## DOUBLE BRANCH Community Development District

*JANUARY 8, 2024* 



## Double Branch Community Development District

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

January 1, 2024

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, January 8, 2024 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 November 13, 2023 Board of Supervisors Meeting
  - B. Financial Statements
  - C. Assessment Receipts Schedule
  - D. Check Register
- IV. Consideration of Evaluation Criteria and Authorization to Issue an RFQ for Engineering Services
- V. Consideration of Resolution 2024-02, Declaring the Series 2013 Project Complete
- VI. Staff Reports
  - A. District Counsel
  - B. District Engineer
  - C. District Manager

- D. Operations Manager Memorandum
- VII. Audience Comments (limited to three minutes) / Supervisors' Requests
- VIII. Next Scheduled Meeting February 12, 2024 at 6:00 p.m. the Plantation Oaks Amenity Center
  - IX. 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



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, **November 13, 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

Tom HortonAssistant SecretaryScott ThomasAssistant Secretary

Also present were:

Marilee GilesDistrict ManagerMike EckertDistrict Counsel

Jay Soriano Field Operations Manager

Chalon Suchsland VerdeGo

#### FIRST ORDER OF BUSINESS Roll Call

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

#### SECOND ORDER OF BUSINESS Audience Comments

There being no audience members present, the next item followed.

#### THIRD ORDER OF BUSINESS Approval of the Consent Agenda

- A. Minutes of the October 9, 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 October 9th meeting.
- Mr. Horton stated on page 75 it said something about items pertaining to club room furniture purchases. Is that part of the purchase?
- Mr. Soriano responded yes, it's only part of it. That was quite a few thousand for the leather chairs and the couches.

Mr. Horton asked it was just a partial payment?

Mr. Soriano responded yes because the two wingback chairs came from one vendor and we had to reorder them to come from Ashley because those didn't work well, so there were two different companies providing bills.

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

Ms. Giles stated next are your financial statements as of September 30<sup>th</sup>, followed by the assessment receipts schedule showing the District is 100% collected for the last fiscal year, and then last is the check register for \$145,023.27.

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

#### FOURTH ORDER OF BUSINESS

Public Hearing for the Purpose of Adopting Rules Related to Parking Enforcement; Resolution 2024-01

Mr. Eckert stated this is related to the area around the Village Center that we've talked about from time to time, and a map of that is included as Exhibit A-1, as well as some amenity center areas, providing that there is no parking permitted there between dusk to dawn and that multi-space parking, which is parking in multiple spaces, is prohibited 24 hours a day, 365 days a year. It has not changed since the last version the Board has seen.

Mr. Thomas asked do we pay a tow company to come and spot check every now and then?

Mr. Soriano responded we don't pay, but we do have a contract and I did update that with ASAP, so they went out there and added new signs this last month at the Village Center. Ours at the other amenity center is a little faded so I'm going to get them to do that, but they have to have their signage posted so long before they start towing. We don't pay them though. We don't get anything out of the contract other than the fact that they help us to keep the area clean and clear.

Mr. Thomas stated I didn't know if they had a schedule like a couple of times a week.

Mr. Soriano stated they do have the ability to come out whenever they'd like. They

follow those rules that we've set in place, but they generally don't come out unless we tell them it has been problematic lately and they will also come out for a direct request, so we've had that at the soccer fields before and amenity center parking lot due to games. There's no schedule or anything like that.

On MOTION by Mr. Thomas seconded by Chairperson Nelsen with all in favor the public hearing was opened.

There being no members of the public present, a motion to close the public hearing followed.

On MOTION by Chairperson Nelsen seconded by Mr. Horton with all in favor the public hearing was closed.

On MOTION by Mr. Thomas seconded by Chairperson Nelsen with all in favor Resolution 2024-01, adopting rules relating to parking enforcement was approved.

Mr. Horton asked have you given a copy of this to the HOA over there?

Mr. Soriano responded I have not. They can get a copy of it after this. They did already start sending out emails just based on the information they got from the last couple of meetings. Marilee and I have already gotten some angry feedback here and there from the residents that believe they should be allowed to park in the front. But, if you've noticed, nobody has really removed any vehicles from over there. They have done their part of sending out emails.

Mr. Horton stated I just want to make sure the people over there have a copy of this so they're aware of it.

Mr. Soriano stated if you guys want, I can send it to them. This will get posted to our website too.

Ms. Giles asked do you have a way to do an e-blast?

Mr. Soriano responded yes, we can do that and attach it as a link to our website. Even though they've received a lot of notification, nobody has really moved anything so if we start this tomorrow there are going to be a lot of angry people.

#### FIFTH ORDER OF BUSINESS

Consideration of Request from Clay County for Transfer of Ownership of Parcel No. 04-25-007868-021-29

Mr. Eckert stated the middle section that is the grassy area, we own about half of it and the county owns about half of it. History is we went to the county and asked if they will give us its half so we can do something with it and the county came back and said they have a commissioner who would like to develop a library site there with some community meeting space and asked if we would be willing to deed our part to the county. I think we both agree that somebody needs to consolidate it for it to be useful. We have been maintaining it even though the county owns half of it. The last conversation we had with the county staff, attorney and commissioner was they would like the CDD to deed its part of the grassy area to the county for use of a library and some other community meeting room space or something like that. They didn't know at that point. The CDD would keep the parking areas and roadways areas around there, just like we do now we would maintain the landscaping and lighting and the roadways. It was unclear whether they wanted us to do landscape maintenance and lighting on the grassy area that we would be deeding to them, but I would just say we're not going to do that. We don't want to get involved in their building maintenance and that kind of stuff. Today I'm really looking for a board consensus because we don't have a document to vote on, but we said we would bring it to the board and find out if that sort of an arrangement would be acceptable to the district. I know the board previously said before you give it up that it's actually going to be used for a library and there are a couple of ways you can do that. One is you can have an agreement to convey it to them in the future once they prove to us that they are going to be able to do a library, the other is to put something in a deed with a reversionary interest that if they don't build a library by a certain date, then it would automatically revert back to the title to the district understanding that at any point in time the county could exercise eminent domain and take it from us anyway. I'm just looking for a general consensus on whether you're okay with that proposal, and if so, we will start to put documents together with the county.

Mr. Horton stated I think it's a good idea. To have a library here is a fantastic idea, but I'd like for the county to somehow pony up and say we're going to do this and give them a specific timeframe like within the next two years or something like that, and if they don't, then it reverts back to us.

Mr. Eckert stated I agree, and I thought it was a very productive call in terms of

everybody trying to go in a positive direction and I told them that was a concern from the beginning. I said the Board will probably be okay working something out as long as you're not turning it into a recycling station and stuff like that, so I don't think getting some assurances, whether it's a timeframe or reversionary clause will be a concern. Or, we can just say, yeah we're willing to do it, but come back to us when you have the funding and it's in your capital improvement plan for the next year and then we can give it to you.

Mr. Thomas stated I would like that.

Chairperson Nelsen stated I would like that as well because I don't want to see them pop a portable over there and call that a library.

Mr. Horton stated when you say you talked to the board, you talked to one board member, right?

Mr. Eckert responded yes, I was talking to a county commissioner, the administrator, and the county attorney.

Mr. Soriano stated Alexandra Compere was on the phone, County Manager Wanamaker, Courtney Grimm and Wanamaker's assistant.

Mr. Horton stated I just wonder how the rest of the board feels. Are they aware of it?

Mr. Eckert responded yes, I think they're aware of it, but I don't think they've voted on it yet. We asked the question if this is real and the feedback we got was yes, they want to do something in that area of the county.

Commissioner Alexandra Compere joined the meeting at this time.

Mr. Eckert stated I was just explaining to the board our last telephone call about having a library site over there and maybe some community meeting room space. I told them that nobody is exactly sure what the final thing would look like, but certainly this board has told us from the beginning that if they're going to give up their property, they want to make sure a library is going in there. I think that's the same interest you have. In talking about them with the maintenance issues that we've talked about before with the parking staying with the CDD and the streetlighting in the parking lots staying with the CDD, so the CDD would enforce the parking just like we just adopted parking rules for Village Center. The third thing was that we would deal with the parking lot landscaping, but not on the land that would be owned by the county. I didn't know if you have anything to add.

Commissioner Alexandra Compere stated I think you captured all of the major points.

Mr. Horton asked is the rest of the board aware of this and have some feeling of what they'd like to do with the land? Do they really want to put a library there or is it just you?

Commissioner Alexandra Compere responded the rest of the board does know. I came into the commission with three major objectives for my term and the library was definitely one of them. All four of the other commissioners are aware of that goal. You have support from the State delegation as well. I've spoken to Senator Bradley and Representative Garrison as to our plans for that specific location to be developed into a library. The reason there is some conversation about it being a library plus is because Oakleaf is limited in those resources of a space to congregate. I remember specifically when I was running last year we struggled to find a place to meet here and most of my district is Oakleaf, so the primary purpose is definitely going to be that library resource, but I've spoken to Supervisor of Elections Chris Chambless and he's hoping to have another space out this way for election purposes as well, so there is going to be this hybrid government building. I believe St. Johns County has already implemented something that looks like this, so it's on my calendar to go out there and visit it with some of our county staff here soon.

Mr. Horton stated sounds like it's moving along pretty good then.

Commissioner Alexandra Compere stated yes, I think the big push is the Oakleaf community has been asking for this for over 20 years.

Mr. Thomas stated it would be beneficial because when you go across the county line, they do not allow Clay County residents at the Duval County library, so where is the closest library? Kingsley, correct?

Commissioner Alexandra Compere responded Kingsley or Middleburg. It's a trek either way. I tried to get a library card from the library just across the lines and to your point, I would be charged in order to get a card and I don't think that's right.

Mr. Horton stated I'm retired military, so I can get access to one, but the fee before was \$100 I think for non-military to join and it has since gone up to \$175 per year and I understand that it's only retired military, not the spouses that get access to it. I think it would be a good deal.

Mr. Eckert stated I think what we're looking for today is a general consensus from the board on whether you want us to start working with the county to try to put together documentation that is along the lines of what I presented to this board, and of course the final documents would have to come back before this board and the county for approval on this issue.

Mr. Horton stated I think everybody is on board with that.

Mr. Thomas stated absolutely.

#### SIXTH ORDER OF BUSINESS

Ratification of Engagement Letter from Grau & Associates for the Fiscal Year 2023 Audit

There being no questions or comments, a motion to ratify the engagement letter followed.

On MOTION by Mr. Thomas seconded by Mr. Horton with all in favor the engagement letter from Grau & Associates for the Fiscal Year 2023 audit was ratified.

#### SEVENTH ORDER OF BUSINESS

#### **Staff Reports**

#### A. District Counsel

Mr. Eckert stated I am looking at an issue related to impact fees that I may come back to the Board for. We are seeing a little bit of movement in the sale of impact fee credits. That was something we mentioned maybe about a year ago when the law changed, so we will look at that and come back to the Board with whether or not there is any way you all can monetize those.

Mr. Horton stated I'm not sure what we're talking about here.

Mr. Eckert stated basically, when the District built a lot of roads, parks and things like that, the District received impact fee credits.

Mr. Horton asked it's something that we're supposed to have but we don't, right?

Mr. Eckert responded we have it, but the District overbuilt a lot of the amenities and roads above and beyond, so we have credits that are just sitting on the shelf and because there was a change in the Statute where there has now become a market for purchasing those impact fee credits from CDDs. We're starting to see that actually happen now.

Chairperson Nelsen asked we can sell them outside of our District, right?

Mr. Eckert responded the law was amended so you could go outside of your area a little bit, but it's not unlimited.

#### B. District Engineer – Ratification of Requisition No. 13

Ms. Giles stated this pay requisition is for payment to the District for \$19,389.42 towards the tennis reconstruction project that we had, so this depletes the 2013 construction fund balance.

On MOTION by Chairperson Nelsen seconded by Mr. Thomas with all in favor requisition number 13 was ratified.

#### C. District Manager

Ms. Giles stated I sent out an email earlier this afternoon regarding the resignation of ETM. If you didn't receive it, I put a copy in front of you. It's effective 30 days from the next meeting. It will be a two step-process. The first is to accept their resignation and the second phase will be approving evaluation criteria and issuing a request for qualifications.

Mr. Eckert stated just a couple items. One, I've worked with ETM for a long time, and even though it's a 30-day notice, I'm sure if we have questions in the future or in the time it takes to get a new engineer, they will be available to be able to help the district. I'm not concerned about us having a lapse by virtue of that notice. The second thing is the process. We follow an act called the CCNA where we have to advertise for qualifications of engineers, we then rank the engineers based on their qualifications and then once you do that ranking, the Board would authorize us to negotiate with the number one ranked firm in terms of price, so that is the first time that price comes into play and if we can't reach terms on price, then we go to number two and then number three. Today you're not going to be able to start that process because you need to be able to approve the evaluation criteria, the points and the scoring before we advertise for it and there just wasn't enough time from when we got that notice. All you'd be doing today is accepting the resignation of England Thims & Miller as your district engineer and then we would bring to your December meeting the evaluation criteria and the authorization to go out and do an RFQ.

On MOTION by Chairperson Nelsen seconded by Mr. Horton with all in favor the resignation from England Thims & Miller as district engineer was accepted.

#### D. Operations Manager – Memorandum

Mr. Soriano stated we have just had a lot of events, a movie on the green and our pumpkin plunge. I started this report before it was done, but you've already had your community yard sale. We will be having a movie on the green this Friday and then we get into our virtual Turkey Shoot. This is a favorite from the last couple of years, so we will be sending out pictures from the virtual run after Thanksgiving. It lasts the whole week that the kids are out. We will

have Cocoa with Claus, but this year will be a little different. We have our own in-house staff working on this. It's going to be Cocoa with Andy Claus, so it's going to be run by the tennis program this year and it should be lots of fun. That's held here in this room. Our pools have moved to the off-season schedule. Your lap pool is open for adults as far as swimming during the daytime if they want to brave the cold water. If not, they can come over here where we just turned our heaters on at this pool. We're testing this month and then usually by Thanksgiving break they are running all the time at 77 degrees. They do shut off in January and February, so we send out emails of when they're on and how we use the covers and then when it gets too cold, we just don't have them open anymore. I have a couple of updates for you and the first one is your slide pool. I will be sending out a pictorial report for this. It's amazing to watch these guys work on it. There was a lot of work involved. That pipe was broken under the mouth of the slide. They did cut out a good amount of material and as we got down, we noticed there was a big abscess, which right away told me there was a lot of water in that area and it was causing everything to sink out underneath the pool shelf. They cut out a big 12-inch pipe and one of the major things I'll point out in the pictures is the major reason for it starting to crack is the oldstyle T that was on your slide pipe was actually an older fitting. It is a two-piece T where they glue part of the T into the other side. They don't do this anymore. This is the second time we've seen a fitting fail, so that's what concerns me. We've talked about that for the future. These pools are getting to be 20 years old, and we've had two fittings fail, this one just happened to be under the concrete, causing us to have to shut it down and cut a chunk of it out. They are pretty far along. Once they get the sump boxes in, everything is going to be put back together, concrete shot in and marcite. I'm hoping in the next couple of weeks we will start to see that happen and then we will be able to fill the pool up. I did take advantage and we did a lot of stain cleaning and removal of dirt and algae that were building up because we had this leak, so when we open that pool back up it's going to look nice and bright. Our second big project that is done is our pickleball courts. We have six courts. They had a grand opening this past Friday where they had a tournament, and it was loaded. Saturday, they had even more people. The playing surface is great and looks good. Everybody is extremely happy. We will have a lot of work to do there though because we still have fencing repairs. We have some barricades that I ordered that will go up and some new wind screens. I did let them know that was secondary. That was not part of the

surfacing project. It's something that is needed to make it look good. We will have one of the largest facilities for pickleball in the area because there are 10 courts altogether.

Mr. Horton asked how long is it going to take to fix the fencing?

Mr. Soriano responded the old style just had a tension wire and that's where the fence starts to curl up. We're actually going to attach a bottom bar like you see across the top and then it gets metal zip ties, so as soon as I get the bars in, we will start doing that.

Mr. Horton asked our people are going to do that?

Mr. Soriano responded yes, just waiting on delivery of pipe. We also have four barrels of each paint, so blue and green. I set that order up to save money because it got us more supply at a lower cost, but it's also going to allow me to touch up the other court surfaces. That will be next. They're not as worried about that because they have six brand new courts ready to go, so they're happy. We will do that when we get time on those shared courts. We will use up all that material once we're done in that area and the fitness center will look a lot different.

Mr. Thomas asked Chalon, do you have anything for landscaping?

Ms. Suchsland responded no.

#### **EIGHTH ORDER OF BUSINESS**

**Audience Comments / Supervisors' Requests** 

There were no audience comments.

#### **Supervisor Requests**

Mr. Horton asked have you heard anything from security?

Mr. Soriano responded no, but we have had a couple of complaints the last couple of weeks. Mostly due to the fact that they are doing their job and asking for IDs. I've had to deal with some angry parents, even after I go through the fact that they are required to have their IDs when they're on property. It gets a lot of pushback, especially when I get the parents that say I've lived here for five years and we've never had a card. We don't go out and ID everybody. We try to be fair, but there is no way, especially when those soccer fields are busy and there are hundreds of people out there. Our security guard is not going to get to everybody, but they do have to do their job. If there are people that are problematic, or if there are people that other residents are complaining about, they're going to check to see if they live here and if they live here, they're going to remind people that they must have their ID, or they can be asked to leave.

When they get asked to leave, that's when it gets heated, and we have had a couple of those situations the last couple of weeks. I work with security to make sure customer service is there and nobody is being rude or firing back when these residents get ugly and angry. It's unfortunate they get beat up while doing their job, but it's happened a lot more. Outside of that, they are here doing that. They're not using the cart yet, but they've got some new guys that I'm hoping will get to using that cart.

Mr. Horton asked has the guy tried to catch any more ducks?

Mr. Soriano responded no, although right now they're better because of all the commotion at the pool. They will come back as soon as we put water in there. Everybody knows we're getting rid of these ducks so I'm just going to transfer it over to my maintenance guys to help handle some of our larger duck groups.

Mr. Horton stated I walked around the soccer field today and everything looks good. The tables have all been replaced.

Mr. Soriano stated we have swapped out a couple of trash cans. We had some vandalism last month with some trash cans catching fire. We've had extras so we moved them in and out and I'll work on slowly adding some more so we have some ready to go when we get that.

Mr. Horton asked have you contacted the soccer teams about paying their fees?

Mr. Soriano responded I did get with them. One of the problems is they said we haven't provided them an invoice. I do have numbers for a couple of years, but I would say the last three seasons they haven't reported the numbers, so I don't know what to put in my invoice to them if I don't know how many kids are in there. So, if I have to, I will hit them with a large one and they will pay us basically a \$16,000 to \$18,000 check for the last few seasons. They are supposed to provide me with numbers before the end of the season and then I create that invoice.

Mr. Horton stated I just don't understand why they don't just pay out at the end of the season. Walking around today I was looking at the sod. I don't play soccer, but it looked pretty good to me. There are some bare spots.

Mr. Thomas stated we're getting really close and remember each section costs about \$22,000 and we're going to quarter it. There are some holes that are coming up.

Mr. Soriano stated it still looks pretty good, but in comparison to when we first did each section of sprigging, you can see that line.

Mr. Thomas stated especially where the keeper boxes are, so we're definitely going to have to rotate those fields.

Mr. Soriano stated I got with Elite, and they asked me some questions this year because they also have a little change in their operation that is going on. Kate has always asked me to forgo that couple thousand dollars in the contract that they're supposed to do every season. We have always been lenient and if they don't want to do it, they can save the money and put that towards programming because we want them to be successful, but the problem is, they're going to have holes in front of the boxes and midfield where it's worse and that's not going to fall on us, because that's part of their contract to do. They've done it so many seasons and that's why we see more of a problem. Now when we go out and sod that, it's going to be a lot and they have talked to Chalon about it. They can't afford to do it all at once, so now that's also where we're looking at getting that sprigging this next season. We can't continue to take those years off. They are expected as part of that contract to do off-season sodding in those areas and they're going to have to go through that.

#### NINTH ORDER OF BUSINESS

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

Ms. Giles stated the next meeting was scheduled for December 11, 2023 at 4:00 p.m. in this same location.

TENTH	ORDER	OF BUSINESS

Adjournment

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

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Secretary/Assistant Secretary	Chairman/Vice Chairman



Community Development District

Unaudited Financial Reporting November 30, 2023



#### **Community Development District**

Combined Balance Sheet November 30, 2023

		110	CIIIDCI	50, 2025					
	General Fund	Recreation Fund	i	Debt Service Fund	Сс	ipital Reserve Fund	tal Project Fund	Gove	Totals rnmental Funds
	Tunu	Tunu		Tunu		Tunu	i una	dove	mmentai i anas
Assets:									
Cash:									
Operating Account	\$ 54,086	\$ 394,293	\$	-	\$	1,321,621	\$ -	\$	1,770,00
Due from Other	25	137		-		-	-		16
Due from Middle Village	-	5,094		-		-	-		5,09
nvestments:									
State Board of Administration (SBA)	13,339	95,467		-		124,238	-		233,04
Custody Account-General Fund Excess	22,023	231,770		-		76	-		253,87
Series 2013 A-1									
Reserve	-	-		868,806		-	-		868,80
Revenue	-	-		634,322		-	-		634,32
Prepayment	-	-		269		-	-		26
Construction	-	-		-		-	200		20
Series 2013 A-2									
Reserve	-	-		95,634		-	-		95,63
Assessments Receivable	147,477	1,553,145		1,624,922		-	-		3,325,54
Prepaid Expenses	-	4,583		-		-	-		4,58
Deposits	-	316		-		-	-		31
Total Assets	\$ 236,950	\$ 2,284,805	\$	3,223,954	\$	1,445,935	\$ 200	\$	7,191,84
Liabilities:									
Accounts Payable	\$ 12,249	\$ 107,082	\$	-		60,104	\$ -	\$	179,43
Accrued Expenditures	-	15,162		-		-	-		15,16
Total Liabilites	\$ 12,249	\$ 122,245	\$	-	\$	60,104	\$ -	\$	194,59
Fund Balance:									
Nonspendable:									
Prepaid Items	\$ -	\$ 4,583	\$	-	\$	-	\$ -	\$	4,58
Deposits	-	316		-		-	-		31
Restricted for:									
Debt Service - Series	-	-		3,223,954		-	-		3,223,95
Capital Project - Series	-	-		-		-	200		20
Assigned for:									
Capital Reserve Fund	-	-		-		1,385,831	-		1,385,83
Unassigned	224,701	2,157,661		-		-	-		2,382,36
Fotal Fund Balances	\$ 224,701	\$ 2,162,561	\$	3,223,954	\$	1,385,831	\$ 200	\$	6,997,24
Fotal Liabilities & Fund Balance	\$ 236,950	\$ 2,284,805	\$	3,223,954	\$	1,445,935	\$ 200	\$	7,191,84

#### **Community Development District**

#### **General Fund**

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

	Adopted Prorated Budget		ated Budget		Actual			
		Budget		u 11/30/23	Thr	u 11/30/23	Vá	riance
_								
Revenues:								
Special Assessments - Tax Roll	\$	177,890	\$	169,333	\$	169,333	\$	-
Interest Income		1,600		267		202		(65)
Total Revenues	\$	179,490	\$	169,600	\$	169,535	\$	(65)
Expenditures:								
General & Administrative:								
Supervisor Fees	\$	12,000	\$	2,000	\$	1,600	\$	400
FICA Expense		1,000		167		132		35
Engineering		5,000		833		-		833
Arbitrage		700		117		-		117
Dissemination		1,696		283		283		0
Assessment Roll		8,705		8,705		8,705		(0)
Attorney		42,000		7,000		4,897		2,103
Annual Audit		5,200		867		-		867
Trustee Fees		8,815		4,091		4,091		-
Management Fees		68,741		11,457		11,457		0
Information Technology		2,271		378		379		(0)
Telephone		600		100		31		69
Postage		1,900		317		90		227
Printing		2,000		333		127		206
Insurance		10,199		10,199		9,596		603
Legal Advertising		2,800		467		286		181
Office Supplies		200		33		1		32
Website Compliance		2,650		442		442		0
Dues, Licenses & Subscriptions		175		175		175		-
Other Current Charges		120		20		52		(32)
Capital Reserve Funding		2,719		-		-		-
Total General & Administrative Expenditures	\$	179,490	\$	47,982	\$	42,343	\$	5,640
•		•						
Excess (Deficiency) of Revenues over Expenditures	\$	-	\$	121,618	\$	127,192	\$	5,575
Net Change in Fund Balance	\$	-	\$	121,618	\$	127,192	\$	5,575
Fund Balance - Beginning	\$	110,367			\$	97,509		
	<b>.</b>	110.265			<b>*</b>	224 504		
Fund Balance - Ending	\$	110,367			\$	224,701		

#### **Community Development District**

General Fund Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
Special Assessments - Tax Roll	\$ - \$	169,333 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	169,333
Interest Income	139	62	-	-	-	-	-	-	-	-	-	-	202
Total Revenues	\$ 139 \$	169,395 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	169,535
Expenditures:													
General & Administrative:													
Supervisor Fees	\$ 1,000 \$	600 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	1,600
FICA Expense	83	50	-	-	-	-	-	-	-	-	-	-	132
Engineering	-	-	-	-	-	-	-	-	-	-	-	-	-
Arbitrage	-	-	-	-	-	-	-	-	-	-	-	-	-
Dissemination	141	141	-	-	-	-	-	-	-	-	-	-	283
Assessment Roll	8,705	-	-	-	-	-	-	-	-	-	-	-	8,705
Attorney	3,511	1,386	-	-	-	-	-	-	-	-	-	-	4,897
Annual Audit	-	-	-	-	-	-	-	-	-	-	-	-	-
Trustee Fees	4,091	-	-	-	-	-	-	-	-	-	-	-	4,091
Management Fees	5,728	5,728	-	-	-	-	-	-	-	-	-	-	11,457
Information Technology	189	189	-	-	-	-	-	-	-	-	-	-	379
Telephone	16	15	-	-	-	-	-	-	-	-	-	-	31
Postage	64	26	-	-	-	-	-	-	-	-	-	-	90
Printing	17	110	-	-	-	-	-	-	-	-	-	-	127
Insurance	9,596	-	-	-	-	-	-	-	-	-	-	-	9,596
Legal Advertising	147	139	-	-	-	-	-	-	-	-	-	-	286
Office Supplies	1	1	-	-	-	-	-	-	-	-	-	-	1
Website Compliance	221	221	-	-	-	-	-	-	-	-	-	-	442
Dues, Licenses & Subscriptions	175	-	-	-	-	-	-	-	-	-	-	-	175
Other Current Charges	32	21	-	-	-	-	-	-	-	-	-	-	52
Capital Reserve Funding	-	-	-	-	-	-	-	-	-	-	-	-	-
Total General & Administrative Expenditures	\$ 33,716 \$	8,627 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	42,343
Excess (Deficiency) of Revenues over Expenditures	\$ (33,576) \$	160,769 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	127,192
Net Change in Fund Balance	\$ (33,576) \$	160,769 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	127,192

#### **Community Development District**

#### **Recreation Fund**

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

	Adopted	Pro	rated Budget		Actual		
	Budget	Th	ru 11/30/23	Th	ru 11/30/23	V	ariance
Revenues:							
Special Assessments - Tax Roll	\$ 1,873,440	\$	1,783,324	\$	1,783,324	\$	-
Interest Income	3,700		617		1,621		1,005
Amenities Revenue/Miscellaneous	40,000		6,667		1,523		(5,144)
Sports Revenue	15,000		2,500		1,385		(1,115)
Total Revenues	\$ 1,932,140	\$	1,793,108	\$	1,787,853	\$	(5,254)
Expenditures:							
Administrative:							
Management Fees - On Site Staff	\$ 220,678	\$	36,780	\$	36,780	\$	0
Insurance	116,853		116,853		116,450		403
Other Current Charges	3,500		583		288		295
Permit Fees	1,635		273		-		273
Subtotal Administrative	\$ 342,666	\$	154,489	\$	153,518	\$	971
<u>Maintenance:</u>							
Security	\$ 107,000	\$	17,833	\$	17,517	\$	317
Security - Clay County Off-Duty Sheriff	44,627		7,438		7,375		63
Water - Irrigation	12,300		2,050		3,009		(959)
Irrigation Maintenance	5,000		833		2,952		(2,118)
Streetlighting	31,000		5,167		4,540		627
Electric	36,000		6,000		5,636		364
Landscape Maintenance	459,000		76,500		76,528		(28)
Common Area Maintenance	55,000		9,167		9,166		1
Lake Maintenance	29,232		4,872		4,340		532
Capital Reserve Funding	300,137		-		-		-
Subtotal Maintenance	\$ 1,079,296	\$	129,860	\$	131,063	\$	(1,203)

#### **Community Development District**

#### **Recreation Fund**

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

	Adopted		Pro	rated Budget		Actual		
		Budget	Thi	ru 11/30/23	Th	ru 11/30/23	V	ariance
Recreation Facility:								
Amenity Staff	\$	137,588	\$	22,931	\$	21,887	\$	1,045
Refuse Services		17,500		2,917		2,831	\$	86
Telephone		6,000		1,000		1,472	\$	(472)
Electric		42,000		7,000		4,986	\$	2,014
Cable		9,000		1,500		1,257	\$	243
Pool Maintenance		35,000		5,833		6,202	\$	(368)
Water / Sewer/Reclaim		57,000		9,500		8,168	\$	1,332
Facility Maintenance-General		50,000		8,333		8,382	\$	(49)
Facility Maintenance-Preventative		10,000		1,667		515	\$	1,152
Facility Maintenance - Contingency		34,750		5,792		5,842	\$	(50)
Lighting Repairs		8,500		1,417		1,419	\$	(2)
Special Events		7,500		1,250		761	\$	489
Office Supplies & Equipment		1,000		167		241	\$	(74)
Janitorial		67,840		11,307		10,161	\$	1,146
Recreation Passes		4,000		667		-	\$	667
Pool Leak Repairs		2,500		417		-	\$	417
Multiuse Field		20,000		3,333		-	\$	3,333
Subtotal Recreation Facility	\$	510,178	\$	85,030	\$	74,122	\$	10,908
Total Expenditures	\$	1,932,140	\$	369,378	\$	358,702	\$	10,676
Total Experiurtures	J	1,732,140	Þ	307,370	J	330,702	J	10,070
Excess (Deficiency) of Revenues over Expenditures	\$	-	\$	1,423,729	\$	1,429,151	\$	5,422
Net Change in Fund Balance	\$	-	\$	1,423,729	\$	1,429,151	\$	5,422
Fund Balance - Beginning	\$	-			\$	733,410		
						,		
Fund Balance - Ending	\$	-			\$	2,162,561		

## Community Development District Recreation Fund Month to Month

		Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:														
Special Assessments - Tax Roll	\$	- \$	1,783,324 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	1,783,33
Interest Income		1,174	448										-	1,62
Amenities Revenue/Miscellaneous		723	800	-	-	-	-	-	-	_	-	-	-	1,52
Sports Revenue		-	1,385	-	-		-			-	-		-	1,38
Total Revenues	\$	1,896 \$	1,785,957 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	1,787,85
Expenditures:														
Administrative:														
Management Fees - On Site Staff	\$	18,390 \$	18,390 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	36,78
Insurance		116,450		-	-	-	-	-	-	_	-	-	-	116,45
Other Current Charges		213	75	-	-	-	_	-		-	_		_	28
Permit Fees				-	-	-	_	-	_	-	_	_	_	
Subtotal Administrative	\$	135,053 \$	18,465 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	153,51
Maintenance:	•	135,033 \$	10,405 \$	- 3	. 3	- 3	- 3	- 3	. 3	. 3	- 3	- 3	- 3	155,51
Security	\$	8,922 \$	8,595 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	17,51
Security - Clay County Off-Duty Sheriff		2,856	4,519	-	-	-	-	-	-	-	-	-	-	7,37
Water - Irrigation		1,029	1,981	-	-	-	-	-	-	-	-	-	-	3,00
Irrigation Maintenance		2,952	-	-	-	-	-	-	-	-	-	-	-	2,95
Streetlighting		2,270	2,270	-	-	-	-	-	-	-	-	-	-	4,54
Electric		2,874	2,762	-	-	-	-	-		-	-	-	-	5,63
Landscape Maintenance		38,264	38,264	-	-	-	-	-	-	-	-	-	-	76,52
Common Area Maintenance		4,583	4,583										-	9,16
Lake Maintenance		2,170	2,170	-	-	-	-	-	-	_	-	-	-	4,34
Capital Reserve Funding		-	-	-	-	-	-	-	-	-	-	-	-	
Subtotal Maintenance	\$	65,919 \$	65,144 \$	- \$	· \$	- \$	- \$	- \$	· \$	- \$	- <b>s</b>	- <b>s</b>	- s	131,06
Recreation Facility:	•			·				·						
Amenity Staff	\$	12,247 \$	9,640 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	21,88
Refuse Services		1,395	1,436	-	-	-	-	-	-	-	-	-	-	2,83
Telephone		733	738	-	-	-	-	-	-	-	-	-	-	1,47
Electric		2,897	2,089	-	-	-	-	-	-	-	-	-	-	4,98
Cable		627	630	-	-	-	-	-	-	-	-	-	-	1,25
Pool Maintenance		3,101	3,101	-	-	-	-	-	-	-	-	-	-	6,20
Water / Sewer/Reclaim		4,252	3,916	-	-	-	-	-	-	-	-	-	-	8,16
Facility Maintenance-General		4,166	4,216	-	-	-	-	-		-	-	-	-	8,38
Facility Maintenance-Preventative		515	-	-	-	-	-	-	-	-	-	-	-	51
Facility Maintenance - Contingency		2,896	2,946	-	-	-	-	-	-	-	-	-	-	5,84
Lighting Repairs		708	711	-	-	-	-	-	-	-	-	-	-	1,41
Special Events		761											-	76
Office Supplies & Equipment		-	241	-	-	-	-	-	-	-	-	-	-	24
Janitorial		4,953	5,207	-	-	-	_	-		-	_		_	10,16
Recreation Passes		-	-	-	-	-	_	-		-	_		_	
Pool Leak Repairs														
Multiuse Field			-							-			-	
Subtotal Recreation Facility	\$	39,252 \$	34,870 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	74,12
Total Expenditures	\$	240,224 \$	118,478 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	358,70
				·	·	·		·	•	•		·		
Excess (Deficiency) of Revenues over Expendi		(238,328) \$	1,667,479 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	1,429,15
Net Change in Fund Balance	\$	(238,328) \$	1,667,479 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	1,429,15

#### **Community Development District**

#### **Debt Service Fund**

#### Series 2013 A-1 & 2013 A-2 Special Assessment Bonds

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

	Adopted l		Prorated Budget		Actual		
	Budget	Th	ru 11/30/23	Th	ru 11/30/23	V	ariance
Revenues:							
Special Assessments - Tax Roll	\$ 1,961,878	\$	1,865,739	\$	1,865,739	\$	-
Interest Income	10,000		10,000		14,875		4,875
<b>Total Revenues</b>	\$ 1,971,878	\$	1,875,739	\$	1,880,614	\$	4,875
Expenditures:							
Series 2013 A-1							
Interest 11/1	\$ 315,881	\$	315,881	\$	315,881	\$	-
Interest 5/1	315,881		-		-		-
Principal 5/1	1,125,000		-		-		-
Series 2013 A-2							
Interest 11/1	44,419		44,419		44,419		-
Interest 5/1	44,419		-		-		-
Principal 5/1	105,000		-		-		-
Total Expenditures	\$ 1,950,600	\$	360,300	\$	360,300	\$	-
Excess (Deficiency) of Revenues over Expenditures	\$ 21 270	\$	1 515 420	¢	1 520 214	\$	4.075
Excess (Denciency) of Revenues over Expenditures	\$ 21,278	\$	1,515,439	\$	1,520,314	\$	4,875
Net Change in Fund Balance	\$ 21,278	\$	1,515,439	\$	1,520,314	\$	4,875
Fund Balance - Beginning	\$ 720,818			\$	1,703,641		
Fund Balance - Ending	\$ 742,095			\$	3,223,954		

#### **Community Development District**

#### **Capital Reserve Fund**

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

		Adopted	Prora	ated Budget		Actual		
		Budget	Thru	11/30/23	Th	ru 11/30/23	1	Variance
Revenues								
Transfer In from General Fund	\$	2,719	\$	-	\$	-	\$	-
Transfer In from Recreation Fund		300,137		-		-		-
Interest		10,000		1,667		1,160		(507)
Total Revenues	\$	312,855	\$	1,667	\$	1,160	\$	(507)
Expenditures:								
Repairs & Replacements	\$	530,000	\$	88,333	\$	115,187	\$	(26,853)
Total Expenditures	\$	530,000	\$	88,333	\$	115,187	\$	(26,853)
Excess (Deficiency) of Revenues over Expenditures	\$	(217,145)			\$	(114,027)		
Net Change in Fund Balance	\$ (	(217,144.61)			\$	(114,027)		
Fund Balance - Beginning	\$	1,469,257			\$	1,499,858		
Fund Balance - Ending	\$	1,252,113			\$	1,385,831		

#### **Community Development District**

**Statement of Revenues and Expenditures** 

Capital Projects Fund SE 2013 A-1 & A-2

Description	
<u>Revenues</u>	
Interest Income:	
Construction	\$ 114
Total Revenues	\$ 114
<b>Expenditures</b>	
Capital Outlay	\$ 19,389
Total Expenditures	\$ 19,389
Excess Revenues (Expenditures)	\$ (19,275)
Beginning Fund Balance	\$ 19,475
Ending Fund Balance	\$ 200

#### **Community Development District**

#### **Long Term Debt Report**

#### Series 2013 A-1, Special Assessment Refunding Bonds

Interest Rate: 1.3%-4.25%

Maturity Date: 5/1/2034

Reserve Fund Definition 50% Max Annual on Outstanding
Reserve Fund Requirement \$868,806

Reserve Fund Balance 868,806

\$ 24,850,000 Bonds outstanding - 9/30/2013 Less: November 1, 2013 (860,000)Less: May 1, 2014 (Mandatory) 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: 5.75%
Maturity Date: 5/1/2034
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)

*C*.

#### **DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT**

Fiscal Year 2024 Assessments Receipts Summary

ACCEPTED	# UNITS	SERIES 2013A DEBT SERVICE	GENERAL FUND	RECREATION FUND O&M	TOTAL ASSESSED
ASSESSED	ASSESSED	ASSESSED	O&M ASSESSED	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						
			SERIES 2013A		RECREATION	
			DEBT SERVICE	GENERAL FUND	FUND O&M	
CLAY COUNTY DISTRIBUTION	DATE RECEIVED	TOTAL RECEIVED	RECEIVED	O&M RECEIPTS	RECEIPTS	
1	11/06/23	12,949.64	6,327.43	574.27	6,047.94	
2	11/14/23	124,528.15	60,846.75	5,522.41	58,158.99	
3	11/28/23	355,373.84	173,642.22	15,759.65	165,971.97	
4	12/12/23	3,254,912.37	1,590,410.27	144,344.54	1,520,157.56	
5	12/22/23	70,632.25	34,512.22	3,132.31	32,987.72	
			-	-	-	
			-	-	-	
			-	-	-	
			-	-	-	
			-	-	-	
			-	-	-	
			-	-	-	
			-	-	-	
			-	-	-	
			-	-	-	
TOTAL TAX ROLL RECEIPTS		3,818,396.25	1,865,738.89	169,333.18	1,783,324.18	

PERCENT COLLECTED	TOTAL	DEBT	O&M
TOTAL PERCENT COLLECTED	95.10%	95.10%	95.10%



# Double Branch Community Development District

## **Check Run Summary** 11/1/2023 - 12/31/2023

Fund	Date	Check No.	Amount	
General Fund				
Accounts Payable	11/3/23	1778-1779	\$ 244.50	
	12/7/23	1780-1782	10,012.31	
	12/22/23	1783-1784	7,764.16	
		Sub-Total	\$ 18,020.97	
Recreation Fund				
Accounts Payable	11/3/23	7386-7388	\$ 300.00	
	12/7/23	7389-7404	94,919.11	
	12/22/23	7405-7416	77,059.25	
		Sub-Total	\$ 172,278.36	
Capital Reserve Fund				
Accounts Payable	11/7/23	169-171	\$ 51,451.00	
	12/7/23	172-181	30,756.06	
	12/22/23	182-189	26,668.03	
		Sub-Total	\$ 108,875.09	
- <u></u>				
Total			\$ 299,174.42	

AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 12/30/23 PAGE 1
\*\*\* CHECK DATES 11/01/2023 - 12/31/2023 \*\*\* DOUBLE BRANCH - GENERAL FUND

CHIECK DITTE	BANK A GENERAL FUND			
CHECK VEND# DATE	INVOICE EXPENSED TO VENDOR NAME DATE INVOICE YRMO DPT ACCT# SUB SUBCLASS		AMOUNT	CHECK
11/03/23 00053	10/02/23 88620 202310 310-51300-54000 FY24 SPECIAL DISTRICT FEE		175.00	
	FL DEPT OF ECONOMIC OPPORTUNIT	ГҮ		175.00 001778
11/03/23 00111	11 /00 /00 00 00000 000011 010 51000 40000	a.	60 50	
	JACKSONVILLE DAILY RECORD			69.50 001779
12/07/23 00035	11/02/23 23-00379 202311 310-51300-48000  NTC OF MTG OF BOS 11/2  JACKSONVILLE DAILY RECORD  11/01/23 2371 202311 310-51300-34000	*	5,728.42	
	11/01/23 2371 202311 310-51300-52000	*	220.83	
	NOV WEBSITE ADMIN 11/01/23 2371 202311 310-51300-35100	*	189.25	
	NOV INFO TECH 11/01/23 2371 202311 310-51300-31300	*	141.33	
	NOV DISSEM AGENT SRVCS 11/01/23 2371 202311 310-51300-51000	*	.78	
	OFFICE SUPPLIES 11/01/23 2371 202311 310-51300-42000 POSTAGE	*	26.18	
	11/01/23 2371 202311 310-51300-42500	*	109.65	
	COPIES 11/01/23 2371 202311 310-51300-41000	*	15.31	
	TELEPHONE GOVERNMENTAL MANAGEMENT SERVI	CES		6,431.75 001780
12/07/23 00111	11/30/23 23-00414 202311 310-51300-48000	*	69.50	
	NTC OF MTG OF BOS 11/30  JACKSONVILLE DAILY RECORD			69.50 001781
12/07/23 00113	11/10/23 3309651 202310 310-51300-31500	*	3,511.06	
	KUTAK ROCK LLP			3,511.06 001782
12/22/23 00035	12/01/23 2377 202312 310-51300-34000	*	5,728.42	
	DEC MANAGEMENT FEES 12/01/23 2377 202312 310-51300-52000	*	220.83	
	DEC WEBSITE ADMIN 12/01/23 2377 202312 310-51300-35100	*	189.25	
	DEC INFO TECH 12/01/23 2377 202312 310-51300-31300	*	141.33	
	DEC DISSEM AGENT SRVCS 12/01/23 2377 202312 310-51300-51000 OFFICE SUPPLIES	*	.15	
	12/01/23 2377 202312 310-51300-42000 POSTAGE	*	3.15	

DBBR DOUBLE BRANCH OKUZMUK

AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PRESENT CHECK DATES 11/01/2023 - 12/31/2023 *** DOUBLE BRANCH - GENERAL FUND		RUN 12/30/23	PAGE 2
CHECK VEND#INVOICEEXPENSED TO VENDOR DATE DATE INVOICE YRMO DPT ACCT# SUB SUBCLASS	NAME STATUS	AMOUNT	CHECK AMOUNT #
12/01/23 2377 202312 310-51300-42500 COPIES	*	81.60	
12/01/23 2377 202312 310-51300-41000 TELEPHONE	*	13.29	
GOVERNMENTAL MANAG	EMENT SERVICES		6,378.02 001783
12/22/23 00113 12/12/23 3325718 202311 310-51300-31500 NOV GENERAL SERVICES	*	1,386.14	
KUTAK ROCK LLP			1,386.14 001784
	TOTAL FOR BANK A	18,020.97	
	TOTAL FOR REGISTER	18,020.97	

## Florida Department of Economic Opportunity, Special District Accountability Program

Fiscal Year 2023 - 2024 Special District State Fee Invoice and Profile Update

Required by sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

Date Invoiced: 10/02/2023				Invoice No: 88620
Annual Fee: \$175.00	1st Late Fee: \$0.00	2nd Late Fee: \$0.00	Received: \$0.00	Total Due, Postmarked by 12/01/2023:
				\$175.00

STEP 1: Review the following profile and make any needed changes.

1. Special District's Name, Registered Agent's Name and Registered Office Address:



## **Double Branch Community Development District**

Mr. Michael C. Eckert Kutak Rock LLP 107 West College Avenue Tallahassee, Florida 32301

2. Telephone:	850-692-7300 Ext:	
3. Fax:	850-692-7319	
4. Email:	Michael.Eckert@KutakRock.com	
5. Status:	Independent	_
6. Governing Body:	Elected	
7. Website Address:	www.doublebranchcdd.com	
8. County(ies):	Clay	4 007 08 080
9. Special Purpose(s):	Community Development	n UU (25 2023
10. Boundary Map on File:	08/08/2002	
11. Creation Document on File:	08/08/2002	
12. Date Established:	07/03/2002	
13. Creation Method:	Rule of the Governor and Cabinet	
14. Local Governing Authority:	Clay County	
15. Creation Document(s):	Rule 42FF-1.001 - 1.003, Florida Administrativ	ve Code
16. Statutory Authority:	Chapter 190, Florida Statutes	
17. Authority to Issue Bonds:	Yes	
18. Revenue Source(s):	Assessments	
STEP 2: Sign and date to certify accuracy	·	<del>-</del> .
By signing and dating below, I do hereby of	ertify that the profile above (changes noted if ne	ecessary) is accurate and complete:
Registered Agent's Signature:	Date_	10/25/23
STEP 3: Pay the annual state fee or certify	veligibility for zero annual fee.	
a. Pay the Annual Fee: Pay the annual fe	ee online by following the instructions at www.Fl	oridajobs.org/SpecialDistrictFee or by check payable
to the Florida Department of Economic Op	portunity.	
b. Or, Certify Eligibility for the Zero Fee	: By initialing both of the following items, I, the a	above signed registered agent, do hereby certify that t
the best of my knowledge and belief, BOT	H of the following statements and those on any	submissions to the Department are true, correct,
complete, and made in good faith. I unders	stand that any information I give may be verified	l.
1 This special district is not a compor	ent unit of a general purpose local government	as determined by the special district and its Certified
Public Accountant; and,		
2 This special district is in compliance	with its Fiscal Year 2023 - 2024 Annual Financ	cial Report (AFR) filing requirement with the Florida
Department of Financial Services (DFS) as	nd that AFR reflects \$3,000 or less in annual rev	venues or, is a special district not required to file a
Fiscal Year 2023 - 2024 AFR with DFS an	d has included an income statement with this do	ocument verifying \$3,000 or less in revenues for the
current fiscal year.		
Department Use Only: Approved: De	nied: Reason:	
STEP 4: Make a copy of this document for	your records.	

STEP 5: Mail this document and payment (if paying by check) to the Florida Department of Economic Opportunity, Bureau of Budget

Management, 107 East Madison Street, MSC #120, Tallahassee, FL 32399-4124. Direct questions to (850) 717-8430.

## **Jacksonville Daily Record**

## A Division of Daily Record & Observer, LLC

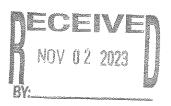
P.O. Box 1769 Jacksonville, FL 32201 (904) 356-2466

## INVOICE

November 2, 2023

Date

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



Serial # 23-00379C PO/File #	\$69.50
	Payment Due
Notice of Meeting of the Board of Supervisors	
	\$69.50
Double Branch Community Development District	Publication Fee
Case Number	Amount Paid
Publication Dates 11/2	Payment Due Upon Receipt
County Clay	For your convenience, you may remit payment online at www.jaxdailyrecord.com/ send-payment.
Payment is due before the Proof of Publication is released.	If your payment is being mailed, please reference Serial # 23-00379C on your check or remittance advice.

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

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

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

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

Notice is hereby given that the Board of Supervisors of the Double Branch Community Development District is scheduled to be meet on Monday, November 13, 2023, at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

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. Angustine, 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.

ager'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

Marilee Giles
District Manager
Nov. 2 00 (23-00379C)

## **Governmental Management Services, LLC**

1001 Bradford Way Kingston, TN 37763

## Invoice

\$6,431.75

\$6,431.75

\$0.00

**Total** 

Payments/Credits

**Balance Due** 

Invoice #: 2371 Invoice Date: 11/1/23

Due Date: 11/1/23

Case: P.O. Number:

Bill To:

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

General Fund- Management Fees - November 2023 Website Administration - November 2023 Information Technology - November 2023					5,728.42 220.83 189.25
Dissemination Agent S Office Supplies Postage Copies Felephone	Services - November 2023		Control Contro	141.33 0.78 26.18 109.65 15.31	141.33 0.78 26.18 109.65 15.31
	NOV 07 2023				
			propries		

## **Jacksonville Daily Record**

## A Division of Daily Record & Observer, LLC

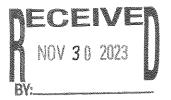
P.O. Box 1769 Jacksonville, FL 32201 (904) 356-2466

## **INVOICE**

November 30, 2023

Date

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



Serial # 23-00414C PO/File #	\$69.50
Scriati)	Payment Due
Notice of Meeting of the Board of Supervisors	
	\$69.50
Double Branch Community Development District	Publication Fed
Case Number	Amount Paid
Publication Dates 11/30	Payment Due Upon Receipt For your convenience, you
County Clay	may remit payment online at www.jaxdailyrecord.com/send-payment.
Payment is due before the Proof of Publication is released.	If your payment is being mailed, please reference Serial # 23-00414C on your check or remittance advice.

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

## 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 Dou-ble Branch Community Develpie Branch Community Development District is scheduled to be meet on Monday, December II, 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 Flordance with the provisions of Flori-ida Law for Community Develop-ment 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 2002, (and phase 1004) 1640 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 speci-fied on the record at the meeting.

fied 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 cal 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 1-800-955-8777 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Man-

m 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 reason present will need a 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, includ-ing the testimony and evidence upon which the appeal is to be based.

Marilee Giles District Manager 00 (23-00414C) Nov. 30

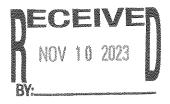
TALLAHASSEE, FLORIDA

Telephone 404-222-4600 Facsimile 404-222-4654

Federal ID 47-0597598

November 10, 2023

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



Reference: Invoice No. 3309651 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. 3309651

5323-1

Re: Gener	ral			
For Profession	nal Legal Service	s Rendered		
10/02/23	M. Eckert	0.30	109.50	Confer with Giles and Soriano regarding project completion; confer with Grimm
10/04/23	K. Haber	0.10	25.50	Correspond with Brown regarding mutual aid agreement portal
10/04/23	A. Warner	0.10	16.50	Prepare and send email to district manager for EDR Water and Land Survey
10/05/23	K. Haber	0.50	127.50	Revise pool drain replacement agreement; correspond with Soriano regarding same
10/05/23	K. Haber	0.60	153.00	Prepare board meeting agenda memorandum
10/05/23	S. Sandy	0.20	77.00	Coordinate response to the Office of Economic and Demographic Research's water and land survey
10/08/23 10/09/23	M. Eckert M. Eckert	0.10 2.50	36.50 912.50	Prepare for board meeting Prepare for, travel to and attend board meeting; return travel; meeting follow up

Double Branch CDD November 10, 2023 Client Matter No. 5323-1 Invoice No. 3309651 Page 2

Page 2				
10/09/23	K. Haber	0.20	51.00	Confer with division of emergency management regarding access to mutual aid agreement portal; correspond with Brown regarding same
10/10/23	K. Haber	0.90	229.50	Confer and correspond with division of emergency management regarding access to mutual aid agreement portal; review engineer's reports regarding funding for community mailboxes
10/12/23	M. Eckert	0.50	182.50	Research mailboxes in Village Center; research plat and deed history
10/12/23	K. Haber	1.00	255.00	Review board meeting minutes regarding mail kiosk construction; research easement agreement pertaining to mail kiosk
10/13/23	M. Eckert	0.40	146.00	Research mailbox tract; confer with Giles, Soriano and Nelson
10/16/23	M. Eckert	0.10	36.50	Confer with Grimm regarding library site
10/17/23	M. Eckert	0.80	292.00	Prepare for and attend call with county representatives; follow up; confer with Correja of Crown Pools; revise and distribute pool repair contract
10/23/23	K. Haber	0.20	51.00	Prepare supporting documentation materials for Division of Emergency Management portal registration; confer with Brown regarding same
10/24/23	M. Eckert	0.10	36.50	Prepare for board meeting
10/25/23	M. Eckert	0.90	328.50	Review draft minutes; attend agenda call; review annual DEO report; execute and distribute same
10/26/23	M. Eckert	0.20	73.00	Review Crown agreement; confer with Soriano
10/30/23	M. Eckert	0.90	328.50	Research and draft email to board and staff regarding library parcel
10/30/23	K. Haber	0.10	25.50	Correspond with Hogge regarding registered agent resolution

Double Branch CDD November 10, 2023 Client Matter No. 5323-1 Invoice No. 3309651 Page 3

TOTAL HOURS

10.70

TOTAL FOR SERVICES RENDERED

\$3,493.50

DISBURSEMENTS

Travel Expenses

17.56

TOTAL DISBURSEMENTS

<u>17.56</u>

TOTAL CURRENT AMOUNT DUE

\$3,511.06

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

## Invoice

Invoice #: 2377 Invoice Date: 12/1/23 Due Date: 12/1/23

Case:

P.O. Number:

## Bill To:

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

Hours/Qty	Rate	Amount
	5,728.42	5,728.42
	220.83	220.83
		189.25
	141.33	141.33
	U.15	0.15 3.15
		3,13 81,60
		13.29
	Hours/Qty	

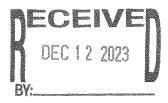
Total	\$6,378.02		
Payments/Credits	\$0.00		
Balance Due	\$6,378.02		

TALLAHASSEE, FLORIDA

Telephone 404-222-4600 Facsimile 404-222-4654

Federal ID 47-0597598

December 12, 2023



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

Reference: Invoice No. 3325718 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. 3325718

5323-1

Re: Gener	al			
For Professio	nal Legal Servic	es Rendered		
11/13/23	M. Eckert	2.10	766.50	Prepare for, travel to and attend board meeting; return travel; meeting follow up
11/14/23	M. Eckert	0.10	36.50	Confer with Grimm regarding library site
11/15/23	K. John	0.20	53.00	Prepare ethics training memorandum
11/19/23	M. Eckert	0.40	146.00	Review draft minutes and provide comments, follow up from board meeting
11/20/23	K. Haber	0.30	76.50	Prepare materials for mutual aid portal access; correspond with Brown regarding same
11/28/23	K. Haber	0.40	102.00	Prepare request for qualifications regarding district engineering services; research impact fee credit statutory revisions and prepare summary

KHT	A YZ	$\mathbf{D}\mathbf{\Omega}$	CV	YY	D
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Double Branch CDD December 12, 2023 Client Matter No. 5323-1 Invoice No. 3325718

Page 2

11/29/23 K. Haber 0.50 127.50 Correspond with Giles and Hogge engineering regarding district services; research impact fee credit statutory revisions and prepare summary Telephone conference with Giles, et K. Haber 0.20 51.00 11/30/23 al. regarding board meeting agenda

TOTAL HOURS 4.20

TOTAL FOR SERVICES RENDERED \$1,359.00

**DISBURSEMENTS** 

Meals 6.47 Travel Expenses 20.67

TOTAL DISBURSEMENTS 27.14

TOTAL CURRENT AMOUNT DUE \$1,386.14

AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 12/30/23 PAGE 1
\*\*\* CHECK DATES 11/01/2023 - 12/31/2023 \*\*\* DOUBLE BRANCH - REC FUND

	BANK B RECREATION FUND			
CHECK VEND#INVOICEEXPENSED TO. DATE DATE INVOICE YRMO DPT ACCT	VENDOR NAME "# SUB SUBCLASS	STATUS	AMOUNT	CHECK AMOUNT #
11/03/23 01004 10/31/23 10312023 202310 300-3690 DEPOSIT REFUND	00-10300	*	100.00	
DEFOSII REFUND	ALISON GAROPOLO			100.00 007386
11/03/23 01005 10/31/23 10312023 202310 300-3690			100.00	
DEPOSIT REFUND	KRISTIN TOLIVER			100.00 007387
11/03/23 01006 10/31/23 10312023 202310 300-3690		*	100.00	
DEPOSIT REFUND	MARIE ST PIERRE			100.00 007388
12/07/23 00285 11/03/23 39 202311 320-5720	00-34510	*	340.00	
NOV EMPLOYMENT FEES 11/03/23 39 202311 320-5720 NOV EMPLOYMENT SCHED		*	130.00	
NOV EMPLOYMENT SCHED	CLAY COUNTY SHERIFF'S OFFICE			470.00 007389
12/07/23 00092 10/24/23 2373 202310 300-3690	00-10300	*	325.00	
OCT FACILITY EVENT STAF	GOVERNMENTAL MANAGEMENT SERVICES			325.00 007390
12/07/23 00092 11/10/23 2375 202310 320-5720		*	4,166.00	
FACILITY MAINTENANCE 11/10/23 2375 202310 320-5720	00-46620	*	2,895.83	
FAC MAINT CONTIGENCY 11/10/23 2375 202310 320-5720	00-46630	*	708.33	
LIGHTING REPAIRS 11/10/23 2375 202310 320-5720 COMMON AREA MAINTENANCE		*	4,583.00	
COMMON AREA MAINTENANCE				12,353.16 007391
12/07/23 00092 11/01/23 2372 202311 310-5130	00-34000	*	18,389.83	
NOV FACILITY MANAGEMENT	GOVERNMENTAL MANAGEMENT SERVICES			18,389.83 007392
12/07/23 00092 11/06/23 2374 202311 300-3690	00-10300	*	343.75	
NOV FACILITY EVENT STAF	GOVERNMENTAL MANAGEMENT SERVICES			343.75 007393
12/07/23 01007 11/14/23 11142023 202311 300-3690	00-10300	*	100.00	
DEPOSIT REFUND	JAIME HEFFNER			100.00 007394
12/07/23 00024 11/07/23 137864B 202311 320-5720 NOV LAKE MAINTENANCE	00-46800	*	2,170.00	
NOV LAKE MAINTENANCE	THE LAKE DOCTORS, INC.			2,170.00 007395

DBBR DOUBLE BRANCH OKUZMUK

AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 12/30/23 PAGE 2 \*\*\* CHECK DATES 11/01/2023 - 12/31/2023 \*\*\* DOUBLE BRANCH - REC FUND BANK B RECREATION FUND

		BANK B RECREATION FUND			
CHECK VEN	D#INVOICEEXPENSED DATE INVOICE YRMO DPT A	TO VENDOR NAME CCT# SUB SUBCLASS	STATUS	AMOUNT	CHECK AMOUNT #
12/07/23 000	24 11/07/23 137865B 202311 320-5 NOV LAKE MAINTENANCE		*	2,170.00	
	NOV DIEG PRINTENANCE	THE LAKE DOCTORS, INC.			2,170.00 007396
12/07/23 003	24 10/11/23 47241 202310 320-5	7200-46610	*	155.00	
	OCT PEST CONTROL	PAULA'S PEST CONTROL, INC			155.00 007397
12/07/23 001	00 11/21/23 13129301 202311 320-3	7200-46300	*	3,100.91	
	NOV POOL CHEMICALS	POOLSURE			3,100.91 007398
12/07/23 004	5 10/16/23 1299654 202310 320-5		*	217.00	
	10/20 MOVIE NIGHT	PROGRESSIVE ENTERTAINMENT INC			217.00 007399
12/07/23 002				4,953.33	
	NOV JANITORIAL SERVI		INC	•	4.953.33 007400
		RIVERSIDE MANAGEMENT SERVICES,		8,595.20	
12,0,,23 000	NOV SECURITY SERVICE	S		,	
		SECURITY DEVELOPMENT GROUP LLC		360.00	
12/07/23 003	BI-MONTHLY PREVENT M	IAINT			
		SOUTHEAST FITNESS REPAIR			360.00 007402
12/07/23 006	NOV LANDSCAPE MAINTE	7200-46200 NANCE	*	38,264.18	
	·	VERDEGO, LLC			38,264.18 007403
12/07/23 006	72 9/19/23 12759 202310 320-5 IRRIG RPR SOCCER FIE	7200-35100	*		
		VERDEGO, LLC			2,951.75 007404
12/22/23 009	37 7/30/23 07302023 202307 300-3		*	100.00	
	DEPOSIT REFUND	ANGIELER WHITE			100.00 007405
12/22/23 010	08 12/08/23 12082023 202312 300-3	6900-10300	*	100.00	
	DEPOSIT REFUND	CLAUDE LOUIS			100.00 007406
12/22/23 002	35 12/06/23 67 202312 320-5 DEC ADMIN FEE	7200-34510	*	312.50	

DBBR DOUBLE BRANCH OKUZMUK

AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 12/30/23 PAGE 3
\*\*\* CHECK DATES 11/01/2023 - 12/31/2023 \*\*\* DOUBLE BRANCH - REC FUND

	Bi	ANK B RECREATION FUND			
CHECK VEND# DATE	INVOICE EXPENSED TO DATE INVOICE YRMO DPT ACCT# S	VENDOR NAME SUB SUBCLASS	STATUS	AMOUNT	CHECK AMOUNT #
	12/06/23 67 202312 320-57200-3	34510	*	130.00	
	DEC ADMIN SCHED	CLAY COUNTY SHERIFF'S OFFICE			442.50 007407
12/22/23 00092	12/01/23 2378 202312 310-51300-1	34000	*	18,389.83	
	DEC FACILITY MANAGEMENT	GOVERNMENTAL MANAGEMENT SERVICES			18,389.83 007408
12/22/23 00092	12/04/23 569 202312 300-36900-3 DEC FACILITY EVENT STAFF		*	237.50	
	DEC FACILITY EVENT STAFF	GOVERNMENTAL MANAGEMENT SERVICES			237.50 007409
12/22/23 00092	12/19/23 2380 202312 300-36900-3		*	225.00	
	DEC FACILITI EVENT STAFF	GOVERNMENTAL MANAGEMENT SERVICES			225.00 007410
12/22/23 01009	12/08/23 12082023 202312 300-36900-3		*	100.00	
		KAREN WILLIAMS			100.00 007411
12/22/23 00186	12/01/23 13129561 202312 320-57200-		*	3,100.91	
		POOLSURE			3,100.91 007412
12/22/23 00297	12/01/23 350 202312 320-57200-0 DEC JANITORIAL SERVICES	61000	*	4,953.33	
		RIVERSIDE MANAGEMENT SERVICES, INC			4,953.33 007413
12/22/23 00839	12/01/23 9595 202312 320-57200-: DEC SECURITY SERVICES			8,976.00	
		SECURITY DEVELOPMENT GROUP LLC			8,976.00 007414
12/22/23 00185	12/01/23 141936B 202312 320-57200- DEC LAKE MAINTENANCE			2,170.00	
		THE LAKE DOCTORS, INC. DO NOT USE			2,170.00 007415
12/22/23 00672	12/01/23 13715 202312 320-57200- DEC LANDSCAPE MAINTENANCE			38,264.18	
		VERDEGO, LLC			38,264.18 007416
		TOTAL FOR BANK	В	172,278.36	
		TOTAL FOR REGIS	STER	172,278.36	

DBBR DOUBLE BRANCH OKUZMUK

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

Date: October 31, 2023 at 2:18 PM

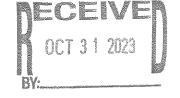
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



Good afternoon, Todd,

Please make the following refund at your earliest opportunity:

- LOCATION OVCR aka CLUBROOM (SATURDAY) 2:30 P.M. to 6:30 P.M.
- DATE OF VENUE OCTOBER 28, 2023
- · RESIDENT ALISON GAROPOLO
- ADDRESS 3514 PEBBLE STONE COURT, ORANGE PARK, FL 32065
- . AMOUNT OF REFUND \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via DISCOVER(5806):
  - DATE; 9/28/23
  - SEQ#: 3
  - BATCH#: 975
  - INVOICE#: 3
  - \* APPROVAL CODE: 02815R
  - \* AMOUNT: \$100,00



PAYMENT DAT	T		DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH CREDIT CARD
09/28/23	09/28/23	10/28/23		ON GAROPOLO - OVCR DEPOSIT [	DEPOSIT	100.00	5806	DSCVR-02815FI

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

#### Thank you.

I will be out of the office Thursday, November 30, 2023 - Monday, December 4, 2023
Please email me or leave a detailed message at 904-776-4661 with the following information: NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. Will respond at my earliest opportunity. Any messages left on the office phone will not be heard until 1 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 1 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 venucrentals@oakleafresidents.com (904) 770-4661 voice email (904) 375-9285 ext. 3 
www.oakleafresidents.com

Governmental Management Services

#### www.Oakl.eafResidents.com

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

Date: October 31, 2023 at 2:24 PM

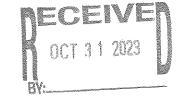
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



Please make the following refund at your earliest opportunity:

- □ LOCATION OVCR aka CLUBROOM (SATURDAY) 2:30 P.M. to 6:30 P.M.
- O DATE OF VENUE OCTOBER 21, 2023
- · RESIDENT KRISTIN TOLIVER
- ADDRESS 573 OAKLEAF PLANTATION PKWY #935, ORANGE PARK, FL 32065
- · AMOUNT OF REFUND \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via VISA(0869):
  - ► DATE: 8/28/23
  - SEQ#: 2
  - BATCH#: 952
  - INVOICE#: 2

  - APPROVAL CODE: H8334D
  - AMOUNT: \$100.00



PAYMENT DAT		ATEEVENT	DATE	DESCRIPTION		HOURS	AMOUNT	ELEC	CHECK/CASH CREDIT CARI
08/28/23	08/28/23	10/21/23	KRIST	IN TOLIVER - OVCR DEPOSIT	DI	EPOSIT \$	100.00	l	VISA-H8334D

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

#### Thank you.

I will be out of the office Thursday, November 30, 2023 - Monday, December 4, 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 cartiest 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



From: Oakleaf Venues venuerentals@oakleafresidents.com Subject: DBCDD refund of deposit request - MARIE ST PIERRE

Date: October 31, 2023 at 2:12 PM

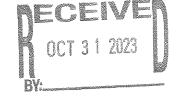
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



Please make the following refund at your earliest opportunity:

- LOCATION OVCR aka CLUBROOM (WEDNESDAY) 5:00 P.M. to 9:00 P.M.
- O DATE OF VENUE OCTOBER 25, 2023
- · RESIDENT MARIE ST PIERRE
- ADDRESS 3053 SOUTHHALL COURT, ORANGE PARK, FL 32065
- AMOUNT OF REFUND \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via MC(5589):
  - DATE: 9/8/23
  - \* SEQ#; 2

  - BATCH#: 961 ■ INVOICE#: 2
  - APPROVAL CODE: 00875T
  - AMOUNT: \$100,00



		ATEEVENT	DATE DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CAR	)
09/08/23	09/08/23	10/25/23	MARIE ST PIERRE - OVCR DEPOSIT	DEPOSIT \$	100.00	5589	l P	MC-00875T	

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

#### Thank you.

I will be out of the office Thursday, November 30, 2023 - Monday, December 4, 2023

I will be out of the office I nursuay, revenues 30, 2023 - Monday, December 4, 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.
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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





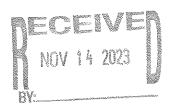
Customer Copy



#### Clay County Sheriff's Office 901 N ORANGE AVE GREEN COVE SPRINGS, FL, 32043 (904) 264-6512

OAKLEAF PLANTATION CDD	INVOICE DATE 11/03/2023		NUMBER	AMOUN	1T PAID \$0.00	11/18/2023		S940.00
DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL		ISTED	PAID	AMOUNT DUE
OFF DUTY ADMIN	136.00	\$5,000000	EACH	\$680.00		\$0.00	\$0.00	\$680.00
OFF DUTY SCHEDULING FEE	1.00	\$260.000000	EACH	\$260.00		\$0.00	\$0.00	\$260.00
				lny	voice Total:			\$940,00

\$680 ÷ 2 = \$340.00 +\$260 ÷ 2 = \$130.00 \$470.00





## Clay County Sheriff's Office

901 N ORANGE AVE GREEN COVE SPRINGS, FL, 32043 (904) 264-6512

**OAKLEAF PLANTATION CDD** 370 OAKLEAF VILLAGE PKWY ORANGE PARK, FL 32065

## General Invoice

**Remit Portion** 

Invoice Date	11/03/2023
Invoice Number	39
Customer Number	30
Amount Paid	

Due Date	11/18/2023
Invoice Total Due	\$940.00

Please write your Account Number on your check and enclose this portion of the bill with your payment. Make checks payable to: TylerTown

## Governmental Management Services, LLC

1001 Bradford Way Kingston, TN 37763

## Invoice

Invoice #: 2373

Invoice Date: 10/24/23

Due Date: 10/24/23

Case: P.O. Number:

## Bill To:

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

acility Event Staff through October 21, 2023	13	25.00	325.00
2.369.103			
NOV 25 2023			

Total	\$325.00
Payments/Credits	\$0.00
Balance Due	\$325.00
,	115

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

## DOUBLE BRANCH CDD

## **Facility Event Staff Service Hours**

Quantity	Description	]	Rate	Aı	mount
13	Facility Event Staff	\$	25.00	\$	325.00
	Covers Period End: October 21, 2023				
	Amenities Revenue # 2-369-103				

## Governmental Management Services, LLC

1001 Bradford Way Kingston, TN 37763

## Invoice

Invoice #: 2375

Invoice Date: 11/10/23

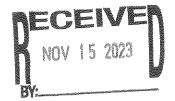
Due Date: 11/10/23

Case:

P.O. Number:

## Bill To:

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



<b>Description</b>	Hours/Qty	Rate	Amount
Facility Maintenance October 1 - October 31, 2023 Facility Maintenance Credit for October 2023 Invoice Overpayment		21,105.66 -1,850.35	-1,850,35
Facility Maintenance Credit for September 2023 Invoice Overpayment Facility Maintenance Credit for August 2023 Invoice Overpayment		-2,798.75 1,851.90	-2,798.75 =1,851.90
Code To:			
Double Branch Facility Maintenance			
2.320.572.46600 (\$4,166.00)			
Double Branch Facility Maintenance Contingency			
2.320.572.46620 (\$2,895.83)			
Double Branch Lighting Repairs			
2.320.572.46630 (\$708.33)			
Double Branch Common Area Maintenance			
2.320.572.46400 (\$4,583.00)			
Double Branch Repair/Replacement	To the character state of the character state		
<del>34.600.53800.6200 (\$2,251.50)</del> -			

Total \$14,604.66 Payments/Credits \$0.00 **Balance Due** \$14,604.66

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

<u>Date</u>	Hours	Employee	Description
10/2/23	6	T.C.	Moved fill dirt from Middle Village to Double Branch bulkheads in multiple trips
10/2/23	6	B.G.	Loaded concrete from shop to bridge, moved dirt from traller to bridge
10/2/23	6	J.K.	Moved dirt over to bulk heads in multiple trips
10/2/23	6	C.W.	Loaded concrete from shop to bridge, moved dirt from trailer to bridge
10/2/23	4.04	E.W.	Removed debris from all common areas
10/3/23	5	T.C.	Light inspection of neighborhood entrances, changed lights at Natures Hammock entrance,
			changed lights and photocell at Cannons Point entrance, started rebuilding benches with wood for playground
10/3/23	8	B.G.	Remove garbage receptacles installed new one at park, removed trash receptacle cement slap
10/3/23	6	C.W.	Removed trash receptacles and replaced them, removed trash receptacles and prep the concrete for new trash receptacles
10/3/23	4.03	E.W.	Removed debris from all common areas
10/4/23	6	T.C.	Worked on rebuilding benches at playground, worked on removing roots from under sidewalk and releveling
10/4/23	7	B,G,	Worked on Oakbrook set concrete, releveled sidewalk and removed roots, set trash receptacle
10/4/23	3.55	J.K.	Lift up sidewalk, cut roots and releveled
10/4/23	7	C.W.	Set concrete at Oakbrook, removed roots under sidewalk and releveled, set trash receptacle
10/4/23	4	E.W.	Removed debris from all common areas
10/5/23	8	T.C.	Repaired uneven sidewalk lift, cut roots and releveled, repaired borders around playground
10/5/23	8	B,G.	Removing cement slaps to removed roots at Worthington Oats
	7.33	J.K.	Pulled up sidewalk and cut roots, leveled out, repaired border that was broken
10/5/23		C,W.	Releveling sidewalk and dug out roots then set back in place
10/5/23	5.17		
10/5/23	4.06	C.W.	Removed debris from all common areas Put pickleball nets and stands together, painted pickleball courts
10/6/23	9.3	T,C,	
10/8/23	9.33	B.G.	Building new pickleball nets, painting courts
10/6/23	5.12	J.K.	Blew leaves and debris off pickleball courts, take up poles, painted pickleball courts
10/6/23	3.97	C.W.	Painted pickleball court
10/6/23	4	E.W.	Removed debris from all common areas
10/9/23	4	B.G.	Load sign to trailer, reinstall sign at Cardinal Hill Street at Whitfield antrance
10/9/23	4	E.W.	Removed debris from all common areas
10/10/23	3.78	T.C.	Reattached windscreen at basketball courts, tightened screws on tennis benches, picked up supplies
10/10/23	4	B.G.	Realtached windscreen to fence, retightened all screws of bench chairs at tennis court
10/10/23	4	E.W.	Removed debris from all common areas
10/11/23	8.87	T.C.	Remove roots under sidewalk and relevel, painted second coat on benches at Worthington Oaks at shop, picked up supplies
10/11/23	6	B.G.	Removed roots from under concrete slab
10/11/23	8	J.K.	Picked up road closed sign by bridge, cut down tree, filipped up sidewalk and cut up roots under it
10/11/23	В	C.W.	Added coat on bench, removed signs off sidewalk, pulled up sidewalk chapped roots and releveled
10/11/23	4	E.W.	Removed debris from all common areas
10/12/23	6.17	T.C.	Removed pool motor, removed roots under sidewalk and releveled
10/12/23	5	B.G.	Drilled holes for the new trash receptacle at Oakbrook, worked on cement slabs at Worthington Oaks Park, removed motor from pool
10/12/23	2.32	J.K.	Picked up and leveled out concrete sidewalks
10/12/23	2,25	C.W.	Lifted sidewalk and leveled concrete slab for sidewalks
10/12/23	1	E.W.	Removed debris from all common areas
10/13/23	5	T.C.	Finished cutting roots and releveling sidewalk, removed old and installed new benches at Worthington Oaks Park
10/13/23	5	B.G.	Leveling up cement slab, Installing new benches
10/13/23	3	J.K.	Tool skill saw and shaved sides of slab that cracked, put piece of leveled out ground beneath, took apart bench at playground we put up
10/12/22	3	C.W.	Used skill saw to shave slab, set slab in position then leveled, took apart bench at playground
10/13/23 10/13/23	4	E.W.	Removed debris from all common areas
10/16/23	4	E.W.	Removed debris from all common areas
		T.C.	Painted pickleball courts, picked up supplies
10/17/23	7 7	B,G.	Painted pickleball courts
10/17/23			Finished up green paint around courts, started putting out blue paint for inside of courts
10/17/23	6	J.K.	Finished green paint anothe courts, stated putting our blue paint for mode of courts.  Finished green paint on pickleball court and adding blue paint.
10/17/23	6	C.W.	
10/17/23	4	E.W.	Removed debris from all common areas
10/18/23	8	T.C.	Painted pickleball courts, repaired metal fencing around pool deck
10/18/23	8	B.G.	Painting pickleball court, metal fence repair by the pool area
10/18/23	7	J.K.	Blew leaves and debris off courts to prep before paint, pouring paint and squeegee the blue, pouring green paint and squeegee touchups, install dog on leash sign and no parking sign by field hours, pulled pool motor
10/18/23	7	C,W.	Started opening barrels and filled buckets with water, poured and spread blue paint, poured and spread green paint, installed dogs on leash sign and no parking sign near field hours and shack
10/18/23	3.95	E.W.	Removed debris from all common areas
10/19/23	8	T.C.	Painted pickiebali courts, cleaned up picklebali paint containers and sidewalk area where paint containers and sidewalk area where paint was stored, picked up supplies
10/19/23	8	B.G.	Painting pickleball œurt, cleaning empty barrels for storage rearranging leftover paint
10/19/23	7	J.K.	Blew leaves and debris off courts to prep before paint, rolled out blue on playing courts, cleaned and scraped up debris from pickleball gate, moved empty pallets to shop
10/19/23	7.5	C.W.	scraped up debts from pickleball gate, incred entity patients to shop Filled bucket with water then started pouring and painting court, set signs up

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

<u>Date</u>	Hours	Employee	Description
10/19/23	4	E.W,	Removed debris from all common areas
10/20/23	12.5	T.C.	Worked on pickleball project, sanding down uneven painted areas, repaired and cleaned water fountain at field house, changed GFI for patto, set up windscreens, assisted movie vendor with setting up and hooking up power for movie, making sure no issues white movie started up,
			picked up supplies
10/20/23	8	B,G.	Sanding down excessive rubber and paint on each pickleball court
10/20/23	8	J,K,	Started sanding blue courts and smoothed out, cleaned out outside closet by fitness center, moved boxes of wipes to fitness center, hung up windscreens for television screen
10/20/23	8	C,W.	Sanded pickleball courts, assisted with GFI, set up windscreens for television screen, cleaned pipes and assisted with water fountain
10/20/23	4	E.W.	Removed debris from all common areas
10/21/23	4	T.C.	Set up pumpkin plunge, went and picked up donuts for pumpkin plunge, cleaned up after pumpkin plunge
10/23/23	8	T.C.	Sanding pickleball courts, prepping for paint coats
10/23/23	8	B.G.	Sanding pickleball courts
10/23/23	7	J.K.	Sanding all high spots and rough spots on pickleball courts, blew leaves and debris off pickleball courts for prep for sanding
10/23/23	8	C.W.	Sanded pickleball courts, removed debris from fieldhouse to shop and behind pickleball
10/23/23	4	E.W.	Removed debris from all common areas
10/23/23	5	T.C.	Pulled strings making lines around individual pickleball courts as preparation for painting, painted
10/24/23			benches and bike rack at Natures Hammock dog park
10/24/23	2	B,G.	Worked on pickleball courts
10/24/23	4	J.K.	Ran string fine around pickleball courts, painted benches and blke rack green at dog park, took
			out burned trash receptacle from seccer field and broke down
10/24/23	4	C.W.	Painted blke rack and benches green with tow part, removed trash receptacle and disposed of it, pulled strings at pickleball
10/24/23	4	E.W.	Removed debris from all common areas
10/25/23	9.6	T.C.	Hauled dirt from Middle Village to Double Branch for bulkheads, set up for pickleball paint party,
10/20/20	5.0	1.0.	mixed and poured paint for pickleball volunteers and cleaned up
10/25/23	4	B,G,	At the bridge applying dirt at Silver Bluff Boulevard
10/25/23	6	J.K.	Blew leaved and debris off pickleball court, filled in under sidewalk by bulkhead bridge near
10/20/20	U	0114	soccer field, fixed and replaced swings at Cannons Point park
10/25/23	6	C.W.	Blew leaved and debris off pickleball court, filled in under sidewalk at bridge, fixed and replaced
10/20/20	·	2,,,,	swings at Cannon Point park
10/25/23	3	E.W.	Removed debris from all common areas
10/26/23	4.28	L.N.	Pressure washed field house sidewalk and building
10/26/23	4	E.W.	Removed debris from all common areas
10/27/23	8	T.C.	Painted pickleball courts, replaced burnt trash receptacle holder
10/27/23	5	B.G.	Painting pickleball courts
10/27/23	8	J.K.	Rolled out blue paint on pickleball courts, rolled out green paint on pickleball courts, fixed and
15(2)125	Ü		replaced burnt up trash receptacle at soccer field
10/27/23	8	C.W.	Painted pickleball courts with blue and green paint, boited and replaced trash receptacle at soccer field
10/27/23	4	E,W.	Removed debris from all common areas
10/30/23	4	B.G.	Applied new cement and fixed trash receptacles at Cardinal Hill Street and Old Villa
10/30/23	4	E.W.	Removed debris from all common areas
10/31/23	3.6	T,C,	Painted lines on pickleball courts
10/31/23	3	B,G,	Cardinal Hill Street drilled holes at cement block to install new trash receptacle, drill new holes
,	-		for mat holder at fitness center
10/31/23	1	J.K.	Mud holes from mat rack and hung back up, put matts back on and painted over mud patches and sanded
10/31/23	1	C,W,	Mud holes from mat rack and hung in place, put mats back on and painted over mud
10/31/23	3.78	E.W.	Removed debris from all common areas
TOTAL	525.5	<del></del>	
MILES	192,5		*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445
		-	

## Governmental Management Services, LLC

1001 Bradford Way Kingston, TN 37763

## Invoice

Invoice #: 2372

Invoice Date: 11/1/23 Due Date: 11/1/23

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 - November 2023 。 タルル・ちょろ、ろ400		18,389.83	18,389.83
NOV * 6 2023			
Juny Landet			

Total	\$18,389.83
Payments/Credits	\$0.00
Balance Due	\$18,389.83

## Governmental Management Services, LLC

1001 Bradford Way Kingston, TN 37763

## Invoice

Invoice #: 2374

Invoice Date: 11/6/23 Due Date: 11/6/23

Case:

P.O. Number:

## Bill To:

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

Description	Hours/Qty	Rate Amount
Facility Event Staff through November 4, 2023 깇 · ろ(o역 · 10 중	13.75	25.00 343.75
DECEIVE NOV 16 2023		
	Total	\$242.75

Total	\$343.75
Payments/Credits	\$0.00
Balance Due	\$343.75
	1 1-2

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

## **DOUBLE BRANCH CDD**

## **Facility Event Staff Service Hours**

Quantity	<u>Description</u>	J	Rate	A	mount
13.75	Facility Event Staff	\$	25.00	\$	343.75
	Covers Period End: November 4, 2023				
	Amenities Revenue # 2-369-103				

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

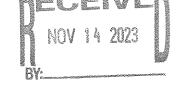
Date: November 14, 2023 at 4:47 PM

To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



Please make the following refund at your earliest opportunity:

- · LOCATION OVCR aka CLUBROOM (SATURDAY) 10:00 P.M. to 2:00 P.M.
- DATE OF VENUE NOVEMBER 4, 2023
- · RESIDENT JAIME HEFFNER
- ADDRESS 1090 AUTUMN TREE LANE, ORANGE PARK, FL 32065
- . AMOUNT OF REFUND \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- o DEPOSIT was via MC(6793):
  - DATE: 9/14/23
  - SEQ#: 2
  - BATCH#: 964
  - INVOICE#: 2
  - APPROVAL CODE: 01691Z
  - AMOUNT: \$100.00



PAYMENT DATE		DATEEVENT	DATE	DESCRIPTION	HOURS	AMOUNT		CHECK/CASH CREDIT CARD
09/14/23	09/14/23		JAIME HE	FFNER - OVCR DEPOSIT	DEPOSIT	100.00	6793	MC-01691Z

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

#### Thank you

I will be out of the office Thursday, November 30, 2023 - Monday, December 4, 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



MAKE CHECK PAYABLE TO:



Post Office Box 20122 Tampa, FL 33622-0122 (904) 262-5500

Invoice Due Date 11/17/2023

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

0000000019082001000000013786400000021700053

PLEASE FILL OUT BELOW IF PAYING BY CREDIT CARD						
VISA REVOLUTE						
CARO NUMBER	EXP. DATE					
SIGNATURE	AMOUNT PAID					

ACCOUNT NUMBER	DATE	BALANCE
708477	11/7/2023	\$2,170.00

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

Please Return this portion with your payment

PO #

			,		, , , , , , , , , , , , , , , , , , ,	
Invoice Date	Description	Q	Quantity	Amount	Tax	Total

137864B

8664 OAKLEAF VILLAGE PKWY, JACKSONVILLE, FL ORANGE PARK, FL 32065

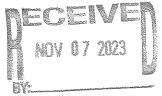
\$0.00 \$2170.00 \$2170.00 11/7/2023 Water Management - Monthly

Restatement of October 2023's Invoice. All monthly water management invoices going forward shall be consolidated into one.

**Invoice** 

Code to:

2-320-572-4680



## **Double Branch Lake Maintenance**

Please provide remittance information when submitting payments, otherwise payments will be applied to the oldest outstanding invoices.

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

**Corporate Address** 

BCF0DAE5 Portal Registration #:

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

MAKE CHECK PAYABLE TO:



Post Office Box 20122 Tampa, FL 33622-0122 (904) 262-5500

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

0000000019082001000000013786500000021700052

PLEASE FILL OUT BELOW IF PAYING BY CREDIT CARD				
VISA REGISTE				
CARD NUMBER	EXP. DATE			

ACCOUNT NUMBER	DATE	BALANCE
708477	11/7/2023	\$2,170.00

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

Please Return this portion with your payment

Invoice Due Date 11/17/2023 Invoice 137865B PO #

Invoice Date Description Quantity Amount Tax Total

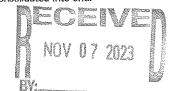
8664 OAKLEAF VILLAGE PKWY, JACKSONVILLE, FL ORANGE PARK, FL 32065

11/7/2023 Water Management - Monthly \$2170.00 \$0.00 \$2170.00

Restatement of November 2023's Invoice. All monthly water management invoices going forward shall be consolidated into one.

Code to:

2-320-572-4680



## **Double Branch Lake Maintenance**

Please provide remittance information when submitting payments, otherwise payments will be applied to the oldest outstanding invoices.

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

Corporate Address

Portal Registration #:

BCF0DAE5

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

#### INVOICE

PAULA'S PEST CONTROL 1548 Glendale St, Jacksonville, Fla 32205 (904) 389-3419 INVOICE: 47241 QT
 DATE: 10/11/23 10:00a
ACCOUNT: 1031 Oakleaf

ROUTE: 0

LAST: 7/12/23 Paula

Paula Douglas

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

SERVICE TO
Oakleaf Plantation
370 Oakleaf Village Parkway
Orange Park, FL 32065

904-375-9285 wanda 904-894-8980

General Pest Control PEST

PRICE

AMOUNT

·

155.00 155.00

SUBTOTAL

155.00

PREVIOUS BALANCE

0.00

## Double Branch Facility Maintenance - Preventative

2-320-572-4661

DESCRIPTION

Code to:

PLEASE KEEP FULL INVOICE FOR YOUR RECORDS

EFFECTIVE NOVEMBER 1,2011
Make Checks payable to:

Paula's Pest Control, Inc. 1548 Glendale St. Jacksonville, FL 32205 NOV 0 7 2023

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

THANK YOU FOR YOUR BUSINESS!
HAVE A WONDERFUL DAY!

Serviced By:

PAULA DOUGLAS Ph# 904-389-3419



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

## Invoice

Date

11/1/2023

Invoice #

131295618343

Terms	Net 20
Due Date	11/21/2023
PO #	

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
	NOV 25 2023 BY:			

Subtotal 3,100.91
Shipping Cost (FEDEX GROUND) 0.00
Total 3,100.91

Amount Due \$3,100.91

Remittance Slip

Customer 13OAK102 Invoice # 131295618343 Amount Due

\$3,100.91

Amount Paid

Make Checks Payable To

Poolsure PO Box 55372 Houston, TX 77255-5372





## Total Entertainment Services

#### Invoice

Mailing Correspondence Address: 1623 Troy Lynn Trail, Jacksonville, Fl. 32225

(904) 645-9068 Fax: (904)645-9082

E-mail; bookme@progressiveent.com

Invoice # 1299654

370 Oakleaf VIIIage Parkway, Orange Park, Fl. 32065

Wk: 904-375-9285 ext. 7

Double Branch CDD- Oakleaf (Phase 1)

Lisa Carter

Invoice date: 10/16/2023

Original contact person:

Customer name:

Billing address:

www.progressiveent.com

Terms: Due by event

Type of Event: Movie Night

PO#

Original contact person:	Lisa Carter	<u>Wk:</u> 904-375-9285	ext. 7	E-mail/ fax:	<u>resid</u>	lentassista	nt@oakleafr	<u>eside</u> r	its.com
At event contacts with cell:	Jay Soriano Ce	ell-904-342-1441 mana	ger@oakleafresidents	s.com					
Event date: Friday October	20, 2023	Hours of event:	7:00 pm or when dark	k till end	Hou	rs of servi	ice:	San	ne
Approximate set up time:	Between	: 5:00-5:30 pm							
Location name and address:	Same								
Where to set up at location;	Soccer Field Ar	rea			Pow	er within	75':	Yes	
Set up-grass or pavement:	PV	Water within 75':	NA	Cove		a for ente		Yes	
Notes:								, 00	
SERVICES NEEDED:	200								
* 24 Complete Outdoor Movie Sy	ystem with onsite	technician	Reg. Rate	\$ 459.0	0		Your Cost	S	395,00
* Area delivery			Reg. Rate				Your Cost	. S	39.00
			Reg. Total	•			Your Total	. s	434.00
	_ 4 @	- III ENI	-	Total Savings	s	64.00	1001 1001	U	434.00
	e lo: 3	Split 50/	JU	_					
//									
			#						
/2/32	0=572	49400							
			The second secon		·				
				Sub Total:	\$	434.00			
/Doug	ble Br	anch Si	accial E	Sales Ten 4	⊚ S	-			
	die di	anich o	<i>j</i> cuai e	Invoice Total:	\$	434.00			
			C	redit Card Fee	\$	_			
				otal with Card	NA				
2-5-5	U-5/2	-49400		osit required		/aived			
				due at set up	\$	434.00			
	1	_		nts received irrent Balance	\$ \$	404-04	\$217.	۸۸	1
CANCELLATION, RE-SCHARLE TO A STREET OF THE	Vertwelter	looe So	ecial E	Vent	ą	104,700	PRI	. 00	
Any cancellation of this agreeme	nt by customer m	ust be in writing at lea	st 30 days prior to eve	nt date with spe	cific rea	sons with	verification b	V	
Progressive Entertainment, Any	stopping of delive	ry/service of Progress	ive Entertainment mus	st be at least 24	hrs, in a	advance to	avoid labor d	costs.	
No penalties or loss of deposit or	ccur if event is re-	scheduled within 60 d	avs of original event d	ate. A 50% cano	ellation	fee of tota	l amount occ	nire	
when not within these terms. Oth	ner arrangements	must be noted by Pro	gressive Entertainmen	it. For customer	pick up	- customer	is responsib	le for	
theft or damage to equipment or	materials while in	possession. Progress	sive Entertainment is n	iot responsible f	or any a	icts of natu	re which pre	vent	
event from taking place or being	shortened. Service	ce reserves the right to	stop service if guests	cause a safety	or beha	vior issue	to service.		
	İ								
Customer signature required x	<u> </u>					Date:			
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					20				
	j.		Se to represent the control of the c	many seminar	13 B				

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

## Invoice

Invoice #: 348

Invoice Date: 11/1/2023 Due Date: 11/1/2023

Case:

P.O. Number:

## Bill To:

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

Description	Hours/Qty	Rate	Amount
2.320.572.6100 - Janitorial Services - November 2023		4,953.33	4,953.33
NOV 15 2023			
Juny Landert 11.7-23			

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** 

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



DATE 11/02/2023
DUE DATE 11/30/2023
TERMS End of the month

#### SERVICE MONTH

November

ACTIVITY	QTY	RATE	AMOUNT
Dedicated Officer I Dedicated Officer for 10 hours Monday to	316	27.20	8,595.20T
Thursday and 12 hours Saturday and Sunday			

SUBTOTAL TAX TOTAL BALANCE DUE 8,595.20 0.00 8,595.20

\$8,595.20

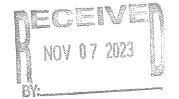
# APPROVED Code to: Double Pronch Cocurity

Double Branch Security 2-320-572-345



Southeast Fitness Repair 14476 Duval Place West #208 Jacksonville, FL 32218 Invoice #102810

Invoice Date: 10/12/2023



Account #101332
Oakleaf Plantation - Double Branch and Middle Village

## Invoice

Dilling	Location	Information
DIIIIIIQ	LOCATION	Information

**Billing Address** 

370 Oakleaf Village Pkwy Orange Park, FL 32065-4259 **Billing Contact** 

Jay Soriano

Main Number

(904) 406-2200

**Mobile Number** 

Email

Jsoriano@Gmsnf.Com

#### **Service Information**

Services	Qty	Rate	Price
370 Oakleaf Village Pkwy, Orange Park, FL 32065- 4259			
10/12/2023 PM: Bi-Monthly Bi-monthly scheduled preventative maintenance	1 visit	\$0.00 / visit	\$0.00
— Product: PM: Elliptical, Cross-trainer, ARC, AMT	3.00 Ea	\$15.00 / Ea	\$45.00
— Product: PM: Multi-Station	1.00 Ea	\$20.00 / Ea	\$20.00
- Product: PM: Recumbent, Upright Bicycle	2.00 Ea	\$10.00 / Ea	\$20.00
— Product: PM: Single-Station	5.00 Ea	\$10.00 / Ea	\$50.00
— Product: PM: Spin Bike, Rowing Machine	1.00 Ea	\$10.00 / Ea	\$10.00
— Product: PM: Stepper, Stepmill, Jacobs Ladder, Wave	2.00 Ea	\$15.00 / Ea	\$30.00
— Product: PM: Treadmill	3.00 Ea	\$20.00 / Ea	\$60.00
— Product: Flat Rate Fee	1.00 Ea	\$125.00 / Ea	\$125.00
Code to:	<b>S</b>	ubtotal:	\$360.00

Double Branch Facility Maintenance - Preventative

2-320-572-4661

Pay New

Amount Paid: Balance Due:

\$0.00 **\$360.00** 

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

Billing Receipt - Please Return With Payment Remitt	ance		
Bill To: Jay Soriano 370 Oakleaf Village Pkwy	Account	[101332] Oaklea Double Branch	af Plantation - and Middle Village
Orange Park, FL 32065-4259	Invoice #	102810	
	Date	Thursday, Octo	ber 12, 2023
Remit To: Southeast Fitness Repair	Amount Paid		
14476 Duval Place West #208 Jacksonville, FL 32218	Check Number		

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







Invoice #: 13353 Date: 11/01/23 **Customer PO:** 

**DUE DATE: 12/01/2023** 

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

#10343 - Standard Maintenance Contract 2023 November 2023

AMOUNT

\$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** 

## Invoice



Invoice #: 12759

Date: 09/19/23

**Customer PO:** 

**DUE DATE: 10/19/2023** 

BILL TO

FROM

Oakleaf - Double Branch CDD 370 Oakleaf Village Parkway Orange Park, FL 32065 VerdeGo PO Box 789 Bunnell, FL 32110 Phone: 386-437-3122 www.verdego.com

<b>DESCRIPTION</b> #13003 - Irrigation Repair - Soccer Field Mainline				AMOUNT
Irrigation Repair - Soccer field mainline break.				
Landscape Enhancement				\$2,951.75
6 in. Coupler (Material)	2.00	\$49.30	\$98.60	
6 in. PVC (Material)	4.00	\$15.75	\$63.00	
6x15 Stainless Coupling (Material)	1.00	\$600.15	\$600.15	
Equipment Rental (Material)	1.00	\$650.00	\$650.00	
Irrigation Tech (Labor)	28.00	\$55.00	\$1,540.00	

**Invoice Notes:** 

Thank you for your business!

AMOUNT DUE THIS INVOICE

\$2,951.75

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:

**Double Branch - Irrigation Repairs** 

2-320-572-35100



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

Date: July 30, 2023 at 8:10 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:

- REFUND FROM DBCDD for the following venue.

  LOCATION OVCR (SATURDAY) 7:00 P.M. to 11:00 P.M.

  DATE OF VENUE JULY 29, 2023
  RESIDENT ANGIELER WHITE

  ADDRESS 688 CRYSTAL WAY, ORANGE PARK, FL 32055

  AMOUNT OF REFUND: \$100.00

  BOOKING FEEDEPOST was via VISA(6982):

  DATED: 7/14/23
  SECH: 5
  BATCH#: 11
  INVOICE#: 5
  APPROVAL CODE: 46609D

  - - - INVOICE#: 5 APPROVAL CODE: 46609D AMOUNT: 100,00



PAYMENT DATE	SETTLEMENT D	ATEEVENT	DATE DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH CREDIT CARD
07/14/23	07/14/23		ANGIELER WHITE - OVCR DEPOSIT	DEPOSIT \$	100.00		VISA-46609D

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

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.oakteafresidents.com

Governmental Management Services

#### www.OakLeafResidents.com

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

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

Date: December 8, 2023 at 7:00 PM

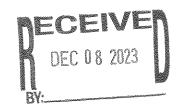
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



#### Good evening, Todd,

Please make the following refund at your earliest opportunity:

- LOCATION -- OVCR aka CLUBROOM (SATURDAY) 7:00 P.M. to 11:00 P.M.
- DATE OF VENUE DECEMBER 2, 2023
- . RESIDENT-CLAUDE LOUIS
- · ADDRESS 3741 BRIAR LANE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via CHECK drawn on CITIZENS Bank:
  - \* DATED: 11/15/23
  - CHECK#: 128
  - DEPOSITED: 6/29/23
  - AMOUNT: \$100.00



PAYMENT DATE	SETTLEMENT D		DATE DESCRIPTION	HOURS	AMOUNT	ELEC	CHECK/CAS	H CREDIT CARD	manus (Zaustana)
11/15/23	11/17/23	12/02/23		DEPOSIT	100.00		CK# 128	11/	17/2023

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

#### Thank you.

Our office will have limited hours over the Holidays.

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.

1 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; repeat your name and number twice 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.Oakl.eafResidents.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 emity. 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.







Please include Customer Number and make checks payable to: Clay County Sheriff's Office

CUSTOMER	INVOICE DATE	INVOICE NUMBER	AMOUNT PAID	DUE DATE	INVC	DICE TOTAL DUE
OAKLEAF PLANTATION CDD	12/06/2023	67	\$0.00	12/21/2023		\$885.00
DESCRIPTION	QUANTITY	PRICE UOM ORIGI	VAL BILL ADJU	STED	PAID	AMOUNT DUE

DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
OFF DUTY ADMIN	125.00	\$5,000000	EACH	\$625.00	\$0,00	\$0.00	\$625.00
OFF DUTY SCHEDULING FEE	1.00	\$260,000000	EACH	\$260.00	\$0.00	\$0.00	\$260.00

invoice rotal.		000.
	=\$312.50	
+\$260+2	=\$130.00	
\$885-2	=\$442.50	





Please include Customer Number and make checks payable to: Clay County Sheriff's Office

General Inv	oice
-------------	------

Remit Portion

Invoice Date	12/06/2023
Invoice Number	 67
Customer Number	30

Amount Paid

Due Date	12/21/2023
Invoice Total Due	\$885.00

Please include Customer Number and make checks payable to: Clay County Sheriff's Office

OAKLEAF PLANTATION CDD 370 OAKLEAF VILLAGE PKWY ORANGE PARK, FL 32065

# Governmental Management Services, LLC

1001 Bradford Way Kingston, TN 37763

# Invoice

Invoice #: 2378 Invoice Date: 12/1/23

Due Date: 12/1/23

Case:

P.O. Number:

#### Bill To:

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

Description	Hours/Qty	Rate	Amount
Recreation Facility Management - Oakleaf Plantation - December 2023 2,310,513,3400		18,389.83	18,389.83
DEC 05 2023			
Juny Landet			

Total	\$18,389.83
Payments/Credits	\$0.00
Balance Due	\$18,389.83

# Governmental Management Services, LLC

1001 Bradford Way Kingston, TN 37763

# Invoice

Invoice #: 569

Invoice Date: 12/4/23

Due Date: 12/4/23

Case:

P.O. Number:

#### Bill To:

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

Description	Hours/Qty	Rate	Amount
acility Event Staff through December 2, 2023 え, 369 . 1 0 ろ	9.5	25.00	237.50
DEC 0 4 2023			
		i de la companya de l	

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

12/4/3

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

## **DOUBLE BRANCH CDD**

## **Facility Event Staff Service Hours**

Quantity	Description	]	<u>Rate</u>	A	mount	
9.5	Facility Event Staff	\$	25.00	\$	237,50	
	Covers Period End: December 2, 2023					
	Amenities Revenue # 2-369-103					

## **Governmental Management Services, LLC**

1001 Bradford Way Kingston, TN 37763

# Invoice

Invoice #: 2380 Invoice Date: 12/19/23

Due Date: 12/19/23

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 December 16, 2023 2, 369,103	9	25.00	225.00
Emilia Co Emilia V Emilia   SV annumentation and annumentation ann		- Constanting	

Total	\$225.00
Payments/Credits	\$0.00
Balance Due	\$225.00
	1,01

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

## DOUBLE BRANCH CDD

## **Facility Event Staff Service Hours**

Quantity	Description	j	Rate	A	mount
9	Facility Event Staff	\$	25.00	\$	225.00
	Covers Period End: December 16, 2023				
	Amenities Revenue # 2-369-103				

From: Oakleaf Venues venuerentais@oakleafresidents.com Subject: DBCDD refund of deposit request - KAREN WILLIAMS

Date: December 8, 2023 at 7:08 PM

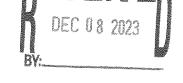
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



Please make the following refund at your earliest opportunity:

- LOCATION OVCR aka CLUBROOM (SATURDAY) 2:30 P.M. to 6:30 P.M.
- O DATE OF VENUE DECEMBER 2, 2023
- · RESIDENT KAREN WILLIAMS
- ADDRESS 785 OAKLEAF PLANTATION PKWY #1814, ORANGE PARK, FL 32065
- . AMOUNT OF REFUND \$100.00
  - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via AMEX(5008);
  - DATE: 10/13/23

  - = SEQ#: 3
  - BATCH#: 983
  - INVOICE#: 3
  - APPROVAL CODE: 815502
  - AMOUNT: \$100,00



PAYMENT DAT	ESETTLEMENT D	ATEEVENT	DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
10/13/23	10/13/23	12/02/23		N WILLIAMS - OVCR DEPOSIT	DEPOSIT \$	100.00		A	MEX-815502

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

Our office will have limited hours over the Holidays.

Please email mo 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 Prese entain the tracks a detailed include a control of the property of the pr

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.





BIIITo

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

## Invoice

Date

12/1/2023

Invoice #

131295618857

Terms	Net 20		,
Due Date	12/21/2023		. "
PO#		٠.	

Ship To

Oakleaf Village/Double Bra 475 West Town Place Ste 1 St Augustine FL 32092	nch 14	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
		m k			
	) <b>F.9.E</b> <u>10.2</u> 1 NO.V. 2.720 BY:				

Save in 2024 by prepaying your annual amount. Customers who prepay for 2024 by 12/31/2023 will receive a 5% discount on their annual rate. Contact ar@poolsure.com and request your 2024 annual invoice.

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

0.00

Remittance Slip

Customer 13OAK102

Invoice # 131295618857 **Amount Due** 

\$3,100.91

**Amount Paid** 

Make Checks Payable To

Poolsure PO Box 55372 Houston, TX 77255-5372



## Riverside Management Services, Inc

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

# Invoice

Invoice#: 350

Invoice Date: 12/1/2023 Due Date: 12/1/2023

Case:

P.O. Number:

#### Bill To:

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

Description	Hours/Qty	Rate	Amount
2.320.572.6100 - Janitorial Services - December 2023		4,953.33	4,953.33
Juny Landut			
14-5-45			· · · · · · · · · · · · · · · · · · ·

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

INVOICE # 9595
DATE 12/01/2023
DUE DATE 12/31/2023
TERMS End of the month

#### SERVICE MONTH

December

ACTIVITY	QTY	RATE	AMOUNT
Dedicated Officer I Dedicated Officer for 10 hours Monday to	330	27.20	8,976.00T
Thursday and 12 hours Saturday and Sunday			

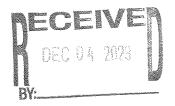
SUBTOTAL TAX TOTAL BALANCE DUE 8,976.00 0.00 8,976.00 **\$8,976.00** 

APPROVED

Code to:

Double Branch Security

2-320-572-345





Post Office Box 20122 Tampa, FL 33622-0122 (904) 262-5500

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

0000000019082001000000014193600000021700055

PLEASE FILL O	UT BELOW IF PAYING BY CREDIT CARD
VISA Haggin	
CARD NUMBER	EXP. DATÉ
SIGNATURE	AMOUNT PAID

ACCOUNT NUMBER	DATE	BALANCE
708477	12/1/2023	\$2,170.00

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

Please Return this invoice with your payment

PO #

Invoice Due D	ate 12/11/2023	Invoice	141936B	PO :	<i>‡</i>	
Invoice Date	Description		Quantity	Amount	Tax	Total

141936B

8664 OAKLEAF VILLAGE PKWY, JACKSONVILLE, FL ORANGE PARK, FL 32065

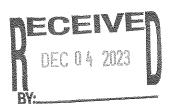
12/1/2023 Zone 2

Water Management - Zone 1, Water Management -

\$0.00 \$1085.00 \$1085.00 \$1085.00 \$0.00 \$1085.00

Code to:

Please remit payment for this month's invoice.



2-320-572-4680

Double Branch Lake Maintenance

Please provide remittance information when submitting payments, otherwise payments will be applied to the oldest outstanding invoices. Credits

\$0.00

Adjustment

\$0.00

AMOUNT DUE

**Total Account Balance including this invoice:** 

\$6510.00

This Invoice Total:

\$2170.00

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

Customer #:

708477

**Corporate Address** 

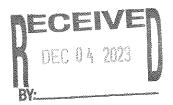
Portal Registration #: BCF0DAE5 4651 Salisbury Rd, Suite 155 Jacksonville, FL 32256

**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





## **Invoice**

Invoice #: 13715

Date: 12/01/23

Customer PO:

**DUE DATE: 12/31/2023** 

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

#10343 - Standard Maintenance Contract 2023 December 2023

**AMOUNT** 

\$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

AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 12/30/23 PAGE 1

\*\*\* CHECK DATES 11/01/2023 - 12/31/2023 \*\*\* DOUBLE BRANCH-CAPITAL RESERVE BANK C CAPITAL RESERVE FUND

	BA	NK C CAPITAL RESERVE FUND			
CHECK VEND#IN DATE DATE	VOICEEXPENSED TO INVOICE YRMO DPT ACCT# S	VENDOR NAME SUB SUBCLASS	STATUS	AMOUNT	CHECK AMOUNT #
	3 08142023 202311 600-53800-6 1ST PAY RPLC 2 MAIN DRAIN			12,862.75	
		CROWN POOLS, INC.			12,862.75 000169
11/07/23 00003 8/14/2	3 08142023 202311 600-53800-6 2ND PAY PPLC 2 MAIN DRAIN	52000	*	12,862.75	
		CROWN POOLS, INC.			
11/07/23 00003 8/14/2	3 08142023 202311 600-53800-6 FINAL RPLC 2 MAIN DRAINS	52000	*	25,725.50	
		CROWN POOLS, INC.			25,725.50 000171
12/07/23 00053 10/19/2	3 36349 202310 600-53800-6 PREMIUM EFFICIENCY MOTOR	52100	*	1,028.08	
		COM PAC FILTRATION INC			1,028.08 000172
12/07/23 00027 10/12/2	3 918874 202310 600-53800-6 MAX ROLL - SHIPPING	52100	*	705.00	
		ERC WIPING PRODUCTS			705.00 000173
12/07/23 00035 11/09/2	3 2376 202311 600-53800-6		*	1,704.70	
	MAINTENANCE SUPPLIES	GOVERNMENTAL MANAGEMENT SERVICES			1,704.70 000174
12/07/23 00035 11/10/2	3 2375 202310 600-53800-6		*	2,251.50	
	REPAIR/REPLACEMENT	GOVERNMENTAL MANAGEMENT SERVICES			2,251.50 000175
12/07/23 00297 10/20/2	3 349 202310 600-53800-6	52100		8,000.00	
	WORTHINGTON OAKS PLAYGRND	RIVERSIDE MANAGEMENT SERVICES, INC			8,000.00 000176
12/07/23 00040 6/06/2	3 74026713 202310 600-53800-6		*	2,139.20	
	21" VACUUM W/ 40' CORD	SCP DISTRIBUTORS LLC			2,139.20 000177
	3 75173790 202310 600-53800-6	52100	*	144.19	
6/23/2	JANITORIAL SUPPLIES 3 75173790 202310 600-53800-6		*	3.98-	
6/23/2	INV#751737909 3 75173790 202310 600-53800-6		*	101.91-	
6/27/2	INV#0524953 6/30/23 3 75217167 202310 600-53800-6		*	55.11	
6/27/2	JANITORIAL SUPPLIES 3 75217167 202310 600-53800-6 INV#0526002 7/26/23	52100	*	51.13-	

DBBR DOUBLE BRANCH OKUZMUK

AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 12/30/23 PAGE 2
\*\*\* CHECK DATES 11/01/2023 - 12/31/2023 \*\*\* DOUBLE BRANCH-CAPITAL RESERVE

	, - , -		BA	ANK C CAPITAL	RESERVE FUND			
CHECK VEND# DATE	DATE	OICE INVOICE	EXPENSED TO YRMO DPT ACCT# S	SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT #
	8/30/23		202310 600-53800-6	52100		*	1,063.51	
		76959238	AL SUPPLIES 202310 600-53800-6	52100		*	746.92	
	10/10/23	76959238	AL SUPPLIES 202310 600-53800-6	52100		*	2.28-	
		INV#U4/3	444 3/22/23	THE HOME DEE	POT PRO			1,850.43 000178
12/07/23 00016	11/06/23	13421	202311 600-53800-6	52100		*	2,891.26	
		STEEPLE	CHASE LN	VERDEGO, LLO				2,891.26 000179
12/07/23 00016	11/06/23	13422	202311 600-53800-6	52100		*	4,610.00	
			BRDG AMENITY CTR					4,610.00 000180
12/07/23 00034	7/31/23	72813	202310 600-53800-6	52100		*	5,575.89	
		BASE II	(55 GALLON DRUM)	WELCH TENNIS	COURTS, INC.			5,575.89 000181
12/22/23 00003	11/27/23	INTELLIB	202311 600-53800-6			*	5,019.00	
			5 INTELLIBRITES	CROWN POOLS,	INC.			5,019.00 000182
	11/28/23	 Q-86592	202311 600-53800-6	52100		*	3,768.58	
		REPAIR F	ENCE ITEMS	FENCESCREEN	LLC			3,768.58 000183
12/22/23 00056	11/28/23	HF184088	202311 600-53800-6			*	6,660.45	
		REPAIR F	ENCE ITEMS	HOOVER FENCE	CO			6,660.45 000184
12/22/23 00039	12/03/23	2364A	202312 600-53800-6	52100		*	1,922.50	
		50% DEPO	SIT	EDWIN ARCE I	DBA TITO'S PAINTING CO			1,922.50 000185
12/22/23 00039	12/03/23	2364B	202312 600-53800-6	52100			1,922.50	- <del>-</del>
		FINAL PA	YMENT	EDWIN ARCE I	DBA TITO'S PAINTING CO		-	1,922.50 000186
12/22/23 00039	12/03/23	 2365A	202312 600-53800-6	52100			1,737.50	
, ,		50% DEPO	STT		OBA TITO'S PAINTING CO		•	1.737.50 000187
					DBA TITO'S PAINTING CO		1,737.50	
,,	, , 5, 25	FINAL PA	YMENT		DBA TITO'S PAINTING CO			1,737.50 000188
					DBA TITO'S PAINTING CO			

DBBR DOUBLE BRANCH OKUZMUK

AP300R *** CHECK DATES 11/01/2023	- 12/31/2023 *** DOUB	OUNTS PAYABLE PREPAID/CO LE BRANCH-CAPITAL RESERV C CAPITAL RESERVE FUND		UN 12/30/23	PAGE 3
	CEEXPENSED TO NVOICE YRMO DPT ACCT# SUB	VENDOR NAME SUBCLASS	STATUS	AMOUNT	CHECK AMOUNT #
12/22/23 00016 11/15/23 1	RMV PLANTATION OAKS BLVD	00 ERDEGO, LLC 	*	3,900.00	3,900.00 000189
		TOTAL	FOR BANK C	108,875.09	
		TOTAL	FOR REGISTER	108,875.09	

DBBR DOUBLE BRANCH OKUZMUK



3002 Phillips Highway Jacksonville, FL 32207 Phone: 904,858,4300 CPC1456979

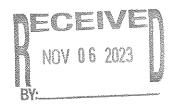
August 14, 2023

Re:

Oakleaf Main Drain Repairs

Jay Soriano

Orange Park, FL 32065



Crown Pools, Inc. is pleased to provide you with a proposal for the above-mentioned project. Our Proposal includes the Main Drain Repairs at 370 Oak Leaf Village Parkway, Orange Park, FL 32065. The proposal includes the following.

Main Drain Replacement for Pool - 08142023A: 25% - \$12,862.75 (Replace (2) 18" x 18" main drains)

\$51,451.00

08142023B: 25% - \$12,862.75

08142023C: 50% - \$25,725.50

#### Please Note:

Please be aware that Crown Pools will be held harmless for damage to any existing underground or existing conditions.

Thank you for the opportunity to provide you with a proposal. Should you have any questions or concerns please contact us.

Regards,

Crown Pools Estimation Department Crown Pools CPC1456979 (904) 858 - 4300

## Oakleaf Main Drains Replacement Inclusions/Exclusions

#### Included on Bid:

All labor and materials to replace (2) 18" x 18" main drains Cut out and remove concrete from existing shell Dewater to facilitate plumbing Re-attach existing plumbing to new 18" x 18" main drains Pin and steel new main drains in place Pour concrete around new main drains Tile at joint between existing shell and new shell Plaster over new concrete area Necessary dumpsters Start up

#### Not Included on Bid:

Power on jobsite (use of generators will be at Owners Expense)
Water on jobsite
Repair, replace, or moving of any existing underground in the way and/or damaged
Repair, replace, or moving of any existing landscaping
Installation or liability of any Landscaping
Owner to supply lay down area for equipment and dumpster
Removal and Repour of any sidewalks
Removal and Replacement of any fence

Exhibit A
Scope of Work



3002 Phillips Highway Jacksonville, FL 32207 Phone: 904.858.4300 CPC1456979

August 14, 2023

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Jay Soriano

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#### Phase I Schedule (10/26/23 - 11/10/23)

10/26/23 - 10/30/23

- Dive pool to check pipe size and direction of tee.
- Set up and begin de-watering process on pool.
- Dumpsters delivered to jobsite.

10/30/23 - 11/01/23 -

- Drain swimming pool.

11/01/23 - 11/02/23 -

- Install Felt and soaker hoses to protect existing pool plaster.

11/02/23 - 11/10/23 -

- Core holes in floor
- Cut out 4' x 4' area of concrete to Identify Problem.

#### Phase II Schedule (11/27/23 - 12/08/23)

\* During this time, we will diagnose and fix the problem. We <u>believe</u> that the problem is in this area. The leak detection has been completed and all signs point to the area of the main drains. Pictures will be taken throughout the entire process until completion of project.

- Cut out existing main drains.
- Excavate main drain area.
- Rock and install new dewatering.
- Plumb and hook up new main drains.
- Drill and epoxy steel into existing floor.
- Steel sump area to secure main drains.
- Pour and encase main drains in concrete.
- Tile new joint around main drains for plaster.
- Plaster Section of pool.
- Acid Wash.
- Begin Fill of Pool.
- Start Pool and Balance Chemicals.



3002 Phillips Highway Jacksonville, FL 32207 Phone: 904.858.4300 CPC1456979

August 14, 2023

Re:

Oakleaf Main Drain Repairs

Jay Soriano

Orange Park, FL 32065



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\$51,451.00

(Replace (2) 18" x 18" main drains)

08142023C: 50% - \$25,725.50

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Regards,

Crown Pools Estimation Department Crown Pools CPC1456979 (904) 858 - 4300

## Oakleaf Main Drains Replacement Inclusions/Exclusions

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Plaster over new concrete area
Necessary dumpsters
Start up

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3002 Phillips Highway Jacksonville, FL 32207 Phone: 904.858.4300 CPC1456979

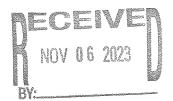
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Oakleaf Main Drain Repairs

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Crown Pools Estimation Department Crown Pools CPC1456979 (904) 858 - 4300

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Repair, replace, or moving of any existing landscaping
Installation or liability of any Landscaping
Owner to supply lay down area for equipment and dumpster
Removal and Repour of any sidewalks
Removal and Replacement of any fence



2020 West Beaver Street Jacksonville, FL 32209 Phone: 904-356-4003

## Invoice

Date	Invoice Number
10/19/2023	36349

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

Ship To

Double Branch CDD

370 Oakleaf Village Parkway

Orange Park, FL 32065

							SO N	umber
							1017	723-5
	Terms	PO Number	Project Name	WO Number	Quote Number	Due Date	Ship Via	Ship Date
	COD	Jay email	Double Branch CDD		101723-5DT	10/19/2023	cust. pick	10/19/2023
Qty	Item			Description			Rate	Amount
1	Item Compac Discount	Subtotal Preferred Customer Subtotal  Code to:	C-213JM-3 7.5hp TEFC  Discount (Vailid if paid  Branch Re	within term limits)		ase 1800rpm	2,035.80 -49.50%	2,035.80 2,035.80 -1,007.72 1,028.08
		34.600.5	3800.62 <b>0</b> 0					

Insufficent funds due to returned checks, wire transfers and/or credit cards will be subject to loss of customer discount and will incur a 1.5% finance charge compounded monthly until paid in full.

Customer discount will be revoked and charged back to the Final Invoice if not paid within the specified terms.

Please Note: 30 Days On Returns

No Returns On Custom Made Items.

Subtotal	USD 1,028.08
Sales Tax (0.0%)	USD 0,00
Additional Payments/Credits	USD 0.00
Balance Due	USD 1,028.08



Order No.

850584

#### 19 Bennett Street • Lynn, MA 01905 1-800-225-9473 (WIPE) 781-593-4000 • Fax 781-593-4020 email: erc@ercwipe.com • www.ercwipe.com

Invoice Number	Page
918874	1
10/12/202	23

Bil-To#: 29121
OAKLEAF PLANTATION
370 OAKLEAF VILLAGE PARKWAY
ORANGE PARK, FL 32065

Ship-To #:

OAKLEAF PLANTATION 370 OAKLEAF VILLAGE PARKWAY ORANGE PARK, FL 32065

Customer P/O Ship Via Terms Sales Rep

DOUBLE BRANCH R & L CARRIERS EXCEP NET 30 SHOPPING CART

Item	Description	U/M	Order	Ship	в/о	Net Price	Extended
XAMOOOEW	MAX ROLL	CSE	10	10		57.5000	575.00
	Tracking/Pro #:848989611						
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RA	GS . TOWEL	\$	P	APE	RV	NIPER	25
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<del> </del>	Thank You	for "	Your	Busio	ress		
THANDEO OUADOEO	OF 1.5% PER MONTH (18% PER ANNUM)	AT			0	ub Total:	575.00

FINANCES CHARGES OF 1.5% PER MONTH (18% PER ANNUM) WILL BE CHARGED ON INVOICES OVER 30 DAYS

ALL FEES AND EXPENSES INVOLVED IN THE COLLECTION OF PAST DUE ACCOUNTS OR BAD CHECKS WILL BE PAID BY THE CUSTOMER





AT	Sub Total:	575.00
DUE DATE:	Sale's Tax:	.00
11/11/2023	Shipping:	130.00
Please Remit To: 19 Bennett St	Deposits:	.00
Lynn MA 01905	Balance:	705.00
I.		4

## Governmental Management Services, LLC

1001 Bradford Way Kingston, TN 37763

# Invoice

Invoice #: 2376 Invoice Date: 11/9/23

Due Date: 11/9/23

Case:

P.O. Number:

#### Bill To:

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

Description	Hours/Qty	Rate	Amount
Maintenance Supplies		1,704.70	1,704.70
Code to:	-		
Double Branch Repair/Replacement			
34.600.53800.6 <b>210</b>			
			مثرو
SOCIAL MANAGEMENT AND			
DECEIVE			
NOV 15 2023			
PV 6 to compare the compare of the c			

Total	\$1,704.70		
Payments/Credits	\$0.00		
Balance Due	\$1,704.70		

#### MAINTENANCE BILLABLE PURCHASES

Period Ending 11/05/23

DISTRICT DB	DATE	SUPPLIES	PRICE	EMPLOYEE
DOUBLE BRANCH				
	10/6/23	10Qt Mixing Container (2)	12.60	J,S,
	10/6/23 10/6/23	5 Gallon Mixing Bucket (3) Nitrile Gloves 40pk	22.70 17.23	J.S. J.S.
	10/6/23	Husky 12" Paint Shield	5,73	J.S.
	10/6/23	Pro Striping White	11,48	J.S.
	10/10/23	Folding Knife	5.16	T.C.
	10/10/23	BLK Nitrile Gloves 20pk	8.61	T.C.
	10/10/23	90W Dim 2pk	18.38 3.43	T.C. T.C.
	10/11/23 10/11/23	Large Nitrile Gloves Grease Monkey Nitrile 50ct	12.58	T.C.
	10/16/23	60lb Sakrete Concrete Mix (10)	47,96	T.C.
	10/16/23	36" Nifty Nabber	22,97	T.C.
	10/16/23	Lobby Broom/Dustpan Set	13.21	T.C.
	10/16/23	Husky 16-Tine Rake	15.51	T.C.
	10/17/23	Latex Coated Gloves 6pk	11.35 12.64	T.C. T.C.
	10/17/23 10/18/23	BLK Nitrile Gloves 40pk D&D Keys	11.35	T.C.
	10/19/23	12" Heavy Duty Roller Frame (2)	13.71	T.C.
	10/19/23	12x3/8 Knit Poly Roller (2)	12,35	T.C.
	10/20/23	3AMP 5* Corded Sander	96.60	T.C.
	10/20/23	Diablo 5" Ros Disc H&L 80F 50pk	22.97	T.C.
	10/20/23	Extension Cord	11.49	T,C.
	10/20/23 10/23/23	15AMP GFCI 3pk Floor Maintainer Rental and Damage Protection	31.02 85.96	T,C. T.C.
	10/23/23	17" Buffer Pad	11,09	T.C.
	10/23/23	17* 80 Grit (3)	48,10	T.C.
	10/23/23	16"x2" 36G Coarse Sand Disc	11 <i>.4</i> 7	T.C.
	10/23/23	16"x2" 36G Coarse Sand Disc (2)	22,93	T.C.
	10/24/23	Nifty Nabbor	22.97 102.88	T.C.
	10/25/23 10/25/23	18 1/2 " Roller (9) 9 1/2" Roller Covers (9)	51.44	1.S. 1.S.
	10/25/23	Wood Poles	30.07	J.S.
	10/25/23	18" Trays	32.73	J.S.
	10/25/23	18" Roller Yokes	65.21	1.ē.
	10/25/23	5 Gallon Bucket (2)	10,30	J.S.
	10/25/23	3 Gellon Buckels	13,25 17,80	J.S. J.S.
	10/26/23 10/26/23	18" Tray 30" Mixing Paddle	9.99	J.S.
	10/26/23	18 1/2" Roller Covers (4)	45.72	J.S.
	10/26/23	Sakrete Paver Base Step 1	9.11	T.C.
	10/26/23	1 Qt Mixing Containers	6.27	T,C.
	10/26/23	Latex Coated Gloves 6pk	11.35	T.C. T.C.
	10/26/23 10/26/23	BLK Nitrile Gloves 40pk 9IN Roller Frame Handle (4)	12.64 20.61	T.C.
	10/30/23	Sakrete Concrete Mix (5)	28.64	T.C.
	10/30/23	60W SW 4PK	8.04	T.C.
	10/30/23	60W DL 4PK	8.04	T.C.
	10/30/23	Terry Towels 12pk	8.61	T.C.
	10/30/23	Trufuel 50:1	13,79 2,29	T.C. T.C.
	10/30/23 10/31/23	Key Gas for Equipment	75,00	T.C.
	11/1/23	Scolch blue Painter Tape 9pk	41.24	T.C.
	11/1/23	Gallon Sprayer (2)	27.53	T,C.
	11/1/23	3" Roller	2.86	J,S.
	11/1/23	3" Roller Trim Cover (2)	8,00 5,72	J.S. J.S.
	11/1/23 11/1/23	3" Roller Cover 2pk Scotch Paint Tape 9pk	41.24	J.S.
	11/2/23	Muriatic Acid 2 gal (4)	91.91	J.S.
	11/2/23	Diable Polishing Disc (3)	30.95	J,S.
	11/2/23	Wire Cup Wheel	6.64	J.S.
	11/2/23	Wire Cup Brush (2)	13.27	J.S.
	11/2/23	Painters Tool Painters Tape 9pk (4)	3.44 140.21	J.S. J.S.
	11/2/23 11/2/23	Caulk (12)	44,34	J.S.
	11/2/23	Sakrete 80lb Bags	20.06	J.S.

TOTAL \$1,704.70

## Governmental Management Services, LLC

1001 Bradford Way Kingston, TN 37763

# Invoice

Invoice #: 2375

Invoice Date: 11/10/23

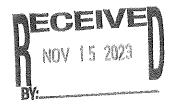
Due Date: 11/10/23

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 October 1 - October 31, 2023 Facility Maintenance Credit for October 2023 Invoice Overpayment Facility Maintenance Credit for September 2023 Invoice Overpayment Facility Maintenance Credit for August 2023 Invoice Overpayment		21,105.66 -1,850.35 -2,798.75 -1,851.90	21,105.66 -1,850.65 -2,798.75 -1,851.90
Code To:  Double Branch Facility Maintenance  2.320.572.46600 (\$4,166.00)  Double Branch Facility Maintenance Contingency  2.320.572.46620 (\$2,895.83)  Double Branch Lighting Repairs  2.320.572.46630 (\$708.33)  Double Branch Common Area Maintenance  2.320.572.46400 (\$4,583.00)		·	
Double Branch Repair/Replacement		Roman-p-waysin-Assessed	
34.600.53800.6 <b>21</b> 0 (\$2,251.50)			the state of the s

Total	\$14,604.66		
Payments/Credits	\$0.00		
Balance Due	<del>\$14,604.66</del> -		
	*		

\$2,251.50

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

<u>Date</u>	Hours	Employee	<u>Description</u>
10/2/23	6	T.C.	Moyad fill dirt from Middle Village to Double Branch bulkheads in multiple trips
10/2/23	6	B.G.	Loaded concrete from shop to bridge, moved dirt from trailer to bridge
10/2/23	6	J.K.	Moved dirt over to bulk heads in multiple trips
10/2/23	6	C.W.	Loaded concrete from shop to bridge, moved dirt from trailer to bridge
10/2/23	4.04	E.W.	Removed debris from all common areas
10/3/23	5	T.C.	Light inspection of neighborhood entrances, changed lights at Natures Hammock entrance,
10/5/23	•	1.0.	changed lights and photocell at Cannons Point entrance, started rebuilding benches with
400000	_	D C	wood for playground
10/3/23	8	B.G.	Remove garbage receptacles installed new one at park, removed trash receptacle cement slap
10/3/23	6	C.W.	Removed trash receptacles and replaced them, removed trash receptacles and prep the
			concrete for new trash receptacles
10/3/23	4.03	E.W.	Removed debris from all common areas
10/4/23	6	T.C.	Worked on rebuilding benches at playground, worked on removing roots from under sidewalk
			and releveling
10/4/23	7	B.G.	Worked on Oakbrook set concrete, releveled sidewalk and removed roots, set trash receptacle
10/4/23	3.55	J.K.	Lift up sidewalk, cut roots and releveled
10/4/23	7	C.W.	Set concrete at Oakbrook, removed roots under sidewalk and releveled, set trash receptacle
10/4/23	4	E.W.	Removed debris from all common areas
10/5/23	8	T.C.	Repaired uneven sidewalk lift, cut roots and releveled, repaired borders around playground
10/5/23		B.G.	Removing cement slaps to removed roots at Worthington Oats
	8		Pulled up sidewalk and cut roots, leveled out, repaired border that was broken
10/5/23	7.33	J.K.	
10/5/23	5.17	C.W.	Releveling sidewalk and dug out roots then set back in place
10/5/23	4.06	C,W.	Removed debris from all common areas
10/6/23	9.3	T.C.	Put pickleball nets and stands together, painted pickleball courts
10/6/23	9.33	B.G.	Building new pickleball nets, painting courts
10/6/23	5.12	J.K.	Blew leaves and debris off pickleball courts, take up poles, painted pickleball courts
10/6/23	3,97	C.W.	Painted pickleball court
10/6/23	4	E.W.	Removed debris from all common areas
10/9/23	4	B.G.	Load sign to trailer, reinstall sign at Cardinal Hill Street at Whitfield entrance
10/9/23	4	E.W.	Removed debris from all common areas
10/10/23	3.78	T.C.	Reattached windscreen at basketball courts, tightened screws on tennis benches, picked up supplies
	4	B.G.	Reattached windscreen to fence, retightened all screws of bench chairs at tennis court
10/10/23		E.W.	Removed debris from all common areas
10/10/23	4		Remove roots under sidewalk and relevel, painted second coat on benches at Worthington Oaks
10/11/23	8.87	T.C.	
			at shop, picked up supplies
10/11/23	6	B.G.	Removed roots from under concrete slab
10/11/23	8	J.K.	Picked up road clased sign by bridge, cut down tree, flipped up sidewalk and cut up roots under it
10/11/23	8	C.W.	Added coat on bench, removed signs off sidewalk, pulled up sidewalk chapped roots and releveled
10/11/23	4	E.W.	Removed debris from all common areas
10/12/23	6.17	T.C.	Removed pool motor, removed roots under sidewalk and releveled
10/12/23	5	B.G.	Drilled holes for the new trash receptacle at Oakbrook, worked on cement slabs at Worthington Oaks
			Park, removed motor from pool
10/12/23	2,32	J.K.	Picked up and leveled out concrete sidewalks
10/12/23	2.25	C.W.	Lifted sidewalk and leveled concrete slab for sidewalks
10/12/23	1	E.W.	Removed debris from all common areas
	5	T.C.	Finished cutting roots and releveling sidewalk, removed old and installed new benches at Worthington
10/13/23	ā	1.0.	
10110100	_	ъ.	Oaks Park
10/13/23	5	B,G.	Leveling up cement slab, installing new benches Tool skill saw and shaved sides of slab that cracked, put piece of leveled out ground beneath, took
10/13/23	3	J'K'	
			apart bench at playground we put up
10/13/23	3	C.W.	Used skill saw to shave slab, set slab in position then leveled, took apart bench at playground
10/13/23	4	E.W.	Removed debris from all common areas
10/16/23	4	E.W.	Removed debris from all common areas
10/17/23	7	T.C.	Painted pickleball courts, picked up supplies
10/17/23	7	B.G.	Painted picklebail courts
10/17/23	6	J.K.	Finished up green paint around courts, started putting out blue paint for inside of courts
10/17/23	6	C.W.	Finished green paint on pickleball court and adding blue paint
10/17/23	4	E,W.	Removed debris from all common areas
	8	T.C.	Painted pickleball courts, repaired metal fencing around pool deck
10/18/23	8	B.G.	Painting pickleball court, metal fence repair by the pool area
10/18/23			Blew leaves and debris off courts to prep before paint, pouring paint and squeegee the blue, pouring
10/18/23	7	J.K.	green paint and squeegee touchups, install dog on leash sign and no parking sign by field hours.
			pulled pool motor
10/18/23	7	C'M'	Started opening barrels and filled buckets with water, poured and spread blue paint, poured and
			spread green paint, installed dogs on leash sign and no parking sign near field hours and shack
10/18/23	3.95	E.W.	Removed debris from all common areas
10/19/23	8	T.C.	Painted pickleball courts, cleaned up pickleball paint containers and sidewalk area where paint
•			containers and sidewalk area where paint was stored, picked up supplies
10/19/23	8	B,G,	Painting gickleball court, cleaning empty barrels for storage rearranging leftover paint
10/19/23	7	J.K.	Blew leaves and debris off courts to prep before paint, rolled out blue on playing courts, cleaned and
10110120			scraped up debris from pickleball gate, moved empty pallets to shop
10/19/23	7.5	C,W.	Filled bucket with water then started pouring and painting court, set signs up
10/18/20	7.0	0,11,	1000 about mar titled and amount having Louing A

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

Date	Hours	Employee	Description
10/19/23	4	E.W,	Removed debris from all common areas
10/20/23	12.5	T.C.	Worked on pickleball project, sanding down uneven painted areas, repaired and cleaned water fountain at field house, changed GFI for patio, set up windscreens, assisted movie vendor with
			setting up and hooking up power for movie, making sure no issues while movie started up,
			picked up supplies
10/20/23	8	B.G.	Sanding down excessive rubber and paint on each pickleball court
10/20/23	8	J.K.	Starled sanding blue courts and smoothed out, cleaned out outside closet by fitness center, moved
10/20/20	Ü	*****	boxes of wipes to fitness center, hung up windscreens for television screen
10/20/23	8	C.W.	Sanded pickleball courts, assisted with GFI, set up windscreens for television screen, cleaned pipes
(UZUZUZU			and assisted with water fountain
10/20/23	4	E.W.	Removed debris from all common areas
10/21/23	4	T.C.	Set up pumpkin plunge, went and picked up donuts for pumpkin plunge, cleaned up after
10021020	•		pumpkin plunge
10/23/23	8	T.C.	Sanding pickleball courts, prepping for paint coats
10/23/23	8	B.G.	Sanding picklehall courts
10/23/23	7	J.K.	Sanding all high spots and rough spots on pickleball courts, blew leaves and debris off pickleball
			courts for prep for sanding
10/23/23	8	C.W.	Sanded pickleball courts, removed debris from fieldhouse to shop and behind pickleball
10/23/23	4	E.W.	Removed debris from all common areas
10/24/23	5	T.C.	Pulled strings making lines around individual pickleball courts as preparation for painting, painted
			benches and bike rack at Natures Hammock dog park
10/24/23	2	B.G.	Worked on picklebali courts
10/24/23	4	J.K.	Ran string line around pickleball courts, painted benches and bike rack green at dog park, took
			out burned trash receptacte from soccer field and broke down
10/24/23	4	C.W.	Painted bike rack and benches green with tow part, removed trash receptacle and disposed of it,
			pulled strings at pickleball
10/24/23	4	E.W.	Removed debris from all common areas
10/25/23	9.6	T.C.	Hauled dirt from Middle Village to Double Branch for bulkheads, set up for pickleball paint party,
			mixed and poured paint for pickleball volunteers and cleaned up
10/25/23	4	B.G.	At the bridge applying dirt at Silver Bluff Boulevard
10/25/23	6	J.K.	Blew leaved and debris off pickleball court, filled in under sidewalk by bulkhead bridge near
		0111	soccer field, fixed and replaced swings at Cannons Point park
10/25/23	6	C.W.	Blew leaved and debris off pickleball court, filled in under sidewalk at bridge, fixed and replaced
	_	C 111	swings at Cannon Point park
10/25/23	3	E.W.	Removed debris from all common areas
10/26/23	4.28	L.N.	Pressure washed field house sidewalk and building Removed debris from all common areas
10/26/23	4	E.W.	Painted pickleball courts, replaced burnt trash receptacle holder
10/27/23	8	T.C. B.G.	
10/27/23	5	J.K.	Painting pickleball courts  Rolled out blue paint on pickleball courts, rolled out green paint on pickleball courts, fixed and
10/27/23	8	J.A.	replaced burnt up trash receptacle at soccer field
40127122	8	C.W.	Painted pickleball courts with blue and green paint, bolted and replaced trash receptacle at soccer field
10/27/23 10/27/23	4	E.W.	Removed debris from all common areas
10/2//23	4	B.G.	Applied new cement and fixed trash receptacles at Cardinal Hill Street and Old Villa
10/30/23	4	E.W.	Removed debris from all common areas
10/31/23	3.6	T.C.	Painted lines on pickleball courts
10/31/23	3	B.G.	Cardinal Hill Street drilled holes at cement block to Install new trash receptacle, drill new holes
10/01/20	J		for mat holder at fitness center
10/31/23	1	J.K.	Mud holes from mat rack and hung back up, put matts back on and painted over mud patches
10,0120	•		and sanded
10/31/23	1	C,W,	Mud holes from mat rack and hung in place, put mats back on and painted over mud
10/31/23	3.78	E.W.	Removed debris from all common areas
		_	
TOTAL	525.5	<del>-</del>	
			W = 440,004 FE-44- 01-104- 104 FE- 0000 0 44F
MILES	192,5	<del></del>	*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

## Riverside Management Services, Inc

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

## Invoice

Invoice #: 349

Invoice Date: 10/20/2023

Due Date: 10/20/2023

Case:

P.O. Number:

#### Bill To:

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

Description	Hours/Qty	Rate	Amount -
Worthington Oaks Playground  Labor included preparation of ground, install concrete footers, install playground structure, and attach all accessory items.  Cleaned and prepared playground for opening.		8,000.00	8,000.00
Code to:			
Double Branch Capital			
034.600.538.621			
NOV 15 2023 BY:			
	Total		\$8 000 00

Total	\$8,000.00
Payments/Credits	\$0.00
Balance Due	\$8,000.00

## DOUBLE BRANCH CDD

## RIVERSIDE MANAGEMENT SERVICES, INC. INVOICE DETAIL

<u>Description</u>	Amount
Worthington Oaks Playground: Labor Included preparation of ground, install concrete footers, install playground structure and attach all accessory Items. Cleaned and prepared playground for opening.	\$ 8,000.00
Labor included preparation of ground, install concrete footers, install playground structure and attach all accessory items. Cleaned and prepared playground for	\$ 8,000.00

TOTAL DUE:

\$ 8,000.00



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

## **INVOICE** REPRINT

#### **EMERGENCY RESPONSE #** 1-800-424-9300

INVOICE #	74026713
ORDER#	74100956
DATE	06/06/23
PAGE	1 of 1

## 

**BILL TO** 

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

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

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

LN	# PRODUCT	HM DESCRIPTION	U/M.	OPEN F	CK-QTY SH	P-QTY	В/О	PRICE	EXTENSION
1	HPP-20-100	SERVICE-21	FA	1	1	1	0	2139.20	2139.20

HPP-20-100

SERVICE-21

21" VACUUM W/ 40' CORD

MEZ-MISC

SER#125219

Code to:

Double Branch Repair and Repl.

34.600.53800.620



	PLACARDS SUPPLIED-YES NO REFU	OED_	
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MERCHANDISE TOTAL	T	MISC CHARGES	SALES TAX	INBOUND FREIGHT	OUTBOUND FREIGHT	DEPOSIT AMOUNT	DEPOSIT APPLIED	INVOICE TOTAL
2,139.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,139.20

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.

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

SIGNATURE:

Cust#: 277667 Cust Name: DOUBLE BRANCH CDD

Inv#: 74026713 Invoice Date: 06/06/23 Invoice Amount: \$2,139.20

RECEIVED BY: \_

SIGNATURE: STACEY MATHIS(74)

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



Double Branc Institutional

> 09/22/2023 645245

PO BOX 2317 Jacksonville FL 32203-2317

FOR BILLING AND OTHER INQUIRIES

CALL: 866-412-6726 FAX: 877-712-6726

customercare@supplyworks.com

SOLD TO:

2684 1 MB 0.561 E0121X I0130 D1181511 982 S2 P9907954 0001:0001

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

LINE DATE	DESCRIPTION	INVOICE/REF. NO.	CUSTOMER P.O.	ITEM BALANCE
OPEN INVOICE	ITEMS:			
1 06/23/23	INVOICE	751737909		288.38
2 06/27/23	INVOICE	752171678		110.21
OPEN CREDIT		OF OPEN INVOICE IT	EMS	398.59
3 06/26/23	CREDIT MEMO	751960006		-7.95
4 06/30/23	CREDIT MEMO	752839696 50403390		-203.81
5 07/26/23	CREDIT MEMO SUB-TOTAL	756837613 OF OPEN CREDIT IT	EMS	-102.26 - <b>314.02</b>
	GRAND TO	AL		84.57

CURRENT	31 - 60 DAYS	61 - 90 DAYS	OVER 90 DAYS	AMOUNT
	PAST DUE	PAST DUE	PAST DUE	DUE
0.00	-102.26	-101.55	288.38	84.57

RETAIN THIS PORTION OF THE STATEMENT FOR YOUR RECORDS

A 1.5% SERVICE CHARGE WILL BE ADDED TO ALL PAST DUE BALANCES. TERMS ARE BASED ON INVOICE DATE. NO DISCOUNT ALLOWED FOR PAYMENTS MADE BY CREDIT CARD. TERMS AND CONDITIONS FROM CURRENT CATALOG & ONLINE APPLY.

Page 1 of 1 0001:0001



## **STATEMENT**

Page 1 of 1

i	i age i di i
STATEMENT DATE	09/22/2023
ACCOUNT NUMBER	645245
DOUBLE BRANCH	

PLEASE RETURN THIS STUB WITH YOUR REMITTANCE TO:

The Home Depot Pro Institutional PO Box 404468 Atlanta GA 30384-4468

PLEASE INDICATE INVOICES BEING PAID BY YOUR REMITTANCE WITH AN "X"

X IN	VOICE/REF. NO.	ITEM BALANCE
	51737909 52171678	288.38 110.21
75	51960006	-7.95
11	52839696 0403390	-203.81
75	56837613	-102.26
-		

DUE 84 57

RETURN THIS PORTION WITH YOUR REMITTANCE



My Account Number 645245

Currently Shopping As 645245 - DOUBLE BRANCH

 Current Ship-To Address DOUBLE BRANCH 370 OAKLEAF VILLAGE PARKWAY ORANGE PARK, FL 32065

0

0

Home

Account

Invoice History

Invoice Detail

**Invoice Detail** 

Customer ID: 645245

Invoice Number: 751737909 Invoice Date: 6/23/2023

Order Number: 50856245

Purchase Order:

Shipped To:

DOUBLE BRANCH 370 OAKLEAF VILLAGE PARKWAY

ORANGE PARK, FL 32065

Home Depot Pro Notes:

i\$7.95 Handling Charge

Delivery information for this invoice may be

found at: www.HomeDepotPro.com/Institutional

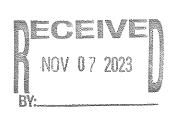
Repair & Replacement 34.600.538.621

MV 34.600.538.64000 To be split solso between DB and MV districts

Back to Order History Save as PDF Print this page

Invoice Total\$288.38

\$144.19



**Description | Item Number** 

Quantity Quantity Unit Ordered Shipped Price Total

OLD ENGLISH 12.50Z AEROSOL POLISH 12/CS 880835

1

\$9.67 \$9.67



	Descri	ption   Item Number		Quantity Shipped		Total
	PINESOL CLEANER 325775978	LEMON 3/CS	3	3	\$51.13	\$153.39
(Te)	ZEP OVEN & GRILL 202858011	CLEANER	1	1	\$10.33	\$10.33
100	PURE BRIGHT GER KIK11008638431	MICIDAL BLEACH GAL	9	9	\$4.88	\$43.92
y if jord v 2	WINDEX POWERIZE SCJ696503 R/O ORD REF #504	ED GLASS CLEANER W/AMMONIA 03390	4	4	\$15.78	\$63.12
Subtotal Shipping & F Tax Web Discout Invoice Total	•					



- My Account Number 645245
- Currently Shopping As 645245 DOUBLE BRANCH
- Current Ship-To Address DOUBLE BRANCH 370 OAKLEAF VILLAGE PARKWAY ORANGE PARK, FL
- <u>Home</u>
- <u>Account</u>
- Invoice History
- Invoice Detail

Invoice Detail

Customer ID:

645245

Invoice Number: 751960006

Invoice Date:

6/26/2023

Order Number: 0526038

Purchase Order:

Shipped To:

DOUBLE BRANCH 370 OAKLEAF VILLAGE PARKWAY

ORANGE PARK, FL 32065

Home Depot Pro Notes:

i\$-7.95 Minimum Order Charge

Delivery information for this invoice may be

found at: www.HomeDepotPro.com/Institutional

Description | Item Number

Quantity Quantity Unit Total Ordered Shipped Price



HANDLING FEE ASJUSTMENT INV# 751737909//O# 50856245 -1

\$0.00\$0.00

Subtotal

\$0.00

Shipping & Handling(\$7,95)

Tax

\$0.00

Web Discount

-\$0.00

Shipping & Handling adjustment

Back to Order History Save as PDF Print this page

Invoice Total(\$7.95)

Invoice Total

(\$7.95)



- My Account Number 645245
- Currently Shopping As 645245 DOUBLE BRANCH
- Current Ship-To Address D@UBLE BRANCH 370 OAKLEAF VILLAGE PARKWAY ORANGE PARK, FL 32065
- 0
- <u>Home</u>
- Account
- Credit History
- Credit Detail

## **Credit Detail**

Account Number:

645245

Authorization Number: 752839696

Credit Date:

6/30/2023 0524953

Invoice Number:

Purchase Order:

#### Shipped To:

**DOUBLE BRANCH** 370 OAKLEAF VILLAGE PARKWAY

ORANGE PARK, FL 32065

#### **Home Depot Pro Notes:**

Delivery information for this invoice may be

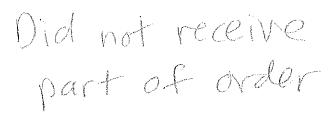
found at: www.HomeDepotPro.com/Institutional

Description | Item Number

Quantity Quantity Total Ordered Shipped

OLD ENGLISH 12.50Z AEROSOL POLISH 12/CS 880835

\$9.67

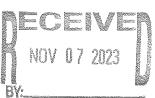


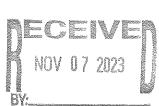
Back to Order History

Credit Total\$203.81

Save as PDF Print this page

(\$101.91)





	Descr	ption   Item Number	Quantity Ordered	Quantity Shipped	Total
	PINESOL CLEANER 325775978	LEMON 3/CS	3	3	\$51,13
(A))	ZEP OVEN & GRILL 202858011	CLEANER	1	1	\$10.33
141	PURE BRIGHT GER KIK11008638431	MICIDAL BLEACH GAL	3	3	\$4.88
gyadiz=	WINDEX POWERIZE SCJ696503 ORD RFE #5040339 PER CUSTOMER M		1	1	\$15.78
Subtotal Shipping & F Tax Credit Total	\$203.81 Handling\$0.00 \$0.00 \$203.81				



- My Account Number 645245
- Currently Shopping As 645245 DOUBLE BRANCH
- Current Ship-To Address DOUBLE BRANCH 370 OAKLEAF VILLAGE PARKWAY ORANGE PARK, FL 32065
- О
- <u>Home</u>
- Account
- Invoice History
- Invoice Detail

### Invoice Detail

Customer ID:

645245

Invoice Number: 752171678

Invoice Date:

6/27/2023

Order Number: 50890577

Purchase Order:

#### Shipped To:

DOUBLE BRANCH 370 OAKLEAF VILLAGE PARKWAY

ORANGE PARK, FL 32065

### **Home Depot Pro Notes:**

i\$7.95 Handling Charge

Delivery information for this invoice may be

found at: www.HomeDepotPro.com/Institutional

**Description** | Item Number

Quantity Quantity Unit Total Ordered Shipped Price

PINESOL CLEANER LEMON 3/CS 2 325775978

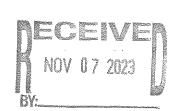
\$51.13\$102.26

Repair i Replacement )B 34.600.538.621

MV 34.600.538.64000 To be split sols o between OB and MV districts

Back to Order History Save as PDF Print this page

Invoice Total\$110.21 \$55.11



Subtotal

\$102.26

Shipping & Handling\$7.95

Tax

\$0.00

Web Discount Invoice Total -\$0.00 \$110.21

.

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- My Account Number 645245
- Currently Shopping As 645245 DOUBLE BRANCH
- Current Ship-To Address DOUBLE BRANCH 370 OAKLEAF VILLAGE PARKWAY ORANGE PARK, FL
- o
- <u>Home</u>
- Account
- Credit History
- Credit Detail

Credit Detail

Account Number:

645245

Authorization Number: 756837613

Credit Date:

7/26/2023

Invoice Number:

0526002

Purchase Order:

Shipped To:

DOUBLE BRANCH 370 OAKLEAF VILLAGE PARKWAY

ORANGE PARK, FL 32065

Home Depot Pro Notes:

Delivery information for this invoice may be

found at: www.HomeDepotPro.com/Institutional

**Description** | Item Number

Quantity Quantity Total Ordered Shipped

\$51.13

2

PINESOL CLEANER LEMON 3/CS 2

325775978

Subtotal

\$102.26

Shipping & Handling\$0.00

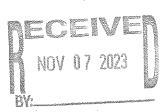
Tax Credit Total

\$0.00 \$102,26 Back to Order History

Save as PDF Print this page

Never Received

Had to Recorder



Credit Total\$102.26 \$51.13)



- My Account Number 647283
- Currently Shopping As 647283 MIDDLE VILLAGE CDD
- Current Ship-To Address MIDDLE VILLAGE CDD 370 OAKLEAF VILLAGE PARKWAY ORANGE PARK, FL
- O
- <u>Home</u>
- Account
- Invoice History
- Invoice Detail

## Invoice Detail

Customer ID: 647283 Invoice Number: 762842433 Invoice Date: 8/30/2023 Order Number: 51931391

Purchase Order: Lisa

#### Shipped To:

MIDDLE VILLAGE CDD 370 OAKLEAF VILLAGE PARKWAY

ORANGE PARK, FL 32065

#### Home Depot Pro Notes:

CALL JAY 904-562-0249 30 MIN BEFORE DELIVERY

The following 1 item(s) have been shipped from ou

Columbus warehouse.

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

RCPD25306BL SUPERSTITCH BLEND MOP BLU LG 5

i\$7.95 Handling Charge

Delivery information for this invoice may be

found at: www.HomeDepotPro.com/Institutional

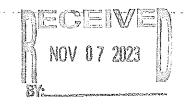
Repair & Replacement 0B 34.600.538.621

34.600.538.64000

be split 50/50 between B and MV districts

Back to Order History Save as PDF Print this page

Invoice Total\$2,127.02 \$1,063.51



	Description   Item Number		Quantity Shipped	
	RENOWN 1/2 FLD TLT ST CVR 309330283	3	3	\$88.20\$264.60
	RENOWN LNR 40X48 12MIC NAT REN14512-CA	6	6	\$56.09\$336.54
	RENOWN LNR 40X46 .74MIL WHT REN24512-CA	6	6	\$34.27 \$205,62
	CONTROLLED HARD ROLL TOWEL NATURAL REN06132-WB	<sup>-</sup> 6	6	\$84.36\$506.16
	APPEAL GEN PURP FOAM HAND SOAP APP17100-04	24	24	\$11.39 \$273.36
19	RENOWN SINGLE ROLL BATH TISSUE 2PLY REN06125-WB	4	4	\$79.25\$317.00
100 mm	PÍNESOL CLEANER LEMON 3/CS 325775978	3	3	\$57.14\$171.42
	PURE BRIGHT GERMICIDAL BLEACH GAL KIK11008638431	9	9	\$4.93 \$44.37
Subtotal Shipping & F Tax Web Discour Invoice Total				



Mv Account Number 647283

Currently Shopping As 647283 - MIDDLE VILLAGE CDD

Current Ship-To Address MIDDLE VILLAGE CDD 370 OAKLEAF VILLAGE PARKWAY ORANGE PARK, FL 32065

<u>Home</u>

Account

Invoice History

Invoice Detail

### Invoice Detail

Customer ID:

647283

Invoice Number: 769592387

Invoice Date:

10/10/2023

Order Number: 52683337

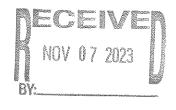
Purchase Order: Lisa

#### Shipped To:

MIDDLE VILLAGE CDD 370 OAKLEAF VILLAGE PARKWAY

ORANGE PARK, FL 32065

Repair & Replacement 34.600.538.621 34.600.538.64000 o be split 50/50 between DB and MV districts Back to Order History Save as PDF Print this page



Invoice Total\$1,493. \$746.92

#### Home Depot Pro Notes:

عري المواد مستدير يدور يووند خار يرياسا . . . يرم يرسوسا .

CALL JAY 904-562-0249 30 MIN BEFORE DELIVERY

i\$7.95 Handling Charge

Delivery information for this invoice may be

found at: www.HomeDepotPro.com/Institutional

Description | Item Number

Quantity Quantity Unit Total Ordered Shipped Price



PINESOL CLEANER LEMON 3/CS 325775978

\$57.14\$171.42

	Description   Item Number		Quantity Shipped		Total
AND STATE OF THE S	PURE BRIGHT GERMICIDAL BLEACH GAL KIK11008638431	9			\$44.37
	CONTROLLED HARD ROLL TOWEL NATURAL REN06132-WB	<sup>-</sup> 5	5	\$84.36	\$421.80
	RENOWN SINGLE ROLL BATH TISSUE 2PLY REN06125-WB	10	10	\$79.25	\$792.50
	RENOWN 36"X5" 4FLY WHITE HEAVY DUTY REN02321-IB	6	6	\$9.30	\$55.80
Subtotal Shipping & F Tax Web Discour Invoice Total	\$1,485.89 landling\$7.95 \$0.00 ut -\$0.00				

•



Powered by HD Supply\*

PÓ BOX 2317 Jacksonville FL 32203-2317

Please mail payments to the remit address at the bottom of this bill

INVOICE

Page 1 of 1

INVOICE DATE	10/10/2023
INVOICE NUMBER	769592387
ACCOUNT NUMBER	647283
ORDER NO.	52683337

FOR INQUIRIES CALL:

(866) 412-6726

(877) 712-6726

www.HomeDepotPro.com/Institutional customercare@supplyworks.com

SOLD TO:

4459 1 SP 0.660 E0063X 10090 D11892616039 S2 P9949423 0001;0001

MIDDLE VILLAGE CDD 370 OAKLEAF PLANTATION PKWY DBA OAKLEAF PLANTATION ORANGE PARK FL 32065

ENROLLMENT ACCOUNT #:	ENRÖLLMENT TOKEN
AMS647283	VFQ HBQ LFP

SHIPPED TO:

MIDDLE VILLAGE CDD 370 OAKLEAF VILLAGE PARKWAY ORANGE PARK FL 32065

(	ORDER NO.	CONTROL NO.	. Cus	STOMER P.O.		HIPPED	VIA		TER	RMS	CASH DISC	OUNT AM
	52683337			Lisa		- JAX89	}		NET 30	DAYS "	0,	00
LN	ITEM ŅO	. CAT	DE	SCRIPTION	ORDER	SHIP	B/O	иом	LIST PRICE	PRICE	EXT. AMT.	TAX COD
	325775978	8 P	INESOL CLEANER L	EMON 3/CS	3	3	Đ	CA		57.14	1,71,4	12
	KIK11008638431	8 P	URE BRIGHT GERM	CIDAL BLEACH GAL -	3	3	0	CA		14.79	44.3	37
	REN06132-W8	8 C	ONTROLLED HARD I	ROLL TOWEL NATURAL	5	5	0	CA		84.36	421.8	30
<b>}</b>	REN06125-WB	8 R	ENOWN SINGLE RO	LL BATH TISSUE 2PLY	10	10	0	CA		79,25	792.5	50
3	REN02321-IB	8 R	ENOWN 38"X5" 4PLY	WHITE HEAVY DUTY	6	6 HANDI	0 JNG	EA 7.95	•	9,30	55.8	30
Delive	Handling Charge ery information for that: at: www.HomeDep											
					•							
	NET MERCHA	NDISE TOTAL		TAX TOTAL		SPEC	IAL CHAI	RGES		IM	OICE TOTAL	
	148	5.89		0.00			7.95		·		1493.84	

TERMS AND CONDITIONS FROM CURRENT CATALOG & ONLINE APPLY. CLAIMS FOR SHORTAGES OR DAMAGED GOODS MUST BE MADE IMMEDIATELY UPON RECEIPT OF SHIPMENT IN ACCORDANCE WITH CURRENT RETURN GOODS POLICY. NO RETURNS ACCEPTED WITHOUT PRIOR AUTHORIZATION.

RETAIN THIS PORTION OF THE INVOICE FOR YOUR RECORDS

Pro Institutional

Powered by HD Supply

ACCOUNT NUMBER	NVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT DUE
647283	769592387	10/10/2023	1493.84
		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	NET DUE DATE 11/09/23
	 	NET AMOUNT PAID	

SOLD TO:

MIDDLÉ VILLAGE CDD 370 OAKLEAF PLANTATION PKWY DBA OAKLEAF PLANTATION ORANGE PARK FL 32065 REMIT TO:

THE HOME DEPOT PRO PO Box 404468 Atlanta GA 30384-4468



- My Account Number 647283
- Currently Shopping As 647283 MIDDLE VILLAGE CDD
- Current Ship-To Address MIDDLE VILLAGE CDD 370 OAKLEAF VILLAGE PARKWAY ORANGE PARK, FL
  - o
- Home
- Account
- Credit History
- Credit Detail

## Credit Detail

Account Number:

647283

Authorization Number, 736813866

Credit Date:

3/22/2023

Invoice Number:

0473444

Purchase Order:

n/a

#### Shipped To:

MIDDLE VILLAGE CDD 370 OAKLEAF VILLAGE PARKWAY

ORANGE PARK, FL 32065

#### Home Depot Pro Notes:

CALL JAY 904-562-0249 30 MIN BEFORE DELIVERY

Delivery information for this invoice may be

found at: www.HomeDepotPro.com/Institutional

\$4.55

\$0,00

Description | Item Number

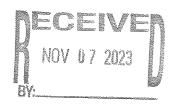
Quantity Quantity Ordered Shipped

BOTTLE SPRAY EMPTY RTU 320Z

No box count entered on form Orig Inv# 736585829

\$4,55

Return/Refund



Back to Order History

Save as PDF Print this page

Credit Total \$4.55

Subtotal Shipping & Handling\$0.00 Tax

## Invoice



Invoice #: 13421

Date: 11/06/23

**Customer PO:** 

**DUE DATE: 12/06/2023** 

BILL TO

**FROM** 

Oakleaf - Double Branch CDD 370 Oakleaf Village Parkway Orange Park, FL 32065 VerdeGo PO Box 789 Bunnell, FL 32110 Phone: 386-437-3122 www.verdego.com

DESCRIPTION

AMOUNT

#13180 - Steeple Chase Ln Enhancement

Where the Large Oak tree was removed in bed at the end of Steeple Chase Ln, We propose:

Removal of the remaining Over grown Azaleas and vines, Stump Grind the large stump in center. Remove excess chippings and add top soil.

Plant 3 Clumped Crape Myrtles and Pine straw.

Idea for center possibly a Park bench or a Large Bolder.- Not included in this proposal at this time.

Landscape Enhancement				\$2,891.26
Crape Myrtle, 'Tuscarora' (Dark Pink) (Material)	3.00	\$411.13	\$1,233.38	
Disposal Fee (Other)	1.00	\$50.00	\$50.00	
Labor and Prep (Labor)	8.00	\$45.00	\$360.00	
Pine Straw (Material)	10.00	\$11.69	\$116.88	
Sub: stump grinding (Sub)	1.00	\$636.00	\$636.00	
Top Soil Planter Mix 442 Bulk (per cu. yd.) (Material)	3.00	\$165.00	\$495.00	

### Code to:

Double Branch Repair and Repl.

34.600.53800.6200



Thank you for your business!

## AMOUNT DUE THIS INVOICE

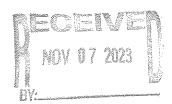
\$2,891.26

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





## **Invoice**

Invoice #: 13422

Date: 11/06/23

Customer PO:

**DUE DATE: 12/06/2023** 

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

#13280 - Third Walking bridge to Amenity center

Enhance either end of Walking bridge with the following material:

Viburnum, Sunshine Ligustrums and (St. Augustine sod. -which will be coded to Contractual obligation)

Note: the Potato vine will be added in the spring as it is out of season currently. It can be coded to the Contractual plant obligation.

Landscape Enhancement				\$4,610.00
Labor and Prep (Labor)	16.00	\$45.00	\$720.00	
Ligustrum, Sunshine - (e) (Kit)	16.00	\$40.00	\$640.00	
Pine Straw - Installed (Kit)	20.00	\$10.00	\$200.00	
Topsoil Compost 5050 Mix Bulk (per cu. yd.) (Material)	2.00	\$85.00	\$170.00	
Viburnum Odoratissimum, Sweet - (e) (Kit)	32.00	\$90.00	\$2,880.00	

#### **Invoice Notes:**

Thank you for your business!

AMOUNT DUE THIS INVOICE

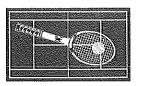
\$4,610.00

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:

Double Branch Repair and Repl.

34.600.53800.62 0



Terms

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

## Invoice

7/31/2023	72813
Date	Invoice #

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

PO#

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

Due Date

Net 30			Jay Soriano		8/30/2023			
Sales Re	р		Ship Via		Ship Date			
Kimberl	y Vale	ncia			7/31/2023			
Notes								
Quantity	Units	Description		Options		Unit Pr	ice	Amount
5 1	ea	Base II (55 Gall Pallet Fees & SI XPO Logistics)	hipping Cost (via			E .	7.99 5.94	. ,
Thank y	ou for	your business.			•	Total		\$5,575.89

ALL PAST DUE ACCOUNTS ARE SUBJECT TO AN ANNUAL INTEREST CHARGE OF 1-1/2% PER MONTH THIS REPRESENTS AN ANNUAL INTEREST RATE OF 18%. MATERIALS AND EQUIPMENT SHALL REMAIN THE PROPERTY OF WELCH TENNIS COURTS, INC. UNTIL PAID IN FULL. ALL RETURNS ARE SUBJECT TO A RESTOCKING FEE.

## Code to:

Double Branch Repair and Repl. 34.600.53800.6210





Bill To

## 3002 PHILIPS HWY JACKSONVILLE, FL 32207

Phone # 904-858-4300

			-		
n	V	O		ce	

Date	Invoice#
11/27/2023	INTELLIBRIT
Terms	Due Date
Due upon receipt	11/27/2023

OAKLEAF SWIMMING POOL REPAIRS (COMM) GOVERNMENTAL MANAGEMENT SERVICES

475 WEST TOWN PLACE SUITE 114 ST. AUGUSTINE, FL 32092

collected at the time of settlement.

Quantity	Description	Rate	Serviced	Amount
	LABOR & MATERIAL ASSOCIATED WITH REMOVING EXISTING LIGHT & INSTALLING (5) FIVE NEW INTELLIBRITES IN THE EXISTING SWIMMING POOL.	5,019.00		5,019.00
Code	to:			
Doul	le Branch Repair and Replac	ement		
034.	600.538.621			
non-refundable creasterCard and Disc	.l edit card convenience fee of 3% will be added to all American Ex- cover card transactions on the total invoice balance over \$700.00	kpress, Visa, and will be	Total	\$5,019.0



FenceScreen, LLC 22961 Arroyo Vista Rancho Santa Margarita, CA 92688 www.fencescreen.com (888)313-6313

#Q-86592

11/28/2023

Bill To

Jay Soriano GMS LLc 475 W. Town Pl. Suite 114 St Augustine FL 32092 United States (904) 342-1441

Ship To

Jay Soriano GMS LLc 370 OAKLEAF VILLAGE PKWY orange park FL 32065 United States

**TOTAL** 

\$3,768.58

Expires: 12/28/2023

Terms Net 30 PO #

Sales Rep

**Drew Robertson** 

**Shipping Method** 

FREE Ground Shipping

Quantity :: Item

1

\$4,349.76

Rate

\$4,349.76

Amount

ASM-1701201162846 (Custom Fab.) 600 Series, Obsidian Black, 8

ft. (7 ft. 8 in.), 89% Blockage

600 Series, Obsidian Black, 8 ft. (7 ft. 8 in.), 89% Blockage

Total Linear Length: 662 ft. 4 in.

- Section 1: 50-ft 0-in
- Section 2: 7-ft 6-in
  Section 3: 50-ft 0-in

- Section 4: 7-ft 6-in Section 5: 50-ft 0-in Section 6: 9-ft 0-in Section 7: 50-ft 0-in Section 8: 9-ft 0-in Section 9: 9-ft 2-in
- · Section 10: 9-ft 0-in
- Section 11: 9-ft 0-inSection 12: 9-ft 2-in
- · Section 13: 39-ft 5-in
- ...and 16 more sections
- Center binding strip
- Solid brass grommets and triple grommet corners
   Standard 24-in grommet spacing
   150-GSM black binding on all sides

(5) 50'-0" x 7'-8"

(3) 7'-6" x 7'-8" (4) 9'-0" x 7'-8"

(2) 9'-2" x 7'-8"

(1) 39'-4" x 7'-8"

23'-0" x 7'-8" 23'-5" x 7'-8"

13'-0" x 7'-8"

11'-4" x 7'-8"

(1) 2'-0" x 7'-8"

7'-2" x 7'-8"

(2) 24'-3" x 7'-8"

\$5.99

\$83,86

50lb - UV - (100 ct)

(L7) Commercial Grade 7" FenceScreen Fasteners (50lb) UV coated

85-ATL7-BLK-100 (L7) Commercial Grade 7" Screen Fastener Ties -

(100) count - Black

Subtotal

Subtotal

\$4,433,62

Custom sized and/or fabricated panels are non-returnable. Double check all information. Providing payment is considered an approval of this quote & all information provided. 1 of 2

14



FenceScreen, LLC 22961 Arroyo Vista Rancho Santa Margarita, CA 92688 www.fencescreen.com (888)313-6313

# Quote

#Q-86592

11/28/2023

Quantity Item	Rate	Amount
Dealer-Discount-15 15% Discount 15% Discount	-15%	\$-665.04
Code to:	Subtotal	\$3,768.58
	Discount	
	Shipping Cost	\$0.00
Double Branch Repair and Replacemen	andling Cost	\$0.00
	Tax Total (%)	\$0.00
034.600.538.621	Total	\$3,768.58



PAYMENT: Quote

SHIPPING: Standard Delivery: \$117.15

NOT PAID

SHIP TO:

Jay Soriano 370 Oakleaf Village Parkway Orange Park, Florida 32065

United States

Residential Address: No

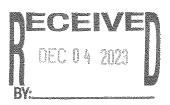
**3** 9043421441

™ manager@oakleafresidents.com

Hoover Fence Co. 4521 Warren Ravenna Rd Newton Falls, OH 44444 www.HooverFence.com

**330-358-2335** 

⊠ sales@hooverfence.com



NO.	ITEM CODE	DESCRIPTION	QUANTITY	IN PACKAGE	UNIT PRICE	TOTAL PRICE
1.	CL-BBB-2BP	2" Round Brace Band - Black (H-5933) (CL-BBB-2BP)	14	-	\$2.37	\$33.18
2.	CL-BBB-25BP	2-1/2" Round Brace Band - Black (H- 5934) (CL-BBB-25BP)	16	- -	\$2.66	\$42.56
3.	CL-BBB-3BP	3" Round Brace Band - Black (H-5935) (CL-BBB-3BP)	14	-	\$3.07	\$42.98
4.	CL-REP-15C	rail end cup 1-5/8" brace combo pressed steel (H-0822) (CL-REP-15C)	18	- · · · · · · · · · · · · · · · · · · ·	\$2.05	\$36.90
5.	CL-1521-73BS	1-5/8" x 21' x .085 Swedged End Pipe - Black (CL-1521-73BS)	42	- -	\$79.01	\$3,318.42
6.	CL-TBM-48B	48" x 5/8" Tension Bar - Black (CL- TBM-48B)	26	- · · · · · · · · · · · · · · · · · · ·	\$6.56	\$170.56
7.	CL-2521-73B	2-1/2" x 21' x .095 Plain End Pipe - Black (CL-2521-73B)	6	- -	\$125.44	\$752.64
8.	ET158-9V-BK	Case of 500, Easy Twist Ties - 1-5/8", Black Vinyl (9ga) (ET158-9V-BK)	1	÷	\$213.60	\$213.60
9.	ET212-9V-BK	Case of 500, Easy Twist Ties - 2-1/2", Black Vinyl (9ga) (ET212-9V-BK)	1		\$258.00	\$258.00
10.	CL-SL-156BP	1-5/8" x 6" Sleeve - Black (H-5301) (CL-SL-156BP)	16	- -	\$4.50	\$72.00

NO.	ITEM CODE	DESCRIPTION	QUANTITY	IN PACKAGE	UNIT PRICE	TOTAL PRICE
11.	CL-REP-15CBP	1-5/8" Combo Rail End Cup - Black (H-5822) (CL-REP-15CBP)	18	-	\$4.55	\$81.90
12.	CL-LCPE-255BP	2-1/2" x 1-5/8" Loop Cap - Black (H- 5814) (CL-LCPE-255BP)	14	-	\$5.72	\$80.08
13.	CL-PCP-25BP	2-1/2" Post Cap - Black (H-5058) (CL- PCP-25BP)	10	_	\$4.06	\$40.60
14.	CL-LRC-205BP	2" x 1-5/8" Line Rail Clamp - Black (H- 5261) (CL-LRC-205BP)	14	-	\$7.01	\$98.14
15.	CL-LRC-255BP	2-1/2" x 1-5/8" Line Rail Clamp - Black (H-5262) (CL-LRC-255BP)	24	-	\$8.57	\$205.68
16.	CL-LRC-305BP	3" x 1-5/8" Line Rail Clamp - Black (H- 5263) (CL-LRC-305BP)	18	-	\$8.89	\$160.02
17.	CL-CB-5114H-BP	Carriage Bolt/Hex Nut - 5/16" x 1-1/4", Black (H-5002) (CL-CB-5114H-BP)	100	-	\$0.59	\$59.00
18.	CL-CB-3300-BP	Carriage Bolt/Hex Nut - 3/8" x 3", Black (H-5011) (CL-CB-3300-BP)	150	- -	\$1.42	\$213.00
			Subtotal			\$5,879.26
			Shipping: (Si	tandard Ground)		\$781.19
			Tax:			\$0.00
	Codo to		TOTA	L:	\$6	,660.45

## Code to:

## **Double Branch Repair and Replacement**

034.600.538.621

10309 Scott Mill Rd Jacksonville, FL 32257-6226

TITO'S PAINTING COMPANY LLC Titopaintingco@gmail.com 904-343-9992 https://www.facebook.com/Titopaintingco



## Oakleaf Management

#### Bill to

Oakleaf Management 382 Oakleaf Village Pkwy Orange Park FL 32065

#### Invoice details

Invoice no.: 2364 A Invoice date: 12/03/2023

#	Date	Product or service	sku (	Qty	Rate	Amount
1.		Services - Ext  Painting of top portion of Restroom building.		0	\$3,845.00	\$3,845.00
2.		Materiales  Quote includes labor, materials & Paint - Paint Brand: Sherwin William	ns -Duration	0	\$0.00	\$0.00
3.		Acceptable payment options  Payment accepted: CashApp, Venmo, Cash & Credit cards (Fee ass	sociated). NO CHECKS	0 31	\$0.00	\$0.00

Total

Ways to pay



Code to:

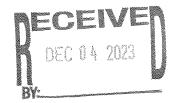
\$1,922.50

Note to customer

Thank you for your business.

Double Branch Repair and Replacement

034.600.538.621



10309 Scott Mill Rd Jacksonville, FL 32257-6226

TITO'S PAINTING COMPANY LLC Titopaintingco@gmail.com 904-343-9992

https://www.facebook.com/Titopaintingco



### Oakleaf Management

#### Bill to

Oakleaf Management 382 Oakleaf Village Pkwy Orange Park FL 32065

#### Invoice details

Invoice no.: 2364 B Invoice date: 12/03/2023

#	Date	Product or service	SKU	Qty	Rate	Amount
1.		Services - Ext Painting of top portion of Restroom building.		0	\$3,845.00	\$3,845.00
2.		Materiales  Quote includes labor, materials & Paint - Paint Brand: Sherwin W	illiams -Duration	0	\$0.00	\$0.00
3.		Acceptable payment options Payment accepted: CashApp, Venmo, Cash & Credit cards (Fee	e associated). NO CH	0 ECKSI	\$0.00	\$0.00

Total

\$1,922.50

Ways to pay

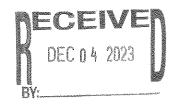


Code to:

Note to customer Thank you for your business.

Double Branch Repair and Replacement

034.600.538.621



10309 Scott Mill Rd Jacksonville, FL 32257-6226

TITO'S PAINTING COMPANY LLC Titopaintingco@gmail.com 904-343-9992 https://www.facebook.com/Titopaintingco



## Oakleaf Management

#### Bill to

Oakleaf Management 382 Oakleaf Village Pkwy Orange Park FL 32065

#### Invoice details

Invoice no.: 2365 A Invoice date: 12/03/2023

#	Date	Product or service	SKU G	₹ty	Rate	Amount
1.		Services - Ext Painting of metal roof of restroom building.		0	\$3,475.00	\$3,475.00
2.		Materiales  Quote includes labor, materials & Paint - Paint Brand: Sherwin William	ns	0 .	\$0.00	\$0.00
3.		Initial payment 50% of balance due by day 1 of job. Then, final balance at completi	ion of job. NO CHECKS	0	\$0.00	\$0.00
4.		Acceptable payment options  Payment accepted: CashApp, Venmo, Cash & Credit cards (Fee as	sociated). NO CHECKS	0 31	\$0.00	\$0.00

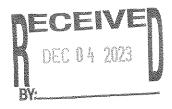
Ways to pay

Pay VISA SECTION

Total

Note to customer

Thank you for your business.



Code to:

Double Branch Repair and Replacement

034.600.538.621

10309 Scott Mill Rd Jacksonville, FL 32257-6226

TITO'S PAINTING COMPANY LLC Titopaintingco@gmail.com 904-343-9992

https://www.facebook.com/Titopaintingco



### Oakleaf Management

Bill to

Oakleaf Management 382 Oakleaf Village Pkwy Orange Park FL 32065

#### Invoice details

Invoice no.: 2365 **B** Invoice date: 12/03/2023

#	Date	Product or service	SKU Q	ty	Rate	Amount
1.		Services - Ext Painting of metal roof of restroom building.		0	\$3,475.00	\$3,475.00
2.		Materiales  Quote includes labor, materials & Paint - Paint Brand: Sherwin William	ns	0	\$0.00	\$0.00
3.		Initial payment 50% of balance due by day 1 of job. Then, final balance at complete	on of job. NO CHECKS	0	\$0.00	\$0.00
4.		Acceptable payment options Payment accepted: CashApp, Venmo, Cash & Credit cards (Fee as	sociated). NO CHECKS	0	\$0.00	\$0.00

Total

\$1,7**3**7.50

Ways to pay

€Pay VISA € 085C-VIR

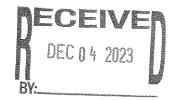
Code to:

Note to customer

Thank you for your business.

Double Branch Repair and Replacement

034.600.538.621







## Invoice

Invoice #: 13522 Date: 11/15/23

**Customer PO:** 

**DUE DATE: 12/15/2023** 

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

AMOUNT DESCRIPTION

#13734 - Tree Removal Plantation Oaks Blvd.

Provided Sub to remove 6 Declining or Dead Oak trees across from the Oaks Park on Plantation Oaks Blvd along sidewalk up to bridge.

Liability Issue\*\*

Also climbed Oak and removed dead top from Oak that was near roadway.

Landscape Enhancement

\$3,900.00

sub-tree removal (Sub)

1.00

\$3,900.00

\$3,900.00

**Invoice Notes:** 

Thank you for your business!

AMOUNT DUE THIS INVOICE

\$3,900.00

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:

Double Branch Repair/Replacement

34.600.53800.6200



# REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES FOR THE DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

### RFQ for Engineering Services

The Double Branch Community Development District ("District"), located in Clay County, Florida, announces that professional engineering services will be required on a continuing basis for the District's capital improvement plan, including stormwater management system, landscape and irrigation improvements, hardscaping and recreation improvements, and other public improvements authorized by Chapter 190, Florida Statutes. The engineering firm selected will act in the general capacity of District Engineer and provide District engineering services, as required.

Any firm or individual ("Applicant") desiring to provide professional services to the District must: 1) hold applicable federal, state and local licenses; 2) be authorized to do business in Florida in accordance with Florida law; and 3) furnish a statement ("Qualification Statement") of its qualifications and past experience on U.S. General Service Administration's "Architect-Engineer Qualifications, Standard Form No. 330," with pertinent supporting data. Among other things, Applicants must submit information relating to: a) the ability and adequacy of the Applicant's professional personnel; b) whether the Applicant is a certified minority business enterprise; c) the Applicant's willingness to meet time and budget requirements; d) the Applicant's past experience and performance, including but not limited to past experience as a District Engineer for any community development districts and past experience with Clay County, Florida; e) the geographic location of the Applicant's headquarters and offices; f) the current and projected workloads of the Applicant; and g) the volume of work previously awarded to the Applicant by the District. Further, each Applicant must identify the specific individual affiliated with the Applicant who would be handling District meetings, construction services, and other engineering tasks.

The District will review all Applicants and will comply with Florida law, including the Consultant's Competitive Negotiations Act, Chapter 287, Florida Statutes ("CCNA"). All applicants interested must submit eight (8) copies of Standard Form No. 330 and Qualification Statement by \_\_\_\_\_\_a/p.m. on \_\_\_\_\_\_to the attention of Marilee Giles, Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 ("District Manager's Office").

The Board shall select and rank the Applicants using the requirements set forth in the CCNA and the evaluation criteria on file with the District Manager, and the highest ranked Applicant will be requested to enter into contract negotiations for a continuing contract. If an agreement cannot be reached between the District and the highest ranked Applicant, negotiations will cease and begin with the next highest ranked Applicant, and if these negotiations are unsuccessful, will continue to the third highest ranked Applicant.

The District reserves the right to reject any and all Qualification Statements. Additionally, there is no express or implied obligation for the District to reimburse Applicants for any expenses associated with the preparation and submittal of the Qualification Statements in response to this request.

Any protest regarding the terms of this Notice, or the evaluation criteria on file with the District Manager, must be filed in writing, within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after the publication of this Notice. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid Notice or evaluation criteria provisions. Any person who files a notice of protest shall provide to the District, simultaneous with the filing of the notice, a protest bond with a responsible surety to be approved by the District and in the amount of Ten Thousand Dollars (\$10,000.00). Additional information and requirements regarding protests are set forth in the District's proposed Rules of Procedure, which are available from the District Manager.

Publish on \_\_\_\_\_(DM: must be published at least 14 days prior to submittal deadline in a newspaper of general circulation. Please set submittal deadline based on when able to publish notice.)

# DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

#### **DISTRICT ENGINEER PROPOSALS**

### **COMPETITIVE SELECTION CRITERIA**

### 1) Ability and Adequacy of Professional Personnel

(Weight: 25 Points)

Consider the capabilities and experience of key personnel within the firm including certification, training, and education; affiliations and memberships with professional organizations; etc.

### 2) Consultant's Past Performance

(Weight: 25 Points)

Past performance for other community development districts in other contracts; amount of experience on similar projects; character, integrity, reputation, of respondent; etc.

### 3) Geographic Location

(Weight: 20 Points)

Consider the geographic location of the firm's headquarters, offices and personnel in relation to the project.

### 4) Willingness to Meet Time and Budget Requirements

(Weight: 15 Points)

Consider the consultant's ability and desire to meet time and budget requirements including rates, staffing levels and past performance on previous projects; etc.

### 5) Certified Minority Business Enterprise

(Weight: 5 Points)

Consider whether the firm is a Certified Minority Business Enterprise. Award either all eligible points or none.

### 6) Recent, Current and Projected Workloads

(Weight: 5 Points)

Consider the recent, current and projected workloads of the firm.

### 7) Volume of Work Previously Awarded to Consultant by District

(Weight: 5 Points)

Consider the desire to diversify the firms that receive work from the District; etc.



### **RESOLUTION 2024-02**

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT ACCEPTING THE CERTIFICATION OF THE DISTRICT ENGINEER THAT THE SERIES 2013 PROJECT IS COMPLETE; DECLARING THE SERIES 2013 PROJECT COMPLETE; PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

Whereas, the Double Branch Community Development District ("District") was established by the Florida Land and Water Adjudicatory Commission, Florida, effective July 3, 2002, for the purpose of providing infrastructure improvements, facilities, and services to the lands within the District as provided in Chapter 190, Florida Statutes; and

Whereas, on July 9, 2002, the Board of Supervisors ("Board") of the District adopted Resolution 2002-12 authorizing, among other things, the issuance of not to exceed \$75,000,000 aggregate principal amount of its special assessment bonds in order to finance the costs of the construction, installation, and acquisition of public infrastructure, improvements and services on lands within the District; and

**Whereas,** on August 11, 2005, the District issued its Series 2005A Special Assessment Bonds ("**Series 2005A Bonds**") in the amount of \$1,585,000 to provide funds for the Series 2005A Project; and

Whereas, the Series 2005A Project is described in the *Double Branch Community Development District Improvement Plan* dated July 5, 2002, as supplemented by the *Double Branch Community Development District, Supplemental Engineer's Report for Series 2005A Capital Improvements* dated May 24, 2005, and amended July 11, 2005 (collectively, the "Engineer's Report"), attached hereto as Exhibit A;

Whereas, the costs to complete the Series 2005A Project exceeded the initially available bond proceeds and, as a result, the Board adopted Resolution 2013-04 on March 11, 2013, approving the District's sale of its Series 2013 Special Assessment Refunding Revenue Bonds ("Series 2013 Bonds"), the proceeds of which would be used, among other things, to establish the Series 2013 Acquisition and Construction Account to complete the 2005A Project ("Series 2013 Project"); and

Whereas, the Series 2013 Bonds were issued pursuant to that certain *Master Trust Indenture*, dated September 1, 2002, from the District to U.S. Bank National Association, as successor in trust to Wachovia Bank, National Association, as trustee ("Trustee"), and *Sixth Supplemental Trust Indenture*, dated March 1, 2013, between the

District and U.S. Bank National Association and Trustee (collectively, the "Indenture"); and

**Whereas,** the Series 2013 Project, as a result of implementation of the completion of the Series 2005A Project and all components thereof, has been completed; and

Whereas, pursuant to Chapter 170, Florida Statutes, and the Indenture, the District Engineer executed and delivered a Certificate of Completion dated December 11, 2023 ("Engineer's Certification"), attached hereto as Exhibit B, wherein the District Engineer certified the 2013 Project complete; and

Whereas, upon receipt of and in reliance upon the Engineer's Certification, the District's Board desires to certify the Series 2013 Project complete in accordance with the Indenture; and

Whereas, the completion of the Series 2013 Project resulted in the depletion of the funds in the Series 2013 Acquisition and Construction Account ("Construction Account"); and

**Whereas,** the monies in the Construction Account have been applied in accordance with the Indenture;

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

- **Section 1. Recitals.** The recitals so stated are true and correct and by this reference are incorporated into and form a material part of this Agreement.
- **Section 2. Authority for this Resolution.** This Resolution is adopted pursuant to the provisions of Florida law, including Chapters 170 and 190, *Florida Statutes*.
- Section 3. Acceptance and Certification of Completion of the Series 2013 Project. The Board of Supervisors hereby accepts the Engineer's Certification and certifies the Series 2013 Project complete in accordance with the Indenture.
- **Section 4. Severability.** If any section or part of a section of this resolution is declared invalid or unconstitutional, the validity, force and effect of any other section or part of a section of this resolution shall not thereby be affected or impaired unless it clearly appears that such other section or part of a section of this resolution is wholly or necessarily dependent upon the section or part of a section so held to be invalid or unconstitutional.

**Section 5. Conflicts.** All resolutions or parts thereof in conflict herewith are, to the extent of such conflict, superseded and repealed.

**Section 6. Effective Date**. This resolution shall take effect immediately upon its adoption.

	PASSEI	<b>D AND ADOPTED</b> this	day of	, 2024.
ATTES <sup>-</sup>	T:			DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
Secret	ary			Chairperson, Board of Supervisors
Exhibit Exhibit		Engineer's Report Engineer's Certification		

### Exhibit A

Engineer's Report

# DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT SUPPLEMENTAL ENGINEERS REPORT FOR SERIES 2005A CAPITAL IMPROVMENTS

Prepared for

Board of Supervisors
Double Branch
Community Development District

Prepared by: England, Thims & Miller, Inc. 14775 St. Augustine Road Jacksonville, Florida 32258 904-642-8990

> May 24, 2005 Amended July 11, 2005



May 24, 2005

Mr. Don Hinson Chairman, Board of Supervisors Double Branch Community Development District 10300 NW 11<sup>th</sup> Manor Coral Springs, Florida 33071 Principals

Douglas C. Miller, P.E., CEO N. Hugh Mathews, P.E., President Joseph A. Tarver, Exec., V.P. Juanitta Bader Clem, P.E., V.P. Scott A. Wild, P.E., PSM, V.P. Samuel R. Crissinger, CFO, V.P. Robert A. Mizell, Jr., P.E., V.P.

Emeritus

James E. England, P.E. Robert E. Thims

RE: Supplemental Addendum No. 5 to the Engineer's Report dated July 5, 2002

Dear Mr. Hinson:

Pursuant to your request, England, Thims & Miller, Inc. has prepared the following report in an effort to provide information regarding the anticipated 2005 capital improvements. This report is a supplemental addendum to the Double Branch CDD Improvement Plan prepared on July 5, 2002.

Please call if you have any questions or comments regarding this report.

Sincerely,

England-Thims & Miller, Inc

K.T. Peter Ma, P.E.

Vice President

PM

Attachments

### **ENGINEER REPORT – SUPPLEMENTAL NO. 5**

This is a report that serves as a supplemental addendum no.5 to the adopted Double Branch Community Development District Improvement Plan dated July 5, 2002.

The Double Branch Community Development District ("District") is a 1,203± acre community development district located in Northern Clay County, Florida. The land within the District includes several undeveloped parcels within the Villages of Argyle DRI. The authorized land uses within the District include commercial, institutional and residential development as well as substantial open space and recreational amenities.

In order to serve the residents of the Double Branch Community Development District, the District has developed and adopted an Improvement Plan dated July 5, 2002, to allow it to finance and construct certain infrastructure, transportation and recreational facilities within and adjacent to the District. Following the original report, supplemental addendum no.1 was issued for the improvements for 2002; a supplemental addendum no.2 was issued for the neighborhood infrastructure improvements for the first half of 2003 ("2003B"); addendum no.3 was issued for the neighborhood infrastructure improvements for the second half of 2003 ("2003C"); and addendum no. 4 was issued for the water, sewer, and reclaimed trunk mains that serve the District and partial contribution for the improvements to the county regional park from the 2002A bonds. It also provided that the proceeds from the 2002B, 2003B, and 2003C bonds were to be used for playground and hardscape improvements. Enclosed Tables I and II within this report summarize the improvements and their current completion status.

This Supplemental Report reflects the continuation of master infrastructure improvements for the District. All land within the District, with the exception of the Village Center, has been master planned and improvements are completed. This report represents the proposed improvement and master plan for the Village Center. These improvements are known as the "2005A Project" (See Plate 1 for location within the CDD). The 2005A Project consists of the master infrastructure for the Oakleaf Village Center. The infrastructure will serve the District and the anticipated County Library and Village Green. These improvements will be owned and maintain by the District, and will include storm collection system, curb and gutter, parking, pavement, sidewalk, water, sewer, grassing, hardscape, landscaping, signage, parks and conduits for other utilities (See Plate 2 for location within the Village Center). Currently, the permit has been obtained from the St. Johns River Water Management District, and approval is pending with Clay County for the proposed improvements. Table III outlines the cost associated with this Improvement Plan. Proceeds will also be used for additional contribution for the improvements to the County Regional Park. Construction of the County Regional Park has not been commenced as of this time.

As the District enter the final stages of completion, this reports serves to amend the improvement plan and complete the master infrastructure portion of the District's improvement plan.

The Improvement Plan contained in this report reflects the present intentions of the Double Branch Community Development District. However, the Improvement Plan may be subject to modification in the future. The implementation of any improvement outlined within the Plan requires final approval by the Double Branch Community Development District Board of Supervisors and various regulatory agencies.

### **TABLE I**

### SUMMARY OF IMPROVEMENTS DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

MASTER INFRA	STRUCTURE	
	Funding	Infrastructure
Description of Improvements	Source	Completion Status
Oakleaf Village Parkway	2002A Bonds	Completed
Oakleaf Amenity Center	2002A Bonds	Completed
Loop Road (Parkview Drive, Laurelwood Drive,	2002A Bonds	Completed
Wakemont Drive, Oakside Drive)		
Plantation Oaks Boulevard	2002A Bonds	Completed
Silver Bluff Boulevard	2002A Bonds	Completed
Master Stormwater Management Systems	2002A Bonds	Completed
Neighborhood Parks	2002A Bonds	Completed
Entry Feature and Neighborhood Signage	2002A Bonds	Completed
Master Sanitary Sewer System	2002A Bonds	Completed
Clay County Regional Park Improvements	2002A Bonds	Pending
Contribution		
Village Center Loop Road, Village Green,	2005A Bonds	Proposed
Hardscape, Landscape and Signage		

### TABLE II

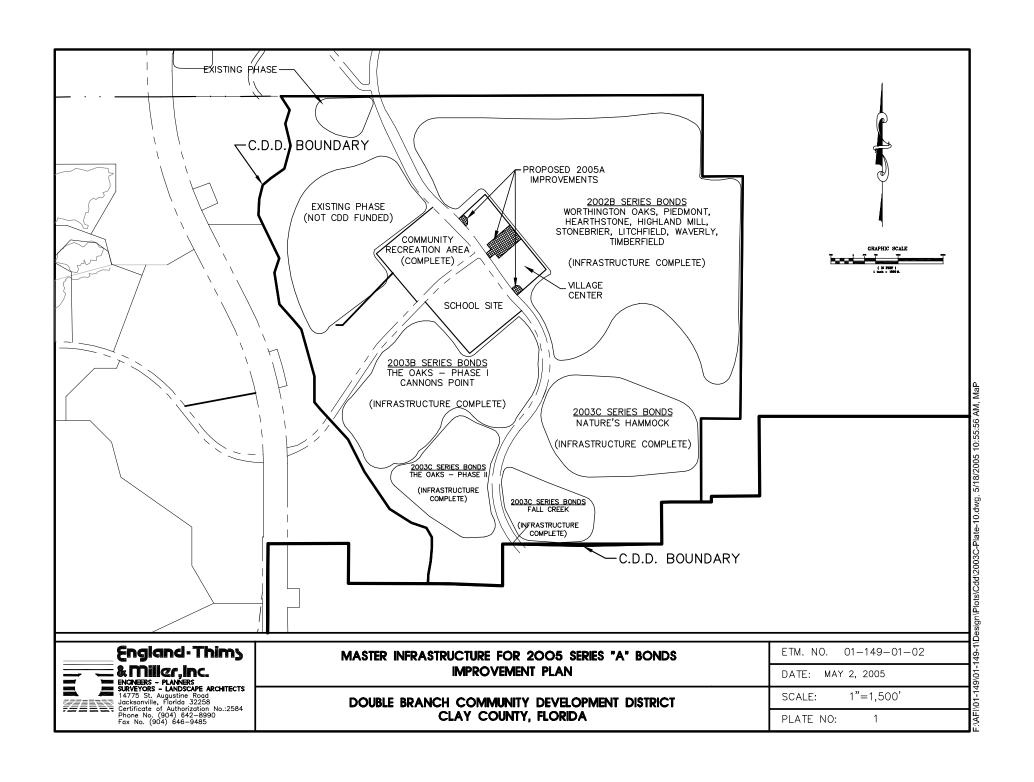
### SUMMARY OF IMPROVEMENTS DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

	N	EIGHBORHOC	DD INFRASTR	UCTURE (SINGLE FAMILY LOTS)		
		Updated	Original		Funding	Infrastructure
Phase	Lot Size	No. of Lots	No. of Lots	Description of Modification	Source	Completion Status
Worthington Oaks	70' x 110'	94	94	No change from 7/5/02 engineering report.	2002B Bonds	Completed
Hearthstone	60' x 110'	72	72	No change from 7/5/02 engineering report.	2002B Bonds	Completed
Highland Mill	50' x 110'	90	90	No change from 7/5/02 engineering report.	2002B Bonds	Completed
* Timberfield	50' x 110'	114	114	No change from 7/5/02 engineering report.	2002B Bonds	Completed
* Litchfield	50' x 110'	111	111	No change from 7/5/02 engineering report.	2002B Bonds	Completed
* Waverly	70' x 110'	127	127	No change from 7/5/02 engineering report.	2002B Bonds	Completed
Stonebrier	60' x 110'	209	209	No change from 7/5/02 engineering report.	2002B Bonds	Completed
Piedmont	60' x 110'	148	148	No change from 7/5/02 engineering report.	2002B Bonds	Completed
*Nature's	60' x 110'	204	203	Formerly Village IX, lot size remains the same,	2003C Bonds	Completed
Hammock				but lot count has increased from 203.		
* Fall Creek	50' x 120'	90	46	Formerly Village X, lot size has been reduced	2003C Bonds	Completed
				from 90'x130', and the lot count has been		
				increased from 46.		
Oak Brook	60' x 110'	15	15	No change from 7/5/02 engineering report.	Third Party	Completed
Village XII a	40' x 110'	201	201	No change from 7/5/02 engineering report.	Third Party	Completed
Village XII b	50' x 110'	58	58	No change from 7/5/02 engineering report.	Third Party	Completed
Village XII c	60' x 110'	116	116	No change from 7/5/02 engineering report.	Third Party	Completed
* Cannons Point	50' x 120'	289	335	Formerly Village XIV, the lot count has been	2003B Bonds	Completed
				reduced from 335.		
* The Oaks	80' x 120'	184	208	Formerly Village XVa, b and c, the lot size has		
Phase I (85 Lots)				been increased from 50'x110', 60x110', and	2003B Bonds	Completed
Phase II (99 Lots)				70'x110', respectively. Total lot count has been	2003C Bonds	Completed
				reduced from 208.		
Village Center	50' x 100'	21	0	Single Family Lots were not contemplated within	Third Party	Proposed
				the Village Center from previous engineering		
				reports.		
TOTAL		2143	2147	Total single-family lot count has been reduced		
				from 2147.		

### Note:

<sup>1.</sup> The Village Center will also add an additional 132 multi-family units that do not require separate neighborhood infrastructure improvements. The total number of multi-family units has been increased from 200 to 372.

<sup>\*</sup>Indicates phase located within CCUA Franchise area (costs include reuse distribution system)





# TABLE III SUMMARY OF COSTS DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT 2005A PROJECTS

MASTER INFRASTRUCTURE IMPROVEMENTS				
Improvement	Estimated Cost			
MASTER INFRASTRUCTURE				
Entry Feature and Signage	\$230,000			
Village Center Loop Road	\$920,000			
Recreation	\$200,000			
Master Infrastructure Subtotal	\$1,350,000			

### **BASIS OF COST ESTIMATES**

The following is the basis for the master infrastructure cost estimates:

- ➤ Water and Sewer Facilities are designed in accordance with JEA, and Florida Department of Environmental Protection (FDEP) Standards.
- ➤ Master Stormwater design was prepared in accordance with St. Johns River Water Management District (SJRWMD) requirements.
- ➤ Costs utilized for water and sewer, stormwater, entry features, landscaping and signage were obtained from recent historical bids for similar work in this area and adjusted for 2005 prices.
- ➤ Costs have been included for concrete sidewalks, and clay pavers within the Village Center Loop Road.
- ➤ Costs have been included for street lighting and electrical conduit in accordance with Clay Electric Cooperative (Clay Co-op) Standards, and are included in the Village Center Loop Road cost estimates.
- The site plan utilized for the cost estimate is enclosed as *plate 2*.
- ➤ Unit costs utilized for the Village Center Loop Road, Entry Feature, Signage and Recreation cost estimates were obtained from Michael Antonopoulos Associates, Inc., Genesis Group and reviewed by England, Thims & Miller, Inc.
- > The cost estimates for the proposed improvements does not include the cost of land. It is the assumption that the Owner is to donate land for these proposed infrastructure improvements.
- Formal jurisdictional wetland determinations have been made, and no wetland impacts are anticipated.
- The engineering fees, including engineering, permitting and construction administration are included in the estimate.
- For the purposes of this report, a 5% contingency factor has been included for master infrastructure.
- ➤ Cost estimates have been prepared based upon the best available information, but without the benefit of final approved engineering design. England, Thims & Miller, Inc. believes the enclosed estimates to be accurate based upon the available information, however, actual costs will vary based upon final engineering, planning and approvals from regulatory authorities.

# DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT IMPROVEMENT PLAN

Prepared for

Board of Supervisor
Double Branch
Community Development District

Prepared by England, Thims & Miller, Inc. 14775 St. Augustine Road Jacksonville, Florida 32258 904-642-8990

E 01-149-01 July 5, 2002

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### **BACKGROUND**

The Double Branch Community Development District (The Double Branch CDD) is a 1,203± acre community development district located in Northern Clay County, Florida. (See Exhibit 1 for the general location map). The land within the District includes several undeveloped parcels within the Villages of Argyle DRI. The authorized land uses within the District include commercial, institutional and residential development as well as substantial open space and recreational amenities. The full development within the Double Branch C.D.D. boundaries would include approximately:

ТҮРЕ	Acreage Acres	Residential Units	Commercial S.F.
Residential			
➤ Single Family	732	2,147	
➢ Multi-Family	27	200	
Commercial/Office	20		88,000±
Institutional (School & Library Sites)	33		
Parks, Recreation Area, Open Space, Wetlands, Miscellaneous	342±		
Rights-of-Way	49±	7 A 4 4 6	
TOTALS	1,203±	2,347	88,000±

See Exhibit 1 for the map of the District boundaries and Exhibit 2 for legal description of the District.

In order to serve the residents of the Double Branch Community Development District, the District has developed the following Improvement Plan to allow it to finance and construct certain infrastructure, transportation and recreational facilities within and adjacent to the District. A summary of the proposed Improvement Plan and corresponding cost estimates follow in Table I and Table II. A detailed description and basis of costs for each improvement is included in the body of this report.

The Improvement Plan contained in this report reflects the present intentions of the Double Branch Community Development District. However, the Improvement Plan may be subject to modification in the future. The implementation of any improvement outlined within the Plan requires final approval by the Double Branch Community Development District Board of Supervisors.

Permitting for the improvements outlined in this plan are ongoing. Jurisdictional wetland delineation for the entire District has been completed and accepted by the St. Johns River Water Management District (SJRWMD) and U.S. Army Corps of Engineers (USACOE). USACOE permits have been issued for the entire property within the District. SJRWMD permits have been issued for Parcel 25A and 25B (Amenity Area), including a portion of Oakleaf Village Parkway, Plantation Oaks Boulevard and Parcel 22. Construction plans for Oakleaf Village Parkway from the northern District boundary to Plantation Oaks Boulevard have been approved

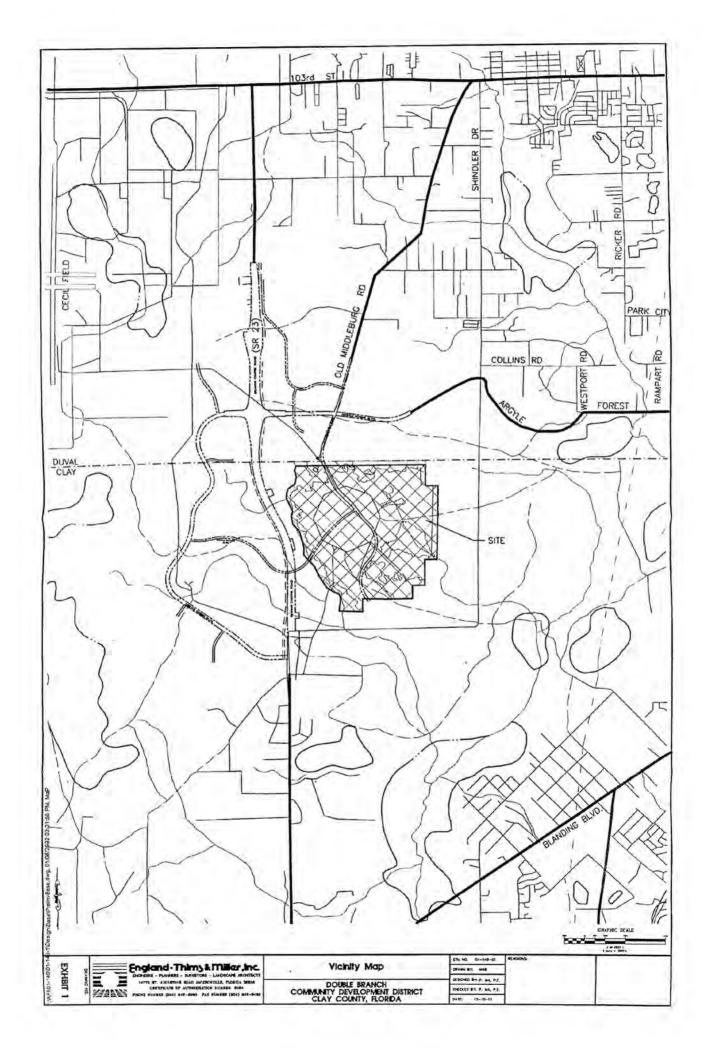
by Clay County. There is a reasonable expectation that the permits for the balance of the District are obtainable, however, all permits are subject to final agency action.

Cost estimates contained in this report have been prepared based on the best available information, but without the benefit of engineering design or environmental permitting. England, Thims & Miller, Inc. believes the enclosed estimates to be accurate based upon the available information, however, actual costs will vary based on final engineering, planning and approvals from regulatory authorities.

# EXHIBIT 2 LEGAL DESCRIPTION .

A PARCEL OF LAND LYING IN AND BEING PART OF SECTIONS 4, 5, 6, 8 AND 9, TOWNSHIP 4 SOUTH, RANGE 25 EAST, CLAY COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF SAID SECTION 4, ALSO BEING THE NORTHEAST CORNER OF SAID SECTION 5; THENCE, ON THE WEST LINE OF SAID SECTION 4, SOUTH 00 DEGREES 10 MINUTES 14 SECONDS EAST, 5.00 FEET TO THE POINT OF BEGINNING; THENCE, PARALLEL WITH AND 5.0 FEET SOUTH FRON THE NORTH LINE OF SAID SECTION 4, ALSO BEING THE LINE DIVIDING CLAY COUNTY AND DUVAL COUNTY, AND THE NORTH LINE OF SAID TOWNSHIP 4 SOUTH, NORTH 89 DEGREES 50 MINUTES 04 SECONDS EAST, 2039.14 FEET TO THE WEST LINE OF DEERFIELD POINTE, AS RECORDED IN PLAT BOOK 22, PAGES 62 THROUGH 65, OF THE PUBLIC RECORDS OF SAID CLAY COUNTY; THENCE, ON SAID WEST LINE, SOUTH 00 DEGREES 20 MINUTES 13 SECONDS WEST, 1354.17 FEET TO THE SOUTH LINE OF SAID DEERFIELD POINTE; THENCE, ON SAID SOUTH LINE, N 89 DEGREES 51 MINUTES 50 SECONDS WEST, 675.62 FEET TO THE WEST LINE OF SPENCERS CROSSING UNIT 1, AS RECORDED IN PLAT BOOK 18, PAGES 18 THROUGH 22, OF SAID PUBLIC RECORDS; THENCE, ON SAID WEST LINE, THE WEST LINE OF SOENCERS CROSSING UNIT 5, AS RECORDED IN PLAT BOOK 27, PAGES 19 THROUGH 22, THE WEST LINE OF SWEETBRIAR, AS RECORDED IN PLAT BOOK 32, PAGES 61 THROUGH 64, THE WEST LINE OF LANDS RECORDED IN OFFICIAL RECORDS BOOK 1603, PAGE 1212, THE WEST LINE OF SAVANNAH GLEN UNIT 5, AS RECORDED IN PLAT BOOK 32, PAGES 61 THROUGH 64, AND SAVANNAH GLEN UNIT 4, AS RECORDED IN PLAT BOOK 33, PAGES 55 THROUGH 58, ALL BEING RECORDED IN THE PUBLIC RECORDS OF SAID COUNTY. SAID LINE ALSO BEING THE EAST LINE OF THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER AND THE SOUTHWEST QUARTER OF SAID SECTION 4, SOUTH 00 DEGREES 31 MINUTES 32 SECONDS WEST, 4050.46 FEET TO THE SOUTH LINE OF SAID SECTION 4; THENCE, ON SAID SOUTH LINE, NORTH 89 DEGREES 51 MINUTES 57 SECONDS WEST, 662.82 FEET TO THE WEST LINE OF LANDS DESCRIBED IN OFFICIAL RECORDS BOOK 1603, PAGE 1212, OF SAID PUBLIC RECORDS, ALSO BEING THE EAST LINE OF THE WEST HALF OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 9; THENCE, ON LAST SAID LINE, SOUTH 00 DEGREES 11 MINUTES 52 SECONDS EAST, 1388.96 FEET TO THE SOUTH LINE OF SAID NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 9; THENCE, ON SAID SOUTH LINE, SOUTH 89 DEGREES 09 MINUTES 05 SECONDS WEST, 662.36 FEET TO THE EAST LINE OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 9; THENCE, ON SAID EAST LINE, SOUTH 00 DEGREES 21 MINUTES 15 SECONDS EAST, 699.95 FEET TO THE SOUTH LINE OF THE NORTH HALF OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 9; THENCE, ON SAID SOUTH LINE, SOUTH 88 DEGREES 36 MINUTES 38 SECONDS WEST, 1327.66 FEET TO THE WEST LINE OF SAID SECTION 9, ALSO BEING THE EAST LINE OF SAID SECTION 8; THENCE, ON THE SOUTH LINE OF THE NORTH HALF OF THE SOUTHEAST QUARTER OF THE NOROTHEAST QUARTER OF SAID SECTION 8, NORTH 88 DEGREES 34 MINUTES 52 SECINDS WEST, 1335.51 FEET TO THE EAST LINE OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION 8; THENCE, ON SAID EAST LINE, SOUTH 00 DEGREES 10 MINUTES 48 SECONDS EAST, 700.93 FEET TO THE SOUTH LINE OF SAID SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 8; THENCE, ON SAID SOUTH LINE, NORTH 88 DEGREES 09 MINUTES 42 SECONDS WEST, 1156 FEET, MORE OR LESS, TO THE CENTERLINE OF THE NORTH PRONG OF DOUBLE BRANCH; THENCE, IN A NORTHWESTERLY DIRECTION, BY AND ALONG SAID CENTERLINE AND FOLLOWING THE MEANDERINGS THEREOF, 12,053 FEET, MORE OR LESS, TO A POINT BEARING SOUTH 89 DEGREES 49 MINUTES 27 SECONDS WEST FROM THE POINT OF BEGINNING; THENCE, PARALLEL WITH AND 5.0 FEET SOUTH FROM THE NORTH LINE OF SAID SECTION 5, NORTH 89 DEGREES 49 MINUTES 27 SECONDS EAST, 5043 FEET, MORE OR LESS, TO THE POINT OF BEGINNING. SAID PARCEL CONTAINING 1203 ACRES, MORE OR LESS.



## TABLE I

# SUMMARY OF COSTS DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

	IMPROVEN	MENT PLAN	
Improve	ment		Estimated Cost
MASTE	R INFRASTRUCTURE		
• Wate	r and Sewer Facilities		\$1,275,120.00
• Storr	nwater Management Faciliti	es	\$6,368,417.00
• Entry	Feature and Signage		\$908,040.00
• Trans	sportation		(Action and the Control of the Contr
OakI	Leaf Village Parkway		\$5,296,109.00
Plant	ation Oaks Boulevard		\$2,666,074.00
Oaks	ide Drive		\$1,408,719.00
Park	view Drive		\$482,989.00
Laure	elwood Drive		\$1,489,217.00
Wak	emont Drive		\$751,317.00
Parce	el 25A Entrance Road (Silve	r Bluff Blvd.)	\$262,270.00
	Transpor	tation Subtotal	\$12,356,695.00
• Recre	eation		
Ame	nity Center and Land		\$7,307,215.00
Neig	hborhood Parks	·	\$412,160.00
	Recre	eation Subtotal	\$7,719,375.00
Master Infrastructure Subtotal			\$28,627,647.00
NEIGH	BORHOOD INFRASTRUC	TURE	
• Se	ee Table II	Subtotal	\$23,380,022.00
		TOTAL	\$52,007,669.00

### TABLE II

### SUMMARY OF COSTS DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

NEIGHBORHOOD	INFRASTRUCTUE	RE (SINGLE FA	MILY LOTS)
Phase	Lot Size	No. of Lots	Cost
Worthington Oaks	70' x 110'	94	\$986,267.00
Hearthstone	60' x 110'	72	\$641,010.00
Highland Mill	50' x 110'	90	\$771,511.00
* Timberfield	50' x 110'	114	\$1,140,583.00
* Litchfield	50' x 110'	111	\$1,076,103.00
* Waverly	70' x 110'	127	\$1,673,362.00
Stonebrier	60' x 110'	209	\$2,235,562.00
Piedmont	60' x 110'	148	\$1,479,290.00
* Village IX	60' x 110'	203	\$2,388,520.00
* Village X	90' x 130'	46	\$834,900.00
Oak Brook	60' x 110'	15	\$205,775.00
Village XII a	40' x 110'	201	\$1,879,350.00
Village XII b	50' x 110'	58	\$618,517.00
Village XII c	60' x 110'	116	\$1,364,869.00
* Village XIV	50' x 120'	335	\$3,572,471.00
* Village XV a	50' x 110'	80	\$853,127.00
* Village XV b	60' x 110'	72	\$847,159.000
* Village XV c	70' x 110'	56	\$811,646.00
TOTAL		2147	\$23,380,022.00

### Note:

1. The 200 multi-family units do not require separate neighborhood infrastructure improvements and are not included herein.

<sup>\*</sup>Indicates phase located within CCUA Franchise area (costs include reuse distribution system)

## MASTER INFRASTRUCTURE IMPROVEMENTS

The Double Branch Community Development District presently intends to finance, design and construct certain master infrastructure improvements within the District boundaries. A detailed description of each improvement follows:

### WATER AND SEWER FACILITIES

The proposed water improvement consists of the main distribution system required to service the District, as required by JEA and Clay County Utility Authority (CCUA). The proposed sanitary sewer improvement consists of the Lift Stations and forcemain required to serve the District (see *plate 10* for Development Plan and boundary between JEA and CCUA service areas).

### STORMWATER MANAGEMENT FACILITIES

The Stormwater Management Facilities provide stormwater treatment and flood control measures for all property within the District. The proposed stormwater management improvement consists of the treatment ponds, control structures and wetland mitigation required to serve the District in accordance with St. Johns River Water Management District permits (see *plate 10* for Development Plan).

### ENTRY FEATURES, LANDSCAPING AND SIGNAGE

The proposed entry features, landscaping and signage improvement consists of entry monumentation and signage at each neighborhood entrance, and includes landscaping at each entrance and at common areas throughout the District (see *plate 10* for Development Plan).

### TRANSPORTATION IMPROVEMENTS

The Double Branch Community Development District presently intends to finance, design and construct certain master transportation facilities within and adjacent to the District boundaries. The four primary roadway systems, Oakleaf Village Parkway, Plantation Oaks Boulevard, the project Loop Road (Parkview Drive, Laurelwood Drive, Wakemont Drive and Oakside Drive) and the Parcel 25A Entrance Road (Silver Bluff Boulevard) will be owned and maintained by Clay County upon completion of construction. These will be designed and constructed to County standards.

A description of each transportation improvement follows.

### **♦** OAKLEAF VILLAGE PARKWAY

The proposed 1.7 mile improvement of Oakleaf Village Parkway is an extension of existing Oakleaf Village Parkway which begins at the Clay County line and continues south through the District. The cost estimates in the District Improvement Plan include design, permitting and construction costs for a four-lane divided roadway from the Clay County line to Oakside Drive, where the roadway transitions to a two-lane curb and gutter section roadway which extends to the southern District boundary line (see *plate 1* for location of improvements and *plate 2* for typical roadway sections).

### ♦ PLANTATION OAKS BOULEVARD

The proposed 0.9 mile improvement of Plantation Oaks Boulevard consists of a two-lane curb and gutter section roadway from Brannan Chaffee Road to OakLeaf Village Parkway (see *plate 3* for location of improvements and *plate 4* for typical roadway sections).

# ◆ <u>LOOP ROAD (PARKVIEW DRIVE, LAURELWOOD DRIVE, WAKEMONT DRIVE AND OAKSIDE DRIVE)</u>

The proposed 1.4 mile improvement of Parkview Drive, Laurelwood Drive, Wakemont Drive and Oakside Drive consists of a two-lane curb and gutter section roadway providing a loop road connector to OakLeaf Village Parkway. Traffic circles are to be provided at the intersections of Parkview Drive at Laurelwood Drive and Wakemont Drive at Oakside Drive (see *plate 5* for location of improvements and *plate 6* for typical roadway sections).

### ◆ PARCEL 25A ENTRANCE ROAD (SILVER BLUFF BOULEVARD)

The proposed 0.1 mile improvement of the entrance road to Parcel 25A consists of a two-lane divided curb and gutter section roadway from Plantation Oaks Boulevard northward (see *plate 7* for location of improvements and *plate 8* for typical section).

### RECREATIONAL IMPROVEMENTS

The Double Branch Community Development District presently intends to finance, design and construct recreational facilities within the District boundaries. The first improvement consists of an amenity center which includes a multi-use recreational facility. The second improvement consists of neighborhood parks located at various locations throughout the district.

A detailed description of each improvement follows.

### ◆ <u>AMENITY CENTER</u>

The recreational complex is located at the intersection of OakLeaf Plantation Boulevard and Plantation Oaks Boulevard (see *plate 9*, site plan). The basic components of this facility may include:

- Clubhouse
- Basketball Courts
- Tennis Courts
- Fitness Equipment
- Snack Bar
- · Bathrooms and Locker Area
- Family Pool and Water Park
- Junior Olympic Pool
- Playground Equipment
- Bar-B-Q Grills and Picnic Tables
- Parking
- · Landscaping and Lighting
- · Athletic Fields
- Jogging Trails

### **♦** NEIGHBORHOOD PARKS

The District currently proposes additional recreational improvements consisting of small neighborhood parks located throughout the district (see *plate 10*, site plan). This improvement may include the following.

- · Bar-B-Q Grills and Picnic Tables
- Playground Equipment
- Pavilion

7/5/2002

# TABLE III SUMMARY OF COSTS DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

MASTER INFRASTRUCTURE IMPROV Improvement	Estimated Cost
MASTER INFRASTRUCTURE	Estimated Cost
Water and Sewer Facilities	\$1,275,120.00
Stormwater Management Facilities	\$6,368,417.00
Entry Feature and Signage	\$908,040.00
Transportation	
OakLeaf Village Parkway	\$5,296,109.00
Plantation Oaks Boulevard	\$2,666,074.00
Oakside Drive	\$1,408,719.00
Parkview Drive	\$482,989.00
Laurelwood Drive	\$1,489,217.00
Wakemont Drive	\$751,317.00
Parcel 25A Entrance Road (Silver Bluff Blvd.)	\$262,270.00
Transportation Subtotal	\$12,356,695.00
Recreation	
Amenity Center and Land	\$7,307,215.00
Neighborhood Parks	\$412,160.00
Recreation Subtotal	\$7,719,375.00
Master Infrastructure Subtotal	\$28,627,647.00

### **BASIS OF COST ESTIMATES**

The following is the basis for the master infrastructure cost estimates:

- ➤ Water and Sewer Facilities are designed in accordance with JEA, Clay County Utility Authority (CCUA) and Florida Department of Environmental Protection (FDEP) Standards. (Re-use distribution mains added within CCUA service area)
- Preliminary Master Stormwater design was prepared in accordance with St. Johns River Water Management District (SJRWMD) requirements.
- Costs utilized for water and sewer, stormwater, entry features, landscaping and signage were obtained from recent historical bids for similar work in this area.
- Jurisdictional wetland determinations have been completed for these projects. Wetland impacts and the required mitigation have been defined for this project by the permit conditions established by the SJRWMD. Wetland mitigation costs include creation of approximately 6.4 acres of wetland habitat.
- The typical roadway sections utilized for the roadway cost estimates these estimates are enclosed. The typical sections were developed using D.O.T.'s Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways and the applicable Clay County standards.
- Unit costs and costs per mile utilized for roadway cost estimates were obtained from the State of Florida's Department of Transportation cost averages and recent actual historical bids for similar work in this area.
- > For roadway fill requirements, it was estimated that the road would be placed in fill one-foot above the existing road.
- > Right of way acquisition costs are not included in the cost estimates.
- ➤ Costs have been included for a 5 foot concrete sidewalk and 8 foot concrete bike/pedestrian path along Oakleaf Village Parkway and Plantation Oaks Boulevard and a 5 foot concrete sidewalk along both sides of the Loop Road and Parcel 25A Entrance Road.
- Costs have been included for construction of traffic signalization at the intersections of Oakleaf Village Parkway @ Plantation Oaks Boulevard.
- > Costs have been included for street lighting and electrical conduit on all roadways in accordance with Clay Electric Cooperative (Clay Co-op) Standards, and are included in the transportation cost estimates.

- The site plan utilized for the amenity center cost estimate is enclosed as plate 9.
- Unit costs utilized for the amenity center and neighborhood parks cost estimates were obtained from Ervin, Lovett and Miller, Inc., and reviewed by England, Thims & Miller, Inc.
- > The improvement cost for the Amenity Center includes cost of land (30 acres @ \$30,000 per acre).
- Due to the fact that a geotechnical investigation was not a part of this preliminary study, no costs have been included for excavation of material which may be unsuitable for the placement of structural fill.
- For recreation area fill requirements, the estimate assumed that site fill will be in place and that the only costs required will be for final grading and pad preparation.
- Formal jurisdictional wetland determinations have been made, and no wetland impacts have been anticipated with the development of the recreation sites.
- > No costs have been included for relocating any existing utilities which may be encountered during construction.
- > The engineering fees, including geotechnical engineering and environmental sciences are included in the estimate.
- For the purposes of this report, a 15% contingency factor has been included for master infrastructure.
- Cost estimates have been prepared based upon the best available information, but without the benefit of final engineering design or environmental permitting. England, Thims & Miller, Inc. believes the enclosed estimates to be accurate based upon the available information, however, actual costs will vary based upon final engineering, planning and approvals from regulatory authorities.

### **NEIGHBORHOOD INFRASTRUCTURE IMPROVEMENTS**

The Double Branch Community Development District presently intends to finance certain infrastructure improvements for each neighborhood within the district boundaries. The improvements include complete construction of the basic infrastructure for each neighborhood, including but not limited to: clearing and grubbing, earthwork, underground utility construction, paving and drainage, grassing, and sodding.

### TABLE IV

### SUMMARY OF COSTS DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

	INFRASTRUCTUR		
Phase	Lot Size	No. of Lots	Cost
Worthington Oaks	70' x 110'	94	\$986,267.00
Hearthstone	60' x 110'	72	\$641,010.00
Highland Mill	50' x 110'	90	\$771,511.00
* Timberfield	50' x 110'	114	\$1,140,583.00
* Litchfield	50' x 110'	111	\$1,076,103.00
* Waverly	70' x 110'	127	\$1,673,362.00
Stonebrier	60' x 110'	209	\$2,235,562.00
Piedmont	60' x 110'	148	\$1,479,290.00
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* Village X	90' x 130'	46	\$834,900.00
Oak Brook	60' x 110'	15	\$205,775.00
Village XII a	40' x 110'	201	\$1,879,350.00
Village XII b	50' x 110'	58	\$618,517.00
Village XII c	60' x 110'	116	\$1,364,869.00
* Village XIV	50' x 120'	335	\$3,572,471.00
* Village XV a	50' x 110'	80	\$853,127.00
* Village XV b	60' x 110'	72	\$847,159.000
* Village XV c	70' x 110'	56	\$811,646.00
TOTAL	77.740	2147	\$23,380,022.00

### Note:

1. The 200 multi-family units do not require separate neighborhood infrastructure improvements and are not included herein.

<sup>\*</sup>Indicates phase located within CCUA Franchise area (costs include reuse distribution system).

### **BASIS OF COST ESTIMATES**

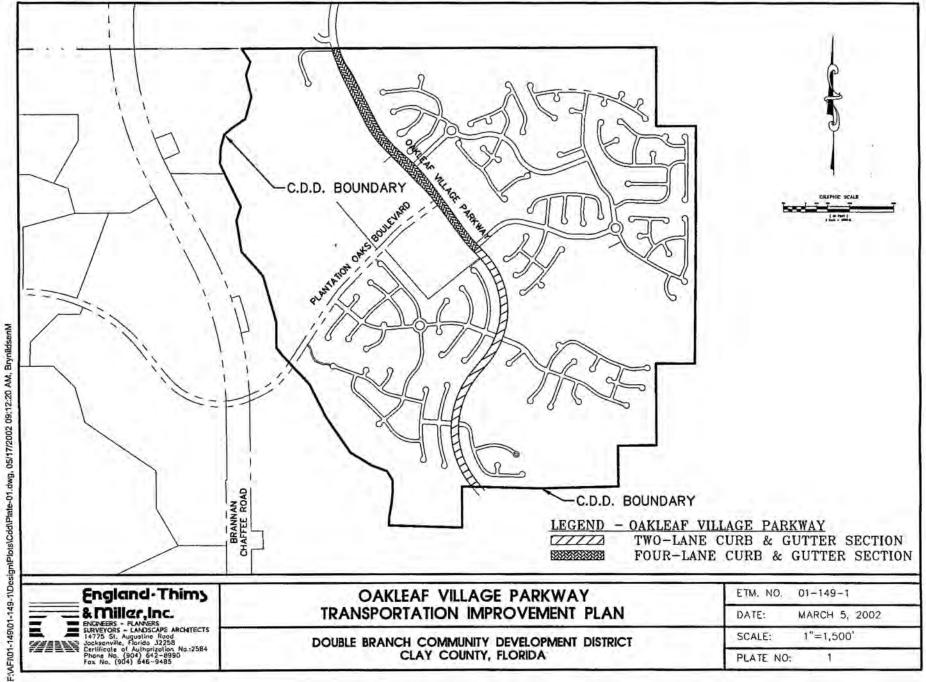
The following is the basis for the neighborhood infrastructure cost estimates:

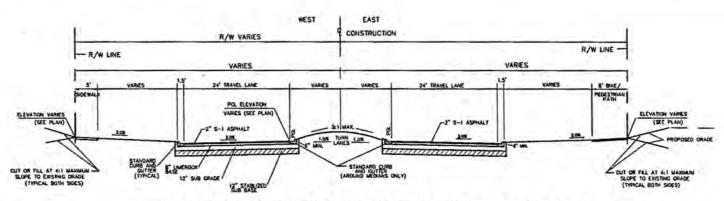
- Costs utilized were obtained using completed design plans for representative neighborhoods within the District and applying per unit costs from recent historical bids for similar work in this area.
- ➤ Water and Sewer Facilities are designed in accordance with JEA, CCUA and FDEP standards (Re-use distribution system added within CCUA service area).
- > The engineering and permitting fees have been included in the estimated cost.
- For the purpose of this report, a 10% contingency factor has been included for neighborhood infrastructure.
- Cost estimates have been prepared based upon the best available information, but without the benefit of final engineering design or environmental permitting. England, Thims & Miller, Inc. believes the enclosed estimates to be accurate based upon the available information, however, actual costs will vary based upon final engineering, planning and approvals from regulatory authorities.
- Costs have been included for street lighting and electrical conduit on all roadways in accordance with Clay Electric Cooperative (Clay Co-op) Standards, and are included in the transportation cost estimates.

## APPENDIX Description

## Plate No.

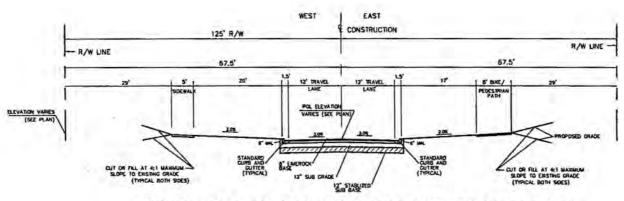
1	Transportation Improvement Plan - Oakleaf Village Parkway
2	Typical Cross Sections - Oakleaf Village Parkway
3	Transportation Improvement Plan - Plantation Oaks Boulevard
4	Typical Cross Section - Plantation Oaks Boulevard
5	Transportation Improvement Plan - Loop Road
6	Typical Cross Section - Loop Road
7	Transportation Improvement Plan - Parcel 25A Entrance Road
8	Typical Cross Section - Parcel 25A Entrance Road
9	Site Plan - Amenity Center
10	Development Plan
11	Ownership and Maintenance Entities





#### (FROM PLANTATION OAKS BOULEVARD NORTH TO COUNTY LINE) TYPICAL SECTION OAKLEAF VILLAGE PARKWAY

1"=10'-0"



#### (FROM PLANTATION OAKS BOULEVARD SOUTH TO COUNTY LINE) TYPICAL SECTION OAKLEAF VILLAGE PARKWAY

1"=10'-0"

#### England Thims & Miller, Inc.

ENGNEERS - PLANIERS
SURVEYORS - LANDSCAPE ARCHITECTS
14775 S1. Augustine Road
Jocksonville, Florido 32256
Certificate of Authorization No.:2584
Phone No. (904) 642-8990
Fox No. (904) 646-9485

### OAKLEAF VILLAGE PARKWAY

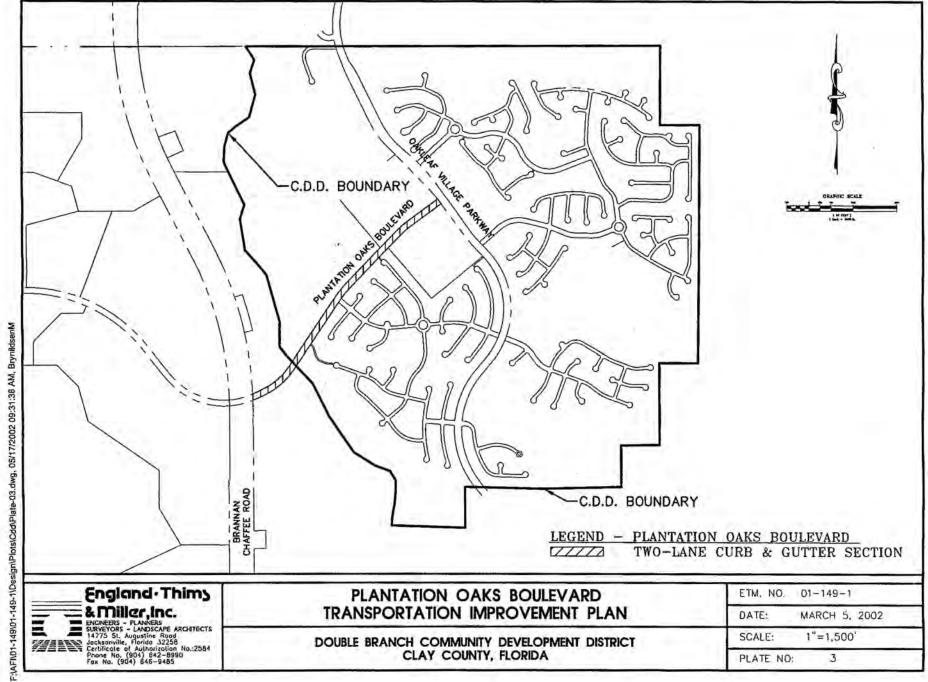
DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT CLAY COUNTY, FLORIDA

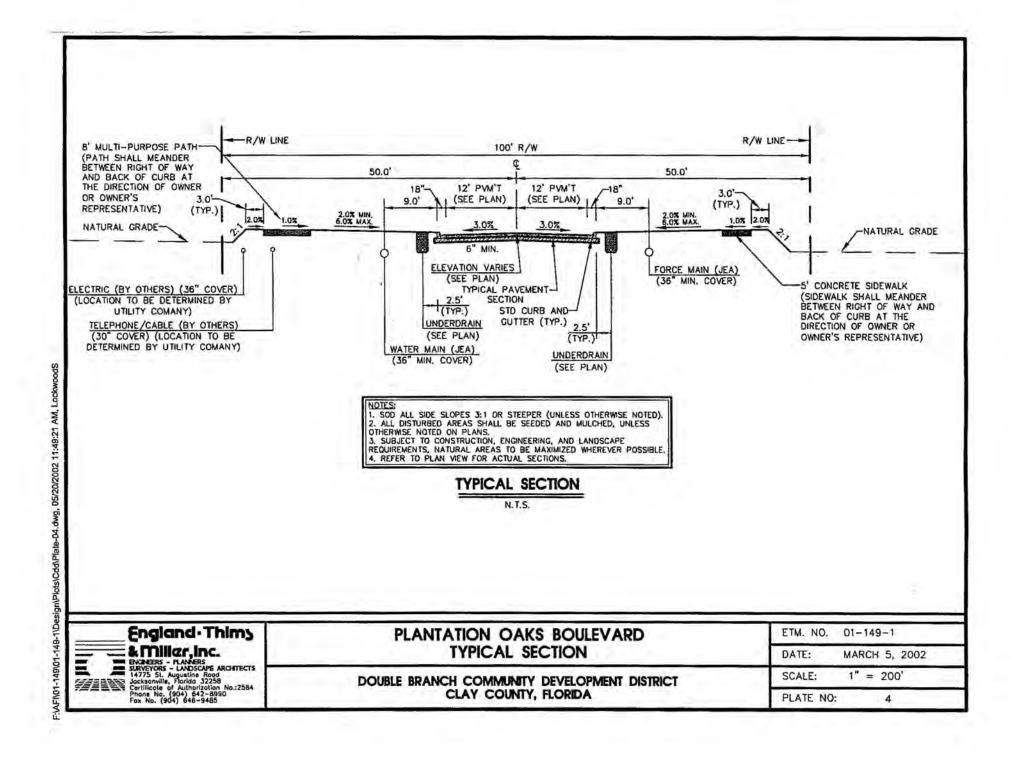
ETM. NO. 01-149-1

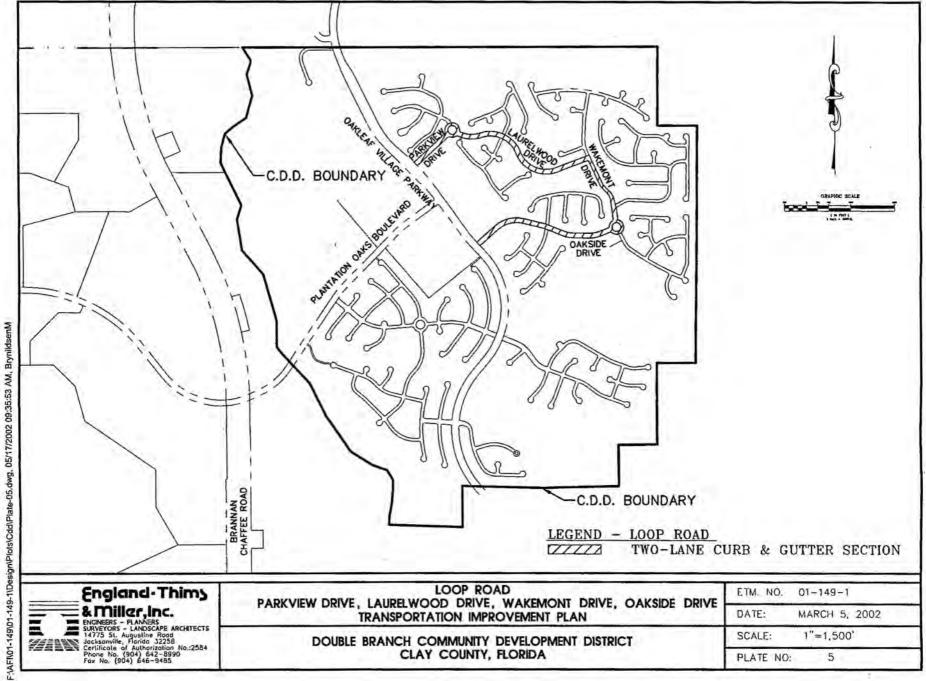
DATE: MARCH 5, 2002

SCALE:

PLATE NO: 2







# LOOP ROAD TYPICAL CROSS-SECTION

PARKVIEW DRIVE (80' R/W 5' S/W BOTH SIDES)
LAURELWOOD DRIVE (80' R/W 5' S/W BOTH SIDES)
WAKEMONT DRIVE (50' R/W 5' S/W ONE SIDE)
OAKSIDE DRIVE (80' R/W 5' S/W BOTH SIDES)

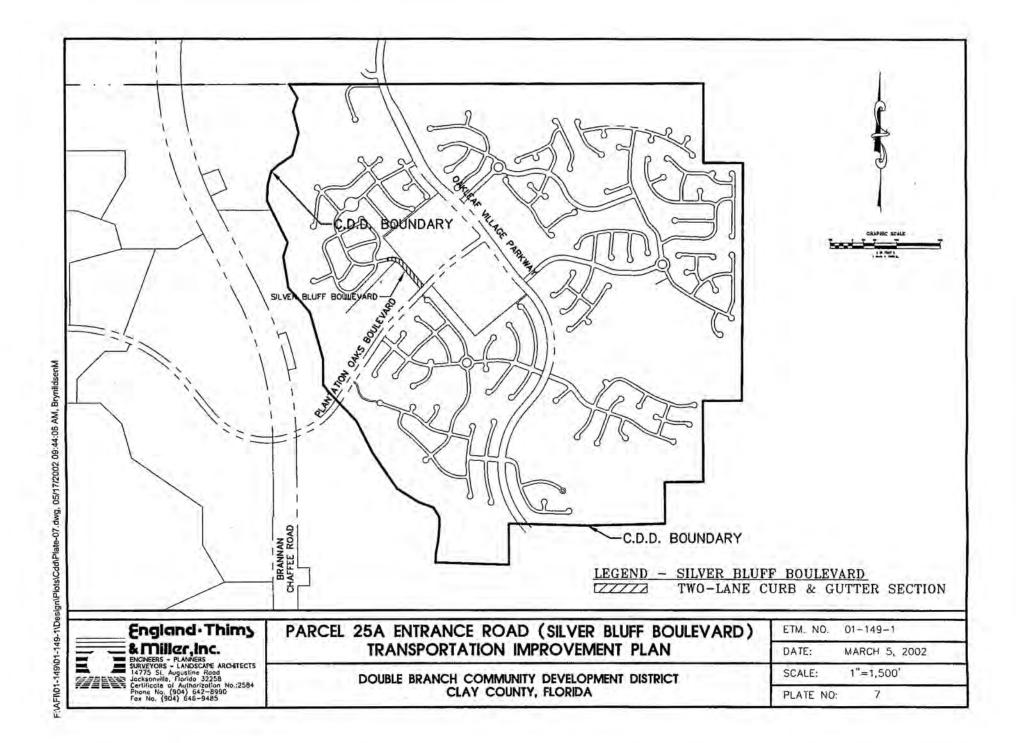
England-Thims
& Miller, Inc.
ENCINEERS - PLANNERS SURVEYORS - LANDSCAPE ARCHITECTS 14775 St. Augustine Road
Jocksenville, Florida J2258 Cerlificate of Authorization Na:2584 Phone No. (904) 842-8990 Fax No. (904) 646-9485

TYPICAL SECTION
LOOP ROAD
PARKVIEW DRIVE, LAURELWOOD DRIVE, WAKEMONT DRIVE, OAKSIDE DRIVE

TUDICAL DECTION

DOUBLE BRANCH	COMMUNITY	DEVELOPMENT	DISTRICT
CI	AY COUNTY,	FLORIDA	

	ETM. NO.	01-149-1
VE	DATE:	MARCH 5, 2002
	SCALE:	N.T.S.
	PLATE NO:	6



# SILVER BLUFF BOULEVARD TYPICAL CROSS-SECTION

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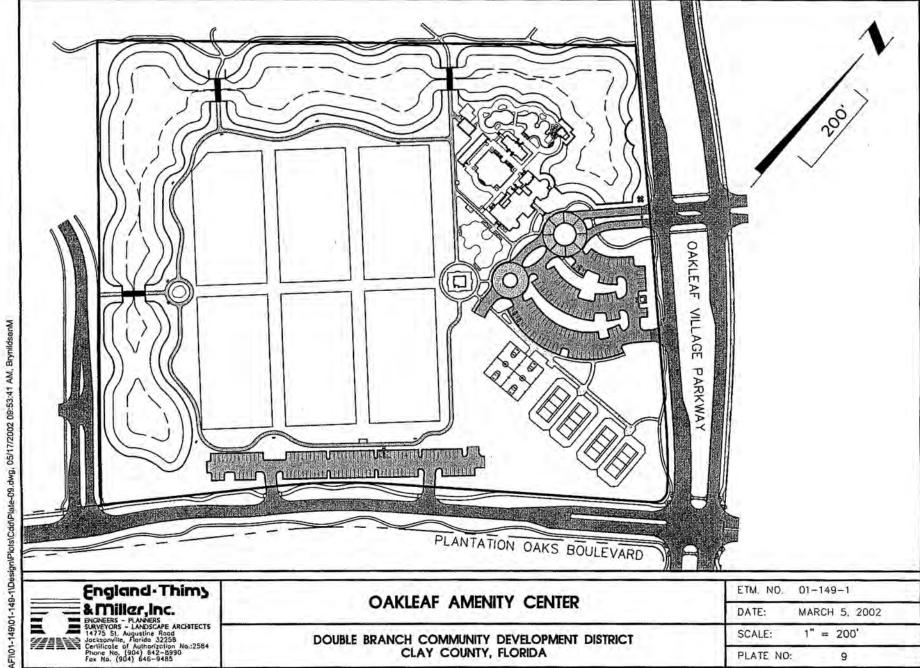
England-Thimy &Miller,Inc.

ENCINEERS - PLANNERS SURVEYORS - LANDSCAPE ARCHTECTS 14775 St. Augustine Road Jacksonville, Florida 32258 Certificate of Authorization No.:2584 Phone No. (904) 642-8990 Fax No. (904) 646-9485

## TYPICAL SECTION SILVER BLUFF BOULEVARD

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT CLAY COUNTY, FLORIDA

٦	ETM. NO.	01-149-1	
	DATE:	MARCH 5, 2002	
	SCALE:	N.T.S.	
1	PLATE NO:	8	•



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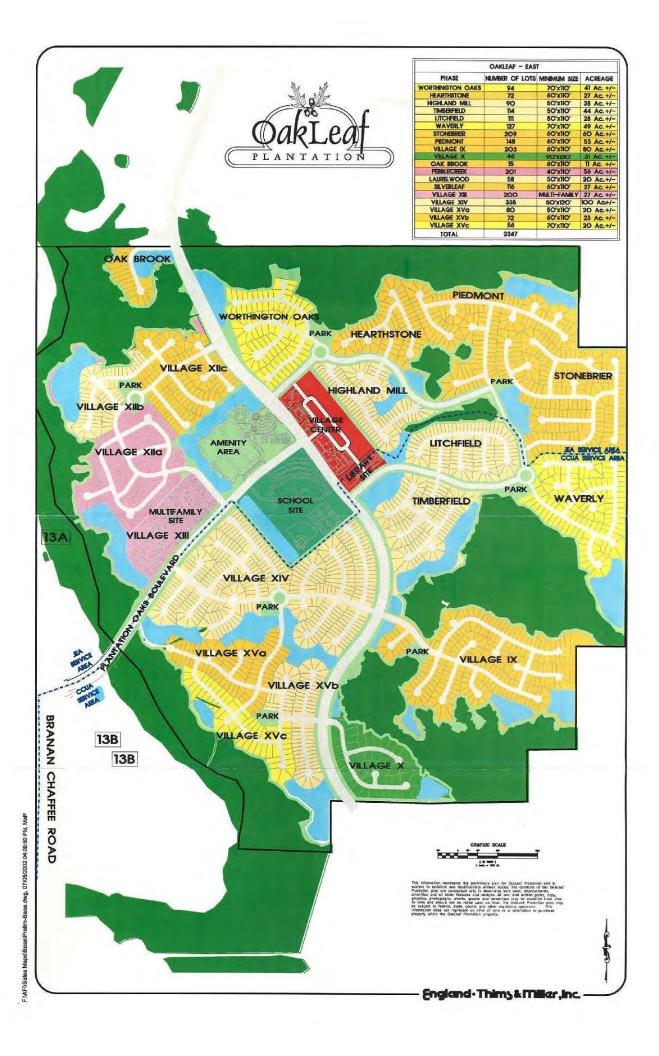


PLATE 11

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

PROPOSED FACILITIES AND SERVICES

FACILITY	CONSTRUCTED BY	O&M	OWNERSHIP
Stormwater Management Facilities	CDD	CDD	CDD
Transportation	CDD	Clay County	Clay County
Water and Sewer	CDD, JEA, CCUA	JEA, CCUA	JEA, CCUA
Entry Features and Signage	CDD	CDD	CDD
Recreation/Amenity Center	CDD	CDD	CDD
Neighborhood Parks	CDD	CDD	CDD
Street Lighting	Clay Co-op	CDD	Clay Co-op

Clay Co-op – Clay Electric Cooperative CDD – Community District Development JEA – Jacksonville Electric Authority CCUA – Clay County Utility Authority

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## Exhibit B Engineer's Certification

#### CERTIFICATE OF DISTRICT ENGINEER COMPLETION OF 2013 PROJECT

December 11, 2023

Board of Supervisors Double Branch Community Development District

U.S. Bank National Association, as Trustee

This Certificate is furnished in accordance with section 5.01(c) of the Master Indenture (herein defined), in connection with the Special Assessment Refunding Bonds, Series 2013A-1 and Special Assessment Refunding Bonds, Series 2013A-2 ("Bonds") issued pursuant to the Master Trust Indenture dated as of September 1, 2002 ("Master Indenture") between the Double Branch Community Development District ("District") and U.S. Bank National Association, as successor in trust to Wachovia Bank, National Association, as trustee (the "Trustee") as supplemented by that certain Sixth Supplemental Trust Indenture dated as of March 1, 2013, between the District and the Trustee ("Sixth Supplemental" and, together with the Master Indenture, "Indenture"). This Certificate is intended to evidence the completion of the Series 2013 Project, as a result of implementation of the completion of all components of the Series 2005A Project, as more fully described in the Engineer's Report dated July 5, 2002, as supplemented ("Engineer's Report") and as undertaken by the District. The undersigned, acting on behalf of England, Thims and Miller, Inc., as District Engineer, hereby certifies that:

- The 2013 Project has been completed in substantial compliance with the specifications
  therefore and all labor, services, materials, and supplies used in the 2013 Project have
  been paid for and acknowledgment of such payments has been obtained from all
  contractors and suppliers.
- 2. All other facilities necessary in connection with the 2013 Project have been constructed, acquired and installed in accordance with the specifications therefore and all costs and expenses incurred in connection therewith have been paid.
- 3. There are no remaining unpaid costs of the 2013 Project. The 2013 Project is complete and all components thereof have been acquired or constructed and will be capable of performing the functions for which they were intended. Amounts remaining in the Series 2013 Acquisition and Construction Account should be transferred as directed by the Indenture.

[continued on following page]

4. The Date of Completion of the 2013 Project shall be the date of this certificate stated above. This Certificate is given without prejudice to any rights against third parties which exist as of the date of this Certificate or which may subsequently come into being. Dated: December 11, 2023 ENGLAND, THIMS & MILLER, INC. a Florida corporation STATE OF FLORIDA COUNTY OF DUVA The foregoing instrument was acknowledged before me by means of physical presence or \( \sigma \) online notarization, this 11th day of Durenthy 2023, by K-T-Poto Ma of England, Thims & Miller, Inc. as District Engineer for the Double Branch Community Development District. (Official Notary Signature) Name: Personally Known ~ [notary seal] OR Produced Identification Type of Identification

ALEX JACOBS
Notary Public, State of Florida
My Comm. Expires 02/19/2025
Commission No. HH79522





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

370 OakLeaf Village Parkway, Orange Park, FL 32065 904-375-9285; manager@oakleafresidents.com

#### Memorandum

Date: January 2024

To: Board of Supervisors

From: GMS – OakLeaf Operations Manager

### **Community:**

#### **Special Events**

- o Report cocoa with Andy Clause
- o Upcoming Polar Plunge slide pool

#### **Aquatics**

- Pools closed or off-season, lap pool is swim at own risk for adults only
- Heaters replacement, pools to stay open during following months?

#### **Amenity Usage**

- Total Facilities Usage 5423
- Average daily usage 175

#### Card counts:

cara coa	,,,,,,
DB Owners	32
DB Renters	11
DB Replacements	7
DB Updated	7

Total cards printed: 92 (both districts)

#### Rentals

- 4 of 31 days rented in December, 1 of 5 weekends rented
- 4 Clubroom rentals, 0 patio rentals
- 12 tours (38 approx.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 repair, replacement of motors
- Update on work at Pickleball ct.
- Replacement of Fitness items

#### **MAINTENANCE**

- Install decorations at Amenity Center and Fitness Center
- Install decorations at neighborhood entries waterfall, median area
- Coordinate painting of field house (Titos painting), will begin after holidays
- Work completed on Parking resolution, meet with ASAP Towing for coordination
- Repair damaged wiring for track lights (bollard lights) at multi-use fields
- Take delivery and off lad fencing supplies for pickleball courts
- Receive arm parts with vinyl to finalize warranty work on new club room furniture
- Visit multiple pond bank area to view sod damage (feral pigs)
- Preventative maintenance perform on golf carts (oil change, inspect air and fuel filters)
- Coordinate warranty work on cart #1 (replacement motor damaged)
- Replace battery on cart#2
- Coordinate purchase agreement for gas work cart
- Coordinate purchase and shipping of replacement leg machine at Fitness center
- Coordinate visits and repairs for equipment at Fitness Center
- 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 12/11 Nature's Hammock, Fall Creek, The Oaks, Cannon's Point, Pebble Creek, Silver Leaf, Oakbrook, and The Cottages completed 12/28.

#### Landscaping

• Monthly report for Nov, Dec. submitted and filed at Operations office

For questions, comments, or clarification, please contact:

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

jsoriano@qmsnf.com

