & Binding	\$2,000	\$2,000	\$1,228	\$772
Records Storage	\$300	\$300	\$0	\$300
Insurance	\$10,351	\$10,351	\$9,272	\$1,079
Legal Advertising	\$2,800	\$2,800	\$1,855	\$945
Office Supplies	\$300	\$300	\$21	\$279
Website Compliance	\$2,500	\$2,500	\$2,500	\$0
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
Other Current Charges	\$120	\$120	\$128	(\$8)
Reserve	\$5,725	\$5,725	\$5,725	\$0
TOTAL EXPENDITURES	\$178,090	\$178,090	\$157,325	\$20,765

EXCESS REVENUES (EXPENDITURES)

\$0	\$23,030
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FUND BALANCE - Beginning

\$0	\$76,580
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FUND BALANCE - Ending

\$0	\$99,610
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Double Branch
Community Development District
 Month by Month Income Statement
 General Fund

	October	November	December	January	February	March	April	May	June	July	August	September	Total
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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	\$151	\$1,852
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	\$151	\$180,354
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Expenditures:

Administrative

Supervisors Fees	\$1,000	\$1,000	\$1,000	\$0	\$800	\$600	\$800	\$1,000	\$800	\$800	\$1,000	\$800	\$9,600
FICA Expense	\$83	\$83	\$83	\$0	\$66	\$50	\$66	\$83	\$66	\$66	\$83	\$66	\$792
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	\$133	\$1,600
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	\$5,404	\$64,850
Computer Time	\$179	\$179	\$179	\$179	\$179	\$179	\$179	\$179	\$179	\$179	\$179	\$179	\$2,142
Telephone	\$7	\$64	\$15	\$14	\$0	\$5	\$13	\$22	\$16	\$9	\$5	\$12	\$183
Postage	\$14	\$20	\$125	\$96	\$11	\$15	\$54	\$65	\$28	\$59	\$28	\$71	\$587
Printing & Binding	\$184	\$102	\$26	\$44	\$53	\$65	\$66	\$100	\$55	\$113	\$134	\$287	\$1,228
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	\$152	\$1,855
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	\$1	\$21
Website Compliance	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$2,500
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	\$24	\$128

Total Administrative	\$30,424	\$10,697	\$10,060	\$7,231	\$12,192	\$16,370	\$10,197	\$12,332	\$17,650	\$9,949	\$12,884	\$7,338	\$157,325
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Excess Revenues (Expenditures)	(\$30,404)	\$152,773	(\$8,693)	\$1,134	(\$10,458)	(\$15,902)	(\$6,646)	(\$11,475)	(\$17,534)	(\$9,829)	(\$12,750)	(\$7,186)	\$23,030
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DOUBLE BRANCH
Community Development District
RECREATION AND FACILITIES MAINTENANCE
Statement of Revenues & Expenditures
For The Period Ending September 30, 2023

	AMENDED BUDGET	PRORATED BUDGET THRU 9/30/2023	ACTUAL THRU 9/30/2023	VARIANCE
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REVENUES:

Assessments-Tax Roll	\$1,873,440	\$1,873,440	\$1,879,894	\$6,454
Interest Income	\$1,000	\$1,000	\$19,159	\$18,159
Amenities Revenue	\$30,000	\$30,000	\$39,752	\$9,752
Sports Revenue	\$25,000	\$25,000	\$10,795	(\$14,205)
TOTAL REVENUES	\$1,929,440	\$1,929,440	\$1,949,600	\$20,160

EXPENDITURES:

Administrative:

Management Fees - Onsite	\$208,187	\$208,187	\$208,187	\$0
Insurance	\$87,892	\$87,892	\$79,614	\$8,278
Other Current Charges	\$3,500	\$3,500	\$2,595	\$905
Permit Fees	\$1,635	\$1,635	\$1,408	\$227
Total Administrative	\$301,214	\$301,214	\$291,804	\$9,410

Maintenance:

Common Area

Security	\$94,257	\$94,257	\$96,307	(\$2,051)
Security - Clay County Off-Duty Sheriff	\$54,438	\$54,438	\$46,008	\$8,430
Water - Irrigation	\$12,300	\$12,300	\$9,536	\$2,764
Irrigation Maintenance	\$6,000	\$6,000	\$291	\$5,709
Streetlighting	\$31,000	\$31,000	\$28,582	\$2,418
Electric	\$35,000	\$35,000	\$33,664	\$1,336
Landscape Maintenance	\$422,908	\$422,908	\$428,427	(\$5,519)
Common Area Maintenance	\$55,000	\$55,000	\$51,802	\$3,198
Lake Maintenance	\$27,840	\$27,840	\$28,538	(\$698)
Capital Reserve	\$411,722	\$411,722	\$411,722	\$0
Total Common Area	\$1,150,464	\$1,150,464	\$1,134,877	\$15,587

Recreation Facility

Amenity Staff	\$129,800	\$129,800	\$167,291	(\$37,491)
Refuse Services	\$14,479	\$14,479	\$15,693	(\$1,214)
Telephone	\$5,500	\$5,500	\$7,147	(\$1,647)
Electric	\$40,000	\$40,000	\$41,533	(\$1,533)
Cable	\$8,500	\$8,500	\$7,366	\$1,134
Pool Maintenance	\$38,215	\$38,215	\$35,358	\$2,857
Water / Sewer/Reclaim	\$48,000	\$48,000	\$48,802	(\$802)
Facility Maintenance-General	\$50,000	\$50,000	\$43,735	\$6,265
Facility Maintenance-Preventative	\$13,717	\$13,717	\$5,983	\$7,734
Facility Maintenance - Contingency	\$34,750	\$34,750	\$23,135	\$11,615
Lighting Repairs	\$8,500	\$8,500	\$7,706	\$794
Special Events	\$10,500	\$10,500	\$7,419	\$3,081
Office Supplies & Equipment	\$2,000	\$2,000	\$2,115	(\$115)
Janitorial	\$64,000	\$64,000	\$55,600	\$8,400
Recreation Passes	\$5,000	\$5,000	\$4,164	\$836

DOUBLE BRANCH

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

	AMENDED BUDGET	PRORATED BUDGET THRU 9/30/2023	ACTUAL THRU 9/30/2023	VARIANCE
Pool Leak Repairs	\$2,500	\$2,500	\$0	\$2,500
Multiuse Field	\$2,300	\$2,300	\$0	\$2,300
Total Recreation Facility	\$477,761	\$477,761	\$473,047	\$4,715
Total Maintenance	\$1,628,226	\$1,628,226	\$1,607,924	\$20,302
TOTAL EXPENDITURES	\$1,929,440	\$1,929,440	\$1,899,728	\$29,712
EXCESS REVENUES (EXPENDITURES)	\$0		\$49,872	
FUND BALANCE - Beginning	\$0		\$699,434	
FUND BALANCE - Ending	\$0		\$749,306	

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	\$1,291	\$19,159
Amenities Revenue	\$245	\$1,337	(\$646)	\$79	\$4,732	\$6,600	\$6,961	\$4,260	\$7,886	\$811	\$2,388	\$5,099	\$39,752
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	\$6,390	\$1,949,600
Expenditures:													
Administrative													
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	\$17,349	\$208,187
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	\$108	\$2,595
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	\$17,456	\$291,804
MAINTENANCE- Common Area													
Security	\$8,234	\$7,884	\$8,184	\$8,184	\$7,385	\$8,134	\$7,984	\$8,134	\$7,884	\$8,234	\$8,134	\$7,934	\$96,307
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	\$2,898	\$46,008
Water - Irrigation	\$626	\$600	\$562	\$543	\$620	\$735	\$884	\$876	\$863	\$863	\$850	\$1,515	\$9,536
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	\$2,270	\$28,582
Electric	\$3,145	\$3,026	\$2,637	\$2,840	\$2,231	\$2,928	\$2,924	\$2,939	\$2,906	\$2,536	\$2,946	\$2,606	\$33,664
Landscape Maintenance	\$40,762	\$35,242	\$35,242	\$35,242	\$35,242	\$35,242	\$35,242	\$35,242	\$35,242	\$35,242	\$35,242	\$35,242	\$428,427
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	\$52,466	\$1,134,877
Recreation Facility													
Amenity Staff	\$9,464	\$5,180	\$8,423	\$5,410	\$5,556	\$7,559	\$9,663	\$13,649	\$34,152	\$26,024	\$27,373	\$14,837	\$167,291
Refuse Service	\$1,134	\$1,134	\$1,134	\$1,134	\$1,395	\$1,395	\$1,395	\$1,395	\$1,395	\$1,395	\$1,395	\$1,395	\$15,693
Telephone	\$880	\$511	\$513	\$491	\$541	\$540	\$540	\$538	\$539	\$698	\$711	\$645	\$7,147
Electric	\$4,449	\$3,391	\$2,662	\$2,732	\$2,772	\$2,965	\$2,999	\$3,563	\$3,788	\$4,208	\$4,638	\$3,366	\$41,533
Cable	\$580	\$578	\$578	\$622	\$631	\$627	\$627	\$626	\$624	\$644	\$602	\$627	\$7,366
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	\$3,101	\$35,358
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	\$4,428	\$48,802
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	\$706	\$5,983
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	\$420	\$0	\$7,419

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	\$4,633	\$55,600
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	\$56,308	\$33,739	\$473,047
Total Expenses	\$209,450	\$111,492	\$110,502	\$107,310	\$106,510	\$105,931	\$111,140	\$114,990	\$551,390	\$131,923	\$135,428	\$103,661	\$1,899,728
Excess Revenues (Expenditures)	(\$208,284)	\$1,612,164	(\$96,338)	(\$17,398)	(\$83,156)	(\$95,772)	(\$64,665)	(\$99,667)	(\$539,440)	(\$128,389)	(\$131,911)	(\$97,271)	\$49,872

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 September 30, 2023

	ADOPTED BUDGET	PRORATED THRU 9/30/2023	ACTUAL THRU 9/30/2023	VARIANCE
Revenues:				
Special Assessments - Tax Roll	\$1,961,878	\$1,961,878	\$1,966,771	\$4,893
Interest Income	\$3,500	\$3,500	\$91,356	\$87,856
TOTAL REVENUES	\$1,965,378	\$1,965,378	\$2,058,128	\$92,750
Expenditures:				
Series 2013 A-1				
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
Series 2013 A-2				
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		\$112,734	
Net change in Fund Balance	\$19,984		\$112,734	
FUND BALANCE - Beginning	\$622,539		\$1,590,907	
FUND BALANCE - Ending	\$642,523		\$1,703,641	
		Revenue	\$738,931	
		Reserve 2013-1	\$868,806	
		Reserve 2013-2	\$95,634	
		Prepayment	\$269	
		Total	\$1,703,641	

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

	AMENDED BUDGET	PRORATED THRU 9/30/2023	ACTUAL THRU 9/30/2023	VARIANCE
<u>REVENUES:</u>				
Interest Income	\$6,000	\$6,000	\$25,319	\$19,319
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	\$442,766	\$19,319
<u>EXPENDITURES:</u>				
Repairs & Replacements	\$570,670	\$570,670	\$388,569	\$182,101
TOTAL EXPENDITURES	\$570,670	\$570,670	\$388,569	\$182,101
EXCESS REVENUES (EXPENDITURES)	(\$147,223)		\$54,197	
FUND BALANCE - Beginning	\$1,410,643		\$1,434,151	
FUND BALANCE - Ending	\$1,263,420		\$1,488,348	

DOUBLE BRANCH

Community Development District CAPITAL PROJECTS FUND

Statement of Revenues & Expenditures

For The Period Ending September 30, 2023

	SERIES 2013 A-1 AND A-2
<u>REVENUES:</u>	
Interest Income	\$793
TOTAL REVENUES	\$793
<u>EXPENDITURES:</u>	
Capital Outlay - Series 2013 A1 and A2	\$0
Cost of Issuance	\$0
TOTAL EXPENDITURES	\$0
EXCESS REVENUES (EXPENDITURES)	\$793
FUND BALANCE - Beginning	\$18,682
FUND BALANCE - Ending	\$19,475

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

October 31, 2023

Fund	Date	Check No.	Amount
General Fund			
Accounts Payable	10/6/23	1772-1775	\$ 15,201.54
	10/17/23	1776-1777	\$ 2,350.84
		<u>Sub-Total</u>	<u>\$ 17,552.38</u>
Recreation Fund			
Accounts Payable	10/6/23	7371-7376	\$ 74,049.85
	10/17/23	7377-7381	\$ 3,478.75
	10/27/23	7382-7385	\$ 12,350.12
		<u>Sub-Total</u>	<u>\$ 89,878.72</u>
Capital Reserve Fund			
Accounts Payable	10/6/23	159-163	\$ 27,451.80
	10/17/23	164-166	\$ 5,164.37
	10/27/23	167-168	\$ 4,976.00
		<u>Sub-Total</u>	<u>\$ 37,592.17</u>
Total			\$ 145,023.27

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
10/06/23	00035	10/01/23	2367	202310	310	51300	34000		OCT MANAGEMENT FEES	*	5,728.42		
10/01/23		2367		202310	310	51300	52000		OCT WEBSITE ADMIN	*	220.83		
10/01/23		2367		202310	310	51300	35100		OCT INFO TECH	*	189.25		
10/01/23		2367		202310	310	51300	31300		OCT DISSEM AGENT SRVCS	*	141.33		
10/01/23		2367		202310	310	51300	51000		OFFICE SUPPLIES	*	.54		
10/01/23		2367		202310	310	51300	42000		POSTAGE	*	63.86		
10/01/23		2367		202310	310	51300	42500		COPIES	*	17.25		
10/01/23		2367		202310	310	51300	41000		TELEPHONE	*	16.06		
GOVERNMENTAL MANAGEMENT SERVICES											6,377.54	001772	
10/06/23	00035	9/30/23	2368	202310	310	51300	31400		FY24 ASSESS ROLL CERTIFY	*	8,705.00		
GOVERNMENTAL MANAGEMENT SERVICES											8,705.00	001773	
10/06/23	00111	10/05/23	23-00347	202310	310	51300	48000		NTC OF RULE DEVELOPMENT	*	49.50		
JACKSONVILLE DAILY RECORD											49.50	001774	
10/06/23	00111	9/28/23	23-00340	202309	310	51300	48000		NTC OF MTG BOS 9/28	*	69.50		
JACKSONVILLE DAILY RECORD											69.50	001775	
10/17/23	00111	10/12/23	23-00357	202310	310	51300	48000		NTC OF RULE PARK ENFORCE	*	97.00		
JACKSONVILLE DAILY RECORD											97.00	001776	
10/17/23	00113	10/12/23	3294961	202309	310	51300	31500		SEP GENERAL SERVICES	*	2,253.84		
KUTAK ROCK LLP											2,253.84	001777	
TOTAL FOR BANK A											17,552.38		
TOTAL FOR REGISTER											17,552.38		

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

Invoice

Invoice #: 2367
Invoice Date: 10/1/23
Due Date: 10/1/23
Case:
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
General Fund- Management Fees - October 2023		5,728.42	5,728.42
Website Administration - October 2023		220.83	220.83
Information Technology - October 2023		189.25	189.25
Dissemination Agent Services - October 2023		141.33	141.33
Office Supplies		0.54	0.54
Postage		63.86	63.86
Copies		17.25	17.25
Telephone		16.06	16.06
Items pertaining to clubroom furniture purchases		1,370.80	1,370.80

RECEIVED
 OCT 04 2023
 BY: _____

Total ~~\$7,748.34~~

Payments/Credits \$0.00

Balance Due ~~\$7,748.34~~

\$6,377.54

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 met on **Monday, October 9, 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
Sep. 28 00 (23-00340C)

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.

**NOTICE OF RULE
DEVELOPMENT BY THE
DOUBLE BRANCH
COMMUNITY
DEVELOPMENT DISTRICT**

In accordance with Chapters 120 and 190, *Florida Statutes*, the Double Branch Community Development District ("District") hereby gives notice of its intent to develop rules related to parking enforcement and towing of unauthorized vehicles and vessels. The purpose and effect of these rules are to provide for efficient and effective operations of the District. Specific legal authority for the rules includes Sections 120.54, 190.011, 190.012, and 190.035, *Florida Statutes*. A public hearing will be conducted by the District on November 13, 2023, at 4:00 p.m., at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

Additional information regarding this public hearing may be obtained from the District's website, <https://doublebranchcdd.com/>, or by contacting the District Manager, Marilee Giles, at mgiles@gmsnf.com or by calling (904) 940-5850.

A copy of the proposed rules may be obtained by contacting the District Manager, c/o Governmental Management Services, LLC, at 475 West Town Place, Suite 114, St. Augustine, Florida 32092, or by calling (904) 940-5850.

Marilee Giles
District Manager

Oct. 5 00 (23-00347C)

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.

**NOTICE OF RULEMAKING
FOR PARKING
ENFORCEMENT BY THE
DOUBLE BRANCH
COMMUNITY
DEVELOPMENT DISTRICT**

A public hearing will be conducted by the Board of Supervisors of the Double Branch Community Development District ("District") on November 13, 2023, at 4:00 p.m., at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

In accordance with Chapters 120 and 190, Florida Statutes, the District hereby gives the public notice of its intent to adopt proposed rules related to parking enforcement and towing of unauthorized vehicles and vessels. The proposed rules may be adjusted at the public hearing pursuant to discussion by the Board of Supervisors and public comment. Specific legal authority for the rules includes Sections 120.54, 190.011, 190.012, and 190.035, Florida Statutes. Prior notice of rule development was published in The Jacksonville Daily Record on October 5, 2023.

Any person who wishes to provide the District with a proposal for a lower cost regulatory alternative as provided by Section 120.541(1), Florida Statutes, must do so in writing within twenty one (21) days after publication of this notice to the District Manager's Office.

The public hearing may be continued to a date, time, and place to be specified on the record at the hearing without additional notice. If anyone chooses to appeal any decision of the Board with respect to any matter considered at the public hearing, such person will need a record of the proceedings and should accordingly ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which such appeal is to be based. At the hearing, staff or Supervisors may participate in the public hearing by speaker telephone.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this hearing is asked to advise the District Manager, Governmental Management Services, LLC, at 475 West Town Place, Suite 114, St. Augustine, Florida 32092, or by calling (904) 940-5850 (hereinafter, the "District Office") at least forty-eight (48) hours prior to the hearing. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) or 1 800-955-8770 (Voice), who can aid you in contacting the District Office.

A copy of the proposed rules may be obtained by contacting the District Manager's Office at 475 West Town Place, Suite 114, St. Augustine, Florida 32092, or by calling (904) 940-5850.

Marilee Giles
District Manager

Oct. 12 00 (23-00357C)

KUTAK ROCK LLP
TALLAHASSEE, FLORIDA
Telephone 404-222-4600
Facsimile 404-222-4654

Check Remit To:
Kutak Rock LLP
PO Box 30057
Omaha, NE 68103-1157

Federal ID 47-0597598

October 12, 2023



Reference: Invoice No. 3294961
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. 3294961
5323-1

Re: General

For Professional Legal Services Rendered

09/02/23	L. Whelan	0.10	38.50	Testa Research
09/05/23	K. Haber	0.10	25.50	Correspond with Soriano regarding pool services agreement
09/08/23	K. Haber	0.80	204.00	Prepare board meeting agenda memorandum
09/10/23	M. Eckert	0.20	73.00	Prepare for board meeting
09/11/23	M. Eckert	3.60	1,314.00	Prepare for, travel to and attend board meeting; return travel; follow up
09/12/23	M. Eckert	0.40	146.00	Follow up from board meeting; confer with Giles; review GMS contract
09/12/23	K. Haber	0.90	229.50	Revise parking enforcement rule; correspond with Soriano regarding same; revise rulemaking resolutions
09/18/23	K. Haber	0.20	51.00	Correspond with Hogge and Soriano regarding revised parking policy and resolution
09/22/23	M. Eckert	0.20	73.00	Review draft minutes; provide comments

KUTAK ROCK LLP

Double Branch CDD
October 12, 2023
Client Matter No. 5323-1
Invoice No. 3294961
Page 2

09/27/23	M. Eckert	0.20	73.00	Prepare for and attend agenda call
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TOTAL HOURS	6.70			
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TOTAL FOR SERVICES RENDERED				\$2,227.50
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DISBURSEMENTS

Meals			6.00	
Travel Expenses			20.34	

TOTAL DISBURSEMENTS				<u>26.34</u>
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TOTAL CURRENT AMOUNT DUE				<u>\$2,253.84</u>
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CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
10/06/23	00092	10/01/23 2366	202310 310-51300-34000	OCT FACILITY MANAGEMENT GOVERNMENTAL MANAGEMENT SERVICES	*	18,389.83	18,389.83 007371
10/06/23	00186	10/01/23 13129561	202310 320-57200-46300	OCT POOL CHEMICALS POOLSURE	*	3,100.91	3,100.91 007372
10/06/23	00415	6/19/23 12810232	202308 320-57200-49400	BACK TO SCHOOL PARTY 8/06 PROGRESSIVE ENTERTAINMENT INC	*	420.00	420.00 007373
10/06/23	00297	10/01/23 347	202310 320-57200-61000	OCT JANITORIAL SERVICES RIVERSIDE MANAGEMENT SERVICES, INC	*	4,953.33	4,953.33 007374
10/06/23	00839	10/01/23 9427	202310 320-57200-34500	OCT SECURITY SERVICES SECURITY DEVELOPMENT GROUP LLC	*	8,921.60	8,921.60 007375
10/06/23	00672	10/02/23 12954	202310 320-57200-46200	OCT LANDSCAPE MAINTENANCE VERDEGO, LLC	*	38,264.18	38,264.18 007376
10/17/23	00285	9/30/23 SSI11284	202309 320-57200-34510	AUG/SEP EMPLOYMENT FEES AUG/SEP EMPLOYMENT SCHED CLAY COUNTY SHERIFF'S OFFICE	*	672.50	865.00 007377
10/17/23	01000	10/10/23 10102023	202310 300-36900-10300	DEPOSIT REFUND DIANA BELLAMY	*	100.00	100.00 007378
10/17/23	00092	10/09/23 2369	202310 300-36900-10300	OCT FACILITY EVENT STAFF GOVERNMENTAL MANAGEMENT SERVICES	*	243.75	243.75 007379
10/17/23	00024	9/01/23 120843B	202309 320-57200-46800	SEP LAKE MAINTENANCE THE LAKE DOCTORS, INC.	*	2,170.00	2,170.00 007380
10/17/23	01001	10/10/23 10102023	202310 300-36900-10300	DEPOSIT REFUND MIENNKA MARCELIN	*	100.00	100.00 007381

DBBR DOUBLE BRANCH BPEREGRINO

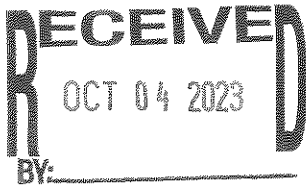
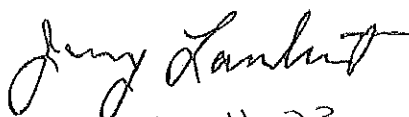
CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
10/27/23	01002	10/17/23	10172023	202310	300	36900	10300		DEPOSIT REFUND	*	100.00		
									ANDREA CREALESE			100.00	007382
10/27/23	00894	10/17/23	10172023	202310	300	36900	10300		DEPOSIT REFUND	*	100.00		
									CHRISTOPHER COOPER			100.00	007383
10/27/23	00092	10/18/23	2370	202309	320	57200	46600		SEP FAC MAIN GEN	*	4,165.00		
		10/18/23	2370	202309	320	57200	46620		SEP FAC MAIN CONT	*	2,895.12		
		10/18/23	2370	202309	320	57200	46630		SEP LIGHTING REPAIRS	*	708.00		
		10/18/23	2370	202309	320	57200	46400		SEP COMMON AREA MAIN	*	4,332.00		
									GOVERNMENTAL MANAGEMENT SERVICES			12,100.12	007384
10/27/23	01003	10/17/23	10172023	202310	300	36900	10300		DEPOSIT REFUND	*	50.00		
									LASANDRA ROBINSON			50.00	007385
TOTAL FOR BANK B											89,878.72		
TOTAL FOR REGISTER											89,878.72		

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

Invoice

Invoice #: 2366
Invoice Date: 10/1/23
Due Date: 10/1/23
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 - October 2023 2.310.513 3400		18,389.83	18,389.83
			
 10-4-23			

Total \$18,389.83

Payments/Credits \$0.00

Balance Due \$18,389.83



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

Invoice

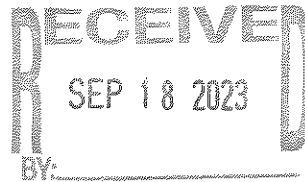
Date 10/1/2023

Invoice # 131295617764

Terms	Net 20
Due Date	10/21/2023
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



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

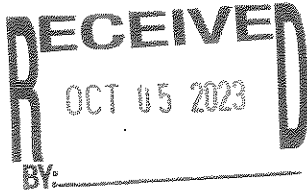
Remittance Slip

Customer
13OAK102
Invoice #
131295617764

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



131295617764



Invoice

Mailing Correspondence Address: 1623 Troy Lynn Trail, Jacksonville, FL 32225
(904) 645-9068 Fax: (904)645-9082
E-mail: bookme@progressiveent.com
www.progressiveent.com

Invoice date: 6/19/2023 **Invoice #** 12810232 **Terms:** Due by event end **PO#**
Customer name: Double Branch CDD- Oakleaf (Phase 1) **Type of Event:** ~~School's Out Party~~
Billing address: 370 Oakleaf Village Parkway, Orange Park, FL 32065 ** Back to School Party*
Original contact person: Lisa Carter **Wk:** 904-375-9285 ext. 7 **E-mail/ fax:** residentassistant@oakleafresidents.com
At event contacts with cell: Jay Soriano Cell-904-342-1441 manager@oakleafresidents.com
Event date: Sunday, August 6, 2023 **Hours of event:** 1:00 pm-4:00 pm **Hours of service:** Same
Approximate set up time: Between: 12:00 and 12:15 pm
Location name and address: Poolside- 370 Oakleaf Village Parkway, Orange Park, FL 32065
Where to set up at location: Under covering **Power within 75':** Yes
Set up-grass or pavement: PV **Water within 75':** NA **Covered area for entertainer:** Yes
Notes:

SERVICES NEEDED:

* Interactive Mobile DJ Services	3.0 hrs.	Reg. Rate \$	595.00	Your Cost \$	395.00
* Travel		Reg. Rate \$	25.00	Your Cost \$	25.00
		Reg. Total \$	620.00	Your Total \$	420.00
		Total Savings \$	200.00		

Code to:

2-320-572-49400

Double Branch Special Event

\$420.00

Sub Total:	\$	420.00
Sales Tax:	\$	-
Invoice Total:	\$	420.00
Credit Card Fee	\$	14.70
Total with Card	\$	434.70
50 % Deposit required	\$	Waived
Balance due at set up	\$	434.70
Payments received	\$	-
Current Balance	\$	434.70

CANCELLATION, RE-SCHEDULING, INCLAMENT WEATHER POLICY

Any cancellation of this agreement by customer must be in writing at least 30 days prior to event date with specific reasons with verification by Progressive Entertainment. Any stopping of delivery/service of Progressive Entertainment must be at least 24 hrs. in advance to avoid labor costs. No penalties or loss of deposit occur if event is re-scheduled within 60 days of original event date. A 50% cancellation fee of total amount occurs when not within these terms. Other arrangements must be noted by Progressive Entertainment. For customer pick up- customer is responsible for theft or damage to equipment or materials while in possession. Progressive Entertainment is not responsible for any acts of nature which prevent event from taking place or being shortened. Service reserves the right to stop service if guests cause a safety or behavior issue to service.

Customer signature required x _____ Date: _____

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

Invoice

Invoice #: 347
Invoice Date: 10/1/2023
Due Date: 10/1/2023
Case:
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
2.320.572.6100 - Janitorial Services - October 2023		4,953.33	4,953.33

RECEIVED
OCT 04 2023
BY: _____

Jerry Lambert
10-4-23

Total	\$4,953.33
Payments/Credits	\$0.00
Balance Due	\$4,953.33



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



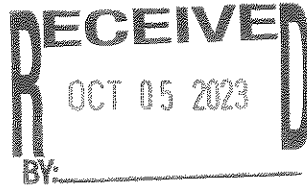
INVOICE # 9427
DATE 10/01/2023
DUE DATE 10/31/2023
TERMS End of the month

SERVICE MONTH
October

ACTIVITY	QTY	RATE	AMOUNT
Dedicated Officer I Dedicated Officer for 10 hours Monday to Thursday and 12 hours Saturday and Sunday	328	27.20	8,921.60T

SUBTOTAL 8,921.60
TAX 0.00
TOTAL 8,921.60
BALANCE DUE **\$8,921.60**





Invoice

Invoice #: 12954

Date: 10/02/23

Customer PO:

DUE DATE: 11/01/2023

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 October 2023	\$38,264.18

Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE **\$38,264.18**

Please See Our
Updated Remittance
Information

Remit to Address:
VerdeGo Landscape
PO Box 200341
Dallas, TX 75320-0341

ACH Account Information:
Bank Name: Wells Fargo Bank N.A.
Routing Number: 121000248
Account Number: 4945950657
Remittance Information:
AR@verdego.com

Code to:

2-320-572-4620

Double Branch Landscape Maintenance



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

Invoice Number: SSI11284
 Invoice Date: 9/30/2023

Page: 1

Attn: Fiscal - Accounts Receivable

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

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

RECEIVED
 OCT 13 2023
 BY: _____

Due Date: 10/15/2023
 Terms: Net 15 Days

Customer ID: C0000168
 P.O. Number:
 P.O. Date: 10/10/2023
 Our Order No:
 SalesPerson:

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee- AUGUST/SEPTEMBER 202		269	269	5.00	1,345.00 \$672.50
Fees-2nd Employment Scheduling		1	1	385.00	385.00 \$192.50

Amount Subject to Sales Tax US0
 Amount Exempt from Sales Tax 1,730.00

Subtotal: 1,730.00
 Invoice Discount: 0.00
 Tax: 0.00

Total USD: ~~1,730.00~~
 \$865.00

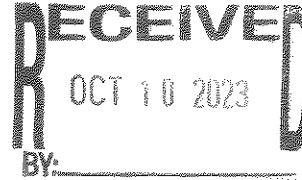
From: Oakleaf Venues venue rentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - DIANA BELLAMY
Date: October 10, 2023 at 8:28 PM
To: Todd Polvere tpolvare@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amosing@gmstnn.com



Good evening, Todd,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR aka CLUBROOM (SATURDAY) 7:00 P.M. to 11:00 P.M.
- DATE OF VENUE – OCTOBER 7, 2023
- RESIDENT – DIANA BELLAMY
- ADDRESS – 682 CRYSTAL WAY, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA(1589):
 - DATED: 9/8/23
 - SEQ#: 5
 - BATCH#: 961
 - INVOICE#: 5
 - APPROVAL CODE: 062989
 - AMOUNT: \$100.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
09/08/23	09/08/23	10/07/23	DIANA BELLAMY - OVCR DEPOSIT	DEPOSIT	\$ 100.00	1589		VISA-062989

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
venue rentals@oakleafresidents.com
 (904) 770-4661 voice email
 (904) 375-9285 ext. 3
www.oakleafresidents.com

Governmental Management Services

www.OakLeafResidents.com

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

Invoice

Invoice #: 2369
Invoice Date: 10/9/23
Due Date: 10/9/23
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 October 7, 2023 2.369.103	9.75	25.00	243.75

RECEIVED
OCT 10 2023
BY: _____

Total	\$243.75
Payments/Credits	\$0.00
Balance Due	\$243.75

10/10/23
CAF

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>
9.75	Facility Event Staff	\$ 25.00	\$ 243.75

Covers Period End: October 7, 2023

Amenities Revenue # 2-369-103

MAKE CHECK PAYABLE TO:

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

PLEASE FILL OUT BELOW IF PAYING BY CREDIT CARD



CARD NUMBER EXP. DATE
SIGNATURE AMOUNT PAID

ADDRESSEE

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

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

ACCOUNT NUMBER	DATE	BALANCE
708477	10/10/2023	\$2,170.00

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

00000000019082001000000012084300000021700057

Please Return this portion with your payment

Invoice Due Date 9/11/2023	Invoice 120843B	PO #
-----------------------------------	------------------------	-------------

Invoice Date	Description	Quantity	Amount	Tax	Total
9/1/2023	8664 OAKLEAF VILLAGE PKWY, JACKSONVILLE, FL ORANGE PARK, FL 32065 Water Management - Monthly		\$2170.00	\$0.00	\$2170.00

Code to:
2-320-572-4680
Double Branch Lake Maintenance

Please remit payment for this month's invoice.

RECEIVED
OCT 13 2023
BY: _____

Credits	\$0.00
Adjustment	\$0.00
AMOUNT DUE	

Total Account Balance including this invoice:

\$4340.00

This Invoice Total:

\$2170.00

Click the "Pay Now" link to submit payment by ACH

Customer #: 708477
Portal Registration #: BCF0DAE5

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

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

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

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

Date: October 10, 2023 at 8:24 PM

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

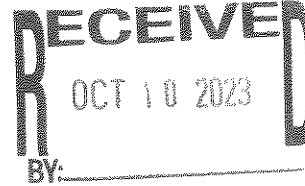
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amosing@gmstnn.com



Good evening, Todd,

Please make the following refund at your earliest opportunity:

- LOCATION -- OVCR aka CLUBROOM (FRIDAY) 7:00 P.M. to 11:00 P.M.
- DATE OF VENUE -- OCTOBER 6, 2023
- RESIDENT -- MIENKA MARCELIN
- ADDRESS -- 3849 CARDINAL OAKS CIRCLE, ORANGE PARK, FL 32085
- AMOUNT OF REFUND - \$100.00
 - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via CASH:
 - RENTAL FEE: \$250.00
 - DEPOSIT FEE: \$100.00
 - DATED: 9/22/23
 - CR#: 888615
 - TOTAL AMOUNT: \$350.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
09/22/23	09/27/23	10/07/23	MIENKA DESANGES MARCELIN - DEPOSIT	DEPOSIT	\$ 100.00		CR#888615	9/27/2023

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

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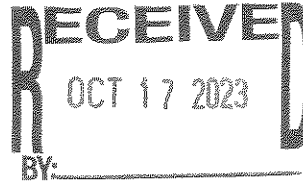
From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - ANDREA CREALEASE
Date: October 17, 2023 at 8:48 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



Good evening, Todd,

Please make the following refund at your earliest opportunity:

- o LOCATION – OVCR aka CLUBROOM (SATURDAY) 2:30 P.M. to 6:30 P.M.
- o DATE OF VENUE – OCTOBER 14, 2023
- o RESIDENT – ANDREA CREALEASE
- o ADDRESS – 3003 THORNCREST DRIVE, ORANGE PARK, FL 32085
- o AMOUNT OF REFUND - \$100.00
 - BOOKING FEE / DEPOSIT REFUND
- o DEPOSIT was via VISA(4888):
 - DATE: 8/25/23
 - SEQ#: 4
 - BATCH#: 948
 - INVOICE#: 4
 - APPROVAL CODE: 002979
 - AMOUNT: \$100.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
08/25/23	08/25/23	10/14/23	ANDREA CREALEASE - OVCR DEPOSIT	DEPOSIT	\$ 100.00			VISA-002979

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

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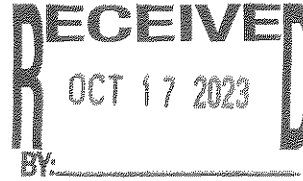
From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - CHRISTOPHER COOPER
Date: October 17, 2023 at 8:45 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



Good evening, Todd,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR aka CLUBROOM (TUESDAY) 5:00 P.M. to 9:00 P.M.
- DATE OF VENUE – OCTOBER 10, 2023
- RESIDENT – CHRISTOPHER COOPER
- ADDRESS – 1525 COTTON CLOVER DRIVE, ORANGÉ PARK, FL 32065
- AMOUNT OF REFUND – \$100.00
 - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA(4927):
 - DATE: 10/10/23
 - SEQ#: 1
 - BATCH#: 982
 - INVOICE#: 1
 - APPROVAL CODE: 059910
 - AMOUNT: \$100.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
10/10/23	10/10/23	10/10/23	CHRISTOPHER COOPER - OVCR DEPOSIT	DEPOSIT	\$ 100.00	4927		VISA-059910

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

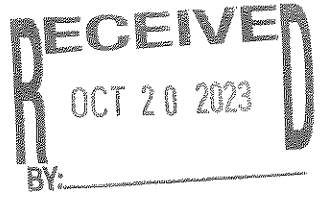
Under Florida law, e-mail addresses are public records. If you do not want your email address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. The information contained in this email and/or attachment(s)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

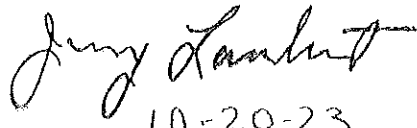
Governmental Management Services, LLC
 1001 Bradford Way
 Kingston, TN 37763

Invoice

Invoice #: 2370
 Invoice Date: 10/18/23
 Due Date: 10/18/23
 Case:
 P.O. Number:

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



Description	Hours/Qty	Rate	Amount
Facility Maintenance September 1- September 30, 2023		14,825.94	14,825.94
Maintenance Supplies		1,545.18	1,545.18
Fac. Main Gen. #4,165 ⁰⁰ 2.572.4660			
Fac. Main Cont #2,895 ¹² 2.572.4662			
Lighting Repairs #708 ⁰⁰ 2.230.572.4663			
Common Area Main #4,332 ⁰⁰ 2.572.4640			
Repair/Replace #4,271⁰⁰ 2.572.6310			
 10-20-23			

Total	\$16,371.12
Payments/Credits	\$0.00
Balance Due	\$16,371.12
	\$12,100.12

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
7/28/23	8	T.C.	Worked on taking down old playground at Worthington Oaks Park, picked up supplies
7/26/23	6.5	J.R.	Worked on playground demo
7/26/23	7	B.L.	Take down playground at Worthington Oaks
7/26/23	8	C.W.	Started work at the park, removed all the slides, monkey bars and pull up poles, broke concrete at all bases
7/26/23	8.17	B.G.	Worked on taking down playground
7/27/23	8	T.C.	Worked on taking old playground at Worthington Oaks Park down using tractor
7/27/23	8	B.L.	Worked on taking apart playground set at Worthington Oaks
7/27/23	8	B.G.	Worked on taking down playground at Worthington Oaks
7/31/23	4	T.C.	Removed old playground equipment from Worthington Oaks and took to shop
7/31/23	4	J.K.	Loaded up trailer with park debris, grinded all striped bolts down and broke up parts
7/31/23	4	C.W.	Loaded trailer with park debris and cut bolts
7/31/23	8	B.L.	Took down playground at Worthington Oaks
7/31/23	8.25	B.G.	Worked on taking down playground
9/1/23	5	J.K.	Rehung windscreen around courts
9/2/23	8	B.G.	Rehung windscreen around courts, picking up stone rocks and pavement blocks from entry of tennis courts
9/1/23	8	C.W.	Rehung windscreen around courts, skimmed pools
9/1/23	4.01	E.W.	Removed debris from all common areas
9/4/23	5	C.W.	Cleaned and skimmed pool
9/5/23	2	B.G.	Rehung windscreen around courts
9/5/23	4	C.W.	Put up windscreens
9/5/23	4	E.W.	Removed debris from all common areas
9/6/23	8	T.C.	Refastening windscreens, started pulling lines for pickleball project, picked up supplies
9/6/23	7.95	J.K.	Put windscreens up by pool deck and courts, took boat to fountain and cleaned out
9/6/23	8	B.G.	Picked up stone by courts, reinstalled windscreens
9/6/23	8	C.W.	Reinstalled windscreens, cleaned fountain
9/6/23	4	E.W.	Removed debris from all common areas
9/7/23	6	T.C.	Pulled lines for pickleball project, pulled up and removed speed limit sign, put up hose reel, took down and removed broken sign from track
9/7/23	8	B.G.	Worked on pickleball project, installed hose holder wall mount by the pool
9/7/23	8	C.W.	Worked on pickleball court, pulled sign from street
9/7/23	4.17	E.W.	Removed debris from all common areas
9/8/23	5	T.C.	Worked on pickleball project working on lines
9/8/23	6	J.K.	Worked on pickleball project clean up and line pulling
9/8/23	6	B.G.	Worked on pickleball project
9/8/23	6	C.W.	Worked on pickleball project
9/8/23	4.01	E.W.	Removed debris from all common areas
9/11/23	4	T.C.	Changed GFI at vending machine, changed out lights in clubroom
9/11/23	5	B.G.	Replaced bulbs, replaced two GFI
9/11/23	4	J.K.	Changed lights, assisted with vending machine GFI, cleaned up all movie night
9/11/23	4	C.W.	Put all movie night items away, changed lights, changed GFI
9/11/23	4	E.W.	Removed debris from all common areas
9/12/23	7	T.C.	Set forms and poured concrete for nature walk barriers and trash receptacles, put in post and sign at nature walk, unloaded chairs from delivery truck to trailer, unloaded clubroom chairs
9/12/23	8	B.G.	Unloaded chairs from delivery trucks, pouring cement on nature trail
9/12/23	7.13	J.K.	Set forms and poured concrete for nature walk, put in post and signs on nature walk, unloaded chairs to trailer
9/12/23	7.15	C.W.	Set concrete for trash receptacles, unloaded chairs from truck
9/12/23	4.06	E.W.	Removed debris from all common areas
9/13/23	3	B.G.	Changed light bulbs
9/13/23	4	E.W.	Removed debris from all common areas
9/14/23	1	B.G.	Installing sign post at nature trail
9/14/23	3.95	E.W.	Removed debris from all common areas
9/15/23	4	B.G.	Worked on pickleball project, unloaded patio furniture, unload chairs for conference room
9/15/23	3	C.W.	Worked on signs on nature trail
9/15/23	3.32	E.W.	Removed debris from all common areas
9/18/23	2	B.G.	Changed burnt out light bulbs
9/18/23	3.05	E.W.	Removed debris from all common areas
9/19/23	2	T.C.	Filled holes with concrete
9/19/23	2	B.G.	Cover holes at pool where old fence use to be with cement
9/19/23	1	C.W.	Installed trash receptacles
9/19/23	4.17	E.W.	Removed debris from all common areas
9/20/23	1	T.C.	Reprime entrance fountain
9/20/23	2	B.G.	Reset Oakley sign water fountain
9/20/23	4	C.W.	Installed trash receptacle on trail and touched up receptacles
9/20/23	4.01	E.W.	Removed debris from all common areas
9/21/23	2	T.C.	Repaired fieldhouse toilet
9/21/23	8	B.G.	Removed concrete from holes cover holes with dirt
9/21/23	4.55	J.K.	Moved all concrete out of playground, put down dirt piles in playground
9/21/23	4	C.W.	Filled playground holes and moved rocks
9/21/23	4.01	E.W.	Removed debris from all common areas

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
9/22/23	4	E.W.	Removed debris from all common areas
9/25/23	4.04	E.W.	Removed debris from all common areas
9/26/23	4	E.W.	Removed debris from all common areas
9/27/23	4.07	E.W.	Removed debris from all common areas
9/28/23	3	E.W.	Removed debris from all common areas
9/29/23	3	J.K.	Cleaned out fountain, moved dirt pile to bridge
9/29/23	0.5	C.W.	Cleaned out fountain
9/29/23	4	E.W.	Removed debris from all common areas

TOTAL 370.07

MILES 52

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

MAINTENANCE BILLABLE PURCHASES

Period Ending 10/05/23

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DB				
DOUBLE BRANCH				
	9/6/23	11" BLK Cable Tie 500pk	51.04	T.C.
	9/6/23	BLK Nitrile Gloves 80pk	25.28	T.C.
	9/6/23	Dewalt Steel Tamper	31.61	T.C.
	9/6/23	Loctite Premium Adhesive 9oz	14.35	T.C.
	9/7/23	1/4 FLT Washer 50pc	7.82	T.C.
	9/7/23	1/4 Hex Nut 50pc	4.40	T.C.
	9/7/23	1/4x3-1/2 Carr Bolt 25pc	8.30	T.C.
	9/7/23	1/4 Lock Washer 50pc	9.51	T.C.
	9/7/23	15AMP Tamper GFCI 2pk	34.25	T.C.
	9/7/23	Dual Check Outlet Tester	5.36	T.C.
	9/7/23	2x4-12' PT Lumber (8)	68.82	T.C.
	9/10/23	2x4 10' (7)	52.97	J.S.
	9/10/23	1/4" Carriage Bolt 100pk	22.48	J.S.
	9/10/23	Exterior Stain	21.26	J.S.
	9/12/23	FL Lightbulbs 28W 46" Neutral (4)	68.08	T.C.
	9/12/23	Premium Deckcover	122.48	T.C.
	9/12/23	Paint Thinner	4.88	T.C.
	9/12/23	Acetone	12.63	T.C.
	9/14/23	48" LED Warp Fixture (2)	80.43	J.S.
	9/14/23	Circuit Breaker Tester	28.74	J.S.
	9/14/23	Locknut Wrench	10.34	J.S.
	9/14/23	1/2"x6' Whipkit	20.45	J.S.
	9/18/23	Trufuel 50:1	13.79	T.C.
	9/18/23	3/16" Quick Link SS (2)	16.05	T.C.
	9/18/23	Eye Bolt/Nut 5/16x4 Set (2)	2.25	T.C.
	9/18/23	60W DL 8pk NIDM	9.18	T.C.
	9/18/23	60W SW 8pk NIDM	11.49	T.C.
	9/21/23	90W BW DIM	45.94	T.C.
	9/21/23	Pennzoil Platinum 5W20	4.59	T.C.
	9/21/23	Pennzoil Platinum 5W30	4.59	T.C.
	9/21/23	1000W Stem Mount Photo Control	22.99	T.C.
	9/23/23	Deck Broom Head	24.12	J.S.
	9/23/23	Broom Handle	11.47	J.S.
	9/29/23	80 lb Sakrete (16)	109.30	J.S.
	9/29/23	Scotch 1" Tape (6)	24.01	J.S.
	9/29/23	Striping Paint (6pk)	50.00	J.S.
	9/29/23	Sakrete Concrete Mix 80# (15)	102.47	T.C.
	9/29/23	Gas for Equipment	75.00	T.C.
	10/3/23	2x6-8' Prime PT Lumber (4)	32.57	T.C.
	10/3/23	2x10x8 PT Lumber (4)	52.81	T.C.
	10/3/23	Compact Tape Measure	11.49	T.C.
	10/3/23	3/8x3-1/2 Lag Screws 5pc (4)	72.31	T.C.
	10/3/23	3/8 Flat Washer 25pc	8.30	T.C.
	10/3/23	1/2x6-1/2 Carriage Bolt 15pc	53.88	T.C.
	10/4/23	Scotch Blue Tape 1"	41.24	J.S.
	10/5/23	White Foam Mini Roller	6.87	J.S.
	10/5/23	Mini Roller	3.44	J.S.
	10/5/23	Mini Roller Tray	4.35	J.S.
	10/5/23	White Striping Paint	11.48	J.S.
	10/5/23	Diablo 3/18" 120G Sanding Belt	4.59	T.C.
	10/5/23	Diablo 3/18" 50G Sanding Belt	4.59	T.C.
	10/5/23	Diablo 3/18" 80G Sanding Belt	4.59	T.C.

TOTAL \$1,545.18

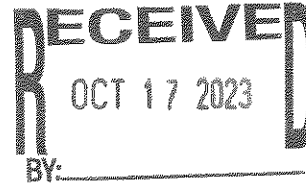
From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - LASANDRA ROBINSON
Date: October 17, 2023 at 8:38 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles m Giles@gmsnf.com, Alison Mossing amossing@gmstn.com



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 – OCTOBER 14, 2023
- RESIDENT – LASANDRA ROBINSON
- ADDRESS – 518 SOUTHWOOD WAY, ORANGE PARK, FL 32065
- AMOUNT OF REFUND: \$50.00 = VIO Late Check-out
 - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA(4455):
 - DATED: 10/1/23
 - SEQ#: 3
 - BATCH#: 977
 - INVOICE#: 4
 - APPROVAL CODE: 855879
 - AMOUNT: \$100.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC. CHECK/CASH	CREDIT CARD
10/01/23	10/01/23	10/14/23	LASANDRA ROBINSON - OV PATIO DEPOSIT	DEPOSIT	\$ 100.00	4455	VISA-855879

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

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CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
10/06/23	00054	9/26/23	CAK-1812 202309 600-53800-62100	PROXIMITY CARDS CARDS AND KEYFOBS	*	966.00	966.00 000159
10/06/23	00035	10/01/23	2367 202310 600-53800-62100	CLUBROOM FURNITURE GOVERNMENTAL MANAGEMENT SERVICES	*	1,370.80	1,370.80 000160
10/06/23	00033	9/29/23	W06609 202309 600-53800-62100	FITNESS CTR 10 TON AC RPL TOOLE TECHNOLOGIES INC	*	22,000.00	22,000.00 000161
10/06/23	00033	9/29/23	W06631 202309 600-53800-62100	AIR AC RUBBER INSTALLATION TOOLE TECHNOLOGIES INC	*	1,500.00	1,500.00 000162
10/06/23	00016	9/26/23	12820 202309 600-53800-62100	TREE WORK RESIDENT ORDERS VERDEGO, LLC	*	1,615.00	1,615.00 000163
10/17/23	00040	10/04/23	CS177653 202310 600-53800-62100	POOL SUPPLIES SCP DISTRIBUTORS LLC	*	139.54	139.54 000164
10/17/23	00017	9/26/23	76712865 202309 600-53800-62100	PUMICE SCOURING STICK THE HOME DEPOT PRO	*	24.83	24.83 000165
10/17/23	00048	10/11/23	2525 202310 600-53800-62100	INSTALL PLAYGROUND HOME-FIELD ADVANTAGE LANDSCAPING	*	5,000.00	5,000.00 000166
10/27/23	00055	10/04/23	35655 202310 600-53800-62100	RPLC URINAL FLUSH VALVE CLAY COUNTY MASTER PLUMBING LLC	*	705.00	705.00 000167
10/27/23	00035	10/18/23	2370 202309 600-53800-62100	SEP REPAIR/REPLACE GOVERNMENTAL MANAGEMENT SERVICES	*	4,271.00	4,271.00 000168
TOTAL FOR BANK C						37,592.17	
TOTAL FOR REGISTER						37,592.17	

DBBR DOUBLE BRANCH BPEREGRINO



Serving Security Professionals since 2011.



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



Order Detail

Order ID: #18122
Invoice: #CAK-18122
Date Added: 09/26/2023

Payment Method: Purchase Order (#JSO92623)
Shipping Method: USPS Priority (Weight: 22.00lb)

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

Product Name	Model	Quantity	Price	Total
Printable Proximity Card - Kantech® ioProx® XSF/26bit P20DYE Compatible - Slot Punch: None	PrtPrx-Kan26	1000	\$1.79	\$1,790.00
Clamshell Proximity Card - Kantech® ioProx® XSF/26bit P10SHL Compatible	CshPrx-Kan26	50	\$2.24	\$112.00

Code to: Split 50/50

Middle Village Repair and Replacements

34-600-538-64000

Double Branch Repair and Replacements

034.600.538.621

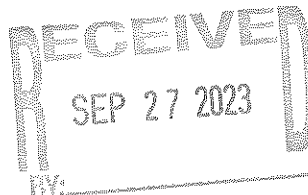
Sub-Total: \$1,902.00

USPS
Priority
(Weight:
22.00lb): \$29.99

Total: **\$966.00**

For NET30 and check orders:

Mail payment to:
CardsAndKeyfobs.com
PO BOX 205
SAINT ANTHONY, ID 83445



Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 2367
Invoice Date: 10/1/23
Due Date: 10/1/23
Case:
P.O. Number:

Bill To:

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

Description	Hours/Qty	Rate	Amount
General Fund Management Fees - October 2023		5,728.42	5,728.42
Website Administration - October 2023		220.83	220.83
Information Technology - October 2023		189.25	189.25
Dissemination Agent Services - October 2023		141.33	141.33
Office Supplies		0.54	0.54
Postage		63.86	63.86
Copies		17.25	17.25
Telephone		16.06	16.06
Items pertaining to clubroom furniture purchases		1,370.80	1,370.80

RECEIVED
OCT 04 2023
BY: _____

Total ~~\$7,748.34~~

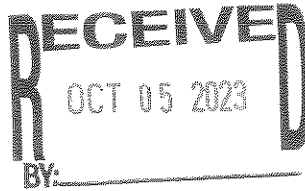
Payments/Credits \$0.00

Balance Due ~~\$7,748.34~~

\$1,370.80

Toole Technologies, Inc.

4134 Carriage Crossing Lane
Orange Park, FL 32065



WO6609
09/29/2023
0
09/29/2023

Oakleaf Phase 1 Fitness Center
manager@oakleafresidents.com
382 Oakleaf Village Pkwy
Orange Park, FL, 32065-4259

Fitness Center 10 Ton AC Replacement 1 \$22,000.00 \$22,000.00
Removed existing 10 ton heat pump system. Installed two 5 Ton Heat Pump Systems to the existing copper, existing high/low voltage and existing thermostat. Modified the supply and return duct work to accommodate the two new air handling units. Installed new condensate switches and installed new condensate lines. Installed 2 new 30 amp electrical disconnects to the new equipment. Installed the air scrubbers into the new air handlers supply duct. Installed two 5 Kw heat strips into each new air handler. Evacuated the system, added Freon and checked the unit for proper operation

Parts Subtotal \$22,000.00

Subtotal \$22,000.00

Payment Details

Please call the office at (904) 278-5938 to make a payment.

\$22,000.00

\$0.00

\$22,000.00

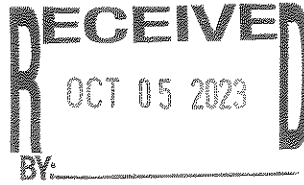
Comments

Recommend purchasing an Annual Seasonal Tuneup

Code To:

Double Branch Repair and Replacements

034.600.538.621



Toole Technologies, Inc.

4134 Carriage Crossing Lane
Orange Park, FL 32065

WO6631
09/29/2023
0
09/29/2023

Oakleaf Phase 1 Fitness Center
manager@oakleafresidents.com
382 Oakleaf Village Pkwy
Orange Park, FL, 32065-4259

Air ACrubber Installation 1 \$1,500.00 \$1,500.00
Installed an air scrubber in the supply duct. Added a transformer to power the air scrubber. Added a fan relay so there will be no air flow after the compressor cycles off. Started ans checked the operation

Parts Subtotal \$1,500.00

Subtotal \$1,500.00

Payment Details

\$1,500.00

Please call the office at (904) 278-5938 to make a payment.

\$0.00

\$1,500.00

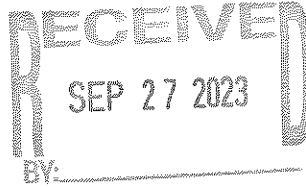
Comments

Recommend purchasing an Annual Seasonal Tuneup

Code To:

Double Branch Repair and Replacements

034.600.538.621



Invoice

Invoice #: 12820

Date: 09/26/23

Customer PO:

DUE DATE: 10/26/2023

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

#13135 - Tree work per Resident work orders

Per Jay, and Residents work orders:

Remove Dead Pine leaning against another Pine tree directed towards Residents property at 1315 Akron Oaks Dr.

Removal Of 1 Pine tree at Piedmont park per Residents work order(Arborist Letter to follow) that had no liter; but split at the top.

Removal of 1 dead Pine inside Waverly Park, Liability issue for kids playing

<i>Landscape Enhancement</i>				<i>\$1,615.00</i>
Disposal Fee (Other)	1.00	\$100.00	\$100.00	
Fuel charge (Sub)	1.00	\$160.00	\$160.00	
Sub: Tree removal (Sub)	1.00	\$1,355.00	\$1,355.00	

Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

\$1,615.00

Code To:

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 #	CS177653
ORDER #	CS177611
DATE	10/04/23
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	SHIP VIA PRIORITY PICK	WRITTEN BY DEEJAY ADAMS(194)	ORDER DATE 10/04/23
CUSTOMER RELEASE NUMBER	FREIGHT TERMS 02 IN/OUTBOUND	PAYMENT TERMS NET 30 DAYS	DUE DATE 11/03/23
JOB / SHIP-TO NAME OAKLEAF VILLAGE PKWY	PURCHASING AGENT	CONTACT JAY SORIANO	PHONE 904-342-1441

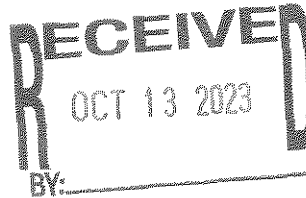
LN#	PRODUCT	HM	DESCRIPTION	U/M	OPEN	PCK-QTY	SHQ-QTY	B/O	PRICE	EXTENSION
1	PSL-40-0342		PS990 PROFESSIONAL SERIES LEAF RAKE W/ HD NET	EA	2	2	2	0	55.77	111.54
			ALT-2936003583							
2	COU-01-9359		POOLSTYLE MAINT 5.00 \$5 OFF PRO SERIES LEAF RAKE	EA	-2			0	5.00	-10.00
3	RAI-40-2102		R111646 #718 18" SS BRISTLE STRAIGHT ALUM ALGAE BRUSH	EA	1	1	1	0	38.00	38.00



Code to:

Double Branch Repair and Repl.

34.600.53800.62 10



___ PLACARDS SUPPLIED-YES ___ NO ___ REFUSED ___

MERCHANDISE TOTAL	DISCOUNTS	MISC CHARGES	SALES TAX	INBOUND FREIGHT	OUTBOUND FREIGHT	DEPOSIT AMOUNT	DEPOSIT APPLIED	INVOICE TOTAL
139.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	139.54

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(ZK)

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

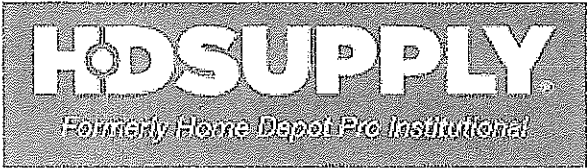
SIGNATURE: _____

RECEIVED BY: _____

Cust#: 277667 Cust Name: DOUBLE BRANCH CDD
Inv#: CS177653 Invoice Date: 10/04/23 Invoice Amount: \$139.54

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 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](#)

Repair & Replacement
 DB 34.600.538.621
 MV 34.600.538.64000

TO be split 50/50
 between DB & MV CDDs

Invoice Detail

Customer ID: 645245
 Invoice Number: 767128655
 Invoice Date: 9/26/2023
 Order Number: 51453691
 Purchase Order: LISA

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

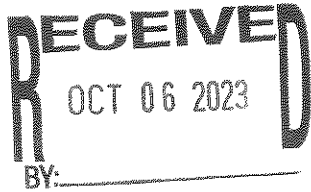
Shipped To:


DOUBLE BRANCH
 370 OAKLEAF VILLAGE PARKWAY
 ORANGE PARK, FL 32065

Invoice Total ~~\$49.65~~
 \$24.83

Home Depot Pro Notes:

Items NOT shown here are being shipped from our Jacksonville warehouse.
 i\$7.95 Handling Charge



Description Item Number	Quantity Ordered	Quantity Shipped	Unit Price	Total
 PUMICE SCOURING STICK 559004	10	10	\$4.17	\$41.70
Subtotal			\$41.70	
Shipping & Handling			\$7.95	
Tax			\$0.00	
Web Discount			-\$0.00	
Invoice Total				\$49.65

U.S. MULCHING - JACKSONVILLE

409 Queen Anne Court
St. Augustine, FL 32092



INVOICE

Oakleaf Double Branch CDD
Jay Soriano

INVOICE NUMBER | 2525
INVOICE DATE | October 11, 2023
Reference Code

TERMS | 15 Days

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
100	Install Certified playground : Oakleaf Worthington Oaks Park Code to: Double Branch Repair and Repl. 34.600.53800.6210 RECEIVED OCT 13 2023 BY: _____	\$50.00	\$5,000.00
		SUBTOTAL	\$5,000.00
		TAX	0.00
			\$5,000.00
DIRECT ALL INQUIRIES TO: Javi Sowers (904) 422-5927 email: usmulchingjax@bellsouth.net www.usmulchingjax.com		MAKE ALL CHECKS PAYABLE TO: U.S. Mulching	PAY THIS AMOUNT

THANK YOU FOR YOUR BUSINESS!

Clay County Master Plumbing LLC

P.O. Box 1374
Middleburg, FL 32050

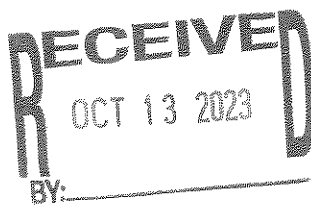
Invoice

Date	Invoice #
10/4/2023	35655

Bill To
Double Branch CDD 370 oakleaf Village Pkwy Orange park, Fl 32065 JaySoriano

Job Address
Double Branch CDD 370 Oakleaf Village Pkwy Orange Park, FL 32065

P.O. No.	Terms	Rep	Marketing
	Due on receipt	JB/TF	Repeat Comm

Item	Description	Quantity	Rate	Amount
Plumbing	Replaced urinal flush valve in men's bathroom by soccer fields. Used Calci Solve in urinal. Replaced toilet flush valve in women's bathroom by soccer fields. E-mailed 10/06/23 Code to: Double Branch Repair and Repl. 34.600.53800.6210 		705.00	705.00

Phone #	Fax #	Web Site	Total	\$705.00
904-589-9666	904-212-2828	www.claycountymasterplumbing.com	Balance Due	\$705.00

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 2370

Invoice Date: 10/18/23

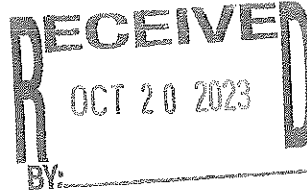
Due Date: 10/18/23

Case:

P.O. Number:

Bill To:

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



Description	Hours/Qty	Rate	Amount
Facility Maintenance September 1 - September 30, 2023		14,825.94	14,825.94
Maintenance Supplies		1,545.18	1,545.18
Fac. Main Gen. #4,165⁰⁰			
2,572.4660			
Fac. Main Cont #2,895¹²			
2,572.4662			
Lighting Repairs #708⁰⁰			
2,230.572.4663			
Common Area Maint #4,332⁰⁰			
2,572.4640			
Repair/Replace #4,271⁰⁰			
2,572.6310			
34,600.538.621			
<i>Jerry Lambert</i> 10-20-23			

Total \$16,371.12

Payments/Credits \$0.00

Balance Due ~~\$16,371.12~~

\$4,271.00

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
7/26/23	8	T.C.	Worked on taking down old playground at Worthington Oaks Park, picked up supplies
7/26/23	6.5	J.R.	Worked on playground demo
7/26/23	7	B.L.	Take down playground at Worthington Oaks
7/26/23	8	C.W.	Started work at the park, removed all the slides, monkey bars and pull up poles, broke concrete at all bases
7/26/23	8.17	B.G.	Worked on taking down playground
7/27/23	8	T.C.	Worked on taking old playground at Worthington Oaks Park down using tractor
7/27/23	8	B.L.	Worked on taking apart playground set at Worthington Oaks
7/27/23	8	B.G.	Worked on taking down playground at Worthington Oaks
7/31/23	4	T.C.	Removed old playground equipment from Worthington Oaks and took to shop
7/31/23	4	J.K.	Loaded up trailer with park debris, grinded all striped bolts down and broke up parts
7/31/23	4	C.W.	Loaded trailer with park debris and cut bolts
7/31/23	8	B.L.	Took down playground at Worthington Oaks
7/31/23	8.25	B.G.	Worked on taking down playground
9/1/23	5	J.K.	Rehung windscreen around courts
9/2/23	8	B.G.	Rehung windscreen around courts, picking up stone rocks and pavement blocks from entry of tennis courts
9/1/23	8	C.W.	Rehung windscreen around courts, skimmed pools
9/1/23	4.01	E.W.	Removed debris from all common areas
9/4/23	5	C.W.	Cleaned and skimmed pool
9/5/23	2	B.G.	Rehung windscreen around courts
9/5/23	4	C.W.	Put up windscreens
9/5/23	4	E.W.	Removed debris from all common areas
9/6/23	8	T.C.	Refastening windscreens, started pulling lines for pickleball project, picked up supplies
9/6/23	7.95	J.K.	Put windscreens up by pool deck and courts, took boat to fountain and cleaned out
9/6/23	8	B.G.	Picked up stone by courts, reinstalled windscreens
9/6/23	8	C.W.	Reinstalled windscreens, cleaned fountain
9/6/23	4	E.W.	Removed debris from all common areas
9/7/23	6	T.C.	Pulled lines for pickleball project, pulled up and removed speed limit sign, put up hose reel, took down and removed broken sign from track
9/7/23	8	B.G.	Worked on pickleball project, installed hose holder wall mount by the pool
9/7/23	8	C.W.	Worked on pickleball court, pulled sign from street
9/7/23	4.17	E.W.	Removed debris from all common areas
9/8/23	5	T.C.	Worked on pickleball project working on lines
9/8/23	6	J.K.	Worked on pickleball project clean up and line pulling
9/8/23	6	B.G.	Worked on pickleball project
9/8/23	6	C.W.	Worked on pickleball project
9/8/23	4.01	E.W.	Removed debris from all common areas
9/11/23	4	T.C.	Changed GFI at vending machine, changed out lights in clubroom
9/11/23	5	B.G.	Replaced bulbs, replaced two GFI
9/11/23	4	J.K.	Changed lights, assisted with vending machine GFI, cleaned up all movie night
9/11/23	4	C.W.	Put all movie night items away, changed lights, changed GFI
9/11/23	4	E.W.	Removed debris from all common areas
9/12/23	7	T.C.	Set forms and poured concrete for nature walk barriers and trash receptacles, put in post and sign at nature walk, unloaded chairs from delivery truck to trailer, unloaded clubroom chairs
9/12/23	8	B.G.	Unloaded chairs from delivery trucks, pouring cement on nature trail
9/12/23	7.13	J.K.	Set forms and poured concrete for nature walk, put in post and signs on nature walk, unloaded chairs to trailer
9/12/23	7.15	C.W.	Set concrete for trash receptacles, unloaded chairs from truck
9/12/23	4.06	E.W.	Removed debris from all common areas
9/13/23	3	B.G.	Changed light bulbs
9/13/23	4	E.W.	Removed debris from all common areas
9/14/23	1	B.G.	Installing sign post at nature trail
9/14/23	3.95	E.W.	Removed debris from all common areas
9/15/23	4	B.G.	Worked on pickleball project, unloaded patio furniture, unload chairs for conference room
9/15/23	3	C.W.	Worked on signs on nature trail
9/15/23	3.32	E.W.	Removed debris from all common areas
9/18/23	2	B.G.	Changed burnt out light bulbs
9/18/23	3.05	E.W.	Removed debris from all common areas
9/19/23	2	T.C.	Filled holes with concrete
9/19/23	2	B.G.	Cover holes at pool where old fence use to be with cement
9/19/23	1	C.W.	Installed trash receptacles
9/19/23	4.17	E.W.	Removed debris from all common areas
9/20/23	1	T.C.	Reprime entrance fountain
9/20/23	2	B.G.	Reset Oakley sign water fountain
9/20/23	4	C.W.	Installed trash receptacle on trail and touched up receptacles
9/20/23	4.01	E.W.	Removed debris from all common areas
9/21/23	2	T.C.	Repaired fieldhouse toilet
9/21/23	8	B.G.	Removed concrete from holes cover holes with dirt
9/21/23	4.55	J.K.	Moved all concrete out of playground, put down dirt piles in playground
9/21/23	4	C.W.	Filled playground holes and moved rocks
9/21/23	4.01	E.W.	Removed debris from all common areas

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
9/22/23	4	E.W.	Removed debris from all common areas
9/25/23	4.04	E.W.	Removed debris from all common areas
9/26/23	4	E.W.	Removed debris from all common areas
9/27/23	4.07	E.W.	Removed debris from all common areas
9/28/23	3	E.W.	Removed debris from all common areas
9/29/23	3	J.K.	Cleaned out fountain, moved dirt pile to bridge
9/29/23	0.5	C.W.	Cleaned out fountain
9/29/23	4	E.W.	Removed debris from all common areas

TOTAL	<u>370.07</u>
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MILES	<u>52</u>
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*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

MAINTENANCE BILLABLE PURCHASES

Period Ending 10/05/23

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DB DOUBLE BRANCH				
	9/6/23	11" BLK Cable Tie 500pk	51.04	T.C.
	9/6/23	BLK Nitrile Gloves 80pk	25.28	T.C.
	9/6/23	Dewalt Steel Tamper	31.61	T.C.
	9/6/23	Loctite Premium Adhesive 9oz	14.35	T.C.
	9/7/23	1/4 FLT Washer 50pc	7.82	T.C.
	9/7/23	1/4 Hex Nut 50pc	4.40	T.C.
	9/7/23	1/4x3-1/2 Carr Bolt 25pc	8.30	T.C.
	9/7/23	1/4 Lock Washer 50pc	9.51	T.C.
	9/7/23	15AMP Tamper GFCI 2pk	34.25	T.C.
	9/7/23	Dual Check Outlet Tester	5.36	T.C.
	9/7/23	2x4-12' PT Lumber (8)	68.82	T.C.
	9/10/23	2x4 10' (7)	52.97	J.S.
	9/10/23	1/4" Carriage Bolt 100pk	22.48	J.S.
	9/10/23	Exterior Stain	21.26	J.S.
	9/12/23	FL Lightbulbs 28W 46" Neutral (4)	68.08	T.C.
	9/12/23	Premium Deckover	122.48	T.C.
	9/12/23	Paint Thinner	4.88	T.C.
	9/12/23	Acetone	12.63	T.C.
	9/14/23	48" LED Warp Fixture (2)	80.43	J.S.
	9/14/23	Circuit Breaker Tester	28.74	J.S.
	9/14/23	Locknut Wrench	10.34	J.S.
	9/14/23	1/2"x6' Whipkit	20.45	J.S.
	9/18/23	Trufuel 50:1	13.79	T.C.
	9/18/23	3/16" Quick Link SS (2)	16.05	T.C.
	9/18/23	Eye Bolt/Nut 5/16x4 Set (2)	2.25	T.C.
	9/18/23	60W DL 8pk NIDM	9.18	T.C.
	9/18/23	60W SW 8pk NIDM	11.49	T.C.
	9/21/23	90W BW DIM	45.94	T.C.
	9/21/23	Pennzoil Platinum 5W20	4.59	T.C.
	9/21/23	Pennzoil Platinum 5W30	4.59	T.C.
	9/21/23	1000W Stem Mount Photo Control	22.99	T.C.
	9/23/23	Deck Broom Head	24.12	J.S.
	9/23/23	Broom Handle	11.47	J.S.
	9/29/23	80 lb Sakrete (16)	109.30	J.S.
	9/29/23	Scotch 1" Tape (6)	24.01	J.S.
	9/29/23	Striping Paint (6pk)	50.00	J.S.
	9/29/23	Sakrete Concrete Mix 80# (15)	102.47	T.C.
	9/29/23	Gas for Equipment	75.00	T.C.
	10/3/23	2x6-8' Prime PT Lumber (4)	32.57	T.C.
	10/3/23	2x10x8 PT Lumber (4)	52.81	T.C.
	10/3/23	Compact Tape Measure	11.49	T.C.
	10/3/23	3/8x3-1/2 Lag Screws 5pc (4)	72.31	T.C.
	10/3/23	3/8 Flat Washer 25pc	8.30	T.C.
	10/3/23	1/2x6-1/2 Carriage Bolt 15pc	53.88	T.C.
	10/4/23	Scotch Blue Tape 1"	41.24	J.S.
	10/5/23	White Foam Mini Roller	6.87	J.S.
	10/5/23	Mini Roller	3.44	J.S.
	10/5/23	Mini Roller Tray	4.35	J.S.
	10/5/23	White Striping Paint	11.48	J.S.
	10/5/23	Diablo 3/18" 120G Sanding Belt	4.59	T.C.
	10/5/23	Diablo 3/18" 50G Sanding Belt	4.59	T.C.
	10/5/23	Diablo 3/18" 80G Sanding Belt	4.59	T.C.

TOTAL \$1,545.18

FOURTH ORDER OF BUSINESS

RESOLUTION 2024-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT ADOPTING RULES RELATING TO PARKING ENFORCEMENT; RATIFYING THE ACTIONS OF THE DISTRICT MANAGER TO PROVIDE NOTICE THEREOF; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Double Branch Community Development District (“**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated in Clay County, Florida;

WHEREAS, the District owns and maintains certain common areas that are located within the boundaries of the District (“**District Property**”);

WHEREAS, unauthorized vehicles or vessels on District Property restrict the District’s vendors from performing their responsibilities and may pose a danger or cause a hazard to the health, safety, and welfare of District, its residents, its infrastructure, and the general public;

WHEREAS, the Board of Supervisors of the District (“**Board**”) is authorized by Sections 190.011(15) and 190.012(3), Florida Statutes, to establish a parking enforcement rule for District Property and to have vehicles or vessels towed from District Property, provided that the District follows the authorization and notice and procedural requirements in Section 715.07, Florida Statutes; and

WHEREAS, the District desires to adopt a *Parking Enforcement Rule* (“**Rule**”) in accordance with the provisions of Section 715.07, Florida Statutes; authorize the engagement of a towing operator to tow unauthorized vehicles or vessels; and provide for the operation and enforcement of the Rule as set forth herein;

WHEREAS, the Board scheduled the date of the public hearing for November 13, 2023, at 4:00 p.m., at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065 and the District Manager has caused the notice of the public hearing, with the date to be published in a newspaper of general circulation in Clay County, Florida, consistent with the requirements of the Act; and

WHEREAS, the Board finds that it is in the best interests of the District to adopt by resolution the Rule for immediate use and application.

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

SECTION 1. The District Manager’s actions in setting the public hearing are hereby ratified.

SECTION 2. The District hereby adopts the Rule, attached hereto as **Exhibit A**.

SECTION 3. If any provision of this Resolution or the Rule is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 4. This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 13th day of November 2023.

ATTEST:

**DOUBLE BRANCH COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: Parking Enforcement Rule

Exhibit A

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT *PARKING ENFORCEMENT RULE*

In accordance with Chapters 190 and 120, Florida Statutes, on November 13, 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: November 13, 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



County Attorney's Office
Board of County Commissioners
Post Office Box 1366
477 Houston Street, 2nd Fl.
Green Cove Springs, FL
32043-1366

Phone (904) 269-6377
(904) 284-6377
Fax (904) 269-6346
(904) 284-6346

County Attorney
Courtney K. Grimm
Courtney.Grimm@claycountygov.com

Assistant County Attorney
Kelli E. Lueckert
Kelli.Lueckert@claycountygov.com

Assistant County Attorney
T. James Hovda III
Theodore.Hovda@claycountygov.com

Commissioners
Mike Cella
District 1
Alexandra Compere
District 2
Jim Renninger
District 3
Betsy Condon
District 4
Kristen Burke, DC
District 5

www.claycountygov.com

October 11, 2023

Via Email (michael.eckert@kutakrock.com) and U.S. Mail

Double Branch Community Development District
c/o Michael Eckert
Kutak Rock LLP
107 West College Avenue
Tallahassee, FL 32301

Re: Formal Request for Transfer of Ownership of Parcel ID:
05-04-25-007868-021-26

Dear Mr. Eckert:

As we have previously discussed, the Clay County Board of County Commissioners (the Board) owns a small .47-acre parcel (Parcel Id. No. 05-04-25-007868-021-29) within the Double Branch Community Development District (the District) that was designated for library purposes. Unfortunately, the .47-acre parcel is of inadequate size to support a library. However, adjacent to the County's parcel, is a .568-acre parcel (Parcel Id. No. 05-04-25-007868-021-26) that is owned by the District. The Board is hopeful that if the two parcels could be combined, a County community building, specifically including a library, could be designed and constructed in the future.

Per direction of the Board, the purpose of this letter is to respectfully request that the District transfer ownership of the .568-parcel to the County for the purpose of designing and constructing, in the future, a County community building, to include a library.

Thank you in advance for consideration of this request. If further information is needed, please let us know.

Sincerely,

A handwritten signature in blue ink that reads "Courtney K. Grimm".

Courtney K. Grimm

CKG/dpr

SIXTH ORDER OF BUSINESS



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

951 Yamato Road • Suite 280
Boca Raton, Florida 33431
(561) 994-9299 • (800) 299-4728
Fax (561) 994-5823
www.graucpa.com

October 16, 2023

Board of Supervisors
Double Branch Community Development District
475 West Town Place, Suite 114
St. Augustine, FL 32092

We are pleased to confirm our understanding of the services we are to provide Double Branch Community Development District, Clay County, Florida ("the District") for the fiscal year ended September 30, 2023. We will audit the financial statements of the governmental activities and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of Double Branch Community Development District as of and for the fiscal year ended September 30, 2023. In addition, we will examine the District's compliance with the requirements of Section 218.415 Florida Statutes. This letter serves to renew our agreement and establish the terms and fee for the 2023 audit.

Accounting principles generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary comparison schedule

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that information:

- 1) Compliance with FL Statute 218.39 (3) (c)

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the District's financial statements. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the financial statements is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Examination Objective

The objective of our examination is the expression of an opinion as to whether the District is in compliance with Florida Statute 218.415 in accordance with Rule 10.556(10) of the Auditor General of the State of Florida. Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and will include tests of your records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our examination of the District's compliance. The report will include a statement that the report is intended solely for the information and use of management, those charged with governance, and the Florida Auditor General, and is not intended to be and should not be used by anyone other than these specified parties. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the District's compliance is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the examination or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

Management Responsibilities

Management is responsible for the financial statements and all accompanying information as well as all representations contained therein. Further, management is responsible for compliance with Florida Statute 218.415 and will provide us with the information required for the examination. The accuracy and completeness of such information is also management's responsibility. As part of the audit, we will assist with preparation of your financial statements and related notes in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. In addition, you will be required to make certain representations regarding compliance with Florida Statute 218.415 in the management representation letter. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. As part of our engagement, we may propose standard adjusting, or correcting journal entries to your financial statements. You are responsible for reviewing the entries and understanding the nature of the proposed entries and the impact they have on the financial statements.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Grau & Associates and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Grau & Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. Notwithstanding the foregoing, the parties acknowledge that various documents reviewed or produced during the conduct of the audit may be public records under Florida law. The District agrees to notify Grau & Associates of any public record request it receives that involves audit documentation.

Furthermore, Grau & Associates agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, Florida Statutes. Auditor acknowledges that the designated public records custodian for the District is the District Manager ("Public Records Custodian"). Among other requirements and to the extent applicable by law, Grau & Associates shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following the contract term if Auditor does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the contract, transfer to the District, at no cost, all public records in Grau & Associate's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by Grau & Associates, Grau & Associates shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats.

IF GRAU & ASSOCIATES HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE PUBLIC RECORDS CUSTODIAN AT: GMS-NF LLC - 475 WEST TOWN PLACE, SUITE 114, ST. AUGUSTINE, FL 32092 - TELEPHONE: 904-940-5850

Our fee for these services will not exceed \$5,300 for the September 30, 2023 audit, respectively, unless there is a change in activity by the District which results in additional audit work or if Bonds are issued. This agreement is automatically renewed each year thereafter subject to the mutual agreement by both parties to all terms and fees. The fee for each annual renewal will be agreed upon separately.

We will complete the audit within prescribed statutory deadlines, which requires the District to submit its annual audit to the Auditor General no later than nine (9) months after the end of the audited fiscal year, with the understanding that your employees will provide information needed to perform the audit on a timely basis.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Invoices will be submitted in sufficient detail to demonstrate compliance with the terms of this agreement. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate.

The District may terminate this agreement, with or without consent, upon thirty (30) days written notice of termination to Grau & Associates. Upon any termination of this agreement, Grau & Associates shall be entitled to payment of all work and/or services rendered up until the date of the notice of termination subject to any offsets the District may have against Grau & Associates.

We will provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2023 peer review report accompanies this letter.

We appreciate the opportunity to be of service to Double Branch Community Development District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Grau & Associates



Antonio J. Grau

RESPONSE:

This letter correctly sets forth the understanding of Double Branch Community Development District.

By: Maverick G. Mauldin

Title: Secretary

Date: OCT 16, 2023



Florida Institute of Certified Public Accountants

FICPA Peer Review Program
Administered in Florida
by The Florida Institute of CPAs



Peer Review
Program

AICPA Peer Review Program
Administered in Florida
by the Florida Institute of CPAs

March 17, 2023

**Antonio Grau
Grau & Associates
951 Yamato Rd Ste 280
Boca Raton, FL 33431-1809**

Dear Antonio Grau:

It is my pleasure to notify you that on March 16, 2023, the Florida Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is December 31, 2025. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

FICPA Peer Review Committee

Peer Review Team
FICPA Peer Review Committee

850.224.2727, x5957

cc: Daniel Hevia, Racquel McIntosh

Firm Number: 900004390114

Review Number: 594791

SEVENTH ORDER OF BUSINESS

B.

FORM OF REQUISITION

REQUISITION NO: 13

**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
(CLAY COUNTY, FLORIDA)
SPECIAL ASSESSMENT BONDS, SERIES 2013A**

The undersigned, a Responsible Officer of Double Branch Community Development District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture dated as of September 1, 2002, as amended and supplemented by the Sixth Supplemental Trust Indenture, dated as of March 1, 2103, (collectively, the "Indenture"), and each from the District to US Bank, National Association, as trustee (the "Trustee") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (A) Requisition Number: **13**
- (B) Name of Payee: **Double Branch CDD**
- (C) Address: **c/o GMS, LLC
475 West Town Place, Suite 114
St. Augustine, FL 32092**
- (D) Amount Payable: **\$ 19,389.42**
- (E) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): **Repayment Capital Account for payment to Welch Tennis Courts, Inc.**

The undersigned hereby certifies that:

1. X obligations in the stated amount set forth above have been incurred by the District,

or

 this requisition is for Costs of Issuance that have not previously been paid;

2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund;

3. each disbursement set forth above was incurred in connection with the acquisition and construction of the Series 2013A Project;
4. each disbursement represents a Cost of the Series 2013A Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

Attached hereto are originals of the invoice(s) from the vendor of the property acquired or services rendered with respect to which disbursement is hereby requested.

DOUBLE BRANCH COMMUNITY
DEVELOPMENT DISTRICT

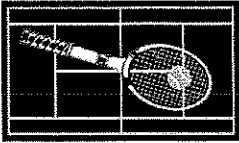
By: 
Responsible Officer

CONSULTING ENGINEER'S APPROVAL FOR
NON-COST OF ISSUANCE REQUESTS ONLY

With respect to requisitions which are for disbursement for other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Series 2013A Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Series 2013A Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.


England-Thims & Miller, Inc.
District Engineer

October 5, 2023



Estimate

Welch Tennis Courts, Inc.
 P.O. Box 7770
 Sun City, FL 33586
 Phone: 813-641-7787
 Fax: 813-641-7795

Date	Estimate #
3/1/2023	35979

Bill To
Jay Soriano OakLeaf Plantation 370 Oak Leaf Village Pkwy Orange Park FL 32065

Ship To
Tennis (Jay or Andy) OakLeaf Plantation 845 Oak Leaf Plantation Pkwy Orange Park FL 32065

Sales Rep	Ship Via	Expires
Shannon Wilder		3/1/2023

Notes

Quantity	Units	Description	Options	Rate	Amount
43	ea	Sand 84 (50# bag)		14.65	629.95
124	ea	Sand 80-100F (50# bag)		12.25	1,519.00
5	ea	Turf II (55 gallon drum)		987.99	4,939.95
3	ea	Base I (55 gallon drum)		908.99	2,726.97
4	ea	Base II (55 gallon drum)		987.99	3,951.96
3	ea	Acrylic Resurfacer (55 gallon drum)		861.85	2,585.55
4	ea	Court Patch Binder (5 gallon bucket)		163.99	655.96
8	ea	Dark Green (55 gallon drum)		1,154.99	9,239.92
6	ea	Light Blue (55 gallon drum)		1,169.99	7,019.94
7	ea	Textured White Line Paint (1 gallon squeeze bottle)		51.49	360.43
7	ea	Line Rite (1 gallon squeeze bottle)		32.99	230.93
1	ea	Straightliner		535.49	535.49
1		Delivery with lift gate.		1,458.60	1,458.60

Thank you for your business.	Total	\$35,854.65
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Please note that prices quoted at the time of order are subject to change without notice.

D.

Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285; manager@oakleafresidents.com

Memorandum

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

Community:

Special Events

- Report – October Movie on the Green, Pumpkin Plunge
- Upcoming – November Movie on the Green, Turkey Shoot, Fall community yard sale
- December events : Cocoa with Clause

Aquatics

- Pools closed or off-season , lap pool is swim at own risk for adults only
- Heaters at MV go through testing in November – turned on and put in use after Thanksgiving (weather dependent)

Amenity Usage

- Total Facilities Usage – 5917*
- Average daily usage – 191*

Card counts:

DB Owners	29
DB Renters	28
DB Replacements	11
DB Updated	8

Total cards printed: 128 (both districts)

Rentals

- 9 of 31 days rented in October ,4 of 4.5 weekends rented
- 8 Clubroom rentals, 1 patio rentals
- 13 tours (approx.32 hours)/ 55 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 on work at Pickleball ct.

MAINTENANCE

- Complete Agreement for pool work with adjustments, coordinate start of repairs
- Replace damaged/ broken swings at Cannons point playground
- Work completed on Parking resolution, meet with ASAP Towing for coordination
- Replace GFI outlet at Poolside Veranda
- Sidewalk repairs completed at Worthington Oaks
- Coordination of sidewalk grinding for slabs near trees at Worthington oaks park
- Finalize warranty work on new club room furniture – awaiting vinyl replacement
- Re-prime waterfall and entry
- Clean and clear fountain at Amenity Center
- Remove damaged (vandalism) trash can at multi-use fields
- Coordinate replacement of burned trash can
- Removed slide pool filter motor
- Preventative maintenance perform on golf carts (oil change, inspect air and fuel filters)
- Picked up replacement motor and coordinated install of motor/sleeve/seal on slide pool
- repair of vacuum motor for sprayground, install of protective cover
- Fill dirt placed at rear multi-use sidewalk – tree removal area near cul-de-sacs
- Touch-up painting on decorative street poles in neighborhood (ongoing)
- Preventative maintenance completed on equipment at Fitness Center
- 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 10/11 Nature’s Hammock, Fall Creek, The Oaks, Cannon’s Point, Pebble Creek, Silver Leaf, Oakbrook, and The Cottages completed 10/27.

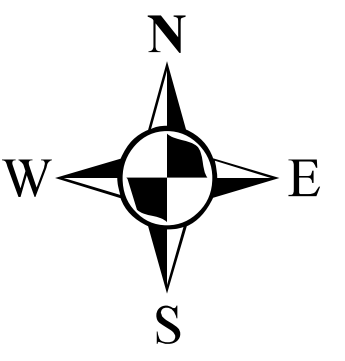
Landscaping

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

For questions, comments, or clarification, please contact:

Jay Soriano, Oakleaf Operations Manager 904-342-1441

jsoriano@qmsnf.com



1 inch = 375 feet

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

GENERATED BY THE GIS DEPARTMENT 05/29/2013
This graphic representation of ownership does not constitute a
information available for use in the Property Appraisers Office. This
office does not assume responsibility for errors or omissions.

Double Branch CDD 2013 Clay County, Florida



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