DOUBLE BRANCH Community Development District

SEPTEMBER 9, 2024



Double Branch Community Development District

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

September 2, 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, September 9, 2024 at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065. Following is the agenda for the meeting:

- I. Roll Call
- II. Audience Comments (limited to three minutes)
- III. Approval of Consent Agenda
 - A. Minutes of the August 12, 2024 Meeting
 - B. Financial Statements
 - C. Assessment Receipts Schedule
 - D. Check Register
- IV. Staff Reports
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
 - 1. Consideration of Work Authorization #1 for Onsite Management and Maintenance Contract Administration for FY25
 - 2. Consideration of Work Authorization #2 for FY25 General Maintenance Services
 - D. Operations Manager Memorandum

- V. Audience Comments (limited to three minutes) / Supervisors' Requests
- VI. Next Scheduled Meeting October 14, 2024 at 4:00 p.m. the Plantation Oaks Amenity Center
- VII. Adjournment

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

Sincerely,

Marilee Giles

Marilee Giles District Manager



A.

MINUTES OF MEETING DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Double Branch Community Development District was held Monday, **August 12, 2024** at 6:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

Present and constituting a quorum were:

Cindy NelsenChairpersonTom HortonVice ChairmanScott ThomasAssistant SecretaryAndre LanierAssistant SecretaryAmy AmbrosioAssistant Secretary

Also present were:

Marilee Giles District Manager
Mike Eckert District Counsel

Jay Soriano Field Operations Manager

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FIRST ORDER OF BUSINESS Roll Call

Ms. Giles called the meeting to order at 6:00 p.m. A quorum was present.

SECOND ORDER OF BUSINESS Audience Comments

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

FOURTH ORDER OF BUSINESS Approval of Consent Agenda

A. Minutes of the July 8, 2024 Board of Supervisors Meeting

Ms. Giles stated item three starts on page seven. Item A is the minutes of the July 8th meeting. Unless there's any comments or changes, I just look for a motion to approve.

On MOTION by Vice Chairman Horton seconded by Chairperson Nelsen with all in favor the minutes of the July 8, 2024 Board of Supervisors meeting were approved.

- **B.** Financial Statements
- C. Assessment Receipts Schedule
- D. Check Register

Ms. Giles stated on page 41 are your financials as of June 30, 2024, followed by your assessment receipt schedule on page 53 showing the District is 100% collected. And then on page 55 is your check register in the amount of \$150,357.60. It's broken out by the general fund, the rec fund, and the capital reserve fund. I see no unusual variances with any of the financials. Unless there's any comments or questions, I look for a motion to approve.

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

FOURTH ORDER OF BUSINESS

Discussion of Resident Suspension

Mr. Eckert stated this is a continuation of the suspension hearing that we had at the last board meeting. We did send Mr. Craig a letter dated July 15th inviting him to provide additional information that he says he has that the board could consider. We received no information nor any response from our letter. So, at this point in time, you have all the witness statements, you have Mr. Craig's statements at the last meeting, as well as the two letters and your policies. We extended the suspension until today's meeting, and you need to decide do you want to lengthen the suspension, and if so, how long? Or do you want to lift the suspension effective today? We're just looking for a motion from a board member. I know we had a lot of discussion on this at the last meeting.

Vice Chairman Horton stated I'd like to move that we go ahead with a one-year suspension.

Mr. Eckert stated that'd be from the date of the initial suspension. So, effectively, probably more like ten and a half months.

Chairperson Nelsen stated that was you recommendation Jay, right? One year? Yep. All right, I'll second.

Ms. Giles stated just for clarification, there were a couple of dates involved.

Mr. Eckert stated yeah. Let's just go from May 30th. Is that okay with you, Jay?

Mr. Soriano stated yes.

Vice Chairman Horton motioned to extend the suspension for a total suspension of one year from May 30, 2024. Chairperson Nelsen seconded the motion.

Mr. Thomas stated so one year from the 30th?

Mr. Eckert stated that was the initial incident. We had three incidents. The 30th, then June 3, and then June 4.

Mr. Thomas stated but our staff and paperwork wasn't filed until June. I say we go from June.

Mr. Soriano stated yeah. He didn't lose his privileges on the very first one. So, it wasn't until a week or so before the letter was actually sent. That's when I turned it off. It was only a couple weeks later, though.

Mr. Thomas stated I'd rather do it from the last violation.

Mr. Eckert stated so that'd be June 4th. So, you could ask for a friendly amendment to that motion that it'd be June 4, and to see if the second would support that.

Mr. Thomas stated I would like a friendly amendment to go from June 4th instead of from the first violation. Vice Chair Horton and Chair Nelson agreed to the friendly amendment.

On MOTION by Vice Chairman Horton seconded by Chairperson Nelsen with all in favor the suspension for one year from June 4, 2024 to June 4, 2025 was approved.

FIFTH ORDER OF BUSINESS

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

Ms. Giles stated tonight, we're going to have a public hearing to consider the annual appropriations and adopting the budget. Mike, before we open the public hearing, is there anything on this resolution you want to go over for the board?

Mr. Eckert stated you have two resolutions. The first one is your appropriation resolution, and that basically is once you decide on your budget, if you adopt it as it is, those numbers get filled into that resolution, and it gets finalized. If you make adjustments to your budget, then we'll have to crunch some numbers to figure out what numbers to actually put in there for your O&M assessments. But it's the same form of resolution that you all have seen before. It is the first step in collecting money to fund your budget for next year. The second resolution is 2024-08 and that actually imposes the assessments and directs the Clay County Tax Collector to put your assessments on the county tax bill that gets issued in November and then the county tax collector will remit those funds to you when they're collected.

Ms. Giles stated I'd just like to give a general overview of the budget before we open the public hearing. On page 93 is the table of contents. We have the general fund, the rec fund, the debt service fund for the 2013 bonds, and then the Capital Reserve fund. Also in the budget, you'll see we have a table broken out, and it shows a side-by-side comparison from 2024 to 2025. 2025 is a \$120 increase in assessments for single family homes and then a 12% increase as you go down that list of single family, multifamily, and the commercial. Unless there's anything else specific the board wants to go over on the budget, I'd like to open the public hearing at this time.

On MOTION by Chairperson Nelsen seconded by Vice Chairman Horton with all in favor the public hearing was opened.

Ms. Giles stated are there any public comments at this time? Hearing none, I look for a motion to close the public hearing.

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

On MOTION by Vice Chairman Horton seconded by Chairperson Nelsen with all in favor Resolution 2024-07, relating to annual appropriations and adopting the budget for fiscal year 2025 was approved.

B. Consideration of Resolution 2024-08, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2025

Ms. Giles stated the next public hearing is related to resolution 2024-08, imposing special assessments and certifying the assessments for the tax roll. We do need to have a public hearing for this one also.

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

Ms. Giles stated any public comments at this time? Hearing none, I look for a motion to close the public hearing.

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

On MOTION by Vice Chairman Horton seconded by Chairperson Nelsen with all in favor Resolution 2024-08, imposing special assessments and certifying an assessment roll for fiscal year 2025.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2024-09, Declaring a Vacancy in Seat 3 of the Board of Supervisors as of November 19, 2024

Ms. Giles stated this year, there were three seats up for election. That's seats one, three, and five. During the qualifying period, Scott Thomas, seat one, and Tom Horton, seat five, did submit their application and qualified for those same seats. No one qualified for that third seat, which is seat three. So, on this resolution, you'll see that seat three is declared vacant as of November 19th. Amy is in that seat right now, and though the process will be probably at your December meeting two weeks after the election, that we go through the process of whether or not you want to appoint Amy to continue in that seat or how the board must fill it.

Mr. Eckert stated Amy, you are a board supervisor until such time you actually have a replacement, or you resign. You always have that option, but otherwise, if you could plan on coming to the December meeting just as a supervisor, and then the board can choose to appoint you or somebody else to the seat at that point in time.

On MOTION by Mr. Thomas seconded by Chairperson Nelsen with all in favor Resolution 2024-09 was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Eckert stated I talked to the county, and I think we're on the same page there in terms of our understanding, but the district has currently about \$5.1 million in impact fee credits that are just sitting on the shelf. They're not anything that we can really use at this point in time for any of the projects that we have, because we don't have any on the boards. There may, and I stress the word may, be a market for selling those within your impact fee zone district. The question that we have before you tonight is, do you want us to try to look for a broker to get the word out? If so, they would charge a commission. The last commission I saw was either 6 or 7%. You would be looking to sell these at some sort of a discount to a new development that's coming in. If so, then you would have the funds from that that you'd be able to use for reserves to offset assessments that otherwise would have been levied. You would have some flexibility. I have had a couple districts in St. Johns County that have recently done this, and the boards have been pretty pleased with basically finding money they didn't know they had to be able to monetize it. But it's up to the board. I just want to make sure the board was aware that you have this opportunity and the reason you have this opportunity is because the legislature changed the law a couple years ago that basically said you can go outside of your development and sell them within a much greater area than you could before.

Mr. Thomas stated are we talking \$0.50 on the dollar, \$0.70 on the dollar?

Mr. Eckert stated the last ones that I've seen have been seventy cents. And then I think I saw one that was at \$0.75 cents.

Mr. Lanier stated is there any detriment for us not keeping them?

Mr. Eckert stated the only detriment you would have that I can see. Well, there's two potential detriments. One is maybe somebody would pay more three years from now than they would pay today. That's one thing. So, you're making that business decision that, you want to go ahead and not hold them. The second thing is, if the district was going to build a building at some point in the future, and you sold all your impact fee credits at \$0.70 on the dollar, well, when you go to build your building, you're now going to have to pay the county 100 cents on the dollar rather than giving them some credit vouchers. So what I've seen other districts do, and what our recommendation has been is talk to your facility manager and find out if you could build whatever you wanted to build on land that's actually available, reserve that amount of

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impact fee credits so you could satisfy that, and then go ahead and try to market and sell the rest. That way it's not detrimental to the district. You take care of that.

Mr. Soriano stated just to give you an idea. A couple of us had talked about this before, and this was more a grand plan, and this started probably about ten years ago, is that by the time we're done paying our debt off, we still got another eight years on your side. And nine years on this side, I would like to see some kind of amenity area. Now, it may be small, but I think at your size, it would be good to have something else. The only problem is there's not a lot of land that is usable for something like that. Even if it was just a small building for something like a rental birthday party room or anything like that, attached to a kid play area, spray ground. Not like a big pool or anything. That is something we could afford to do with our residents really easy and get another outlet. But that still wouldn't be a big deal. This wouldn't be anything you have to worry about a lot of these credits for. That's only if your engineer can figure out a spot for me to come up with this wonderland. So, I don't know that it'll actually happen. You guys are pretty full and built out, and we're stuck with conservation easements everywhere that can't get through without mitigation so I don't know that it will actually happen but I am still looking at that. But, you're talking ten years from now.

Mr. Eckert stated something to keep in mind, too, is these sales, nobody's going to come in and say, I want to buy \$4 million worth of impact fee credits. They're going to have a project that they're phasing. The amount of the sales that we've seen have been \$75,000 to \$200,000 per tranche that they bring down. So, you have plenty of time. And again, don't count on any funds coming from this ever. It's just something that we can look at and if we can monetize it for the benefit of the community, great. But I just didn't want to have it sit on the shelf and then me retire and nobody remember it.

Vice Chairman Horton stated if we were to get a proposal, I'm assuming the Board would have to approve it?

Mr. Eckert stated that's absolutely correct. What would happen is we would get a proposal from somebody who would like to buy them. We would bring it to the board for the financial terms. They would have to then get it administratively approved through the county if it's within the impact fee zone. So, it doesn't have to go to county commission, which is different than St. Johns County, but the board ultimately is going to make the decision. It's not a staff decision.

Mr. Thomas stated do you need a motion to pursue that?

Mr. Eckert stated no, I don't think so. I think I just want some direction from the board. Do you want us to go out and see if there's brokers who can work with us to try to help? You're not going to pay anything unless there's an actual sale because they get paid contingent upon there being a sale. I don't feel qualified to do that. It's not my line of work.

Mr. Lanier stated the county that last did this, did they hold any back in reserves and is that something that we should also look at? Just say, if the magical day happens and somebody wants to buy just a bunch of them. What's a percentage that we should maybe hold?

Mr. Eckert stated I don't know that I'd be a percentage. It'd be more along the lines of what, you know, Jay would perhaps think that we could build here. But, just given what I'm hearing, if you held back \$500,000 of credits or something like that, that's going to be way more than enough, unless you're going to go out and amend your boundaries and go get some land that you can add in. Then when you get to that, when you have \$500,000 of credits left, if you get to that point, then I think you reevaluate and say, okay, how much do we really need? So, we can just take more direction that we can reach out to at least the broker that I know and have them start talking to some of the people who might have a need for them. It may go nowhere, but it's worth a try.

Mr. Lanier stated I'd like to make that recommendation.

Chairperson Nelsen stated me too. Especially with all of the building going on.

Mr. Eckert stated we'll report back to the next meeting with what those conversations turned up. The only other thing is ethics training by December 31st, if you haven't done it already, everybody remember to go ahead and get that done.

B. District Engineer

There being nothing to report, the next item followed.

C. District Manager

1. Consideration of Designating a Regular Meeting Schedule for Fiscal Year 2025

Ms. Giles stated included in the agenda package is a list of dates for your FY 25 meeting schedule. I did compare the dates to any known federal holidays. October 14th is Columbus Day.

That's open for board discussion if you want to move it off that day or if that's fine with the board. But other than that, I didn't see any conflicts with those dates.

Mr. Lanier stated it's kind of always done October 14th.

Ms. Giles stated if those dates are good, I just look for a motion to approve the FY 25 meeting schedule.

On MOTION by Mr. Lanier seconded by Vice Chairman Horton with all in favor the FY 2025 annual meeting schedule was approved.

2. Consideration of Adopting Goals and Objectives for Fiscal Year 2025

Ms. Giles stated there's a letter in the agenda package that goes over this.

Mr. Eckert stated a lot of times, community development districts, which you are a community development district, gets lumped into a lot of concerns that the legislature has over other special districts. I'm talking water management districts and things like that. So, they come up with things that are supposed to either help us or help them in terms of reporting what's going on in particular special districts. So, they adopted a law that said all special districts now need to come up with goals and objectives. That's how general it is, goals and objectives. And then they need to be published on the district's website by October 1 of this year. And then you have to come up with the performance measures to determine whether you met your goals and objectives. Then by December 1 of 2025, you have to issue a report stating whether or not you met your goals and objectives, which, again, there's no guidance on what those are supposed to be. However, the district's primary purpose is to maintain infrastructure and to do so efficiently for the benefit of the residents. So a lot of your goals and objectives are going to be geared around that. What most districts are doing this year, because this law just went into effect July 1, is we're coming up with, some fairly general goals and objectives, and then I think over the next calendar year, the districts are going to start refining those to meet the individual districts. So, the ones we adopt in 2025 may be different than what we have in 2024. Certainly, you can start refining them now. Your deadline is to have something on your website by October 1, or you can approve these and then start thinking about what you'd like them to look like for 2025.

Vice Chairman Horton stated where did these goals come from?

Mr. Eckert stated those are ones that your district manager has come up with. I think they're probably similar for many of their districts. But again, I think the main thrust of what you all are supposed to do is maintain infrastructure and then do it effectively and efficiently. So goals and objectives should involve those different types of considerations.

Ms. Giles stated with that flexibility, we just came up with something simple this first year. It's open for board discussion.

Vice Chairman Horton stated how do we determine we met the goal?

Ms. Giles stated for instance, the first one there on page 136 is community communication and engagement. We listed public meetings, hold at least four board of supervisor meetings per year to conduct CDD related business. The measurement would be number of public board meetings we actually held annually, and the standard is a minimum of four. The achieved line says, did you achieve those four? Initially, I put twelve, but what if there's a hurricane or, it's Christmas and you cancel a meeting so we can change any of this. This was just something generalized to get us started to meet this statutory requirement.

Vice Chairman Horton stated are we required to have so many meetings a year?

Mr. Eckert stated you're required to have at least two.

Ms. Giles stated to approve your budget and adopt your budget.

Mr. Eckert stated I think some of the goals that Marilee's office has come up with, like 2.1, dealing with field inspection reports and things like that, those are a little bit more specific than the meeting example.

Ms. Giles stated it's open for discussion.

Mr. Thomas stated as long as these are within the acceptable parameters, I'm fine with them.

Chairperson Nelsen stated me too.

Mr. Thomas stated if they just gave you an open document and they didn't send you any type of rubric, so you're having to create your own rubric.

Mr. Eckert stated correct.

Mr. Thomas stated so when we submit this rubric, they won't come back with any feedback if it needs to be changed?

Mr. Eckert stated it's not going to them. It's going to go on our website. I don't recall a requirement that we do anything other than put it on our website.

On MOTION by Chairperson Nelsen seconded by Mr. Lanier with all in favor the performance measures / standards and annual reporting form was approved as presented.

D. Operations Manager - Memorandum

Mr. Soriano stated we'll start off with the community events. We have just had two movies. One that was pretty much rescheduled every week since our last meeting, I finally was able to get that one out of the way and then this past Friday, we got Kung Fu Panda 3 done. We will have another dive in for September that will be here at your sister district out of this pool and that's the last one out of the pool for the summer. After that, we will go back to the field. So we'll be out at your property pretty much all the way until summertime next year when we go back to doing them in the pools. We also had the back-to-school parties this weekend. We got rained out and your side was really slow. In fact, we only gave away one of the stuffed bags. We usually have book bags filled with a couple hundred dollars' worth of school supplies and the little kids were the only ones that showed up and took part. It rained the first hour, so the DJ couldn't even play once he started up. We had a couple hours' worth of pizza and snow cones over here at Middle Village. They did have 30 to 40 people, still very small compared to most because of the rain. They had enough to have their party and give away all their supplies, but at your facility the rain kind of knocked everything out. Fortunately, the way that one's set up is it's all paid for ahead of time.

Mr. Lanier stated do we have any of those supplies left?

Mr. Soriano stated I kept all the supplies that were in the bags and the two bags. So those will go towards next year. The nice one is the high school kids. I mean, they get a graphing calculator, earbuds and things like that. So, it's a good amount of money in there. I won't have to spend next year.

Mr. Lanier stated maybe board discussion would be, it may be better to give it out this year because some of the stuff will be new gadgets will come out and that sort of stuff. Even for next year. Would it be something to consider to somehow put it on the website to say, we do have some of these if you're in need.

Chairperson Nelsen stated or we could donate it to the high school.

Mr. Soriano stated I wouldn't say it's a lot of any one thing. It's not like I have 30 composition books or anything. It's one bag filled with a lot of stuff. So, what we did is we went through all the school supply lists and made up like it was one person because that's part of the event. They play games and they're trying to win that one bag. We were giving away for one, fourth through 8th and then 9th through 12th. So, unless I come up with something to kind of play a game and for our next event and see if we can do that.

Mr. Lanier stated but then school has started. Would it be just okay to donate it to the high school?

Mr. Soriano stated I can. Like I said, it's one bag.

Mr. Thomas stated we just get in contact with school counselors and they can give it to the student.

Mr. Soriano stated with certain age groups, it's easy. I'll take one to the junior high and take the other to the high school.

Mr. Lanier stated yes, please.

Vice Chairman Horton stated while we're on the subject, you showed me that big movie screen.

Mr. Soriano stated yes, we did get a new movie screen.

Vice Chairman Horton stated it's a nice movie screen.

Mr. Soriano stated the old one has gotten some holes and over the years, I've tried to duct tape it together and it worked great. It did last about 13 years, so it made it a good amount. I'm hoping this one, it is a little cheaper, but it looks really nice. It is about four times the size of the other screen. It's a little thinner quality, though. As long as I can make it last for a few years, it'll be well worth it. Now I have to start looking at a newer projector. This is the old projector that I had with that screen. So, it's also well over a decade old. But the problem is, because it's so large, we have to pull the projector back to get a bigger image. I can't right now at the pools. I can't fill up the whole thing because I can't get that far. There's a fence back there, so unless I move that screen into the pool, which it floats, but there's no way to get back far enough. And they get all the way on the screen, but you also lose your light intensity, so it doesn't look as good. So I want to look at some newer technology, but that's next. We'll get out of most of our movies before I get to purchase the projector.

Vice Chairman Horton stated they make projectors now that you can be almost right up on your screen.

Mr. Soriano stated just to remind everybody, we did send out an email today although I think we had one family early this morning, but our schedule starts to change now that they're going back to school. So, we do go back to that alternating day. Mondays and Wednesdays, your pools are open. Tuesdays and Thursdays this side is open. If we only have a couple families we try to push everybody to one side because it's kind of wasted for the staff. You pay a lot in staff to sit out there, and sometimes you might be watching one group of three for 4 hours and it's just a lot of money to pay to that staff. In the last couple of years we have waited until the end of August. I went ahead and just started it with school this year. We did send that reminder out to everybody today. The pools are busy for over here on this side. We do have two swim teams that come over here, but outside of that, pretty much during the day, it's adults. With adults at any time, you don't need the pool monitors or lifeguards, but the families and the kids, anybody under 18 we have to have those pool monitors and that follows that schedule that's online. Then just going over facility counts, you'll see we are still staying busy. This is your numbers from last month. So, 570 cards printed up. There are a lot of rentals there, but now you'll start to see this number drop off. The last two weeks has been a lot slower with everybody getting ready to go back to school. Like I said, now that school is actually starting this week, it's going to get even slower everywhere. People focus on things outside. So, the soccer, flag football, things like that, those programs are going on. They won't be in the pool anymore. So we'll see these numbers drop drastically. Even the fitness center kind of slows down. But I don't know I'm going to see too much of a change over there because as it cools down, pickleball will actually pick up. So, we'll see a good number with that. I do have a couple things I wanted to update you guys on for those repairs. I did get an email today. They are processing the order for the Waverley playground. I did settle on figs landing. Figs landing I have shown you before. It is the structure we have over at Cannons Point. It does have a whole extra platform though, so it's a little bigger than the Cannons Point one. So, it is a good size. Because this district and Middle Village are both replacing one we did get a pretty good deal and the not to exceed was at \$51,000. Right now, I'm only at \$24,606. So, by the time I'm done with the installation, and if we have to do new mulch, which we've done the last couple times, I'm still going to be probably \$15,000 under that not to exceed amount. Once they hit the point where they send me an email and set up

shipping and everything, it takes about six to eight weeks. So, I'm still looking at two months from now, which will make my guys happy, because hopefully it'll be cool. It's not written on here, but I'll probably try to send you guys a picture. It did work out well. We had our first storm that really came through. It was mostly rain, but because of the work we did on that slide motor, if you recall, we had to reposition it. It's the same motor, all the setup, but we had to reposition to fit it in that tank and repair all the pipes that we did from last year, we stood it up. Well, the nice part about that was we did get some flooding during the storm. There was just so much rain, the sump pump was working, but it just couldn't keep up. So, it put about a foot, almost a foot and a half of water in the bottom of that tank where before, the way your motor was sitting, it would have actually been in the water. Now that it's standing up, it's actually nowhere near. I don't have to worry about that thing having any electrical issues, which will help protect it, because if you recall, that old motor over the years had been drowned about three times. So, this has worked out a lot better.

Vice Chairman Horton stated so you say over the years, you guys never seen flooding come up to that level?

Mr. Soriano stated to that level? No, we've drowned it out to the level that it's at now. It actually sticks out above the top of the tank. So, by the time you get to the top of the tank, it's going to flow over into the rocks anyway. So, we're not going to get to drown that motor. There's just no way to. Could we get to the first set of bearings? Yeah, if everything fails, all of our power fails, and it's a bad storm. At the very front of the motor, there's a set of bearings. If we get that wet, those bearings over time start rusting, and you hear that motor start to scream. Nice part about it, it's just the bearings and not the electrical portion when I'm tearing up the windings, you can take it to the motor shop and get it repaired. That motor typically at about \$2,000. I get a new bearing for \$400 and that's what we've done here on the motor. That's why I have motors sitting on the side, so that we're good to go. But once you drown it completely and you cause electrical damage, it's just not worth it. You start getting into big 30, 40, 50 hp electrical motors. It can be worth rewinding. But these days, 15 hp like you have is not worth it. Outside of that, unless you have any questions on some of those other maintenance items on there. That was it for me.

Vice Chairman Horton stated the tennis courts, where do we stand on that and you talked about the refitting?

Mr. Soriano stated those are done. So, all your lines are done for your split. We redid the colors for the tennis, and we redid the pickleball lines. So now they have a completely different color scheme there. The color scheme is actually a purple and blue. So the pickleball has purple lines. I couldn't really go with red. I thought about it, but it looked too much like a Christmas tree when I was looking at all the green and the red and blue. The other option was yellow. But that bothers the tennis players. And if you remember, that's the court that has pickleball and tennis. Tennis balls are yellow, so they don't like it. They can't distinguish between the line and the tennis ball. So, we did go with the purple, and it is actually a normal pickleball scheme that I picked from. So, it looks pretty good. So that side is gone. If it wasn't for all the rain this last month, we did move everything over. We have all the cans that I ordered. That was the extra, so we did pickleball. We've done the tennis courts. Now we'll start to work on the basketball courts because that paint needs to be updated. So, if we can get some dry days, we'll be back.

Mr. Thomas stated we have soccer about to start, so I think we can't push this off anymore. We have to look at resodding that field or doing something.

Mr. Soriano stated we're warming up. We can actually do it in the winter. They do take time. It's just iffy. If we have a cold winter, then I wouldn't recommend it because then we lose sod.

Ms. Suchsland stated we are planning to do your contractual Bermuda in the next two weeks and we'll email Florida Elite that they're going to have to stay off of it and back it off. We're doing from the concession stand to the first big oak tree that first 3rd, and that's a good amount of bare areas that they've worn down and they're contractually supposed to move around their goals and they're not doing it. So, I'm going to liberally say again that you need to do this and do your part, but they're going to have to back it up and stay out for those for at least a good amount of time, six weeks until it gets substantial.

Chairperson Nelsen stated can we block it off with the tape like last time?

Mr. Soriano stated we can, this will be a big amount. With our contractual we do about \$2,000 a year.

- Ms. Suchsland stated that's 2,000 square feet. That's more than \$2,000.
- Mr. Soriano stated just for the soccer field, it's not \$2,000.
- Ms. Suchsland stated your contractual obligation is 2,000 square feet and that's a lot more than \$2,000.

Mr. Soriano stated there is about \$1,200 that Elite is supposed to do and they've always come to us and asked for a waiver and we've always been nice and said, if you're going to deal with the holes in front of your goals and the field, then that's on you. So, depending on direction here, if you guys want, we can hold their feet to the fire and tell them it's been quite a few years that came with that original contract where they pay per kid. There was also an amount that they pay to resod each year.

Mr. Thomas stated I'm okay with fire.

Mr. Soriano stated they've been better the last two seasons now with paying. They have paid on time now since we got on them last time. They're getting ready to start registration, so we'll see what they get from this season. But yeah, they've always been allowed to slide basically on the sod.

Mr. Lanier stated do we know if the fields have been lined yet?

Mr. Soriano stated I haven't seen them out there yet.

Mr. Thomas stated was there any way that we can help barricade that off because obviously they tape isn't going to work. They're just going to knock it down.

Mr. Soriano stated we can do the snow fencing too. We have enough supply to do three acres of snow fence because when we did sprigging, that's what we used.

Chairperson Nelsen stated I think that's going to be the only way to keep them off.

Vice Chairman Horton stated you're talking about doing spots out there right?

Ms. Suchsland stated it's the bare areas. We're going to start doing a third of it and then move back. But we started at the concession stand to the first big oak tree.

Vice Chairman Horton stated if you're doing spots, we don't need to mark off the whole area, do we? Just spots you're going to sod.

Chairperson Nelsen stated that's their major playing field so, I would say you do because they just go wherever they want to.

Mr. Thomas stated can we go ahead and start getting those quotes again? That way, at the end of this season, we can be proactive and have somebody lined up.

Mr. Soriano stated this is a bigger amount. So, like, full acre resodding, because what we used to do is three acres at a time for a process called sprigging. Then we're looking at some different things. I think sodding would work the easiest but it's going to be a large amount for it

to work best. Once we get to a full acre, that's a lot more. But we did put extra in there with this budget for that.

Mr. Lanier stated is I-9 also holding a season out there?

Mr. Soriano stated they've gone down to two seasons now. It used to be three, but they do two seasons.

Mr. Lanier stated when does that pick up?

Mr. Soriano stated they should be in the next month also; they usually start shortly after soccer starts.

Mr. Thomas stated it's going to really limit access.

Mr. Soriano stated it shouldn't be as bad as when we were sprigging. When we were sprigging we knocked out three acres. They still were able to work together because I-9 only uses two fields, and I know they changed operations a little bit. Kate was always good working with them to squeeze everybody in. But, yeah, it does make it a little tougher. The hard part is making sure the residents don't go out there, too. Soccer's on the field, I-9 is on the field, and there's only a little bit of leftover space, and we're going to take all of that.

Mr. Lanier stated it won't be for that long.

Mr. Soriano stated sodding is going to be our quickest format too.

EIGHTH ORDER OF BUSINESS

Audience Comments / Supervisor Requests

Darryl Lane stated first thing, I must have misunderstood the time. I thought it was six.

Mr. Eckert stated it was six. The meeting was noticed and started at six, the board just went fairly quickly and certainly on the budget. We've been talking about the budget for about three months now.

Darryl Lane stated right, no problem. I did have a few questions. I'm going to start with the most important one. On page eleven of the handout, you gave us was the amortization schedule for the end of the debt. The question I have is, for people who live in the community for excess of 20 years, is there going to be a hard stop where nobody will pay that portion of the month or the annual fee or would it be over time, the people who have been here longer will be given a reduced amount of annual payments into the plan to pay off the debt.

Mr. Eckert stated let me just explain something. When we issue bonds, every year there's a bond payment that's due on that property and it's sent to the district, and the district sends it to

the bondholders. Whether it's a new resident or old resident, that piece of property is paying for 30 years. And then once we get to the point where our bonds mature, then nobody will be paying those debt assessments anymore. No property will.

Darryl Lane stated property meaning the home or area?

Mr. Eckert stated no, your lot.

Darryl Lane stated so after 30 years, that's the payoff of this debt, right?

Mr. Eckert stated correct.

Darryl Lane stated the homeowner will no longer have to pay a fee.

Mr. Eckert stated for the debt assessment. Correct. There'll still be an operation and maintenance assessment, but you had asked about the debt.

Mr. Soriano stated all the homes on your side, they hit at the same time. So that's kind of what I was alluding to earlier when I was talking about the eight, nine years that side will be done about a year earlier than this side with paying off all their bonds, so all the homes wouldn't have the debt assessment side, just the O&M. The O&M may be adjusted by then because everything gets more expensive over here. You're talking about eight years from now. But the debt side of those bonds go away.

Darryl Lane stated I understand. Next thing I had was at one point, there was a library that was to be built and I was wondering if there was any update on that.

Mr. Eckert stated the Board has been working with the Clay County Commission. The Board actually deeded them some property that we had that was adjacent to property the county already owned to help facilitate the establishment of that library and the county has gotten some initial funding for doing the preliminary things that they need to do to develop a library there. Your commissioner for this area has been working very hard to get that. When I was in front of the county commission on a different issue a couple months ago, they were discussing the library, and it seemed like the county commission was all on board with that commissioner's comments on that. So, I think that at this point in time, the district has done everything we can do to facilitate that by giving them the property for free and they're now building it into their capital improvement plan. So, we're hopeful. But until it's open, it is not guaranteed.

Mr. Lanier stated do you know where the Village Green is? The area we call the Village Green behind the Goddard school and that area. That green space? That's where we are currently planning for that library together.

Lucy Rodriguez is there a date for the fall yard sale?

Mr. Soriano stated I think we set that in November. I'll double check. We usually try to work with some of the other organizations, like soccer, and make sure there's nothing big going on that day, because it just adds to being a little hectic. So, if you want to email me, I can let you know before we announce it with a tentative date. It's manager@oakleafresidents.com.

Lucy Rodriguez stated in Phase One is that pool open?

Mr. Soriano stated yeah.

Lucy Rodriguez stated the last thing is, is there a swim test required to use the slide?

Mr. Soriano stated no.

Mr. Lanier stated is there any age restrictions for that slide?

Mr. Soriano stated there's a height requirement on the signs at the bottom and the top of the slide. The YMCA does swim tests because of their liability insurance, and they are one of the only groups that do that type of thing.

Lucy Rodriguez stated I was at another community this past weekend and they had the same setup at the pool and they required a swim test.

Mr. Soriano stated because they were run by the YMCA when they first opened and actually we were too. We used to have that test here a long time ago. The YMCA has to do it as part of their liability insurance. They test everybody. For us to do that, it would increase costs greatly.

Lucy Rodriguez stated so if you meet the height, but you may not be able to swim.

Mr. Soriano stated you may not be able to swim, and you could go up there because we would think you should be fine. That's why lifeguards are there. We kind of expect the parents to know that, too, but that's why we have lifeguards, so we don't do swim at your own risk for children for that reason. We feel more comfortable if the lifeguards are there, so the slide isn't on when lifeguards aren't there. You can't use that.

Lucy Rodriguez stated how deep are those?

Mr. Soriano stated they're only at 4ft.

Darryl Lane stated this has to do with phase one road pavement. There's a lot of potholes. There's been damage done to several cars and I don't know if there's anything that can be done to work on the potholes.

Chairperson Nelsen stated resident complaints should be sent to the county. They are county roads.

They have an app, and they want you to take pictures of them. We had one in front of Nature's Hammock and with quite a few people sending in, they were out in about two days.

Mr. Lanier stated I was talking with the resident today and they got a response back from Clay County that said they're going to do Oakleaf Village Parkway in 2024-2025. So within, hopefully the next year, those potholes that come into the main entrance will also get fixed. But the more you complain. Anybody, please complain to Clay County and say we need our roads fixed.

Ms. Giles stated is that public works?

Mr. Soriano stated that one's actually more engineering. Public works will be the one that comes out and does the patching. But when it comes to a bigger project, like doing the whole road, that's going to go to the engineer department, but I think you still got to go through public works to make the complaint. You want to be the squeaky wheel. They do have a project list that goes by year for the county for all these roads. But I can tell you this road got done early because we had another CDD across the street and those guys were extremely vocal about this area. And a lot of times that's kind of what pushes that is where do we get the most complaints from? Where are the loudest people coming out of? You know, how can we keep them quiet? Let's take care of that road first. If everybody helps out, it'll get that quicker. County commissioner meetings are on Tuesdays, earlier in the day. They do not do night meetings like this.

Chairperson Nelsen stated I think it's the Clay Connect app.

Darryl Lane stated my wife was mentioning the next meeting. I believe this one's going to be at 4:00. Do they alternate time for the meetings.

Mr. Lanier stated typically we have two a year that are at 6:00. The rest are 4:00.

Vice Chairman Horton stated the meeting times are on the website. If you go to the official website, they're listed on there right at the bottom of it.

A resident stated how do we get the notices?

Mr. Soriano stated if you're not signed up for an email, that'll help. That has a lot of information. It's mostly the resident user information. But what he's talking about is the official CDD website. It's a little different. You can go to the oakleafresidents.com website and sign up for my email blast. We do reminders there too. But you're going to see the notice for the

meetings and all the times. If we ever have to change or we cancel, we do post that there. That's www.doublebranchcdd.com. That is your official district website. That's where we will post all the minutes. We post the budget. Even prior years are on there. All our official information is on there for the district.

Ms. Giles stated I'll hang out for a few minutes if you didn't catch either of those two websites and help you with that. Supervisor requests?

Mr. Thomas stated have you had a chance to look at those gazebos at the bottom? It's a horrible design, but a lot of them are getting really rusty.

Mr. Soriano stated we did clear for purchase of legs. Now we just have to try to figure out how we can handle install and what that's going to entail and how long it takes to ship to me. I've already looked at all of them and prioritized which ones I want.

Mr. Thomas stated the eight-legged gazebos. If you look at the bottom, how they're designed, all the water goes down and it's just rusting out of the bottom. Some of them don't have a leg to stand on. So, I got with Jay about if there is any way to retrofit that bottom piece without having to replace the whole segment.

Mr. Soriano stated yeah, we can weld something in there temporarily, but it's going to be a replacement of the whole leg, which means you have to lift the roof structure and unbolt it.

But, they are bolted together.

Vice Chairman Horton stated we said at the last meeting that we couldn't read the violation reports. I'd like to recommend we have somebody type those things up. There's a couple of them that were typed up and they were legible.

Mr. Soriano stated they typed them up because they went home and did them later. I tried to get them to do them then. These are younger kids at the pool.

Vice Chairman Horton stated I understand that. We got staff there, so surely we've got time to crank them up. I don't think it's asking too much.

Mr. Soriano stated I can do that. We actually get a lot of those. You guys only saw that because I was recommending taking that person's privileges. But normally I don't do that. I mentioned that in that meeting. Normally I'm going to call them or try to meet them and work with them. I do get policy violations every weekend. It's just most of them are little. Most of them I can talk to people and get them to understand this is a rule here. And the first thing I always get is the rules are always changing. Our rules have been the same for about 20 years

now, but they don't always take the time to read them things like that. So, when I go through them, I try to work with them, get them to understand just where we're coming from, try to ease any frustration, and then usually I'm going to be the one that's lenient. I give them a second break or even a third break. Usually, it's not until they're really going off the rails and yelling or cussing at staff or anything like that, or, heaven forbid people becoming violent, which we have seen in the past. That's when I have to bring it to you and we go through those steps, of the actual disciplinary hearing and you guys can take away those privileges.

Vice Chairman Horton stated let me clarify that. Anything brought to the board.

Mr. Soriano stated okay. That'll be helpful because then sometimes we're asked to share that. That is public information. They want that. So, I'm fine with that. That'll help out because then as they're writing it out, I'll let them know make sure you help out, and Susie can help type because most of them are coming from her staff.

Vice Chairman Horton stated I don't think anybody from security is here, right?

Mr. Soriano stated no, we did remind everybody it was at 6:00 p.m.

Vice Chairman Horton stated is there anything going on that we should know about?

Mr. Soriano stated other than we do have new staff. I like some of our new staff members. They are pretty diligent. I get reports that are emailed that go to my phone throughout the night too, when they send reports. So, these new guys are sending reports about every hour, and it pops up on my phone. But at least that tells me they're making their rounds and doing things. So, a couple have been cars that are parked in the parking lot that aren't supposed to be there, those type of things.

Vice Chairman Horton stated speaking of that. I guess everybody's watched the news here lately, but ASAP Towing is in a little bit of a bind. If you read that in the news and they do our towing out here. So, my concern is, do we want to be associated with that particular towing company? Because if they start towing cars it might make the District look bad. I talked to Jay about it. He says there's only one other towing company we can get that's within range that we can use. Just a thought. I don't know if we want to change or not, but if something happens, they will say, look, it's that company that can't do anything right, tries to steal money from towing cars and selling them.

Mr. Soriano stated I haven't had anybody towed this last month because of that. Just my concern and I don't want to invite any problems, but at this point, I don't think they've been

charged with anything. There's not anything that stops us from using them. But I do want to make sure we feel comfortable if I decided to start calling again. There are trailers at the Village Center and a couple residents that have gone back to parking there on a regular basis. I can tell because it's right in front of their house. These were ones that we heard from, but I haven't called because of that reason, and I don't want to get caught up if there's a concern.

Vice Chairman Horton stated I think before we had an arrangement where they could tow at their own discretion.

Mr. Soriano stated it's not really at their own discretion. It's spelled out in our policy. Vice Chairman Horton stated within the rules, but they don't tow until you tell them to.

Mr. Soriano stated I can call them and make it to where they can't come out on their own and I call them. It does make it hard on the weekends, I'm not always here. We can designate certain staff. Let's say it's Wanda, Lisa. We're here most in those offices, and we're not here every Saturday or Sunday. Now, during the summer, one of us is generally here on weekends, I'm here almost every weekend. But off season, we're not always working seven days a week. We do know that place becomes a madhouse because of soccer and I-9 those type of things. Or people at the fitness centers. So, it's a little tougher if we designate where I have to be the one here calling. So right now, we do allow staff to call. The lifeguards do it, or S3. The security guards can do it, but somebody does call most of the time.

Mr. Thomas stated this is a company that's charged with something, but there's been no indictments, and they haven't been found guilty of anything. For us, it's a towing company. As long as they've been above board with us, until something really detrimental happens I really don't have an issue with them towing cars.

Mr. Thomas stated I don't have an issue with them. If they're parking over at the Village Center again where they're not supposed to be and pulling their boats and all that other junk they had over there, I don't care who tows it, get it out of there. You broke the policy. A tow truck is the tow truck. Now, unless something big comes down, then I would revisit it. But they're on the up and up with us.

Mr. Soriano stated once that happens, there's actually rules, but there are certain times we can't work with certain companies.

Vice Chairman Horton stated I do know that there's two companies that JSO took off their list of towing companies. They will not call ASAP, and this other company, and tow any vehicles that are in a wreck or something like that.

Mr. Lanier stated I personally don't have a problem with it. But if we do. I would like to see the towing start to happen. Due to precedent should we give them an email blast?

Mr. Soriano stated yeah, I can send out emails again. If everybody feels comfortable, then when I see it, I can definitely call and have them towed, because there are a lot of violators on stuff. You have two in your parking lot right now that have been there for this last month, and they get reported every night.

NINTH ORDER OF BUSINESS

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

TENTH ORDER OF BUSINESS

Adjournment

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

Secretary/Assistant Secretary Chairman/Vice Chairman



Community Development District

Unaudited Financial Reporting

July 31, 2024



Community Development District

Combined Balance Sheet July 31, 2024

		General	Recreation		Ι	Oebt Service	Ca	pital Reserve	Totals		
	Fund		Fund			Fund	Fund		Governmental Funds		
Assets:											
Cash:											
Operating Account	\$	41,565	\$	180,968	\$	-	\$	1,058,288	\$	1,280,821	
Due from Other		25		137		-		-		162	
Due from Middle Village		-		6,714		-		-		6,714	
Investments:											
State Board of Administration (SBA)		13,840		99,052		-		488,889		601,781	
Custody Account-General Fund Excess		83,021		827,117		-		79		910,217	
Series 2013 A-1											
Reserve		-		-		868,806		-		868,806	
Revenue		-		-		860,683		-		860,683	
Prepayment		-		-		269		-		269	
<u>Series 2013 A-2</u>											
Reserve		-		-		95,634		-		95,634	
Prepaid Expenses		3,409		4,583		-		-		7,992	
Total Assets	\$	141,859	\$	1,118,572	\$	1,825,393	\$	1,547,256	\$	4,633,080	
Liabilities:											
Accounts Payable	\$	5,481	\$	21,569	\$	-	\$	42,146	\$	69,196	
Accrued Expenditures		-		9,160		-		-		9,160	
Total Liabilites	\$	5,481	\$	30,730	\$	-	\$	42,146	\$	78,357	
Fund Balance:											
Nonspendable:											
Prepaid Items	\$	3,409	\$	4,583	\$	-	\$	-	\$	7,992	
Restricted for:											
Debt Service - Series		-		-		1,825,393		-		1,825,393	
Assigned for:											
Capital Reserve Fund		-		-		-		1,505,109		1,505,109	
Unassigned		132,969		1,083,259		-		-		1,216,229	
Total Fund Balances	\$	136,378	\$	1,087,843	\$	1,825,393	\$	1,505,109	\$	4,554,723	
Total Liabilities & Fund Balance	\$	141,859	\$	1,118,572	\$	1,825,393	\$	1,547,256	\$	4,633,080	

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending July 31, 2024

Interest Income Total Revenues \$ 1 Expenditures: General & Administrative: Supervisor Fees \$ \$ FICA Expense Engineering Arbitrage Dissemination Assessment Roll Attorney Annual Audit Trustee Fees Management Fees Information Technology Telephone Postage Printing Insurance Legal Advertising Office Supplies Website Compliance Dues, Licenses & Subscriptions	77,890 1,600 79,490 12,000 1,000 5,000 700 1,696 8,705 42,000 5,200 8,815 68,741 2,271 600 1,900		177,890 1,600 179,490 1,000 833 4,167 700 1,413 8,705 35,000 5,200 8,815 57,284 1,892 500	\$ \$	7,800 606 2,135 700 1,413 8,705 28,267 5,300 9,497 57,284 1,893	\$ \$	2,200 227 2,032 0 (0) 6,733 (100) (682) 0 (0)
Special Assessments - Tax Roll Interest Income Total Revenues Expenditures: General & Administrative: Supervisor Fees FICA Expense Engineering Arbitrage Dissemination Assessment Roll Attorney Annual Audit Trustee Fees Management Fees Information Technology Telephone Postage Printing Insurance Legal Advertising Office Supplies Website Compliance Dues, Licenses & Subscriptions	1,600 79,490 12,000 1,000 5,000 700 1,696 8,705 42,000 5,200 8,815 68,741 2,271 600 1,900	\$	1,600 179,490 10,000 833 4,167 700 1,413 8,705 35,000 5,200 8,815 57,284 1,892	\$	7,800 606 2,135 700 1,413 8,705 28,267 5,300 9,497 57,284	\$	3,404 4,067 2,200 227 2,032 - 0 (0) 6,733 (100) (682) 0
Special Assessments - Tax Roll \$ 1 Interest Income	1,600 79,490 12,000 1,000 5,000 700 1,696 8,705 42,000 5,200 8,815 68,741 2,271 600 1,900	\$	1,600 179,490 10,000 833 4,167 700 1,413 8,705 35,000 5,200 8,815 57,284 1,892	\$	7,800 606 2,135 700 1,413 8,705 28,267 5,300 9,497 57,284	\$	3,404 4,067 2,200 227 2,032 - 0 (0) 6,733 (100) (682) 0
Total Revenues \$ 1 Expenditures: General & Administrative: Supervisor Fees \$ \$ FICA Expense Engineering Arbitrage Dissemination Assessment Roll Attorney Annual Audit Trustee Fees Management Fees Information Technology Telephone Postage Printing Insurance Legal Advertising Office Supplies Website Compliance Dues, Licenses & Subscriptions	1,600 79,490 12,000 1,000 5,000 700 1,696 8,705 42,000 5,200 8,815 68,741 2,271 600 1,900	\$	1,600 179,490 10,000 833 4,167 700 1,413 8,705 35,000 5,200 8,815 57,284 1,892	\$	7,800 606 2,135 700 1,413 8,705 28,267 5,300 9,497 57,284	\$	3,404 4,067 2,200 227 2,032 - 0 (0) 6,733 (100) (682) 0
Total Revenues \$ 1 Expenditures: General & Administrative: Supervisor Fees \$ \$ FICA Expense Engineering Arbitrage Dissemination Assessment Roll Attorney Annual Audit Trustee Fees Management Fees Information Technology Telephone Postage Printing Insurance Legal Advertising Office Supplies Website Compliance Dues, Licenses & Subscriptions	12,000 1,000 5,000 700 1,696 8,705 42,000 5,200 8,815 68,741 2,271 600 1,900	·	10,000 833 4,167 700 1,413 8,705 35,000 5,200 8,815 57,284 1,892		7,800 606 2,135 700 1,413 8,705 28,267 5,300 9,497 57,284	•	2,200 227 2,032 0 (0) 6,733 (100) (682) 0
Expenditures: General & Administrative: Supervisor Fees \$ FICA Expense Engineering Arbitrage Dissemination Assessment Roll Attorney Annual Audit Trustee Fees Management Fees Information Technology Telephone Postage Printing Insurance Legal Advertising Office Supplies Website Compliance Dues, Licenses & Subscriptions	12,000 1,000 5,000 700 1,696 8,705 42,000 5,200 8,815 68,741 2,271 600 1,900	·	10,000 833 4,167 700 1,413 8,705 35,000 5,200 8,815 57,284 1,892		7,800 606 2,135 700 1,413 8,705 28,267 5,300 9,497 57,284	•	2,200 227 2,032 - 0 (0) 6,733 (100) (682) 0
General & Administrative: Supervisor Fees \$ FICA Expense Engineering Arbitrage Dissemination Assessment Roll Attorney Annual Audit Trustee Fees Management Fees Information Technology Telephone Postage Printing Insurance Legal Advertising Office Supplies Website Compliance Dues, Licenses & Subscriptions	1,000 5,000 700 1,696 8,705 42,000 5,200 8,815 68,741 2,271 600 1,900	\$	833 4,167 700 1,413 8,705 35,000 5,200 8,815 57,284 1,892	\$	606 2,135 700 1,413 8,705 28,267 5,300 9,497 57,284	\$	227 2,032 0 (0) 6,733 (100) (682)
Supervisor Fees FICA Expense Engineering Arbitrage Dissemination Assessment Roll Attorney Annual Audit Trustee Fees Management Fees Information Technology Telephone Postage Printing Insurance Legal Advertising Office Supplies Website Compliance Dues, Licenses & Subscriptions	1,000 5,000 700 1,696 8,705 42,000 5,200 8,815 68,741 2,271 600 1,900	\$	833 4,167 700 1,413 8,705 35,000 5,200 8,815 57,284 1,892	\$	606 2,135 700 1,413 8,705 28,267 5,300 9,497 57,284	\$	227 2,032 0 (0) 6,733 (100) (682)
FICA Expense Engineering Arbitrage Dissemination Assessment Roll Attorney Annual Audit Trustee Fees Management Fees Information Technology Telephone Postage Printing Insurance Legal Advertising Office Supplies Website Compliance Dues, Licenses & Subscriptions	1,000 5,000 700 1,696 8,705 42,000 5,200 8,815 68,741 2,271 600 1,900	\$	833 4,167 700 1,413 8,705 35,000 5,200 8,815 57,284 1,892	\$	606 2,135 700 1,413 8,705 28,267 5,300 9,497 57,284	\$	227 2,032 0 (0) 6,733 (100) (682)
Engineering Arbitrage Dissemination Assessment Roll Attorney Annual Audit Trustee Fees Management Fees Information Technology Telephone Postage Printing Insurance Legal Advertising Office Supplies Website Compliance Dues, Licenses & Subscriptions	5,000 700 1,696 8,705 42,000 5,200 8,815 68,741 2,271 600 1,900		4,167 700 1,413 8,705 35,000 5,200 8,815 57,284 1,892		2,135 700 1,413 8,705 28,267 5,300 9,497 57,284		2,032 0 (0) 6,733 (100) (682) 0
Arbitrage Dissemination Assessment Roll Attorney Annual Audit Trustee Fees Management Fees Information Technology Telephone Postage Printing Insurance Legal Advertising Office Supplies Website Compliance Dues, Licenses & Subscriptions	700 1,696 8,705 42,000 5,200 8,815 68,741 2,271 600 1,900		700 1,413 8,705 35,000 5,200 8,815 57,284 1,892		700 1,413 8,705 28,267 5,300 9,497 57,284		0 (0) 6,733 (100) (682) 0
Dissemination Assessment Roll Attorney Annual Audit Trustee Fees Management Fees Information Technology Telephone Postage Printing Insurance Legal Advertising Office Supplies Website Compliance Dues, Licenses & Subscriptions	1,696 8,705 42,000 5,200 8,815 68,741 2,271 600 1,900		1,413 8,705 35,000 5,200 8,815 57,284 1,892		1,413 8,705 28,267 5,300 9,497 57,284		0 (0) 6,733 (100) (682) 0
Assessment Roll Attorney Annual Audit Trustee Fees Management Fees Information Technology Telephone Postage Printing Insurance Legal Advertising Office Supplies Website Compliance Dues, Licenses & Subscriptions	8,705 42,000 5,200 8,815 68,741 2,271 600 1,900		8,705 35,000 5,200 8,815 57,284 1,892		8,705 28,267 5,300 9,497 57,284		(0) 6,733 (100) (682) 0
Attorney Annual Audit Trustee Fees Management Fees Information Technology Telephone Postage Printing Insurance Legal Advertising Office Supplies Website Compliance Dues, Licenses & Subscriptions	42,000 5,200 8,815 68,741 2,271 600 1,900		35,000 5,200 8,815 57,284 1,892		28,267 5,300 9,497 57,284		6,733 (100) (682)
Annual Audit Trustee Fees Management Fees Information Technology Telephone Postage Printing Insurance Legal Advertising Office Supplies Website Compliance Dues, Licenses & Subscriptions	5,200 8,815 68,741 2,271 600 1,900		5,200 8,815 57,284 1,892		5,300 9,497 57,284		(100) (682) 0
Trustee Fees Management Fees Information Technology Telephone Postage Printing Insurance Legal Advertising Office Supplies Website Compliance Dues, Licenses & Subscriptions	8,815 68,741 2,271 600 1,900		8,815 57,284 1,892		9,497 57,284		(682) 0
Management Fees Information Technology Telephone Postage Printing Insurance Legal Advertising Office Supplies Website Compliance Dues, Licenses & Subscriptions	68,741 2,271 600 1,900		57,284 1,892		57,284		(682) 0
Information Technology Telephone Postage Printing Insurance Legal Advertising Office Supplies Website Compliance Dues, Licenses & Subscriptions	2,271 600 1,900		1,892				
Telephone Postage Printing Insurance Legal Advertising Office Supplies Website Compliance Dues, Licenses & Subscriptions	600 1,900				1,893		(0)
Postage Printing Insurance Legal Advertising Office Supplies Website Compliance Dues, Licenses & Subscriptions	1,900		500				
Printing Insurance Legal Advertising Office Supplies Website Compliance Dues, Licenses & Subscriptions					154		346
Printing Insurance Legal Advertising Office Supplies Website Compliance Dues, Licenses & Subscriptions	2.000		1,900		2,331		(431)
Legal Advertising Office Supplies Website Compliance Dues, Licenses & Subscriptions	2,000		2,000		2,864		(864)
Office Supplies Website Compliance Dues, Licenses & Subscriptions	10,199		10,199		9,596		603
Office Supplies Website Compliance Dues, Licenses & Subscriptions	2,800		2,333		982		1,351
Website Compliance Dues, Licenses & Subscriptions	200		167		6		160
Dues, Licenses & Subscriptions	2,650		2,208		2,208		0
	175		175		175		-
Other Current Charges	120		100		52		48
Capital Reserve Funding	2,719		2,719		2,719		(0)
Total General & Administrative Expenditures \$ 1	79,490	\$	156,310	\$	144,687	\$	11,623
Excess (Deficiency) of Revenues over Expenditures \$	-	\$	23,180	\$	38,869	\$	15,690
Net Change in Fund Balance \$	-	\$	23,180	\$	38,869	\$	15,690
Fund Balance - Beginning \$	-			\$	97,509		
Fund Balance - Ending \$				\$	136,378		

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	603	-	-	5,004
Total Revenues	\$ 139 \$	169,395 \$	1,377 \$	2,576 \$	1,918 \$	3,206 \$	1,821 \$	1,880 \$	642 \$	603 \$	- \$	- \$	183,557
Expenditures:													
General & Administrative:													
Supervisor Fees	\$ 1,000 \$	600 \$	- \$	1,000 \$	1,000 \$	1,000 \$	800 \$	800 \$	600 \$	1,000 \$	- \$	- \$	7,800
FICA Expense	83	50	-	83	83	65	61	61	46	77	-	-	606
Engineering	-	-	-	-	-	-	265	-	1,118	753	-	-	2,135
Arbitrage	-	-	-	-	-	-	700	-	-	-	-	-	700
Dissemination	141	141	141	141	141	141	141	141	141	141	-	-	1,413
Assessment Roll	8,705	-	-	-	-	-	-	-	-	-	-	-	8,705
Attorney	3,511	1,386	2,903	3,603	5,604	1,932	3,431	2,516	3,381	-	-	-	28,267
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	5,728	-	-	57,284
Information Technology	189	189	189	189	189	189	189	189	189	189	-	-	1,893
Telephone	16	15	13	3	6	6	29	40	5	20	-	-	154
Postage	64	26	3	16	11	116	71	79	44	1,899	-	-	2,331
Printing	17	110	82	31	147	139	111	50	70	2,108	-	-	2,864
Insurance	9,596	-	-	-	-	-	-	-	-	-	-	-	9,596
Legal Advertising	-	-	-	148	70	-	-	199	70	497	-	-	982
Office Supplies	1	1	0	1	1	1	1	1	1	0	-	-	6
Website Compliance	221	221	221	221	221	221	221	221	221	221	-	-	2,208
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 \$	14,333 \$	12,632 \$	- \$	- \$	144,687
Excess (Deficiency) of Revenues over Expenditures	\$ (33,430) \$	160,908 \$	(7,904) \$	(8,590) \$	(16,583) \$	(11,740) \$	(9,928) \$	(8,144) \$	(13,691) \$	(12,030) \$	- \$	- \$	38,869
Net Change in Fund Balance	\$ (33,430) \$	160,908 \$	(7,904) \$	(8,590) \$	(16,583) \$	(11,740) \$	(9,928) \$	(8,144) \$	(13,691) \$	(12,030) \$	- \$	- \$	38,869

Community Development District

Recreation Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending July 31,2024

	Adopted	Pro	rated Budget		Actual		
	Budget	Thi	ru 07/31/24	Th	ru 07/31/24	V	ariance
Revenues:							
Special Assessments - Tax Roll	\$ 1,873,440	\$	1,873,440	\$	1,880,415	\$	6,975
Interest Income	3,700		3,700		50,319		46,619
Amenities Revenue/Miscellaneous	40,000		33,333		36,482		3,149
Sports Revenue	15,000		15,000		25,350		10,350
Total Revenues	\$ 1,932,140	\$	1,925,473	\$	1,992,566	\$	67,092
Expenditures:							
Administrative:							
Management Fees - On Site Staff	\$ 220,678	\$	183,899	\$	183,898	\$	0
Insurance	116,853		116,853		116,450		403
Other Current Charges	3,500		2,917		1,823		1,094
Permit Fees	1,635		1,363		775		587
Subtotal Administrative	\$ 342,666	\$	305,031	\$	302,946	\$	2,084
Maintenance:							
Security	\$ 107,000	\$	89,167	\$	87,693	\$	1,474
Security - Clay County Off-Duty Sheriff	44,627		37,189		40,461		(3,272)
Water - Irrigation	12,300		10,250		10,958		(708)
Irrigation Maintenance	5,000		4,167		4,456		(289)
Streetlighting	31,000		25,833		23,116		2,717
Electric	36,000		30,000		27,607		2,393
Landscape Maintenance	459,000		382,500		382,642		(142)
Common Area Maintenance	55,000		45,833		44,041		1,792
Lake Maintenance	29,232		24,360		21,700		2,660
Capital Reserve Funding	300,137		300,137		300,137		(0)
Subtotal Maintenance	\$ 1,079,296	\$	949,436	\$	942,811	\$	6,625

Community Development District

Recreation Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending July 31,2024

		Adopted	Pro	rated Budget		Actual		
		Budget	Thi	ru 07/31/24	Th	ru 07/31/24	V	/ariance
Recreation Facility:								
Amenity Staff	\$	137,588	\$	137,588	\$	146,659	\$	(9,071)
Refuse Services		17,500		14,583		16,129		(1,546)
Telephone		6,000		6,000		6,768		(768)
Electric		42,000		35,000		23,518		11,482
Cable		9,000		7,500		7,758		(258)
Pool Maintenance		35,000		29,167		32,266		(3,099)
Water / Sewer/Reclaim		57,000		47,500		35,014		12,486
Facility Maintenance-General		50,000		41,667		34,512		7,155
Facility Maintenance-Preventative		10,000		8,333		3,060		5,273
Facility Maintenance - Contingency		34,750		28,958		23,181		5,778
Lighting Repairs		8,500		7,083		6,167		917
Special Events		7,500		6,250		3,793		2,457
Office Supplies & Equipment		1,000		1,000		1,551		(551)
Janitorial		67,840		56,533		50,204		6,329
Recreation Passes		4,000		3,333		1,798		1,535
Pool Leak Repairs		2,500		2,083		-		2,083
Multiuse Field		20,000		16,667		-		16,667
Subtotal Recreation Facility	\$	510,178	\$	449,246	\$	392,376	\$	56,870
Total Expenditures	\$	1,932,140	\$	1 702 712	\$	1,638,133	\$	65,580
Total Expenditures	J.	1,932,140	•	1,703,713	Þ	1,030,133	Þ	03,300
Excess (Deficiency) of Revenues over Expenditures	\$	-	\$	221,760	\$	354,433	\$	132,673
Net Change in Fund Balance	\$	-	\$	221,760	\$	354,433	\$	132,673
Fund Balance - Beginning	\$	-			\$	733,410		
Fund Balance - Ending	\$	-			\$	1,087,843		

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	6,203	-	-	50,319
Amenities Revenue/Miscellaneous	723	800	1,476	2,017	787	3,352	3,882	15,782	4,821	2,844	-	-	36,482
Sports Revenue	-	1,385	-	19,330	-	-	1,600	-	2,475	560	-	-	25,350
Total Revenues	\$ 1,896 \$	1,785,957 \$	15,762 \$	48,258 \$	20,784 \$	36,824 \$	24,036 \$	35,482 \$	13,961 \$	9,607 \$	- \$	- \$	1,992,566
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 \$	18,390 \$	- \$	- \$	183,898
Insurance	116,450	-	-	-	-	-	-	-	-	-	-	-	116,450
Other Current Charges	213	75	181	91	120	107	153	173	406	303	-	-	1,823
Permit Fees	-	-	-	-	-	-	-	775	-	-	-	-	775
Subtotal Administrative	\$ 135,053 \$	18,465 \$	18,571 \$	18,481 \$	18,510 \$	18,497 \$	18,543 \$	19,339 \$	18,796 \$	18,693 \$	- \$	- \$	302,946
Maintenance:													
Security	\$ 8,922 \$	8,595 \$	8,976 \$	8,867 \$	8,323 \$	8,976 \$	8,595 \$	8,867 \$	8,704 \$	8,867 \$	- \$	- \$	87,693
Security - Clay County Off-Duty Sheriff	2,856	4,519	3,525	4,069	4,295	3,550	4,486	5,553	3,600	4,009	-	-	40,461
Water - Irrigation	1,029	1,981	926	671	588	658	1,075	1,310	1,361	1,361	-	-	10,958
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	2,322	-	-	23,116
Electric	2,874	2,762	3,121	2,891	1,589	2,752	2,389	2,846	3,081	3,300	-	-	27,607
Landscape Maintenance	38,264	38,264	38,264	38,264	38,264	38,264	38,264	38,264	38,264	38,264	-	-	382,642
Common Area Maintenance	4,583	4,583	3,692	-	4,580	4,580	11,365	4,552	2,221	3,886	-	-	44,041
Lake Maintenance	2,170	2,170	2,170	2,170	2,170	2,170	2,170	2,170	2,170	2,170	-	-	21,700
Capital Reserve Funding	-	-	-	-	-	-	-	-	300,137	-	-	-	300,137
Subtotal Maintenance	\$ 65,919 \$	65,144 \$	62,996 \$	59,254 \$	62,131 \$	63,272 \$	70,667 \$	65,885 \$	363,364 \$	64,179 \$	- \$	- \$	942,811

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 \$	31,458 \$	- \$	- \$	146,659
Refuse Services	1,395	1,436	1,436	1,436	1,738	1,738	1,738	1,738	1,738	1,738	-	-	16,129
Telephone	733	738	736	737	736	736	736	860	377	377	-	-	6,768
Electric	2,897	2,089	1,926	2,014	2,048	1,918	1,990	2,380	2,736	3,520	-	-	23,518
Cable	627	630	770	822	821	821	821	820	813	812	-	-	7,758
Pool Maintenance	3,101	3,101	3,101	3,280	3,280	3,280	3,280	3,280	3,280	3,280	-	-	32,266
Water / Sewer/Reclaim	4,252	3,916	3,306	3,573	2,392	3,558	1,995	3,249	4,073	4,699	-	-	35,014
Facility Maintenance-General	4,166	4,216	3,059	4,167	-	4,166	4,135	4,135	3,000	3,468	-	-	34,512
Facility Maintenance-Preventative	515	-	360	155	-	1,000	360	-	360	310	-	-	3,060
Facility Maintenance - Contingency	2,896	2,946	1,838	2,896	-	2,896	2,896	2,896	1,688	2,229	-	-	23,181
Lighting Repairs	708	711	700	705	-	705	700	700	600	637	-	-	6,167
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	4,953	-	-	50,204
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 \$	63,045 \$	57,482 \$	- \$	- \$	392,376
Total Expenditures	\$ 240,224 \$	118,478 \$	112,216 \$	109,846 \$	102,247 \$	116,321 \$	120,877 \$	132,364 \$	445,205 \$	140,354 \$	- \$	- \$	1,638,133
Excess (Deficiency) of Revenues over Expenditures	\$ (238,328) \$	1,667,479 \$	(96,454) \$	(61,588) \$	(81,463) \$	(79,498) \$	(96,842) \$	(96,883) \$	(431,245) \$	(130,747) \$	- \$	- \$	354,433
Net Change in Fund Balance	\$ (238,328) \$	1,667,479 \$	(96,454) \$	(61,588) \$	(81,463) \$	(79,498) \$	(96,842) \$	(96,883) \$	(431,245) \$	(130,747) \$	- \$	- \$	354,433

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 July 31, 2024

		Adopted Prorated Bud		rated Budget	Actual			
		Budget	Th	ru 07/31/24	Th	ru 07/31/24	1	/ariance
Revenues:								
Special Assessments - Tax Roll	\$	1,961,878	\$	1,961,878	\$	1,967,317	\$	5,439
Interest Income		10,000		10,000		105,035		95,035
Total Revenues	\$	1,971,878	\$	1,971,878	\$	2,072,352	\$	100,474
Expenditures:								
Series 2013 A-1								
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		-
Series 2013 A-2								
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	\$	121,752	\$	100,474
Excess (Benefency) of Revenues over Expenditures	Ψ	21,270	Ψ	21,270	Ψ	121,732	Ψ	100,174
Net Change in Fund Balance	\$	21,278	\$	21,278	\$	121,752	\$	100,474
Fund Balance - Beginning	\$	720,818			\$	1,703,641		
Fund Balance - Ending	\$	742,095			\$	1,825,393		
						,==,==0		

Community Development District

Capital Reserve Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending July 31, 2024

	Adopted	Prorated Budget		Actual			
	Budget	Thr	u 07/31/24	Th	ru 07/31/24	١	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		15,813		5,813
Total Revenues	\$ 312,855	\$	312,855	\$	318,669	\$	5,814
Expenditures:							
Repairs & Replacements	\$ 530,000	\$	441,667	\$	313,418	\$	128,249
Total Expenditures	\$ 530,000	\$	441,667	\$	313,418	\$	128,249
Excess (Deficiency) of Revenues over Expenditures	\$ (217,145)			\$	5,251		
Net Change in Fund Balance	\$ (217,145)			\$	5,251		
Fund Balance - Beginning	\$ 1,469,257			\$	1,499,858		
Fund Balance - Ending	\$ 1,252,113			\$	1,505,109		

Community Development District

Long Term Debt Report

Series 2013 A-1, Special Assessment Refundir	ng Bonds
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Interest Rate:1.3%-4.25%Maturity Date:5/1/2034Reserve Fund Definition50% Max Annual on OutstandingReserve Fund Requirement\$ 868,806Reserve Fund Balance868,806

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:5/1/2034Reserve Fund Definition50% Max Annual on OutstandingReserve Fund Requirement\$ 95,634Reserve Fund Balance95,634

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)

C.

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

Fiscal Year 2024 Assessments Receipts Summary

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

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



Double Branch Community Development District

Check Run Summary August 30, 2024

Fund	Date	Check No.	Amount
General Fund			
Accounts Payable	8/8/24	1813-1815	\$ 3,877.99
	8/22/24	1816-1817	\$ 7,280.75
		Sub-Total	\$ 11,158.74
Recreation Fund			
Accounts Payable	8/8/24	7556-7577	\$ 28,454.61
	8/22/24	7578-7584	\$ 24,329.41
		Sub-Total	\$ 52,784.02
Capital Reserve Fund			
Accounts Payable	8/8/24	278-286	\$ 41,695.38
	8/22/24	287-288	\$ 1,750.90
		Sub-Total	\$ 43,446.28
Total			\$ 107,389.04

AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/CC *** CHECK DATES 08/01/2024 - 08/30/2024 *** DOUBLE BRANCH - GENERAL FUNI BANK A GENERAL FUND	OMPUTER CHECK REGISTER	RUN 8/30/24	PAGE 1
CHECK VEND#INVOICEEXPENSED TO VENDOR NAME DATE DATE INVOICE YRMO DPT ACCT# SUB SUBCLASS	STATUS	AMOUNT	CHECK AMOUNT #
8/08/24 00111 7/18/24 24-00254 202407 310-51300-48000 NTC PUB HEAR; BOS MTG 7/18 JACKSONVILLE DAILY RECORI	*	407.00	407.00 001813
8/08/24 00111 7/25/24 24-00258 202407 310-51300-48000 NTC PUB HEAR; BOS MTG 7/25	*	89.50	
JACKSONVILLE DAILY RECORI) 		89.50 001814
8/08/24 00113 7/17/24 3423650 202406 310-51300-31500 JUN GENERAL SERVICES	*	3,381.49	
KUTAK ROCK LLP			3,381.49 001815
8/22/24 00035 8/01/24 2434 202408 310-51300-34000 AUG MANAGEMENT FEES	*	5,728.42	
8/01/24 2434 202408 310-51300-52000 AUG WEBSITE ADMIN	*	220.83	
8/01/24 2434 202408 310-51300-35100 AUG INFO TECH	*	189.25	
8/01/24 2434 202408 310-51300-31300 AUG DISSEM AGENT SRVCS	*	141.33	
8/01/24 2434 202408 310-51300-51000 OFFICE SUPPLIES	*	.84	
8/01/24 2434 202408 310-51300-42000 POSTAGE	*	100.69	
8/01/24 2434 202408 310-51300-42500 COPIES	*	124.50	
8/01/24 2434 202408 310-51300-41000 TELEPHONE	*	22.39	
GOVERNMENTAL MANAGEMENT S	SERVICES		6,528.25 001816
8/22/24 00116 8/14/24 191648 202407 310-51300-31100	*	752.50	
JUL ENGINEERING SERVICES MATTHEWS DESIGN GROUP LLO			752.50 001817
тотат.	FOR BANK A		
		,	
TOTAL	FOR REGISTER	11,158.74	

Jacksonville Daily Record

A Division of Daily Record & Observer, LLC

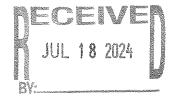
P.O. Box 1769 Jacksonville, FL 32201 (904) 356-2466

INVOICE

July 18, 2024 **Date**

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

FL 32092



Serial # 24-00254C PO/File #	\$407.00
Scridity 2. conserve	Payment Due
Notice of Public Hearing, etc.; And Notice of Regular Board of	v
Supervisors' Meeting	\$407.00
Double Branch Community Development District	Publication Fee
Case Number	Amount Paid
Publication Dates 7/18	Payment Due Upon Receipt
County Clay	For your convenience, you may remit payment online at www.jaxdailyrecord.com/ send-payment.
Payment is due before the Proof of Publication is released.	If your payment is being mailed, please reference Serial # 24-00254C on your check or remittance advice.

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 PUBLIC HEARING TO CONSIDER THE ADOPTION OF THE PISCAL YEAR
2024/2025 BUDGET; NOTICE OF PUBLIC HEARING TO CONSIDER THE IMPOSITION OF
OPERATIONS AND MAINTENANCE SPECIAL ASSESSMENTS, ADOPTION OF AN ASSESSMENT ROLL, AND THE LEVY, COLLECTION, AND ENFORCEMENT OF THE SAME; AND
NOTICE OF REGULAR BOARD OF SUPERVISORS MEETING.

The Board of Supervisors ("Board") for the Double Branch Community Development District ("District")
will hold the following two public hearings and regular meeting:

August 12, 2024
TIME:
6:00 p.m.
LOCATION:
Plantation Oaks Amenty Center
H45 Coakled Plantation Parkway
Orange Park, Florida 32065

The Birst public hearing is being held pursuant to Chapter 190; Phichids Statutes, to receive public camment
and objections on the District's proposed budget ("Proposed Budget") for the beginning October 1, 2024 and
calcing September 30, 2025 ("Fiscal Year 2024/2025"). The second public hearing is being held pursuant to
Chapters 190 and 197, Florida Statutes, to consider the imposition of operations and maintenance special
assessments ("O&AI Assessments") upon the hearings, the Board will, by resolution, added by the Control of the Control of the Proposed Budget ("Proposed Budget ("Proposed

Land Usc	Total # of Units / Acres	EAU Pactor	Proposed O&M Assessment (including collection costs / early payment discounts)
Single Family	2,205	1	\$1,015.09
Multi-Family	276	0.73	\$734.86
Village Center Retail	8,000	0.002	S1.53 / square foot
Village Center Office	35,000	100.0	\$0.69 / square foot

Village Center Office 35,000 0.001 80.69 / square foot

The proposed O&M Assessments as stated include collection costs and/or early payment discounts, which Clay
County ("County") may impose on assessments that are collected on the County tax bill. Moreover, pursuant
to Section 197-3692(4), Plorida Statutae, the tien amount shall serve use the "maximum rate" authorized by law
for O&M Assessments, such that no assessment hearing shall be held or notice provided in future years unless
the assessments are proposed to be increased or another criterion within Section 197-3692(4), Plorida Statutes,
is met. Note that the O&M Assessments do not include any debt service assessments previously levical by the
District and dute to be collected for Fiscal Year 2024/2025.

For Fiscal Year 2024/2025, the District intends to have the County tax collector collect the assessment
imposed on certain developed property. It is important to pay your assessment because failure to pay will cause
a tax certificate to be issued against the property which may result in loss of title, or for direct billed assessments
may result in a foreclesure action, which also may result in a loss of title. The District decision to collect assessments on the tax roll does not preclude the District from later electing to collect those or other assessments in
a different transmer at a future time.

Additional Provisions

a different manner at a future time.

Additional Provisions

The public hearings and meeting are open to the public and will be conducted in accordance with the provisions of Horida law. A copy of the Proposed Budget, proposed assessment roll, and the agenda for the hearings and meeting may be obtained at the offices of the District Manager, located at 476 West flown Place, Suite 114, St. Augustine, Florida 32:092, Ph. (904) 940-9800 ("District Manager, located at 476 West flown Place, Suite 114, Sturrent Place"), during normal business hours. The public hearings and meeting may be continued to a date, finely, and place to be specified on the record at the hearings or meeting. There may be occursions when staff or heard members may participate by speaker telephone.

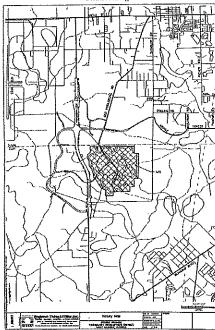
hours the pulsar research are recorded the hearings or meeting. There may be occasisms when staff or board members may participate oy speaker telephone.

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 Hearing Kelay Service by disling 7-1, or 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

Please note that all affected property owners have the right to appear at the public hearings and meeting, and may also the written objections with the District Manager's Office within twenty days of publication of this notice. Each person who decides to appeal any decision made by the Board with respect to any matter careful at the public hearings or meeting is advised that person will need a record of write 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 such appeal is to be based.

Marike Giles

District Manager



Jacksonville Daily Record

A Division of DAILY RECORD & OBSERVER, LLC

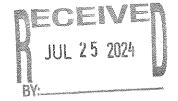
P.O. Box 1769 Jacksonville, FL 32201 (904) 356-2466

INVOICE

July 25, 2024 **Date**

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

FL 32092



Serial # 24-00258C PO/File #	\$89.50
	Payment Due
Notice of Public Hearing, etc.; And Notice of Regular Board of Supervisors' Meeting	·
Supervisors Meeting	\$89.50
Double Branch Community Development District	Publication Fed
Case Number	Amount Paid
Publication Dates 7/25	Payment Due Upon Receipt
County Clay	For your convenience, you may remit payment online at www.jaxdailyrecord.com/ send-payment.
Payment is due before the Proof of Publication is released.	If your payment is being mailed, please reference Serial #24-00258C on your check or remittance advice.

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

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

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

DOUBLE BRANCH
COMMUNITY
DEVELOPMENT DISTRICT
NOTICE OF PUBLIC HEARING TO CONSIDER THE
ADOPTION OF THE FISCAL
YEAR 2024/2025 BUDGET(S);
AND NOTICE OF REGULAR
BOARD OF SUPERVISORS'
MEETING.
The Roard of Supervisors

MEETING.

The Board of Supervisors ("Board") of the Double Branch Community Development District ("District") will hold a public hearing on August 12, 2024 at 6:00 p.m. at 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065 for the purpose of hearing comments and objections on the adoption of the purpose of budget(s) ("Proposed Budget") of the District for the fiscal year beginning October 1, 2024 and ending September 30, 2025 ("Fiscal Year 2024/2025"). A regular board meeting of the District will also be held at that time where the Board may consider any other business that may properly come before it. A copy of the agenda and Proposed Budget may be obtained at the offices of the District Manager, c/o Governmental Management Services, LLC, 476 West Town Place, Suite 114, St. Augustine, Florida 32092, (904) 342-1441 ("District Manager's Office"), during normal business hours, or by visiting the District's website at doublebranchedd.com.

The public hearing and meeting are open to the public and will be conducted in accordance with the

The public hearing and meeting are open to the public and will be conducted in accordance with the provisions of Florida law. The public hearing and meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when Board Supervisors or District Staff may participate by speaker telephone.

speaker 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 Horida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), for uid in contacting the District Manager's Office.

Each person who decides to

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearing or meeting is advised that person will need a record of 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 such appeal is to be based.

Marilee Giles
District Manager
Jul. 25 00 (24-00258C)

KUTAK ROCK LLP

TALLAHASSEE, FLORIDA

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

Federal ID 47-0597598

July 17, 2024

RECEIVER Jul 17 2024

Reference: Invoice No. 3423650 Client Matter No. 5323-1 Notification Email: eftgroup@kutakrock.com

Marilee Giles
Double Branch CDD
Governmental Management Services – St. Augustine
Suite 114
475 West Town Place
St. Augustine, FL 32092

Invoice No. 3423650

Check Remit To:

Omaha, NE 68103-1157

Kutak Rock LLP

PO Box 30057

5323-1

Re: General

For Professional Legal Services Rendered

06/03/24	M. Eckert	0.30	114.00	Prepare for and attend agenda call
06/03/24	K. Haber	0.20	51.00	Correspond with Grimm regarding termination of interlocal agreement
06/04/24	M. Eckert	0.10	38.00	Confer with Soriano
06/04/24	K, Haber	0.20	51.00	Correspond with Roberts regarding recording of termination of interlocal agreement
06/05/24	M. Eckert	0.10	38.00	Confer with Soriano
06/06/24	M. Eckert	0.10	38.00	Confer with Harvey from Clay County regarding impact fee credit issues
06/07/24	K. Haber	0.60	153.00	Prepare board meeting agenda memorandum
06/09/24	M. Eckert	0.20	76.00	Prepare for board meeting
06/10/24	M. Eckert	3.00	1,140.00	Prepare for, travel to and attend board meeting; return travel; meeting follow up
06/11/24	M. Eckert	0.20	76.00	Follow up from board meeting
06/11/24	K. Haber	1.00	255.00	Prepare amenity privileges interim suspension letter

KUTAK ROCK I Double Bra July 17, 202 Client Matt Invoice No. Page 2	nch CDD 24 er No. 5323-1			
06/12/24	K. Haber	0.90	229.50	Prepare amenity interim suspension letter
06/13/24	M. Eckert	0.10	38.00	Draft Craig suspension letter
06/13/24	M. Eckert	1.60	608.00	Prepare for, travel to and attend meeting with Grimm regarding sale of impact fee credits
06/13/24	K. Haber	0.20	51.00	Correspond with Giles and Soriano regarding amenity interim suspension letter
06/19/24	M. Eckert	0.60	228.00	Review draft minutes and provide comments
06/23/24	M. Eckert	0.10	38.00	Review Supervisor of Elections qualifying results
06/26/24	M. Eckert	0.30	114.00	Prepare for and attend agenda call
TOTAL HO	URS	9.80		
TOTAL FO	R SERVICES RE	ENDERED		\$3,336.50

\mathbf{D}	SBI	TP	CEN	/EN	PT

Meals	17.59
Travel Expenses	27.40

TOTAL DISBURSEMENTS	<u>44.99</u>
---------------------	--------------

TOTAL CURRENT AMOUNT DUE \$3,381.49

Governmental Management Services, LLC

1001 Bradford Way Kingston, TN 37763

Invoice

Invoice #: 2434 Invoice Date: 8/1/24

Due Date: 8/1/24

Case:

P.O. Number:

Payments/Credits

Balance Due

\$0.00

\$6,528.25

Bill To:

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

Description	Hours/Qty	Rate	Amount
General Fund- Management Fees - August 2024 Website Administration - August 2024 Information Technology - August 2024 Dissemination Agent Services - August 2024 Office Supplies Postage Copies Telephone		5,728.42 220.83 189.25 141.33 0.84 100.69 124.50 22.39	5,728.42 220.83 189.25 141.33 0.84 100.69 124.50 22.39
	Total		\$6,528.25

Project Manager

Alex Acree



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

August 14, 2024

Invoice #

191648

Project

0000021873.0000

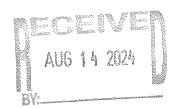
Double Branch CDD

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

- · CDD Conference Call
- · 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 July 31, 2024

Phase	0001	Engineering Services				·
			Hours	Rate	Amount	
Vice Presider	nt of Production		.50	290.00	145.00	
Project Admi	nistrator		.25	120.00	30.00	
·	Total Labor					175.00
Phase	0002	Public Facilities Report				
			Hours	Rate	Amount	
Sr. Planner 1			2.75	210.00	577.50	
	Total Labor					577.50
					Total Due:	752.50
Billed to Date						
		Current Due	Prior Billed	Billed to Date		
Labor		752.50	1,382.50	2,135.00		
Totals		752.50	1,382.50	2,135.00		

AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 8/30/24 PAGE 1
*** CHECK DATES 08/01/2024 - 08/30/2024 *** DOUBLE BRANCH - REC FUND

*** CHECK DATES (08/01/2024 - 08/30/2024 *** DC BF	DUBLE BRANCH - REC FUND NK B RECREATION FUND			
CHECK VEND# . DATE	INVOICEEXPENSED TO DATE INVOICE YRMO DPT ACCT# S	VENDOR NAME SUB SUBCLASS	STATUS	AMOUNT	CHECK AMOUNT #
8/08/24 01049	7/24/24 07242024 202407 300-36900-1 DEPOSIT REFUND	10300	*	100.00	
	DBI GGII RBI GRD	AMBERS LEATHERS			100.00 007556
8/08/24 00285	7/15/24 383 202406 320-57200-3 JUN ADMIN FEE	34510	*	403.75	
	7/15/24 383 202406 320-57200-3 JUN ADMIN SCHED	34510	*	192.50	
	OUN ADMIN SCHED	CLAY COUNTY SHERIFF'S OFFICE			596.25 007557
	7/24/24 07242024 202407 300-36900-1		*	100.00	
	DEPOSIT REFUND	ELENORA BORREL			100.00 007558
8/08/24 01051	7/31/24 07312024 202407 300-36900-1	10300	*	100.00	
	DEPOSIT REFUND	GEORGETTE WILSON			100.00 007559
8/08/24 00092	7/17/24 2432 202406 320-57200-4		*	3,468.23	
	JUN FACILITY MAINTENANCE 7/17/24 2432 202406 320-57200-4	16620	*	2,229.15	
	JUN FAC MAINT CONTINGENCY 7/17/24 2432 202406 320-57200-4	16630	*	637.00	
	JUN LIGHTING REPAIRS 7/17/24 2432 202406 320-57200-4	16400	*	3,885.51	
	JUN COMMON AREA MAINT	GOVERNMENTAL MANAGEMENT SERVICES			10,219.89 007560
8/08/24 00092	7/16/24 2431 202407 300-36900-1	L0300	*	443.75	
	JUL FACILITY EVENT STAFF	GOVERNMENTAL MANAGEMENT SERVICES			443.75 007561
8/08/24 00092	7/30/24 2438 202407 300-36900-1	L0300	*	572.50	
	JUL FACILITY EVENT STAFF	GOVERNMENTAL MANAGEMENT SERVICES			572.50 007562
8/08/24 01052	7/31/24 07312024 202407 300-36900-1		*	100.00	
	DEPOSIT REFUND	ISAIAS CORDERO			100.00 007563
8/08/24 01053	7/16/24 07162024 202407 300-36900-1	L0300	*	100.00	
	DEPOSIT REFUND	NICHOLE SHERVINGTON			100.00 007564
8/08/24 00324	7/10/24 47990 202407 320-57200-4		*	310.00	
	JUL PEST CONTROL	PAULA'S PEST CONTROL, INC			310.00 007565

AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 8/30/24 PAGE 2
*** CHECK DATES 08/01/2024 - 08/30/2024 *** DOUBLE BRANCH - REC FUND

	Ві	ANK B RECREATION FUND			
CHECK VEND; DATE	INVOICEEXPENSED TO DATE INVOICE YRMO DPT ACCT# :	VENDOR NAME SUB SUBCLASS	STATUS	AMOUNT	CHECK AMOUNT #
8/08/24 00324	4/10/24 47737 202408 320-57200-	46610	*	155.00	
	APR PEST CONTROL	PAULA'S PEST CONTROL, INC			155.00 007566
8/08/24 00186	8/01/24 13129562 202408 320-57200-		*		
	AUG POOL CHEMICALS	POOLSURE			3,280.47 007567
8/08/24 00415	7/23/24 12810452 202408 320-57200-	49400	*	484.00	
	8/11 BACK TO SCHOOL PARTY	PROGRESSIVE ENTERTAINMENT INC			484.00 007568
8/08/24 01054	7/16/24 07162024 202407 300-36900-3		*	100.00	
	DEPOSIT REFUND	RACHEL ROJESKI			100.00 007569
8/08/24 00493	7/24/24 07242024 202407 300-36900-3		*	100.00	
	DEPOSIT REFUND	SARAH VANCE			100.00 007570
8/08/24 00839	8/01/24 10280 202408 320-57200-3	34500	*	8,921.60	
	AUG SECURITY SERVICES	SECURITY DEVELOPMENT GROUP LLC			8,921.60 007571
8/08/24 01055	7/16/24 07162024 202407 300-36900-	10300	*	100.00	
	DEPOSIT REFUND	SWEET PEACH WRIGHT			100.00 007572
8/08/24 00185	8/01/24 201143B 202408 320-57200-		*	2,170.00	
	AUG LAKE MAINTENANCE	THE LAKE DOCTORS, INC. DO NOT USE	⊙		2,170.00 007573
8/09/24 00185	8/01/24 201143B 202408 320-57200-				
	AUG LAKE MAINTENANCE	THE LAKE DOCTORS, INC. DO NOT USE			2,170.00-007573
8/08/24 01056	7/31/24 07312024 202407 300-36900-3		*	100.00	
	DEPOSIT REFUND				100.00 007574
8/08/24 0089°	7/29/24 CP220 202407 310-51300-	TONYA FERRELL 	*	301.15	
0,00,00	03-0468920 220CP 12/31/21	IINITED STATES TREASIDV			301.15 007575
8/08/24 01040	6/04/24 06042024 202406 300-36900-				
3, 33, 21 31040	DEPOSIT REFUND	WILLIAM COLE			100.00 007576

AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER *** CHECK DATES 08/01/2024 - 08/30/2024 *** DOUBLE BRANCH - REC FUND BANK B RECREATION FUND	RUN 8/30/24	PAGE 3
CHECK VEND#INVOICEEXPENSED TO VENDOR NAME STATUS DATE DATE INVOICE YRMO DPT ACCT# SUB SUBCLASS	AMOUNT	CHECK AMOUNT #
8/08/24 00024 8/01/24 201143B 202408 320-57200-46800 * AUG LAKE MAINTENANCE THE LAKE DOCTORS, INC.	2,170.00	2,170.00 007577
8/22/24 00092 8/01/24 2435 202408 310-51300-34000 * AUG FACILITY MANAGEMENT GOVERNMENTAL MANAGEMENT SERVICES	18,389.83	
8/22/24 00092 8/12/24 2439 202408 300-36900-10300 * AUG FACILITY EVENT STAFF GOVERNMENTAL MANAGEMENT SERVICES	326.25	
8/22/24 01057 8/12/24 08122024 202408 300-36900-10300 * DEPOSIT REFUND HELEN BALANOBA	100.00	100.00 007580
8/22/24 00297 8/01/24 362 202408 320-57200-61000 * AUG JANITORIAL SERVICES RIVERSIDE MANAGEMENT SERVICES, INC	4,953.33	
8/22/24 01058 8/12/24 08122024 202408 300-36900-10300 * DEPOSIT REFUND ROSEMARIE SALMO	100.00	100.00 007582
8/22/24 00305 8/08/24 105060 202408 320-57200-46610 * BI-MONTHLY PREVENT MAINT SOUTHEAST FITNESS REPAIR	360.00	
8/22/24 01059 8/12/24 08122024 202408 300-36900-10300 * DEPOSIT REFUND WILLIAM ECHEVARRIA	100.00	
TOTAL FOR BANK B		
TOTAL FOR REGISTER	52,784.02	

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

Date: July 24, 2024 at 1:34 PM

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



Good afternoon, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD for the following venue.
 - LOCATION OV PATIO (SUNDAY) 2:00 P.M. to 6:00 P.M.
 - DATE OF VENUE JULY 21, 2024
 - RESIDENT AMBERS LEATHERS
 - ADDRESS 771 MOSSWOOD CHASE STREET, ORANGE PARK, FL 32065
 - AMOUNT OF REFUND \$100.00
 - BOOKING FEE/DEPOSIT was via DISCOVER (9647):
 - DATED: 7/8/24
 - SEQ#: 5
 - BATCH#: 1172
 - INVOICE#: 5
 - APPROVAL CODE: 00821R
 - AMOUNT: 100.00



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

Thank you.

I will be out of the office THURSDAY, July 25th and FRIDAY, July 26th, and MONDAY, August 19 - 23, 2024.

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

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

Governmental Management Services

www.OakLeafResidents.com

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

General Invoice

Customer Copy

CUSTOMER	INVOICE DATE	INVOICE NUMB	ER AMOUNT PA	AID DL	JE DATE INV	DICE TOTAL DUE
OAKLEAF PLANTATION CDD	07/15/2024	383	\$0	.00 07	/30/2024	\$1,192.50
DESCRIPTION	QUANTITY	PRICE UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
OFF DUTY ADMIN JUNE 2024	161.50	\$5.000000 EACH	\$807.50	\$0.00	\$0.00	\$807.50
OFF DUTY SCHEDULING FEE	1.00	\$385.000000 EAC	\$385.00	\$0.00	\$0.00	\$385.00

\$403,75+\$192,50=\$596.25



..... ★ DETACH AND RETURN THE PORTION BELOW WITH YOUR PAYMENT ★



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

General	Invoice
F	Remit Portion

Invoice Date07/15/2024Invoice Number383Customer Number30

Amount Paid

 Due Date
 07/30/2024

 Invoice Total Due
 \$1,192.50

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

OAKLEAF PLANTATION CDD 370 OAKLEAF VILLAGE PKWY ORANGE PARK, FL 32065 From: Oakleaf Venues venuerentals@oakleafresidents.com Subject: DBCDD refund of deposit request - ELENORA BORREL

Date: July 24, 2024 at 1:38 PM

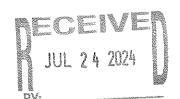
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



Good afternoon, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD for the following venue.
 - LOCATION OV PATIO (SATURDAY) 4:00 P.M. to 8:00 P.M.
 - DATE OF VENUE JULY 20, 2024
 - RESIDENT ELENORA BORREL
 - ADDRESS 3733 CARDINAL OAKS CIRCLE, ORANGE PARK, FL 32065
 - AMOUNT OF REFUND \$100.00
 - BOOKING FEE/DEPOSIT was via VISA (7329):
 - DATED: 6/19/24
 - SEQ#: 3
 - BATCH#: 1153
 - INVOICE#: 3
 - APPROVAL CODE: 020400
 - AMOUNT: 100.00



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

Thank you.

I will be out of the office THURSDAY, July 25th and FRIDAY, July 26th, and MONDAY, August 19 - 23, 2024.

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

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www.oakleafresidents.com

Governmental Management Services

www.OakLeafResidents.com

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

Date: July 31, 2024 at 6:12 PM

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



Please make the following refund at your earliest opportunity:

- LOCATION OVCR aka CLUBROOM (SATURDAY) 2:30 P.M. to 6:30 P.M.
- O DATE OF VENUE JUNE 27, 2024
- RESIDENT GEORGETTE WILSON
- ADDRESS 3675 MIDDLEBROOK DRIVE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND \$100.00
 - BOOKING FEE / DEPOSIT REFUND
- BOOKING FEE/DEPOSIT was via VISA (1764):

DATED: 6/27/24

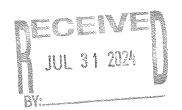
■ SEQ#: 8

■ BATCH#: 1161

■ INVOICE#: 8

APPROVAL CODE: 032244

AMOUNT: 100.00



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

Thank you.

I will be out of the office THURSDAY, July 25th and FRIDAY, July 26th, and MONDAY, August 19 - 23, 2024.

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

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www.oakleafresidents.com

Governmental Management Services

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Governmental Management Services, LLC

1001 Bradford Way Kingston, TN 37763

Invoice

Invoice #: 2432

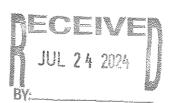
Invoice Date: 7/17/24 Due Date: 7/17/24

Case:

P.O. Number:

BIII To:

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



Description	Hours/Qty	Rate	Amount
Facility Maintenance June 1 - June 30, 2024		14,180.00	14,180.00
Code To:			
code lo:			
Double Branch Facility Maintenance			
2.320.572.46600 (\$3468.23)			
Double Branch Facility Maintenance Co	ontingency		
2.320.572.46620 (\$2,229.15)			{
Double Branch Lighting Repairs			
2.320.572.46630 (\$637.00)			
Double Branch Common Area Maintena	ınce		
2.320.572.46400 (\$3885.51)			
Double Branch Repair/Replacement .			parama managan da manag
	Total	9	314,180.00
34.600.53800.6200 (\$3,960.11)	Payments	c/Credits	\$0.00
	Balance I	Due 4	14,180.00
		#	10.219 9

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

<u>Date</u>	<u>Hours</u>	Employee	<u>Description</u>
6/3/24	4.01	E.W.	Removed debris from all common areas
6/4/24	2	T.C,	Repaired handralls at Waverly Park playground, picked up supplies
6/4/24	2,57	E.W.	Removed debris from all common areas
6/5/24	3.97	E.W.	Removed debris from all common areas
6/6/24	4	E,W.	Removed debris from all common areas
6/7/24	4	E.W.	Removed debris from all common areas
6/10/24	8	T.C.	Repaired swing at Natures Hammock park, cleared and started waterfall fountain, painting around offices/club room building, picked up supplies
6/10/24	7.3	J.K.	Paint white on club room building, prep/tape off windows sofflt bricks
6/10/24	7.37	C.W.	Started painting exterior of office
6/10/24	4	E.W.	Removed debris from all common areas
6/11/24	7.15	J.K.	Prep and paint office windows, take out boat to clean fountain
6/11/24	7.13	C.W.	Pulled tape and started painting window trim
6/11/24	4	E.W.	Removed debris from all common areas
6/12/24	8	T.C.	Changed lights in parking lot, painting around offices/clubroom building, picked up supplies
6/12/24	3	B.G.	Changing light bulbs throughout parking lot, changed GFI
6/12/24	7.27	J.K.	Painting building club room trim under gutter, light inspection in parking lot
6/12/24	7.27	C.W.	Painted office window frames and pulled old tape, started ball room
6/12/24	4	E.W.	Removed debris from all common areas
6/13/24	4	T,C,	Painted around offices/club room building, picked up supplies
6/13/24	7.18	J.K.	Finished painting front of building, scarped clean fountain in pond
6/13/24	5.03	C.W,	Removed old tape and finished painting ball room, painted trim
6/13/24	4	E.W.	Removed debris from all common areas
6/14/24	6	T.C.	Fixed lights in parking lot, painted around office/club room buildings
6/14/24	8	B.G.	Painting outside doors and window from the event center
6/14/24	4.23	J.K.	Light inspection in parking lot, painted back of building
6/14/24	7.07	C.W.	Taped sides of ball room and painted back sides of ball room, taped all windows and
			door frames for prep
6/14/24	4	E.W.	Removed debris from all common areas
6/17/24	8	T.C.	Painting trim around offices/club room building
6/17/24	8	B.G.	Painting outside of banquet hall
6/17/24	7.9	J.K.	Pressure washed club room windows soffit bricks, prep for paint
6/17/24	2.5	E.W.	Removed debris from all common areas
6/18/24	4	T.C.	Painting trim around offices/club room building
6/18/24	8	B.G.	Painting outside of office, removed debris around the lake
6/18/24	7.32	J.K.	Painted around office, finished painting and pulled tape, lake inspection removed debris
6/18/24	5.62	C.W.	Worked on painting, removed tape, cleaned paint supplies, zip tied windscreen
6/18/24	4.01	E.W.	Removed debris from all common areas
6/19/24	4.01	E.W.	Removed debris from all common areas
6/20/24	7.48	J.K.	Cleaned up paint supplies in office, finished using paint by office, zip tied windscreen at shop
6/20/24	5	c.W.	Scrapped paint off window and cleaned paint off building
6/20/24	4	E.W.	Removed debris from all common areas
6/21/24	3	T.C.	Loaded up scrap to shop for disposal, unloaded truck
6/21/24	4	E.W.	Removed debris from all common areas
6/24/24	2	T.C,	Cut up and removed tree that fell on roof
6/24/24	2	J.K.	Removed tree that fell on roof, cleaned up debris in yard on roof
6/24/24	5.47	A.J.	Cleaned park and walking trail, cleaned under sink areas
6/24/24	4	E.W.	Removed debris from all common areas
6/25/24	2	T.C.	Cleaned and filled fountain by office
6/25/24	3.52	C.W.	Planting trees, flowers and hung flowers
6/25/24	7.58	A.J.	Removed debris from median areas and sidewalks
6/25/24	4.01	E.W.	Removed debris from all common areas
6/26/24	4	T.C.	Worked on pool pack shade project, picked up supplies

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

Date	<u>Hours</u>	Employee	Description
6/26/24	4	J.K.	Put up over hand and tarp
6/26/24	6.88	C.W.	Started putting together carport and tied windscreen to the top and anchors to prep
6/26/24	6.88	A.J.	Cleaned shed area, prep for cart, drive cart over and prep for tennis court painting, repair
			freezer door in lifeguard break room
6/26/24	4	E.W.	Removed debris from all common areas
6/27/24	8	T.C.	Worked on pool pack shade project, picked up supplies
6/27/24	8	B.G.	Cleaning tennis court with degreaser to prep for painting
6/27/24	7.1	J.K.	Ran cable over pool filters, built another overhang over pool filters, put up more windscreen
			and tarp on cables and over hang, temporary fixed door on pool deck
6/27/24	7.12	C.W.	Tied lines/wire to run across and hung windscreen, built another carport and tied windscreen
			to top, unloaded truck
6/27/24	6.38	A.J.	Deep scrub tennis courts, prep for paint
6/27/24	4.01	E.W.	Removed debris from all common areas
6/28/24	6	T.C.	Worked on pool pack shade project, picked up supplies
6/28/24	6	B,G.	Cleaning tennis court with degreaser to prep for painting
6/28/24	7.1	C.W.	Finished windscreen on top, cleaned up and started moving extra to shop, removed debris from shop
6/28/24	6.95	A.J.	Cleaned and prep tennis courts for paint
6/28/24	3.22	E,W.	Removed debris from all common areas
TOTAL	353.61	,	
		•	
MILES	80	- 1	*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 #: 2431 Invoice Date: 7/16/24

Due Date: 7/16/24

Case:

P.O. Number:

BIII To:

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

Description	Hours/Qty	Rate	Amount
acillty Event Staff through July 13, 2024 2.3oo.3b9.103	17.75	25.00	443.75
JUL 16 2024 BY:			
	Total		\$443.75
	Payments	c/Credits	\$0.00

\$443.75

Balance Due

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

DOUBLE BRANCH CDD

Facility Event Staff Service Hours

Quantity	Description]	Rate	Aı	mount
17.75	Facility Event Staff	\$	25.00	\$	443.75
	Covers Period End: July 13, 2024				
	Amenities Revenue # 2.300.369,103				

Governmental Management Services, LLC

1001 Bradford Way Kingston, TN 37763

Invoice

Invoice #: 2438

Invoice Date: 7/30/24 Due Date: 7/30/24

Case:

P.O. Number:

Bill To:

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

Description	Hours/Qty	Rate	Amount
acility Event Staff through July 27, 2024 。2、300、369、103	22.9	25.00	572.50
			Annual Control of Cont
	Total		\$572.50
	Payments/	Credits	\$0.00

Total \$572.50

Payments/Credits \$0.00

Balance Due \$572.50

1/30/24

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

DOUBLE BRANCH CDD

Facility Event Staff Service Hours

Quantity	Description	1	Rate	A	mount
22.9	Facility Event Staff	\$	25.00	\$	572.50
	Covers Period End: July 27, 2024				
	Amenities Revenue # 2.300.369.103				

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

Date: July 31, 2024 at 6:15 PM

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



Please make the following refund at your earliest opportunity:

- LOCATION OVCR aka CLUBROOM (SATURDAY) 7:00 P.M. to 11:00 P.M.
- DATE OF VENUE JUNE 27, 2024
- RESIDENT ISAIAS CORDERO
- ADDRESS 791 MOSSWOOD CHASE STREET, ORANGE PARK, FL 32065
- AMOUNT OF REFUND \$100.00
 - BOOKING FEE / DEPOSIT REFUND
- BOOKING FEE/DEPOSIT was via VISA (9079):

DATED: 7/12/24

■ SEQ#: 3

■ BATCH#: 1175

■ INVOICE#: 3

APPROVAL CODE: 326551

AMOUNT: 100.00

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



I will be out of the office THURSDAY, July 25th and FRIDAY, July 26th, and MONDAY, August 19 - 23, 2024.

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.

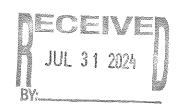
Wanda McReynolds – Community Amenity Coordinator, OakLeaf Plantation venuerentals@oakleafresidents.com
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From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - NIÇOLE SHERVINGTON

Date: July 16, 2024 at 5:59 PM

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



Good afternoon, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD for the following venue.
 - LOCATION OV PATIO (SUNDAY) 3:00 P.M. to 7:00 P.M. (ET 3:30PM 6:30 PM)
 - DATE OF VENUE JULY 14, 2024
 - RESIDENT NICHOLE SHERVINGTON
 - ADDRESS 3890 CHASING FALLS ROAD, ORANGE PARK, FL 32065
 - AMOUNT OF REFUND \$100.00
 - BOOKING FEE/DEPOSIT was via VISA(2592):

DATED: 7/2/24

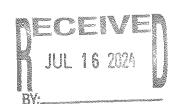
■ SEQ#: 10

■ BATCH#: 1165

■ INVOICE#: 10

■ APPROVAL CODE: 193655

■ AMOUNT: 100.00



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

Thank you.

I will be out of the office THURSDAY, July 25th and FRIDAY, July 26th, and MONDAY, August 19 - 23, 2024.

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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.

INVOICE

PAULA'S PEST CONTROL 1548 Glendale St, Jacksonville, Fla 32205 (904) 389-3419 INVOICE: 47990 QT

DATE: 07/10/24 10:00a ACCOUNT: 1031 Oakleaf

ROUTE: 0

LAST: 4/10/24 Paula

Paula Douglas

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

904-375-9285 wanda 904-894-8980

DESCRIPTION QTY PRICE AMOUNT

General Pest Control PEST 155.00 155.00

SUBTOTAL 155.00

PREVIOUS BALANCE 155.00

TOTAL DUE 310.00

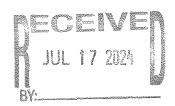
Double Branch Facility Maintenance - Preventative

2-320-572-4661

PLEASE KEEP FULL INVOICE FOR YOUR RECORDS

EFFECTIVE NOVEMBER 1,2011 Make Checks payable to:

Paula's Pest Control, Inc. 1548 Glendale St. Jacksonville, FL 32205



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

THANK YOU FOR YOUR BUSINESS! HAVE A WONDERFUL DAY!

Serviced By:

PAULA DOUGLAS Ph# 904-389-3419

INVOICE

PAULA'S PEST CONTROL 1548 Glendale St, Jacksonville, Fla 32205 (904) 389-3419 INVOICE: 47737 QT

DATE: 04/10/24 10:00a ACCOUNT: 1031 Oakleaf

ROUTE: 0

LAST: 1/10/24 Paula

Paula Douglas

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

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

904-375-9285 wanda 904-894-8980

DESCRIPTION QTY PRICE AMOUNT

General Pest Control PEST 155.00 155.00

SUBTOTAL 155.00

PREVIOUS BALANCE 0.00
TOTAL DUE 155.00

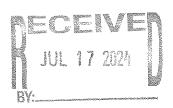
Double Branch Facility Maintenance - Preventative

2-320-572-4661

PLEASE KEEP FULL INVOICE FOR YOUR RECORDS

EFFECTIVE NOVEMBER 1,2011 Make Checks payable to:

Paula's Pest Control, Inc. 1548 Glendale St. Jacksonville, FL 32205



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

THANK YOU FOR YOUR BUSINESS! HAVE A WONDERFUL DAY!

Serviced By:

PAULA DOUGLAS Ph# 904-389-3419



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

Invoice

Date

8/1/2024

Invoice #

131295623181

Terms	Net 20
Due Date	8/21/2024
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
	JUL 16 2024			
	$\int\limits_{\Omega} \pi$			

Subtotal

3,280.47

Shipping Cost (FEDEX GROUND)

0.00

Total **Amount Due**

3,280.47 \$3,280.47

OUR REMITTANCE ADDRESS HAS CHANGED!!

Remittance Slip

Customer 130AK102

Invoice # 131295623181 **Amount Due**

\$3,280.47

Amount Paid

Make Checks Payable To

Poolsure 1707 Townhurst Dr Houston, TX 77043-2810





Total Entertainment Services

Invoice

Terms: Due by event date

<u>PO#</u>

Mailing Correspondence Address: 1623 Troy Lynn Trail, Jacksonville, Fl. 32225 (904) 645-9068 Fax: (904)645-9082

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

Invoice #12810452

Invoice date: 7/23/2024

Customer name:	Double Branch CDD- Oakleaf (Phase 1) Type of Event: Back to School Party						Party				
Billing address:	370 Oakleaf Villag	je Parkway, Orange	e Park, Fl.	32065							
Original contact person:	Lisa Carter <u>Wk:</u> 904-375-9285 ext. 7 <u>E-mai</u>						reside	entassista	nt@oakleafre	siden	ts.com
At event contacts with cell:	Jay Soriano Cell-	904-342-1441 man	ager@oak	deafresidents	.com						
Event date: Sunday August 1	1, 2024	Hours of event:	1:00 pm	-4:00 pm			Hour	s of servi	ce:	Sam	e
Approximate set up time:	Between:	12:00 and 12:15 p	m								
Location name and address:	Poolside- 370 Oa	ikleaf Village Parkw	ay, Orang	e Park, Fl. 32	:065						
Where to set up at location:	Under covering							r within		Yes	
Set up-grass or pavement: Notes:	PV	Water within 75':	. NA			Covere	<u>d area</u>	ofor ente	rtainer:	Yes	
SERVICES NEEDED:		201		Don Bata	•	E0E 00			Vaur Cant	e	449.00
* Interactive Mobile DJ Services		3.0 hrs.		Reg. Rate		595.00 35.00			Your Cost Your Cost	\$ \$	35.00
* Travel	ton t	BCBIV	75 ² 57	Reg. Rate Reg. Total		630.00			Your Total	Ф \$	484.00
Code to:	The state of the s	9926 AUG 03 2 0	4	Reg. Total	Total Sa		\$	146.00	TOUR TOTAL	Ψ	404.00
2-320-572-4940					Sub Tot	tal:	\$	484.00			
4-32U-312-434C	<i>,</i> , , , , , , , , , , , , , , , , , ,	X	5898825		Sales T	ax:	\$	-			
					Invoice	Total:	\$	484.00			
Double Branch	Canalal	Evened		C	redit Car	rd Fee					
		e-a ale		Total with Card			\$	_			
				50 % Deposit required Balance due at set up			\$ Waived				
					nts rece	•	\$ \$	484.00			
				•	rrent Ba	alance	\$	484.00			
CANOPILATION DE COUEDIN	INIC INIC! AMENI	TWEATHED DOLL	~\/		DUE BY	EVENT	DATE	OR \$50 I	LATE FEE		
CANCELLATION, RE-SCHEDUL Any cancellation of this agreemer		· · · · · · · · · · · · · · · · · · ·		re nrint to ove	nt date v	with eneci-	fic ree	sons with	verification h	v	
Progressive Entertainment. Any s	•	•	-			•				-	
No penalties or loss of deposit oc											
when not within these terms. Other											
theft or damage to equipment or i	materials while in p	oossession. Progres	ssive Ente	rtainment is r	ot respo	nsible for	any a	cts of nati	ure which pre	vent	
event from taking place or being	shortened. Service	reserves the right	to stop ser	rvice if guests	cause a	safety or	behav	vior issue	to service.		
Customer signature required x	·							Date:		_	

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

Date: July 16, 2024 at 5:43 PM

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



Good afternoon, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD for the following venue.
 - LOCATION OV PATIO (SATURDAY) 11:00 A.M. to 3:00 P.M. (ET 11:30AM 2:30 PM)
 - DATE OF VENUE JULY 13, 2024
 - RESIDENT RACHEL ROJESKI
 - ADDRESS 1035 MOOSEHEAD DRIVE, ORANGE PARK, FL 32065
 - AMOUNT OF REFUND \$100,00
 - BOOKING FEE/DEPOSIT was via VISA(1706):

DATED: 5/17/24

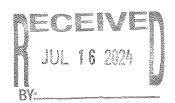
■ SEQ#: 5

■ BATCH#: 1151

■ INVOICE#: 5

APPROVAL CODE: 632637

■ AMOUNT: 100.00



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

Thank you.

I will be out of the office THURSDAY, July 25th and FRIDAY, July 26th, and MONDAY, August 19 - 23, 2024.

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

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

Governmental Management Services

www.OakLeafResidents.com

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attachment(s) is confidential and privileged or protected from disclosure under applicable law.

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

Date: July 24, 2024 at 1:43 PM

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



Good afternoon, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD for the following venue.
 - LOCATION OV PATIO (SATURDAY) 12:00 P.M. to 4:00 P.M.
 - DATE OF VENUE JULY 20, 2024
 - RESIDENT SARAH VANCE
 - ADDRESS 604 CHESTWOOD CHASE DRIVE, ORANGE PARK, FL 32065
 - AMOUNT OF REFUND \$100.00
 - BOOKING FEE/DEPOSIT was via VISA (0450):

DATED: 6/26/24

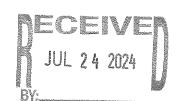
■ SEQ#: 3

■ BATCH#: 1160

■ INVOICE#: 3

■ APPROVAL CODE: 091852

AMOUNT: 100.00



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

Thank you.

I will be out of the office THURSDAY, July 25th and FRIDAY, July 26th, and MONDAY, August 19 - 23, 2024.

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

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Governmental Management Services

www.OakLeafResidents.com

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attachment(s) is confidential and privileged or protected from disclosure under applicable law.



Security Development Group, LLC

8130 Baymeadows Way W., Suite 302 Jacksonville, FL 32256 cathie@sthreesecurity.com www.sthreesecurity.com

INVOICE

BILL TO

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

-320-572-345

AMOUNT

8,921.60T

8,921.60

8,921.60

\$8,921.60

0.00

SERVICE MONTH

August

Dedicated Officer I 328 27.20

APPROVED

Code to:

Double Branch Security

ACTIVITY

SUBTOTAL

TAX

TOTAL

BALANCE DUE

Ō	EG	EI	VE	C. C
Contractor	Common Co		2024	y

BY:

From: Oakleaf Venues venuerentals@oakleafresidents.com Subject: DBCDD refund of deposit request - SWEET PEACH WRIGHT

Date: July 16, 2024 at 6:05 PM

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



Good evening, Todd,

Please make the following refund at your earliest opportunity:

- LOCATION OVCR aka CLUBROOM (SATURDAY) 2:30 P.M. to 6:30 P.M.
- DATE OF VENUE JULY 13, 2024
- RESIDENT SWEET PEACH WRIGHT
- ADDRESS 659 REESE AVENUE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND \$100.00
- BOOKING FEE/DEPOSIT was via DISCVR(3451):

■ DATED: 4/2/24

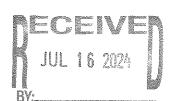
■ SEQ#: 2

■ BATCH#: 1083

■ INVOICE#: 2

■ APPROVAL CODE: 790131

AMOUNT: 100.00



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

Thank you.

I will be out of the office THURSDAY, July 25th and FRIDAY, July 26th, and MONDAY, August 19 - 23, 2024.

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

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

Governmental Management Services

www.OakLeafResidents.com

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From: Oakleaf Venues venuerentals@oakleafresidents.com Subject: DBCDD retund of deposit request - TONYA FERRELL

Date: July 31, 2024 at 6:19 PM

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



Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD for the following venue.
 - LOCATION OV PATIO (MONDAY) 11:00 A.M. to 3:00 P.M.
 - DATE OF VENUE JULY 29, 2024
 - RESIDENT TONYA FERRELL
 - ADDRESS 652 ACORN CHASE DRIVE, ORANGE PARK, FL 32065
 - AMOUNT OF REFUND \$100.00
 - BOOKING FEE/DEPOSIT was via VISA (0327):
 - DATED: 7/12/24
 - SEQ#: 2
 - BATCH#: 1175
 - INVOICE#: 2
 - APPROVAL CODE: 012895
 - AMOUNT: 100.00



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

Thank you.

I will be out of the office THURSDAY, July 25th and FRIDAY, July 26th, and MONDAY, August 19 - 23, 2024.

Please email me or leave a detailed message at 904-770-4661 with the following information: NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. 1 will respond at my earliest opportunity. Any messages left on the office phone will not be heard until I return to the office; repeat your name and number twice. Messages left on voice email will be heard, however, only emergencies will be addressed until I return to the office. I am typically not on property over the weekends. Since my time on property is divided between two Districts, appointments are recommended.

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Department of the Treasury Internal Revenue Service Cincinnati, OH 45999-0039
 Notice
 CP220

 Tax period
 December 31, 2021

 Notice date
 July 29, 2024

 Employer ID number
 03-0468920

 To contact us
 Phone 800-829-0115

 Page 1 of 4



101646.598748.197495.18377 1 AB 0.593 702

DOUBLE BRANCH COMMUNITY DEVELOPMENT % JAMES PERRY 475 WEST TOWN PLACE ST114 ST AUGUSTINE FL 32092-3648



101646

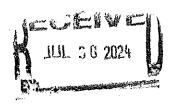
Changes to your December 31, 2021 Form 940

Amount due: \$301.15

We made changes to your December 31, 2021 Form 940.

As a result, your amount due is \$301.15.

Billing Summary			
Amount due on account before adjustment	\$0.00		
Penalty Increase - Failure to make a proper federal tax deposit	301.15		
Amount due by August 19, 2024	\$301.15		



Continued on back...



DOUBLE BRANCH COMMUNITY DEVELOPMENT % JAMES PERRY 475 WEST TOWN PLACE ST 114 ST AUGUSTINE FL 32092-3648

Notice	CP220
Notice date	July 29, 2024
Employer ID number	03-0468920

Payment

- Make your check or money order payable to the United States Treasury.
- Write your Employer ID number (03-0468920), the tax period (December 31, 2021), and the form number (940) on your payment and any correspondence.

INTERNAL REVENUE SERVICE OGDEN, UT 84201-0102

Amount due by August 19, 2024

\$301.15

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Notice	CP220
Tax period	December 31, 2021
Notice date	July 29, 2024
Employer ID number	03-0468920
Page 2 of 4	

What you need to do immediately

Review this notice, and compare our changes to the information on your tax return.

If you agree with the changes we made

- Pay the amount due of \$301.15 by August 19, 2024 to avoid additional penalty and interest charges.
- If you're enrolled in the Electronic Federal Tax Payment System (EFTPS), you may use that method of payment instead of paying by check or money order.
- If you can't pay the amount due, pay as much as you can now and call us at 800-829-0115 to discuss your options for paying the remaining balance.

If you don't agree with the changes

- Call 800-829-0115 to review your account.
- If we don't hear from you, we'll assume you agree with the information in this notice.
- If you've already paid your balance in full within the past 14 days or made payments arrangements, please disregard this notice.

If we don't hear from you

If you don't pay \$301.15 by August 19, 2024, interest will increase, and additional penalties may apply.

Notice	CP220
Tax period	December 31, 2021
Notice date	July 29, 2024
Employer ID number	03-0468920
Page 3 of 4	

Per	าล	lti	Ας

We are required by law to charge any applicable penalties.

The amount of penalty and interest shown is based on this adjustment.

3

Failure to make a proper federal tax deposit

Description
Total failure to make a proper federal tax deposit

Amount \$301.15

101646

We charged a penalty because you did not make a proper tax deposit. Common reasons why we charge this penalty are:

- · You did not deposit your tax on time
- You did not deposit enough tax
- · You paid your tax directly to the IRS
- · You did not deposit your tax electronically, as required by law

For information about depositing taxes, see the Employer's Tax Guide (Publication 15) or the Agricultural Employer's Tax Guide (Publication 51). (Internal Revenue Code 6656)

The penalty rate for each improper deposit is as follows:

1-5 days late: 2% 6-15 days late: 5%

16 or more days late: 10%

More than 10 days after the first IRS bill: 15%

For a detailed calculation of your penalty charges, call 800-829-0115.

Designation of deposit

The law allows you to tell the IRS where to apply your deposits within the tax return period with a deposit penalty. You have 90 days from the date of the correspondence you received showing the deposit penalty to contact the IRS if you want to specify where to apply your deposits.

The law also allows the IRS to remove the deposit penalty if: (1) the penalty applies to the first required deposit after a required change to your frequency of deposits, and (2) you file your employment tax returns by the due date.

Removal or reduction of penalties

We understand that circumstances—such as a serious illness or injury, a family member's death, or loss of financial records due to natural disaster—may make it difficult for you to meet your taxpayer responsibility in a timely manner.

We can generally process your request for penalty removal or reduction quicker if you contact us at the number listed above with the following information:

- Identify which penalty charges you would like us to reconsider (e.g., 2016 late filling penalty).
- For each penalty charge, explain why you believe it should be reconsidered. If you write us, include a signed statement and supporting documentation for penalty abatement request.

We'll review your request and let you know whether we accept your explanation as reasonable cause to reduce or remove the penalty charge(s).

Notice	CP220
Tax period	December 31, 2021
Notice date	July 29, 2024
Employer ID number	03-0468920
Page 4 of 4	

Penalties—continued

Removal of penalties due to erroneous written advice from the IRS

If you were penalized based on written advice from the IRS, we will remove the penalty if you meet the following criteria:

- You wrote us asking for written advice on a specific issue
- You gave us adequate and accurate information
- · You received written advice from us
- You reasonably relied on our written advice and were penalized based on that advice

To request removal of penalties based on erroneous written advice from us, submit a completed Claim for Refund and Request for Abatement (Form 843) to the address shown above. For a copy of the form, go to www.irs.gov or call 800-TAX-FORM (800-829-3676).

Additional information

- · Visit IRS.gov/cp220.
- Find tax forms or publications by visiting IRS.gov/forms or calling 800-TAX-FORM (800-829-3676).
- You can contact us by mail at the address at the top of the first page of this notice.
 Be sure to include your employer ID number and the tax period and form number you are writing about.
- · Keep this notice for your records.

If you need assistance, please don't hesitate to contact us.

...

From: Oakleaf Venues venuerentals@oakleafresidents.com Subject: Re: DBCDD refund of deposit request - WILLIAM COLE

Date: July 15, 2024 at 5:23 PM

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



Good afternoon, Todd,

Please provide a status update on this deposit refund. The resident has stated he has not received it as of yet.

Thank you.

I will be out of the office THURSDAY, July 25th and FRIDAY, July 26th, and MONDAY, August 19 - 23, 2024.

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 plane and not be heard and 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 mue 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

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On Tue, Jun 4, 2024 at 2:28 PM Oakleaf Venues < <u>venueronals@oaklealiresidents.com</u>> wrote:

Please make the following refund at your earliest opportunity:

- LOCATION OVCR aka CLUBROOM (FRIDAY) 5:00 P.M. to 9:00 P.M.
- P DATE OF VENUE MAY 31, 2024
- · RESIDENT WILLIAM COLE
- ADDRESS 947 WAVERLY BLUFF CT, ORANGE PARK, FL 32065
- AMOUNT OF REFUND \$100,00
 - BOOKING FEE / DEPOSIT REFUND
- DEPOSIT was via CHECK drawn on VyStar Bank:
 - DATED: 4/8/24
 - * CHECK#: 2634
 - DEPOSITED: 4/9/24
 - AMOUNT: \$100,00

PAYMENT DATE	SETTLEMENT	DATEEVENT	DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD	
04/08/24	04/09/24	05/31/24	WILLIAM COLE	- OVCR DEPOSIT	DEPOSIT	\$ 100.00		CK# 2634	4/	9/2024

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

Thank you.

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

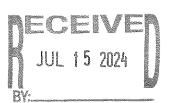
Please email me or leave a detailed message at 904-770-4661 with the following information: NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity. Any messages left on the office phone will not be heard until I return to the office, ropear you 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.xoakleafresidents.com

Governmental Management Services

www.OakLeatResidents.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.



MAKE CHECK PAYABLE TO:



Tampa, FL 33622-0122 (904) 262-5500

	PLEASE FI	L OUT BELOW IF PAYING BY CREDIT CARD
VISA	ps (en	
CARD NUM	BER	EXP. DATE
SIGNATUR	E	AMOUNT PAID

ACCOUNT NUMBER	DATE	BALANCE
708477	8/1/2024	\$2,170.00

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

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

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

0000000019082001000000020114300000021700057

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

DOUBLE BRANCH CCD/OAKLEAF PL 8664 OAKLEAF VILLAGE PKWY, JACKSONVILLE, FL ORANGE PARK, FL 201143B PO # Invoice Due Date 8/11/2024 **Invoice**

Invoice Date	Description	Quantity Amount	Tax Total
8/1/2024	Water Management - Zone 1, Water Management -	\$1085.00	\$0.00 \$1085.00
	Zone 2	\$1085.00	\$0.00 \$1085.00
	Codo to:	ነ ነድ (፲

Please remit payment for this month's invoice.

2-320-572-4680

Double Branch Lake Maintenance

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

Credits

\$0.00

Adjustment

\$0.00

AMOUNT DUE

Total Account Balance including this invoice:

\$2170.00

This Invoice Total:

\$2170.00

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

Customer #:

708477

Corporate Address

Portal Registration #:

BCF0DAE5

4651 Salisbury Rd, Suite 155 Jacksonville, FL 32256

Customer E-mail(s):

manager@oakleafresidents.com, JSORIANO@GMSNF.COM

Customer Portal Link:

www.lakedoctors.com/contact-us/

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

Governmental Management Services, LLC

1001 Bradford Way Kingston, TN 37763

Invoice

Invoice #: 2435 Invoice Date: 8/1/24

Due Date: 8/1/24

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 - August 2024		18,389.83	18,389.83
Juny Landert 8-8-24			

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

Governmental Management Services, LLC

1001 Bradford Way Kingston, TN 37763

Invoice

Invoice #: 2439

Invoice Date: 8/12/24 Due Date: 8/12/24

Case:

P.O. Number:

Balance Due

\$326.25

Bill To:

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

Description	Hours/Qty	Rate	Amount
Facility Event Staff through August 10, 2024	13.05	25.00	326,25
2.300.369,103			
AUG 13 2024			
	Total		\$326.25
	Payments/C	Credits	\$0.00

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

Date: August 12, 2024 at 8:41 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 OV PATIO (SUNDAY) 12:00 P.M. to 4:00 P.M.
 - DATE OF VENUE MAY 26, 2024
 - RESIDENT HELEN BALANOBA
 - ADDRESS 1867 OAKCHIME DRIVE, ORANGE PARK, FL 32065
 - AMOUNT OF REFUND \$100.00
 - BOOKING FEE/DEPOSIT was via CHECK drawn on NAVY FEDERAL:

DATED: 6/19/24CHECK #: 169

DEPOSITED: 6/21/24AMOUNT: 100.00



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

Thank you.

I will be out of the office August 19 - 23, 2024.

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

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www.oakleafresidents.com

Governmental Management Services

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Riverside Management Services, Inc

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

Invoice

Invoice #: 362

Invoice Date: 8/1/2024 Due Date: 8/1/2024

Case: P.O. Number:

Bili 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 - August 2024		4,953,33	4,953.3 3
A C C C C C C C C C C C C C C C C C C C			
Juny Lanbut 8-8-24			
	Total		\$4,953.33
	Payment	s/Credits	\$0.00
	Balance	Due	\$4,953.33

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

Date: August 12, 2024 at 8:48 PM

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



Good afternoon, Todd,

Please make the following refund at your earliest opportunity:

- LOCATION OVCR aka CLUBROOM (SATURDAY) 2:30 P.M. to 6:230 P.M.
- DATE OF VENUE AUGUST 10, 2024
- RESIDENT ROSEMARIE SALMO
- ADDRESS 717 CHESTWOOD CHASE DRIVE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND \$100.00
- BOOKING FEE/DEPOSIT was via VISA (7527):

■ DATED: 6/10/24

■ SEQ#: 11

BATCH#: 1139INVOICE#: 12

■ APPROVAL CODE: 081794

AMOUNT: 100.00



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

Thank you.

I will be out of the office August 19 - 23, 2024.

Please email me or leave a detailed message at 904-770-4661 with the following information: NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. 1 will respond at my earliest opportunity. Any messages left on the office phone will not be heard until I return to the office; repeat your name and number twice. Messages left on voice email will be heard, however, only emergencies will be addressed until I return to the office. I am typically not on property over the weekends. Since my time on property is divided between two Districts, appointments are recommended.

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Governmental Management Services

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Southeast Fitness Repair 14476 Duval Place West #208 Jacksonville, FL 32218 Invoice #105060

Invoice Date: 8/8/2024

Account #101332
Oakleaf Plantation - Double Branch and Middle Village

Invoice

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

		Price
1 visit	\$0.00 / visit	\$0.00
3.00 Ea	\$15.00 / Ea	\$45.00
1.00 Ea	\$20.00 / Ea	\$20.00
2,00 Ea	\$10.00 / Ea	\$20.00
5.00 Ea	\$10.00 / Ea	\$50.00
1.00 Ea	\$10.00 / Ea	\$10.00
2.00 Ea	\$15.00 / Ea	\$30.00
3.00 Ea	\$20.00 / Ea	\$60.00
1.00 Ea	\$125.00 / Ea	\$125.00
	Subtotal:	\$360.00
	Tax:	\$0.00
	Total:	\$360.00
w Naw	Amount Paid:	\$0.00
	3.00 Ea 1.00 Ea 2.00 Ea 5.00 Ea 1.00 Ea 2.00 Ea	3.00 Ea \$15.00 / Ea 1.00 Ea \$20.00 / Ea 2.00 Ea \$10.00 / Ea 5.00 Ea \$10.00 / Ea 1.00 Ea \$10.00 / Ea 2.00 Ea \$15.00 / Ea 3.00 Ea \$20.00 / Ea 1.00 Ea \$125.00 / Ea Subtotal: Tax: Total: Amount Paid:

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

Thank you for your business!

Bill To:	Jay Soriano 370 Oakleaf Village Pkwy Orange Park, FL 32065-4259	Account	[101332] Oakleaf Plantation - Double Branch and Middle Village
	Orange Park, PL 32003-4235	Invoice#	105060
		Date	Thursday, August 8, 2024
Remit To:	Southeast Fitness Repair	Amount Paid	
	14476 Duval Place West #208 Jacksonville, FL 32218	Check Number	

Code to:

Double Branch Facility Maintenance - Preventative

2-320-572-4661

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

Date: August 12, 2024 at 8:34 PM

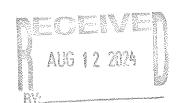
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



Good evening, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD for the following venue.
 - LOCATION OV PATIO (SATURDAY) 11:00 A.M. to 3:00 P.M.
 - DATE OF VENUE AUGUST 10, 2024
 - RESIDENT WILLIAM ECHEVARRIA
 - ADDRESS 2801 PEBBLEWOOD LANE, ORANGE PARK, FL 32065
 - AMOUNT OF REFUND \$100.00
 - BOOKING FEE/DEPOSIT was via VISA (9909):
 - DATED: 7/24/24
 - SEQ#: 2
 - BATCH#: 1188
 - INVOICE#: 2
 - APPROVAL CODE: 024462
 - AMOUNT: 100.00



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

Thank you.

I will be out of the office August 19 - 23, 2024.

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

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AP300R	YEAR-TO-DATE ACCOUNTS	S PAYABLE PREPAID/COMPUTE	ER CHECK REGISTER R	RUN 8/30/24
*** CHECK DATES 08/01/2024 - 08/30/2	2024 *** DOUBLE B	RANCH-CAPITAL RESERVE		

PAGE 1

CHECK DATES	00/01/20	21 00/50	7,2021			C CAPITAL RESERVE FUND			
CHECK VEND# DATE	DATE	OICE INVOICE	EXPE	NSED TO DPT ACCT#	SUB	VENDOR NAME SUBCLASS	STATUS	AMOUNT	CHECK AMOUNT #
8/08/24 00026	7/02/24	07022024 CS800 EI			-6210	0	*	5,741.35	
		CSOUU EI	штытса	ш	FI	TNESS SUPERSTORE, INC.			5,741.35 000278
8/08/24 00035	7/17/24	2432 JUN REPA	202406	600-53800	6210		*	3,960.11	
				EF DACEMEN	GO	JERNMENTAL MANAGEMENT SERVICES			3,960.11 000279
8/08/24 00035	7/17/24	2433 MAINTENA	202407	600-53800	-6210	0	*	1,990.50	
					GO	JERNMENTAL MANAGEMENT SERVICES			1,990.50 000280
8/08/24 00012	7/16/24	31943	202407	600-53800 GN EQUIP	-6200	0	*	24,605.60	
					PR	D PLAYGROUNDS			24,605.60 000281
8/08/24 00040		CS192259 POOL SUE					*	285.03	
					_ SC	? DISTRIBUTORS LLC			285.03 000282
8/08/24 00037	7/10/24	ORD00121 LIFEGUAF	202407 RD SUPPL	600-53800 IES	-6210)	*	1,423.45	
					_ TH	E LIFEGUARD STORE INC.			1,423.45 000283
8/08/24 00065	7/03/24	07032024	202407	600-53800 ECEPTACLE	-6210)	*	1,363.64	
					_ HI	GHLAND PRODUCTS GROUP LLC DBA			
8/09/24 00065		07032024 PLASTIC						1,363.64-	
					_ HI	GHLAND PRODUCTS GROUP LLC DBA			1,363.64-000284
8/08/24 00016		TREE RMV	/ LIGHTN	ING DAMAG	Ε		*	2,326.00	
					- VE	RDEGO, LLC			2,326.00 000285
8/08/24 00065	7/03/24	07032024	202407	600-53800 ECEPTACLE	-6210)	•	1,303.34	
					_ HI	GHLAND PRODUCTS GROUP LLC DBA			1,363.34 000286
8/22/24 00040		74067166 POOL SUE					*	450.90	
						P DISTRIBUTORS LLC			450.90 000287
8/22/24 00066		PATCH 2N	JD AREA	SPRAY POO	T.		*	1,300.00	
					TE:	MPOOL INC 			1,300.00 000288
						TOTAL FOR BANK	С	43,446.28	

DBBR DOUBLE BRANCH OKUZMUK

AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 8/30/24 PAGE 2
*** CHECK DATES 08/01/2024 - 08/30/2024 *** DOUBLE BRANCH-CAPITAL RESERVE
BANK C CAPITAL RESERVE FUND

CHECK VEND#INVOICE.... ..EXPENSED TO... VENDOR NAME STATUS AMOUNTCHECK.....

DATE DATE INVOICE YRMO DPT ACCT# SUB SUBCLASS AMOUNT #

TOTAL FOR REGISTER 43,446.28

DBBR DOUBLE BRANCH OKUZMUK



537 Stone Rd. STE F Benicia, CA 94510

Office: +1-925-215-2927

Email: sales@fitnesssuperstore.com

Order Comments:

INVOICE

Date: Order#: 07/02/2024 **38385**

***UPDATE 7/2/2024: Received Purchase Order #JS070224FSS for a total amount of \$11,357.60.

Bill To: (Customer ID#32763)

Double Branch CDD c/o Governmental Management Services 475 West Town Place Suite 114

St. Augustine , FL 32092 United States (904) 342-1441 jsoriano@gmsnf.com

Ship To:

ATTN: Jay Soriano 370 Oakleaf village Pkwy Orange Park, FL 32065

United States (904) 342-1441



Payment Method:

Shipping Method:

Purchase Order # JS070224FSS

USA Shipping & Handling

Code	Description	Qty	Price	Total
trueCS800E	True Fitness CS800 Elliptical (Remanufactured) [Processing Time:Leaves our Warehouse in 3-5 Weeks] [Full Assembly & Installation:No Thanks, Curbside Delivery Only] [Paint Color:Standard Colors (As seen in Primary Picture)]	1	\$3,799.00	\$3,799.00
trueCS800E-warranty-08	True Fitness CS800 Elliptical (Remanufactured) - 5 Years Parts & Labor (Commercial)	1	\$1,949.00	\$1,949.00
Cybex625at	Cybex 625AT Arc Trainer w/Standard Console (Remanufactured) [Processing Time:Leaves our Warehouse in 3-5 Weeks] [Full Assembly & Installation:No Thanks, Curbside Delivery Only] [Paint Color:Standard Colors	1	\$4,199.00	\$4,199.00

(As seen in Primary Picture)]

Cybex625at-warranty-08	Cybex 625AT Arc Trainer w/Standard Console (Remanufactured) - 5 Years Parts & Labor (Commercial)	1	\$1,249.00	\$1,249.00
DSC-31	5% off! [trueCS800E] [Cybex625at]	1	-\$399.90	-\$399.90

Subtotal: \$10,796.10

Tax: \$0.00

Shipping & Handling: \$561.50

Code to: Split

Grand Total: \$11,357.60

Double Branch Repair and Replacements

34,600,538.621 2.320.57200.63100 (\$5,741.35)

Middle Village Repair and Replacements

34-600-538-64000 (\$5,616.25)

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

Invoice

Invoice #: 2432 Invoice Date: 7/17/24

Due Date: 7/17/24

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 June 1 - June 30, 2024		14,180.00	14,180.00
Code To:			
Double Branch Facility Maintenance			
2 .320.572.46600 (\$3468.23)			
Dou ble Branch Facility Maintenance Co n	tingency:		The state of the s
2. 320.572.46620 (\$2,229.15)			t t
Dou ble Branch Lighting Repairs —			
2.320. 572.46630 (\$637.00)			
Double Branch Common Area Maintenan	ge -		
2.320. 572.46400 (\$3885.51)			
Double Branch Repair/Replacement	Total		\$14,180.00
34.600.53800.62 ¢ 0 (\$3,960.11)	Payments		\$0.00
	Balance l	Due .	<u>\$14,180.00</u>
			\$3,960.

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

<u>Date</u>	<u>Hours</u>	Employee	Description
6/3/24	4.01	E.W.	Removed debris from all common areas
6/4/24	2	T.C.	Repaired handralls at Waverly Park playground, picked up supplies
6/4/24	2,57	E.W.	Removed debris from all common areas
6/5/24	3.97	E.W.	Removed debris from all common areas
6/6/24	4	E.W.	Removed debris from all common areas
6/7/24	4	E.W.	Removed debris from all common areas
6/10/24	8	T.C.	Repaired swing at Natures Hammock park, cleared and started waterfall fountain, painting
			around offices/club room building, picked up supplies
6/10/24	7.3	J.K.	Paint white on club room building, prep/tape off windows sofflt bricks
6/10/24	7.37	C.W.	Started painting exterior of office
6/10/24	4	E.W.	Removed debris from all common areas
6/11/24	7.15	J.K.	Prep and paint office windows, take out boat to clean fountain
6/11/24	7.13	C.W.	Pulled tape and started painting window trim
6/11/24	4	E.W.	Removed debris from all common areas
6/12/24	8	T.C.	Changed lights in parking lot, painting around offices/clubroom building, picked up supplies
6/12/24	3	B.G.	Changing light bulbs throughout parking lot, changed GFI
6/12/24	7.27	J.K.	Painting building club room trim under gutter, light inspection in parking lot
6/12/24	7.27	C.W.	Painted office window frames and pulled old tape, started ball room
6/12/24	4	E.W.	Removed debris from all common areas
6/13/24	4	T.C.	Painted around offices/club room building, picked up supplies
6/13/24	7.18	J.K.	Finished painting front of building, scarped clean fountain in pond
6/13/24	5.03	C.W.	Removed old tape and finished painting ball room, painted trim
6/13/24	4	E.W.	Removed debris from all common areas
6/14/24	6	T.C.	Fixed lights in parking lot, painted around office/club room buildings
6/14/24	8	B.G.	Painting outside doors and window from the event center
6/14/24	4,23	J.K.	Light inspection in parking lot, painted back of building
6/14/24	7.07	C.W.	Taped sides of ball room and painted back sides of ball room, taped all windows and
			door frames for prep
6/14/24	4	E.W.	Removed debris from all common areas
6/17/24	8	T.C.	Painting trim around offices/club room building
6/17/24	8	₿.G.	Painting outside of banquet hall
6/17/24	7.9	J.K.	Pressure washed club room windows soffit bricks, prep for paint
6/17/24	2.5	E.W.	Removed debris from all common areas
6/18/24	4	T.C.	Painting trim around offices/club room building
6/18/24	8	B.G.	Painting outside of office, removed debris around the lake
6/18/24	7.32	J.K.	Painted around office, finished painting and pulled tape, lake inspection removed debris
6/18/24	5.62	C.W.	Worked on painting, removed tape, cleaned paint supplies, zip tied windscreen
6/18/24	4.01	E.W.	Removed debris from all common areas
6/19/24	4.01	E.W.	Removed debris from all common areas
6/20/24	7.48	J.K.	Cleaned up paint supplies in office, finished using paint by office, zip tied windscreen at shop
6/20/24	5	C.W.	Scrapped paint off window and cleaned paint off building
6/20/24	4	E.W.	Removed debris from all common areas
6/21/24	3	T.C.	Loaded up scrap to shop for disposal, unloaded truck
6/21/24	4	E.W.	Removed debris from all common areas
6/24/24	2	T.C.	Cut up and removed tree that fell on roof
6/24/24	2	J.K.	Removed tree that fell on roof, cleaned up debris in yard on roof
6/24/24	5.47	A.J.	Cleaned park and walking trail, cleaned under sink areas
6/24/24	4	E.W.	Removed debris from all common areas
6/25/24	2	T.C.	Cleaned and filled fountain by office
6/25/24	3.52	C.W.	Planting trees, flowers and hung flowers
6/25/24	7.58	A.J.	Removed debris from median areas and sidewalks
6/25/24	4.01	E.W.	Removed debris from all common areas
6/26/24	4	T.C.	Worked on pool pack shade project, picked up supplies

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

<u>Date</u>	<u>Hours</u>	Employee	Description
6/26/24	4	J.K.	Put up over hand and tarp
6/26/24	6.88	C.W.	Started putting together carport and tied windscreen to the top and anchors to prep
6/26/24	6.88	A.J.	Cleaned shed area, prep for cart, drive cart over and prep for tennls court painting, repair
			freezer door in lifeguard break room
6/26/24	4	E.W.	Removed debris from all common areas
6/27/24	8	T.C.	Worked on pool pack shade project, picked up supplies
6/27/24	8	B.G.	Cleaning tennis court with degreaser to prep for painting
6/27/24	7.1	J.K.	Ran cable over pool filters, built another overhang over pool filters, put up more windscreen
			and tarp on cables and over hang, temporary fixed door on pool deck
6/27/24	7.12	C.W.	Tied lines/wire to run across and hung windscreen, built another carport and tied windscreen
			to top, unloaded truck
6/27/24	6.38	A.J.	Deep scrub tennis courts, prep for paint
6/27/24	4.01	E.W.	Removed debris from all common areas
6/28/24	6	T.C.	Worked on pool pack shade project, picked up supplies
6/28/24	6	B.G.	Cleaning tennis court with degreaser to prep for painting
6/28/24	7.1	C.W.	Finished windscreen on top, cleaned up and started moving extra to shop, removed debris from shop
6/28/24	6.95	A.J.	Cleaned and prep tennis courts for paint
6/28/24	3.22	E.W.	Removed debris from all common areas
TOTAL	353.61		
MILES	80	•	*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

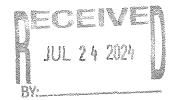
Invoice #: 2433 Invoice Date: 7/17/24

Due Date: 7/17/24

Case: P.O. Number:

BIII To:

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



Description	Hours/Qty	Rate	Amount
Maintenance Supplies		1,990.50	1,990.50
Code to:			
Double Branch Repair and Repla	cements		
2.320.57200.63100			
34.600.538.621			
		And the second s	
	Total		\$1,000 E0
	Payments/	Cradite	\$1,990.50 \$0.00
	3m-17-20-27-27-27-27-2-2-2-2-2-2-2-2-2-2-2-2	The state of the s	· · · · · · · · · · · · · · · · · · ·
	Balance D	ne	\$1,990.

MAINTENANCE BILLABLE PURCHASES

Period Ending 7/05/24

DISTRICT	DATE	SUPPLIES	PRICE	EMPLOYEE
DB DOUBLE BRANCH				
DO0000 = (2.2.2.)	6/5/24	3/8* MIP Valve	14.55	1.8.
	6/5/24	Combo Lock PTFE Tape	12.05 5.06	J.S. J.S.
	6/6/24 6/5/24	Brass Hose Nozel	10.33	J.S.
	8/5/24	High Dex Gloves 3pk	14.92	T.C.
	6/5/24 6/5/24	Anvil Stiff Scraper Stanley 10" Magnetic Level	11.48 5.74	T.C. T.C.
	6/5/24	Stanley Rubber Maket	9.17	T.C.
	6/8/24	Bik Nitrže Głoves 20pk	7.46	T.C.
	6/6/24 6/6/24	9" Magnetic Level Stanley 25ft Mag Leverlock	8.69 6.89	T.C. T.C.
	6/6/24	Fine PT Black Marker 2pk	2.00	T.C.
	6/7/24	5/8' Hose Reel Leader (2)	29.85	J.S. T.C.
	6/7/24 6/7/24	Penzol Platinum 10W30 1/4 Lockwasher 50pc	9.17 10.76	T.C.
	6/7/24	1/4 Flat Washer 60pc	8.89	T.C.
	6/7/24	1/4 Hex Nut 50pc	9.46 11.49	T.C. T.C.
	6/7/24 6/7/24	7* Segmented Blade 8x4 Steel Edger	6,72	T.C.
	6/10/24	2.0 Flat Brush (4)	18.31	T.C.
	6/10/24	4x3/8 Shedless Knit 8pk	13.04	T.C. T.C.
	6/10/24 6/10/24	Peican Liner 3pk (2) 1Qt Mixing Contiener (5)	10.97 12.54	T.C.
	6/10/24	U Bolt Zinc 3/8x4-7/8 (2)	9.84	T.C.
	6/10/24	U Bolt Sq Zinc 3/8x7 (2)	13,06	T.C.
	6/11/24 6/12/24	11x4 Mini Roller Frame FG High Dex Glove	2,00 7,46	T.C. T.C.
	8/13/24	Blend Mop Refil	21,62	T.C.
	8/13/24	Cable Tie 500pk	20,09	T.C.
	6/13/24 6/19/24	35Qt WB Wringer with Drein Bik Nitrile Gloves 20pk	103.47 7.46	T,C. T.C.
	6/19/24	Bress Keys	11.42	T.C.
	6/19/24	Stanley Screper	6.87 51.74	T.C.
	6/19/24 6/19/24	Mop Bucket Winger with Orain 31Qt Mop Bucket - Return	72.42	T.C. T.C.
	6/20/24	Zep Degreaser (2)	32.15	J.S.
	6/20/24	Zep Citris Degreaser	8,04	J.S.
	6/20/24 8/20/24	40년 Topsell (2) Black Kow (2)	10.25 14.88	J.S. J.S.
	6/20/24	Red Lava Rock (3)	22.67	J.S.
	6/21/24	1 qt Cordyline (2)	13.75	J.S.
	6/21/24 6/21/24	2 gal Dipledala Black Kow	29.29 11.17	J.S. J.S.
	6/24/24	Black Kow	7,44	J.S.
	6/24/24	Top Soit	3.42	J.S.
	6/24/24 6/25/24	Wasp and Homet Spray Microfiber Towel 18pk	12.03 14.93	J,S. T.C.
	6/28/24	NDS Drain Grates (10)	234.72	J,S.
	8/26/24	Anvil Metal Pistol Grip Nozzla	8.03	T.C.
	8/26/24 8/26/24	Off Personal Repellant Black Nitrile Gloves 20pk	4,59 7,46	T.C. T.C.
	8/28/24	Zep Purple Indust. Degreeser 5 Gal	54,03	T.C.
	6/26/24	Terry Towels 10pk	5.74	Ţ.C.
	6/26/24 6/27/24	Squeegee Pushbroom 10MMx66MM Hollow Core Plugs (2)	11.49 8.46	T.C. T.C.
•	6/27/24	1/8" Clamp Set 3/32 & 1/8 3pk (4)	41.26	T.C.
	8/27/24	Wire Coated Gev 3/32x50 (2)	64.35	T.C.
	6/27/24 6/27/24	5/16"x6" Drill Bit Turnbuckle (12)	5.74 82.52	T,C. T.C.
	6/27/24	Screw Eye 5/16x4	6.64	T.C.
	6/27/24	Turnbuckle Eye (3)	9.59	
	6/27/24 6/27/24	Turnbuckle Screw Eye 5/16x4 (4)	3,43 4.51	T.C. T.C.
	6/27/24	THMBL CLMP Set 3/32 & 1/8 Set 4pk (4)	17.80	T.C.
	6/27/24	Zep Purple Indust. Degresser 5 Gei	54,03 54,03	
	8/27/24 8/28/24	Zep Purple Indust. Degreeser 5 Gel Screw Eye 5/16x4 (4)	4.61	T.C.
	6/28/24	Quick Unk 1/8" SS 3pk (6)	37.26	T,C.
	6/28/24	Wire Coated Galv 3/32x50	32.18	
	6/28/24 6/28/24	Zep Purple Indust. Degreaser 5 Gal Set Your Own Combo Lock	54.03 12.05	
	6/28/24	5* Anvii Brass Twist Adj Nozzle	10.33	T.C.
	6/28/24	Gas for Equipment	75.00 16.05	
	7/1/24 7/1/24	4' Wood Pole with Screw Kit (2) 3 Gal Gray Bucket (2)	18,05	
	7/1/24	18x3/4 Shedless Knit (4)	47,58	T.C.
	7/1/24	18x1/2 Shedless Knit (2)	22.86	
	7/1/24 7/1/24	Frog Tape 3pk (2) 40:1 Premixed Fuel	52.67 11.49	
	7/1/24	Frog Tape 3pk (2)	52.67	T.C.
	7/2/24	Frog Tape 3pk (2)	52.67	
	712124 712124	18x3/4 Shedless Knit (9) 18x1/2 Shedless Knit (6)	107.02 68.59	
	7/3/24	12-18 Adl Roller Frame	25.85	T.C.
	7/3/24	P8 Blaster	4.01	I T.C.
				_

TOTAL \$1,990.50



Pro Playgrounds 8490 Cabin Hill Road Tallahassee, FL 32311

Quote

Date	Estimate #
7/16/2024	31943

The Play & Recreation Experts

Project Name

Double Branch CDD playground

Customer / Bill To

Double Branch CDD

475 West Town Pl St. Augustine, FL 32092







BEST PRICE
CONTRACTOR OF THE PARTY OF THE

Ship To

370 Oakleaf Village Pkwy Orange Park, FI 32065

WE WILL BEAT ANY PRICE BY 5%!

ltem	Description	Qty	Cost	Total:
	Supply and deliver 1x playground design PKP012N Note: Delivery with Middle Village CDD Ditch Plains unit			
QS-23-PKP012N Shipping	**PLAY EQUIPMENT** Figgs Landing - Neutral Combined Shipping and Freight Charges JUL 24 202	1	22,061.60 2,544.00	22,061.60 2,544.00
	Branch Repair and Re	placeme	nts	
·	7200.63100			

AGREED AND ACCEPTED:

If the above total price, scope of work, specifications, terms and conditions are acceptable, sign below indicating your acceptance and authorization for Pro Playgrounds to proceed with the work and/or sales transaction described in this quotation. Upon signature and payment in accordance with this quote, Pro Playgrounds will proceed with the work and/or

Jay Soriano, Dir. Ops 7/22/24

Name/Title Date

Subtotal:	\$24,605.60	
Sales Tax: (7.5%)	\$0.00	
Total:	<u>\$24,605.60</u>	

Terms and Conditions - Price valid for 30 days and subject to change. 1. If installation is not included with your purchase, client will be responsible for coordinating, receiving and unloading of all goods, delivery drivers will not help unload goods. 2. Client will be responsible to inspect goods for defect, damage or missing parts, any deficiency or missing parts must be noted on delivery slip. 3. Client will be responsible for costs due to cancelled or missed delivery appointments. 4. Client has reviewed all items, colors and descriptions on this quote for accuracy and correctness. 5. If quote includes installation of goods, the installation is subject to the terms and conditions of Pro Playgrounds "Standard Installation Agreement" a copy of which may be obtained from your Sales Representative.



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

INVOICE

EMERGENCY RESPONSE # 1-800-424-9300

INVOICE #	CS192259	
ORDER#	CS194763	
DATE	07/22/24	
PAGE	1 of 1	

BILL TO

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

194-ORANGE PARK-SCP DIST. 8601 YOUNGERMAN CT UNIT 2 JACKSONVILLE, FL 32244-8927

CUSTOMER P/O NUMBER	SHIP VIA	WRITTEN BY	ORDER DATE
	PRIORITY PICK	LARRY HORNE(194)	07/22/24
CUSTOMER RELEASE NUMBER	FREIGHT TERMS 02 IN/OUTBOUND	PAYMENT TERMS NET 30 DAYS	DUE DATE 08/21/24
JOB / SHIP-TO NAME	PURCHASING AGENT	CONTACT	PHONE
OAKLEAF VILLAGE PKWY		JAY SORIANO	904-342-1441

LN#	PRODUCT HM	DESCRIPTION	U/M	OPEN	PCK-QTY	SHP-QTY	B/O	PRICE	EXTENSION
1	TAY-45-1061	R-0013-C 12/BX	EA	4	4	4	0	6.37	25.48
		20Z CYANURIC ACID REAGENT	R01-C						
2	HPP-201-2018	HH1506	EA	2	2	2	0	36.86	73.72
		STANDARD DEBRIS BAG	B-10-B						
3	GHS-45-805	45MJL5A1STAA 120V 50GPD 25PSI	EA	1	1	1	0	454.56	454.56
\triangle		.25" ADJ 1-HEAD CLASSIC PUMP	B-03-0)					
حنک	SER#I112823FL003	7251 ,							
4	HAY-101-2013	SPX1600M SUPER PUMP	EA	1	1	1	0	16.30	16.30
\triangle		STRAINER BASKET	B-04-0	>					

Code to: Split 50/50

Middle Village Repair and Replacements

34-600-538-64000

JUL 24 2024

Double Branch Repair and Replacements

34.600,538,621 2.320.57200.63100

DI ACADDO CUDDICIED VEC	NO	REFUSED
PLACARDS SUPPLIED-YES		HELOSED

\$285.03

MERCHANDISE TOTAL	DISCOUNTS	MISC CHARGES	SALES TAX	INBOUND FREIGHT	OUTBOUND FREIGHT	DEPOSIT AMOUNT	DEPOSIT APPLIED	INVOICE TOTAL
570.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-570.06-

This is to certify that the herein named materials are properly classified, described, packaged, marked, and labeled, and are in proper condition for transportation according to the applicable regulations of the department of transportation.

SIGNATURE: LARRY HORNE(194)

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

SIGNATURE:

Cust#: 277667 Cust Name: DOUBLE BRANCH CDD

Inv#: CS192259 Invoice Date: 07/22/24 Invoice Amount: \$570.06

RECEIVED BY:

MARNING: Cancer and Reproductive Harm - www.p65warnings.ca.gov

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



WKiefer Kiefer Aquatics The Lifeguard Store

> Bloomington, IL 61701 P (309) 451-5858 F (309) 451-5959

Invoice

INVOICE # DATE 07/10/2024 ORD001313280



BILL TO

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

SHIP TO

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

Account Number: 265527

P.O. NI	JMBER	TERMS	REP	SHIP	IP VIA		umber
		NET 30	050	07/10/2024	FEDEX_GROUND	EST12	2303
QUANTITY	ITEM COD	•		DESCRIPTIO	· ·	PRICE EACH	AMOUNT
1	400-7000	DROPSHI	P: PAL Lift C	Controller Unit w/ 4 Bu	\$619.00	\$619.00	
3	100-5000A	DROPSHI	IP: LA34 verl	tical actuator for SR Sr	nith Lifts	\$1,337.75	\$4,013.25
2	120-1100	DROPSHI	P: Motor As	sembly		\$482.82	\$965.64
				Dane 1 of	1		

Tracking Number:

Code to: Split

Double Branch Repair and Replacements 34.600.538.621 2.320.57200.63100 (\$1,423.45)

BY:

Middle Village Repair and Replacements

34-600-538-64000 (\$4,345.64)

TOTAL	\$5,769.09
Tax	\$0.00
Shipping, Packaging & Handling	\$171.20
Discount Amount	\$0.00
Subtotal	\$5,597.89



To Whom It May Concern:

This is in response to your request for a W-9 from a single member LLC, disregarded for income tax purposes. All receipts and federal taxes for this entity are reported on a consolidated tax return under Playcore Group, Inc & Subsidiaries, federal identification number (FEIN) 82-2297804, and as such, we will not require a 1099 issued since we are a U. S. corporation.

Please find the following enclosed documents:

 A W-9 for Playcore Group, Inc & Subsidiaries with FEIN 82-2297804. Lines 5, 6, and 7 all list the business address, name, and FEIN of the disregarded LLC entity.

Aside from making a 1099 determination for federal income tax, the LLC's name and address should be used for *all other business purposes* including, but not limited to: invoicing, licensing, signing / executing contracts, creating customer / vendor accounts, etc.

Should you have any questions regarding the attached, please do not hesitate to reach out to our department at tax.@playcore.com.

Sincerely,

Scott Hooker
Senior Tax Accountant
shooker@playcore.com
PLAYCORE





Invoice

Invoice #: 16946

Date: 07/22/24 **Customer PO:**

DUE DATE: 08/21/2024

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

#17143 - Dead tree Removals from Lightning damage

On corner of OVP and the school Road near Pickle Ball court, using Lift to remove tall Oak tree that is dead due to Lightning strike.

Removal of 3 dead Pines on Loop Road near sidewalks and/or fencelines that could be liability in high wind storms.

Landscape Enhancement

\$2,326.00

Disposal Fee (Other)

\$100.00 1.00

\$100.00

Sub: Tree work (Sub)

1.00

\$2,226.00 \$2,226.00

Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

\$2,326.00

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

34.600,538,621

2.320.57200.63100



Highland Products Group/The Park Catalog 931 Village Blvd Ste 905-354 West Palm Beach, FL 33409

Phone: 561-620-7878

Email: sales@theparkcatalog.com

Quote#107041

Sales Rep: Carrie Georgopoulos Email: Carrie@theparkcatalog.com Phone: 888-447-2401 Ext 60307

Quote Date Jul 3, 2024 Quote Expiration Date Aug 1, 2024 (29 days)

Bill to:

Jay Soriano
Double Branch Community
Development District -GMS
475 West Town Place
Saint Augustine , Florida,
32092
United States
T: 904-342-1441

Ship to:

Jay Soriano Double Branch CDD 370 Oakleaf Village Parkway Orange Park, Florida, 32065 United States T: 904-342-1441

Product Name	 Section of the section of the section	QTY	Commence of the contract of th	Your Price	\$1500 MARK \$100 CONTRACTOR \$100 PROPERTY CONTR	it Subtotal	
23.5D Dome Top Plastic, Black Lid for 55 Gal. Waste Receptacle	263-1223	18	\$134.00	\$123.00	\$11.00	\$2,214.00	ĺ

Quote Notes:

NOTIFY BEFORE DELIVERY IS INCL IN FREIGHT EST.

Total Discount -\$198.00

Subtotal \$2,214.00

Shipping & Handling \$240.00

Tax \$0.00

Grand Total \$2,454.00

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

Any questions contact us at 888-447-2401 or Carrie@theparkcatalog.com

Code to: Split

PAY NOW WITH A CREDIT CARD

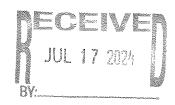
Quote Expiration Date: Aug 1, 2024

IF YOUR QUOTE HAS EXPIRED, PLEASE CONTACT YOUR SALES REP BEFORE SUBMITTING PAYMENT

Double Branch Repair and Replacements 34,600,538,621

2.320.57200.63100•(\$1,363.34)

Middle Village Repair and Replacements 34-600-538-64000 (\$1,090.66)



TERMS & CONDITIONS

SHIPPING:

Deliveries are made during normal business hours, 8am - 5pm Monday - Friday. Unless otherwise noted, shipping charges include standard delivery only. Standard delivery charges are for Tailgate delivery to any commercial focation on a commercial truck mute; the truck driver will not offload the delivery. It is Customers responsibility to provide adequate personnel and/or equipment to unload the shipment from the truck when it arrives. The truck driver is under no obligation to help you unload. If you require anything other than standard delivery, we have the following additional services available for purchase at time of order placement:

Additional Delivery Service:

- Residential Delivery: If the ship to address is not a commercial location, on a commercial truck route or is in a residential area, you must order "Residential Delivery Service" at an additional charge.
- Limited Access Delivery: This is common LTL delivery for small businesses, restaurants, schools, churches, concert venues, theaters, or other locations that do not have a loading dock.
- Liftgate Service: This service includes the driver utilizing a lift gate on the rear of the truck. The driver is responsibile for lowering your shipment to the ground only. Once delivery is at ground level it is your responsibility to move the shipment from the delivery point to its destination
- Notify Before Delivery: Notify before delivery indicates that the receiver needs to be called before arrival. The carrier will call 24-48 hours prior to make a delivery appointment, if the receiver cannot be reached, these shipments can result in significant delays or additional redelivery fees.
- Inside Delivery: If this service is required, please reach out to one of our Sales Representative as we cannot be responsible for online quotes with this service. This service requires specifics that must be communicated to the carrier prior to getting a shipping quote.
- Redefivery Fee: This charge will occur when a delivery is unsuccessful on the first try and the carrier must try to deliver the shipment a second time. Redeliveries occur within the carrier's available timeframe.
- Construction Site Delivery: This charge is for any destination that is under construction and requires an LTL truck to navigate a construction site.

Shipping Service Discrepancies - If there is a discrepancy in the services requested and the minimum services required to deliver the product, the Customer agrees to pay and The Park Catalog reserves the right to charge the customer for any necessary additional services provided at the time of delivery.

Shipment inspection Required - It is the customer's responsibility to Inspect all deliveries for possible damage, correct quantities and to note any discrepancies on the freight bill PRIOR to signing the delivery receipt provided by the driver. All damage claims MUST be recorded on the delivery receipt and reported within 48 hours of delivery. The Park Catalog does NOT GUARANTEE replacements parts or products FREE of charge due to concealed or unreported damages.

Assembly May Be Required:

Most of our product's ship Knocked down and on commercial pallets to minimize freight damages and reduce freight cost.

CANCELLATIONS:

No order can be cancelled unless first authorized and confirmed in writing by The Park Catalog Team. Made-to-Order items already in production may not be cancelled. If a cancellation is authorized, charges may apply based on the stage the order is in.

RETURNS:

We will accept returns of unopened/unused products, up to 30 days from the shipping date, subject to ALL the following terms and conditions:

- Approval: Written approval and instructions must be issued by our Customer Service Department before any merchandise can be returned.
- · Shipping Returns: All merchandise must be returned in its original packaging, freight Prepaid. No Collect shipments are accepted.
- Re-Stocking & Shipping Fees: The customer is responsible for a minimum 25% re-stocking fee and all related shipping charges on product returned for reasons other than damage or defect. Original shipping charges will not be refunded.
- Online Orders: For online orders, The Park Catalog is not responsible if the customer orders incorrect product or colors. All return and restock fees apply.
- Personalized These items are NOT eligible for return unless a defect in manufacturing is presented to us with pictures prior to return.
- Refunds: refunds will be issued on returned merchandise AFTER shipment is received and inspected at our warehouse and the goods are deemed to be resaleable and free of damages.

Payment options:

Credit Card: To maintain a safe environment for credit card transactions, we utilize a credit card processing company that partners with companies who transmit or process card information in a secure environment which compiles with the Payment Card Industry Data Security Standard (PCI DSS). In compilance with the payment card industry data security standards, The Park Catalog cannot accept credit card payment information via EmailyTeax/US Mail/Telephone/Voice Mail. A secure payment link will be sent via email to allow your transaction to be completed.

Check: Payable to Highland Products Group or The Park Catalog, 931 Village Bivd Ste 905-354, West Palm Beach, FL 33409

ACH: You will find ACH/Wire information on the pages following your proposal

Purchase Order: We accept purchase orders from Government/Municipal entities, Public Schools, non-private Colleges, and Universities to name a few. All other customer types must speak with a sales representative for qualifications to utilize a purchase order.

Force Majeure:

No Party to this Agreement shall be responsible for any delays or failure to perform any obligation under this agreement due to acts of God, outbreaks, epidemic/pandemic or the spreading of disease or contagion strikes or other disturbances, including, without limitation, war, insurrection, embargoes, governmental restrictions, acts of governments or governmental authorities, and any other cause beyond the control of such party. During an event of force majeure, the Parties' duty to perform obligations shall be suspended.

To accept this proposal:	
Sign Here:	Date:



To Whom It May Concern:

This is in response to your request for a W-9 from a single member LLC, disregarded for income tax purposes. All receipts and federal taxes for this entity are reported on a consolidated tax return under Playcore Group, Inc & Subsidiaries, federal identification number (FEIN) 82-2297804, and as such, we will not require a 1099 issued since we are a U. S. corporation.

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 A W-9 for Playcore Group, Inc & Subsidiaries with FEIN 82-2297804. Lines 5, 6, and 7 all list the business address, name, and FEIN of the disregarded LLC entity.

Aside from making a 1099 determination for federal income tax, the LLC's name and address should be used for *all other business purposes* including, but not limited to: invoicing, licensing, signing / executing contracts, creating customer / vendor accounts, etc.

Should you have any questions regarding the attached, please do not hesitate to reach out to our department at tax@playcore.com.

Sincerely,

Scott Hooker
Senior Tax Accountant
shooker@playcore.com
PLAYCORE



74-JACKSONVILLE-SCP DIST. 2900 DAWN RD JACKSONVILLE, FL. 32207-7904 Phone 904-739-3511 Fax 904-739-7544

INVOICE REPRINT

EMERGENCY RESPONSE # 1-800-424-9300

	•	
INVOICE #	74067166	
ORDER#	74159130	
DATE	06/04/24	
PAGE	1 of 1	

BILL TO

SPG-051-0141

277685 MIDDLE VILLAGE CDD 370 OAKLEAF VILLAGE PKWY ORANGE PARK, FL 32065-4259 SHIP TO

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

CUSTOMER P/O NUMBER	SHIP VIA	WRITTEN BY	ORDER DATE
	PRIORITY PICK	THOMAS BAUMAN(74)	06/04/24
CUSTOMER RELEASE NUMBER	FREIGHT TERMS 02 IN/OUTBOUND	PAYMENT TERMS NET 30 DAYS	DUE DATE 07/04/24
JOB / SHIP-TO NAME	PURCHASING AGENT	CONTACT	PHONE
MIDDLE VILLAGE CDD		JAY SORIANO	904-342-1441

FC-9750 17.5"x24" ANTHONY RECTANGULAR DE FILTER GRID

D-05-B

30 30 0

PHICE

30.06

ICNSION

\$450.90

Code to: Split 50/50

Middle Village Repair and Replacements

34-600-538-64000

Double Branch Repair and Repl.

34.600.53800.6200



PLACARDS SUPPLIED-YES___ NO___ REFUSED___

MERCHANDISE TOTAL	DISCOUNTS	MISC CHARGES	SALES TAX	INBOUND FREIGHT	OUTBOUND FREIGHT	DEPOSIT AMOUNT	DEPOSIT APPLIED	INVOICE TOTAL
901.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	901.80

This is to certify that the herein named materials are properly classified, described, packaged, marked, and labeled, and are in proper condition for transportation according to the applicable regulations of the department of transportation.

RECEIVED BY: _

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

SIGNATURE: _____

Cust#: 277685 Cust Name: MIDDLE VILLAGE CDD

Inv#: 74067166 Invoice Date: 06/04/24 Invoice Amount: \$901.80

SIGNATURE: MICHAEL LONG(59)

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

Invoice

1512 Millcoe Rd Jacksonville, FL 32225 904-724-8967 www.tempoolinc.com



BILL TO	
JAY SORIANO	
Crown Pools	
OAKLEAF/Double/Middle	
Oakleaf Pkwy	
OP	

INVOICE#	DATE	TOTAL DUE	DUE DATE	TERMS ENCLOSED
133576	08/01/2024	\$1,300.00	08/01/2024	Due on receipt

QTY	DESCRIPTION	AMOUNT	RATE
1	Patched a second delaminated area of the spray pool on July 31st.	1,300.00	1,300.00

TERMS: Work completed as requested, payment due upon receipt. In the event Tempool Inc. is required to employ legal counsel or to incur any other expenses to enforce timely payment under this agreement, it shall be entitled to recover the reasonable amount of all attorney's fees of such counsel, costs incurred, and all other expenses incurred in enforcing such obligation. It is acknowledged that venue for any dispute shall be in Duval County, Florida and that this agreement shall be governed by the laws of the State of Florida.

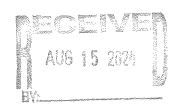
BALANCE DUE

\$1,300.00

Code to:

Double Branch Repair and Repl.

34.600.53800.62\$0





C.



Double Branch & Middle Village Work Authorization #1 FY 2025

Onsite Management and Maintenance Contract Administration

The following are the onsite services provided by Governmental Management Services, LLC:

Onsite staffing levels consisting of six (6) full-time employees - Operations Manager, Venue Coordinator, Assistant Amenity Manager, Aquatics Facility Director, Access and Staffing Director, and Tennis Facility Director. The management team will also provide from time-to-time multiple part time employees to assist at each facility - Assistant Amenity oversight, Staffing and training oversight, landscape consultant, project coordinator, etc.

Operations / Community Manager:

- Serves as a key member reporting to the Community Development District Board of Supervisors and attends all District meetings.
- Primary area of responsibility will be management of District owned grounds, amenities and recreational facilities, to include the planning and execution of special events, programming of resident services, seasonal camps, and facility usage.
- Manager will provide a monthly report for inclusion in the monthly Board of Supervisors agenda package. The report will include a detailed account of Amenity future projects, and future planned events.
- Respond to all resident questions and concerns regarding the District in a timely and professional manner.
- Enforces all district rules and regulations governing the use of the facility, its equipment and other property.
- Maintain a professional relationship with all residents, welcoming and educating new residents. Helping to ensure the issuing of access cards, updating resident information, and monitoring facility usage.
- Inventory cleaning products, paper products, office and first aid supplies.
- Update and maintain District communications platforms, to include the community website, bulletin boards, and e-blasts.
- Maintain access control system and resident card data.
- IT oversight and coordination of any subcontractors for access system and network uptime (Wi-Fi, communications, phones, television, alarms)

- Manage District contracts related to the Amenity Center Complex, to include pool
 maintenance, janitorial, pest control, lifeguards, communications, HVAC,
 electrical, and fitness equipment facility maintenance to ensure they are in
 compliance with contract specifications.
- Provide oversight of the landscape maintenance contractor.
- Periodically inspect lakes, outfall-structures for needed maintenance, issues, and repairs.
- Prepare an Emergency Action Plan for significant weather events.
- Forecast and document a plan for future district infrastructure needs.
- Provide oversight of the lake maintenance contractor.
- Provide oversight of all other maintenance contractors such as security, outside pest control, tree services, sidewalk repairs, road maintenance, FPL/Clay electric, site inspections, etc.
- Oversight of district HR and payroll operations.
- Coordination of data collection for state agencies pertaining to district employees.
- Responsible for following up on any issues or requests directed by the Board.
- Will obtain estimates, when possible, for improvements within district and provide recommendations for annual budget, policies and procedures, and community events.
- Interface with vendors for repairs and purchases, billing, and approval of invoices for payments for goods and services related to specific areas of responsibility.
- Support and assist in hiring and training all seasonal employees and volunteers.
- Report Interactions regarding budgeting, policy recommendations and enforcement, maintenance recommendations, community event recommendations, coordination and communication with the Board of Supervisors and others.
- Provide input for any security issues within the district to the Board of Supervisors.
- Scheduling the reservations of multi-use fields in accordance with usage agreements.
- Conduct periodic daily rounds of the clubhouse, gym, pool deck, playgrounds, tennis courts to monitor usage, cleanliness, and any other items that should be reported to the District Board of Supervisors.

Aquatics Facility Director:

- Serves as a district and management representative.
- Oversees and coordinates the recruitment, training, scheduling, certification, and performance of employees of the facility; supervises the day-to-day activities of staff.

- Assist in oversight and coordination of the administration of the facility, to include scheduling of facility operations and contract management.
- Oversees the maintenance of the pools, to include chemistry, climate control, cleanliness, and related maintenance.
- Develop flyers, brochures, advertisements, etc. to promote aquatic facilities.
- Recommend changes to existing aquatic programs as needed.
- Conduct various aquatic entertainments and activities to attract more customers.
- Assist in research, facilitation and building quality aquatic programs that provide customer satisfaction.
- Assist with employee training.
- Assist with input of employee information for District payroll.
- Enforces all district rules and regulations governing the use of the facility, its equipment and other property.
- Provide information about aquatics programs to schools, recreation officials, community service groups, and the general public.
- Ensures that all appropriate water, environmental, health and safety standards are maintained; ensures pools are compliant with all local, state and national requirements and current on all necessary certifications required for operation.
- Develops, implements, and oversees a variety of aquatics programs for residents, guests and/or members of the general public.
- Assist with following up on any issues or requests directed by the Board.
- Participates in and teaches aquatic and safety certification training sessions, as necessary.
- Participates in the development of annual operating budgets concerning the aquatic facilities, staffing, and programming and provides fiscal direction to the Manager.
- Develops and maintains records of operational facility usage; monitors and maintains inventories of pool equipment and supplies.
- Prepares statistical reports on a monthly basis and prepares data and narrative for inclusion in annual reports.
- Performs miscellaneous job-related duties as assigned.

Venue Coordinator:

- Serves as a district and management representative.
- Professionally address all resident questions, concerns, and comments regarding the District.
- Schedule and assist in venue sales and usage.
- Conduct facility tours and information sessions for tentative venue users.
- Assist in making sure all contracts and paperwork are in order for resident / guest usage of facilities.

- Coordinates and schedule staffing for events / facility calendar.
- Fields client questions leading up to an event.
- Participates in identifying and creating customer enhancing experiences.
- Fields all facility-based questions, notes and reports concerns of facilities to appropriate vendors or departments (maintenance, janitorial, etc..) for resolution
- Works to ensure renter satisfaction and build district revenue to offset costs of amenity usage.
- Enforces all district rules and regulations governing the use of the facility, its equipment and other property.
- Ensures that contract terms are being met by all parties.
- Assist in maintaining and updating access control system and resident card data.
- Assist in following up on any issues or requests directed by the Operations Manager and/or the Board of Supervisors.
- Assist in providing recommendations for annual budget, policies and procedures, and community events.
- Provide input for any security issues within the district to the Board of Supervisors.
- Participates in the development of annual operating budgets concerning the rental venues at the Amenity facility and provides fiscal direction to the Manager.
- Performs miscellaneous job-related duties as assigned.

Assistant Amenity Manager (Resident Assistant):

- Professionally address all resident questions, concerns, and comments regarding the District.
- Serves as a district and management representative.
- Assist in issuing access cards, updating resident information and monitoring facility usage and rentals.
- Educate staff members, lifeguards and residents on District Policies and Procedures.
- Enforce all District Policies.
- Assist in inspecting and document the Amenity Center Complex for lighting, trash removal, pest control, signage and fencing for necessary maintenance.
- Fields all facility-based questions, notes and reports concerns of facilities to appropriate vendors or departments (maintenance, janitorial, etc..) for resolution.
- Assisting in ordering and inventory of cleaning products, paper products, office, restroom and first aid supplies as needed.
- Assist with Community Events and any Facility Rentals.
- Assist Operations Manager as needed.

- Conduct periodic rounds of the clubhouse, gym, pool deck, playgrounds, tennis courts to monitor usage, cleanliness, and any other items that should be reported to the Operations Manager.
- Maintain training and familiarity at the facility to be able to provide coverage if the Amenity Center Manager is out of office for illness, PTO or resignation.
- Assist with following up on any issues or requests directed by the Board.
- Performs miscellaneous job-related duties as assigned.

Access and Staffing Director:

- Professionally address all resident questions, concerns, and comments regarding the District.
- Serves as a district and management representative.
- Assists in IT coordination for access system and network uptime (Wi-Fi, communications, phones, television, alarms).
- Issue access cards, update resident information and monitor facility usage and rentals.
- Train and develop employees to handle access system, Issue access cards, update resident information.
- Assist with employee training.
- Schedule and coordination of front desk/ fitness center coverage.
- Coordinate reports for repair and assist with oversight of fitness facility preventative maintenance programs.
- Assist with points of communication from Fitness Center / Access system front desks.
- Assist with input of employee information for District payroll.
- Fields all facility-based questions, notes and reports concerns of facilities to appropriate vendors or departments (maintenance, janitorial, etc..) for resolution
- Assist with following up on any issues or requests directed by the Board.
- Performs miscellaneous job-related duties as assigned.

Tennis Facility Director:

- Serves as a district and management representative.
- Supervises all tennis play and proper charging of fees, and rental of equipment.
- Initiates, directs and promotes tennis clinics, special events and programs in an effort to attract and maintain residents and guest's tennis interests.
- Provides beginning through advanced instruction (private and group) for all levels of players.

- Implements and develops lesson programs for adults and juniors.
- Enforces all district rules and regulations governing the use of the facility, its equipment and other property.
- Participates in the development of annual operating budgets concerning the aquatic facilities, staffing, and programming and provides fiscal direction to the Manager.
- Properly represents the district and its teams in state or national events as time will permit.
- Prepares a monthly calendar of events.
- Works cooperatively with other departments to develop combined programs for the district.
- Assist with employee training.
- Oversight of employees concerning Tennis facilities maintenance and programming
- Ensures proper inspection of the courts/facilities on a daily basis prior to the start of play and ascertain that all necessary maintenance has been performed and the courts are in a safe working order. Reports any maintenance problems to the appropriate department and/or Operations Manager.
- Monitors court usage including special events, clinics and lessons.
- Responsible for interviewing, hiring, training, planning, assigning, and directing work, evaluating performance, rewarding, and disciplining associates; addressing complaints and resolving problems.
- Oversee all pro shop, retail, point of sales and billing functions as required by Acadiana Tennis Association and Lafayette Consolidated Government. Manage tennis center business objectives and marketing strategies to increase tennis revenue and eliminate non essential expenses
- Assures that effective orientation and training are given to each new tennis employee and or volunteer. Develops ongoing training programs.
- Monitors business volume forecast and plans accordingly in areas of manpower, productivity, costs and other expenses.
- Responsible for implementing and maintaining excellent service to achieve guest satisfaction.
- Incorporates safe work practices in job performance.
- Performs miscellaneous job-related duties as assigned.

The services are split between the Districts based upon the development unit's proration and reflects the basis of the level of service required for the Districts assets.

Total fees for FY 2024 are \$233,919 for Double Branch CDD and \$267,011 for Middle Village CDD. Although the fees are based upon five full time employees of GMS, LLC they will from time to time be supplemented by additional operational management resources of GMS, LLC at no additional charge. Such fees may be adjusted annually based upon the District's adopted budget and will be billed accordingly.

Double Branch CDD Chairperson and Date	
Middle Village CDD Chairperson and Date	
GMS, LLC Managing Director and Date	

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Double Branch Work Authorization #2 FY 2025

General Maintenance Services

The following are general maintenance services provided by Riverside Management Services as directed by the onsite Community Manager at a rate of \$45 per hour plus mileage if necessary at a rate of \$0.445/mile*:

(*State rate subject to change)

FACILITY MAINTENANCE AND REPAIR SERVICES:

To assist the Field Operations Manager on an as needed basis

- Pick up debris in and around all District owned facilities, including walkways, fields, courts, entryways, roadways, pool deck amenity Center and common area.
- Clean and maintain all features associated with the athletic fields and sport courts including nets, fencing, windscreens, playing surfaces, etc.
- Replace trash can liners weekly throughout the District.
- Tasks as assigned by Operations Manager
- Pressure wash Amenity Facility as needed (based upon separate proposal)
- Inspect, maintain playground equipment to safe standards, provide proposals for repairs if needed.
- Monitor all gates and doors for proper operating conditions.
- Maintain pool decks, pool slide, outdoor pool furniture, obtain proposals for services and repair as needed for anything above and beyond general maintenance.
- Maintain & keep building free of cob & spider webs and other debris around amenity, pools and tennis courts.
- Replace HVAC filters as needed.
- Complete minor touchup of paint and wall repairs as needed.

GMS, LLC Managing Director and Date

- Maintain an aesthetically pleasing CDD community as possible within budget & approvals.
- Maintain all the entry monuments and CDD signage, to include outside contracting for repairs and pressure-washing as needed.
- Inspect & maintain all sunshade structures & sails, to include outside contracting for repairs & pressure washing as needed.
- Perform lighting inspections for all district owned interior and exterior lighting.
- Oversee & assist maintenance personnel with CDD projects on site. (Trash pickup on CDD common areas, parking lots, sports fields & courts, along roadways, lake banks & along fences) Trash receptacles emptied and trash bags replaced.

Double Branch CDD Chairperson and Date		



Double Branch Community Development District (CDD)

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

Memorandum

Date: September 2024

To: Board of Supervisors

From: GMS – OakLeaf Operations Manager

Community:

Special Events

- o Upcoming –, Dive- In movie at MV final summer dive in
- o Back to Movie on the green in October, Community Yard Sale
- o Resident run event at MV in October

Aquatics

- High School swim teams meets posted online and will have reminder emails
- Adjusted schedules due to school year Pools staff until second weekend of October
- Update of Heating schedule information will be posted online
- Update of pool programs at MV all year swim team program

Amenity Usage

- Total Facilities Usage 6576
- Average daily usage –212

Card counts:

DB Owners	
DB Renters	
DB Replacements	
DB Updated	

Total cards printed: (both districts)

Rentals

- 4 of 31 days rented in August, 2 of 4.5 weekends rented
- 8 Clubroom rentals, 3 patio rentals
- 18 tours (approx.42 hours)/66 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

- Work with Pickleball group to assemble and stand "serving wall"
- Diagnose issues with pool lifts replace lift arm at lap pool lift
- Diagnose issues with pool lifts awaiting 12v turn motor and controller for slide pool lift
- Inspect multiple tree issues along loop road
- Purchase battery operated leaf blower for courts
- Coordinate change in "outside janitorial" to include weekly check ins at courts
- Replace battery in golf cart
- Coordinate repair and re-strapping of chairs at "rental area patio"
- Coordinate repair and re-strapping of left over lounges at spray pool (extra lounges)
- Remove and replace damaged elliptical with an ARC trainer at Fitness Center
- Disassemble old elliptical to prep for "rebuild" of remaining two ellipticals at FC
- Fill multiple holes at Dog park
- Put furniture and pool decks back to normal operation after storm
- Coordinate removal of multiple trailers and cars at Village Center
- Restart waterfall after multiple power outages in August
- Touch-up painting on decorative street poles in neighborhood (ongoing)
- Touch- up painting of light poles at main roads in Oakleaf
- Meet with multiple "mobile" welders for temporary fixes at gazebos
- 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 8/05Nature's Hammock, Fall Creek, The Oaks, Cannon's Point, Pebble Creek, Silver Leaf, Oakbrook, and The Cottages completed 8/22.

Landscaping

- Clean up of debris and tree work after storm
- Coordinate large repair for well pump damage
- Coordinate/ hold off for annual rotation due to water concerns
- Monthly report for Aug submitted and filed at Operations office

For questions, comments, or clarification, please contact:

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