DOUBLE BRANCH Community Development District

JUNE 10, 2024



Double Branch Community Development District

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

June 3, 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, June 10, 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. Consideration of Appointing a New Supervisor to Fill Vacancy (11/2024)
 - B. Oath of Office for Newly Appointed Supervisor
 - C. Consideration of Resolution Designating Officers
- IV. Approval of Consent Agenda
 - A. Minutes of the May 13, 2024 Board of Supervisors Meeting
 - B. Financial Statements
 - C. Assessment Receipts Schedule
 - D. Check Register
- V. Consideration of Resolution 2024-05, Approving the Proposed Budget for Fiscal Year 2025 and Setting a Public Hearing Date for Adoption
- VI. Staff Reports
 - A. District Counsel

- B. District Engineer Consideration of Proposal to Update the Public Facilities Report
- C. District Manager Reminder of the Qualifying Period for the General Election
- D. Operations Manager Memorandum
- VII. Audience Comments (limited to three minutes) / Supervisors' Requests
- VIII. Next Scheduled Meeting July 8, 2024 at 4:00 p.m. the Plantation Oaks Amenity Center
 - IX. Adjournment

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

Sincerely,

Marilee Giles

Marilee Giles District Manager



C.

RESOLUTION 2024-06

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 the City of Orange Park, 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:

is appointed Chairman.

SECTION 1.

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	me effective immediately upon its adoption.
PASSED AN	D ADOPTED THIS 10 TH I	DAY OF JUNE, 2024.
ATTEST		DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
Secretary/Assistant S	ecretary	Chairman/Vice Chairman
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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, **May 13, 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 NelsenChairmanTom HortonVice ChairmanScott ThomasAssistant SecretaryAndre LanierAssistant Secretary

Also present were:

Marilee Giles District Manager Kate John *by phone* District Counsel

Jay Soriano Field Operations Manager

Chalon Suchsland VerdeGo

FIRST ORDER OF BUSINESS

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

Roll Call

SECOND ORDER OF BUSINESS Audience Comments

Iris Benson stated I'm a homeowner, and I'm here primarily because I want to learn a little bit about the library. I recently moved to the community, read through your minutes and got very excited because I'm a major patron of the public library, and it's hard to figure out what all is going on, but I think something is going on. My biggest question is, does someone in the room know where it's going to be located?

Mr. Soriano stated across from those fields, there's a little area labeled Village Center. It's just a little green lawn with a parking lot that goes around it. That's where it will be. We don't know whether it will be in the center or front or back. They're kind of redesigning the foot or their thought of what the footprint is. I don't know what the original plan was, but it's a little

smaller. We're going to talk today about some of our finalization to give them that whole green area so they can make a little bigger property than what they originally planned 20 years ago.

Iris Benson asked how close are we to getting a timeline?

Mr. Soriano stated we actually don't have that. We've been waiting for it 20 years, so we kind of been putting that on them that if we do this for you, can you hurry it up type of thing. We don't know how well that will work out.

Mr. Thomas stated I know at the last meeting, they discussed securing the funding, and then after that, there's all the government hoops that they have to jump through.

Vice Chairman Horton stated I think their last assessment was three years.

Chairperson Nelsen stated three years would be the goal. We did put in our contract with them a six and a half year cap. I believe that's what it was. Do you remember?

Ms. Giles stated we're going to ratify it tonight.

THIRD ORDER OF BUSINESS Organizational Matters

A. Acceptance of Resignation of Chad Davis

Ms. Giles stated items A, B, C, and D all go along with the acceptance of resignation of supervisor Chad Davis. Unless there's any comments or questions, I look for a motion to accept the resignation.

On MOTION by Mr. Lanier seconded by Vice Chairman Horton with all in favor the resignation of Chad Davis was accepted.

B. Consideration of Appointing a New Supervisor to Fill the Vacancy

Items B and C go together depending on what the board wants to do today. Your rules of procedure just state that you'll fill the position. They don't tell you how you're going to fill them. So, whatever the board wants to do.

Vice Chairman Horton stated I guess we should probably poll the board and see if anybody's got any recommendations.

Mr. Soriano stated that's kind of what I would think if you guys have a recommendation seeing as how you can't pick out of a crowd and people that come on a regular basis. I know we put that on there for today, but this isn't something you have to do today. But if you guys have

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somebody that you might want to bring forward, and we do that next month, then I can get resumes before we just open it up to the general public.

Vice Chairman Horton stated I'd also mention that it's sort of a tight timeframe, because we have to have someone by November because it has to be on the election. So, if we appoint somebody from the board, they would have to get their paperwork in.

Ms. Giles stated if they wanted to run.

Mr. Lanier stated do we need a motion for that to push it to next month?

Ms. Giles stated no, just guidance. I'll just table items B through D.

Mr. Thomas stated do you want to throw anything out there, Cindy?

Chairperson Nelsen stated no, I think that's an excellent idea. And then if we don't have any interest, then we can look at some other options like we have before.

Mr. Lanier stated if we don't have anybody before this, the seat has its election. Does that mean that we can still choose?

Mr. Soriano stated yeah, if no one runs for an empty seat, you can appoint after that, too.

Ms. Giles stated the only other thing for the board to consider is Chad was your vice chairman. So the resolution that you see on page nine is designating officers. Whether you do it today or we wait till we appoint the fifth supervisor, that's just something for you to consider, is who would want to be the vice chair? If you all would like, we can table items B, C, and D. Any concern with that?

Mr. Thomas stated I'm personally okay with tabling.

Ms. Giles stated B is appointing a new supervisor, C is the oath of office. And then D is consideration of designating officers.

Vice Chairman Horton stated we can go ahead and appoint a Vice Chair.

Ms. Giles stated you could.

Mr. Soriano stated you can do that part now if you wanted and then just do the rest later.

Ms. Giles stated you would see the resolution again when you appoint the fifth supervisor, because the resolution has all five supervisors listed. It lists all the supervisors as either the chair, the vice chairman, or assistant secretary. So, all five of your names will be listed. So, if you do that today, you'll see this again. Resolution 2024-02, where we put the fifth supervisor.

Ms. Giles stated it sounds like you want to table consideration of appointing a new supervisor. Tabling oath of office for the new supervisor. What are you thinking for consideration of designating officers. You want to just wait and do it all at once?

Chairperson Nelsen stated we can volunteer or nominate.

Mr. Thomas stated unless somebody wants to grab it.

Supervisor Horton stated I'll volunteer.

Mr. Thomas stated I'll nominate Supervisor Horton for Vice chair.

On MOTION by Mr. Thomas seconded by Chairperson Nelsen with all in favor Resolution 2024-01, designating officers with Vice Chairman Horton added as the Vice Chair was approved.

Ms. Giles stated so the change to this resolution is adding Tom as the vice chair.

Vice Chairman Horton asked do I have to do anything?

Mr. Soriano stated in the absence of a chair you would move to that role.

Ms. Giles stated you would sign the documents or in the absence of a chair, if we needed to adjust the agenda. But also, let me just clarify on this resolution is also from the GMS office, myself as your secretary and treasurer. And then from my office is Daniel Laughlin, Jim Oliver, and Darren Mossing as assistant secretary and assistant treasurers. So just to be clear on that, the resolution includes all of us. If you all do have a resume, and you want to include it in the agenda, you can just send it to me. You don't have to, but if it's there or if you want to at the last minute, send it to me, I can print four copies, however you guys want to do that, or send it to Jay, and he can print them. Whatever works best for you guys.

Vice Chairman Horton stated do any of us on the board have any idea without mentioning any names?

Mr. Thomas stated I have a couple in mind, one has recently retired. I have two and they're phase one. Now, when you say resume, do we already have, like, a preprinted form that they fill out?

Ms. Giles stated no, it can be a letter of intent.

Vice Chairman Horton stated a little background wouldn't hurt.

Mr. Thomas stated I didn't know there was like, already a prefilled out form.

Ms. Giles stated no, sir.

FOURTH ORDER OF BUSINESS

Ratification of Deed to County for Library Site

Ms. Giles stated you gave the chair the authority to sign the deed in between the meetings, and that's what's attached in the agenda package. Kate, they're familiar with the background of this, but is there anything in particular on this that needs to be discussed or pointed out?

Ms. John stated as you said, you have been working through this for months, and I don't think I have anything to add. I think I heard earlier on in the meeting, during public comment about the six and a half years. And I just wanted to confirm that, yes, the CDD has a right of reverter clause if the library is not constructed within the next six and a half years and then operated as a library for at least 25 years. So this was recorded per board direction. We're just looking for a motion to ratify.

Chairperson Nelsen stated I did want to point out that we went with the 6,800 square foot minimum because that was the size of the Middleburg library as we went into research, and that was what the county came back with. So, I think we were at 7,200, they said 6,800, and we agreed to that. Also, as you can see, they have five years, I think, but it says if they are in active construction of it, then we can extend a year and a half. That was my understanding.

On MOTION by Chairperson Nelsen seconded by Mr. Lanier with all in favor the delivery of the special warranty deed for the library site was ratified.

FIFTH ORDER OF BUSINESS Authorization to Terminate Interlocal Agreement for Library Site Maintenance

Ms. Giles stated I have a couple of copies of the interlocal agreement for library site maintenance. On there, you'll see under the recitals, it says, whereas on January 8, 2008. So, this is the original interlocal agreement for maintenance and use of the Oakleaf Plantation proposed library site. I think what we discussed at the last meeting was terminating this maintenance agreement. Jay and I were talking, our concern is there may be a need for another maintenance agreement with the library once it's there.

Mr. Soriano stated right. We're still going to maintain items on that property. They don't want the irrigation. They don't want the lights. They don't want any of the trash cans. They don't do trash removal. Even once they built the library, that'd be left to us. There's going to be a lot of

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items that we still take care of, but the cutting of the lawn will come out. That's going be their property to maintain, and we'll go through the paperwork to give them an agreement that we are going to pay VerdeGo directly for that so that comes out of our contract with VerdeGo, and the county will handle that. My thought was there would still need to be an agreement to follow.

Mr. Thomas stated so when they build it, they do the landscaping. They're going to pay VerdeGo to maintain all that.

Mr. Soriano stated that's different. I don't know what landscaping they're going to do. That hasn't been discussed because they don't have the building plan yet, but it's the cutting of the grass right now. They're actually going pay VerdeGo going forward as of now. They sent paperwork last week, but it wasn't the correct paperwork. They're going to start paying them for the cuts on that property. We've been paying for that the whole time. Even their section. They're going to pay for cutting that green area. But they don't handle anything else because they don't handle anything else anywhere else. So, the right of ways, they don't irrigate anything. They leave that to the neighborhoods to do. So, if we want to keep water in the grass there, want to keep cutting bushes, doing mulch, any of that stuff. Over the next five years, the district still handles that, and even after that, we're going to have to handle something like the mulch and trees and all of that stuff. So that will be coming later as far as what they install around the building itself, I'm sure that is going to be part of the building plan.

Ms. John stated you have copies for the chair to sign today, correct?

Ms. Giles stated yes, ma'am.

Ms. John stated okay. I have nothing to add, except we're just looking for authorization to terminate the interlocal agreement for the library site maintenance.

On MOTION by Chairperson Nelsen seconded by Mr. Lanier with all in favor terminating the interlocal agreement for library site maintenance was approved.

Ms. Giles stated I think what we'll do at the next meeting is just discuss with Mike how we're going to move forward with a new maintenance agreement for the items Jay described.

Ms. John stated okay, great.

SIXTH ORDER OF BUSINESS

Approval of Consent Agenda

Ms. Giles stated unless there's any corrections or changes, I look for a motion to approve the minutes of the April 8th meeting.

On MOTION by Vice Chairman Horton seconded by Mr. Lanier with all in favor the minutes of the April 8, 2024 meeting were approved.

Ms. Giles stated on page 45 are the financial statements as of March 31, 2024, followed by the assessment receipt schedule showing the District is 98% collected on page 57. Then on page 59 is the check register, and this is for the month of April, and it totals \$129,862.91. I don't see any unusual variances on any of the financials. Unless there's any comments or questions, I just look for a motion to approve the check register.

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

SEVENTH ORDER OF BUSINESS

Discussion of Proposed Fiscal Year 2025 Budget

Ms. Giles stated item seven on your agenda is a placeholder. We've had it here for a couple months so that we could give the opportunity to the board to talk about anything they want to see on the budget. We'll approve your budget at the next meeting. I know we've talked about hiring another maintenance person to help out, which directly affects the repair and replacement lines. So, Jay and the accountant and I will work on that. We'll go over line by line, everything on the budget. Some lines will decrease naturally, and some will increase naturally, like Clay Electric usually has an increase, and CCSO will most likely have an increase. Some of the vendors we've reached out to, and we know their increases, some of them are written into your agreement, like the second year pricing, things like that. Jay, is there anything you want to bring to the board's attention for discussion?

Mr. Soriano stated no. I do, of course, foresee an increase. I'm just figuring out how to try to keep it as low as possible for our residents. I was able to make it last year, and we did extend another year. The year previous we had an increase and we hadn't for ten years before that. I don't think that's the best way to go. I think it's better if we have smaller increases. It's easier on people's pocketbooks and their mentality. A lot of times, nobody likes to pay an increase,

whether it's \$10 or it's \$100. But, everything around us is getting more expensive, labor is getting more expensive. A lot of these lines are going up. We've done a lot of things over the last few years to cut our lines as low as possible, especially compared to other districts. For instance, the fact that we employ a lot of our employees directly, that saves a lot of money because we don't have just extra contract fees. But it's still going to increase ultimately. So, I'm looking at ways that if we have that increase, how we can keep it low. Would this be a multi-year small step increase over time and then take years off? We have, for your side, nine more years until we get rid of that bond fee. So, once we get to that, then it's great. That's a huge savings. Even if you guys decide we're not going to drop off the full \$900 to \$1,000, we're going to change the O&M and stick some in the bank, you're still going to end up having a discount. All residents are going to have a much lower rate at that point. So, that is my ultimate goal. But we have nine years left, so over the next nine years on how we go about making sure we can afford everything is really what I'm looking at, and that's kind of what I'm planning this year; a small increase.

Vice Chairman Horton stated you said adding another maintenance worker. We have six full time now, right?

Mr. Soriano stated correct.

Vice Chairman Horton stated and you're talking about adding another one to make it seven, is that correct?

Mr. Soriano stated well, that would be the plan. That was something you had asked for and then we had a board member on the other side that's asked for that because over the years, when I was at a high point, I might have three guys, but still, it's split between the two districts. So even if I have six right now, and you're averaging three guys from your district full time. It's much better. I'm getting a lot more work done. Do I think I need another one? I mean, it's always nice to have more people, but, that was a request. And if I can get it done, great. Especially if it helps get a lot of things repaired quicker and things looking nice. We get hit with those complaints of, I've been here for 20 years. The thing's 20 years old, so it's going to look rough, but at the same time it means we need to put money into repairing it, so I understand. It's still the same way if I have seven full time guys. Pretty much every week I try to split it to where they're over here half the time and your side half the time. I split the guys out. So, you might have three guys on your side working one day and there's three guys on the other side working. And it works out that day where if you have seven guys, it's going to be three and a half full time

maintenance guys for your side and three and a half maintenance guys on this side for their group. Still not a lot of people when you look at the size of your neighborhood compared to other neighborhoods, but that's more than I've ever had like I said, it gets work done a lot better.

Vice Chairman Horton stated I think it's necessary. I'm totally on board with that. You've mentioned before that, obviously, the more workers we got, the more supplies we need, which just goes without saying. Do we have the numbers to do that this year?

Mr. Soriano stated that's what I'm looking at. So that's why I was saying a minor increase. Right now I was looking at something more like a \$50, \$60 increase. Not the \$200, \$180 we were looking at before, but at \$60, let's say that's \$5 a month. It's very reasonable per household for everything we have. But if we're doing small increases. I took a ten-year plan. In that same ten year period where we did an increase, and then all of a sudden we went to \$180. So if I did \$60 for the next three years and we took two years off. Three years. Two years off. That's a small portion. They're going to see these increases and they're going to be prepared for it. But in that same time period now I'm getting almost \$300 for the ten years, compared to us getting \$177 in ten years. And it's easier for them to handle. So, I was looking at trying to set up a plan like that so we knew and we're kind of prepared ahead of time. Doesn't mean it wouldn't change. Let's say you guys have some drastic repairs that are really draining out our capital. And we need to put more O&M in, not just the capital. You might have to take that up and it's not \$60. Or we can say, hey, we're doing great this next year. Let's make it smaller, maybe \$40. I do caution getting too small because you're automatically going to spend quite a few thousand dollars on our public hearing, mailing, stuff like that. When you have any type of assessment increase, we have to go through extra steps. It's automatic lost dollars. So, we have to put that out there. You already have 3,000 homes, so even the mailing costs a lot of money. So, I don't recommend going too low. It's not like we can do a \$20 or \$30 increase. It's just not worth it when we do that. But I do want to find a way to keep it easy on the residents, and that cuts our backlash. It is something I definitely think is needed. Not just the repair and supplies, but the landscape, there are things that we need to build in more. VerdeGo has always been really good working with us each year to keep things low. They're in their second term of a five-year contract and they work with us well, but their costs get higher, too. We may need to sink in an extra \$20 or \$30,000 in extra projects to meet the demand of residents that say, you need to replace a lot of these roadside grasses, trees, things like that. So with the landscape and staffing, if you look at our seasonal staffing, I

mentioned this before, that's always a tough one for me because we have this five year plan for the state that we're required to increase minimum wage all the way till 2026. When I do that, I also have to increase the other people that have worked here for three, four, five years as hourly employees. They're I'm making a lot, but I bring in this new minimum wage person and they're almost where they're at after working for a while, that doesn't work real well, so I have to take everybody up. So, we see an increase on that district staff. So, when we put those lines in, that's where I see there's going to be a bigger budget. How low we can keep to that minimum plan is really what I'm working on right now.

Vice Chairman Horton stated you're talking about big things. You just spent \$50,000 to fix that slide. We got another \$7,000 pending on the pump. Those things we didn't count on, especially \$50,000 to fix that leak.

Chairperson Nelsen stated and the soccer field grass.

Vice Chairman Horton stated stuff happens and we need money to cover that. The \$50,000 was a big hit.

Mr. Soriano stated a big part of that budget right now is over the last few years, we've been sinking more into our capital and we've got a great capital reserve fund. Doesn't mean we want to hit it all the time, but we've got a great reserve there so that we feel a little more comfortable. But, yes, let's say we have four or five of those things in one year that's really going to take us down.

Mr. Thomas stated speaking of all of these increases and stuff, is there anything in Tallahassee coming down the line would require districts to have more capital funds or reserves or anything like that?

Mr. Soriano stated I don't know of any specific requirements.

Chairperson Nelsen stated the school boards have to have a 4% reserve.

Ms. Giles stated Kate, is there anything on the capital conversation that you see coming down the pipeline for any mandatory increases?

Ms. John stated I don't. We haven't heard anything to this point. I don't think this would be a significant cost, but I believe Mike mentioned about the goals and objectives. That's something that we're going to be sending something out. I'm sure you're aware of the new bill that's in law that's requiring CDD's to state goals of objectives and have those posted on the

district website and updated every year. But beyond that, there's not a specific capital reserve increase requirement.

Mr. Soriano stated that might be administrative costs, that might be small, but, yeah, items like that we have to look at and prepare for.

Vice Chairman Horton stated I think we need to make some kind of decision here if you're going to raise the rates like every two years starting this year and determine how much that should be.

Mr. Soriano stated we haven't gotten our first round, so you're going to see those numbers from us next month. So, if you decide it's minimal and you'd like to see more, I can still plan on that, but that was the plan for doing two years, three years at a time, and taking a couple years off, if we can, and building up that budget, just O&M and capital even more. But that's where you would tell me what you think it's about. I'm going to be the one that's always a little low, so I don't think you have to worry about that part. That's going to be up to you guys to say if it comes out like that to get everything done that we want to get done this next year, if it's a \$50 increase, that would be for you guys to say, if we're looking at three years and it's only \$50, I want \$180 in the three years instead of \$150 in the three years. That's going to take me up. All I'm going to do is increase one of those lines like your capital or your repair and replacement so that we can do more of these projects or the landscaping so we can add on some of those roadside projects. We'll just increase it from what I bring you back next month. So, until you got to see some of those numbers I don't know that you can really make a decision unless you tell me I want an automatic increase of \$60 or \$70. I don't know if you want to do that tonight.

Vice Chairman Horton stated so you say we need to wait till the next meeting.

Mr. Soriano stated no you can give me your suggestion tonight but I don't know if you want to make a decision is what I was saying.

Vice Chairman Horton stated that's why I'm just putting it out there.

Mr. Soriano stated oh yeah, that's what this is, a discussion. So, if you have an idea of where you'd like me to be and for what reasons and the board pretty much agrees that's what I'm going to go towards.

Ms. Giles stated or projects you want us to include in the budget next month. We can always take it back down when we adopt in August but we need to come in with your wish list

on the budget, the projects that you want and if that's too high then we can back those numbers out.

Mr. Thomas stated is there anything that we pay for that we can do in house or cheaper?

Mr. Soriano stated I think we're already at that point. Over the years I've tried to cut everything I could. Your district has always been better. If you remember when I first came in your sister district was \$250,000 thousand dollars in the red. So, I've worked over the years to really do as much as I could with my lines on that and they're much better. So, I don't know that we can cut any more on our end. Most of your major increases come from just standard contract fees which really aren't a lot but the last couple years they were high. You're seeing 7%. I don't see that as much this year. I see everybody going back down to more like a four or five. You might get a six here and there or something but before seven, eight even higher. But then who wants more landscaping projects? That might be a \$20,000 chunk we want to put in. Insurance was a big jump. Hopefully they won't jump like that this year. We don't ever know until unfortunately right after our budget plan. But that was a big jump last year as far as where I'm going to be able to cut, I think I've run out of lines that I could cut.

Ms. Giles stated we use your capital reserve study as a guide. It tells us based on the assets in the reserve study, if they all break coming up, this is what it would cost. And Jay and the staff has been able to say, well, I can make that flagpole last another five years. I don't have to fix that next year, so we use that as a guide for what we need to put into the capital reserve fund. It's kind of an art and a science, I guess, with that. But what are the big projects you want us to consider so that we include that in this first go at the budget?

Vice Chairman Horton stated let me add one more thing in here. The grass for the soccer field. That's not chump change. That's a large amount of money right there.

Ms. Giles stated if you all want to see that in this one, we'll add it. And then at the June meeting, Jay will be able to talk you through that. It's higher because of the soccer field project. That was an additional x dollars. And you all can say, no, let's back that out.

Mr. Thomas stated then we can also maybe look at increasing fees for the actual field usage as well.

Mr. Soriano stated we could. Up until maybe six years ago, we didn't even have that line. But that is a sports revenue line and we would just increase that. It's offsetting. We're never going to make money off of that. After 2020, everything really slowed down. All sports

organizations kind of dropped off a little bit. I'm seeing higher numbers from registration, from soccer and I-9 and I mentioned in my report on the swim team, they're back up to, I think it's 125 kids and they're not even done registering. So, we have some of our biggest teams. It's not a lot of money, but it does help offset because it's usage on the facilities. And then of course, that's what I get the complaints from. Heavy usage heats things up. So, yeah, we can discuss then even increasing those lines, increasing rental room costs. We keep everything extremely low to make it cheaper on our residents. But that's where I also remind residents, that's the offset. We're keeping it low for you to take care of the room. They beat the place up and we got to do extra, it almost forces us to increase those rates because now we're spending more time on repairs and replacements. We want it to be nice and cheap for our residents, but at the same time, that's the hard part of keeping that balance.

Vice Chairman Horton stated I noticed on the budget there was the sports, but it was quite high this time. I wondered at the time if that wasn't the catch up for the last couple of years.

Mr. Soriano stated that's why it was.

Vice Chairman Horton stated so that's not really an indicator of how much we get off of it.

Mr. Soriano stated right. This was just from registration numbers that they report to me. I haven't received the season they're in right now. I haven't received payment for soccer for this season. That was the catch up before. I-9 is good about it. And I-9 has paid more now than they have in the past. But then again, we're going to go through, I think, some changes with that because we need to get more kids and more usage, like I said, more vandalism, things like that. Everybody should pay their part, I think that helps with that budget.

Vice Chairman Horton stated I guess we've got some things to think about for next year.

Chairperson Nelsen stated the one thing I would love to see is the thing at the amenity center with the water, the bricks? I don't think that's a high dollar amount, but still, that and sign replacement would be my top two things.

Mr. Soriano stated we talked about that one last week, updating those. That's another one. It doesn't sound like that's a lot. Once we add all that up, it's going to be \$85 a month.

Ms. Giles stated we can include a cost in the budget next month for that and we'll be able to talk through it. You can say, maybe we plan for that in 2026, but today is the day that we need to know what you want to see in the budget, if it's above and beyond our normal business.

Mr. Thomas stated I think really looking at those fields because they're way overdue and then looking at the cost of using those fields.

Ms. Giles stated is that you want to see the cost to replace all nine acres in 2025.

Mr. Soriano stated I'd probably do it the same way where we do the rotating. I would have to put something in. We had it in there already where not only was there revenue, but there's like a \$20,000 line for the sprigging. Even though we didn't do it, it's in there already. That would be increased because we're not getting \$20,000 anymore.

Chairperson Nelsen stated right. That's what I think we're talking about. We just can't do all nine acres in a year because it's got to have the recovery time and not shut everything down.

Ms. Giles stated are there any other projects? I've got all those so far.

Vice Chairman Horton stated if we're going to raise the rates this year, I'm going to suggest \$150. I'll just throw that out and you can agree, or not agree. I think that would be a good starting point. Like you said, we don't have to do that two years from then. That's a good starting point and see how that works out. If we hire more maintenance people, we're going to use more materials, we're replace the grass, all these other things that come up, who knows what's going to be?

Chairperson Nelsen stated what's your opinion on spreading that over a three year period where we would do \$50 next year and then \$50 and then \$50, and that's what Jay is proposing.

Vice Chairman Horton stated I'm saying \$150 for this coming year. Then play it by ear the next two years.

Mr. Soriano stated I can take that in. Like I said, I'll put all the things you guys talked about into this and see where we're at. I don't know I'd be at 150 total right now because we just increased a couple years ago, and I'm going to be behind this year, but not much. I was hoping I could make it last year, and I did. This year it's going to be a little tighter, but I don't know that I have the need right away for \$150. It gives us that amount so that we can have extra spending room for all that. So then I'll leave it to you guys to decide at that point if you want to just take it up to \$150 or \$90. If you say that's going to make it just till next year. We don't want to do it that way. Let's make it a bigger one. That's why I leave it to you guys.

Vice Chairman Horton stated I'd rather get it over with in one year, and then two years from then look at it and see what we've got and go from there. We might not have to do it.

Mr. Soriano stated the only reason I was looking at a smaller one is I get more in a ten year period, doing it that way, than \$150 at a time. Unless you guys look at doing \$150 every couple of years.

Mr. Thomas stated can you just run it both ways?

Mr. Soriano stated yes, I'm going to run it. I'm going to give you what I know I need based on what we talked about here tonight and the thoughts of I need staff to increase this much, because your minimum wage increase every year goes here, you need your landscaping. There's already a contract increase, but if we want to do some of these other projects, we look at not only what do we spend right now, so, each year you might spend ten to 15 extra. We want to do even more than that. So, I'm going to bump that up to, say, 20, 25, or 30 extra each year. I'm going to put all those numbers in, and that's going to give us that increase. But then you're going to tell me what you want more than that, if you want more than that. Or we go to a smaller increase, and we do a sectional economy where we just kind of do it like a Band-Aid, one and done and rip it off. I just always am afraid that, we're still going to come back in two or three years, and things are going to be expensive, and we do it again.

Ms. Giles stated what will happen at the next meeting is we'll run the numbers like Jay just described. We'll bring it to the board at the meeting. You'll have this type of discussion, and then there'll be a motion, and that motion will be to approve the budget as it is, or it'll be to approve it in substantial form with changes that you give us at that time. If the changes are to increase it, I won't be able to do the exact math in the middle of the meeting, but you'll give us that guidance, and then in July, that approved budget will be in the agenda, and then in August, you'll adopt it. So, when you go to adopt it, you can still make another change. The only other thing I have about this is for June's meeting, June 10th, I'm just looking to see if we're going to have quorum. If we could just do a roll call if you are going to be present at the June 10th meeting.

Chairperson Nelsen stated no. I have a state finance reporting for schools, a conference that I have to be at, so I can't be here.

Ms. Giles stated if there's any doubt in your mind on the other three, we can have a different discussion about changing this date.

Chairperson Nelsen stated because we have to notice that, right?

Ms. Giles stated we have to notice this date. Right now, it's scheduled for June 10th.

Mr. Lanier stated it should be good for me.

Vice Chairman Horton stated I should be good.

Mr. Lanier stated if we bring in another member, then that would also happen that night, right?

Ms. Giles stated that would be at the same meeting, and that would be at the top of the agenda.

Chairperson Nelsen stated you'd have to have quorum to vote that person in anyway. So, three bodies.

Ms. Giles stated we'll notice that meeting a couple weeks out from it. So, if something changes on your schedule, just let me know as soon as possible, and then we'll look at changing the date. But with being down by two, I need quorum from the other three.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2024-03, Confirming Use of the Clay County Supervisor of Elections to Conduct the District's 2024 Election of Supervisors

Ms. Giles stated you'll see on page 111, in section three at the bottom, that seats one, three and five are scheduled for the general elections in November. Tom, I see that you've prequalified, and I see your name on the supervisor of elections website. So, seat three is the one that we discussed already. Seat one, if you need any help, let me know.

Mr. Thomas stated I just need to file it.

Ms. Giles stated you can pre-qualify now, but on June 10th, during that qualifying period, you'll still need to do some paperwork.

Vice Chairman Horton stated I would suggest that you call the office down there. There's a lady that will tell you exactly what you have to do.

Ms. Giles stated I can send you her contact information if you want.

Mr. Thomas stated that would be fantastic.

Chairperson Nelsen stated it's on their website.

Mr. Thomas stated I went on the ethics website today.

Ms. Giles stated unless there's any comments or questions on resolution 2024-03, I just look for a motion to approve.

On MOTION by Chairperson Nelsen seconded by Mr. Lanier with all in favor Resolution 2024-03, confirming use of the Clay County Supervisor of Elections to Conduct the District's 2024 election of supervisors was approved.

NINTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There being no report, the next item followed.

B. District Engineer

There being no report, the next item followed.

C. District Manager – Report on the Number of Registered Voters (4,837)

Ms. Giles stated on page 115 is a report on the number of registered voters. Florida statute 190 requires us to provide that number to you. As of April 15th of this year, there were 4,837 registered voters in your community. Also, just a reminder your Form 1 is due online by July 1st and then your ethics training is due by December 31st. Next year I think we'll be in a rhythm a little better, and I probably won't remind you as many times. I have no problem reminding you. The Form 1 is not as difficult. I think you're going to like it once you do it, because it's always there, and then you just update it every year.

Chairperson Nelsen stated I did get an email from them. Did you guys get one where you had to go in and register?

Vice Chairman Horton stated I filled out Form 1 already.

Mr. Thomas stated I didn't get the Form 1. I got the email for the ethics thing.

Ms. Giles stated now, be careful with the ethics because it's a new requirement. There are some companies that are emailing the supervisors because you're a public record and they're emailing you the opportunity to pay for the classes with them.

Mr. Thomas stated it's FASD.

Ms. Giles stated I'm not sure if that's the one that has been soliciting for you to pay for the classes.

Mr. Thomas stated it says that I have to pay for it.

Ms. Giles stated no, don't click on that one then. The list that Mike Eckert gave us at the meeting in the agenda package has the free classes listed. If I need to resurface that in your email, I'm happy to do that.

Vice Chairman Horton stated how did we lose 1,121 voters?

Ms. Giles stated I saw that last year you had 5,598.

Vice Chairman Horton stated yeah, we lost over 1,000 registered voters. That doesn't make sense.

Mr. Soriano stated I can tell you, just looking at your data that we get a lot of the changeovers last year there were a lot of home sales, but what we got was a lot of them were purchased by investment companies. So, we have a lot of rentals. What happens with that is in the last year, if they don't change their driver's license over to this address, they can't register to vote here. So even though we know we have a lot more than even 10,000 people on your side, most of them don't. That is what we've seen when we're doing cards. How many more rental homes in the last year compared to new purchase or homeownership that we're dealing with the actual owner when we do the cards has been higher in the last year.

Ms. Giles stated it's a decrease of 761. On average, if there's two adults in the household, that's 380 houses.

Mr. Soriano stated even as a rental, as soon as they change their driver's license to match this address, they qualify in your precinct, then they can register to vote here. But until then, a lot of them I don't think change their driver's licenses because they don't want to.

Vice Chairman Horton stated just out of curiosity, I looked at Middle Village. They lost about 600.

Chairperson Nelsen stated what's their number?

Vice Chairman Horton stated 4,374. This year in South Village, they lost a couple hundred.

Chairperson Nelsen stated they sure are all the first people to complain on social media.

D. Operations Manager

Mr. Soriano stated in April, we had our movie and our yard sale. We were supposed to have a movie this past Friday. Unfortunately, because of that storm coming through, I made the decision to cancel it and about an hour after we sent out that email it cleared up. Even our trucks,

they had to cancel because, just driving from wherever they're coming through with that wind. We had two trucks still come out. We just weren't going to do the movie. We had more trees down Friday than that during some of our big storms the last couple of years and we're still cleaning up. I'm getting some emails here and there from residents to check out a tree. So, Friday was a little tough because it's part of our dive in and we've been doing the last few years is a series. Typically, when we cancel the movies, I don't do rain dates, but I'm going to have to come up with something because we're doing Kung Fu Panda in order, and we've already paid for the licenses. So, I'm looking at changing that to the Memorial Day Friday. It's going to make it a long weekend for our aquatic staff, makes it a little more hectic, but we have to get it done. Then not even two weeks later, we're over here with our first dive in to show Kung Fu Panda 2 in June. So as soon as the food trucks tell me they can supply food trucks for the event that night, and they're good with being able to get us a few. I'll make that decision and send that out by email so we can have a fun movie night that Friday. We're still on the alternating schedule with the pools, but after that weekend with the movie and Memorial Day, we will be on that full time operating schedule. I did want to mention, we have a very large recreational swim team, 120 some registrations already and they're not completely done. It's been a while since they've been that large, but that makes for hectic times over here in this pool. They don't use your pool. If you look down a couple spots later, the high school swim teams I do allow the use your pool every once in a while. So, we have two high schools here that utilize the pools, Ridgeview and Oakleaf. Basically, what I do is I put the two coaches in a room and let them fight out for their schedules as far as practice and swim meets. But then on days where Ridgeview doesn't have an away meet, they can't go someplace and Oakleaf already has a meet at home, if they're practicing, they would need a place to practice. That's when I bring them over to your side. Every once in a while, we will get some overflow usage on your pools. We don't like to do it too much because they have to change how they practice. They can't dive. Your pool is not deep enough to dive even from the side where they can do that here. So, it just changes their practice a little bit. But the last few years, it's been two, maybe three times a season that we've had to do that. They tend to work together pretty well and squeeze into this pool. But just to be aware, that doesn't really happen until late August, beginning of September when the high school teams come back on. Our card usage and assignments have picked up. We're seeing more and more people, but this is not the normal numbers I expect for summertime. We will get to that point where we're

printing 500, 600, 700 cards a month. So, this is kind of low. On the maintenance side, I do have a couple of open items for you. The Nature's Hammock playground slide; I did finally locate one about a week ago and it was only going to be about \$2,500. So not as bad as I was thinking. A little cheaper than some of our Burke slides that we've replaced in the past. So that is on the way to us. I know we wanted to put it off as long as possible, but I will have to bring back some quotes for you for the next playground structure. Waverly is causing problems where I'm out there replacing a gate or a play piece on the structure pretty much every month. That is the next one that's going to fall apart on you and we really need to look at replacing that one. So, I'll bring back some quotes. Of course, it takes two or three months to get it. So, it may not happen until the next fiscal year, but you may want to look at purchasing that now so we have it in the works and I can let all of the parents know because they send me pictures of a rusted part or something like that. So, we do need to get that in there.

Vice Chairman Horton stated can you use what we did for the playground in the neighborhood down that has the orange slide on it?

Mr. Soriano stated that big one did take us about a year, actually more to get in. That was the Ellie the Elephant. That one was a little more expensive. That was the heavy duty five-inch post one that you guys did pick out that one specifically because that is a more durable one. That one was closer to \$48,000 for that one. I don't mind, and it wasn't that hard to put up compared to the other ones. It's a little bigger, but it is just sturdier all around. So that's why it's more expensive. But I can bring that back to you.

Vice Chairman Horton stated I'm just curious. It seemed pretty nice.

Mr. Soriano stated it is really nice. The legs on the gazebo; there are quite a few of these out there. I've talked to a couple of you guys before. This is going to be getting into high dollar. I did finally locate where I could get these legs from the manufacturer. They will ship them down from Michigan. They are individual posts. What happens is we would have to lift the roof up. They actually unbolt from that structure and we have to take out that four by four post. They're just surface mounted on the concrete. They were designed with a hand hole so you could run things like your gutter system through. Or if you want a conduit for lighting in the inside of the gazebos. They do have access holes in the bottom. The biggest problem with that is it's also where it starts to rust out from the gut to the bottom. Some of these are 20 years old and the legs are holding on with a little bit of metal. Now, there are eight legs around these things, so they're

not going to fall over. But they cost me \$5,000 to \$7,000 to replace one leg at a time, because I have to bring in equipment to lift that roof up, pull the leg off, pop the new leg on and lower it back down. It's not something we can do with a maintenance guy and a screwdriver. So, I'll be bringing this back to you. But I was able to locate those legs from Polygon. There is probably at least one on almost every gazebo you have that I need to look at replacing. Some have two or three. I've had somebody ask me, why don't you just replace the whole thing? Those things are about \$30,000 to \$40,000 for the gazebo, and then I still have to have somebody put it up. Because they're structures, I have to be able to permit it. It's actually a roof. It falls under a building department, I have to go through a whole process. So, I'd rather not replace the whole gazebo, if we can. But I will bring that back to you guys because that's going to add on to some of the costs for our playground repairs. We have this step plan for the next seven to nine years to replace all of your playgrounds doing one or two each year. We just finished the third year and, we've got four done now working on our fifth.

Chairperson Nelsen stated what about the aesthetics of the Gazebos? You can just paint the poles and they'll all look fine?

Mr. Soriano stated we can paint the poles. It's not going to be as tough as its original design. They're powder coated. So, when they make them, they send them to the powder coater in a big warehouse and they ship them out to us. It's not going to be as hard as powder coating. When you put the enamel on it's still going to be something that every few years, especially if the kids are beating them up and trying to cut into them or draw on them and we're pressure washing it, we're going to have to go back out. But a two-part epoxy of the hard enamel lasts a lot longer, we found, than doing regular paint. So, we go out and paint the poles, but we can also get the roofs painted. The roofs are regular tin roofs. But if you notice what we did on the fitness center, the metal roofing and the field house, that paint made a big difference. It makes that roof look a lot better. So, it may be something I get Tito's to give me a price just to paint a roof at a time and we hit some of those gazebos to make those look better. Like everything else they are 20 years old. Unless there's any questions on some of those other maintenance items, that is it for me. The slide will be up and running this next week, and everything's in. I don't have word whether the drive is programmed yet or not. I told him I need it Monday morning.

Vice Chairman Horton stated you still don't have the pump, though, right?

Mr. Soriano stated right. It's at Compac. The pump, the volute, and the drive. When I went out to get bids to replace the current pump and motor, I do have multiple suppliers. The current pump and motor is not a design they even make anymore. So, the newest design was around \$5,500, \$6,000. Compac for a little more than \$7,000 gives us their design with a new VFD drive. And as they do custom work, everything. So they put everything together, they test it out in their vaults up there on Beaver street, in the warehouse to make sure it has the right gallon flow and there's no leaks whatsoever. So, I'm waiting on them. It makes it easy on our contractor. Once we get it down here, all they have to do is bolt it in place. We've been waiting two months for this thing. We sent out a check already, so I did bug them and told them I wanted it this week. I've been bugging them every week, but I told them this is kind of a grand opening weekend. We're not really full until Memorial Day, but I wanted to see if we're falling behind. We've got the slide painted, so all the gel coat is on there. The lifeguards will help me polish and wax it up this week so it's nice and slippery and fast, but I need the motor to push the water.

Vice Chairman Horton stated you ordered some benches for the pickleball courts?

Mr. Soriano stated yes. If you've been out there, I actually like them, and they match well. There are benches for both in between the courts. So, I took their little makeshift blockades out of the way that we talked about. And that's benches there now on the sides. But then we also purchased bleachers that go in the grass area for when they have viewing. It was a little more money than I probably would have wanted to spend on pickleball, but they did give us a donation out of their last set of tournaments and clinics. They gave us a few hundred bucks to go towards a purchase of the benches and the bleachers.

Vice Chairman Horton stated are they staying pretty active?

Mr. Soriano stated extremely.

Mr. Thomas stated what about the lights at the basketball court?

Mr. Soriano stated we were actually scheduled Friday for that. My electrician canceled because of the weather. You will see a cost for rental on the lift. The RMS lift is down. Normally you guys don't pay much extra for that. You pay more for their electrician, but I don't have their lift right now, so we'll rent that. And my electrician will be the one putting that up. He's usually pretty quick, so we should be able to get back to it this week. But all the lights are sitting in my office ready to go, and all.

Mr. Thomas stated all of the lawn chairs and everything are good to go around the pools?

Mr. Soriano stated yes, and if you guys have been down there, we did just pressure wash that building. If you haven't seen, I would like you to take a look at it. The white on the building looks pretty good. I think it is something that we'll look at doing paint on trim work. And the upper part, like the where the chimney's at and have it cleaned up pretty good. But you can tell that paint is old. The roof, though, is extremely thick, so I'm going to look at getting that sealed. They are concrete tiles, so they can't be sealed. But after pressure washing and all the chemicals and high pressure, once it dried up, it looks more gray to me than black. Nice and clean. So, if you get a chance to go down there and take a look at it, you can tell that the whole building was washed really good. But now it's also a lot of colors are faded, so we'll look at updating that, too.

Vice Chairman Horton stated there's a the receipt in there. I'm just curious what this is. A cargo climb rope net.

Mr. Soriano stated that was not yours. You do have some rope on there, on the spray ground. It's split. I pull the pricing for the smaller rope that's on the bottom of your spray ground. It stops the kids from running underneath the decking of the spray ground. We have to replace that every few years because the kids like to climb on it and it rips a hole in the netting. The big cargo one, which is the more expensive one, is for this spray ground. But I ordered it all together, so you'll see a split of price on there for what your district covers and what Middle Village covers. That net is expensive just for this little four by eight net. It's outrageous. That's what happens when you have the water park. There's only so many companies that deal with that.

TENTH ORDER OF BUSINESS

Audience Comments / Supervisor Requests

Iris Benson stated are the supervisors residents in this area?

Vice Chairman Horton stated you have to be. We're all neighbors here.

Mr. Thomas stated yes, ma'am.

Stephen Fagan stated what is the apprehension in making an increase to the residents for stuff like playgrounds, landscaping, benches, everything is going up; eggs, gas, mortgages. Why not pass this cost on to the residents? Because that's just the natural order of things. If everything has gone up, it's labor, for instance, materials. That cost must be offset by something. The residents who live here, you are going to have to pay more. If we don't start paying more, the community is going to start showing its age very badly and very rapidly.

Vice Chairman Horton stated we actually did that two years ago and didn't get very much. I think Jay got some emails on it, but he told them what it was for, and they were okay with that. So basically, there was no kickback on it. And I think everybody understands that it takes money to run this place. So that's what we're looking at in the budget and what we got.

Stephen Fagan stated that's the \$150 you spoke about earlier? Over what, three years? Mr. Thomas stated well, that's to be determined.

Mr. Soriano stated the budget can only be done one year at a time. That was just a bigger plan. The worry is how much and how far do we go to push it, to get more money without too many people showing up with torches and pitchforks. But I think that's where everybody's at. All of us have been here for many years, so we definitely see that, but it's always helpful when we have some residents in there. When we do that increase, to say this is needed. Most people do understand it. That's what I got last time was more questions of like, well, what are you guys planning on doing? Yes, it's definitely needed, go for it. I didn't get a lot of pushback.

Chairperson Nelsen stated we live here. We want the community to look well, too. We just want to be good stewards of the money that we bring in, and we do understand.

Stephen Fagan stated I see you all are good stewards. It's just a balancing act.

Chairperson Nelsen stated it is.

Stephen Fagan stated I get it, but you have to pay to play.

Chairperson Nelsen stated I agree.

Stephen Fagan stated it's just one of those necessary evils.

Iris Benson stated when you were talking about \$50 for the next three years versus \$150 for the set of three years, what's to say in the second year, you have to raise it again, and then you start losing credibility with the residents. Has that happened in the past?

Vice Chairman Horton stated no, because we've only done it one time in the last ten years. That's why I like to make it a little bit higher than people would normally like to do it. Because you can do it one and done. You're better off than chump changing everybody down the road. That's my thinking.

Iris Benson stated the one and done is fine as long as it is done. That was my point. It could creep back up on it.

Stephen Fagan stated and it's substantial enough to carry through the three years. Some escalation costs need to be included in it.

Vice Chairman Horton stated all our costs go up every year.

Mr. Thomas stated I just saw on the way in, in Briar Oaks there's a dead tree if you're facing the entrance on the right-hand side. One of the things I needed to bring up tonight was that truck parking, because it seems like those two trucks are taking turns now. I personally have called FHP, but it seems like that the turnaround time. There's a white and a blue truck. I'm going to call it blue. The blue one was there for several days, and I get to the point where I can call you, and there's only so much you can do. So, I call my buddy, who's FHP, and then he calls, you know, blah, blah. But now the white one's coming back. Can we put a sign there that says no overnight parking? Because I know that it's DOT and it's going by the county and everything. Then the county has to enforce it. But we also tow cars who are illegally parked and the Village Center. Can we ask their tow company? If there's anybody there, it's got to go.

Mr. Soriano stated since we don't own the roads, we can't tow. I can put a sign there. I just don't have a way to enforce it.

Mr. Thomas stated is there a way that we can actually enforce it?

Ms. Giles stated is it district property?

Mr. Soriano stated no, it's not.

Mr. Thomas stated it's that emergency pull off. There are two trucks in particular, one I know that we've had an issue with in the past that my friend has called their company in Texas and told them and all of a sudden it got towed. But it's just very aggravating to listen all my neighbors. Oh, that truck is there again. I even called on Chalon's truck that one time and it ended up being her landscaping truck. But I'm just saying it's very unsightly. It can cause a danger.

Mr. Soriano stated there's a couple of homeowners in Canon's Point there. They sit on the other side of the fence there where he parks. Well, the white truck runs generators and you can actually hear it in their house. And that's where I would hope either CCSO or FHP could get involved because of code enforcement, and it's a noise ordinance type thing, but they say they'd call, and code enforcement won't really get involved. The white truck has taken off his placard. So I figure he owns a vehicle now, which could be the case. If he's working for somebody else they have to have all that information on there so we can call the company, but if we don't have any authority on the county roads not to tow we have to deal with code enforcement and CCSO to help us out.

Vice Chairman Horton stated what are we talking about?

Mr. Soriano stated as you're going down Oakleaf Village Parkway, the elementary school's on your right, right past that intersection where you would turn to go towards a little shopping center. The road goes from a two-lane road down to a single lane, and you have that emergency area on the right where there's the yellow striping. They pull up and park. They're big rigs.

Mr. Thomas stated it's multiple rigs. What's to say they don't call their friends, and now all of a sudden, we have a truck stop right there.

Vice Chairman Horton stated when I was liaison with the sheriff's department, we had a guy park in this truck, and I had him go by there and tell him, you can't park there and it worked. He went away. If you just have just had the deputy go by and tell him he can't park there.

Mr. Lanier stated why can't park there? I'm asking out of ignorance. I mean, if Clay County's not going to enforce it, I'm not saying that he should, but what's to stop him legally?

Mr. Thomas stated from what I've been told, it's supposed to act as an emergency parking area where the two lanes go into one. They're using it for overnight and actually multiple day parking.

Chairperson Nelsen stated so what do we call? Clay County non-emergency?

Mr. Thomas stated don't we have an off duty officer that comes out here?

Mr. Soriano stated you got two sides. Code enforcement can do it. They can call CCSO and say, you need to tow or remove the vehicle. They have certain rules that they'll follow to say whether it can be towed or not. So, they don't always do much. If you have an abandoned vehicle without a tag or up on blocks, they're much quicker. But with the semi they haven't really got involved. CCSO could tow or remove if there's an emergency issue so the rule stands so that you can get an emergency vehicle through. I don't think an ambulance is going to have a problem going through, but realistically, that side is for emergency because of the two lanes coming through. So, I think that's kind of where our FHP guy was using that as you can't be in that lane and staying there to back up the fact that he was going to have a guy towed, that would really be up to CCSO, but they haven't talked to him about it. We haven't really gotten any resolution from code enforcement or CCSO. I mean, we can continue to call, but, we typically don't have any authority.

Chairperson Nelsen stated put the number out there for everybody to call. Numbers get results.

Mr. Thomas stated so when the residents call, are they calling you for the overnight listening to the generator for the noise component right now or should they start calling the HOA?

Mr. Soriano stated when they call me, I direct them to code enforcement and CCSO. It's kind of like our, if you remember our barber shop that was up here on the roundabout, our mobile barbers, that took six or seven weeks to deal with, but that was a code enforcement. And then, you know, the county commissioners had to get involved and then they finally did have them removed. But it took a lot of residents from Eagle Landing and Middle Village all calling and complaining to code enforcement, so I direct them there.

ELEVENTH ORDER OF BUSINESS

Next Scheduled Meeting – June 10, 2024 @ 4:00 p.m. at the Plantation Oaks Amenity Center

TWELFTH ORDER OF BUSINESS

Adjournment

On MOTION by Chairperson Nelsen seconded by Vice Chairman Horton with all in favor the meeting was adjourned.

Secretary/Assistant Secretary Chairman/Vice Chairman



Community Development District

Unaudited Financial Reporting April 30, 2024



Community Development District

Combined Balance Sheet April 30, 2024

		General		Recreation	I	Debt Service	Са	ıpital Reserve		Totals
		Fund		Fund		Fund		Fund	Gove	rnmental Funds
Assets:										
Cash:										
Operating Account	\$	27,619	\$	270,678	\$	-	\$	803,970	\$	1,102,268
Due from Other		25		137		-		-		162
Due from Middle Village		-		6,702		-		-		6,702
Investments:										
State Board of Administration (SBA)		13,650		97,694		-		482,186		593,530
Custody Account-General Fund Excess		128,934		1,383,786		-		78		1,512,799
Series 2013 A-1										
Reserve		-		-		868,806		-		868,806
Revenue		-		-		2,394,498		-		2,394,498
Prepayment		-		-		269		-		269
<u>Series 2013 A-2</u>										
Reserve		-		-		95,634		-		95,634
Prepaid Expenses		3,409		4,583		-		-		7,992
Total Assets	\$	173,637	\$	1,763,581	\$	3,359,208	\$	1,286,234	\$	6,582,660
Liabilities:										
Accounts Payable	\$	4,546	\$	22,107	\$	-	\$	7,819	\$	34,472
Accrued Expenditures		-		6,701		-		-		6,701
Total Liabilites	\$	4,546	\$	28,809	\$	-	\$	7,819	\$	41,173
Fund Balance:										
Nonspendable:										
Prepaid Items	\$	3,409	\$	4,583	\$	-	\$	-	\$	7,992
Restricted for:										
Debt Service - Series		-		-		3,359,208		-		3,359,208
Assigned for:										
Capital Reserve Fund		-		-		-		1,278,416		1,278,416
Unassigned		165,683		1,730,189		-		-		1,895,872
Total Fund Balances	\$	169,092	\$	1,734,772	\$	3,359,208	\$	1,278,416	\$	6,541,487
Total Liabilities & Fund Balance	\$	173,637	\$	1,763,581	\$	3,359,208	\$	1,286,234	\$	6,582,660

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending April 30, 2024

		Adopted Prorated Budget			Actual			
		Budget		u 04/30/24	Thr	u 04/30/24	V	ariance
Revenues:								
Special Assessments - Tax Roll	\$	177,890	\$	177,890	\$	176,136	\$	(1,754)
Interest Income		1,600		1,600		3,145		1,545
Total Revenues	\$	179,490	\$	179,490	\$	179,281	\$	(209)
Expenditures:								
General & Administrative:								
Supervisor Fees	\$	12,000	\$	7,000	\$	5,400	\$	1,600
FICA Expense		1,000		583		423		161
Engineering		5,000		2,917		265		2,652
Arbitrage		700		700		700		-
Dissemination		1,696		989		989		0
Assessment Roll		8,705		8,705		8,705		(0)
Attorney		42,000		24,500		22,370		2,130
Annual Audit		5,200		5,200		5,300		(100)
Trustee Fees		8,815		8,815		9,497		(682)
Management Fees		68,741		40,099		40,099		0
Information Technology		2,271		1,324		1,325		(0)
Telephone		600		350		89		261
Postage		1,900		1,108		308		800
Printing		2,000		1,167		636		531
Insurance		10,199		10,199		9,596		603
Legal Advertising		2,800		1,633		218		1,415
Office Supplies		200		117		4		112
Website Compliance		2,650		1,546		1,546		0
Dues, Licenses & Subscriptions		175		175		175		-
Other Current Charges		120		70		52		18
Capital Reserve Funding		2,719		-		-		-
Total General & Administrative Expenditures	\$	179,490	\$	117,197	\$	107,698	\$	9,499
-								
Excess (Deficiency) of Revenues over Expenditures	\$	-	\$	62,293	\$	71,583	\$	9,290
Net Change in Fund Balance	\$	-	\$	62,293	\$	71,583	\$	9,290
Fund Balance - Beginning	\$	-			\$	97,509		
Fund Dalance Ending	.				ф	160,002		
Fund Balance - Ending	\$	-			\$	169,092		

Community Development District

General Fund Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
Special Assessments - Tax Roll	\$ - \$	169,333 \$	1,290 \$	1,994 \$	1,099 \$	2,420 \$	- \$	- \$	- \$	- \$	- \$	- \$	176,136
Interest Income	139	62	87	582	819	786	670	-	-	-	-	-	3,145
Total Revenues	\$ 139 \$	169,395 \$	1,377 \$	2,576 \$	1,918 \$	3,206 \$	670 \$	- \$	- \$	- \$	- \$	- \$	179,281
Expenditures:													
General & Administrative:													
Supervisor Fees	\$ 1,000 \$	600 \$	- \$	1,000 \$	1,000 \$	1,000 \$	800 \$	- \$	- \$	- \$	- \$	- \$	5,400
FICA Expense	83	50	-	83	83	65	61	-	-	-	-	-	423
Engineering	-	-	-	-	-	-	265	-	-	-	-	-	265
Arbitrage	-	-	-	-	-	-	700	-	-	-	-	-	700
Dissemination	141	141	141	141	141	141	141	-	-	-	-	-	989
Assessment Roll	8,705	-	-	-	-	-	-	-	-	-	-	-	8,705
Attorney	3,511	1,386	2,903	3,603	5,604	1,932	3,431	-	-	-	-	-	22,370
Annual Audit	-	-	-	-	5,300	-	-	-	-	-	-	-	5,300
Trustee Fees	4,091	-	-	-	-	5,406	-	-	-	-	-	-	9,497
Management Fees	5,728	5,728	5,728	5,728	5,728	5,728	5,728	-	-	-	-	-	40,099
Information Technology	189	189	189	189	189	189	189	-	-	-	-	-	1,325
Telephone	16	15	13	3	6	6	29	-	-	-	-	-	89
Postage	64	26	3	16	11	116	71	-	-	-	-	-	308
Printing	17	110	82	31	147	139	111	-	-	-	-	-	636
Insurance	9,596	-	-	-	-	-	-	-	-	-	-	-	9,596
Legal Advertising		-	-	148	70	-	-	-	-	-	-	-	218
Office Supplies	1	1	0	1	1	1	1	-	-	-	-	-	4
Website Compliance	221	221	221	221	221	221	221	-	-	-	-	-	1,546
Dues, Licenses & Subscriptions	175	-	_	_	-	_	_	-	_	-	-	-	175
Other Current Charges	32	21	-	-	-	-		-	-	-	-	-	52
Capital Reserve Funding	-	-	-	-	-	-	-	-	-	-	-	-	-
Total General & Administrative Expenditures	\$ 33,569 \$	8,488 \$	9,281 \$	11,165 \$	18,501 \$	14,946 \$	11,748 \$	- \$	- \$	- \$	- \$	- \$	107,698
Excess (Deficiency) of Revenues over Expenditures	\$ (33,430) \$	160,908 \$	(7,904) \$	(8,590) \$	(16,583) \$	(11,740) \$	(11,079) \$	- \$	- \$	- \$	- \$	- \$	71,583
Net Change in Fund Balance	\$ (33,430) \$	160,908 \$	(7,904) \$	(8,590) \$	(16,583) \$	(11,740) \$	(11,079) \$	- \$	- s	- \$	- \$	- \$	71,583

Community Development District

Recreation Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending April 30, 2024

	Adopted	Pro	rated Budget		Actual		
	Budget	Thi	ru 04/30/24	Th	ru 04/30/24	7	/ariance
Revenues:							
Special Assessments - Tax Roll	\$ 1,873,440	\$	1,873,440	\$	1,854,967	\$	(18,473)
Interest Income	3,700		3,700		31,078		27,378
Amenities Revenue/Miscellaneous	40,000		23,333		13,035		(10,298)
Sports Revenue	15,000		15,000		22,315		7,315
Total Revenues	\$ 1,932,140	\$	1,915,473	\$	1,921,395	\$	5,921
Expenditures:							
Administrative:							
Management Fees - On Site Staff	\$ 220,678	\$	128,729	\$	128,729	\$	0
Insurance	116,853		116,853		116,450		403
Other Current Charges	3,500		2,042		940		1,102
Permit Fees	1,635		954		-		954
Subtotal Administrative	\$ 342,666	\$	248,577	\$	246,119	\$	2,459
Maintenance:							
Security	\$ 107,000	\$	62,417	\$	61,254	\$	1,162
Security - Clay County Off-Duty Sheriff	44,627		26,032		27,300		(1,267)
Water - Irrigation	12,300		7,175		6,926		249
Irrigation Maintenance	5,000		2,917		2,952		(35)
Streetlighting	31,000		18,083		16,150		1,933
Electric	36,000		21,000		18,380		2,620
Landscape Maintenance	459,000		267,750		267,849		(99)
Common Area Maintenance	55,000		32,083		33,382		(1,299)
Lake Maintenance	29,232		17,052		15,190		1,862
Capital Reserve Funding	300,137		-		-		-
Subtotal Maintenance	\$ 1,079,296	\$	454,509	\$	449,384	\$	5,126

Community Development District

Recreation Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending April 30, 2024

	Adopted	Pro	rated Budget		Actual		
	Budget	Th	ru 04/30/24	Thi	ru 04/30/24	V	ariance
Recreation Facility:							
Amenity Staff	\$ 137,588	\$	80,260	\$	56,147	\$	24,113
Refuse Services	17,500		10,208		10,916		(708)
Telephone	6,000		3,500		4,976		(1,476)
Electric	42,000		24,500		14,882		9,618
Cable	9,000		5,250		5,313		(63)
Pool Maintenance	35,000		20,417		22,425		(2,008)
Water / Sewer/Reclaim	57,000		33,250		22,992		10,258
Facility Maintenance-General	50,000		29,167		23,909		5,258
Facility Maintenance-Preventative	10,000		5,833		2,390		3,443
Facility Maintenance - Contingency	34,750		20,271		16,368		3,903
Lighting Repairs	8,500		4,958		4,230		729
Special Events	7,500		4,375		2,561		1,814
Office Supplies & Equipment	1,000		583		874		(291)
Janitorial	67,840		39,573		35,344		4,229
Recreation Passes	4,000		2,333		1,204		1,129
Pool Leak Repairs	2,500		1,458		-		1,458
Multiuse Field	20,000		11,667		-		11,667
Subtotal Recreation Facility	\$ 510,178	\$	297,604	\$	224,530	\$	73,074
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Total Expenditures	\$ 1,932,140	\$	1,000,691	\$	920,032	\$	80,658
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$	914,783	\$	1,001,362	\$	86,580
Net Change in Fund Balance	\$ -	\$	914,783	\$	1,001,362	\$	86,580
Fund Balance - Beginning	\$ -			\$	733,410		
Fund Balance - Ending	\$			\$	1,734,772		
					, , <u></u>		

Community Development District

Recreation Fund Month to Month

	 Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
Special Assessments - Tax Roll	\$ - \$	1,783,324 \$	13,589 \$	20,998 \$	11,573 \$	25,482 \$	- \$	- \$	- \$	- \$	- \$	- \$	1,854,967
Interest Income	1,174	448	698	5,913	8,425	7,990	6,431	-	-	-	-	-	31,078
Amenities Revenue/Miscellaneous	723	800	1,476	2,017	787	3,352	3,882	-	-	-	-	-	13,035
Sports Revenue	-	1,385	-	19,330	-	-	1,600	-	-	-	-	-	22,315
Total Revenues	\$ 1,896 \$	1,785,957 \$	15,762 \$	48,258 \$	20,784 \$	36,824 \$	11,913 \$	- \$	- \$	- \$	- \$	- \$	1,921,395
Expenditures:													
Administrative:													
Management Fees - On Site Staff	\$ 18,390 \$	18,390 \$	18,390 \$	18,390 \$	18,390 \$	18,390 \$	18,390 \$	- \$	- \$	- \$	- \$	- \$	128,729
Insurance	116,450	-	-	-	-	-	-	-	-	-	-	-	116,450
Other Current Charges	213	75	181	91	120	107	153	-	-	-	-	-	940
Permit Fees	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Administrative	\$ 135,053 \$	18,465 \$	18,571 \$	18,481 \$	18,510 \$	18,497 \$	18,543 \$	- \$	- \$	- \$	- \$	- \$	246,119
Maintenance:													
Security	\$ 8,922 \$	8,595 \$	8,976 \$	8,867 \$	8,323 \$	8,976 \$	8,595 \$	- \$	- \$	- \$	- \$	- \$	61,254
Security - Clay County Off-Duty Sheriff	2,856	4,519	3,525	4,069	4,295	3,550	4,486	-	-	-	-	-	27,300
Water - Irrigation	1,029	1,981	926	671	588	658	1,075	-	-	-	-	-	6,926
Irrigation Maintenance	2,952	-	-	-	-	-	-	-	-	-	-	-	2,952
Streetlighting	2,270	2,270	2,322	2,322	2,322	2,322	2,322	-	-	-	-	-	16,150
Electric	2,874	2,762	3,121	2,891	1,589	2,752	2,389	-	-	-	-	-	18,380
Landscape Maintenance	38,264	38,264	38,264	38,264	38,264	38,264	38,264	-	-	-	-	-	267,849
Common Area Maintenance	4,583	4,583	3,692	-	4,580	4,580	11,365	-	-	-	-	-	33,382
Lake Maintenance	2,170	2,170	2,170	2,170	2,170	2,170	2,170	-	-	-	-	-	15,190
Capital Reserve Funding	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Maintenance	\$ 65,919 \$	65,144 \$	62,996 \$	59,254 \$	62,131 \$	63,272 \$	70,667 \$	- \$	- \$	- \$	- \$	- \$	449,384

Community Development District

Recreation Fund Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Recreation Facility:													
Amenity Staff	\$ 12,247 \$	9,640 \$	6,827 \$	4,955 \$	5,636 \$	8,780 \$	8,063 \$	- \$	- \$	- \$	- \$	- \$	56,147
Refuse Services	1,395	1,436	1,436	1,436	1,738	1,738	1,738	-	-	-	-	-	10,916
Telephone	733	738	736	648	825	648	648	-	-	-	-	-	4,976
Electric	2,897	2,089	1,926	2,014	2,048	1,918	1,990	-	-	-	-	-	14,882
Cable	627	630	770	822	821	821	821	-	-	-	-	-	5,313
Pool Maintenance	3,101	3,101	3,101	3,280	3,280	3,280	3,280	-	-	-	-	-	22,425
Water / Sewer/Reclaim	4,252	3,916	3,306	3,573	2,392	3,558	1,995	-	-	-	-	-	22,992
Facility Maintenance-General	4,166	4,216	3,059	4,167	-	4,166	4,135	-	-	-	-	-	23,909
Facility Maintenance-Preventative	515	-	360	155	-	1,000	360	-	-	-	-	-	2,390
Facility Maintenance - Contingency	2,896	2,946	1,838	2,896	-	2,896	2,896	-	-	-	-	-	16,368
Lighting Repairs	708	711	700	705	-	705	700	-	-	-	-	-	4,230
Special Events	761	-	800	1,000	-	-	-	-	-	-	-	-	2,561
Office Supplies & Equipment	-	241	420	214	-	-	-	-	-	-	-	-	874
Janitorial	4,953	5,207	5,370	4,953	4,953	4,953	4,953	-	-	-	-	-	35,344
Recreation Passes	-	-	-	1,204	-	-	-	-	-	-	-	-	1,204
Pool Leak Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-
Multiuse Field	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Recreation Facility	\$ 39,252 \$	34,870 \$	30,649 \$	32,022 \$	21,694 \$	34,464 \$	31,579 \$	- \$	- \$	- \$	- \$	- \$	224,530
Total Expenditures	\$ 240,224 \$	118,478 \$	112,216 \$	109,757 \$	102,335 \$	116,233 \$	120,789 \$	- \$	- \$	- \$	- \$	- \$	920,032
Excess (Deficiency) of Revenues over Expenditures	\$ (238,328) \$	1,667,479 \$	(96,454) \$	(61,499) \$	(81,551) \$	(79,409) \$	(108,875) \$	- \$	- \$	- \$	- \$	- \$	1,001,362
Net Change in Fund Balance	\$ (238,328) \$	1,667,479 \$	(96,454) \$	(61,499) \$	(81,551) \$	(79,409) \$	(108,875) \$	- \$	- \$	- \$	- \$	- \$	1,001,362

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 April 30, 2024

	Adopted Prorated Budget		rated Budget	Actual			
	Budget	Th	ru 04/30/24	Th	ru 04/30/24	7	/ariance
Revenues:							
Special Assessments - Tax Roll	\$ 1,961,878	\$	1,961,878	\$	1,940,692	\$	(21,186)
Interest Income	10,000		10,000		75,175		65,175
Total Revenues	\$ 1,971,878	\$	1,971,878	\$	2,015,867	\$	43,989
Expenditures:							
<u>Series 2013 A-1</u>							
Interest 11/1	\$ 315,881	\$	315,881	\$	315,881	\$	-
Interest 5/1	315,881		-		-		-
Principal 5/1	1,125,000		-		-		-
<u>Series 2013 A-2</u>							
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	\$	1,655,567	\$	43,989
Net Change in Fund Balance	\$ 21,278	\$	1,611,578	\$	1,655,567	\$	43,989
Fund Balance - Beginning	\$ 720,818			\$	1,703,641		
Fund Balance - Ending	\$ 742,095			\$	3,359,208		
Fund Balance - Ending	\$ 742,095			\$	3,359,208		

Community Development District

Capital Reserve Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending April 30, 2024

	Adopted	Pro	rated Budget		Actual		
	Budget	Thr	u 04/30/24	Th	ru 04/30/24	V	ariance
Revenues							
Transfer In from General Fund	\$ 2,719	\$	-	\$	-	\$	-
Transfer In from Recreation Fund	300,137		-		-		-
Interest	10,000		5,833		9,110		3,276
Total Revenues	\$ 312,855	\$	5,833	\$	9,110	\$	3,276
Expenditures:							
Repairs & Replacements	\$ 530,000	\$	309,167	\$	230,552	\$	78,615
Total Expenditures	\$ 530,000	\$	309,167	\$	230,552	\$	78,615
Excess (Deficiency) of Revenues over Expenditures	\$ (217,145)			\$	(221,442)		
Net Change in Fund Balance	\$ (217,145)			\$	(221,442)		
Fund Balance - Beginning	\$ 1,469,257			\$	1,499,858		
Fund Balance - Ending	\$ 1,252,113			\$	1,278,416		

Community Development District

Long Term Debt Report

Series 2013 A-1, Special Assessment Refunding Bonds

Interest Rate: 1.3%-4.25%

Maturity Date: 5/1/2034

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

Reserve Fund Balance 868,806

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

Current Bonds Outstanding

\$ 15,305,000

Series 2013 A-2, Special Assessment Refunding Bonds

Interest Rate: 5.75%
Maturity Date: 5/1/2034
Reserve Fund Definition 50% Max Annual on Outstanding
Reserve Fund Requirement \$ 95,634
Reserve Fund Balance 95,634

·	
Bonds outstanding - 9/30/2013	\$ 2,900,000
Less: November 1, 2013 (Prepayment)	(145,000)
Less: May 1, 2014 (Mandatory)	(75,000)
Less: November 1, 2014 (Prepayment)	(75,000)
Less: May 1, 2015 (Mandatory)	(75,000)
Less: May 1, 2015 (Prepayment)	(45,000)
Less: November 1, 2015 (Prepayment)	(50,000)
Less: May 2, 2016 (Mandatory)	(75,000)
Less: May 2, 2016 (Prepayment)	(35,000)
Less: November 1, 2016 (Prepayment)	(55,000)
Less: May 2, 2017 (Mandatory)	(75,000)
Less: May 2, 2017 (Prepayment)	(5,000)
Less: May 1, 2018 (Mandatory)	(80,000)
Less: May 1, 2018 (Prepayment)	(5,000)
Less: November 1, 2018 (Prepayment)	(105,000)
Less: May 1, 2019 (Mandatory)	(80,000)
Less: May 2, 2019 (Prepayment)	(10,000)
Less: November 1, 2019 (Prepayment)	(10,000)
Less: May 1, 2020 (Mandatory)	(80,000)
Less: May 2, 2020 (Prepayment)	(5,000)
Less: May 1, 2021 (Mandatory)	(85,000)
Less: May 1, 2022 (Mandatory)	(90,000)
Less: May 1, 2023 (Mandatory)	(95,000)

C.

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

Fiscal Year 2024 Assessments Receipts Summary

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

	SUMMARY	OF TAX ROLL RECE	PTS		
		SERIES 2013A		RECREATION	
		DEBT SERVICE	GENERAL FUND	FUND O&M	
CLAY COUNTY DISTRIBUTION	DATE RECEIVED	RECEIVED	O&M RECEIPTS	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%



Double Branch Community Development District

Check Run Summary

May 31, 2024

Fund	Date	Check No.	Amount	
General Fund				
	۳ /12 /2 <i>4</i>	1001 1002	φ	([10 20
Accounts Payable	5/13/24	1801-1802	\$	6,518.38
	5/16/24	1803-1804		3,695.63
	5/24/24	1805		59.50
		Sub-Total	\$	10,273.51
Recreation Fund				
Accounts Payable	5/13/24	7494-7502	\$	44,616.84
ricedurius r uyusre	5/16/24	7503	Ψ	393.75
	5/24/24	7504-7510		5,412.50
	5/31/24	7511-7517		700.00
		Sub-Total	\$	51,123.09
Capital Reserve Fund				
Accounts Payable	5/13/24	245-251	\$	10,241.24
	5/16/24	252	7	1,061.75
		Sub-Total	\$	11,302.99
- <u></u>				_
Total			\$	72,699.59

AP300R YEAR-TO-DATE A *** CHECK DATES 05/01/2024 - 05/31/2024 *** DC BA	ACCOUNTS PAYABLE PREPAID/COMPUTER DUBLE BRANCH - GENERAL FUND ANK A GENERAL FUND	CHECK REGISTER	RUN 6/01/24	PAGE 1
CHECK VEND#INVOICEEXPENSED TO DATE DATE INVOICE YRMO DPT ACCT# S	VENDOR NAME SUB SUBCLASS	* *	AMOUNT	CHECK AMOUNT #
5/13/24 00035 5/01/24 2416 202405 310-51300-3	34000	*	5,728.42	
MAY MANAGEMENT FEES 5/01/24 2416 202405 310-51300-5	52000	*	220.83	
MAY WEBSITE ADMIN 5/01/24 2416 202405 310-51300-3	35100	*	189.25	
MAY INFO TECH 5/01/24 2416 202405 310-51300-3	31300	*	141.33	
MAY DISSEM AGENT SRVCS 5/01/24 2416 202405 310-51300-5	51000	*	.63	
OFFICCE SUPPLIES 5/01/24 2416 202405 310-51300-4	12000	*	79.20	
POSTAGE 5/01/24 2416 202405 310-51300-4	12500	*	49.50	
COPIES 5/01/24 2416 202405 310-51300-4	11000	*	39.72	
TELEPHONE	GOVERNMENTAL MANAGEMENT SERVICES	S		6,448.88 001801
5/13/24 00111 5/02/24 24-00160 202405 310-51300-4		*	69.50	
	JACKSONVILLE DAILY RECORD			69.50 001802
5/16/24 00113 5/13/24 3393786 202404 310-51300-3 APR GENERAL SERVICES		*	3,430.63	
APR GENERAL SERVICES	KUTAK ROCK LLP			3,430.63 001803
5/16/24 00116 5/09/24 191126 202404 310-51300-3 APR ENGINEERING SERVICES			265.00	
APR ENGINEERING SERVICES	MATTHEWS DESIGN GROUP LLC			265.00 001804
5/24/24 00111 5/16/24 24-00180 202405 310-51300-4	18000	*	59.50	
NTC OF QUAL PRO CAND BOS	JACKSONVILLE DAILY RECORD			59.50 001805
		JK A		
		GISTER	,	

Governmental Management Services, LLC

1001 Bradford Way Kingston, TN 37763

Invoice

Invoice #: 2416 Invoice Date: 5/1/24

Due Date: 5/1/24

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 - May 2024	11, 15, 15, 15, 15, 16, 16, 16, 16, 16, 16, 16, 16, 16, 16	5,728.42	5,728.42
Vebsite Administration - May 2024		220.83	220.83
nformation Technology - May 2024	en amerikan pelekan kelebih dalam di penjangan pengengan penjangan pelebih penjangan penjangan berangan berang Penjangan penjangan	189.25	189.25
Dissemination Agent Services - May 2024		141.33 0.63	141,33 0.63
Office Supplies		79.20	79.20
Postage Copies		49.50	49.50
Telephone		39,72	39.72
MAY 03 2024 BY			
		· ;	

Total	\$6,448.88		
Payments/Credits	\$0.00		
Balance Due	\$6,448.88		

Jacksonville Daily Record

A Division of DAILY RECORD & OBSERVER, LLC

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

INVOICE

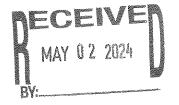
May 2, 2024

Date

check or remittance advice.

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

FL 32092



Serial # 24-00160C PO/File #	\$69.50
Serial # 24-00160C PO/File #	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 5/2	Payment Due Upon Receipt
County Clay	For your convenience, you may remit payment online at www.jaxdailyrecord.com/ send-payment.
Payment is due before the Proof of Publication is released.	If your payment is being mailed, please reference Serial # 24-00160C on your

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

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

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

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

Notice is hereby given that the Board of Supervisors of the Dou-ble Branch Community Develop-ment District is scheduled to be meet on Monday, May 13, 2024, at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park,

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) 340-32092 (and phone (904) 940-5850) and on the District's website 5850) and on the District's website at www.DoubleBranchCDD.com. This meeting may be continued to a date, time, and place to be speci-fied on the record at the meeting.

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.

the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

Marilee Giles District Manager 00 (24-00160C) May 2

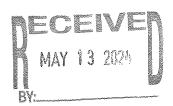
KUTAK ROCK LLP

TALLAHASSEE, FLORIDA

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

Federal ID 47-0597598

May 13, 2024



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

Reference: Invoice No. 3393786 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. 3393786

5323-1

Re: Gene	eral			
For Professi	onal Legal Servi	ces Rendered		
04/01/24	M. Eckert K. Haber	0.20 0.50	76.00 127.50	Review agenda package Prepare board meeting agenda
04/05/24	K. Haber	0.30	12/.30	memorandum
04/06/24	R. Dugan	0.10	27.50	Prepare Fiscal Year 2025 budget documents
04/07/24	M. Eckert	0.20	76.00	Prepare for board meeting
04/08/24	M. Eckert	3.20	1,216.00	Prepare for, travel to and attend board meeting; return travel; follow up; prepare budget and assessment documents
04/09/24	M. Eckert	0.60	228.00	Follow up from board meeting; revise deed; confer with Grimm
04/11/24	M. Eckert	0.70	266.00	Research impact fee credit issues; draft impact fee credit memo
04/15/24	M. Eckert	0.20	76.00	Confer with Grimm regarding library
04/16/24	M. Eckert	0.20	76.00	Review changes to deed received from Grimm; confer with Grimm; confer with Nelson
04/19/24	M. Eckert	0.70	266.00	Research impact fee credit issues
04/22/24	K. Haber	0.40	102.00	Revise budget documents

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	4 6	KU			1

Double Branch CDD
May 13, 2024
Client Matter No. 5323-1
Invoice No. 3393786
Page 2

04/24/24	M. Eckert	0.50	190.00	Confer with Grimm; confer with Giles; arrange for deed execution; attend agenda call
04/25/24	M. Eckert	0.20	76.00	Review draft minutes and provide comments
04/26/24	M. Eckert	1.00	380.00	Review draft minutes and provide comments; prepare budget and assessment documents
04/26/24	K. Haber	0.20	51.00	Correspond with Giles and Hogge regarding budget documents
04/29/24	M. Eckert	0.30	114.00	Pick up deed and arrange for recording and distribution
04/29/24	D. Wilbourn	0.20	35.00	Record special warranty deed
TOTAL HO	URS	9.40		

TOTAL FOR SERVICES RENDERED

\$3,383.00

DISBURSEMENTS

Filing and Court Fees	31.80
Travel Expenses	15.83

TOTAL DISBURSEMENTS

<u>47.63</u>

TOTAL CURRENT AMOUNT DUE

\$3,430.63

Project Manager

Alex Acree



Marilee Giles Governmental Management Services 475 West Town Place St. Augustine, FL 32092

May 9, 2024

Invoice No:

191126

Project

24015.00

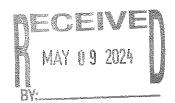
Double Branch CDD

This invoice includes charges for tasks performed for your project, including:

- CDD Conference Call
- CDD Meeting

Please call Alex Acree if you have any questions or concerns regarding your project.

For billing inquiries, please contact our Accounting Department.



Professional Services through April 30, 2024

Phase

001

Engineering Services

	Hours	Rate	Amount	
.a	.75	290.00	217.50	
Vice President of Production	,/3	290.00	• •	
Project Engineer, El 3	.25	190.00	47.50	
Total Labor				265.00
			Total Due:	\$265.00

Billed to Date

	Current Due	Prior Billed	Billed to Date
Labor	265.00	0.00	265.00
Totals	265.00	0.00	265.00

Jacksonville Daily Record

A Division of DAILY RECORD & OBSERVER, LLC

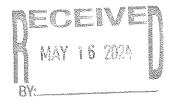
P.O. Box 1769 Jacksonville, FL 32201 (904) 356-2466

INVOICE

May 16, 2024 Date

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

FL 32092



Serial # 24-00180C PO/File #	\$59.50
Joint II	Payment Due
Notice of Qualifying Period for Candidates for the Board of Superior	ervisors
	\$59.50
	Publication Fed
Double Branch Community Development District	
Case Number	Amount Paid
Publication Dates 5/16	Payment Due Upon Receipt
	For your convenience, you
County Clay	may remit payment online at www.jaxdailyrecord.com/
	send-payment.
Payment is due before	If your payment is being
the Proof of Publication	mailed, please reference
is released.	Serial # 24-00180C on your check or remittance advice.

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

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

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

NOTICE OF QUALIFYING PERIOD FOR CANDIDATES FOR THE BOARD OF SUPERVISORS OF THE DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

Development District is any error and market state of the Oblice is hereby given that the qualifying period for candidates for the office of Supervisor of the Double Branch Community Development District will commence at noon on June 10, 2024, and close at noon on June 14, 2024. Candidates must qualify for the office of Supervisor with the Clay County Supervisor of Elections located at 500 North Orange Avenue, Green Cove Springs, Florida 32043, Phone (904) 269-6350. All candidates shall qualify for individual seats in accordance with Section 99.061, Florida Statutes, and must also be a "qualified elector" of the District, as defined in Section 190.003, Florida Statutes. A "qualified elector" is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the Clay County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, Florida Statutes.

The Double Branch Community Development District hes there

The Double Branch Community Development District has three (3) seats up for election, specifically seats 1, 3, and 5. Each seat carries a four-year term of office. Elections are nonpartisan and will be held at the same time as the general election on November 5, 2024, and in the manner prescribed by law for general elections.

For additional information, please contact the Clay County Supervisor of Elections.

May 16 00 (24-00180C)

AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 6/01/24 PAGE 1
*** CHECK DATES 05/01/2024 - 05/31/2024 *** DOUBLE BRANCH - REC FUND

*** CHECK DATE	S 05/01/2024	I - 05/31/2024 *** I	OOUBLE BRANCH - REC FUND BANK B RECREATION FUND			
CHECK VEND# DATE	INVOI	CEEXPENSED TO	VENDOR NAME SUB SUBCLASS	STATUS	AMOUNT	CHECK AMOUNT #
5/13/24 00092		2412 202403 320-57200- MAR FACILITY MAINTENANCE	46600	*	4,135.00	
	4/16/24 2		46620	*	2,895.83	
	4/16/24 2	2412 202403 320-57200-	46630	*	700.00	
	4/16/24 2	MAR LIGHTING REPAIRS 2412 202403 320-57200-	46400	*	4,552.38	
		MAR COMMON AREA MAINT	GOVERNMENTAL MANAGEMENT SERV	/ICES		12,283.21 007494
5/13/24 00092		2415 202405 310-51300- MAY FACILITY MANAGEMENT			18,389.83	
			GOVERNMENTAL MANAGEMENT SERV			18,389.83 007495
5/13/24 00024		.77887B 202405 320-57200- MAY LAKE MAINTENANCE		*	2,170.00	
			THE LAKE DOCTORS, INC.			2,170.00 007496
5/13/24 00186	5/01/24 1	.3129562 202405 320-57200- MAY POOL CHEMICALS	46300	*	3,280.47	
			POOLSURE			3,280.47 007497
5/13/24 00415	4/23/24 1	.2810411 202405 320-57200- 5/30 SCHOOL'S OUT PARTY	49400	*	430.00	
			PROGRESSIVE ENTERTAINMENT IN	1C		430.00 007498
5/13/24 00297		357 202404 320-57200- APR PRESSURE WASHING SRVC	46400	*	2,250.00	
		THE TRESPORE WISHING SHOW	RIVERSIDE MANAGEMENT SERVICE	ES, INC		2,250.00 007499
5/13/24 00297		356 202405 320-57200- MAY JANITORIAL SERVICES		*	4,953.33	
			RIVERSIDE MANAGEMENT SERVICE	ES, INC		4,953.33 007500
5/13/24 00305		.04385 202404 320-57200- BI-MONTHLY PREVENT MAINT	46610	*	360.00	
						360.00 007501
5/13/24 00377	4/10/24 0	 04102024 202405 320-57200- 5/10 KUNG FU PANDA	49400	*	125.00	
	4/10/24 0	04102024 202405 320-57200-	49400	*	125.00	
	4/10/24 0	6/21 KUNG FU PANDA 2 04102024 202405 320-57200-		*	125.00	
	4/10/24 0	8/09 KUNG FU PANDA 3 04102024 202405 320-57200-	49400	*	125.00	
		9/27 KUNG FU PANDA 4	SWANK MOTION PICTURES, INC			500.00 007502

AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 6/01/24 PAGE 2
*** CHECK DATES 05/01/2024 - 05/31/2024 *** DOUBLE BRANCH - REC FUND

CHECK DATES	05/01/2024 - 05/31/		ANK B RECREAT:				
CHECK VEND# DATE	INVOICE DATE INVOICE	EXPENSED TO YRMO DPT ACCT#	SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT #
5/16/24 00285	5/10/24 293 2 MAY ADMIN		34510		*	263.75	
		202404 320-57200-	34510		*	130.00	
	MAI ADMII		CLAY COUNTY	SHERIFF'S OFFICE			393.75 007503
5/24/24 01030		202405 300-36900-	10300			100.00	
			ALLISON MCG	RATH			100.00 007504
5/24/24 01031	5/20/24 05202024 2 DEPOSIT F	202405 300-36900-			*	100.00	
			ANETA KULIK	OWSKI			100.00 007505
5/24/24 00891	5/20/24 05202024 2 DEPOSIT F				*	100.00	
			EDNA ARRO				100.00 007506
5/24/24 01029	5/20/24 05202024 2 DEPOSIT F				*	100.00	
			FRANK SCARO	LA 			100.00 007507
5/24/24 00092	5/20/24 2419 2 MAY FACII	202405 300-36900- LITY EVENT STAFF			*	350.00	
			GOVERNMENTA	L MANAGEMENT SERVI	ICES 		350.00 007508
5/24/24 00297	APR PRESS	202404 320-57200- SURE WASHING SRVC	46400		*	4,562.50	
			RIVERSIDE MA	ANAGEMENT SERVICES	S, INC 		4,562.50 007509
5/24/24 01028	5/20/24 05202024 2 DEPOSIT F				*	100.00	
			TERRANCE MO	ORE 			100.00 007510
5/31/24 01033	5/28/24 05282024 2 DEPOSIT F		10300		*	100.00	
			CHARLES HOR	TON 			100.00 007511
5/31/24 01032	5/28/24 05282024 2 DEPOSIT F	202405 300-36900- REFUND	10300		*	100.00	
			DANIELLE HO	PKINS 			100.00 007512
5/31/24 01036	5/28/24 05282024 2 DEPOSIT F	202405 300-36900- REFUND	10300		*	100.00	
			ERIN ROUNDTI				100.00 007513

AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTE *** CHECK DATES 05/01/2024 - 05/31/2024 *** DOUBLE BRANCH - REC FUND BANK B RECREATION FUND	ER CHECK REGISTER	RUN 6/01/24	PAGE 3
CHECK VEND#INVOICEEXPENSED TO VENDOR NAME DATE DATE INVOICE YRMO DPT ACCT# SUB SUBCLASS	STATUS	AMOUNT	CHECK AMOUNT #
5/31/24 01035	*	100.00	
DEPOSIT REFUND EVELYN RIVERA			100.00 007514
5/31/24 01034 5/28/24 05282024 202405 300-36900-10300	*	100.00	
DEPOSIT REFUND LAVONIA JENKINS			100.00 007515
5/31/24 01037 5/28/24 05282024 202405 300-36900-10300	*	100.00	
DEPOSIT REFUND LISA CHRISTIAN			100.00 007516
5/31/24 00728 5/28/24 05282024 202405 300-36900-10300	*	100.00	
DEPOSIT REFUND STACEY EDMOND GREEN			100.00 007517
TOTAL FOR I	BANK B	51,123.09	
		,	
TOTAL FOR I	REGISTER	51,123.09	

Governmental Management Services, LLC

1001 Bradford Way Kingston, TN 37763

Invoice

In

Invoice #: 2412 Invoice Date: 4/16/24 Due Date: 4/16/24

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 March 1 - March 31, 2024		14,883.21	14,883.21
Code To:			
Double Branch Facility Maintenance			
2.320.572.46600 (\$4,135.00)			
Double Branch Facility Maintenance Contingency			
2.320.572.46620 (\$2,895.83)			
Double Branch Lighting Repairs			
2.320.572.46630 (\$700.00)			
Double Branch Common Area Maintenance			
2.320.572.46400 (\$4,552.38)			
Double Branch Repair/Replacement			<u></u>
	Total		\$14,883.21
34.600.53800.6200 (\$2,600.00)	Payment	s/Credits	\$0.00
	Balance	Due -	\$14,889.2 1
			\$12,28

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT MAINTENANCE BILLABLE HOURS FOR THE MONTH OF MARCH 2024

Date	<u>Hours</u>	Employee	Description
3/1/24	4	E,W.	Removed debris from all common areas
3/4/24	1	C.W.	Plunged and worked on unclogging water fountain
3/4/24	4	E.W.	Removed debris from all common areas
3/5/24	5	T.C.	Unclogged water fountain, removed and installed new tollet paper dispenser in field house men's bathroom, fix and clean ladies fitness center tollet
3/5/24	4	C,W.	Fixed water fountain, put in new tollet paper dispenser
3/5/24	3.95	E.W.	Removed debris from all common areas
3/6/24	4	E.W.	Removed debris from all common areas
3/7/24	8	T.C.	Pressure wash splash ground to prep for paint, painted pool pavilion, picked up supplies
3/7/24	4	C.W.	Cleaned out slide tower and trash from pool deck, painted columns white
3/7/24	2.48	E.W.	Removed debris from all common areas
3/8/24	3	T.C.	Dug up and removed leaning street sign post and took to shop, lubed locks
3/8/24	4	J.K.	Clean up tape around gazebo and clean out kid pool
3/8/24	6	A.J.	Prep for pool opening Removed debris from all common areas
3/8/24	4	E.W.	
3/9/24	4	T.C. J.K.	Repairing pavers on pool deck, picked up supplies Fixed pavers on pool deck, put bottom pipes on fence around tennis courts
3/11/24	7.83	A,J.	Installed bottom rails on fence around tennis courts
3/11/24 3/11/24	8.12 4	E.W.	Removed debris from all common areas
3/12/24	8	T.C.	Took broken slide down from playground and removed concrete pole, took slide to shop
3/12/24	6	B,G,	Removed slide from playground
3/12/24	5.23	J,K.	Finished up tennis court fences with remainder of material
3/12/24	8	C.W.	Broke down concrete on the bottom of the slide and took pole out
3/12/24	8.07	A.J.	Installed bottom fence rails on tennis courts, removed and destroy slide on playground
3/12/24	4	E.W.	Removed debris from all common areas
3/13/24	8	T.C.	Pressure washed waterfall entrance fountain, look apart silde and reconfiguring using other
,,,_,			pieces and cutting up and removing of unusable slide parts, picked up supplies
3/13/24	7.77	J.K.	Took apart slide, worked on fitting pole in prep for slide
3/13/24	8	C.W.	Pressure washed fountain by entrance
3/13/24	8	A.J.	Worked on slide repairs
3/13/24	3.04	E.W.	Removed debris from all common areas
3/14/24	3	T.C.	Put out eggs in trees for virtual egg hunt
3/14/24	1	C.W.	Put pole in slide
3/14/24	8	A.J.	Worked on slide repairs
3/14/24	4	E.W.	Removed debris from all common areas
3/15/24	8	T.C.	Fixing and reattaching repaired slide on playground, put up movie screen for movie night, picked up supplies
3/15/24	8	J.K.	Put together slide to prep to install, put up movie screen
3/15/24	8	C.W.	Put together slide and put up, worked on pools
3/15/24	8	A.J.	Worked on slide repairs, set up movie blinds
3/15/24	4.03	E.W.	Removed debris from all common areas
3/18/24	` 8	T.C.	installed slide at playground, paint field house bathroom floors, picked up supplies
3/18/24	8.1	J.K.	Concrete and install slide by office, run cable in fitness center checking all TVs
3/18/24	8,13	C.W.	Install and concrete slide by office, start painting splash pool
3/18/24	8	A.J.	Install slide, prep floors in field house for painting
3/18/24	2.3	E.W.	Removed debris from all common areas
3/19/24	4	T.C.	Painted bathroom floors at field house, picked up supplies
3/19/24	5.12	A.J.	Paint men's field house restroom Removed debris from all common areas
3/19/24	4	E.W. A.J.	Clean, prep, paint women's field house restroom
3/20/24 3/20/24	8.13 3.77	E,W.	Removed debris from all common areas
3/21/24	4	T,C.	Painted on spray feature
3/21/24	8	A.J.	Clean, prep, paint men's restroom at pool house
3/21/24	3,9	E.W.	Removed debris from all common areas
3/22/24	6	T.C.	Painted bathroom floors on pool deck
3/22/24	8.05	A.J.	Clean, prep, paint women's restroom at pool house
3/22/24	4	E.W.	Removed debris from all common areas
3/25/24	2	T.C.	Painting guard shack floors

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT MAINTENANCE BILLABLE HOURS FOR THE MONTH OF MARCH 2024

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	Description
3/25/24	1.63	J.K.	Took out boat and cleaned out fountain
3/25/24	7.63	C.W.	Cleaned water slide with degreaser and water after sanding, cleaned fountain in pond
3/25/24	8.07	A.J.	Clean, prep, paint walkway at pool house bathrooms
3/25/24	4	E.W.	Removed debris from all common areas
3/26/24	-8,03	A.J.	Clean, prep and paint guard shack
3/26/24	3.87	E.W.	Removed debris from all common areas
3/27/24	8	A.J.	Clean and paint guard shack, rewire switch and outlets
3/27/24	3.97	E.W.	Removed debris from all common areas
3/28/24	2	T.C.	Troubleshooting lights in guard shack, picked up supplies
3/28/24	8.02	A.J.	Painted floor, chase wiring fault
3/28/24	3.35	E.W.	Removed debris from all common areas
3/29/24	4	C.W.	Removed debris from all common areas
3/29/24	5.35	A.J.	Paint touch up, worked on wiring
TOTAL	370.94	- =	
MILES	102.5	- ≖	*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

Governmental Management Services, LLC

1001 Bradford Way Kingston, TN 37763

Invoice

Invoice #: 2415 Invoice Date: 5/1/24 Due Date: 5/1/24

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 - May 2024		18,389.83	18,389.83
MAY U3 2024 BY:			
Juny Landet 5-3-24			

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

MAKE CHECK PAYABLE TO:



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

ADDRESSEE

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

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

000000001908200100000017788700000021700057

PLEASE FILL OUT	ELOW IF PAYING BY CREDIT CARD
VISA MEZODO	
CARD NUMBER	EXP. DATE

ACCOUNT NUMBER	DATE	BALANCE
708477	5/1/2024	\$2,170.00

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

Please Return this invoice with your payment and notify us of any changes to your contact information.

DOUBLE BRANCH CCD/OAKLEAF PL 8664 OAKLEAF VILLAGE PKWY, JACKSONVILLE, FL ORANGE PARK, FL Invoice Due Date 5/11/2024 Invoice 177887B PO

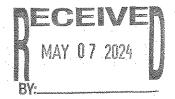
 Involce Date
 Description
 Quantity
 Amount
 Tax
 Total

 5/1/2024
 Water Management - Zone 1, Water Management - Zone 2
 \$1085.00
 \$0.00
 \$1085.00

Code to:

Please remit payment for this month's Invoice.

2-320-572-4680



Double Branch Lake Maintenance

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

Credits

\$0.00

Adjustment

\$0.00

AMOUNT DUE

Total Account Balance including this invoice:

\$2170.00

This Invoice Total:

\$2170.00

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

Customer #:

708477

Corporate Address

Portal Registration #: Customer E-mail(s):

BCF0DAE5

4651 Salisbury Rd, Suite 155 Jacksonville, FL 32256

customer L-man(s):

manager@oakleafresidents.com, JSORIANO@GMSNF.COM

Customer Portal Link:

www.lakedoctors.com/contact-us/

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



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

Invoice

Date

5/1/2024

Invoice #

131295621163

Terms	Net 20 · ·
Due Date	5/21/2024
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
:				
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	'			
	The second second second second second			<u> </u>
	APR 23 201 15			
	egen deg Sen degen de			

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

Remittance Slip

Customer 13OAK102 Invoice # 131295621153 **Amount Due**

\$3,280.47

Amount Paid

Make Checks Payable To

Poolsure PO Box 55372 Houston, TX 77255-5372





Total Entertainment Services

Invoice

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

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

Terms: Due by event end

PO#

E-mail: bookme@progressiveent.com www.progressiveent.com

Invoice #12810411

Customer name:	Double Branch CDD- Oakleaf (Phase 1) Type of Event: 5			School's Out Partry							
Billing address:	370 Oakleaf Villa	ge Parkway, Orange	Park, Fl. 3	32065							
Original contact person:	Lisa Carter	Wk: 904-375-9285	ext. 7		E-n	nail/ fax:	resid	<u>entassista</u>	ant@oakleafr	esider	nts.com
At event contacts with cell:	Jay Soriano Cell	-904-342-1441 mana	ager@oakl	eafresidents	.com						
Event date: Friday May 30,	2024	Hours of event:	1:00 pm~	4:00 pm			<u>Hour</u>	rs of serv	<u>ice</u> :	San	ne
Approximate set up time:	Between:	12:00 and 12:15 pr	n								
Location name and address:	Poolside- 370 O	akleaf Village Parkw	ay, Orange	Park, Fl. 32	2065						
Where to set up at location:	Under covering							<u>er within</u>		Yes	
Set up-grass or pavement:	PV	Water within 75':	NA			Covere	ed are	a for ente	ertainer:	Yes	
Notes:											
*Interactive Mobile DJ Services *Travel Code to: 320 2-330-572-4 Double Bran. Middle VIIIa		3.0 hrs.		_	\$ Total Sub 1 Sales Invoicedit Cotal w	Tax: ce Total: Card Fee vith Card	\$ \$ \$ \$ \$ \$ \$	200.00 430.00 - 430.00 430.00	Your Cost Your Cost Your Total	\$ \$ \$	395.00 35.00 430.00
	<u> </u>			Balance Payme	due a ents re	at set up ceived Balance	\$ \$ \$	430.00 430.00			

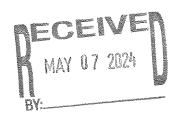
CANCELLATION, RE-SCHEDULING, INCLAMENT WEATHER POLICY

Invoice date:

4/23/2024

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

Customer signature required:	X		Date	e:
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Riverside Management Services, Inc

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

Bill To:

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

Invoice

Invoice #: 357 Invoice Date: 5/8/2024 Due Date: 5/8/2024

Case: P.O. Number:

Payments/Credits

Balance Due

\$0.00

\$2,250.00

Description	Hours/Qty	Rate	Amount
Pressure Washing Services - April 2024 RECEIVED MAY 69 2024 BY: S-9-24		2,250.00	2,250.00
	Total	<u> </u>	\$2,250.00

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

Service Detail

Bill To:

Double Branch CDD

Invoice Date:

4/29/24

Due Date:

Upon Receipt

Amount Due: 💲

2,250.00

Description

<u>Amount</u>

April 2024 Pressure Washing Pressure washed all sidewalks, fences and playground equipment at Fall Creek, Waverly and Pledmont playgrounds

\$ 2,250.00

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

TOTAL AMOUNT DUE:

\$ 2,250.00

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

Remit Payment

Riverside Management Services, Inc

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

Bill To:

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

Invoice

\$4,953.33

Balance Due

Invoice #: 356 Invoice Date: 5/1/2024

Due Date: 5/1/2024

Case:

P.O. Number:

Description	Hours/Qty Rate	Amount
2.320.572.6100 - Janitorial Services - May 2024 EGENERAL MAY 03 2024	Hours/Qty Rate 4,953,33	
Luy Lanhot 5-3-24	Total	\$4,953.33
	Payments/Credits	\$0.00



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

Invoice #104385

Invoice Date: 4/30/2024

Account #101332 Oakleaf Plantation - Double Branch and Middle Village

Invoice

Billing Location Information 370 Oakleaf Village Pkwy **Billing Contact** Jay Soriano **Billing Address** Orange Park, FL 32065-4259 Main Number (904) 342-1441 **Mobile Number** Jsoriano@Gmsnf.Com Email

Services	Qty	Rate	Price
370 Oakleaf Village Pkwy, Orange Park, FL 32065- 4259			
4/30/2024 PM: Bi-Monthly Bi-monthly scheduled preventative maintenance	1 visit	\$0.00 / visit	\$0.00
— Product: PM: Elliptical, Cross-trainer, ARC, AMT	3.00 Ea	\$15.00 / Ea	\$45.00
— Product: PM: Multi-Station	1.00 Ea	\$20.00 / Ea	\$20.00
— Product: PM: Recumbent, Upright Bicycle	2.00 Ea	\$10.00 / Ea	\$20.00
— Product: PM: Single-Station	5.00 Ea	\$10.00 / Ea	\$50.00
— Product: PM: Spin Bike, Rowing Machine	1.00 Ea	\$10.00 / Ea	\$10.00
— Product: PM: Stepper, Stepmill, Jacobs Ladder, Wave	2.00 Ea	\$15.00 / Ea	\$30.00
— Product: PM; Treadmill	3.00 Ea	\$20.00 / Ea	\$60.00
— Product: Flat Rate Fee	1.00 Ea	\$125.00 / Ea	\$125.00
		Subtotal:	\$360.00
		Tax:	\$0.00
ode to:		Total:	\$360.00
م	EM-Nom	Amount Paid:	\$0.00

Payment is due within 30 days of invoice date. Please be advised that payments not received within 45 days from the date of this invoice will incur a 3.5% late fee.

Thank you for your business!

Bill To:	Jay Soriano 370 Oakleaf Village Pkwy	Account	[101332] Oakleaf Plantation - Double Branch and Middle Village
Orange Park, FL 32065-4259	Invoice#	104385	
		Date	Tuesday, April 30, 2024
Remit To:	Southeast Fitness Repair	Amount Paid	
	14476 Duval Place West #208 Jacksonville, FL 32218	Check Number	



ORIGINAL INVOICE

Order Number: BO 2218675 Order Date: 04/10/24

Ship-To Customer: 0322280-001

Jay Soriano Operations Manager Double Branch CDD 370 Oakleaf Village Pkwy

Orange Park, FL 32065

Bill-To Customer: 0322280-001

Jay Soriano Operations Manager Double Branch CDD 370 Oakleaf Village Pkwy Orange Park, FL 32065

Order:2218675

Terms: DUE UPON RECEIPT

Line # Typ		Bill_Date	Product Description	Unit Price	Total Price
1 RT	1	05/08/24	KUNG FU PANDA Widescreen DVD Show Dates: 05/10/24 to 05/10/24	250.00	250.00 125,00
2 RT	1	06/18/24	KUNG FU PANDA 2 Widescreen DVD Show Dates: 06/21/24 to 06/21/24	250.00	250.00 125.00
3 RT	1	08/07/24	KUNG FU PANDA 3 Widescreen DVD Show Dates: 08/09/24 to 08/09/24	250.00	250.00~125.00
4 RT	1	09/25/24	KUNG FU PANDA 4 Widescreen DVD	250.00	250.00 125.00

For further information, please contact

Show Dates: 09/27/24 to 09/27/24

Code to: Split 50/50

----UNCONFIRMED----

Kaitlyn Godina at 1-800-876-5577



2,320.572.494

PAYMENT DUE before BILL DATE

For Credit Card Payments, please call 800-876-5445. *

Double Branch Special Event

2-330-572-49400

Item Subtotal:

1,000.00

BALANCE DUE:

##7000.00

Middle Village Special Event

Please remit payment to: 2844 Paysphere Circle, Chicago, Illinois 60674

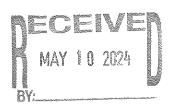


Please include Customer Number and make checks payable to: Clay County Sheriff's Office

General Invoice

Customer Copy

)	\$787.50	/25/2024	\$0.00 05		93		05/10/2024		TION CDD	AKLEAF PLANTAT
	AMOUNT DUE	PAID	ADJUSTED	ORIGINAL BILL	ШОМ	PRICE	QUANTITY			ESCRIPTION
4	\$ 527.50 \$ 260.00	\$0.00 \$0.00	\$0.00 \$0.00	\$527.50 \$260.00	EACH EACH	\$5,000000 \$260,000000	105,50 1,00	APRIL 2024		
3	\$787.50		oice Total:	Inv						





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

General	Invoice

Remit Portion
Invoice Date 05/10/2024
Invoice Number 293
Customer Number 30
Amount Paid

Due Date	05/25/2024
Invoice Total Due	\$787.50

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

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

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

Date: May 20, 2024 at 8:16 PM

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



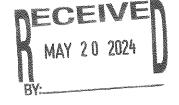
Good afternoon, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD for the following venue.
 LOCATION OVCR (SATURDAY) 10:00 A.M. to 2:00 P.M.
 DATE OF VENUE MAY 18, 2024

 - RESIDENT ALLISON McGRATH
 - ADDRESS 4220 PLANTATION OAKS BLVD #1412, ORANGE PARK, FL 32065
 - AMOUNT OF REFUND \$100,00
 - AMOUNT OF REPURD 3-5100.00
 BOOKING FEE/DEPOSIT was via AMEX(1004):
 DATED: 3/4/24
 SEQ#: 7
 BATCH#: 1064
 INVOICE#: 7

 - APPROVAL CODE: 864695



PAYMENT DATESETTLEMENT DATEEVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
03/04/24 03/04/24 05/18/24 ALLISO	ON McGRATH - OVCR DEPOSIT	DEPOSIT	\$ 100.00	1004	Α	MEX-864695

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

Please small me or leave a detailed message at 904-770-46cl 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 twice 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.onkleafresidents.com

Governmental Management Services

www.OakLeafResidents.com

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

Date: May 20, 2024 at 10:02 PM

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



Good afternoon, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD -- for the following venue.
 LOCATION -- OV PATIO (SATURDAY) 10:30 P.M. to 2:30 P.M.
 DATE OF VENUE -- MAY 18, 2024

 - RESIDENT ANETA KULIKOWSKI
 - ADDRESS -- 1086 MOOSEHEAD DRIVE, ORANGE PARK, FL 32065
 AMOUNT OF REFUND \$100.00

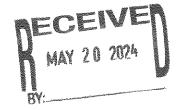
 - BOOKING FEE/DEPOSIT was via CHECK drawn on PNC BANK:

 DATED: 5/2/24

 CHECK#: 1157

 DEPOSITED:

 - AMOUNT: 100.00



PAYMENT DATE	SETTLEMENT	DATEEVENI	DATE	DESCRIPTION	HOURS	AMOUNT	ELEC	CHECK/CASH	CREDIT CARD	esstrucce
05/02/24	05/02/24	05/18/24	ANETA K	ULIKOWSKI - OV PATIO DEPOS	DEPOSIT	\$ 100.	00	CK# 1157	5/2/2024	

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

Thank you.

1 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

I wan be out of the office MON 20024 thru FILEK 20024 thr

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

Governmental Management Services

www.Oakl.cutResidents.com

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

Date: May 20, 2024 at 10:10 PM

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



Good evening, Todd,

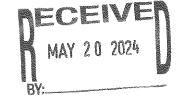
Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD for the following venue.
 LOCATION OVCR (SATURDAY) 2:30 P.M. to 6:30 P.M.
 DATE OF VENUE MAY 18, 2024

 - ADDRESS 731 CHESTWOOD CHASE DRIVI AMOUNT OF REFUND \$100.00 BOOKING FEE/DEPOSIT was via VISA(0260): DATED: 3/8/24 SEQ#: 3 ADDRESS - 731 CHESTWOOD CHASE DRIVE, ORANGE PARK, FL 32065

 - - SEQ#: 3 BATCH#: 1066

 - INVOICE#: 3 APPROVAL CODE: 022768 AMOUNT: 100.00



PAYMENT DATESETTLEMENT DATEEVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC. CHECK/CASH CREDIT CARD
03/08/24 03/08/24 05/18/24 EDNA	ARRO - OVCR DEPOSIT	DEPOSIT \$	100.00	0260 VISA-022768

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 904-770-466) 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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From: Oakleaf Venues venuerentals@oakleafresidents.com Subject: DBCDD refund of deposit request - FRANK SCAROLA

Date: May 20, 2024 at 10:14 PM

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



Good evening, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD for the following venue.
 LOCATION OV PATIO (SATURDAY) 3:00 P.M. to 7:00 P.M.
 DATE OF VENUE MAY 18, 2024

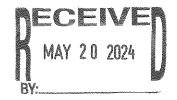
 - RESIDENT FRANK SCAROLA
 - ADDRESS 2840 PEBBLEWOOD LANE, ORANGE PARK, FL 32065
 AMOUNT OF REFUND \$100.00

 - BOOKING FEE/DEPOSIT was via VISA(1956):

 DATED: 3/22/24

 - SEQ#: 7 BATCH#: 1075
 - INVOICE#: 7

 - APPROVAL CODE: 082716



PAYMENT DATESETTLEMENT DATEEVENT DATE	DESCRIPTION	HOURS	I AMOUNT I	FL FC.	CHECK/CASH	CREDIT CARD
PAYMENT DATESETTLEMENT DATEEVENT DATE	DESCRIPTION	11100110	MICOIT		,	
00/00/04 00/00/04 0E/49/04 ERAN	K SCAROLA - OV PATIO DEPOSIT	DEPOSIT	\$ 100.00	1956		VISA-082716
03/22/24 03/22/24 05/18/24 FRAN	K SCAROLA - UV PATIO DEPOSTI	DEPUSIT	a 100.00	1000	<u> </u>	VION GOLI TO

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

I was ue out or the office priority 20024 and THEIR 5/19/24 and TH 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

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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Governmental Management Services, LLC

1001 Bradford Way Kingston, TN 37763

Invoice

Invoice #: 2419

Invoice Date: 5/20/24

Due Date: 5/20/24

Case:

P.O. Number:

Bill To:

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

Description	Hours/Qty	Rate	Amount
acility Event Staff through May 18, 2024	14	25.00	350.00
2.300.369.103			
DECEIVEN			
MAY 2 1 2024		-	
8y:			
But E processor and a second contract of the			

Total	\$350.00
Payments/Credits	\$0.00
Balance Due	\$350.00

5/21/24

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

DOUBLE BRANCH CDD

Facility Event Staff Service Hours

Quantity	Description		Description		Rate	Amount		
14	Facility Event Staff	\$	25.00	\$	350.00			
	Covers Period End: May 18, 2024							
	Amenities Revenue # 2,300,369,103							

Riverside Management Services, Inc

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

Invoice

Invoice #: 358

Invoice Date: 5/21/2024

Due Date: 5/21/2024

Case:

P.O. Number:

Bill To:

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

Description	Hours/Qty	Pate	Amount
Pressure Washing of Tile Roof on Amenity Center - April 2024		4,562.50	4,562.50
MAY 22 2024 BY:			
Juny Lanbut 5-22-24			

Total	\$4,562.50				
Payments/Credits	\$0.00				
Balance Due	\$4,562.50				

Riverside Management Services, Inc. 8855 Florido Muley Blvd., Bulldro 300, Bulla 305, Jacksonville, FL 32257

Service Detail

Bill To:	Double Branch CDD	Invoice Date;	5/7/24	
		Due Date:	Upon Receipt	
Amount Dus:	\$ 4,562,50			
	Description	Amount		
4/30/24	Pressure washed the tile roof on the amenity center	\$ 4,562.60		

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

TOTAL AMOUNT DUE:

\$ 4,562.50

Should you have any questions, please contact Jerry Lembert @ (904) 288-7667 or Jembert @manf.com

Remit Payment

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

Date: May 20, 2024 at 10:37 PM

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



Good evening, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD for the following venue.

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

 DATE OF VENUE MAY 18, 2024

 RESIDENT TERRANCE MOORE

 ADDRESS 559 HEATH POINT COURT, ORANGE PARK, FL 32065

 AMOUNT OF REFUND \$100.00

 BOCKING FEE/DEPOSIT was via VISA(0789):

 DATED: 7/10/23

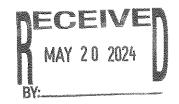
 SEQ#: 15

 BATCH#: 258

 INVOICE#: 15

 APPROVAL CODE: 629571

 AMOUNT: 100.00



PAYMENT DAT	ESETTLEMENT	DATEEVENT	DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASI	CREDIT CARD
07/10/23	07/10/23	05/18/24	TERRANG	CE MOORE - OVCR	4	\$ 250.00	<u> </u>		VISA-626294
07/10/23	07/10/23	05/18/24	ERRAN	CE MOORE - OVCR DEPOSIT	DEPOSIT	\$ 100.0	<u> </u>		VISA-629571

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 thm THUR 5/9/24 and THUR 6/13/24 thm 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 cartiest opportunity. Any messages left on the office phone will not be heard until I return to the office, repeat your name and number twice. Messages left on voice email will be heard, however, only emergencies will be addressed until I return to the office. I am typically not on property over the weekends. Since my time on property is divided between two Districts, appointments are recommended.

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

Governmental Management Services

www.OnkLeafResidents.com

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From: Oakleaf Venues venuerentals@oakleafresidents.com

Subject: DBCDD refund of deposit request - CHARLES "Tom" HORTON

Date: May 28, 2024 at 8:46 PM

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



Good evening, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD for the following venue.
 LOCATION OVCR (SUNDAY) 4:30 P.M. to 8:30 P.M.
 DATE OF VENUE MAY 26, 2024
 - RESIDENT CHARLES HORTON
 - ADDRESS 2958 THORNCREST DRIVE, ORANGE PARK, FL 32065
 - AMOUNT OF REFUND \$100.00
 - AMOUNT OF REPORD \$100.00

 BOOKING FEE/DEPOSIT was via VISA(5761):

 DATED: 5/13/24

 SEQ#: 3

 BATCH#: 1116

 - INVOICE#: 3 APPROVAL CODE: 013205
 - AMOUNT: 100.00



PAYMENT DATESETTLEMENT	DATEEVENT D	TE DESCRIPTION	HOURS	AMOUNT	ELEC.CH	ECK/CASHCREDIT CARD
05/13/24 05/13/24	05/26/24 CHA	RLES "TOM" HORTON - OVER DEPO	SIT DEPOSI	T[\$ 100	.00 5761	VISA-013205

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 entail me or leave a detailed message at 904-770-4661 with the following information: NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF
PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. 1 will respond at my earliest opportunity. Any messages left on the office phone will not be heard until I return to the office; repeat your name and number twice. Messages left on voice email will be heard, however, only emergencies will be addressed until I return to the office. 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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Governmental Management Services

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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. 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

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

Date: May 28, 2024 at 8:38 PM

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



Good evening, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD for the following venue.

 LOCATION OVCR (SUNDAY) 12:00 P.M. to 4:00 P.M.

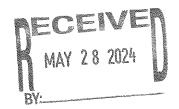
 DATE OF VENUE MAY 25, 2024

 RESIDENT DANIELLE HOPKINS

 ADDRESS 1134 MOOSEHEAD DRIVE, ORANGE PARK, FL 32065

 - AMOUNT OF REFUND \$100.00
 BOOKING FEE/DEPOSIT was via CHECK drawn on VYSTAR:

 - DATED: 8/8/23
 CHECK #: 1616
 DEPOSITED: 8/10/23
 - AMOUNT: 100.00



PAYMENT DATE SETTLE	MENT DATEEVENT	DATE	DESCRIPTION	HOURS	ELEC.	CHECK/CASH	CREDIT CARD
08/08/23 08/10	/23 05/26/24	DANIELLE HOP	KINS - OVCR DEPOSIT	DEPOSIT		CK# 1615	

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 thrit THUR 5/9/24 and THUR 6/13/24 thrit FRI 6/14/24

I will be out of the orace atom 5/6/24 that FRUK 5/9/24 t

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

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

Date: May 28, 2024 at 9:37 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 OV PATIO (SATURDAY) 11:00 P.M. to 3:00 P.M.
 DATE OF VENUE MAY 25, 2024

 - RESIDENT ERIN ROUNDTREE
 ADDRESS 1133 MOOSEHEAD DRIVE, ORANGE PARK, FL 32065

 - ADDRESS 1133 MOOSEHEAD DRIVE, ORAI AMOUNT OF REFUND \$100.00 BOOKING FEE/DEPOSIT was via VISA(9775):

 DATED: 3/15/24
 SEG#: 6
 BATCH#: 1071
 INVOICE#: 7
 APPROVAL CODE: 015437
 AMOUNT: 100.00



PAYMENT DAT	ESETTLEMENT I	DATEEVENT	DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
03/15/24	03/15/24	05/25/24	ERIN F	OUNDTREE - OV PATIO DEPOSIT	DEPOSIT	\$ 100.00	7953	<u> </u>	VISA-015437

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

Thank you.

I will be out of the office MON 576/24 thru THUR 579/24 and THUR 6/13/24 thru FRI 6/14/24
Please entail me or leave a detailed message at 904-776-4661 with the following information: NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. 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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From: Oakleaf Venues venuerentals@oakleafresidents.com Subject: DBCDD refund of deposit request - EVELYN RIVERA

Date: May 28, 2024 at 9:31 PM

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



Good evening, Todd,

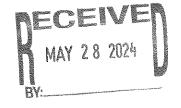
Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD for the following venue.
 LOCATION OVCR (SATURDAY) 2:30 P.M. to 6:30 P.M.
 DATE OF VENUE MAY 25, 2024

 - RESIDENT EVELYN RIVERA
 ADDRESS 785 OAKLEAF PLANTATION PARKWAY #1611, ORANGE PARK, FL 32065

 - AMOUNT OF REFUND \$100.00 BOOKING FEE/DEPOSIT was via VISA(3354):
 - DATED: 2/2324
 SEQ#: 3

 - SEQ#: 3 BATCH#: 1057 INVOICE#: 2 APPROVAL CODE: 023937 AMOUNT: 100.00



	ESETTLEMENT	DATEEVENT	DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
02/23/24	02/23/24	05/25/24	EVELYN	RIVERA - OVCR DEPOSIT	DEPOSIT	\$ 100.00	3354	<u> </u>	VISA-023937

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

Lwill 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 904-779-4661 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; repeal 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

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

Date: May 28, 2024 at 8:54 PM

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



Good evening, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD for the following venue.
 LOCATION OVCR (THURSDAY) 3:00 P.M. to 7:00 P.M.
 DATE OF VENUE MAY 23, 2024
 RESIDENT LAVONIA JENKINS
 ADDRESS 3207 CHESTNUT RIDGE WAY, ORANGE PARK, FL 32065

 - ADDRESS 3207 CHESTNUT RIDGE WAY, OI AMOUNT OF REFUND \$100.90

 BOOKING FEE/DEPOSIT was via VISA(7184):

 DATED: 12/11/23

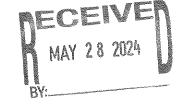
 SEQ#: 2

 BATCH#: 1012

 INVOICE#: 2

 APPROVAL CODE: H63583

 AMOUNT: 100.00



PAYMENT DATE	SETTLEMENT	DATEEVENT	DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH CREDIT CARD
12/11/23	12/11/23	05/23/24	LAVON	IA JENKINS - OVCR - DEPOSIT	DEPOSIT	100.00	7184	VISA-H63583

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

Livill be out of the office MON 5/6/24 thm THUR 5/9/24 and THUR 6/13/24 thm FRI 6/14/24 Please entail me or leave a detailed message at 901-770-4661 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 cathest opportunity. Any messages left on the office phene will not be heard until I return to the office; repeat your name and number rivice.

Messages left on voice email will be heard, however, only omergencies will be addressed until I return to the office. Lam 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.OakLea(Residents.com

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

Date: May 28, 2024 at 9:42 PM

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



Good evening, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD -- for the following venue.
 LOCATION -- OV PATIO (SATURDAY) 3:00 P.M. to 7:00 P.M.
 DATE OF VENUE -- MAY 25, 2024
 RESIDENT -- LISA CHRISTIAN
 RESIDENT -- LISA CHRISTI

 - ADDRESS 3486 WORTHINGTON OAKS DRIVE, ORANGE PARK, FL 32065
 - AMOUNT OF REFUND \$100.00
 - AMICUNI OF REFUND \$100.00

 BOOKING FEE/DEPOSIT was via VISA(3543):

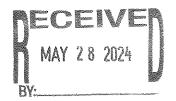
 DATED: 5/13/24

 SEQ#: 5

 BATCH#: 1116

 BMCGCF#: 5

 - INVOICE#: 5 APPROVAL CODE: 73811B AMOUNT: 100.00



PAYMENT DAT	ESETTLEMENT D	DATEEVENT	DATE D	ESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH CREDIT CARD
05/13/24	05/13/24	05/25/24	LISA CHRISTIAN :	OV PATIO DEPOSIT	DEPOSIT	\$ 100.00	3543	VISA-738118

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

Thank you.

1 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 90.4-779-4661 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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From: Oakleaf Venues venuerentals@oakleafresidents.com Subject: DBCDD refund of deposit request - STACEY GREEN

Date: May 28, 2024 at 9:06 PM

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



Good evening, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD for the following venue.
 LOCATION OVCR (SATURDAY) 10:00 A.M. to 2:00 P.M.
 DATE OF VENUE MAY 25, 2024

 - RESIDENT STACEY GREEN
 - ADDRESS 3750 TIMBERLINE DRIVE, ORANGE PARK, FL 32065 AMOUNT OF REFUND \$100.00

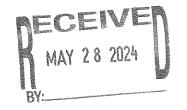
 - BOOKING FEE/DEPOSIT was via VISA(0770):

 DATED: 3/15/24

 SEQ#: 2

 - SEQ#: 2 BATCH#: 1071

 - INVOICE#: 2 APPROVAL CODE: 18206
 - AMOUNT: 100.00



PAYMENT DAT	ESETTLEMENT C	ATEEVENT	DATE DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
03/15/24	03/15/24	05/25/24	STACEY GREEN - OVCH DEPOSIT	DEPOSIT	\$ 100.00	0770	1	VISA-182306

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

I will be out of the office MUN 20024 and THUK 20124 and THUK 2012

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

Governmental Management Services

www.OakLea(Residents.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.

AP300R	ACCOUNTS PAYABLE PREPAID/COMPUTER COUBLE BRANCH-CAPITAL RESERVE ANK C CAPITAL RESERVE FUND	CHECK REGISTER	RUN 6/01/24	PAGE 1
CHECK VEND#INVOICE EXPENSED TO DATE DATE INVOICE YRMO DPT ACCT#	SUB SUBCLASS VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT #
5/13/24 00027 4/16/24 938547 202404 600-53800- MAX ROLL - SHIPPING	62100 ERC WIPING PRODUCTS	*	705.00	705.00 000245
5/13/24 00035 4/16/24 2412 202403 600-53800- MAR REPAIR/REPLACEMENT	62100 GOVERNMENTAL MANAGEMENT SERVICES	*		2,600.00 000246
5/13/24 00035 4/16/24 2413 202404 600-53800- MAINTENANCE SUPPLIES	62100	*	2,306.79	
5/13/24 00063 4/08/24 136176 202404 600-53800- RECONNECTED PRONE LINE		*	337.50	
5/13/24 00063 4/08/24 136177 202404 600-53800- BATTERIES REPLACEMENTS			1,460.32	
5/13/24 00012 5/06/24 4823 202405 600-53800- SLIDE REPLACEMENT				
5/13/24 00037 4/11/24 04112024 202404 600-53800- LIFEGUARD SUPPLIES	PRO PLAYGROUNDS 62100			2,422.55 000250
5/16/24 00017	THE LIFEGUARD STORE INC. 62100		1,061.75	409.08 000251
JANITORIAL SUPPLIES	THE HOME DEPOT PRO			1,061.75 000252
		C	·	
	TOTAL FOR REGI	STER	11,302.99	

DBBR DOUBLE BRANCH OKUZMUK



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

Invoice Number	Page		
938547	1		
4/16/2024			

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

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

Order No.	Customer P/O	Ship Via	Terms	Sales Rep
868729	DOUBLE BRANCH	ESTES EXPRESS-EXC	NET 30	SHOPPING CART

Item	Description	U/M	Order	Ship	в/о	Net Price	Extended
EW3000MAX	MAX ROLL	CSE	10	10		57.5000	575.00
	Tracking/Pro #:0748099407	§	. I			**	
1972 F 1970	8		LL MAJO			*	
	* WE AC		l i	i		*	
			N EXPRE	l		*	
	* PLEASE	CALL	781-593	4000 T	PAY	*	,
	* -WE AL		1	1 2 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	1	*	
D Common	* PLEASE	l	[ERCWIPE	COM FOI	*	
		1	RMATION	*****	*****	***	acacimino
Code	to:						
	le Branch Repa	ir a	nd	Rep	i e		
	0.53800.6200						
RA	GS • TOWEL Thank You					VIPE	RS
ENIANOSC CHARGES	OF 1 SW DED MONTH (180/ DED ANNI MA)	Δ·Γ			S	ub Total:	575.00

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

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





AT	Sub Total:	575.00
DITT. DAME.	Sales Tax:	.00
DUE DATE: 5/16/2024	Shipping:	130.00
Please Remit To:	Deposits:	.00
19 Bennett St Lynn MA 01905	Balance:	705.00

Governmental Management Services, LLC

1001 Bradford Way Kingston, TN 37763

Invoice

Invoice #: 2412

Invoice Date: 4/16/24 Due Date: 4/16/24

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 March 1 - March 31, 2024		14,883.21	14,883.21
Code To:			
-Double Branch Facility Maintenance			
2.320.572.46600 (\$4,135.00)			
Double Branch Facility Maintenance Contingency			
-2.320.572.46620 (\$2,895.83)			
-Double Branch Lighting Repairs			
- s and a common angular of parts			
2.320.572.46630 (\$700.00)			
Double Branch Common Area Maintenance .			
2.320.572.46400 (\$4,552.38)			
Double Branch Repair/Replacement			
	Total		\$14,883.21
34.600.53800.62•0 (\$2,600.00)	Payment	s/Credits	\$0.00
	Balance	•	\$14,883.21
		5	\$ 2,600,00

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT MAINTENANCE BILLABLE HOURS FOR THE MONTH OF MARCH 2024

9/11/24 4 E.W. Removed debris from all common areas 9/11/24 1 E.W. Plunged and worked on unclugains water fountain Plunged and worked from all common areas 9/11/24 2 E.W. Removed debris from all common areas 9/11/24 3 E.W. Removed debris from all common areas 9/11/24 3 E.W. Removed debris from all common areas 9/11/24 3 E.W. Removed debris from all common areas 9/11/24 3 E.W. Removed debris from all common areas 9/11/24 4 E.W. Removed debris from all common areas 9/11/24 4 E.W. Removed debris from all common areas 9/11/24 4 E.W. Removed debris from all common areas 9/11/24 4 E.W. Cleaned out side tower and trash from pool deck, pathred columns white 9/11/24 3 T.C. Dug up and removed learning size and dean pool deck, pathred columns white 9/11/24 3 T.C. Dug up and removed learning size and dean out kild pool 9/11/24 4 E.W. Removed debris from all common areas 9/11/24 5 E.W. Removed debris from all common areas 9/11/24 5 E.W. Removed debris from all common areas 9/11/24 5 E.W. Removed debris from all common areas 9/11/24 5 E.W. Removed debris from all common areas 9/11/24 5 E.W. Removed debris from all common areas 9/11/24 5 E.W. Removed debris from all common areas 9/11/24 5 E.W. Removed debris from all common areas 9/11/24 E.W. Proping from all common areas 9/11/24 E.W. Proping from all common areas 9/11/24 E.W. Proping from all from all common areas 9/11/24 E.W. Proping from all f	<u>Date</u>	<u>Hours</u>	Employee	<u>Description</u>
Section	3/1/24	4	E.W.	Removed debris from all common areas
Single C. Chacogoed water fountain, removed and installed new tolet paper dispenser in field house men's baltnoom, fix and deem lades iffenses contart folial paper dispenser	3/4/24	1	C.W.	Plunged and worked on unclogging water fountain
bathycom, fix and dean ladies filmose scenter tollet 1,000	3/4/24	4	E.W.	
395/24 4 C.W. Fised water fountain, put in new loilet paper dispenser 395/24 4 E.W. Removed debris from all common areas 37/724 4 E.W. Cremoved debris from all common areas 37/724 4 C.W. Cleaned out side tower and trash from pool deck, painted columns white 37/724 2.48 E.W. Removed debris from all common areas 3/8/24 3 T.C. Dug up and removed leaning street sign post and took to shop, kibed locks 3/8/24 4 T.C. Clean up tape around gazebo and clean out kid pool 3/8/24 4 T.C. Repairing pavers on pool deck, put bottom pipes on fence around tennic courts 3/11/24 1 T.C. Repairing pavers on pool deck, put bottom pipes on fence around tennic courts 3/11/24 4 E.W. Removed debris from all common areas 3/12/24 6 B.C. Repairing pavers on pool deck, put bottom pipes on fence around tennic courts 3/12/24 6 B.C. Repairing pavers on pool deck, put bottom pipes on fence around tennic courts 3/12/24 6 B.C. Removed debris from all c	3/5/24	5	T.C.	
9,000 Section Sectio				
38/24 4 E.W. Removed debris from all common areas 3/17/24 8 T.C. Pressure weshed septing ground to prop for paint, painted pool pavilion, picked up supplies 3/17/24 2.48 E.W. Removed debris from all common areas 3/18/24 3 T.C. Dug up and deremoved learning street sign post and took to shop, lubed tooks 3/18/24 4 J.K. Clean up tape around gazebo and clean out kid pool 3/18/24 4 E.W. Removed debris from all common areas 3/19/24 4 E.W. Removed debris from all common areas 3/11/24 7.83 J.K. Fleet pavers on pool deck, put bottom pipes on fence around tennis courts 3/11/24 8.12 A.J. Installed bottom rails on fence around tennis courts 3/11/24 8.12 A.J. Installed bottom rails on fence around removed concrete pole, took alide to shop 3/12/24 8 T.C. Took broken slide down from playground and removed concrete pole, took alide to shop 3/12/24 8 C.W. Removed debris from all common areas 3/13/24 8 C.W. Shipped and the part of the slide and took pole out 3/13/24 8 T.C. Pressure weshed waterfall entrance foundtain, took part slide on playground 3/13/24 8 T.C. Pressure weshed waterfall entrance foundtain, took part slide and reconfiguring using other 3/13/24 8 C.W. Pressure weshed waterfall entrance foundtain, took part slide and reconfiguring using other 3/13/24 8 C.W. Pressure weshed waterfall entrance foundtain, took part slide and reconfiguring using other 3/13/24 8 C.W. Pressure weshed fountain by entrance 3/13/24 8 C.W. Pressure weshed waterfall entrance foundtain, took part slide and reconfiguring using other 3/13/24 8 C.W. Pressure weshed waterfall entrance foundtain, took apart slide and reconfiguring using other 3/13/24 8 C.W. Pressure weshed work of the slide on playground, put up movie screen for movie night, 3/13/24 8 C.W. Pressure weshed work of the slide on playground, put up movie screen for movie night, 3/13/24 8 C.W. Pressure weshed work of the slide on playground, put up movie screen for movie night, 3/13/24 8 C.W. Pressure weshed work of the slide on playground put up movie screen for movie night, 3/13/24 8				
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3/11/24				
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3/22/24 4 E.W. Removed debris from all common areas	3/22/24	6		·
	3/22/24	8.05		
3/25/24 2 T.C. Painting guard shack floors				
	3/25/24	2	T.C.	Painting guard shack floors

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT MAINTENANCE BILLABLE HOURS FOR THE MONTH OF MARCH 2024

Date	<u>Hours</u>	<u>Employee</u>	Description
3/25/24	1.63	J.K.	Took out boat and cleaned out fountain
3/25/24	7.63	C.W.	Cleaned water slide with degreaser and water after sanding, cleaned fountain in pond
3/25/24	8.07	A.J.	Clean, prep, paint walkway at pool house bathrooms
3/25/24	4	E.W.	Removed debris from all common areas
3/26/24	-8.03	A.J.	Clean, prep and paint guard shack
3/26/24	3.87	E.W.	Removed debris from all common areas
3/27/24	8	A.J.	Clean and paint guard shack, rewire switch and outlets
3/27/24	3.97	E.W.	Removed debris from all common areas
3/28/24	2	T.C.	Troubleshooting lights in guard shack, picked up supplies
3/28/24	8.02	A.J.	Painted floor, chase wiring fault
3/28/24	3.35	E.W.	Removed debris from all common areas
3/29/24	4	C.W.	Removed debris from all common areas
3/29/24	5.35	A.J.	Paint touch up, worked on wiring
TOTAL	370.94	.	
MILES	102.5	- -	*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

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

Invoice

Invoice #: 2413 Invoice Date: 4/16/24

Due Date: 4/16/24

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		2,306.79	2,306.79
Code to:			
Double Branch Repair/Replacem	ent		
34.600.53800.62\$0			
MAY & 7 2024			
	Total	<u></u>	\$2,306.79
	Payment	s/Credits	\$0.00
	Balance	Due	\$2,306.79

MAINTENANCE BILLABLE PURCHASES

Period Ending 4/05/24

DISTRICT DB	DATE	SUPPLIES	PRICE	EMPLOYEE
DOUBLE BRANCH	3/5/24	BLK Nitrie Gloves 20pk	5.11	T.C.
	3/5/24 3/6/24	BLK Gloss Spray Paint (3) Rust Remover Spray	34.43 7.41	T.C. J.S.
	3/6/24	Rust Remover Bath	17.24	J.S.
	3/6/24 3/6/24	Bondo Resin Stop Rust White	18.39 3.15	J.S.
	3/7/24	tot Paint Bucket (2)	5.01	J.S.
	3/7/24	8-8 Copper Spit Bolt (2)	(5.13 6.59	J.S. J.S.
	3/1/24 3/1/24	8-4 Copper Spit Bolt Stud Cover 12-10g	2.52	J.S.
	3/7/24	Phone Splice Connectors	3.73	j.s. j.s.
	3/7/24 3/7/24	Plastic Putly Spreader 5" Diablo 220 G Disc 25pk	2.86 11.49	7.C.
	3/7/24	3"x18" BOG Sanding Bok	6,31	T.C.
	377/24	5" Diablo 803 Disc 25pk 4x3/8" Shedless Knil 3pk	11.49 6.52	T.C. T.C.
	3/1/24 3/1/24	36MM Frog Tape	4.88	T.C.
	3/7/24	Historiber Towel 12pk	7,46 7,45	T.C. T.C.
	3/7/24 3/7/24	Pro Microfiber Towel 8pk BLK Narie Gloves 40pk	10,21	T.C.
	3/7/24	Duracell AA Batteries 12pk	11.43 2.75	T.C.
	3/7/24 3/7/24	Pelican Liners Allpurpose Masking Paper	2,86	T.C. T.C.
	3/7/24	BLK Gloss Spray Paint (2)	22.95	T.C.
	3/8/24	Hollow Braid Rope 50° (2)	22.38 25.83	j.s. j.s.
	3/8/24 3/8/24	Hotow Braid Rope 100' Terry Towels 10pk	9.19	T.C.
	3/8/24	PB Paster	4.01 12.14	T.C. T.C.
	3/11/24 3/11/24	Sakrete Paver Base (2) Maxbue 3" Tabs	91.43	T.C.
	3/11/24	40th Tan Sand	32.82	T.C.
	3/13/24	Mapril Phyol Holder	6.31 1.89	T.C. T.C.
	3/13/24 3/13/24	Steel Screw Extractor Screw Extractor Set	6.66	T.C.
	3/13/24	Universal Joint 3/8* Drive	6,74	T.C. T.C.
	3/13/24 3/15/24	6" Longnose Locking Piers Sakrete Concrete (4)	8.61 22.91	T,C.
	3/18/24	ZEP Purple Degresser	27.01	T.C.
	3/18/24	Compact Staple Gun	14. 94 17.24	T.C. T.G.
	3/18/24 3/18/24	PW Ĥose 25' 3200PSI BLK Nitrie Gloves 40pk	12.64	T.C.
	3/18/24	1/2° Slaples 625pk	2.29 11.42	T.C. T.C.
	3/18/24 3/19/24	Keys Glaciar Gray Deco Chips 1th	21,83	Y.G.
	3/19/24	Sel Your Own Combo Locks 1-1/2"	21.15	T.C.
	3/19/24	13/18/26W Vert LED 1 Ot All Purpose Mixing Containers	17.22 6.27	T.C. T.C.
	3/21/24 3/21/24	Frog Tape	13.17	T.C.
	3/21/24	Glacier Gray Deco Chips 1b	21.83 5,49	
	3/21/24 3/21/24	Pelcan Liners 3pk 4x3/8" Shedless Knil 3pk	8.52	
	3/21/24	Trufuel 50:1	13.79	
	3/21/24 3/21/24	Flat Basic Broshes Porch/Floor Epoxy Gray	10.87 243.80	
	3/22/24	5' 8 Hote Hook N Loop Pad	12.64	
	3/25/24	Gate Latch 2 Way Closed End Spice Connector 50pk	80.42 3.58	
	3/26/24 3/26/24	Light Kit (2)	45,93	J.S.
	3/25/24	Stop Rust Primer	8.03 9.16	
	3/25/24 3/27/24	Stop Rust Dark Walnut Bar Clamp 24x2-1/2 500b	22.97	T.C.
	3/27/24	20AMP Temper GFCI (3)	80,87 9,18	
	3/27/24 3/27/24	20AMP Switch Ivory Dec Wall Plate (2)	2.14	
	3/27/24	LT Amond Wait Plate	1.73	
	3/29/24	Gas for Equipment Maxiblue 3" Tablets	75,00 28,74	
	4/1/24 4/1/24	14° Coco Liners (16)	220,43	J.S.
	4/1/24	1Ot Mix Container (3)	7.62 15.74	
	4/1/24 4/1/24	Counters ink Set Carbide Ora Bit Set	14.54	
	4/1/24	Carbide Tile/Stone Bit Set	14.6	
	4/2/24	1 1/2" Spit Key Rings	2.2	
	4/2/24	12x16 Shade Fabric (7)	275.3	í J.S.
	4/3/24	SS Cleaner and Polish	10.33	
	4/3/24 4/3/24	Dawn Dieh Soap (2) 15Qt Bucket	7.9i 22.3i	
	4/3/24	Clorox Lemongrass	7.2	
	4/3/24	Disinfectant Spray Unen	12.0- 7.41	
	4/3/24 4/3/24	Microfiber Towel Bok Terry Towels 18pk	13.75	9 T.C.
	4/3/24	Pledge Lemon	11.44 8.2	
	4/3/24 4/3/24	Windex Spray (2) Black Sharpie 12pk	6.2 (5.4)	
	4/4/24	Scaffold Platform with Wood	114.4	3 T.C.
	4/4/24	Oukreie Anchoring Coment 10b (2) No Rust Flat White Paint (12)	32.1 75.6	
	4/4/24 4/4/24	10t Mix Container (3)	7.5	2 T.C.
			24.4	
	4/4/24	Metal Rescue Rust Remover Gal	34.4 8.6	
	4/4/24 4/4/24 4/4/2A	Motal Rescue Rust Remover Gal BLK Nitrile Gloves 20pk 9x3/8 Shediess Knit 3pk	8.6 13.2	1 T.C.

TOTAL \$2,306.79



4237 Salisbury Rd Jacksonville, FL 32216 (904) 737-3512

> Bill To: OA003 Double Branch Systems Middle Village 370 Oak Leaf Village Pkwy

Orange Park, FL 32065

INVOICE

Invoice Date	Invoice#
4/8/2024	136176
	Customer PO#

Remit Payments To: P.O. Box 551629 Jacksonville, FL 32255

Site of Service/Delivery:

Oakleaf Plantation Fitness Cnt Oakleaf Plantation Fitness Cnt 382 Oak Leaf Village Parkway Orange Park, FL 32065

	JSC Job#	Terms	Date Shipped	Ship Via				
	X067575	Due Upon Receipt	04/08/2024	Marie Control of the	_]			
Quantity		Item / Description		Unit Price	Amount			
1.75	Tech Rate			150.00	262.50			
1.00	Trip cherge			75.00	75.00			
1.00		rm panelfor door sounder derpower. Reconnected pr	0.00	0.00				
The state of the s	Code to:							
	Double Branch Repair/Replacement							
	34.600.538	300.62 0 0						
	The control of the co		MAY 07 20	24	Total designation of the second secon			

Sub-Total	337.50
Tax	0.00
Total Invoice Amount	337.50



4237 Salisbury Rd Jacksonville, FL 32216 (904) 737-3512

> Bill To: OA003 Double Branch Systems Middle Village

370 Oak Leaf Village Pkwy Orange Park, FL 32065

INVOICE

Invoice Date	Invoice#
4/8/2024	136177
4	Customer PO #

Remit Payments To: P.O. Box 551629 Jacksonville, FL 32255

Site of Service/Delivery:

Oakleaf Plantation Clubhouse 370 Oak Leaf Village Parkway

Orange Park, FL 32065

JSC Job#	Terms	Date Shipped	Ship Via
X066868	Due Upon Receipt	04/08/2024	

Quantity	Item / Description	Unit Price	Amount
1.50	Tech Rate	150.00	225.00
2.00	Tech Rate	150,00	300.00
2.50	Tech Rate	150.00	375.00
1.00	Trip Charge	75.00	75.00
1.00	2/13/2024 - Replacement SD-2W duct det and batteries are needed 3/18/2024 - AC unit was shutdown, AC company came and found issue not related to JSC 4/8/2024 - System normal upon arrival. Installed duct abd replaced old batteries AH batteriesUsed (1) SD-D2 and (2) 12V-		0.00
2.00	12V-7AH batteries	57.67	115.34
1.00	Code to: By: Double Branch Repair/Replacement	369.98	369.98

34.600.53800.6200

Sub-Total	1,460.32
Tax	0.00
Total Invoice Amount	1,460.32

Conditions of Sale

JSC Systems, Inc. (JSC) shall have the title to and the right to possession of the equipment until the receipt of total payment.

All accounts are payable in Duval County, Florida. Failure to pay the amount due shall constitute a default and JSC may repossess the equipment without notice. Purchaser agrees to pay JSC's cost and expense of collection and/or repossession, including the maximum attorney's fees permitted by law.



The Play & Recreation Experts

Due Date	P.O. No.
6/5/2024	

Bill To

GMS LLC Jay Soriano 370 Oakleaf Village Pkwy Orange Park, Fl 32065

Pro Playgrounds 8490 Cabin Hill Road Tallahassee, FL 32311

Invoice

Date	Invoice #
5/6/2024	4823
Terms	Project
Net 30	Double Branch CDD







				Amount
ev .	DEP I TEM	Description Required payment for project, total amount	for replacement slide.	2,422.55
Code to	D 2			
Double	Branch Rep	air/Replacement		
34.600	.53800.62 ф 0	MAY 07 2024 8V:		
			Subtotal:	\$2,422.55
			Sales Tax: (7.5%)	\$0.00
			Balance Due:	\$2,422.55
			Credits:	\$0.00
			Balance Due:	<u>\$2,422.55</u>



Kiefer Aquatics The Lifeguard Store

903 Morrissey Drive THE LIFEGUARD STORE 903 Morrissey Drive Bloomington, IL 61701 P: (309) 451-5858 F: (309) 451-5959

Order Confirmation

DATE

S.O. No.

04/11/2024

ORD001274450



Name / Address

Oakleaf Plantation Jay Soriano 370 Oakleaf Village Pkwy Orange Park, FL 32065

SHIP TO

GMS, LLC - Oak Leaf Plantation Jay Soriano 370 Oakleaf Village Pkwy Orange Park, FL 32065

Customer IC)	P.O. No.	Terms	Rep	Order Ad	lministrator		Ship	Via
265527		JAY S APPROVED	NET 30	050	mkit	zmiller		FEDEX_G	ROUND
Item			Descript	ion		Ordered	В/О	Price Each	Amount
LGSGTSRS	RISE	GUARD TEE COLO	R: RED SIZE	E: SMALL		15		\$7.50	\$112.50
_GSGTSRM	RISE	GUARD TEE COLC	R: RED SIZE	E: MEDIUM	-	5		\$7.50	\$37.50
LGSGTSRL	RISE	GUARD TEE COLC	R: RED SIZI	E: LARGE		7		\$7.50	\$52.50
_GSGTSRXL	RISE	GUARD TEE COLO	R: RED SIZE	E: XLARGE		3		\$7.50	\$22.50
LGSGTSRXXL	RISE GUARD TEE COLOR: RED SIZE: XXLARGE			2		\$7.50	\$15.00		
LGS11GUR34	RISE GUARD POLY MB BACK W/SHELF BRA COLOR: RED SIZE: 34			6		\$35.00	\$210.00		
GS11GUR42	RISE GUARD POLY MB BACK W/SHELF BRA COLOR: RED SIZE: 42			2		\$35.00	\$70.00		
LGS11GUR44	RISE GUARD POLY MB BACK W/SHELF BRA COLOR: RED SIZE:			R: RED SIZE:	2		\$35.00	\$70.00	
710AWLR	WAT	TERPARK GUARD H	ip pack coi	LOR: RED		14		\$7.84	\$109.76
120MM	RIS	E SOFT CASE POCK	ET MASK			13		\$7.25	\$94.25
f-		: Split 5 Branch		ir/Rep	laceme	ent			
34.60	0.	53800.6	200				Subt	otal	\$794.01
			**************************************				Disco Amo		\$0.00
Midd	le '	Village	Repai	irand	Replac	emen	Ship	ping	\$24.15
							Sale	s Tax	\$0.00
~ A ~ C		538-640	MM		CEVE		Tot		4010 T





- My Account Number 645245
 Currently Shopping As 645246 DOUBLE BRANCH
 Current Ship-To Address DOUBLE BRANCH 370 OAKLEAF VILLAGE PARKWAY ORANGE PARK, FL 32085
- Home
- Account
- Invoice History
- Invoice Detail

Invoice Detail

Customer ID: 645245 Invoice Number: 804077972 Invoice Date: 5/9/2024 Order Number: 56192177 Purchase Order: Lisa

Shipped To:

DOUBLE BRANCH 370 OAKLEAF VILLAGE PARKWAY

ORANGE PARK, FL 32065

Home Depot Pro Notes:

i\$7.95 Handling Charge

Delivery Information for this invoice may be found at: www.HomeDepotPrg.com/institutional

Description | Item Number

RENOWN LNR 40X48 12MIC NAT REN14512-CA

RENOWN LNR 40X48 .74MIL WHT

RENOWN SINGLE ROLL BATH TISSUE 2PLY REN06125-WB



RENOWN WAVE3D URNAL SCRN MAN REN03121



ECO FRESH BOWL CLIP MANGO DEODORIZER



REN CONTROL RL TWL NAT WHT



RENOWN GS MULTI-FOLD TOWEL NATURAL 9/1/18, REND6003-WB



PURE BRIGHT GERMICIDAL BLEACH GAL KIK11008638431



PINE-SOL M/S CLNR 1440Z CL035418



ZURN HANDLE KIT 8-50-A 835629 Old Rem Number: 190181

Shipping & Handling\$7,95 Tax Web Discount \$0.00 -\$0.00 \$2,123,50

Repair & Replacement 34.600.538.621

My Repair & Replacement

34.600.538.64000

Back to Order History Save as PDF Print this page

Invoice Total \$2,123.50 \$1,061.75

Please split between both

DB 4 mil districts 50/50

Quantity Quantity Unit Ordered Shipped Price Total

\$81.07\$366.42

\$50,14\$300,84

\$68.04\$544.32

\$31.09\$186.54

\$38.87 \$233.22

6

2 \$79.39\$158.78

\$41,59\$83.18

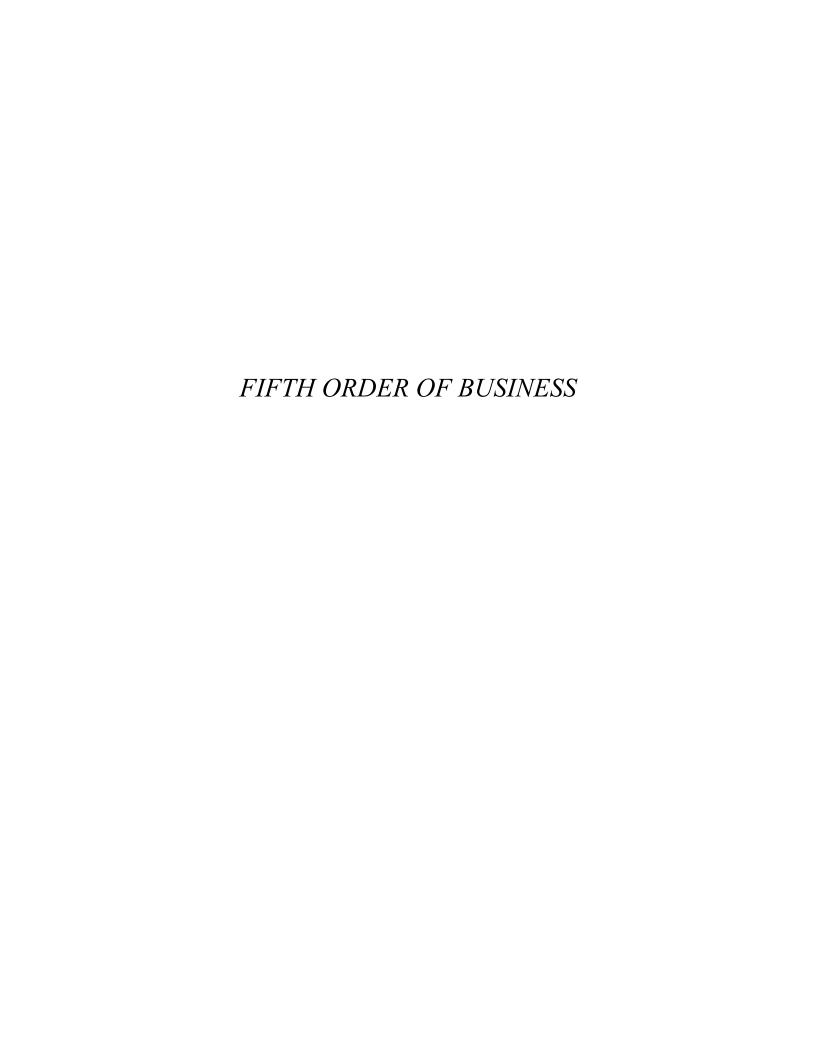
\$5.03 \$45.27

\$19.54\$175.88 9

\$5,28 \$21,12

\$7,123.50





RESOLUTION 2024-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2024/2025; SETTING PUBLIC HEARINGS; ADDRESSING PUBLICATION; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors ("Board") of the Double Branch Community Development District ("District") prior to June 15, 2024, proposed budget(s) ("Proposed Budget") for the fiscal year beginning October 1, 2024, and ending September 30, 2025 ("Fiscal Year 2024/2025"); and

WHEREAS, it is in the best interest of the District to fund the administrative and operations services (together, "Services") set forth in the Proposed Budget by levy of special assessments pursuant to Chapters 170, 190, and 197, Florida Statutes ("Assessments"), as set forth in the preliminary assessment roll included within the Proposed Budget; and

WHEREAS, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

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

- 1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2024/2025 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.
- 2. **SETTING PUBLIC HEARINGS.** Pursuant to Chapter 190, Florida Statutes, a public hearing on the approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE: August 12, 2024

HOUR: 6:00 p.m.

LOCATION: 845 Oakleaf Plantation Parkway

Orange Park, Florida 32065

- 3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL-PURPOSE GOVERNMENT(S).** The District Manager is hereby directed to submit a copy of the Proposed Budget to the local general-purpose governments at least sixty (60) days prior to the hearing set above.
- 4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District's Secretary is further directed to post the approved Proposed Budget on the District's website at least two (2) days before the budget hearing date as set forth in Section 4, and shall remain on the website for at least forty-five (45) days.

- 5. **PUBLICATION OF NOTICE.** The District shall cause this Resolution to be published once a week for a period of two (2) weeks in a newspaper of general circulation published in Clay County. Additionally, notice of the public hearings shall be published in the manner prescribed in Florida law.
- 6. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.
 - 7. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS _	DAY OF	2024.
ATTEST:		DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
Secretary / Assistant Secretary		Chair/Vice Chair, Board of Supervisors

Exhibit A: Fiscal Year 2024/2025 Proposed Budget

Exhibit A Fiscal Year 2024/2025 Proposed Budget







May 29, 2024

Courtney Hogge Governmental Management Services 475 West Town Place, Suite 114 St. Augustine, FL 32092 P: (865) 238-2622 chogge@gmsnf.com

Re: Proposal for Professional Engineering Services

Project Name: Double Branch CDD

Project No.: 24015.00

Dear Courtney:

Founded in 2005, Matthews | DCCM is the largest civil engineering firm based in St. Johns County, offering full-service civil and land development engineering services, roadway design, and landscape architecture throughout Northeast Florida. We proudly serve a wide range of public sector and private clients and have earned a solid reputation as a local leader for providing high-quality, innovative engineering solutions delivered timely and cost-effectively.

Staying true to our mission, Engineering Better Communities, our team takes an innovative approach to every project, creating thoughtful designs that balance functionality while preserving the often historic and ecosensitive quality of the communities we serve. Our engineers go beyond the rudimentary requirements of a job and intentionally seek ways to optimize a project's usability, convenience, and aesthetics while reducing environmental impact. From conception to completion, we partner closely with and work alongside our clients through each step of the process to successfully bring their vision to reality. Matthews | DCCM continues to receive national, state-wide, and local awards for being among "Best Places to Work" and a "Hot Firm" for growth.

We are pleased to offer you this proposal to provide professional engineering services for the Public Facilities Report for the Double Branch CDD (Project) located at located at 370 Oakleaf Village Parkway in Orange Park, Florida. The Public Facilities Report will meet the requirements of Florida Statutes Chapter 189.08.

Matthews | DCCM proposes to furnish professional services as described in "Exhibit A, Scope of Work," and per "Exhibit B, General Terms & Conditions," which are attached hereto and made a binding part hereof by this reference, for an estimated fee of \$3,500, plus direct reimbursable expenses. If these terms are agreeable, please sign and return the attached "Exhibit C, Contract Agreement."

We appreciate your consideration of our firm to provide these important services. Do not hesitate to contact us if you have any questions. We look forward to partnering with you and having our dedicated team of industry experts help make your project a success.

Sincerely,

Matthews | DCCM

Alex Acree, PE

Vice President of Production

EXHIBIT A SCOPE OF WORK

II – Public Facilities Report

Every 7 years, Chapter 189.08 requires that each independent special district shall submit to each local general-purpose government in which it is located a public facilities report and an annual notice of any changes. The public facilities report shall specify the following information:

- (a) A description of existing public facilities owned or operated by the special district, and each public facility that is operated by another entity, except a local general-purpose government, through a lease or other agreement with the special district. This description shall include the current capacity of the facility, the current demands placed upon it, and its location. This information shall be required in the initial report and updated every 7 years at least 12 months before the submission date of the evaluation and appraisal notification letter of the appropriate local government required by s. 163.3191. The department shall post a schedule on its website, based on the evaluation and appraisal notification schedule prepared pursuant to s. 163.3191 (5), for use by a special district to determine when its public facilities report and updates to that report are due to the local general-purpose governments in which the special district is located.
- (b) A description of each public facility the district is building, improving, or expanding, or is currently proposing to build, improve, or expand within at least the next 7 years, including any facilities that the district is assisting another entity, except a local general-purpose government, to build, improve, or expand through a lease or other agreement with the district. For each public facility identified, the report shall describe how the district currently proposes to finance the facility.
- (c) If the special district currently proposes to replace any facilities identified in paragraph (a) or paragraph (b) within the next 10 years, the date when such facility will be replaced.
- (d) The anticipated time the construction, improvement, or expansion of each facility will be completed.
- (e) The anticipated capacity of and demands on each public facility when completed. In the case of an improvement or expansion of a public facility, both the existing and anticipated capacity must be listed.

Fees for Public Facilities Report services will be billed on a time and materials (T&M) basis, with an initial estimated fee of \$3,500, and in accordance with Exhibit B, General Terms & Conditions, plus direct reimbursable expenses.



DocuSign Envelope ID: 62205FF1-0F20-4C2A-B9EE-87F6F14A5169

Proposal – 24015.00 May 29, 2024 Page 3

FEE SUMMARY

The following list summarizes costs associated with work items as described in Exhibit A, Scope of Work.

I – Engineering Services (T&M)
II – Public Facilities Report \$ 3,500 (T&M)

Total Estimated Cost: \$3,500, plus direct reimbursable expenses

Matthews | DCCM will initiate services on this project immediately following receipt of the fully executed contract, included as Exhibit C, and the following additional data, which will be provided by the project client:

- a) Survey of the project site in state plane coordinates provided in AutoCAD format depicting boundary, topography, utility, tree inventory, and jurisdictional wetland lines.
- b) Survey must also note conversion factor to NGVD 29 datum.
- c) Topography must be correlated to the U.S. Geological Survey (USGS) NAVD88 datum for the site as well as for adjacent lands, including adjacent access roads, to reflect conditions that will affect the site design.
- d) Drawing file to include a minimum of two elevation benchmarks, and topographic surface (TIN) and/or point file.
- e) Tree inventory to include tree species, size (DBH) in a numbered and tabulated format.

Matthews | DCCM will assist in acquiring the above information if requested in writing. These services will be billed on a time and materials (T&M) basis in accordance with Exhibit B, General Terms & Conditions, plus direct reimbursable expenses.

Services or work items not specifically set forth in this proposal are excluded. Should additional scope be requested by the Project Client, a change order for the additional services will be negotiated, and a change order proposal outlining costs will be fully executed before the additional work shall commence.



EXHIBIT B GENERAL TERMS & CONDITIONS

Revised: 08/22/2023

- a) Scope of Work. The Scope of Work details the services Matthews | DCCM is agreeing to provide along with the associated costs for these services and assumes normal engineering and design services along with up to up to two submittals. Additional submittals, work performed outside the scope of services detailed in this proposal, or changes due to requests or revisions from the Client or any government agency will require a signed Change Order that defines the additional scope and billing terms PRIOR to the out-of-scope work commencing. Costs will be based on the current schedule of fees/rates or renegotiation of this Agreement to the satisfaction of both parties. Unless specifically noted otherwise, service fees proposed in this Agreement exclude costs for the following fees and work types, but are not limited to: all permit application and governing agency fees, consumptive use permitting, wetlands mitigation, threatened/endangered species studies, geotechnical studies, traffic studies, shared parking studies, landscape architecture, irrigation designs, site lighting, structural/MEP engineering, architecture, agency construction inspection and as-built reviews, impact and clearance sheet fees, construction stakeout, other inspection services, other subconsultant fees, and reimbursable items as outlined in General Terms & Conditions.
- b) **Estimates.** The rates quoted in this proposal are good for 90 days. If a signed contract is not executed within this 90-day period, lump sum amounts will be revised, and time and material billing rates will change to reflect Matthews | DCCM's standard hourly rates in effect at the time the contract is signed and executed. Current billing rates are listed in bullet 'g' below. All billing rates are subject to change according to our annual billing rate increases. For lump sum contracts lasting more than a year, Matthews | DCCM reserves the right to adjust the lump sum contract amounts in accordance with the annual bill rate increase. Prior to any such rate changes, Matthews | DCCM will provide the Client with a 30-day notification of any rate changes.
- c) **Documents**. All plans, drawings, reports, information, etc. prepared or assembled by Matthews | DCCM's data creator [Engineer] under this Contract are for the Client's use in completing scope of work identified for use on the Project. The Client further agrees that they shall not be made available to any individual or organization for any other use, or reuse by others, without the prior written approval of Matthews | DCCM.
- d) Compensation & Payments. The Client agrees to pay Matthews | DCCM the compensation for its services as described under Scope of Services of this Agreement, with hourly rates computed based upon the established billing rates. Billing occurs monthly and is based on documented project progress. Payments may be made by check, ACH deposit, or credit card (a 3.5% transaction fee is assessed for credit card payments). Payment is due upon receipt of the invoice. DELAYS IN MAKING PAYMENTS WILL CAUSE DEFINITE DELAYS IN PROJECTS BEING COMPLETED.
 - PAYMENTS NOT RECEIVED WITHIN 30 DAYS OF THE INVOICE DATE ARE CONSIDERED DELINQUENT AND ALL SUBMITTALS WILL BE PUT ON HOLD FOR THE CLIENT'S PROJECTS UNTIL FULL PAYMENT IS RECEIVED.
 - Interest at the rate of 1.5% per month (or 18% per annum) will be added to any unpaid balance
 after 30 days from the invoice date. All work will cease until full payment is received, and the
 project will be delayed with new milestone dates being reassigned once payment in full is received.
 - Delinquencies lasting more than 70 days will result in a Claim of Lien recorded against the property.



- Invoice balances aged over 90 days will incur a reinstatement fee of 15% of the total outstanding invoice balance. This reinstatement fee must be paid in full in addition to the full outstanding invoice balance in order for Matthews | DCCM to resume work on the project.
- Matthews | DCCM will stop all work and hold submittals in the case of a bounced check until a replacement check has cleared the bank.
- The Client will be responsible for payment of any legal, collection, application, and permitting fees.
 Clients are responsible for paying application and permit fees prior to Matthews | DCCM making submittals.
- Subcontractor services and fees paid by Matthews | DCCM on behalf of the client will include a 15% surcharge. Services performed by Project staff on a time and materials basis will be billed at the hourly rates listed herein.
- e) **Certification.** Represented by a signed or sealed statement of a professional landscape architect or engineer means that services performed were based upon his/her knowledge, information, and belief in accordance with commonly accepted procedures and applicable standards of practice but is not a guarantee or warranty.
- f) **Work Performed.** All plans, designs, and documents will be prepared consistent with normal professional standards of care but does not guarantee success, approval, or issuance of permits. Matthews | DCCM will not accept back charges on corrective action without written agreement of both parties.
- g) Billing Rates. Below are the current billing rates. Billing rates are revised annually.

Personnel Classification	Rate Range
PRINCIPAL/SENIOR LEADS	
Principal	\$365.00
VP	\$275.00 - \$300.00
Division Lead	\$260.00 - \$285.00
Program Manager	\$240.00 - \$265.00
SENIOR PROFESSIONAL	
Senior Professional Engineer	\$200.00 - \$270.00
Senior Planner	\$210.00 - \$230.00
Senior Landscape Architect	\$220.00 - \$260.00
Senior Construction Inspector	\$195.00 - \$210.00
PROFESSIONAL	
Professional Engineer	\$230.00 - \$240.00
Project Engineer	\$160.00 - \$190.00
Planner	\$160.00 - \$190.00
Landscape Architect	\$170.00 - \$190.00
Construction Inspector	\$170.00 - \$180.00
DESIGNER	
Senior CAD Designer and Senior Engineering Tech	\$180.00 - \$200.00
Senior Landscape Designer	\$180.00 - \$200.00
CAD Designer and Engineering Tech	\$130.00 - \$170.00



Proposal – 24015.00 May 29, 2024

Page 6

SUPPORT STAFF	
Controller	\$150.00 - \$200.00
Graphic Designer	\$100.00 - \$140.00
Senior Graphic Designer	\$140.00 - \$180.00
Project Administrator and Project Coordinator	\$95.00 - \$120.00
ARCHITECTURE	
Project Manager, Architect	\$200.00 - \$255.00
Project Architect	\$170.00 - \$190.00
Project Coordinator, Architect	\$140.00 - \$170.00
Intern Architect	\$115.00 - \$140.00
CA, Architect	\$220.00 - \$240.00
Specifications Writer	\$220.00 - \$240.00
SURVEYING	
Project Director, Survey	\$215.00 - \$245.00
Senior Surveyor	\$170.00 - \$200.00
Senior GIS Enterprise Administrator	\$170.00 - \$200.00
Project Surveyor	\$155.00-\$185.00
Project GIS Developer, Survey	\$155.00 - \$185.00
Staff Surveyor	\$135.00 - \$165.00
Staff GIS Analyst	\$135.00-\$165.00
Four Man Field Crew	\$215.00 - \$245.00
Three Man Field Crew	\$195.00 - \$215.00
Two Man Field Crew	\$170.00 - \$200.00
One Man Field Crew	\$150.00 - \$180.00
One Man Crew (GPS/RTK)	\$200.00 - \$230.00
Two Man Crew (GPS/RTK)	\$215.00 - \$245.00
CADD Technician, Survey	\$115.00-\$145.00
GIS Technician	\$115.00 - \$145.00
Field Technician, Survey	\$95.00 - \$125.00

- h) **Reimbursable/Direct Expenses.** Unless specifically stated, direct expenses will be billed in addition to our lump sum fees. Examples of expenses include, but are not limited to:
 - Mileage will be billed per current IRS rates.
 - Production costs will be billed at the following rates:
 - o Paper copies:
 - 8½"x11" B&W \$0.27 each
 - 8½"x11" Color \$0.50 each
 - 11"x17" B&W \$0.55 each
 - 11"x17" Color \$0.88 each
 - o Plots 24" x 36":
 - Black line plots \$2.20 each
 - Color plots \$55.00 each
 - Mylar \$44.00 each
 - o Binding: \$5.50 per book
 - o Foam Board Mounted Color Plots: \$71.50 each
 - o CD containing project data (i.e., CAD files, photographs, documents, etc.): \$13.20/each



The following will be billed at cost plus 15%:

- Travel and hotel expenses
- Shipping and delivery, including UPS shipping and courier services
- i) **Compliance.** All work will be performed in accordance with appropriate city, county, and state or other governmental regulations.
- j) **Transfer or Termination.** The Client or Matthews | DCCM may terminate this Agreement by notifying the other party in writing. Termination will become effective one (1) calendar day after receipt of the termination notice. Irrespective of which party shall initiate termination or the cause therefore, the Client shall, within thirty (30) calendar days of termination, remunerate Matthews | DCCM for services rendered and costs incurred, in accordance with Matthews | DCCM's prevailing fee schedule and expense reimbursement policy. Services shall include those rendered up to the time of termination, as well as any travel or demobilization costs associated with termination itself.
- k) Retainer. If a retainer is required, it will be kept for the duration of the Project and applied to the final invoice. Any remaining balance after applying the retainer will be refunded to the Client. At the completion of the Project, if no monies are remaining due in which to apply the retainer, Matthews | DCCM will refund the full retainer amount.
- l) Supplemental Owner's responsibilities Surveying Services.
 - If an owner / client elects to contract directly with the surveyor, it must be understood surveys directly affect the accuracy and quality of the engineering design. Therefore, Owners / Clients that choose to contract directly with the surveyor are responsible for the following:
 - Obtaining a detailed survey scope from Matthews | DCCM to provide to the surveyor that describes in detail what Matthews | DCCM requires of the surveyor in order to correctly complete the engineering services for the project.
 - Providing Matthews | DCCM with the surveyor's service agreement to review and approve prior to engagement of the surveyor to ensure the surveyor's service agreement includes the items outlined in the survey scope provided by Matthews | DCCM.
 - Agreeing work from Matthews | DCCM will not commence until a complete survey is provided to Matthews | DCCM.
 - Providing Matthews | DCCM the signed and sealed copies of the survey documents prior to the production of final construction plans.
 - Agreeing changes to the scope of design services may require additional survey information and deliverables resulting in modification to the scope of the survey, thus requiring the owner/client to contract with the surveyor for additional required services
 - Agreeing the schedule of completion for engineering design is directly affected by the receipt of the accurate and complete survey deliverables.
 - Alternatively; Agreeing if Matthews | DCCM is supplied with previously surveyed information, additional or updated survey information prior to commencement of engineering services may be required. The owner/client takes responsibility and liability for the supplied survey being a correct representation of the current existing conditions of the project site.
- m) **Liability.** Any claims made by the Client for losses, injuries, expenses, or damages shall not exceed the total fee of the project and shall include, but is not limited to, negligence, errors, omissions, strict liability, breach of contract, or breach of warranty.



n) **Terms Acceptance**. Regardless of if this proposal is signed, the verbal or written acceptance, approval, notice to proceed, or request for services performed by Matthews Design Group, LLC (Matthews | DCCM) constitutes acceptance of the prices and terms contained in this proposal and agreement to pay for services rendered by Matthews | DCCM.

PURSUANT TO FLORIDA STATUTES, SECTION 558.0035, AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.



EXHIBIT C CONTRACT AGREEMENT

Upon acceptance, please sign, date, and return this Agreement to our office. We will return a fully executed copy of this Contract Agreement for your file, which will serve as Authorization to Proceed with services as outlined in Exhibit A, Scope of Work.

The undersigned have executed this Agreement on the day and year set forth below.

Alex R. Acree, F 7 Waldo Street St. Augustine, F 904.826.1334 Alex@MDGinc.	atthews DCCM PE, Vice President of Production FL 32084	Date	
	nature	 Date	
Courtney Hog			
Name, Title	5 -		
On Behalf of	GMS-NF		
	Company/Client Name		
Billing Contact_	Courtney Hogge		
Billing Email Address chogge@gmsnf.com			
Additional Billing Email Address (Copy to) chogge@gmsnf.com			
Billing Address Billing Address			
Address			
	City, State, Zip Code		
	City, State, Zip Code		
Billing Phone N	Billing Phone No. O		
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alex@mdginc.com

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You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

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To advise Matthews Design Group of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at danielle@mdginc.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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ii. send us an email to danielle@mdginc.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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 Matthews Design Group.



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

- o Report Dive- In movie at DB, School's Out party at the pools
- o Upcoming Dive- In movie at MV

Aquatics

- Pools are on full operating schedule as of Memorial Day Weekend
- Oakleaf Recreational Swim Team largest on record- 2 home swim meets this year
- Weekend aqua aerobics at DB on Saturdays

Amenity Usage

- Total Facilities Usage 6183
- Average daily usage 199

Card counts:

DB Owners	59
DB Renters	37
DB Replacements	31
DB Updated	10

Total cards printed: 290 (both districts)

Rentals

- 8 of 31 days rented in May, 3 of 4 weekends rented
- 12 Clubroom rentals, 4 patio rentals
- 19 tours (approx. 25 hours)/ 68 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 quotes
- Update on slide at DB Pools

MAINTENANCE

- Work on budgetary Item coordinate concerns for increases on recreation lines with District manager and District Accountant
- Coordinate purchase of more bars and tie downs for fencing at multiple tennis court areas
- Patch and seal coat pothole areas at Village Center Parking Lot
- Clean/ Polish (corrosion removal) at chrome and Stainless piping of bathroom fixture at Amenity Center Men's bathrooms
- Repair lights at "Oaks" signage (inspect old fixture and coordinate for replacements)
- Coordinate with Pool contractor for pipe adjustments need to accommodate new pool slide motor
- Walkthrough and inspection for pools with Clay County Health Department
- Touch-up painting on decorative street poles in neighborhood (ongoing)
- Coordinate marcite patch repair at Sprayground (damage due to vandalism)
- Clean/ Pressure wash Fieldhouse area
- Inspect and diagnose damage to water fountain at Fieldhouse
- Reposition trash cans for Fieldhouse areas
- Place new trash can at rear of amenity Center (back sidewalk near cul-de-sacs)
- 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 5/06 Nature's Hammock, Fall Creek, The Oaks, Cannon's Point, Pebble Creek, Silver Leaf, Oakbrook, and The Cottages completed 5/23.

Landscaping

Monthly report for May submitted and filed at Operations office

For questions, comments, or clarification, please contact:

Jay Soriano, Oakleaf Operations Manager 904-342-1441

jsoriano@gmsnf.com

