

DOUBLE BRANCH
Community Development District

OCTOBER 14, 2024

AGENDA

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

THIRD ORDER OF BUSINESS

A.

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

The regular meeting of the Board of Supervisors of the Double Branch Community Development District was held Monday, **September 9, 2024** at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

Present and constituting a quorum were:

Cindy Nelsen	Chairperson
Tom Horton	Vice Chairman
Scott Thomas <i>by phone</i>	Assistant Secretary
Andre Lanier	Assistant Secretary
Amy Ambrosio	Assistant Secretary

Also present were:

Marilee Giles	District Manager
Mike Eckert <i>by phone</i>	District Counsel
Jay Soriano	Field Operations Manager
Chalon Suchsland	VerdeGo

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Audience Comments

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

THIRD ORDER OF BUSINESS

Approval of Consent Agenda

A. Minutes of the August 12, 2024 Board of Supervisors Meeting

Ms. Giles stated item three is the minutes of the August 12th meeting. Unless there's any comments or changes, I just look for a motion to approve.

On MOTION by Mr. Lanier seconded by Vice Chairman Horton with all in favor the minutes of the August 12, 2024 Board of Supervisors meeting were approved.

Ms. Ambrosio joined the meeting at this time.

B. Financial Statements

C. Assessment Receipts Schedule

D. Check Register

Ms. Giles stated on page 32 are your financials as of July 31, 2024, followed by your assessment receipt schedule on page 44 showing the District is 100% collected. And then on page 46 is your check register in the amount of \$107,389.04. 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 Mr. Lanier with all in favor the check register was approved.

FOURTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Eckert stated I did reach out to the broker that I have seen approach districts in St. John's County, and she seemed excited about the phone call and said she would start getting to work, trying to analyze who may be some potential buyers. So happy to report on that, but really, no other report. Things have been pretty quiet for us.

B. District Engineer

There being nothing to report, the next item followed.

C. District Manager

- 1. Consideration of Work Authorization #1 for Onsite Management and Maintenance Contract Administration for FY25**

Ms. Giles stated work authorization number one lays out the six full time employees and what they do. As you scroll down, you'll see on page 127 it's got the total fees broken out there for Double Branch. That dollar amount does match what's on your budget, and it's got Middle Village listed. Unless there's any comments or questions about work authorization number one, I just look for a motion to approve.

On MOTION by Mr. Lanier seconded by Mr. Thomas with all in favor GMS Work Authorization #1 for onsite management and maintenance contract administration for fiscal year 2025 was approved.

2. Consideration of Work Authorization #2 for FY25 General Maintenance Services

Ms. Giles stated on page 129 is work authorization number two for general maintenance services. It's got some bullet points there for some of the items that they work on and then the hourly rate. This is a budget item also, but it depends on how many hours they work. Jay, anything to add to either one of these? I apologize for not asking about the first one.

Mr. Soriano stated the only thing I'd point out is that it puts hourly and things like mileage in there. It's only billed as usage. Right now, I have a few more staff people, five full time guys. I still split them between your district and Middle Village, so they give me work orders. If they work two hours at your district and six hours that day at Middle Village, Middle Village gets billed for their six hourly. So, we track everything that way. So that hourly amount is just on what is actually used. There's going to be times where you have higher months. Right now, we're billing for July. July was high because we were finishing up a lot of tennis and pickleball stuff. So, there was a lot of hours that we were over there, along with things like the pools. But your sister district, they were lower because all the guys are over there, and then vice versa. We have big projects over here. They're going to be over here. It's only billed for what you actually use.

Vice Chairman Horton stated you say that the guys are split pretty much 50/50 between the two districts.

Mr. Soriano stated I try to keep them pretty evenly split. It just those extra projects don't work out like that all the time.

Vice Chairman Horton stated I know it's going to bounce back and forth, but I'd just say on average for a year.

Mr. Soriano stated no, I think average for the year you're probably going to look more like 55/60 every year just because it's bigger. They have a lot more big projects. Their pools take a lot more in the summer. They're going to be over here doing a lot more hours where it's slowly going to add up over here. I try to split them 50/50 during the week. Right now, that's a little harder, because there's five of them. So, I generally always have kind of three and two. But you're getting a lot more full-time guys because of that.

Vice Chairman Horton stated didn't we agree on six people or are we still looking?

Mr. Soriano stated I have a sixth, but he does the outdoor work, so the trash. I'm actually going to kind of change that around some maintenance. They do the roadside services.

Vice Chairman Horton stated the five guys that we have now, potentially a sixth, are they full time?

Mr. Soriano stated yes.

Vice Chairman Horton stated I got a question on this one here. It's Riverside Maintenance, which is really GMS. I did a rough estimate on how much this cost us a year. Probably a little over \$600,000 between the two districts, which is like \$310,000 or so for our district, roughly. If we had six people working. My question is, why is it not on a contract basis type. I mean, I guess this is a contract, but it's sort of open ended?

Mr. Soriano stated we could do that if you guys actually wanted to hand tie yourselves to a set number of hours. We had just never really done that from the beginning. We don't even really do that for the management. The same way before we say it's 40 hours, but if we're busy over here, let's say I have swim meets, things like that going on, big rentals that week, I might be over here doing work and not just your district, but the idea is I do 20 hours at your district. 20 hours at their district. We haven't hand tied those specific details into that contract. You could do that with maintenance. I don't know that it would be a problem. What I would end up doing is probably dedicating as one or two guys would always be there. They could never come over here and help out, because then I can guarantee I'd get your hours.

Vice Chairman Horton stated I guess what I was trying to get at, like VerdeGo, for example, that's \$460,000 contract a year. We bid that out. But yet we got \$621,000 roughly between the two districts here. And we don't bid anything out of there.

Ms. Giles stated we do have an agreement between the District and GMS and then the work authorizations are annual, and that's your opportunity to make changes.

Vice Chairman Horton stated I'm just questioning. I don't know if anybody really knew that Riverside Management was owned by GMS. It's the same thing as you guys are.

Mr. Soriano stated you would have heard it before. The owners have been in here and have even run the meetings, and we've mentioned how RMS works. It's one of the reasons why the district gets a better rate is because we're already here as district management, where you're not going to find a lot of companies that are on that low end for hourly, everything's a little higher. You do have a lot more guys. So that's where that high number comes from. That's why I've always asked to keep that number lower. But that's where that comes from. As far as you get that, as far as bidding out, there's no requirement that you bid out staffing. It's not a threshold one like construction or those type of services that we have that you have to do that for maintenance, especially if we do it open ended because, yeah, one month you could have 300 hours, the next month you could have 800 hours. So, we don't have that requirement.

Vice Chairman Horton stated the differentiation between, for example, VerdeGo. I'm just using it for an example in Riverside is Riverside is GMS where VerdeGo is not. Is that what you're saying?

Mr. Soriano stated it's still a separate contract, so you could pull them out if you wanted. I mentioned that before, too. The difference with that is I won't get to oversee them the same way. They actually look at me like I'm the boss because of that relationship with GMS. So, they report to me instead of reporting to a supervisor someplace else. If you have another contract, same way with Chalon. She works with me very close, but I don't actually tell her exactly what to do every day. She has her own boss. RMS has their own contract, but because of me, they pretty much come in, and each morning I tell them where to go, what to do, that kind of stuff. So, it works out a little better like that and that's what we do. But it is actually a separate contract, and you can set it up like that and put more detail in to where you're doing it just like the landscape contract.

Vice Chairman Horton stated I understand contracts. I worked contracts before I retired for about seven years. So, I know the contracts. You're right. You give a contract, and you expect the people to get the contract to do what they're supposed to. There's going to be some communication there but 95% of the time, they're going to run on their own and get the job done.

I'm just looking at the numbers here for what we're paid. Question was, number one, does everybody know it's GMS? And number two, do we know how much money we're actually spending a year at \$45 an hour?

Ms. Giles stated you'll see that on the budget, on the actual column. We can go back to the financials if you want, and I can talk you through that. But you see that on the hourly maintenance budget line item, and then if you follow it from the top to the bottom, it says actual as of July 31, we can see total hours worked. And if we did the math at \$45 an hour, you'll be able to tell how many hours that was.

Vice Chairman Horton stated I'm not questioning the amount of money. We need to pay people money to come out here. I just want everybody aware of what we're doing. And I just want to question, is it okay not to bid this out? Because it is quite a bit of money.

Mr. Eckert stated in general, contractual services are not required to be bid out by your rules or Florida law. But to the extent that it's purely a maintenance activity, then that may trigger some thresholds, and we would need to look at that. But generally, contractual services are not subject to competitive bid limits. Certainly, the board can if they want to, but it's not mandatory.

Vice Chairman Horton stated okay. Again, I just want to make everybody aware of that, how much money we're looking at here and make sure it's okay to do that. I wouldn't look for changes this year. Just everybody think about that.

Ms. Giles stated unless there's any other comments or questions about work authorization number two, I just look for a motion to approve.

On MOTION by Mr. Lanier seconded by Mr. Thomas with all in favor Work Authorization #2 with GMS for fiscal year 2025 general maintenance services was approved.

D. Operations Manager

Mr. Soriano stated we do have some district events coming up. We are going to have our last dive in movie. I did talk to your sister district about moving that to your district. I just get better participation when I'm on your side. Families still come over from this district, but we pack the pool out. They have a lot of fun. So, we're going to finish out and dive in on your side. It's also nice because with that big screen, I don't have a place over here that fits well yet. We

have to kind of move around how we used to have it on the side over here by the aquatics office and you can see it through the whole pool. So you could be on the deck, you could be in the pool, and they can watch the dive in. Now because of the size of that new screen, we can't fit it. So it works out for me just to leave it at your side and kind of go from there. So that will be there this Friday. After this month we are back to doing movies on the green.

Vice Chairman Horton stated have you found another projector yet?

Mr. Soriano stated no, I haven't bought a new projector. I have found one that I think will work well, but I haven't bought it yet. I think by the time we move out to the green, I'll go ahead and spend those funds and pull that trigger. The community yard sale will also be advertised. Right now, we are set for November 2. We'll update that information on the website about all the neighborhood HOAs. There is the resident run event that will be over here at the end of October. That is that vendor fair. In the spring they use your facility and in the fall, they use this side. She has it on her agreement to be over here. We had some issues just from timing to cut and paste all the numbers here, but card counts, we are starting to come back down. The total counts there for both Double Branch and Middle Village ended up being 317 cards this last month. So compared to the 500 we've been running most of the rest of the summer, we are starting to see that little bit of a drop; owners with 74, renters, 29, replacements, 20 and updated cards for younger kids at 13. So still pretty high, but not that high 500 that we were seeing. As we go through the off season, that's generally I see is two or 300 cards each month. Moving on to the maintenance side, right now I don't have anything open for you. I reported to you guys a well that kicked the can on us. So that did get replaced. That was one of our original wells. So almost \$20,000 worth of work. And Tyler did finish that out this last week. I know he's working with Chalon now because our soccer well, these two work together and these are our older wells. One handles Oakleaf Village Parkway and the other handles the soccer field. But they actually are hooked together so they can kind of back each other up. That one is having some errors and issues with cycling and he has concerns with that, so he's coming out to do service on it. Hopefully we can get it working right because that is another one of your older wells and will be kind of expensive if we have to replace that.

Vice Chairman Horton stated where are these pumps located?

Mr. Soriano stated this one that I'm speaking of is right behind the pool pump area. When you walk out to our belt bridge there, off to the side, you'll see a stand pipe coming out of the

ground and a big ladder system. That's the soccer field pump. The other one is across that bridge and going out towards the road. You'll see a big tank on the corner of Oakleaf Village Parkway. You would have seen the guys out there the last couple weeks with a tent digging up and working on that. Those are both rather large well pumps. So, I'll be able to report to you more when he actually comes out, runs tests and services the motor if there's any major issues that we got to deal with on that one.

Vice Chairman Horton stated you said how much to replace the one?

Mr. Soriano stated \$19,000 plus. Outside of those two items, unless there were any questions on some of those maintenance items on the report, that is it for me.

Mr. Thomas stated I just have a question about the outside janitorial. What is that for?

Mr. Soriano stated the outside janitorial are the people that go up and down your road to pick up trash. I'm actually going to be increasing that as part of your increased staff. That person is going to do a little more work going up and down, helping the guy that's there now. You have one guy that goes through all of the roads, parks and playgrounds in Oakleaf, and that's a seven day a week position. That's always been one guy. Over the years we've had questions to increase that and we are getting on 20 years, but we've had questions for more staff. So, I'm going to increase that but it's going to be more like a three-day week. The first half of his day is going to be doing things like pick up and the second half of the day will be maintenance items.

Mr. Thomas stated I didn't know if that was to address whether or not soccer I-9 was actually picking up the trash.

Mr. Soriano stated it's going to help with that. But no, the other thing we're going to be working with both soccer and I-9 this year is to put in the expectation for those usage agreements that they're supposed to be taking out trash at the end of a game day, those type of things. On Sundays, if you take a walk through there on Monday morning, the trash cans are just overflowing. So, the poor guy that picks up trash, I would say a good four or five hours out of an eight hour day he's just out there on the soccer fields and he's not making it around to the rest of the neighborhood, which he still has to do. So, this will help to alleviate that, but we are going to lay a lot more of that on them. They're going to have to change out on Saturdays and Sundays. That will be the expectation. It's been written in the contract since the beginning.

Mr. Thomas stated at the end of this season if this is still an ongoing problem, then maybe we need to add into the contract that every time our guys have to go out there, they're going to be charging fees. That's kind of where I'm standing at right now.

Mr. Lanier stated yeah it might be something I have to take a look at. Do they have access to that?

Mr. Thomas stated did you ever find out what was going off those light poles? I mean, is that going to be a cost of us or is that going to be a cost of the city?

Mr. Soriano stated you are going to have to cover the fact that Chalon's group goes out to fix the irrigation and things like that. That is an act of vandalism. As far as the lights, though, that falls on Clay Electric. They did pretty good at coming out that day. Not only was I getting calls and emails starting at five in the morning, but Clay Electric was getting a lot. So, they did come out that day, I believe, all together, six poles and eleven different heads. The irrigation part does fall on us unfortunately. I don't have a report of anybody that anybody knows of that went out there and caused this damage. It's probably the weirdest act of vandalism I've seen so far in all the years here. But the light poles, that's replacement through Clay Electric.

Vice Chairman Horton stated are they going to replace the poles with the poles that are here now?

Mr. Soriano stated no, they actually bring on new poles.

Vice Chairman Horton stated exact same type?

Mr. Soriano stated yes. They pull the old pieces out of the ground. They put the new fiberglass poles, and those go in the ground two and a half to 3ft most time when they snap off, like, you can't just put it in the pole 7ft tall, 6ft tall. So, they put in those same fiberglass tapered poles.

Mr. Thomas stated I was just curious, but like I said, that was just kind of weird about those poles that I didn't know if they were going to replace them or did we have the pony up for the decorative pole?

Mr. Soriano stated those are actually not decorative. Those are the standard poles. The decorative poles would be like the ones in Village Center. So, if you recall a couple months ago, I told you I had to change out the tops. They don't have the glass jars at the top anymore. Clay Electric came to me and said, we don't like dealing with the decorative poles for a reason, but it is their job to replace the light bulbs, things like that. So, they asked if we could switch out the

tops. So, the pole itself is decorative, but the top is that kind of square, four sided one that you see on the regular fiberglass poles. So that makes that part easier in the Village Center. But those are the decorative poles. If you look at them, they're much larger. Many times, you can get another material as high as fiberglass. The standard is the fiberglass pole.

Vice Chairman Horton stated questions on the serving wall on the pickleball court?

Mr. Soriano stated yeah, pickleball asks for a lot. They wanted to build a return wall. They asked me if I would buy one, but we had already paid extra for lights and the fencing that was out there. It is a big, solid wall so that they can hit against it, and it will return for them. The biggest issue I had with it is, if I buy it, it's going to be commercial quality. They didn't want to spend that kind of money, so they decided to build it. So, I did end up having to put some maintenance guys hours to getting this thing up there. It's a few hundred pounds of wood.

Vice Chairman Horton stated it's up already?

Mr. Soriano stated yeah, it's up already. We'll actually take over maintenance on it because I can see after a few months of getting wet it's going to have issues.

Vice Chairman Horton stated the pool lifts. Have we ever used those?

Mr. Soriano stated not really. I have one resident that needs them every once in a while. So that creates a problem is that they actually have more problems, and you don't use it. So, they sit there forever. These are now 14 years old, so this is the first time we've gone through. We still have a rotation motor on one of yours that has to be replaced and a hydraulic lift on the other one. Outside of that, we spent about five grand this year on parts to repair all of them, which isn't bad at 14 years.

Vice Chairman Horton stated I'm not complaining. I know we have to have them.

Mr. Soriano stated the batteries do go out and they last about a year and a half. They are only warrantied for a year. The company does have with their warranty a way to see if you're plugging it up every night. The problem is we can't actually take it off and plug it up every night because it's got to be there. If you guys are open at 6:00 in the morning, it's got to be there. So we have bought an extra battery so we can swap them out quite a bit. They can last a little longer. So this last set of batteries that we bought last year at almost \$500 a piece for a battery, they have lasted a little longer and they're doing pretty good right now. But it's the other parts like the rotation motor and the lift motor.

Vice Chairman Horton stated did we get all the cars moved out of the Village Center?

Mr. Soriano stated we did clear out about two weeks ago and I did get hit with about three angry emails from residents there. So, my focus was clearing out the trailers and we did get the two trailers, but they are instructed to take anybody out there that night because the other complaint they don't like hearing is that, you took my car but not this car next to it. So, they did clear out that night and took quite a few. They came back for the next two nights and then they stopped. So, they haven't been there. If you go out there and notice there's one or two cars out there right now, they're pushing it. If they hear from their neighbors, they're going to realize they got towed.

Vice Chairman Horton stated they can be out there until 11:00 right?

Mr. Soriano stated they didn't go out until almost midnight when they did that. But the trailers were there for almost a month, a month and a half.

FIFTH ORDER OF BUSINESS

Audience Comments / Supervisor Requests

Wayne Chepol stated I am a teacher at Oakleaf High School. I teach cyber science, and one of my additional duties there is I am the pickleball club sponsor for the high school. We are trying to find out what it would take to be able to use the pickleball courts directly after school, one to two days a week. We had our initial meeting for the club last Tuesday. We have approximately 30 members. Most members live here. We have a few that live in Eagle Landing, a few that live in Greyhawk, and a couple that live toward wherever the school boundaries are. I'd like to find out what it would take to be able to use the courts just to have the club. Last year, we tried using Argyle. Unfortunately, a lot of our underclassmen do not drive. I can't put them in my vehicle. It's against district policy. We had a lot of students drop off. We know there's a national obesity problem, and this is a good sport for a lot of the kids that aren't overly athletic but still can get out and exercise, especially, right after school, get rid of some of that energy before they go home.

Mr. Soriano stated the biggest problem with this is I talked to you before on the phone, is that it wouldn't be cleared just with you guys. Even if we like the idea and go through it, the school district has to clear it.

Wayne Chepol stated I understand that. I've already got our athletic director working on that end.

Mr. Soriano stated the lawyer for the school district is actually a little strict, if you guys recall. He did come in here before because we have the swim teams that use our facility. I do need from you a list of practice times and expectations. That's going to go to our district counsel if you guys want to allow this. We have to make up an agreement that's going to go to the school district lawyer and then the school district will have to vote on it and approve it for use. Now, the only other concern that I'll point out, I mentioned this to you back then, is liability because of those people that are not Oakleaf residents, it does increase liability for usage. We do that for a lot of things. As it is now, though, whenever we have the extra programs, we do pickleball clinics and tournaments and things like that. We have that stuff. It's just how much we constantly want to increase our liability for those outside of Oakleaf. But if this is something you guys want to allow, I have talked to Jimmy and pickleball, they are pretty busy. But the time that Mr. Chepol would want to be there, I don't think is going to interfere that much with what they're already doing. We do stay busy out there, but this is not a time where we have tournaments or clinics or anything like that, typically.

Vice Chairman Horton stated so if you played roughly after school?

Wayne Chepol stated it would be after school at 1:40 till probably 3:00. No later than that. That way it doesn't interfere with residents who want to play. And if you go by there at that time of the day, especially as we're coming out of summer.

Mr. Soriano stated I can tell you, just to forewarn you, this would be new. This is also the first year we're asking the swim teams to pay to be here. So almost everybody out here will be paying some kind of usage fee. That's new. We did start this six years ago with soccer and I-9. That took a long time to get to. It helps with offsetting because of things like liability and usage. I don't know that you'd want to do that here, but just that's where we're going to be. You'll get that from somebody say they're part of swim team. How come we pay but they don't have to pay.

Vice Chairman Horton stated I know we spent a lot of money putting the courts in and we'd like to keep them looking nice. So, I guess my concern is more wear and tear on them. You would be there the whole time?

Wayne Chepol stated I would be there every time that they come there. In fact, it's required as a sponsor that there be an adult there.

Mr. Soriano stated the one thing we could add in would be expectations for their group as part of the usage. If they do things like clean up, they can even be volunteer hours. I've already

had that with swimming. They're supposed to do so many volunteer hours with the district and not as much anymore, but we used to do a lot more of those events. I don't do as many of the things with movies. We're doing a lot more movies than we are bigger events than we used to do. But those high school kids would come out and that's when I got my volunteers because I don't like to pay staff. They're running the parties and the games and things like this. I use our high school kids, and that's where a lot of them I get from the swim teams. So same thing. We could put that expectation in and that would help offset things like usage, stuff like that. Now we're not paying for other maintenance items because I got free staffing. Just a way to offset. So, there's things that we could do to work that in there. But yes, it does increase wear and tear on it. That's always my concern with the liability side, is that wear and tear coming from people that are not residents here. That's why I always ask about that with these programs.

Wayne Chepol stated as far as volunteer hours, I'll have to check with our volunteer coordinator, but the students that are going after bright future scholarships require volunteer hours. I don't know if that has to be nonprofit and if the CDD is a nonprofit, that may just work out perfectly.

Mr. Thomas stated can I jump in here real quick? We're already letting the high school team use our pools. I look at this as another positive way to be connected to the high school of them coming up and using the pickleball court. I have a couple questions. Question number one, is there a particular season? Like, would you run it in like November to February? Or is this going to be a year-round school activity?

Wayne Chepol stated unlike the swim team or tennis team, they have particular seasons. This is an actual club. That would be pretty much the whole school year unless it was limited by the CDD and said you could only play certain times because it's your property. We would abide by whatever limitations you give us.

Mr. Soriano stated I want to make sure everybody understands it's not a varsity team. This is a club team. So, it's run a little different than the other sports. But I also want to check with the school and the school district of how their internal insurance policy works to cover the kids when they're here. That is a little different than what we already go through with the swim team. That's actually written into insurance works. I'm not familiar with the club side of it, so we have to get more information there.

Mr. Lanier stated that's the question I was going to ask Mike. Is there a difference between a school team and a club as far as other CDDs that you deal with? Is this something that you guys have looked at before?

Mr. Eckert stated whether it's an official school team or a school sponsored club, we look at it the same. I mean, at the end of the day, we're just looking to make sure that we're not exposing the district to additional liability and if there's any damage to the district facility that the damage is taken care of. So, we have not found a distinction before, at least in the districts I work with, whether it's a sponsored club or official athletic team.

Mr. Thomas stated I think if all the paperwork and everything is there and it does not put any extra liability on the district, my vote is to go ahead and move forward with this. I think it's really good active and fun thing to do. I have no problem with them using the district court as long as all the paperwork is in order and Mike signed off on it.

Mr. Lanier stated are there courts at Eagle Harbor or Eagle Landing?

Wayne Chepol stated there are. They were going to be our plan b, but most of our students are Oakleaf residents versus Eagle Landing.

Vice Chairman Horton stated do you play pickleball here?

Wayne Chepol stated I do, sir. I haven't been out here recently because when school starts, I'm a little frazzled, but I'll be back out there as soon as possible. In fact, before I came here, it was a little late because I went to the other end because someone told me that the meeting was up there. So, I stopped off at the gentleman who was in charge of the wall, Randy, and he and I talked about it, and I've had multiple conversations with Jimmy Haynes about it. He's actually had clinics with our students last year while we were at Argyle. We tried to do it at the tennis courts on campus, but there's one and the tape that they gave us to stick down does not stick. So, it wasn't a valid location, unfortunately.

Vice Chairman Horton stated good point. Because again, we spend a lot of money to get everything marked out right.

Chairperson Nelsen stated I think our issue is just the liability. So, I'm not sure the athletic director is your person to go through.

Wayne Chepol stated he's the person I have to go through. I've only taught here for two years in Clay County, so I'm not familiar with the hierarchy. I'm just on the plebeian side.

Vice Chairman Horton stated I think it's a good idea too. I think we probably need to iron out when you're going to do it and the liability. The agreement we're going to come up with once we get those two things done.

Mr. Lanier stated there may be a cost associated with this.

Wayne Chepol stated understood. We've already got a treasurer in place. On the same day they had the initial meeting, they also had their officers meeting. So, we would do some kind of fundraising. In fact, I'm sure the pickleball club or the pickleball players here would put together fundraiser in a heartbeat. They're doing it for the band right now.

Vice Chairman Horton stated I think it's good that the students have to pay a little bit of money to play.

Wayne Chepol stated I agree, but I don't want to burden the students that don't have financial resources.

Vice Chairman Horton stated I'm not talking about a lot of money.

Wayne Chepol stated I got you. Well, that would be up to you to tell us what the usage fees would be.

Vice Chairman Horton stated we can do it, and we'll see how it works out.

Wayne Chepol stated you have students that are already residents. We would probably spread it across the breadth of the 30 students in the club. It might even come out of my pocket. My wife will love that.

Mr. Lanier stated it's like our soccer residents. It's a per child even though most of them live in oakleaf.

Mr. Soriano stated that's what you'll get a lot of times people say, well, we already paid to be out here, but the difference is, now that we have an organized program, you're having higher usage where we wouldn't have that if we didn't have a program. But it's something we can iron out. And if it seems too high, the club can always come back to you and say we've got kids participating, but it's not that big of a program. Can we get a waiver or forgiveness for a portion of it? So that part, I think the cost is important to be able to say that it's not a free usage. We used to do that for everything. It seemed like that created almost an understanding or a culture from everything, that we're always there to take care of everybody else in their program, so we can't do that. So, I think that understanding is good. But yeah, the liability will be the first one and we have that paperwork. But then also hearing from the AD in the school district of how their

insurance works when they're on our property and working that into the agreement with Mike, I think that's going to be our first step if this is something you guys want to move forward with.

Mr. Lanier stated I think you can see that there is definitely some interest. I think it just ties into when you can get the school counsel to give up the information.

Wayne Chepol stated I'll be in his office first thing tomorrow morning.

Ms. Giles stated it seems like the board is in favor of trying this. Jay, what do you need to move forward? Is this something staff can work with Mister Wayne on?

Mr. Soriano stated the only thing I need from, from Mister Chepol is practice times and tentative season. I know you said you could go year-round, but you had something that the board was going to limit it to and say we're just going to do these five months during the school year, not summer or something like that. That information written down for me and then that way I can start working on that part of the agreement with Mike. But as far as working with the school district, I can always reach out to their council and the AD here to get any information that we need to put in there that's different from the swim team already. Like I said, the club team is a little different than how they cover people when they go out, because they also don't do competition like the other teams do. There's special coverage for competitions.

Wayne Chepol stated we've already had interest from Fleming Island and St. Johns Day to have intramural between the schools.

Mr. Soriano stated so we definitely want to make sure that, because here's your other issue. You create that liability with them, but then they're bringing somebody in. If that was the case, say they're bringing Fleming Island in. We want to make sure that we're covered.

Wayne Chepol stated we wouldn't necessarily have those here. Those might be either at their schools or at Fleming Island would have the same situation. They might be able to use Eagle Harbor or we have a public court and there's a few in Clay County.

Mr. Soriano stated if we can do that in there, what tentative date you're looking at for competition dates. Just tentative one in November, one in January, so that we could have that spelled out as part of the agreement. Because like I said, you just want to cover it yourselves if we're inviting other people into the property.

Vice Chairman Horton stated did you say these other schools already have pickleball?

Wayne Chepol stated they do. We were trying to work something out last year and then the tennis season came up and they lost half of their players. So, it didn't work out with

feasibility as far as time frames. But that was kind of late when they approached me. I would love FSHAA, which is the Florida State High School Athletics Association, to sanction pickleball as a sport. That would be fantastic. But the legislature moves at a snail's pace, as we all know.

Ms. Giles stated either Mike or Jay, do we need a motion from the board to allow staff to work with Mister Wayne?

Mr. Soriano stated Mike, I think if you're good with it. Just direction from the board for now, until we have any concerns with the agreement or if there's anything else we need listed in there to make sure the board's covered, we can bring that back next time, but if not, I think just direction to work with him to get everything into that agreement.

Mr. Eckert stated yeah, that's fine, as long as we're bringing it back to the board.

Wayne Chepol stated I definitely appreciate that. The kids will if this comes to fruition.

Ms. Giles stated so that's it for public comments, any supervisors request?

Chairperson Nelsen stated we want to talk a little bit about the impact fee credits. Middle Village emailed me the proposal that most everybody has a copy of.

Ms. Giles stated the two chairs met from Double Branch and Middle Village to talk about what will happen if we get a proposal from a builder to buy the impact fee credits from us. Scott, I apologize that I don't have a copy to email you, but basically what the chairman of Middle Village proposes to the Double Branch board is if there's a proposal on the table, instead of the two districts competing against each other for the sale of those fees, is to split it. So, if someone's buying \$100,000 worth of impact fee credits, both districts benefit from that with a 50/50 split. I think also on his notes there, he talks about not competing with each other. If the offer is seventy cents and Middle Village says no, I think we can get seventy five cents instead, so his recommendation there is, if a district chooses not to go with the \$0.70 that Double Branch in this case, could enter into an agreement and sell those impact fee credits and they would get 100% if the other district chooses not to take that proposal. Mike is your district counsel, as he is for Middle Village also. So, I think if there's a basic question, he could help with that. But he represents both districts, so I think he's being a little bit cautious. Mike, anything to add to that?

Mr. Eckert stated no, just that I can still work with the board on the impact fee transactions and all that, but the relationship or understanding that you have between the two districts, I would have to not give advice to either district on that. If the board did need legal

advice for the relationship between Middle Village and Double Branch you have to get your own counsel to deal with that and I would just bow out on behalf of both districts. It's not a conflict that I can ask to be waived. I'm happy to answer any questions, but I do think that I really probably shouldn't give advice to either district on this very discrete issue.

Vice Chairman Horton stated I have a general question. Are there any other CDD's that you work with that have such a close relationship like we do here?

Mr. Eckert stated Marshall Creek and Sweetwater are the Palencia development. They have cost sharing agreements for their amenities where they basically split the cost for all of the amenities by the number of rooftops in each district. They have that situation. In that case I only represent Marshall Creek, my firm doesn't represent the other one. So, it's not the same situation.

Ms. Giles stated the Middle Village board as a whole agreed, whatever the proposal comes in to split it with Double Branch.

Chairperson Nelsen I think it's fair.

Mr. Lanier stated I have no problem with that.

Ms. Giles stated we don't have a proposal yet. We don't have the first one. We don't have a second one. So, I think that was the two chair's intent is whatever comes in to split it. If there's a second one, as it comes in, split it. Any concerns?

Mr. Thomas stated I don't like to share money, but that sounds fair.

Chairperson Nelsen asked do you need anything other than direction on that?

Ms. Giles stated no. the District has not sold any impact fee credits, so I don't know each step of the process. But if a proposal comes in, I'll seek guidance from either the broker or from district counsel to let us know what to do when it comes in. Super excited for the opportunity to sell these and put a little extra money in both districts.

Vice Chairman Horton stated the way we're going to find out if something's going to happen here is somebody submits a proposal? Mike, I guess you would see that first, right?

Mr. Eckert stated yes. The broker that I reached out to would reach out to me and say, hey, I've got a proposal. And then we would bring that to the board's attention, and then the board will make the business decision whether or not it's a proposal that it finds in the district's best interest.

Vice Chairman Horton stated I don't see the security person here again.

Ms. Giles stated he did shoot me a text right before the earlier meeting and it says, I will not be present for the board meetings today. However, if anything is needed for me, please don't hesitate to call.

Vice Chairman Horton stated are there any issues? That's something we should know at every meeting. So if he can't be here, maybe he should shoot an email to somebody.

Ms. Giles stated we can ask him for that.

Vice Chairman Horton stated also, if they were to come to the first meeting and leave it open at ours, we could take that upfront without waiting until the end of it to talk so they can give their input and then they can leave.

Mr. Soriano stated I don't think we have had it as a requirement. I think we asked them to have a representative here, but I don't know if they had it as a requirement. I'll double check.

Vice Chairman Horton stated maybe two or three months someone shows up. How's that?

Mr. Soriano stated I think it's a good thing. I don't believe we require Chalon to come here, but that's very helpful.

Ms. Suchsland stated yeah, it's in our contract.

Mr. Soriano stated I'll have to double check the S3 contract. But I think it's a good thing.

Vice Chairman Horton stated we're spending a lot of money on security and I'm getting no feedback. The board's not getting any feedback. So, the assumption is nothing's going on.

Mr. Soriano stated I would give you those reports. I don't have anything big right now. They do have changeover still going on, but it seems we've gotten two or three that are more our normal people, which is good because if they can keep staff, it helps out with the way I relay information of how I want things done. That stays around a little better. When they change every few months. That's just too hard. By the time somebody's getting to know what is expected out there on the fields or fitness center, it changes. So, I do know we had a new group, but there's two or three that now are building up some experience that have been here for a while. I can usually tell when Wanda gives me the thumbs up, usually that's a better sign.

Vice Chairman Horton stated same thing with the Sheriff's Department. There's no feedback from them. If nothing's going on, why did we have to hire them?

Mr. Soriano stated now that's one I definitely don't have any reports that they have to do.

Vice Chairman Horton stated they sit out there in some kind of regular car. You can't even tell who they are.

Ms. Giles stated we could ask for an off duty officer report.

Vice Chairman Horton stated when I did the HOA meetings, I had them report at the end of it, just fill out some form, just what they might run across. If they actually did something, instead of sitting in the car. I'm not against that. It means that's a good thing.

Mr. Soriano stated I'll mention it to them. Even our landscape group, they give me reports. I don't stick them all in your agenda packet, but you have that one sentence at the end, that I keep them all on file. They can give us reports of whether it's stuff they need or, things they've been seeing that are a problem. Or maybe they put on a policy that will help them do their job better. They can create a report and give it to us on a monthly basis.

Vice Chairman Horton stated if we're responsible, we'd be sued for not doing a job if we're not even knowing what's going on. Ignorance of the law is not working like that.

Mr. Thomas stated in October are we not doing the Halloween Spooktacular.

Mr. Soriano stated we are actually in the year to do it. I hadn't planned it. But you guys did increase your special events line this last year. That'll be our new fiscal year. So, Scott, you really want the party and nobody has any objections I can plan it. That's one of our biggest events. We spend anywhere around eight to ten grand for one event. Now we do make money back. I mean, that's an event. We have quite a few hundred residents who attend that night. We charge extra when they don't register. So they'll pay \$20-\$25 to get into this event. Everybody has lots of fun, but it is a lot of work. We rotate every few years and this is the year we're supposed to be on. If that's the direction it will be this year.

Mr. Thomas stated I'm also thinking, we have all these high schoolers that are looking for volunteer hours.

Mr. Soriano stated I have events to put them on. I'm not worried about that. Since the pandemic issue, we haven't brought back doing a lot of our food. I do think we'll be alright to bring it. But we have our popcorn machine, we have our snow cone. We use the snow cone machines during the back to school and the out of school event. But I haven't gotten back to using all that we have. We have a cotton candy machine. If you guys remember those nighttime movies, or even a camp out, so that is something that I have plenty of work if we want to get back to some of that stuff to do for those high school volunteers.

Mr. Thomas stated what does the board think about it? We're getting some great weather here, or post pandemic, the community tends to be coming out. So I'm just throwing it out there to the board. What do you got to think about maybe trying to have the fun, family friendly Halloween bash that Jay does a great job at.

Ms. Ambrosio stated I say yes.

Mr. Soriano stated I will start warning my staff tomorrow.

SIXTH ORDER OF BUSINESS

Next Scheduled Meeting – October 14, 2024 @ 4:00 p.m. at the Plantation Oaks Amenity Center

SEVENTH ORDER OF BUSINESS

Adjournment

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

Secretary/Assistant Secretary

Chairman/Vice Chairman

B.

Double Branch
Community Development District

Unaudited Financial Reporting
August 31, 2024



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

	General Fund	Recreation Fund	Debt Service Fund	Capital Reserve Fund	Totals Governmental Funds
Assets:					
Cash:					
Operating Account	\$ 29,329	\$ 84,736	\$ -	\$ 214,841	\$ 328,907
Due from Other	25	137	-	-	162
Due from Middle Village	-	6,664	-	-	6,664
Investments:					
State Board of Administration (SBA)	13,904	99,514	-	1,294,890	1,408,307
Custody Account-General Fund Excess	83,390	830,793	-	80	914,262
Series 2013 A-1					
Reserve	-	-	868,806	-	868,806
Revenue	-	-	868,716	-	868,716
Prepayment	-	-	269	-	269
Series 2013 A-2					
Reserve	-	-	95,634	-	95,634
Prepaid Expenses	3,409	4,583	-	-	7,992
Total Assets	\$ 130,057	\$ 1,026,427	\$ 1,833,426	\$ 1,509,811	\$ 4,499,721
Liabilities:					
Accounts Payable	\$ 3,786	\$ 3,480	\$ -	\$ -	\$ 7,266
Accrued Expenditures	-	8,433	-	-	8,433
Total Liabilities	\$ 3,786	\$ 11,913	\$ -	\$ -	\$ 15,699
Fund Balance:					
Nonspendable:					
Prepaid Items	\$ 3,409	\$ 4,583	\$ -	\$ -	\$ 7,992
Restricted for:					
Debt Service - Series	-	-	1,833,426	-	1,833,426
Assigned for:					
Capital Reserve Fund	-	-	-	1,509,811	1,509,811
Unassigned	122,863	1,009,931	-	-	1,132,794
Total Fund Balances	\$ 126,271	\$ 1,014,514	\$ 1,833,426	\$ 1,509,811	\$ 4,484,023
Total Liabilities & Fund Balance	\$ 130,057	\$ 1,026,427	\$ 1,833,426	\$ 1,509,811	\$ 4,499,721

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

	Adopted Budget	Prorated Budget Thru 08/31/24	Actual Thru 08/31/24	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 177,890	\$ 177,890	\$ 178,552	\$ 662
Interest Income	1,600	1,600	5,438	3,838
Total Revenues	\$ 179,490	\$ 179,490	\$ 183,990	\$ 4,500
Expenditures:				
<u>General & Administrative:</u>				
Supervisor Fees	\$ 12,000	\$ 11,000	\$ 8,800	\$ 2,200
FICA Expense	1,000	917	683	234
Engineering	5,000	4,583	2,135	2,448
Arbitrage	700	700	700	-
Dissemination	1,696	1,555	1,555	0
Assessment Roll	8,705	8,705	8,705	(0)
Attorney	42,000	38,500	31,051	7,449
Annual Audit	5,200	5,200	5,300	(100)
Trustee Fees	8,815	8,815	9,497	(682)
Management Fees	68,741	63,013	63,013	0
Information Technology	2,271	2,081	2,082	(0)
Telephone	600	550	176	374
Postage	1,900	1,900	2,431	(531)
Printing	2,000	2,000	2,988	(988)
Insurance	10,199	10,199	9,596	603
Legal Advertising	2,800	2,567	1,134	1,433
Office Supplies	200	183	7	176
Website Compliance	2,650	2,429	2,429	0
Dues, Licenses & Subscriptions	175	175	175	-
Other Current Charges	120	110	52	58
Capital Reserve Funding	2,719	2,719	2,719	(0)
Total General & Administrative Expenditures	\$ 179,490	\$ 167,900	\$ 155,228	\$ 12,673
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$ 11,590	\$ 28,762	\$ 17,173
Net Change in Fund Balance	\$ -	\$ 11,590	\$ 28,762	\$ 17,173
Fund Balance - Beginning	\$ -		\$ 97,509	
Fund Balance - Ending	\$ -		\$ 126,271	

Double Branch
Community Development District
General Fund
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
Special Assessments - Tax Roll	\$ -	\$ 169,333	\$ 1,290	\$ 1,994	\$ 1,099	\$ 2,420	\$ 1,151	\$ 1,265	\$ -	\$ -	\$ -	\$ -	\$ 178,552
Interest Income	139	62	87	582	819	786	670	615	642	603	433	-	5,438
Total Revenues	\$ 139	\$ 169,395	\$ 1,377	\$ 2,576	\$ 1,918	\$ 3,206	\$ 1,821	\$ 1,880	\$ 642	\$ 603	\$ 433	\$ -	\$ 183,990
Expenditures:													
General & Administrative:													
Supervisor Fees	\$ 1,000	\$ 600	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 800	\$ 800	\$ 600	\$ 1,000	\$ 1,000	\$ -	\$ 8,800
FICA Expense	83	50	-	83	83	65	61	61	46	77	77	-	683
Engineering	-	-	-	-	-	-	265	-	1,118	753	-	-	2,135
Arbitrage	-	-	-	-	-	-	700	-	-	-	-	-	700
Dissemination	141	141	141	141	141	141	141	141	141	141	141	-	1,555
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	2,784	-	-	31,051
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	5,728	-	63,013
Information Technology	189	189	189	189	189	189	189	189	189	189	189	-	2,082
Telephone	16	15	13	3	6	6	29	40	5	20	22	-	176
Postage	64	26	3	16	11	116	71	79	44	1,899	101	-	2,431
Printing	17	110	82	31	147	139	111	50	70	2,108	125	-	2,988
Insurance	9,596	-	-	-	-	-	-	-	-	-	-	-	9,596
Legal Advertising	-	-	-	148	70	-	-	199	70	497	152	-	1,134
Office Supplies	1	1	0	1	1	1	1	1	1	0	1	-	7
Website Compliance	221	221	221	221	221	221	221	221	221	221	221	-	2,429
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	\$ 15,416	\$ 7,756	\$ -	\$ 155,228
Excess (Deficiency) of Revenues over Expenditures	\$ (33,430)	\$ 160,908	\$ (7,904)	\$ (8,590)	\$ (16,583)	\$ (11,740)	\$ (9,928)	\$ (8,144)	\$ (13,691)	\$ (14,814)	\$ (7,323)	\$ -	\$ 28,762
Net Change in Fund Balance	\$ (33,430)	\$ 160,908	\$ (7,904)	\$ (8,590)	\$ (16,583)	\$ (11,740)	\$ (9,928)	\$ (8,144)	\$ (13,691)	\$ (14,814)	\$ (7,323)	\$ -	\$ 28,762

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

	Adopted Budget	Prorated Budget Thru 08/31/24	Actual Thru 08/31/24	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 1,873,440	\$ 1,873,440	\$ 1,880,415	\$ 6,975
Interest Income	3,700	3,700	54,456	50,756
Amenities Revenue/Miscellaneous	40,000	36,667	39,212	2,545
Sports Revenue	15,000	15,000	30,435	15,435
Total Revenues	\$ 1,932,140	\$ 1,928,807	\$ 2,004,518	\$ 75,711
Expenditures:				
<i>Administrative:</i>				
Management Fees - On Site Staff	\$ 220,678	\$ 202,288	\$ 202,288	\$ 0
Insurance	116,853	116,853	116,450	403
Other Current Charges	3,500	3,208	2,027	1,181
Permit Fees	1,635	1,499	775	723
Subtotal Administrative	\$ 342,666	\$ 323,848	\$ 321,540	\$ 2,308
<i>Maintenance:</i>				
Security	\$ 107,000	\$ 98,083	\$ 96,614	\$ 1,469
Security - Clay County Off-Duty Sheriff	44,627	40,908	44,496	(3,588)
Water - Irrigation	12,300	12,300	12,609	(309)
Irrigation Maintenance	5,000	4,583	4,456	128
Streetlighting	31,000	28,417	25,438	2,979
Electric	36,000	33,000	30,306	2,694
Landscape Maintenance	459,000	420,750	382,642	38,108
Common Area Maintenance	55,000	50,417	44,041	6,375
Lake Maintenance	29,232	26,796	23,870	2,926
Capital Reserve Funding	300,137	300,137	300,137	(0)
Subtotal Maintenance	\$ 1,079,296	\$ 1,015,391	\$ 964,609	\$ 50,782

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

	Adopted Budget	Prorated Budget Thru 08/31/24	Actual Thru 08/31/24	Variance
<i>Recreation Facility:</i>				
Amenity Staff	\$ 137,588	\$ 137,588	\$ 170,393	\$ (32,805)
Refuse Services	17,500	17,500	17,867	(367)
Telephone	6,000	6,000	7,145	(1,145)
Electric	42,000	38,500	26,930	11,570
Cable	9,000	8,250	8,571	(321)
Pool Maintenance	35,000	35,000	35,546	(546)
Water / Sewer/Reclaim	57,000	52,250	40,595	11,655
Facility Maintenance-General	50,000	45,833	34,512	11,322
Facility Maintenance-Preventative	10,000	9,167	3,575	5,592
Facility Maintenance - Contingency	34,750	31,854	23,181	8,674
Lighting Repairs	8,500	7,792	6,167	1,625
Special Events	7,500	6,875	4,277	2,598
Office Supplies & Equipment	1,000	1,000	1,551	(551)
Janitorial	67,840	62,187	55,158	7,029
Recreation Passes	4,000	3,667	1,798	1,869
Pool Leak Repairs	2,500	2,292	-	2,292
Multiuse Field	20,000	18,333	-	18,333
Subtotal Recreation Facility	\$ 510,178	\$ 484,087	\$ 437,264	\$ 46,823
Total Expenditures	\$ 1,932,140	\$ 1,823,326	\$ 1,723,413	\$ 99,914
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$ 105,480	\$ 281,105	\$ 175,624
Net Change in Fund Balance	\$ -	\$ 105,480	\$ 281,105	\$ 175,624
Fund Balance - Beginning	\$ -		\$ 733,410	
Fund Balance - Ending	\$ -		\$ 1,014,514	

Double Branch
Community Development District
Recreation Fund
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
Special Assessments - Tax Roll	\$ -	\$ 1,783,324	\$ 13,589	\$ 20,998	\$ 11,573	\$ 25,482	\$ 12,122	\$ 13,326	\$ -	\$ -	\$ -	\$ -	\$ 1,880,415
Interest Income	1,174	448	698	5,913	8,425	7,990	6,431	6,373	6,665	6,203	4,137	-	54,456
Amenities Revenue/Miscellaneous	723	800	1,476	2,017	787	3,352	3,882	15,782	4,821	2,844	2,730	-	39,212
Sports Revenue	-	1,385	-	19,330	-	-	1,600	-	2,475	560	5,085	-	30,435
Total Revenues	\$ 1,896	\$ 1,785,957	\$ 15,762	\$ 48,258	\$ 20,784	\$ 36,824	\$ 24,036	\$ 35,482	\$ 13,961	\$ 9,607	\$ 11,952	\$ -	\$ 2,004,518
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	\$ 18,390	\$ -	\$ 202,288
Insurance	116,450	-	-	-	-	-	-	-	-	-	-	-	116,450
Other Current Charges	213	75	181	91	120	107	153	173	406	303	204	-	2,027
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	\$ 18,594	\$ -	\$ 321,540
Maintenance:													
Security	\$ 8,922	\$ 8,595	\$ 8,976	\$ 8,867	\$ 8,323	\$ 8,976	\$ 8,595	\$ 8,867	\$ 8,704	\$ 8,867	\$ 8,922	\$ -	\$ 96,614
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	4,035	-	44,496
Water - Irrigation	1,029	1,981	926	671	588	658	1,075	1,310	1,361	1,361	1,651	-	12,609
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	2,322	-	25,438
Electric	2,874	2,762	3,121	2,891	1,589	2,752	2,389	2,846	3,081	3,300	2,699	-	30,306
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	2,170	-	23,870
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	\$ 21,798	\$ -	\$ 964,609

Double Branch
Community Development District
Recreation Fund
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Recreation Facility:													
Amenity Staff	\$ 12,247	\$ 9,640	\$ 6,827	\$ 4,955	\$ 5,636	\$ 8,780	\$ 8,063	\$ 19,627	\$ 39,426	\$ 31,458	\$ 23,734	\$ -	\$ 170,393
Refuse Services	1,395	1,436	1,436	1,436	1,738	1,738	1,738	1,738	1,738	1,738	1,738	-	17,867
Telephone	733	738	736	737	736	736	736	860	377	377	378	-	7,145
Electric	2,897	2,089	1,926	2,014	2,048	1,918	1,990	2,380	2,736	3,520	3,412	-	26,930
Cable	627	630	770	822	821	821	821	820	813	812	814	-	8,571
Pool Maintenance	3,101	3,101	3,101	3,280	3,280	3,280	3,280	3,280	3,280	3,280	3,280	-	35,546
Water / Sewer/Reclaim	4,252	3,916	3,306	3,573	2,392	3,558	1,995	3,249	4,073	4,699	5,581	-	40,595
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	515	-	3,575
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	-	-	484	-	4,277
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	4,953	-	55,158
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	\$ 44,888	\$ -	\$ 437,264
Total Expenditures	\$ 240,224	\$ 118,478	\$ 112,216	\$ 109,846	\$ 102,247	\$ 116,321	\$ 120,877	\$ 132,364	\$ 445,205	\$ 140,354	\$ 85,280	\$ -	\$ 1,723,413
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)	\$ (73,328)	\$ -	\$ 281,105
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)	\$ (73,328)	\$ -	\$ 281,105

Double Branch
Community Development District
Debt Service Fund
Series 2013 A-1 & 2013 A-2 Special Assessment Bonds
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending August 31, 2024

	Adopted Budget	Prorated Budget Thru 08/31/24	Actual Thru 08/31/24	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 1,961,878	\$ 1,961,878	\$ 1,967,317	\$ 5,439
Interest Income	10,000	10,000	113,069	103,069
Total Revenues	\$ 1,971,878	\$ 1,971,878	\$ 2,080,385	\$ 108,507
Expenditures:				
<i>Series 2013 A-1</i>				
Interest 11/1	\$ 315,881	\$ 315,881	\$ 315,881	\$ -
Interest 5/1	315,881	315,881	315,881	-
Principal 5/1	1,125,000	1,125,000	1,125,000	-
<i>Series 2013 A-2</i>				
Interest 11/1	44,419	44,419	44,419	-
Interest 5/1	44,419	44,419	44,419	-
Principal 5/1	105,000	105,000	105,000	-
Total Expenditures	\$ 1,950,600	\$ 1,950,600	\$ 1,950,600	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ 21,278	\$ 21,278	\$ 129,785	\$ 108,507
Net Change in Fund Balance	\$ 21,278	\$ 21,278	\$ 129,785	\$ 108,507
Fund Balance - Beginning	\$ 720,818		\$ 1,703,641	
Fund Balance - Ending	\$ 742,095		\$ 1,833,426	

Double Branch

Community Development District

Capital Reserve Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending August 31, 2024

	Adopted Budget	Prorated Budget Thru 08/31/24	Actual Thru 08/31/24	Variance
Revenues				
Transfer In from General Fund	\$ 2,719	\$ 2,719	\$ 2,719	\$ 0
Transfer In from Recreation Fund	300,137	300,137	300,137	0
Interest	10,000	10,000	21,815	11,815
Total Revenues	\$ 312,855	\$ 312,855	\$ 324,671	\$ 11,815
Expenditures:				
Repairs & Replacements	\$ 530,000	\$ 485,833	\$ 314,718	\$ 171,115
Total Expenditures	\$ 530,000	\$ 485,833	\$ 314,718	\$ 171,115
Excess (Deficiency) of Revenues over Expenditures	\$ (217,145)		\$ 9,953	
Net Change in Fund Balance	\$ (217,145)		\$ 9,953	
Fund Balance - Beginning	\$ 1,469,257		\$ 1,499,858	
Fund Balance - Ending	\$ 1,252,113		\$ 1,509,811	

Double Branch

Community Development District

Long Term Debt Report

Series 2013 A-1, Special Assessment Refunding Bonds

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

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

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

Series 2013 A-2, Special Assessment Refunding Bonds

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

Bonds outstanding - 9/30/2013	\$ 2,900,000
Less: November 1, 2013 (Prepayment)	(145,000)
Less: May 1, 2014 (Mandatory)	(75,000)
Less: November 1, 2014 (Prepayment)	(75,000)
Less: May 1, 2015 (Mandatory)	(75,000)
Less: May 1, 2015 (Prepayment)	(45,000)
Less: November 1, 2015 (Prepayment)	(50,000)
Less: May 2, 2016 (Mandatory)	(75,000)
Less: May 2, 2016 (Prepayment)	(35,000)
Less: November 1, 2016 (Prepayment)	(55,000)
Less: May 2, 2017 (Mandatory)	(75,000)
Less: May 2, 2017 (Prepayment)	(5,000)
Less: May 1, 2018 (Mandatory)	(80,000)
Less: May 1, 2018 (Prepayment)	(5,000)
Less: November 1, 2018 (Prepayment)	(105,000)
Less: May 1, 2019 (Mandatory)	(80,000)
Less: May 2, 2019 (Prepayment)	(10,000)
Less: November 1, 2019 (Prepayment)	(10,000)
Less: May 1, 2020 (Mandatory)	(80,000)
Less: May 2, 2020 (Prepayment)	(5,000)
Less: May 1, 2021 (Mandatory)	(85,000)
Less: May 1, 2022 (Mandatory)	(90,000)
Less: May 1, 2023 (Mandatory)	(95,000)
Less: May 1, 2024 (Mandatory)	(105,000)

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

C.

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

Fiscal Year 2024 Assessments Receipts Summary

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

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

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

D.

Double Branch

Community Development District

Check Run Summary September 30, 2024

Fund	Date	Check No.	Amount
General Fund			
Accounts Payable	9/3/24	1818-1820	\$ 2,935.51
	9/24/24	1821-1823	\$ 19,182.07
		Sub-Total	\$ 22,117.58
Recreation Fund			
Accounts Payable	9/3/24	7585-7586	\$ 803.75
	9/24/24	7587-7604	\$ 210,167.47
		Sub-Total	\$ 210,971.22
Capital Reserve Fund			
Accounts Payable	9/24/24	289-299	\$ 36,001.07
		Sub-Total	\$ 36,001.07
Total			\$ 269,089.87

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
9/03/24	00111	8/29/24	24-00297	202408	310	51300	48000		JACKSONVILLE DAILY RECORD	*	82.00	82.00	001818
NTC OF MTG 8/29													
9/03/24	00111	8/29/24	24-00307	202408	310	51300	48000		JACKSONVILLE DAILY RECORD	*	69.50	69.50	001819
NTC OF BOS MTG 8/29													
9/03/24	00113	8/23/24	3438879	202407	310	51300	31500		KUTAK ROCK LLP	*	2,784.01	2,784.01	001820
JUL GENERAL SERVICES													
9/24/24	00052	8/28/24	24872	202409	300	15500	10000		EGIS INSURANCE ADVISORS LLC	*	10,268.00	10,268.00	001821
FY25 INSURANCE RENEWAL													
9/24/24	00035	9/01/24	2443	202409	310	51300	34000		GOVERNMENTAL MANAGEMENT SERVICES	*	5,728.42	5,728.42	001822
SEP MANAGEMENT FEES													
9/01/24	2443	202409	310	51300	52000			GOVERNMENTAL MANAGEMENT SERVICES	*	220.83	220.83	001822	
SEP WEBSITE ADMIN													
9/01/24	2443	202409	310	51300	35100			GOVERNMENTAL MANAGEMENT SERVICES	*	189.25	189.25	001822	
SEP INFO TECH													
9/01/24	2443	202409	310	51300	31300			GOVERNMENTAL MANAGEMENT SERVICES	*	141.33	141.33	001822	
SEP DISSEM AGENT SRVCS													
9/01/24	2443	202409	310	51300	51000			GOVERNMENTAL MANAGEMENT SERVICES	*	9.95	9.95	001822	
OFFICE SUPPLIES													
9/01/24	2443	202409	310	51300	42000			GOVERNMENTAL MANAGEMENT SERVICES	*	71.45	71.45	001822	
POSTAGE													
9/01/24	2443	202409	310	51300	42500			GOVERNMENTAL MANAGEMENT SERVICES	*	123.60	123.60	001822	
COPIES													
9/01/24	2443	202409	310	51300	41000			GOVERNMENTAL MANAGEMENT SERVICES	*	6.20	6.20	001822	
TELEPHONE													
9/24/24	00116	9/12/24	191841	202408	310	51300	31100		MATTHEWS DESIGN GROUP LLC	*	2,423.04	2,423.04	001823
AUG ENGINEERING SERVICES													
											TOTAL FOR BANK A	22,117.58	
											TOTAL FOR REGISTER	22,117.58	

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

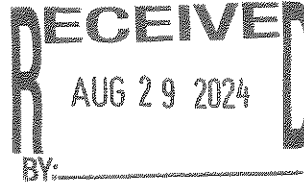
P.O. Box 1769
Jacksonville, FL 32201
(904) 356-2466

INVOICE

August 29, 2024

Date

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



Serial # 24-00297C PO/File # _____ \$82.00
Payment Due

Notice of Meetings

\$82.00
Publication Fee

Double Branch Community Development District

Case Number _____ **Amount Paid**

Publication Dates 8/29

County Clay

Payment Due Upon Receipt
For your convenience, you may remit payment online at www.jaxdailyrecord.com/send-payment.

If your payment is being mailed, please reference Serial # 24-00297C on your check or remittance advice.

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

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

**NOTICE OF MEETINGS
DOUBLE BRANCH
COMMUNITY**

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

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

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

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations at these meetings because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least 48 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

Each person who decides to appeal any action taken at the meetings is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Marilee Giles
District Manager
Aug. 29 00 (24-00297C)

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

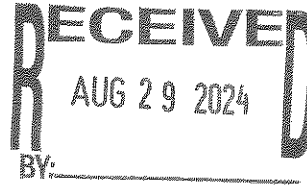
P.O. Box 1769
Jacksonville, FL 32201
(904) 356-2466

INVOICE

August 29, 2024

Date

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



Serial #	24-00307C	PO/File #		\$69.50
				Payment Due
Notice of Meeting of the Board of Supervisors				
_____				\$69.50
Double Branch Community Development District				Publication Fee

Case Number	_____			Amount Paid
Publication Dates	8/29			
County	Clay			

Payment Due Upon Receipt
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If your payment is being mailed, please reference Serial # 24-00307C on your check or remittance advice.

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

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

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

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

Notice is hereby given that the Board of Supervisors of the Double Branch Community Development District is scheduled to be met on **Monday, September 9, 2024**, at **4:00 p.m.** at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

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

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

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

Marilee Giles
District Manager

Aug. 29 00 (24-00307C)

KUTAK ROCK LLP

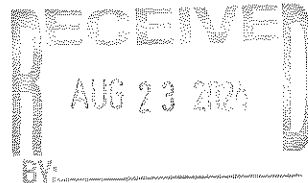
TALLAHASSEE, FLORIDA

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

August 23, 2024



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

Reference: Invoice No. 3438879
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. 3438879
5323-1

Re: General

For Professional Legal Services Rendered

07/02/24	M. Eckert	0.20	76.00	Prepare for board meeting; review agenda package
07/05/24	K. Haber	0.50	127.50	Prepare board meeting agenda memorandum
07/08/24	M. Eckert	4.10	1,558.00	Prepare for suspension hearing; prepare for, travel to and attend board meeting; return travel; meeting follow up
07/10/24	K. Haber	0.20	51.00	Confer and correspond with statewide mutual aid coordinator regarding mutual aid agreement
07/11/24	M. Eckert	0.30	114.00	Prepare and distribute resolution declaring vacancy due to lack of candidate qualification
07/12/24	M. Eckert	0.40	152.00	Draft and distribute suspension letter for Craig
07/15/24	G. Lovett	0.10	25.00	Research matters relating to district rules of procedure and incorporation of new legislation

KUTAK ROCK LLP

Double Branch CDD
August 23, 2024
Client Matter No. 5323-1
Invoice No. 3438879
Page 2

07/17/24	M. Eckert	0.80	304.00	Review draft minutes and provide comments
07/19/24	K. Haber	0.20	51.00	Correspond with Hogge regarding termination of interlocal agreement with Clay County
07/20/24	M. Eckert	0.40	152.00	Research and revise impact fee credit memorandum
07/29/24	M. Eckert	0.20	76.00	Review status of annual meeting schedule; follow up; review goals and objectives document
07/31/24	M. Eckert	0.20	76.00	Prepare for and attend agenda call

TOTAL HOURS 7.60

TOTAL FOR SERVICES RENDERED \$2,762.50

DISBURSEMENTS

Meals 5.50
Travel Expenses 16.01

TOTAL DISBURSEMENTS 21.51

TOTAL CURRENT AMOUNT DUE \$2,784.01



INVOICE

Customer	Double Branch Community Development District
Acct #	282
Date	08/28/2024
Customer Service	Kristina Rudez
Page	1 of 1

Double Branch Community Development District
 c/o Governmental Management Services
 475 West Town Place, Suite 114
 St. Augustine, FL 32092

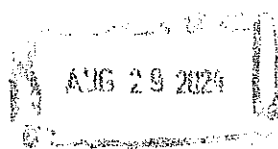
Payment Information	
Invoice Summary	\$ 128,752.00
Payment Amount	
Payment for	Invoice#24872
	100124544

Thank You

Please detach and return with payment



Customer: Double Branch Community Development District

Invoice	Effective	Transaction	Description	Amount
24872	10/01/2024	Renew policy	Policy #100124544 10/01/2024-10/01/2025 Florida Insurance Alliance Package - Renew policy Due Date: 8/28/2024 <i>1. 300.155.1000 - \$10,268</i> <i>2. 300.155.101 - \$118,484</i> 	128,752.00
				Total
				\$ 128,752.00
Thank You				
FOR PAYMENTS SENT OVERNIGHT: Bank of America Lockbox Services, Lockbox 748555, 6000 Feldwood Rd. College Park, GA 30349				

Remit Payment To: Egis Insurance Advisors P.O. Box 748555 Atlanta, GA 30374-8555	(321)233-9939 sclimer@egisadvisors.com	Date
		08/28/2024

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 2443

Invoice Date: 9/1/24

Due Date: 9/1/24

Case:

P.O. Number:

Bill To:

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

Description	Hours/Qty	Rate	Amount
General Fund- Management Fees - September 2024		5,728.42	5,728.42
Website Administration - September 2024		220.83	220.83
Information Technology - September 2024		189.25	189.25
Dissemination Agent Services - September 2024		141.33	141.33
Office Supplies		9.95	9.95
Postage		71.45	71.45
Copies		123.60	123.60
Telephone		6.20	6.20

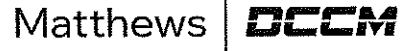
RECEIVED
SEP 05 2024
BY: _____

Total \$6,491.03

Payments/Credits \$0.00

Balance Due \$6,491.03

Project Manager Alex Acree



Engineering - Architecture - Planning - Surveying

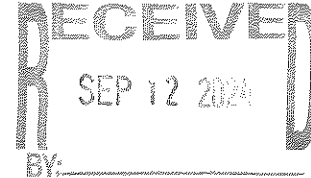
Governmental Management Services
Marilee Giles
475 West Town Place
St. Augustine, FL 32092

September 12, 2024
Invoice # 191841

Project 0000021873.0000 Double Branch CDD

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

- CDD Conference Call
- Public Facilities Report
- Work on Annual Engineer's 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 August 31, 2024

Phase 0001 Engineering Services

	Hours	Rate	Amount
Vice President of Production	.75	290.00	217.50
Sr. CAD Designer 1	4.50	180.00	810.00
Project Administrator	.25	120.00	30.00
Total Labor			1,057.50

Phase 0002 Public Facilities Report

	Hours	Rate	Amount
Sr. Planner 1	6.50	210.00	1,365.00
Total Labor			1,365.00

Phase 0999 Reimbursable Expenses

8.5 x 11 B/W	2.0 Copies @ 0.27	.54	
Total Reproductions		.54	.54

Total Due: 2,423.04

Billed to Date

	Current Due	Prior Billed	Billed to Date
Labor	2,422.50	2,135.00	4,557.50
Unit	.54	0.00	.54
Totals	2,423.04	2,135.00	4,558.04

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
9/03/24	00285	8/16/24	422	202407	320	57200	34510			*	355.00		
				JUL ADMIN FEE									
		8/16/24	422	202407	320	57200	34510			*	130.00		
				JUL ADMIN SCHED									
									CLAY COUNTY SHERIFF'S OFFICE			485.00	007585
9/03/24	00092	8/27/24	2444	202408	300	36900	10300			*	318.75		
				AUG FACILITY EVENT STAFF									
									GOVERNMENTAL MANAGEMENT SERVICES			318.75	007586
9/24/24	01060	8/29/24	08292024	202408	300	36900	10300			*	50.00		
				DEPOSIT REFUND									
									ANGEL HOLSEY			50.00	007587
9/24/24	00028	8/15/24	352530	202408	320	57200	46610			*	300.00		
				PHONE MONITORING									
									ATLANTIC SECURITY			300.00	007588
9/24/24	01062	8/29/24	08292024	202408	300	36900	10300			*	100.00		
				DEPOSIT REFUND									
									CARRINGTON SAMS			100.00	007589
9/24/24	00285	9/16/24	467	202408	320	57200	34510			*	417.50		
				AUG ADMIN FEE									
		9/16/24	467	202408	320	57200	34510			*	192.50		
				AUG ADMIN SCHED									
									CLAY COUNTY SHERIFF'S OFFICE			610.00	007590
9/24/24	01063	8/29/24	08292024	202408	300	36900	10300			*	100.00		
				DEPOSIT REFUND									
									CLOTILDE PROSPERE			100.00	007591
9/24/24	01061	8/29/24	08292024	202408	300	36900	10300			*	100.00		
				DEPOSIT REFUND									
									DEBRA HUISINGA			100.00	007592
9/24/24	00262	8/28/24	24872	202409	300	15500	10100			*	118,484.00		
				FY25 INSURANCE RENEWAL									
									EGIS INSURANCE ADVISORS LLC			118,484.00	007593
9/24/24	00092	8/16/24	2440	202407	320	57200	46600			*	4,168.23		
				JUL FACILITY MAINTENANCE									
		8/16/24	2440	202407	320	57200	46620			*	2,895.83		
				JUL FAC MAINT CONTINGENCY									
		8/16/24	2440	202407	320	57200	46630			*	700.00		
				JUL LIGHTING REPAIRS									

DBBR DOUBLE BRANCH OKUZMUK

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
8/16/24		2440		202407	320	57200	46400		JUL COMMON AREA MAINT	*	4,575.51		
8/16/24		2440		202407	320	57200	49400		JUL SPECIAL EVENTS	*	675.00		
GOVERNMENTAL MANAGEMENT SERVICES											13,014.57	007594	
9/24/24	00092	8/30/24	2445	202409	320	57200	41000		AUG PHONES	*	88.09		
8/30/24		2445		202409	320	57200	49300		AUG OFFICE SUPPLIES	*	131.08		
8/30/24		2445		202409	320	57200	49400		AUG SPECIAL EVENTS	*	418.57		
GOVERNMENTAL MANAGEMENT SERVICES											637.74	007595	
9/24/24	00092	9/01/24	2442	202409	310	51300	34000		SEP FACILITY MANAGEMENT	*	18,389.83		
GOVERNMENTAL MANAGEMENT SERVICES											18,389.83	007596	
9/24/24	00092	9/10/24	2446	202409	300	36900	10300		SEP FACILITY EVENT STAFF	*	118.75		
GOVERNMENTAL MANAGEMENT SERVICES											118.75	007597	
9/24/24	00647	9/04/24	139406	202409	320	57200	46610		ANNUAL FIRE INSPECTION	*	845.00		
JSC SYSTEMS											845.00	007598	
9/24/24	00024	9/02/24	208931B	202409	320	57200	46800		SEP LAKE MAINTENANCE	*	2,170.00		
THE LAKE DOCTORS, INC.											2,170.00	007599	
9/24/24	01064	8/29/24	08292024	202408	300	36900	10300		DEPOSIT REFUND	*	100.00		
MAANGELA SAN PABLO											100.00	007600	
9/24/24	00186	9/01/24	13129562	202409	320	57200	46300		SEP POOL CHEMICALS	*	3,280.47		
POOLSURE											3,280.47	007601	
9/24/24	00297	9/01/24	363	202409	320	57200	61000		SEP JANITORIAL SERVICES	*	4,953.33		
RIVERSIDE MANAGEMENT SERVICES, INC											4,953.33	007602	
9/24/24	00839	9/01/24	10360	202409	320	57200	34500		SEP SECURITY SERVICES	*	8,649.60		
SECURITY DEVELOPMENT GROUP LLC											8,649.60	007603	

DBBR DOUBLE BRANCH OKUZMUK

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
9/24/24	00672	9/01/24 17726	202409 320-57200-46200		SEP LANDSCAPE MAINTENANCE VERDEGO, LLC	*	38,264.18	38,264.18 007604
TOTAL FOR BANK B							210,971.22	
TOTAL FOR REGISTER							210,971.22	



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

General Invoice

Customer Copy

CUSTOMER	INVOICE DATE	INVOICE NUMBER	AMOUNT PAID	DUE DATE	INVOICE TOTAL DUE
OAKLEAF PLANTATION CDD	08/16/2024	422	\$0.00	08/31/2024	\$970.00

DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
OFF DUTY ADMIN JULY 2024	142.00	\$5.000000	EACH	\$710.00	\$0.00	\$0.00	\$710.00
OFF DUTY SCHEDULING FEE	1.00	\$280.000000	EACH	\$280.00	\$0.00	\$0.00	\$280.00

Invoice Total:	\$970.00
----------------	----------

\$355.00 + \$130.00 = \$485.00

RECEIVED
AUG 21 2024
BY: _____

✂ DETACH AND RETURN THE PORTION BELOW WITH YOUR PAYMENT ✂



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

General Invoice

Remit Portion

Invoice Date	08/16/2024
Invoice Number	422
Customer Number	30
Amount Paid	
Due Date	08/31/2024
Invoice Total Due	\$970.00

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

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

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

Invoice

Invoice #: 2444
Invoice Date: 8/27/24
Due Date: 8/27/24
Case:
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Facility Event Staff through August 24, 2024 2.300.369.103	12.75	25.00	318.75
Total			\$318.75
Payments/Credits			\$0.00
Balance Due			\$318.75

RECEIVED
AUG 27 2024
BY: _____

8/27/24
or

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

DOUBLE BRANCH CDD

Facility Event Staff Service Hours

<u>Quantity</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
12.75	Facility Event Staff	\$ 25.00	\$ 318.75

Covers Period End: August 24, 2024

Amenities Revenue # 2.300.369.103

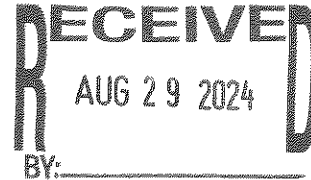
From: Oakleaf Venues venue rentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - Angel Holsey - CANCELLATION
Date: August 29, 2024 at 5:19 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



Good afternoon, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD – for the following venue.
 - LOCATION – OVCR aka CLUBROOM (SUNDAY) 12:30 P.M. to 4:30 P.M.
 - DATE OF VENUE – SEPTEMBER 15, 2024
 - RESIDENT – ANGEL HOLSEY
 - ADDRESS – 522 SOUTHWOOD WAY, ORANGE PARK, FL 32065
 - AMOUNT OF REFUND - \$50.00 - Received CANCELLATION request on 8/29/24
- **CANCELLATION POLICY:** Cancellation must be communicated to the Community Amenity Coordinator no later than 31 days prior to the scheduled event to receive 100% of the rental and 50% deposit. **If the event is canceled less than 31 days prior to the event 50% of the security deposit and 0% of the rental will be returned.**
 - BOOKING FEE/DEPOSIT was via VISA (7516):
 - DATED: 8/26/24
 - RENTAL FEE \$250.00
 - SEQ#: 4
 - BATCH#: 1216
 - INVOICE#: 4
 - APPROVAL CODE: 352708
 - **BOOKING FEE/DEPOSIT \$100.00**
 - SEQ#: 5
 - BATCH#: 1216
 - INVOICE#: 5
 - APPROVAL CODE: 780507



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

Thank you.

I will be out of the office August 30 - September 2, 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
venue rentals@oakleafresidents.com
(904) 770-4661 voice email
(904) 375-9285 ext. 3
www.oakleafresidents.com

Governmental Management Services

www.OakLeafResidents.com

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

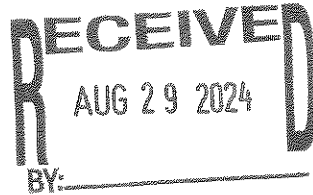


Tel. 904-743-8444
 www.smarthome.biz
 sales@smarthome.biz

PLEASE PAY BY	AMOUNT	INVOICE DATE
09/05/2024	\$300.00	08/15/2024

Oakleaf Plantation
 370 Oakleaf Village Parkway
 Orange Park FL 32065

INVOICE NO. 352530



Site: 370 Oakleaf Village Parkway
 Orange Park
Site Address: 370 Oakleaf Village Parkway
 Orange Park FL 32065
Period: 09/01/2024 to 08/31/2025
Recurring No.: 5809
Job Name:
Order No.:

Description

Please find attached invoice for your Annual monitoring services.

MONITORING - MONTHLY

Item	Quantity	Unit Price	Total
Security Phone Line Monitoring	12.00	\$25.00	\$300.00
		Sub-Total ex Tax	\$300.00
		Tax	\$0.00
		Total	\$300.00

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

IMPORTANT: Please remember to test your system monthly.

Need automation for your home? Visit us online at www.smarthome.biz

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

Sub-Total ex Tax	\$300.00
Tax	\$0.00
Total inc Tax	\$300.00
Amount Applied	\$0.00
Balance Due	\$300.00

Code to:

02-330-572-4661

Double Branch Facility Maintenance- Preventative

Contracts



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

PLEASE PAY BY	AMOUNT	INVOICE DATE
09/05/2024	\$300.00	08/15/2024

INVOICE NO. 352530

How To Pay

INVOICE NO. 352530



Credit Card (MasterCard, Visa, Amex)

Please add billing zip if not same as address above.

Credit Card No.

Card Holder's Name: _____ CCV: _____

Expiry Date: / Signature: _____



Mail

Detach this section and mail check to:

Atlantic Security
1714 Cesery Blvd
Jacksonville, FL 32211

NAME: Oakleaf Plantation **DUE DATE:** 09/05/2024 **AMOUNT DUE:** \$300.00

Please Reference: 352530

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

Terms and Conditions

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

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

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

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

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

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

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

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

Distributed by Atlantic Companies
1714 Cesary Boulevard
Jacksonville, FL 32211

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

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

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

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

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

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

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

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

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

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

Purchaser understands and agrees that if Seller should be found liable for loss or damage due from a failure of Seller to perform any of the obligations herein, whatsoever, including, but not limited to installation, design, service, monitoring, or the failure of any system or equipment installed by, or service performed by Seller in any respect whatsoever, Seller's maximum liability

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

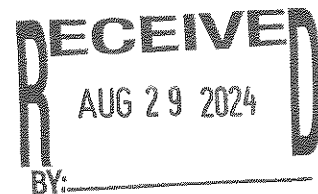
From: Oakleaf Venues venuere rentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - CARRINGTON SAMS
Date: August 29, 2024 at 5:28 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



Good evening, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD – for the following venue.
 - LOCATION – OVCR aka CLUBROOM (SATURDAY) 2:30 P.M. to 6:30 P.M.
 - DATE OF VENUE – AUGUST 17, 2024
 - RESIDENT – CARRINGTON SAMS
 - ADDRESS – 3563 WATERFORD OAKS DRIVE, ORANGE PARK, FL 32065
 - AMOUNT OF REFUND - \$100.00
 - BOOKING FEE/DEPOSIT was via DISCOVER(5111):
 - DATED: 6/24/24
 - SEQ#: 4
 - BATCH#: 1158
 - INVOICE#: 4
 - APPROVAL CODE: 02425R
 - 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 30 - September 2, 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
venuere rentals@oakleafresidents.com
(904) 770-4661 voice email
(904) 375-9285 ext. 3
www.oakleafresidents.com

Governmental Management Services

www.OakLeafResidents.com

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Clay County Sheriff's Office
 901 N. Orange Ave.
 Green Cove Springs, FL, 32043

General Invoice

Customer Copy

CUSTOMER	INVOICE DATE	INVOICE NUMBER	AMOUNT PAID	DUE DATE	INVOICE TOTAL DUE
OAKLEAF PLANTATION CDD	09/16/2024	467	\$0.00	10/01/2024	\$1,220.00
PAST DUE AMOUNT					ACCOUNT BALANCE
\$865.00					\$1,220.00

DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
OFF DUTY ADMIN AUGUST 2024	167.00	\$5.000000	EACH	\$835.00	\$0.00	\$0.00	\$835.00
OFF DUTY SCHEDULING FEE	1.00	\$385.000000	EACH	\$385.00	\$0.00	\$0.00	\$385.00
Invoice Total:							\$1,220.00

\$417.50 + \$192.50 = \$610.00

RECEIVED
 SEP 17 2024
 BY: _____

✂ DETACH AND RETURN THE PORTION BELOW WITH YOUR PAYMENT ✂



Clay County Sheriff's Office
 901 N. Orange Ave.
 Green Cove Springs, FL, 32043

General Invoice

Remit Portion

Invoice Date	09/16/2024
Invoice Number	467
Customer Number	30
Amount Paid	
Due Date	10/01/2024
Invoice Total Due	\$1,220.00

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

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

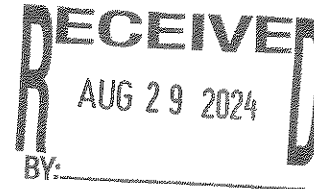
From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - CLOTILDE PROSPERE
Date: August 29, 2024 at 5:34 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



Good afternoon, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD – for the following venue.
 - LOCATION – OVCR aka CLUBROOM (SATURDAY) 7:00 P.M. to 11:00 P.M.
 - DATE OF VENUE – AUGUST 17, 2024
 - RESIDENT – CLOTILDE PROSPERE
 - ADDRESS – 3559 LIVE OAK HOLLOW DRIVE, ORANGE PARK, FL 32065
 - AMOUNT OF REFUND - \$100.00
 - BOOKING FEE/DEPOSIT was via MC(4181):
 - DATED: 7/1/24
 - SEQ#: 5
 - BATCH#: 1165
 - INVOICE#: 7
 - APPROVAL CODE: 00176?
 - 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 30 - September 2, 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.

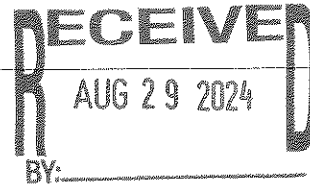
Wanda McReynolds – Community Amenity Coordinator, OakLeaf Plantation
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Governmental Management Services

www.OakLeafResidents.com

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From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - DEBRA HUISINGA
Date: August 29, 2024 at 5:40 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.
 - DATE OF VENUE – AUGUST 17, 2024
 - RESIDENT – DEBRA HUISINGA
 - ADDRESS – 3729 CARDINAL OAKS CIRCLE, ORANGE PARK, FL 32065
 - AMOUNT OF REFUND - \$100.00
 - BOOKING FEE/DEPOSIT was via CHECK drawn on VYSTAR:
 - DATED: 8/2/24
 - CHECK#: 5767
 - DEPOSITED: 8/2/24
 - 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 30 - September 2, 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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INVOICE

Customer	Double Branch Community Development District
Acct #	282
Date	08/28/2024
Customer Service	Kristina Rudez
Page	1 of 1

Double Branch Community Development District
 c/o Governmental Management Services
 475 West Town Place, Suite 114
 St. Augustine, FL 32092

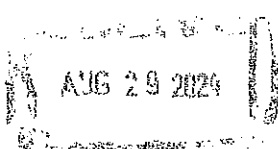
Payment Information	
Invoice Summary	\$ 128,752.00
Payment Amount	
Payment for	Invoice#24872
100124544	

Thank You

Please detach and return with payment



Customer: Double Branch Community Development District

Invoice	Effective	Transaction	Description	Amount
24872	10/01/2024	Renew policy	Policy #100124544 10/01/2024-10/01/2025 Florida Insurance Alliance Package - Renew policy Due Date: 8/28/2024 <i>1. 300.155.1000 - \$10,268</i> <i>2. 300.155.101 - \$118,484</i> 	128,752.00
Total				\$ 128,752.00

Thank You

FOR PAYMENTS SENT OVERNIGHT:
 Bank of America Lockbox Services, Lockbox 748555, 6000 Feldwood Rd. College Park, GA 30349

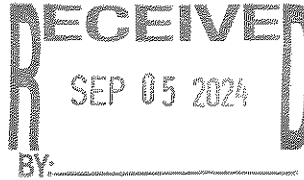
Remit Payment To: Egis Insurance Advisors	(321)233-9938	Date
P.O. Box 748555		08/28/2024
Atlanta, GA 30374-8555	sclimer@egisadvisors.com	

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

Invoice

Invoice #: 2440
 Invoice Date: 8/16/24
 Due Date: 8/16/24
 Case:
 P.O. Number:

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



Description	Hours/Qty	Rate	Amount
Facility Maintenance July 1 - July 31, 2024		21,270.97	21,270.97
Code To:			
Double Branch Facility Maintenance			
2.320.572.46600 (\$4168.23)			
Double Branch Facility Maintenance Contingency			
2.320.572.46620 (\$2,895.83)			
Double Branch Lighting Repairs			
2.320.572.46630 (\$700.00)			
Double Branch Common Area Maintenance			
2.320.572.46400 (\$4575.51)			
Double Branch Special Events			
2.320.572.49400 (\$675.00)			
	Total		\$21,270.97
Double Branch Repair/Replacement		Payments/Credits	\$0.00
34.600.53800.6200 (\$8,256.40)		Balance Due	\$21,270.97

\$13,014.57

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
7/1/24	6	T.C.	Paint tennis courts, picked up supplies
7/1/24	8	B.G.	Covering lines at tennis court with painters tape, prepping to be painted
7/1/24	6.78	A.J.	Cleaned tennis courts, begin taping lines
7/1/24	7.2	C.W.	Painting white on building, windscreen shade over pool pumps
7/1/24	4	E.W.	Removed debris from all common areas
7/2/24	8	T.C.	Paint tennis courts, picked up supplies
7/2/24	8	B.G.	Covering lines at tennis court with painters tape, prepping to be painted applying first coat of paint to the court
7/2/24	7.47	J.K.	Painted pickleball blue second coat
7/2/24	6.47	A.J.	Painted tennis courts
7/2/24	6.23	C.W.	Building car port for shade pool pumps
7/2/24	4	E.W.	Removed debris from all common areas
7/3/24	6	T.C.	Paint tennis courts, picked up supplies
7/3/24	6	B.G.	Painted tennis courts
7/3/24	4.9	J.K.	Painted pickleball blue
7/3/24	6.88	A.J.	Painted tennis courts
7/3/24	7.07	C.W.	Finished all shade and moved rock for wood for support
7/3/24	4	E.W.	Removed debris from all common areas
7/5/24	8	B.G.	Emptied trash receptacles, picking up 4th of July debris throughout the field and parking lot, painting clubhouse window
7/5/24	4.35	J.K.	Worked on windscreen, paint and tear down tape
7/5/24	6.55	C.W.	Tied windscreen on pool deck, removed debris by Oakleaf sign, finished touch up paint
7/5/24	4	E.W.	Removed debris from all common areas
7/8/24	6	T.C.	Paint tennis courts, picked up supplies
7/8/24	8	B.G.	Painting tennis courts
7/8/24	5.13	J.K.	Paint on club room window, fix gravel barrier in back by pool filters
7/8/24	7.6	A.J.	Painted tennis courts
7/8/24	7.23	C.W.	Painted tennis courts, being consistent with mixes
7/8/24	4	E.W.	Removed debris from all common areas
7/9/24	8	T.C.	Paint tennis courts, picked up supplies
7/9/24	8	B.G.	Painting tennis courts, loading painting materials to the golf cart to store in maintenance shop
7/9/24	7.28	J.K.	Finished up white paint on club room window, painted green on pickleball courts
7/9/24	7.58	A.J.	Painted tennis courts
7/9/24	4	E.W.	Removed debris from all common areas
7/10/24	6	T.C.	Paint tennis courts
7/10/24	6	B.G.	Painting tennis courts
7/10/24	3.83	J.K.	Finished up green on pickleball
7/10/24	7.63	A.J.	Painted tennis courts, clean gym
7/10/24	4	E.W.	Removed debris from all common areas
7/11/24	8	T.C.	Paint tennis courts, picked up supplies
7/11/24	8	B.G.	Sanding down courts of paint blisters, moving paint and sending supplies to maintenance shop
7/11/24	7.68	A.J.	Touch up paint on tennis courts, remove tape from line and apply tape from fresh lines
7/11/24	4	E.W.	Removed debris from all common areas
7/12/24	8	T.C.	Paint tennis courts, picked up supplies
7/12/24	8	B.G.	Grinding tennis courts, prepping to be painted
7/12/24	7.2	J.K.	Pickleball lay tape, pull tape and paint blue, move drums over to basketball courts
7/12/24	7.77	A.J.	Clean and retape lines for tennis courts
7/12/24	7.18	C.W.	Painted tennis and tape other court and moved drums/barrels to basketball and shop, moved in gated area on top of pallets
7/12/24	3.49	E.W.	Removed debris from all common areas
7/15/24	7.7	A.J.	Retape tennis courts and clean up trash around walking path and parking area
7/15/24	2.73	E.W.	Removed debris from all common areas
7/16/24	3	B.G.	At the field removing dogs signs to take to shop

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
7/16/24	7.7	A.J.	Tape and paint line on tennis courts
7/16/24	4.01	E.W.	Removed debris from all common areas
7/17/24	3	B.G.	Finished installing dog signs
7/17/24	7.65	A.J.	Taping and painting tennis courts, prepping trash can lids
7/17/24	4	E.W.	Removed debris from all common areas
7/18/24	7.62	A.J.	Tape and paint lines on tennis courts
7/18/24	4	E.W.	Removed debris from all common areas
7/19/24	7.72	A.J.	Tape and paint pickleball lines on tennis courts
7/19/24	1	C.W.	Put trash can lids on pool deck
7/19/24	4	E.W.	Removed debris from all common areas
7/22/24	5.37	A.J.	Paint lines on pickleball courts
7/22/24	4.05	E.W.	Removed debris from all common areas
7/23/24	8	B.G.	Removed debris from throughout community
7/23/24	4	E.W.	Removed debris from all common areas
7/24/24	8	T.C.	Worked on shade for pool pack area, reprime and start waterfall fountain, cleared and restarted lake fountain with boat, worked on shade for pool pack area, picked up supplies
7/24/24	8	B.G.	Pressure washed cement slab by tennis courts
7/24/24	7.27	J.K.	Hung up three windscreens, hung over motor, ran more cables, cleaned out fountain on pond, fixed bulkheads
7/24/24	7.7	A.J.	Paint lines on pickleball courts
7/24/24	7.18	C.W.	Drilled bolts into bulkheads and cut extra, pulled weeds and ferns, moved fence to shop, cleaned fountain, bolted down anchors and ran wire, bolted clamps in windscreens
7/24/24	4	E.W.	Removed debris from all common areas
7/25/24	6	T.C.	Worked on shade for pool pack area, installed new slide at Natures Hammock park
7/25/24	8	B.G.	Pressure washed cement slab by tennis courts
7/25/24	6.77	J.K.	Fix and hung windscreen in back of pool, put in slide at park next to dog park, wiped down walls in club room
7/25/24	7.7	A.J.	Finished lines on pickleball courts, removed debris
7/25/24	6.28	C.W.	Put slide in at park by dog park, put windscreens on pool pump area, polished wood in ballroom
7/25/24	1.88	E.W.	Removed debris from all common areas
7/26/24	8	T.C.	Worked on shade for pool pack area, set up new movie screen for Dive-In
7/26/24	8	B.G.	Putting up shade screen by the pool motors, put together car port
7/26/24	4.75	J.K.	Finished hanging up windscreens in back by pool filters, set up movie screen on pool deck
7/26/24	7.6	A.J.	Pressure washed walk outside fitness center
7/26/24	6.45	C.W.	Finished shade on pool pumps, set up movie screen
7/26/24	4.01	E.W.	Removed debris from all common areas
7/29/24	4.67	A.J.	Removed debris from medians and roadsides
7/29/24	4	E.W.	Removed debris from all common areas
7/30/24	7.65	A.J.	Clean shed area, removed debris, emptied trash receptacles
7/30/24	4	C.W.	Moved poles from pool area and cleaned lids, pulled weeds, built car port
7/30/24	4	E.W.	Removed debris from all common areas
7/31/24	7.35	J.K.	Drain out splash pool, built car port in back over motor/filters, pulled weeds and move cut old poles and pipes, shop vac splash pool, removed debris under play ground
7/31/24	4.73	A.J.	Emptied trash receptacles around soccer field and walk in trail, removed debris on roadside

TOTAL 531.14

MILES 57

*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 #: 2445
Invoice Date: 9/30/24
Due Date: 9/30/24
Case:
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
2.320.572.4100 (DB Phones) -Statement Closing Date 8/20/24		88.09	88.09
2.320.538.6200 (DB Repair & Replacements) -Statement Closing Date 8/20/24		812.71	812.71
2.320.513.49300 (DB Office Supplies) - Statement Closing Date 8/20/24		131.08	131.08
2.320.572.49400 (DB Special Events) - Statement Closing Date 8/20/24		418.57	418.57

RECEIVED
 SEP 09 2024
 BY: _____

Total	\$1,450.45
Payments/Credits	\$0.00
Balance Due	\$1,450.45

\$637.74

Double Branch / Middle Village American Express Charges
GMS Statement Closing Date – Aug 20, 2024

Totals by GL

Double Branch: \$1,450.45

2.320.572.4100 (DB Phones) – \$88.09

2.320.572.5100 (DB Office Supplies) – \$131.08

34.600.538.6200 (DB Repair and Replacements) - \$812.71

2.320.572.49400 (DB Special Events) – \$418.57

Middle Village: \$1,880.01

2.330.572.4100 (MV Phones) – \$88.09

2.310.513.49300 (MV Office Supplies) – \$131.09

34.600.538.64000 (MV repair & replacements) – \$996.33

2.330.572.49400 (MV Special Events) – \$418.60

2.330.572.34400 (MV Tennis Maintenance) - \$245.90

JAY SORIANO
 Card Ending 6-63053

				Amount
7/28/24	HARBOR FREIGHT TOOLS 53542 0354 800-444-3353	ORANGE PARK	FL	\$236.46
7/28/24	POOLWEB.COM +12078777900	AUGUSTA	ME	\$73.50

Continued on reverse

				Amount
07/27/24	IONOS 877-461-2631	www.ionos.com	PA	\$4.00
07/30/24	TRACTOR SUPPLY CO 8668724850 Retail Store	ORANGE PARK	FL	\$46.20
07/30/24	TRACTOR SUPPLY CO 8668724850 Retail Store	ORANGE PARK	FL	\$29.01
08/01/24	PINCH A PENNY 242 ECO 00000002 9046999629	JACKSONVILLE	FL	\$585.89
08/02/24	RINGCENTRAL INC 14129658002 94002	888-898-4591	CA	\$176.18
08/04/24	WAL-MART SUPERCENTER 6978 6978 DISCOUNT STORE	JACKSONVILLE	FL	\$299.06
08/06/24	WAL-MART SUPERCENTER 3308 3308 DISCOUNT STORE	MIDDLEBURG	FL	\$475.91
08/07/24	HARBOR FREIGHT TOOLS 53542 0354 800-444-3353	ORANGE PARK	FL	\$107.48
08/08/24	IONOS 877-461-2631	www.ionos.com	PA	\$22.40
08/10/24	WAL-MART SUPERCENTER 3308 3308 DISCOUNT STORE	MIDDLEBURG	FL	\$116.57
08/11/24	PIZZA HUT 004255 0000 904-771-5480	JACKSONVILLE	FL	\$138.72
08/11/24	PIZZA HUT 041907 4190 216-525-2745	MIDDLEBURG	FL	\$138.51
08/11/24	PUBLIX #128 00000128 8636881188	JACKSONVILLE	FL	\$58.27
08/11/24	PUBLIX 8636881188	ORANGE PARK	FL	\$54.38
08/11/24	PUBLIX 8636881188	ORANGE PARK	FL	\$25.76
08/12/24	POOLWEB.COM +12078777900	AUGUSTA	ME	\$122.86
08/15/24	HARBOR FREIGHT TOOLS 53542 0354 800-444-3353	ORANGE PARK	FL	\$284.33
08/15/24	ADVANCE AUTO PARTS 944302529401 32073 BATTERY SILVER PEAK EA DHSVR CORE BATTERY SILVER 1 EA 1 EA	ORANGE PARK	FL	\$240.25
08/16/24	AUTOZONE 6397 000006807 8002886966	JACKSONVILLE	FL	\$23.09
08/16/24	BUILDASIGN 60048258832092	AUSTIN	TX	\$541.14
08/17/24	HEAD/PENN RACQUET SRTS 566436 244912 85043	PHOENIX	AZ	\$245.90
08/17/24	AMAZON MARKETPLACE NA PA MERCHANDISE	AMZN.COM/BILL	WA	\$60.73
08/17/24	AMAZON MARKETPLACE NA PA MERCHANDISE	AMZN.COM/BILL	WA	\$160.74
08/18/24	WAL-MART SUPERCENTER 6978 6978 DISCOUNT STORE	JACKSONVILLE	FL	\$235.77
08/19/24	ADVANCE AUTO PARTS 697104318601 32065	JACKSONVILLE	FL	\$173.60



Store # 06971

6251 Arsale Forest Blvd, Ste 5
Jacksonville FL 32244 (904) 778 2723
08/19/24 13:15 RLG 04 TRNH 3186 1.1.1.1

ITEM	QTY	PRICE	TOTAL
BATTERY-SILVER 1 EA 1 E 2040328			
263	1	\$199.99	\$199.99
24 MO.FREE REPL 0 MO.PRORATED			
Discount Amount:			\$-40.00
Item %:			20.00%
BATTERY FEE	1	\$1.50	\$1.50
CORE - BATTERY-SILVER 1 92040328			
263	1	\$22.00	\$22.00
CORE - BATTERY-SILVER 1 92040328			
263	-1	\$22.00	\$-22.00

Reason:Core Return
Sub Total \$161.49
11 Tax @ 7.5000% \$12.11
Total \$173.60

*\$179.60 PURCHASE @ 1:13 PM
AmEx *****3053 CHIP REA
AUTH 011154 APPROVED REF 687104318601
ENV CARD 1 MERCH 315488 1 TERM 4
Issuer ARQC E1807F43786D0C51
AID A000000025010801

SP Acct Name:
Your Speed Perks Account As of 08/18/24
Current Member Level: Club
Join Speed Perks Text Alerts Today!
Receive your rewards & special offers
instantly to your mobile device.
Text JOIN to 77333 to subscribe.
Message and data rates may apply.

CUSTOMER: Soriano, Jay

22QVS122S41K30



WE WANT YOUR FEEDBACK

Complete a one-minute survey
about your experience
advanceautoparts.com/survey
Enter code:697104 03186 4232



Store # 09443

1200 BLANDING BLD
ORANGE PARK FL 32065 (904) 272-4707
08/15/24 13:11 RLG 02 TRNH 5294 1.1.1.1

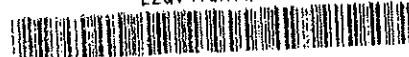
ITEM	QTY	PRICE	TOTAL
BATTERY-SILVER 1 EA 1 E 2040174			
26R3	1	\$199.99	\$199.99
24 MO.FREE REPL 0 MO.PRORATED			
BATTERY FEE	1	\$1.50	\$1.50
CORE BATTERY-SILVER 1 E 92040174			
26R3	1	\$22.00	\$22.00
2 YR.FREE REPLACEMENT			
Sub Total			\$223.49
11 Tax @ 7.5000%			\$15.76
Total			\$239.25

\$240.26 PURCHASE @ 1:18 PM
AmEx *****3053 CHIP REA
AUTH 001776 APPROVED REF 944302520401
ENV CARD 1 MERCH 313304 1 TERM 2
Issuer ARQC 73FD9EEE708896A0
AID A000000025010801

SP Acct Name: SORIANO, JAY
Your Speed Perks Account As of 08/14/24
Current Member Level: Club
Join Speed Perks Text Alerts Today!
Receive your rewards & special offers
instantly to your mobile device.
Text JOIN to 77333 to subscribe.
Message and data rates may apply.

CUSTOMER: Soriano, Javier

22QV41CHVQ1NZF



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Complete a one-minute survey
about your experience
advanceautoparts.com/survey
Enter code:944302 03294 4228

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www.advanceautoparts.jobs

Final Details for Order #112-7403630-3673818

[Print this page for your records.](#)

Order Placed: August 17, 2024
Amazon.com order number: 112-7403630-3673818
Order Total: \$160.74

Shipped on August 19, 2024

Items Ordered	Price
1 of: <i>Greenworks PRO 170 MPH 700 CFM 60V Battery Cordless Handheld Leaf Blower (Tool Only)</i>	\$130.00
Sold by: Veteran Supply Co. (seller profile)	
Supplied by: Other	

Condition: New

Shipping Address:

Jay Soriano
370 OAKLEAF VILLAGE PKWY
ORANGE PARK, FL 32065-4259
United States

Shipping Speed:

Standard Shipping

Payment information

Payment Method:
American Express ending in 3053

Billing address
Jay Soriano
475 W TOWN PL
SAINT AUGUSTINE, FL 32092-3648
United States

Credit Card transactions

Item(s) Subtotal:	\$130.00
Shipping & Handling:	\$20.99

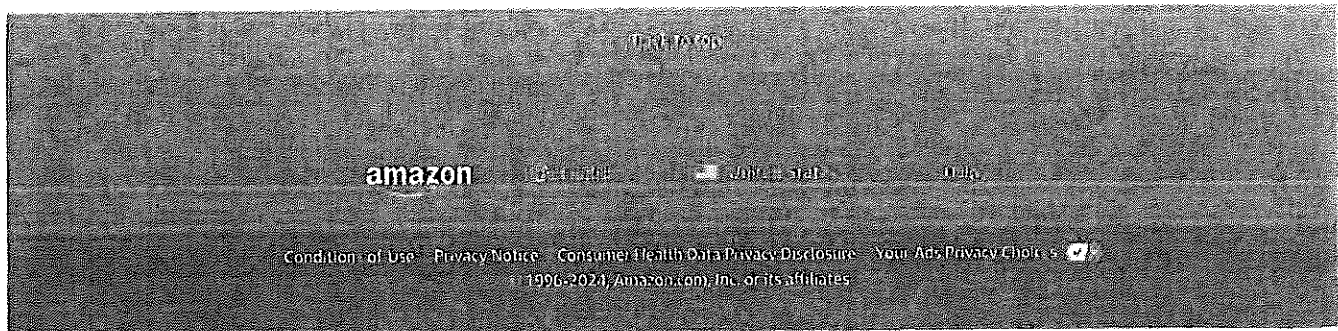
Total before tax:	\$150.99
Estimated tax to be collected:	\$9.75

Grand Total:	\$160.74

AmericanExpress ending in 3053: August 19, 2024: \$160.74

To view the status of your order, return to Order Summary.

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Final Details for Order #112-4256735-4060249

[Print this page for your records.](#)

Order Placed: August 17, 2024
Amazon.com order number: 112-4256735-4060249
Order Total: \$60.73

Shipped on August 19, 2024

Items Ordered

1 of: *Sin Round Pole Mount Bracket Tenon Adaptor with 2-3/8in Single Vertical Tenon for Slip Fitter Mount Outdoor Street Light, Parking Lot Lights, and Commercial Street Area Lighting, Bronze* \$56.49

Sold by: HTM Lighting Solutions (seller profile)
Supplied by: Other

Condition: New

Shipping Address:

Jay Soriano
370 OAKLEAF VILLAGE PKWY
ORANGE PARK, FL 32065-4259
United States

Shipping Speed:

Standard Shipping

Payment information

Payment Method:
American Express ending in 3053

Billing address
Jay Soriano
475 W TOWN PL
SAINT AUGUSTINE, FL 32092-3648
United States

Item(s) Subtotal:	\$56.49
Shipping & Handling:	\$0.00

Total before tax:	\$56.49
Estimated tax to be collected:	\$4.24

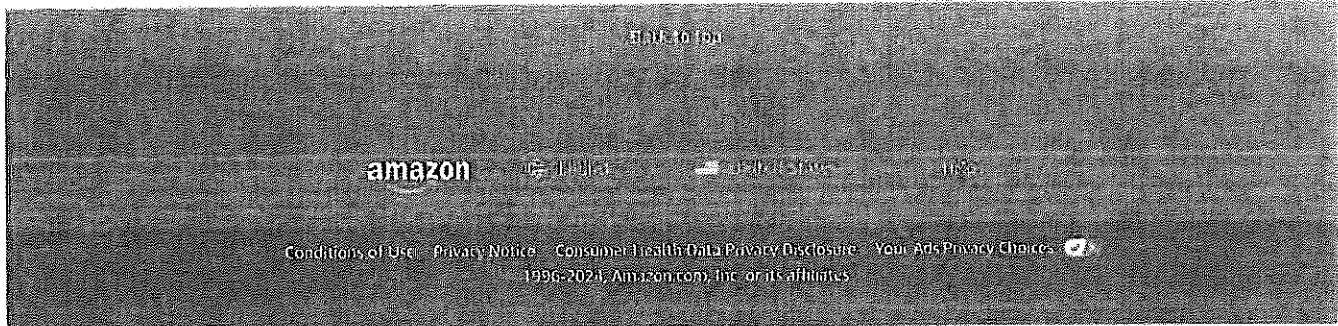
Grand Total:	\$60.73

Credit Card transactions

AmericanExpress ending in 3053: August 19, 2024: \$60.73

To view the status of your order, return to Order Summary.

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AutoZone 6307

9606 ARGYLE FOREST
JACKSONVILLE, FL
(904)777-0013

Rewards Account 910100XXXXX6191
#000411475 AZ111CS 11.49 P
Duralast Gold Zinc
Top Post Terminal, 2 Pk
#000257146 M401 9.99 P
Hoco Battery
Terminal Treatment Kit, KT
SUBTOTAL 21.48
STATE TAX @ 7.500% 1.61
SALE TOTAL 23.09
XXXXXXXXXXXX3053 AMEX 23.09
Approval # 821122

Data Source: CHIP
AppName/Label: AMERICANEXPRESS
AID: A000000025010801
TC: 7EA40B3C1A13FC6C

REG # 01 CSR #05 RECEIPT # 491180
STR. TRANS #191734
STORE #6307
DATE 08/16/2024 11:40
OF ITEMS SOLD: 2



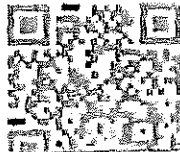
Member: JAY SORIANO
As of 06/17/2024 at 09:03:01 AM CST
Your Credits Balance: 3 of 5

Don't worry about losing your receipt!
Access your purchase history and view
program terms and conditions at
www.autozone.com/rewards

AutoZone Rewards Support: 1-800-741-9179
How did we do?
Tell us by going to
www.autozonecares.com

Ref No:
6307-191734-240816-2

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Click the red pin in the second box and
select use my current location to find
the opportunities nearest to you!



HARBOR FREIGHT

QUALITY TOOLS LOWEST PRICES

ORANGE PARK FL #3542
1241 Blending Blvd Ste. 39
Orange Park, FL 32065
Telephone: (904) 385-5253

SALE

Customer Name: Jay Spriano
Customer Number: 888002359461

60584 TARP MESH 12 X 20 \$54.99
60584 TARP MESH 12 X 20 \$54.99
63054 10FT X 20FT PORTABLE CAR CANO\$109.99

Subtotal \$219.97
Sales Tax 0.000% \$16.49
Total \$236.46

American Express \$236.46
Card No. XXXXXXXXXXXX3053
Expiration Date XX/XX
Auth. No. 828781

AMERICAN EXPRESS

Chip Read
Signature Verified
Mode: Issuer
AID: A000000025010801
TVR: 0000008000
IAD: 06550103602002
TS1: F800
ARC: 00

Please Retain for Your Records

Store: 03542 Reg: 04 Tran: 019436
Date: 7/25/2024 10:57:52 AM Assoc: XXXXXX
Ticket: 0419436

HARBOR FREIGHT

~~LOWEST PRICES~~
ORANGE PARK FL #3542
1241 Blending Blvd Ste. 39
Orange Park, FL 32065
Telephone: (904) 385-8253

SALE

Customer Name: Jay Soriano
Customer Number: 888002359461

62860 10FT X 17FT PORTABLE GARAGE \$189.99
Original Price: \$229.99
Coupon Discount: (\$40.00) \$29.99
403 1YR ITC MEMBERSHIP \$219.98
\$14.25
\$0.00
\$234.23

Subtotal
Sales Tax 0.000%
Non Taxable 0.000%
Total Additional Savings \$40.00 \$234.23

American Express
Card No. XXXXXXXXXXXXX3053
Expiration Date XX/XX
Auth. No. 808036

AMERICAN EXPRESS
Chip Read
Signature Verified
Mode: Issuer
AID: A000000025010801
TVR: 0000008000
IAD: 0655010360A002
TSI: F800
ARC: 00

Please Retain For Your Records

Store: 03542 Res: 01 Tran: 014727
Date: 8/15/2024 12:52:32 PM Assoc: XXXXXX
Ticket: 0114727

Item(s) Sold: 2
Item(s) Returned: 0

Benjamin served you today
Thank you for shopping at
ORANGE PARK FL #3542

Proof of Purchase Required for Returns/
Exchanges Within 90 Days of Purchase.

GET EXCLUSIVE DEALS
Sign up today at HarborFreight.com/email
or Text TOOLS to 34648



HARBOR FREIGHT

QUANTITY TOOLS LOWEST PRICES

ORANGE PARK FL 32542
1241 Blandins Blvd Ste. 39
Orange Park, FL 32065
Telephone: (904) 385-5253

SALE

Customer Name: Jay Soriano
Customer Number: 888002359461

57029 TARP EXTREME DUTY 12 X 20 \$99.98
2 @ \$49.99 = \$99.98

Subtotal \$99.98
Sales Tax 0.000% \$7.50
Total \$107.48

American Express \$107.48
Card No. XXXXXXXXXXXX3053
Expiration Date XX/XX
Auth. No. 827946

AMERICAN EXPRESS
Chip Read
Signature Verified
Mode: Issuer
AID: A009000025010801
TVR: 000008000
IAD: 0655010360A002
TSI: F800
ARC: 00

Please Retain for Your Records

Store: 03542 Res: 04 Tran: 021689
Date: 8/7/2024, 11:50:22 AM Assoc: XXXXXX
Ticket: 0421689



HEAD/Penn Racquet Sports
306 South 45th Avenue
Phoenix, AZ 85043-3913

Sold-to address

Middle Village CDD
DBA Oakleaf Plantation
475 Town Place West Ste 114
SAINT AUGUSTINE FL 32092

Customer No. 715220

Invoice		5193731409	
Billing Date 08/16/2024	Ship Date 08/16/2024	Order Date 08/14/2024	Requested Date 08/14/2024
Terms Credit Card preauth.			Due Date
Order No. 5103276372	P.O. Number Andy 8/14	Order Entered By: OMS3_CPIC	
Salesrep: Order Placed By: R118		ELLIS, JEFF	

Ship-to address
Oakleaf Plantation
370 Oakleaf Village Pwky
ORANGE PARK FL 32065

Authorization no.:

175399 24081416961779

Material	Description	Size	Quantity	List Price	Discount %	Unit Price	Extended Price
230414	Boom MP 2024 Alternate Item 10	U 30	1 PC	176.00	8.000	161.92	161.92
287272	HEAD Ball Trolley-Replacemen Item 20		4 PC	20.00	8.000	18.40	73.60
Total Number of Units		5					

Shipping Information

Packing Slip, BOL: 5183585639
Shipping Terms: FOB Origin
Shipment Origin: BALTIMORE MD
Shipped Via: FED EX GROUND (PPA)
Gross Weight: 7.000 LB 3.175 KG

Box Tracking Number

289180170540980

Total Number of Cartons 1

Items total	235.52	USD
Freight Charge	10.38	USD
Final amount	245.90	USD
Charged to your American Express *****052	245.90	USD
Balance Due	0.00	USD

We recommend all dealers use our Online Management Platform (OMS).
This site allows you to see current stock of goods, place orders,
track orders, and check invoices 24 hours a day!
To receive your login information please email: askus@us.head.com




IONOS Inc.
2 Logan Square, 100 N 18th St., Suite 400
Philadelphia, PA 19103
USA

2 Logan Square, 100 N 18th St. · Suite 400
Philadelphia, PA 19103 · USA
Jay Soriano
370 Oakleaf Village Pkwy
Orange Park, FL 32065-4259
UNITED STATES

Invoice: 202050583335
Invoice Date: 07/26/2024
Customer ID: 270980442
Contract ID: 48060001

Help Center: ionos.com/help
My IONOS: my.ionos.com/invoices

Your IONOS Personal Consultant:
Tiffany Masters
 2673666050

Invoice

Billing period starting: 07/25/2024

Item	Service	Charges	Usage	Taxable Portion	Total
Contract: 48060001 - IONOS Expert					
1	Website Builder 07/25/2024-08/25/2024	\$4.00 a month	1 mo.	\$0.00	\$4.00
Net Total					\$4.00
Net (non-taxable portion)					\$4.00
Net (taxable portion)					\$0.00
Tax					\$0.00
Total amount due					\$4.00
Please DO NOT send cash, check or money order					

The total amount due will be charged to your credit card within the next seven days, most likely in the next day or two. Thank you.

Do you have questions regarding this invoice?
Please refer to your Help Center or log in to my.ionos.com for further information.




IONOS Inc.
 2 Logan Square, 100 N 18th St., Suite 400
 Philadelphia, PA 19103
 USA

2 Logan Square, 100 N 18th St. · Suite 400
 Philadelphia, PA 19103 · USA

Jay Soriano
 370 Oakleaf Village Pkwy
 Orange Park, FL 32065-4259
 UNITED STATES

Invoice: 202050754550
Invoice Date: 08/07/2024
Customer ID: 270980442
Contract ID: 85644648

Help Center: ionos.com/help
My IONOS: my.ionos.com/invoices

Your IONOS Personal Consultant:
 Tiffany Masters
 2673666050

Invoice

Billing period starting: 08/06/2024

Item	Service	Charges	Usage	Taxable Portion	Total
Contract: 85644648 - IONOS MyWebsite Creator+					
1	Basic Fee	\$28.00 a month	1 mo.	\$0.00	\$28.00
	08/06/2024-09/06/2024				
2	Special Offer	Special Offer		\$0.00	-\$5.60
	Discount for line-item 1				
Net Total					\$22.40
Net (non-taxable portion)					\$22.40
Net (taxable portion)					\$0.00
Tax					\$0.00
Total amount due					\$22.40
Please DO NOT send cash, check or money order					

The total amount due will be charged to your credit card within the next seven days, most likely in the next day or two. Thank you.

Do you have questions regarding this invoice?
 Please refer to your Help Center or log in to my.ionos.com for further information.

PINCH A PENNY #242
 9715 Crosshill Boulevard, #105
 Jacksonville, FL 32222



The Perfect People For A Perfect Pool

STORE242@PINCHAPENNY.COM

STATEMENT

Jay Soriano
 370 oakleaf village parkway

Billing Period Start Date 06/05/24

orange park fl 32065

Client Code 1461

Billing Group: A-Due Upon
 Receipt

Date	INV	Transaction	Description	Amount
6/5/2024	9577	Invoice	Chlorine Cheswick GAL SODIUM HYPOCHLORITE Qty: 42.5 \$204.00	\$204.00
6/6/2024	9587	Invoice	chem ALGAE EATER PLUS 1 GAL. Qty: 4 \$59.96	\$59.96
6/6/2024	9588	Invoice	chlorine Cheswick GAL SODIUM HYPOCHLORITE Qty: 30 \$81.60	\$81.60
7/5/2024	9806	Invoice	chlorine for cheswick GAL SODIUM HYPOCHLORITE Qty: 35 \$168.00 1/2" CHLORINE CONTROL VALVE Qty: 1 \$87.99	\$255.99
7/5/2024	9807	Invoice	CHLORINE FOR MIDDLE VILLAGE GAL SODIUM HYPOCHLORITE Qty: 25 \$120.00	\$120.00
7/5/2024		Credit Card Payment	80519968398	-\$345.56
7/17/2024	9842	Invoice	double branch - floats, lrg pool rope float Qty: 2 \$18.00 ALGAE EATER PLUS 1 GAL. Qty: 4 \$59.96	\$77.96
8/1/2024	10008	Invoice	Double Branch Tile and Liner cleaner TILE & LINER CLEANER QT. Qty: 6 \$131.94	\$131.94
8/1/2024		Credit Card Payment	80558948271	-\$585.89

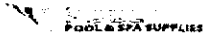
Current	31-60 Days over due	61-90 Days over due	90+ Days over due	Amount Due
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Thank you

To ensure proper credit to your account, indicate amount paid and check number on slip, then detach and mail slip with your payment.

Client Info:
 Rolling Hills HOA

Billing Date	Client Code	Amount Due
08/01/24	1461	\$0.00





ORDER 13933179425

Thank you for your purchase!

We're getting your order ready to be shipped. We will notify you when it has been sent.

Order summary

 5 Inch x 9 Inch Handi-Lock Pool Float for 3/4 Inch	
 Rope x 6	\$73.50
Red/White/Red	
Subtotal	\$73.50
Shipping	\$0.00
Taxes	\$0.00
Total	\$73.50 USD

Customer information

Shipping address
GMS llc
370 Oakleaf Village Parkway
Orange Park FL 32065

Billing address
GMS llc
475 west town place
St. Augustine FL 32092

Shipping method
Standard

Thank you for your purchase!

We're getting your order ready to be shipped. We will notify you when it has been sent.

Order summary



Small Spur Gear - Plated × 1

\$122.86

Subtotal **\$122.86**

Shipping **\$0.00**

Taxes **\$0.00**

Total **\$122.86 USD**

Customer information

Shipping address
GMS llc
370 Oakleaf Village Parkway
Orange Park FL 32065

Billing address
GMS llc
475 west town place
St. Augustine FL 32092

Shipping method
Standard

Publix

Oak Leaf Plantation Center
 9518 Argyle Forest Blvd
 Jacksonville, FL 32222
 Store Manager: Dave Lawson
 904.277.8752

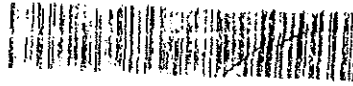
Back 2 School Event



Publix

Oak Leaf Commons
 1075 Oakleaf Plantation Parkway
 Clearwater, FL 32065
 Store Manager: Wes Williams
 727.291.5105

Back 2 School Event



ICE 16 LB		
4 @ 5.99	23.96	
PUB NPK EVERYDAY	3.29	
PUB NPK EVERYDAY	3.29	
PUB NPK EVERYDAY	3.29	
PUB ULTRA PLATE	6.29	
PUB ULTRA PLATE	6.29	
PUB ULTRA PLATE	6.29	

Order total	58.27
Sales Tax	4.07
Grand total	58.27
Credit	Payment
Change	0.00

Receipt ID: 0125 081 021 557

PRESTO!
 Trace #: 021931
 Reference #: 0690076142
 Acct #: XXXXXXXXXXXX0053
 Purchase American Express
 Amount: \$58.27
 Auth #: 807366

CREDIT CARD	PUBlix
4000000025010801	AMERICAN EXPRESS
Entry Method:	Chip Read
Mode:	InstNet

ICE 16 LB		
4 @ 5.99	23.96	
Order total	23.96	
Sales Tax	1.80	
Grand Total	25.76	
Credit	Payment	25.76
Change		0.00

Receipt ID: 1109 581 047 496

PRESTO!
 Trace #: 045516
 Reference #: 0312088618
 Acct #: XXXXXXXXXXXX0053
 Purchase American Express
 Amount: \$25.76
 Auth #: 807366

CREDIT CARD

PURCHASE AMERICAN EXPRESS

Your cashier was Netely

09/11/2024 12:10:51:09 R104 7496 00107

Join the Publix family!
 Apply today at apply.publix.jobs
 We're an equal opportunity employer

Publix Super Markets, Inc.



Recurring Statement

Account Information

Account Number: (904) 770-4650
Statement Date: 08/02/2024
Subscription Name: RingEX Standard™
Document #: 14129658002

Bill To:
Jay Soriano
Oakleaf Plantation
475 west town place
St Augustine, FL 32092

Statement Summary

Total Current Charges

\$176.18

Your credit card ending in [8052] was charged \$176.18.
This charge will appear as "RINGCENTRAL, INC" on your credit card statement.

Statement Details

Period	Description	Unit Price	Quantity	Amount
08/02/2024 - 09/01/2024	RingEX Standard™ - Monthly Subscription Fee	\$0.00	1	\$0.00
08/02/2024 - 09/01/2024	DigitalLine Unlimited - (904) 342-1441	\$34.99	1	\$34.99
08/02/2024 - 09/01/2024	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
08/02/2024 - 09/01/2024	DigitalLine Unlimited - (904) 770-4648	\$34.99	1	\$34.99
08/02/2024 - 09/01/2024	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
08/02/2024 - 09/01/2024	DigitalLine Unlimited - (904) 770-4649	\$34.99	1	\$34.99
08/02/2024 - 09/01/2024	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
08/02/2024 - 09/01/2024	DigitalLine Unlimited - (904) 770-4661	\$34.99	1	\$34.99
08/02/2024 - 09/01/2024	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
08/02/2024 - 09/01/2024	DigitalLine Unlimited - (904) 770-4667	\$34.99	1	\$34.99
08/02/2024 - 09/01/2024	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
Charges after Discounts and Prorates:				\$134.90
Total Charges:				\$134.90
Total Taxes and Fees:				\$41.28
Total Charged to Credit Card:				\$176.18

TRACTOR SUPPLY CO

TractorSupply.com

1701 BLANDING BLVD
MIDDLEBURG, FL 32068
904-214-3260

DR/MV

Ticket: 567007
Date: 7/30/24 Time: 3:04 PM
Store: 542 Register: 1
Cashier: Elizabeth

Item	Qty	Price	Amount
BKN 2PK C-MOUNT PTN & C/T			
2290237	1	17.95	17.95
RS IL BN 1 1/4IN REC 2 1/2IN DRP 3500LB			
1891496	1	24.99	24.99
Subtotal			42.98
Tax			3.22
Total			46.20

American Express SALE 46.20
 *****3053...EMV Chip
 authorization #: 828307
 Terminal ID : 001790542000100
 Cryptogram : 75609C0A6E5858FB
 AID : A000000025010801
 APP : AMERICAN EXPRESS
 CVM : NONE / 5E0300
 TVR : 000000000 / ISI : E800

Change 0.00

I agree to pay the above amount according to my card issuer agreement.

Give us feedback @ survey.walmart.com
Thank you! ID #:7TMSTK2FKKZY



SUPERCENTER
904-365-2555 Mgr: BRIAN

ST# 0697B OP# 000701 TE# 67 TR# 07818

ITEMS SOLD 3

TC# 8388 6876 3810 3411 1102 5



952SUPERCOMB 088989482465	131.00	0
951 COMBO 088989482464	60.00	0
COMBO SKINME 067618778141	24.77	0
SUBTOTAL	235.77	
TOTAL	235.77	
AMEX TEND	235.77	

AMERICAN EXPRESS *** **** ***3 053 I 0

APPROVAL # 822468

REF # 423200469786

TRANS ID - 011684365670072

ATD A000000025010001

AAC 682E3A3A35C95E76

TERMINAL # 52443143

*NO SIGNATURE REQUIRED

08/19/24 11:18:10

CHANGE DUE 0.00

08/19/24 11:18:19

CUSTOMER COPY



Get free delivery
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904-214-9411 Mar SARA
1680 BRANAN FIELD RD
MIDDLEBURG FL 32068

Back 2 school event

ST# 03308 OP# 001171 TR# 07 TR# 06248

* TAX EXEMPT SALE *

CALC FX-9750 088923260954 54.00 R
EK FINE 12CT 007164186603 8.97 R
IJ 300 8CT 007164110389 4.37 R
G2 10PK PENS 007283831024 9.88 R
EX 12 CRM PK 007164117234 8.97 R
JBL VIBE FLX 005003639133 59.00 R
ES EMERSONBP 009107402366 19.98 R
ES EMERSONBP 009107402366 19.98 R
BACKPACKS 019739491362 9.98 R
BACKPACKS 019739491362 9.98 R
TAL 180Z 019655707842 12.44 X
TAL 180Z 019655707842 12.44 X
TAL 160Z 019655707845 9.82 X
TAL 160Z 019655707845 9.82 X
REUSABLELBS 084409304639 4.98 R
REUSABLELBS 084409304639 4.98 R
TIC 12CT YLM 007206713812 2.94 R
TIC 12CT YLM 007206713812 2.94 R
TIC 12CT YLM 007206713812 2.94 R
TIC 12CT YLM 007206713812 2.94 R
CRAYONS 088492010201 0.40 R
CRAYONS 088492010201 0.40 R
EM GS 2CT 002600000822 0.50 R
EM GS 2CT 002600000822 0.50 R
EM GS 2CT 002600000822 0.50 R
EM GS 2CT 002600000822 0.50 R
PG ERASER PK 890132404643 1.84 R
PG ERASER PK 890132404643 1.84 R
BIN BLU SCTS 002033508072 1.58 R
BLUNT TURQ 002033508189 1.58 R
COMP BOOK 002622951410 0.50 R
COMP BOOK 002622951410 0.50 R
COMP BOOK 002622951010 0.50 R
COMP BOOK 002622951010 0.50 R
PG 1SUB NTBK 002622957370 0.46 R
PG 1SUB NTBK 002622957370 0.46 R
PG 1SUB NTBK 002622957270 0.46 R
PG 1SUB NTBK 002622957270 0.46 R
PG 1SUB NTBK 002622957170 0.46 R
PG 1SUB NTBK 002622957170 0.46 R
PG 1SUB NTBK 002622957170 0.46 R
PG 1SUB NTBK 002622957170 0.46 R
COMP BOOK 002622951110 0.50 R
COMP BOOK 002622951110 0.50 R
COMP BOOK 002622951016 0.50 R
COMP BOOK 002622951016 0.50 R
INDEX CARD 084410603923 0.72 R
INDEX CARD 084410603920 0.72 R
INDEX CARD 084410603923 0.72 R
INDEX CARD 084410603920 0.72 R
CR 12 CLRPN 007166204012 0.97 R
CR 12 CLRPN 007166204012 0.97 R

BIN BLUE 002033508079 4.98 R
BIN BLUE 002033508079 4.98 R
COPY PAPER 084235606159 5.57 R
COPY PAPER 084235606159 5.57 R
SH HL 12C 007164120210 6.97 R
SH HL 12C 007164120210 6.97 R
PG PENC 24CT 890132404617 0.97 R
PG PENC 24CT 890132404617 0.97 R
BIC CR 10BLK 007033068271 0.97 R
BIC CR 10BLK 007033068271 1.27 R
BIC CR 10BLU 007033068272 1.27 R
BIC CR 10BLU 007033068272 1.27 R
BIC PEN RED 007033091354 1.27 R
BIC PEN RED 007033091354 1.27 R
PG PENC 24CT 890132404617 0.97 R
PG PENC 24CT 890132404617 0.97 R
SH AS HL 42 007164112860 2.44 R
SH AS HL 42 007164112860 2.44 R
BIC 5/HL AST 007033090837 1.72 R
SH 1CT HL 007164127174 2.44 R
POSTIT CUBE 063806092792 4.98 R
POSTIT CUBE 063806092792 4.98 R
CALC FX-300 088923260954 9.74 R
CALC FX-300 088923260954 9.74 R
GOAIRPOP BK 081288701718 24.88 R
GOAIRPOP BK 081288701718 24.88 R
PH IJ 16CT 007164110046 4.97 R
PH IJ 16CT 007164110046 4.97 R
SH 1CT HL 007164127174 2.44 R
SH 1CT HL 007164127174 2.44 R
EXPO DE FN 007164186674 4.47 R
EXPO DE FN 007164186674 4.47 R
EXPO DE FN 007164186674 4.47 R
EXPO DE FN 007164186674 4.47 R
FILLER PAPER 002622959156 0.97 R
FILLER PAPER 002622959156 0.97 R
FILLER PAPER 002622959156 0.97 R
FILLER PAPER 002622959156 0.97 R
COPY PAPER 084235606159 5.57 R
COPY PAPER 084235606159 5.57 R
SUBTOTAL 475.91

REASON: GOVERNMENT (5)
Tax ID: 880125110467
GOVERNMENT (5)
9112/
GOVERNMENT, LOCAL

Single Purchase Exemption
Consumer's Certificate of Exemption
DR-14
Issued Pursuant to Chapter 212,
Florida Statutes
Certificate Number: 8580125110467
Expiration Date:
This Certifies that:
DOUBLE BRANCH COMMUNITY DEVELOPMENT
476 W TOWN PL STE 114
ST AUGUSTINE
FL 32092
is exempt from the payment of Florida
sales and use tax on real property
rented, transient rental property
rented, tangible personal property
purchased or rented, or services
purchased.

* TAX EXEMPT SALE *

08/06/24 11:25:07

PIZZA HUT
DELIVERY

Back 2 School Event

** FUTURE DATE
** DUE: 08/11/2024 at 12:45 PM **

Ticket #00000

Item Count: 10

ENTERED BY
ADRIANA
038661 08/09/2024 8:29 PM

JAY
370 OAKLEAF VILLAGE PKWY
ORANGE PARK FL 32065

904-562-0249
Business

OAKLEAF POOL

01	1	1aRge3topp Large Hand toss Cheese Pepperoni	10.99
02	1	1aRge3topp Large Hand toss Cheese Pepperoni	10.99
03	1	1aRge3topp Large Hand toss Cheese Pepperoni	10.99
04	1	1aRge3topp Large Hand toss Cheese Pepperoni	10.99

05	1	1aRge3topp Large Hand toss Cheese Pepperoni	10.99
06	1	1aRge3topp Large Hand toss Cheese	10.99
07	1	1aRge3topp Large Hand toss Cheese	10.99
08	1	1aRge3topp Large Hand toss Cheese	10.99
09	1	1aRge3topp Large Hand toss Cheese	10.99
10	1	1aRge3topp Large Hand toss Cheese	10.99
Subtotal			109.99
Delivery Charge			5.10
SALES TAX			8.66
Balance Due			123.75

Driver gratuity
not included

ICONIC CHECK
YOUR ORDER WAS CHECKED BY:

PIZZA HUT
DELIVERY

Back 2 School event

** FUTURE DATE **
** DUE: 08/11/2024 at 12:45 PM **

Ticket #00000

Item Count: 10

ENTERED BY
TIFFANY
04/907 08/09/2024 8:05 PM

JAY
845 OAKLEAF PLANTATION PKWY
POOL
ORANGE PARK FL 32065

904-562-0249
Other

xy: G-06

01 1 1aRge3topp
Large
Hand toss
Cheese

10.99

02 1 1aRge3topp
Large
Hand toss
Cheese

10.99

03 1 1aRge3topp
Large
Hand toss
Cheese

10.99

04 1 1aRge3topp
Large
Hand toss
Cheese
Pepperoni

10.99

over for more!

Flip over for more!

Flip over for more!

Flip over for more!

Flip over for more!

Flip

05 1 1aRge3topp
Large
Hand toss
Cheese
Pepperoni

10.99

06 1 1aRge3topp
Large
Hand toss
Cheese

10.99

07 1 1aRge3topp
Large
Hand toss
Cheese
Pepperoni

10.99

08 1 1aRge3topp
Large
Hand toss
Cheese
Pepperoni

10.99

09 1 1aRge3topp
Large
Hand toss
Cheese
Pepperoni

10.99

10 1 1aRge3topp
Large
Hand toss
Cheese

10.99

over for more!

Flip over for more!

Flip over for more!

Flip over for more!

Flip over for more!

Subtotal 109.90
Delivery Charge 4.99
SALES TAX 8.62
Balance Due 123.51

Driver gratuity
not included

ICONIC CHECK
YOUR ORDER WAS CHECKED BY:

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

Invoice

Invoice #: 2442
Invoice Date: 9/1/24
Due Date: 9/1/24
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 - September 2024		18,389.83	18,389.83

RECEIVED
SEP 06 2024
BY: _____

Jerry Lambert
9-6-24

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 #: 2446
Invoice Date: 9/10/24
Due Date: 9/10/24
Case:
P.O. Number:

Bill To:

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

Description	Hours/Qty	Rate	Amount
Facility Event Staff through September 7, 2024 2,300.369,103	4.75	25.00	118.75
Total			\$118.75
Payments/Credits			\$0.00
Balance Due			\$118.75

RECEIVED
SEP 10 2024
BY: _____

OK
9/10/24

Governmental Management Services, LLC

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

DOUBLE BRANCH CDD

Facility Event Staff Service Hours

<u>Quantity</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
4.75	Facility Event Staff	\$ 25.00	\$ 118.75

Covers Period End: September 7, 2024

Amenities Revenue # 2.300.369.103



4237 Salisbury Rd Suite 200
 Jacksonville, FL 32216
 (904) 737-3512

INVOICE

Invoice Date	Invoice #
9/4/2024	139406
Customer PO #	

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

Bill To: OA003
 Double Branch Systems
 Middle Village
 370 Oak Leaf Village Pkwy
 Orange Park, FL 32065

Site of Service/Delivery:
 Plantation Oaks Amenity
 Full Service Fire Alarm
 845 Oakleaf Plantation Pkwy.
 Orange Park, FL 32065

JSC Job #	Terms	Date Shipped	Ship Via
JSVF-042	Due Upon Receipt	09/04/2024	

Quantity	Item / Description	Unit Price	Amount
1.00	Annual Full Service Fire Alarm Maintenance and Inspection for the period of 10/01/2024 - 09/30/2025.	845.00	845.00
<p>Code to: 2-330-572-4661 Double Branch Preventative contracts</p> <p style="text-align: center;">RECEIVED SEP 12 2024 BY: _____</p>			

Sub-Total	845.00
Tax	0.00
Total Invoice Amount	845.00

Conditions of Sale

JSC Systems, Inc. (JSC) shall have the title to and the right to possession of the equipment until the receipt of total payment. All accounts are payable in Duval County, Florida. Failure to pay the amount due shall constitute a default and JSC may repossess the equipment without notice. Purchaser agrees to pay JSC's cost and expense of collection and/or repossession, including the maximum attorney's fees permitted by law.

MAKE CHECK PAYABLE TO:

PLEASE FILL OUT BELOW IF PAYING BY CREDIT CARD


The Lake Doctors, Inc.
Aquatic Management Services
Post Office Box 20122
Tampa, FL 33622-0122
(904) 262-5500



CARD NUMBER EXP. DATE
SIGNATURE AMOUNT PAID

ADDRESSEE

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

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

ACCOUNT NUMBER	DATE	BALANCE
708477	9/2/2024	\$2,170.00

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

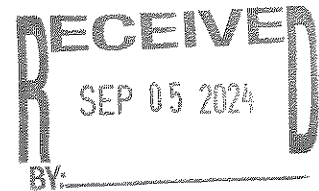
0000000019082001000000020893100000021700052

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

DOUBLE BRANCH CCD/OAKLEAF PL 8664 OAKLEAF VILLAGE PKWY, JACKSONVILLE, FL ORANGE PARK, FL
Invoice Due Date **9/12/2024** Invoice **208931B** PO #

Invoice Date	Description	Quantity	Amount	Tax	Total
9/2/2024	Water Management - Zone 1,Water Management - Zone 2		\$1085.00	\$0.00	\$1085.00
			\$1085.00	\$0.00	\$1085.00

Code to:



Please remit payment for this month's invoice.

2-320-572-4680

Double Branch Lake Maintenance

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

Credits \$0.00
Adjustment \$0.00

AMOUNT DUE

Total Account Balance including this invoice:

\$2170.00

This Invoice Total:

\$2170.00

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

Customer #: 708477
Portal Registration #: BCF0DAE5
Customer E-mail(s): manager@oakleafresidents.com,JSORIANO@GMSNF.COM
Customer Portal Link: www.lakedoctors.com/contact-us/

Corporate Address
4651 Salisbury Rd, Suite 155
Jacksonville, FL 32256

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

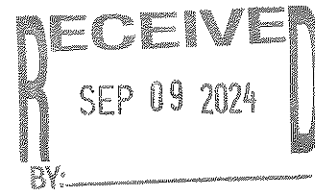
From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - MaANGELA SAN PABLO
Date: September 9, 2024 at 7:54 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amosing@gmstnn.com



Good afternoon, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD – for the following venue.
 - LOCATION – OVCR aka CLUBROOM (SATURDAY) 2:30 P.M. to 6:30 P.M.
 - DATE OF VENUE – SEPTEMBER 7, 2024
 - RESIDENT – MaANGELA SAN PABLO
 - ADDRESS – 1050 MAPLE LANE, ORANGE PARK, FL 32065
 - AMOUNT OF REFUND - \$100.00
 - BOOKING FEE/DEPOSIT was via VISA(0469):
 - DATED: 6/19/24
 - SEQ#: 5
 - BATCH#: 1153
 - INVOICE#: 5
 - APPROVAL CODE: 05373D
 - 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 30 - September 2, 2024, and September 4, 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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1707 Townhurst Dr.
Houston TX 77043
(800) 858-POOL (7665)
www.poolsure.com

Invoice

Date
Invoice#

9/1/2024
131295624134

Terms	Net 20
Due Date	9/21/2024
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	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

Subtotal \$3,280.47

Tax \$0.00

Total \$3,280.47

Amount Paid/Credit Applied \$0.00

Balance Due \$3,280.47

RECEIVED
AUG 16 2024
BY: _____



131295624134

Poolsure Standard Terms & Conditions

1. These Standard Terms & Conditions govern the relationship between Poolsure and the other party (the "Customer") to the Estimate, Work Order, or similar document ("Work Authorization") to which these Standard Terms & Conditions are attached. As herein, (i) the term "Equipment" means any and all controllers, tanks, or other equipment sold, leased, or otherwise provided to Customer by Poolsure; if any; (ii) the term "Chemicals" means any and all chemicals provided by Poolsure to the Customer to maintain the chlorine, pH, alkalinity levels, calcium and cyanuric acid levels, and other water chemistry of Customer's swimming pools and other bodies of water (collectively, "Pools"), if any; and (iii) the term "Services" means any and all services furnished by Poolsure to Customer, including but not limited to maintenance and repair services, if any. The specific Equipment, Chemicals, and Services, and the terms upon which Poolsure agrees to provide the same to Customer are included on the Work Authorization. The provision of Equipment, Chemicals, and/or Services by Poolsure to Customer is referred to herein as the "Work". Poolsure agrees to perform the Work as described in the Work Authorization, and Customer agrees to provide Poolsure reasonable access to the area(s) where Work is to be performed.

2. **Leased Equipment.** All leased Equipment (and any replacement thereof), shall remain the sole property of Poolsure, and shall be returned to Poolsure at the end of the lease term in good working condition, reasonable wear and tear excepted. If the leased Equipment is not returned within 60 days of the expiration of the lease term, then Customer agrees to pay Poolsure an amount equal to the then current purchase price of each piece of the leased Equipment that has yet to be returned. In addition, Customer will still be responsible for returning the leased Equipment to Poolsure. All leased Equipment shall remain personal property (even though said Equipment may hereafter become attached or affixed to real property) and the title thereto shall at all times remain exclusively in Poolsure. At Customer's sole cost and expense, Customer shall (a) protect and defend Poolsure's ownership of and title to the leased Equipment from and against all persons claiming against or through Customer, (b) at all times keep the leased Equipment free from any and all liens, encumbrances, attachments, levies, executions, burdens, charges or legal processes imposed against Customer, (c) give Poolsure immediate written notice of any matter described in this sentence, and (d) cooperate with Poolsure to promptly remove any encumbrance described in this sentence. Customer shall keep the leased Equipment at the approved delivery and storage location and shall not remove them or allow any of the leased Equipment to be removed without Poolsure's prior, written consent, unless otherwise noted on the Work Authorization.

3. **Water Chemistry and Maintenance of Equipment.** Maintaining proper water chemistry in the Pools is the sole responsibility of Customer, despite Poolsure having agreed to provide the Chemicals and/or Equipment as a tool to assist Customer in connection therewith, as applicable. Customer agrees that it shall independently test the water chemistry of each Pool no less than daily (or more often if required by law), and shall keep an accurate and up-to-date written log of such tests as required by any applicable law. In the event that such tests reveal that any piece of Equipment is not maintaining proper water chemistry, Customer shall promptly notify Poolsure of the same, and Customer will add Chemicals to the Pools by hand or otherwise as necessary to maintain proper water chemistry therein, until such Equipment is repaired or replaced. Poolsure's sole responsibility hereunder is to supply Chemicals, sell and/or lease the Equipment, and/or to repair such Equipment as expressly requested by Customer and agreed to by Poolsure; all responsibility for maintenance of the Chemicals in the Pools shall accrue to and be the responsibility of the Customer. Customer acknowledges that it is Customer's responsibility to obtain and pay for all necessary permits and licenses needed to operate the Pools, and/or utilize the Equipment or Chemicals as required by applicable law. Any leased Equipment and feed system may only be used to feed approved chemicals provided by Poolsure. Customer shall not, under any circumstance, place or allow others to place products or chemicals obtained from any third-party in any piece of leased Equipment. Customer shall be solely responsible for any and all leaks in any piece of Equipment, and any circumstance arising or resulting from any leaks. Customer acknowledges that corrosion may result from Chemicals and Poolsure is not responsible for the same. It is recommended that a ventilation fan be installed in any enclosed Equipment/Chemical area to provide proper ventilation and minimize corrosion, and Customer shall install the same as required by applicable law. In the event the leased Equipment is damaged, including but not limited to as a result of the misuse, improper use, or other intentional and wrongful or negligent acts or omissions of Customer's officers, employees, agents, contractors (other than Poolsure) or invitees, to the extent such damage is not covered by any warranties or insurance, Poolsure may service or repair the Equipment as needed and the cost thereof shall be paid by Customer to Poolsure immediately upon written request together with interest thereon at the rate of one and one-half percent (1.50%) per month (or the maximum monthly interest rate permitted to be charged by law, if less) and reasonable attorneys' fees and costs incurred by Poolsure in collecting such amount from Customer. Any work so performed by Poolsure shall not deprive Poolsure of any of its rights, remedies, or actions against Customer for such damage.

4. **Payment to Poolsure.** In consideration of the Work to be performed by Poolsure, Customer agrees to pay Poolsure, without reduction or set-off, the fees set forth in the Work Authorization. If payment in full is not received timely, then interest shall accrue on such unpaid amounts from the applicable due date until paid in full at the lesser of one and one-half percent (1.50%) per month and the maximum monthly interest rate permitted to be charged by law. Any pricing provided in the Work Authorization may be adjusted by Poolsure upon thirty (30) days prior written notice to Customer.

5. **Warranties by Poolsure.** All Services performed by Poolsure will be provided in a good and workmanlike manner; provided that Poolsure makes no warranty with respect to any 3rd party lab testing utilized by Poolsure. Customer's sole remedy with respect to the warranty provided on Services is the reperformance of the services by Poolsure. Poolsure makes no warranty with respect to the Chemicals or the Equipment, but Poolsure will assign or "pass-through" any manufacturer or 3rd party laboratory warranties to the extent the same may be assigned to Customer. POOLSURE SUPPLIES THE CHEMICALS AND EQUIPMENT UNDER THE WORK AUTHORIZATION IN THEIR "AS IS" CONDITION, EXCEPT AS SET FORTH IN THIS SECTION. POOLSURE MAKES NO WARRANTY OR REPRESENTATION, EITHER EXPRESSED OR IMPLIED, AS TO THE SERVICES, CHEMICALS OR EQUIPMENT, INCLUDING BUT NOT LIMITED TO ANY WARRANTY OR REPRESENTATION AS TO THE MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR USE, DESIGN, CONDITION, DURABILITY, CAPACITY, MATERIAL OR WORKMANSHIP OF THE CHEMICALS OR EQUIPMENT. POOLSURE SHALL NOT BE LIABLE FOR ANY DIRECT, INDIRECT OR CONSEQUENTIAL LOSSES OR DAMAGES SUFFERED BY CUSTOMER OR BY ANY OTHER PERSON FOR, AND CUSTOMER EXPRESSLY WAIVES ANY RIGHT TO HOLD POOLSURE LIABLE HEREUNDER FOR, ANY CLAIMS, DEMANDS AND LIABILITIES ARISING OUT OF OR IN CONNECTION WITH THE PERFORMANCE OF SERVICES OR THE DESIGN OR MANUFACTURE, POSSESSION OR OPERATION OF THE CHEMICALS OR EQUIPMENT, INCLUDING, WITHOUT LIMITATION, INJURY TO PERSONS OR PROPERTY RESULTING FROM THE FAILURE OF, DEFECTIVE OR FAULTY DESIGN, OPERATION, CONDITION, SUITABILITY OR USE OF THE CHEMICALS OR EQUIPMENT. Poolsure is not the manufacturer of the Equipment or Chemicals, or the manufacturer's agent.

6. **Indemnity and Limitation of Damages.** CUSTOMER HEREBY AGREES TO INDEMNIFY, DEFEND AND HOLD POOLSURE HARMLESS FROM AND AGAINST ALL CLAIMS, DAMAGES, ACTIONS, JUDGMENTS, SUITS, LOSSES, FINES, PENALTIES, DEMANDS, COSTS AND EXPENSES AND LIABILITY WHATSOEVER (AND ANY ATTORNEY'S FEES, WITNESS FEES, AND/OR COSTS INCURRED IN CONNECTION THEREWITH) (COLLECTIVELY THE "LOSSES") CAUSED BY OR ARISING FROM (A) CUSTOMER'S FAILURE TO FULLY INFORM, OBSERVE OR SATISFY ITS COVENANTS, DUTIES, WARRANTIES OR OBLIGATIONS CONTAINED IN THE WORK AUTHORIZATION OR THESE STANDARD TERMS & CONDITIONS; (B) THE NEGLIGENCE OR WRONGFUL USE AND OPERATION OF THE CHEMICALS OR EQUIPMENT DURING THE TERM BY CUSTOMER, ITS AGENTS, EMPLOYEES, CONTRACTORS OR INVITEES; (C) CUSTOMER'S FAILURE TO MAINTAIN PROPER WATER CHEMISTRY IN EACH AND EVERY POOL; (D) THE ACTS OR OMISSIONS OF CUSTOMER, ITS AGENTS, OFFICERS, EMPLOYEES, CONTRACTORS, OR INVITEES, INCLUDING BUT NOT LIMITED TO CUSTOMER'S FAILURE TO MAINTAIN AND UTILIZE THE EQUIPMENT AND THE CHEMICALS IN ACCORDANCE WITH APPLICABLE LAW; AND (E) THE STORAGE OF THE CHEMICALS ON CUSTOMER'S PREMISES. IF SUCH LOSSES WERE ALSO CAUSED IN PART BY THE ACTS OR OMISSIONS OF POOLSURE, THEN CUSTOMER SHALL ONLY BE LIABLE TO AND FOR EACH PORTION THAT SUCH LOSSES WERE CAUSED BY, ARISE FROM OR RELATE, TO THE ACTS OR OMISSIONS OF CUSTOMER, ITS OFFICERS, AGENTS, MANAGERS, CONTRACTORS EMPLOYEES AND/OR INVITEES. IN NO EVENT SHALL POOLSURE BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL (INCLUDING LOST PROFITS), SPECIAL, PUNITIVE OR EXEMPLARY DAMAGES IN CONNECTION WITH THE WORK AUTHORIZATION, THE CHEMICALS OR EQUIPMENT, EVEN IF NOTICE WAS GIVEN OF THE POSSIBILITY OF SUCH DAMAGES AND EVEN IF SUCH DAMAGES WERE REASONABLY FORESEEABLE.

NOTWITHSTANDING THE FOREGOING, THE CUSTOMER HEREBY ASSUMES ANY AND ALL RISK OF LOSS, DAMAGE OR COSTS, OR PROPERTY DAMAGE TO CUSTOMER'S WALKWAYS, CONCRETE, PARKING LOTS, OR OTHER FLOORING ("CUSTOMER'S FLOORING") THAT MAY BE INCURRED IN CONNECTION WITH THE CUSTOMARY AND REASONABLE ACTS AND/OR OMISSIONS OF POOLSURE IN DELIVERING CHEMICALS TO CUSTOMER'S PROPERTY OVER STAINED, PAINTED, DECORATIVE OR NON-DECORATIVE WALKWAYS, CONCRETE, PARKING LOTS OR ANY OTHER FLOORING AREAS LOCATED ON CUSTOMER'S PROPERTY DESIGNATED BY CUSTOMER AS AN ACCESS FOR PRODUCT DELIVERY. HOWEVER, THE ABOVE DOES NOT WAIVE OR RELEASE ANY CLAIMS AGAINST POOLSURE FOR GROSS NEGLIGENCE OR WILLFUL MISCONDUCT ON THE PART OF POOLSURE, ITS AGENTS, EMPLOYEES, CONTRACTORS, OR REPRESENTATIVES. CUSTOMER ACKNOWLEDGES THAT THIS PARAGRAPH IN ITS NATURE IS A WAIVER FOR DAMAGES TO CUSTOMER'S FLOORING ARISING FROM AND DUE TO POOLSURE'S CUSTOMARY AND REASONABLE ACTIVITY OF DELIVERING CORROSIVE CHEMICALS OVER CUSTOMER'S FLOORING AND HEREBY RELEASES POOLSURE FOR CLAIMS OR DAMAGES TO CUSTOMER'S FLOORING RESULTING FROM POOLSURE'S CUSTOMARY AND REASONABLE ACTS IN CONNECTION WITH THE DELIVERY OF CHEMICALS TO CUSTOMER'S PROPERTY AND ASSUMES ANY AND ALL RISK OF LOSS, DAMAGE OR COSTS, OR PROPERTY DAMAGE TO CUSTOMER'S FLOORING THAT MAY BE INCURRED BY CUSTOMER ARISING OUT OF OR IN CONNECTION WITH POOLSURE'S CUSTOMARY AND REASONABLE ACTS AND/OR OMISSIONS IN DELIVERING CHEMICALS OVER STAINED, PAINTED, DECORATIVE OR NON-DECORATIVE WALKWAYS, PARKING LOTS OR ANY OTHER FLOORING AREAS DESIGNATED BY CUSTOMER TO BE ACCESS POINTS FOR PRODUCT DELIVERY. CUSTOMER FULLY UNDERSTANDS THE TERMS SET FORTH IN THIS PARAGRAPH, AND CUSTOMER HEREBY WAIVES ITS RIGHTS FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT, ASSURANCE, OR GUARANTEE BEING MADE TO CUSTOMER TO THE FULLEST EXTENT ALLOWED BY LAW.

To the extent there is any conflict between the terms of this Section and the terms of any other agreement entered into between Poolsure and Customer, the terms of this Section shall control.

7. **Customer Event of Default.** The occurrence of any of the following shall constitute an event of default by Customer (a "Customer Event of Default"): (a) Customer fails to timely pay any payment when due to Poolsure; (b) Customer attempts to remove, sell, transfer, encumber, assign, sublet or part with possession of any leased Equipment or any items thereof, except as expressly permitted herein; (c) Customer fails to observe or perform any of its material covenants, duties or obligations arising hereunder and such failure continues for a period of fifteen (15) days after written notice thereof by Poolsure; (d) Customer ceases doing business as a going concern, makes an assignment for the benefit of creditors, admits in writing its inability to pay its debts as they become due, files a voluntary petition in bankruptcy, is adjudicated as bankrupt or insolvent, files a petition seeking for itself any reorganization, arrangement, composition, readjustment, liquidation, dissolution or similar arrangement under any present or future statute, law or regulation or files an answer admitting the material allegations of a petition filed against it in any such proceeding, consents to or acquiesces in the appointment of a trustee, receiver, or liquidator of it or of all or any substantial part of its assets or properties, or it or its shareholders or other equity owners shall take any action looking to its dissolution or liquidation.

8. **Remedies Upon Customer Event of Default.** Upon the occurrence of any Customer Event of Default, Poolsure may at its option do any or all of the following: (a) By written notice to Customer, immediately terminate the Work Authorization and the related provision of Services, Equipment, or Chemicals. As a result of the termination, Poolsure may enter upon Customer's property and remove any leased Equipment without liability of any kind or nature for so doing, or Poolsure may demand that Customer remove and return the leased Equipment, all at Customer's sole cost and expense; or (b) Exercise any other right or remedy which may be available to Poolsure under any applicable law or proceed by appropriate court action, without affecting Poolsure's title or right to possession of the leased Equipment, to enforce the terms hereof or to recover damages from the Customer Event of Default or to terminate the Work Authorization and the related provision of Services, Equipment, or Chemicals.

9. **Insurance.** Customer shall, at its cost and expense, purchase and maintain in effect general and professional liability insurance covering all Losses and the use, operation, and replacement of the leased Equipment and/or Chemicals. Upon written request by Poolsure, Poolsure shall be named as an additional Insured party on the Insurance policies to be maintained hereunder by Customer, and Customer shall deliver a certificate of insurance or other reasonable documentation to Poolsure within ten (10) days of such request.

10. **Miscellaneous.** The Work Authorization and these Standard Terms & Conditions and all claims or causes of action arising hereunder shall be governed by and construed in accordance with the laws of the State of Texas, excluding its conflicts of laws provisions, and in the event of a dispute arising under or in connection with the Work Authorization or these Standard Terms & Conditions, the parties hereby submit to exclusive jurisdiction in the federal or state courts located in Harris County, Texas, and agree that venue is proper and convenient in such forum. Poolsure shall not be liable for default in the performance or discharge of any duty or obligation under the Work Authorization or these Standard Terms & Conditions, to the extent caused by acts of God, civil or military authority, public enemy, fire, floods, winds, storms, pandemic, epidemic, public health emergency or quarantine, labor disorders, strikes, work stoppages or other labor trouble, accidents, riots, civil commotion, closing the public highways, terrorist acts or threats, governmental interference or regulations and other contingencies, similar to the foregoing, beyond Poolsure's reasonable control. The Work Authorization may be signed in multiple counterparts (including electronically), each of which will be considered an original and all of which together will constitute a whole. The failure of either party to enforce any of the rights given to it under the Work Authorization or these Standard Terms & Conditions shall not be construed as a waiver of the right of such party to exercise any such right as to any subsequent violations of the Work Authorization or these Standard Terms & Conditions. Except as specifically set forth herein, neither party shall assign the Work Authorization or its rights or obligations hereunder without the prior written consent of the other party. The Work Authorization and these Standard Terms & Conditions shall be binding upon and shall inure to the benefit of the parties hereto, and their respective successors and permitted assigns. The Work Authorization and these Standard Terms & Conditions constitute the entire agreement between the parties with respect to the matters set forth herein. Any change, addition, deletion or other modification to the Work Authorization and these Standard Terms & Conditions shall be null and void unless in writing and signed by both parties. All notices required to be provided in writing hereunder shall be sent to the party in question at its address set forth on the Work Authorization, by hand delivery or international delivery service, return receipt requested. In the event of any controversy, claim or dispute between the parties hereto, arising out of or relating to the Work Authorization or the breach thereof, the prevailing party shall be entitled to recover from the other party its reasonable expenses, attorney's fees, and costs. The provisions of these Standard Terms & Conditions which by their nature require some action or forbearance after termination of the Work Authorization or completion of the Work (including but not limited to those related to indemnities) shall survive and be binding until any actions, obligations and/or rights therein provided have been completely satisfied or released.

Riverside Management Services, Inc
9655 Florida Mining Blvd. W
Bldg. 300, Suite 305
Jacksonville, FL 32257

Invoice

Invoice #: 363
Invoice Date: 9/1/2024
Due Date: 9/1/2024
Case:
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
2.320.572.6100 - Janitorial Services - September 2024		4,953.33	4,953.33
		Total	\$4,953.33
		Payments/Credits	\$0.00
		Balance Due	\$4,953.33

RECEIVED
SEP 06 2024
BY: _____

Jerry Lambert
9-6-24



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

INVOICE

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

INVOICE # 10360
DATE 09/01/2024
DUE DATE 09/30/2024
TERMS End of the month

SERVICE MONTH
September

ACTIVITY	QTY	RATE	AMOUNT
Dedicated Officer I	318	27.20	8,649.60T

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

SUBTOTAL	8,649.60
TAX	0.00
TOTAL	8,649.60
BALANCE DUE	\$8,649.60

RECEIVED
SEP 12 2024
BY: _____



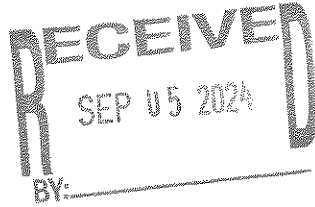
Invoice

Invoice #: 17726

Date: 09/01/24

Customer PO:

DUE DATE: 10/01/2024



BILL TO

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

FROM

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

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

Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE **\$38,264.18**

Please See Our
Updated Remittance
Information

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

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

Code to:

2-320-572-4620

Double Branch Landscape Maintenance

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
9/24/24	00068	7/23/24	1414	202407	600	53800	62100		POWDER COAT/RPLC STRAP APC POWDER COATING JACKSONVILLE INC	*	4,220.00	4,220.00	000289
9/24/24	00035	8/16/24	2440	202407	600	53800	62100		JUL REPAIR/REPLACEMENT GOVERNMENTAL MANAGEMENT SERVICES	*	8,256.40	8,256.40	000290
9/24/24	00035	8/30/24	2445	202408	600	53800	62100		AUG REPAIR & REPLACEMENTS GOVERNMENTAL MANAGEMENT SERVICES	*	812.71	812.71	000291
9/24/24	00035	8/16/24	2441	202408	600	53800	62100		MAINTENANCE SUPPLIES GOVERNMENTAL MANAGEMENT SERVICES	*	1,551.57	1,551.57	000292
9/24/24	00069	7/17/24	SI-86402	202407	600	53800	62100		GYM EQUIPMENT NATIONAL GYM SUPPLY	*	501.08	501.08	000293
9/24/24	00069	7/23/24	SI-86413	202407	600	53800	62100		GYM EQUIPMENT NATIONAL GYM SUPPLY	*	207.07	207.07	000294
9/24/24	00067	8/26/24	181	202408	600	53800	62100		EMERGENCY REPAIRS TYLER SCHELLPEPER DBA PUMPS DONE	*	12,286.16	12,286.16	000295
9/24/24	00067	8/26/24	3456	202408	600	53800	62100		8/25 SERVICE CALL TYLER SCHELLPEPER DBA PUMPS DONE	*	200.00	200.00	000296
9/24/24	00067	9/11/24	3465	202409	600	53800	62100		RPLC PJR6 TANK TYLER SCHELLPEPER DBA PUMPS DONE	*	720.00	720.00	000297
9/24/24	00033	8/29/24	WO6657	202408	600	53800	62100		RMV 7.5 TON ADDISON PUMP	*	6,500.00		
		9/10/24	WO7361	202409	600	53800	62100		FUSE REPLACEMENT TOOLE TECHNOLOGIES INC	*	315.00	6,815.00	000298
9/24/24	00032	5/21/24	W0405048	202409	600	53800	62100		LIGHT BULBS 1000 BULBS	*	431.08	431.08	000299
TOTAL FOR BANK C											36,001.07		
DBBR DOUBLE BRANCH OKUZMUK													

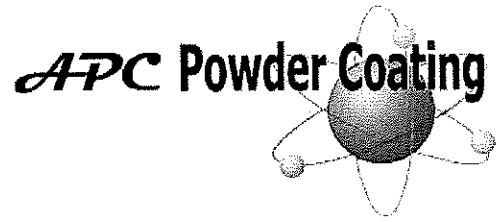
CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
TOTAL FOR REGISTER							36,001.07	

DBBR DOUBLE BRANCH OKUZMUK

INVOICE

APC Powder Coating Jacksonville, Inc.
8805 Arlington Express Way
Jacksonville, FL 32211

info@apcjacksonville.com
+1 (904) 724-2422



J. Soriano

Bill to

Double Branch Community Development
District
475 W. Town Place Ste. 114
St. Augustine, Florida
32092-3649

Ship to

Double Branch Community Development
District
475 W. Town Place Ste. 114
St. Augustine, Florida
32092-3649

Invoice details

Invoice no.: 1414
Terms: Due on receipt
Invoice date: 07/23/2024
Due date: 07/23/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.	07/05/2024	Powder Coating	Chairs (Dark Tan/Sierra Tan)	40	\$135.00	\$5,400.00
2.	07/18/2024	New Fabric, Restrap, Sling	Chairs Re-strap	40	\$76.00	\$3,040.00

Ways to pay



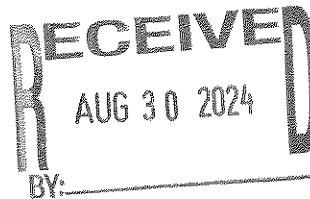
Total

~~\$8,440.00~~
\$4,220.00

Overdue

07/23/2024

Pay invoice

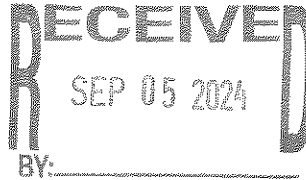


Governmental Management Services, LLC
 1001 Bradford Way
 Kingston, TN 37763

Invoice

Invoice #: 2440
 Invoice Date: 8/16/24
 Due Date: 8/16/24
 Case:
 P.O. Number:

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



Description	Hours/Qty	Rate	Amount
Facility Maintenance July 1 - July 31, 2024		21,270.97	21,270.97
Code To:			
Double Branch Facility Maintenance			
2.320.572.46600 (\$4168.23)			
Double Branch Facility Maintenance Contingency			
2.320.572.46620 (\$2,895.83)			
Double Branch Lighting Repairs			
2.320.572.46630 (\$700.00)			
Double Branch Common Area Maintenance			
2.320.572.46400 (\$4575.51)			
Double Branch Special Events			
2.320.572.49400 (\$675.00)			
Total			\$21,270.97
Double Branch Repair/Replacement			Payments/Credits \$0.00
34.600.53800.6200 (\$8,256.40)			Balance Due -\$21,270.97
			\$8,256.40

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
7/1/24	6	T.C.	Paint tennis courts, picked up supplies
7/1/24	8	B.G.	Covering lines at tennis court with painters tape, prepping to be painted
7/1/24	6.78	A.J.	Cleaned tennis courts, begin tapping lines
7/1/24	7.2	C.W.	Painting white on building, windscreen shade over pool pumps
7/1/24	4	E.W.	Removed debris from all common areas
7/2/24	8	T.C.	Paint tennis courts, picked up supplies
7/2/24	8	B.G.	Covering lines at tennis court with painters tape, prepping to be painted applying first coat of paint to the court
7/2/24	7.47	J.K.	Painted pickleball blue second coat
7/2/24	6.47	A.J.	Painted tennis courts
7/2/24	6.23	C.W.	Building car port for shade pool pumps
7/2/24	4	E.W.	Removed debris from all common areas
7/3/24	6	T.C.	Paint tennis courts, picked up supplies
7/3/24	6	B.G.	Painted tennis courts
7/3/24	4.9	J.K.	Painted pickleball blue
7/3/24	6.88	A.J.	Painted tennis courts
7/3/24	7.07	C.W.	Finished all shade and moved rock for wood for support
7/3/24	4	E.W.	Removed debris from all common areas
7/5/24	8	B.G.	Emptied trash receptacles, picking up 4th of July debris throughout the field and parking lot, painting clubhouse window
7/5/24	4.35	J.K.	Worked on windscreen, paint and tear down tape
7/5/24	6.55	C.W.	Tied windscreen on pool deck, removed debris by Oakleaf sign, finished touch up paint
7/5/24	4	E.W.	Removed debris from all common areas
7/8/24	6	T.C.	Paint tennis courts, picked up supplies
7/8/24	8	B.G.	Painting tennis courts
7/8/24	5.13	J.K.	Paint on club room window, fix gravel barrier in back by pool filters
7/8/24	7.6	A.J.	Painted tennis courts
7/8/24	7.23	C.W.	Painted tennis courts, being consistent with mixes
7/8/24	4	E.W.	Removed debris from all common areas
7/9/24	8	T.C.	Paint tennis courts, picked up supplies
7/9/24	8	B.G.	Painting tennis courts, loading painting materials to the golf cart to store in maintenance shop
7/9/24	7.28	J.K.	Finished up white paint on club room window, painted green on pickleball courts
7/9/24	7.58	A.J.	Painted tennis courts
7/9/24	4	E.W.	Removed debris from all common areas
7/10/24	6	T.C.	Paint tennis courts
7/10/24	6	B.G.	Painting tennis courts
7/10/24	3.83	J.K.	Finished up green on pickleball
7/10/24	7.63	A.J.	Painted tennis courts, clean gym
7/10/24	4	E.W.	Removed debris from all common areas
7/11/24	8	T.C.	Paint tennis courts, picked up supplies
7/11/24	8	B.G.	Sanding down courts of paint blisters, moving paint and sending supplies to maintenance shop
7/11/24	7.68	A.J.	Touch up paint on tennis courts, remove tape from line and apply tape from fresh lines
7/11/24	4	E.W.	Removed debris from all common areas
7/12/24	8	T.C.	Paint tennis courts, picked up supplies
7/12/24	8	B.G.	Grinding tennis courts, prepping to be painted
7/12/24	7.2	J.K.	Pickleball lay tape, pull tape and paint blue, move drums over to basketball courts
7/12/24	7.77	A.J.	Clean and retape lines for tennis courts
7/12/24	7.18	C.W.	Painted tennis and tape other court and moved drums/barrels to basketball and shop, moved in gated area on top of pallets
7/12/24	3.49	E.W.	Removed debris from all common areas
7/15/24	7.7	A.J.	Retape tennis courts and clean up trash around walking path and parking area
7/15/24	2.73	E.W.	Removed debris from all common areas
7/16/24	3	B.G.	At the field removing dogs signs to take to shop

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
7/16/24	7.7	A.J.	Tape and paint line on tennis courts
7/16/24	4.01	E.W.	Removed debris from all common areas
7/17/24	3	B.G.	Finished installing dog signs
7/17/24	7.65	A.J.	Taping and painting tennis courts, prepping trash can lids
7/17/24	4	E.W.	Removed debris from all common areas
7/18/24	7.62	A.J.	Tape and paint lines on tennis courts
7/18/24	4	E.W.	Removed debris from all common areas
7/19/24	7.72	A.J.	Tape and paint pickleball lines on tennis courts
7/19/24	1	C.W.	Put trash can lids on pool deck
7/19/24	4	E.W.	Removed debris from all common areas
7/22/24	5.37	A.J.	Paint lines on pickleball courts
7/22/24	4.05	E.W.	Removed debris from all common areas
7/23/24	8	B.G.	Removed debris from throughout community
7/23/24	4	E.W.	Removed debris from all common areas
7/24/24	8	T.C.	Worked on shade for pool pack area, reprime and start waterfall fountain, cleared and restarted lake fountain with boat, worked on shade for pool pack area, picked up supplies
7/24/24	8	B.G.	Pressure washed cement slab by tennis courts
7/24/24	7.27	J.K.	Hung up three windscreens, hung over motor, ran more cables, cleaned out fountain on pond, fixed bulkheads
7/24/24	7.7	A.J.	Paint lines on pickleball courts
7/24/24	7.18	C.W.	Drilled bolts into bulkheads and cut extra, pulled weeds and ferns, moved fence to shop, cleaned fountain, bolted down anchors and ran wire, bolted clamps in windscreens
7/24/24	4	E.W.	Removed debris from all common areas
7/25/24	6	T.C.	Worked on shade for pool pack area, installed new slide at Natures Hammock park
7/25/24	8	B.G.	Pressure washed cement slab by tennis courts
7/25/24	6.77	J.K.	Fix and hung windscreen in back of pool, put in slide at park next to dog park, wiped down walls in club room
7/25/24	7.7	A.J.	Finished lines on pickleball courts, removed debris
7/25/24	6.28	C.W.	Put slide in at park by dog park, put windscreens on pool pump area, polished wood in ballroom
7/25/24	1.68	E.W.	Removed debris from all common areas
7/26/24	8	T.C.	Worked on shade for pool pack area, set up new movie screen for Dive-In
7/26/24	8	B.G.	Putting up shade screen by the pool motors, put together car port
7/26/24	4.75	J.K.	Finished hanging up windscreens in back by pool filters, set up movie screen on pool deck
7/26/24	7.6	A.J.	Pressure washed walk outside fitness center
7/26/24	6.45	C.W.	Finished shade on pool pumps, set up movie screen
7/26/24	4.01	E.W.	Removed debris from all common areas
7/29/24	4.67	A.J.	Removed debris from medians and roadsides
7/29/24	4	E.W.	Removed debris from all common areas
7/30/24	7.65	A.J.	Clean shed area, removed debris, emptied trash receptacles
7/30/24	4	C.W.	Moved poles from pool area and cleaned lids, pulled weeds, built car port
7/30/24	4	E.W.	Removed debris from all common areas
7/31/24	7.35	J.K.	Drain out splash pool, built car port in back over motor/filters, pulled weeds and move cut old poles and pipes, shop vac splash pool, removed debris under play ground
7/31/24	4.73	A.J.	Emptied trash receptacles around soccer field and walk in trail, removed debris on roadside

TOTAL 531.14

MILES 57

*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 #: 2445

Invoice Date: 9/30/24

Due Date: 9/30/24

Case:

P.O. Number:

Bill To:

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

Description	Hours/Qty	Rate	Amount
2.320.572.4100 (DB Phones) - Statement Closing Date 8/20/24		88.00	88.00
34.600.538.6200 (DB Repair & Replacements) -Statement Closing Date 8/20/24		812.71	812.71
2.320.513.49300 (DB Office Supplies) - Statement Closing Date 8/20/24		131.08	131.08
2.320.572.49400 (DB Special Events) - Statement Closing Date 8/20/24		418.57	418.57

RECEIVED
SEP 09 2024
BY: _____

Total \$1,450.45

Payments/Credits \$0.00

Balance Due ~~\$1,450.45~~

\$812.71

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

Invoice

Invoice #: 2441
Invoice Date: 8/16/24
Due Date: 8/16/24
Case:
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Maintenance Supplies		1,551.57	1,551.57
Code to:			
Double Branch Repair and Replacements			
2.320.57200.63100			
		Total	\$1,551.57
		Payments/Credits	\$0.00
		Balance Due	\$1,551.57

RECEIVED
SEP 05 2024
BY: _____

MAINTENANCE BILLABLE PURCHASES

Period Ending 8/05/24

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DB				
DOUBLE BRANCH				
	7/8/24	Frog Tape 36MM 3pk (3)	29.26	T.C.
	7/8/24	2" Utility Flat Brush (6)	27.46	T.C.
	7/8/24	Set Your Own Combo Lock	18.08	T.C.
	7/8/24	60Watt 8pk NDIM	11.49	T.C.
	7/8/24	12-18 Adj Roller Frame	25.85	T.C.
	7/9/24	PVC Veranda Sheet 1/2x48-8'	114.98	T.C.
	7/9/24	18x1/2" Shedless Knit (2)	22.86	T.C.
	7/9/24	18/3/4" Shedless Knit (4)	47.56	T.C.
	7/10/24	Acetone Qt	12.63	T.C.
	7/10/24	Wire Wheel Assortment Set 6pc	20.67	T.C.
	7/11/24	Diablo 5" Disc 25pk	11.49	T.C.
	7/11/24	1.41"x60 yards Frog Tape 3pk (3)	79.01	T.C.
	7/11/24	5" Corded Var SPD Sander	48.30	T.C.
	7/12/24	Caution Tape	15.51	T.C.
	7/15/24	1.41x60 Yards Frog Tape 3pk	26.34	T.C.
	7/15/24	Flat Brush (2)	9.15	T.C.
	7/15/24	3" Knit Tiny Trim 2pk (2)	7.52	T.C.
	7/15/24	Pelican Liner 3pk	5.49	T.C.
	7/15/24	Concrete Stain	42.53	T.C.
	7/16/24	50' Rope	20.67	J.S.
	7/16/24	Lithium Greasee	4.59	T.C.
	7/16/24	Clamp Set 4pk (2)	9.13	T.C.
	7/16/24	Pro Black Spray Paint	17.22	T.C.
	7/16/24	All Purpose Black Spray Paint	5.14	T.C.
	7/17/24	BLK Nitrile Gloves 20pk	7.46	T.C.
	7/18/24	1.41x60 Yards Frog Tape 3pk (2)	52.67	T.C.
	7/22/24	1.41x60 Yards Frog Tape 3pk	26.34	T.C.
	7/24/24	1.41x60 Yards Frog Tape 3pk	26.34	T.C.
	7/24/24	4x3/8 Shedless Knit 6pk	13.04	T.C.
	7/24/24	Pelican Liner 3pk (2)	10.97	T.C.
	7/24/24	Quick Link 3/16 Zinc (6)	21.87	T.C.
	7/24/24	Wire 3/32x50 (2)	34.43	T.C.
	7/24/24	3/16 SS Quick Link (4)	32.11	T.C.
	7/24/24	Thimble Clamp Set 3/32 1/8 4pk (5)	22.25	T.C.
	7/24/24	1/2x12 Drill Bit	11.49	T.C.
	7/24/24	1/8 SS Quick Link 3pk (8)	63.02	T.C.
	7/24/24	1/2 Hex Nut 25pk	13.59	T.C.
	7/24/24	1/2 Flat Washer 25pk	11.82	T.C.
	7/24/24	1/4 Flat Washer (10)	1.84	T.C.
	7/24/24	1/2x8 Hex Bolt (10)	39.79	T.C.
	7/25/24	63 Gallon Rolling Tote	74.18	J.S.
	7/26/24	Concrete Stain	42.53	T.C.
	7/26/24	Black Nitrile Gloves 20pk	7.46	T.C.
	7/26/24	Microfiber Towels 12pk	7.46	T.C.
	7/26/24	16x50 Galv Wire (4)	105.71	T.C.
	7/26/24	Spring Link 3/8x3-1/2 (4)	22.86	T.C.
	7/26/24	1/8 Wire Rope Clip (6)	12.14	T.C.
	7/26/24	3/16 Quick Link (4)	14.58	T.C.
	7/26/24	1/8 Quick Link SS 3pk (6)	47.27	T.C.
	7/26/24	1/8 Zinc Quick Link 3pk (5)	31.05	T.C.
	7/30/24	3/8" Clevls Pin	6.19	J.S.
	7/30/24	Multi-Angle Wash Brush	8.61	J.S.
	7/30/24	Stainless Steel Snap Hook	13.70	J.S.
	7/30/24	Tow Light Kit	20.11	J.S.
	7/30/24	Acetone	34.47	J.S.
	7/30/24	Simple Green	6.31	J.S.
	7/31/24	Gas for Equipment	75.00	T.C.

TOTAL \$1,551.57



5500 West 89rd Street
 Los Angeles, CA 90045
 1-800-496-7278 (USA & Canada)
 310-410-4200 (Worldwide)
 310-410-4220 (Fax)
 www.gympart.com

SALES INVOICE

SI-8640289

7/17/2024



Customer		Contact		Ship To			
Governmental Mngmt Services 475 W Town Pl Ste 114 ORANGE PARK FL 32065 UNITED STATES Tel: 9043421441				Middle Village CDD 370 Oakleaf Village Pkwy ORANGE PARK FL 32065 UNITED STATES Tel: (904) 342-1441			
Account	Terms	Due Date	Account Rep		Schedule Date		
49808	NET 30	8/16/2024	Edward Umana		7/16/2024		
Sales Order	Ship VIA	Reference	PO #	Page	Printed		
SO-7646416	UPS Ground (1-5 days)	Emailed	JS06302017	1	8/31/2024 8:01:56PM		
L Item	Description	Order	Ship	Price	UM	Discount	Amount
1	MCAR25 Hex Dumbbell, Rubber Coated,Blk, 25lb	4	1	\$60.00	EA		\$60.00
2	MCAR30 Hex Dumbbell, Rubber Coated,Blk, 30lb	4	3	\$63.00	EA		\$189.00
3	MCA7011 Single Grip Handle	4	4	\$18.07	EA		\$72.28
4	CA421 MOTOR, ELEVATION, 115VAC, 50/6	1	1	\$399.00	EA		\$399.00
5	SH Shipping Charge	1	1	\$281.87	EA		\$281.87
6	Notice: Additional shipping charges will apply for back-orders and/or drop-ships. Price of back-order item(s) may be subject to change.						
<p style="text-align: center;">RECEIVED SEP 13 2024 BY: _____</p>							
PAYMENT REMITTANCE ADDRESS				Tax Details		Taxable	
National Gym Supply Inc. PO Box 748735 Los Angeles, CA 90074-8735 USE THIS ADDRESS FOR PAYMENTS ONLY				AvaTax \$0.000		\$0.00	
				Payment Details			
						Total Tax \$0.00 Exempt \$1,002.15 Total \$1,002.15 Payment Disc \$0.00 Paid \$0.00 Balance \$1,002.15 \$501.08	



5500 West 83rd Street
 Los Angeles, CA 90045
 1-800-496-7278 (USA & Canada)
 310-410-4200 (Worldwide)
 310-410-4220 (Fax)
 www.gympart.com

SALES INVOICE

SI-8641342

7/23/2024



Customer		Contact		Ship To			
Governmental Mngmt Services 475 W Town Pl Ste 114 ORANGE PARK FL 32065 UNITED STATES Tel: 9043421441				Middle Village CDD 370 Oakleaf Village Pkwy ORANGE PARK FL 32065 UNITED STATES Tel: (904) 342-1441			
Account	Terms	Due Date	Account Rep	Schedule Date			
49808	NET 30	8/22/2024	Edward Umana	7/16/2024			
Sales Order	Ship VIA	Reference	PO #	Page	Printed		
SO-7646416	UPS Ground (1-5 days)	Emailed	JS06302017	1	8/31/2024 8:01:56PM		
L Item	Description	Order	Ship	Price	UM	Discount	Amount
1	MCAR25 Hex Dumbbell, Rubber Coated,Blk, 25lb	3	3	\$60.00	EA		\$180.00
2	MCAR30 Hex Dumbbell, Rubber Coated,Blk, 30lb	1	1	\$63.00	EA		\$63.00
3	Notice: Additional shipping charges will apply for back-orders and/or drop-ships. Price of back-order item(s) may be subject to change.						
4	SH Shipping Charge	1	1	\$171.14	EA		\$171.14
5	Notice: Additional shipping charges will apply for back-orders and/or drop-ships. Price of back-order item(s) may be subject to change.						
<p style="text-align: center;">RECEIVED SEP 13 2024 BY: _____</p>							
PAYMENT REMITTANCE ADDRESS		Tax Details		Taxable		\$0.00	
National Gym Supply Inc. PO Box 748735 Los Angeles, CA 90074-8735 USE THIS ADDRESS FOR PAYMENTS ONLY		AvaTax \$0.000					
		Payment Details					
				Total Tax		\$0.00	
				Exempt		\$414.14	
				Total		\$414.14	
				Payment Disc		\$0.00	
				Paid		\$0.00	
				Balance		\$414.14	
						\$207.07	

QUOTE

**FROM**

Pumps Done Right
6847 Cherokee Ct
Keystone Heights Fla 32656

BILL TO

Double Branch
370 OakLeaf Village Pkwy
Orange Park Fla 32065
Athletic Amenity Center

QUOTE #

181

QUOTE DATE

08/26/2024

DESCRIPTION**AMOUNT**

Quote is to pull 20hp submersible and replace pump, motor, 3ph starter and tanks. Motor is dead shorted to all legs and ground. It appears to have been hit by lightning.

0.00

Pump has a 2 year limited manufacturers warranty
1 year limited warranty on all other parts
1 year limited warranty on labor

9 hours labor 2 man rate

2,700.00

Hoist fee

350.00

1- 20hp 6" 460v 3ph motor

2,850.00

1- 20hp 230S200-5 pump

3,548.92

1- size 1 3/4 siemens starter

1,090.32

1- 4" check valve

695.92

2- #6 splice kits

75.00

2- IC66 tanks

776.00

Misc parts and fittings

200.00

Subtotal

12,286.16

7.5%

692.71

Code to:**TOTAL****\$12,978.87****Double Branch Repair and Replacements****2.320.57200.63100****Pay only \$12,286.16 - Do not pay tax**

TERMS & CONDITIONS

A 50% deposit of \$6489.43 is required before work is done.

Signature Owner/Contactor Date

(Initial)_____ I give Pumps Done Right permission to enter and drive vehicles including heavy trucks/equipment over the said property site. I will not hold Pumps Done Right responsible for any damage that may occur to the said property. It is the owners responsibility to mark and identify the location of any drain fields, septic tanks, cables, wires, pipes, utilities, ect. Please call Tyler at (904) 352-9564 for any questions



INVOICE

**FROM**

Pumps Done Right
6847 Cherokee Ct
Keystone Heights Fla 32656

BILL TO

Double Branch
370 OakLeaf Village Pkwy
Orange Park Fla 32065
Athletic Amenity Center

INVOICE #

3456

INVOICE DATE

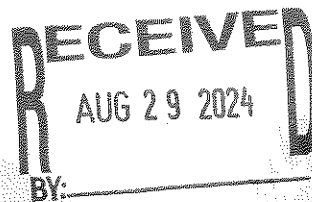
08/26/2024

DESCRIPTION

Service Call on 8-25-24

AMOUNT

200.00

TOTAL**\$200.00**

A handwritten signature in black ink, appearing to be "Tyler" or similar, written over a faint background.

Code to:**Double Branch Repair and Replacements****2.320.57200.63100****TERMS & CONDITIONS**

Please call Tyler at (904)-352-9564 for any questions

INVOICE

**FROM**

Pumps Done Right
6847 Cherokee Ct
Keystone Heights Fla 32656

BILL TO

Double Branch
370 OakLeaf Village Pkwy
Orange Park Fla 32065
Athletic Amenity Center

INVOICE #

3465

INVOICE DATE

09/11/2024

DESCRIPTION**AMOUNT**

Replaced bad PJR6 tank at well and pressure gauge at tank, added air to main well tank, pump was cycling every 20 seconds. Pressure setting was not set correctly, adjusted PSI. There is a leak in system causing pump to run continuously. Recommend master valve to be installed on both pumps, also for service to be done on all other well systems.

0.00

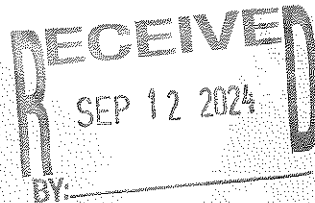
2.5 hours labor

500.00

1- BL6 tank

220.00

1- 0-100 Oil gauge



Subtotal

720.00

7.5%

16.50

TOTAL**\$736.50****Code to:****Double Branch Repair and Replacement****034.600.538.621****TERMS & CONDITIONS**

Please call Tyler at (904)-352-9564 for any questions

Toole Technologies, Inc.

4134 Carriage Crossing Lane
Orange Park, FL 32065

WO6657
08/29/2024
0
08/29/2024

Double Branch CDD
Oakleaf Phase 1 Fitness Center
manager@oakleafresidents.com
382 Oakleaf Village Pkwy
Orange Park, FL, 32065-4259

Ductwork Installation 1 \$6,500.00 \$6,500.00
Removed the old 7.5 Ton Addison heat pump air conditioning system. Removed the duct and piping. Removed the unit and disposed of all trash. Installed new supply duct from existing 5 ton air handling unit. Reduced the existing supply duct. Reinstalled the smoke detection system. Rewired the thermostat to control the new System. Sealed the return duct.

Parts Subtotal \$6,500.00

Subtotal \$6,500.00

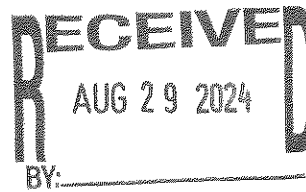
Payment Details

\$6,500.00

Please call the office at (904) 278-5938 to make a payment.

\$0.00

\$6,500.00



Comments

Recommend purchasing an Annual Seasonal Tuneup

Code to:

Double Branch Repair and Replacements

~~2.320.57200.63100~~

34,600,538,621

Toole Technologies, Inc.

4134 Carriage Crossing Lane
Orange Park, FL 32065

WO7361
09/10/2024
0
09/10/2024

Oakleaf Phase 1 Admin Bldg
manager@oakleafresidents.com,
jsoriano@gmsnf.com
370 Oakleaf Village Pkwy
Orange Park, FL, 32065-4259

Fuse Replacement	1	\$115.00	\$115.00
Found the unit was down due to blown fuses. Checked the compressor windings. The compressor and unit checked out. The fuses was damaged due to electrical a surge probably caused by the bad weather. Replaced the blown fuses. System started and operated properly			
		Parts Subtotal	\$115.00
Chris Jansson	2	\$100.00	\$200.00
Labor to diagnose the system, replace fuses, start unit and check the operation			
		Labor Subtotal	\$200.00
		Subtotal	\$315.00
Payment Details			\$315.00
Please call the office at (904) 278-5938 to make a payment.			
			\$0.00
			\$315.00

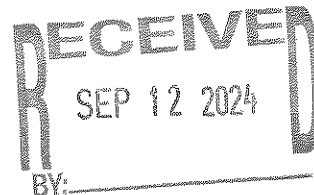
Code to:

Double Branch Repair and Replacement

Comments

034.600.538.621

Recommend purchasing an Annual Seasonal Tuneup



1000Bulbs.com

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

Invoice: W04050485

Bill To:

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

Sales Order: S04020014

Ship To:

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

Order Date	03/18/2024	Invoice Date	05/21/2024	Due Date	06/20/2024
Customer #	1705529	Terms	Net 30	Web #	14240700
Salesperson	Breanne Coe	Phone	972-535-0924	Email	bcoe@1000bulbs.com

Part #	Description	Ordered	Shipped	Unit Price	Ext Price
TCP-10396	9900 Lumens - 65 Watt - 4000 Kelvin - LED Corn Bulb 250 Watt Metal Halide Equal - Mogul Base - 120-277 Volt - TCP LHID17540	5	4	\$115.26 \$107.77	\$576.30

Ship Via	Fedex
Tracking #	274924371055

Subtotal:	\$3,969.54
Shipping:	\$0.00
Discounts:	-\$37.45
Tax:	\$0.00
Total:	\$431.08

Code to:

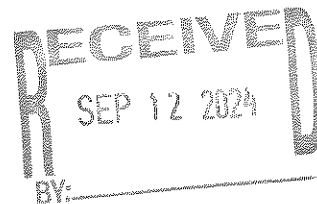
Double Branch Repair and Replacement

034.600.538.621

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

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

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



FOURTH ORDER OF BUSINESS



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

951 Yamato Road • Suite 280
Boca Raton, Florida 33431
(561) 994-9299 • (800) 299-4728
Fax (561) 994-5823
www.graucpa.com

September 9, 2024

Board of Supervisors
Double Branch Community Development District
475 West Town Place, Suite 114
St. Augustine, FL 32092

We are pleased to confirm our understanding of the services we are to provide Double Branch Community Development District, Clay County, Florida ("the District") for the fiscal year ended September 30, 2024. We will audit the financial statements of the governmental activities and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of Double Branch Community Development District as of and for the fiscal year ended September 30, 2024. In addition, we will examine the District's compliance with the requirements of Section 218.415 Florida Statutes. This letter serves to renew our agreement and establish the terms and fee for the 2024 audit.

Accounting principles generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary comparison schedule

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that information:

- 1) Compliance with FL Statute 218.39 (3) (c)

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the District's financial statements. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the financial statements is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Examination Objective

The objective of our examination is the expression of an opinion as to whether the District is in compliance with Florida Statute 218.415 in accordance with Rule 10.556(10) of the Auditor General of the State of Florida. Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and will include tests of your records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our examination of the District's compliance. The report will include a statement that the report is intended solely for the information and use of management, those charged with governance, and the Florida Auditor General, and is not intended to be and should not be used by anyone other than these specified parties. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the District's compliance is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the examination or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

Management Responsibilities

Management is responsible for the financial statements and all accompanying information as well as all representations contained therein. Further, management is responsible for compliance with Florida Statute 218.415 and will provide us with the information required for the examination. The accuracy and completeness of such information is also management's responsibility. As part of the audit, we will assist with preparation of your financial statements and related notes in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. In addition, you will be required to make certain representations regarding compliance with Florida Statute 218.415 in the management representation letter. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. As part of our engagement, we may propose standard adjusting, or correcting journal entries to your financial statements. You are responsible for reviewing the entries and understanding the nature of the proposed entries and the impact they have on the financial statements.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Grau & Associates and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Grau & Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. Notwithstanding the foregoing, the parties acknowledge that various documents reviewed or produced during the conduct of the audit may be public records under Florida law. The District agrees to notify Grau & Associates of any public record request it receives that involves audit documentation.

Furthermore, Grau & Associates agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, Florida Statutes. Auditor acknowledges that the designated public records custodian for the District is the District Manager ("Public Records Custodian"). Among other requirements and to the extent applicable by law, Grau & Associates shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following the contract term if Auditor does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the contract, transfer to the District, at no cost, all public records in Grau & Associate's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by Grau & Associates, Grau & Associates shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats.

IF GRAU & ASSOCIATES HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE PUBLIC RECORDS CUSTODIAN AT: GMS-NF LLC - 475 WEST TOWN PLACE, SUITE 114, ST. AUGUSTINE, FL 32092 - TELEPHONE: 904-940-5850

Our fee for these services will not exceed \$5,500 for the September 30, 2024 audit, respectively, unless there is a change in activity by the District which results in additional audit work or if Bonds are issued.

We will complete the audit within prescribed statutory deadlines, which requires the District to submit its annual audit to the Auditor General no later than nine (9) months after the end of the audited fiscal year, with the understanding that your employees will provide information needed to perform the audit on a timely basis.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Invoices will be submitted in sufficient detail to demonstrate compliance with the terms of this agreement. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate.

This agreement may be renewed each year thereafter subject to the mutual agreement by both parties to all terms and fees. The fee for each annual renewal will be agreed upon separately.

The District may terminate this agreement, with or without consent, upon thirty (30) days written notice of termination to Grau & Associates. Upon any termination of this agreement, Grau & Associates shall be entitled to payment of all work and/or services rendered up until the date of the notice of termination subject to any offsets the District may have against Grau & Associates.

We will provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2022 peer review report accompanies this letter.

We appreciate the opportunity to be of service to Double Branch Community Development District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Grau & Associates



Antonio J. Grau

RESPONSE:

This letter correctly sets forth the understanding of Double Branch Community Development District.

By: Mark M. J.
Title: Secretary
Date: Sep 10, 2020



FICPA Peer Review Program
Administered in Florida
by The Florida Institute of CPAs



Peer Review
Program

AICPA Peer Review Program
Administered in Florida
by the Florida Institute of CPAs

March 17, 2023

Antonio Grau
Grau & Associates
951 Yamato Rd Ste 280
Boca Raton, FL 33431-1809

Dear Antonio Grau:

It is my pleasure to notify you that on March 16, 2023, the Florida Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is December 31, 2025. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

FICPA Peer Review Committee

Peer Review Team
FICPA Peer Review Committee

850.224.2727, x5957

cc: Daniel Hevia, Racquel McIntosh

Firm Number: 900004390114

Review Number: 594791

FIFTH ORDER OF BUSINESS

B.

1.

PUBLIC FACILITIES REPORT

Prepared for:

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

August 30, 2024

Prepared by:

Matthews | DCCM
7 Waldo Street
St. Augustine, FL 32084
(904) 826-1334

**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
PUBLIC FACILITIES REPORT**

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PURPOSE AND SCOPE

This report is being prepared at the request of the Double Branch Community Development District (CDD) to comply with the requirements of 189.08, Florida Statutes, regarding the Special District Public Facilities Report. It is the intention of this report to provide general descriptions of public facilities owned, operated, or maintained by the District, or public facilities owned, operated, or maintained by another entity through a lease or other agreement with the District. In addition, the report will provide general descriptions of any ongoing or planned public facility additions, improvements and expansion programs within the next seven (7) years.

INTRODUCTION

The Double Branch Community Development District (the “District”) is a local unit of special purpose government established pursuant to Chapter 190, Florida Statutes, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District. The District covers approximately 1,203 acres of land within the City of Orange Park, Clay County, Florida (the “Development”).

The Development, located within the Argyle Forest Development of Regional Interest (DRI)/Village of Argyle Planned Unit Development (PUD), consists of approximately 2,150 single- and multi-family dwelling units and completed construction in 2013. There are two (2) undeveloped and two (2) developed commercial parcels within the Village Center as well as a public elementary school.

The District boundaries are shown on Exhibit 1. The general description of the boundaries are as follows:

- The northern boundary is the Duval County line;
- The eastern and southern boundaries are single-family subdivisions and undeveloped land within the Branan Field Master Plan Area; and
- The western boundary is Conservation wetlands, Oakleaf Community Park and the First Coast Expressway/State Road 13.

The public facilities infrastructure within the District, as outlined herein, are necessary for the function of the District and provide a direct and special benefit to the lands within the Development. The public facilities infrastructure located within the District include:

- Potable Water and Sanitary Sewer;
- Electricity Infrastructure;
- Stormwater Management System;
- Transportation Facilities;
- Oakleaf Village Elementary School;
- Oakleaf Plantation County Library Site and Village Center;
- Community Signage, Landscaping, Irrigation and Fencing;
- Recreational Facilities; and

- Conservation/Preserve Areas.

EXISTING PUBLIC FACILITIES

Potable Water and Sanitary Sewer

The Development is currently supplied potable water from the Clay County Utility Authority. The provided potable water is for consumption and fire protection. Generally, the water mains are located within the road rights-of-way and are offset from the right-of-way line. When potable water mains are located outside of public owned property, easements are granted by the developer to the utility authority. The water system is complete and has been transferred to the Clay County Utility Authority. Water treatment and supply plants are maintained offsite by Clay County Utility Authority.

The sanitary sewer discharge is collected by the Clay County Utility Authority. Within the Development, the sanitary collection system consists of gravity mains and manholes that collect the sewage and transport it to one of the existing lift stations. Generally, the sanitary mains are located within the road rights-of-way and are offset from the right-of-way line. When sanitary mains are located outside of public owned property, easements are granted by the developer to the utility authority. The sanitary system is complete and has been transferred to the Clay County Utility Authority. Sanitary sewer treatment plants are maintained off-site by Clay County Utility Authority.

Electricity Infrastructure

The Development is currently supplied electricity from the Clay Electric Co-Operative, Inc. Generally, the power lines are located within the road rights-of-way and are offset from the right-of-way line. When power lines are located outside of public owned property, easements are granted by the developer to the utility authority. The electricity infrastructure is complete and has been transferred to the Clay Electric Co-Operative, Inc. for the entire Development. Power supply plants are maintained offsite by Clay Electric Co-Operative, Inc.

Stormwater Management System

The District owns and maintains the stormwater management system for the District. The system is composed of various conveyance pipes, approximately twenty-nine (29) retention ponds, and control structures spread throughout the District. Retention ponds are located on the tracts/parcels listed below.

1. Tract A, *OAK BROOK*, Plat Book 39 Page 8-13
2. Tracts A and E, *OAKS - PHASE 1*, Plat Book 42 Page 49-59
3. Tracts A, D, and G, *OAKS - PHASE 2*, Plat Book 43 Page 57-66
4. Tract A, *FALL CREEK AT OAKLEAF PLANTATION*, Plat Book 44 Page 73-80
5. Tracts A, B, C, D, E, *NATURES HAMMOCK*, Plat Book 43 Page 67-79
6. Tract A, *WAVERLY*, Plat Book 40 Page 12-21
7. Tract A, *STONEBRIER*, Plat Book 40 Page 34-45
8. Tract A, *PIEDMONT*, Plat Book 40 Page 1-11
9. Tract A, *LITCHFIELD*, Plat Book 40 PG 51-58
10. Tracts A and B, *TIMBERFIELD*, Plat Book 40 Page 22-32
11. Tract A, *CANNONS POINT PHASE 2*, Plat Book 44 Page 1-13
12. Tract A, *WORTHINGTON OAKS*, Plat Book 39 Page 52-60

13. Tract A, *HEARTHSTONE*, Plat Book 39 Page 69-77
14. Tract A, *HIGHLAND MILL*, Plat Book 39 Page 61-68
15. Parcel ID: 007868-000-00 – AMENITY CENTER
16. Parcel ID: 007868-000-00, 007879-000-00, 007872-000-00, 007867-003-00 – CONSERVATION EASEMENT

Transportation Facilities

Roadways, including sidewalks, have been constructed and dedicated to Clay County for maintenance and operation.

Parking areas for the amenity center and several jogging trails are owned and maintained by the District.

There are three (3) pedestrian bridges traversing stormwater ponds located on Parcel ID 007868-000-00 that are owned and maintained by the District.

Oakleaf Village Elementary School

The Elementary School is located within the District, but is owned, operated and maintained by the Clay County School Board/District.

- Parcel ID: 007868-099-00, OAKLEAF PLANTATION SCHOOL SITE

Oakleaf Plantation County Library Site and Village Center

The District sold Parcel ID: 007868-021-29 to Clay County for the future construction of a County Library. The future Library will be constructed, owned and maintained by Clay County. The eastern half of this parcel is the Village Center, a recreational area owned and maintained by Clay County.

- TRACT H, *OAKLEAF VILLAGE CENTER UNIT 3*, Plat Book 49 Page 39-41

Community Signage, Landscaping, Irrigation and Fencing

The District owns and maintains community signage, landscaping, irrigation, and fencing, throughout the Development.

Signage is composed of entry monument with fountain at the Clay County entrance, monuments along Oakleaf Village Parkway, and entry monuments and signage at each neighborhood entrance, park and the amenity center.

Landscaping and irrigation are located in the common areas and center medians of roadways throughout the entire Development. The irrigation system consists of several deep Floridian wells, and various piping & spray heads. Vinyl fencing is located in common areas throughout the District, including recreation facilities such as neighborhood parks and athletic fields/courts.

Recreational Facilities

The District owns, operates and maintains the 20-acre amenity center located at Parcel ID: 007868-001-02. The basic components of the recreational facilities include:

- Clubhouse, fitness center and restrooms
- Stand-alone fitness center
- Basketball courts
- Tennis courts
- Athletic/sport fields

- Competition junior Olympic pool, pool house with water park/family pool and slide tower with related decking and furniture
- Playground equipment
- Jogging trails with fitness stations

The District owns and maintains the following neighborhood parks which include playgrounds, benches, picnic tables, and BBQ Grills:

- Oakbrook Park
 - TRACT B, *OAKBROOK AT OAKLEAF PLANTATION*, Plat Book 39 Page 8-13
- Silverleaf Park
 - PARK PARCEL IN *SILVERLEAF AT OAKLEAF PLANTATION*, Plat Book 41 Page 52-59
- The Oaks Phase 1 Park
 - TRACT H, *OAKS AT OAKLEAF PLANTATION - PHASE 1*, Plat Book 42 Page 49-59
- The Oaks Phase 2 Park
 - TRACT F, *OAKS AT OAKLEAF PLANTATION - PHASE 2*, Plat Book 43 Page 57-66
- Cannons Point Park
 - TRACT D, *CANNONS POINT AT OAKLEAF PLANTATION - PHASE 2*, Plat Book 44 Page 1-14
- Natures Hammock Park
 - TRACT F, *NATURES HAMMOCK AT OAKLEAF PLANTATION*, Plat Book 43 Page 67-79
- Waverly Park
 - TRACT B, *WAVERLY AT OAKLEAF PLANTATION*, Plat Book 40 Page 12-21
- Stonebrier Piedmont Park
 - TRACT B, *STONEBRIER AT OAKLEAF PLANTATION*, Plat Book 40 Page 33-45
- Worthing Oaks Park
 - TRACT C, *WORTHINGTON OAKS AT OAKLEAF PLANTATION*, Plat Book 39 Page 52-60
- Waterford Oaks Park
 - TRACT D, *FALL CREEK AT OAKLEAF PLANTATION*, Plat Book 44 Page 73-80 & 273

Conservation/Preserve Areas

The District owns and maintains over 225 acres of conservation/preservation land on the parcels listed below:

- 139.274 acres on Parcel ID: 007868-000-00
- 93.41 acres on Parcel ID: 007867-003-00
- 42.01 acres on Parcel ID: 007879-000-00
- 74.91 acres on Parcel ID: 007872-000-00

PROPOSED ADDITION, IMPROVEMENT, EXPANSION OR REPLACEMENT OF EXISTING PUBLIC FACILITIES

Potable Water and Sanitary Sewer

The District does not have any additions, improvements, expansions or replacements planned for the potable water and sanitary sewer systems within the next seven (7) years.

Electricity Infrastructure

The District does not have any additions, improvements or expansions or replacements planned for the electricity infrastructure within the next seven (7) years.

Stormwater Management System

The District does not have any additions, improvements or expansions planned for the stormwater management system within the next seven (7) years.

Transportation Facilities

The District has the following improvements planned to the transportation facilities within the next seven (7) years:

- Parking lot resurfacing for the amenity center and P.O.B. lots planned for Fiscal Year (FY) 2026-2027. Refurbishment of light poles in the parking lots planned in FY 2027-2028.
- Bulkhead refurbishment planned in FY 2030-2031 for the pedestrian bridges and OVP pond.

Community Signage, Landscaping, Irrigation and Fencing

The District has the following improvements planned to the community signage, landscape, irrigation and fencing within the next seven (7) years:

- Vinyl fence refurbishment for Stonebrier park planned in FY 2027-2028.
- Entry monuments and signage for each neighborhood refurbishment planned in FY 2029-2030.

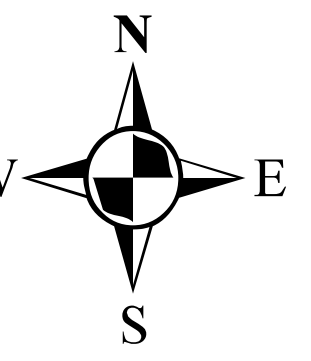
Recreational Facilities

The District has the following improvements planned to the recreational facilities within the next seven (7) years:

- Fitness center refurbishment including interior painting, carpet replacement, cabinetry and water cooler planned in FY 2024-2025 and FY 2028-2029.
- Clubhouse refurbishment including interior painting, kitchen and cabinetry planned in FY 2025-2028. Refurbishment of clubhouse locker rooms allocated for FY 2028-2029. Access control panel replacement planned in FY 2029-2030. Wood pergola on the exterior porch replacement planned in FY 2027-2028.
- Swimming pool resurfacing planned in FY 2029-2030. Pool lift refurbishment planned in FY 2024-2025. Slide/tower refurbishment planned in FY 2027-2028. Slide/tower shade replacement planned in FY 2030-2031. Wood pergola replacement planned in FY 2027-2028.
- Resurfacing of the basketball and tennis courts planned in FY 2025-2026 and FY 2030-2031. Basketball goals, lighting and chain link fencing for these facilities planned in FY 2029-2030. Tennis shade structure replacement planned in FY 2024-2025.
- Sport field asphalt replacement planned in FY 2028-2029. Refurbishment of light poles and bollards planned in FY 2024-2025.

Conservation/Preserve Areas

The District does not have any additions, improvements, expansions or replacements planned for the conservation/preserve areas within the next seven (7) years.



1 inch = 375 feet

THE HONORABLE ROGER A. SUGGS, CFA, AAS
CLAY COUNTY PROPERTY APPRAISER
State-Certified General Real Estate Appraiser RZ2771

GENERATED BY THE GIS DEPARTMENT 05/29/2013
This graphic representation of ownership does not constitute a
information available for use in the Property Appraisers Office. This
office does not assume responsibility for errors or omissions.

Double Branch CDD 2013 Clay County, Florida



[Blue outline]	Boundary
[White outline]	Parcel Line Work
[Light Yellow]	930000.00
[Light Green]	930001.00
[Red]	930002.00
[Light Blue]	930372.01
[Pink]	930372.02
[Light Orange]	930372.03
[Light Green]	930372.04
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[Light Green]	930373.04
[Light Orange]	930373.05
[Dark Purple]	930373.06
[Light Green]	930373.11
[Light Blue]	930374.01
[Light Orange]	930374.10
[Light Green]	930375.01
[Pink]	930375.10
[Dark Purple]	930400.01

D.

Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285; manager@oakleafresidents.com

Memorandum

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

Community:

Special Events

- Upcoming –Movie on the green, Spooktacular, Community Yard Sale
- Resident run event at MV

Aquatics

- High School swim teams at MV – Entering last weeks of practice, final meets were due to weather changes/postponements
- Adjusted schedules (after this weekend) – Pools are now Adult only / “Swim at Own Risk” until March
- Update of pool programs at MV – all year swim team program
- Planning of off-season CPR and first aid classes for residents and certification training for employees

Amenity Usage

- *Total Facilities Usage – 5821*
- *Average daily usage – 194*

Card counts:

DB Owners	31
DB Renters	23
DB Replacements	14
DB Updated	2

Total cards printed: 180 (both districts)

Rentals

- *5 of 30 days rented in September , 3 of 4.5 weekends rented*
- *7 Clubroom rentals, 1 patio rentals*
- *13 tours (approx.36 hours)/59 hours used for scheduling, administrative, etc*

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Operations:

MAINTENANCE

- Diagnose issues with pool lifts – still awaiting 12v turn motor and controller for slide pool lift
- Inspect multiple tree issues – cut fencing for tree roots at rear of Worthington
- Replaced (4) Diatomaceous Earth Grids at Slide Pool
- Diagnose flow issue at Slide Pool filter (due to damaged grids)
- Installed multiple Duck Deterrent devices at Slide Pool
- Install Duck Deterrent devices on lap pool
- Diagnose damaged “noisy” filter motor at lap pool
- Remove motor and plan for full rebuild
- Coordinate design and purchase new motor stand, volute, impeller, and 10hp motor at lap pool
- Pull old motor and stand at lap pool
- Coordinate build of small deck filters to help with water flow during down times
- Coordinate change in “outside janitorial” to include weekly check – ins at courts
- Inspect and test VFD at Lap pool, coordinate replacement
- Install extra filing cabinets at Fitness Center for Resident paperwork
- Diagnose issues with golf cart, transfer to repair vendor, pick up and place cart back into service
- Diagnose battery and wiring issue on Pool vacuum (Hammer Head)
- Remove graffiti from bricks at Clubhouse, remove graffiti from roll up window at field house
- Fill multiple holes at Dog park, repair latch at Dog Park entry gate
- Pull furniture and equipment in preparation for storm (Milton)
- Remove and replace furniture and equipment due to oncoming storm (Helene)
- Restart waterfall after multiple power outages due to Storm (Helene)
- Touch-up painting on decorative street poles in neighborhood (ongoing)
- Touch- up painting of light poles at main roads in Oakleaf
- 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 9/05 Nature’s Hammock, Fall Creek, The Oaks, Cannon’s Point, Pebble Creek, Silver Leaf, Oakbrook, and The Cottages completed 9/24.

Landscaping

- Clean up of debris and tree work after storm
- Monthly report for Sept submitted and filed at Operations office

For questions, comments, or clarification, please contact:

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

jsoriano@gmsnf.com