

DOUBLE BRANCH
Community Development District

AUGUST 12, 2024

AGENDA

Double Branch Community Development District

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

August 5, 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, August 12, 2024 at 6:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.**

Following is the agenda for the meeting:

- I. Roll Call
- II. Audience Comments (limited to three minutes)
- III. Approval of Consent Agenda
 - A. Minutes of the July 8, 2024 Board of Supervisors Meeting
 - B. Financial Statements
 - C. Assessment Receipts Schedule
 - D. Check Register
- IV. Discussion of Resident Suspension
- V. Public Hearing for the Purpose of Adopting the Fiscal Year 2025 Budget
 - A. Consideration of Resolution 2024-07, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2025
 - B. Consideration of Resolution 2024-08, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal year 2025
- VI. Consideration of Resolution 2024-09, Declaring a Vacancy in Seat 3 of the Board of Supervisors as of November 19, 2024
- VII. Staff Reports

- A. District Counsel – Memorandum Regarding Impact Fee Credits
- B. District Engineer
- C. District Manager
 - 1. Consideration of Designating a Regular Meeting Schedule for Fiscal Year 2025
 - 2. Consideration of Adopting Goals and Objectives for Fiscal Year 2025
- D. Operations Manager - Memorandum

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

IX. Next Scheduled Meeting – September 9, 2024 at 4:00 p.m. the Plantation Oaks Amenity Center

X. Adjournment

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

Sincerely,

Marilee Giles

Marilee Giles
District Manager

THIRD ORDER OF BUSINESS

A.

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

The regular meeting of the Board of Supervisors of the Double Branch Community Development District was held Monday, **July 8, 2024** at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

Present and constituting a quorum were:

Cindy Nelsen	Chairperson
Tom Horton	Vice Chairman
Scott Thomas	Assistant Secretary
Andre Lanier	Assistant Secretary
Amy Ambrosio	Assistant Secretary

Also present were:

Marilee Giles	District Manager
Mike Eckert	District Counsel
Jay Soriano	Field Operations Manager
Susan Raab	GMS
Triston Cottrell	S3 Security

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Audience Comments

Jason Craig stated I'm here to speak on suspension.

Mr. Eckert stated that's item number five. You'll have an opportunity to speak during that agenda item. Or if you have some comments, you can make them now. But there will be an opportunity, if you're Mr. Craig, to speak during that agenda item.

Jason Craig stated so I can speak now or are you saying just wait until then?

Mr. Eckert stated I would suggest you just wait, but I don't want to take away your opportunity. If you want to speak now for up to three minutes, you're welcome to, but you'll have another opportunity when we get to that item.

Jason Craig stated I'll wait.

THIRD ORDER OF BUSINESS Organizational Matters

A. Consideration of Appointing a New Supervisor to Fill Vacancy

Ms. Giles stated we tabled this item at the last meeting. This the Board's opportunity to discuss how we want to fill the vacant seat.

Mr. Lanier stated we do have one volunteer community member who has said that she would like to throw her hat into the ring and see if that's something that we could pursue. We have Amy here, who is an Oakleaf resident on the Phase One side, who is interested in coming onto the board. I personally think she'd be a great asset to the board and we have her interest.

Chairperson Nelsen stated have we received anything else?

Mr. Soriano stated no, I have not and Marilee has not.

Mr. Horton stated I think there should be an understanding that we're going to appoint somebody now but that only runs until November, when the seat will be vacant because nobody's put in for it and we have to reappoint somebody.

Chairperson Nelsen stated I don't think that's right. Is it?

Mr. Eckert stated Tom is correct. The person would be appointed through 2024. I don't think anybody qualified to run for that seat. Is that what I'm hearing?

Ms. Giles stated correct.

Mr. Eckert stated you're right, nobody qualified to run. So, we would declare a vacancy, and then the board would reappoint to that vacancy.

Mr. Horton stated just want to make sure that was clear up front.

Chairperson Nelsen stated so there's three seats this time.

Ms. Giles stated yes, ma'am.

Mr. Lanier stated so with that, what is the procedure?

Mr. Eckert stated you just make a motion, and we have a second to appoint to the vacant seat?

Mr. Lanier stated do we want to hear you can any of the background from Amy?

Ms. Giles stated you can. It's up to the Board.

Mr. Lanier stated so if you could just tell us a little bit about yourself, please.

Ms. Ambrosio stated besides being a community member for 21 years. I'm interested in what goes on here as well. I've spent the first 20 years just raising kids with my husband. Right now, I work at a preschool. I'm a preschool educator and also work at a retail store. But through my years, I volunteered tons at the schools and with scouts and VBS. But nothing on a board like this, but I'm ready to expand.

Mr. Lanier stated I do know Amy personally. Our kids have grown up together and we've watched the involvement in the community; boy scouts, soccer, you name it. Amy and her family have been around as invisible members to the community and always wanted to pitch in. So, when I was talking to her about this, it seemed like a good fit. I would like to put the nomination up in front of the board to appoint Amy Ambrosio

On MOTION by Mr. Lanier seconded by Chairperson Nelsen with all in favor appointing Amy Ambrosio to Seat 3 was approved.

B. Oath of Office for Newly Appointed Supervisor

Ms. Giles, being a notary public for the State of Florida, administered an oath of office to Ms. Ambrosio. Ms. Giles then stated you're now a government official in the State of Florida, like any other government official, in this capacity, you're subject to comply by the sunshine law. If any business is to be discussed about Double Branch CDD, you can talk to anyone, but you may only speak to the other supervisors at a publicly noticed meeting such as this. So, you can talk to them about grandkids, sports, whatever, but any matter that will come before this board, you can only speak to them at the meeting itself. You can talk to Jay, Mike or myself anytime you need anything. You can email us, call us, whatever. But just again, the Sunshine law applies here. You can't speak to them outside of this meeting. You are also subject to the Florida's public records law, meaning any document you may acquire or generate pertaining to the district is subject to public records request. We ask that any documents to include electronic communication, that you keep them segregated in the event there is a request made. You may want to consider creating a new email address just for CDD matters. But also, just so you know, GMS, my office, archives and stores all the documents related to the district. If you do get a

public records request, just send that to me first. And if I can't answer it, I'll reach out to district counsel for help on that. Mike, anything you want to go over really quick with her?

Mr. Eckert stated just on the sunshine law issue, it applies to oral conversations as well as texts, emails, and competing social media posts. You should not engage in competing social media posts with other board members. So, my advice as board members is to stay off social media, period, about anything related to the CDD, and then on the public records, just keep them segregated from your personal or your business records. There's not a lot that we send out, but it's important to keep them separated. Another thing on the public records law, if we give you, the agenda for instance. It's a public record, but we have copies of it. But once you start writing on it, it's a new public record and you'd have to keep that. It's okay to write on it. You just have to keep it because you've just now created a new public record. Other than that, our office has a new supervisor notebook which I'll email to you, and then usually I like to set up maybe a 15–20-minute call after you've had a week or two to look at that notebook to answer any questions. We don't follow Robert's Rules here. It's really just a motion and then a second. There's some discussion beforehand. Usually there's an opportunity for discussion after the second, then it's just a majority vote and we move on to the next item. Welcome aboard.

C. Consideration of Resolution Designating Officers

Ms. Giles stated the purpose of this resolution is to designate Amy as an officer of the district. The current slate is Cindy as the chair, Tom is the vice chair, Andre and Scott are assistant secretaries. Will there be any changes to that designation of officers? Hearing none. Also, on there from the GMS's office is myself as your secretary and treasurer Daniel Laughlin, Jim Oliver, and Darrin Mossing as assistant secretaries and assistant treasurers. So, unless there's any comments, I just look for a motion to adopt resolution 2024-06.

On MOTION by Chairperson Nelsen seconded by Vice Chairman Horton with all in favor Resolution 2024-06, designating officers as listed above was approved.

FOURTH ORDER OF BUSINESS

Approval of Consent Agenda

A. Minutes of the June 10, 2024 Board of Supervisors Meeting

Ms. Giles stated unless there's any comments or corrections to the minutes, I just look for a motion to approve.

On MOTION by Vice Chairman Horton seconded by Mr. Lanier with all in favor the minutes of the June 10, 2024 Board of Supervisors meeting were approved.

B. Financial Statements

C. Assessment Receipts Schedule

D. Check Register

Ms. Giles stated on page 42 are your financial statements as of May 31st, followed by the assessment receipt schedule showing the District is 100%. Then on page 56 is the check register for the general fund, rec fund, and the capital reserve fund in the amount of \$140,641.13 for the month of June. I see no unusual variances on any of the financials. So, unless there's any comments or questions, I just look for a motion to approve the check register.

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

FIFTH ORDER OF BUSINESS

Discussion of Resident Suspension

Mr. Eckert stated we have the resident here today, Mr. Craig. Mr. Craig, just for your benefit, I'm going to go through quite a bit of preliminary items and informational items for the Board and then there'll be an opportunity for you to speak and rebut or supplement any of the things that have been said and then ultimately the board will make a decision whether to continue to extend the suspension or not. I just want to let you know the process that we're going to be going through.

So, we're here today for the suspension of Mr. Craig at 3437 Pebblesand Lane. The relevant dates are May 30, June 3 and June 4. Those are the incident dates. June 20, the notice of interim suspension amenity privileges was mailed, and today is July 8, which is the hearing date. The board has previously been provided with a copy of the interim suspension letter as well as the Double Branch CDD policies regarding amenity facilities. Also, the board has witness statements dated May 30, June 3, June 4 and June 6 and the details of those were summarized in the suspension letter. Mr. Craig has been provided with a letter of suspension via federal Express

and then I want to go ahead and present the pertinent policies. This is under direct access cards pages two to three. To utilize facilities at ages 13 and above require that children have their own cards. Children under the age of 13 do not need to have cards provided there accompanied by their parent or they gain access via guest policy procedures. All children, regardless of age, will expect to have their own district ID cards if they are utilizing any facility without a parent present. To allow parents to bring children from their household without a card, the household must have properly updated cards and household information on file. Cardholders are limited to a maximum number of guests of five per day per household and twelve guests per week per household for maximum all facilities or district grounds. Pool and waterpark policies, page five to six, "Twelve and younger must be accompanied by a district card holder of at least 16 years of age at all times while using the pool facility." We already talked about number 28. "Loud, profane or abusive language should not be tolerated. The suspension termination policies outlined will be enforced for any unacceptable behavior displayed at the aquatic facility. The use of infant water floats with seats is allowed. Arm floats are also allowed. A parent or guardian must be within arm's length of the non-swimmer at all times when in the water, regardless of use of flotation device or type of other flotation devices used." Our suspension and termination privileges; "People who use the facilities have to comply with the rules and the district has the right to suspend, terminate or restrict access of any person or the members of their household to use all or a portion of amenities for permitting unauthorized use of an access card or unauthorized use of the amenity facilities. Exhibiting inappropriate behavior, failing to abide by district rules or policies, treating the district staff, contractors, representatives, residents, landowners, patrons or guests in a harassing or abusive manner, engaging in conduct that is likely to endanger the health, safety, or welfare of the district with staff, contractors, representatives, residents, landowners, patients or guests, or engaging another violation after a verbal warning has been given by staff. Which is not a requirement that there be a verbal warning. There's also an option for the board that at your discretion, you can assess administrative reimbursement of up to \$500 to offset the legal and administrative expenses incurred as a result of a violation. So, I'm just going to provide a brief summary of what staff has reported for the incident. On May 30, Mr. Craig reportedly brought ten minors to the amenity facility. The minors were not in possession of their own access cards, nor were they listed under the household information file. After being advised he was in noncompliance with the district

policies, he subsequently yelled and made profane statements towards district staff, and he was instructed to leave the premises. On June 3, he again brought excess of five minors to the amenity's facilities. The minors were not in possession of their own access cards, nor were they listed on the household information file. He subsequently left the facilities, leaving the minors unaccompanied by a parent or guardian. On June 4, he again attempted to enter the swimming facilities with minors, none of whom were in possession of their own access cards, nor were they listed on the household information file. He failed to remain within arm's length distance of a minor using a flotation device when in the pool, and after being reprimanded by district staff, he allegedly yelled and made profane statements towards staff. District staff subsequently directed him to leave the premises, which he initially refused, and his access was subsequently suspended. I'd ask at this point in time that the relevant portions of the policies that I referenced and the letter of suspension, as well as the minutes from this meeting be placed into the record and at this point in time, I would just ask amenity staff what their recommendation is, whether to extend the suspension or to terminate it, and if it's an extension, what is the staff's recommendation. After you've received that recommendation, then I'll turn the matter over to Mr. Craig and he will be able to address the board.

Mr. Soriano stated really quick, let me clarify the dates on there. The May 30 is when he brought multiple kids and we can talk about that in a moment, it was the date on the one policy violation was dated after. That's when the staff did that, after they had gone through that day. You do have multiple reports there from multiple people at different times, but it's referring to the May 30. So, there's an incident on May 30. There is another incident on June 3, and then the incident on June 4 that are in here. Even though the dates may not match up, if you read it in the statement, it says it might be made out for June 6. That might reference, but that actually has to do with the May 30 incident that mentions that inside the writing there. I've talked to Mr. Craig a couple times, and I've dealt with him. Staff dealt with him a couple times, and it always seems to be the same case. It's the staff's issue. They're attacking him. So, my concern is more for the reaction to the staff. I think the suspension should continue. I don't see that changing. This has been over a long period of time, not just once.

Mr. Eckert stated if it's okay with the chair. I'm going to ask Mr. Craig if he'd like to address the Board. It would be helpful for us, because we're recording the meeting, if you could move up in the room.

Jason Craig stated I'll just start with this letter I received. I took the time to just highlight the things that were not correct or just flat out not true. As you can see, I have pretty much everything here highlighted. This says, I know he clarified dates, but this is what you all sent me. Staff was advised that on May 30, you attempted to bring multiple minors to the amenity facilities. None who had their own access card, nor were they included in your household information. Go forward a bit. You allegedly yelled and made profane statements repeatedly towards staff and were ultimately asked to leave the premises. As I read through this suspension notice, it really troubled me and the reason for that is there's people employed and appointed or voted, I don't know the process of how directors get their title, but there's these people who for some reason, feel comfortable enough to make flat out lies and allegations and then try to push that. But the problem in this instance is everything I'm going to say in here today. If witness statements can't corroborate it, the cameras that you all have at the amenity center, it sure can. Lies and falsehoods, I don't know if that's acceptable here, but if this has to be escalated and taken to a court of law. That's not going to fly. On May 30 was the last day of school for Clay County. My daughter, who was 14 years old, she said, dad, can you come up to the pool? We're going to be at the pool. I said, okay, I'll come up there with y'all. If you review your cameras from the earliest point you can, and track me the entire time, you will see that when I arrive and I meet up with my daughter, she has four of her friends with her. We get to the front, and another friend comes. So now it's five of them, her and five friends. They're talking about essentially only five of us can go in. One person can't come. So, they're like, okay, you just won't come. It'll just be us five. They're discussing this amongst themselves as we're standing right there at the check in area. There are cameras. You can see this. At that point. Some kids walk up, some scan, some don't. They walk in. That has nothing to do with me. The fact that whoever would say, I tried to bring ten teenagers into the pool, it's completely false. You all have cameras at those pools, which will corroborate what I'm saying. At no point did I have ten teenagers with me, and the cameras will show that. It says here that I yelled and made profane statements repeatedly towards staff and was ultimately asked to leave. That's what this says. Here's a text message from my daughter, Lily. Thursday, May 30 at 1:35 p.m. After we checked in at the pool, I left because I had to go pick my son up. The text says, are you here? I said, almost. She says, she's being annoying. She said, if you don't come back, we have to go. Like, I don't come here by myself, I'm going to just leave. I said, okay. So, I yelled, made profane statements, was asked to leave

the premises, left the kids, and then at some point, she realized that the kids were left there and then asked them. It just doesn't make sense. Here's the next one, June 3, and this right here, this is really concerning, because, again, your cameras will corroborate this. On June 3, I came to the pool with my mother-in-law, who was in town from New York, and three of my daughters. I had no interactions with anyone that day. No one. The girl that was at check in, we approached, we checked in. We were at the pool. We left. I had no interactions with anyone on June 3. So, to say that I, and I know Jay said some of the days were incorrect. To say I attempted to bring multiple teenagers and then it says, I left the children. Is it teenagers or is it children? Anyway, but it says, I left the children. Another thing that's completely not true. Now on to June 4. On June 4, I got to the pool. Mind you, I was there the prior day. No one said anything to me. Get there on June 4, it's me and my kids. I get to the front and it's the same girl from May the 30th who was there when I reportedly brought ten kids to the pool. I check in, she says, do all your kids live with you? Are these all your kids? Is what she said. I said, yes, these are all my kids. They all live with me. She said, okay, I'm just asking because I'm going to add them in the system so that no one says anything when you come. If you check my login history, no one's ever been saying anything when I came. But I'm like, okay, whatever. We go in the pool. The kids are in the pool. I'm not dressed to be in a pool. I have on regular clothes. I'm sitting on the bench. The kids are by the pool. One of the lifeguards approaches and he's like, hey, she has on a life jacket. They need to be next to her if she's going to have on a life jacket. I said, okay, and call the kids over. You all need to stay next to Daisy if she has on a life jacket. That's what they said. Okay. Now I'm sitting there. Lifeguards are kind of gathered. They're looking in our direction. They're talking. My daughters are now asking me, hey, dad, why do they keep staring at us? Why do they keep looking at us? Why are these lifeguards staring at my young daughters in bathing suits? Talking about what? I don't know. A few minutes later, another lifeguard walks up. Hey, you have to be within 6-feet of her if she has on the life vest. I said, okay. The first person did not say that. He said that they needed to be next to her. No problem. Come here, Daisy. Take off your life jacket. As she's taking it off, Ms. Susan walks up. And again, this conversation between me and Susan, I don't know if she realized it, but I recorded it. So again, everything I'm saying can be corroborated. This isn't just he say, she say, I can prove everything I'm saying. She walks up, she says to me, how are you doing, Mr. Craig? I said, not so well, because you're the third person that walked up to me. She says something, and I'm like, I didn't finish answering the question. I

didn't ask you a question. You just walked up to me, and you said, how are you doing, Mr. Craig? That's the question. Yeah, but you're telling me I'm the third person that walked up to you. I didn't ask you all of that. We've had problems with you before. Excuse me? Have you? What problems have you had with me before? You tried to bring ten kids in here the other day. You have cameras. Go look at it and tell me what ten kids I tried to bring in here. Well, that doesn't matter, because we've taken care of it already. Okay, you said that you had five kids on your lease. Well, right here it says that you have three, so y'all have to go. Okay, well, that's fine. I'll walk over to the center, I'll add my other kids, and I'll come back. No, y'all are done for the day. I'm the aquatics director. I get to make that decision. Then the girl from the front, walks up. She starts saying something as we're walking out. She says, maybe I heard wrong, but I could have sworn, you people. At that point, I get upset and I say, you're racist. Which you were giving that vibe and that's how I felt. Again, May 30, my daughter, her five, her four friends, the additional six, two people from that group that walked in on the third, my mother-in-law, my three daughters that were at the pool with me that day. On the fourth, all five of my kids that were at the pool with me that day, your security cameras in the first phase, this text message between me and my daughter, the video interaction between me and Susan, all of that will prove that this information that was provided, it's simply not true. I don't know if it's the relationships, if people are closely intertwined within this hierarchy of power. I don't know why it is that people feel so emboldened to tell such lies. And it made me wonder how many other people in this community have had similar experiences. I've spoken with some who have since this incident has happened. I do want to touch on something Jay said, because, again, it's just this constant pushing, false narrative thing going on. He said we had multiple interactions. That is a complete lie. I saw this man one time in my entire life, had a conversation with this man one time in my entire life. And that was because of an incident with his security guard who approached me, and some other kids tried to shoo him away and started going off, got into it with a security guard. My fiancé who was there started recording him because he got really aggressive, cursing in front of the kids, acting like he was going to fight me. When I went to talk to Jay about that, Jay's response was when I was saying something to him, oh, no, I don't want to hear that. No, I don't want to hear about that. I asked Jay, okay, that's fine. Who's above you? I need to escalate this matter. No one's above me. I'm the property manager here. These and not all of them. But you have some directors in place who are running this community like a

dictatorship. They do what they want. They feel there's no accountability, there's no oversight. And that's how things like this, a page of lies, can get pushed out and a resident can get suspended and have their amenity access revoked. I've lived in Oakleaf for 16 years. I moved in this community when I was 17. I am now 33 years old. You think I'm going to wait until I'm 33 years old to start displaying behavior like this? This is an insult. And if further action, negative, is going to be taken against me, that is okay. But I can assure you that the facts and the truth of the matter will come out in the proper form if it comes to that. That's all I have to say.

Mr. Eckert stated thank you, Mr. Craig. We appreciate you attending today. Members of the board, do you have any questions for either Mr. Craig or Jay or staff?

Mr. Lanier stated there seems to be a little bit of a discrepancy in some of the way the stuff is being portrayed. What was your direction?

Ms. Raab whenever something happens with the staff that work for me, I have them contact me. We write reports, we try to keep track of whatever happens goes on. On May 30, we did have an incident where the supervisor advised me that several people were brought with Mr. Craig and then other people showed up later as well. Some of the kids ran past and she said, I need you to go get them and he said, that's your job. So that was the first problem that we had. Sometimes we have people who just have a bad day so we kind of just chalk it up and hope that's all it is. The next time that he came I know he had a problem with a different supervisor as well and then their repeated girl that he was talking about from the first day was the supervisor on the last day as well, where I got involved. So, I'm teaching swim lessons and the lifeguards had asked him to be within arm's reach of his daughters who are non-swimmers. I train all the kids the same. I'm not saying somebody can't make a mistake, but we never tell them, a minor child can be with a smaller, non-swimming child. The rule is an adult has to be within arm's reach, within six feet. He was not dressed at all to get in the water. One lifeguard had gone over and discussed that with him. Nothing happened. Another lifeguard then said to the head guard, do you want me to go over and say something, and make it more clear? So, they went over a second time, explained it to him. Nothing happened. The third time I went over, I got out of my swim lesson, had to tell the lady I'll be back in a few minutes because they needed me to go over and say something because nothing was happening. We went over, I said, hey, Mr. Craig, how you doing? Before I could get anything else out, he started on me, like instantly. He was very upset. Obviously, he was agitated. He said, you're the third person that come over and talk to me. I said,

yes, sir, I understand that. He wasn't finished apparently talking, so he wanted to finish talking. I let him talk. He was very rude and degrading the whole time. I tried to not be rude. It was just a matter of, you can't be away from your child that's a non-swimmer. It's a safety rule, period, end of story. But it ended up escalating to something worse. He started yelling that I was racist. I told him he needed to leave for the day and then we talked about the kids on the card. So, he had written down five kids. There were three on the card, so they weren't all on there. He said, fine, I'll just go to the fitness center and have added. I said, that's fine, but you're done for the day. The racial slurs have already started. Residents were hearing it. Little kids were everywhere. It was too much. People just didn't need to hear that. So, I asked him to leave. As I was going back to get in my swim lesson, he kept continuing, you're racist. Yelling at me. I kind of, to be honest with you, after the third or fourth time, of hearing it, I kind of started to tune it out because my whole thought was, these poor people. The lady whose child I was teaching a swim lesson to and another resident there, both were very upset by it. I added their names as well to the report and said they would talk to someone if need be. But it just got to be too much. When he comes into the pool, there just seems to be an issue and it's, not staying within arm's reach of your child, trying to bring in people that aren't on your card, and we can't talk to him about that without him getting upset. It was me personally that he was saying this stuff too. So that did happen and 100% that happened, so I wouldn't make that up. We try to give everybody a good time in a safe environment, but we have rules that have to be followed by everybody.

Jason Craig stated if it comes to time where this video on my phone needs to be reviewed, you will see she mentions absolutely nothing about my child being in arms reach.

Ms. Raab stated I didn't get that far.

Mr. Eckert stated let's just stop. We're at the point where the board's going to ask questions. We'll let you have another opportunity to speak but you two can't be having a debate out there when the board's trying to come up with the decision. So, let's stay with the board questions. We'll give you another opportunity to rebut anything you think that was said that was inaccurate and the board may have questions for you, too.

Mr. Lanier stated with security, was S3 involved in any of this?

Mr. Cottrell stated security was involved in this incident, according to his story. I have no documentation that was provided by me from him. Nobody made me aware of this situation. I have nothing to input for this.

Mr. Soriano stated they weren't. You guys didn't get the incident report that Mr. Craig is talking about with security. So, security was here in those, but it was just coming in after the fact that Mr. Craig was leaving kind of angry. They didn't see what had transpired. What he's talking about is another case on the field. So, there's a whole other interaction that you guys didn't get there.

Mr. Lanier stated so is it viable for me to ask the question to Mr. Craig to say, is that not what happened with the pool?

Mr. Eckert stated you can ask that question.

Mr. Lanier stated do you refute that you were asked several times to be within arm's length, and when the third time somebody came to talk to you, is her chain of events not what happened?

Jason Craig stated it's absolutely not. The first person that came to talk to me, they said, the kids need to be next to her. I wasn't dressed to be in the pool to begin with and all of my kids can swim. So, if it was an issue of I need to be within 6ft of her, okay, take the floaty off. And that solves that problem. They said that the kids need to be within 6ft of her. I call the kids back and you all have cameras. You will see that I call all the kids back and I make them aware of that. They go back in the pool and then a few minutes later, the second lifeguard comes, and he clarifies. He said, you have to be within 6ft. Okay, I'm not dressed for the pool. Come here, Daisy. Take off your floaty. As my daughter is taking off her floaty, Susan is walking up. At the same time. When Susan gets to me, the entire conversation, it has nothing to do with a floaty. It has to do with the fact that when I was at the front, I told the girl that all five kids, according to her, what she's saying, that all five kids are on the whatever it is they were looking at and that's not the case, so you have to go. It had nothing to do with the floaty really. What it was, was her trying to find a way to get me out. The girl at the front was upset. The reason she was upset was because on the 30th, because my fiancé was up there as well, on the 30th, she made a comment to my fiancé saying, he was rude to me. My fiancé said, how was he rude to you? When the kids came in, I said, these are my five kids. People started walking in as she stated. Some swiped, some didn't. The girl is like, hey, can you point out every kid here that's not with you? I just said, would it not be simpler for me to show you what five is with me? I'm not about to go walk around this pool and point out every kid that didn't come here with me. If she felt offended by that, I'm sorry, but that's not my job. I just showed you what five people came in with me. So

back to the fourth. In my opinion, it was her opportunity to oh, I got you now, type of deal. She says to me when we check in, oh, yeah, five. Okay, cool. I'm going to just input that so you don't have an issue. It seems she called up Susan. Between then Susan came and right after the interaction with the second lifeguard, Susan's walking up. If she's saying I was not obeying it after they told me that the second time, if you look at your cameras, you will see as he's walking away, she's walking up. So how could that be true? It's like these lies that are being told. It may fly here, but it's not going to fly if this matter goes further than this. I'm just saying that that's not true.

Mr. Soriano stated just to clarify one more time about the cameras too, and what Mr. Craig's asking about, so I will give to him that he comes in with five kids. He just mentioned they're his kids. Earlier he mentions their guests of Lily's. Lily's the daughter that's 14. She can't come on her own, she has her own card, she's able to be there but she cannot bring guests. So, he was checking in guests for her as his kids. Now they didn't quite come in with him. He does mention they ran by him and they all hung out with his kids. So that's where the staff was getting that they brought them in with him. Now he's checking them in. He is responsible for all those guests, be it four or be it ten. And that's where this came from. I know many of them did this because I went and spoke to them. It took us about 45 minutes to get these kids out of here. We threatened with CCSO and trespass before they finally listened to me. They would not listen to staff. I was told they called Mr. Craig to find out, you know, if he could come back and check some in. He cannot leave any guests. You can never bring in a daily guest, check them in and then go someplace else and that's what happened here. Then on the third, that is the same case he checked in the mother-in-law and the mother-in-law stayed at the pool. That's the one incident report in there that she talks back to the staff, tells her, I'm a grown ass woman, I can stay here, she doesn't need Mr. Craig and Mr. Craig left again. Now what he originally told staff was he was going to the fitness center to update cards and you do see on there that he did add cards as he had mentioned. So, the staff didn't add it for him. They won't add cards at the pool. You have to go to the fitness center to do that. That is one of the final reports there you see where he actually came in and added people on. So, most of these things he is mentioning on camera, they are running that way, but it is still something he's responsible for.

Jason Craig stated so you're saying because my daughter, knows kids that she goes to school with, and she was conversing with them before we checked in, it's my responsibility that they came in behind us?

Mr. Soriano stated any guests you check in, you're responsible for the guests.

Jason Craig stated I understand that, but what does those other kids have to do with my five?

Mr. Soriano stated even the ones you checked-in, you cannot leave there and you left.

Jason Craig stated I wasn't finish asking my question. What responsibility do I bear outside of my daughter and the four kids that I checked in? You're saying that because my daughter knew the other kids, somehow, I'm responsible for them in some way. How does that make sense?

Mr. Lanier stated the question is....

Jason Craig stated they weren't with us, they didn't check-in with us.

Mr. Eckert stated Mr. Craig, please let the Board ask questions.

Jason Craig stated I was still talking, I'm sorry.

Mr. Lanier stated based upon policy, you, as a responsible adult, what is. So, I'm going to ask the question, what is the age limitation that a kid can go to the pool by themselves and not have an adult.

Mr. Soriano stated they can go at 13, if they have their own card.

Mr. Lanier stated when can they bring in guests.

Mr. Soriano stated 16 with their own card.

Mr. Lanier stated so if they are not 16, they cannot check in guests to the pool, and an adult has to be there in order to fulfill the requirements associated with the policy.

Mr. Soriano stated correct.

Mr. Thomas stated even in your own statement, sir, you did say that you had to leave. So therefore, if you left, then you were supposed to take the guest with you. I myself have had to do that several times. I understand that. It is a pain as a parent. But however, when I bring my daughter and her friends in, we all have to pack up, even if I have to go down the road to go to Publix to go get a sandwich, I have to take them with me. I cannot leave. And according to your own statement, you did leave.

Jason Craig stated correct.

Mr. Thomas stated so therefore, when you left, they should have gone with you. Anytime you check in a guest underneath your name, you leave this pool area, you have to take the guest with you. Therefore, according to your own statement, that did not happen. Moving forward, can we break this down? It seems like we're doing some overlapping here. We keep on going back to the quote unquote ten kid thing, to the swimming policy thing. We keep on bouncing around. Can we break it down a little bit? Can we just focus on the incident of May 30, then move to June and then move to the following June because there's a lot of overlapping going on here and there can be some confusion. So, moving forward as the board I would like to recommend doing that. So, let's focus on the very first one, which was the checking in. As far as the ten kids and people going by and everything like that, it does get crowded at the pool. Some people try to sneak by. We cannot prove whether or not those were his guests or not. What we can enforce right here and now is the fact that he checked in a certain number of children. Correct. Okay. Then he left the pool. Okay. In his own admission, he left the pool. Therefore, those guests should have left with them. Am I correct in that? Okay. So then, therefore, that is a violation. Moving forward we probably need to tighten that front gate up. But I also know that as a very stressful situation when there's 3,000 people trying to get to the pool on a hot summer day, I completely understand that. So, all of this he said, she said stuff, let's just stick to the facts. That's fact number one. That is a violation and that is subject to a consequence for leaving the people who are underneath your name there.

Chairperson Nelsen stated were they asked to leave then?

Mr. Soriano stated right. Even the ones that were officially checked in with him, they did not leave when asked. Okay. They sat there for 45 minutes, close to the officers showed up after.

Jason Craig stated are you saying my five sat there for 45 minutes?

Mr. Soriano stated all ten or so kids sat there that whole time being asked to leave.

Jason Craig stated and that's when that's on video as well, because that's not what my daughter said. I don't believe that's the case. Maybe there were kids, but not my kids.

Mr. Soriano stated I talked to them. She was there.

Mr. Thomas stated so therefore, in this supervisor's opinion, that is a violation and there will be a consequence of. For that, for you leaving without your guest. As far as the follow up, them refusing to leave, we have to check the camera, if we do something like that. But however, given the long-standing commitment that the community manager has had in the past and giving

people multiple times, I have a tendency to lean towards staff in this occasion. But when someone is asked to leave, they are asked in a timely manner to leave and there may have been refusal reviewing the statements. Like I said, we're jumping around all over the place. So, if we look at June 3, multiple teenagers again. To the facilities manager, you're saying on June 30.

Mr. Soriano stated June 3 is the report for May 30. There are multiple people that witnessed it. They just wrote the reports out at different days. So, their reports are on those days. But the three incidents are the May 30. That was with all the kids. The June 3 is another incident. So, if you want to look at that one next. Not the one Mr. Craig's talking about that. The guest that's referenced there in the incident report is mom.

Mr. Thomas stated okay so then, once again, did you leave the facilities with your guests at the pool.

Jason Craig stated at the pool? Yes.

Mr. Lanier Thomas okay, so then, therefore, according to district policy, since you did check in guests, your guests have got to leave with you because you are the cardholder, you are the resident, then that is a violation as well. Would that be a correct statement, sir?

Jason Craig stated I suppose, yes.

Mr. Thomas stated and then the third?

Mr. Soriano stated June 4 is the time he's talking about with the kids, the non-swimmer that was in the floaties being left in the water without the adult

Mr. Thomas stated I do have some questions on that. You are saying that a lifeguard, not a supervisor, but one of our faculty, approached Mr. Craig and said, they need to be next to her.

Jason Craig stated yes.

Mr. Thomas stated so you're saying the staff did not say the adult needs to be next to her. You're saying that they need to be closer to her. Okay, but then the second time you were approached, was that by a supervisor or is that by just another staff member?

Ms. Raab stated by a lifeguard.

Mr. Thomas stated do we have the statements of what they did say directly to Mr. Craig? Did they use the word, the adult needs to be there or they need to be closer to her?

Mr. Soriano stated the statements are in there. I think he references he has to be there. So unless he's saying he's got an older son, was there anybody else with you.

Mr. Lanier stated that could be defined as an adult, as 18.

Mr. Soriano stated you have all statements in there, not just from the head lifeguard, but also the other guards that witnessed the statement or the interactions.

Jason Craig stated to answer the question I was asked, the second lifeguard said, you have to be within 6ft of her. That's when I called her over to take off the floaty. As we were doing that, that's when Susan walked up and forgive me, but I do have to leave at 5:00 p.m.

Chairperson Nelsen stated I just want to point out that it's clear in the rules, regardless of what they said, that a parent or guardian must be within an arm's length of anyone with a floatation device. Because if you have a flotation device, the staff is going to assume you're a non-swimmer and then the rule clearly states that an adult has to be within arm's length.

Jason Craig stated yeah and when they clearly made that clear to me that day, I rectified that.

Chairperson Nelsen stated I understand. But lack of reading the rules doesn't excuse you from the rules.

Jason Craig stated okay. You are saying in this that I was not abiding by it. That's not the case. Not knowing something is not the same as not following it if I wasn't aware of that. When they made me aware of that, I rectified it.

Chairperson Nelsen stated you live in the community and the rules are published. This rule has been the same. I've lived here 23 years, and this rule has always been the same. And just because you haven't read the rules or don't know the rules doesn't excuse you from having to follow the rules.

Jason Craig stated who says I'm not following?

Chairperson Nelsen stated you're saying once you became aware of it.

Jason Craig stated yeah. Your lifeguard apparently didn't know the rules because he said that the kids need to be within 6ft. Because now at this point, it seems like you all are like trying to find something like, oh, got you here. Oh, got you here on this day and finally got you here on this day and not looking at it holistically. I can clearly see what's happening right now.

Mr. Thomas stated what we are looking at right now, the privileges have been suspended, correct?

Mr. Soriano stated correct.

Mr. Thomas stated is this until further notice, like there hasn't been a one-year suspension given?

Mr. Eckert stated there hasn't been a one-year suspension yet. But the one thing that is a concern of staff from a safety standpoint is the reactions and their interactions. The use of profanity that was reported, you've not addressed that at all. As to say whether you agree that you used profanity in this situation, you've not addressed whether or not you called people names in this situation, you've not addressed whether or not you raised your voice to staff and used loud language, which is one of the policy violations we provided notice of. So, if you want to address those, and I know you're on limited time, that would probably be helpful for the board to have that understanding before they make a decision.

Jason Craig stated yeah, I did say those things were inaccurate. And again, I have these things on recording, so if they want to say I raised my voice and I cursed. Okay, well, I have it on recording.

Mr. Lanier stated you were recording the entire time when you were leaving the pool, or you just recorded this Ms. Raab's and your interaction, because according to the witness statements, as you were exiting the pool was when the language was used, and multiple witnesses heard the language.

Jason Craig stated what language?

Mr. Eckert stated I just want to be clear because the interactions are one of the concerns. And you're saying that in all these interactions we've had, you've never used profanity, you've never called a staff member a name, and you never raised your voice. If that's what you're saying here today, then that's fine, you can tell the board that.

Jason Craig stated I've never called a staff member out of their name. I don't know what you mean by raising my voice, but if I'm speaking and someone is speaking over me, voices get elevated. So, no, I've never raised my voice to anyone. And as far as profane language, no, I do not recall using any profane language. Just as you all have witness statements, I have witnesses as well who can provide witness statements.

Mr. Lanier stated so with that one tonight, our goal is to make a recommendation.

Mr. Eckert stated yeah, you can do three things. You can either terminate the suspension and reinstate the access card. That's option one. You can continue the suspension until the next meeting if you want to gather additional information, and certainly Mr. Craig can present additional information. It sounds like he has additional information that we've not been provided. So, you can do that for another 30 days or you can extend the suspension. I would recommend

not going beyond a year as I do with most suspensions. So, your three options are terminate, extend for a month until you get more information, or extend a longer period of time. And again, I would suggest not to exceed a year if you go with option three.

Mr. Lanier stated I'd like to make the recommendation of keeping the suspension going for 30 days until the next meeting to see if you are willing to provide your proof. If you're not, that's fine. I have no qualms with that whatsoever, but I'd like to make that recommendation just in case you think that there is something that would persuade the outcome.

Jason Craig stated I've been advised by my counsel to hold on to that so that's what I'm doing.

Mr. Lanier stated that's fine. I'd like to give you the option and that's what I'd like to recommend. Keep the 30 days suspension of the amenities and readdress it at the next meeting.

Vice Chairman Horton stated I recommend a one-year suspension. Just by listening to Mr. Craig here. He just doesn't want to go by the rules. We have over 5,000 taxpayers in this district, 30,000 people. We have two or three cases like this every year. You're one of them. But you think you're right. So, I've got multiple witness statements here saying what you're saying is not right. This is a family oriented, safety oriented, recreational pool. It's not for people to come down here and say, I don't know the rules. It's your responsibility as the adult to know what the rules are. If you don't know what they are and you're apprised of what the rules are, it's your responsibility to follow the rules without getting in the face of the staff. It's just not the family situation that we want. You've just violated all of that.

Jason Craig stated I've lived in this community for 16 years and never had this issue.

Mr. Eckert stated that's not new information. You provided that before. The board's trying to make a decision here and we want to be respectful of your time too because you said you have to leave.

Vice Chairman Horton stated I'll repeat, my recommendation is for a one-year suspension. From what I've seen, from what I've seen on the write ups here, which indicates that seems to be a logical thing to do.

Mr. Thomas stated I'll try to say this correctly. I recommend an immediate six-month suspension for the two violations of leaving the pool with unoccupied guests. With a revisit next month of what Mr. Lanier said. So therefore, if he claims that he does have witnesses, I would

like to read their statements before making a judgment, if you will, on the use of inappropriate or profane language or comments that witnesses have said.

Mr. Eckert stated at some point after you've heard each other's feedback, somebody's going to make a motion and we're going to vote.

Chairperson Nelsen stated I was willing to hear again in 30 days, but I don't think you're willing to bring anything back. So, I would go with the one-year suspension as well.

Ms. Ambrosio stated I chose to hear more too. I just feel like safety is number one at a pool, just having a son that's a lifeguard, not at this pool, but another pool. And some of the stories, I mean, just the back and forth. A small child could have drowned in a second. It only takes a second and I know that that's all the staff, they might sound like you need to do this, but I know it's all about safety. And I do remember when mine were young, and I was like an octopus and of course one of them always had to leave my arms reach and it was torture, but it was only for a short time. But it's still safety. Drowning doesn't make a noise. But, if in 30 days you maybe have more evidence, or maybe you've gone over the rules and if there's something you don't understand, maybe get a clarification here, instead of at the pool. Because those lifeguards are young, they can't always maybe speak as well.

Mr. Eckert stated I would just say that my recommendation given the fact that you've heard that there's additional evidence out there that's not been shared with the board, my recommendation would be to continue for the 30 days, give the opportunity for the additional evidence to be presented to the board. The board could then weigh that and then the board can make a decision. A lot of times we don't hear this additional evidence that's recordings and statements, things like that, that aren't provided to us. Typically, people will provide those to us, we'll look at them and the board will take them into account. Now that I know that those are out there, I would recommend you give the opportunity. Whether Mr. Craig takes advantage of that opportunity, that will be up to him. But at least the board would have given that opportunity. So that's my recommendation. Again, I don't vote. I'm just saying from a legal perspective. That's what I heard.

Chairperson Nelsen stated I would like to make a motion that we have another opportunity in 30 days, and then we will readdress.

Mr. Lanier stated 30 days and/or the next meeting.

Mr. Eckert stated it will be until the next meeting.

On MOTION by Chairperson Nelsen seconded by Mr. Lanier with all in favor extending the suspension until the next meeting was approved.

Mr. Eckert stated Mr. Craig, our website has the district board meetings, but certainly Marilee can provide you with our next board meeting time.

Jason Craig stated okay.

Mr. Eckert stated your access will continue to be suspended until the next board meeting.

Jason Craig stated okay. And that's not been scheduled yet?

Mr. Eckert stated no, it has been scheduled. I just don't have the date.

Ms. Giles stated it's August 12th at 6:00 p.m. It's also on the Double Branch CDD website. All the way at the bottom.

Jason Craig stated okay. If I do decide to provide witness statements, videos, who do I send those to?

Mr. Eckert stated provide those to Marilee Giles. She's the district manager.

Jason Craig stated okay, thank you.

SIXTH ORDER OF BUSINESS

Discussion of Resident's Request for the CDD to Ask Clay County Sheriff's Office to Rescind a Trespass

Mr. Eckert stated I think that there's a correction in that it's not a resident. Is that correct, Jay?

Mr. Soriano stated correct. So, the house that was built that she was referencing is in Waterford Oaks, not Oakleaf. So of course you go through your neighborhood to get to it. But Waterford Oaks is the one in the very back. That is not part of our district, so they're not resident users.

Mr. Eckert stated this is the one where they came to the meeting. It was the riding the four wheelers and they asked that we go to Clay County and ask them. But I think at least at that point in time, I didn't understand that wasn't somebody who had amenity access privileges and things like that. So, it's up to the board what you want to do. I know the board invited them to come back to this meeting and please address the board again after they spoke to the children,

and nobody's here. So, it's up to the board whether you want to ask Clay County to remove that trespass. If not, then we just move on to the next item.

Vice Chairman stated they're not even a resident.

Mr. Eckert stated no, but they're trespassed on our property. We would have the ability as a property owner to ask for the trespass to be rescinded.

Chairperson Nelsen stated could they come as a guest of someone or still not.

Mr. Soriano stated not with the trespass citation in place. They can't even be here as a guest of somebody.

Ms. Giles stated nor play soccer or any sports.

Mr. Soriano stated yeah, that was one big concern with mom when I spoke to her on the phone and what she mentioned the other night is the son comes up and plays 77 up here, which I'm not sure. I didn't really address with her, but we don't have 77 here. I think it's just a group that practices here a lot. She did mention she was hoping he could continue to come up and play at our fields.

Mr. Eckert stated unless there's a motion to direct staff to ask the county to lift the trespass, there really isn't any action the board needs to take.

Chairperson Nelsen stated I won't be making that motion.

Vice Chairman Horton stated me neither.

Mr. Lanier stated remind me, the hang up with this one is that the mother and the grandfather that came these are the kids that did stop.

Mr. Soriano stated none of them really stopped. If you guys want, I can put you in touch with our two off duty officers that were here, one from each side, and then there were four other cars. There were multiple officers that had to chase these kids down. They did bring them back to the fields. So, these kids were some of the ones that came back with them. So, they caught them a block down the road and got them to come back. None of them stopped for the officers right away.

Mr. Lanier stated the way it was portrayed at the last meeting was that these kids did stop and kind of fess up for what they did. That's not a true statement.

Mr. Soriano stated our off-duty officers were on the property. They had to go down the road to catch them. So even if they did stop, like I said, they could have stopped down there by Cotton Clover a couple blocks away and then come back. But they did pull all the ones that they

gave a trespass citation back to the parking lot at Double Branch. So those two of those kids, the ones that were hers, were ones that came back with them.

Chairperson Nelsen asked do you want to make a motion?

Mr. Thomas responded no.

Ms. Giles stated so for the record, the Board said no. They're not interested in requesting the county to rescind that.

SEVENTH ORDER OF BUSINESS

Discussion of the Fiscal Year 2025 Budget

Ms. Giles stated just as a reminder, at your last meeting, the board approved the budget for FY25 with a 13% increase. You'll see on page 207 is your chart with the side-by-side comparison. You'll have your public hearing to adopt the budget on August 12 at 6:00 p.m. so we kept this item on the agenda just to give the board the opportunity to talk about the FY25 budget.

Chairperson Nelsen stated so a single family will increase by \$120.

Ms. Giles stated yes.

Mr. Thomas stated that's just for one year or for the next three years?

Mr. Soriano stated this is for the one year. This was asked to go a little higher than what I proposed. What we did was we just put that into the capital outlay.

Ms. Giles stated correct. The difference went to the reserve fund.

Mr. Eckert stated I think the board's intent was, if we do this, we hope we wouldn't have to raise the next year. But you really can't lock in an assessment on a multi-year basis for O&M. And this isn't final. It's not final till you have your public hearing.

Mr. Soriano stated yeah. This is just one more discussion opportunity because you'll go through this, and it'll be final next month. You can always go down. It just can't go up from here. So, this was the higher one. My initial recommendation was the lower. So, you could change it from this point, but we put in at \$120 because that's what was asked, and it fits well.

Mr. Thomas stated just out of curiosity, how many more years?

Mr. Soriano stated eleven

Ms. Giles stated with your bond?

Mr. Thomas stated yeah.

Vice Chairman Horton stated I thought it was 2034.

Mr. Soriano stated okay. So, it might be ten years out.

Mr. Eckert stated after that you'll have O&M assessment still.

Ms. Giles stated it is 2034.

Mr. Thomas stated so it should go down after that. I know it's not going to be like a 50% off coupon. I understand that.

Mr. Soriano stated well, a lot of times, that's what the residents ask. Oh, we're going to get a \$1,000 or \$1,100 off. That'll actually be something left to you guys if you're here to decide how much changes at that point.

EIGHTH ORDER OF BUSINESS

Staff Reports

Mr. Eckert stated I announced the last board meeting that I was meeting with the county attorney to talk about the impact fee credits on that Thursday after our Monday meeting, I did meet with her. That was actually a very good, productive meeting. I'm still waiting on one follow up item that she was going to review to give me some information on regarding transferring the impact fee credits out of our impact fee zone if we wanted to. Right now, the legislature said, within the zone is okay. If you're going to go out of the zone you have to show the benefit for that area of the road that you built here. How does that benefit somebody 20 miles down the road? She had a case recently that went through Clay County. She's going to give me some information on that, then I'll finalize the memo that I'm sending to you. The good news and the main reason I had that meeting is your impact fee agreement with the county says that the impact fee credits can only be used within the Oakleaf DRI. That agreement predated a change in the statute that says you can use them anywhere within the impact fee zone, which is a much greater area, which means a much bigger market for you to be able to sell your impact fee credits. She agreed with me that that new statute overrides the agreement that we had before from 2008. So that was good. So that means that we're not going to be arguing with the county over what the agreement says versus what the legislature has said. So now we're at the point where I feel pretty confident that we have the legal ability to market those impact fee credits within our impact fee zone and even outside of our impact fee zone if a developer wants to try to go into the county and make the argument that they actually benefit from our roadways. At your next meeting, I think I'll be asking the board how do you want us to proceed at a staff level to try to monetize these impact fee credits? Do you want your manager to reach out to some of the developers they

work with just to let them know that they're out there? I know that there's at least one broker who has been trying to monetize these and help CDDs do that. They do that for a 7% fee is what I've seen lately. But if it's 7% of something versus nothing because you can't figure out who's the one that has the development entitlements in, that may be a direction the board wants to go. So, we'll give you some options at your next meeting on that. But just wanted to give you that preview. But I don't even want to give you those options until I made sure the county and I were on the same page in terms of being able to go outside of our DRI.

Vice Chairman Horton stated quick clarification. You can't use that money for anything?

Mr. Eckert stated there's no money right now, but if we sell it and we sell the impact fee credits and we get that money, then we can use it for whatever we need to. We can use it for capital reserve, we can use it for special projects. Usually what happens is the boards just put it in capital reserve and then figure it out later. But I would not budget based on getting any impact fee credit money. This is something we're just trying to do that hopefully can really help the district financially if we can find a buyer.

Mr. Lanier stated is there a possible amount?

Mr. Eckert stated one of the districts was around 8 or 9 million and the other one was, I think 5 or 6 million of impact fee credits.

Chairperson Nelsen stated but we were talking pennies on the dollar, right?

Mr. Eckert stated the last ones that we sold were seventy cents and seventy-five cents on the dollar. So that was a significant recovery for those two districts.

Mr. Thomas stated is all of the legal stuff tied up at the library?

Mr. Eckert stated everything's done there. The County owns it subject to us getting it back if they don't do what they say they're going to do. I know that she's still been working on getting the funding through the county because I guess there's different stages of funding, and I was in front of the county commission, and she actually complimented the board and working with them. I was there for another reason. She was telling the board, this is who worked with us on this. And all the rest of the commissioner said, great. They seemed to be buying in at the commission level when I was there.

B. District Engineer

There being no report, the next item followed.

C. District Manager

Ms. Giles stated I'm happy to report all the supervisors completed their form one online on time. Just as a reminder you also still have your ethics training. If you complete it and you want to email me, you can. It will serve as a public record. We'll maintain that. You don't have to. There's no requirement for you to document it. You're just going to check the box next year when you fill your form one out. You have until December 31 to complete the ethics training online. Please make sure you use the free ethics training. There are emails going out to supervisors to sign up and pay a fee. You don't have to do that. Just use the list that Mike gave us and stick to that.

Mr. Lanier stated the assumptions you'll get with Amy on that.

Ms. Giles stated I will, yes. We'll get her squared away.

D. Operations Manager - Memorandum

Mr. Soriano stated we are in our extremely busy month with July. We don't do too many events, though at your sister district here we did have to reschedule the movie again. The hard part is we did this series, so I got to get out numbers two, three, four. So, we are going to move it to this month. We're looking at either the third or the fourth week of this month doing a movie and we may relocate it to your pool just because it is hard fighting the weather right now. But the one thing I get at your pool is we always have great turnout, even if it's raining during the day. If it clears up and we can have that movie, we get a lot of people there turning up where this side for special events, it's a little tougher. It's busy during the day. Everybody loves multiple slides and the big spray ground. But for those special events, they don't turn out the same way. I have asked our food truck coordinator to see what they can get us where, and that kind of depends on it a little bit too, who will show up, because that helps the event to make sure we have food trucks available. So, we will send out that email later this week once we have that decision finalized. I did just want to remind you guys that we're about to reach out for the recreational swim team to be complete. Then we get about a week or two of downtime and the high schools start. We have two high schools here. They do use this pool and they try to coordinate to where when one of them has a home meet, the other one has an away meet. Every once in a while, something happens and they can't line up their schedules. So, in the past, they have asked that

they have overflow practice at your lap pool, and we have allowed that. Basically, they got to follow the same rules where they leave a couple of lanes open for the residents to be able to swim laps. It's usually just maybe once or twice throughout the season. But unless there's any objections, I was going to move the same way. Moving on, you will see our numbers have come up quite a bit, especially with this last month. With the beginning of the month being dry and hot we definitely saw an increase in residents coming in. Maybe they lived here for two or three months, hadn't gotten their cards yet. So, you'll notice we printed off 709 cards this past month. So, your numbers are staying high, and usage has really picked up. Your side is a little bit quieter, which is nice. This side is definitely busy and even having some issues getting close to that capacity point. You guys aren't at that yet. We did finalize the slide work, so a couple days after our last meeting, we were able to get that up and running. I did have one snafu about two days into operating the slide, but it wasn't with the motor or the slide. It was with the new computer. So back there, I do not have any type of coverage. It is about 110 degrees on those rocks every day. And that computer didn't like it and it shut down. So, we did go ahead and put up shading, if you recall, for a couple years. We have the carports back there over top of the brick wall. Looks a little ugly, those tarp car ports, but they give shade to all of that equipment, not just the motors, but the computers, because as soon as you open the box to look in the computer, you can see some of the plastic melted down. It was just so hot there. It does have a big fan, but in this heat right now, it really taxed it. So, we did put up new carports and sunshades to help. It does help the staff because they're the ones back there that have to clean the filters and things like that. That is a tough job, but it's been up and running. I didn't send out an email or anything like that. All the families know by now. It's been running all of this month. But everybody that has certain age they really like the slides. They come over here. That's why it stays busier. So, it is a little quieter on your side. Even though we're kind of back to pre-pandemic numbers at the pools when you see that usage there. Then I did want to update you on the Nature's Hammock slide. I did get a call last week. It'll be shipping out on the 15th. These do come by a big truck, so it's not like it's an overnight thing, but I should have that in the next couple weeks and then it doesn't take much to put that little concrete work and a couple bolts. So, we'll have that playground back in action. Also, they're not in here because I'm not done with it. If you were at the courts last week, you noticed right before the holidays, we did start working on the other courts while paint is going out on the tennis courts and as soon as we're done with the

tennis courts, we'll work on the basketball courts. So, this week we will be down there a lot. We are trying to set it up so that multiple courts stay open at a time. We don't get everything out, but that will cause a little trouble, too, as we get to go through everything. We have to do the paint on the two tennis courts with the hybrid pickleball courts on those and then we have to do the basketball courts and we still have to do lights on both pickleball courts and the basketball courts. So, there will be a lot of work down there this week and probably spilling it to next week.

Vice Chairman Horton stated somebody posted a short video online of pickleball turned this past weekend. It looked really nice.

Mr. Soriano stated yes, they are staying busy and everybody's enjoying the facility. They are really appreciative out there. They watched us out there sweating and painting last week and they were thanking the guys because we're touching that up now. They match, too. So, we have the same blue and green on both sides. It does make it a rather large facility when you include it together with your four hard courts and your six rubberized courts that we built. There are ten pickleball courts out there. So, they have a lot of room, they can do a lot of events. We're really happy with that. Then just to update you, I reached out to multiple sign companies working on updates to neighborhood signs. An improvement or update to our waterfall sign. Then the four waterfall columns at the front of the amenity center. But the one thing I've asked, also I've reached out to two sign companies that did a lot of the original work here years ago, so they're familiar with all of them. But I did reach out to Suncoast and then Raptor just because they're my small sign companies, to see if they can coordinate things. Because one thing that's kind of hard is when I throw in the things like the electrical, like the lighting, especially for the waterfall, that's not something these guys typically do. They subcontract that out to somebody else. Getting somebody to deal with lighting out there, it's kind of big. But what I did ask them for, I haven't received it from anybody yet. It's just some kind of renderings that I can pass on to you guys of what we can do because I don't have any real direction or ideas yet. I just told everybody I'd like to see some kind of update. Some of these signs are 20 years old. So, the yellow signs, it's hard. They all look at it like what do you want? I don't really have any ideas. I've looked at other neighborhoods, but I'm hoping they can give us a couple and just make up a large rendering and I'll pass that along. Then after that, there will be a discussion of what something like that cost. So we are talking a lot of signs. There's 13 of those big yellow signs out there that will add up. And then the big column at the amenity center is not going to be really cheap either. The waterfall, I

think, would be the easiest. But I would like to get some of those pictures, at least in your eyes, to get an idea whether we want to go that direction or not. But as soon as I get anything from anybody, I will pass that along.

Chairperson Nelsen stated by the yellow signs, you mean the neighborhood signs?

Mr. Soriano stated the bigger entry signs. Some neighborhoods don't have those yellow signs, they just have the brick columns, and I wasn't looking to do anything there. Now in our capital, we do have things like tuck and point, and we even have that for the building. So if you're not familiar with what this is, they actually grind out the grout and mortar in between the bricks and put it in new mortar so it does make it look newer and makes the brick stronger. You do this after so many years, you do this on buildings, homes, or decorative pieces like this. So it is something that's put into the capital. It's not something I would look at any time soon, but some of those older columns, you can always look at that over the next couple years. But it was just the entry signs at the neighborhoods.

Vice Chairman Horton stated there's 13 of those.

Mr. Soriano stated yeah. Some of them are not just at the entry. There's one right in front of the elementary school, between the fitness center and the elementary school and it has just the arrows pointing Silverleaf this way or Cannon's Point that way. So, they're not all at the neighborhood entry level. Unless there's any questions on some of those other maintenance items. That was really it for my report.

Mr. Thomas stated has I-9 and Florida League been cleaning up after themselves, or are we still having to send staff out there?

Mr. Soriano stated no, we're still sending staff out, but they're pretty much done. So that's helped out. Florida League does have their year-round, more competitive crew that stays on all the time, but they are also not as bad. They don't fill up the trash cans the same way. Realistically, I-9's season is finished. It's the ones that do, championships in other areas are the only ones out there that practice. I get on those coaches, but they should not be practicing here, and I remind them of this. But that means there's only one or two groups out here, on a regular basis. So, it's a not as bad. We did have a lot of trash after the fourth. Fireworks, debris, things like that. People out there partying late at night, leaving our food out. So, we did have a lot of clean up on that, but I have a lot more guys now. So, it is easy for me to break one off and if you notice, we do have both gas carts working now. So, we have the new cart that I bought earlier

this year that gets taken up and down the roads and everywhere. But we have the two old carts that stay on each side. So, one older part stays over here in this district, one other cart we've moved into the garage over there in your district and that can get these guys out a little easier to get trash.

Mr. Thomas stated and where do we stand on the field? Replacing the sod and stuff?

Mr. Soriano stated I'm going to bring you guys quotes on doing new sodding from multiple companies. We did put a small amount in there for this budget, although we did pull from capital, but we're not really moving forward with those plans that VerdeGo brought us and AgrowPro had put \$90,000 some dollars. I wasn't looking at that and I don't think it sounded like any of you guys wanted to do that, especially for budget plans. We didn't add that much.

Mr. Thomas stated we're getting close. It's looking rough.

Mr. Soriano stated yeah. My thought was more of an acre of resodding at a time in the areas that are rough because there is still a lot of the field area that are great. It's things like center and in front of the boxes. That's it. But the rest of the field looks great. The grass is thick. We're still better. You can look at county parks in Fleming Island. We're much better than them and, the cost difference is great when you compare the fixes. So that's what I was looking at. And we did build that amount into the budget. A little extra landscape money and then capital that says, if we want to spend \$10,000 or \$20,000 on an acre, an acre and a half on resodding, we can do that.

NINTH ORDER OF BUSINESS

Audience Comments / Supervisor Requests

Chairperson Nelsen stated just to get clear for me. We will vote on the budget at next month's meeting, and then letters will go out to residents about the increase?

Mr. Eckert stated no letters go out about the increases 21 days in advance.

Chairperson Nelsen stated so they'll get the letters before our next meeting?

Mr. Eckert stated probably within the next two weeks.

Ms. Giles stated I actually think the letters go out today for this district. The Florida Statute requirement is 21 days. What we learned two years ago is it took two weeks for the letter to get from St. Augustine over here to Clay County. So, our office has backed it up to 30 days. So, today is the day that your letters left and went out to residents. So, you should get those, hopefully in the next couple days.

Mr. Thomas stated just for Ms. Raab, reading through the statements I would just like to commend you on the fact that I'm seeing language such as de-escalation strategies. I'm seeing information being corrected and giving the person that is involved in the incident the correct next steps, such as contact Jay. So, I'm seeing a lot of good training and a lot of young people acting in a very professional manner. My only recommendation is, just because of the job that I do, maybe at the end of their shift have them write down when it's fresh in their mind. Because when we wait two or three days and I'm a teenager I've already been on social media and therefore maybe some of my friends information got into that and then now it's in my brain, so maybe as a recommendation, just a okay, this just happened. I know that you're about to go home and go get McDonald's on the way home because you're a teenager. But can you please spend a couple minutes on a 3x5 card and just go ahead and jot it down? That way, when we present the information, such as when I was asking him direct questions your lifeguards have this is directly what happened. This isn't two or three days after the incident. If you take the ammunition away, you got nothing to shoot. But I would like to say you guys have done a bang up job this summer and I do appreciate the professionalism that you are training these young people to do at the pools. Because we do have some big personalities in Oakleaf and I think that you guys have done a great job. Thank you.

Vice Chairman Horton stated I do have one critique, though. I've talked to Jay about this. If we're going to get something to look at before we come to a meeting, it needs to be readable. This is not legible. It's all faded, and I couldn't make sense of some of it. I know he's gone and he's made it a little bit better.

Mr. Soriano stated I printed some off for you guys because I noticed that, too. When we scanned it, it was extremely light. One of the reports in the back, when you look through the copies of the original that I have, it's still a little light, but this one's much better. So, this is what I printed off for you guys. Tom mentioned to me there's one in there where it's not going to be done that day, Scott. But they typed it up, which is great. Very professional, things like that. But the handwritten ones I'll make sure that we can get them dark enough and make sure that you guys can see them if we're scanning them and sending by email.

Mr. Thomas stated it could also be as simple as on the back of the policy violation report, just have this back part lined instead of, how I would write, which would go at an angle on a blank page. Hopefully, no more incidents will take two pages.

Mr. Lanier stated thank you for what you do. Appreciate it, and appreciate the staff and, realistically, the professionalism with the bad stuff that you have to deal with, we definitely thank you for that. My question is, security, what do we have? Anything crazy going on?

Mr. Cottrell stated nothing crazy going on except for that interesting story right there, but nothing from me, nothing from Jay to me. I have talked to Wanda a couple of times over the past couple weeks, just things that she's noticed, things she's seen happening, but it just boils down to training needs to improve and we need to get on the same page. We're working on it.

Mr. Thomas stated and then just making sure that during these summer months, the young people hanging out at the fields.

Mr. Cottrell stated yes, that would be part of the retraining and getting everybody on the same page.

Mr. Thomas stated because some of that is getting a little out of control, but I have noticed that the guards have asked the kids to tone it down a little bit.

TENTH ORDER OF BUSINESS

Next Scheduled Meeting – August 12, 2024 @ 6:00 p.m. at the Plantation Oaks Amenity Center

ELEVENTH ORDER OF BUSINESS

Adjournment

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

Secretary/Assistant Secretary

Chairman/Vice Chairman

B.

Double Branch
Community Development District

Unaudited Financial Reporting
June 30, 2024



Double Branch
Community Development District
Combined Balance Sheet
June 30, 2024

	General Fund	Recreation Fund	Debt Service Fund	Capital Reserve Fund	Totals Governmental Funds
Assets:					
<u>Cash:</u>					
Operating Account	\$ 54,135	\$ 345,384	\$ -	\$ 1,074,834	\$ 1,474,354
Due from Other	25	137	-	-	162
Due from Middle Village	-	8,364	-	-	8,364
<u>Investments:</u>					
State Board of Administration (SBA)	13,775	98,593	-	486,619	598,987
Custody Account-General Fund Excess	82,482	821,374	-	79	903,935
<u>Series 2013 A-1</u>					
Reserve	-	-	868,806	-	868,806
Revenue	-	-	852,968	-	852,968
Prepayment	-	-	269	-	269
<u>Series 2013 A-2</u>					
Reserve	-	-	95,634	-	95,634
Prepaid Expenses	3,409	4,583	-	-	7,992
Total Assets	\$ 153,826	\$ 1,278,436	\$ 1,817,678	\$ 1,561,532	\$ 4,811,472
Liabilities:					
Accounts Payable	\$ 2,037	\$ 51,329	\$ -	\$ 16,547	\$ 69,913
Accrued Expenditures	-	8,139	-	-	8,139
Total Liabilities	\$ 2,037	\$ 59,468	\$ -	\$ 16,547	\$ 78,052
Fund Balance:					
Nonspendable:					
Prepaid Items	\$ 3,409	\$ 4,583	\$ -	\$ -	\$ 7,992
Restricted for:					
Debt Service - Series	-	-	1,817,678	-	1,817,678
Assigned for:					
Capital Reserve Fund	-	-	-	1,544,985	1,544,985
Unassigned	148,380	1,214,384	-	-	1,362,764
Total Fund Balances	\$ 151,789	\$ 1,218,967	\$ 1,817,678	\$ 1,544,985	\$ 4,733,420
Total Liabilities & Fund Balance	\$ 153,826	\$ 1,278,436	\$ 1,817,678	\$ 1,561,532	\$ 4,811,472

Double Branch
Community Development District
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending June 30, 2024

	Adopted Budget	Prorated Budget Thru 06/30/24	Actual Thru 06/30/24	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 177,890	\$ 177,890	\$ 178,552	\$ 662
Interest Income	1,600	1,600	4,401	2,801
Total Revenues	\$ 179,490	\$ 179,490	\$ 182,954	\$ 3,464
Expenditures:				
General & Administrative:				
Supervisor Fees	\$ 12,000	\$ 9,000	\$ 6,800	\$ 2,200
FICA Expense	1,000	750	530	220
Engineering	5,000	3,750	1,383	2,368
Arbitrage	700	700	700	-
Dissemination	1,696	1,272	1,272	0
Assessment Roll	8,705	8,705	8,705	(0)
Attorney	42,000	31,500	24,886	6,614
Annual Audit	5,200	5,200	5,300	(100)
Trustee Fees	8,815	8,815	9,497	(682)
Management Fees	68,741	51,556	51,556	0
Information Technology	2,271	1,703	1,703	(0)
Telephone	600	450	134	316
Postage	1,900	1,425	432	993
Printing	2,000	1,500	756	744
Insurance	10,199	10,199	9,596	603
Legal Advertising	2,800	2,100	486	1,614
Office Supplies	200	150	6	144
Website Compliance	2,650	1,988	1,987	0
Dues, Licenses & Subscriptions	175	175	175	-
Other Current Charges	120	90	52	38
Capital Reserve Funding	2,719	2,719	2,719	(0)
Total General & Administrative Expenditures	\$ 179,490	\$ 143,746	\$ 128,673	\$ 15,072
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$ 35,744	\$ 54,280	\$ 18,536
Net Change in Fund Balance	\$ -	\$ 35,744	\$ 54,280	\$ 18,536
Fund Balance - Beginning	\$ -		\$ 97,509	
Fund Balance - Ending	\$ -		\$ 151,789	

Double Branch
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	\$ 1,151	\$ 1,265	\$ -	\$ -	\$ -	\$ -	\$ 178,552
Interest Income	139	62	87	582	819	786	670	615	642	-	-	-	4,401
Total Revenues	\$ 139	\$ 169,395	\$ 1,377	\$ 2,576	\$ 1,918	\$ 3,206	\$ 1,821	\$ 1,880	\$ 642	\$ -	\$ -	\$ -	\$ 182,954
Expenditures:													
General & Administrative:													
Supervisor Fees	\$ 1,000	\$ 600	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 800	\$ 800	\$ 600	\$ -	\$ -	\$ -	\$ 6,800
FICA Expense	83	50	-	83	83	65	61	61	46	-	-	-	530
Engineering	-	-	-	-	-	-	265	-	1,118	-	-	-	1,383
Arbitrage	-	-	-	-	-	-	700	-	-	-	-	-	700
Dissemination	141	141	141	141	141	141	141	141	141	-	-	-	1,272
Assessment Roll	8,705	-	-	-	-	-	-	-	-	-	-	-	8,705
Attorney	3,511	1,386	2,903	3,603	5,604	1,932	3,431	2,516	-	-	-	-	24,886
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	5,728	5,728	-	-	-	51,556
Information Technology	189	189	189	189	189	189	189	189	189	-	-	-	1,703
Telephone	16	15	13	3	6	6	29	40	5	-	-	-	134
Postage	64	26	3	16	11	116	71	79	44	-	-	-	432
Printing	17	110	82	31	147	139	111	50	70	-	-	-	756
Insurance	9,596	-	-	-	-	-	-	-	-	-	-	-	9,596
Legal Advertising	-	-	-	148	70	-	-	199	70	-	-	-	486
Office Supplies	1	1	0	1	1	1	1	1	1	-	-	-	6
Website Compliance	221	221	221	221	221	221	221	221	221	-	-	-	1,987
Dues, Licenses & Subscriptions	175	-	-	-	-	-	-	-	-	-	-	-	175
Other Current Charges	32	21	-	-	-	-	-	-	-	-	-	-	52
Capital Reserve Funding	-	-	-	-	-	-	-	-	2,719	-	-	-	2,719
Total General & Administrative Expenditures	\$ 33,569	\$ 8,488	\$ 9,281	\$ 11,165	\$ 18,501	\$ 14,946	\$ 11,748	\$ 10,024	\$ 10,951	\$ -	\$ -	\$ -	\$ 128,673
Excess (Deficiency) of Revenues over Expenditures	\$ (33,430)	\$ 160,908	\$ (7,904)	\$ (8,590)	\$ (16,583)	\$ (11,740)	\$ (9,928)	\$ (8,144)	\$ (10,310)	\$ -	\$ -	\$ -	\$ 54,280
Net Change in Fund Balance	\$ (33,430)	\$ 160,908	\$ (7,904)	\$ (8,590)	\$ (16,583)	\$ (11,740)	\$ (9,928)	\$ (8,144)	\$ (10,310)	\$ -	\$ -	\$ -	\$ 54,280

Double Branch
Community Development District
Recreation Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending June 30, 2024

	Adopted	Prorated Budget	Actual	
	Budget	Thru 06/30/24	Thru 06/30/24	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 1,873,440	\$ 1,873,440	\$ 1,880,415	\$ 6,975
Interest Income	3,700	3,700	44,116	40,416
Amenities Revenue/Miscellaneous	40,000	30,000	33,638	3,638
Sports Revenue	15,000	15,000	24,790	9,790
Total Revenues	\$ 1,932,140	\$ 1,922,140	\$ 1,982,959	\$ 60,819
Expenditures:				
Administrative:				
Management Fees - On Site Staff	\$ 220,678	\$ 165,509	\$ 165,508	\$ 0
Insurance	116,853	116,853	116,450	403
Other Current Charges	3,500	2,625	1,520	1,105
Permit Fees	1,635	1,226	775	451
Subtotal Administrative	\$ 342,666	\$ 286,213	\$ 284,253	\$ 1,959
Maintenance:				
Security	\$ 107,000	\$ 80,250	\$ 78,826	\$ 1,424
Security - Clay County Off-Duty Sheriff	44,627	33,470	36,452	(2,982)
Water - Irrigation	12,300	9,225	9,597	(372)
Irrigation Maintenance	5,000	3,750	4,456	(706)
Streetlighting	31,000	23,250	20,794	2,456
Electric	36,000	27,000	24,307	2,693
Landscape Maintenance	459,000	344,250	344,378	(128)
Common Area Maintenance	55,000	41,250	40,156	1,094
Lake Maintenance	29,232	21,924	19,530	2,394
Capital Reserve Funding	300,137	300,137	300,137	(0)
Subtotal Maintenance	\$ 1,079,296	\$ 884,506	\$ 878,632	\$ 5,874

Double Branch
Community Development District
Recreation Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending June 30, 2024

	Adopted Budget	Prorated Budget Thru 06/30/24	Actual Thru 06/30/24	Variance
<i>Recreation Facility:</i>				
Amenity Staff	\$ 137,588	\$ 103,191	\$ 115,201	\$ (12,010)
Refuse Services	17,500	13,125	14,391	(1,266)
Telephone	6,000	6,000	6,013	(13)
Electric	42,000	31,500	19,998	11,502
Cable	9,000	6,750	6,946	(196)
Pool Maintenance	35,000	26,250	28,986	(2,736)
Water / Sewer/Reclaim	57,000	42,750	30,314	12,436
Facility Maintenance-General	50,000	37,500	31,044	6,457
Facility Maintenance-Preventative	10,000	7,500	2,750	4,750
Facility Maintenance - Contingency	34,750	26,063	20,951	5,111
Lighting Repairs	8,500	6,375	5,530	845
Special Events	7,500	5,625	3,793	1,832
Office Supplies & Equipment	1,000	1,000	1,551	(551)
Janitorial	67,840	50,880	45,251	5,629
Recreation Passes	4,000	3,000	1,798	1,202
Pool Leak Repairs	2,500	1,875	-	1,875
Multiuse Field	20,000	15,000	-	15,000
Subtotal Recreation Facility	\$ 510,178	\$ 384,384	\$ 334,516	\$ 49,867
Total Expenditures	\$ 1,932,140	\$ 1,555,102	\$ 1,497,402	\$ 57,701
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$ 367,038	\$ 485,557	\$ 118,520
Net Change in Fund Balance	\$ -	\$ 367,038	\$ 485,557	\$ 118,520
Fund Balance - Beginning	\$ -		\$ 733,410	
Fund Balance - Ending	\$ -		\$ 1,218,967	

Double Branch
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	\$ 12,122	\$ 13,326	\$ -	\$ -	\$ -	\$ -	\$ 1,880,415
Interest Income	1,174	448	698	5,913	8,425	7,990	6,431	6,373	6,665	-	-	-	44,116
Amenities Revenue/Miscellaneous	723	800	1,476	2,017	787	3,352	3,882	15,782	4,821	-	-	-	33,638
Sports Revenue	-	1,385	-	19,330	-	-	1,600	-	2,475	-	-	-	24,790
Total Revenues	\$ 1,896	\$ 1,785,957	\$ 15,762	\$ 48,258	\$ 20,784	\$ 36,824	\$ 24,036	\$ 35,482	\$ 13,961	\$ -	\$ -	\$ -	\$ 1,982,959
Expenditures:													
Administrative:													
Management Fees - On Site Staff	\$ 18,390	\$ 18,390	\$ 18,390	\$ 18,390	\$ 18,390	\$ 18,390	\$ 18,390	\$ 18,390	\$ 18,390	\$ -	\$ -	\$ -	\$ 165,508
Insurance	116,450	-	-	-	-	-	-	-	-	-	-	-	116,450
Other Current Charges	213	75	181	91	120	107	153	173	406	-	-	-	1,520
Permit Fees	-	-	-	-	-	-	-	775	-	-	-	-	775
Subtotal Administrative	\$ 135,053	\$ 18,465	\$ 18,571	\$ 18,481	\$ 18,510	\$ 18,497	\$ 18,543	\$ 19,339	\$ 18,796	\$ -	\$ -	\$ -	\$ 284,253
Maintenance:													
Security	\$ 8,922	\$ 8,595	\$ 8,976	\$ 8,867	\$ 8,323	\$ 8,976	\$ 8,595	\$ 8,867	\$ 8,704	\$ -	\$ -	\$ -	\$ 78,826
Security - Clay County Off-Duty Sheriff	2,856	4,519	3,525	4,069	4,295	3,550	4,486	5,553	3,600	-	-	-	36,452
Water - Irrigation	1,029	1,981	926	671	588	658	1,075	1,310	1,361	-	-	-	9,597
Irrigation Maintenance	2,952	-	-	-	-	-	-	-	1,504	-	-	-	4,456
Streetlighting	2,270	2,270	2,322	2,322	2,322	2,322	2,322	2,322	2,322	-	-	-	20,794
Electric	2,874	2,762	3,121	2,891	1,589	2,752	2,389	2,846	3,081	-	-	-	24,307
Landscape Maintenance	38,264	38,264	38,264	38,264	38,264	38,264	38,264	-	76,528	-	-	-	344,378
Common Area Maintenance	4,583	4,583	3,692	-	4,580	4,580	11,365	4,552	2,221	-	-	-	40,156
Lake Maintenance	2,170	2,170	2,170	2,170	2,170	2,170	2,170	2,170	2,170	-	-	-	19,530
Capital Reserve Funding	-	-	-	-	-	-	-	-	300,137	-	-	-	300,137
Subtotal Maintenance	\$ 65,919	\$ 65,144	\$ 62,996	\$ 59,254	\$ 62,131	\$ 63,272	\$ 70,667	\$ 27,620	\$ 401,628	\$ -	\$ -	\$ -	\$ 878,632

Double Branch
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	\$ 19,627	\$ 39,426	\$ -	\$ -	\$ -	\$ 115,201
Refuse Services	1,395	1,436	1,436	1,436	1,738	1,738	1,738	1,738	1,738	-	-	-	14,391
Telephone	733	738	736	737	736	736	736	860	-	-	-	-	6,013
Electric	2,897	2,089	1,926	2,014	2,048	1,918	1,990	2,380	2,736	-	-	-	19,998
Cable	627	630	770	822	821	821	821	820	813	-	-	-	6,946
Pool Maintenance	3,101	3,101	3,101	3,280	3,280	3,280	3,280	3,280	3,280	-	-	-	28,986
Water / Sewer/Reclaim	4,252	3,916	3,306	3,573	2,392	3,558	1,995	3,249	4,073	-	-	-	30,314
Facility Maintenance-General	4,166	4,216	3,059	4,167	-	4,166	4,135	4,135	3,000	-	-	-	31,044
Facility Maintenance-Preventative	515	-	360	155	-	1,000	360	-	360	-	-	-	2,750
Facility Maintenance - Contingency	2,896	2,946	1,838	2,896	-	2,896	2,896	2,896	1,688	-	-	-	20,951
Lighting Repairs	708	711	700	705	-	705	700	700	600	-	-	-	5,530
Special Events	761	-	800	1,000	-	-	-	1,233	-	-	-	-	3,793
Office Supplies & Equipment	-	241	420	214	-	-	-	676	-	-	-	-	1,551
Janitorial	4,953	5,207	5,370	4,953	4,953	4,953	4,953	4,953	4,953	-	-	-	45,251
Recreation Passes	-	-	-	1,204	-	-	-	594	-	-	-	-	1,798
Pool Leak Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-
Multiuse Field	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Recreation Facility	\$ 39,252	\$ 34,870	\$ 30,649	\$ 32,111	\$ 21,606	\$ 34,552	\$ 31,667	\$ 47,141	\$ 62,668	\$ -	\$ -	\$ -	\$ 334,516
Total Expenditures	\$ 240,224	\$ 118,478	\$ 112,216	\$ 109,846	\$ 102,247	\$ 116,321	\$ 120,877	\$ 94,100	\$ 483,092	\$ -	\$ -	\$ -	\$ 1,497,402
Excess (Deficiency) of Revenues over Expenditures	\$ (238,328)	\$ 1,667,479	\$ (96,454)	\$ (61,588)	\$ (81,463)	\$ (79,498)	\$ (96,842)	\$ (58,618)	\$ (469,131)	\$ -	\$ -	\$ -	\$ 485,557
Net Change in Fund Balance	\$ (238,328)	\$ 1,667,479	\$ (96,454)	\$ (61,588)	\$ (81,463)	\$ (79,498)	\$ (96,842)	\$ (58,618)	\$ (469,131)	\$ -	\$ -	\$ -	\$ 485,557

Double Branch
Community Development District
Debt Service Fund
Series 2013 A-1 & 2013 A-2 Special Assessment Bonds
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending June 30, 2024

	Adopted Budget	Prorated Budget Thru 06/30/24	Actual Thru 06/30/24	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 1,961,878	\$ 1,961,878	\$ 1,967,317	\$ 5,439
Interest Income	10,000	10,000	97,320	87,320
Total Revenues	\$ 1,971,878	\$ 1,971,878	\$ 2,064,637	\$ 92,759
Expenditures:				
<i>Series 2013 A-1</i>				
Interest 11/1	\$ 315,881	\$ 315,881	\$ 315,881	-
Interest 5/1	315,881	315,881	315,881	-
Principal 5/1	1,125,000	1,125,000	1,125,000	-
<i>Series 2013 A-2</i>				
Interest 11/1	44,419	44,419	44,419	-
Interest 5/1	44,419	44,419	44,419	-
Principal 5/1	105,000	105,000	105,000	-
Total Expenditures	\$ 1,950,600	\$ 1,950,600	\$ 1,950,600	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ 21,278	\$ 21,278	\$ 114,037	\$ 92,759
Net Change in Fund Balance	\$ 21,278	\$ 21,278	\$ 114,037	\$ 92,759
Fund Balance - Beginning	\$ 720,818		\$ 1,703,641	
Fund Balance - Ending	\$ 742,095		\$ 1,817,678	

Double Branch
Community Development District
Capital Reserve Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending June 30, 2024

	Adopted Budget	Prorated Budget Thru 06/30/24	Actual Thru 06/30/24	Variance
Revenues				
Transfer In from General Fund	\$ 2,719	\$ 2,719	\$ 2,719	\$ 0
Transfer In from Recreation Fund	300,137	300,137	300,137	0
Interest	10,000	10,000	13,543	3,543
Total Revenues	\$ 312,855	\$ 312,855	\$ 316,399	\$ 3,544
Expenditures:				
Repairs & Replacements	\$ 530,000	\$ 397,500	\$ 271,272	\$ 126,228
Total Expenditures	\$ 530,000	\$ 397,500	\$ 271,272	\$ 126,228
Excess (Deficiency) of Revenues over Expenditures	\$ (217,145)		\$ 45,128	
Net Change in Fund Balance	\$ (217,145)		\$ 45,128	
Fund Balance - Beginning	\$ 1,469,257		\$ 1,499,858	
Fund Balance - Ending	\$ 1,252,113		\$ 1,544,985	

Double Branch

Community Development District

Long Term Debt Report

Series 2013 A-1, Special Assessment Refunding Bonds

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

Bonds outstanding - 9/30/2013	\$ 24,850,000
Less: November 1, 2013	\$0
Less: May 1, 2014 (Mandatory)	(860,000)
Less: May 1, 2015 (Mandatory)	(875,000)
Less: May 2, 2016 (Mandatory)	(890,000)
Less: May 2, 2017 (Mandatory)	(910,000)
Less: May 1, 2018 (Mandatory)	(930,000)
Less: May 1, 2019 (Mandatory)	(955,000)
Less: May 1, 2020 (Mandatory)	(980,000)
Less: May 1, 2021 (Mandatory)	(1,015,000)
Less: May 1, 2022 (Mandatory)	(1,045,000)
Less: May 1, 2023 (Mandatory)	(1,085,000)
Less: May 1, 2024 (Mandatory)	(1,125,000)

Current Bonds Outstanding **\$ 14,180,000**

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)
Less: May 1, 2024 (Mandatory)	(105,000)

Current Bonds Outstanding **\$ 1,440,000**

C.

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

Fiscal Year 2024 Assessments Receipts Summary

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

SUMMARY OF TAX ROLL RECEIPTS					
CLAY COUNTY DISTRIBUTION	DATE RECEIVED	SERIES 2013A DEBT SERVICE RECEIVED	GENERAL FUND O&M RECEIPTS	RECREATION FUND O&M RECEIPTS	TOTAL RECEIVED
1	11/06/23	6,327.43	574.27	6,047.94	12,949.64
2	11/14/23	60,846.75	5,522.41	58,158.99	124,528.15
3	11/28/23	173,642.22	15,759.65	165,971.97	355,373.84
4	12/12/23	1,590,410.27	144,344.54	1,520,157.56	3,254,912.37
5	12/22/23	34,512.22	3,132.31	32,987.72	70,632.25
6	01/10/24	14,216.90	1,290.32	13,588.90	29,096.12
7	02/05/24	21,968.72	1,993.87	20,998.29	44,960.88
8	03/19/24	12,107.79	1,098.89	11,572.96	24,779.64
9	04/09/24	26,659.90	2,419.63	25,482.26	54,561.79
10	05/07/24	12,682.30	1,151.04	12,122.09	25,955.43
11	06/06/24	2,109.67	191.47	2,016.48	4,317.62
TAX CERTIFICATES	06/14/24	11,832.64	1,073.92	11,309.96	24,216.52
		-	-	-	
		-	-	-	
		-	-	-	
TOTAL TAX ROLL RECEIPTS		1,967,316.81	178,552.32	1,880,415.12	4,026,284.25

PERCENT COLLECTED	DEBT	O&M	TOTAL
TOTAL PERCENT COLLECTED	100.28%	100.28%	100.28%

D.

Double Branch

Community Development District

Check Run Summary

July 31, 2024

Fund	Date	Check No.	Amount
General Fund			
Accounts Payable	7/16/24	1809-1812	\$ 11,493.98
		<u>Sub-Total</u>	<u>\$ 11,493.98</u>
Recreation Fund			
Accounts Payable	7/16/24	7545-7555	\$ 122,316.94
		<u>Sub-Total</u>	<u>\$ 122,316.94</u>
Capital Reserve Fund			
Accounts Payable	7/16/24	269-277	\$ 16,546.68
		<u>Sub-Total</u>	<u>\$ 16,546.68</u>
Total			\$ 150,357.60

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #	
7/16/24	00051	7/11/24 144574	202407 310-51300-42500	PREP,PRINT,ADDRESS,MAIL	*	2,011.40		
		7/11/24 144574	202407 310-51300-42000	POSTAGE FOR MAILED NOTICE	*	1,814.78		
							ADVANCED DIRECT MARKETING SERVICES	3,826.18 001809
7/16/24	00035	7/01/24 2429	202407 310-51300-34000	JUL MANAGEMENT FEES	*	5,728.42		
		7/01/24 2429	202407 310-51300-52000	JUL WEBSITE ADMIN	*	220.83		
		7/01/24 2429	202407 310-51300-35100	JUL INFO TECH	*	189.25		
		7/01/24 2429	202407 310-51300-31300	JUL DISSEM AGENT SRVCS	*	141.33		
		7/01/24 2429	202407 310-51300-51000	OFFICE SUPPLIES	*	.45		
		7/01/24 2429	202407 310-51300-42000	POSTAGE	*	84.21		
		7/01/24 2429	202407 310-51300-42500	COPIES	*	96.45		
		7/01/24 2429	202407 310-51300-41000	TELEPHONE	*	19.86		
							GOVERNMENTAL MANAGEMENT SERVICES	6,480.80 001810
7/16/24	00111	6/27/24 24-00228	202406 310-51300-48000	NTC OF BOS MTG 6/27	*	69.50		
							JACKSONVILLE DAILY RECORD	69.50 001811
7/16/24	00116	7/10/24 191466	202406 310-51300-31100	JUN ENGINEERING SERVICES	*	1,117.50		
							MATTHEWS DESIGN GROUP LLC	1,117.50 001812
						TOTAL FOR BANK A	11,493.98	
						TOTAL FOR REGISTER	11,493.98	

Advanced Direct Marketing Services

3733 Adirof Rd.
 Jacksonville, FL 32207-4719
 (V) 904.396.3028 (F) 396.6328

Invoice

DATE	INVOICE #
7/11/2024	144574

BILL TO

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

P.O. NO.	TERMS	PROJECT
	With Order	

SERVICE DESCRIPTION	QTY	RATE	AMOUNT
Double Branch CDD			
Load, read, convert files; CASS Certify addresses to enable automation based postage rates; Create automation based sack/tray tags & postal documents; format for inkjet addressing	2,486	0.03017	75.00
Form layout and preparation	1	37.50	37.50
Laser one sheet front & back in color	2,486	0.35	870.10
Fold customer materials	2,486	0.06443	160.17
Insert one piece into #10 envelope, seal, sort and mail, Standard Rate	2,486	0.09021	224.26
#10 Window Envelopes printed one color black ink	2,506	0.25713	644.37
Postage	2,486	0.73	1,814.78
Subtotal			\$3,826.18
Sales Tax (7.5%)			\$0.00
Total			\$3,826.18

RECEIVED
 JUL 11 2024
 BY: _____

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 2429

Invoice Date: 7/1/24

Due Date: 7/1/24

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 - July 2024		5,728.42	5,728.42
Website Administration - July 2024		220.83	220.83
Information Technology - July 2024		189.25	189.25
Dissemination Agent Services - July 2024		141.33	141.33
Office Supplies		0.45	0.45
Postage		84.21	84.21
Copies		96.45	96.45
Telephone		19.86	19.86

RECEIVED
JUL 02 2024
BY: _____

Total \$6,480.80

Payments/Credits \$0.00

Balance Due \$6,480.80

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

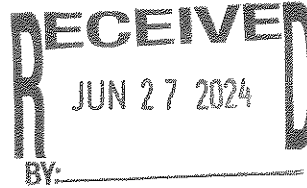
P.O. Box 1769
Jacksonville, FL 32201
(904) 356-2466

INVOICE

June 27, 2024

Date

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



Serial #	<u>24-00228C</u>	PO/File #	_____	\$69.50
				Payment Due
	Notice of Meeting of the Board of Supervisors			
	_____			\$69.50
	Double Branch Community Development District			Publication Fee

Case Number	_____			Amount Paid
Publication Dates	<u>6/27</u>			
County	<u>Clay</u>			

***Payment is due before
the Proof of Publication
is released.***

Payment Due Upon Receipt
For your convenience, you
may remit payment online at
[www.jaxdailyrecord.com/
send-payment](http://www.jaxdailyrecord.com/send-payment).

If your payment is being
mailed, please reference
Serial # 24-00228C on your
check or remittance advice.

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

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

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

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

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

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

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

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

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

Marilee Giles
District Manager

Jun. 27 00 (24-00228C)

Project Manager Alex Acree



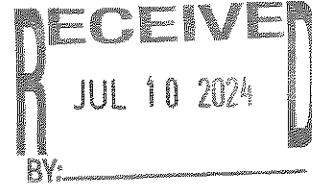
Governmental Management Services
Marilee Giles
475 West Town Place
St. Augustine, FL 32092

July 10, 2024
Invoice # 191466

Project 0000021873.000 Double Branch CDD

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

- CDD Conference Call
- CDD Meeting
- Start Public Facilities Report



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 June 30, 2024

Phase 0001 Engineering Services

	Hours	Rate	Amount
Vice President of Production	.50	290.00	145.00
Project Administrator	.25	120.00	30.00
Total Labor			175.00

Phase 0002 Public Facilities Report

	Hours	Rate	Amount
Vice President of Production	.25	290.00	72.50
Sr. Planner 1	4.00	210.00	840.00
Project Administrator	.25	120.00	30.00
Total Labor			942.50

Total Due: 1,117.50

Billed to Date

	Current Due	Prior Billed	Billed to Date
Labor	1,117.50	265.00	1,382.50
Totals	1,117.50	265.00	1,382.50

7 Waldo Street, St. Augustine, FL 32084 | P: 904.826.1334 | F: 904.826.4547 | www.MDGinc.com

Invoices are due upon receipt. Prompt payments are critical to keeping your project on schedule. Matthews | DCCM accepts all major credit cards for a 3.5% convenience fee. **Payments not received within 30 days of the invoice date are considered past due and all work and submittals will be placed on hold until payment is received along with finance charges of 18% annual accrued.** We appreciate your business and cooperation with timely payments.

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #	
7/16/24	00092	6/24/24 2427	202405 320-57200-46600	MAY FACILITY MAINTENANCE	*	3,000.00		
		6/24/24 2427	202405 320-57200-46620	MAY FAC MAINT CONTINGENCY	*	1,688.00		
		6/24/24 2427	202405 320-57200-46630	MAY LIGHTING REPAIRS	*	600.00		
		6/24/24 2427	202405 320-57200-46400	MAY COMMON AREA MAINT	*	2,221.00		
							7,509.00	007545

7/16/24	00092	7/02/24 2430	202406 300-36900-10300	JUN FACILITY EVENT STAFF	*	418.75		
							418.75	007546

7/16/24	00092	7/01/24 2428	202407 310-51300-34000	JUL FACILITY MANAGEMENT	*	18,389.83		
							18,389.83	007547

7/16/24	01048	7/01/24 07012024	202407 300-36900-10300	DEPOSIT REFUND	*	100.00		
							100.00	007548

7/16/24	00024	7/01/24 193411B	202407 320-57200-46800	JUL LAKE MAINTENANCE	*	2,170.00		
							2,170.00	007549

7/16/24	00186	7/01/24 13129562	202407 320-57200-46300	JUL POOL CHEMICALS	*	3,280.47		
							3,280.47	007550

7/16/24	00297	7/01/24 361	202407 320-57200-61000	JUL JANITORIAL SERVICES	*	4,953.33		
							4,953.33	007551

7/16/24	01047	7/01/24 07012024	202407 300-36900-10300	DEPOSIT REFUND	*	100.00		
							100.00	007552

7/16/24	00839	7/01/24 10196	202407 320-57200-34500	JUL SECURITY SERVICES	*	8,867.20		
							8,867.20	007553

7/16/24	00672	5/01/24 15737	202405 320-57200-46200	MAY LANDSCAPE MAINTENANCE	*	38,264.18		
							38,264.18	007554

AP300R
*** CHECK NOS. 007545-007555

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER
DOUBLE BRANCH - REC FUND
BANK B RECREATION FUND

RUN 8/02/24

PAGE 2

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
7/16/24	00672	7/01/24 16702	202407 320-57200-46200		JUL LANDSCAPE MAINTENANCE VERDEGO, LLC	*	38,264.18	38,264.18 007555

							TOTAL FOR BANK B	122,316.94
							TOTAL FOR REGISTER	122,316.94

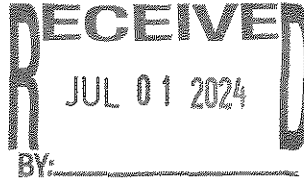
DBBR DOUBLE BRANCH OKUZMUK

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

Invoice

Invoice #: 2427
 Invoice Date: 6/24/24
 Due Date: 6/24/24
 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 May 1 - May 31, 2024		9,269.02	9,269.02
Code To:			
Double Branch Facility Maintenance			
2.320.572.46600 (\$3,000.00)			
Double Branch Facility Maintenance Contingency			
2.320.572.46620 (\$1,688.00)			
Double Branch Lighting Repairs			
2.320.572.46630 (\$600.00)			
Double Branch Common Area Maintenance			
2.320.572.46400 (\$2,221.00)			
Double Branch Repair/Replacement			
34.600.53800.6200 (\$1,760.02)			
Total			\$9,269.02
Payments/Credits			\$0.00
Balance Due			-\$9,269.02

\$7,509.00

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
5/1/24	4	T.C.	Repaired fence at Waverly Park
5/1/24	1	B.G.	Secured dog park playground gate
5/1/24	2	C.W.	Blocked off slide entry, removed debris from median
5/1/24	4.01	E.W.	Removed debris from all common areas
5/2/24	4.01	E.W.	Removed debris from all common areas
5/3/24	8	T.C.	Deep cleaning waterfall fountain, removed algae, picked up supplies
5/3/24	8	B.G.	Cleaned out the fountain
5/3/24	6	A.J.	Pump out waterfall
5/3/24	3	E.W.	Removed debris from all common areas
5/6/24	6	T.C.	Patched holes at village center parking lot, took leg curl machine frame apart, repaired arm press machine, picked up supplies
5/6/24	4	B.G.	Filled pot holes at village center, removed debris around parking lot
5/6/24	2.77	A.J.	Clean hole at waterfall for the A
5/6/24	4	E.W.	Removed debris from all common areas
5/7/24	4	T.C.	Fixed "A" in Oakleaf waterfall fountain at entrance, patched holes at village center parking lot, picked up supplies
5/7/24	4	B.G.	At village center added sealer to the pot holes
5/7/24	4.68	A.J.	Removed A at the waterfall, patched potholes
5/7/24	4	E.W.	Removed debris from all common areas
5/8/24	4	E.W.	Removed debris from all common areas
5/9/24	4	E.W.	Removed debris from all common areas
5/10/24	6	T.C.	Fixed flusher valve in ladies restroom, deep cleaned and filled fountain by office, cut up and removed fallen tree from roadway
5/10/24	4	E.W.	Removed debris from all common areas
5/13/24	4	E.W.	Removed debris from all common areas
5/14/24	4.03	E.W.	Removed debris from all common areas
5/15/24	4.02	E.W.	Removed debris from all common areas
5/16/24	3.67	E.W.	Removed debris from all common areas
5/17/24	3.15	E.W.	Removed debris from all common areas
5/20/24	4.5	J.K.	Moved sand from Double Branch
5/20/24	1.3	C.W.	Removed debris from round about, signs by roadway, gutters and medians
5/20/24	1.66	E.W.	Removed debris from all common areas
5/21/24	8	T.C.	Poured concrete for trash can holder, changed lights at Fall Creek and the Oaks entrance and removed lights, picked up supplies
5/21/24	6	B.G.	Scraping of old paint painting bike rack by the field six
5/21/24	7.33	J.K.	Dug out and poured concrete forms for cans by field house, replaced lights at Fall Creek and The Oaks signs
5/21/24	7.6	C.W.	Fixed lights and dug out old ones at Falls Creek and the Oaks, set concrete for trash cans
5/21/24	3.97	E.W.	Removed debris from all common areas
5/22/24	4.01	E.W.	Removed debris from all common areas
5/23/24	4	T.C.	Drained splash ground for repair, get pump from shop, fixed netting around splash ground
5/23/24	3.98	E.W.	Removed debris from all common areas
5/24/24	7.5	A.J.	Remove and install trash cans
5/24/24	10.07	C.W.	In field removed debris and set trash cans, set up movie screen, moved pool motors around, finished trash cans, cleaned debris off pool deck, moved stuff from office to shop to clearing space, unloaded chlorine and lifter old pool motor
5/24/24	4	E.W.	Removed debris from all common areas
5/28/24	7.75	A.J.	Cleaned debris from walking path, poured concrete pad for trash can, pressure washed field house
5/28/24	7.08	C.W.	Set trash cans and removed old ones, removed debris from around track
5/28/24	4.04	E.W.	Removed debris from all common areas
5/28/24	2	T.C.	Cleaned and filled fountain by office
5/29/24	5.05	A.J.	Cleaned exterior of fitness center, repoured pad for trash
5/29/24	3.92	E.W.	Removed debris from all common areas

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
5/30/24	7.72	A.J.	Remove frame from concrete install lags, drilled holes in new trash can bottom to match base, install base and installed trash can, cleaned and polish men's and women's restroom chrome and high finish fixtures
5/30/24	3.93	E.W.	Removed debris from all common areas
5/31/24	3	T.C.	Fixed handrail at steps by office/pool, troubleshoot and replace lights at back Oaks entrance
5/31/24	2.13	E.W.	Removed debris from all common areas
TOTAL	<u><u>230.88</u></u>		
MILES	<u><u>76</u></u>		*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 #: 2430
Invoice Date: 7/2/24
Due Date: 7/2/24
Case:
P.O. Number:

Bill To:

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

Description	Hours/Qty	Rate	Amount
Facility Event Staff through June 29, 2024 2.300.369.103	16.75	25.00	418.75
Total			\$418.75
Payments/Credits			\$0.00
Balance Due			\$418.75

RECEIVED
JUL 02 2024
BY: _____

7/2/24
CDE

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

DOUBLE BRANCH CDD

Facility Event Staff Service Hours

<u>Quantity</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
16.75	Facility Event Staff	\$ 25.00	\$ 418.75

Covers Period End: June 29, 2024

Amenities Revenue # 2.300.369.103

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

Invoice

Invoice #: 2428
Invoice Date: 7/1/24
Due Date: 7/1/24
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 - July 2024		18,389.83	18,389.83

RECEIVED
R JUL 03 2024
BY: _____

Jerry Lambert
7-3-24

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

From: Oakleaf Venues venuerentals@oakleafresidents.com

Subject: DBCDD refund of deposit request - JORDAN TAPIA

Date: July 1, 2024 at 7:36 PM

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

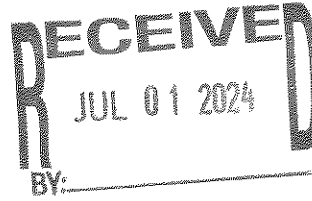
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



Good evening, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD – for the following venue.
 - LOCATION – OVCR (SUNDAY) 12:30 P.M. to 4:30 P.M.
 - DATE OF VENUE – JUNE 30, 2024
 - RESIDENT – JORDAN TAPIA
 - ADDRESS – 832 LONGCREST LANE, ORANGE PARK, FL 32065
 - AMOUNT OF REFUND - \$100.00
 - BOOKING FEE/DEPOSIT was via VISA(1657):
 - DATED: 5/30/24
 - SEQ#: 3
 - BATCH#: 1133
 - INVOICE#: 3
 - APPROVAL CODE: 030885
 - AMOUNT: 100.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC. CHECK/CASH	CREDIT CARD
05/30/24	05/30/24	06/30/24	JORDAN TAPIA - OVCR DEPOSIT	DEPOSIT	\$ 100.00	1657	VISA-030885

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

Thank you.

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

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

Governmental Management Services

www.OakLeafResidents.com

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



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

Invoice

Date 7/1/2024

Invoice # 131295622448

Terms	Net 20
Due Date	7/21/2024
PO #	

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

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

RECEIVED
JUN 18 2024
BY: _____

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

OUR REMITTANCE ADDRESS HAS CHANGED!!

Remittance Slip

Customer
13OAK102
Invoice #
131295622448

Amount Due \$3,280.47

Amount Paid _____

Make Checks Payable To
Poolsure
1707 Townhurst Dr
Houston, TX 77043-2810



131295622448

Riverside Management Services, Inc
475 West Town Place
Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 361
Invoice Date: 7/1/2024
Due Date: 7/1/2024
Case:
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
2.320.572.6100 - Janitorial Services - July 2024		4,953.33	4,953.33

RECEIVED
JUL 03 2024
BY: _____

Jerry Lambert
7-3-24

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

From: Oakleaf Venues venue rentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - SANDRA CAUSEY



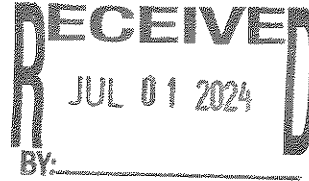
Date: July 1, 2024 at 7:41 PM

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 – JUNE 29, 2024
 - RESIDENT – SANDRA CAUSEY
 - ADDRESS – 625 OAKLEAF PLANTATION PARKWAY #811, ORANGE PARK, FL 32065
 - AMOUNT OF REFUND - \$100.00
 - BOOKING FEE/DEPOSIT was via CHECK drawn on VYSTAR:
 - DATED: 4/30/24
 - CHECK#: 2778
 - DEPOSITED: 5/2/24
 - AMOUNT: \$100.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
04/30/24	05/01/24	06/29/24	SANDRA CAUSEY - OVCR DEPOSIT	DEPOSIT	\$ 100.00		CK# 2778	5/1/2024

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

Thank you.

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

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

Governmental Management Services

www.OakLeafResidents.com

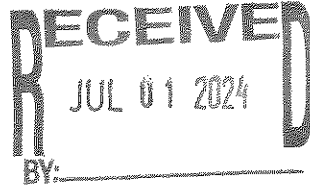
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Security Development Group, LLC
 8130 Baymeadows Way W., Suite 302
 Jacksonville, FL 32256
 cathie@sthreeseecurity.com
 www.sthreeseecurity.com

INVOICE

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



INVOICE # 10196
DATE 07/01/2024
DUE DATE 07/31/2024
TERMS End of the month

SERVICE MONTH
 July

ACTIVITY	QTY	RATE	AMOUNT
	326	27.20	8,867.20T

APPROVED

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

SUBTOTAL	8,867.20
TAX	0.00
TOTAL	8,867.20
BALANCE DUE	\$8,867.20



Invoice

Invoice #: 15737

Date: 05/01/24

Customer PO:

DUE DATE: 05/31/2024

BILL TO

FROM

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

VerdeGo
PO Box 789
Bunnell, FL 32110
Phone: 386-437-3122
www.verdego.com

DESCRIPTION	AMOUNT
#14273 - Standard Maintenance Contract 2024 May 2024	\$38,264.18

Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE \$38,264.18

Please See Our
Updated Remittance
Information

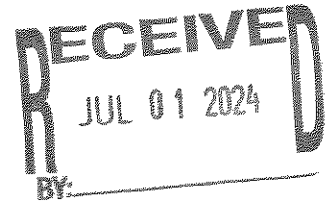
Remit to Address:
VerdeGo Landscape
PO Box 200341
Dallas, TX 75320-0341

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

Code to:

2-320-572-4620

Double Branch Landscape Maintenance





Invoice

Invoice #: 16702

Date: 07/01/24

Customer PO:

DUE DATE: 07/31/2024

BILL TO

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

FROM

VerdeGo
PO Box 789
Bunnell, FL 32110
Phone: 386-437-3122
www.verdego.com

DESCRIPTION	AMOUNT
#14273 - Standard Maintenance Contract 2024 July 2024	\$38,264.18

Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE \$38,264.18

Please See Our
Updated Remittance
Information

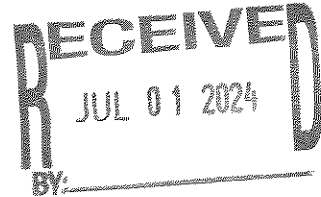
Remit to Address:
VerdeGo Landscape
PO Box 200341
Dallas, TX 75320-0341

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

Code to:

2-320-572-4620

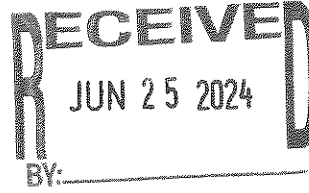
Double Branch Landscape Maintenance



CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
7/16/24	00064	6/24/24	2944	202406	600	53800	62100		RPLC FILTER GRIDS BLUE SOLUTIONS INC	*	5,310.00	5,310.00	000269
7/16/24	00027	6/18/24	945579	202406	600	53800	62100		MAX ROLL-SHIPPING ERC WIPING PRODUCTS	*	705.00	705.00	000270
7/16/24	00035	6/24/24	2427	202405	600	53800	62100		MAY REPAIR/REPLACEMENT GOVERNMENTAL MANAGEMENT SERVICES	*	1,760.02	1,760.02	000271
7/16/24	00035	6/24/24	2427A	202406	600	53800	62100		JUN MAINTENANCE SUPPLIES GOVERNMENTAL MANAGEMENT SERVICES	*	1,669.16	1,669.16	000272
7/16/24	00028	6/24/24	3401	202406	600	53800	62100		RPR GOLF CART RPR GOLF CART INDUSTRIAL CIRCLE ESCORT LLC	* V	538.37 538.37-	.00	000273
7/16/24	00297	6/24/24	360	202406	600	53800	62100		SLIDE PROJECT RIVERSIDE MANAGEMENT SERVICES, INC	*	5,500.00	5,500.00	000274
7/16/24	00016	5/20/24	15960	202405	600	53800	62100		4" MAINLINE RPR EXIT SIDE VERDEGO, LLC	*	442.13	442.13	000275
7/16/24	00016	6/25/24	16542	202406	600	53800	62100		CONTROLLER-FALLS CREEK VERDEGO, LLC	*	627.00	627.00	000276
7/16/24	00028	6/24/24	3401	202406	600	53800	62100		RPR GOLF CART INDUSTRIAL CIRCLE ESCORT LLC	*	533.37	533.37	000277
TOTAL FOR BANK C											16,546.68		
TOTAL FOR REGISTER											16,546.68		

Blue Solutions Inc
 1015 Idlewild Ave
 Green Cove Springs, FL 32043
 US
 +1 9045802210
 Blue_Solutions@comcast.net
 www.bluesolutionspools.com

Invoice



BILL TO
javier soriano Double Branch CDD 370 Village Oaks PKWY Orange Park, FL 32065

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
2944	06/24/2024	\$5,310.00	07/24/2024	Due on receipt	

DESCRIPTION	QTY	RATE	AMOUNT
Labor Replace Filter grids on slide and wading pool	1	460.00	460.00
pool pump installation Replace and install New Slide motor and Re Pipe For Stand	1	4,250.00	4,250.00
Repair Pipe Pipe and Fittings for Slide Motor	1	600.00	600.00

BALANCE DUE

\$5,310.00

Code to:

Double Branch Repair and Replacements

~~2.320.57200.63100~~

34,600,538.621



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
945579	1
6/18/2024	

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
875161	DOUBLE BRANCH	SAIA EXCEPTION	NET 30	SHOPPING CART

Item	Description	U/M	Order	Ship	B/O	Net Price	Extended
EW3000MAX	MAX ROLL	CSE	10	10		57.5000	575.00
	Tracking/Pro #:105935977232						
	***** * **PLEASE PAY WITHIN TERMS** * * WE ACCEPT ALL MAJOR CREDIT CARDS * * VISA - MASTERCARD - DISCOVER * * AMERICAN EXPRESS * * PLEASE CALL 781-593-4000 TO PAY * * -WE ALSO ACCEPT ACH/ WIRE PAMENTS * * NEW REMITTANCE EMAIL ADDRESSES EFFECTIVE 6/2024 * * ACCOUNTSRECEIVABLE@ERCWIPE.COM * *****						
	Code to: Double Branch Repair and Repl. 34.600.53800.6200 RAGS • TOWELS • PAPER WIPERS <i>Thank You For Your Business</i>						

RECEIVED
 JUL 01 2024
 BY: _____

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



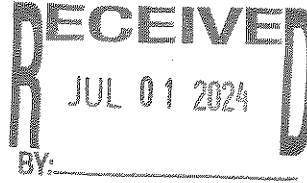
AT	Sub Total:	575.00
	Sales Tax:	.00
DUE DATE: 7/18/2024	Shipping:	130.00
Please Remit To: 19 Bennett St Lynn MA 01905	Deposits:	.00
	Balance:	705.00

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

Invoice

Invoice #: 2427
 Invoice Date: 6/24/24
 Due Date: 6/24/24
 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 May 1 - May 31, 2024		9,269.02	9,269.02
Code To:			
Double Branch Facility Maintenance			
2.320.572.46600 (\$3,000.00)			
Double Branch Facility Maintenance Contingency			
2.320.572.46620 (\$1,688.00)			
Double Branch Lighting Repairs			
2.320.572.46630 (\$600.00)			
Double Branch Common Area Maintenance			
2.320.572.46400 (\$2,224.00)			
Double Branch Repair/Replacement			
34.600.53800.6200 (\$1,760.02)			
Total			\$9,269.02
Payments/Credits			\$0.00
Balance Due			\$9,269.02

\$1,760.02

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
5/1/24	4	T.C.	Repaired fence at Waverly Park
5/1/24	1	B.G.	Secured dog park playground gate
5/1/24	2	C.W.	Blocked off slide entry, removed debris from median
5/1/24	4.01	E.W.	Removed debris from all common areas
5/2/24	4.01	E.W.	Removed debris from all common areas
5/3/24	8	T.C.	Deep cleaning waterfall fountain, removed algae, picked up supplies
5/3/24	8	B.G.	Cleaned out the fountain
5/3/24	6	A.J.	Pump out waterfall
5/3/24	3	E.W.	Removed debris from all common areas
5/6/24	6	T.C.	Patched holes at village center parking lot, took leg curl machine frame apart, repaired arm press machine, picked up supplies
5/6/24	4	B.G.	Filled pot holes at village center, removed debris around parking lot
5/6/24	2.77	A.J.	Clean hole at waterfall for the A
5/6/24	4	E.W.	Removed debris from all common areas
5/7/24	4	T.C.	Fixed "A" in Oakleaf waterfall fountain at entrance, patched holes at village center parking lot, picked up supplies
5/7/24	4	B.G.	At village center added sealer to the pot holes
5/7/24	4.68	A.J.	Removed A at the waterfall, patched potholes
5/7/24	4	E.W.	Removed debris from all common areas
5/8/24	4	E.W.	Removed debris from all common areas
5/9/24	4	E.W.	Removed debris from all common areas
5/10/24	6	T.C.	Fixed flusher valve in ladies restroom, deep cleaned and filled fountain by office, cut up and removed fallen tree from roadway
5/10/24	4	E.W.	Removed debris from all common areas
5/13/24	4	E.W.	Removed debris from all common areas
5/14/24	4.03	E.W.	Removed debris from all common areas
5/15/24	4.02	E.W.	Removed debris from all common areas
5/16/24	3.67	E.W.	Removed debris from all common areas
5/17/24	3.15	E.W.	Removed debris from all common areas
5/20/24	4.5	J.K.	Moved sand from Double Branch
5/20/24	1.3	C.W.	Removed debris from round about, signs by roadway, gutters and medians
5/20/24	1.66	E.W.	Removed debris from all common areas
5/21/24	8	T.C.	Poured concrete for trash can holder, changed lights at Fall Creek and the Oaks entrance and removed lights, picked up supplies
5/21/24	6	B.G.	Scraping of old paint painting bike rack by the field six
5/21/24	7.33	J.K.	Dug out and poured concrete forms for cans by field house, replaced lights at Fall Creek and The Oaks signs
5/21/24	7.6	C.W.	Fixed lights and dug out old ones at Falls Creek and the Oaks, set concrete for trash cans
5/21/24	3.97	E.W.	Removed debris from all common areas
5/22/24	4.01	E.W.	Removed debris from all common areas
5/23/24	4	T.C.	Drained splash ground for repair, get pump from shop, fixed netting around splash ground
5/23/24	3.98	E.W.	Removed debris from all common areas
5/24/24	7.5	A.J.	Remove and install trash cans
5/24/24	10.07	C.W.	In field removed debris and set trash cans, set up movie screen, moved pool motors around, finished trash cans, cleaned debris off pool deck, moved stuff from office to shop to clearing space, unloaded chlorine and lifter old pool motor
5/24/24	4	E.W.	Removed debris from all common areas
5/28/24	7.75	A.J.	Cleaned debris from walking path, poured concrete pad for trash can, pressure washed field house
5/28/24	7.08	C.W.	Set trash cans and removed old ones, removed debris from around track
5/28/24	4.04	E.W.	Removed debris from all common areas
5/28/24	2	T.C.	Cleaned and filled fountain by office
5/29/24	5.05	A.J.	Cleaned exterior of fitness center, repoured pad for trash
5/29/24	3.92	E.W.	Removed debris from all common areas

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

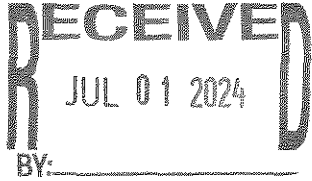
<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
5/30/24	7.72	A.J.	Remove frame from concrete install lags, drilled holes in new trash can bottom to match base, install base and installed trash can, cleaned and polish men's and women's restroom chrome and high finish fixtures
5/30/24	3.93	E.W.	Removed debris from all common areas
5/31/24	3	T.C.	Fixed handrail at steps by office/pool, troubleshoot and replace lights at back Oaks entrance
5/31/24	2.13	E.W.	Removed debris from all common areas
TOTAL	<u>230.88</u>		
MILES	<u>76</u>		*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 #: 2427A
Invoice Date: 6/24/24
Due Date: 6/24/24
Case:
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Maintenance Supplies		1,669.16	1,669.16
			
Code to:			
Double Branch Repair and Replacements			
2.320.57200.63100			
34.600.538.621			

Total	\$1,669.16
Payments/Credits	\$0.00
Balance Due	\$1,669.16

MAINTENANCE BILLABLE PURCHASES

Period Ending 6/05/24

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DB				
DOUBLE BRANCH				
	5/6/24	2.5Qt All Purpose Mix Container	3.43	T.C.
	5/6/24	1Qt All Purpose Mix Container (2)	5.01	T.C.
	5/6/24	4x3/8" Shedless Knit 3pk	6.52	T.C.
	5/6/24	Dewalt Steel Tamper	31.61	T.C.
	5/6/24	Sakrete Paver Base Step 1(2)	12.14	T.C.
	5/6/24	Sakrete Blacktop Patch (5)	105.40	T.C.
	5/6/24	Sakrete Paver Leveling Sand Step 2 (3)	17.15	T.C.
	5/6/24	10# Quikrete Anchoring Cement	16.08	T.C.
	5/6/24	3' Hand Pump with 6' Hose	20.11	T.C.
	5/7/24	L Utility Gloves	7.46	T.C.
	5/7/24	High Dex Gloves	7.46	T.C.
	5/7/24	1/2" Dewalt Drill Bit	16.07	T.C.
	5/7/24	1 Gallon Paint Stick 5pk	0.85	T.C.
	5/7/24	5Qt Mixing Container	4.58	T.C.
	5/7/24	#10 Quikrete Quick-Set Cement	11.82	T.C.
	5/7/24	12" Orange Safety Cones (5)	79.03	T.C.
	5/7/24	60# Sakrete Blacktop Patch (2)	42.16	T.C.
	5/7/24	31Qt Mop Bucket	72.42	T.C.
	5/15/24	5/16x3/16x10 Poly Hose	1.70	T.C.
	5/15/24	1-1/2" Set Your Own Combo Lock 2pk	42.30	T.C.
	5/15/24	Microfiber Towel 12pk	7.46	T.C.
	5/15/24	Pro Microfiber Towel 8pk	7.46	T.C.
	5/16/24	HDX 1 Gal Sprayer	13.77	J.S.
	5/16/24	120 Watt Par 38 Bulbs 2pk (2)	39.05	J.S.
	5/16/24	Degreaser 1 gal	16.08	J.S.
	5/16/24	3 Outlet Ext Cord Hangar	21.62	J.S.
	5/17/24	10 awg Stranded TNN Wire 25ft	9.51	J.S.
	5/17/24	1" Coupling (4)	3.13	J.S.
	5/17/24	1 Hole Strap (2)	6.06	J.S.
	5/17/24	4oz All Purpose Cement	5.60	J.S.
	5/17/24	Tapcon 8pk	8.02	J.S.
	5/17/24	Digital Multi Meter	57.49	J.S.
	5/17/24	Insulated Driver Set	28.74	J.S.
	5/17/24	Octagon Blank Cover	1.50	J.S.
	5/17/24	1/2" Box - Fan Box	5.50	J.S.
	5/17/24	1/2" Hex Sleeves (4)	7.22	J.S.
	6/17/24	3/8" Long Ball Socket SEA	14.94	J.S.
	5/17/24	3/8" Longball Socket MM	14.94	J.S.
	5/17/24	Wasp Spray (2)	13.80	J.S.
	5/17/24	Fireant Killer (3)	41.30	T.C.
	5/17/24	Wasp and Hornet Spectracide (3)	17.15	T.C.
	5/20/24	Gorilla Glue	4.59	T.C.
	5/21/24	80lb Sakrete Concrete Mix (10)	57.27	T.C.
	5/22/24	NDS Drain Grates (14)	265.01	J.S.
	5/22/24	Microwave and Replacement Plan	127.65	J.S.
	5/22/24	JB Weld Steel Silk Epoxl Putty (2)	17.20	T.C.
	5/22/24	SS Fender Washer 1/4 20pc	6.87	T.C.
	5/22/24	1/4x1-1/4 MCH Screw 15 pc	9.17	T.C.
	5/22/24	1 1/4-20 SS Lock Nut 15pc	5.72	T.C.
	5/22/24	10lb Quikrete Anchoring Cement (2)	32.15	T.C.
	5/22/24	1"x1/2"x6' Foam Insul (4)	13.71	T.C.
	5/22/24	3/8x1-1/2 Hex Bolt 5pc (12)	6.35	T.C.
	5/22/24	3/8x100 Braid Poly Rope (9)	61.89	T.C.
	5/22/24	3/8 Hex Nut 25pc (3)	41.12	T.C.
	5/29/24	BLK Nitrile Gloves 20pk	7.46	T.C.
	5/29/24	7.5" Crescent	9.76	T.C.
	5/29/24	Pro Kit 6" Pole/14" Scrubber	25.86	T.C.
	5/30/24	Industrial Scour Pad	4.81	T.C.
	5/30/24	Heavy Duty Sponges	2.00	T.C.
	5/30/24	Microfiber Towel 12 pk	7.46	T.C.
	5/30/24	Ryobi Med Bristle Nylon Brush	6.31	T.C.
	5/30/24	BLK Nitrile Gloves 20pk	7.46	T.C.
	5/30/24	Bar Keepers Polish	1.43	T.C.
	5/30/24	Lemon Comet	1.15	T.C.
	5/31/24	Gas for Equipment	75.00	T.C.
	6/3/24	All Purpose Cement	5.60	T.C.
	6/3/24	BLK Nitrile Gloves 20pk	7.46	T.C.
	6/3/24	Anchoring Cement	16.08	T.C.

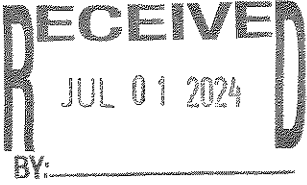
TOTAL \$1,669.16

Riverside Management Services, Inc
475 West Town Place
Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 360
Invoice Date: 6/24/2024
Due Date: 6/24/2024
Case:
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Slide Project: Labor included for fiberglass and gel coat on slide		5,500.00	5,500.00
			
Code to:			
Double Branch Repair and Replacements			
2.320.57200.63100			
34.600.538.621			
Total			\$5,500.00
Payments/Credits			\$0.00
Balance Due			\$5,500.00



Invoice

Invoice #: 15960

Date: 05/20/24

Customer PO:

DUE DATE: 06/19/2024

BILL TO

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

FROM

VerdeGo
PO Box 789
Bunnell, FL 32110
Phone: 386-437-3122
www.verdego.com

DESCRIPTION

AMOUNT

#16151 - 4 inch mainline repair

4 inch mainline repair exit side between side walk & curb.

Landscape Enhancement

\$442.13

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
4 inch coupler (Material)	2.00	\$14.28	\$28.55
4 inch pvc (Material)	6.00	\$2.64	\$15.84
4 inch t (Material)	1.00	\$46.92	\$46.92
4x3 reducer (Material)	1.00	\$20.82	\$20.82
Irrigation Labor (Labor)	6.00	\$55.00	\$330.00

Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

\$442.13

Please See Our
Updated Remittance
Information

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

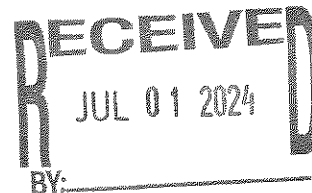
ACH Account Information:
Bank Name: Wells Fargo Bank N.A.
Routing Number: 121000248
Account Number: 4945950657
Remittance Information:
AR@verdego.com

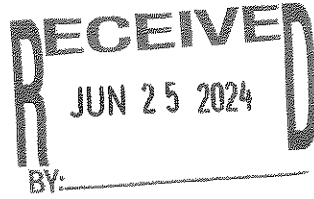
Code to:

Double Branch Repair and Replacements

~~2.320.57200.63100~~

34,600 + 538,621





Invoice

Invoice #: 16542

Date: 06/25/24

Customer PO:

DUE DATE: 07/25/2024

BILL TO

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

FROM

VerdeGo
PO Box 789
Bunnell, FL 32110
Phone: 386-437-3122
www.verdego.com

DESCRIPTION				AMOUNT
#16831 - New controller for Falls Creek				
Installed a new controller at Falls Creek. Controller shorted out.				
<i>Landscape Enhancement</i>				<i>\$627.00</i>
Hunter hybrid controller 12 zone (Material)	1.00	\$462.00	\$462.00	
Irrigation Labor (Labor)	3.00	\$55.00	\$165.00	

Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

\$627.00

Please See Our Updated Remittance Information

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

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

Code to:

Double Branch Repair and Replacements

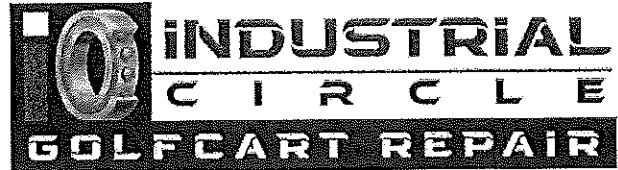
~~2.320.57200.63100~~

34,600.538.621

INVOICE

Industrial Circle Golf Cart Repair
2761 Blanding Blvd
Middleburg, FL 32068

industrialcircle@gmail.com
(904) 237-8659
www.industrialcirclegolfcartrepair.com



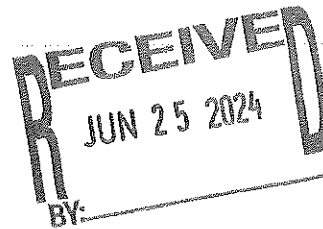
Oakleaf Plantation

Bill to
Oakleaf Plantation
370 oakleaf village pwky
orange park
fl
32065

Ship to
Oakleaf Plantation
370 oakleaf village pwky
orange park, fl 32065

Invoice details

Invoice no.: 3401
Terms: Net 30
Invoice date: 06/24/2024
Due date: 07/24/2024

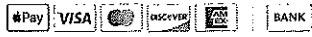


#	Date	Product or service	Description	Qty	Rate	Amount
1.	06/24/2024	Labor	Change body to correct body type fix all engine leaks install an actual box made for the cart fix top supports starter generator brackets replace carburetor replace fuel pump Repair Front End damage	5	\$95.00	\$475.00
2.	06/24/2024	Used Part	Used part no warranty. Body, carburetor utility box (not mounting kit) top, bars	1	\$250.00	\$250.00
3.		special order Parts	Box mounting kit	1	\$88.00	\$88.00
4.		Fuel Filter 1/4	FUEL FILTER-1/4 INLINE MEDALIST TXT2159 Yamaha EzGo Club Car	1	\$6.95	\$6.95
5.		Golf cart Fuel Pump	Golf Cart Fuel Pump 371639979804	1	\$61.99	\$61.99
6.		BG Gasket kit W/seals	BG Gasket kit W/seals BG gasket kit	1	\$111.19	\$111.19
7.		Club Car DS / Precedent Oil Filter	Oil Filter, E-Z-Go RXV, Club Car OHV Engine Gas 92-13 EZGO ST4967	1	\$12.99	\$12.99
8.		Motor Oil	10W30 Motor Oil Oil	1.5	\$4.99	\$7.49
9.						

	Bushing Kit, Leaf Spring, Club Car DS/Precedent	Bushing Kit, Leaf Spring, Club Car DS/Precedent	SPN-0031	1	\$18.00	\$18.00
10.	06/24/2024	Shop Supply	Shop Supply fuel line, bolts and missing parts	1	\$35.12	\$35.12

Total ~~\$1,066.73~~

Ways to pay



\$533.37

Note to customer
Thank you for your business.

Pay invoice

Code to: Split

Double Branch Repair and Replacements
 34,600.538.621
~~2,320.57200.63100~~

Middle Village Repair and Replacements

34-600-538-64000

FIFTH ORDER OF BUSINESS

Double Branch

Community Development District

*Approved Budget
FY 2025*

Presented by:



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4	<u>Recreation Fund</u>
5-9	<u>Narratives</u>
10-12	<u>Debt Service Fund Series 2013</u>
13	<u>Assessment Allocation</u>
14	<u>Capital Reserve Fund</u>
15	<u>Reserve Study Funding Plan</u>
16	<u>Exhibit A</u>

Double Branch
Community Development District
Approved Budget
General Fund

Description	Adopted Budget FY2024	Actuals Thru 6/30/24	Projected Next 3 Months	Projected Thru 9/30/24	Approved Budget FY 2025
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REVENUES:

Special Assessments - Tax Roll	\$ 177,890	\$ 178,552	\$ -	\$ 178,552	\$ 184,075
Interest income	1,600	4,401	500	4,901	2,500
TOTAL REVENUES	\$ 179,490	\$ 182,954	\$ 500	\$ 183,454	\$ 186,575

EXPENDITURES:

Administrative

Supervisor Fees	\$ 12,000	\$ 6,800	\$ 3,000	\$ 9,800	\$ 12,000
FICA Expense	1,000	530	230	759	918
Engineering	5,000	1,383	3,618	5,000	5,000
Arbitrage Rebate	700	700	-	700	700
Dissemination	1,696	1,272	424	1,696	1,798
Assessment Roll Administration	8,705	8,705	-	8,705	9,227
Attorney	42,000	24,886	17,114	42,000	42,000
Annual Audit	5,200	5,300	-	5,300	5,400
Trustee Fees	8,815	9,497	-	9,497	9,500
Management Fees	68,741	51,556	17,185	68,741	72,865
Information Technology	2,271	1,703	567	2,271	2,407
Telephone	600	134	466	600	600
Postage	1,900	432	1,468	1,900	2,000
Printing	2,000	756	1,244	2,000	2,500
Insurance General Liability	10,199	9,596	-	9,596	10,556
Legal Advertising	2,800	486	2,314	2,800	2,800
Office Supplies	200	6	194	200	200
Website Maintenance	2,650	1,987	663	2,650	2,809
Dues, Licenses & Subscriptions	175	175	-	175	175
Other Current Charges	120	52	68	120	120
Capital Reserve Funding	2,719	2,719	-	2,719	3,000
TOTAL ADMINISTRATIVE	\$ 179,490	\$ 128,673	\$ 48,556	\$ 177,229	\$ 186,575

TOTAL EXPENDITURES	\$ 179,490	\$ 128,673	\$ 48,556	\$ 177,229	\$ 186,575
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Other Sources/(Uses)

Interfund Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OTHER SOURCES/(USES)	\$ -	\$ -	\$ -	\$ -	\$ -
EXCESS REVENUES (EXPENDITURES)	\$ -	\$ 54,280	\$ (48,056)	\$ 6,225	\$ -

Double Branch
Community Development District
Budget Narrative General Fund
Fiscal Year 2025

REVENUES

Special Assessments - Tax Roll

The District will levy a Non-Ad Valorem assessment on all sold and platted parcels within the District in order to pay for the operating expenditures during the Fiscal Year.

Interest

The District earns interest on the monthly average collected balance for each of their investment accounts.

Expenditures - Administrative

Supervisors Fees

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting in which they attend.

FICA Taxes

Payroll taxes on Board of Supervisor's compensation. The budgeted amount for the fiscal year is calculated at 7.65% of the total Board of Supervisor's payroll expenditures.

Engineering

The District's engineer will provide general engineering services to the District, i.e. attendance and preparation for monthly board meetings, review of invoices, and other specifically requested assignments.

Arbitrage Rebate

The District is required to have an annual arbitrage rebate calculation prepared for the District's Series 2013 A-1 and A-2 Special Assessment Refunding Bonds. Currently, the District has contracted with Grau and Associates.

Dissemination Agent

The District is required by the Security and Exchange Commission to comply with Rule 15(c)(2)-12(b)(5), which relates to additional reporting requirements for un-rated bond issues.

Assessment Roll Administration

GMS, LLC provides assessment services for closing lot sales, assessment roll services with the local Tax Collector and financial advisory services.

Attorney

The District's Attorney, will be providing general legal services to the District, i.e. attendance and preparation for monthly Board meetings, review of contracts, review of agreements and resolutions, and other research assigned as directed by the Board of Supervisors and the District Manager.

Annual Audit

The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting Firm. Grau and Associates currently serves as the District's Independent Auditor.

Trustee Fees

The District's Series 2013 A-1 & 2013 A-2 Special Assessment Refunding Bonds are held by a Trustee at US Bank, N.A. The amount of the trustee fees is based on the agreement between US Bank and the District.

Double Branch
Community Development District
Budget Narrative General Fund
Fiscal Year 2025

Expenditures - Administrative (continued)

Management Fees

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services, LLC. The budgeted amount for the fiscal year is based on the contracted fees outlined in Exhibit "A" of the Management Agreement.

Information Technology

Represents costs related to the District's information systems, which include but are not limited to video conferencing services, cloud storage services and servers, security, accounting software, etc.

Telephone

New internet and Wi-Fi service for Office.

Postage

Actual postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence.

Printing

Actual postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence.

Insurance General Liability

The District's General Liability & Public Officials Liability Insurance policy is with Florida Property Alliance Preferred (FPA). FPA specializes in providing insurance coverage to governmental agencies.

Legal Advertising

The District is required to advertise various notices for monthly Board meetings and other public hearings in a newspaper of general circulation.

Office Supplies

Supplies used in the preparation and binding of agenda packages, required mailings, and other special projects.

Website Maintenance

Represents the costs associated with monitoring and maintaining the District's website created in accordance with Chapter 189, Florida Statutes. These services include site performance assessments, security and firewall maintenance, updates, document uploads, hosting and domain renewals, website backups, etc.

Due, Licenses & Subscriptions

The District is required to pay an annual fee to the Florida Department of Commerce for \$175.

Other Current Charges

This includes monthly bank charges and any other miscellaneous expenses that incur during the year.

Reserve

Established to maintain community service levels at present standards for FY 2025.

Double Branch
Community Development District
Approved Budget
Recreation Fund

Description	Adopted Budget FY2024	Actuals Thru 6/30/24	Projected Next 3 Months	Projected Thru 9/30/24	Approved Budget FY 2025
REVENUES:					
Special Assessments - On Roll	\$ 1,873,440	\$ 1,880,415	\$ -	\$ 1,880,415	\$ 2,144,534
Interest income	3,700	44,116	4,000	48,116	25,000
Amenities Revenue/Miscellaneous	40,000	33,638	5,000	38,638	25,000
Sports Revenue	15,000	24,790	3,000	27,790	30,000
TOTAL REVENUES	\$ 1,932,140	\$ 1,982,959	\$ 12,000	\$ 1,994,959	\$ 2,224,534
EXPENDITURES:					
Administrative					
Management Fees - On Site Staff	\$ 220,678	\$ 165,508	\$ 55,170	\$ 220,678	\$ 233,919
Insurance	116,853	116,450	-	116,450	141,137
Other Current Charges	3,500	1,520	1,980	3,500	3,500
Permit Fees	1,635	775	860	1,635	1,625
TOTAL ADMINISTRATIVE	\$ 342,666	\$ 284,253	\$ 58,010	\$ 342,263	\$ 380,181
Operations & Maintenance					
Maintenance					
Security	\$ 107,000	\$ 78,826	\$ 28,174	\$ 107,000	\$ 111,280
Security - Clay County Off-Duty Sheriff	44,627	36,452	8,175	44,627	47,304
Water - Irrigation	12,300	9,597	2,703	12,300	15,000
Irrigation Maintenance	5,000	4,456	544	5,000	5,000
Streetlighting	31,000	20,794	10,206	31,000	32,000
Electric	36,000	24,307	11,693	36,000	36,000
Landscape Maintenance	459,000	344,378	114,622	459,000	507,134
Common Area Maintenance	55,000	40,156	14,844	55,000	75,000
Lake Maintenance	29,232	19,530	9,702	29,232	31,000
Capital Reserve	300,137	300,137	-	300,137	428,079
TOTAL MAINTENANCE	\$ 1,079,296	\$ 878,632	\$ 200,664	\$ 1,079,296	\$ 1,287,796
Recreation Facility					
Amenity Staff	\$ 137,588	\$ 115,201	\$ 22,387	\$ 137,588	\$ 150,500
Refuse Services	17,500	14,391	3,109	17,500	19,000
Telephone	6,000	6,013	2,487	8,500	8,500
Electric	42,000	19,998	22,002	42,000	29,000
Cable	9,000	6,946	2,054	9,000	9,707
Pool Maintenance	35,000	28,986	6,014	35,000	39,000
Water/Sewer/Reclaim	57,000	30,314	26,686	57,000	48,000
Facility Maintenance - General	50,000	31,044	18,957	50,000	75,000
Facility Maintenance - Preventative	10,000	2,750	7,250	10,000	10,000
Facility Maintenance - Contingency	34,750	20,951	13,799	34,750	40,000
Lighting Repairs	8,500	5,530	2,970	8,500	9,500
Special Events	7,500	3,793	3,707	7,500	10,250
Office Supplies & Equipment	1,000	1,551	500	2,051	1,400
Janitorial	67,840	45,251	22,589	67,840	70,200
Recreation Passes	4,000	1,798	2,202	4,000	4,000
Pool Leak Repairs	2,500	-	1,125	1,125	2,500
Multiuse Field	20,000	-	10,000	10,000	30,000
TOTAL RECREATION FACILITY	\$ 510,178	\$ 334,516	\$ 167,838	\$ 502,354	\$ 556,557
TOTAL EXPENDITURES	\$ 1,932,140	\$ 1,497,402	\$ 426,511	\$ 1,923,913	\$ 2,224,534
EXCESS REVENUES (EXPENDITURES)	\$ -	\$ 485,557	\$ (414,511)	\$ 71,046	\$ -

Double Branch
Community Development District
Budget Narrative Recreation Fund
Fiscal Year 2025

REVENUES

Special Assessments - Tax Roll

The District will levy a Non-Ad Valorem assessment on all sold and platted parcels within the District in order to pay for the operating expenditures during the Fiscal Year.

Interest Income

The District earns interest on the monthly average collected balance for each of their investment accounts.

Amenities Revenue

Income received from resident rental of Clubroom and Patio and access cards, fitness class, vending machines, and non-resident user fee for the Recreation Facility.

Sports Revenues

These are estimated fees for programmed sports activities.

Expenditures - Administrative

Management Fees

The District has contracted with Governmental Management Services, LLC ("GMS") for the supervision and on-site management of the District's amenities. The responsibilities include management of District maintenance contracts, scheduling special events, management of District employees, rental of facilities, scheduling of special events, resident inquiries, and other maintenance related items. The District shares the cost of a community manager, aquatics director, fitness center/access director, rental coordinator and administrative assistant with the Middle Village Community Development District.

Insurance

The District's Property and Liability Insurance policy is with Florida Property Alliance (FPA). FPA specializes in providing insurance coverage to governmental agencies.

Other Current Charges

Includes bank charges and any other miscellaneous administrative expenses that are incurred during the year with the use of deposit/credit card machine.

Permit Fees

Miscellaneous permit fees to operate the pool and water slides as well as special events.

Description	Annual
Play Pool Permit	\$ 300
Lap Pool Permit	300
Spray Pool Permit	175
State Public Broadcast for Music Fees	850
Total	\$ 1,625

Expenditures - Maintenance Common Area

Security

The cost of security patrol for the District with Athletic Center and Common area.

Description	Monthly	Annual
Security Contract	\$ 9,273	\$ 111,280

Clay County off Duty Security

Provision for off-duty-security patrol by Clay County Sheriff's Dept. Split 50/50 with Middle Village CDD.

Water - Irrigation

The District will purchase bulk water from JEA for irrigation purposes.

Account Number	Description	Monthly	Annual
83744906	2226 Pebblewood LA Apt 1	\$ 25	\$ 300
66042924	302 Oakleaf Village Parkway	25	300
61929298	3468 Worthington Oaks Drive Apt 1	25	300
86638010	3570 Silver Bluff Blvd Apt 1	1,100	13,200
60770057	563 Acornridge Lane Apt 1	55	660
	Contingency	20	240
	Total	\$ 1,250	\$ 15,000

Double Branch
Community Development District
Budget Narrative Recreation Fund
Fiscal Year 2025

Expenditures – Maintenance Common Area (continued)

Irrigation Maintenance

The cost of miscellaneous irrigation, pump repairs and maintenance incurred by the district.

Street Lighting

The cost of street lighting provided by Clay Electric Cooperative, Inc.:

Account Number	Description	Monthly	Annual
7332265	Oakleaf Village Center Outdoor	\$ 280	\$ 3,360
5379615	East Sied of Brannanfield	2,300	27,600
	Contingency	87	1,040
	Total	\$ 2,667	\$ 32,000

Electric

The cost of electricity for signage lighting, entry feature lighting (main entry, Athletic Center entry and neighborhood entries) for the following accounts provided by Clay Electric Cooperative, Inc.:

Account Number	Description	Monthly	Annual
4995700	370 Oakleaf Village	\$ 915	\$ 10,980
4995718	370-1 Oakleaf Village Pkwy	296	3,552
5347943	3926-1 Plantation Oaks Blvd	95	1,140
5715289	1591 Canopy Oaks Dr - Irrigation	140	1,680
5774021	2971 Thorncrest Dr	40	480
6875140	373-1 Oakleaf Village Center	86	1,032
6912612	608-1 Oakleaf Village Pkwy	40	480
6912653	603-2 Oakleaf Village Pkwy	40	480
6912661	602-1 Oakleaf Village Pkwy	40	480
6912687	537-1 Oakleaf Village Pkwy	40	480
6912695	529-1 Oakleaf Village Pkwy	40	480
6912703	3925-1 Plantation Oaks Blvd	40	480
6912729	3860-1 Plantation Oaks Blvd	40	480
6912737	3859-1 Plantation Oaks Blvd	40	480
6912752	3805-1 Plantation Oaks Blvd	40	480
6912760	3800-1 Plantation Oaks Blvd	40	480
6912778	3306-1 Village Oaks Lane	40	480
6912786	465-1 Oakleaf Village Pkwy	40	480
6912810	3801-1 Plantation Oaks Blvd	40	480
6912828	728-1 Bellshire Drive	40	480
6912836	721-1 Bellshire Lane	40	480
6912869	715-1 Wakemount Drive	40	480
6912877	3219-1 Stonebrier Ridge Drive	40	480
6912893	576-1 Wakemount Drive	40	480
6912901	507-1 Millstone Drive	40	480
6912919	498-1 Millstone Drive	40	480
6912927	3442-1 Worthington Oaks Drive	40	480
6912943	309-1 Oakleaf Village Pkwy	40	480
6912950	373-2 Oakleaf Village Pkwy	40	480
9194375	308-1 Oakleaf Village Pkwy	40	480
6912976	358-2 Oakleaf Village Pkwy	40	480
7131527	3206-1 Silver Bluff Blvd	39	468
7332257	3168 Stonebrier Ridge	250	3,000
8684243	571 Oakleaf Village Pkwy	39	468
	Contingency	100	1,200
	Total	\$ 3,000	\$ 36,000

Landscape Maintenance

The District has a contract with Verdego to provide landscaping and irrigation maintenance services to all the common areas within the District as well as the Amenity Center. The amount is based upon the following:

Description	Monthly	Annual
Contract-Common Area	\$ 42,261	\$ 507,134

Double Branch
Community Development District
Budget Narrative Recreation Fund
Fiscal Year 2025

Expenditures – Maintenance Common Area (continued)

Common Area Maintenance

Represents the estimated day-to-day maintenance of the Districts common areas. Services include:
 -Pressure washing of District fences, entrance signage and pillars, pool areas, gazebos, amenity center, field house, parks, park equipment and sidewalks. The estimated annual amount for these services is based upon contractor proposals

The estimated cost for the following is based upon past history and current hourly rates:

- All common area, easements and park litter clean up
- Lake and outfall inspections and debris removal
- Storm sewer grate inspections and cleaning
- Removal of unauthorized signage and maintenance of community signage
- Trapper for wild hogs
- Traffic/car accident clean up
- Inspection and repairs to all park equipment, playground, picnic table and benches

Lake Maintenance

The District has a contract with The Lake Doctors to provide monthly water management services and annual carp as needed per the contract, to 25 lakes throughout the District. Contingency represents monthly lake inspections and clean-up of outfall structures and fish barriers. The amount is based upon the following:

Discription	Monthly	Annual
Lake Maintenance	\$ 2,444	\$ 29,326
Contingency	140	1,674
Total	\$ 2,583	\$ 31,000

Capital Reserve

Money set aside for future replacements of capital related items and operating capital.

Expenditures – Recreation Facility

Amenity Staff

Direct cost to provide lifeguard/pool attendant services from District employees during the operational season of the swimming pool, which is from Mid-March through October. Also covers front desk personnel at the Fitness Center.

Refuse Service

The District has contracted with Waste Management for refuse removal service twice weekly.

Telephone

The Amenity Center currently pays AT&T for three phone lines and one fax line. The amounts are based upon the following:

Discription	Monthly	Annual
AT&T	\$ 316	\$ 3,797
AT&T	332	3,983
Contingency	60	720
Total	\$ 708	\$ 8,500

Electric

Cost of electric associated with the Recreation facility and Fitness Center provided by Clay Electric:

Account Number	Discription	Monthly	Annual
5217088	370 Oakleaf Village Pkwy	\$ 1,860	\$ 22,320
8763369	382 Oakleaf Village Pkwy	457	5,480
	Contingency	100	1,200
	Total	\$ 2,417	\$ 29,000

Cable/Internet

Cost of cable and internet access for the Recreation Facility from Comcast.

Discription	Monthly	Annual
Facility Center	\$ 346	\$ 4,152
Fitness	413	4,955
Contingency	50	600
Total	\$ 809	\$ 9,707

Double Branch
Community Development District
Budget Narrative Recreation Fund
Fiscal Year 2025

Expenditures – Recreation Facility (continued)

Pool Maintenance

The District currently has a contract with Poolsure to supply chemicals and chemical feeders for the Amenity Center pools. The District is contracted with RMS for the cleaning, water testing, and treatment of the Amenity Center pools. During summer months, district employees will help with basic poolside cleaning such as brushing, skimming, and tile cleaning. Additionally, GMS staff handles the annual maintenance projects on the pool and deck features. The amount is based upon the following:

Discription	Monthly	Annual
Pool Maintenance	\$ 3,083	\$ 37,000
Contingency	167	2,000
Total	\$ 3,250	\$ 39,000

Water /Sewer/Reclaim

Cost of water / sewer from JEA (acct # 7616920495) associated with the Recreation Facility and Reclaimed Water from Clay County Utility Authority.

Account Number	Discription	Monthly	Annual
76832466	370 Oakleaf Village Parkway - Water	\$ 1,000	\$ 12,000
76832466	370 Oakleaf Village Parkway - Sewer	475	5,700
80532813	370 Oakleaf Village Parkway - Pool	350	4,200
Fire Sprinkler	371 Oakleaf Village Parkway - Sprinkler	50	600
	Total JEA	\$ 1,875	\$ 22,500
A00010662	566-1 Oakleaf Village Parkway	800	9,600
A00009982	716-1 Wakemont Dirve Reclaim	150	1,800
A00011147	3178-1 Wandering Oaks Drive	30	360
A00011148	1505-1 Canopy Oaks Drive R	50	600
A00011149	1591-1 Canopy Oaks Drive R	400	4,800
A00011157	3701-1 Thousand Oaks Drive	30	360
A00011158	3713-1 Thousand Oaks Drive	100	1,201
A00011159	1940-1 Woodworth Drive Reclaim	30	360
A00011160	3659-1 Thousand Oaks Drive	30	360
A00011246	603-1 Waterford Oaks Drive	30	360
A00013929	1422-1 Bitterberry Drive Reclaim	40	480
A00013930	1206-1 Bedrock Drive Reclaim	25	300
	Total CCUA	\$ 1,715	\$ 20,581
	Contingency	410	4,919
	Total	\$ 4,000	\$ 48,000

Facility Maintenance – General

Represents estimated cost for general maintenance throughout the District based upon historical cost.

Facility Maintenance - Preventative

Cost of routine repairs and general maintenance contracts for District Facilities.

Discription	Annual
S.E.Fitness	\$ 1,760
Paula's Pest Control	620
Tools Technologies	5,160
Jacksonville Sound & Communication	744
Termite Bond	1,530
Contingency	186
Total	\$ 10,000

Facility Maintenance – Contingency

Represents estimated amount based upon historical cost for fence repairs, graffiti clean-up, signage repairs, wall cap replacements and damaged park equipment.

Lighting Repairs

Cost for fixtures, bulbs and ballast replacement, and electrician labor based on past history.

Special Events

Monthly events and organized functions the Amenity Center Director provide for all residents of Oakleaf Plantation.

Double Branch
Community Development District
Budget Narrative Recreation Fund
Fiscal Year 2025

Expenditures – Recreation Facility (continued)

Office Supplies and Equipment

Office supplies for the Amenity Center. Lease agreement with Cannon (\$167/month) \$2000 annually.

Janitorial Services

The District has contracted with Riverside Management to provide janitorial services, and scheduled carpet cleanings to the District. Janitorial Services shall be provided seven days per week and carpets will be cleaned 9xs a year unless otherwise needed. Supplies will be purchased directly from First Coast Choice Cleaning Supplies. The amount is based upon the following:

Discription	Monthly		Annual	
Janitorial Contract	\$	5,150	\$	61,800
Supplies		500		6,000
Mat Cleaning-Fitness Room		200		2,400
Total	\$	5,850	\$	70,200

Recreation Passes

Entry cards are issued to all CDD residents for facility access. Recreation passes includes the cards, ribbon, cleaner, guest cards and repairs to card printers, etc.

Pool Leak Repairs

Estimated structural repairs for leaks in pool structure.

Multiuse Fields

Cost of maintaining field and repairs, landscape maintenance, and renovations.

Double Branch

Community Development District

Approved Budget Debt Service Series 2013A1 & A2 Special Assessment Refunding Bonds

Description	Adopted Budget FY2024	Actuals Thru 6/30/24	Projected Next 3 Months	Projected Thru 9/30/24	Approved Budget FY 2025
REVENUES:					
Special Assessments-On Roll	\$ 1,961,878	\$ 1,967,317	\$ -	\$ 1,967,317	\$ 1,976,742
Interest Earnings	10,000	97,320	2,680	100,000	10,000
Carry Forward Surplus ⁽¹⁾	720,818	739,201	-	739,201	855,918
TOTAL REVENUES	\$ 2,692,695	\$ 2,803,838	\$ 2,680	\$ 2,806,518	\$ 2,842,659
EXPENDITURES:					
Series 2013A-1					
Interest 11/1	\$ 315,881	\$ 315,881	\$ -	\$ 315,881	\$ 294,788
Interest 5/1	315,881	315,881	-	315,881	294,788
Principal 5/1	1,125,000	1,125,000	-	1,125,000	1,170,000
Series 2013A-2					
Interest 11/1	44,419	44,419	-	44,419	41,400
Interest 5/1	44,419	44,419	-	44,419	41,400
Principal 5/1	105,000	105,000	-	105,000	110,000
TOTAL EXPENDITURES	\$ 1,950,600	\$ 1,950,600	\$ -	\$ 1,950,600	\$ 1,952,375
Other Sources/(Uses)					
Interfund transfer In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OTHER SOURCES/(USES)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 1,950,600	\$ 1,950,600	\$ -	\$ 1,950,600	\$ 1,952,375
EXCESS REVENUES (EXPENDITURES)	\$ 742,095	\$ 853,238	\$ 2,680	\$ 855,918	\$ 890,284

⁽¹⁾ Carry Forward is Net of Reserve Requirement

Interest Due 11/1/25 \$ 309,625

Double Branch
Community Development District
AMORTIZATION SCHEDULE

Debt Service Series 2013A1 Special Assessment Refunding Bonds (Senior Lien)

Period	Outstanding Balance	Coupons	Principal	Interest	Annual Debt Service
11/01/24	\$ 14,180,000			\$ 294,788	
05/01/25	14,180,000	4.000%	1,170,000	294,788	1,759,575
11/01/25	13,010,000			271,388	
05/01/26	13,010,000	4.125%	1,220,000	271,388	1,762,775
11/01/26	11,790,000			246,225	
05/01/27	11,790,000	4.125%	1,270,000	246,225	1,762,450
11/01/27	10,520,000			220,031	
05/01/28	10,520,000	4.125%	1,320,000	220,031	1,760,063
11/01/28	9,200,000			192,806	
05/01/29	9,200,000	4.125%	1,380,000	192,806	1,765,613
11/01/29	7,820,000			164,344	
05/01/30	7,820,000	4.125%	1,435,000	164,344	1,763,688
11/01/30	6,385,000			134,747	
05/01/31	6,385,000	4.125%	1,495,000	134,747	1,764,494
11/01/31	4,890,000			103,913	
05/01/32	4,890,000	4.250%	1,560,000	103,913	1,767,825
11/01/32	3,330,000			70,763	
05/01/33	3,330,000	4.250%	1,630,000	70,763	1,771,525
11/01/33	1,700,000			36,125	
05/01/34	1,700,000	4.250%	1,700,000	36,125	1,772,250
Total			\$ 14,180,000	\$ 3,470,256	\$ 17,650,256

Double Branch
Community Development District
AMORTIZATION SCHEDULE

Debt Service Series 2013A2 Special Assessment Refunding Bonds (Subordinate Lien)

Period	Outstanding Balance	Coupons	Principal	Interest	Annual Debt Service
11/01/24	\$ 1,440,000	5.750%		\$ 41,400	
05/01/25	1,440,000	5.750%	110,000	41,400	192,800
11/01/25	1,330,000	5.750%		38,238	
05/01/26	1,330,000	5.750%	115,000	38,238	191,475
11/01/26	1,215,000	5.750%		34,931	
05/01/27	1,215,000	5.750%	125,000	34,931	194,863
11/01/27	1,090,000	5.750%		31,338	
05/01/28	1,090,000	5.750%	130,000	31,338	192,675
11/01/28	960,000	5.750%		27,600	
05/01/29	960,000	5.750%	135,000	27,600	190,200
11/01/29	825,000	5.750%		23,719	
05/01/30	825,000	5.750%	145,000	23,719	192,438
11/01/30	680,000	5.750%		19,550	
05/01/31	680,000	5.750%	155,000	19,550	194,100
11/01/31	525,000	5.750%		15,094	
05/01/32	525,000	5.750%	165,000	15,094	195,188
11/01/32	360,000	5.750%		10,350	
05/01/33	360,000	5.750%	175,000	10,350	195,700
11/01/33	185,000	5.750%		5,319	
05/01/34	185,000	5.750%	185,000	5,319	195,638
Total			\$ 1,440,000	\$ 495,075	\$ 1,935,075

Double Branch
Community Development District
Non-Ad Valorem Assessments Comparison
2024-2025

Neighborhood	O&M Units	Bonds 2013 Units	Annual Maintenance Assessments				Annual Debt Assessments		
			FY 2025	FY2024	Increase/ (decrease)		FY 2025	FY2024	Increase/ (decrease)
Single Family	2205	2205	\$1,015.09	\$895.09	\$120.00	12%	\$877.91	\$877.91	\$0.00
Multi-Family	276	276	\$733.45	\$646.71	\$86.74	12%	\$605.49	\$605.49	\$0.00
Village Center Retail	8000	0	\$1.53	\$1.35	\$0.18	12%	\$0.00	\$0.00	\$0.00
Village Center Office	35000	0	\$0.69	\$0.61	\$0.08	12%	\$0.00	\$0.00	\$0.00
Total	45481	2481							

Double Branch
Community Development District
Approved Budget
Capital Reserve Fund

Description	Adopted Budget FY2024	Actuals Thru 6/30/24	Projected Next 3 Months	Projected Thru 9/30/24	Approved Budget FY 2025
REVENUES:					
Interest Income	\$ 10,000	\$ 13,543	\$ 1,000	\$ 14,543	\$ 10,000
Transfer In - Capital Reserve	300,137	300,137	-	300,137	428,079
Transfer In - General Fund Reserve	2,719	2,719	-	2,719	3,000
Carry Forward Balance	1,469,257	1,499,858	-	1,499,858	1,470,985
TOTAL REVENUES	\$ 1,782,113	\$ 1,816,257	\$ 1,000	\$ 1,817,257	\$ 1,912,064
EXPENDITURES:					
Capital Outlay					
Repairs & Replacements	\$ 530,000	\$ 271,272	\$ 75,000	\$ 346,272	\$ 500,000
TOTAL EXPENDITURES	\$ 530,000	\$ 271,272	\$ 75,000	\$ 346,272	\$ 500,000
Other Sources/(Uses)					
Transfer in/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OTHER SOURCES/(USES)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 530,000	\$ 271,272	\$ 75,000	\$ 346,272	\$ 500,000
EXCESS REVENUES (EXPENDITURES)	\$ 1,252,113	\$ 1,544,985	\$ (74,000)	\$ 1,470,985	\$ 1,412,064

Double Branch

Community Development District

Reserve Study Funding Plan (Next 5 Years)

Fiscal Year	Beginning Balance	Add Funding	Add Interest	Less Expenditures	Ending Balance (budget)	Planned Balance (Study)	% of Planned	Replacement Cost (Study)
2023	\$1,434,151	\$417,447	\$25,121	(\$407,462)	\$1,469,257	\$1,683,563	75%	\$2,859,449
2024	\$1,499,858	\$302,855	\$10,000	(\$530,000)	\$1,282,713	\$1,865,281	69%	\$3,031,016
2025	\$1,282,713	\$431,079	\$10,000	(\$500,000)	\$1,223,792	\$2,031,678	60%	\$3,182,567
2026	\$1,223,792	\$186,760	\$10,000	(\$85,467)	\$1,335,085	\$2,195,262	61%	\$3,309,869
2027	\$1,335,085	\$192,362	\$10,000	(\$270,401)	\$1,267,046	\$2,180,883	58%	\$3,409,165

Double Branch
Community Development District
Exhibit "A"
Allocation of Operating Reserve

Allocation of Operating Reserves	
Estimated Funds Available	
General Fund - Beginning Fund Balance - 10/1/23	\$ 97,509
Recreation Fund - Beginning Fund Balance - 10/1/23	733,410
Estimated General Excess Revenues - Fiscal Year 2024	6,225
Estimated Recreation Excess Revenues- Fiscal Year 2024	71,046
Total Estimated Operating Funds Available - 9/30/2024	<u>\$ 908,189</u>

Allocation of Funds Available	
General Fund Operating Reserve - First Quarter Operating Capital	\$ 45,894
Recreation Fund Operating Reserve - First Quarter Operating Capital	449,114
Total Reserve	<u>\$ 495,008</u>
Total Working Capital Surplus	<u>\$ 413,182</u>
Capital Reserve- Beginning Fund Balance - 10/1/23	\$ 1,499,858
Projected Capital Excess Revenues - Fiscal Year 2024	(28,872)
Total Estimated Reserve Funds Available - 9/30/24	<u>\$ 1,470,985</u>
Interest Earned	\$ 10,000
General Fund Reserve	3,000
Recreation Fund Reserve	428,079
Total Funding FY 2025	<u>\$ 441,079</u>
Capital Reserve Estimated Expenditure - 9/30/25	<u>\$ (500,000)</u>
Total Estimate Reserve Fund Balances - 9/30/25	<u>\$ 1,412,064</u>

A.

RESOLUTION 2024-07

THE ANNUAL APPROPRIATION RESOLUTION OF THE DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024 AND ENDING SEPTEMBER 30, 2025; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has, prior to the fifteenth (15th) day in June, 2024, submitted to the Board of Supervisors (“**Board**”) of the Double Branch Community Development District (“**District**”) proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2024 and ending September 30, 2025 (“**Fiscal Year 2024/2025**”) along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

WHEREAS, the Board set a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, the District Manager posted the Proposed Budget on the District’s website at least two days before the public hearing; and

WHEREAS, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1st of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

WHEREAS, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

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

SECTION 1. BUDGET

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.

- b. The Proposed Budget, attached hereto as **Exhibit A**, as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* (“**Adopted Budget**”), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District’s Local Records Office and identified as “The Budget for the Double Branch Community Development District for the Fiscal Year Ending September 30, 2025.”
- d. The Adopted Budget shall be posted by the District Manager on the District’s official website within thirty (30) days after adoption and shall remain on the website for at least 2 years.

SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2024/2025, the sum of \$_____ to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$_____
RECREATION FUND	\$_____
DEBT SERVICE FUND (SERIES 2013)	\$_____
CAPITAL RESERVE FUND	\$_____
TOTAL ALL FUNDS	\$_____

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2024/2025, or within 60 days following the end of the Fiscal Year 2024/2025, may amend its Adopted Budget for that fiscal year as follows:

- a. A line-item appropriation for expenditures within a fund may be decreased or increased by motion of the Board recorded in the minutes, and approving the expenditure, if the total appropriations of the fund do not increase.

- b. The District Manager or Treasurer may approve an expenditure that would increase or decrease a line-item appropriation for expenditures within a fund if the total appropriations of the fund do not increase and if either (i) the aggregate change in the original appropriation item does not exceed the greater of \$15,000 or 15% of the original appropriation, or (ii) such expenditure is authorized by separate disbursement or spending resolution.
- c. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must ensure that any amendments to the budget under paragraph c. above are posted on the District’s website within 5 days after adoption and remain on the website for at least 2 years.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 12TH DAY OF AUGUST, 2024.

ATTEST:

**DOUBLE BRANCH COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

By: _____

Its: _____

Exhibit A: Fiscal Year 2024/2025 Budget

Exhibit A
Fiscal Year 2024/2025 Budget

B.

RESOLUTION 2024-08

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT MAKING A DETERMINATION OF BENEFIT AND IMPOSING SPECIAL ASSESSMENTS FOR FISCAL YEAR 2024/2025; PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Double Branch Community Development District ("**District**") is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

WHEREAS, the District is located in Clay County, Florida ("**County**"); and

WHEREAS, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District's adopted capital improvement plan and Chapter 190, *Florida Statutes*; and

WHEREAS, the Board of Supervisors ("**Board**") of the District hereby determines to undertake various operations and maintenance and other activities described in the District's budget ("**Adopted Budget**") for the fiscal year beginning October 1, 2024 and ending September 30, 2025 ("**Fiscal Year 2024/2025**"), attached hereto as **Exhibit "A"** and incorporated by reference herein; and

WHEREAS, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the Adopted Budget; and

WHEREAS, the provision of such services, facilities, and operations is a benefit to lands within the District; and

WHEREAS, Chapter 190, *Florida Statutes*, provides that the District may impose special assessments on benefitted lands within the District; and

WHEREAS, it is in the best interests of the District to proceed with the imposition of the special assessments for operations and maintenance in the amount set forth in the Adopted Budget; and

WHEREAS, the District has previously levied an assessment for debt service, which the District desires to collect for Fiscal Year 2024/2025; and

WHEREAS, Chapter 197, *Florida Statutes*, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector (“**Uniform Method**”), and the District has previously authorized the use of the Uniform Method by, among other things, entering into agreements with the Property Appraiser and Tax Collector of the County for that purpose; and

WHEREAS, it is in the best interests of the District to adopt the Assessment Roll of the Double Branch Community Development District (“**Assessment Roll**”) attached to this Resolution as **Exhibit “B”** and incorporated as a material part of this Resolution by this reference, and to certify the Assessment Roll to the County Tax Collector pursuant to the Uniform Method; and

WHEREAS, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll, certified to the County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for the County, for such time as authorized by Florida law.

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

SECTION 1. BENEFIT & ALLOCATION FINDINGS. The Board hereby finds and determines that the provision of the services, facilities, and operations as described in **Exhibit “A”** confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the cost of the assessments. The allocation of the assessments to the specially benefitted lands, as shown in **Exhibits “A” and “B,”** is hereby found to be fair and reasonable.

SECTION 2. ASSESSMENT IMPOSITION. Pursuant to Chapters 190 and 197, *Florida Statutes*, and using the procedures authorized by Florida law for the levy and collection of special assessments, a special assessment for operation and maintenance is hereby imposed and levied on benefitted lands within the District, and in accordance with **Exhibits “A” and “B.”** The lien of the special assessments for operations and maintenance imposed and levied by this Resolution shall be effective upon passage of this Resolution. Moreover, pursuant to Section 197.3632(4), *Florida Statutes*, the lien amount shall serve as the “maximum rate” authorized by law for operation and maintenance assessments.

SECTION 3. COLLECTION. The collection of the operation and maintenance special assessments and previously levied debt service assessments shall be at the same time and in the same manner as County taxes in accordance with the Uniform Method, as indicated on **Exhibits “A” and “B.”** The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

SECTION 4. ASSESSMENT ROLL. The Assessment Roll, attached to this Resolution as **Exhibit “B,”** is hereby certified to the County Tax Collector and shall be collected by the County

Tax Collector in the same manner and time as County taxes. The proceeds therefrom shall be paid to the District.

SECTION 5. ASSESSMENT ROLL AMENDMENT. The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll. After any amendment of the Assessment Roll, the District Manager shall file the updates in the District records.

SECTION 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.

SECTION 7. EFFECTIVE DATE. This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

PASSED AND ADOPTED this 12th day of August 2024.

ATTEST:

**DOUBLE BRANCH COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chair / Vice Chair, Board of Supervisors

Exhibit A: Budget

Exhibit B: Assessment Roll

Exhibit A
Budget

Exhibit B
Assessment Roll

SIXTH ORDER OF BUSINESS

RESOLUTION 2024-09

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT DECLARING A VACANCY IN SEAT 3 ON THE BOARD OF SUPERVISORS PURSUANT TO SECTION 190.006(3)(b), *FLORIDA STATUTES*; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

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

WHEREAS, on November 5, 2024, three (3) members of the Board of Supervisors (“**Board**”) are to be elected by the “**Qualified Electors**” of the District, as that term is defined in Section 190.003, *Florida Statutes*; and

WHEREAS, the District published a notice of qualifying period set by the Supervisor of Elections at least two (2) weeks prior to the start of said qualifying period; and

WHEREAS, at the close of the qualifying period there were no Qualified Electors qualified to run for one (1) of the seats available for election by the Qualified Electors of the District; and

WHEREAS, pursuant to Section 190.006(3)(b), *Florida Statutes*, the Board shall declare the seats vacant, effective the second Tuesday following the general election; and

WHEREAS, Qualified Electors are to be appointed to the vacant seats within 90 days thereafter; and

WHEREAS, the Board finds that it is in the best interests of the District to adopt this Resolution declaring the seats available for election as vacant.

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

1. DECLARATION OF VACANT BOARD SUPERVISOR SEATS. The following seat is hereby declared vacant effective as of November 19, 2024:

Seat #3 (currently held by Amy Ambrosio)

2. INCUMBENT BOARD SUPERVISORS. Until such time as the Board nominates Qualified Electors to fill the vacancies declared in Section 1 above, the incumbent Board Supervisors of those respective seats shall remain in office.

3. 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.

4. EFFECTIVE DATE. This Resolution shall become effective upon its passage.

PASSED AND ADOPTED this 12th day of August 2024.

ATTEST:

**DOUBLE BRANCH COMMUNITY DEVELOPMENT
DISTRICT**

Print Name:_____

Chairperson, Board of Supervisors

SEVENTH ORDER OF BUSINESS

A.

MEMORANDUM

TO: Board of Supervisors
Double Branch Community Development District (District)

FROM: Michael C. Eckert

DATE: July 22, 2024

RE: Transfer of Impact Fee Credits (Credits)

Issue

Can the District legally sell its Credits?

Answer

Yes, within certain limitations.

Analysis

Impact fees are imposed by local governments to fund local infrastructure necessitated by new population growth. The most common types of impact fees are intended to compensate for impacts to roads, parks and schools. Impact fees go by different names, such as mobility fees, and they can address the impacts on different categories of public infrastructure.

Often, developers or community development districts (CDDs) will build infrastructure to mitigate new population growth (such as roads, parks or schools). This could be the developer with private funds or a CDD with public bond funds. In exchange, a county will issue Credits to the entity that funded the construction. These Credits can then be used to satisfy the county-imposed impact fees that would otherwise be due in monetary form.

Clay County currently charges the following forms of impact fees:

1. Mobility Fees;
2. School Impact Fees;
3. Government, Jails and Constitutional Facilities Impact Fees;
4. Fire and Rescue Facilities Impact Fees;

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5. Law Enforcement Facilities Impact Fees;
6. Park Impact Fees; and
7. Library and Cultural Facilities Impact Fees.

Recently, some CDDs have been approached by developers offering to buy a CDD's unused Credits for a discount. This is desired because the developer can save money by providing the county with a Credit voucher purchased at a discount instead of paying the full amount of the impact fee in cash. For example, if a developer purchases \$100 worth of Credits from a CDD for \$75, the developer is in essence saving \$25 for every \$100 of impact fees it would otherwise be required to pay to the county. In some recent transactions, there is a broker involved in locating a willing developer buyer and a willing seller. The broker will charge a commission for their service. One recent example with another CDD involved a six percent (6%) commission.

On or about November 25, 2008, the District, the County and the Middle Village CDD entered into a Impact Fee Credit Agreement. According to the District's auditor, the District currently has approximately \$5,100,000 in total road impact fee credits. The 2008 Impact Fee Agreement lists the precise amount of \$5,078,137.00.

Section 163.31801(10), Florida Statutes (2023) currently provides:

Impact fee credits are assignable and transferable at any time after establishment from one development or parcel to any other that is within the same impact fee zone or impact fee district or that is within an adjoining impact fee zone or impact fee district within the same local government jurisdiction and which receives benefits from the improvement or contribution that generated the credits. This subsection applies to all impact fee credits regardless of whether the credits were established before or after June 4, 2021.

The underlined language was added to section 163.31801(10) in 2021, which clarified that the transfer option was retroactive. This change in the statute is why this issue has recently come to light.

Clay County (County) has established five Mobility Fee Zones. The District is located within the Branam Field / Oakleaf Mobility Fee Zone. See orange shaded area of map attached as Exhibit A. Under section 163.31801(10), the District is permitted to transfer Credits to other properties located within the Branam Field / Oakleaf Mobility Fee Zone. While it may be technically possible to transfer the Credits to a project outside of the Branam Field / Oakleaf Mobility Fee Zone, it would require significant proof of benefit which may be very difficult and not well-received by the County.

Typically, Credits cannot be transferred to a project that has Credits remaining on the books. This may come into play depending on which entity desires to purchase the District's Credits.

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The District has three options:

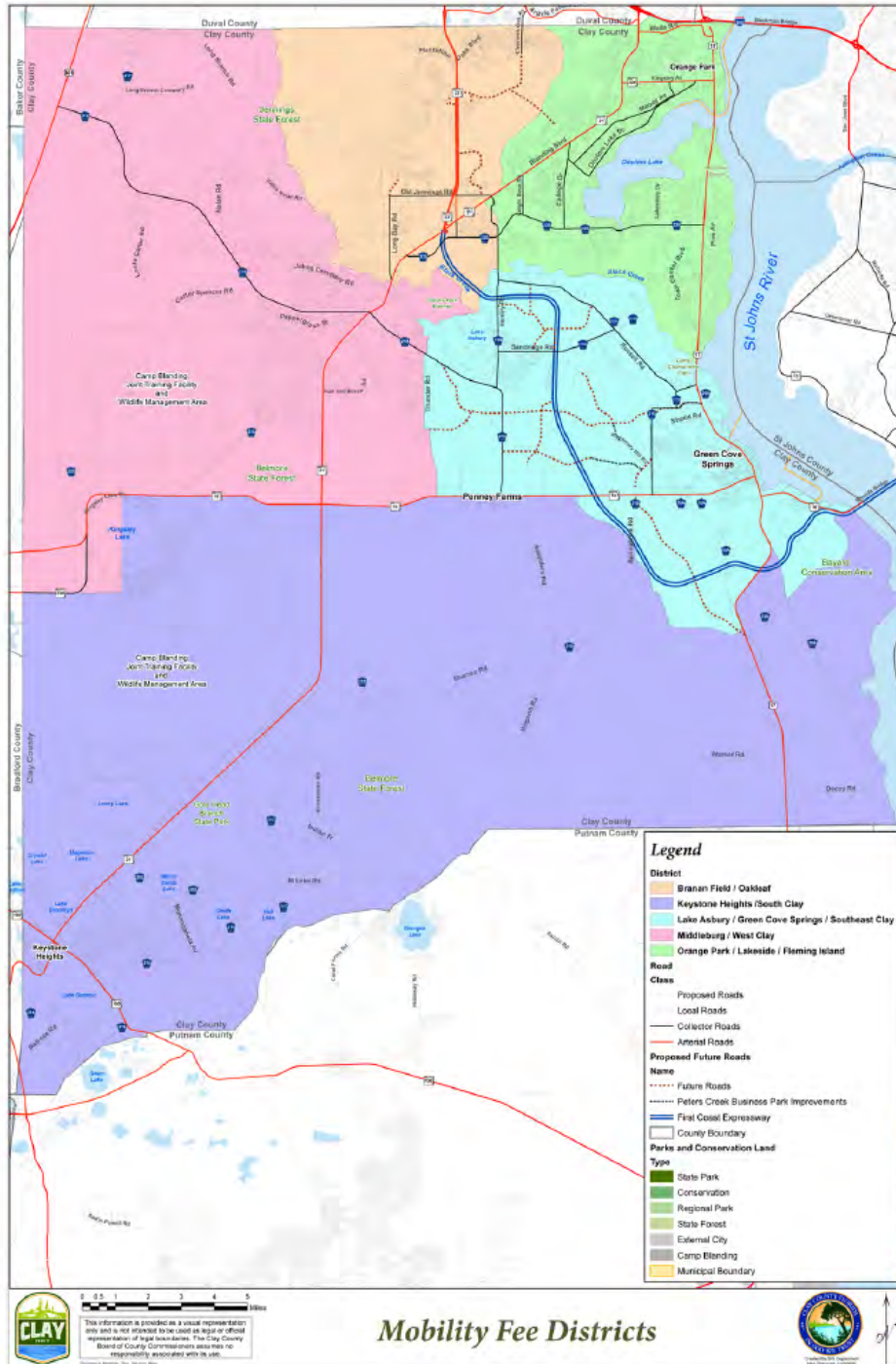
1. Do nothing and keep the Credits; or
2. Attempt to locate buyers for all or some of its Credits; or
3. Conduct an analysis to determine if the District might ever have a need to build a new building(s), estimate the maximum amount of impact fees that the District could be required to pay, set aside that amount of Credits, and sell all or some of the excess Credits that the District does not think it would ever use.

Any transfer would be subject to approval by the County Board of County Commissioners, which is required to follow Section 163.31801(10), Florida Statutes (2023). It should also be noted that this memorandum does not include all considerations the District should take into account in making a business decision whether to sell its Credits. Instead, it is only intended to 1) provide an analysis of whether the sale of the District's Credits is permitted under Florida law, and 2) identify the primary geographic area of potential purchasers.

EXHIBIT A

CLAY COUNTY MAP OF MOBILITY FEE ZONES

MOBILITY FEE ZONES



C.

1.

**NOTICE OF MEETINGS
DOUBLE BRANCH
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the **Double Branch Community Development District** will hold their regularly scheduled public meetings for **Fiscal Year 2025** at **4:00 p.m.** at the **Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065** on the second Monday of each month as follows, except where indicated:

October 14, 2024
November 4, 2024 (*First Monday)
December 9, 2024
January 13, 2025
February 10, 2025 @ 6:00 p.m.
March 10, 2025
April 14, 2025
May 12, 2025
June 9, 2025
July 14, 2025
August 11, 2025 @ 6:00 p.m.
September 8, 2025

2.



Memorandum

To: Board of Supervisors

From: District Management

Date: July 17th, 2024

RE: HB7013 – Special Districts Performance Measures and Standards

To enhance accountability and transparency, new regulations were established for all special districts, by the Florida Legislature, during their 2024 legislative session. Starting on October 1, 2024, or by the end of the first full fiscal year after its creation (whichever comes later), each special district must establish goals and objectives for each program and activity, as well as develop performance measures and standards to assess the achievement of these goals and objectives. Additionally, by December 1 each year (initial report due on December 1, 2025), each special district is required to publish an annual report on its website, detailing the goals and objectives achieved, the performance measures and standards used, and any goals or objectives that were not achieved.

District Management has identified the following key categories to focus on for Fiscal Year 2025 and develop statutorily compliant goals for each:

- Community Communication and Engagement
- Infrastructure and Facilities Maintenance
- Financial Transparency and Accountability

Additionally, special districts must provide an annual reporting form to share with the public that reflects whether the goals & objectives were met for the year. District Management has streamlined these requirements into a single document that meets both the statutory requirements for goal/objective setting and annual reporting.

The proposed goals/objectives and the annual reporting form are attached as exhibit A to this memo. District Management recommends that the Board of Supervisors adopt these goals and objectives to maintain compliance with HB7013 and further enhance their commitment to the accountability and transparency of the District.

Exhibit A:
Goals, Objectives and Annual Reporting Form

DRAFT

Double Branch Community Development District Performance Measures/Standards & Annual Reporting Form

October 1, 2024 – September 30, 2025

1. Community Communication and Engagement

Goal 1.1: Public Meetings Compliance

Objective: Hold at least four regular Board of Supervisor meetings per year to conduct CDD related business and discuss community needs.

Measurement: Number of public board meetings held annually as evidenced by meeting minutes and legal advertisements.

Standard: A minimum of four board meetings were held during the Fiscal Year.

Achieved: Yes No

Goal 1.2: Notice of Meetings Compliance

Objective: Provide public notice of meetings in accordance with Florida Statutes, using at least two communication methods.

Measurement: Timeliness and method of meeting notices as evidenced by posting to CDD website, publishing in local newspaper and via electronic communication.

Standard: 100% of meetings were advertised per Florida statute on at least two mediums (i.e., newspaper, CDD website, electronic communications).

Achieved: Yes No

Goal 1.3: Access to Records Compliance

Objective: Ensure that meeting minutes and other public records are readily available and easily accessible to the public by completing monthly CDD website checks.

Measurement: Monthly website reviews will be completed to ensure meeting minutes and other public records are up to date as evidenced by District Management's records.

Standard: 100% of monthly website checks were completed by District Management.

Achieved: Yes No

2. Infrastructure and Facilities Maintenance

Goal 2.1: Field Management and/or District Management Site Inspections

Objective: Field Manager and/or District Manager will conduct inspections per District Management services agreement to ensure safety and proper functioning of the District's infrastructure.

Measurement: Field Manager and/or District Manager visits were successfully completed per management agreement as evidenced by Field Manager and/or District Manager's reports, notes or other record keeping method.

Standard: 100% of site visits were successfully completed as described within district management services agreement

Achieved: Yes No

3. Financial Transparency and Accountability

Goal 3.1: Annual Budget Preparation

Objective: Prepare and approve the annual proposed budget by June 15 and final budget was adopted by September 30 each year.

Measurement: Proposed budget was approved by the Board before June 15 and final budget was adopted by September 30 as evidenced by meeting minutes and budget documents listed on CDD website and/or within district records.

Standard: 100% of budget approval & adoption were completed by the statutory deadlines and posted to the CDD website.

Achieved: Yes No

Goal 3.2: Financial Reports

Objective: Publish to the CDD website the most recent versions of the following documents: Annual Audit, current fiscal year budget with any amendments, and most recent financials within the latest agenda package.

Measurement: Annual Audit, previous years' budgets, and financials are accessible to the public as evidenced by corresponding documents on the CDD's website.

Standard: CDD website contains 100% of the following information: Most recent Annual Audit, most recent adopted/amended fiscal year budget, and most recent agenda package with updated financials.

Achieved: Yes No

Goal 3.3: Annual Financial Audit

Objective: Conduct an annual independent financial audit per statutory requirements and publish the results to the CDD website for public inspection, and transmit to the State of Florida.

Measurement: Timeliness of audit completion and publication as evidenced by meeting minutes showing board accepted and annual audit is available on the CDD's website and transmitted to the State of Florida.

Standard: Audit was completed by an independent auditing firm per statutory requirements and results were posted to the CDD website and transmitted to the State of Florida.

Achieved: Yes No

Chair/Vice Chair: _____

Date: _____

Print Name: _____

Double Branch Community Development District

District Manager: _____

Date: _____

Print Name: _____

Double Branch Community Development District

D.

Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285; manager@oakleafresidents.com

Memorandum

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

Community:

Special Events

- Report – Dive- In movie at DB – PT 2 reschedule three times before final showing
- Report – Dive in movie – Pt 3, regular schedule at DB 8/9/24
- Report - Back to school party at the pools
- Upcoming –, Dive- In movie at MV – final summer dive in

Aquatics

- Oakleaf Recreational Swim Team – Complete – FCSSL Champions
- High School swim teams – meets posted online and will have reminder emails
- Adjusted schedules due to school year has begun
- Update of Heating schedule – information will be posted online

Amenity Usage

- *Total Facilities Usage – 6913*
- *Average daily usage –223*

Card counts:

DB Owners	122
DB Renters	61
DB Replacements	31
DB Updated	22

Total cards printed: 505 (both districts)

Rentals

- 12 of 31 days rented in July, 3 of 4 weekends rented
- 9 Clubroom rentals, 5 patio rentals
- 21 tours (approx.45 hours)/69 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 playground purchase/delivery information

MAINTENANCE

- Finalize sand paint at Tennis Courts
- Touch up and change color scheme of line painting for “shared” tennis/pickleball cts
- Diagnose issues with pool lifts
- Coordinate order and delivery of multiple motor parts to repair pool lifts
- Degreasing and washing of sidewalk at Tennis / basketball walkway
- Paint entry apron of sidewalks at Tennis/ pickleball
- Fill large hole at Dog park (digging underneath of gazebo foundation)
- Repair filter grids at slide pool
- Replace broken floor return at slide pool
- Marcite patch/repair at Spray-ground pool (second patch)
- Finalize shade covering and separate wiring install for extra “cooling” of new VFD for slide motor
- Storm preparations and staff coordination
- Repair AC at Aerobics room – Fitness Center – adjustment to include split system in entire building cooling
- Finalize and add support to new shade structures at Pool pack areas
- Touch-up painting on decorative street poles in neighborhood (ongoing)
- 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 7/03 Nature’s Hammock, Fall Creek, The Oaks, Cannon’s Point, Pebble Creek, Silver Leaf, Oakbrook, and The Cottages completed 7/26.

Landscaping

- Monthly report for July submitted and filed at Operations office

For questions, comments, or clarification, please contact:

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

jsoriano@gmsnf.com

