

DOUBLE BRANCH
Community Development District

MAY 13, 2024

AGENDA

Double Branch Community Development District

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

May 6, 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, May 13, 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. Organizational Matters
 - A. Acceptance of Resignation of Chad Davis
 - B. Consideration of Appointing a New Supervisor to Fill the Vacancy
 - C. Oath of Office for Newly Appointed Supervisor
 - D. Consideration of Resolution Designating Officers
- IV. Ratification of Deed to County for Library Site
- V. Authorization to Terminate Interlocal Agreement for Library Site Maintenance
- VI. Approval of Consent Agenda
 - A. Minutes of the April 8, 2024 Board of Supervisors Meeting
 - B. Financial Statements
 - C. Assessment Receipts Schedule
 - D. Check Register

- VII. Discussion of Proposed Fiscal Year 2025 Budget
- VIII. Consideration of Resolution 2024-03, Confirming Use of the Clay County Supervisor of Elections to Conduct the District's 2024 Election of Supervisors
- IX. Staff Reports
 - A. District Counsel
 - B. District Engineer
 - C. District Manager – Report on the Number of Registered Voters (4,837)
 - D. Operations Manager - Memorandum
- X. Audience Comments (limited to three minutes) / Supervisors' Requests
- XI. Next Scheduled Meeting – June 10, 2024 at 4:00 p.m. the Plantation Oaks Amenity Center
- XII. Adjournment

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

Sincerely,

Marilee Giles

Marilee Giles
District Manager

THIRD ORDER OF BUSINESS

A.

April 26, 2024

Supervisors,

Please accept this letter of Resignation from my position on the Double Branch CDD Board, effective April 26, 2024. My family and I have moved out of Oakleaf therefore I no longer meet the qualifications for the position. It has been a pleasure working with all of you. The Oakleaf community is in good hands, keep up the great work ladies and gentlemen.

A handwritten signature in blue ink, appearing to read 'Chad Davis', with a stylized flourish at the end.

Chad Davis

D.

RESOLUTION 2024-04

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF
DOUBLE BRANCH COMMUNITY DEVELOPMENT
DISTRICT DESIGNATING THE OFFICERS OF THE
DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE.**

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

WHEREAS, the Board of Supervisors of the District desires to designate the Officers of the District.

NOW, THEREFORE, be it resolved by the Board of Supervisors of Double Branch Community Development District:

SECTION 1. _____ is appointed Chairman.

SECTION 2. _____ is appointed Vice Chairman.

SECTION 3. _____ is appointed Secretary and Treasurer.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Treasurer.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

SECTION 4. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 13TH DAY OF MAY, 2024.

ATTEST

**DOUBLE BRANCH COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairman/Vice Chairman

FOURTH ORDER OF BUSINESS

This instrument prepared by or
under the supervision of,
RECORD AND RETURN TO:
Michael C. Eckert, Esquire
Kutak Rock LLP
107 West College Avenue
Tallahassee, Florida 32301

Parcel ID: 05-04-25-007868-021-26

[Reserved for Recording Department]

SPECIAL WARRANTY DEED

THIS SPECIAL WARRANTY DEED made this 25th day of April, 2024, between **DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT**, a local unit of special purpose government established under Chapter 190, Florida Statutes, whose mailing address is 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (hereinafter "Grantor"), conveying property to **CLAY COUNTY, FLORIDA**, a political subdivision of the State of Florida, whose mailing address is P.O. Box 1366, Green Cove Springs, Florida 32043 (hereinafter "Grantee").

(Wherever used herein the terms "Grantor" and "Grantee" include all of the parties to this instrument and the heirs, legal representatives and assigns of individuals, and the successors and assigns of corporations or governmental entities.)

WITNESSETH:

That the Grantor, for and in consideration of the sum of Ten U.S. Dollars (\$10.00), and other good and valuable consideration, receipt whereof is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto the Grantee the following described land lying and being in Clay County, Florida ("Property"):

Tract H, Oakleaf Village Center Unit 3, according to the plat thereof as recorded in Plat Book 49, Pages 39-41, of the Public Records of Clay County, Florida, less and except the Northeasterly 125.00 feet of Tract H (containing .568 acres).

Together with all tenements, hereditaments, and appurtenances thereto belonging or in any way appertaining to the Property, and subject to all covenants, easements, restrictions and reservations of record, if any;

To have and to hold the same in fee simple; provided however, if within five (5) years of the date of this deed, the Property is not developed and utilized, in whole or in part, as a public library located in a permanent, vertical structure of at least sixty-eight hundred (6800) square feet dedicated for use as a public library, and thereafter actually used as a public library for a continuous period of at least twenty-five (25) years, the estate hereby granted to the Grantee shall automatically and immediately terminate, and all right, title and interest in and to such property shall thereupon revert to the Grantor. This reverter trigger of five (5) years from the date of this deed shall automatically extend by eighteen (18) months if the library is actively under construction as of five years from the date of this deed with a contracted date of substantial

completion within six and one-half (6½) years of the date of this deed. So long as there is a permanent, vertical structure operating, in whole or in part, as a library in compliance with this paragraph, other civic uses are permitted on the Property without triggering the reverter stated herein.

And the Grantor hereby covenants with Grantee that the Grantor is lawfully seized of the Property in fee simple; that the Grantor has good right and lawful authority to sell and convey the Property; that the Grantor hereby fully warrants the title to the Property and will defend the same against the lawful claims of all persons whomsoever, claiming by, through, or under the Grantor, but against no others.

IN WITNESS WHEREOF, the Grantor has signed and sealed these presents the day and year first above written.

WITNESSES

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

By: Lisa J. Pelkey
Name: Lisa T. Pelkey
Address: 475 W. Town Place
St Augustine, FL 32092

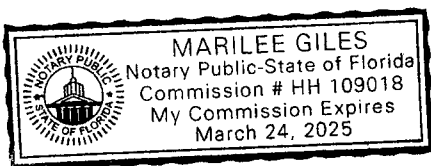
Cindy Nelson
Name: Cindy Nelson Nelsen
Title: Chair

By: Sarah Sweeting
Name: Sarah Sweeting
Address: 297 Palazzo Circle
St Augustine, FL 32092

STATE OF FLORIDA
COUNTY OF Clay

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this 25 day of April, 2024, by Cindy Nelson, as Chairperson of the Double Branch Community Development District, on behalf of the District, who is personally known to me or produced _____ as identification.

(NOTARY SEAL)



Marilee Giles
Notary Public Signature
Marilee Giles
(Name typed, printed or stamped)
Notary Public, State of Florida
Commission No. HH 109018
My Commission Expires: March 24, 2025

SIXTH ORDER OF BUSINESS

A.

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

The regular meeting of the Board of Supervisors of the Double Branch Community Development District was held Monday, **April 8, 2024** 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 Horton	Assistant Secretary
Scott Thomas	Assistant Secretary
Andre Lanier	Assistant Secretary

Also present were:

Marilee Giles	District Manager
Mike Eckert	District Counsel
Jay Soriano	Field Operations Manager
Alexandra Compere	Clay County Commissioner

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 none, the next item followed.

THIRD ORDER OF BUSINESS

Discussion of Library Site

Mr. Eckert stated I've been updating the board monthly on my discussions with Courtney Grimm, who's the county attorney, on some of the different items that we've been talking about. The commissioner asked to be able to come speak to you today, and so I asked the chair if we could put that at the beginning of the agenda and have a nice discussion about the issue and see where we are after that discussion. So welcome again. I'll turn the floor over to you because I know you had mentioned that you were going to come and talk about some of these issues.

Ms. Compere stated I did, yes. Thank you for having me this afternoon. I will dispense with the formalities because I'm here to talk about the library. There have been multiple conversations with my predecessor and his predecessor about this library, and we've been talking about this now for 20 years or so. I'm here to give you some background as to what has transpired on the board over the last couple of weeks. We are, long story short, making a way for those funds to be appropriated in this budget cycle for that library. That has only happened over the last couple of board meetings. So up until this point, there has been some trepidation about there being budget funds for the library. However, we have made decisions as of late that make it far more plausible within that time frame. So, really excited about that. I also wanted to share with you that we do have the state delegation supporting us on this. I don't know if you've seen any of the recent news articles on this, but Representative Sam Garrison is a dear friend of mine, Jennifer Bradley, Senator Bradley is also a dear friend, and they have championed this at the state level. They appropriated \$750,000 for us to at least get started with the project. Staff is telling me that this is between \$8 and \$10 million to accomplish. So those funds are a sign of good faith that they are with us on this. Oakleaf is within both of their districts. So, they appreciate the concern and they appreciate us moving towards that goal. So, I know that those two things I wanted to discuss specifically. But big picture, I was talking to staff today about what the timeline looks like. If we can get those funds appropriated it's looking like, in this budget cycle, you're looking to have about a month for shareholders to have a conversation in the bid process. We have to put it out, and that site plan is going to take between six and eight months for them to bring us the design, and then from there, construction. We're looking at about 18 months for construction to be complete if the timelines that have been true as of late will hold true. So, we're looking at three years from allocation for that project to be complete. I just wanted to candidly share with you that that's what we're looking at, because the process really doesn't get started until the funds are appropriated for it. That's it in a nutshell. Did I elicit any questions?

Mr. Thomas stated I think we're just kind of looking at the big picture stuff, as opposed to the maintenance and everything like that. I think the first hurdle is getting all of this done before we finalize, like, who's going to take care of the lawn and stuff like that? I think that's just because people have been asking. Cindy's been here the longest. I think you've had this conversation for a long time. So, if we're looking at three years out, then, you know, this is kind

of where we stand. Is there going to be a public hearing on it? Like, do we have to go through that?

Ms. Compere stated hearing on what?

Mr. Thomas stated like notice the build to the public or anything like that?

Ms. Compere stated we're still a ways out from that. So, the reason why I'm bringing that forward is because there's language that the transfer, as I understand it, council, can weigh in on this, but the transfer of the property hasn't happened because there's been some language contingent upon the process being complete or the construction being complete within five years. And there was some concern about that because it's not just throwing up a building, it's having to send it out for design. That process takes what it takes, and that's outside of the county's control. And then construction being what it is, we have to work with those vendors who do that. So there was concern about that timeline being too stiff. However, again, there have been some changes over the last couple of board meetings that make this more feasible within the five-year timeframe. But I can't stress enough that the timeline starts once appropriations has taken place, and that won't happen, potentially, until the end of this year, when we're approving the budget for next year. I don't want to mislead you. It starts once we can say, here's the money for the library, and that would have to, at the earliest, occur when we vote on the next budget year.

Chairperson Nelsen stated I think our biggest concern is we just didn't want to hand it over and you guys could sit on it forever. You know, we just wanted to have an end goal. We weren't really stuck on five.

Mr. Eckert stated yeah, I think we started out at three or four, and then Courtney came back with five, or we talked about five at some point in time, and we put five in there because we thought that was reasonable. And from what I'm looking at here, you're looking at three years. So on the appropriation, is it coming from the state or is it coming from the county? The \$750,000.

Ms. Compere stated the \$750,000 is coming from the state, but we have to appropriate the building out process, that eight to ten is coming from the county.

Mr. Eckert stated so the \$750,000, was it approved in the last legislative session, or is it they're supporting it for the next legislative session.

Ms. Compere stated this past one, so we're waiting for the governor to sign it.

Mr. Eckert stated okay, good. We had five years in there, and I still think the five years works under what you're talking about. But if the board is amenable to it, we could put

something in there that basically says if they're showing progress, then they can get another year or something like that. I mean, that's the concept. That's not how it would read. If the board wants to do that, that maybe would alleviate some of the concerns that you all had on the timing, but it's up to you. I mean, the other thing we can do is we can just defer this for a little bit longer until we get closer to that. But it's up to the board and the county.

Mr. Horton stated you're saying you're still in the talking stages as far as the five years.

Mr. Eckert stated I think the five years is reasonable based on what the commissioner has stated here today, and I think there are more recent developments, and that's great. You have made that progress on that. But I'm saying that if you want to try to accommodate more time, the way you could do that would be to say, okay, well, so long as you've met these milestones within this period of time, we would extend the time because, I mean, everybody's goal is to get a library.

Mr. Horton stated what I'm saying is we don't have a formal agreement.

Mr. Eckert stated we have not signed it yet. We have a document that we've traded back and forth from time to time.

Mr. Lanier stated how are the other commissioners? Is there at all any feelings that we're taking away anything from them, or do we expect any blowback, in a sense, from other parts of Clay County?

Ms. Compere stated the short and long of it is, to be completely transparent with you, our commissioners on the board right now are sharing that they didn't know that there was a need, and it's unfortunate to say that, but it's just true. I mean, the board has turned over, to be fair, and some of them are new, and this is the northwest part of the county. If you don't plan to be in Oakleaf, you're not coming to Oakleaf, much like my counterpart to the south. If you're not planning to go to Keystone, you're not going to Keystone. I mean, they're on board. It was a part of the update this year when we gave the state of the county, the chair shared that the Oakleaf library was a priority for the commission. So, to answer your question, I don't see there being any contention.

Mr. Lanier stated that's awesome to hear. And I think that overall, you'll find the board is very amenable with the process. And, as Mike said, we just want to get everything done, have it done, and just kind of let us know what you need from us, I think, is a good way to look at it.

Chairperson Nelsen stated yeah, I don't want to do anything to defer it.

Mr. Eckert stated yeah, I think if the board's okay with it, we can build in an extension, provided that certain milestones are met that show that they're working hard on it. What we don't want to do is give up land, and then the commission has a change of heart and just abandons the whole project. And then we've given up land that we might be able to use for some other sort of purpose here for the community. So that takes care of that issue. The other issue that Courtney reached out to me, we had proposed a 7,500 square foot minimum for library space, and I didn't know if that was still a concern or not a concern. We were looking at that number, thinking, that's still a fairly small library, but at least it's bigger than a bookmobile or something like that. So, I don't know if that's still a concern or not. I don't know what discussions, from a square footage standpoint that you all have been having.

Ms. Compere stated discussions with me haven't been that detailed, because at my level, we're talking about acquisition. And once we have all of the land, we know what our options are. They would have to bring it back to me as to how we can maneuver and get as much as possible. The only comparable library on 1.1 acres is in Middleburg. It's small, but we had to work with what we have out there. And they're wanting. There have been some discussions about making this some kind of hybrid governmental library slash, because supervisor of elections Chris Chambless was wanting to alleviate some of the pressure out here because we have Oakleaf Baptist Church and we have the athletic center on election day, but depending on what time you show up to either one of those, you might be in line for quite a while. So again, it's still so early. The staff is bringing back to me other parts of the state that have brought in this hybrid approach to a library and government facility. I haven't seen anything yet because we don't know how much land there is working with.

Mr. Horton stated correct me if I'm wrong, but I think the last time you were here, you mentioned you were going to go look at another library.

Mr. Eckert stated I think it was in St. Johns County.

Mr. Horton stated how did that compare to what we're going to build here? What were your feelings on it?

Ms. Compere stated if I heard you correctly? Bookmobile.

Mr. Horton stated no, I'm talking about the building.

Ms. Compere stated there wasn't, there wasn't a field trip out to St. Johns because we were still waiting to see where we are in the process. They're pending that date. Whenever we

can know what we're working with, then they'll schedule that for me. But I have not been out to St. Johns' library yet.

Mr. Horton stated would you happen to know the square footage of the library just up the road there?

Ms. Compere stated the one Middleburg or the one in St. Johns?

Mr. Horton stated Duval County.

Mr. Thomas stated Enterprise. That's not a very big library.

Ms. Compere stated it's not big at all. I've only been in there a couple of times, and it is very compact in there. I mean, your shelves are very close compared to, like, one of our premier libraries, Fleming Island's library. You've got a lot of space.

Mr. Thomas stated but that library just reinforces the need to have it here because our kids can't check out books there because they're not Duval County students. They're clay county students.

Ms. Compere stated and there's a charge. That was part of what instigated the conversation with the other commissioners. If you're having to pay \$135 for an annual pass a library card. When I tried to get a library card, this was well before my commissioner days. I was right out of law school. So, we're talking six years ago, maybe seven years ago, I went and tried to get a library card. It was \$125 and, like, why? There were discussions about maybe having an interlocal agreement between that part of Duval and here, like, no, that's not what this community has been asking for. I work with Doug Conkey very closely about these things because he was the commissioner when the land was conveyed to the county. So, I'm optimistic. I really am. The conversations with the county have been very positive, very reassuring, especially with the changes over the last couple of weeks.

Mr. Thomas stated do we need any action from the board?

Mr. Eckert stated we can look at the two libraries. The Middleburgh library, you said was on 1.1 acres. And then we can look at the one in Duval. So somebody can help me get that. We can look on the property appraiser websites and see what the square footage is of the building. And that would help us know, are we being reasonable or unreasonable in that?

Mr. Lanier stated and tied to theirs, though, their whole area is parking as well, right? That won't be as much of a factor for us because our parking is going to remain as it is.

Mr. Eckert stated I don't think there's any changes. You probably don't want that. That was part of the reason it was, I think, viable is because there's already parking there.

Mr. Lanier stated right. So that doesn't need taken into account as far as part of the property associated with it, part of that research that was done with the size of the library, the reason we came with the number is based upon average libraries, based upon population. And that's where those numbers came into play.

Ms. Compere stated the population then, right?

Mr. Eckert stated no, this was like a library with a similar population.

Mr. Lanier stated that population Oakleaf has. So that's where those numbers came from. So, you know, there's government associated entities in there. Two stories would be even better.

Mr. Thomas stated that was my question is the design of it. We don't want, like a three- or four-story building in there. We would want something that would fit the community. You know, like, a little hometown library within the community. So you don't need anything from us or unless you want to add that in, like, if they do need certain milestones, then we can extend it?

Mr. Eckert stated yeah, I think that's how I would address that concern, if you, if you're okay with that. And then the only other one that Courtney brought up was the minimum square footage for the library use. I don't know when the county's deadline is to get a deed to the property. I just don't know because she hasn't told me that if it's before May 1st, then you all have to give some authority to somebody to get that resolved. If it can wait till after your May meeting, then we can resolve it there, and hopefully we can negotiate something. You see the final document and you approve the final document at your May meeting. But I don't know the timeline for you all.

Ms. Compere stated conversations about the budget will actually start next month. We've got workshops already on the calendar. I can tell you that it has already been raised on the board floor that they're not going to allocate money on a maybe. I'm just being honest with you. They're not going to allocate money to a maybe. And so, there's been a lot of back and forth discussion on the board floor about this because we wanted to move forward with at least getting an idea of what site plans might look like. But then there was some pushback on the board floor about putting in a lot of staff hours on a project that is potentially going to fail or just resources not spent wisely. I hate to put pressure, because that's not the intent here. I just want you to know that as of today, there was actually a conflict on my calendar. I believe it's May 18 I was

supposed to be doing something else and they reminded me that we already have a budget workshop scheduled for that day, so I won't be able to do the other thing. But as far as the timeline is concerned, the sooner the better, so that I have something to present to my counterparts on the board. I don't know what the square footage question looks like for you guys, but just as a point of clarity, I believe, I may be mistaken that it's the property, the two parcels combined, that's closer to the 1.1, not Middleburg's location.

Mr. Eckert stated oh, okay, so Middleburg is not a 1.1 acre, right?

Ms. Compere stated right. It's the most comparable in the county.

Mr. Eckert stated okay. We can still look at those square footages, but I just need to know, is it something that, you know, Jay's going to sign off on or I'm going to sign off on, and the chair is going to sign off on the final square footage. If you want to deviate from the 7,500, I mean, if it needs to be done before your may meeting, which is May 13th, we need to give authority for somebody to be able to finalize that. And if not, then it's just May 13th, and that's the next time y'all meet.

Mr. Horton stated I think the chair can do that for us.

Mr. Thomas stated the chair's trying to find the square footage?

Chairperson Nelsen stated yeah, I was trying to find square footage of the library.

Mr. Horton stated I think we're in agreement with 99% of it anyway. It'll be pretty easy to figure out.

Chairperson Nelsen stated did Courtney have a suggested square footage area?

Mr. Eckert stated I don't believe so. When we talked, I think it was more along the lines of, 7,500 may be a lot, but I don't think anybody really knows. I think that's unfair for me to say that the 7,500 is a lot. I mean, it seems like it was the average when we're looking at that and we're also looking at a parcel that doesn't have any parking need. So again, I mean, the best thing I can do is if we're being told that Middleburg is maybe a comparable facility, to look at the square footage there. What we don't want is 1,000 square feet of library and 10,000 square feet of other civic use. The intention was for this to be a library predominantly. So that's why we said you could do 7,500 of a library and then 12,500 of other civic use. But we just wanted at least a minimum size of a library.

Chairperson Nelsen stated it appears the Duval County library is 15,000 square feet.

Mr. Soriano stated 7,500 is not big. You're talking a 75 by 100-foot building. That fits inside your current pickleball tennis court areas. I mean, that's not large. So, I mean, that's pretty minimal.

Mr. Horton stated don't we have an engineer that can figure this out for us?

Mr. Eckert stated from what I'm hearing, the 7,500 is not an unreasonable number for library.

Mr. Soriano stated the plan wasn't to say we wanted to build one that size. We were giving them a minimum. This was the lower end that we were trying to put in for them. So I wouldn't think something they would feel it's unacceptable to say, well, we can't build on 7,500 when pretty much all of them around are much larger than that.

Ms. Giles stated what Mike's presented is two options. Do we want to authorize the chair to work with district counsel on the language? Is it the warranty deed that we put the language on?

Mr. Eckert stated yeah, it is. For the one issue, we've already resolved that I know how we fix that. And then the other one is the 7,500. Do you want to stay on that or do you want to give authority to the chair to deviate from that if there's a rational basis for why you would.

Mr. Lanier stated would there be a rational basis for like a plus or minus associated with that more so the minus.

Mr. Eckert stated I think we need to stay to minimum square footage.

Chairperson Nelsen stated which is what the contract states.

Mr. Eckert stated yes, it's a minimum of 7,500 right now.

Ms. Giles stated so without that motion authorizing the chair to work with staff, what we'd be facing is the timeline that they start having their budget workshops. So that's the two options.

Mr. Lanier stated I'm okay with passing that on the county, if that works. That's my vote.

Mr. Horton stated yeah let's make a motion to have Cindy approve it if we have to have it done before the next meeting. It sounds like our next board meeting would be before their budget meeting, which would meet their requirements anyway.

Ms. Giles stated well, they probably put a package together just like us, a week or two ahead of time. But that would allow for Mike to work with Courtney.

Mr. Eckert stated I think we've already had that authority before that we could finalize this at the appropriate time after you approved the 7,500. It's just I'm taking staff direction right here that if there's a rational basis to deviate from that, we could deviate from that, and we'll add some language in that if they're trying to get this thing established and it goes to, it's going to take six years instead of five, then we're going to work with them.

Ms. Giles stated do I need a motion for that?

Mr. Eckert stated no, we'll bring it back to the board at the May meeting. So we ought to be able to get that resolved and so you can at least report we have an agreement with the people who are authorized, and hopefully we have a deed by then.

Ms. Compere stated good deal.

Chairperson Nelsen stated we don't want to do anything to delay.

Ms. Compere stated I will add that to my commissioner comments tomorrow night at the board meeting, were there any other questions you wanted me to address when I was here?

Mr. Horton stated I'd love to talk about recycling.

Ms. Compere stated did you see the vote on that?

Mr. Horton stated not really happy with that, but, whatever.

Ms. Compere stated yeah, I got outvoted. Two of us got outvoted on that. Needless to say there. I mean, we can talk about it now, but Sunshine doesn't allow us to have conversations with the other commissioners about things.

Mr. Thomas stated same thing here.

Ms. Compere stated oh, you guys are under sunshine as well.

Ms. Compere stated it was a very frustrating night. Very frustrating. I've had a lot of conversations with folks out here. District two is pretty divergent. Oakleaf is very different from the older Orange Park area. That's also within district two. And the sentiment is, across the board, the same, even though different parts of the county are represented. That vote was very disappointing. I mean, you've heard my arguments. It cuts against district two and district three and district one disproportionately. And that argument did not carry today. We do not have a recycling facility here in district two. Meanwhile, you've got two other districts that have the largest one and three. Right. We only have five. So, three recycling centers are in one district, and the largest recycling center is in another district. And the fifth one is on the outskirts of another district. So, most of their district can't even get to it. It'll take 30 minutes, 45 minutes,

and you know how that goes. If it's going to take me 45 minutes to get to the recycling center, I'm not going. Our closest is off of Long Bay. And so, everybody in phase one isn't going to go all the way out to Long Bay to recycle. Same argument about the post office. Phase one gets the brunt of it. They have to go all the way to Middleburg. So, believe you me, I have to roll up my sleeves and let people know about themselves sometimes. But as part of it, sharing what our concerns are in this part of the county.

Ms. Soriano stated so just to point out, I know we talk about it, that we want to make sure we have a library, not just the meeting rooms. It's actually kind of a good thing. I constantly will reach out to the planning commission and everybody that Parks and Rec is trying to do a meeting with us here but trying to get the staff or even the commissioners to come here to us. And they meet a lot of times in this room with residents or, I have one that I'm working with to get them over at your side for one of the parks meetings to try to get information like that out. Unfortunately, residents don't always show up for those meetings either. But it helps because many of our residents won't go over to see you guys and the staff over at Green Cove. That's kind of a ways from here. So it would be nice even to have that building big enough to have a meeting room, because then it's easier and quicker for them to set up, like, a town hall or quick, you know, financing meeting there to where residents actually get to see what's going on at that county level, but do it here to get a better understanding, so.

Ms. Compere stated if I can just echo what Jay said, I agree wholeheartedly that the county coming out here would make a critical difference. I mean, having this part of the county showing up to these meetings is so important. My sister put on the Oakleaf Christmas parade, and other parts of the county have no idea how many folks live here. And some of these businesses that are in other parts of the county were like, oh, yeah, we'll just throw another Christmas parade on our calendar. They had no clue what they were going to be met with.

Mr. Soriano stated we shut down a road one time, and we saw how bad it was and how many people live out in this area, and it took most of the engineering department and public works coming out here to believe that it was taking 3 hours to get from one side of Oakleaf to the other side.

Chairperson Nelsen stated it took me 3 hours to get out.

Ms. Compere stated I believe you. Just like in Keystone. They don't know if they're not out there. I'm working on getting them out here because we have a beautiful community.

Mr. Eckert stated do you want me to reach out to Courtney, or are you going to follow up with her?

Ms. Compere stated if you can reach out to her.

Mr. Eckert stated okay, I'll give her a call.

FOURTH ORDER OF BUSINESS

Approval of Consent Agenda

A. Minutes of the March 11, 2024 Board of Supervisors Meeting

B. Financial Statements

C. Assessment Receipts Schedule

D. Check Register

Ms. Giles stated starting on page seven are the March 11th meeting minutes. Unless there's any changes to those, I just look for a motion to approve.

On MOTION by Mr. Horton seconded by Mr. Lanier with all in favor the minutes of the March 11, 2024 meeting were approved.

Ms. Giles stated page 33 has your financial statement as of February 29th, and it's followed by your assessment receipt schedule on page 45 showing the District is 96% collected. Your check register is on page 47. I see no unusual variances with it. It's \$151,786.23. Unless there's any comments or questions about your check register, I just look for a motion to approve.

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

FIFTH ORDER OF BUSINESS

Discussion of Proposed Fiscal Year 2025 Budget

Ms. Giles stated the budget item is on the agenda to give the board the opportunity to talk about the budget. In the absence of anything specific, the staff, we'll just put together the budget with historical invoices and known increases. Clay County Sheriff went up in January, so that's a known increase. Poolsure will sneak in an increase usually after the budget's approved. So that's something we're trying to get ahead of. Any increases that Jay knows with those specific vendors will include that. But this is your opportunity to talk about it and Jay to present some of your capital reserve items. You'll approve it at your June 10th meeting.

Chairperson Nelsen I think soccer should definitely come up in the budget talks.

Mr. Horton stated what was the sheriff's department increase?

Mr. Soriano stated it went up another \$8. It was a large increase. They did not warn us about it. I don't know if they're going to plan again on going up January.

Mr. Horton stated so it's what, \$38 an hour?

Mr. Soriano stated \$58. It's very, very high now. I want these guys to get paid. I think they do a very hard job. But I would have liked some warning where last year, if you recall, they did warn us when they were jumping up the big percentage. They didn't warn us about this one at all. But we have already done some changes to our scheduling that helps kind of alleviate that. And I'll probably look to do a little more next year too to control those costs. But yeah, it's getting up there. Clay County wants to compete with St. Johns because they lose officers. So, it's going to continue to go up. I just wish they would have given us more warning.

Mr. Thomas stated how about our own security? Any projected increase there? Because remember, last year they did.

Mr. Soriano stated at least they timed up with last year. They tried to hit us at the wrong time of the year, and we had planned even when we did the original contract that we worked on fiscal year. So, they'll be doing the same thing this year and we'll probably plan for a 4%. They were closer to three when they were done, but all of those will kind of get that 4% at a minimum. Some may ask for more. If you recall, even landscape has done that before, where they started off at a seven, but then worked their way down to closer to a four. That's kind of what I expect to see more minimum is the 4%. As long as they let us know, it's easier. If they don't let us know that's where it's kind of tough. It's either we bring it to the board and say, no, you don't get the increase, they decide to look someplace else, or they have to remember and kind of time it with us so that we can plan on it in October. I'm going to present some other numbers to you tonight outside of what we talked about last time. But even then, what you're going to see is my overall is going to say, hold on, and not do anything this year, and we'll plan those with next year because all of them, as you kind of heard last time, are higher than I think we should be dealing with right now. I did come up with some better proposals, but still much higher than what we would like. So, the ultimate will be just to hold off, and we include that in the process for this next budget year if it's something we want to approach next year. So, you'll see that in there. And then, as Tom pointed out, staffing. Staffing will go up. Our district staffing. I've kept that level

for the last few years. In fact, that number started off from way back when we had a contract company here, and we've never gone up since then. We wanted to pay our staff higher than minimum wage. It's not much higher, but it's higher. And right now, we have that five-year step-up plan. I cut it close. They even cut down to where I'm not pulling certain things out of staffing. So, when I buy shirts, it's going to repair a replacement for uniforms. I used to charge staffing but then we go over the last couple years a few thousand bucks. I haven't taken that number off this year. I will. So that we can make sure we get correct increases in there for everybody and match that increase on minimum wage and still handle all the things we need, whether we want uniforms, name tags and things like that, to go under staffing. So, staffing will be one. Of course, the staffing you guys asked for an extra maintenance person. That's a big one because it includes not only a maintenance person's hours, but then the more work I have them doing, I got to get them supplies and things like that. So, you guys have seen those supply numbers going up a little bit, too. If we want to operate that way, which I think we do need to be doing that. We're at 20 years old. It takes a lot more day to day work. So, once we add all those things in, I don't have any plans for any large capital. And in the current reserve plan, there's nothing big in there yet either. In fact, you guys have done a lot of your big work lately that wasn't in the plans. Let's say the AC units in the fitness center, we just took care of that this last year and anything there, it was actually not even planned for a few years, but we went ahead and took care of that this last year. So, I don't have any large plans in there. It doesn't mean something doesn't pop up like a giant pool pipe under your pool breaking. So, I'd like to keep that reserve money in there and even increase where we can. But the lines I was looking at were more like staffing and things like that.

Mr. Horton stated we have how many maintenance workers right now?

Mr. Soriano stated right now there's six.

Mr. Soriano stated one is our day-to-day driver that does all the roadways, parks, and helps out with cleanup and things like that. So, my normal ones that I get to say, go fix the signpost or you're replacing lights, let's paint a building today, get rid of graffiti. There's pretty much five of those that get split up. So, on average, you get two and a half to three guys every day for your district, two and a half to three guys here.

Ms. Giles stated we'll have this on next month's agenda also, just so the board has the opportunity to talk about these things.

Mr. Horton stated do we have a cushion in there for six maintenance workers?

Mr. Soriano stated not right now. If we want an extra, that cushion isn't in there anymore. I've pretty much eaten that up. I'm kind of watching how I control it this year. If we really want to look at some of those increases for a lot of those lines, then, yeah, we may have to look at increases overall. I don't have a lot of that padding. I did make it through last year. My concern was, we increased two years ago, the first time in a decade. And I said I would try to make it in one year. I did barely. But I don't see that happening this year. And if we want to continue next year like that, I think we're going to have to have some kind of minimal increase. If we want to continue increasing a lot of those lines and doing what we've been doing lately.

Mr. Horton stated I think we have no choice.

Mr. Soriano stated and there's going to be other items. I know Mr. Fagan here sent us an email about landscaping. Well, if we want to do something like that, that's outside of our current landscape contract. That's just extra money. I put that towards mostly repair and replacement line. That's going to increase. Or if it's a big project, let's say I want to do a whole roadway, or we've done this before. We did all the myrtle trees out around soccer field. I could do that as a capital item. But that's where we're looking for these items for you guys to bring us and things that I think about every day so that I can plan for next month, to kind of give you an idea of where we're at then our first run of budget. That has got to be your high end. So, I remind everyone that first time, if we think there's going to be an increase in assessments, we have to do it then because then we have to mail out notices to everybody. Even if we decide to come down later, we can only come down or even get rid of that altogether and say, no, we must stay even. We can't go above that first round. That's why I say we kind of put these ideas that you guys may have. If there's anything specific, you say, pickleball's going great we want to build a whole other facility, I need those ideas now. I'm just throwing it out there. That was the last big one. But those are the things that, you know, I need to kind of plan for now for this next month.

Chairperson Nelsen stated I too would just like to see like a refresh. I'm just looking at the signs coming in here to Middle Village and they're kind of sad. And so same thing on our side I want to make sure we have enough people and money to do the painting and do the pressure washing.

Mr. Soriano stated I like the word refresh that use there because I'll send my guys out. You see some of them in the last month or two that have been painted nice new glossy black

around the outside. We do the yellow, but it's still the same sign I've looked at coming out of my house for 20 years. So, after a while, no matter how clean and shiny it is, it might need a new design. We see that all the time inside the buildings. And many of those things have been put into that capital plan. Like I mentioned a couple years ago to you guys that we had in there, about \$10,000 to retile the bathrooms at the club house, I didn't retile those. It's the same kind of coral pink, old seventies or eighties looking design that was originally built in here. I wouldn't pick that out, but it was a developer thing. It worked, so I wasn't going to pull it out. But there was money put aside to bring that more modern. We can look at a lot of those items. Just how much of those things we want to do is really what's going to finalize your budget.

Mr. Horton stated I think we need to look at increasing our money coming in because we need a bigger cushion. In fact, with cushion, a lot of it would be eaten up by just maintenance stuff, keeping up things. It's not getting any younger, we're getting older here.

Mr. Soriano stated I am already kind of leaning that way, and I look to you guys to see how far we lean that way, because you've got to remember, I'm frugal, so you guys want me to loosen those purse strings, you might have to come up with some of these ideas and thoughts for me, because a lot of times I'll look at that and say, this can last another year, another two years, three years, but it is that same thing.

Mr. Horton stated I think we discussed this before. Some of the other districts around us charge a lot more and have a lot nicer facilities. How they do that? Well, they spend the money for it and we're not talking about a great increase here, but just enough to cover things. So, I think we need to take a close look at it and increase it a little bit.

Mr. Soriano stated it sounds like that's the general consensus. Just some of those specific ideas that you guys might have that help me with numbers are what we're looking for here, too.

Mr. Horton stated maybe come up with a five- or six-year plan on that. So, you want to increase it so much now and two years later maybe.

Mr. Soriano stated I did look at that. I know you had mentioned South Village had this plan at one point. I don't know if they still have it where they do more minimal increases for a few years in a row, no matter if they need it or not, but that way the residents are kind of prepared and then they take time off, and they go back through that three years, and I kind of looked at that and compared to what we did for the ten years without an increase, if we had done something minimal like a \$50 or \$60 in that time period, we would have done that for three

years, taken off a year or two, another three years. In the end, we would have been higher than that 180 we did last time, and it would have seemed like less stress to the residents. I mean, it's a raise either way. So, when you increase, people aren't happy, even if it's \$10. But it's a little easier to swallow.

Mr. Horton stated if I remember correctly, there were no negative comments last time.

Mr. Soriano stated I got a few smart comments by text and email, but they were actually understanding. They knew what it was for.

Chairperson Nelsen stated everything's more.

Mr. Soriano stated yeah, and I think the hard part for a lot of people that had any questions whatsoever was we're also doing it at a time where everything on that tax bill went up, the school district went up, trash went up, everything. So, you got that bill. And it wasn't just our increase. It was everybody. So, it added up.

Ms. Giles stated that'll be on the agenda for next month. I think Jay and I both took some notes there, so that's helpful.

Chairperson Nelsen stated everybody take a weekend and drive through everywhere.

Mr. Thomas stated I don't like talking about increases. I mean, we already asked for \$180, and so now, I mean, the economy is still not healthy. And so, you know, now we're looking at needing more money. So anyway, we'll have that discussion on June 10th.

SIXTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There being nothing further to report, the next item followed.

B. District Engineer

There being nothing to report, the next item followed.

C. District Manager

Ms. Giles stated I just want to remind the board every chance I get of the new requirements that we have. It's our first year with these requirements. Your Form 1 is online now, which is different from how you've done it for the last few years. So, I'll give you a call during the week, Scott, and help you with that. Ms. Giles stated I submitted mine last week. It

wasn't terribly hard. It just took a little time to sit still and do it. And then you have your ethics training, which needs to be completed by December 31st. You will not get a certificate. But if you want to exchange an email with me and let me know which of the classes you did, my email is a public record. I'll be happy to accept your email and say congratulations on your training.

Mr. Horton stated how's the statement?

Mr. Eckert stated it's a self-reporting on your financial disclosure form that you'll file in 2025.

Ms. Giles stated on that Form 1 this year, you don't. You don't need this training. It's next year.

Mr. Eckert stated correct, you don't check it on this one.

D. Operations Manager – Memorandum

Mr. Soriano stated we have had a few neighborhood events. We were finishing up spring break when you guys met last. We had just started it. It went over smooth. Your slide was not available, but the pool was up and running. The slide we had mentioned the change out in the motor, so the spring break people understood. They're looking for it to be back and ready here in April, definitely before we get to our opening in May, where they're open on a daily basis. So that's what we are looking at. We've also had our resident run vendor market this last weekend, and it went pretty well. There are some minor issues. Parking is always a big one, and I think more of that may have had to do with communication. They didn't really communicate early enough, and I'd say enough multiple times with the sports organizations, so it did cause a few issues. And we had probably about 30 different incidents with the tow trucks, so I don't believe all 30 cars got towed, but they were out there quite a bit. And I think a lot of times it's just that communication and making sure everybody's prepared and they let their parents know they're coming. I would typically be a little lenient on days like that. I would hate for somebody to come to the vendor market and then get their car towed. But chances are it wasn't them, it was sports organizations. They a lot of times will see that I can't park right where I want to park because there's a tent there and somebody's selling their goods. So they pull up on the grass or they park in a curb where I have a sign that says no parking, which happens a lot. So, we did have some of those type of issues and some angry residents yelling at the pool staff since pool was open because their cars were no longer there. Didn't we caution them to contact the sports team? We

did. So, this is, like I said, it's kind of minor. I know there's going to be some people upset that it's not minor to them, but she did pretty well running it. This is her first time running it. Donna, I worked with a lot, and the first time she ran it, there were issues, too. We had issues when our first coordinator that lived here ran it, and then we started to see those problems, so we started putting those rules on them. She's going to have to learn. Like I said, there were no major issues. I don't want any injuries or anything like that, police officers being involved, so luckily, no major issues. But there are going to be things like that that she's going to have to learn. After a while, I'll start getting on to her about it, making sure we have that in place beforehand. So, she's got to have extra off duty and she's going to pay to make sure parking goes well, which, if you remember the old expo, they would do that. It got to the point where they had multiple off duty officers out there. That way we didn't see it properly. I know she doesn't want to spend that money because that's part of her profit for doing all that work for the day. But if we continue to have those problems, that's what she's going to need to do. That was part of that contract. So, there's some minor things I got to work with her on. I know there was a food truck that was not on the approved list, and Tiffany let me know. That's kind of tough because they're supposed to go through those steps with the board approved coordinator. If not, then none of them will listen to her. If we allow those type of things so I have to make sure everybody's following that, even soccer and flag football, they have to understand that, too. If you get a truck, it's still got to go through Tiffany somehow. That way we know they're all following rules and they've submitted all the paperwork to us. So, I'll work with her in the future with that. But it went pretty smooth. Moving on, we do have our movie on the green coming up and our community yard sale after this month. You guys will kind of move the movies to the pool and we'll have dive ins. So, we have four dive ins for the summer. You alternate back and forth. Our first one is at your pools. And then June, we come over here. We take July off. July is already too busy at the pools. We don't need to bring in more people. And then we go back. You'll have August, and then September will be the last one here. And then we move back to movies on the green. And the last few years, we've been having a summer theme event with running movies. I think we settled on this year is going to be Kung Fu Panda. There are four of them for families. I am going back and forth whether I want to do the adult themed jaws in the pool again. We did that a couple years ago. It was fun. So, we may do that. The adults aren't as into Kung Fu Panda as the kids will be. And then moving on to the maintenance side. I had on there the slide work. We've already

started. March was a little tough. Ended up being colder in March. Then it seemed like the rest of our winter, so it did slow me down a little bit. But we got gel coating on the slide last week. And then if you noticed, we were up painting that big spray ground structure. So, there's gel coating on the top now, too. And then I'm going to finish the yellow this week. So, everything will be finished on the spray ground structure. We won't have people complaining that there's spots on the top. That was the old paint shown through that will be put in one big yellow top and everything will be good. I will hopefully have the new motor for the slide in this week. As long as everything goes well with hookup, that should be back on this next weekend. I've been waiting for Compac filtration on that one. And just to point out that gel coating, if you recall, last time I had to get special approval from you guys. It's under my amount now. But I did set that up to do gel coat work at \$7,000. We just had a district that did this. They're right down the road, it's Pine Ridge and there, much smaller than your slide, and it ended up costing them \$30,000. The last time I had a professional company come out was right when I started. This company was already picked out. I didn't have a hand at picking them out, but they did do it on your side. It was \$13,000 this time. So, this was twelve years ago, and the same company was awarded this side. This is where they had problems. They paid \$13,000 a slide for each one of those. And then the gel coat didn't cure, came off on people's skin, flaked off. And then because the company was out of Chicago or Indiana someplace, we couldn't even recover from this. So that work is a lot of money. I have a couple maintenance guys now that have been working with me for a few years, and I've taught them a lot of resin and gel coating work. So, we are one of the few neighborhoods that do all of this work in house. Whether it's patching or whether it's full gel coat work, a lot of other neighborhoods have to go out to those companies, and it does cost them a lot.

Mr. Horton stated you say repaired multiple chair panels. That's not the newer ones?

Mr. Soriano stated they're newer ones. So, the first set we started buying about three years ago, and I have some that are faded and even starting to rip through where people put their heels. Or if they're larger, it's stretching and flexing. The reason we went with these chairs, they have kind of a long 10–15-year warranty on frames. The fabric doesn't last as long as the old straps do, but it's so much easier to fix those. So, in there, you actually see the cost for that. So, I bought a couple thousand dollars' worth of new slings, and we took all of the kind of faded and ripped or even almost close to ripping slings off, and you just slide the new ones in. So, we have

a bunch of what looks like new chairs out there. Not all of them, but a good amount of them for both sides. I actually did this on the Middle Village side and your side.

Mr. Horton stated you've got something about the cell system, new communications equipment. Is that all in place now and working?

Mr. Soriano stated yours is all in place. We did have the alarm company out today doing a couple things for me. Testing the dialers to not like some of the stuff to where one day it works fine, the next day it tells me it's having communication issue at three in the morning. It'll call me. By the time I get here at 7:30 or 7 o'clock I test the lines and they're fine. But digital lines do have a problem with fire panels. What it's doing is it's sending out a signal to the alarm monitoring company and it's got to get the signal back and digital lines pick up noise a little different and the fire panels don't always work. I did talk to the tech that was out today that if we need to change a dialer, but I don't like getting woken up at 3:00. They don't call out to the fire company or anything like that. It's telling me there's a possible trouble. It takes the phone lines down. Phone lines are there. Everything's good on AT&T's side now. So, all the fibers installed in the clubhouse we have AT&T internet. It's part of the fiber system so we don't pay any extra for it. Just in your fitness center we don't have that. They couldn't get fiber to the fitness center. It's just the cellular. That's my requirement. I need the cellular for the fire panel. We're not using it yet. I'm not going to advertise to the residents yet but soon as I will. While he was there, I did have him work on repurposing, programming our panels so that the two double doors, the doors in the waiting room and the doors in the cardio room can now be opened without the alarm going off. So, for twelve years those were fire emergency exit only, which was a little weird. You have these nice sitting areas out front, these big double glass doors. You couldn't go through them. You had to go around and go through the middle hallway so we could see who was walking in and out. If you went through them the fire alarm went off. That has been changed. Pickleball would like to use those doors.

Mr. Horton stated wireless pump set. Is that for the desk in the gym there?

Mr. Soriano stated yes.

Mr. Horton stated the damaged slide at Nature's Hammock. I guess you've ordered another one now.

Mr. Soriano stated yes. So, I'm waiting to see how long that'll get to us. We've had two slides lately that were vandalized. The big 360 slide at the amenity center. The nice part about

that, that's an older unit, so it matched one of the ones we've taken down. I had one of those big slides ready to go. So, during spring break, when everybody was playing in the pool, I had them shut down the playground there at the amenity center, removed the damaged slide that had a big foot hole in it where somebody had stomped. These plastic slides are thick. It's not easy to break these things. They had a good foot hole size right in the middle of that slide. We pulled it out of the ground, put the new one in. It's back up and operating. The one at Nature's Hammock. That playground's only two years old, so I don't have an extra to go in place. So, we did just take it down and cautioned everything off. We have to wait on the new slide to get to us.

Mr. Horton stated what's the large mainline repairs at Oakleaf Village Parkway.

Mr. Soriano stated VerdeGo is firing up a lot more of the irrigation. We're getting to that time of year where we need things on more. And we did have a valve break. I think it was helped out by some of the sidewalk work that's being done by the county. But it's a large mainline, runs down right. If you're going down Oakleaf Village Parkway, right about where the school is, you'll have seen a big leak last week that was coming through. Now that we have talked about VerdeGo. Like I said earlier, I'd rather look at these and take these amounts and plan on them for the future. But instead of the fraze mowing that was suggested last time at \$63,000, I believe is what it was. That'll be the first one you look at. I did have them pull a couple proposals for me because I don't like the idea that I know it's going to grow really well, but you're talking about thirds here. This is a lot more than what we did for \$20,000 and what I think we did for \$20,000 each time, I did look, the highest one was around \$27,000 one year, has lasted really well. Are there areas that need to be thickened up and filled in? Yes, but I don't think anywhere, even on the three-acre section do we need to do the full three acres. So, I asked them to give us proposals for other things. Whether it's just sodding, whether it's shutting down the fields and sections and doing fertilization and top dressing and letting the grass grow for a good six months. We'll keep it closed. But I just can't see spending \$67,000 on three acres. And we got to do this three times for nine acres altogether. That's a huge amount. So, she did go back and give me a couple numbers. And if you recall, when I did the last RFP, we broke up what it cost to do sodding. Even under contract, if I were to hold them to that contract, they're at \$0.77 a square foot. When I break that out, it's still just over \$100,000 for three acres. The last time we got numbers, the lowest number I came up with for the whole thing was \$90,000. So, it's still very high. I asked her to give me numbers for closing off a section and not doing any sod work. We're just top

dressing, filling in holes, making irrigation, doing high chemical treatments, and three to six months later, we open back up based on growth and what that would cost for that three acres. So that one is the lowest one at \$34,000, still much higher than what we did before in the past on the sprigging. And then, of course, the highest one was to do full sod. They're looking at using a subcontractor because they don't feel they can do three acres at a time, which is bigger than they've ever done for us. We do small sections at \$2,000 to \$5,000 at a time, not three to nine acres. So, the proposal was at \$195,000 for three acres of 419 Bermuda. I would have just thrown that out, but I wanted you guys to see the numbers. That's all the work right there, labor and everything. Agra-Pro I think, put them on the spot a little bit. We have had them cut with a reel mower here and there, but it is not normal. That is the device that's used on golf courses for this Bermuda. It does make it grow more the way we want it. I asked them to give me a proposal to do what we do now with the reel mower. And I didn't want a price that makes us basically purchase our own mower. At \$60,000 we can purchase that fraze mower. But then I wouldn't have anybody to do the work. But I asked her to give us that and to look at that takes out the argument of from Agra-Pro's side that the landscapers aren't taking care of it properly because that's the way it came off to me was, well, you got good grass out there just to do this properly. I think at the \$20,000 for three acres, \$25,000, \$27,000. I think it was done pretty well before, especially for what we need. Those fields were not set up as true competitive fields. They're not crowned, they're not captured. Irrigation doesn't even go in the right way. We've done a lot of work over the years, and it does look good. To do the reel mowing, so, to take out what we do now and actually have them cut correctly, that's the annual price, \$70,000. Now that's for changing the service to the way it's supposed to be done. With that Bermuda 419 that's in there. You would still take out of our contract the normal mowing they do now because they wouldn't do the normal mowing. It would be the reel mowing. So, she didn't put that part on there. It's just \$70,000 annually is what it would change to, to treat that soccer field and cut it correctly. That part I do think we have to look at. It would be helpful. I just don't know that it needs to be done like this. But every single one of those that I just gave you is way more than I would have planned this year or even been willing to put in next year. So that's why I just wanted to present these to you, let you know where we were at. I looked at other landscape companies because they gave us their numbers. Many of those numbers are not all. We could find somebody to do one or two of those proposals cheaper, but it's not going to be much cheaper. So, our numbers of

\$20,000 or \$25,000 an acre, unless we find somebody to do sprigging, we're not going to get back to that.

Mr. Horton stated wouldn't it help if the people that do the soccer move the fields around a little bit?

Mr. Soriano stated they do. The hard one is the big field, though. I mentioned that before with the irrigation, we have valve boxes in the way things like, they only have certain spots. They can put the real large fields, all the other little fields, they do rotate those and that helps. There are two large fields that are the biggest problems. You'll see the one that sits in the very back corner is always the highest use.

Mr. Lanier stated the placement of the oak trees makes it very tough, too.

Mr. Soriano stated yeah you've got those three big oaks, and they're not actually able to use the whole line and turn them around.

Mr. Thomas stated but the one that's in the back corner with the one that we're on, they can do the big field. They can move it back towards the parking lot from the smaller field about there, and then they can do another big field going a long way off to the left-hand side. So, they haven't rotated them in a long time.

Mr. Soriano stated it's been three years since. It was actually just after the last time we did last sprig. So, it actually might be four years now.

Mr. Thomas stated right because those goalie boxes look like a monster truck.

Mr. Soriano stated that was actually the same complaint when you first walked in from the parking lot, those big mud pits that were right in the front.

Mr. Thomas stated yeah. Well, now the pits are in the back. So, they have not rotated. So, we need to encourage them to rotate. Now, you said that this would be \$70,000, but how much are they charging right now? What is the difference? Like, what would the actual cost increase be?

Mr. Soriano stated I'm going to have to get her to look at that for me. I have to pull that out of the contract. We do have it kind of detailed for just the multi-use fields. But it's just the mowing that we're going to pull out. Everything else is going to stay the same. It's just the mowing that's going to get pulled out. And then you would add on the \$70,000 to use the reel. I would have to talk to Agra-Pro and really argue with any expertise, too, on this that I don't need that reel mower during the winter. Does Bermuda work best if you have a reel mower on it?

Yeah, you can see that on a golf course. Bermuda doesn't grow in the winter, so I don't think we're going to damage it by using the traditional mower. So, if she could adjust that. That proposal every two weeks, even in the winter. I don't know that we need that. But I also don't want to say, well, we negate the \$70,000 service by not using the reel mower all the time and it's just not doing what it's supposed to do. I don't know if I actually believe that or not, but I want to talk to Agra-Pro and some other well-known golf course companies to see what they would do in that case. We're not a golf course, but we do want that grass nice and thick. There's a reason we put the 419 out there. That's what I was talking about with Kyle when he was here before, because there are other Bermuda grasses we can put out there. It is not the same as the Tif. The Tif was designed for that sports field type playability on the grass blades and things like that and growing. So, you need to treat it a certain way. But this is just to make you guys prepared. I'll have those numbers put in for next time so we can look at it. If there is anything we want to do, that's what has to get added into that budget plan.

SEVENTH ORDER OF BUSINESS

Audience Comments / Supervisor Requests

Comolita Fagan stated I have a question about the playground areas. Is there any way we can get some type of signage that can be put at these areas because people are parking on the grass? I'm quite sure you guys probably have visited that before, so, maybe you could update me, because I know in our neighborhood, you come in and there might be three or four cars, and that will also mess up that grass in that area. So is there anything we can do, such as signage. Sometimes I wish that when they developed these play areas that they had put parking slots where people could just kind of, like, park, because that would prevent them from just driving all on the grass and tearing it up. So that's one of the questions I have.

Chairperson Nelsen stated I know the original design was that there's a park within walking distance of everyone, but that's why there's no parking at them. But you see how that plays out.

Mr. Thomas stated just like at the beginning of the Oaks, at the very front entrance of the Oaks, they like to park right there. The only thing we could do is just say, no parking. But which park you talking about?

Comolita Fagan stated all of them I would be honest with you. Well, I don't see too many people using the Oaks. But the one in Wakeview. People just park all the time. They have

parties, so, when they have a birthday party and they have a gathering, you find that they will just, have sometimes six or seven cars just parked all the way around. And so, if you continue to do that again, it's going to tear up and make it not look as nice. But we're not the only area, though. If you go around when people are having parties, they just drive up on the grass.

Mr. Soriano stated definitely. So, we do have one or two of those signs out there, not as many for the parks, but we do have them in a lot of our cul de sacs and they pull up and park right next to the signs. And we've discussed that before. The signs don't actually deter those that care about paying attention to the rules. And that's the hard part. We end up just buying more and more signs and placing them out and then repairing them and replacing them when people vandalize them. What we've tried to do is landscape improvements. We've done this a couple times. Unfortunately, so far, it's just got taken out. So, the one going into Nature's Hammock got taken out last week. We picked out a couple plans for added bushes and things like that. Tom was talking to me about it that day.

Mr. Horton stated I looked at it the day before, and it looked great and then I got an email that night saying that someone ran over the bushes.

Mr. Soriano stated a resident had just told me that night, too. He had a description of the car but didn't get a picture of the license plate or anything like that. You know, it's just unfortunate. And I've had landscapers go out and kind of trim them. They'll grow back there. Those Ligustrum's are like weeds, but it's going to take a while. You can definitely look at it and tell somebody just plowed through here, but that's what we've tried to do, too, is the split rail fencing and added edges and things like that will kind of deter them, and people will still pull right up next to it. It's just an ongoing battle.

Mr. Horton stated I will say that I live where I can see one of the parks, the Piedmont/Stonebriar Park. I see people parking on the grass, fishing in the lake and stuff like that. I go over there and ask them and say did you know you're not supposed to park on grass. I've got just about 100% rate of people that will say, oh, I didn't know that. I'll go move it right now. You can park on the street all day long. You park out there, you're going to kill the grass, and run over the sprinklers.

Mr. Lanier stated and you may get towed. You know, if you just approach it with that one, too. I'm trying to save you \$150.

Mr. Horton stated yeah, that's true. That's the last resort. I wouldn't bring that up until you had to. If somebody's doing that repeatedly, I would definitely try to get them towed.

Stephen Fagan stated yeah, we've taken that approach and we have approached individuals in that particular park and they'll move their cars. Because some of them just don't know. A lot of times we found out it's people from outside of the community. So they just don't know. When we ask them to do it, they have no problems.

Comolita Fagan you also have residents that when they have parties, they park on that. And, they know, but they still do it. And again, we just have to ask them. I mean, you guys are working so hard to try to keep things up. We also have to participate.

Stephen Fagan stated I sent you all an email.

Mr. Thomas stated unfortunately, I couldn't get the attachment to open.

Stephen Fagan stated it's just showing some issues. And what I'm hoping is that we come up with a comprehensive plan to address some of these major thoroughfares. So, when you request these monies for the upcoming budget, these things are forecasted, and we can perhaps address some of these issues that could use a little more attention. I don't have much to say other than just, I'm hoping more additional funds are requested to address some of these landscaping issues just to keep the place looking aesthetically pleasing.

Ms. Giles stated I'll try to take his email and convert it and send it back out to you guys tomorrow so you can at least see what he's talking about.

Mr. Horton stated I was able to work with it. It's got a lot of pictures in there, so it would be difficult to open up with your phone.

Mr. Thomas stated did you get around to changing those basketball lights?

Mr. Soriano stated we just got those in not last week but the Friday before. Last week was spent climbing your spray ground tower. I was up there gel coating, so I didn't get in the lift to get those. We did get some items in that you'll see out there now. One of my biggest complainers about basketball or basketball player. I have one family goes out there because their kids are playing high school right now, so they want to make sure they have lights so they can be there. And most of the stuff I got in before last week was pickleball related, so they kind of get on me saying pickleball's getting everything. We got nice new fence toppers, we have bleachers that are going to go in between. So, yeah, they did get everything but the lights. The only part is I

have to be able to have time to go up in the lift. It's going to be a couple days to do all the lights over there.

Mr. Thomas stated yeah, just don't forget about the basketball players. They need some lights out there.

Mr. Horton asked what about the salt?

Mr. Soriano stated I'm still working on that. I got a list of things for those pools to go through. So, I was working on your gel coating first.

Mr. Horton stated yeah I'd like to get that slide up.

Mr. Soriano stated I know you were looking at patches we put on last year, even though we didn't slide on it. I took the time to do those patches, but you were seeing those spots. All that stuff is gone. The first coat is on there, so it looks good now, but I would like to do two more coats of the white.

Mr. Horton stated you're not going to let anybody on it until you get the two coats on there though.

Mr. Soriano stated right. Nobody goes on until that new motor is dropped in. We'll test it out, but in between we have to polish the gel goes to. So that'll be lifeguards the first weekend we're open, they'll probably be waxing until the whole thing is done and then the kids get to go.

Mr. Horton stated any issues down there with security or anything like that?

Mr. Soriano stated no. I've had some of the ATV's and the mini bikes back, but not in a big group. But there's still one or two riding around. I was out last weekend and there was one running through I couldn't catch. But that's been our bigger problem.

Mr. Thomas stated yeah, a couple of residents got together and tracked down the one kid, and he hasn't been out since. We had a little miniature community meeting. We like to call it public relations.

EIGHTH ORDER OF BUSINESS

**Next Scheduled Meeting – May 13, 2024
@ 4:00 p.m. at the Plantation Oaks
Amenity Center**

NINTH ORDER OF BUSINESS

Adjournment

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

Secretary/Assistant Secretary

Chairman/Vice Chairman

B.

Double Branch
Community Development District

Unaudited Financial Reporting
March 31, 2024



Double Branch
Community Development District
Combined Balance Sheet
March 31, 2024

	<i>General Fund</i>	<i>Recreation Fund</i>	<i>Debt Service Fund</i>	<i>Capital Reserve Fund</i>	<i>Totals Governmental Funds</i>
Assets:					
<u>Cash:</u>					
Operating Account	\$ 46,489	\$ 378,990	\$ -	\$ 825,642	\$ 1,251,120
Due from Other	25	137	-	-	162
Due from Middle Village	-	7,062	-	-	7,062
<u>Investments:</u>					
State Board of Administration (SBA)	13,588	97,253	-	480,008	590,849
Custody Account-General Fund Excess	125,907	1,352,314	-	78	1,478,298
<u>Series 2013 A-1</u>					
Reserve	-	-	868,806	-	868,806
Revenue	-	-	2,353,259	-	2,353,259
Prepayment	-	-	269	-	269
<u>Series 2013 A-2</u>					
Reserve	-	-	95,634	-	95,634
Assessments Receivable	2,420	25,482	26,660	-	54,562
Prepaid Expenses	3,409	4,583	-	-	7,992
Deposits	-	316	-	-	316
Total Assets	\$ 191,837	\$ 1,866,136	\$ 3,344,629	\$ 1,305,728	\$ 6,708,331
Liabilities:					
Accounts Payable	\$ 11,667	\$ 15,497	\$ -	\$ 15,221	\$ 42,384
Accrued Expenditures	-	6,992	-	-	6,992
Total Liabilities	\$ 11,667	\$ 22,489	\$ -	\$ 15,221	\$ 49,376
Fund Balance:					
Nonspendable:					
Prepaid Items	\$ 3,409	\$ 4,583	\$ -	\$ -	\$ 7,992
Deposits	-	316	-	-	316
Restricted for:					
Debt Service - Series	-	-	3,344,629	-	3,344,629
Assigned for:					
Capital Reserve Fund	-	-	-	1,290,507	1,290,507
Unassigned	176,761	1,838,749	-	-	2,015,510
Total Fund Balances	\$ 180,170	\$ 1,843,648	\$ 3,344,629	\$ 1,290,507	\$ 6,658,954
Total Liabilities & Fund Balance	\$ 191,837	\$ 1,866,136	\$ 3,344,629	\$ 1,305,728	\$ 6,708,331

Double Branch
Community Development District
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending March 31, 2024

	Adopted Budget	Prorated Budget Thru 03/31/24	Actual Thru 03/31/24	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 177,890	\$ 177,890	\$ 176,136	\$ (1,754)
Interest Income	1,600	1,600	2,475	875
Total Revenues	\$ 179,490	\$ 179,490	\$ 178,611	\$ (879)
Expenditures:				
<u>General & Administrative:</u>				
Supervisor Fees	\$ 12,000	\$ 6,000	\$ 4,600	\$ 1,400
FICA Expense	1,000	500	362	139
Engineering	5,000	2,500	-	2,500
Arbitrage	700	350	-	350
Dissemination	1,696	848	848	0
Assessment Roll	8,705	8,705	8,705	(0)
Attorney	42,000	21,000	18,940	2,060
Annual Audit	5,200	5,200	5,300	(100)
Trustee Fees	8,815	8,815	9,497	(682)
Management Fees	68,741	34,371	34,371	0
Information Technology	2,271	1,135	1,136	(0)
Telephone	600	300	60	240
Postage	1,900	950	237	713
Printing	2,000	1,000	525	475
Insurance	10,199	10,199	9,596	603
Legal Advertising	2,800	1,400	218	1,182
Office Supplies	200	100	4	96
Website Compliance	2,650	1,325	1,325	0
Dues, Licenses & Subscriptions	175	175	175	-
Other Current Charges	120	60	52	8
Capital Reserve Funding	2,719	-	-	-
Total General & Administrative Expenditures	\$ 179,490	\$ 104,933	\$ 95,950	\$ 8,983
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$ 74,557	\$ 82,661	\$ 8,104
Net Change in Fund Balance	\$ -	\$ 74,557	\$ 82,661	\$ 8,104
Fund Balance - Beginning	\$ -		\$ 97,509	
Fund Balance - Ending	\$ -		\$ 180,170	

Double Branch
Community Development District
Recreation Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending March 31, 2024

	Adopted Budget	Prorated Budget Thru 03/31/24	Actual Thru 03/31/24	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 1,873,440	\$ 1,873,440	\$ 1,854,967	\$ (18,473)
Interest Income	3,700	3,700	24,646	20,946
Amenities Revenue/Miscellaneous	40,000	20,000	9,153	(10,847)
Sports Revenue	15,000	15,000	20,715	5,715
Total Revenues	\$ 1,932,140	\$ 1,912,140	\$ 1,909,481	\$ (2,659)
Expenditures:				
<i>Administrative:</i>				
Management Fees - On Site Staff	\$ 220,678	\$ 110,339	\$ 110,339	\$ 0
Insurance	116,853	116,853	116,450	403
Other Current Charges	3,500	1,750	786	964
Permit Fees	1,635	818	-	818
Subtotal Administrative	\$ 342,666	\$ 229,760	\$ 227,575	\$ 2,184
<i>Maintenance:</i>				
Security	\$ 107,000	\$ 53,500	\$ 52,659	\$ 841
Security - Clay County Off-Duty Sheriff	44,627	22,314	22,813	(500)
Water - Irrigation	12,300	6,150	5,852	298
Irrigation Maintenance	5,000	2,500	2,952	(452)
Streetlighting	31,000	15,500	13,828	1,672
Electric	36,000	18,000	15,991	2,009
Landscape Maintenance	459,000	229,500	229,585	(85)
Common Area Maintenance	55,000	27,500	22,018	5,483
Lake Maintenance	29,232	14,616	13,020	1,596
Capital Reserve Funding	300,137	-	-	-
Subtotal Maintenance	\$ 1,079,296	\$ 389,580	\$ 378,717	\$ 10,862

Double Branch
Community Development District
Recreation Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending March 31, 2024

	Adopted Budget	Prorated Budget Thru 03/31/24	Actual Thru 03/31/24	Variance
<i>Recreation Facility:</i>				
Amenity Staff	\$ 137,588	\$ 68,794	\$ 48,085	\$ 20,709
Refuse Services	17,500	8,750	9,178	(428)
Telephone	6,000	3,000	4,329	(1,329)
Electric	42,000	21,000	12,892	8,108
Cable	9,000	4,500	4,491	9
Pool Maintenance	35,000	17,500	19,144	(1,644)
Water / Sewer/Reclaim	57,000	28,500	20,997	7,503
Facility Maintenance-General	50,000	25,000	19,774	5,227
Facility Maintenance-Preventative	10,000	5,000	2,030	2,970
Facility Maintenance - Contingency	34,750	17,375	13,472	3,903
Lighting Repairs	8,500	4,250	3,530	720
Special Events	7,500	3,750	2,561	1,189
Office Supplies & Equipment	1,000	500	874	(374)
Janitorial	67,840	33,920	30,391	3,529
Recreation Passes	4,000	2,000	1,204	796
Pool Leak Repairs	2,500	1,250	-	1,250
Multiuse Field	20,000	10,000	-	10,000
Subtotal Recreation Facility	\$ 510,178	\$ 255,089	\$ 192,951	\$ 62,138
Total Expenditures	\$ 1,932,140	\$ 874,428	\$ 799,243	\$ 75,185
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$ 1,037,712	\$ 1,110,238	\$ 72,526
Net Change in Fund Balance	\$ -	\$ 1,037,712	\$ 1,110,238	\$ 72,526
Fund Balance - Beginning	\$ -		\$ 733,410	
Fund Balance - Ending	\$ -		\$ 1,843,648	

Double Branch
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
For The Period Ending March 31, 2024

	Adopted Budget	Prorated Budget Thru 03/31/24	Actual Thru 03/31/24	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 1,961,878	\$ 1,961,878	\$ 1,940,692	\$ (21,186)
Interest Income	10,000	10,000	60,596	50,596
Total Revenues	\$ 1,971,878	\$ 1,971,878	\$ 2,001,288	\$ 29,410
Expenditures:				
<i>Series 2013 A-1</i>				
Interest 11/1	\$ 315,881	\$ 315,881	\$ 315,881	\$ -
Interest 5/1	315,881	-	-	-
Principal 5/1	1,125,000	-	-	-
<i>Series 2013 A-2</i>				
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	\$ 21,278	\$ 1,611,578	\$ 1,640,988	\$ 29,410
Net Change in Fund Balance	\$ 21,278	\$ 1,611,578	\$ 1,640,988	\$ 29,410
Fund Balance - Beginning	\$ 720,818		\$ 1,703,641	
Fund Balance - Ending	\$ 742,095		\$ 3,344,629	

Double Branch
Community Development District
Capital Reserve Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending March 31, 2024

	Adopted Budget	Prorated Budget Thru 03/31/24	Actual Thru 03/31/24	Variance
Revenues				
Transfer In from General Fund	\$ 2,719	\$ -	\$ -	\$ -
Transfer In from Recreation Fund	300,137	-	-	-
Interest	10,000	5,000	6,931	1,931
Total Revenues	\$ 312,855	\$ 5,000	\$ 6,931	\$ 1,931
Expenditures:				
Repairs & Replacements	\$ 530,000	\$ 265,000	\$ 216,282	\$ 48,718
Total Expenditures	\$ 530,000	\$ 265,000	\$ 216,282	\$ 48,718
Excess (Deficiency) of Revenues over Expenditures	\$ (217,145)		\$ (209,351)	
Net Change in Fund Balance	\$ (217,145)		\$ (209,351)	
Fund Balance - Beginning	\$ 1,469,257		\$ 1,499,858	
Fund Balance - Ending	\$ 1,252,113		\$ 1,290,507	

Double Branch

Community Development District

Long Term Debt Report

Series 2013 A-1, Special Assessment Refunding Bonds

Interest Rate:	1.3%-4.25%
Maturity Date:	5/1/2034
Reserve Fund Definition	50% Max Annual on Outstanding
Reserve Fund Requirement	\$ 868,806
Reserve Fund Balance	868,806

Bonds outstanding - 9/30/2013	\$ 24,850,000
Less: November 1, 2013	\$0
Less: May 1, 2014 (Mandatory)	(860,000)
Less: May 1, 2015 (Mandatory)	(875,000)
Less: May 2, 2016 (Mandatory)	(890,000)
Less: May 2, 2017 (Mandatory)	(910,000)
Less: May 1, 2018 (Mandatory)	(930,000)
Less: May 1, 2019 (Mandatory)	(955,000)
Less: May 1, 2020 (Mandatory)	(980,000)
Less: May 1, 2021 (Mandatory)	(1,015,000)
Less: May 1, 2022 (Mandatory)	(1,045,000)
Less: May 1, 2023 (Mandatory)	(1,085,000)

Current Bonds Outstanding	\$ 15,305,000
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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)

Current Bonds Outstanding	\$ 1,545,000
----------------------------------	---------------------

C.

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

Fiscal Year 2024 Assessments Receipts Summary

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

SUMMARY OF TAX ROLL RECEIPTS					
CLAY COUNTY DISTRIBUTION	DATE RECEIVED	SERIES 2013A DEBT SERVICE RECEIVED	GENERAL FUND O&M RECEIPTS	RECREATION FUND O&M RECEIPTS	TOTAL RECEIVED
1	11/06/23	6,327.43	574.27	6,047.94	12,949.64
2	11/14/23	60,846.75	5,522.41	58,158.99	124,528.15
3	11/28/23	173,642.22	15,759.65	165,971.97	355,373.84
4	12/12/23	1,590,410.27	144,344.54	1,520,157.56	3,254,912.37
5	12/22/23	34,512.22	3,132.31	32,987.72	70,632.25
6	01/10/24	14,216.90	1,290.32	13,588.90	29,096.12
7	02/05/24	21,968.72	1,993.87	20,998.29	44,960.88
8	03/19/24	12,107.79	1,098.89	11,572.96	24,779.64
9	04/09/24	26,659.90	2,419.63	25,482.26	54,561.79
		-	-	-	
		-	-	-	
		-	-	-	
		-	-	-	
		-	-	-	
		-	-	-	
TOTAL TAX ROLL RECEIPTS		1,940,692.20	176,135.89	1,854,966.59	3,971,794.68

PERCENT COLLECTED	DEBT	O&M	TOTAL
TOTAL PERCENT COLLECTED	98.92%	98.92%	98.92%

D.

Double Branch

Community Development District

Check Run Summary

April 30, 2024

Fund	Date	Check No.	Amount
General Fund			
Accounts Payable	4/5/24	1796-1798	\$ 15,376.07
	4/19/24	1799-1800	2,632.06
		<u>Sub-Total</u>	<u>\$ 18,008.13</u>
Recreation Fund			
Accounts Payable	4/5/24	7478-7485	\$ 39,910.75
	4/12/24	7486-7489	49,198.13
	4/18/24	7490-7492	842.50
	4/26/24	7493	231.25
		<u>Sub-Total</u>	<u>\$ 90,182.63</u>
Capital Reserve Fund			
Accounts Payable	4/5/24	235-239	\$ 14,324.86
	4/12/24	240-243	6,025.64
	4/26/24	244	1,321.65
		<u>Sub-Total</u>	<u>\$ 21,672.15</u>
Total			<u>\$ 129,862.91</u>

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
4/05/24	00035	4/01/24	2406	202404	310	51300	34000		APR MANAGEMENT FEES	*	5,728.42		
4/01/24		2406		202404	310	51300	52000		APR WEBSITE ADMIN	*	220.83		
4/01/24		2406		202404	310	51300	35100		APR INFO TECH	*	189.25		
4/01/24		2406		202404	310	51300	31300		APR DISSEM AGENT SRVCS	*	141.33		
4/01/24		2406		202404	310	51300	51000		OFFICE SUPPLIES	*	.69		
4/01/24		2406		202404	310	51300	42000		POSTAGE	*	70.83		
4/01/24		2406		202404	310	51300	42500		COPIES	*	110.70		
4/01/24		2406		202404	310	51300	41000		TELEPHONE	*	29.22		
GOVERNMENTAL MANAGEMENT SERVICES												6,491.27	001796
4/05/24	00111	3/28/24	24-00104	202403	310	51300	48000		NTC OF BOS MTG 3/28	*	69.50		
JACKSONVILLE DAILY RECORD												69.50	001797
4/05/24	00042	3/25/24	7265500	202403	310	51300	32300		SE2013A1&A2 TRUSTEE FY24	*	4,772.40		
3/25/24		7265500		202403	300	15500	10000		SE2013A1&A2 TRUSTEE FY25	*	3,408.85		
3/25/24		7265500		202403	310	51300	32300		INCIDENTAL AGENT	*	634.05		
U.S. BANK												8,815.30	001798
4/19/24	00027	4/16/24	25601	202404	310	51300	31200		ARBIT SE2013 FYE 2/28/24	*	700.00		
GRAU & ASSOCIATES												700.00	001799
4/19/24	00113	4/10/24	3379573	202403	310	51300	31500		MAR GENERAL SERVICES	*	1,932.06		
KUTAK ROCK LLP												1,932.06	001800
TOTAL FOR BANK A											18,008.13		
TOTAL FOR REGISTER											18,008.13		

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 2406
Invoice Date: 4/1/24
Due Date: 4/1/24
Case:
P.O. Number:

Bill To:

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

Description	Hours/Qty	Rate	Amount
General Fund- Management Fees - April 2024		5,728.42	5,728.42
Website Administration - April 2024		220.83	220.83
Information Technology - April 2024		189.25	189.25
Dissemination Agent Services - April 2024		141.33	141.33
Office Supplies		0.69	0.69
Postage		70.83	70.83
Copies		110.70	110.70
Telephone		29.22	29.22

RECEIVED
APR 02 2024
BY: _____

Total	\$6,491.27
Payments/Credits	\$0.00
Balance Due	\$6,491.27

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

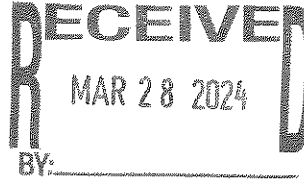
P.O. Box 1769
Jacksonville, FL 32201
(904) 356-2466

INVOICE

March 28, 2024

Date

Attn: Courtney Hogge
GMS, LLC
475 West Town Place, Ste 114
Saint Augustine FL 32092



Serial #	<u>24-00104C</u>	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	<u>3/28</u>	_____		Payment Due Upon Receipt	
County	<u>Clay</u>	_____			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 # 24-00104C on your check or remittance advice.

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

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

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

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

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

Notice is hereby given that the Board of Supervisors of the Double Branch Community Development District is scheduled to be meet on Monday, April 8, 2024, at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

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

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

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

Marilee Giles
District Manager
Mar. 28 00 (24-00104C)



Corporate Trust Services
EP-MN-WN3L
60 Livingston Ave.
St. Paul, MN 55107

Invoice Number: 7265500
Invoice Date: 03/25/2024
Direct Inquiries To: Schuhle, Scott A
Phone: (954)-938-2476

Governmental Management Services Central Florida
475 West Town Place Suite 114
World Golf Village
St Augustine, FL 32092
United States

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
(CLAY COUNTY, FLORIDA) SPECIAL ASSESSMENT REFUNDING
BONDS SERIES 2013A-1 & 2013A-2

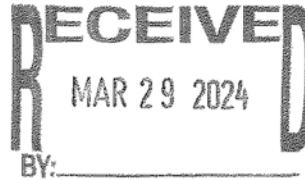
The following is a statement of transactions pertaining to your account. For further information, please review the attached.

STATEMENT SUMMARY

PLEASE REMIT BOTTOM COUPON PORTION OF THIS PAGE WITH CHECK PAYMENT OF INVOICE.

TOTAL AMOUNT DUE \$8,815.30

All invoices are due upon receipt.



Please detach at perforation and return bottom portion of the statement with your check, payable to U.S. Bank.

DOUBLE BRANCH COMMUNITY DEVELOPMENT
DISTRICT
(CLAY COUNTY, FLORIDA) SPECIAL ASSESSMENT
REFUNDING
BONDS SERIES 2013A-1 & 2013A-2

Invoice Number:	7265500
Current Due:	\$8,815.30
Direct Inquiries To:	Schuhle, Scott A
Phone:	(954)-938-2476

Please mail payments to:
U.S. Bank
CM-9690
PO BOX 70870
St. Paul, MN 55170-9690





Corporate Trust Services
 EP-MN-WN3L
 60 Livingston Ave.
 St. Paul, MN 55107

Invoice Number: 7265500
 Invoice Date: 03/25/2024

Direct Inquiries To: Schuhle, Scott A
 Phone: (954)-938-2476

DOUBLE BRANCH COMMUNITY DEVELOPMENT
 DISTRICT
 (CLAY COUNTY, FLORIDA) SPECIAL ASSESSMENT
 REFUNDING
 BONDS SERIES 2013A-1 & 2013A-2

CURRENT CHARGES SUMMARIZED FOR ENTIRE RELATIONSHIP

Detail of Current Charges	Volume	Rate	Portion of Year	Total Fees
04200 Trustee	1.00	7,631.25	100.00%	\$7,631.25
04120 Paying Agent	1.00	550.00	100.00%	\$550.00
Subtotal Administration Fees - In Advance 03/01/2024 - 02/28/2025				\$8,181.25
Incidental Expenses 03/01/2024 to 02/28/2025	8,181.25	0.0775		\$634.05
Subtotal Incidental Expenses				\$634.05
TOTAL AMOUNT DUE				\$8,815.30



Grau and Associates

951 W. Yamato Road, Suite 280
Boca Raton, FL 33431-
www.graucpa.com

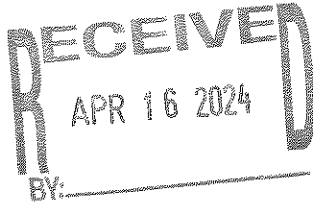
Phone: 561-994-9299

Fax: 561-994-5823

Double Branch Community Development District
475. West Town Place, Ste 114
St. Augustine, FL 32902

Invoice No. 25601
Date 04/16/2024

SERVICE	AMOUNT
Project: Arbitrage - Series 2013 FYE 2/28/2024	
Arbitrage Services	
Arbitrage	\$ <u>700.00</u>
Subtotal:	<u>700.00</u>
Total	700.00
Current Amount Due	\$ <u>700.00</u>



0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Balance
700.00	0.00	0.00	0.00	0.00	700.00

Payment due upon receipt.

KUTAK ROCK LLP

TALLAHASSEE, FLORIDA

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

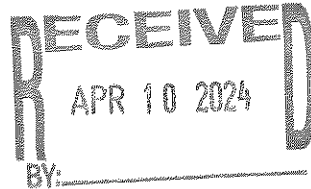
Check Remit To:

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

April 10, 2024



Reference: Invoice No. 3379573

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. 3379573

5323-1

Re: General

For Professional Legal Services Rendered

03/01/24	J. Gillis	0.40	70.00	Coordinate response to auditor letter
03/04/24	M. Eckert	0.50	190.00	Review Grimm email; prepare for and attend agenda call; confer with Grimm
03/07/24	M. Eckert	0.10	38.00	Prepare for board meeting
03/11/24	M. Eckert	2.80	1,064.00	Prepare for, travel to and attend board meeting; return travel; meeting follow up
03/16/24	G. Lovett	0.30	75.00	Monitor legislative process relating to matters impacting special districts
03/21/24	M. Eckert	0.50	190.00	Review draft minutes and provide comments; prepare for board meeting
03/22/24	M. Eckert	0.10	38.00	Confer with Grimm and Giles regarding library site
03/25/24	K. Haber	0.10	25.50	Correspond with Hogge regarding budget documents
03/26/24	K. Haber	0.20	51.00	Correspond with Hogge and Soriano regarding budget documents
03/27/24	M. Eckert	0.20	76.00	Prepare for and attend agenda call
03/29/24	K. Haber	0.40	102.00	Prepare budget resolutions and notice

KUTAK ROCK LLP

Double Branch CDD
April 10, 2024
Client Matter No. 5323-1
Invoice No. 3379573
Page 2

TOTAL HOURS	5.60	
TOTAL FOR SERVICES RENDERED		\$1,919.50
Credit for overcharge on meals on invoice number 3365535		<u>(-3.74)</u>
SUBTOTAL		\$1,915.76
DISBURSEMENTS		
Travel Expenses	16.30	
TOTAL DISBURSEMENTS		<u>16.30</u>
TOTAL CURRENT AMOUNT DUE		<u>\$1,932.06</u>

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
4/05/24	00028	3/15/24	333854	202403	320	320-57200	46610		PHONE MONITORING ATLANTIC SECURITY	*	639.96	639.96	007478
4/05/24	00092	3/19/24	2410	202402	320	320-57200	46600		FEB FACILITY MAINTENANCE	*	4,166.00		
		3/19/24	2410	202402	320	320-57200	46620		FEB FACILITY MAINT CONT	*	2,895.83		
		3/19/24	2410	202402	320	320-57200	46630		FEB LIGHTING REPAIRS	*	705.33		
		3/19/24	2410	202402	320	320-57200	46400		FEB COMMON AREA MAINT	*	4,580.00		
									GOVERNMENTAL MANAGEMENT SERVICES			12,347.16	007479
4/05/24	00092	4/01/24	2407	202404	310	310-51300	34000		APR FACILITY MANAGEMENT	*	18,389.83		
									GOVERNMENTAL MANAGEMENT SERVICES			18,389.83	007480
4/05/24	01025	3/29/24	03292024	202403	300	300-36900	10300		DEPOSIT REFUND	*	100.00		
									IVANA MELENDEZ			100.00	007481
4/05/24	01024	4/29/24	04292024	202404	300	300-36900	10300		DEPOSIT REFUND	*	100.00		
									JOSEPH LOMENA			100.00	007482
4/05/24	01026	3/29/24	03292024	202403	300	300-36900	10300		DEPOSIT REFUND	*	100.00		
									MARIA GINO			100.00	007483
4/05/24	00186	4/01/24	13129562	202404	320	320-57200	46300		APR POOL CHEMICALS	*	3,280.47		
									POOLSURE			3,280.47	007484
4/05/24	00297	4/01/24	354	202404	320	320-57200	61000		APR JANITORIAL SERVICES	*	4,953.33		
									RIVERSIDE MANAGEMENT SERVICES, INC			4,953.33	007485
4/12/24	00092	4/09/24	2411	202404	300	300-36900	10300		APR FACILITY EVENT STAFF	*	168.75		
									GOVERNMENTAL MANAGEMENT SERVICES			168.75	007486
4/12/24	00024	4/01/24	170744B	202404	320	320-57200	46800		APR LAKE MANAGEMENT	*	2,170.00		
									THE LAKE DOCTORS, INC.			2,170.00	007487

DBBR DOUBLE BRANCH OKUZMUK

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
4/12/24	00839	4/01/24 9939	202404 320-57200-34500	APR SECURITY SERVICES	*	8,595.20	
				SECURITY DEVELOPMENT GROUP LLC			8,595.20 007488
4/12/24	00672	4/01/24 15398	202404 320-57200-46200	APR LANDSCAPE MAINTENANCE	*	38,264.18	
				VERDEGO, LLC			38,264.18 007489
4/19/24	00948	4/15/24 04152024	202404 300-36900-10300	DEPOSIT REFUND	*	100.00	
				APRIL LAFALCE			100.00 007490
4/19/24	01027	4/15/24 04152024	202404 300-36900-10300	DEPOSIT REFUND	*	100.00	
				CHRISTOPHER SMITH			100.00 007491
4/19/24	00285	4/10/24 261	202404 320-57200-34510	APR ADMIN FEE	*	450.00	
		4/10/24 261	202404 320-57200-34510	APR ADMIN SCHED	*	192.50	
				CLAY COUNTY SHERIFF'S OFFICE			642.50 007492
4/26/24	00092	4/23/24 2414	202404 300-36900-10300	APR FACILITY EVENT STAFF	*	231.25	
				GOVERNMENTAL MANAGEMENT SERVICES			231.25 007493
TOTAL FOR BANK B						90,182.63	
TOTAL FOR REGISTER						90,182.63	



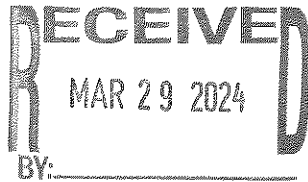
Tel. 904-743-8444
 www.smarthome.biz
 sales@smarthome.biz

PLEASE PAY BY	AMOUNT	INVOICE DATE
04/05/2024	\$639.96	03/15/2024

Oakleaf Plantation
 370 Oakleaf Village Parkway
 Orange Park FL 32065

INVOICE NO. 333854

Site: 370 Oakleaf Village Parkway
 Orange Park
Site Address: 370 Oakleaf Village Parkway
 Orange Park FL 32065
Period: 04/01/2024 to 03/31/2025
Recurring No.: 5810
Job Name: Fitness Center
Order No.:



Description

Please find attached invoice for your Annual monitoring services.

Monthly Security Monitoring

Item	Quantity	Unit Price	Total
Security Phone Line Monitoring	12.00	\$23.33	\$279.96
Cellular Fire Monitoring	12.00	\$30.00	\$360.00
Sub-Total ex Tax			\$639.96
Tax			\$0.00
Total			\$639.96

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

IMPORTANT: Please remember to test your system monthly.
 Need automation for your home? Visit us online at www.smarthome.biz

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

Sub-Total ex Tax	\$639.96
Tax	\$0.00
Total inc Tax	\$639.96
Amount Applied	\$0.00
Balance Due	\$639.96

Code to:

02-330-572-4661

Double Branch Facility Maintenance- Preventative Contracts



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

PLEASE PAY BY	AMOUNT	INVOICE DATE
04/05/2024	\$639.96	03/15/2024

INVOICE NO. 333854

How To Pay

INVOICE NO. 333854



Credit Card (MasterCard, Visa, Amex)

Please add billing zip if not same as address above.

Credit Card No.

Card Holder's Name: _____ CCV: _____

Expiry Date: / Signature: _____



Mail

Detach this section and mail check to:

Atlantic Security
1714 Cesery Blvd
Jacksonville, FL 32211

NAME: Oakleaf Plantation DUE DATE: 04/05/2024 AMOUNT DUE: \$639.96

Please Reference: 333854

I understand that it is my responsibility to periodically (at least monthly) test and check my security system, and to notify the company promptly of service needs, and additionally to notify the company in writing of any changes in the Emergency List information.

Terms and Conditions

1. **PRINTED AGREEMENT** - None of the PRINTED AGREEMENT or its terms and conditions may be altered without the express written approval of an officer of the Seller.

2. **SELLER** agrees to install specified systems on premises and to make any necessary inspections and tests to deliver system to Purchaser in operating condition in accordance with standard installation procedures of Seller. The installation will be completed within a reasonable length of time based on the conditions inherent in the premises and Seller's installation schedule.

3. **FULL ONE-YEAR WARRANTY** - Seller/Atlantic Companies promises to furnish a replacement part for any portion of Purchaser's security system that proves to be defective in workmanship or material under normal use for a period of one year from the date of installation. Seller reserves the right to use reconditioned parts in fulfillment of this warranty.

Seller/Atlantic Companies extends to Purchasers warranties for equipment not made by us granted us by manufacturers of such equipment used in Seller home systems. Seller will return this equipment to the original manufacturer for fulfillment of their warranty obligations.

We will furnish the labor to remove and replace the defective part during the same one-year period. Seller/Atlantic Companies makes no other warranty except as herein specifically set forth, particularly any warranty of merchantability or fitness for any particular purpose, either express or implied in law.

GENERAL: Furnishing of parts and labor as described above shall constitute fulfillment of all Seller/Atlantic Companies obligations with respect to this warranty, and replacement part will be warranted only for the unexpired portion of the original warranty.

A bill of sale, cancelled check, or payment record shall be kept by Purchaser to verify purchase date and establish warranty period.

To obtain service, call the office listed on the Purchase Agreement you signed at the time of purchase of your system:

Distributed by Atlantic Companies
1714 Cesery Boulevard
Jacksonville, FL 32211

Ready access to the system for service is the responsibility of the Purchaser. Seller will perform service during normal working hours. For emergency service, Seller will charge you an emergency service labor premium.

Seller will endeavor to perform service within 48 hours after notification of a problem by the Purchaser.

EXCLUSIONS: This warranty applies only to units sold and retained within the continental USA. This warranty does not apply to the product or parts that have been damaged by accident, abuse, lack of proper maintenance, unauthorized alterations, misapplication, fire, flood, lightning strikes or acts of God.

This warranty does not cover service calls which do not involve defective workmanship or materials.

IN NO CASE WILL SELLER/ATLANTIC COMPANIES BE RESPONSIBLE FOR CONSEQUENTIAL OR SPECIAL DAMAGES.

4. **SELLER NOT AN INSURER** - It is specifically understood and agreed: That Seller is not an insurer; that insurance, if any, shall be obtained by Purchaser; that the payments provided for herein are based solely on the value of the service as set forth herein and are unrelated to the value of the Purchaser's property or Premises; THAT SELLER MAKES NO GUARANTEE OR WARRANTY, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS THAT THE EQUIPMENT OR SERVICES SUPPLIED WILL AVERT OR PREVENT OCCURRENCES OR THE CONSEQUENCES THEREFROM WHICH THE SYSTEM OR SERVICE IS DESIGNED TO DETECT OR AVERT. Purchaser acknowledges that it is impractical and extremely difficult to fix the actual damages, if any, which may proximately result from a failure to perform any of the obligations herein, or the failure of the systems to properly operate with resulting loss to Purchaser because of, among other things:

(a) The uncertain amount or value of Purchaser's property or that of other persons kept on the premises which may be lost, stolen, destroyed, damaged or otherwise affected by occurrences which the system or service is designed to detect or avert;

(b) The uncertainty of the response time of any police department, fire department, paramedic unit, patrol service or other such services or entities should such department or entity be dispatched as a result of a signal being received or an audible device sounding;

(c) The inability to ascertain what portion, if any, of any loss would be proximately caused by Seller's failure to perform or by failure of its equipment to operate;

(d) The nature of the service to be performed by the Seller and the uncertain nature of occurrences which might cause injury or death to Buyer or any other person which the system or equipment is designed to detect or avert.

Purchaser understands and agrees that if Seller should be found liable for loss or damage due from a failure of Seller to perform any of the obligations herein, whatsoever, including, but not limited to installation, design, service, monitoring, or the failure of any system or equipment installed by, or service performed by Seller in any respect whatsoever, Seller's maximum liability shall not exceed a sum equal to the annual service charge contracted herein or Two Hundred Fifty (\$250.00) Dollars, whichever is less, and this liability shall be exclusive; and that the provisions of this Section shall apply if loss or damage, irrespective of cause or origin, results directly or indirectly from performance or nonperformance of the obligation imposed by this contract or from negligence, active or otherwise, of Seller, its agents, assigns or employees. In the event that the Purchaser wished Seller to assume greater liability, Purchaser may, as a matter of right, obtain from Seller a higher limited liability by paying an additional amount proportioned to the increase in damages, but such additional obligation shall in no way be interpreted to hold Seller as an insurer. Purchaser may also obtain such additional liability protection from insurance carrier, as Purchaser desires.

5. **INDEMNIFICATION** - Purchaser agrees to and shall indemnify and save harmless the Seller, its employees and agents for and against all third party claims, lawsuits and losses arising out of or in connection with the operation or non-operation of the system or monitoring facilities whether these claims be based upon alleged intentional conduct or active or passive negligence on the part of Seller, its agents, servants or employees.

The Seller assumes no liability for delay in installation of the system, or interruption of service due to strikes, riots, floods, fires, acts of God, or any cause beyond the control of Seller including interruption in telephone service. Seller will not be required to supply service to the Purchaser while interruption of service due to any such cause shall continue.

6. **CENTRAL STATION SERVICES** - Central station services consist of the receipt, analysis and response (dispatch of proper authorities) to signals from system installed under this Agreement. Such services are initiated upon final payment for installation and pre-payment of service charges. All services may be discontinued anytime charges are unpaid or system is abused. Notice by certified or registered letter to billing address shall be deemed sufficient notice of discontinuation and shall be deemed effective for all purposes upon mailing and not receipt.

Monitoring service is billed and payable annually in advance. **MONITORING SERVICE SHALL CONTINUE ON A YEARLY BASIS UNLESS CANCELLED IN WRITING BY EITHER PARTY NO LESS THAN 60 DAYS BEFORE ANNUAL RENEWAL DATE.**

The Department or other organization to which the connection may be made or an alarm signal may be transmitted may invoke the provisions hereof against any claims by the Purchaser or by others due to failure of such Department organization.

7. **TELEPHONE OR INTERNET CONNECTIONS** - Seller will assist Purchaser in making necessary arrangements to secure telephone or internet service connections for systems. Purchaser agrees to

furnish any necessary telephone or internet services or telephone lines at Purchaser's own expense. The charge for the installation and continuation of this service shall be billed to the account of the Purchaser and will appear on his regular telephone or internet billing.

8. **TESTING** - It is the responsibility of the Purchaser to test the system for proper operations periodically but not less than monthly. Purchaser shall follow all instructions and procedures which Seller may prescribe for the operation and maintenance of the system.

9. **RETENTION OF TITLE AND RIGHT OF ACCESS** - The system shall remain the personal property of Seller until fully paid for in cash by Purchaser and Purchaser agrees to perform all acts which may be necessary to assure the retention of title to the system by Seller. Purchaser understands and agrees that the installation of equipment owned by Seller does not create a fixture on the Premise as to that equipment. Should Purchaser default in any payment for the system or part, then Purchaser authorized and empowers Seller to enter upon/in said Premise and to remove the system, or part from the premises. Such removal, if made by Seller, shall not be deemed a waiver of Seller's right to damages Seller sustains as a result of Purchaser's default and Seller shall have the right to enforce any other legal remedy or right. Furthermore, Seller shall be in no way obligated to restore the premises to its original condition, or redecorate same in the event the system or part is removed as a result of Purchaser's default in payment, nor shall Seller be obligated or liable to Purchaser in any manner. Risk of loss of the system, or any part of the same, shall pass to Purchaser upon delivery to the premises of such system or part.

10. **FEES, CHARGES, RIGHTS AND COST OF COLLECTION** - All fees and charges are payable in advance. Failure to pay fees, charges or other sums owed will result in your services being disconnected. Further, when you are in default, Seller can require immediate payment (acceleration) of what you owe under the contract and take possession of the property. Purchaser waives any right Purchaser has to demand for payment, notice of intent to accelerate and notice of acceleration. If Seller hires an attorney to collect what Purchaser owes, Purchaser will pay the attorney's fee and court costs as permitted by law. This includes any attorneys' fees Seller incurs as a result of any bankruptcy proceeding brought by or against Purchaser under federal law or an appellate proceeding. Payment shall be due upon the receipt of invoices by Seller unless otherwise specified on the front hereof. Interest shall accrue on all amounts more than thirty (30) days past due at the default rate of interest of 18% per annum or the maximum allowable rate, whichever is less. All payments shall be due and payable at Seller's office set forth on the front of the Agreement. Additionally, there will be a 1.50%/month LATE CHARGE on Past Due Balances. The minimum Late Charge is \$3.00. Any action taken under paragraph 6 and/or paragraph 9 shall in no way prejudice Seller's right to collection of unpaid charges and costs herein enumerated. If services are discontinued because of Purchaser's past due balance, and if Purchaser desires to have the monitoring service reactivated, Purchaser agrees to pay in advance to Seller a reconnect charge to be fixed by Seller at a reasonable amount. Seller shall have the right to increase the reoccurring service charge provided herein, upon written notice to Purchaser, at any time or times after the date service is operative under this Agreement. Purchaser agrees to notify Seller of any objections to such increase in writing within twenty (20) days after the date of the notice of increase, failing which it shall be conclusively presumed that Purchaser agreed to such increase. In the event Purchaser objects to such increase, Seller may elect to (i.) continue this Agreement under the terms and conditions in effect immediately prior to such increase, or (ii.) terminate the Agreement upon fifteen (15) days advance notice to Purchaser.

In addition to these charges addressed above, Purchaser agrees to pay, upon demand, (a) any false alarm assessments; federal, state and local taxes, fees or charges imposed by any governmental body or entity relating to the equipment or services provided under this Agreement; (b) any increase in charges to company or to Seller for the facilities needed to transmit signals under this Agreement; and (c) any service charge in the event Seller sends a representative to Purchaser's premises in response to a service call or alarm signals where Purchaser has not followed proper operating instructions, failed to close or properly secure a window, door or other protected point, or improperly adjusted CCTV camera, monitors or accessory components.

11. **NOTICE TO PURCHASER** - Under the Mechanic's Lien Law, any person who helps to improve your property and is not paid has the right to enforce his claim against your property. Under law, you may protect yourself against such claims either by filing with the Court a 'No Lien Agreement' or a payment bond depending upon the law of the state where your property is located.

(a) **BUYER'S RIGHT TO CANCEL** this Agreement. Buyer may cancel this Agreement or purchase by mailing a written notice to the Seller postmarked not later than midnight of the third business day after the date this Agreement was signed. Buyer may use the face of this Agreement as that notice by writing 'I hereby cancel' by Buyer signature and by adding your name, address and new signature thereon. The notice must be mailed to Seller at the office indicated in the Agreement and must be sent by either certified mail or registered mail.

12. **ENTIRE AGREEMENT** - This instrument constituted the entire Agreement between the parties hereto with respect to the transactions described herein and supersedes all previous negotiations, commitments (either written or spoken) and writing pertaining hereto.

This Agreement can only be changed by a written amendment signed by both parties or their duly authorized agent. No waiver or breach of any term or condition of this Agreement shall be construed to be a waiver of any succeeding breach.

If any of the terms or provisions of this Agreement shall be determined to be invalid or inoperative, all of the remaining terms and provisions shall remain in full force and effect.

This Agreement becomes binding upon Seller only when signed by a District Sales Manager of Atlantic Companies. In the event of non-approval, the sole liability of the Seller shall be to refund to Buyer the amount that has been paid to Seller upon execution of this Agreement.

13. **LITIGATION** - The laws of the State of Florida shall govern the terms of this Agreement and the parties agree to submit to the jurisdiction of the State of Florida. Venue for resolution of any disputes arising under this Agreement, including litigation, regardless of place of payment, shall be in a forum or court, as required, of competent jurisdiction in Duval County, Florida, and the undersigned waives any venue rights he may possess and agrees that he shall not contest that Duval County, Florida, is a convenient forum.

14. **CHANGES AND ASSIGNMENT** - Purchaser acknowledges that the sale or transfer of the Premise by the Purchaser to a third party does not relieve Purchaser of his obligations under this Agreement. Purchaser may not assign this Agreement unless Purchaser obtains prior written consent from Seller. Seller may assign this Agreement or subcontract the work to be performed without notice to Purchaser or Purchaser's consent.

15. **THIRD PARTY INDEMNIFICATION** - In the event any person, not a party to this Agreement, shall make any claim of file any lawsuit against Seller for any reason relating to our duties and obligations pursuant to this Agreement, including but not limited to the design, maintenance, operation, or non-operation of the alarm-system, Purchaser agrees to indemnify, defend and hold Seller, its dealers, agents, installers, their successors and assigns harmless from any and all claims and lawsuits, including the payment of all damages, expenses, costs and attorneys' fees, whether these claims be based upon alleged intentional conduct, active or passive negligence, express or implied contract or warranty, contribution or indemnification, or strict or product liability on the part of Seller, its dealers, installers, agents, servants, assign or employees. This Agreement by Purchaser to indemnify Seller against third party claims as herein above set forth shall not apply to losses, damages, expenses and liability resulting in injury or death to third persons or injury to property of third persons, which losses, damages, expenses and liability occur solely while an employee of Seller is on Purchaser's Premises in accordance with this Agreement and which losses, damages and liability are solely and directly caused by the act or omissions of that employee.

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 2410
Invoice Date: 3/19/24
Due Date: 3/19/24
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 February 1 - February 29, 2024		14,418.02	14,418.02
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 (\$705.33)			
Double Branch Common Area Maintenance			
2.320.572.46400 (\$4,580.00)			
Double Branch Repair/Replacement			
34.600.53800.6200 (\$2,070.86)			

RECEIVED
MAR 29 2024
BY: _____

Total	\$14,418.02
Payments/Credits	\$0.00
Balance Due	\$14,418.02

\$12,347.16

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

Invoice

Invoice #: 2407
Invoice Date: 4/1/24
Due Date: 4/1/24
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 - April 2024		18,389.83	18,389.83

RECEIVED
APR 02 2024
BY: _____

Jerry Lambert
4-2-24

Total \$18,389.83

Payments/Credits \$0.00

Balance Due \$18,389.83



From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - IVANA MELENDEZ
Date: March 29, 2024 at 6:32 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@grnstnn.com

Good afternoon, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD – for the following venue.
 - LOCATION – OV PATIO (SATURDAY) 2:30 P.M. to 6:30 P.M.
 - DATE OF VENUE – MARCH 23, 2024
 - RESIDENT – IVANA MELENDEZ
 - ADDRESS – 359 SUNSTONE COURT, ORANGE PARK, FL 32065
 - AMOUNT OF REFUND - \$100.00
 - BOOKING FEE/DEPOSIT was via VISA(6201):
 - DATED: 3/4/24
 - SEQ#: 5
 - BATCH#: 1064
 - INVOICE#: 5
 - APPROVAL CODE: 105036
 - AMOUNT: 100.00

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC. CHECK/CASH	CREDIT CARD
03/04/24	03/04/24	03/23/24	IVANA MELENDEZ - OV PATIO DEPOSIT	DEPOSIT	\$ 100.00	6201	VISA-105036

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

Thank you.

I will be out of the office MON 5/6/24 thru THUR 5/9/24 and THUR 6/13/24 thru FRI 6/14/24

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

Wanda McReynolds – Community Amenity Coordinator, OakLeaf Plantation
venuerentals@oakleafresidents.com
 (904) 770-4661 voice email
 (904) 375-9285 ext. 3
www.oakleafresidents.com

Governmental Management Services

www.OakLeafResidents.com

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

RECEIVED
 MAR 29 2024
 BY: _____

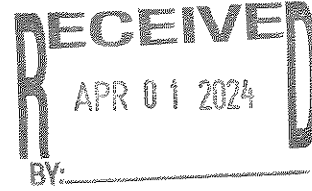


From: Oakleaf Venues venuere rentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - JOSEPH LOMENA
Date: April 1, 2024 at 4:24 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com

Good afternoon, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD – for the following venue.
 - LOCATION – OVCR (SATURDAY) 2:30 P.M. to 6:30 P.M.
 - DATE OF VENUE – MARCH 30, 2024
 - RESIDENT – JOSEPH LOMENA
 - ADDRESS – 826 GROVER LANE, ORANGE PARK, FL 32065
 - AMOUNT OF REFUND - \$100.00
 - BOOKING FEE/DEPOSIT was via VISA(6837):
 - DATED: 2/29/24
 - SEQ#: 2
 - BATCH#: 1061
 - INVOICE#: 2
 - APPROVAL CODE: 050097
 - AMOUNT: 100.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
02/29/24	02/29/24	03/30/24	JOSEPH LOMENA - OVCR DEPOSIT	DEPOSIT	\$ 100.00	6837		VISA-050097

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

Thank you.

I will be out of the office MON 5/6/24 thru THUR 5/9/24 and THUR 6/13/24 thru FRI 6/14/24

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

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venuere rentals@oakleafresidents.com
 (904) 770-4661 voice email
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www.oakleafresidents.com

Governmental Management Services

www.OakLeafResidents.com

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From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - MARIA GINO
Date: March 29, 2024 at 6:38 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amosing@gmstnn.com

Good evening, Todd,

Please make the following refund at your earliest opportunity:

- o LOCATION – OVCR aka CLUBROOM (SATURDAY) 2:30 P.M. to 6:30 P.M.
- o DATE OF VENUE – MARCH 23, 2023
- o RESIDENT – MARIA GINO
- o ADDRESS – 3048 LITCHFIELD DRIVE, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND - \$100.00
 - BOOKING FEE / DEPOSIT REFUND
- o DEPOSIT was via CHECK drawn on VyStar Bank:
 - DATED: 12/11/23
 - CHECK#: 3094
 - DEPOSITED: 12/11/23
 - AMOUNT: \$100.00

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
12/11/23	12/11/23	03/23/24	MARIA GINO - OVCR - DEPOSIT	DEPOSIT	\$ 100.00		CK# 3094	12/11/2023

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

Thank you.

I will be out of the office MON 5/6/24 thru THUR 5/9/24 and THUR 6/13/24 thru FRI 6/14/24

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

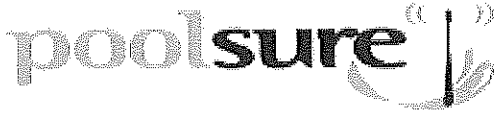
Wanda McReynolds – Community Amenity Coordinator, OakLeaf Plantation
venuerentals@oakleafresidents.com
 (904) 770-4661 voice email
 (904) 375-9285 ext. 3
www.oakleafresidents.com

Governmental Management Services

www.OakLeafResidents.com

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RECEIVED
 MAR 29 2024
 BY: _____



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

Invoice

Date 4/1/2024

Invoice # 131295620597

Terms	Net 20
Due Date	4/21/2024
PO #	

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

Item ID	Description	Qty	Units	Amount
WM-CHEM-FLAT	Water Management Flat Billing Rate	1	ea	3,172.29
Fuel Surcharge	Fuel/Environmental Transit Fee	1	ea	108.18

RECEIVED
MAR 19 2024
BY: _____

Subtotal 3,280.47
Shipping Cost (FEDEX GROUND) 0.00
Total 3,280.47
Amount Due \$3,280.47

Remittance Slip

Customer
13OAK102
Invoice #
131295620597

Amount Due \$3,280.47
Amount Paid _____

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



131295620597

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

Invoice

Invoice #: 354
Invoice Date: 4/1/2024
Due Date: 4/1/2024
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 - April 2024		4,953.33	4,953.33

RECEIVED
APR 02 2024
BY: _____

Jerry Lambert
4-2-24

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

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

Invoice

Invoice #: 2411
Invoice Date: 4/9/24
Due Date: 4/9/24
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 April 6, 2024 2.300.369.103	6.75	25.00	168.75

RECEIVED
APR 09 2024
BY: _____

Total	\$168.75
Payments/Credits	\$0.00
Balance Due	\$168.75

4/9/24
[Signature]

Governmental Management Services, LLC

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

DOUBLE BRANCH CDD

Facility Event Staff Service Hours

<u>Quantity</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
6.75	Facility Event Staff	\$ 25.00	\$ 168.75

Covers Period End: April 6, 2024

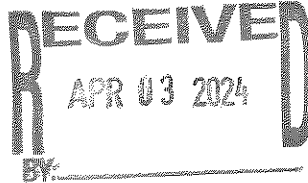
Amenities Revenue # 2.300.369.103



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 # 9939
DATE 04/01/2024
DUE DATE 04/30/2024
TERMS End of the month

SERVICE MONTH
 April

ACTIVITY	QTY	RATE	AMOUNT
[REDACTED]	316	27.20	8,595.20T

SUBTOTAL 8,595.20
 TAX 0.00
 TOTAL 8,595.20
 BALANCE DUE **\$8,595.20**

APPROVED

Code to:
Double Branch Security
2-320-572-345



Invoice

Invoice #: 15398

Date: 04/01/24

Customer PO:

DUE DATE: 05/01/2024

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
#14273 - Standard Maintenance Contract 2024 April 2024	\$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

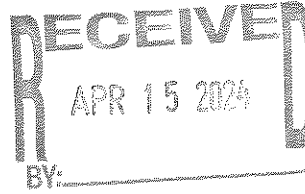


From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - APRIL LAFALCE
Date: April 15, 2024 at 4:27 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstrn.com

Good afternoon, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD – for the following venue.
 - LOCATION – OV PATIO (SATURDAY) 2:00 P.M. to 6:00 P.M.
 - DATE OF VENUE – APRIL 13, 2024
 - RESIDENT – APRIL LAFALCE
 - ADDRESS – 3750 SILVER BLUFF BLVD #1304, ORANGE PARK, FL 32065
 - AMOUNT OF REFUND - \$100.00
 - BOOKING FEE/DEPOSIT was via VISA(3956):
 - DATED: 3/22/24
 - SEQ#: 3
 - BATCH#: 10751
 - INVOICE#: 3
 - APPROVAL CODE: 05431D
 - AMOUNT: 100.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
03/22/24	03/22/24	04/13/24	APRIL LAFALCE - OV PATIO DEPOSIT	DEPOSIT	\$ 100.00	3956		VISA-05431D

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

Thank you.

I will be out of the office MON 5/6/24 thru THUR 5/9/24 and THUR 6/13/24 thru FRI 6/14/24

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

Wanda McReynolds – Community Amenity Coordinator, OakLeaf Plantation
venuerentals@oakleafresidents.com
 (904) 770-4661 voice email
 (904) 375-9285 ext. 3
www.oakleafresidents.com

Governmental Management Services

www.OakLeafResidents.com

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

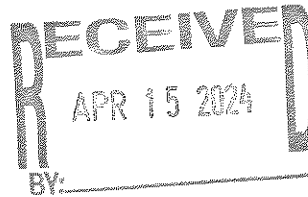


From: Oakleaf Venues venue rentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - CHRISTOPHER SMITH
Date: April 15, 2024 at 4:34 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amosing@gmstnn.com

Good afternoon, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD – for the following venue.
 - LOCATION – OV PATIO (SUNDAY) 2:30 P.M. to 6:30 P.M.
 - DATE OF VENUE – APRIL 14, 2024
 - RESIDENT – CHRISTOPHER SMITH
 - ADDRESS – 1476 CANOPY OAKS DRIVE, ORANGE PARK, FL 32065
 - AMOUNT OF REFUND - \$100.00
 - BOOKING FEE/DEPOSIT was via VISA(9775):
 - DATED: 3/28/24
 - SEQ#: 3
 - BATCH#: 1080
 - INVOICE#: 3
 - APPROVAL CODE: 154135
 - AMOUNT: 100.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
03/28/24	03/28/24	04/14/24	CHRISTOPHER SMITH, JR. - OV PATIO DEP	DEPOSIT	\$ 100.00	9775		VISA-154135

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

Thank you.

I will be out of the office MON 5/6/24 thru THUR 5/9/24 and THUR 6/13/24 thru FRI 6/14/24

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 mail will be heard, however, only emergencies will be addressed until I return to the office. I am typically not on property over the weekends. Since my time on property is divided between two Districts, appointments are recommended.

Wanda McReynolds – Community Amenity Coordinator, OakLeaf Plantation
venue rentals@oakleafresidents.com
 (904) 770-4661 voice email
 (904) 375-9285 ext. 3
www.oakleafresidents.com

Governmental Management Services

www.OakLeafResidents.com

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

General Invoice

Customer Copy

CUSTOMER	INVOICE DATE	INVOICE NUMBER	AMOUNT PAID	DUE DATE	INVOICE TOTAL DUE
OAKLEAF PLANTATION CDD	04/10/2024	261	\$0.00	04/25/2024	\$1,285.00

DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
OFF DUTY ADMIN MARCH 2024	180.00	\$5.000000	EACH	\$900.00	\$0.00	\$0.00	\$900.00
OFF DUTY SCHEDULING FEE	1.00	\$385.000000	EACH	\$385.00	\$0.00	\$0.00	\$385.00

Invoice Total:	\$1,285.00
----------------	------------

$\$450 + \$192.50 = \$642.50$

RECEIVED
APR 15 2024
BY: _____

✂ DETACH AND RETURN THE PORTION BELOW WITH YOUR PAYMENT ✂



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

General Invoice

Remit Portion

Invoice Date	04/10/2024
Invoice Number	261
Customer Number	30
Amount Paid	
Due Date	04/25/2024
Invoice Total Due	\$1,285.00

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

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

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 2414

Invoice Date: 4/23/24

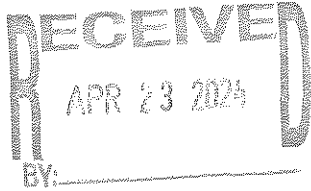
Due Date: 4/23/24

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 April 20, 2024 2,300.369.103 	9.25	25.00	231.25

Total \$231.25

Payments/Credits \$0.00

Balance Due \$231.25

4/23/24
CJW

Governmental Management Services, LLC

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

DOUBLE BRANCH CDD

Facility Event Staff Service Hours

<u>Quantity</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
9.25	Facility Event Staff	\$ 25.00	\$ 231.25

Covers Period End: April 20, 2024

Amenities Revenue # 2.300.369.103

CHECK DATE	VEND#	INVOICE DATE	INVOICE	YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
4/05/24	00057	3/25/24	03252024	202403	600	53800	62100		REPAIR FENCE ITEMS FENCESCREEN LLC	*	475.23	475.23	000235
4/05/24	00035	3/19/24	2410	202402	600	53800	62100		FEB REPAIR/REPLACEMENT GOVERNMENTAL MANAGEMENT SERVICES	*	2,070.86	2,070.86	000236
4/05/24	00035	3/19/24	2409	202403	600	53800	62100		MAINTENANCE SUPPLIES GOVERNMENTAL MANAGEMENT SERVICES	*	1,410.51	1,410.51	000237
4/05/24	00020	3/27/24	Q.103729	202403	600	53800	62100		BIKE RACKS/BENCH/BLEACHER PLAYCORE GROUP, INC.& SUBSIDIARIES	*	2,713.06	2,713.06	000238
4/05/24	00297	3/27/24	355	202402	600	53800	62100		FEB PRESSURE WASH SRVCS RIVERSIDE MANAGEMENT SERVICES, INC	*	7,655.20	7,655.20	000239
4/12/24	00062	4/04/24	04042024	202404	600	53800	62100		CARGO CLIMB ROPE INTERNATIONAL CORDAGE EAST LTD DBA	*	1,849.50	1,849.50	000240
4/12/24	00017	3/25/24	79622878	202403	600	53800	62100		JANITORIAL SUPPLIES THE HOME DEPOT PRO	*	806.80	806.80	000241
4/12/24	00017	3/25/24	79662287	202403	600	53800	62100		JANITORIAL SUPPLIES THE HOME DEPOT PRO	*	88.89	88.89	000242
4/12/24	00032	4/02/24	W0400259	202404	600	53800	62100		LIGHT BULBS 1000 BULBS	*	3,280.45	3,280.45	000243
4/26/24	00047	3/25/24	250002	202403	600	53800	62100		ACRYLIC BACKBOARD REPLACE PRACTICE SPORTS INC	*	1,321.65	1,321.65	000244
TOTAL FOR BANK C											21,672.15		
TOTAL FOR REGISTER											21,672.15		

DBBR DOUBLE BRANCH OKUZMUK



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

Quote

#Q-90387

3/25/2024

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

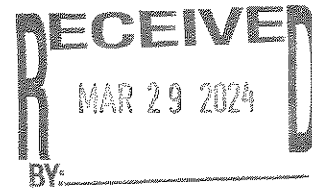
TOTAL

\$809.26

Expires: 4/24/2024

Terms Prepay **PO #** **Sales Rep** Drew Robertson **Shipping Method** FREE Ground Shipping

Quantity	Item	Rate	Amount
1	ASM-1711403825431 (Custom Fab.) 200 Series, Jet Black, 10 ft. (9 ft. 8 in.), 90% Blockage 200 Series, Jet Black, 10 ft. (9 ft. 8 in.), 90% Blockage Total Linear Length: 84 ft. 11 in. • Section 1: 4-ft 3-in • Section 2: 4-ft 3-in • Section 3: 13-ft 2-in • Section 4: 42-ft 10-in • Section 5: 20-ft 5-in • Center binding strip • Solid brass grommets and triple grommet corners • Upgraded 12-in grommet spacing • 300-GSM black binding on all sides (2) 4'-3" x 9'-8" (1) 13'-2" x 9'-8" (1) 42'-10" x 9'-8" (1) 20'-5" x 9'-8"	\$594.04	\$594.04
1	ASM-1711484456985 (Custom Fab.) 200 Series, Jet Black, 8 ft. (7 ft. 8 in.), 90% Blockage 200 Series, Jet Black, 8 ft. (7 ft. 8 in.), 90% Blockage Total Linear Length: 144 ft. 0 in. • Section 1: 50-ft 0-in • Section 2: 50-ft 0-in • Section 3: 22-ft 8-in • Section 4: 5-ft 4-in • Section 5: 5-ft 4-in • Section 6: 5-ft 4-in • Section 7: 5-ft 4-in • Solid brass grommets and triple grommet corners • Standard 24-in grommet spacing • 150-GSM black binding on all sides (2) 50'-0" x 7'-8" (1) 22'-8" x 7'-8" (4) 5'-4" x 7'-8"	\$417.53	\$417.53
	Subtotal		\$1,011.57
	Subtotal		
	Dealer-Discount-20 20% Discount	-20%	\$-202.31
	20% Discount		



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.



Q-90387



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

Quote

#Q-90387

3/25/2024

Code to: Split MV/DB:

Double Branch Repair/Replacement

34.600.53800.6200

(\$475.23)

Middle Village Repair and Replacement

34.600.538.64000

(\$334.03)

Subtotal	\$809.26
Discount	
Shipping Cost	\$0.00
Handling Cost	\$0.00
Tax Total (%)	\$0.00
Total	\$809.26

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.



Q-90387

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 2410

Invoice Date: 3/19/24

Due Date: 3/19/24

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 February 1 - February 29, 2024		14,418.02	14,418.02
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 (\$705.33)			
Double Branch Common Area Maintenance			
2.320.572.46400 (\$4,580.00)			
Double Branch Repair/Replacement			
34.600.53800.6200 (\$2,070.86)			

RECEIVED
MAR 29 2024
BY: _____

Total \$14,418.02

Payments/Credits \$0.00

Balance Due ~~\$14,418.02~~

\$2,070.86

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

Invoice

Invoice #: 2409
Invoice Date: 3/19/24
Due Date: 3/19/24
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		1,410.51	1,410.51
Code to: Double Branch Repair/Replacement 34.600.53800.6200			

RECEIVED
MAR 29 2024
BY: _____

Total	\$1,410.51
Payments/Credits	\$0.00
Balance Due	\$1,410.51

MAINTENANCE BILLABLE PURCHASES

Period Ending 3/05/24

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DB				
DOUBLE BRANCH				
	2/5/24	Silver Post Caps (5)	14.95	T.C.
	2/6/24	5 Gallon Bucket	5.04	T.C.
	2/6/24	Titanium Bit Set	16.95	T.C.
	2/7/24	Digging Shovel	34.48	T.C.
	2/13/24	2 gal Sprayer	9.76	J.S.
	2/13/24	Diablo 3x18 80G Sanding Belt 2pk (2)	18.33	T.C.
	2/13/24	Unvalved N95 Mask 8pk	12.51	T.C.
	2/14/24	Diablo 3x18 80G Sanding Belt 2pk	9.17	T.C.
	2/14/24	2" Flat Utility Brush (4)	18.31	T.C.
	2/14/24	BLK Nitrile Gloves 20pk	8.61	T.C.
	2/14/24	Behr Flat Medium 120oz (2)	101.15	T.C.
	2/14/24	Pelican Liner 3pk	5.49	T.C.
	2/14/24	9x1/2" Shedless Knit 3pk	13.78	T.C.
	2/14/24	4x3/8 Shedless Knit 6pk	13.04	T.C.
	2/14/24	4x3/8 Shedless Knit Assembly Kit (2)	13.04	T.C.
	2/15/24	4x11 Mini Roller Frame	3.99	T.C.
	2/15/24	4x3/8 Shedless Knit 6pk	13.04	T.C.
	2/15/24	Pelican Liner 3pk (2)	10.97	T.C.
	2/15/24	9x1/2" Shedless Knit 4pk	13.78	T.C.
	2/15/24	2" Flat Utility Brush (2)	9.15	T.C.
	2/15/24	9IN Tray Liner 10pk	9.17	T.C.
	2/15/24	Terry Towels 18pk	13.79	T.C.
	2/15/24	Behr Flat Medium 120oz (2)	101.15	T.C.
	2/15/24	Behr Flat Deep 116oz	50.58	T.C.
	2/16/24	1/4" 2x2 Plywood	9.00	T.C.
	2/19/24	Toilet Seat	33.33	T.C.
	2/20/24	2" Flat Basic Brush (6)	27.46	T.C.
	2/20/24	4.5" Metal Cutting Blade	10.34	T.C.
	2/20/24	Pelican Liner 3pk	5.49	T.C.
	2/20/24	Toilet Seat	33.33	T.C.
	2/22/24	3/4INx16IN Speedemon Spade Bit	6.20	T.C.
	2/22/24	1-1/2" PVC Elbow	3.28	T.C.
	2/22/24	1-1/2x1-1/4 Bushing	2.58	T.C.
	2/22/24	1-1/4 PVC SCH 40 Pipe	6.80	T.C.
	2/22/24	1-1/2x1-1/4 PVC Male Adapter MPTXS (2)	12.58	T.C.
	2/22/24	1-1/2x1-1/4 PVC Male Adapter SXMPT (2)	12.01	T.C.
	2/22/24	1-1/4" PVC Check Valve FPT	13.59	T.C.
	2/22/24	1" PVC Check Valve Slip	11.09	T.C.
	2/22/24	PVC Bushing 1--1/4x1	2.61	T.C.
	2/23/24	Black Nitrile Gloves 40 ct	17.23	T.C.
	2/26/24	5x5 Scaffold Frame	111.87	J.S.
	2/26/24	Scaffold Cross Brace (2)	124.17	J.S.
	2/26/24	Ecobee Smart Stat	194.35	J.S.
	2/28/24	Nitrile Gloves 20pk	5.11	T.C.
	2/28/24	4x3/8 Shedless Knit 6pk (2)	26.08	T.C.
	2/28/24	Flat Basic Brush (6)	27.46	T.C.
	2/28/24	Pelican Liner 3pk (2)	10.97	T.C.
	2/28/24	Mixing Containers (6)	15.04	T.C.
	2/28/24	Acetone	25.25	T.C.
	2/29/24	Gas for Equipment	75.00	T.C.
	3/1/24	Rust Remover Bath	17.24	J.S.
	3/4/24	Builders paper 35"	8.04	J.S.
	3/4/24	Brown Painting Paper 9"	4.35	J.S.
	3/4/24	1qt Paint Bucket (3)	7.52	J.S.
	3/4/24	2.5qt Paint Bucket (2)	6.85	J.S.
	3/4/24	Stop Rust Aerosol (3)	24.08	J.S.





TOTAL \$1,410.51

thepark AND FACILITIES CATALOG

Highland Products Group/The Park Catalog
 931 Village Blvd Ste 905-354
 West Palm Beach, FL 33409
 Phone : 561-620-7878
 Email : sales@theparkcatalog.com

Bill to: Jay Soriano Double Branch Community Development District -GMS 475 West Town Place Saint Augustine , Florida, 32092 United States T: 904-342-1441	Ship to: Jay Soriano Double Branch CDD 370 Oakleaf Village Parkway Orange Park, Florida, 32065 United States T: 904-342-1441	Quote Proposal 103729 Date of Proposal Mar 27, 2024 Proposal valid until Apr 25, 2024 (29 days) Sales Rep: Carrie Georgopoulos Carrie@theparkcatalog.com
---	---	--

This quote comes with our BEST PRICE GUARANTEE! If we are not your lowest delivered quote for equivalent product, we will BEAT it!
 (Exclusions may apply)

Product Image	Product Name	Item #	QTY	Price	Your Price	Discount	Subtotal
	5-Bike Single-Sided Grid Bike Rack, Mounting Option=No Mount, Finish=Powder Coat Black <i>FREE FREIGHT</i>	398-6033-1481123	2	\$334.00	\$300.00	\$34.00	\$600.00
	Recycled Plastic 'Sport' Bench, Color=Cedar, Size=4 Ft. <i>FREE FREIGHT</i>	289-4009-1-3	4	\$339.00	\$322.00	\$17.00	\$1,288.00
	3 Row Aluminum Bleachers - Baseline Series, Length=7' 6" Long	569-1302-1	2	\$802.00	\$715.00	\$87.00	\$1,430.00
	5 Bike Wave Rack - 2 3/8in Heavy-Duty, Mount Type=Surface Mount, Color=Black <i>FREE FREIGHT</i>	398-8003-112	1	\$313.00	\$281.00	\$32.00	\$281.00

NOTIFY BEFORE DELIVERY IS INCL IN FREIGHT EST ONLY

Adjustment Quote	- \$342.00
Subtotal	\$3,599.00
Shipping & Handling	\$332.13
Tax	\$0.00
Grand Total	\$3,931.13

Code to: Split MV/DB:

Double Branch Repair/Replacement

34.600.53800.6200

(\$2713.06)

Middle Village Repair and Replacement

34.600.538.64000

(\$1218.07)

RECEIVED
 MAR 29 2024
 BY: _____

Riverside Management Services, Inc

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

Invoice

Invoice #: 355
Invoice Date: 3/27/2024
Due Date: 3/27/2024
Case:
P.O. Number:

Bill To:

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

Description	Hours/Qty	Rate	Amount
Pressure Washing Services - February 2024		7,655.20	7,655.20
 Code to: Double Branch Repair/Replacement 34.600.53800.6200			

RECEIVED
MAR 29 2024
BY: _____

Total	\$7,655.20
Payments/Credits	\$0.00
Balance Due	\$7,655.20

Service Detail

Bill To: Double Branch CDD

Invoice Date: 3/1/24

Due Date: Upon Receipt

Amount Due: \$ 7,655.20

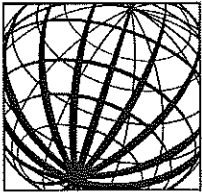
<u>Description</u>	<u>Amount</u>
February 2024 Pressure Washing	
Pressure washed brick entry way and fencing at the Oaks	\$ 550.00
Pressure washed sidewalk and patio under gazebo at the Oaks	\$ 230.00
Pressure washed 8,118 ft of vinyl fence around the loop, which includes Parkview Drive, Laurelwood Drive, Wakemont Drive, Waverly Park and Oakside Drive	\$ 5,276.20
Pressure washed 960 ft of fence at the Oaks	\$ 624.00
Pressure washed 1,500 ft of fence at the Oak	\$ 975.00

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

TOTAL AMOUNT DUE: \$ 7,655.20

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

Remit Payment



INCOR

226 Upton Road
Colchester, CT 06415
Phone: (860) 537-1414
Fax: (860) 537-7393

Proposal ID: 4224QM47240-1

Date: 4/4/2024
Valid For: 30 Days
Terms: American Express
Current Lead-Time ARO: 10-15 Business Days

Quinn McKenna
Sales Manager
qmckenna@incord.com
(860) 705-7553

Bill To:
50-MIDD02
Middle Village Comm. Dev. Dist
475 west townplace
St. Augustine, FL 32065
USA

Contact:
Jay Soriano
(904) 562-0249
jsoriano@gmsnf.com

Ship To:
Middle Village CDD
, 845 Oakleaf Plantation Pkwy,
Orange Park ,, FL 32065.
USA

For customers with credit terms, InCord will require a 50% deposit if ship date exceeds 120 days from order date. The order must ship no later than 180 days from date order is processed. Storage fees or price increases may be applied if ship date is more than 180 days from the date the order is processed.

Freight quotes for prepaid shipping are valid for 30 days and subject to change. After 30 days, InCord reserves the right to requote freight.

#	Quantity	Item #	Description	Tag	Unit Price	Amount
1	1.00	CCRN	Cargo Climb Rope Net Rope Style: 5/8IN 3-Strand Polyester Rope Color: Sand Mesh Size: 3IN Net Size: 5.16FT x 7.5FT		\$1,953.00	\$1,953.00
2	1.00	P360KS-75	#360 Knotted Polyester 3in Diamond Mesh PermaBlend Sand 38in Wide Strip Length: 75.00 Color of Mesh: Sand Border - No Border - Heat Cut		\$1,406.00	\$1,406.00
3	1.00	815	N815 Knottless HTPP 2" Sq Width: 5.16FT Length: 7.5FT Color: Sand Border: 1/4IN Sand Polyester Sewn		\$124.00	\$124.00
4	1.00	RPYB025SD-N	1/4" Polyester Braid Sand 1000 ft spool		\$151.00	\$151.00

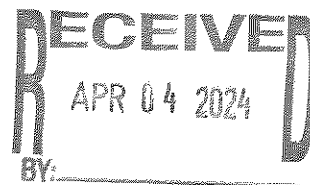
Code to: Split DB/MV - DO NOT PAY TAX

Double Branch Repair and Repl.

34.600.53800.6200 (\$1849.50)

Middle Village Repair and Replacement

34.600.538.64000 (\$2369.50)



<p>FOB: Colchester, CT InCord must be advised if any of the following delivery options apply to shipments: lift gates, residential, guaranteed, job site or notification/appointment. Additional Charges will apply.</p> <p>Without a confirmed Ship-To Address, we can't determine taxability amount. Quoted sales tax is subject to change. We accept Visa, Master Card and AMEX</p>	Subtotal	\$3,634.00
	PPD ADD Freight	\$585.00
	Sales Tax	\$316.44
	Total	\$4,535.44
<p>To place the order please send Purchase order and/or sign & date here:</p>	<p>Sign: _____</p> <p>Date: _____</p>	

STANDARD TERMS AND CONDITIONS OF SALE

1. Offer to Sell.

International Cordage East, LTD, Baynets, and East Coast Lifting Products (collectively referred to herein as "InCord" or the "Company") and operating under the trade or d/b/a name "InCord" or "Baynets" or "East Coast Lifting Products" as the case may be, hereby offers to sell the products described in this Standard Terms and Conditions of Sale (the "Products"), but only on the specific terms and conditions described herein. If Buyer submits to Company a purchase order or other documentation with terms and conditions other than the terms and conditions described in this Standard Terms and Conditions of Sale, Company hereby objects to those terms and does not assent to them. No such term shall be considered to be a part of any contract between the parties. The terms of Company's Standard Terms and Conditions of Sale, except for these Conditions of Sale, are not binding, and do not constitute an offer. Moreover, these Terms and Conditions of Sale, are subject to change without notice at any time and from time to time.

2. Payment Terms.

Terms of sale, including terms of payment and charges, for each purchase are agreed to be those specified on the face of each invoice. Invoices will be sent at the time of shipment. Payment terms for customers with approved credit are determined by Company. Any payments not received within terms of the invoice shall be subject to a late payment charge of 1% per month on the unpaid balance of any overdue amount. Should credit availability be granted by Company, all decisions with respect to the extension or continuation shall be in the sole discretion of the Company. The Company may terminate any credit availability within its sole discretion at any time.

3. Taxes.

The quoted purchase price may be increased to the extent that Company's cost of the Products may be increased as a result of (1) any agreements, codes, or legislative enactments made or enacted pursuant to federal, state or municipal legislation; and (2) increase in the cost of labor or raw materials. In addition to paying the quoted purchase price, Buyer is solely liable for any excises, levies or taxes which Company may be required to pay or collect, under any existing or future law, upon or with respect to the sale, purchase, delivery, storage, processing, use, consumption or transportation of any of the Products, and Buyer agrees to pay the amount thereof on the same terms as it shall pay the quoted purchase price. All sales of Products or Services may be subject to sales or use tax unless a valid Exempt Purchase Certificate or Resale Certificate is provided prior to the invoice date.

4. Return Material Authorization.

No Products shall be returned for credit without first obtaining written consent from an officer of Company. Custom orders are non-returnable and non-refundable.

5. Claims and Shortages

Claims by Buyer for shortages or errors in delivery must be made within thirty (30) days after the delivery of the Products.

6. Cancellation.

Orders accepted by Company are subject to cancellation by Buyer only upon the express written consent of Company. Upon such cancellation and consent, Company shall cease work and hold for Buyer all completed and partially completed articles and work in progress as well as remaining inventory and Buyer shall pay Company for all work and materials that have been committed to and/or identified with respect to Buyer's order plus a cancellation charge as prescribed by Company either in the purchase order or as subsequently determined by the Company upon receipt of the Buyer's cancellation.

7. Warranty.

Company Limited warrants its products to be free from defect in materials or workmanship for a period of (1) one year from the date of shipment during normal use and installation. This warranty does not cover failures resulting from impact greater than the designated working load of the Product, misuse, or alterations of Products, substandard interface components or failure to follow proper procedures to assure maximum product strength.

Installation of the Product for use other than that as outlined in provided instructions or Product literature will void this warranty, as will Product alterations, modifications, or substitution of components without the Company's prior written authorization.

This Warranty covers either replacement or repair, at Company's discretion. Transportation and installation or other on-site costs, are not covered by this warranty, except where specific arrangements are made with prior written approval from Company.

THERE ARE NO OTHER EXPRESS OR IMPLIED WARRANTIES, INCLUDING THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, AND THE WARRANTY INCLUDED ABOVE IN THIS SECTION 7 IS SPECIFICALLY LIMITED TO TWELVE MONTHS FROM THE DATE OF PURCHASE AND TO THE EXTENT PERMITTED BY LAW, ANY AND ALL IMPLIED WARRANTIES ARE SPECIFICALLY EXCLUDED. THE WARRANTY IN THIS SECTION 7 IS THE EXCLUSIVE REMEDY AND LIABILITY FOR CONSEQUENTIAL AND INCIDENTAL DAMAGES UNDER ANY AND ALL WARRANTIES ARE EXCLUDED TO THE EXTENT EXCLUSION IS PERMITTED BY LAW.

8. Shipment.

Delivery terms are F.O.B. Shipping Point. Buyer shall assume all risk of loss or damage upon pickup by the carrier at the point of shipment. Scheduled dates of delivery are determined from the date of Company's acceptance of any order or orders placed by Buyer, and are estimates of approximate dates of delivery, not a guaranty of a particular date of delivery. Company is not responsible for any delivery delay due to security clearance issues or any other form of driver delay that is outside of Company's control. Company shall not be liable for any damages caused by failure or delay in shipping the Products, if such failure or delay is due to any war, embargo, riot, fire, flood, accident, mill condition, strike or other labor difficulty, an act of Buyer, an act of God, an act of a governmental authority, transportation shortage or failure, inability to obtain sufficient fuel, labor, materials or manufacturing facilities, or any other cause beyond the reasonable control of Company. For shipments being billed to ship Prepaid to the Buyer, all reasonable efforts must and shall be made by the Buyer to declare, disclose, or understand any and all accessorial charges, special circumstances and requirements or lack thereof for successful delivery ahead of time of shipment. Company is not liable for additional shipping charges incurred from accessorial charges billed to Company after delivery, unless otherwise known ahead of time and approved and paid for by Company. Any such additional undeclared accessorial charges shall be billed back to the Buyer accordingly. Accessorials include, but are not limited to- Lift Gate Delivery, Inside Delivery, Arrival Notifications, Residential Delivery, and Limited Access Sites. Limited Access Sites are defined as: Commercial establishments not open to general public during normal business hours, Construction Sites, Fairs/Carnivals, Military Bases, Prisons, Schools, Churches, Piers/Wharfs, Convention/Expo Centers, Airports, Sites with extensive security processes, Hospitals, Casinos, Power/Nuclear and Water Treatment Plants, Resorts, Golf Course/ Country Clubs, Funeral Homes, Utility Sites, Ports, Amusement Parks/Zoos, Marinas & State/National Parks.

9. Security Interest.

Shipments, deliveries and performance of work by Company shall at all times be subject to the approval of and requirements of the credit department of Company, including the requirement that Buyer pay part or all of the purchase price in advance. Company shall at times retain a purchase money security interest in all Products not paid for in full, notwithstanding that the Products have been delivered to Buyer, and Buyer hereby authorizes Seller to execute and file financing statements describing the Products, and other document which may be requested by Company to evidence its continuing purchase money security interest.

10. Limitation of Liability

Company's liability to buyer, whether in contract, in tort, under any warranty, in negligence or otherwise, shall not exceed in any case the return of the amount of the purchase price paid by buyer and under no circumstances shall Company be liable for special, in direct or consequential damages. The price stated for the products is consideration for limiting Company's liability. No action, regardless of form, arising out of the transactions under this invoice may be brought by buyer more than one (1) year after the date of this invoice. Without limitation of the foregoing, in no event will Company be responsible or liable for (a) penalties or penalty clauses of any description, or (b) indemnification of buyer or others for costs, damages, reasonable attorneys' fees or expenses arising out of or related to the products.

11. Indemnification.

In addition to the foregoing, Buyer agrees to save and hold Company harmless from any claims, demands, liabilities, costs, expenses or judgments arising in whole or in part, directly or indirectly, out of the negligence or lack of care by Buyer or Buyer's customers, agents, employees or invitees involving the use of the Products supplied by Company. This indemnification shall include all costs, attorney's' fees and other expenses paid or incurred by or imposed upon Company in connection with the defense of any such claim.

12. Governing Law.

Any agreement arising out of this transaction shall be deemed to have been made in the state of Connecticut. The parties agree that the validity, interpretation and performance of any agreement arising out of this transaction shall be governed by the laws of the State of Connecticut without regard to any rules or principles conflicts of interest laws. Buyer and Company hereby submit to the exclusive jurisdiction for the resolution of any disputes hereunder, to the federal and state courts in Connecticut and specifically those federal and state courts located in New London County, Connecticut. This shall be the sole and exclusive jurisdiction and venue for the purpose of adjudication of any rights and liabilities hereunder.

13. Default.

In the case of default or breach by Buyer in the performance of any or all of the provisions of this agreement, Company may cancel any outstanding purchase order from Buyer and declare all obligations immediately due and payable, and shall in addition have all remedies afforded by any applicable law. Buyer shall in addition, be liable for Company's expenses incurred in exercising any remedies available to it, including reasonable attorney's' fees, costs of collection and other expenses.

14. Company Compliance to CA Proposition 65

Company products, materials and processes are compliant with California Proposition 65, Health Hazard Assessment Code. Company considers the safety of its products to be foremost in respect to function and safe handling.



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

-
-
-

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

Invoice Detail

Customer ID: 647283
 Invoice Number: 796228781
 Invoice Date: 3/25/2024
 Order Number: 55383898
 Purchase Order: LISA

Shipped To:

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

Home Depot Pro Notes:

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

CALL JAY 904-562-0249 30 MIN BEFORE DELIVERY

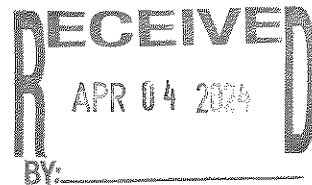
DB Repair & Replacement
 34.600.538.621

MV Repair & Replacement
 34.600.538.64000

To be split between
 DB & MV districts 50/50

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

Invoice Total ~~\$1,613.59~~
 \$806.80



Description Item Number	Quantity Ordered	Quantity Shipped	Unit Price	Total
 RENOWN SINGLE ROLL BATH TISSUE 2PLY <u>REN06125-WB</u>	5	5	\$79.25	\$396.25
 RENOWN LNR 40X48 12MIC NAT <u>REN14512-CA</u>	5	5	\$58.49	\$292.45
 RENOWN LNR 40X46 .74MIL WHT <u>REN24512-CA</u>	5	5	\$35.72	\$178.60
 RENOWN 36"X5" 4PLY WHITE HEAVY DUTY <u>REN02321-IB</u>	6	6	\$9.30	\$55.80
 CONTROLLED HARD ROLL TOWEL NATURAL <u>REN06132-WB</u>	5	5	\$84.36	\$421.80
 LYSOL 19OZ CRISP LINEN DISINFECT 12/CS <u>REC74828</u>	5	5	\$14.15	\$70.75
 BAGGIE PET WASTE 300CNT 10CA <u>323158230</u>	1	1	\$189.99	\$189.99

Subtotal \$1,605.64
 Shipping & Handling \$7.95
 Tax \$0.00
 Web Discount -\$0.00
 Invoice Total \$1,613.59



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

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

DB Repair & Replacement
34.600.538.621

MV Repair & Replacement
34.600.538.64000

to be split between
DB & MV districts 50/50

Invoice Detail

Customer ID: 647283
 Invoice Number: 796228781A
 Invoice Date: 3/25/2024
 Order Number: 55383899
 Purchase Order: LISA

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

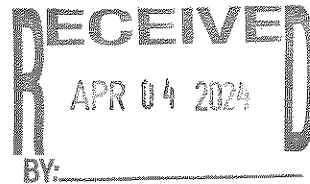
Shipped To:


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

Invoice Total ~~\$177.78~~
 \$88.89

Home Depot Pro Notes:

CALL JAY 904-562-0249 30 MIN BEFORE DELIVERY
 Items NOT shown here are being shipped from our
 Jacksonville warehouse.



Description Item Number	Quantity Ordered	Quantity Shipped	Unit Price	Total
 SUPERSTITCH BLEND MOP BLU LG 5IN RCPD25306BL	6	6	\$29.63	\$177.78
Subtotal			\$177.78	
Shipping & Handling			\$0.00	
Tax			\$0.00	
Web Discount			-\$0.00	
Invoice Total			\$177.78	

1000Bulbs.com

Tel: 800-624-4488 | Fax: 972-543-0538 | 2140 Merritt Dr Garland, TX 75041 | 1000Bulbs.com

Invoice: W04002591

Bill To:

Double Branch CDD
 Jay Soriano
 370 Oakleaf Village Pkwy
 Orange Park, FL 32065
 904-562-0249
Sales Order: S04020014

Ship To:

Double Branch CDD
 Attn: Jay Soriano
 370 Oakleaf Village Pkwy
 ORANGE PARK, FL
 32065

Order Date	03/18/2024	Invoice Date	04/02/2024	Due Date	05/02/2024
Customer #	1705529	Terms	Net 30	Web #	14240700
Salesperson	Breanne Coe	Phone	972-535-0924	Email	bcoe@1000bulbs.com

Part #	Description	Ordered	Shipped	Unit Price	Ext Price
TCP-10396	9900 Lumens - 65 Watt - 4000 Kelvin - LED Corn Bulb 250 Watt Metal Halide Equal - Mogul Base - 120-277 Volt - TCP LHID17540	5	1	\$115.26 \$107.77	\$576.30
LFA-10007	Triple Bullhorn For 2-3/8 in. Inside Diameter Slipfitter	4	4	\$215.69 \$201.67	\$862.76
PLT-11564	Slipfitter Mount - For 2 3/8 in. Tenon - Bronze For use with PLT Grandview or Excel Series LED Area Light Fixtures - PLT-11564	8	8	\$32.94 \$30.80	\$263.52
PLTS-11980	39,000 Lumens - 300 Watt - 4000 Kelvin - LED Parking Lot Fixture 1000 Watt Metal Halide Equal - Type III - Excel Series Mounting Hardware Sold Separately - 0-10 Volt Dimmable - DLC Premium 5.1 - 120-277 Volt - PLT Solutions PLTS-11980	8	8	\$283.37 \$264.95	\$2,266.96

Ship Via	Other - Call 972-535-0924 for tracking.
-----------------	---

Subtotal:	\$3,969.54
Shipping:	\$0.00
Discounts:	-\$258.01
Tax:	\$0.00
Total:	\$3,280.45

Code to:

Double Branch Repair/Replacement

34.600.53800.6200

Your Total Savings:	\$258.01
---------------------	----------



Please mail payment by check to
 Dept. 2112
 P.O. Box 650850
 Dallas, TX 75265-0850
 Phone: (800) 624-4488

Please send ACH/Wire payments to
 Account Name: 1000Bulbs.com
 Account Number 5501771496
 Routing Number 113024164
 Bank Name: Veritex Community Bank
 Bank Address: 8214 Westchester Drive, Suite 100, Dallas, TX 75225

Practice Sports, Inc.
 14706 Giles Rd
 Omaha, NE 68138
 402-592-2000
 info@practicesports.com
 www.practicesports.com



BILL TO
 Double Branch CDD
 Jay Soriano
 475 west town place
 St. Augustine, FL 32092
 United States

SHIP TO
 Double Branch CDD
 Jay Soriano
 370 Oakleaf Village Parkway
 Orange Park, FL 32065

INVOICE 250002

DATE 03/25/2024

DUE DATE 04/24/2024

SHIP DATE 03/28/2024	SHIP VIA UPS	TRACKING NO. 1ZE8E3400365155835	P.O. NUMBER JSO06022023	SALES REP Jake
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PRODUCT	QTY	RATE	AMOUNT
MISC	1	545.00	545.00T
MISC			
TAX	1	0.00	0.00T
TAX			
1923	2	194.00	388.00T
Fence Guard Topper - Standard - Royal			
Sales Tax	1	0.00	0.00
Sales Tax calculated by AvaTax on Mon Mar 25 06:22:08 UTC 2024			

SUBTOTAL	933.00
TAX	0.00
SHIPPING	388.65
TOTAL	1,321.65

TOTAL DUE \$1,321.65

RECEIVED
 APR 18 2024
 BY: _____

RECEIVED
 APR 15 2024



PURCHASE ORDER

Double Branch CDD
 c/o Governmental Management Services

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

P.O. NO. JSC06022023
 DATE March 25, 2024
 ACCT #

Quote/order #PS250002

VENDOR Practice Sports, Inc
www.practicesports.com
 14706 Giles Rd. Omaha, NE 68138

SHIP TO Jay Soriano
 370 Oakleaf Village Pkwy
 Orange Park, FL 32065
 (904)343-1441

SHIPPING METHOD		SHIPPING TERMS		DELIVERY DATE	
QTY	ITEM #	DESCRIPTION	JOB	UNIT PRICE	LINE TOTAL
1.00	FT210	FT210 36"x 48" Acrylic Backboard Replacement BackBoard Only	DB - basketball cts	\$545	\$ 545.00
2.00		Fence Guard Topper - Standard - color - Royal	DB - pickleball	194.00	388.00
1.00		Freight			388.65
				SUBTOTAL	\$ 1,321.65
				SALES TAX	-
				TOTAL	\$ 1,321.65

Joy Soriano 3/25/24
 Ordered by _____ Date _____
 Authorized by _____ Date _____

EIGHTH ORDER OF BUSINESS

RESOLUTION 2024-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT CONFIRMING THE DISTRICT'S USE OF THE CLAY COUNTY SUPERVISOR OF ELECTIONS TO CONDUCT THE DISTRICT'S ELECTION OF SUPERVISORS IN CONJUNCTION WITH THE GENERAL ELECTION

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

WHEREAS, the District is run by a Board of Supervisors consisting of five members;

WHEREAS, the Board of Supervisors of Double Branch Community Development District (hereinafter the "Board") previously implemented section 190.006(3)(a)2.c., Florida Statutes, and has used the Clay County Supervisor of Elections (the "Supervisor") to conduct the District's previous supervisor elections in conjunction with the General Election;

WHEREAS, the Supervisor has requested the District adopt a resolution confirming the District's use of the Supervisor for the purpose of conducting the District's future supervisor elections in conjunction with the General Election; and

WHEREAS, the District desires to continue to use the Supervisor for the purpose of conducting the District's supervisor elections in conjunction with the General Election.

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

Section 1. The Board is currently made up of the following individuals:

Cindy Nelsen – 1394 Canopy Oaks Drive, Orange Park, FL 32065;
Vacant;
Andre Lanier – 303 Brier Rose Lane, Orange Park, FL 32065;
Charles T. Horton – 2958 Thorncrest Drive, Orange Park, FL 32065;
Scott Thomas – 3635 Sunset Oak Drive, Orange Park, FL 32065;

Section 2. The term of office for each member of the Board is as follows:

<u>Supervisor & Seat</u>	<u>Term (Including Expiration Date)</u>
Scott Thomas – Seat 1	11/2020 – 11/2024
Andre Lanier – Seat 2	11/2022 – 11/2026
Vacant	11/2020 – 11/2024
Cindy Nelsen – Seat 4	11/2022 – 11/2026
Charles T. Horton – Seat 5	11/2020 – 11/2024

Section 3. Seats 1, 3 and 5 are scheduled for the General Election in November 2024.

Section 4. Members of the Board may receive \$200 per meeting for their attendance but no Board member shall receive more than \$4,800 per year.

Section 5. The term of office for the individuals elected to the Board in the November 2024 General Election is four years.

Section 6. The newly elected supervisors assume office on the second Tuesday following their election.

Section 7. The District hereby instructs the Supervisor to conduct the District's General Elections. Pursuant to section 100.011(4)(a), Florida Statutes, the District understands that it will be responsible to pay for its proportionate share of the general election cost and agrees to pay the same within a reasonable time after receipt of an invoice from the Supervisor.

PASSED AND ADOPTED THIS 13TH DAY OF MAY, 2024.

**DOUBLE BRANCH COMMUNITY
DEVELOPMENT DISTRICT**

CHAIRMAN/VICE CHAIRMAN

ATTEST:

SECRETARY/ASSISTANT SECRETARY

NINTH ORDER OF BUSINESS

C.



Chris H. Chambless

Supervisor of Elections
Clay County, Florida

April 15, 2024

Double Branch Community Development District
Attn.: Michael C. Eckert
107 West College Avenue
Tallahassee, Florida 32301

Dear Mr. Eckert,

I have queried the number of eligible voters residing within the Double Branch Community Development District as of April 15, 2024. At this time, there are 4,837 registered voters residing within the district.

Please provide the contact information and term expiration dates for the current CDD Board Members. I can be reached via the contact information at the bottom of this page or via email at Lynn.Gaver@ClayElections.gov.

Thank you,

Lynn Gaver, MFCEP
Clay County Supervisor of Elections Office
P.O. Box 337 | 500 North Orange Ave.
Green Cove Springs, FL 32043
(904) 269-6350 Fax (904) 284-0935

D.

Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285; manager@oakleafresidents.com

Memorandum

Date: May 2024
To: Board of Supervisors
From: GMS – OakLeaf Operations Manager

Community:

Special Events

- Report – Movie on the Green, Yard sale
- Upcoming – Dive- In movie at DB, School’s Out party at the pools

Aquatics

- Pools are on alternating schedule now – will be full operating schedule as of Memorial Day Weekend
- Oakleaf Recreational Swim Team has started
- Weekend aqua aerobics at DB has returned
- Discussion of High School swim teams returning in August
- Schedule of Lifeguard classes, swim lessons, and community classes (cpr , first aid , babysitting) released

Amenity Usage

- *Total Facilities Usage – 6012*
- *Average daily usage – 200*

Card counts:

DB Owners	65
DB Renters	55
DB Replacements	18
DB Updated	15

Total cards printed: 395 (both districts)

Rentals

- 6 of 30 days rented in April, 3 of 4 weekends rented
- 5 Clubroom rentals, 2 patio rentals
- 7 tours (21 approx.hours)/ 48 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:

MAINTENANCE – Open Items

- Update of slide at Natures Hammock Playground
- Discussion of purchase of next playground structure
- Discussion of repairs of gazebo legs

MAINTENANCE

- Sand and prep slide gel coat (interior) for new gel coat
- Gel Coat completed on slide
- Build and install benches on pickle ball courts
- Build and install bleachers in grass area for pickle ball viewing
- Install bottom bar and tie down fencing at multiple tennis court areas
- Install of new windscreen on multiple areas.
- Empty and pressure wash waterfall basin at Entry
- Repair damage (vandalism) to letter “A” in oak leaf sign
- Repair lights at “Oaks” signage
- Touch-up painting on decorative street poles in neighborhood (ongoing)
- Clean/ Pressure washing of graffiti at the Oaks park/playground
- Pressure washing completed on Natures Hammock, Fall Creek, and Waverly park
- Coordinate repair of AC unit at cardio room (small Addison unit)
- Completed removal and disposal of old leg machine
- Coordinate removal and collection of old style glass jars on lighting at Village 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 4/09 Nature’s Hammock, Fall Creek, The Oaks, Cannon’s Point, Pebble Creek, Silver Leaf, Oakbrook, and The Cottages completed 4/21.

Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285; manager@oakleafresidents.com

Memorandum

Landscaping

- Coordinate Sod replacements at Pond banks for - hog damaged areas
- Coordinate replacements of damaged plants at bridges
- Install of new plantings on pool decks
- Monthly report for April submitted and filed at Operations office

For questions, comments, or clarification, please contact:

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

[*jsoriano@gmsnf.com*](mailto:jsoriano@gmsnf.com)

