

Double Branch Community Development District

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

October 7, 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, October 14, 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 September 9, 2024 Meeting
 - B. Financial Statements
 - C. Assessment Receipts Schedule
 - D. Check Register
- IV. Ratification of Engagement Letter with Grau & Associates for the Fiscal Year 2024 Audit
- V. Staff Reports
 - A. District Counsel
 - B. District Engineer
 1. Acceptance of the Public Facilities Report
 2. Acceptance of the Annual Engineer's Report
 - C. District Manager

D. Operations Manager - Memorandum

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

VII. Next Scheduled Meeting – November 4, 2024 at 4:00 p.m. the Plantation Oaks
Amenity Center

VIII. 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