

DOUBLE BRANCH
Community Development District

FEBRUARY 10, 2025

AGENDA

Double Branch Community Development District

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

February 3, 2025

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, February 10, 2025 at 6:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.**

Following is the agenda for the meeting:

- I. Roll Call
- II. Audience Comments (limited to three minutes)
- III. Approval of Consent Agenda
 - A. Minutes of the January 13, 2025 Meeting
 - B. Financial Statements
 - C. Assessment Receipts Schedule
 - D. Check Register
- IV. Staff Reports
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
 - D. Operations Manager - Memorandum
- V. Audience Comments (limited to three minutes) / Supervisors' Requests
- VI. Next Scheduled Meeting – March 10, 2025 at 4:00 p.m. the Plantation Oaks Amenity Center

VII. Adjournment

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

Sincerely,

Marilee Giles

Marilee Giles
District Manager

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, **January 13, 2025** 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
Andre Lanier	Assistant Secretary
Scott Thomas <i>by phone</i>	Assistant Secretary
Amy Ambrosio	Assistant Secretary

Also present were:

Marilee Giles	District Manager
Mike Eckert	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 comments, the next item followed.

THIRD ORDER OF BUSINESS

Approval of Consent Agenda

A. Minutes of the December 9, 2024 Board of Supervisors Meeting

Ms. Giles stated starting on page seven are the minutes of the December 9th meeting. Unless there's any comments or changes, I just look for a motion to approve.

On MOTION by Mr. Lanier seconded by Vice Chair Horton with all in favor the minutes of the December 9, 2024 Board of Supervisors meeting were approved.

B. Financial Statements

C. Assessment Receipts Schedule

D. Check Register

Ms. Giles stated on page 23 are your financial statements as of November 30, 2024, followed by your assessment receipt schedule showing we're 93% collected. And then your check register is on page 37. It's for \$124,411.94. I see no unusual variances with the check register. Unless there's any comments or questions, I just look for a motion to approve it.

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

FOURTH ORDER OF BUSINESS

Staff Reports

A. District Counsel – Discussion of Open Space Tracts

Mr. Eckert stated I think we talked about this last meeting. I wasn't here, but just wanted to make sure that I touch base with the board on that. I don't intend to pursue that any further, absent future board direction.

B. District Engineer

Ms. Giles stated I think Jay is reviewing and making some corrections from items identified on the annual engineer's report. He's going to send that out.

Mr. Soriano stated I will just send you a copy of that. You only have two or three items that didn't belong to the CDD that were county right of way issues on the sidewalks. Your sister district on this side had about 10- or 12-pages worth of items that belong to somebody else. You have already approved it. You just wanted to see the report once we took those couple things back out. We've already started going through making some repairs. What will happen is I'm going to send you the corrected version first. That's what we're going to post online as their original report. I'll work with the engineer's office to maybe quarterly go through and knock off a bunch of those items that have been done. We sent pictures of the locations of the sidewalk

grinding or replace some of the straps on the ADA playgrounds, things like that. We send it to them, they knock it off and say it's been repaired and include pictures and give us a new report. That'll be later. The first one was just your acceptance of the one without the county right of way items. I'll forward that once I double check that everything was taken off correctly.

C. District Manager

Ms. Giles stated I just have one thing for you. Everyone completed their ethics training in 2024. Mike mentioned in another meeting to maybe wait till May before you complete your 2025 ethics training to see if there's any updates or changes from legislation.

Mr. Eckert stated yes, the legislature will be done in May. So, if they were to adopt something saying you have to take this specific class and you've already spent January doing it then you may have to do more than what's required so you can wait until May. It just hedges against them doing something that will undo the preparation you did.

Mr. Lanier stated can I request that you please throw that back out there in the May meeting?

Ms. Giles stated I will. Whenever you do complete it, if you want to shoot me an email, I created a tracker so I can try to help keep up with the supervisors if they've completed it.

D. Operations Manager - Memorandum

Mr. Soriano stated I do want to go over a couple of community events. We just had our Christmas events after our last meeting before this. We did our cocoa with Andy Claus. They had a small group just timing wise. This one was much smaller than anything we've had in the past. Once I counted up all the extra tennis families that didn't quite pre-register but were coming because they were also helping out as volunteers, which is very helpful but added a lot of people, there was just under 150. We only had about 90 to 100 that pre-registered. So, this was our smallest group which was good though because we were able to purchase correctly for that. It's always tough when we do the low cost or even free events because we plan for something big. We have had this Santa Claus event in the past hit 400 or 500 people in this room. We do a full hot cocoa bar where they have all kinds of mix ins and all the cookies. A lot of times we just have dozens and dozens of cookies left over. So, this one was actually pretty well done where I think we only ended up having about nine or ten boxes left over. So, it worked out really well.

One of our lower cost events in comparison and tennis had a good time. So much so that this has been the second year, and they've asked to do it again next year. I'm good with it because they do bring along a lot of volunteers. Not just high school volunteers in the tennis program, but we also have some adult volunteers. A lot of the team players come out and help with cleaning up and bringing other residents in and they have a good time. So, if they're leading the charge, I'm pretty good with it. We'll let them do the Christmas event next year again. I did add them to the calendar. I've given you a tentative calendar there. I have not posted it yet. We have tried to add in a couple movies, but I think I would like to add in a couple more. We did at both sides increase the special events line slightly. So, I would like to utilize that. Movies are one everybody enjoys. As long as the weather's good we can actually add the movie. This last year was very tough at the pools. It seemed like we had to keep rescheduling and canceling. But we don't drop them out. We have to pay for our license, we have to use it. We get a year to use it. So, we just keep pushing off going back and forth. But those tend to be a little lower cost events. In fact, the most expensive thing we pay for is the license itself. Showing a movie like Disney or a new release movie might be \$350, \$400 these days just for the license, but that's still a low-cost event. Most of the time it's me setting it up. I might have one high school volunteer that helps out. Most of the time it's me and then I'm the one that's there until 11 o'clock at night cleaning up once everything's done. So, we don't really have a staff here. So, if I can squeeze in some more movies that's what we'll do. This is a tentative schedule but right now I think all of our dates are good. We did check with all the food trucks, make sure everything lined up there. We were trying to hear back from soccer and I-9 to make sure they didn't have anything special on these dates. But once we are finalized and I also get the say so from staff. So, Wanda and Susie are pretty big at planning too because they deal with these rooms or when it comes to a dive-in, making sure I have enough lifeguards and things like that. Once they're good with it, we'll post it on the website.

There was one thing that didn't get added to this I told you would be. It was just because Wanda and Susie were arguing about dates because we can't rent it out to somebody else if we're doing a district event, was the CPR first aid classes. So, we are going to send out an email because I guess today they ironed everything out and did let me know we have one class scheduled for January 25th and then one class was scheduled for February 28th. I didn't realize the 28th when I was telling our sister district. I thought it was just the one. But you got two

classes scheduled right here. Doesn't mean both will go. It depends on how many people sign up. Susie is an American Red Cross instructor, and I didn't realize American Red Cross was actually more expensive out of all of the certifications, so I am working with her to see if she can do a crossover with American Heart who is a little cheaper. It's about \$30 a certificate compared to \$50 for a community certification. So, for just a resident wanting to take a class I think that's going to deter them a little bit if they're more expensive to come in and make the certification. So, I'd rather have a cheaper company if I can. She would have to cross over and be added to that teaching cert. If we can get that done, she can offer them a little cheaper. The classes are only four hours for the residents. I don't know if that includes breaks or anything like that. I can't imagine a community CPR is four hours straight. But that's what the plan was.

Mr. Lanier stated what is the HOA involvement?

Mr. Soriano stated I put that note on there because I have talked to Rob in the past to get them involved with community events. Rob always tells me that they have a lot of money. They don't really have ownership of anything in Oakleaf. The district owns everything. So, a lot of it's the administrative that they deal with their expenses. I would like to see some more involvement on the social or community event side. He's mentioned before they would like to do that. It's just never really worked out. I don't know if it's because he wants to take more of a lead, but I did look at a couple of events like a Fourth of July that would be a bigger one and probably bring in a lot of residents. But I think that would be something that they could help out with and if they were willing to help a little more, whether it's monetary or they have staffing, that could be something we added to the schedule. Whether there's one event or two events. But I haven't given him this calendar yet and asked if there's anything he would specifically like to do. I think that is a big one to get them involved here finally. I've talked to him multiple times throughout the years. It just hasn't worked out.

Mr. Lanier stated do we have a like a 5k or anything like that? I'm wondering is that something that they could be involved in. Like you said, Fourth of July. I know it's hot, but early morning 5k run throughout the neighborhood, sort of stuff and have them promote it or something.

Mr. Soriano stated we can look at that. I did have contact with a company last year about doing a kids 5k. They were just interested in kids. I would like it to be more for everybody. But even starting off it's fine. But they were willing to do pretty much everything themselves. They're

coming in, they're running the chips and the timing system and everything. The biggest issue will be making sure that we can work with the county because to do a longer run we would need a permit for the roadways. The OSA has one over the bridge every year. Then of course, we just saw permitting for parades. So, it can be done. How easy it is may be a little different. But that is one I have looked into. If they want to help out with that, I think it should. I think the HOA should do a little more on the social side. Our polar plunge is planned right now for February 8th. Right now, I could have done it in January. Usually, I keep it to February because February tends to be the coldest month. But we've had a cold winter so far. One of our coldest actually.

Vice Chair Horton stated are we going to use the slide this time?

Mr. Soriano stated we can. We talked about that last year. Now that the slide is up and running, it's just timing of the event. Most people like to get in and out, but we can use that as a fun add in. We did that the first two or three years Oakleaf was open. Everybody would line up, go down the slide. That pool is a little colder. So, it is a little more tough if it's cold weather for the kids. But we can utilize it. Where last year we kind of got everything finished right when we were opening up.

Vice Chair Horton stated when you say Polar Plunge you say slide pool here.

Mr. Soriano stated just because we had talked about that last year. What we do right now is that everybody lines up, we do a countdown and jump in and they're usually ready to jump in, get fully wet. We do purchase little medals for them, things like that. They must be fully wet to get a medal. Then they get out and we have the hot cocoa bar, coffee for the adults and donuts and things like that. So, a lot of the residents are usually looking to hurry up and get in and get out. But like I said, that will make it a little colder, more of a challenge.

Vice Chair Horton stated seems like it'd be a fun thing to do.

Mr. Soriano stated we could try it out. On the operations and maintenance side, our playground units did come in. So, about a week after our meeting last time, I did get an email and a phone call from the company. If you recall, these were supposed to be quick ship. We did get a deal because we bought two units. Your sister district is already starting to repair theirs. They only have a couple compared to Double Branch. You have nine or 10 out there. But they're starting to do theirs now. They have three on this side. So, we bought two to get a great deal. But they were supposed to be quick ship at four months. This took seven months to get in there. Still faster than our Ellie the Elephant we bought a couple years ago. But, I warned that this time this

happened. But they called me and said, we got a unit that's been sitting in the warehouse here in Georgia ready to come down to you. So, the day before Christmas, we had a semi pull up and we had to unload everything. So, we have started that prepare process. If you've been out to Waverly, we sent out an email asking residents try to steer clear so that we can get everything replaced and repaired. Hopefully that'll take about another week, week and a half. Kind of dependent on weather. So, a day like today, we couldn't do any work. Definitely can't do concrete work that's way too cold or wet. So, weather might bother us a little bit. But the hope is now that everything's ready to go, keep it out there and get some air, we can put the other one up quicker.

Vice Chair Horton stated is that the only one we're doing this year?

Mr. Soriano stated right now and then repairs to the one at the amenity center. All the rubberized flooring, but so far, we've only purchased one. This purchase was on your last fiscal year. So even though we're getting it this year, this was your 2024 purchase. So not that I want to back them up, but if you are ready, we can start to bring numbers to you for our next one because we did talk about doing one every year. So, you're on a new year now. If we want to look at that, I just try to stay away from doing the install in July or August when it's 104 degrees out. If we could guarantee I could get one in a month or two, it would still be prime time to go ahead and get the next one.

Vice Chair Horton stated what would you do next?

Mr. Soriano stated I probably would do Fall Creek. That one is a big unit, but that's one that's been vandalized a lot. I can go out and update pictures. We did have a priority list, and that would be the next one on that original priority list, but I can go out and take a look and see if some have deteriorated worse. The ones at the amenity center are definitely bad because they're used more than the others. But like I said, the easiest way was to replace the flooring. So, we've got all new flooring coming and uprights, no new slides. The slide will be the old plastic that you saw before, but everything else will be new on this. So, I'll look at the neighborhood ones. If you want, I can update a picture there and go through a priority and see the change. But I think Fall Creek would probably be the next one.

Vice Chair Horton stated no rush. I'm just curious.

Mr. Soriano stated I can bring that back next month along with numbers, if you want to.

Chairperson Nelsen stated should we do the rest of the amenity center, since that's the one that gets the most complaints.

Mr. Soriano stated I just placed the order that was quite a few thousands.

Chairperson Nelsen stated yeah, but is there anything else that needs to be done?

Mr. Soriano stated we could look at the small one that's on the other side of the amenity center. You have the one that's on the side by the Cottages. That one's in a little better shape, but we could do that. That way both the ones that get the highest visibility will be updated. I can look at that. That is a smaller unit. So, if we were going to make a purchase, we would have to stay small.

Vice Chair Horton stated I'm just thinking if we're going to do like one a year, it takes 10 years to do it. I don't think some of them can go that far. So, you might want to maybe do a couple of them a year or something like that if they need to.

Mr. Soriano stated this will be our fifth coming up. We're making our way through that. But yeah, we can look at it. Like I said, you're on a new fiscal year, so if you'd like, I'll bring back numbers next month and I can update that priority list. But that might be the best, just because that's the one they see a little more. So, when people complain, there might be one out there that's got a little more rust and things that are breaking constantly. So, we just spend a lot of money to do the thermoplastic pieces on the one that's by my office. So, we could switch it around and do that. I'll bring that back next month. I'll leave it to you on what we want to purchase.

Vice Chair Horton stated well, if you already ordered parts for the one that's there now at the amenity center, you can move that one on the backside. Put a new one up if you want to.

Mr. Soriano stated we could but that's a lot of work too. I'm replacing floors. I wasn't taking out the upright, so this would require them to take out the uprights and move it. I can still do it. I'll bring it back next month and you guide me on what you would like to do for this year's replacement. It's not on the report because they just came in last month. I did tell you, at the end of summer we had our plumbers out because we were having some bad backup in the clubhouse and we had the place snaked and everything worked out well. A couple weeks ago I get a call from somebody that was renting the room, and it was backing up again. Problem with the backup is, it starts to flood in the bathroom, somebody clogs the toilet. It can't make it out to the sewage on the roadside. So, we have all these additional vents that are extra venting around the facility.

Some are out on the pavers as you walk through to the pools and there's multiple inside the bathrooms that are not near the toilet system. It's designed so it can let extra back out up and through and that's what we really seeing is a lot of backup of sewage water and material. So they came out and snaked again for me. But when they snaked, they did pull up some mulch and root material. When that happens, that usually means there's a break. So, they're estimating right now about 70ft away from the toilet that was clogged. That's in the lady's room, which when I walk, it kind of puts us right outside of the wall of the amenity center and into the front of the building there before we get to the cleanout plug. That's what I'm hoping that it's in an area that we can dig to. The plumbing company will give me a quote to do some digging and exploratory work to find this break. Now, if they can go backwards from the cleanout plug, that'll be easy to get. So, they'll give me an amount. That part I'm not worried about, it's the repair or if we find out the break is under the building, which means we have to dig through one of the floors, whether it's in the bathroom or Wanda or Lisa's office, right on that wall side. So just to forewarn you. Then they can give me a good quote on the idea of what to fix. I'll move forward from there because we can't have a continual backup. So, I can bring them out with snake every few months. It's easy. It's only a couple hundred bucks. But yeah, the problem is also is when somebody's renting it for a baby shower and they're dealing with something like that, it's pretty nasty. So, I don't like getting those calls on the weekends.

In front of you, I do have a couple of items for you. Most of this is just informational. VerdeGo was able to put together some nice renderings for us. This is the field house. We are going to play with this a little bit. If you notice, Chalon did add some areas. I don't want to just do those corners that are connected to the field house. So, in the pictures, you'll see some areas on the other side of the sidewalk where they've added some flowers. Those areas are going to get trampled. The kids run over those type of things so much. With us changing the fence around, if you've been out there, all the fencing is done. It's just the custom work is not done yet. So, I'm attaching fencing to the white column so it'll look like it's been there from the very beginning. That part's not finished yet. But all of the fencing all around is up. So that cuts people down from running in and out through that pine straw area. That's where all these plants are going to go. We can hopefully get something to grow if the kids aren't running on it. It sounded like everybody was on board with this, so this is something that I'm going to keep under my amounts that we will change some things here and there. As far as what type of plan, there were a couple things

that Chalon and I talked about might work better or change just because of where they're at, but that'll stay under my amount. So, unless there's any objections, I'm going to move forward with adding landscape. This will be a good size project.

Mr. Lanier stated should we maybe add landscaping parcels in a sense? Either the front or the back, see if it gets trampled with the new railing that's up. Instead of maybe looking at the whole thing, just do the back side of the field house that faces out to the soccer field, that sort of landscaping.

Mr. Soriano stated you want to do the corners first, or are you talking about this section that I was going to drop out?

Mr. Lanier stated the corners.

Mr. Soriano stated so you want to break up the corners just to make sure they don't get run over?

Mr. Lanier stated yeah.

Ms. Suchsland stated I would do the front side. The field side from the parking lot view first as a visual, because I know you get a lot of traffic, but the front side is your playground traffic as well. We don't have to do the very front corners, but it would be the two front corners of the field house and that would be a good visual and hopefully they would appreciate that and then we can continue on the backside.

Mr. Soriano stated we can most definitely break it up. It'll make it easier.

Ms. Suchsland stated it'll be easier to see and work around if you go ahead and approve the people/doggy fountain, because that was not in the rendering either.

Mr. Soriano stated that's already approved. So now I'm just waiting for it to come in. But that part in your picture here, the one in the front, that's the concession stand door. So, the doggy pot is going to be on that left corner. Right now, it looks like it would sit right in the middle of some of those azaleas. So, we'll move that landscaping design out a little bit so that the fountain can fit right there and we're not trampling around landscaping.

Vice Chair Horton stated are you going to put some kind of stones or something?

Mr. Soriano stated yeah, we can even do borders.

Ms. Suchsland stated we can modify. This is just something that we put together for ideas and stuff. But there are many more ideas that we can modify.

Vice Chair Horton stated let's talk about the fountain. You don't want to walk out there in a mud pit. Maybe pavers or something like that.

Mr. Soriano stated I can do concrete because we set it up for a dog fountain there, too, so there's going to be water down low, by their feet. So, once we cut through the other concrete, I can do a little pad that the fountain will attach to.

Mr. Lanier stated does that work for everybody?

Chairperson Nelsen stated it does. I just have one question. Have you used sago palms at parks before? Because they are poisonous to dogs.

Mr. Soriano stated that would be one that if we use them. Because there are sagos out there already.

Ms. Suchsland stated yeah, we're kind of matching the material.

Mr. Soriano stated that is a good point. So that'd be one that I wouldn't put on this backside, by the dog fountain. I don't want them there eating those little red berries.

Ms. Suchsland stated we put them on either side, not the front or the back.

Mr. Lanier stated is there any concern about the sagos and just the upkeep and how pokey they are?

Mr. Soriano stated yeah, we cut the ones back and we got some that are getting pretty big. There's one right on the corner as you're walking through that sidewalk on the outside of the pool in the office area. There's a big one right on the corner. We have to kind of constantly cut that.

Ms. Suchsland stated we can always do something different.

Mr. Lanier stated I'm just wondering at the field house with all the little kids that are running around there.

Ms. Suchsland stated it's the female that produces the berries of the sago. So, we can always use the male.

Mr. Lanier stated I'm worried about how pokey they are.

Mr. Soriano stated we keep them a little farther back. We're not doing a lot. Actually. I prefer more of the coonties.

Ms. Ambrosio stated I was going to say that, or that cardboard palm.

Mr. Soriano stated cardboard can be a little tough in the cold weather, but I like those too. In fact, it looks like in the picture, there's just one sago on each side far enough back.

Ms. Suchsland stated we can always do two camellia bushes, because you do have those out front as well. You have some over on this side, but out front. When you come out of your amenity center and look to your right, you have some camellia bushes and they look more like rose form, kind of like hibiscus, but they're rose formed. I think those would be very pretty there. They're shade tolerant. They're also sun tolerant. I think there'd be enough light there. But it's totally up to you.

Chairperson Nelsen stated I trust your guys to do and make it look good. I just was concerned about the doggies.

Mr. Soriano stated I'm definitely going to take out the one that's closer to the water fountain side.

Mr. Lanier stated I'm just worried about little Johnny running over there with the older sago that gets a little prickly.

Mr. Soriano stated it would be location. We have to make sure it's far enough back and like I said, that's when they get much bigger. We're not going to put them in at 4 or 5ft already. These are going to be a little smaller to start. But like I said, if you look at some of the big ones we have, there's one on the pool deck we've cut in half already.

Ms. Suchsland stated they're in the pool everywhere.

Mr. Soriano stated but that's the same way. You have to walk around it. The walkway's there, but in the summer, it gets so big that those pointy fronds stick out. Everybody's got to walk away around. We can only cut them so much before we look like we're traumatizing the poor trees, so we have gotten rid of some. So, we'll look at that location.

The other items are just updates for you. I'm still working with sign companies. I've reached out to a couple new smaller mom and pop companies to see if I can get some new ideas. The two big ideas I'm getting from companies like Giglio, the original large commercial companies that installed and built all of our signage everywhere are either painting the brick or the other option is to redo the signage, putting an all-new metal sign on there and changing around the bold design, things like that. But once you start doing that, they're talking \$10,000 or \$15,000 per sign. We have 13 of those signs out there. I didn't think this was the direction we wanted to go in that project. So, I'm looking for somebody else to give you some ideas. I'm not opposed to painting the brick, but I would like to see what that's going to look like on the different sign options that we have out there before we start moving forward. That one was one

of the main ideas from almost every company when they looked at the four-way fountain, was to paint the brick wall there.

Vice Chair Horton stated because of the water.

Mr. Soriano stated yeah, but then it was, how do we want to match all your other signs? We have all the same brick, yellow and red brick out there for all your entry signs everywhere. So, I do want some consistency too. Doesn't mean that we have to do everything the same. But trying to get some ideas and renderings that everybody would agree on is what I want. So, I'll keep you updated when a couple of these companies actually give me some of the pieces that I can pass along. I'm talking about just the red columns. We're talking about big yellow signs. We still have 13 of those out there. So that starts to add up and that wasn't something we had in our capital to redo anything like this. I'm waiting on written quotes for new fountains because that'll be part of the update to your waterfall sign at the front. We talked last time about possibly moving the smaller pond fountain that we have at the amenity center back there and putting in a larger fountain at the amenity center, which would be nice. Everybody likes large, but right now to get a larger seven horsepower put in, that's \$14,000. We spent seven on what we have now. That's a three and a half horsepower. So that is a good size. But then it's just for that one. When we talk about doing in the waterfalls, if I would make a little of that, we would just be purchasing a little one to match and have two of that on each side of the waterfall to make them look good. But that would be part of whatever idea somebody brings to you to make that waterfall look better. I can tell you I asked our two pool contractors. We have Crown Pools and I have another smaller guy that's been doing a lot of our work, Blue Solutions. You'll see their invoices in there for the last few months. Because these are small jobs, they've told me lots of times, we don't have time for the job, that's too small. You remember just getting them out to do the side repair was tough. But they ended up being the one to take that job, which I'm happy they were able to do that one. But Blue Solutions has been working with me a lot. I last spoke with them to look at your waterfall because we are starting to get uneven wear down. So that's where you see one side more water falls. The right has worn so much the left side isn't getting any. So, you have three sections. There's really no water falling on the left side. The only way to fix that is you have to resurface that section on the top. So, I'm going to need concrete work done on those three sections out there. So, the pool companies are the best for that. Getting everything level. I will reach out to some regular concrete guys to see what their pricing is. I've asked the

two pool contractors to look at that for me. That would be done as part of whatever update to that sign look that you have. The one I'm waiting on is I would like lighted letters. So, I want the lights shining down on the letters. I want the letters themselves to light up. Finding somebody to do that is a little harder. Most design companies you get these things that are kind of like the lit letters that are at Publix. That's not what I'm looking for there. I want epoxy lights that light up LED style and they're more solid and that's something that somebody has to fabricate. So, a little tougher to find a local signing company that can do that. But once I have those, I'll keep you updated. We've been looking at updating all of our signage and that's a big one.

Vice Chair Horton stated there's a light on the fountain right now in the lake.

Mr. Soriano stated yeah, there's three LED lights that sit on the fountain itself and shine up. We have to go out there every month and clean it. Unless there's any questions on some of those maintenance items, that's it for my report.

Vice Chair Horton stated it says you purchased some new lithium style batteries for the golf cart for security. Is the security using the golf cart now?

Mr. Soriano stated the battery is not installed. We just got those about a week ago, but that is the idea. I don't want the excuses before. They just weren't charging them up well a lot of times and I'd have to remind them how to charge them all the time. They do have to be charged every night. They would go out and be driving around and get stuck. So then after they pushed it once or twice, they don't want to get in the cart anymore. The first battery I installed is out here on our tennis cart and the nice part about it, it stays at 80% charge for two weeks at a time now. They should still be plugging it up every day. They only plug up for about an hour or two. This is one big battery, and it's got about three times the amperage that your six little batteries had. We actually got another deal. Our Trojan red tops that we buy for golf carts can be \$300 each. You have six batteries in each golf cart. So, I got a better deal on the new batteries. They're still expensive for one big battery. But overall, instead of buying all six of them at one time, this was cheaper to get one.

Vice Chair Horton stated I know that security didn't want to use it because it would die on them. Are they not using it at all?

Mr. Soriano stated they haven't been using it yet. So, this was a way to get rid of that excuse. We bought it for them. If not, my maintenance guys are happy to take it, but I've been holding them off. Every time something happens, they want to take that one out instead of the

gas cart. I want the security guard to come in and we bought it for them. So, they're going to use it once it's installed. I'll take care of that this week. Like I said, the first one was the tennis cart. We got their sweeper done last week. So that's what I want to do with the other cart. We did have one on each side the same way. So, they're not using the one over here either. So, I want them to use those carts.

Vice Chair Horton stated you're the boss. Tell them to use it. Where's that guy that showed up at one time out here? Is he still working nights or something?

Mr. Soriano stated they had told me last time they were going to try to alternate so when he couldn't come, she would come. I'll remind them of the schedule.

One more thing for you. It is that time of year. You have direct deposit. You have a company called Bamboo HR and you are doing your taxes and you need to log in and get copies. If you can't, let me know. I can reset a password or anything like that. If you need me to, I can print off your W-2. On that site you also find this, but I just printed it out for you. This is your payroll dates. You have in there your actual payroll and then the day that it's set up.

Chairperson Nelsen stated you're not going to love this, but I'd love to see some options for the four-way tower.

Mr. Soriano stated that's the one we talked about removing the spouts. But then what would we do with the overall design? That was the first one that the best suggestion from both sign companies was to cover the brick up because I can't even wash that cast out now. So, painting it white but then having new lettering on the outside or change it around, things like that. But then if we paint that fountain white, it doesn't really match the rest of your sign. So, as we're coming up with good ideas, but I think that's the route we're going to have to go.

Chairperson Nelsen stated I think so too, and you talked about using the colors for the workout center.

Mr. Soriano stated I am not much of an artist when it comes to that stuff, so I'm really trying to lean on the sign company.

Ms. Suchsland stated have you asked him if they can whitewash it?

Mr. Soriano stated we're still going to end up painting it probably, but I've pressure washed that a couple times now. We've been out there and ground it down and cut the calcium off the top layer. But it doesn't take long to bleed through. But I'll bring it back to the Board.

FIFTH ORDER OF BUSINESS

Audience Comments / Supervisor's Requests

Chairperson Nelsen stated when is our 6pm meeting?

Ms. Giles stated February. It's wrong on the agenda. I apologize for that.

Vice Chair Horton stated are we working on the track lighting?

Mr. Soriano stated yes, just scheduling. I'm waiting on the commercial electrician to come out. It wasn't happening over the holidays, so hopefully they can give me a date. That wasn't one that I could come up with another idea. I did find some nice solar options, but by the time we're done purchasing enough of them, it's going to be cheaper just to go ahead and do the digging and find the valve box.

Vice Chair Horton stated how about the pickleball lights? Put the three lights instead of the two.

Mr. Soriano stated we were working on them last week, if you saw the lift out there, we did have a problem. We prepped everything and we have all of our triple bull horns ready to mount. I don't know if it was because of the cold, but the last day the electrician was here on Friday, and I was with them. We couldn't get the lift to go above 21ft and they are 28-foot poles. I was told is that there's a limiter on it and that could have been a problem. The company I rent from is pretty good about not charging us for the entire week. We only needed it for two days even though we sat here because of that. They were supposed to come out today and test it for me, but the cold might be problem. So, they're leaving the lift here if it's warmer tomorrow, the day after the electrician comes in, it'll be finalized, but we have everything else.

Vice Chair Horton stated anything on security? No problems?

Mr. Soriano stated it's been quiet because it's been cold. There are less people out. We haven't had any issues this last month. I haven't had any major vandalism or anything like that. What I have gotten are a lot of reports of people hanging out in the parking lot after hours. That's about the only one I have. Most of the time they listen to security when they tell them they can't be here doing whatever they're doing in the car.

Vice Chair Horton stated is it in the one in the main parking lot?

Mr. Soriano stated most of the time in the back between the soccer fields and the elementary school.

Vice Chair Horton stated that's a good thing for a cart right there and shine the light on the car. It was mentioned by our county commissioner they were going to pave the roads on both

sides before Thanksgiving. I haven't seen anything happen. I don't know if anybody's been in touch with them.

Mr. Soriano stated they did tell me a couple months ago that Oakleaf Village Parkway got moved up. I wasn't given a date, so I wasn't told they were going to do this before the holidays or anything. That would be very helpful if it was done in the next couple months. But they did tell me it got moved up. That was because Oakleaf Village Parkway is not supposed to be done anytime soon. With all the development going on in that, they're usually waiting until the last minute. With the truck still driving through, you're going to have potholes and things like that. But they did say they agreed to move that up.

Vice Chair Horton stated the development in the back is just about done.

Mr. Soriano stated that's what public works is waiting on. That might be why it didn't get done yet. Like I said, they didn't give me a date. I can check in. But it was agreed that this would get moved up.

Vice Chair Horton stated she seemed to think it was going to happen, but I haven't seen anything happen yet.

SIXTH ORDER OF BUSINESS

Next Scheduled Meeting – February 10, 2025 @ 6:00 p.m. at the Plantation Oaks Amenity Center

SEVENTH ORDER OF BUSINESS

Adjournment

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

Secretary/Assistant Secretary

Chairman/Vice Chairman

B.

Double Branch
Community Development District

Unaudited Financial Reporting
December 31, 2024



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

	General Fund	Recreation Fund	Debt Service Fund	Capital Reserve Fund	Totals Governmental Funds
Assets:					
<u>Cash:</u>					
Operating Account	\$ 8,664	\$ 432,532	\$ -	\$ 127,614	\$ 568,810
Due from Other	25	137	-	-	162
Due from Middle Village	-	6,902	-	-	6,902
<u>Investments:</u>					
State Board of Administration (SBA)	14,137	101,181	-	1,316,691	1,432,009
Custody Account-General Fund Excess	206,482	1,845,820	-	81	2,052,382
<u>Series 2013 A-1</u>					
Reserve	-	-	868,806	-	868,806
Revenue	-	-	2,396,609	-	2,396,609
Prepayment	-	-	269	-	269
<u>Series 2013 A-2</u>					
Reserve	-	-	95,634	-	95,634
Assessments Receivable	2,924	34,064	31,166	-	68,154
Deposits	-	4,583	-	-	4,583
Total Assets	\$ 232,232	\$ 2,425,219	\$ 3,392,484	\$ 1,444,386	\$ 7,494,321
Liabilities:					
Accounts Payable	\$ 1,904	\$ 15,123	\$ -	\$ 12,587	\$ 29,614
Accrued Expenditures	-	8,132	-	-	8,132
Total Liabilities	\$ 1,904	\$ 23,256	\$ -	\$ 12,587	\$ 37,747
Fund Balance:					
Nonspendable:					
Deposits	\$ -	\$ 4,583	\$ -	\$ -	\$ 4,583
Restricted for:					
Debt Service - Series	-	-	3,392,484	-	3,392,484
Assigned for:					
Capital Reserve Fund	-	-	-	1,431,799	1,431,799
Unassigned	230,328	2,397,380	-	-	2,627,708
Total Fund Balances	\$ 230,328	\$ 2,401,964	\$ 3,392,484	\$ 1,431,799	\$ 7,456,574
Total Liabilities & Fund Balance	\$ 232,232	\$ 2,425,219	\$ 3,392,484	\$ 1,444,386	\$ 7,494,321

Double Branch

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending December 31, 2024

	Adopted Budget	Prorated Budget Thru 12/31/24	Actual Thru 12/31/24	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 184,075	\$ 175,090	\$ 175,090	\$ -
Interest Income	2,500	625	728	103
Total Revenues	\$ 186,575	\$ 175,715	\$ 175,818	\$ 103
Expenditures:				
<u>General & Administrative:</u>				
Supervisor Fees	\$ 12,000	\$ 3,000	\$ 2,600	\$ 400
FICA Expense	918	230	199	31
Engineering	5,000	1,250	1,695	(445)
Arbitrage	700	-	-	-
Dissemination	1,798	449	449	(0)
Assessment Roll	9,227	9,227	9,227	0
Attorney	42,000	10,500	5,205	5,295
Annual Audit	5,400	-	-	-
Trustee Fees	9,500	3,409	3,409	-
Management Fees	72,865	18,216	18,216	0
Information Technology	2,407	602	602	(0)
Telephone	600	150	49	101
Postage	2,000	500	133	367
Printing	2,500	625	151	474
Insurance	10,556	10,556	10,268	288
Legal Advertising	2,800	700	209	492
Office Supplies	200	50	10	40
Website Compliance	2,809	702	702	0
Dues, Licenses & Subscriptions	175	175	175	-
Other Current Charges	120	30	10	20
Capital Reserve Funding	3,000	-	-	-
Total General & Administrative Expenditures	\$ 186,575	\$ 60,371	\$ 53,310	\$ 7,061
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$ 115,343	\$ 122,508	\$ (6,958)
Net Change in Fund Balance	\$ -	\$ 115,343	\$ 122,508	\$ (6,958)
Fund Balance - Beginning	\$ -		\$ 107,820	
Fund Balance - Ending	\$ -		\$ 230,328	

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

	Adopted Budget	Prorated Budget Thru 12/31/24	Actual Thru 12/31/24	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 2,144,534	\$ 2,039,851	\$ 2,039,851	\$ -
Interest Income	25,000	6,250	6,780	530
Amenities Revenue/Miscellaneous	25,000	6,250	4,790	(1,460)
Sports Revenue	30,000	7,500	-	(7,500)
Total Revenues	\$ 2,224,534	\$ 2,059,851	\$ 2,051,421	\$ (8,430)
Expenditures:				
Administrative:				
Management Fees - On Site Staff	\$ 233,919	\$ 58,480	\$ 58,480	\$ (0)
Insurance	141,137	141,137	119,739	21,398
Other Current Charges	3,500	875	381	494
Permit Fees	1,625	406	781	(375)
Subtotal Administrative	\$ 380,181	\$ 200,898	\$ 179,381	\$ 21,517
Maintenance:				
Security	\$ 111,280	\$ 27,820	\$ 27,498	\$ 322
Security - Clay County Off-Duty Sheriff	47,304	11,826	13,835	(2,009)
Water - Irrigation	15,000	3,750	5,069	(1,319)
Irrigation Maintenance	5,000	1,250	-	1,250
Streetlighting	32,000	8,000	6,915	1,085
Electric	36,000	9,000	10,405	(1,405)
Landscape Maintenance	507,134	126,784	118,236	8,547
Common Area Maintenance	75,000	18,750	11,250	7,500
Lake Maintenance	31,000	7,750	6,510	1,240
Capital Reserve Funding	428,079	-	-	-
Subtotal Maintenance	\$ 1,287,796	\$ 214,929	\$ 199,718	\$ 15,211

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

	Adopted Budget	Prorated Budget Thru 12/31/24	Actual Thru 12/31/24	Variance
<i>Recreation Facility:</i>				
Amenity Staff	\$ 150,500	\$ 37,625	\$ 26,559	\$ 11,066
Refuse Services	19,000	4,750	5,326	(576)
Telephone	8,500	2,125	2,347	(222)
Electric	29,000	7,250	7,697	(447)
Cable	9,707	2,427	2,461	(35)
Pool Maintenance	39,000	9,750	9,841	(91)
Water / Sewer/Reclaim	48,000	12,000	8,930	3,070
Facility Maintenance-General	75,000	18,750	11,250	7,500
Facility Maintenance-Preventative	10,000	2,500	335	2,165
Facility Maintenance - Contingency	40,000	10,000	1,800	8,200
Lighting Repairs	9,500	2,375	1,340	1,035
Special Events	10,250	2,563	2,381	182
Office Supplies & Equipment	1,400	350	13	337
Janitorial	70,200	17,550	15,450	2,100
Recreation Passes	4,000	1,000	368	632
Pool Leak Repairs	2,500	625	-	625
Multiuse Field	30,000	7,500	-	7,500
Subtotal Recreation Facility	\$ 556,557	\$ 139,139	\$ 96,099	\$ 43,040
Total Expenditures	\$ 2,224,534	\$ 554,967	\$ 475,198	\$ 79,768
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$ 1,504,884	\$ 1,576,223	\$ (88,198)
Net Change in Fund Balance	\$ -	\$ 1,504,884	\$ 1,576,223	\$ (88,198)
Fund Balance - Beginning	\$ -		\$ 825,741	
Fund Balance - Ending	\$ -		\$ 2,401,964	

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 December 31, 2024

	Adopted Budget	Prorated Budget Thru 12/31/24	Actual Thru 12/31/24	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 1,976,742	\$ 1,866,260	\$ 1,866,260	\$ -
Interest Income	10,000	10,000	20,935	10,935
Total Revenues	\$ 1,986,742	\$ 1,876,260	\$ 1,887,194	\$ 10,935
Expenditures:				
<i>Series 2013 A-1</i>				
Interest 11/1	\$ 294,788	\$ 294,788	\$ 294,788	\$ -
Interest 5/1	294,788	-	-	-
Principal 5/1	1,170,000	-	-	-
<i>Series 2013 A-2</i>				
Interest 11/1	41,400	41,400	41,400	-
Interest 5/1	41,400	-	-	-
Principal 5/1	110,000	-	-	-
Total Expenditures	\$ 1,952,375	\$ 336,188	\$ 336,188	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ 34,367	\$ 1,540,072	\$ 1,551,007	\$ 10,935
Net Change in Fund Balance	\$ 34,367	\$ 1,540,072	\$ 1,551,007	\$ 10,935
Fund Balance - Beginning	\$ 850,479		\$ 1,841,477	
Fund Balance - Ending	\$ 884,846		\$ 3,392,484	

Double Branch

Community Development District

Capital Reserve Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending December 31, 2024

	Adopted Budget	Prorated Budget Thru 12/31/24	Actual Thru 12/31/24	Variance
Revenues				
Transfer In from General Fund	\$ 3,000	\$ -	\$ -	\$ -
Transfer In from Recreation Fund	428,079	-	-	-
Interest	3,000	3,000	16,130	13,130
Total Revenues	\$ 434,079	\$ 3,000	\$ 16,130	\$ 13,130
Expenditures:				
Repairs & Replacements	\$ 500,000	\$ 125,000	\$ 53,117	\$ 71,883
Total Expenditures	\$ 500,000	\$ 125,000	\$ 53,117	\$ 71,883
Excess (Deficiency) of Revenues over Expenditures	\$ (65,921)		\$ (36,987)	
Net Change in Fund Balance	\$ (65,921)		\$ (36,987)	
Fund Balance - Beginning	\$ 1,470,985		\$ 1,468,786	
Fund Balance - Ending	\$ 1,405,064		\$ 1,431,799	

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 2025 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	184,060.31	2,144,362.91	4,290,301.37
TOTAL ASSESSED	45,481	1,961,878.15	184,060.31	2,144,362.91	4,290,301.37

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	11/07/24	8,608.31	807.62	9,409.02	18,824.95
2	11/13/24	46,301.67	4,343.95	50,608.44	101,254.06
3	11/26/24	111,207.68	10,433.33	121,551.69	243,192.70
4	12/06/24	1,609,281.97	150,980.30	1,758,969.87	3,519,232.14
5	12/19/24	59,694.58	5,600.45	65,247.09	130,542.12
6	01/27/25	31,165.56	2,923.90	34,064.43	68,153.89
		-	-	-	
		-	-	-	
		-	-	-	
		-	-	-	
		-	-	-	
		-	-	-	
		-	-	-	
		-	-	-	
TOTAL TAX ROLL RECEIPTS		1,866,259.77	175,089.55	2,039,850.54	4,081,199.86

PERCENT COLLECTED	DEBT	O&M	TOTAL
TOTAL PERCENT COLLECTED	95.13%	95.13%	95.13%

D.

Double Branch

Community Development District

Check Run Summary

January 31, 2025

Fund	Date	Check No.	Amount
General Fund			
Accounts Payable	1/10/25	1839-1840	\$ 6,813.60
	1/28/25	1841-1842	1,054.00
		<u>Sub-Total</u>	<u>\$ 7,867.60</u>
Recreation Fund			
Accounts Payable	1/10/25	7661-7669	\$ 90,413.69
	1/28/25	7670-7675	1,101.25
		<u>Sub-Total</u>	<u>\$ 91,514.94</u>
Capital Reserve Fund			
Accounts Payable	1/10/25	323-329	\$ 13,566.91
		<u>Sub-Total</u>	<u>\$ 13,566.91</u>
Total			\$ 112,949.45

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
1/10/25	00035	1/01/25	2472	202501	310	51300	34000		JAN MANAGEMENT FEES	*	6,072.08		
1/01/25		2472		202501	310	51300	52000		JAN WEBSITE ADMIN	*	234.08		
1/01/25		2472		202501	310	51300	35100		JAN INFO TECH	*	200.58		
1/01/25		2472		202501	310	51300	31300		JAN DISSEM AGENT SRVCS	*	149.83		
1/01/25		2472		202501	310	51300	51000		OFFICE SUPPLIES	*	.45		
1/01/25		2472		202501	310	51300	42000		POSTAGE	*	49.93		
1/01/25		2472		202501	310	51300	42500		COPIES	*	26.85		
1/01/25		2472		202501	310	51300	41000		TELEPHONE	*	3.55		
GOVERNMENTAL MANAGEMENT SERVICES											6,737.35	001839	
1/10/25	00111	1/02/25	25-00001	202501	310	51300	48000		NTC OF BOS MTG 1/2	*	76.25		
JACKSONVILLE DAILY RECORD											76.25	001840	
1/28/25	00113	1/10/25	3511542	202412	310	51300	31500		DEC GENERAL SERVICES	*	814.00		
KUTAK ROCK LLP											814.00	001841	
1/28/25	00116	1/13/25	192497	202412	310	51300	31100		DEC ENGINEERING SERVICES	*	240.00		
MATTHEWS DESIGN GROUP LLC											240.00	001842	
TOTAL FOR BANK A											7,867.60		
TOTAL FOR REGISTER											7,867.60		

Governmental Management Services, LLC
 475 West Town Place, Suite 114
 St. Augustine, FL 32092

Invoice

Invoice #: 2472
Invoice Date: 1/1/25
Due Date: 1/1/25
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 - January 2025		6,072.08	6,072.08
Website Administration - January 2025		234.08	234.08
Information Technology - January 2025		200.58	200.58
Dissemination Agent Services - January 2025		149.83	149.83
Office Supplies		0.45	0.45
Postage		49.93	49.93
Copies		26.85	26.85
Telephone		3.55	3.55

RECEIVED
 JAN 04 2025
 BY: _____

Total	\$6,737.35
Payments/Credits	\$0.00
Balance Due	\$6,737.35

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

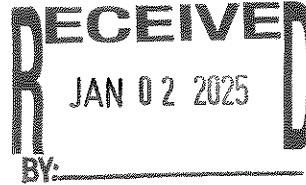
P.O. Box 1769
Jacksonville, FL 32201
(904) 356-2466

INVOICE

January 2, 2025

Date

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



Serial #	<u>25-00001C</u>	PO/File #	_____	\$76.25
				Payment Due
	Notice of Meeting of the Board of Supervisors			
	_____			\$76.25
	Double Branch Community Development District			Publication Fee

Case Number	_____			Amount Paid
Publication Dates	<u>1/2</u>			
County	<u>Clay</u>			

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

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

If your payment is being
mailed, please reference
Serial # 25-00001C on your
check or remittance advice.

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

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

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

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

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

Notice is hereby given that the Board of Supervisors of the Double Branch Community Development District is scheduled to be meet on **Monday, January 13, 2025**, 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

Jan. 2 00 (25-00001C)

KUTAK ROCK LLP

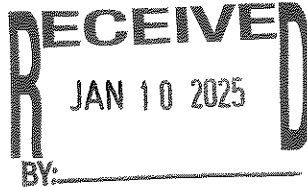
TALLAHASSEE, FLORIDA

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

January 10, 2025



Check Remit To:

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Reference: Invoice No. 3511542

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. 3511542

5323-1

Re: General

For Professional Legal Services Rendered

12/01/24	M. Eckert	0.10	38.00	Prepare for board meeting
12/03/24	M. Eckert	0.30	114.00	Prepare for board meeting
12/09/24	K. Buchanan	1.50	510.00	Prepare for and attend board meeting
12/27/24	M. Eckert	0.40	152.00	Review draft minutes and provide comments
TOTAL HOURS		2.30		
TOTAL FOR SERVICES RENDERED				\$814.00
TOTAL CURRENT AMOUNT DUE				<u>\$814.00</u>

Project Manager Alex Acree



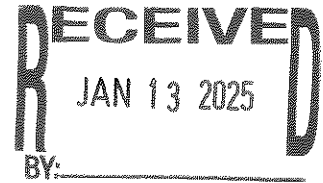
Governmental Management Services
Marilee Giles
475 West Town Place
St. Augustine, FL 32092

January 13, 2025
Invoice # 192497

Project 0000021873.0000 Double Branch CDD

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

- CDD Conference Call
- Updates to 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 December 31, 2024

Phase 0001 Engineering Services

	Hours	Rate	Amount	
Sr. Construction Inspector	1.00	210.00	210.00	
Project Administrator	.25	120.00	30.00	
Total Labor				240.00
			Total Due:	240.00

Billed to Date

	Current Due	Prior Billed	Billed to Date
Labor	240.00	10,392.50	10,632.50
Unit	0.00	12.12	12.12
Totals	240.00	10,404.62	10,644.62

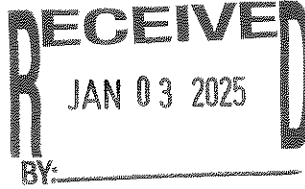
CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
1/10/25	00064	1/02/24 3071	202501 600-53800-62100	INSTALL CHLORINE FEEDER BLUE SOLUTIONS INC	*	980.00	980.00 000323
1/10/25	00070	12/17/24 33761	202412 600-53800-62100	DEC PREVENTATIVE MAINT ALLWAYS IMPROVING LLC DBA	*	344.72	344.72 000324
1/10/25	00035	12/27/24 2474	202411 600-53800-62100	NOV REPAIR/REPLACEMENT GOVERNMENTAL MANAGEMENT SERVICES	*	1,634.11	1,634.11 000325
1/10/25	00035	12/27/24 2473	202412 600-53800-62100	MAINTENANCE SUPPLIES GOVERNMENTAL MANAGEMENT SERVICES	*	949.49	949.49 000326
1/10/25	00072	12/17/24 1724088	202412 600-53800-62100	PUT FISH IN THE PONDS THE LAKE DOCTORS, INC.	*	3,200.00	3,200.00 000327
1/10/25	00017	12/16/24 84099627	202412 600-53800-62100	JANITORIAL SUPPLIES THE HOME DEPOT PRO	*	909.06	909.06 000328
1/10/25	00065	12/18/24 12182024	202412 600-53800-62100	DOGGY & ME FOUNTAIN HIGHLAND PRODUCTS GROUP LLC DBA	*	5,549.53	5,549.53 000329
TOTAL FOR BANK C						13,566.91	
TOTAL FOR REGISTER						13,566.91	

Governmental Management Services, LLC
 475 West Town Place, Suite 114
 St. Augustine, FL 32092

Invoice

Invoice #: 2474
 Invoice Date: 12/27/24
 Due Date: 12/27/24
 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 Maintenance November 1 - November 30, 2024		13,459.11	13,459.11
Code to:			
Double Branch Facility Maintenance			
2.320.572.46600 (\$5,000.00)			
Double Branch Facility Maintenance Contingency			
2.320.572.46620 (\$800.00)			
Double Branch Lighting Repairs			
2.320.572.46630 (\$550.00)			
Double Branch Common Area Maintenance			
2.320.572.46400 (\$5,000.00)			
Double Branch Special Events			
2.320.572.49400 (\$475.00)			
Double Branch Repair/Replacement			

34.600.53800.6200 (\$1,634.11)			
Total			\$13,459.11
Payments/Credits			\$0.00
Balance Due			\$13,459.11

\$11,825.00

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
11/1/24	2.05	T.C.	Put up garage sale signs
11/1/24	2	B.G.	Installed last two signs at the soccer field
11/1/24	1.17	J.K.	Yard sale signs around community
11/1/24	7.67	A.J.	Cleaned courts and pool deck, removed debris from roadside
11/4/24	2	T.C.	Cleaned behind and around dumpster
11/4/24	4	J.K.	Picked up yard sale signs, cleaned out behind dumpster
11/4/24	7.68	A.J.	Cleaned courts and pool deck, removed debris on soccer field and roadside
11/5/24	8	T.C.	Repaired broken bench at park, replaced lights at Cannons Point Entrance, fixed vinyl fence around community, picked up supplies
11/5/24	7	B.G.	Removed benches at field house and stored at shop, lifted garage bin to add a new bag, changed two signs board lights units with new ones, installed missing vinyl fence panel throughout community
11/5/24	7.73	J.K.	Replaced Cannons Point lights, took out benches at field house put bolts on wood bench at Waverly, changed trash receptacles at Waverly, fixed vinyl fence around Loop Road and Cannons Point
11/5/24	7.22	A.J.	Removed debris from roadside
11/6/24	4	T.C.	Changed light and GFI at other Cannons Point entrance, cleaned and filled fountain by office, picked up supplies
11/6/24	5	B.G.	Changed out light fixtures at other entry of Cannon Point, replaced bulb on light and changed GFI, put GFI cover on, vinyl fence inspection, fix and replaced pickets
11/6/24	5	J.K.	Changed out light fixture on other entry of Cannons Point and replaced bulb on the second light, changed out GFI and put GFI cover on, vinyl fence inspection, fix and replaced picket
11/6/24	7.68	A.J.	Cleaned courts, removed debris from roadside, saved turtle from road
11/7/24		T.C.	Light inspection at all entrance signs and replaced as needed, picked up supplies
11/7/24	4	B.G.	Light inspection at neighborhood entry signs and brick columns
11/7/24	3.56	J.K.	Light inspection at columns and neighborhood entry signs
11/7/24	7.65	A.J.	Removed debris from all common areas and roadside
11/8/24	4	T.C.	Re-dug holes for movie screen, set up movie screen, cut limbs away from movie screen for movie night
11/8/24	3	B.G.	Setting up screen for movie night
11/8/24	3.62	J.K.	Set up new movie screen, cut some limbs and dug new placement for poles
11/8/24	7.73	A.J.	Cleaned courts and pool deck, removed debris from roadside, prep for movie night
11/11/24	2	T.C.	Removed debris around track
11/12/24	8	T.C.	Took down from attic and put up angel tree at fitness center, installing new gate locks around pool deck
11/12/24	7.32	J.K.	Took down angel tree, replaced gate locks on pool deck
11/12/24	7.73	A.J.	Clean court and behind fitness center, cleaned pool deck and removed wasps nest, removed debris from roadside
11/13/24	2	B.G.	Took Christmas tree from lifeguard shack to put up fitness center
11/13/24	7.72	A.J.	Removed debris from all common areas and roadside
11/14/24	6	B.G.	Installing signs at Oakside Drive, Waverly and Oakleaf Village Drive
11/14/24	7.63	A.J.	Removed debris from all common areas and roadside
11/15/24	2	T.C.	Cleaned and restarted waterfall fountain at entrance
11/15/24	7.7	A.J.	Cleaned courts and exterior of fitness center, cleaned pool deck, removed debris from roadside
11/18/24	2	B.G.	Put up picket fence board that was missing at Elementary School
11/18/24	6.3	A.J.	Cleaned courts, removed debris from fields and roadside
11/19/24	8	B.G.	Hanging up Christmas lights
11/19/24	7.7	J.K.	Put up Christmas lights by fitness center and breezeway
11/19/24	7.73	A.J.	Removed debris from all common areas and roadside
11/20/24	7.72	A.J.	Cleaned courts and pool deck, removed debris from roadside
11/21/24	8	T.C.	Put up Christmas light at Fitness Center, put up turkeys for turkey shoot, picked up supplies
11/21/24	6	B.G.	Hanging lights, ran cords, tested lights
11/21/24	6	J.K.	Finished putting up lights, ran cords and tested Christmas lights
11/21/24	7.72	A.J.	Cleaned courts, removed debris from roadside
11/22/24	8	T.C.	Put up Christmas lights at amenity center, picked up supplies
11/22/24	8	B.G.	Women's bathroom replacing leaking faucet at fitness center, hanging Christmas lights at fitness center
11/22/24	7	J.K.	Hanging lights and moved some around at office and fitness center
11/22/24	6.43	A.J.	Cleaned courts, removed debris from roadside

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
11/25/24	4	T.C.	Put up Christmas lights, picked up supplies
11/25/24	8	B.G.	Double Branch entry pillars installing GFI, hanging lights at waterfall
11/25/24	7.33	J.K.	Light inspection at Oakleaf entrance by columns, changed out GFI, hanging Christmas lights
11/25/24	7.67	A.J.	Cleaned courts and back of fitness center, cleaned pool deck and removed wasp nests, removed debris from roadside
11/26/24	8	B.G.	Test and put out Christmas lights, put out power for trees at Oakleaf entrance, ran extension cord and make sure it worked when powered
11/26/24	7.57	J.K.	Test and put out Christmas lights, put out poles for trees at Oakleaf entrance and run extension cord, made sure they worked when powered
11/26/24	7.08	A.J.	Cleaned courts and behind fitness center, removed debris from roadside
11/27/24	4	T.C.	Put up Christmas lights, picked up supplies
11/27/24	4	B.G.	Hanging Christmas lights and hanging cords
11/27/24	3.08	J.K.	Finish running extension cords at entrance and finished wrapping two big trees in front of fitness center
11/27/24	7.53	A.J.	Cleaned courts and pool deck, removed debris from roadside
TOTAL	<u><u>334.72</u></u>		
MILES	<u><u>158</u></u>		

*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

Governmental Management Services, LLC
475 West Town Place, Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 2471
Invoice Date: 1/1/25
Due Date: 1/1/25
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 - January 2025		19,493.25	19,493.25

RECEIVED
JAN 07 2025
BY: _____

Alison Moring
1-6-25

Total	\$19,493.25
Payments/Credits	\$0.00
Balance Due	\$19,493.25

Governmental Management Services, LLC
475 West Town Place, Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 2475
Invoice Date: 1/2/25
Due Date: 1/2/25
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 December 28, 2024 2.300.369.103	4.5	25.00	112.50

RECEIVED
JAN 02 2025
BY: _____

Total	\$112.50
Payments/Credits	\$0.00
Balance Due	\$112.50

1/2/25
[Signature]

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>
4.5	Facility Event Staff	\$ 25.00	\$ 112.50

Covers Period End: December 28, 2024

Amenities Revenue # 2.300.369.103

MAKE CHECK PAYABLE TO:



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

PLEASE FILL OUT BELOW IF PAYING BY CREDIT CARD



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	1/2/2025	\$2,170.00

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

00000000019082001000000023946600000021700059

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

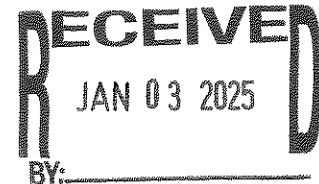
DOUBLE BRANCH CCD/OAKLEAF PL 8664 OAKLEAF VILLAGE PKWY, JACKSONVILLE, FL ORANGE PARK, FL
Invoice Due Date **1/11/2025** Invoice **239466B** PO #

Invoice Date	Description	Quantity	Amount	Tax	Total
1/1/2025	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: \$5370.00

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

I N V O I C E

PAULA'S PEST CONTROL
1548 Glendale St,
Jacksonville, Fla 32205
904-476-3866

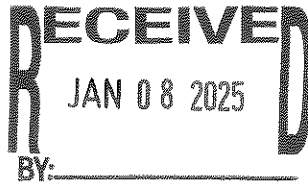
INVOICE: 48497 QT
DATE: 01/08/25 09:30a
ACCOUNT: 1031 Oakleaf
ROUTE: 0
LAST: 10/9/24 Paula
Paula Douglas

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

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

904-375-9285 wanda 904-894-8380

DESCRIPTION	QTY	PRICE	AMOUNT
General Pest Control PEST		155.00	155.00
		SUBTOTAL	155.00
		PREVIOUS BALANCE	0.00
		TOTAL DUE	155.00



PLEASE KEEP FULL INVOICE FOR YOUR RECORDS

EFFECTIVE NOVEMBER 1, 2011
Make Checks payable to:

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

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

THANK YOU FOR YOUR BUSINESS!
HAVE A WONDERFUL DAY!

Serviced By:

PAULA DOUGLAS
Ph# 904-476-3866



Invoice

Date
Invoice#

1/1/2025
131295626426

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

Terms	Net 20
Due Date	1/21/2025
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

Save in 2025 by prepaying your annual amount. Customers who prepay for 2025 by 12/31/2024 will receive a 5% discount on their annual rate. Contact ar@poolsure.com and request your 2025 annual invoice.

LATE FEE: This constitutes notice under the truth in lending act that any accounts remaining unpaid after the due date are subject to 1 1/2% per month late charge and attorney fees

Item	Description	Qty	Units	Amount
	Water Management Flat Billing Rate	1	ea	\$3,330.90
Fuel Surcharge	Fuel/Environmental Transit Fee	1	ea	\$108.18

Subtotal \$3,439.08

Tax \$0.00

Total \$3,439.08

Amount Paid/Credit Applied \$0.00

Balance Due \$3,439.08

RECEIVED
DEC 23 2024
BY: _____



131295626426

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

Invoice

Invoice #: 367
Invoice Date: 1/1/2025
Due Date: 1/1/2025
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 - January 2025		5,150.00	5,150.00

RECEIVED
JAN 07 2025
BY: _____

Alison Mossing
1-6-25

Total \$5,150.00

Payments/Credits \$0.00

Balance Due \$5,150.00



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 # 10687
DATE 01/01/2025
DUE DATE 01/31/2025
TERMS End of the month

SERVICE MONTH
 January

ACTIVITY	QTY	RATE	AMOUNT
Dedicated Officer I	326	28.29	9,222.54T
APPROVED Code to: Double Branch Security 2-320-572-345	-20	28.29	-565.80T
SUBTOTAL			8,656.74
TAX			0.00
TOTAL			8,656.74
BALANCE DUE			\$8,656.74

RECEIVED
 JAN 03 2025
 BY: _____



Invoice

Invoice #: 19688

Date: 01/02/25

Customer PO:

DUE DATE: 02/01/2025

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
#19622 - Standard Maintenance Contract 2025 January 2025	\$39,412.12

Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE **\$39,412.12**

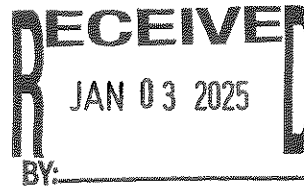
Please See Our
Updated Remittance
Information

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

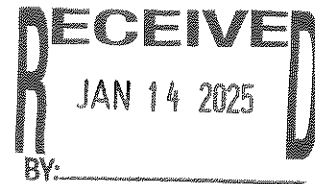
From: Oakleaf Venues venuereals@oakleafresidents.com
Subject: DBCDD refund of deposit request - BETHANY BRYAN
Date: January 14, 2025 at 3:58 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



Good afternoon, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD – for the following venue.
 - LOCATION – OVCR aka CLUBROOM (SATURDAY) 10:00 A.M. to 2:00 P.M.
 - DATE OF VENUE – JANUARY 11, 2025
 - RESIDENT – BETHANY BRYAN
 - ADDRESS – 3286 HIGHLAND MILL LANE, ORANGE PARK, FL 32065
 - AMOUNT OF REFUND - \$100.00
 - BOOKING FEE/DEPOSIT was via VISA(3088):
 - DATED: 9/18/24
 - SEQ#: 3
 - BATCH#: 1230
 - INVOICE#: 3
 - APPROVAL CODE: 010332
 - 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 January 29 - 30, 2025.

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
venuereals@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	01/09/2025	635	\$0.00	01/24/2025	\$1,165.00

LAST PAYMENT DATE	LAST PAYMENT AMOUNT	PAST DUE AMOUNT	ACCOUNT BALANCE
01/03/2025	\$612.50	\$0.00	\$300.00

DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
OFF DUTY ADMIN DECEMBER 2024	156.00	\$5.000000	EACH	\$780.00	\$0.00	\$0.00	\$780.00
OFF DUTY SCHEDULING FEE	1.00	\$385.000000	EACH	\$385.00	\$0.00	\$0.00	\$385.00
Invoice Total:							\$1,165.00

$\$390.00 + \$192.50 = \$582.50$

RECEIVED
 JAN 14 2025
 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	01/09/2025
Invoice Number	635
Customer Number	30
Amount Paid	
Due Date	01/24/2025
Invoice Total Due	\$1,166.00

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

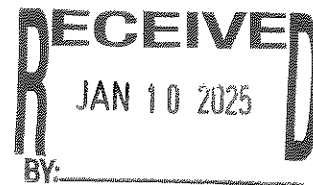
From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - DeANDREA HARRIS
Date: January 10, 2025 at 5:38 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amosing@gmstnn.com



Good afternoon, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD – for the following venue.
 - LOCATION – OVCR aka CLUBROOM (SUNDAY) 12:30 P.M. to 4:30 P.M.
 - DATE OF VENUE – DECEMBER 22, 2024
 - RESIDENT – DeANDREA HARRIS
 - ADDRESS – 503 RYKER WAY, **ORANGE PARK, FL 32065**
 - AMOUNT OF REFUND - \$100.00
 - BOOKING FEE/DEPOSIT was via VISA(1488):
 - DATED: 11/25/24
 - SEQ#: 5
 - BATCH#: 1265
 - INVOICE#: 5
 - APPROVAL CODE: 192579
 - 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 January 29 - 30, 2025.

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

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www.oakleafresidents.com

Governmental Management Services

www.OakLeafResidents.com

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Governmental Management Services, LLC
475 West Town Place, Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 2478
Invoice Date: 1/14/25
Due Date: 1/14/25
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 January 11, 2025 2.300.369.103	4.75	25.00	118.75

RECEIVED
JAN 14 2025
BY: _____

Total	\$118.75
Payments/Credits	\$0.00
Balance Due	\$118.75

1/14/25
CTM

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: January 11, 2025

Amenities Revenue # 2.300.369.103

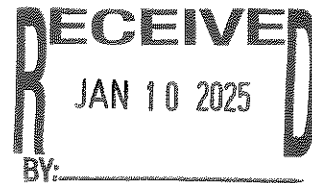
From: Oakleaf Venues venuere rentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - JOEL JOHNSON
Date: January 10, 2025 at 5:36 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amosing@gmstnn.com



Good afternoon, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD – for the following venue.
 - LOCATION – OVCR aka CLUBROOM (SATURDAY) 7:00 P.M. to 11:00 P.M.
 - DATE OF VENUE – DECEMBER 14, 2024
 - RESIDENT – JOEL JOHNSON
 - ADDRESS – 3846 SPLENDID OAKS COURT, **ORANGE PARK, FL 32065**
 - AMOUNT OF REFUND - \$100.00
 - BOOKING FEE/DEPOSIT was via VISA(6425):
 - DATED: 11/18/24
 - SEQ#: 6
 - BATCH#: 1262
 - INVOICE#: 6
 - APPROVAL CODE: 192579
 - 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 January 29 - 30, 2025.

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

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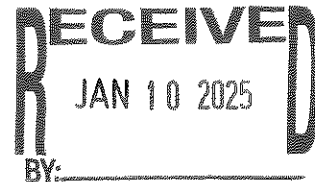
From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - YASMINE SALEM
Date: January 10, 2025 at 5:41 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amosing@gmstnn.com



Good afternoon, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD – for the following venue.
 - LOCATION – OVCR aka CLUBROOM (SUNDAY) 2:00 P.M. to 6:00 P.M.
 - DATE OF VENUE – JANUARY 5, 2025
 - RESIDENT – YASMINE SALEM
 - ADDRESS – 3650-C CRESWICK CIRCLE, ORANGE PARK, FL 32065
 - AMOUNT OF REFUND - \$100.00
 - BOOKING FEE/DEPOSIT was via VISA(7218):
 - DATED: 12/20/24
 - SEQ#: 5
 - BATCH#: 1278
 - INVOICE#: 5
 - APPROVAL CODE: 08089D
 - AMOUNT: 100.00



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

Thank you.

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(904) 375-9285 ext. 3
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Governmental Management Services

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CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
1/10/25	00092	12/27/24	2474	202411	320	57200	46600		NOV FACILITY MAINTENANCE	*	5,000.00		
		12/27/24	2474	202411	320	57200	46620		NOV FAC MAINT CONTINGENCY	*	800.00		
		12/27/24	2474	202411	320	57200	46630		NOV LIGHTING REPAIRS	*	550.00		
		12/27/24	2474	202411	320	57200	46400		NOV COMMON AREA MAINT	*	5,000.00		
		12/27/24	2474	202411	320	57200	49400		NOV SPECIAL EVENTS	*	475.00		
GOVERNMENTAL MANAGEMENT SERVICES												11,825.00	007661
1/10/25	00092	1/01/25	2471	202501	310	51300	34000		JAN FACILITY MANAGEMENT	*	19,493.25		
GOVERNMENTAL MANAGEMENT SERVICES												19,493.25	007662
1/10/25	00092	1/02/25	2475	202412	300	36900	10300		DEC FACILITY EVENT STAFF	*	112.50		
GOVERNMENTAL MANAGEMENT SERVICES												112.50	007663
1/10/25	00024	1/02/25	239466B	202501	320	57200	46800		JAN LAKE MAINTENANCE	*	2,170.00		
THE LAKE DOCTORS, INC.												2,170.00	007664
1/10/25	00324	1/08/25	48497	202501	320	57200	46610		JAN PEST CONTROL	*	155.00		
PAULA'S PEST CONTROL, INC												155.00	007665
1/10/25	00186	1/01/25	13129562	202501	320	57200	46300		JAN POOL CHEMICALS	*	3,439.08		
POOLSURE												3,439.08	007666
1/10/25	00297	1/01/25	367	202501	320	57200	61000		JAN JANITORIAL SERVICES	*	5,150.00		
RIVERSIDE MANAGEMENT SERVICES, INC												5,150.00	007667
1/10/25	00839	1/01/25	10687	202501	320	57200	34500		JAN SECURITY SERVICES	*	8,656.74		
SECURITY DEVELOPMENT GROUP LLC												8,656.74	007668
1/10/25	00672	1/02/25	19688	202501	320	57200	46200		JAN LANDSCAPE MAINTENANCE	*	39,412.12		
VERDEGO LLC												39,412.12	007669
1/28/25	01076	1/14/25	01142025	202501	300	36900	10300		DEPOSIT REFUND	*	100.00		
BETHANY BRYAN												100.00	007670

DBBR DOUBLE BRANCH OKUZMUK

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
1/28/25	00285	1/09/25	635	202412	320	57200	34510			*	390.00		
			DEC ADMIN FEE										
		1/09/25	635	202412	320	57200	34510			*	192.50		
			DEC ADMIN SCHED										
CLAY COUNTY SHERIFF'S OFFICE												582.50	007671
1/28/25	01077	1/10/25	01102025	202501	300	36900	10300			*	100.00		
			DEPOSIT REFUND										
DEANDREA HARRIS												100.00	007672
1/28/25	00092	1/14/25	2478	202501	300	36900	10300			*	118.75		
			JAN FACILITY EVENT STAFF										
GOVERNMENTAL MANAGEMENT SERVICES												118.75	007673
1/28/25	01078	1/10/25	01102025	202501	300	36900	10300			*	100.00		
			DEPOSIT REFUND										
JOEL JOHNSON												100.00	007674
1/28/25	01079	1/10/25	01102025	202501	300	36900	10300			*	100.00		
			DEPOSIT REFUND										
YASMINE SALEM												100.00	007675
TOTAL FOR BANK B											91,514.94		
TOTAL FOR REGISTER											91,514.94		

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

Invoice

BILL TO
javier soriano
Double Branch
370 Oakleaf Villiage
Oakleaf, FL 32065

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
3071	01/02/2025	\$980.00	02/01/2025	Due on receipt	

DESCRIPTION	QTY	RATE	AMOUNT
Labor	2	395.00	790.00
Install Chlorine Feeder			
misc	2	95.00	190.00
Pipe, Fittings and valves			

BALANCE DUE **\$980.00**



Code to:

Double Branch Repair and Repl.

34.600.53800.6200

RECEIVED
JAN 03 2025
BY: _____

INVOICE

Allways Improving LLC dba
Fitness Pro
1400 Village Square Blvd #3-293
Tallahassee, FL 32312

tracy@wearefitnesspro.com
+1 (850) 523-8882
www.wearefitnesspro.com



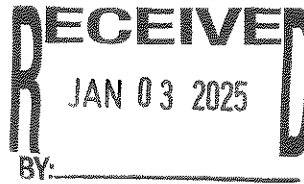
1400 Village Square #3-293
Tallahassee, FL 32312
850-523-8882

Bill to
Double Branch
370 Oakleaf Village Parkway
Orange Park, FL 32065

Ship to
Double Branch
370 Oakleaf Village Parkway
Orange Park, FL 32065

Invoice details

Invoice no.: 33761
Terms: Net 15
Invoice date: 12/17/2024
Due date: 01/01/2025



#	Product or service	SKU	Description	Qty	Rate	Amount
1.			SERVICE REQUEST 41819 - DECEMBER PREVENTATIVE MAINTENANCE			
2.	PM		Preventative Maintenance: Cleaned, Lubed, Calibrated, Inspected and Tested. - Double Branch	1	\$335.00	\$335.00
			SERVICES PERFORMED 1. Tech checked/updated all equipment in BF. 2. Lubed and dusted all guide rods, weight stacks, and adjustment knobs. 3. Inspected 17x Strength Units and 3x bench. Inspected all pulleys, cables, attachments, connections, pads, adjustments, and weight stacks. SEE BELOW 4. Inspected 2x Rowers, 1x Skierg, 2x Recumbent Bike, 1x Arc Trainer, 1x elliptical, and 2x Stairmaster. Checked all pedals, sensors, cup holders, fans, handles, adjustments, buttons and general function. SEE BELOW 5. Inspected 3x treadmills. Checked belt and deck tightness and wear, checked strength and function of motor, checked incline functions, HR sensors, controls, general function. Dusted/Vacuumed for debris around belt and under hoods around motor and electrical components. SEE			

BELOW

ISSUES FOUND

1. Tech reattached handle for seat adjustment on Plate Loaded Multipress
2. Holst VKR (no sn) arm pad cover is tearing. Should replace arm pad cover. SEE PREVIOUS PM
3. Magnum Hip Abductor/Adductor sn: 144200 thigh pads are tearing. Should replace left and right thigh pad SEE PREVIOUS PM
4. Magnum Decline/Sit up Bench sn: 143738 roller pads damaged and end caps are broken. Should replace 3 inner and 2 outer end caps SEE PREVIOUS PM
5. Life Fitness Treadmill INTD sn: HHT133096(HCT114355) drive belt squeaking, hand controls are unresponsive and missing HR Plates on Right handle. Should replace left and right bull horns and HR plates. Also should replace drive belt
6. Still need 3x metal HR sensor sets (top and bottom) for life fitness treadmill handles SEE PREVIOUS SR
7. ALL OTHER UNITS TEST CORRECT

3. Processing Fee

Processing Fee

335

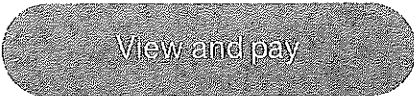
\$0.029

\$9.72

Total

\$344.72

Ways to pay



Code to:

Double Branch Repair and Repl.

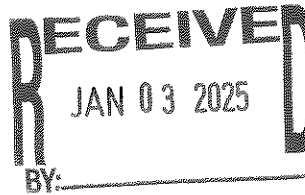
34.600.53800.6200

Governmental Management Services, LLC
 475 West Town Place, Suite 114
 St. Augustine, FL 32092

Invoice

Invoice #: 2474
 Invoice Date: 12/27/24
 Due Date: 12/27/24
 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 Maintenance November 1 - November 30, 2024		13,459.11	13,459.11
Code to:			
Double Branch Facility Maintenance			
2.320.572.46600 (\$5,000.00)			
Double Branch Facility Maintenance Contingency			
2.320.572.46620 (\$800.00)			
Double Branch Lighting Repairs			
2.320.572.46630 (\$550.00)			
Double Branch Common Area Maintenance			
2.320.572.46400 (\$5,000.00)			
Double Branch Special Events			
2.320.572.49400 (\$475.00)			
Double Branch Repair/Replacement			
34.600.53800.6200 (\$1,634.11)			
Total			\$13,459.11
Payments/Credits			\$0.00
Balance Due			\$13,459.11

\$1,634.11

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
11/1/24	2.05	T.C.	Put up garage sale signs
11/1/24	2	B.G.	Installed last two signs at the soccer field
11/1/24	1.17	J.K.	Yard sale signs around community
11/1/24	7.87	A.J.	Cleaned courts and pool deck, removed debris from roadside
11/4/24	2	T.C.	Cleaned behind and around dumpster
11/4/24	4	J.K.	Picked up yard sale signs, cleaned out behind dumpster
11/4/24	7.68	A.J.	Cleaned courts and pool deck, removed debris on soccer field and roadside
11/5/24	8	T.C.	Repaired broken bench at park, replaced lights at Cannons Point Entrance, fixed vinyl fence around community, picked up supplies
11/5/24	7	B.G.	Removed benches at field house and stored at shop, lifted garage bin to add a new bag, changed two signs board lights units with new ones, installed missing vinyl fence panel throughout community
11/5/24	7.73	J.K.	Replaced Cannons Point lights, took out benches at field house put bolts on wood bench at Waverly, changed trash receptacles at Waverly, fixed vinyl fence around Loop Road and Cannons Point
11/5/24	7.22	A.J.	Removed debris from roadside
11/6/24	4	T.C.	Changed light and GFI at other Cannons Point entrance, cleaned and filled fountain by office, picked up supplies
11/6/24	5	B.G.	Changed out light fixtures at other entry of Cannon Point, replaced bulb on light and changed GFI, put GFI cover on, vinyl fence inspection, fix and replaced pickets
11/6/24	5	J.K.	Changed out light fixture on other entry of Cannons Point and replaced bulb on the second light, changed out GFI and put GFI cover on, vinyl fence inspection, fix and replaced picket
11/6/24	7.68	A.J.	Cleaned courts, removed debris from roadside, saved turtle from road
11/7/24		T.C.	Light inspection at all entrance signs and replaced as needed, picked up supplies
11/7/24	4	B.G.	Light inspection at neighborhood entry signs and brick columns
11/7/24	3.56	J.K.	Light inspection at columns and neighborhood entry signs
11/7/24	7.65	A.J.	Removed debris from all common areas and roadside
11/8/24	4	T.C.	Re-dug holes for movie screen, set up movie screen, cut limbs away from movie screen for movie night
11/8/24	3	B.G.	Setting up screen for movie night
11/8/24	3.62	J.K.	Set up new movie screen, cut some limbs and dug new placement for poles
11/8/24	7.73	A.J.	Cleaned courts and pool deck, removed debris from roadside, prep for movie night
11/11/24	2	T.C.	Removed debris around track
11/12/24	8	T.C.	Took down from attic and put up angel tree at fitness center, installing new gate locks around pool deck
11/12/24	7.32	J.K.	Took down angel tree, replaced gate locks on pool deck
11/12/24	7.73	A.J.	Clean court and behind fitness center, cleaned pool deck and removed wasps nest, removed debris from roadside
11/13/24	2	B.G.	Took Christmas tree from lifeguard shack to put up fitness center
11/13/24	7.72	A.J.	Removed debris from all common areas and roadside
11/14/24	6	B.G.	Installing signs at Oakside Drive, Waverly and Oakleaf Village Drive
11/14/24	7.63	A.J.	Removed debris from all common areas and roadside
11/15/24	2	T.C.	Cleaned and restarted waterfall fountain at entrance
11/15/24	7.7	A.J.	Cleaned courts and exterior of fitness center, cleaned pool deck, removed debris from roadside
11/18/24	2	B.G.	Put up picket fence board that was missing at Elementary School
11/18/24	6.3	A.J.	Cleaned courts, removed debris from fields and roadside
11/19/24	8	B.G.	Hanging up Christmas lights
11/19/24	7.7	J.K.	Put up Christmas lights by fitness center and breezeway
11/19/24	7.73	A.J.	Removed debris from all common areas and roadside
11/20/24	7.72	A.J.	Cleaned courts and pool deck, removed debris from roadside
11/21/24	8	T.C.	Put up Christmas light at Fitness Center, put up turkeys for turkey shoot, picked up supplies
11/21/24	6	B.G.	Hanging lights, ran cords, tested lights
11/21/24	6	J.K.	Finished putting up lights, ran cords and tested Christmas lights
11/21/24	7.72	A.J.	Cleaned courts, removed debris from roadside
11/22/24	8	T.C.	Put up Christmas lights at amenity center, picked up supplies
11/22/24	8	B.G.	Women's bathroom replacing leaking faucet at fitness center, hanging Christmas lights at fitness center
11/22/24	7	J.K.	Hanging lights and moved some around at office and fitness center
11/22/24	6.43	A.J.	Cleaned courts, removed debris from roadside

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
11/25/24	4	T.C.	Put up Christmas lights, picked up supplies
11/25/24	8	B.G.	Double Branch entry pillars installing GFI, hanging lights at waterfall
11/25/24	7.33	J.K.	Light inspection at Oakleaf entrance by columns, changed out GFI, hanging Christmas lights
11/25/24	7.67	A.J.	Cleaned courts and back of fitness center, cleaned pool deck and removed wasp nests, removed debris from roadside
11/26/24	8	B.G.	Test and put out Christmas lights, put out power for trees at Oakleaf entrance, ran extension cord and make sure it worked when powered
11/26/24	7.57	J.K.	Test and put out Christmas lights, put out poles for trees at Oakleaf entrance and run extension cord, made sure they worked when powered
11/26/24	7.08	A.J.	Cleaned courts and behind fitness center, removed debris from roadside
11/27/24	4	T.C.	Put up Christmas lights, picked up supplies
11/27/24	4	B.G.	Hanging Christmas lights and hanging cords
11/27/24	3.08	J.K.	Finish running extension cords at entrance and finished wrapping two big trees in front of fitness center
11/27/24	7.53	A.J.	Cleaned courts and pool deck, removed debris from roadside

TOTAL 334.72

MILES 158

*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

Governmental Management Services, LLC
475 West Town Place, Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 2473
Invoice Date: 12/27/24
Due Date: 12/27/24
Case:
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Maintenance Supplies		949.49	949.49

RECEIVED
JAN 03 2025
BY: _____

Code to:

Double Branch Repair and Repl.

34.600.53800.6200

Total	\$949.49
Payments/Credits	\$0.00
Balance Due	\$949.49

MAINTENANCE BILLABLE PURCHASES

Period Ending 12/05/24

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DB				
DOUBLE BRANCH				
OAKLEAF	11/5/24	90W DIM	9.19	T.C.
	11/5/24	3/8x2-1/2 Lag Screw 5pc	12.45	T.C.
	11/5/24	AA Batteries 12pk	11.43	T.C.
	11/5/24	Trufuel 50:1	13.79	T.C.
	11/5/24	5 Gallon Gas Can	14.36	T.C.
	11/5/24	Reduce Bushing 1x1/2 (2)	3.73	T.C.
	11/5/24	Spotlite Metal 14W LED (2)	57.39	T.C.
	11/5/24	Winged Wir Connector Asst 15pk	3.44	T.C.
	11/6/24	15A Tamper GFCI	22.98	T.C.
	11/6/24	CLR In Use Gang Cover	22.16	T.C.
	11/6/24	Spotlite Metal 14W LED	28.69	T.C.
	11/7/24	Firm Grip 12 Pair Dipped Gloves	5.68	T.C.
	11/7/24	BLK Nitrile Gloves	5.11	T.C.
	11/7/24	6' Black Tables (4)	229.45	T.C.
	11/7/24	90W 2pk DIM	36.75	T.C.
	11/18/24	Warm White Tree Lights (2)	22.95	T.C.
	11/18/24	Snowflake Tree Topper	22.98	T.C.
	11/21/24	3" Screws	5.74	T.C.
	11/22/24	Faucet	34.48	T.C.
	11/22/24	Plumbing Fast Tape	5.06	T.C.
	11/22/24	Water Supply Line (2)	16.74	T.C.
	11/22/24	Multi Net Lights (4)	91.91	T.C.
	11/22/24	Multi Tree Lights (4)	45.91	T.C.
	11/25/24	15AMP GFI White	22.98	T.C.
	11/25/24	15AMP GFI Almond	22.98	T.C.
	11/27/24	100' Multi Lights (7)	80.34	T.C.
	11/27/24	Gas for Equipment	75.00	T.C.
	12/4/24	Pine Sol	25.84	T.C.
		TOTAL	<u>\$949.49</u>	

MAKE CHECK PAYABLE TO:



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

PLEASE FILL OUT BELOW IF PAYING BY CREDIT CARD



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	12/17/2024	\$3,200.00

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

00000000019082001000000023787500000032000022

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 12/27/2024 Invoice 1724088 PO #

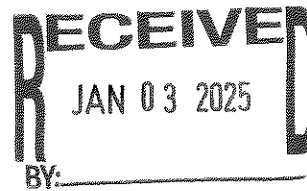
Invoice Date	Description	Quantity	Amount	Tax	Total
12/17/2024	Budgeted TGC		\$3200.00	\$0.00	\$3200.00

Stocked 200 carp on (12/13) throughout the neighborhood, I made a map with the numbers of carp per pond. If you are to have any questions at all please feel free to contact me on my mobile phone at (904)504-1438.

Code to:

Double Branch Repair and Repl.

34.600.53800.6200



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:

\$5370.00

This Invoice Total:

\$3200.00

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



9000 Southside Blvd.
Bldg. 100 Suite 1102
Jacksonville FL 32256

Please mail payments to the remit address at the bottom of this bill

INVOICE

Page 1 of 1

INVOICE DATE	12/16/2024
INVOICE NUMBER	840996276
ACCOUNT NUMBER	645245
ORDER NO.	60087241

RECEIVED
JAN 06 2025
BY: _____

FOR INQUIRIES CALL: (866) 412-6726
FAX: (877) 712-6726
www.HomeDepotPro.com/Institutional
customer@supplyworks.com

SOLD TO:

1869 1 MB 0.622 E0392X I0656 D13761257023 S2 P10608867 0001:0001

ENROLLMENT ACCOUNT #:	ENROLLMENT TOKEN
AMS645245	HRW QPH FVP

SHIPPED TO:

DOUBLE BRANCH
370 OAKLEAF VILLAGE PARKWAY
ORANGE PARK FL 32065

DOUBLE BRANCH
370 OAKLEAF VILLAGE PKWY
ORANGE PARK FL 32065-4259

ORDER NO.	CONTROL NO.	CUSTOMER P.O.	SHIPPED VIA				TERMS	CASH DISCOUNT AMT				
60087241		LNC121324	JX20N - JACKSONVT				NET 30 DAYS	0.00				
LN	ITEM NO.	CAT	DESCRIPTION	ORDER	SHIP	B/O	UOM	LIST PRICE	PRICE	EXT. AMT.	TAX	CODE
1	REN06003-WB	8	RENOWN GS MULTI-FOLD TOWEL NATURAL	4	4	0	CA		41.59	166.36		*
2	REN03121	8	RENOWN WAVE3D URNAL SCR N MAN - MANG	2	2	0	CA		186.54	373.08		
3	REN06125-WB	8	RENOWN SINGLE ROLL BATH TISSUE 2PLY	10	10	0	CA		68.04	680.40		
4	REN14512-CA	8	RENOWN LNR 40X48 12MIC NAT - NATURA	6	6	0	CA		61.07	366.42		*
5	REN24512-CA	8	RENOWN LNR 40X46 .74MIL WHT - 25/RO	6	6	0	CA		37.32	223.92		*
				HANDLING		7.95						
\$7.95 Handling Charge Delivery information for this invoice may be found at: www.HomeDepotPro.com/Institutional												
<i>Please split between both districts 50/50</i>												
<i>Repair & Replacement DB - 2,320.572, 63100 \$909.06</i> <i>Repair & Replacement MV - 34,600.538 - 64000</i>												
NET MERCHANDISE TOTAL			TAX TOTAL			SPECIAL CHARGES			INVOICE TOTAL			
1810.18			0.00			7.95			1818.13			

TERMS AND CONDITIONS FROM CURRENT CATALOG & ONLINE APPLY. CLAIMS FOR SHORTAGES OR DAMAGED GOODS MUST BE MADE IMMEDIATELY UPON RECEIPT OF SHIPMENT IN ACCORDANCE WITH CURRENT RETURN GOODS POLICY. NO RETURNS ACCEPTED WITHOUT PRIOR AUTHORIZATION.

RETAIN THIS PORTION OF THE INVOICE FOR YOUR RECORDS

RETURN THIS PORTION WITH YOUR REMITTANCE TO THE REMIT ADDRESS BELOW



ACCOUNT NUMBER	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT DUE
645245	840996276	12/16/2024	1818.13
			NET DUE DATE 01/15/25
			NET AMOUNT PAID

SOLD TO:

DOUBLE BRANCH
370 OAKLEAF VILLAGE PKWY
ORANGE PARK FL 32065-4259

REMIT TO:

HD SUPPLY FORMERLY HOME DEPOT PRO
PO Box 404468
Atlanta GA 30384-4468

<https://middlevillagecdd.com/wp-content/uploads/2025/02/02.10.25-meeting.rtf>



Highland Products Group/The Park Catalog
 931 Village Blvd Ste 905-354
 West Palm Beach, FL 33409
 Phone : 561-620-7878
 Email : sales@theparkcatalog.com

Quote #112225
 Sales Rep: Carrie Georgopoulos
 Email: Carrie@theparkcatalog.com
 Phone: 888-447-2401 Ext 60307

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

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

Quote Date: Dec 18, 2024
Quote Expiration Date: Jan 16, 2025 (29 days)

Product Name	Item #	QTY	Price	Your Price	Unit Discount	Subtotal
Accessible Doggy & Me Fountain Color: Green	<u>513-1015-1</u>	1	\$5,952.00	\$5,230.00	\$722.00	\$5,230.00

Quote Notes:

NOTIFY BEFORE DELIVERY NCL IN FREIGHT EST

Total Discount -\$722.00

Subtotal \$5,230.00

Shipping & Handling \$319.53

Tax \$0.00

Grand Total \$5,549.53

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

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



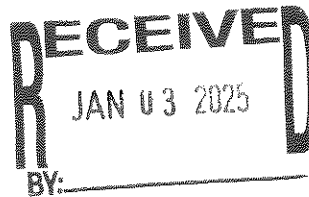
Quote Expiration Date: Jan 16, 2025

Code to:

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

Double Branch Repair and Repl.

34.600.53800.6200



FOURTH ORDER OF BUSINESS

D.

Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285; manager@oakleafresidents.com

Memorandum

Date: February 2025
To: Board of Supervisors
From: GMS – OakLeaf Operations Manager

Community:

Special Events

- Report – Polar Plunge – slide pool
- Upcoming – Spring Break at Pools
- Annual Calendar – additional events, tentative first quarter calendar posted
- Coordination of dates for resident run spring event

Aquatics

- Pools closed for off-season , lap pool is swim at own risk for adults only
- Heaters (at MV) turned down – covers stay on, pools open in March
- Year round swim program to resume March
- CPR, first- aid, community class schedule
- pool hours/operation

Amenity Usage

- *Total Facilities Usage – 5297*
- *Average daily usage -171*

Card counts:

DB Owners	41
DB Renters	22
DB Replacements	12
DB Updated	12

Total cards printed: 173 (both districts)

Rentals

- 4 of 31 days rented in Jan , 2 of 4 weekends rented
- 4 Clubroom rentals, 0 patio rentals
- 22 tours (32 approx. hours)/41 hours used for scheduling, administrative, etc

Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285; manager@oakleafresidents.com

Memorandum

- **Operations: Open Items**

- Update of playground repairs

MAINTENANCE

- Paint Fieldhouse fencing pieces
- Pool Equipment walkthrough and inspection after hard freezes
- Preventative maintenance completed on equipment at Fitness Center
- Removal of all Holiday lighting and decorations
- Test, inventory, and pack away holiday items for all buildings and neighborhoods
- Multiple locations – Sidewalk grinding
- Coordinate multiple locations along back pond sidewalk for complete sidewalk slab repair
- Replacement of VFD - spray feature motor
- Golf cart – starter repair, tack welding for top (roof) frame
- Clean and reset pond fountain, reset waterfall at entry sign – due to power surges.
- Repair multiple posts for Split Rail fencing at Waverly Park
- Break and remove damaged sidewalks at Waverly park, coordinate repair and pouring new sidewalks at Waverly Park
- Remove multiple dead trees at Waverly Park
- Inspect HVAC System at Clubhouse, coordinate repairs
- Repair of both HVAC units at Clubhouse, heater and auxiliary heating re-programming
- Replace security monitor in small office
- Corrosion removal (polishing) of multiple chrome fixtures at Clubhouse bathrooms
- Wood polishing at Clubhouse Clubroom
- Coordinate inspection of Golf Cart – blown engine, awaiting quote for rebuild
- Coordinate timing for repairs and replacement of multiple playground parts/units
- Touch-up painting on decorative street poles in neighborhood (ongoing)
- Audit of access cards – ongoing (to include audit of adult family members in household)
- Cut backing for new and replacement signs – ongoing
- Employee information collection for Florida Department of Labor
- Lake inspections, all lakes inspected monthly – reports kept on file in Ops. Manager office.
- Continual Park inspections and cleaning – reports kept on file.
- Light Inspections completed – Worthington Oaks, Hearthstone, Highland Mill, Piedmont, Stonebrier, Waverly, Litchfield, and Timberfield completed 1/14 Nature's Hammock, Fall Creek, The Oaks, Cannon's Point, Pebble Creek, Silver Leaf, Oakbrook, and The Cottages completed 1/21.

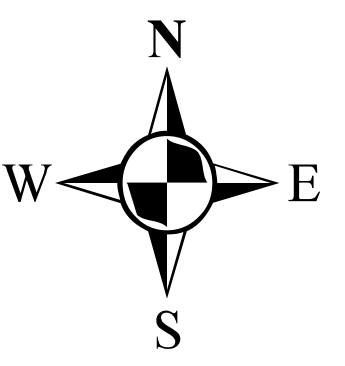
Landscaping

- Monthly report for Jan. submitted and filed at Operations office

For questions, comments, or clarification, please contact:

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

jsoriano@gmsnf.com



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



	Boundary
	Parcel Line Work
	930000.00
	930001.00
	930002.00
	930372.01
	930372.02
	930372.03
	930372.04
	930373.00
	930373.01
	930373.02
	930373.03
	930373.04
	930373.05
	930373.06
	930373.11
	930373.21
	930374.01
	930374.10
	930375.01
	930375.10
	930400.01