

DOUBLE BRANCH
Community Development District

APRIL 14, 2025

AGENDA

Double Branch Community Development District

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

April 7, 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, April 14, 2025 at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.**

Following is the agenda for the meeting:

- I. Roll Call
- II. Audience Comments (limited to three minutes)
- III. Approval of Consent Agenda
 - A. Minutes of the March 10, 2025 Meeting
 - B. Financial Statements
 - C. Assessment Receipts Schedule
 - D. Check Register
- IV. Acceptance of the Draft Fiscal Year 2024 Audit Report
- V. Staff Reports
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
 - D. Operations Manager - Memorandum
- VI. Audience Comments (limited to three minutes) / Supervisors' Requests

VII. Next Scheduled Meeting – May 12, 2025 at 4:00 p.m. the Plantation Oaks
Amenity Center

VIII. Adjournment

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

Sincerely,

Marilee Giles

Marilee Giles
District Manager

THIRD ORDER OF BUSINESS

A.

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

The regular meeting of the Board of Supervisors of the Double Branch Community Development District was held Monday, March 10, 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	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
Triston Cottrell	S3 Security
Jennifer Stenton	S3 Security

FIRST ORDER OF BUSINESS

Roll Call

Ms. Giles called the meeting to order at 6:00 p.m. Five Supervisors were present constituting a quorum.

SECOND ORDER OF BUSINESS

Audience Comments

Ms. Giles stated other than staff, there are no members of the public present so we will move on if that is alright with the Board.

THIRD ORDER OF BUSINESS

Approval of Consent Agenda

A. Minutes of the February 10, 2025 Board of Supervisors Meeting

Ms. Giles stated starting on page seven are the minutes from the February 10th meeting. Unless there's any comments or changes, I just look for a motion to approve.

On MOTION by Mr. Thomas seconded by Mr. Lanier with all in favor the Minutes of the February 10, 2025 Board of Supervisors meeting were approved.

B. Financial Statements

C. Assessment Receipts Schedule

D. Check Register

Ms. Giles stated your financials start on page 28 and they are as of January 31, 2025, followed by your assessment receipt schedule showing the assessments are 95% collected and that is on page 40. On page 42 is your check register for the month of February and it's in the amount of \$109,459.78. Each of the funds are broken out with supporting documents behind them. Unless there's any comments or questions, I just look for a motion to approve the check register.

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

FOURTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Eckert stated he did provide a license agreement to Jay for the resident fun vendor fair. We provided that since last meeting. Also on the legislative front, I think we have talked about sovereign immunity before and those limits. We will still wait and monitor that. The other bill that would actually save the District money that was floated was allowing us to publish on our website versus publishing in the newspaper. That could have a significant savings for us especially when you have to do assessment notices and things like that. That could be in the thousands of dollars. That is good news if that one can get pushed through. Other than that, it has been pretty quiet for us. Happy to answer any questions the Board has.

B. District Engineer

Ms. Giles stated I spoke to the other Mike earlier today and he has nothing for the Board so unless you have anything for him, we will move on.

C. District Manager

Ms. Giles stated at the last meeting I reminded you about your ethics training and your Form-1. If you need those links again just let me know, I have them ready to send out.

D. Operations Manager - Memorandum

Mr. Soriano stated we are getting ready to start Spring Break. They end their school week on Friday and we start Saturday with staff at the pools and will go through that whole next week all the way through Monday. That following Monday, the kids are still out of school but I guess the teachers are back. We will have pool monitors and that is kind of what we do on that schedule when we have things like days off or the way they used to do fair day. We just have a monitor there. We don't have a whole bunch of staff people to run slides or anything but the pools will be available. Mike had mentioned the agreement. Amy has signed everything and I have her working with the food truck coordinator to make sure all of our vendors are taken care of. Upcoming for Spring Break, besides the pool, we do have a movie so this Friday we will have a movie. In April we have the garage sale, virtual egg hunt, and we start our first dive in in April of this year compared to waiting until after Memorial Day like you did last year just so we can try to get a little bit more if the movies in. Looks like they had three scheduled on your side. We get a lot more turnout for things like the dive in on your side. The only thing that I have open right now is signage. I do have some pictures for you. I will send these around. I apologize on my printing for you, I don't have the one for the fountain in front of the parking lot. This is the waterfall. These were the renderings that the sign company got me for lit letters. The one problem that she believes everybody is having is putting those lit letters in the water. She changed it around and I think it actually looks good that's why I asked her to do this for you guys. The letters now would actually sit on top of that concrete ledge. Where the letters are at right now in the water, behind it you see the brick wall and the concrete ledge then we have these nice edges right above that. She wants to mount it to the ledge right in front of the edge line not in the water. It would make it easier and more durable because she doesn't believe the lights will last that long. Nobody is going to warranty the lights if they are in the middle of the waterfall.

This looked a little easier. I just wanted to run it by you guys and see what you thought. She did come out. She cut the letters the way they are now, made them shiny so it looks like they are lit and moved them up to the ledge. Without the letters lit at night, there is really nothing up there. She took out the lights that we have up there now and a few of them aren't even working. We did see last week a couple of them were flashing and one is even out so we have to repair the lights up there, but your waterfall is not lit. At night, we have the lights that we mounted separate a year or two after the place was open that shine up at the letters, but there is nothing on the fall itself. You would not even know the waterfall is there. You know the letters are there because we have lights but at night you can't see that waterfall. You can't tell it's going down the front of the edge because there is nothing in the pond that lights up and nothing on that ledge that lights up. It is just the lights for the letters. While these letters would look better, I think, it still doesn't do anything for it. You see that dark picture for the rest of your waterfall. I did ask her what we could do there to try to come up with an idea of maybe putting lights down in the water below the waterfall to shine up at the fall so you can see it coming down. That is the whole idea of having that water to kind of rush over the edge and have this little waterfall there to tell that it's a waterfall. She is trying to come up with a way that we can do that. We do have electricity there. If you look at the top picture, if you're actually out there looking at the waterfall, the bottom left-hand side which is kind of hard to see in here, just the way she changed the lighting but there is actually a conduit box on the bottom of the waterfall right above the waterline. That is where we get power from to run those lights that sit up on the concrete ledges. She does have the ability to get to power. She has her own electrical company so I wouldn't have to use my electrician for it. The name of this sign shop that gave me these is KYE Sign Shop. The company is called Liberty Lighting that would do the letters and the electrical. This would allow her to do a little more of the work instead of me breaking it up and somebody doing the lettering and then me getting the electrical out there. I do want to see some more ideas from her to light up the fall itself.

Vice Chair Horton stated are the letters lit from each side?

Mr. Soriano stated yes, the letters themselves light up from the inside. They are LED.

Vice Chair Horton stated if you got a box in the water in the interim, could we put a couple of lights in the water?

Mr. Soriano stated that is what I am looking for. The bottom lights would have to have some kind of base that sits in the water but then you would have conduit coming up and the

fixture for the light shining at the bottom of the waterfall uplighting that waterfall so we can see it at night. I asked her to do some research for me to find some pictures like that, that we could use and give us an idea of what it would look like to try to light that waterfall up. My other thought was and Tom you had asked about this a couple of months ago. I brought per verbal but we didn't really go beyond that was also lighting with the help of fountains. We would get a larger fountain to replace the small 3horse power one that we have at the amenity center now and get a 5 or 7 big one that can shoot higher maybe a little fancier. They are very expensive things. We would take that smaller one and buy another smaller one too. In these renderings, you see a fountain on each side of the waterfall. Those do have LED lights on it so it would help light it up. It would also give you some character in the water in the pond not just the light itself.

Vice Chair Horton stated it would have to be a big one.

Mr. Soriano stated yes. The one at the amenity center is a good size and shoots about 23 to 25 feet up in the air. It is hard to tell because that pond does sit very low when you are walking on the sidewalk. This is the same way, that pond sits down there pretty low. Unless there are any objections, I think I am going to keep moving forward with the sign shop here. As she gets me more renderings and ideas, I will pass them along to you. But that is what I would like to do is light the letters up like that making a change in how we do it instead of having it inside the water right now.

Mr. Thomas stated do you want it to be white lettering?

Mr. Soriano stated I asked her if she could find some because she doesn't have any right now that she purchases. All the ones she has are white but I was hoping maybe we could get some that change color. This is called rgb when you go with an LED. You have a way to actually change it whether it's by remote or there is a driver up there and I actually go and punch in what colors there are. That way for events like Christmas time or Fourth of July, we could change it to red, white and blue. She doesn't purchase any of those now but said she would look. They have to be out there. I did ask her about that.

Mr. Thomas stated I was just thinking maybe blue letters, although white does look good.

Mr. Soriano stated unless there are any objections, I am going to keep moving along with that. Like I said, I will share any pictures of things that she sends along with that and ideas. Like I said lighting the waterfall down farther will be new, you know, we don't have anything like that right now. It is just the metallic letters that are up there that reflect are the little bit of

lighting that we have. Outside of that, there is really nothing open. The last time Tom you had asked about a lot of those projects that were listed on there. They are all off now because everything has been done. All of the pickleball lighting got completed. Pretty much the day after I got all of the lighting up for the pickleball, they started hitting me with their next request. I did respond no and there was just an end to that no. They are going to sit for a little while before they get anything else. I have a lot of other people that are asking for lots of things around the neighborhood. We did do a lot of work on the playgrounds throughout. If you want to pass some of these around, it will show some of the repaired units. The landscape group has done a lot of installs. I think you are done on the Double Branch side as far as install for both the regular pine bark and the certified playground mulch.

Chairperson Nelsen stated both sides are done.

Mr. Soriano stated that shows not just playground areas topped off with new mulch. The one that we just finished repairing, the one at Waverly was really compact. We had to put a lot over there but many of the rest of them, they have already spread out with just a few inches that we do every year. You see our red pine bark going everywhere especially around the amenity center and around the signs and things like that.

Vice Chair Horton stated I did walk around. I noticed they put the pine bark and mulch in the playground near where I am at. Also, at the rec center and it looks good. I also noticed they pressure washed the sidewalks and the curbs. The curbs really stood out and look nice.

Mr. Soriano stated this is the first time we have done that. I am not sure if that invoice made it in. We ended up keeping it pretty low because he was able to go pretty fast but I have never spent money on doing the curbs before. It wasn't something that was requested in the contract or anything like that. Typically, we can't wash the curbs in any other area except for our own parking lot because the county owns all of the roads. But if you drive in and see how the roads look and the sidewalks look at the county road at Village Parkway that is their road and you turn into our parking lot now and see these bright white curbs and the sidewalks. It does stand out.

Mr. Thomas stated it really stands out and looks good.

Mr. Soriano stated I probably won't do the curbs every year but I like that and thought it looked good. The one thing I do want to talk to you guys about and I know it's cleaner looking and everything is good but after the last couple weeks of dealing with soccer, I may actually

want to go back to painting some of the curbs for no parking and putting yellow on there. If any of you guys have been out the last couple of weeks, whether it is I-9 or soccer, they will both argue whose parents it is but they are atrocious. They are parking along the islands and parking in the grass. I did send a letter to both of their group operations people to start this weekend, they need to have somebody out there policing the parking lot and grass areas. We just had a lot of those county sidewalks fixed. They were just out in the Spring doing the ones in the back. They were doing the ones on the front side and the East side. The county has done a lot of work for us in the surrounding areas but people are just driving right over those sidewalks and getting into the grass. The funny part is every time I come by and somebody is parked out there, there is a ton of open spaces in the parking lot. It is not even full. It's just they want to be closer so they can get out of their car and be right there. I had to ask both groups to kind of double down on that and send out emails. I know they ask for parents to kind of watch that but they don't listen really well so besides making them kind of police the area, I am going to purchase little yard signs that state no parking on the grass to put out just on game days. I don't have as many problems during practice. We still get a lot of people in those fields going to practice during the week. It's Saturday and Sunday that we see these issues. The last couple of weeks it has been bad.

Mr. Thomas stated I have a quick question? Can the guards call in to have a car moved?

Mr. Soriano stated yes, security guards do that already so they can help out. Any staff can. I don't have lifeguards yet so spring break they will be here and that helps going into summer. We have had the last month or so soccer going on and the pools are open. The lifeguard group does that a lot of times. They will get yelled at by the people bringing the patio that can't find some place to park or they have to fight with everybody just to drive their cars around when they come in because of the action going on out in the fields. On the fields, there is a lot of people out there but we have other things. We have a fitness center, a room rental and a pool. It is all going to get busy here soon. Spring break I don't think our weather is going to be the greatest but we will be a little busy. By May, that place gets extremely busy, the parking lot and the facilities both fitness center side and the pool so I need these people to kind of get in good habits. I did look at that and I thought about the islands in the middle and your big, long islands where the parking spots are painting those edges yellow and small no parking wording every 15 ft or so on those islands so people will understand there is no parking there.

Mr. Thomas stated is that within your budget to maybe put that timeline up because when I called you there were several cars blocking the actual island. Where I am talking about is on the side where the volleyball court is. You know the thing that we spent \$10,000 on extending an extra 20 parking spaces. They are parking right there and their vehicles were actually blocking the entrance, the gate. They had their big trucks up there and were sitting on the back of their trucks watching the games. The cars in front were causing such a bottleneck that when you tried to turn into the actual complex, you almost hit their cars and then heaven forbid another car was coming this way and then all of a sudden you have drivers you know “you back up or you back up” you know whatever kind of thing. I am just wondering because I-9 I don’t know what their season is like, soccer is seven or eight games in and there are usually 11 to 12 games in the season so I am wondering if we can give some direction and try to get them to knock that out sooner than later. If the guard comes over and says, “bro its right there and we have a sign, you are gone.”

Mr. Soriano stated I can work with security doing that more on the weekends. If everybody is okay with it, I will work on painting the curbs. It is something we talked about a few years ago and wanted to hold off so didn’t do it. More signs and painting curbs I kind of think it makes the whole place look but you get to the point where you have too.

Mr. Thomas stated we have tried and tried and tried unless there is another option anybody else can think of. I mean does it have to be yellow? Can it just be white with the black lettering that says no parking?

Mr. Soriano stated the wording is where I can have more like white or gray but you kind of have to have the yellow to get attention. I was thinking just the top edge a couple of inches where they see this is a yellow area and see it says no parking. We have the signs up everywhere at both parking lots. It is not that they don’t see the signs. They have driven right past them to get into their spots. I can’t explain why anybody thinks it’s okay to pull up on the grass on the side of the road.

Mr. Thomas stated the two that I saw were literally running over your tree roots by the way. They were just so close to the tree so now we are damaging it.

Mr. Soriano stated if there are no objections, I will go ahead and work on painting those in the next week or so. One big project I have coming up I am going to share with you guys in a minute but outside of that I should be able to get to the curbs pretty quick.

Mr. Thomas stated oh okay.

Mr. Soriano stated as long as nobody is concerned, just kind of hate painting curbs and putting up more signs everywhere you know if there are any objections.

Vice Chair Horton stated we are just talking about a couple of small areas, right?

Mr. Soriano stated it's the biggest ones in the front parking lot and that is where I would start. We do have a lot of problems with people double parking and blocking people in at the fitness center. They are working out then they can't get out. We see them park around the islands in the center, those two roundabouts but then there is a couple of big straight areas on the middle sections where the spots are. You will come up on a spot but then there is a section where there is landscaping and no parking spots then there is a curb that sticks out in front and they turn sideways and park there in the middle of traffic flow. That is where we would paint that.

Mr. Thomas stated and that would follow policy and everything of like your parking here so.

Mr. Eckert stated I have got to look at our policies again. I am just wondering whether or not it would make sense to have a security officer there, like right there immediately when somebody tries to park in a place that you don't want them to park, say you can't park there and you need to go just for a couple of weekends.

Mr. Soriano stated the biggest problem there is you have two parking lots. The one Scott was just talking about actually happened in our back parking lot. The one that causes more problems is our front parking lot because we have things like rentals and the fitness center which don't have anything to do with soccer. The back parking lot is pretty much all guaranteed soccer people so you were there with soccer. You are following rules. The front parking lot I get complaints from everybody else. The security guard is going to have to go back and forth between the two. It is actually in our contract for I-9 to police the parking lot. That is what I get on them about. It is not only on them to police the parking lots but they are supposed to help with trash and emptying the containers which they don't do so I have kind of gotten on them about those things.

Vice Chair Horton stated going on what Mike was saying. I did go out there quite a while back to the parking lot right in front of the rec center and when people tried to park where they shouldn't be parked. As they pulled up, I said you know you are going to be towed if you park there as it is a no parking area. They were mostly nice about it and got back in the vehicle and

park somewhere else. Maybe it is just a matter of training you know have somebody out there to tell them you shouldn't park there. Ironically, I was telling some of them that they were towing cars from the other side. I said your car is going to be next if you don't move it.

Mr. Soriano stated I will start off with soccer and I-9. Our guards are there already so they will walk around and try to catch what they can while they are there but I believe both groups that are out there need to help out with it.

Mr. Thomas stated it would really take somebody in both parking lots.

Mr. Soriano stated I-9 really handles more of the back parking lot because their two fields are back there. That's the space they have been given by soccer so chances are more of their people try to get back there to that parking lot. If they want to work it out that way between Kate and Maria who is onsite for I-9, she can have one of her people policing the back parking lot and Kate can have one of her people policing the front parking lot.

Mr. Eckert stated the other thing you can do is start suspending amenity privileges for people who are not parking the way they should be parking there. That will get people's attention pretty quick.

Chairperson Nelsen stated I bet they are visitors though.

Mr. Soriano stated yeah, a lot of times it does happen.

Chairperson Nelsen stated somebody coming to watch a kid's game.

Mr. Soriano stated I do feel that because a lot of times you know when we actually tow those vehicles, the first call I am going to get is from grandma or grandpa that was coming in to watch one of the little ones play and they just didn't know they couldn't pull up in the grass or anything like that.

Mr. Thomas stated why assume, just go ahead and take away all of their excuses.

Mr. Soriano stated that's kind of where I got to that point. The more I put out there, you can't argue. When you have the signs, you have the painting and you have between our policies and things like that after a while there is really no parking there.

Mr. Thomas stated no.

Vice Chair Horton stated how often do you empty the garbage cans around the soccer field?

Mr. Soriano stated our janitorial comes out in the morning and that is it. Sunday is kind of hard because there are some that are just so overflowing they can't get to them all and they

will be out there on Monday morning. You will see the janitor struggling with them on Monday morning.

Vice Chair Horton stated I was there Friday around the soccer field and the trash was full. It didn't look like household garbage either. It just looked like normal bottles and stuff like that.

Mr. Soriano stated they come out and they are just here in the morning. If we are having practice in the later afternoons and evenings, they are going to be full by then. They come in the next morning and empty those but they are worse on Saturday and Sunday.

Mr. Lanier stated when is their contract up?

Mr. Soriano stated we just kind of renew every year unless there is an issue. I take that same one and send it to them and say as long as the Board doesn't have any concerns.

Mr. Lanier stated my concern is the trash.

Mr. Thomas stated maybe we need to charge more if we are having to spend extra time and extra manpower cleaning up after them, maybe we need to add a couple more dollars in there. Just say here is the deal, either you are going to handle it or there is going to be a surcharge.

Mr. Soriano stated that is really up to you guys. I can tell you even the charge we put in place it has been six years now, before that they never paid. They still get a really good deal using District grounds and that's what they pay for and it comes out of the children's registration. It is not that Elite makes a lot of money. I-9 is actually the better one with paying. They are quicker and tend to pay more. Elite will go through registrations and pull-out people and argue about how many registrations they have and give me the amount. I-9 just say they have about 180 people so we will just cut you a check for \$2,000. They are pretty good but they pay less also. We did talk about changing that. I went to soccer last year when we talked about that and soccer really didn't want to do that because the biggest problem with changing it is they give the argument of they should get more space. We just kind of stuck to that. We can increase prices. That is really up to you guys. When we have to do more work, I mean we pay more for staff that goes around. We pay more for things like the golf cart and things like that so that is offsetting. I mean they are charging more every year for registration. They don't typically stay the same every single year.

Mr. Lanier stated I would like to see not going that route, but I think we need to have them understand we are just tired of talking about it.

Mr. Soriano stated I would like to see that start. We talked about it a couple of times. I have sent emails and we might see it help for a couple of weeks.

Mr. Lanier stated we need to let them know if this continues through the rest of the season then hey you know we are going to retire this.

Chairperson Nelsen stated maybe we can get a price to do a second garbage pull on Saturdays and then we would say alright then you are going to pay this before you start next season. You can either bill them or pay up front for another garbage pickup on Saturdays.

Mr. Lanier stated if they don't fix the parking by that time then we can get a price on the weekends of adding one extra guard that goes around to make sure we can set a precedence the first couple of weeks of not parking somewhere so then we can include that in their charge as well.

Mr. Soriano stated that may be a way to actually get them to take it a little more serious. Because we show them the things like the cost of an extra guard on weekends and the cost of staff to do trash runs which adds up especially if they are doing it every Saturday and Sunday. That may be more than just a few dollars at each of one of their kids' registrations. We may show them that first.

Chairperson Nelsen stated you don't start practice next season until we get that paid up front.

Vice Chair Horton stated my great grandson plays tee-ball and they have a guy that comes out on a tractor and drags that pretty much after every game. I don't know who this guy is. The team should help clean up and stuff like that. I don't see why we can't charge them for that to have one of our maintenance guys come in on the weekend and dump the garbage pretty much after it is over.

Mr. Soriano stated when we originally decided we were going to charge those groups that is kind of what I did. I went out around to like 200 people and a lot of the facilities. Even our facility here Oakleaf, they have their own sports organizations but each one of them actually has their own budget because they have to do things like drag the fields and things like pay people to empty the trash or have a dumpster service, things like that. I took all of those things from some of their operations and facilities people and that is what I shared with the Board back then to come up with this. There are prices in there and as we increase that, it goes more than the \$5 or \$10 that we ask for right now.

Mr. Eckert stated the other alternative you could look at too when we redo their contract is to say that it is going to be ten bucks a head or whatever but you know for each week where we have a garbage issue, we don't take it. It is going to be an extra five bucks a kid. Parking the same way, if you're not policing that it will be an extra five bucks a kid. Build that into the contract up front and they are going to pay at the end then it's coming out of their bottom line.

Mr. Lanier stated then maybe put a stipulation because I know if I am a day late paying my car payment, I am getting calls. Because you had mentioned I-9 is good about paying but apparently this has been going on for six or seven years.

Chairperson Nelsen stated they are not always good about paying either.

Mr. Lanier stated then we don't sign a contract until they pay. We will put that in the contract and let Mike explain it to them really good.

Chairperson Nelsen stated I say they don't start next year until they pay the previous year's contract.

Mr. Soriano stated they caught up last years. I don't have for either one of them so we did catch up last year. I told you guys. I think in their contract, it actually says they are supposed to pay as soon as registration is done. So, they are at the middle of the season, they have to pay us. I haven't been paid yet but they have never done that. It has always been after the season.

Mr. Lanier stated I just know for the past year they are taking a little too much liberty so we need to kind of tighten up on that.

Mr. Soriano stated I am good with that. I started off with just the emails saying hey you guys need to help us with policing the parking lots. I told them about the trash.

Ms. Nelsen stated can you go back with Board direction?

Mr. Soriano stated really my only other concern I just want to make sure you guys are aware we are opening for spring break and I am going to have to do some duck removal. The Island is their favorite. That is what it looks like every morning when we come in so we hose down the deck. You actually have a maintenance guy that goes out every day and hoses the duck poop down. It only takes about 30 minutes or so to clean that pool on the deck side. That is what it looks like overnight and that is going to change. Even with spring break as soon as people come in, they are not going to be sleeping there every night and swimming in the pool. We are cleaning the pool. The second picture is actually your slide tank and that is all feathers and duck poop. That is what comes into that slide when they are out there each night. We have to clean

that out. Right now, we are backwashing that pool pretty much like its summertime. I do have to use some duck removal. If you remember we had Quick Catch out here. They are very expensive to get rid of the ducks but whoever I can get better than Quick Catch. It takes a long time only to get a few ducks and costs a lot of money. Right now, we probably have a little group of about 10-15 of them that sleep out there every night and do this. The worse part about it is it helps to bring black algae to the pool so that pool does have a black algae issue. We keep the chemical levels high and scrub the heck out of it during the summer. In the winter you can't really keep up with it especially with the ducks. I will be draining that pool out and basically will pressure wash all of the stains and algae issue off before we open up for the spring. We did this last year but it was much easier because the pool was already drained. You guys were working on your slide. This time, I will have to waste some of our water to do this, clean it out and then fill it back up. You won't have an issue until off season next year.

Mr. Thomas stated do they duck problems over here at this pool?

Mr. Soriano stated not as much. We get a duck here and there but the pond is so much farther away there is just not an issue over here. Over here, I have to fight more with stray cats and racoons. You have cats too. The cats and ducks are friends on your side. They sleep together actually. Your ducks are the bigger problem. The duck feces just cause so much problem in the water and on the deck too with staining. It is just a mess. People don't want to walk around that side. I have staff in earlier to take time to hose everything down every day.

Mr. Lanier stated ducks to me would be so easy to catch.

Mr. Soriano stated you can, that's how every trapper I talk too. The biggest problem is how they have to get rid of them and that is why some the trappers don't want to deal with them. He can pretty much just walk by and grab them.

Mr. Lanier stated will you pay \$10?

Ms. Giles stated thanks Jay, anything else?

Mr. Soriano stated not unless anybody has any questions about some of those other maintenance items listed on there.

Mr. Lanier stated are we going to do something about the Fall Creek playground?

Mr. Soriano stated that would be on you guys. We did just make two orders, one for the thermoplastic squares and steps and things like that to make up the walkways of the playground. Shortly after that, you guys decided to buy other devices too and take that unit down. My biggest

problem is whichever one gets to us first. I hate to take it down and have it ready for these other units and I get the platforms in it could be three to four weeks before the other units. I would rather just go ahead and fix that. Whichever one of those orders get to me first, that deals with the one at the amenity center. Next, we talked about possibly Fall Creek. The Piedmont one is a little rough too. The one right down from your house there, I would look at that one also so probably those two. Out of all that is left, I don't think any of them are in bad shape that I would say we have to take a whole unit now to make change. They are actually pretty good. They do show rust. I deal with parents complaining its mostly the way it looks but none of them that are left out there have like handle rails that are broken. I don't know that there is anything that is an emergency to fix if that is what you are worried about. I would say Fall Creek then Piedmont.

Mr. Thomas stated just that we talked about replacing but if we do one a year it is going to take 10 years and some of them won't last that long.

Mr. Soriano stated it is up to you guys if we want to push it again. You have seen how it works even when we spend some funds on it. It can take three to four months and that is kind of the quicker end to get a unit in.

Vice Chair Horton stated if they are okay now and not that bad.

Mr. Soriano stated not only that but I may have some extra platforms when this order comes in depending on what happens with the one at the amenity center. That is the biggest problem is actually the thermoplastic cover pieces. What happens is the thermoplastic might get a tear or scratch in it then the metal behind it starts to rust and that stuff peels off. As far as the slides unless we have anybody vandalizing them, those parts will last for 20 to 30 years. But it's when we have somebody doing something like lighting it on fire which is something we have had before or kicking holes. The one at the amenity center had to be replaced because somebody kicked a hole in it. That is the only time we have a problem with those type of pieces. It's just the thermoplastic frame pieces that I have an issue with. Like I said on most of those, they are not that bad. They are much better than the ones that we have replaced now.

Vice Chair Horton stated I guess we just should prepare ourselves because if we don't do much now then in the future there is going to be two or three of them that might need to be replaced but I'm okay with letting it go.

Mr. Soriano stated I would say at least until we get a little more into the summer, we can always talk about it again. You guys have ordered them in the summer and I would usually get it

in by the end of fall or like this last time it came in, in December. It would be the same way. If there is one that we really want to address, I will bring it back to you and we can buy the next one.

Ms. Giles stated are you good Tom?

Vice Chair Horton stated I'm good.

FIFTH ORDER OF BUSINESS

**Audience Comments / Supervisor
Requests**

Ms. Giles stated there are still no members of the public present but we do have S3 and VerdeGo here. Is there anything from S3 or VerdeGo.

Mr. Cottrell stated nothing from S3.

Ms. Giles stated Chalon are you good? Alright, then Supervisor requests. Amy?

Ms. Ambrosio stated I don't have anything.

Mr. Thomas stated so our fun little incident at the playground the other day. The statement that you had sent out said that one of the young men was already causing many disruptions with the residents. Is that the same young man that was hit?

Mr. Soriano stated yes.

Mr. Thomas stated my question is if he was already up there causing a disturbance then is there any type of consequence and what kind of disturbance? Was it toward residents or was he just being loud with the other person beforehand. I am kind of confused because I feel like that if he was up there harassing our residents and that is what led to whatever then there should be consequence for his actions as well.

Mr. Soriano stated nobody came to us before. This was statements that we gathered after the fact. I guess not just with these other kids but other residents noted as he was walking around the track, he was being a little loud and belligerent with people. Nobody came to us to tell any of the staff in the buildings or our security guard. But this was the kid that ended up being the victim though.

Mr. Thomas stated when I look at a situation like that, I look at everybody's roll in that situation and did they escalate that situation or is this just a completely different incident that was not related to him harassing the residents.

Mr. Soriano stated that ended up being him and the other kids but he was already being loud with everybody from the statements we have. We took some information and name of the

kid but CCSO did not give us the name of the victim. He is juvenile anyway. I did get a couple of names from residents not all the names matched but I looked them all up to see if any of them were the ones that were arrested and then the victim.

Mr. Thomas stated like I said I was approached with you know what was that persons roll in it because you know his actions or somebody's actions can cause something to escalate and the next thing you know we have our residents.

Mr. Lanier stated I guess maybe the question is, is there possible revocation of privileges associated with this kid due to right actions.

Ms. Ambrosio stated he wasn't supposed to be there to start with.

Mr. Lanier stated the victim as well is not a resident.

Ms. Ambrosio stated correct.

Mr. Soriano stated the names I got from witnesses out there over the kids who told me what his name was and I got a couple of different names so I didn't really know. We looked them all up and the ones that were announced on the news that were arrested were all from Jacksonville so none of them are in our system.

Mr. Lanier stated what brought them here?

Mr. Soriano stated they were hanging out at the soccer field.

Mr. Thomas stated do we need to go ahead and follow up like we have done in the past with going ahead and no trespassing them.

Mr. Soriano stated I can't give them a citation. One you have to catch them as part of this when we are doing the citation. CCSO may allow us to do the citation as part of their arrest so they can't be on property again. I don't know if they will let me do that for the victim or not. I can check. Typically, I can't do anything for when we get these actions after the fact and I can't do much for a nonresident unless we know exactly who it is and have an address or anything like that. Residents are a little easier. I can look them up and find out hey was this the kid? So that is a little easier but nonresidents are much harder unless the cops catch them. Like I said they may work with me on this one because they have a couple of kids that were arrested.

Mr. Lanier stated there is no sports related with this kid?

Mr. Soriano stated not that we were told. He wasn't out there practicing or anything like that. He was just out there hanging out.

Vice Chair Horton stated one thing we need to keep in mind is you say he is from Jacksonville, that could be right behind the Home Depot.

Mr. Soriano stated oh yeah, it is right there.

Vice Chair Horton stated or it could be right behind the theaters up there.

Mr. Soriano stated actually it is right next to us. A lot of you guys have houses in the neighborhoods along the side it doesn't take much to walk back by that water plant or come through on a couple of our ponds. That one fence line that we dealt with years ago, that other side is Chimney Lakes and Jacksonville. Kids come over here and hangout all the time. This is why we need security and staff. They are not going around IDing everybody that is on that track or field. But when we see problems or hear problems, the first thing we get yelled out, why are you asking me for my ID? But they have to as that is part of their job and this is one of the reasons why. After the incident, like I said there is not much we can do about this incident. I did get emails with people asking about the fence. It is funny because they complained about it as we were putting it up. Once it was up, I got a lot of compliments on it. It looks good but it has done a great job. We haven't even started locking down completely. You will see our numbers compared to what it was before as far as how many people are out here, it's because they have to walk by staff now and one of these doors or this check in station now and they are not messing around too much. We have a little more control over who is here on the property. There is just not an easy way for you guys to do that over there when you have 9-10 acres of property to cover. All we can continue to do is use our staff and S3 and follow up when we actually have issues reported to us.

Vice Chair Horton stated when they go out to check somebody, they want to check their ID card. They had somebody the other day that, I am sure you aware of this Jay, said that my kids are out without their resident cards with them. They are going to have their phone but not have their resident ID card. My thought was why can't they take a picture of the card and keep it on their phone and show that when they get there. I am trying to think of something that would be wrong with that. The ID card is just an ID card. You can't tell if it's expired by looking at it.

Mr. Soriano stated the biggest problem with doing that is if you go to accepting that, they will make the argument that, that should work everywhere. I should be able to show you a picture of my ID card and we can't. We have computers everywhere that are actually made to scan that. If we had a way to do those cards with say bar codes and scanners then you could do

that on your phone. But, if they come into the fitness center, we have had people do that oh I forgot my card but I have a picture of it. Staff can't let them in the way the rules are now. We spend \$20,000 to \$30,000 and giving out free cards every year. You basically nullify that by saying well we don't need to carry them either, we are just going to show a picture of them. If not, we would have never had to go to this card system, you would just scan pictures of everybody. We kind of put this system in place so you need the card for that system to work. The kids don't have to have cards as long as mom or dad use their card. In this case, the way they would have been talking to her is as long as mom or dad are there and that's explaining the policies, the kids don't need their card. If mom and dad are not there then the kids are supposed to have the cards because there are certain ages, they can't be down there by themselves also. The only way to tell what their age is, is that card and that system. A picture of the card also won't really tell us how old they are. I don't want to put their birthday on the cards but it is in our system so when we scan it, I can tell how old the kid is and if they aren't supposed to be here with a guest or anything like that. We see these different ages and we have different rules but it only works if I can scan that card.

Mr. Thomas stated can't we put a bar code on the cards?

Mr. Soriano stated I can look at that. You are talking about changing the system around where we would get rid of using a lot of those cards. It would be a monetary change.

Vice Chair Horton stated I don't think it would cost that much for cards to have a bar code on them. It would be registered to that individual person.

Mr. Soriano stated if the system has a way for me to scan that and work with what we have now. If not, you are much safer getting rid of or changing that system completely. I think I added it up for you guys one year. When we get to some of those months, we are printing five, six seven hundred cards a month. Those cards are kind of expensive. Besides the card, we got that system in 2016 so nine years, besides that all of the software and equipment you bought you are probably a quarter million over all your years to use this system right now.

Vice Chair Horton stated sometimes change will cost a little bit of money. To me, I don't think it would be that much to add to it.

Mr. Soriano stated right now my daughter has to carry her school card around with her everywhere. As an adult, I have to carry my driver's license everywhere. They carry their phones with them everywhere. My ID is in the back of this case right here so I scan my phone so I don't

see it as being a big problem when it comes to carrying a card. But we can look for other options if it is really that big of an inconvenience.

Vice Chair Horton stated you said when we go to the pool we have to show the card. What is on the card is what would be on the picture of the card.

Mr. Soriano stated when you scan it, it comes up with a lot more information like your address. We actually need that card to be able to scan it instead of just showing a picture of it. Now outside yeah, what you are talking about, I just encountered somebody walking around on the sidewalks out here but they are inside the fenced area. I am not going to make them walk with me all the way up to the front. I would just ask them if they have their card and I would look at it. It would be no different than someone moved out and that card is invalid but they kept it so they could still be lying to us. I informed staff as long as they have a card, that is the first part. If they don't have a card or don't present a card, they are actually outside of the policies. There are even signs all the way around that field saying you have to have your card on you if you are on property. That one when they kind of argue, I can't do much for that. It is written everywhere and is on signs everywhere. Staff should be nice about it. I don't know how it was presented but staff should be nice and almost educating why we have these policies. We really want our residents to be here not others. It is either residents and their direct guests and that is it.

Mr. Thomas stated do the other CDD's and HOA's around here, do they do something similar to that?

Mr. Soriano stated almost all of them you have to have a card to get on the property. Many of them actually that we are dealing with are looking for more ways to kind of stiffen up their access policy because of issues like this. We get people that want to tour and look at our system. Our system is a little big and expensive. It has too many bells and whistles that we don't use but it was because it could store so many cards. It can hold a couple of hundred thousand accounts where a lot of other access systems you see are really more designed for something like an apartment complex. You might have a thousand to two thousand cards, not what we have. Right now, we are nowhere near that and at a couple hundred thousand. We are at 38,000 to 39,000 active cards. That is still a lot of people.

Chairperson Nelsen stated we want to see if that system has portable scanners.

Mr. Soriano stated I can take a look. The hard part of the portable scanners is really just your signal, making sure we have a way to make a connection. It has got to have a network connection. I have looked at those before.

Vice Chair Horton stated security?

Mr. Cottrell stated after having that incident right there, the one thing you could possibly look at is digitizing a QR code in order to tie that into the account itself. As long as there is a way to log into a portal, security could use the camera function on the phone to scan the QR code that pops up the information instead of having a physical card. It is really the only digital work around that I can think of right now.

Vice Chair Horton stated are they using the golf carts yet?

Mr. Soriano stated I just walked through with security this last month. Actually, we did some retraining. Triston is going to meet with me every month now on going over some of this stuff on how they are supposed to check in, how they are supposed to walk the property, timelines, and things like that. One of them was the golf cart so we did actually this last month get the golf cart up and running. It wasn't just the battery. We did have to replace a sensor on it but it has been working. I do want to change the back door of the little pool house where the cart is being kept. Right now, you guys have this big clunky metal roll up thing that is damaged from whether it's people trying to kick it in or things like that. I don't think it is really that safe. I have actually had a couple of people, security included when we first started using the cart actually roll the thing off the tracks and it is very hard to get back on. For safety wise, I am going to get rid of that and change it to more of a barn door style wooden garage door that way they can get the cart in and out. They will be using it actually this month.

Vice Chair Horton stated one other thing. We have talked about paving the road out there okay. I have tried to get some feedback on that from our county commissioners. I didn't get anything back on that so I don't know exactly where we stand on that. I haven't heard anything on it.

Mr. Soriano stated I know that she is pushing for more action over here but then when I hear from the public works guys, right now a lot of money for paving and roadwork is going to Lake Asbury and not over here. That is the biggest thing is we have got to be able to get in line and squeeze in someplace else because we got kind of pushed to the back. There is a lot more development going on over there right now than there is here so the money is going that way.

Chairperson Nelsen stated you can't get there from here.

Mr. Horton stated I would also ask her about the library. I wanted an update on that. I am not sure where that stands right now either, just out of curiosity. I know it is going to take time.

Mr. Soriano stated I haven't gotten anything from that and I still haven't gotten an answer from our friends with the Blue Angels.

Vice Chair Horton stated the third thing I asked about to, I know she is not really directly involved with them but she might know something about it.

Mr. Soriano stated it is actually another department and not really underneath the county but they work with the county because that is the archives. I copied everybody when I asked just for an updated and I haven't gotten a response from anybody yet.

Vice Chair Horton stated to invite her to come to the meeting to brief us. I haven't heard from her.

Mr. Eckert stated I have got to have a meeting with the county attorney on another item and when I meet with her, I can ask about that.

Vice Chair Horton stated you need to meet with her?

Mr. Eckert stated yes, I need to meet with the county attorney in the next probably 30-60 days.

Vice Chair Horton stated okay, great.

Ms. Giles stated thanks Tom. Andre anything?

Mr. Lanier stated just a couple of things. VerdeGo thank you for everything that you guys are doing. We really like the VerdeGo helpful hints. That is great. I think that is a great addition. If you could keep those hints coming, I think that would be great.

Chairperson Nelsen stated we are doing them quarterly.

Mr. Soriano stated yes, quarterly. That was added into the contract this last time so we will make sure we try to stay on schedule with that and that will get added into the email every quarter.

Mr. Lanier stated beautiful. I haven't really gotten any complaints, thank you. I appreciate that one. Did we purchase a stump grinder?

Mr. Soriano stated no, we did not. On this last one it was actually a little bigger. The one I was looking at to purchase and still may, I want it to be able to handle four, five, and six hedge

stumps. They have a machine that can do big stumps at a time and they take out a lot of stuff for us when they come in.

Mr. Lanier stated I think we are starting to get some vehicles back in Village Creek so we need to keep an eye on that please.

Mr. Soriano stated we will do a round of towing and everybody will come yell at us a little bit and kind of get them back into understanding that they can't just leave their vehicles out there.

Mr. Lanier stated that is all I have.

SIXTH ORDER OF BUSINESS

**Next Scheduled Meeting – April 14, 2025
@ 4:00 p.m. at the Plantation Oaks
Amenity Center**

SEVENTH ORDER OF BUSINESS

Adjournment

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

Secretary/Assistant Secretary

Chairman/Vice Chairman

B.

Double Branch
Community Development District

Unaudited Financial Reporting
February 28, 2025



Double Branch
Community Development District
Combined Balance Sheet
February 28, 2025

	General Fund	Recreation Fund	Debt Service Fund	Capital Reserve Fund	Totals Governmental Funds
Assets:					
Cash:					
Operating Account	\$ 39,873	\$ 209,975	\$ -	\$ 107,362	\$ 357,209
Due from Other	25	137	-	-	162
Due from Middle Village	-	6,852	-	-	6,852
Investments:					
State Board of Administration (SBA)	14,241	101,927	-	1,326,398	1,442,566
Custody Account-General Fund Excess	162,233	1,910,891	-	81	2,073,206
Series 2013 A-1					
Reserve	-	-	868,806	-	868,806
Revenue	-	-	2,468,052	-	2,468,052
Prepayment	-	-	269	-	269
Series 2013 A-2					
Reserve	-	-	95,634	-	95,634
Assessments Receivable	2,592	30,199	27,629	-	60,420
Deposits	-	4,583	-	-	4,583
Total Assets	\$ 218,965	\$ 2,264,564	\$ 3,460,391	\$ 1,433,841	\$ 7,377,761
Liabilities:					
Accounts Payable	\$ 1,376	\$ 18,427	\$ -	\$ 24,257	\$ 44,061
Accrued Expenditures	-	6,790	-	-	6,790
Total Liabilities	\$ 1,376	\$ 25,217	\$ -	\$ 24,257	\$ 50,850
Fund Balance:					
Nonspendable:					
Deposits	\$ -	\$ 4,583	\$ -	\$ -	\$ 4,583
Restricted for:					
Debt Service - Series	-	-	3,460,391	-	3,460,391
Assigned for:					
Capital Reserve Fund	-	-	-	1,409,583	1,409,583
Unassigned	217,588	2,234,764	-	-	2,452,353
Total Fund Balances	\$ 217,588	\$ 2,239,348	\$ 3,460,391	\$ 1,409,583	\$ 7,326,910
Total Liabilities & Fund Balance	\$ 218,965	\$ 2,264,564	\$ 3,460,391	\$ 1,433,841	\$ 7,377,761

Double Branch

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending February 28, 2025

	Adopted Budget	Prorated Budget Thru 02/28/25	Actual Thru 02/28/25	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 184,075	\$ 179,227	\$ 179,227	\$ -
Interest Income	2,500	1,042	2,115	1,073
Total Revenues	\$ 186,575	\$ 180,269	\$ 181,342	\$ 1,073
Expenditures:				
General & Administrative:				
Supervisor Fees	\$ 12,000	\$ 5,000	\$ 4,600	\$ 400
FICA Expense	918	383	352	31
Engineering	5,000	2,083	2,478	(394)
Arbitrage	700	-	-	-
Dissemination	1,798	749	749	(0)
Assessment Roll	9,227	9,227	9,227	0
Attorney	42,000	17,500	6,823	10,677
Annual Audit	5,400	-	-	-
Trustee Fees	9,500	3,409	3,409	-
Management Fees	72,865	30,361	30,360	0
Information Technology	2,407	1,003	1,003	(0)
Telephone	600	250	64	186
Postage	2,000	833	204	630
Printing	2,500	1,042	223	819
Insurance	10,556	10,556	10,268	288
Legal Advertising	2,800	1,167	437	729
Office Supplies	200	83	12	72
Website Compliance	2,809	1,170	1,170	0
Dues, Licenses & Subscriptions	175	175	175	-
Other Current Charges	120	50	20	30
Capital Reserve Funding	3,000	-	-	-
Total General & Administrative Expenditures	\$ 186,575	\$ 85,041	\$ 71,573	\$ 13,467
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$ 95,228	\$ 109,768	\$ (12,394)
Net Change in Fund Balance	\$ -	\$ 95,228	\$ 109,768	\$ (12,394)
Fund Balance - Beginning	\$ -		\$ 107,820	
Fund Balance - Ending	\$ -		\$ 217,588	

Double Branch
Community Development District
Recreation Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending February 28, 2025

	Adopted Budget	Prorated Budget Thru 02/28/25	Actual Thru 02/28/25	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 2,144,534	\$ 2,088,054	\$ 2,088,054	\$ -
Interest Income	25,000	10,417	20,529	10,112
Amenities Revenue/Miscellaneous	25,000	10,417	9,415	(1,002)
Sports Revenue	30,000	12,500	-	(12,500)
Total Revenues	\$ 2,224,534	\$ 2,121,387	\$ 2,117,998	\$ (3,390)
Expenditures:				
Administrative:				
Management Fees - On Site Staff	\$ 233,919	\$ 97,466	\$ 97,466	\$ (0)
Insurance	141,137	141,137	120,080	21,057
Other Current Charges	3,500	1,458	600	858
Permit Fees	1,625	677	781	(104)
Subtotal Administrative	\$ 380,181	\$ 240,739	\$ 218,928	\$ 21,811
Maintenance:				
Security	\$ 111,280	\$ 46,367	\$ 44,528	\$ 1,838
Security - Clay County Off-Duty Sheriff	47,304	19,710	22,045	(2,335)
Water - Irrigation	15,000	6,250	7,145	(895)
Irrigation Maintenance	5,000	2,083	-	2,083
Streetlighting	32,000	13,333	11,524	1,809
Electric	36,000	15,000	15,516	(516)
Landscape Maintenance	507,134	211,306	197,061	14,245
Common Area Maintenance	75,000	31,250	21,300	9,950
Lake Maintenance	31,000	12,917	10,850	2,067
Capital Reserve Funding	428,079	-	-	-
Subtotal Maintenance	\$ 1,287,796	\$ 358,216	\$ 329,970	\$ 28,246

Double Branch
Community Development District
Recreation Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending February 28, 2025

	Adopted Budget	Prorated Budget Thru 02/28/25	Actual Thru 02/28/25	Variance
<i>Recreation Facility:</i>				
Amenity Staff	\$ 150,500	\$ 62,708	\$ 37,037	\$ 25,671
Refuse Services	19,000	7,917	9,235	(1,319)
Telephone	8,500	3,542	3,455	87
Electric	29,000	12,083	12,674	(591)
Cable	9,707	4,045	4,267	(223)
Pool Maintenance	39,000	16,250	16,720	(470)
Water / Sewer/Reclaim	48,000	20,000	13,212	6,788
Facility Maintenance-General	75,000	31,250	21,181	10,069
Facility Maintenance-Preventative	10,000	4,167	825	3,342
Facility Maintenance - Contingency	40,000	16,667	2,800	13,867
Lighting Repairs	9,500	3,958	2,130	1,828
Special Events	10,250	4,271	5,552	(1,281)
Office Supplies & Equipment	1,400	583	262	322
Janitorial	70,200	29,250	25,750	3,500
Recreation Passes	4,000	1,667	393	1,274
Pool Leak Repairs	2,500	1,042	-	1,042
Multiuse Field	30,000	12,500	-	12,500
Subtotal Recreation Facility	\$ 556,557	\$ 231,899	\$ 155,493	\$ 76,405
Total Expenditures	\$ 2,224,534	\$ 830,853	\$ 704,391	\$ 126,462
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$ 1,290,534	\$ 1,413,607	\$ (129,852)
Net Change in Fund Balance	\$ -	\$ 1,290,534	\$ 1,413,607	\$ (129,852)
Fund Balance - Beginning	\$ -		\$ 825,741	
Fund Balance - Ending	\$ -		\$ 2,239,348	

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 February 28, 2025

	Adopted Budget	Prorated Budget Thru 02/28/25	Actual Thru 02/28/25	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 1,976,742	\$ 1,910,361	\$ 1,910,361	\$ -
Interest Income	10,000	10,000	44,740	34,740
Total Revenues	\$ 1,986,742	\$ 1,920,361	\$ 1,955,101	\$ 34,740
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	\$ 1,584,174	\$ 1,618,913	\$ 34,740
Net Change in Fund Balance	\$ 34,367	\$ 1,584,174	\$ 1,618,913	\$ 34,740
Fund Balance - Beginning	\$ 850,479		\$ 1,841,477	
Fund Balance - Ending	\$ 884,846		\$ 3,460,391	

Double Branch

Community Development District

Capital Reserve Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending February 28, 2025

	Adopted Budget	Prorated Budget Thru 02/28/25	Actual Thru 02/28/25	Variance
Revenues				
Transfer In from General Fund	\$ 3,000	\$ -	\$ -	\$ -
Transfer In from Recreation Fund	428,079	-	-	-
Interest	3,000	3,000	25,837	22,837
Total Revenues	\$ 434,079	\$ 3,000	\$ 25,837	\$ 22,837
Expenditures:				
Repairs & Replacements	\$ 500,000	\$ 208,333	\$ 85,040	\$ 123,294
Total Expenditures	\$ 500,000	\$ 208,333	\$ 85,040	\$ 123,294
Excess (Deficiency) of Revenues over Expenditures	\$ (65,921)		\$ (59,203)	
Net Change in Fund Balance	\$ (65,921)		\$ (59,203)	
Fund Balance - Beginning	\$ 1,470,985		\$ 1,468,786	
Fund Balance - Ending	\$ 1,405,064		\$ 1,409,583	

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
7	02/06/25	16,472.51	1,545.43	18,004.71	36,022.65
8	03/08/25	27,628.79	2,592.09	30,198.69	60,419.57
		-	-	-	
		-	-	-	
		-	-	-	
		-	-	-	
		-	-	-	
		-	-	-	
TOTAL TAX ROLL RECEIPTS		1,910,361.07	179,227.07	2,088,053.94	4,177,642.08

PERCENT COLLECTED	DEBT	O&M	TOTAL
TOTAL PERCENT COLLECTED	97.37%	97.37%	97.37%

D.

Double Branch

Community Development District

Check Run Summary

March 31, 2025

Fund	Date	Check No.	Amount
General Fund			
Accounts Payable	3/11/25	1848-1850	\$ 7,347.40
	3/21/25	1851	450.00
	3/28/25	1852	1,847.52
<u>Sub-Total</u>			<u>\$ 9,644.92</u>
Recreation Fund			
Accounts Payable	3/11/25	7697-7700	\$ 25,764.78
	3/14/25	7701-7704	24,936.55
	3/21/25	7705-7709	42,813.70
	3/28/25	7710-7712	13,830.19
<u>Sub-Total</u>			<u>\$ 107,345.22</u>
Capital Reserve Fund			
Accounts Payable	3/11/25	338-347	\$ 19,977.77
	3/14/25	348-349	4,099.23
	3/21/25	350	925.00
	3/28/25	351-353	1,606.26
<u>Sub-Total</u>			<u>\$ 26,608.26</u>
Total			\$ 143,598.40

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
3/11/25	00035	3/01/25	2488	202503	310-51300		34000	MAR MANAGEMENT FEES	*	6,072.08		
		3/01/25	2488	202503	310-51300		52000	MAR WEBSITE ADMIN	*	234.08		
		3/01/25	2488	202503	310-51300		35100	MAR INFO TECH	*	200.58		
		3/01/25	2488	202503	310-51300		31300	DISSEM AGENT SRVCS	*	149.83		
		3/01/25	2488	202503	310-51300		51000	OFFICE SUPPLIES	*	.60		
		3/01/25	2488	202503	310-51300		42000	POSTAGE	*	54.42		
		3/01/25	2488	202503	310-51300		42500	COPIES	*	36.15		
		3/01/25	2488	202503	310-51300		41000	TELEPHONE	*	23.41		
GOVERNMENTAL MANAGEMENT SERVICES											6,771.15	001848
3/11/25	00027	3/03/25	26968	202503	310-51300		32200	AUDIT FYE 09/30/2024	*	500.00		
GRAU AND ASSOCIATES											500.00	001849
3/11/25	00111	2/27/25	25-00065	202502	310-51300		48000	FEB NTC OF BOS MTG	*	76.25		
JACKSONVILLE DAILY RECORD											76.25	001850
3/21/25	00116	3/13/25	192902	202502	310-51300		31100	FEB ENGINEERING SERVICES	*	450.00		
MATTHEWS DESIGN GROUP LLC											450.00	001851
3/28/25	00113	3/19/25	3539265	202502	310-51300		31500	FEB GENERAL SERVICES	*	1,847.52		
KUTAK ROCK LLP											1,847.52	001852
TOTAL FOR BANK A										9,644.92		
TOTAL FOR REGISTER										9,644.92		

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

Invoice

Invoice #: 2488
Invoice Date: 3/1/25
Due Date: 3/1/25
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 - March 2025		6,072.08	6,072.08
Website Administration - March 2025		234.08	234.08
Information Technology - March 2025		200.58	200.58
Dissemination Agent Services - March 2025		149.83	149.83
Office Supplies		0.60	0.60
Postage		54.42	54.42
Copies		36.15	36.15
Telephone		23.41	23.41

RECEIVED
 MAR 04 2025
 BY: _____

Total	\$6,771.15
Payments/Credits	\$0.00
Balance Due	\$6,771.15

Grau and Associates

1001 W. Yamato Road, Suite 301
Boca Raton, FL 33431
www.graucpa.com

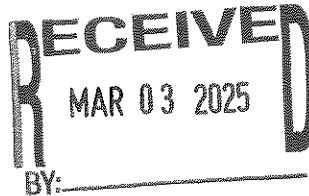
Phone: 561-994-9299

Fax: 561-994-5823

*Double Branch Community Development District
475. West Town Place, Ste 114
St. Augustine, FL 32902*

Invoice No. 26968
Date 03/03/2025

SERVICE	AMOUNT
Audit FYE 09/30/2024	\$ <u>500.00</u>
Current Amount Due	\$ <u>500.00</u>



0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Balance
500.00	0.00	0.00	0.00	0.00	500.00

Payment due upon receipt.

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

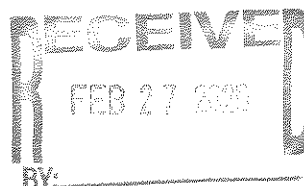
P.O. Box 1769
Jacksonville, FL 32201
(904) 356-2466

INVOICE

February 27, 2025

Date

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



Serial # <u>25-00065C</u>	PO/File # _____	<u>\$76.25</u>
Notice of Meeting of the Board of Supervisors		Payment Due
_____		<u>\$76.25</u>
Double Branch Community Development District		Publication Fee
_____		Amount Paid
Case Number _____		
Publication Dates <u>2/27</u>		
County <u>Clay</u>		

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

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

If your payment is being
mailed, please reference
Serial # 25-00065C 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, March 10, 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

Feb. 27 00 (25-00065C)

Project Manager Alex Acree



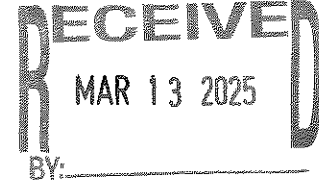
Governmental Management Services
Marilee Giles
475 West Town Place
St. Augustine, FL 32092

March 13, 2025
Invoice # 192902

Project 0000021873.0000 Double Branch CDD

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

- CDD Conference Call
- CDD Board Meeting
- Coordination with District Staff



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 February 28, 2025

Phase 0001 Engineering Services

	Hours	Rate	Amount
Sr. Construction Inspector	2.00	210.00	420.00
Project Administrator	.25	120.00	30.00
Total Labor			450.00
		Total Due:	450.00

Billed to Date

	Current Due	Prior Billed	Billed to Date
Labor	450.00	10,965.00	11,415.00
Unit	0.00	12.12	12.12
Totals	450.00	10,977.12	11,427.12

KUTAK ROCK LLP

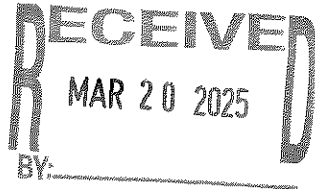
TALLAHASSEE, FLORIDA

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

March 19, 2025



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

Reference: Invoice No. 3539265
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. 3539265
5323-1

Re: General

For Professional Legal Services Rendered

02/02/25	G. Lovett	0.30	79.50	Monitor legislative process relating to matters impacting special districts
02/07/25	K. Haber	0.40	108.00	Prepare February board meeting agenda memorandum
02/10/25	M. Eckert	2.70	1,053.00	Prepare for, travel to and attend board meeting; return travel; meeting follow up
02/14/25	K. Haber	0.60	162.00	Prepare vendor fair license agreement; correspond with Soriano regarding same
02/21/25	M. Eckert	0.10	39.00	Review shooting issue
02/24/25	M. Eckert	0.70	273.00	Review draft minutes and provide comments; follow up from board meeting
02/26/25	M. Eckert	0.30	117.00	Prepare for and attend agenda call
TOTAL HOURS		5.10		

KUTAK ROCK LLP

Double Branch CDD
March 19, 2025
Client Matter No. 5323-1
Invoice No. 3539265
Page 2

TOTAL FOR SERVICES RENDERED		\$1,831.50
DISBURSEMENTS		
Travel Expenses	16.02	
TOTAL DISBURSEMENTS		<u>16.02</u>
TOTAL CURRENT AMOUNT DUE		<u>\$1,847.52</u>

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
3/11/25	01084	2/21/25	02212025	202502	300-36900-10300			DEPOSIT REFUND	*	300.00		
								EDNA RODRIGUEZ			300.00	007697
3/11/25	00092	2/18/25	2486	202501	320-57200-46600			JAN FACILITY MAINTENANCE	*	5,250.00		
		2/18/25	2486	202501	320-57200-46620			JAN FAC MAINT CONTIGENCY	*	1,000.00		
		2/18/25	2486	202501	320-57200-46630			JAN LIGHTING REPAIRS	*	790.00		
		2/18/25	2486	202501	320-57200-46400			JAN COMMON AREA MAINT	*	5,250.00		
		2/18/25	2486	202501	320-57200-49400			JAN SPECICAL EVENTS	*	400.00		
								GOVERNMENTAL MANAGEMENT SERVICES			12,690.00	007698
3/11/25	00186	3/01/25	13129562	202503	320-57200-46300			MAR POOL CHEMICALS	*	3,439.08		
								POOLSURE			3,439.08	007699
3/11/25	00839	3/01/25	10856	202503	320-57200-34500			MAR SECURITY SERVICES	*	9,335.70		
								SECURITY DEVELOPMENT GROUP LLC			9,335.70	007700
3/14/25	01085	3/11/25	03112025	202503	300-36900-10300			DEPOSIT REFUND	*	100.00		
								FERCHELLE LE			100.00	007701
3/14/25	00092	2/28/25	2490	202502	320-57200-41000			FEB PHONES	*	88.16		
		2/28/25	2490	202502	320-57200-51000			FEB OFFICES SUPPLIES	*	13.20		
		2/28/25	2490	202502	320-57200-49400			FEB SPECIAL EVENTS	*	91.94		
								GOVERNMENTAL MANAGEMENT SERVICES			193.30	007702
3/14/25	00092	3/01/25	2489	202503	310-51300-34000			MAR FACILITY MANAGEMENT	*	19,493.25		
								GOVERNMENTAL MANAGEMENT SERVICES			19,493.25	007703
3/14/25	00297	3/01/25	369	202503	320-57200-61000			MAR JANITORIAL SERVICES	*	5,150.00		
								RIVERSIDE MANAGEMENT SERVICES, INC			5,150.00	007704
3/21/25	00467	3/06/25	50073019	202503	310-51300-49300			2023 LICENSE FEE	*	52.25		

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT ACCT#	SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
3/06/25		50073019	202503	310-51300-49300			2024 LICENSE FEE	*	446.83		
							ASCAP			499.08	007705
3/21/25	00285	3/10/25	713	202502	320-57200-34510		FEB ADMIN FEE	*	352.50		
		3/10/25	713	202502	320-57200-34510		FEB ADMIN SCHED	*	130.00		
							CLAY COUNTY SHERIFF'S OFFICE			482.50	007706
3/21/25	00092	3/12/25	2491	202503	300-36900-10300		MAR FACILITY EVENT STAFF	*	250.00		
							GOVERNMENTAL MANAGEMENT SERVICES			250.00	007707
3/21/25	00024	3/01/25	253947B	202503	320-57200-46800		MAR LAKE MAINTENANCE	*	2,170.00		
							THE LAKE DOCTORS, INC.			2,170.00	007708
3/21/25	00672	3/03/25	20709	202503	320-57200-46200		MAR LANDSCAPE MAINTENANCE	*	39,412.12		
							VERDEGO LLC			39,412.12	007709
3/28/25	00478	7/02/24	CAK-1927	202410	320-57200-62000		PROXIMITY CARDS	*	767.69		
							CARDS AND KEYFOBS			767.69	007710
3/28/25	00092	3/14/25	2492	202502	320-57200-46600		FEB FACILITY MAINTENANCE	*	5,500.00		
		3/14/25	2492	202502	320-57200-46620		FEB FAC MAINT CONTINGENCY	*	1,160.00		
		3/14/25	2492	202502	320-57200-46630		FEB LIGHTING REPAIRS	*	790.00		
		3/14/25	2492	202502	320-57200-46400		FEB COMMON AREA MAINT	*	5,500.00		
							GOVERNMENTAL MANAGEMENT SERVICES			12,950.00	007711
3/28/25	00092	3/24/25	2495	202503	300-36900-10300		MAR FACILITY EVENT STAFF	*	112.50		
							GOVERNMENTAL MANAGEMENT SERVICES			112.50	007712
TOTAL FOR BANK B									107,345.22		
TOTAL FOR REGISTER									107,345.22		

DBBR DOUBLE BRANCH OKUZMUK

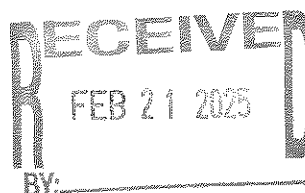
From: Oakleaf Venues venue rentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - EDNA RODRIGUEZ - CANCELLED
Date: February 21, 2025 at 9:53 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amosing@gmstnn.com



Good evening, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD – for the following venue.
 - LOCATION – OVCR aka CLUBROOM (FRIDAY) 5:00 P.M. to 9:00 P.M.
 - DATE OF VENUE – FEBRUARY 15, 2025
 - RESIDENT – EDNA RODRIGUEZ
 - ADDRESS – 3792 TIMBERLINE DRIVE, ORANGE PARK, FL 32065
 - AMOUNT OF REFUND - \$300.00 = \$250.00 RENTAL + \$50.00 DEPOSIT (cancelled event - only 50% of deposit is refundable)
 - BOOKING FEE/DEPOSIT was via VISA (7371):
 - RENTAL FEE:
 - DATED: 2/17/2025
 - SEQ#: 4
 - BATCH#: 1316
 - INVOICE#: 4
 - APPROVAL CODE: 05342?
 - AMOUNT: 250.00
 - DEPOSIT FEE:
 - DATED: 2/17/2025
 - SEQ#: 3
 - BATCH#: 1316
 - INVOICE#: 3
 - APPROVAL CODE: 041818
 - AMOUNT: 100.00



This was a Celebration of Life event, hence the reason booking was less than the required 15 days prior to the event day. They decided a couple days before the event to move it to the GRAND BANQUET venue due to the number of participants exceeding the max capacity for CLUBROOM. Therefore, I did not penalize them on the RENTAL FEE, however, I did charge \$50.00 toward the DEPOSIT for cancelling.

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

Thank you.

I will be out of the office FEBRUARY 24-26, 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
venue rentals@oakleafresidents.com
(904) 770-4661 voice email
(904) 375-9285 ext. 3
www.oakleafresidents.com

Governmental Management Services

www.OakLeafResidents.com

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

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

Invoice

Invoice #: 2486
 Invoice Date: 2/18/25
 Due Date: 2/18/25
 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 Maintenance January 1 - January 31, 2025		13,301.07	13,301.07
Code to:			
Double Branch Facility Maintenance			
2.320.572.46600 (\$5,250.00)			
Double Branch Facility Maintenance Contingency			
2.320.572.46620 (\$1,000.00)			
Double Branch Lighting Repairs			
2.320.572.46630 (\$790.00)			
Double Branch Common Area Maintenance			
2.320.572.46400 (\$5,250.00)			
Double Branch Special Events			
2.320.572.49400 (\$400.00)			
Double Branch Repair/Replacement			

RECEIVED
 FEB 22 2025
 BY: _____

24.600.53800.6200 (\$611.07)			
Total			\$13,301.07
Payments/Credits			\$0.00
Balance Due			\$13,301.07

\$12,690.00

**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF JANUARY 2025**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
1/2/25	4.47	J.K.	Worked on split rail fence
1/2/25	7.68	A.J.	Removed debris at fitness center, removed debris at amenities center
1/3/25	4.3	T.C.	Take down Christmas lights
1/3/25	3.42	J.K.	Take down Christmas lights
1/3/25	7.6	A.J.	Removed debris on pool deck and around amenities center, put away Christmas lights
1/6/25	4	T.C.	Took down Christmas lights and décor
1/6/25	7.62	A.J.	Removed debris around amenities and fitness center, prepped for storm
1/6/25	3.58	C.W.	Removed debris from all common areas
1/7/25	8	T.C.	Took down Christmas lights and décor, marked sidewalks for grinder
1/7/25	8	B.G.	Took down decorations and stored them at the lifeguard shack, took down Christmas wreaths throughout community
1/7/25	7.2	J.K.	Take down Christmas lights at fitness center and entrance, mark up sidewalks, removed old trees
1/7/25	3.6	C.W.	Removed debris from all common areas
1/7/25	3.9	A.J.	Removed Christmas lights, removed debris around amenities center
1/8/25	8	B.G.	Removing old Christmas trees from pool shack and disposing them, storing more Christmas lights tote, using concrete commercial grinder to grind uneven slabs
1/8/25	6.92	J.K.	Started grinding sidewalks around amenity center, put away rest of Christmas bins and through out old Christmas trees
1/8/25	3.46	C.W.	Removed debris from all common areas
1/9/25	6	T.C.	Grinded down uneven sidewalks
1/9/25	8	B.G.	Grinding down uneven cement slabs
1/9/25	7.5	J.K.	Grind down sidewalk around amenity center, cut light post, threw out boxes
1/10/25	4	T.C.	Worked on lights for pickleball courts
1/10/25	3.8	C.W.	Removed debris from all common areas
1/13/25	2.61	C.W.	Removed debris from all common areas
1/14/25	4	T.C.	Restarted waterfall fountain, inspected fence and assessed damage, made sure all Christmas décor and lights were put up, reset light timer for pickleball courts and track
1/14/25	3.63	C.W.	Removed debris from all common areas
1/15/25	2	T.C.	Took golf cart to mechanic
1/15/25	3.7	C.W.	Removed debris from all common areas
1/15/25	7.7	A.J.	Removed debris around amenities center, courts and pool deck
1/16/25	7	T.C.	Broke up uneven sidewalk with jackhammer and cut up and removed roots
1/16/25	8	B.G.	Removed cement sidewalks, removed roots
1/16/25	4.53	J.K.	Break down two slabs of sidewalk, cut up roots under sidewalk, removed dead tree
1/16/25	3.46	C.W.	Removed debris from all common areas
1/16/25	6.2	A.J.	Cleaned around amenities center and courts behind fitness center removing debris
1/17/25	5.5	T.C.	Loaded trailer with broken up concrete and unloaded at shop, cleared and disposed loose roots debris
1/17/25	4.78	J.K.	Loaded trailer up with concrete and took to shop to unload, cleaned up roots
1/17/25	3.26	C.W.	Removed debris from all common areas
1/17/25	6.3	A.J.	Cleaned around amenities center, pool deck and courts
1/21/25	6.35	A.J.	Cleaned around amenity center and fitness center
1/22/25	6.97	A.J.	Cleaned clubhouse and around amenity center
1/23/25	6.32	A.J.	Cleaned spigots, toilet hardware and all touched surfaces at amenity center, field house and fitness center bathrooms, repaired latch at storage shed area, cleaned pool deck
1/24/25	3.61	C.W.	Removed debris from all common areas
1/24/25	5.92	A.J.	Cleaned around amenity center and behind fitness center
1/27/25	5	T.C.	Put up form boards for sidewalk, changed out fence post at pack
1/27/25	7	B.G.	Made form for cement slabs, dug and changed two fence posts, used boat to clean lake, fixed loose sign
1/27/25	7	J.K.	Removed debris from lake, started replacing fence, put up form for sidewalk
1/27/25	6.37	A.J.	Cleaned around amenity center, pool deck and courts behind fitness center
1/28/25	8	T.C.	Poured concrete for sidewalk at park, picked up supplies
1/28/25	8	B.G.	Replaced more broken fence posts, mixed cement and poured for sidewalks
1/28/25	7.82	J.K.	Replaced broken fence posts, mixed, poured and finished two slabs for sidewalks
1/28/25	3.91	C.W.	Removed debris from all common areas
1/29/25	5	T.C.	Sorted and cleaned fence pieces to determine inventory, painted fence by pool pack area, picked up

**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF JANUARY 2025**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
1/29/25	7.48	J.K.	supplies Light inspection on fitness center, paint fence by pool pack area, cleaned up in and around shop, tied down windscreen on tennis and pickleball courts
1/29/25	3.73	C.W.	Removed debris from all common areas
1/30/25	2	T.C.	Filled in holes at dog park
1/30/25	5.1	J.K.	Cleaned off materials for fence by bulkhead bridge, filled in holes at dog park
1/30/25	3.47	C.W.	Removed debris from all common areas
1/30/25	7.63	A.J.	Cleaned around amenities center and behind fitness center, removed debris from roadside
1/31/25	4	T.C.	Painted rails at field house
1/31/25	7.1	J.K.	Paint fence and rails around field house
1/31/25	3.55	C.W.	Removed debris from all common areas
1/31/25	6.52	A.J.	Cleaned around amenities center and courts behind fitness center

TOTAL 331.57

MILES 86

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



Invoice

Date
Invoice#

3/1/2025
131295627347

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

Terms	Net 20
Due Date	3/21/2025
PO #	

Bill To
Oakleaf Village/Double Branch 475 West Town Place Ste 114 St Augustine FL 32092

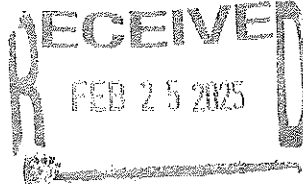
Ship To
Oak Leaf Plantation/ Double Branch 370 Oakleaf Village Parkway Orange Park FL 32065

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
WM-CHEM-FLAT	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



131295627347

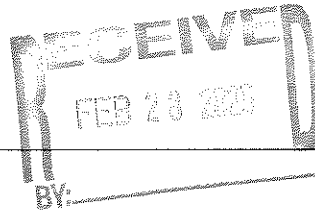


Security Development Group, LLC
 8130 Baymeadows Way W., Suite 302
 Jacksonville, FL 32256
 cathie@sthreesecurity.com
 www.sthreesecurity.com

INVOICE

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

INVOICE # 10856
DATE 03/01/2025
DUE DATE 03/31/2025
TERMS End of the month



SERVICE MONTH
 March

ACTIVITY	QTY	RATE	AMOUNT
APPROVED			9,335.70T
Code to:			9,335.70
Double Branch Security			0.00
2-320-572-345			9,335.70
			\$9,335.70

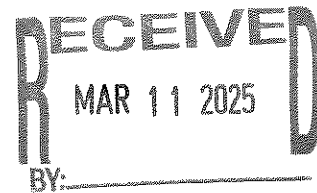
From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - FERCHELLE LE
Date: March 11, 2025 at 7:11 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amosing@gmstnn.com



Good evening, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD – for the following venue.
 - LOCATION – OVCR aka CLUBROOM (SATURDAY) 2:30 P.M. to 6:30 P.M.
 - DATE OF VENUE – MARCH 8, 2025
 - RESIDENT – FERCHELLE LE
 - ADDRESS – 575 OAKLEAF PLANTATION PARKWAY #1116, **ORANGE PARK, FL 32065**
 - AMOUNT OF REFUND - \$100.00
 - BOOKING FEE/DEPOSIT was via VISA(6628):
 - DATED: 2/13/25
 - SEQ#: 2
 - BATCH#: 1312
 - INVOICE#: 2
 - APPROVAL CODE: 727708
 - 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 MARCH 12, 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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venuerentals@oakleafresidents.com
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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 #: 2490
Invoice Date: 2/28/25
Due Date: 2/28/25
Case:
P.O. Number:

Bill To:

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

Description	Hours/Qty	Rate	Amount
2.320.572.4100 (DB Phones) - Statement Closing Date 2/18/25		88.16	88.16
2.320.572.5100 (DB Office Supplies) - Statement Closing Date 2/18/25		13.20	13.20
34.600.538.6200 (DB Repair & Replacements) - Statement Closing Date 2/18/25		3,354.70	3,354.70
2.320.572.49400 (DB Special Events) - Statement Closing Date 2/18/25		91.94	91.94

RECEIVED
MAR 07 2025
BY: _____

Total \$3,548.00

Payments/Credits \$0.00

Balance Due ~~\$3,548.00~~

\$193.30

Double Branch / Middle Village American Express Charges
GMS Statement Closing Date – February 18, 2025

Totals by GL

Double Branch: \$3,548.00

2.320.572.4100 (DB Phones) – \$88.16

2.320.572.5100 (DB Office Supplies) – \$13.20

34.600.538.6200 (DB Repair and Replacements) - \$3354.70

2.320.572.49400 (DB Special Events) – \$91.94

Middle Village: \$1,961.85

2.330.572.4100 (MV Phones) – \$88.15

2.310.513.49300 (MV Office Supplies) – \$13.20


34.600.538.64000 (MV repair & replacements) – \$1,478.89

2.330.572.49400 (MV Special Events) – \$91.92


2.330.572.34400 (MV Tennis Maintenance) - \$289.69.05

Detail Continued ◆ - Pay Over Time activity

				Amount
02/12/25	PEOPLEVINE INC 312-543-3399	CHICAGO	IL	\$750.00 ◆

 **JAY SORIANO**
Card Ending 6-63053

				Amount
01/24/25	AT HOME STORE 098 098 972-265-6227	ORANGE PARK	FL	\$279.47 ◆
01/24/25	HEAD/PENN RACQUET SPTS 586436 REELS 32065	PHOENIX	AZ	\$122.59 ◆
01/27/25	IONOS 877-461-2631	www.ionos.com	PA	\$4.00 ◆
01/29/25	INYO POOLS PRODUCTS 4078342200	Longwood	FL	\$379.17 ◆
01/29/25	USA VINYL, LLC 041399801434876 JFOSTER@WEATHERABLES.COM	HILLIARD	OH	\$1,049.06 ◆
01/30/25	USA VINYL, LLC 041399801434876 JFOSTER@WEATHERABLES.COM	HILLIARD	OH	\$890.87 ◆
01/31/25	BOBCAT OF JACKSONVILLE RSA109658-1 32254	JACKSONVILLE	FL	\$1,065.33 ◆
02/01/25	HEAD/PENN RACQUET SPTS 586436 REELS 32065	PHOENIX	AZ	\$167.10 ◆
02/02/25	RINGCENTRAL INC 11677943001 94002	888-898-4591	CA	\$176.31 ◆
02/04/25	WAL-MART SUPERCENTER 3308 3308 DISCOUNT STORE	MIDDLEBURG	FL	\$148.00 ◆
02/07/25	WAL-MART SUPERCENTER 6978 6978 DISCOUNT STORE	JACKSONVILLE	FL	\$39.44 ◆
02/07/25	PPG PAINTS 8180 0818 724-742-5683	JACKSONVILLE	FL	\$112.00 ◆
02/07/25	PPG PAINTS 8180 0818 724-742-5683	JACKSONVILLE	FL	\$112.00 ◆
02/07/25	DUNKIN #346314 Q35 3463 904-778-0700	JACKSONVILLE	FL	\$65.61 ◆
02/07/25	CROWN TROPHY #106 0000 904-260-4871	JACKSONVILLE	FL	\$118.25 ◆
02/08/25	DROPBOX*6NMTBMCY8GJR 599425308 94107	SAN FRANCISCO	CA	\$119.88 ◆
02/08/25	IONOS 877-461-2631	www.ionos.com	PA	\$22.40 ◆
02/09/25	DKS IM SERVER 0375 310-645-0023	INGLEWOOD	CA	\$41.95 ◆
02/11/25	DO IT YOURSELF INC ORANG 904-579-3477	ORANGE PARK	FL	\$494.84 ◆
02/12/25	Amazon Prime SUBSCRIPTION	Amazon.com	WA	\$15.09 ◆
02/12/25	DO IT YOURSELF INC ORANG 904-579-3477	ORANGE PARK	FL	\$326.45 ◆
02/12/25	DO IT YOURSELF INC ORANG 904-579-3477	ORANGE PARK	FL	\$120.64 ◆
02/18/25	WAL-MART SUPERCENTER 3308 3308 DISCOUNT STORE	MIDDLEBURG	FL	\$172.52 ◆

 **SHELBY STEPHENS**
Card Ending 6-61065

				Amount
01/23/25	USPS STAMPS ENDICIA 900000002 552453172 32137	888-434-0055	DC	\$200.00 ◆

Crown Trophy #11
 11792 SAN JOSE BLVD
 JACKSONVILLE, FL 32216
 9042604871

CROWN TROPHY #106
 Email: orders@crownjacksonville.com
 Phone: 904-260-4871
 11792 San Jose Blvd
 Jacksonville, FL 32223

Invoice No.
66163
Date
1/2/2025



ALLY OWNED

Cashier: Lynn
 07-Feb-2025 4:27:30P

Transaction 202079

1 Manual Transaction \$118.

Total \$118.2

CREDIT CARD SALE \$118.2
 AMEX 3053

From Name	Branch Comm Dev
To	ev.

Ship To
Oakleaf Plantation Jay Soriano 904-562-0249 jsoriano@gmail.com

Retain this copy for statement validation

07-Feb-2025 4:28:02P
 \$118.25 | Method: EMV
 AMERICAN EXPRESS
 XXXXXXXXXXXX3063
 JAY SORIANO
 Reference ID: 503800600058
 Auth ID: 903036
 MID: *****099T
 AID: A00000025010801
 AthNtwkNm: AMEX
 SIGNATURE

Terms	Payment Due Date	Order Complete
Due on receipt	2/8/2025	

Description	Qty	Amount	Tax
1 1/2" x 1 7/8" Gold Flexbrass Engraved Plate for Previously Purchased 2" Relief Torch Medal ENGR: Oakleaf Polar Plunge 2025	1.5	66.00	Tax
44.00 misc. Removal of old plates from previously purchased medals	1	44.00	Tax

Sub Total	110.00
Sales Tax 7.5% 2021	8.25
Total	118.25
Payment Applied	0.00
Balance Due	118.25

Memo: Replate Polar Plunge 2025 Medals Double Branch Jay Soriano

Do It Yourself Orange Park
Do It Yourself Orange Park
975 Blanding Blvd.
Orange Park, FL 32065
(904) 578 - 3477

ORDER RECEIPT

Order #: 768772
Customer: Double Branch Community Development
Date/Time Processed: 2/12/2025 3:51:25 PM
Employee ID: MHB

34' Nifty Self propelled lift #4 1.00 @ \$859.80
5-SPE4D \$859.80
SERIAL # 12-52840
** METER CHARGE ** \$0.00
Out: 404.10 - In: 404.10 - Used: 0.00
0.00 Units Used @ \$0.00
** ADDITIONAL CHARGE ** \$34.39
20' Equipment trailer #52 (14k M 1.00 @ \$45.90
5-KET723-52 \$45.90
SERIAL # 7UZTU202XPLD04233
** ADDITIONAL CHARGE ** \$1.84

Delivery Charge: \$0.00
Pick Up Charge: \$0.00
Damage Waiver: \$0.00
Cleaning Charges: \$0.00
Fuel Charges: \$0.00
Meter Charges: \$0.00
Surcharge: \$36.23

Fees: \$0.00
Sub Total: \$941.93
Tax: \$0.00
Order Total: \$941.93
Amount Paid: \$941.93
Amount Due: \$0.00

Transaction History:

Payment Type: AMEX - Payment
Date: 2/11/25 8:32 AM
Amount: \$494.84
Card#: 3053
Auth. No.: 104500

Payment Type: AMEX - Payment
Date: 2/12/25 8:16 AM
Amount: \$326.45
Card#: 3053
Auth. No.: 133337

Payment Type: AMEX - Payment
Date: 2/12/25 3:44 PM
Amount: \$120.64
Card#: 3053
Auth. No.: 170410

Signed: _____

Thank You, We appreciate your business!

Tax ID: 85-8012511048c-7



Receipt Printed: 2/12/2025 03:51 PM

Dropbox Inc.
333 Brannan Street
San Francisco, CA 94107
United States
billing-support@dropbox.com

Receipt for admin@oakleafresidents.com

Payment	Date	Amount
amex ending in 1057 approved	2/8/2025	\$119.88

Description	Amount
Dropbox Pro - 1TB (2/8/2025 to 2/8/2026)	\$119.88
Total \$119.88	

All amounts shown are in USD. This is not an invoice. No additional payment is required.

Welcome to Dunkin'
Store #: 346314
116 Oakleaf Village Pkwy
Jacksonville, FL 32244
(904) 778-0700

438572 Kyle

CHK 3264
2/7/2025 6:09 PM

Eat In

3 12 Donuts 41.97
1 Box Hot Orig Caf 21.99
American Express \$65.61
*****3053

Tran Type : Purchase
Entry Mode : INSERTED
Auth Code : 898971
AMERICAN EXPRESS
AID: A00000025010001
No Signature Required
I agree to pay the above total
amount according to the card
issuer
(merchant agreement if credit
voucher)

Subtotal \$63.96
Tax \$1.65
Payment \$65.61
Change Due \$0.00

Check Closed -----
2/7/2025 6:11 PM

Donut forget to tell us about
today's visit! Talk to us at
www.DunkinRunsOnYou.com
within 3 days and receive a
FREE CLASSIC DONUT
on your next visit when you
purchase a Medium or Larger Beverage
See restrictions on dunkindonuts.com

Survey Code: 26401-46314-1802-0754

Additional Discounts Will Not Be
Applied to Promotional Offers

Thank You. Come Back Again.

DECK # 3264
Total Items: 4



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

Invoice				5193786827	
Billing Date	01/23/2025	Ship Date	01/23/2025	Order Date	01/22/2025
Terms					Requested Date
Credit Card preauth.					01/22/2025
Order No.	5103332700	P.O. Number	Reels	Order Entered By:	
Salesrep: ELLIS, JEFF				OMS3_CMC	
Order Placed By: R118					

Sold-to address

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

Customer No. 715220

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

Authorization no.:

117142 25012126643910

Material	Description	Size	Quantity	List Price	Discount %	Unit Price	Extended Price
281414	Velocity MLT (200m reel) Item 20	17 BK	1 ROL	121.00	8.000	111.32	111.32

Total Number of Units 1

Shipping Information

Packing Slip, BOL: 5183634507
 Shipping Terms: FOB Origin
 Shipment Origin: BALTIMORE MD
 Shipped Via: FED EX GROUND (PPA)
 Gross Weight: 1.350 LB 0.612 KG

Box Tracking Number

289180170915450

Total Number of Cartons 1

Items total	111.32	USD
Freight Charge	11.27	USD
Final amount	122.59	USD
Charged to your American Express *****052	122.59	USD
Balance Due	0.00	USD

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



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

Invoice		5193790794	
Billing Date 01/31/2025	Ship Date 01/31/2025	Order Date 01/22/2025	Requested Date 01/22/2025
Terms Credit Card preauth.			Due Date
Order No. 5103332700	P.O. Number Reels	Order Entered By: OMS3_CPIC	
Salesrep: ELLIS, JEFF Order Placed By: R118			

Sold-to address

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

Customer No. 715220

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

Authorization no.:

119164 25012226657145

Material	Description	Size	Quantity	List Price	Discount %	Unit Price	Extended Price
281234	Hawk Touch (200 m reel) Item 10	17 AN	1 ROL	166.00	8.000	152.72	152.72

Total Number of Units 1

Shipping Information

Packing Slip, BOL: 5183637799
 Shipping Terms: FOB Origin
 Shipment Origin: BALTIMORE MD
 Shipped Via: FED EX GROUND (PPA)
 Gross Weight: 1.500 LB 0.680 KG

Box Tracking Number

289180170945013

Total Number of Cartons 1

Items total	152.72	USD
Freight Charge	14.38	USD
Final amount	167.10	USD
Charged to your American Express *****052	167.10	USD
Balance Due	0.00	USD

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



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

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

Invoice: 202053433551
Invoice Date: 01/26/2025
Customer ID: 270980442
Contract ID: 48060001

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

Your IONOS Personal Consultant:
 Tiffany Masters
 ☎ 2673666050

Invoice

Billing period starting: 01/25/2025

Item	Service	Charges	Usage	Taxable Portion	Total
Contract: 48060001 - IONOS Expert					
1	IONOS Website Builder 01/25/2025-02/25/2025	\$4.00 a month	1 mo.	\$0.00	\$4.00
Net Total					\$4.00
Net (non-taxable portion)					\$4.00
Net (taxable portion)					\$0.00
Tax					\$0.00
Total amount due					\$4.00
Please DO NOT send cash, check or money order					

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

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




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

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

Invoice: 202053652871
Invoice Date: 02/07/2025
Customer ID: 270980442
Contract ID: 85644648

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

Your IONOS Personal Consultant:
 Tiffany Masters
 2673666050

Invoice

Billing period starting: 02/06/2025

Item	Service	Charges	Usage	Taxable Portion	Total
Contract: 85644648 - IONOS MyWebsite Creator+					
1	Basic Fee 02/06/2025-03/06/2025	\$28.00 a month	1 mo.	\$0.00	\$28.00
2	Special Offer Discount for line-item 1	Special Offer		\$0.00	\$-5.60
Net Total					\$22.40
Net (non-taxable portion)					\$22.40
Net (taxable portion)					\$0.00
Tax					\$0.00
Total amount due					\$22.40

Please **DO NOT** send cash, check or money order

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

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

LEPPO RENTS

SALES • RENTAL • PARTS • SERVICE • TRAINING

REMIT TO:
 Leppo Rents
 PO Box 932022
 Cleveland, OH 44193

INVOICE NO RSA109658-1	INVOICE DATE 01/31/2025
PAYMENT TERMS CASH ON DELIVERY	

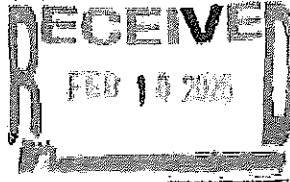
Leppo Rents - Bobcat of Jacksonville
 1182 SUEMAC RD
 JACKSONVILLE FL 32254
 904-288-9181
 Store ID 16259803001

CUSTOMER NO BP0068280
CUSTOMER PO

RENTAL INVOICE

INVOICE TO:

Double Branch Community Development
 475 west town pl ste 114
 SAINT AUGUSTINE FL 32092



SHIP TO:

Double Branch Community Development
 370 Oakleaf Village Pkwy
 ORANGE PARK FL 32065

Client ID 3523730005

SALESMAN :Patrick Hlne
 CONTACT :Jay Soriano 904-342-1441

RENTAL CONTRACT :RSA109658

SET	UNIT	QTY	PRICE	TOTAL
10	EQ0322937 SCISSOR LIFT, 26' JLG MODEL:JLG_ES2632A02.20 S/N:M200071846 BILLING PERIOD: 01-09-2025 08:00 AM TO 02-06-2025 07:59 AM	1	650.00	650.00
10	Damage Waiver(14.00 %)		14.00	91.00
10	DEL PICKUP DELIVERY AND PICKUP EQ0322937 S/N: M200071846	1	250.00	250.00

SALES TAX DETAILS:

FL-CLAY -CLAY : 14.87
 FL-STATE -FLORIDA STATE : 59.46

TOTAL RENTAL	650.00
MISC CHARGES	341.00
SALES TAX	74.33
TOTAL AMOUNT (USD)	1,065.33
PAYMENT RECEIVED	1,065.33
BALANCE AMOUNT	0.00

Paid By : AMEX (xxxxxxxxxxxx3053): \$1065.33

***** PURCHASE *****
 APPROVED
 Total: \$1,065.33
 Card Type: AMEX
 Card Entry: MANUAL
 Acct #: *****3053
 Approval Code: 126741
 X

at home

Store 98
1919 Wells Rd
Oran Park, FL 32073

B548 VILLA CREAM/NP	199.99	T
886369417238		
B548 Villa Cream/NP	29.99	T
886369417207		
B548 VILLA CREAM/NP	29.99	T
886369417214		
TAX	19.50	
*** BALANCE	279.47	

TRA TYPE: Full Charge
CARD AMERICAN EXPRESS
AUTH: 815815
ENTRY METHOD: C
ACCT#: *****3063
ATD: A000000025010801
AUTHORIZATION MODE: ISSUER

Amex	279.47
CHANGE	0.00
7.50% Tax	19.50
TOTAL NUMBER OF ITEMS SOLD *	3
01/24/25 17:32 98 22 79 717641	



99009802200792501241732



CUSTOMER 321001760000
 DOUBLE BRANCH
 COMMUNITY
 DEVELOPMENT DISTRICT
 475 W. TOWN PL
 ST. AUGUSTINE, FL 32092
 904-562-0249

STORE #8180
 445 PARK STREET,
 JACKSONVILLE, FL 32204

EMAIL PAF8180@ppg.com

PHONE 904-353-4446

HOURS
 Sun: Closed
 Mon: 7:00 AM - 5:00 PM
 Fri: PM
 Sat: 8:00 AM - 12:00 PM

INVOICE # 818020005617

DATE -07 Feb 2025

TIME 3:51 PM

STORE REP Daniel L.

SALES REP OPB-SALES
 JACKSONVILLE (8180)

METHOD Now

SHIP INFO .

Item # / SAP #	Description	Qty	Unit Price	Amount
95-3300/1U 00349560	DURETHANE DTM NEUTRAL BASE 1 95-3300/01 - DURETHANE DTM NEUTRAL BASE COMP A 1 95-339/04 - DURETHANE DTM COMP B	1	\$112.00	\$112.00 *

Comment: BLACK

TERMS:

Items marked with an asterisk (*) are exempt from sales tax. Freight will be charged on orders, blinds, and wall covering books. Special merchandise in good condition is eligible for 75% refund w/ original invoice within 60 days. Tinted merchandise cannot be returned. Non-tinted merchandise in good condition may be returned w/ original invoice w/in 60 days. Qualifying returns will be made in the same form of payment as original purchase. PPG reserves the right to make large cash returns by check within 3 business days. A service fee will be charged on returned checks. PPG understands, and Buyer represents that the products sold will be used for commercial or home painting, and will not be used for Nuclear, Chemical or Biological weapons facilities or activities including painting any such items or facilities. Buyer agrees to notify PPG immediately if Buyer becomes aware of any change in the end use of the products. Browse global employment opportunities at na.careers.ppg.com. Let us know how we're doing - visit ppg.attitudesurvey.com to give your feedback!

Rem Subtotal	\$112.00
Discount/Fee Subtotal	\$112.00
Sales Tax	\$0.00
Total	\$112.00
Credit Card	\$112.00
Total Tendered	\$112.00
Pending Amount	\$0.00

BCard *****3053 AMEX AUTH#: 870151 Insert Tran Amt: \$112.00

Thank you for shopping at PPG!



Recurring Statement

Account Information

Account Number: (904) 770-4650
Statement Date: 02/02/2025
Subscription Name: RingEX Standard™
Document #: 11677943001

Bill To:
Jay Soriano
Oakleaf Plantation
475 west town place ste 114
St Augustine, FL 32092 , USA

Statement Summary

Total Current Charges **\$176.31**

Your credit card ending in [8052] was charged \$176.31.
This charge will appear as "RINGCENTRAL, INC" on your credit card statement.

Statement Details

Period	Description	Unit Price	Quantity	Amount
02/02/2025 - 03/01/2025	RingEX Standard™ - Monthly Subscription Fee	\$0.00	1	\$0.00
02/02/2025 - 03/01/2025	DigitalLine Unlimited - (904) 342-1441	\$34.99	1	\$34.99
02/02/2025 - 03/01/2025	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
02/02/2025 - 03/01/2025	DigitalLine Unlimited - (904) 770-4648	\$34.99	1	\$34.99
02/02/2025 - 03/01/2025	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
02/02/2025 - 03/01/2025	DigitalLine Unlimited - (904) 770-4649	\$34.99	1	\$34.99
02/02/2025 - 03/01/2025	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
02/02/2025 - 03/01/2025	DigitalLine Unlimited - (904) 770-4661	\$34.99	1	\$34.99
02/02/2025 - 03/01/2025	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
02/02/2025 - 03/01/2025	DigitalLine Unlimited - (904) 770-4667	\$34.99	1	\$34.99
02/02/2025 - 03/01/2025	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
Charges after Discounts and Prorates:				\$134.90
Total Charges:				\$134.90
Total Taxes and Fees:				\$41.41
Total Charged to Credit Card:				\$176.31

could win a \$1000 GiftCard!
visit survey.walmart.com#7VN9DS14TL78
for more details, see back of receipt.



WM Supercenter
904-214-9411 Mar: SARA
1680 BRAUN FIELD RD
MIDDLEBURG FL 32068
ST# 03308 DP# 003638 TE# 68 TR# 06633
ITEMS SOLD 1
TC# 6766 8977 6364 0633 3070 7



PRODUCT SERIAL #
2410GQH000407X02069
TCL 43FHD TV 084604202161 149.00 0
SUBTOTAL 149.00
TOTAL 149.00
AMEX TEND 149.00

AMERICAN EXPRESS *** ** ** 053 1 0
APPROVAL # 882316
REF # 603600249609
TRANS ID - 011189658433304
AID A000000026010801
AAC 678F92FD464E64E3
TERMINAL # 6E169966
*NO SIGNATURE REQUIRED

02/04/25 18:10:07
CHANGE DUE 0.00

CUSTOMER COPY
***** RETURN & EXCHANGE POLICY *****
Electronics may be returned
for refund or exchange with receipt
WITHIN 30 days



Get free delivery
from this store
with Walmart+

Scan for 30-day free trial.

02/04/25 18:10:16

You could win a \$1000 GiftCard!
Visit survey.walmart.com/WVNBVY14TH2Y
For more details, see back of receipt.



Walmart Supercenter
904-214-9411 Mr: SARA
1680 BRANAN FIELD RD
MIDDLEBURG FL 32068

ST# 05308 UP# 004263 TE# 68 TR# 06360
ITEMS SOLD 3
TC# 0243 8175 3277 6912 9631 3



PRODUCT SERIAL #
2410GQND00107X02951
TCL 43FHD TV 084604202161 148.00 0
PB 2.25 IN 005403433821 12.26 0
PB 2.25 IN 005403433821 12.26 0
SUBTOTAL 172.52
TOTAL 172.52
AMOUNT TEND 172.52

AMERICAN EXPRESS ***
APPROVAL # 809856
REF # 504900633260
TRANS ID - 01092827649326
RID #000000025010001
ARC DF20EFC9304F84H
TERMINAL # 65159266
*NO SIGNATURE REQUIRED

02/18/25 09:21:00
CHANGE DUE 0.00
CUSTOMER COPY

***** RETURN & EXCHANGE POLICY *****
Electronics may be returned
for refund or exchange with receipt
WITHIN 30 days



Get free delivery
from this store
with Walmart+

02/18/25 09:21:08

You could win a \$1000 GiftCard!
Visit survey.walmart.com?VNCLJ14THKR
For more details, see back of receipt.



WM Supercenter

904-214-9411 Bar: SARA
1680 BRANAN FIELD RD
MIDDLEBURG FL 32068

ST# 03308 DP# 008973 TR# 68 TR# 06819
ITEMS SOLD 7

TOL 9327 3754 1522 1455 9182 8



HP 935 CHYK 019554059750	146.00 0
BIC 4PK TAPE 007033050659	6.94 0
MAGIC 10PK 007630072873	19.98 0
BIC 4PK TAPE 007033050659	6.94 0
PAPER CLIPS 004410605716	1.64 0
PAPER CLIPS 004410605716	1.64 0
TANKTOPS 890103309358	12.97 0

SUBTOTAL 196.11

TOTAL 196.11

AMEX TEND 196.11

AMERICAN EXPRESS *** **** *** 053 1 0

APPROVAL # 805784

REF # 805600003082

TRANS ID - 011229576019304

ATD 800000026010001

MCC 683451 F0306498

TERMINAL # 80189966

*NO SIGNATURE REQUIRED

02/25/20 14:19:21

CHANGE DUE 0.00

CUSTOMER COPY



Get free delivery
from this store
with Walmart+

Scan for 30-day free trial.

02/25/20 14:19:39

Walmart*

WM Supercenter
904-365-2555 Mgr. BRIAN
7075 COLLINS RD
JACKSONVILLE FL 32244

ST# 06978 DP# 005392 TE# 16 TR# 02729

ITEMS SOLD 8

TC# 7920 4425 8469 1050 3377



TRDP DJ 128	048500007170 F	10.46 N
3 PEARS	681131036950 F	5.78 N
APPLE 3 BAG	681131430520 F	6.12 N
APPLE 3 BAG	681131430500 F	4.12 N
BANANAS	000000040110 F	
4.190 lb. @ 1 lb. /0.50		2.10 N
BANANAS	000000040110 F	
4.790 lb. @ 1 lb. /0.50		2.40 N
GV WHIPTOP	078742017110 F	3.48 D
FOAM CUPS	076742097080	4.98 N

Polar Plus

SUBTOTAL	39.44
TOTAL	39.44
AMEX TEND	39.44
CHANGE DUE	0.00

AMERICAN EXPRESS- 3053 I 0 APPR#801392

39.44 TOTAL PURCHASE

REF # 503800532546

TRANS ID - 013690982678065

AID A000000026010807

TERMINAL # 54808448

*No Signature Required

02/07/25 17:22:49

weatherables®

Order #100050848

Order Date: January 28, 2025

Shipping Address

Jay Soriano
370 Oakleaf Village Parkway
Orange Park, Florida, 32065
United States
T: 9043421441

Shipping Method

Motor Freight - Motor Freight Method

Billing Address

Jay Soriano
GMS llc
475 W TOWN PL
ST AUGUSTINE, Florida, 32092-3648
United States
T: 9043421441

Payment Method

Credit Card
Credit Card Type: American Express
Credit Card Number: xxxx-3053

Items Ordered

PRODUCT NAME

Ashton 6'H x 8'W
Color
White

External 5" x 5" Post Cap
Color
White

1.5" x 5.5" Hole Cover
Color
White

1.75" x 3.5" Hole Cover
Color
White

SKU	PRICE	QTY
PWPR-LAT-6X8	\$159.99	Ordered: 3
AWCP-EXTWEA-5	\$2.41	Ordered: 50
AWCP-CVR-1.5X5.5	\$5.36	Ordered: 12
AWCP-CVR-1.75X3.5	\$5.09	Ordered: 12

Subtotal

Shipping & Handling

Tax

Grand Total

CLOSE WINDOW

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

Invoice

Invoice #: 2489
Invoice Date: 3/1/25
Due Date: 3/1/25
Case:
P.O. Number:

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

Description	Hours/City	Rate	Amount
Recreation - Facility Management - Oakleaf Plantation - March 2025		19,493.25	19,493.25
		Total	\$19,493.25
		Payments/Credits	\$0.00
		Balance Due	\$19,493.25

RECEIVED
MAR 05 2025
BY: _____

Alison Moring
3-4-25

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

Invoice

Invoice #: 369
Invoice Date: 3/1/2025
Due Date: 3/1/2025
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 - March 2025		5,150.00	5,150.00

RECEIVED
MAR 05 2025
BY: _____

Alison Moxing
3-4-25

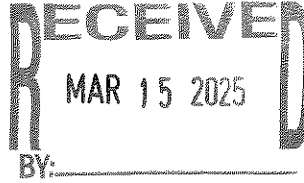
Total	\$5,150.00
Payments/Credits	\$0.00
Balance Due	\$5,150.00



Attn: Account Services PO BOX 331608,
 Nashville, TN 37203-7515
 Phone: 1-800-505-4052
 Fax: 1-770-805-3475
 Email: glcs@ascap.com

Invoice/Statement of Account as of: 03/06/2025
 (All Open Transactions)

Jay Soriano
 Other (fill in below)
 Double Branch Community Development Dist
 370 Oakleaf Village Pkwy
 Orange Park, FL 32065-4259



Re: Double Branch Community Development Dis
 Double Branch Community Development Dist
 370 Oakleaf Village Pkwy
 Orange Park, FL 32065

If You Have Already Made Payment, Please Disregard This Invoice.
 In Case Of Error In Amount Of Bill Or Payment, Contract Terms Shall Govern.

ACCOUNT NO.	BILLING DATE	CURRENT	PAST DUE	BALANCE DUE
500730199	03/06/2025	\$0.00	\$499.08	\$499.08

CONTRACT RATE
\$434.00

Charges per applicable Operating Policy and Rate Schedule "copies available on request".

ASCAP REFERENCE NO.	TRANSACTION DATE	CHECK NO.	EXPLANATION OF CHARGES & CREDITS	FOR THE PERIOD	ORIGINAL AMOUNT	CURRENT AMOUNT
100006238756	11/20/2023	-	License Fee	01/01/2024 to 11/30/2024	\$385.00	\$52.25
192000408223	11/19/2024	-	Lic Fee Adj: CPI (Dr)	01/01/2024 to 11/30/2024	\$12.83	\$12.83
100006475509	11/20/2024	-	License Fee	12/01/2024 to 12/31/2024	\$36.17	\$36.17
100006475510	11/20/2024	-	License Fee	01/01/2025 to 11/30/2025	\$397.83	\$397.83

Your account is seriously past due. We must now consider other steps to protect our members rights.
 Securely manage your account on line at www.ascap.com/mylicense

Code to:
Double Branch permits 02-310-513-49300

TEAR ON THE DOTTED LINE

PLEASE PLACE YOUR CUSTOMER ACCOUNT NO. ON ALL CHECKS AND CORRESPONDENCE. PLEASE MAKE CHECK PAYABLE TO "ASCAP".

Double Branch Community Development Dist
 370 Oakleaf Village Pkwy
 Orange Park, FL 32065-4259



ACCOUNT NO.	BALANCE DUE	AMOUNT PAID
500730199	\$499.08	\$

95007301997000049908

Name, Address, Telephone Changes

Licencee: _____
 Premise: _____
 Street: _____
 City, State, Zip: _____
 Contact: _____
 Telephone: _____

IMLA

ASCAP
 21678 Network Place
 Chicago, IL 60673-1216





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	03/10/2025	713	\$0.00	03/25/2025	\$965.00

LAST PAYMENT DATE	LAST PAYMENT AMOUNT	PAST DUE AMOUNT	ACCOUNT BALANCE
03/05/2025	\$577.50	\$0.00	\$100.00

DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
OFF DUTY ADMIN FEBRARY 2025	141.00	\$5.000000	EACH	\$705.00	\$0.00	\$0.00	\$705.00
OFF DUTY SCHEDULING FEE	1.00	\$260.000000	EACH	\$260.00	\$0.00	\$0.00	\$260.00

Invoice Total:	\$965.00
----------------	----------

$\$352.50 + \$130.00 = \$482.50$

RECEIVED
 MAR 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	03/10/2025
Invoice Number	713
Customer Number	30
Amount Paid	
Due Date	03/25/2025
Invoice Total Due	\$965.00

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

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

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

Invoice

Invoice #: 2491
Invoice Date: 3/12/25
Due Date: 3/12/25
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 March 8, 2025 2.300.369.103	10	25.00	250.00

RECEIVED
MAR 12 2025
BY: _____

Total	\$250.00
Payments/Credits	\$0.00
Balance Due	\$250.00

3/12/25
[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>
10	Facility Event Staff	\$ 25.00	\$ 250.00



Covers Period End: March 8, 2025

Amenities Revenue # 2.300.369.103

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	3/2/2025	\$2,170.00

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

00000000019082001000000025394700000021700058

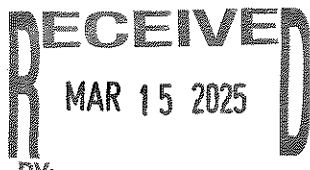
Please Return this invoice with your payment and notify us of any changes to your contact information.

DOUBLE BRANCH CCD/OAKLEAF PL 8664 OAKLEAF VILLAGE PKWY, JACKSONVILLE, FL ORANGE PARK, FL
Invoice Due Date 3/11/2025 Invoice 253947B PO #

Invoice Date	Description	Quantity	Amount	Tax	Total
3/1/2025	Water Management - Zone 1, Water Management - Zone 2		\$1085.00	\$0.00	\$1085.00
			\$1085.00	\$0.00	\$1085.00

Code to:
2-320-572-4680

Please remit payment for this month's invoice.


 BY: _____

Double Branch Lake Maintenance

Please provide remittance information when submitting payments, otherwise payments will be applied to the oldest outstanding invoices.	Credits	\$0.00
	Adjustment	\$0.00
	AMOUNT DUE	

Total Account Balance including this invoice:	\$2170.00	This Invoice Total:	\$2170.00
--	-----------	----------------------------	-----------

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

Customer #:	708477	Corporate Address
Portal Registration #:	BCF0DAE5	4651 Salisbury Rd, Suite 155
Customer E-mail(s):	manager@oakleafresidents.com, JSORIANO@GMSNF.COM	Jacksonville, FL 32256
Customer Portal Link:	www.lakedoctors.com/contact-us/	

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



Invoice

Invoice #: 20709

Date: 03/03/25

Customer PO:

DUE DATE: 04/02/2025

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 March 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

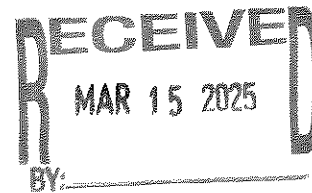
ACH Account Information:
Bank Name: Wells Fargo Bank N.A.
Routing Number: 121000248
Account Number: 4945950657
Remittance Information:
AR@verdego.com

Credit card convenience fee of 3% will be applied to all transactions

Code to:

2-320-572-4620

Double Branch Landscape Maintenance



Invoice / Order Detail

Thank you for ordering at CardsAndKeyfobs.com

Order Detail	
Order ID: #19279 Invoice: #CAK-19279 Date Added: 07/02/2024	Payment Method: Purchase Order (#JSO070224) Shipping Method: USPS Priority (Weight: 16.00lb)

Bill To	Ship To (if different address)
Jay Soriano GMS LLC 370 Oakleaf Village Pkwy orange park, Florida 32065 United States	Jay Soriano GMS LLC 370 Oakleaf Village Pkwy orange park, Florida 32065 United States

<input type="checkbox"/>	Product Name	Model	Quantity	Price	Total
<input type="checkbox"/>	Printable Proximity Card - Kantech® ioProx® XSF/26bit P20DYE Compatible - Slot Punch: None	PrtPrx-Kan26	800	\$1.89	\$1,512.00
				Sub-Total:	\$1,512.00
				USPS Priority (Weight: 16.00lb):	\$23.39
				Total:	\$1,535.39

\$767.69

For NET30 and check orders:
Mail payment to:
CardsAndKeyfobs.com
PO BOX 205
SAINT ANTHONY, ID 83445

Order Comments
PO Number: JSO070224

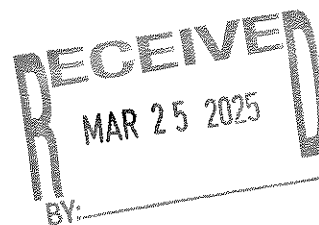
Code to: 50/50 split

2-330-572-49300

Middle Village Rec Passes

*** 2-330-572-6200**

*** Double Branch Rec. Passes**

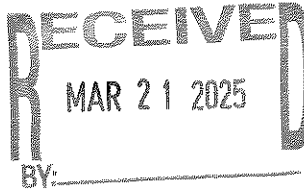


Governmental Management Services, LLC
 475 West Town Place, Suite 114
 St. Augustine, FL 32092

Invoice

Invoice #: 2492
 Invoice Date: 3/14/25
 Due Date: 3/14/25
 Case:
 P.O. Number:

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



Description	Hours/Qty	Rate	Amount
Facility Maintenance February 1 - February 28, 2025	346.39	40.00	13,855.60
Facility Maintenance Mileage February 1 - February 28, 2025	237	0.445	105.47
Code to:			
Double Branch Facility Maintenance			
2.320.572.46600 (\$5,500.00)			
Double Branch Facility Maintenance Contingency			
2.320.572.46620 (\$1,160.00)			
Double Branch Lighting Repairs			
2.320.572.46630 (\$790.00)			
Double Branch Common Area Maintenance			
2.320.572.46400 (\$5,500.00)			
Double Branch Repair/Replacement			
34.600.53800.6200 (\$1011.07)			

Total \$13,961.07

Payments/Credits \$0.00

Balance Due ~~\$13,961.07~~

\$12,950.00

**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF FEBRUARY 2025**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
2/3/25	4	T.C.	Painting fence rails around amenity center and pool deck
2/3/25	7.83	J.K.	Finished painting fence, rails and poles at field house and area in front of club room
2/3/25	3.2	C.W.	Removed debris from all common areas, removed deceased deer
2/3/25	6.55	A.J.	Cleaned around amenities center, pool deck and courts behind fitness center
2/4/25	2	T.C.	Gathered supplies needed for playground, take supplies back to shop and unloaded
2/4/25	4.85	J.K.	Touch up paint around field house and fence by office
2/4/25	3.52	C.W.	Removed debris from all common areas
2/5/25	2	T.C.	Took golf cart to mechanic
2/5/25	6.02	J.K.	Painted all day on fence around club room patio
2/5/25	3.77	C.W.	Removed debris from all common areas
2/5/25	6.82	A.J.	Cleaned around amenities center and courts behind fitness center, cleaned pool deck, chairs and slide tower
2/6/25	4.22	T.C.	Gather supplies for playground, bring back supplies and unloaded in shop
2/6/25	2.36	C.W.	Removed debris from all common areas
2/6/25	6.98	A.J.	Cleaned around amenities center, behind fitness center and pool deck, cleaned patio chairs
2/7/25	2.5	T.C.	Gather supplied and loaded up, take back and put supplies at shop
2/7/25	4	B.G.	Painting gates at amenity center
2/7/25	2.5	J.K.	Fixed swing at park by office and took off old straps, took paler with water fountain to shop
2/7/25	3.87	C.W.	Removed debris from all common areas
2/7/25	7.33	A.J.	Cleaned around amenities center, courts at fitness center and pool deck, scrubbed patio furniture, hung new hose
2/10/25	4	T.C.	Picked up trailer to take trailer to shop, loaded trailer with playground equipment and took to park
2/10/25	8	B.G.	Painting fence railings at amenity center
2/10/25	6.08	J.K.	Painted fence on pool deck
2/10/25	3	C.W.	Removed debris from all common areas
2/10/25	7.57	A.J.	Cleaned around amenities center and behind fitness center, blew leaves and debris off courts, assembled shelves for shed
2/11/25	8	T.C.	Picked up lift, assisted working on lights
2/11/25	8	B.G.	Worked on painting fence railing at amenity center
2/11/25	8.1	J.K.	Paint fence by guard shack, helped clean up lights on court
2/11/25	3.87	C.W.	Removed debris from all common areas, grabbed bags of leaves from road and signs
2/11/25	5.42	A.J.	Removed debris around amenity center and cleaned amenities area, assembled shelves
2/12/25	8	T.C.	Worked on lights, returned lift
2/12/25	5	B.G.	Gathered material to put up a double sided fence by the bridge at the field, took down television at office, brought out equipment for lights at pickleball courts
2/12/25	7.57	J.K.	Took down television in office, fixed toilet paper holder in men's bathroom by fitness center, flipped over parking bumper, blew mulch off sidewalks and court, put up fence inside amenity center bulk head bridge
2/12/25	3.5	C.W.	Removed debris from all common areas, grabbed boxes from entrance
2/12/25	5.27	A.J.	Cleaned around amenities center and pool deck, assembled shelves
2/13/25	4	T.C.	Fixed vinyl fencing along road
2/13/25	8	B.G.	Checked golf cart for air pressure, painted rails at amenity center, broke down barrels and all chairs and disposed of them
2/13/25	3.6	J.K.	Fixed vinyl fencing along roadway
2/13/25	3.86	C.W.	Removed debris from all common areas, lake inspections
2/13/25	7.22	A.J.	Cleaned around amenities center, assemble shelving
2/14/25	6	T.C.	Take golf cart to mechanic, disconnected fountain lights, put up shelves in shop
2/14/25	8	B.G.	Dumping the rest of the wood that was cut, cutting the wooden doors with glass and disposing, assisting with putting shelves up
2/14/25	3.75	C.W.	Removed debris from all common areas
2/14/25	7.27	A.J.	Organized shed, assemble shelves, removed debris around amenity center and pool deck, remove wasps
2/17/25	4	E.W.	Removed debris from all common areas
2/17/25	7.68	A.J.	Cleaned around amenity center, pool and fitness center, removed debris on soccer field and parking lot
2/18/25	2	T.C.	Loading and unloading trailer
2/18/25	3.97	E.W.	Removed debris from all common areas

**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF FEBRUARY 2025**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
2/19/25	4	T.C.	Polishing cabinets in clubroom, picked up supplies
2/19/25	7.8	J.K.	Polished cabinets in clubroom, cleaned up shop and took out trash, moved tools and canopy tents to shop
2/20/25	1	T.C.	Loading and unloading trailer
2/20/25	1	J.K.	Load and unload trailer
2/20/25	7.88	C.W.	Worked on building fence, disposed of old post
2/20/25	4.02	E.W.	Removed debris from all common areas
2/21/25	7	T.C.	Take down water fountain at field house, assisted with replacing broken post, split rail fence at side soccer parking lot, picked up supplies
2/21/25	8	B.G.	Fixing fence post that was broken at field parking lot, added cement to post by the field, removed water fountain
2/21/25	6	J.K.	Removed water fountain from field house, cleaned out outside of shop, unloaded and put supplies away
2/21/25	7.4	C.W.	Worked on concreting fence
2/21/25	4	E.W.	Removed debris from all common areas
2/24/25	4	E.W.	Removed debris from all common areas
2/25/25	7.62	C.W.	Capped the fence and endings around walking track and bridges, took pole mounts off lights, swept off side patio from debris, put working lights in shop
2/25/25	4	E.W.	Removed debris from all common areas
2/26/25	7.85	C.W.	Painted lights, moved clay pots to pool deck, sprayed and removed duck feces
2/26/25	4	E.W.	Removed debris from all common areas
2/27/25	7.77	C.W.	Fixed two fences, fixed fence on park, watered trees, put caps on fences and sealed with caulk, pulled tape off lights
2/27/25	4	E.W.	Removed debris from all common areas
2/28/25	4	E.W.	Removed debris from all common areas

TOTAL 346.39

MILES 237

*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 #: 2495
Invoice Date: 3/24/25
Due Date: 3/24/25
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 March 22, 2025 2.300.369.103	4.5	25.00	112.50

RECEIVED
MAR 24 2025
BY: _____

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

3/24/25
[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: March 22, 2025

Amenities Revenue # 2.300.369.103

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
3/11/25	00055	2/25/25	38483	202502	600	53800	62100		CAMERA LINES CLAY COUNTY MASTER PLUMBING LLC	*	350.00	350.00	000338
3/11/25	00035	2/18/25	2486	202501	600	53800	62100		JAN REPAIR/REPLACEMENT GOVERNMENTAL MANAGEMENT SERVICES	*	611.07	611.07	000339
3/11/25	00035	2/18/25	2485	202502	600	53800	62100		MAINTENANCE SUPPLIES GOVERNMENTAL MANAGEMENT SERVICES	*	1,411.15	1,411.15	000340
3/11/25	00028	2/25/25	3624	202502	600	53800	62100		INDUCTIVE THROTTLE SENSOR INDUSTRIAL CIRCLE ESCORT LLC	*	205.25	205.25	000341
3/11/25	00297	2/25/25	370	202502	600	53800	62100		WAVERLY PARK REPAIRS RIVERSIDE MANAGEMENT SERVICES, INC	*	8,000.00	8,000.00	000342
3/11/25	00017	2/21/25	85169819	202502	600	53800	62100		JANITORIAL SUPPLIES THE HOME DEPOT PRO	*	47.89	47.89	000343
3/11/25	00017	2/21/25	85169819	202502	600	53800	62100		JANITORIAL SUPPLIES THE HOME DEPOT PRO	*	59.26	59.26	000344
3/11/25	00017	2/21/25	85169819	202502	600	53800	62100		JANITORIAL SUPPLIES THE HOME DEPOT PRO	*	1,316.15	1,316.15	000345
3/11/25	00048	2/28/25	3135	202502	600	53800	62100		INST CERTIFY PLAYGROUND HOME-FIELD ADVANTAGE LANDSCAPING	*	7,500.00	7,500.00	000346
3/11/25	00016	2/28/25	20622	202502	600	53800	62100		STUMP GRINDING VERDEGO LLC	*	477.00	477.00	000347
3/14/25	00027	3/06/25	973123	202503	600	53800	62100		MAX ROLL - SHIPPING ERC WIPING PRODUCTS	*	744.53	744.53	000348
3/14/25	00035	2/28/25	2490	202502	600	53800	62100		MAR REPAIR & REPLACEMENTS GOVERNMENTAL MANAGEMENT SERVICES	*	3,354.70	3,354.70	000349

DBBR DOUBLE BRANCH OKUZMUK

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
3/21/25	00016	12/10/24	19451	202412	600	53800	62100		DEC MAINLINE REPAIR VERDEGO LLC	*	925.00	925.00	000350
3/28/25	00035	3/14/25	2492	202502	600	53800	62100		FEB REPAIR/REPLACEMENT GOVERNMENTAL MANAGEMENT SERVICES	*	1,011.07	1,011.07	000351
3/28/25	00035	3/14/25	2493	202503	600	53800	62100		MAINTENANCE SUPPLIES GOVERNMENTAL MANAGEMENT SERVICES	*	564.99	564.99	000352
3/28/25	00040	3/20/25	CS204362	202503	600	53800	62100		POOL SUPPLIES SCP DISTRIBUTORS LLC	*	30.20	30.20	000353
TOTAL FOR BANK C											26,608.26		
TOTAL FOR REGISTER											26,608.26		

Clay County Master Plumbing LLC

P.O. Box 1374
Middleburg, FL 32050

Invoice

Date	Invoice #
2/25/2025	38483

Bill To
Governmental Management Svcs 475 W Town Place St Augustine, FL. 32092

Job Address
Double Branch CDD 370 Oakleaf Village Pkwy Orange Park, FL 32065

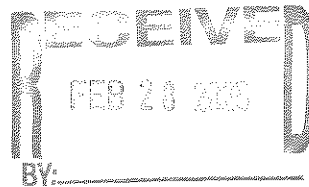
P.O. No.	Terms	Rep	Marketing
	Due on receipt	JL	Repeat Comm

Item	Description	Quantity	Rate	Amount
Camera Lines	<p>Camera line from men's bathroom cleanout to find excessive sewage build up in mainline two ft from cleanout. Pipes were clear up to 30 ft with no issues.</p> <p>Recommend to have sewer located with locator and/or sewer machine sounding in ground.</p> <p>E-mailed 02/25/25</p>		350.00	350.00

Code to:

Double Branch Repair and Replacement

034.600.538.621



Phone #	Fax #	Web Site	Total	\$350.00
904-589-9666	904-212-2828	www.claycountymasterplumbing.com	Balance Due	\$350.00

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

Invoice

Invoice #: 2486
 Invoice Date: 2/18/25
 Due Date: 2/18/25
 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 Maintenance January 1 - January 31, 2025		13,301.07	13,301.07
Code to:			
Double Branch Facility Maintenance			
2.320.572.46600 (\$5,250.00)			
Double Branch Facility Maintenance Contingency			
2.320.572.46620 (\$1,000.00)			
Double Branch Lighting Repairs			
2.320.572.46630 (\$790.00)			
Double Branch Common Area Maintenance			
2.320.572.46400 (\$5,250.00)			
Double Branch Special Events			
2.320.572.49400 (\$400.00)			
Double Branch Repair/Replacement			
34.600.53800.6200 (\$611.07)			
Total			\$13,301.07
Payments/Credits			\$0.00
Balance Due			\$13,301.07

RECEIVED
 FEB 22 2025

BY: _____

\$611.07

**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF JANUARY 2025**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
1/2/25	4.47	J.K.	Worked on split rail fence
1/2/25	7.68	A.J.	Removed debris at fitness center, removed debris at amenities center
1/3/25	4.3	T.C.	Take down Christmas lights
1/3/25	3.42	J.K.	Take down Christmas lights
1/3/25	7.6	A.J.	Removed debris on pool deck and around amenities center, put away Christmas lights
1/6/25	4	T.C.	Took down Christmas lights and décor
1/6/25	7.62	A.J.	Removed debris around amenities and fitness center, prepped for storm
1/6/25	3.58	C.W.	Removed debris from all common areas
1/7/25	8	T.C.	Took down Christmas lights and décor, marked sidewalks for grinder
1/7/25	8	B.G.	Took down decorations and stored them at the lifeguard shack, took down Christmas wreaths throughout community
1/7/25	7.2	J.K.	Take down Christmas lights at fitness center and entrance, mark up sidewalks, removed old trees
1/7/25	3.6	C.W.	Removed debris from all common areas
1/7/25	3.9	A.J.	Removed Christmas lights, removed debris around amenities center
1/8/25	8	B.G.	Removing old Christmas trees from pool shack and disposing them, storing more Christmas lights tote, using concrete commercial grinder to grind uneven slabs
1/8/25	6.92	J.K.	Started grinding sidewalks around amenity center, put away rest of Christmas bins and through out old Christmas trees
1/8/25	3.46	C.W.	Removed debris from all common areas
1/9/25	6	T.C.	Grinded down uneven sidewalks
1/9/25	8	B.G.	Grinding down uneven cement slabs
1/9/25	7.5	J.K.	Grind down sidewalk around amenity center, cut light post, threw out boxes
1/10/25	4	T.C.	Worked on lights for pickleball courts
1/10/25	3.8	C.W.	Removed debris from all common areas
1/13/25	2.61	C.W.	Removed debris from all common areas
1/14/25	4	T.C.	Restarted waterfall fountain, inspected fence and assessed damage, made sure all Christmas décor and lights were put up, reset light timer for pickleball courts and track
1/14/25	3.63	C.W.	Removed debris from all common areas
1/15/25	2	T.C.	Took golf cart to mechanic
1/15/25	3.7	C.W.	Removed debris from all common areas
1/15/25	7.7	A.J.	Removed debris around amenities center, courts and pool deck
1/16/25	7	T.C.	Broke up uneven sidewalk with jackhammer and cut up and removed roots
1/16/25	8	B.G.	Removed cement sidewalks, removed roots
1/16/25	4.53	J.K.	Break down two slabs of sidewalk, cut up roots under sidewalk, removed dead tree
1/16/25	3.46	C.W.	Removed debris from all common areas
1/16/25	6.2	A.J.	Cleaned around amenities center and courts behind fitness center removing debris
1/17/25	5.5	T.C.	Loaded trailer with broken up concrete and unloaded at shop, cleared and disposed loose roots debris
1/17/25	4.78	J.K.	Loaded trailer up with concrete and took to shop to unload, cleaned up roots
1/17/25	3.26	C.W.	Removed debris from all common areas
1/17/25	6.3	A.J.	Cleaned around amenities center, pool deck and courts
1/21/25	6.35	A.J.	Cleaned around amenity center and fitness center
1/22/25	6.97	A.J.	Cleaned clubhouse and around amenity center
1/23/25	6.32	A.J.	Cleaned spigots, toilet hardware and all touched surfaces at amenity center, field house and fitness center bathrooms, repaired latch at storage shed area, cleaned pool deck
1/24/25	3.61	C.W.	Removed debris from all common areas
1/24/25	5.92	A.J.	Cleaned around amenity center and behind fitness center
1/27/25	5	T.C.	Put up form boards for sidewalk, changed out fence post at pack
1/27/25	7	B.G.	Made form for cement slabs, dug and changed two fence posts, used boat to clean lake, fixed loose sign
1/27/25	7	J.K.	Removed debris from lake, started replacing fence, put up form for sidewalk
1/27/25	6.37	A.J.	Cleaned around amenity center, pool deck and courts behind fitness center
1/28/25	8	T.C.	Poured concrete for sidewalk at park, picked up supplies
1/28/25	8	B.G.	Replaced more broken fence posts, mixed cement and poured for sidewalks
1/28/25	7.82	J.K.	Replaced broken fence posts, mixed, poured and finished two slabs for sidewalks
1/28/25	3.91	C.W.	Removed debris from all common areas
1/29/25	5	T.C.	Sorted and cleaned fence pieces to determine inventory, painted fence by pool pack area, picked up

**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF JANUARY 2025**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
1/29/25	7.48	J.K.	supplies Light inspection on fitness center, paint fence by pool pack area, cleaned up in and around shop, tied down windscreen on tennis and pickleball courts
1/29/25	3.73	C.W.	Removed debris from all common areas
1/30/25	2	T.C.	Filled in holes at dog park
1/30/25	5.1	J.K.	Cleaned off materials for fence by bulkhead bridge, filled in holes at dog park
1/30/25	3.47	C.W.	Removed debris from all common areas
1/30/25	7.63	A.J.	Cleaned around amenities center and behind fitness center, removed debris from roadside
1/31/25	4	T.C.	Painted rails at field house
1/31/25	7.1	J.K.	Paint fence and rails around field house
1/31/25	3.55	C.W.	Removed debris from all common areas
1/31/25	6.52	A.J.	Cleaned around amenities center and courts behind fitness center

TOTAL 331.57

MILES 86

*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 #: 2485
Invoice Date: 2/18/25
Due Date: 2/18/25
Case:
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Maintenance Supplies		1,411.15	1,411.15
 Code to: Double Branch Repair/Replacement 34.600.53800.6200			

RECEIVED
FEB 22 2025
BY: _____

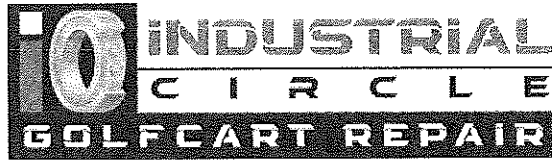
Total	\$1,411.15
Payments/Credits	\$0.00
Balance Due	\$1,411.15

MAINTENANCE BILLABLE PURCHASES

Period Ending 2/05/25

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DB				
DOUBLE BRANCH				
OAKLEAF	1/14/25	Key Caps	3.42	J.S.
	1/14/25	Keys (5)	22.83	J.S.
	1/14/25	Tradesman Electric Heater	159.85	J.S.
	1/17/25	1x4-14' #2 Strip (2)	13.75	T.C.
	1/17/25	Pinesol	17.23	T.C.
	1/17/25	Scrub Brush	8.02	T.C.
	1/17/25	Drywall Screw 1-5/8" 1lb	6.87	T.C.
	1/28/25	80lb Sakrete Concrete Mix (42)	298.75	T.C.
	1/29/25	BLK Nitrile Gloves 20pk	7.46	T.C.
	1/29/25	13/18/26W Universal LED (2)	34.43	T.C.
	1/29/25	2 Flat Brush	4.58	T.C.
	1/29/25	4x3/8 Shedless Knit 3pk	6.52	T.C.
	1/29/25	11" Cable Ties 250 pk	25.52	T.C.
	1/29/25	Pine Sol	17.23	T.C.
	1/31/25	Gas for Equipment	75.00	T.C.
	2/3/25	Husky Heavy Duty Shelving (4)	636.00	J.S.
	2/3/25	Lifeproof Floor Install Kit	24.43	J.S.
	2/4/25	2x4-96" Lumber (6)	25.19	T.C.
	2/4/25	Decl Screws 2 1/2" 2.5lbs	17.24	T.C.
	2/4/25	Magnetic Torpedo Level	6.87	T.C.
		TOTAL	<u>\$1,411.15</u>	

Industrial Circle Golf Cart
 Repair
 2761 Blanding Blvd
 Middleburg, FL 32068 US
 (904) 237-8659
 industrialcircle@gmail.com



BILL TO
 Oakleaf Plantation
 370 oakleaf village pwky
 orange park, fl 32065

SHIP TO
 Oakleaf Plantation
 370 oakleaf village pwky
 orange park, fl 32065

INVOICE 3624

DATE 02/25/2025 TERMS Net 30

DUE DATE 03/27/2025

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Inductive Throttle Sensor, E-Z-Go Medalist/TXT Electric 94+ 36V/48V	Inductive Throttle Sensor, E-Z-Go Medalist/TXT Electric 94+ 36V/48V	1	110.25	110.25T
	Labor	test and replace throttle Sensor (its)	1	95.00	95.00T

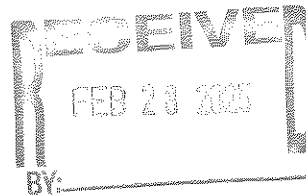
SUBTOTAL 205.25
 TAX 0.00
 TOTAL 205.25

TOTAL DUE \$205.25

Code to:

Double Branch Repair and Replacement

034.600.538.621



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

Invoice

Invoice #: 370
Invoice Date: 2/25/2025
Due Date: 2/25/2025
Case:
P.O. Number:

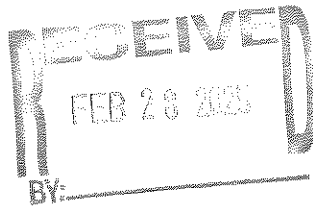
Bill To:
Double Branch CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Waverly Park Repairs		8,000.00	8,000.00

Code to:

Double Branch Repair and Replacement

034.600.538.621



Total \$8,000.00

Payments/Credits \$0.00

Balance Due \$8,000.00

DOUBLE BRANCH CDD
RIVERSIDE MANAGEMENT SERVICES, INC.
INVOICE DETAIL

<u>Description</u>	<u>Amount</u>
Waverly Park Repairs	\$ 8,000.00
TOTAL DUE:	<u>\$ 8,000.00</u>



Formerly Home Depot Pro Institutional

To Be Split Between
Both OB and MV district
50/50

- My Account Number 647283
- Currently Shopping As 647283 - MIDDLE VILLAGE CDD
- Current Ship-To Address MIDDLE VILLAGE CDD 370 OAKLEAF VILLAGE PARKWAY ORANGE PARK, FL 32065

- [Home](#)
- [Account](#)
- [Invoice History](#)
- [Invoice Detail](#)

Repair & Replacement

OB 2,320,572.63100

MV 34,600.538 64000

Invoice Detail

Customer ID: 647283
 Invoice Number: 851698191
 Invoice Date: 2/21/2025
 Order Number: 61205830
 Purchase Order: LNC2202025

[Back to Order History](#) [Save as PDF](#) [Print this page](#)

Shipped To:

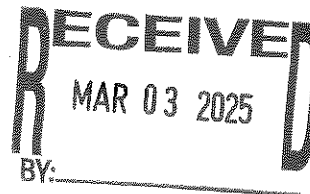
MIDDLE VILLAGE CDD
 370 OAKLEAF VILLAGE PARKWAY
 ORANGE PARK, FL 32065

Invoice Total ~~\$95.79~~
 \$47.89

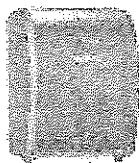
HD Supply Notes:

CALL JAY 904-582-0249 30 MIN BEFORE DELIVERY

Items NOT shown here are being shipped from our Jacksonville, Fort Myers warehouses.



Description Item Number	Quantity Ordered	Quantity Shipped	Unit Price	Total
---------------------------	------------------	------------------	------------	-------



RENOWN MECH TWL DISP BLK 7.5 <u>REN05174-WB</u>	3	3	\$31.93	\$95.79
--	---	---	---------	---------

Subtotal \$95.79
 Shipping & Handling \$0.00
 Tax \$0.00

3/24/25, 9:14 AM

112 Supply – Office, Work, & Janitorial Supplies – Formerly Home Depot Pro Institutional - Invoice 91014997

Web Discount	-\$0.00
Invoice Total	\$95.78



Formerly Home Depot Pro Institutional

TO Be Split Between
Both OB and MV Districts
50/50

- My Account Number 647283
- Currently Shopping As 647283 - MIDDLE VILLAGE CDD
- Current Ship-To Address MIDDLE VILLAGE CDD 370 OAKLEAF VILLAGE PARKWAY ORANGE PARK, FL 32065

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-
-

Repair & Replacement

- [Home](#)
- [Account](#)
- [Invoice History](#)
- [Invoice Detail](#)

OB 2,320,572, 63100
MV 34,600,538, 64000

Invoice Detail

Customer ID: 647283
 Invoice Number: 851698191A
 Invoice Date: 2/21/2025
 Order Number: 61205829
 Purchase Order: LNC2202025

[Back to Order History](#) [Save as PDF](#) [Print this page](#)

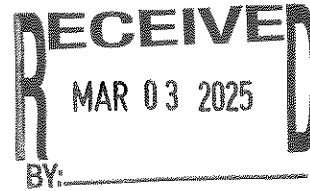
Invoice Total ~~\$118.52~~
 \$59.26

Shipped To:

MIDDLE VILLAGE CDD
 370 OAKLEAF VILLAGE PARKWAY
 ORANGE PARK, FL 32065

HD Supply Notes:

CALL JAY 904-562-0249 30 MIN BEFORE DELIVERY
 Items NOT shown here are being shipped from our
 Jacksonville, and warehouses.



Description Item Number	Quantity Ordered	Quantity Shipped	Unit Price	Total
---------------------------	------------------	------------------	------------	-------



SUPERSTITCH BLEND MOP BLU LG 5IN RCPD25306BL	4	4	\$29.63	\$118.52
---	---	---	---------	----------

Subtotal \$118.52
 Shipping & Handling \$0.00
 Tax \$0.00
 Web Discount -\$0.00

2024/25 9:14 AM

HD Supply - Office, Work, & Janitorial Supplies - Formerly Home Depot Pro Institutional Invoice 91013101

Invoice Total

\$118.52



Formerly Home Depot Pro Institutional

TO Be Split Between
Both DB and MV Contracts
50/50

- My Account Number 647283
- Currently Shopping As 647283 - MIDDLE VILLAGE CDD
- Current Ship-To Address MIDDLE VILLAGE CDD 370 OAKLEAF VILLAGE PARKWAY ORANGE PARK, FL 32065

-
-
-

Repair & Replacement

- [Home](#)
- [Account](#)
- [Invoice History](#)
- [Invoice Detail](#)

DB 2,320,572, 53100

MV 34,600,538, 64000

Invoice Detail

Customer ID: 647283

[Back to Order History](#) [Save as PDF](#) [Print this page](#)

Invoice Number: 851686191 **B**

Invoice Date: 2/21/2025

Order Number: 61205828

Purchase Order: LNC2202025

Shipped To:

Invoice Total ~~\$2,632.30~~

MIDDLE VILLAGE CDD
370 OAKLEAF VILLAGE PARKWAY

\$1,316.15

ORANGE PARK, FL 32065

HD Supply Notes:

CALL JAY 904-562-0248 30 MIN BEFORE DELIVERY

The following 1 item(s) have been shipped from our Fort Myers warehouse.

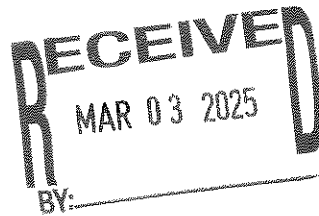
Item#..... Description.....

RCPD25308BL SUPERSTITCH BLEND MOP BLU LG 5

The following 1 item(s) have been shipped from our Jacksonville warehouse.

Item#..... Description.....

REN05174-WB RENOWN MECH 1WL DISP BLK 7.5



\$7.95 Handling Charge

Delivery information for this invoice may be

found at: www.HomeDepotPro.com/institutional

Description Item Number	Quantity Ordered	Quantity Shipped	Unit Price	Total
 RENOWN LNR 38X58 1.5MIL BLK <u>REN66016-CA</u>	5	5	\$59.75	\$298.75
 RENOWN 36"X5" 4PLY WHITE HEAVY DUTY <u>REN02321-1B</u>	4	4	\$9.30	\$37.20
 RENOWN SINGLE ROLL BATH ISSUE 2PLY <u>REN06125-WB</u>	6	6	\$79.25	\$475.50
 RENOWN LNR 40X48 12MIC NAT <u>REN14512-CA</u>	10	10	\$64.52	\$645.20
 MULTIFLD TOWL CWP NTURL 16/KCS <u>332178797</u>	5	5	\$42.19	\$210.95
 APPEAL GEN PURP FOAM HAND SOAP <u>APP17100-04</u>	40	40	\$11.79	\$471.60
 REN CONTROL RL TWL NAT WHT <u>REN06133-WB</u>	5	5	\$79.39	\$396.95
 RENOWN 1/2 FLD TLT ST CVR <u>309R30283</u>	1	1	\$88.20	\$88.20

Subtotal \$2,624.35
 Shipping & Handling \$7.95
 Tax \$0.00
 Web Discount -\$0.00
 Invoice Total \$2,632.30

U.S. MULCHING - JACKSONVILLE

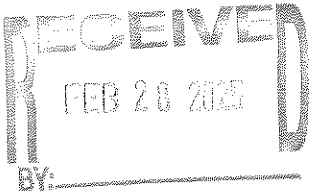
409 Queen Anne Court
 St. Augustine, FL 32092



INVOICE

Oakleaf Double Branch CDD
 Jay Soriano

INVOICE NUMBER	3135
INVOICE DATE	February 28, 2025
Reference Code	
TERMS	15 Days

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
125	Install Certified playground : Oakleaf Waverly Park (Structure)	\$60.00	\$7,500.00
<p>Code to: Double Branch Repair and Replacement 034.600.538.621</p> <p style="text-align: center;">  </p>			
		SUBTOTAL	\$7,500.00
		TAX	0.00
			\$7,500.00

DIRECT ALL INQUIRIES TO:
 Javi Sowers
 (904) 422-5927
 email: usmulchingjax@bellsouth.net
www.usmulchingjax.com

MAKE ALL CHECKS PAYABLE TO:
 U.S. Mulching

PAY THIS AMOUNT

THANK YOU FOR YOUR BUSINESS!



Invoice

Invoice #: 20622

Date: 02/28/25

Customer PO:

DUE DATE: 03/30/2025

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

#20497 - Stump grinding

Provide Sub to stump grind 3 Pine tree stumps in Waverly Park as well as Oak tree stump in center Round a bout at Cannon's Point Park area. Four Total

Landscape Enhancement

\$477.00

sub: machine work (Sub)

1.00

\$477.00

\$477.00

Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

\$477.00

Please See Our
Updated Remittance
Information

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

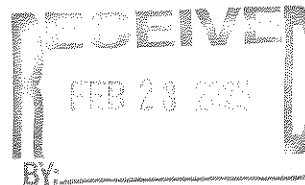
ACH Account Information:
Bank Name: Wells Fargo Bank N.A.
Routing Number: 121000248
Account Number: 4945950657
Remittance Information:
AR@verdego.com

Credit card convenience fee of 3% will be applied to all transactions

Code to:

Double Branch Repair and Replacement

034.600.538.621



BY: _____



19 Bennett Street • Lynn, MA 01905
 1-800-225-9473 (WIPE)
 781-593-4000 • Fax 781-593-4020
 email: erc@erewipe.com • www.erewipe.com

Invoice Number	Page
973123	1
3/06/2025	

Bill-To #: 29121
 OAKLEAF PLANTATION
 370 OAKLEAF VILLAGE PARKWAY
 ORANGE PARK, FL 32065

Ship-To #:
 OAKLEAF PLANTATION
 370 OAKLEAF VILLAGE PARKWAY
 ORANGE PARK, FL 32065

Order No.	Customer P/O	Ship Via	Terms	Sales Rep
900530	DOUBLE BRANCH	R & L CARRIERS EXCEPT NET 30		SHOPPING CART

Item	Description	U/M	Order	Ship	B/O	Net Price	Extended
EM3005MAX	MAX ROLL	CSE	10	10		57.5000	575.00
	Tracking/Exp #:300362571						
	***** * **PLEASE PAY WITHIN TERMS** * WE ACCEPT ALL MAJOR CREDIT CARDS * VISA - MASTERCARD - DISCOVER * AMERICAN EXPRESS * PLEASE CALL 781-593-4000 TO PAY * -WE ALSO ACCEPT ACH/WIRE PAYMENTS * NEW REMITTANCE EMAIL ADDRESSES EFFECTIVE 6/2024 * ACCOUNTSRECEIVABLE@EREWIPE.COM *****						
	RECEIVED MAR 11 2025 BY: _____ <i>DB - Repair/Replacement</i> <i>2,320 57 2,631.00</i>						
RAGS • TOWELS • PAPER WIPERS <i>Thank You For Your Business</i>							

FINANCIAL CHARGES OF 1.5% PER MONTH (18% PER ANNUM)
 WILL BE CHARGED ON INVOICES OVER 30 DAYS

ALL FEES AND EXPENSES INVOLVED IN THE COLLECTION OF PAST DUE ACCOUNTS OR
 BAD CHECKS WILL BE PAID BY THE CUSTOMER.



AT	Sub Total:	575.00
	Sales Tax:	.00
DUE DATE:	Shipping:	169.53
4/05/2025	Deposits:	.00
Please Remit To:	Balance:	744.53
19 Bennett St		
Lynn MA 01905		

Governmental Management Services, LLC

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

Invoice

Invoice #: 2490
Invoice Date: 2/28/25
Due Date: 2/28/25
Case:
P.O. Number:

Bill To:

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

Description	Hours/Qty	Rate	Amount
2.320.572.4100 (DB Phones) - Statement Closing Date 2/18/25		88.16	88.16
2.320.572.5100 (DB Office Supplies) - Statement Closing Date 2/18/25		13.20	13.20
34.600.538.6200 (DB Repair & Replacements) - Statement Closing Date 2/18/25		3,354.70	3,354.70
2.320.572.49400 (DB Special Events) - Statement Closing Date 2/18/25		91.94	91.94

RECEIVED
MAR 07 2025
BY: _____

Total	\$3,548.00
Payments/Credits	\$0.00
Balance Due	\$3,548.00

\$3,354.70



Invoice

Invoice #: 19451

Date: 12/10/24

Customer PO:

DUE DATE: 01/09/2025

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

#19516 - Mainline Repair December 2024

This is for all material and labor used to make a 4" mainline repair.

<i>Landscape Enhancement</i>				\$925.00
4" coupler (Material)	1.00	\$20.00	\$20.00	
4" slipfix (Material)	1.00	\$125.00	\$125.00	
Irrigation Labor (Labor)	12.00	\$65.00	\$780.00	

Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

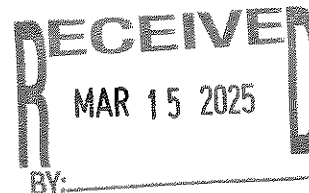
\$925.00

Please See Our
Updated Remittance
Information

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

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

Code to:



Double Branch Repair and Replacement

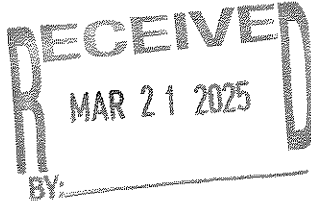
034.600.538.621

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

Invoice

Invoice #: 2492
 Invoice Date: 3/14/25
 Due Date: 3/14/25
 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 Maintenance February 1 - February 28, 2025	346.39	40.00	13,855.60
Facility Maintenance Mileage February 1 - February 28, 2025	237	0.445	105.47
Code to:			
Double Branch Facility Maintenance			
2.320.572.46600 (\$5,500.00)			
Double Branch Facility Maintenance Contingency			
2.320.572.46620 (\$1,160.00)			
Double Branch Lighting Repairs			
2.320.572.46630 (\$790.00)			
Double Branch Common Area Maintenance			
2.320.572.46400 (\$5,500.00)			
Double Branch Repair/Replacement			
34.600.53800.6200 (\$1011.07)			

Total \$13,961.07

Payments/Credits \$0.00

Balance Due ~~\$13,961.07~~

\$1011.07

**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF FEBRUARY 2025**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
2/3/25	4	T.C.	Painting fence rails around amenity center and pool deck
2/3/25	7.83	J.K.	Finished painting fence, rails and poles at field house and area in front of club room
2/3/25	3.2	C.W.	Removed debris from all common areas, removed deceased deer
2/3/25	6.55	A.J.	Cleaned around amenities center, pool deck and courts behind fitness center
2/4/25	2	T.C.	Gathered supplies needed for playground, take supplies back to shop and unloaded
2/4/25	4.85	J.K.	Touch up paint around field house and fence by office
2/4/25	3.52	C.W.	Removed debris from all common areas
2/5/25	2	T.C.	Took golf cart to mechanic
2/5/25	6.02	J.K.	Painted all day on fence around club room patio
2/5/25	3.77	C.W.	Removed debris from all common areas
2/5/25	6.82	A.J.	Cleaned around amenities center and courts behind fitness center, cleaned pool deck, chairs and slide tower
2/6/25	4.22	T.C.	Gather supplies for playground, bring back supplies and unloaded in shop
2/6/25	2.36	C.W.	Removed debris from all common areas
2/6/25	6.98	A.J.	Cleaned around amenities center, behind fitness center and pool deck, cleaned patio chairs
2/7/25	2.5	T.C.	Gather supplies and loaded up, take back and put supplies at shop
2/7/25	4	B.G.	Painting gates at amenity center
2/7/25	2.5	J.K.	Fixed swing at park by office and took off old straps, took paler with water fountain to shop
2/7/25	3.87	C.W.	Removed debris from all common areas
2/7/25	7.33	A.J.	Cleaned around amenities center, courts at fitness center and pool deck, scrubbed patio furniture, hung new hose
2/10/25	4	T.C.	Picked up trailer to take trailer to shop, loaded trailer with playground equipment and took to park
2/10/25	8	B.G.	Painting fence railings at amenity center
2/10/25	6.08	J.K.	Painted fence on pool deck
2/10/25	3	C.W.	Removed debris from all common areas
2/10/25	7.57	A.J.	Cleaned around amenities center and behind fitness center, blew leaves and debris off courts, assembled shelves for shed
2/11/25	8	T.C.	Picked up lift, assisted working on lights
2/11/25	8	B.G.	Worked on painting fence railing at amenity center
2/11/25	8.1	J.K.	Paint fence by guard shack, helped clean up lights on court
2/11/25	3.87	C.W.	Removed debris from all common areas, grabbed bags of leaves from road and signs
2/11/25	5.42	A.J.	Removed debris around amenity center and cleaned amenities area, assembled shelves
2/12/25	8	T.C.	Worked on lights, returned lift
2/12/25	5	B.G.	Gathered material to put up a double sided fence by the bridge at the field, took down television at office, brought out equipment for lights at pickleball courts
2/12/25	7.57	J.K.	Took down television in office, fixed toilet paper holder in men's bathroom by fitness center, flipped over parking bumper, blew mulch off sidewalks and court, put up fence inside amenity center bulk head bridge
2/12/25	3.5	C.W.	Removed debris from all common areas, grabbed boxes from entrance
2/12/25	5.27	A.J.	Cleaned around amenities center and pool deck, assembled shelves
2/13/25	4	T.C.	Fixed vinyl fencing along road
2/13/25	8	B.G.	Checked golf cart for air pressure, painted rails at amenity center, broke down barrels and all chairs and disposed of them
2/13/25	3.6	J.K.	Fixed vinyl fencing along roadway
2/13/25	3.86	C.W.	Removed debris from all common areas, lake inspections
2/13/25	7.22	A.J.	Cleaned around amenities center, assemble shelving
2/14/25	6	T.C.	Take golf cart to mechanic, disconnected fountain lights, put up shelves in shop
2/14/25	8	B.G.	Dumping the rest of the wood that was cut, cutting the wooden doors with glass and disposing, assisting with putting shelves up
2/14/25	3.75	C.W.	Removed debris from all common areas
2/14/25	7.27	A.J.	Organized shed, assemble shelves, removed debris around amenity center and pool deck, remove wasps
2/17/25	4	E.W.	Removed debris from all common areas
2/17/25	7.68	A.J.	Cleaned around amenity center, pool and fitness center, removed debris on soccer field and parking lot
2/18/25	2	T.C.	Loading and unloading trailer
2/18/25	3.97	E.W.	Removed debris from all common areas

**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF FEBRUARY 2025**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
2/19/25	4	T.C.	Polishing cabinets in clubroom, picked up supplies
2/19/25	7.8	J.K.	Polished cabinets in clubroom, cleaned up shop and took out trash, moved tools and canopy tents to shop
2/20/25	1	T.C.	Loading and unloading trailer
2/20/25	1	J.K.	Load and unload trailer
2/20/25	7.88	C.W.	Worked on building fence, disposed of old post
2/20/25	4.02	E.W.	Removed debris from all common areas
2/21/25	7	T.C.	Take down water fountain at field house, assisted with replacing broken post, split rail fence at side soccer parking lot, picked up supplies
2/21/25	8	B.G.	Fixing fence post that was broken at field parking lot, added cement to post by the field, removed water fountain
2/21/25	6	J.K.	Removed water fountain from field house, cleaned out outside of shop, unloaded and put supplies away
2/21/25	7.4	C.W.	Worked on concreting fence
2/21/25	4	E.W.	Removed debris from all common areas
2/24/25	4	E.W.	Removed debris from all common areas
2/25/25	7.62	C.W.	Capped the fence and endings around walking track and bridges, took pole mounts off lights, swept off side patio from debris, put working lights in shop
2/25/25	4	E.W.	Removed debris from all common areas
2/26/25	7.85	C.W.	Painted lights, moved clay pots to pool deck, sprayed and removed duck feces
2/26/25	4	E.W.	Removed debris from all common areas
2/27/25	7.77	C.W.	Fixed two fences, fixed fence on park, watered trees, put caps on fences and sealed with caulk, pulled tape off lights
2/27/25	4	E.W.	Removed debris from all common areas
2/28/25	4	E.W.	Removed debris from all common areas

TOTAL 346.39

MILES 237

*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 #: 2493

Invoice Date: 3/14/25

Due Date: 3/14/25

Case:

P.O. Number:

Bill To:

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



BY: _____

Description	Hours/Qty	Rate	Amount
Maintenance Supplies		564.99	564.99

Code to:

Double Branch Repair and Replacement

034.600.538.621

Total \$564.99

Payments/Credits \$0.00

Balance Due \$564.99

MAINTENANCE BILLABLE PURCHASES

Period Ending 3/05/25

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DB				
DOUBLE BRANCH				
OAKLEAF	2/6/25	Contractor Hose (2)	68.95	J.S.
	2/6/25	Adjustable Hose Nozzle	9.18	J.S.
	2/11/25	Wire Connectors Yellow (2)	13.75	J.S.
	2/11/25	Wire Connectors Red (2)	9.15	J.S.
	2/11/25	Yellow Protective/Hardhat	6.60	J.S.
	2/11/25	Wire Spool Green	68.15	J.S.
	2/11/25	Wire Spool White	68.15	J.S.
	2/11/25	Wire Spool Black	68.15	J.S.
	2/19/25	BLK Nitrile Gloves 40pk	14.93	T.C.
	2/19/25	Wood Restore	11.48	T.C.
	2/19/25	Terry Towels 10pk	7.46	T.C.
	2/19/25	Bleach	11.18	T.C.
	2/19/25	Pine Sol	25.84	T.C.
	2/19/25	Post Hole Digger	34.49	T.C.
	2/21/25	Sakrete Concrete Mix 60lb (4)	21.48	T.C.
	2/21/25	3/8 Socket Adapter	2.46	T.C.
	2/21/25	Set Your Own Combo Lock	21.15	T.C.
	2/25/25	Bucket	2.29	T.C.
	2/25/25	Leather Gloves	12.55	T.C.
	2/26/25	24" Beam Level	5.16	T.C.
	2/26/25	250' Line Reel	7.44	T.C.
	2/28/25	Gas for Equipment	75.00	T.C.
		TOTAL	<u>\$564.99</u>	



184-ORANGE PARK-SCP DIST.
8601 YOUNGERMAN CT UNIT 2
JACKSONVILLE, FL 32244 8927
Phone 904-739-3511
Fax 904-860-6503

INVOICE

EMERGENCY RESPONSE #
1-800-424-9300



INVOICE #	CS204362
ORDER #	CS209358
DATE	03/20/25
PAGE	1 of 1

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

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

CUSTOMER P/O NUMBER	SHIP VIA PRIORITY PICK	WRITTEN BY DEEJAY ADAMS(194)	ORDER DATE 03/20/25
CUSTOMER RELEASE NUMBER	FREIGHT TERMS 02 IN/OUTBOUND	PAYMENT TERMS NET 30 DAYS	DUE DATE 04/19/25
JOB / SHIP TO NAME OAKLEAF VILLAGE PKWY	PURCHASING AGENT	CONTACT JAY SORIANO	PHONE 904-342-1441

LN#	PRODUCT	QTY	DESCRIPTION	UOM	OPEN	PCK-QTY	SHF-QTY	B/D	PRICE	EXTENSION
1	TAY-45-802		R-0013-E PT CYANURIC ACID REAGENT	EA	1	1	1	0	13.55	13.55
2	TAY-45-1099		9191 .75OZ CALIBRATED BOTTLE W/ DISPENSER CAP F/ CYA TEST	EA	1	1	1	0	3.84	3.84
			ALT-9191							
3	TAY-45-930		9056 HIGH RANGE DPD & PH 2000 SERIES COMPARATOR	EA	1	1	1	0	12.81	12.81

Code to:

Double Branch Repair and Replacement

034.600.538.621

RECEIVED
MAR 21 2025
BY: _____

PLACARDS SUPPLIED-YES___ NO___ REFUSED___

MERCHANDISE TOTAL	DISCOUNTS	MISC CHARGES	SALES TAX	INBOUND FREIGHT	OUTBOUND FREIGHT	DEPOSIT AMOUNT	DEPOSIT APPLIED	INVOICE TOTAL
30.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.20

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

SIGNATURE: DEEJAY ADAMS(194)

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

SIGNATURE: _____

RECEIVED BY: _____

Cust#: 277667 Cust Name: DOUBLE BRANCH CDD
Inv#: CS204362 Invoice Date: 03/20/25 Invoice Amount: \$30.20

Remit To:
SCP DISTRIBUTORS LLC
DEPT 0584
PO BOX 850001
ORLANDO, FL 32885-0584

FOURTH ORDER OF BUSINESS

**DOUBLE BRANCH
COMMUNITY DEVELOPMENT DISTRICT
CLAY COUNTY, FLORIDA
FINANCIAL REPORT
FOR THE FISCAL YEAR ENDED
SEPTEMBER 30, 2024**

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**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
CLAY COUNTY, FLORIDA**

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INDEPENDENT AUDITOR'S REPORT

To the Board of Supervisors
Double Branch Community Development District
Clay County, Florida

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities and each major fund of Double Branch Community Development District, Clay County, Florida ("District") as of and for the fiscal year ended September 30, 2024, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the District as of September 30, 2024, and the respective changes in financial position thereof for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

The District's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

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In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control–related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information Included in the Financial Report

Management is responsible for the other information included in the financial report. The other information comprises the information for compliance with FL Statute 218.39 (3) (c) but does not include the financial statements and our auditor's report thereon. Our opinions on the financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated **Xxxx, 2025**, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

Xxxx, 2025

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MANAGEMENT'S DISCUSSION AND ANALYSIS

Our discussion and analysis of Double Branch Community Development District, Clay County, Florida ("District") provides a narrative overview of the District's financial activities for the fiscal year ended September 30, 2024. Please read it in conjunction with the District's Independent Auditor's Report, basic financial statements, accompanying notes and supplementary information to the basic financial statements.

FINANCIAL HIGHLIGHTS

- The assets plus deferred outflows of resources of the District exceeded its liabilities at the close of the most recent fiscal year resulting in a net position balance of \$8,781,124.
- The change in the District's total net position in comparison with the prior fiscal year was \$164,758, an increase. The key components of the District's net position and change in net position are reflected in the table in the government-wide financial analysis section.
- At September 30, 2024, the District's governmental funds reported combined ending fund balances of \$4,243,822, an increase of \$189,930 in comparison with the prior fiscal year. The total fund balance is restricted for debt service, non-spendable for prepaid items and deposits, assigned to recreation, capital reserves, and the remainder is unassigned fund balance which is available for spending at the District's discretion.

OVERVIEW OF FINANCIAL STATEMENTS

This discussion and analysis are intended to serve as the introduction to the District's basic financial statements. The District's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all the District's assets, deferred outflows of resources, liabilities, and deferred inflows of resources with the residual amount being reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

The government-wide financial statements include all governmental activities that are principally supported by special assessment revenues. The governmental activities of the District include the general government (management), recreation and maintenance functions.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The District has one fund category: governmental funds.

OVERVIEW OF FINANCIAL STATEMENTS (Continued)

Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a District's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the District's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balance provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The District maintains four individual governmental funds. Information is presented separately in the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances for the general, recreation, debt service and capital projects funds. All of the funds are considered to be major funds.

The District adopts an annual appropriated budget for its general and recreation fund. A budgetary comparison schedule has been provided for the general fund and recreation fund to demonstrate compliance with the budgets.

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, net position may serve over time as a useful indicator of an entity's financial position. In the case of the District, assets plus deferred outflows of resources exceeded liabilities at the close of the most recent fiscal year.

Key components of the District's net position are reflected in the following table:

	NET POSITION	
	SEPTEMBER 30,	
	2024	2023
Current and other assets	\$ 4,339,933	\$ 4,118,635
Capital assets, net of depreciation	19,755,003	20,957,892
Total assets	<u>24,094,936</u>	<u>25,076,527</u>
Deferred outflows of resources	547,606	605,730
Current liabilities	376,267	364,993
Long-term liabilities	15,485,151	16,700,898
Total liabilities	<u>15,861,418</u>	<u>17,065,891</u>
Net position		
Net investment in capital assets	4,817,458	4,882,199
Restricted	1,561,320	1,403,390
Unrestricted	2,402,346	2,330,777
Total net position	<u>\$ 8,781,124</u>	<u>\$ 8,616,366</u>

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GOVERNMENT-WIDE FINANCIAL ANALYSIS (Continued)

The District's net position reflects its investment in capital assets (e.g. land, land improvements, and infrastructure) less any related debt used to acquire those assets that is still outstanding. These assets are used to provide services to residents; consequently, these assets are not available for future spending. Although the District's investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

The restricted portion of the District's net position represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position may be used to meet the District's other obligations.

The District's net position increased during the most recent fiscal year. The majority of the increase represents the extent to which ongoing program revenues exceeded the cost of operations and depreciation expense.

Key elements of the change in net position are reflected in the following table:

	CHANGES IN NET POSITION FOR THE FISCAL YEAR ENDED SEPTEMBER 30,	
	2024	2023
Revenues:		
Program revenues:		
Charges for services	\$ 4,096,936	\$ 4,075,615
Operating grants and contributions	121,120	91,356
Capital grants and contributions	117	792
General revenues	91,940	46,330
Total revenues	<u>4,310,113</u>	<u>4,214,093</u>
Expenses:		
General government	699,456	611,389
Maintenance and operations	1,248,076	1,226,839
Recreation	1,424,939	1,350,076
Interest	772,884	819,107
Total expenses	<u>4,145,355</u>	<u>4,007,411</u>
Change in net position	<u>164,758</u>	<u>206,682</u>
Net position - beginning	8,616,366	8,409,684
Net position - ending	<u>\$ 8,781,124</u>	<u>\$ 8,616,366</u>

As noted above and in the statement of activities, the cost of all governmental activities during the fiscal year ended September 30, 2024 was \$4,145,355. As in the prior fiscal year, program revenues are comprised primarily of assessments. The remainder of the current fiscal year revenue includes interest revenue, and miscellaneous income. In total, expenses increased over the prior fiscal year, the majority of the increase is due to an increase in repair and replacement expenses.

GENERAL FUND BUDGETING HIGHLIGHTS

An operating budget was adopted and maintained by the governing board for the District pursuant to the requirements of Florida Statutes. The budget is adopted using the same basis of accounting that is used in preparation of the fund financial statements. The legal level of budgetary control, the level at which expenditures may not exceed budget, is in the aggregate. Any budget amendments that increase the aggregate budgeted appropriations must be approved by the Board of Supervisors. Actual general and recreation fund expenditures did not exceed appropriations for the fiscal year ended September 30, 2024.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

At September 30, 2024, the District had \$44,945,848 invested in capital assets for its governmental activities. In the government-wide financial statements, depreciation of \$25,190,845 has been taken, which resulted in a net book value of \$19,755,003. More detailed information about the District's capital assets is presented in the notes of the financial statements.

Capital Debt

At September 30, 2024, the District had \$15,620,000 in Bonds outstanding. More detailed information about the District's capital debt is presented in the notes of the financial statements.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND OTHER EVENTS

For the subsequent fiscal year, the District anticipates that the cost of general operations will remain fairly constant. In connection with the District's future infrastructure maintenance and replacement plan, the District Board has included in the budget an estimate of those anticipated future costs and has assigned a portion of current available resources for that purpose.

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, land owners, customers, investors and creditors with a general overview of the District's finances and to demonstrate the District's accountability for the financial resources it manages and the stewardship of the facilities it maintains. If you have questions about this report or need additional financial information, contact the Double Branch Community Development District Finance Department at 475 West Town Place, Suite 114, St. Augustine, Florida 32092.

**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
CLAY COUNTY, FLORIDA
STATEMENT OF NET POSITION
SEPTEMBER 30, 2024**

	Governmental Activities
ASSETS	
Cash	\$ 572,047
Investments	1,782,802
Due from other	6,864
Prepaid items and deposits	136,744
Restricted assets:	
Investments	1,841,476
Capital assets:	
Nondepreciable	7,146,352
Depreciable, net	12,608,651
Total assets	24,094,936
 DEFERRED OUTFLOWS OF RESOURCES	
Deferred charge on refunding (debit)	547,606
Total deferred outflows of resources	547,606
 LIABILITIES	
Accounts payable	87,522
Accrued expenses	8,589
Accrued interest payable	280,156
Non-current liabilities:	
Due within one year	1,280,000
Due in more than one year	14,205,151
Total liabilities	15,861,418
 NET POSITION	
Net investment in capital assets	4,817,458
Restricted for debt service	1,561,320
Unrestricted	2,402,346
Total net position	\$ 8,781,124

See notes to the financial statements

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**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
CLAY COUNTY, FLORIDA
STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2024**

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Governmental activities:					
General government	\$ 699,456	\$ 178,552	\$ -	\$ -	\$ (520,904)
Maintenance and operations	1,248,076	1,880,415	-	117	632,456
Recreation	1,424,939	70,652	-	-	(1,354,287)
Interest on long-term debt	772,884	1,967,317	121,120	-	1,315,553
Total governmental activities	4,145,355	4,096,936	121,120	117	72,818
		General revenues:			
				Unrestricted investment earnings	91,940
				Total general revenues	91,940
				Change in net position	164,758
				Net position - beginning	8,616,366
				Net position - ending	\$ 8,781,124

See notes to the financial statements

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**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
CLAY COUNTY, FLORIDA
BALANCE SHEET
GOVERNMENTAL FUNDS
SEPTEMBER 30, 2024**

	Major Funds				Total Governmental Funds
	General	Recreation	Debt Service	Capital Projects	
ASSETS					
Cash	\$ 56,135	\$ 515,912	\$ -	\$ -	\$ 572,047
Investments	47,725	1,735,077	1,841,476	-	3,624,278
Due from other	25	6,839	-	-	6,864
Prepaid items and deposits	13,677	123,067	-	-	136,744
Total assets	<u>\$ 117,562</u>	<u>\$ 2,380,895</u>	<u>\$ 1,841,476</u>	<u>\$ -</u>	<u>\$ 4,339,933</u>
LIABILITIES AND FUND BALANCES					
Liabilities:					
Accounts payable	\$ 9,742	\$ 77,780	\$ -	\$ -	\$ 87,522
Accrued expenses	-	8,589	-	-	8,589
Total liabilities	<u>9,742</u>	<u>86,369</u>	<u>-</u>	<u>-</u>	<u>96,111</u>
Fund balances:					
Nonspendable:					
Prepaid items and deposits	13,677	123,067	-	-	136,744
Restricted for:					
Debt service	-	-	1,841,476	-	1,841,476
Assigned to:					
Recreation	-	870,897	-	-	870,897
Capital reserves	-	1,300,562	-	-	1,300,562
Unassigned	94,143	-	-	-	94,143
Total fund balances	<u>107,820</u>	<u>2,294,526</u>	<u>1,841,476</u>	<u>-</u>	<u>4,243,822</u>
Total liabilities and fund balances	<u>\$ 117,562</u>	<u>\$ 2,380,895</u>	<u>\$ 1,841,476</u>	<u>\$ -</u>	<u>\$ 4,339,933</u>

See notes to the financial statements

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**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
CLAY COUNTY, FLORIDA
RECONCILIATION OF THE BALANCE SHEET TO THE STATEMENT OF NET POSITION
GOVERNMENTAL FUNDS
SEPTEMBER 30, 2024**

Fund balance - governmental funds \$ 4,243,822

Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported as assets in the governmental funds. The statement of net position includes those capital assets, net of any accumulated depreciation, in the net position of the government as a whole.

Cost of capital assets	44,945,848	
Accumulated depreciation	<u>(25,190,845)</u>	19,755,003

Deferred charges on refunding of long-term debt are shown as deferred outflows of resources in the government-wide financial statements; however, this amount is expensed in the governmental fund financial statements.

547,606

Liabilities not due and payable from current available resources are not reported as liabilities in the governmental fund statements. All liabilities, both current and long-term, are reported in the government-wide financial statements.

Accrued interest payable	(280,156)	
Bonds payable	<u>(15,485,151)</u>	<u>(15,765,307)</u>

Net position of governmental activities		<u><u>\$ 8,781,124</u></u>
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See notes to the financial statements

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**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
CLAY COUNTY, FLORIDA
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2024**

	Major Funds				Total Governmental Funds
	General	Recreation	Debt Service	Capital Projects	
REVENUES					
Assessments	\$ 178,552	\$ 1,880,415	\$ 1,967,317	\$ -	\$ 4,026,284
Interest	5,869	86,071	121,120	117	213,177
Miscellaneous	-	70,652	-	-	70,652
Total revenues	<u>184,421</u>	<u>2,037,138</u>	<u>2,088,437</u>	<u>117</u>	<u>4,310,113</u>
EXPENDITURES					
Current:					
General government	171,392	528,064	-	-	699,456
Recreation	-	1,089,118	-	-	1,089,118
Maintenance and operations	-	262,561	-	19,592	282,153
Debt service:					
Principal	-	-	1,230,000	-	1,230,000
Interest	-	-	720,601	-	720,601
Capital outlay	-	98,855	-	-	98,855
Total expenditures	<u>171,392</u>	<u>1,978,598</u>	<u>1,950,601</u>	<u>19,592</u>	<u>4,120,183</u>
Excess (deficiency) of revenues over (under) expenditures	13,029	58,540	137,836	(19,475)	189,930
OTHER FINANCING SOURCES (USES)					
Transfers in/out	(2,719)	2,719	-	-	-
Total other financing sources (uses)	<u>(2,719)</u>	<u>2,719</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net change in fund balances	10,310	61,259	137,836	(19,475)	189,930
Fund balances - beginning	<u>97,510</u>	<u>2,233,267</u>	<u>1,703,640</u>	<u>19,475</u>	<u>4,053,892</u>
Fund balances - ending	<u>\$ 107,820</u>	<u>\$ 2,294,526</u>	<u>\$ 1,841,476</u>	<u>\$ -</u>	<u>\$ 4,243,822</u>

See notes to the financial statements

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**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
CLAY COUNTY, FLORIDA
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2024**

Net change in fund balances - total governmental funds	\$	189,930
Amounts reported for governmental activities in the statement of activities are different because:		
Governmental funds report capital outlays as expenditures; however, the cost of capital assets is eliminated in the statement of activities and capitalized in the statement of net position.		66,995
Depreciation on capital assets is not recognized in the governmental fund statement but is reported as an expense in the statement of activities.		(1,269,884)
Repayment of long-term liabilities are reported as expenditures in the governmental fund financial statements, but such repayments reduce liabilities in the statement of net position and are eliminated in the statement of activities.		1,230,000
Governmental funds report the effect of premiums, discounts and deferred amounts on refunding when debt is first issued, whereas these amounts are deferred and amortized in the government-wide financial statements.		
Amortization of discount		(14,253)
Amortization of deferred amount on refunding		(58,124)
The change in accrued interest on long-term liabilities between the current and prior fiscal year is recorded in the statement of activities but not in the fund financial statements.		20,094
Change in net position of governmental activities	\$	<u>164,758</u>

See notes to the financial statements

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**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
CLAY COUNTY, FLORIDA
NOTES TO FINANCIAL STATEMENTS**

NOTE 1 – NATURE OF ORGANIZATION AND REPORTING ENTITY

Double Branch Community Development District ("District") was created on July 3, 2002 by the Florida Land and Water Adjudicatory Commission by Chapter 42FF-1, pursuant to the Uniform Community Development District Act of 1980, otherwise known as Chapter 190, Florida Statutes. The Act provides among other things, the power to manage basic services for community development, power to borrow money and issue bonds, and to levy and assess non-ad valorem assessments for the financing and delivery of capital infrastructure. The District encompasses approximately 1,204 acres of land located in Clay County, Florida.

The District was established for the purposes of financing and managing the acquisition, construction, maintenance and operation of a portion of the infrastructure necessary for community development within the District.

The District is governed by the Board of Supervisors ("Board"), which is composed of five members. The Supervisors are elected via general election by qualified electors of the District. The Board of Supervisors of the District exercise all powers granted to the District pursuant to Chapter 190, Florida Statutes.

The Board has the responsibility for:

1. Allocating and levying assessments.
2. Approving budgets.
3. Exercising control over facilities and properties.
4. Controlling the use of funds generated by the District.
5. Approving the hiring and firing of key personnel.
6. Financing improvements.

The financial statements were prepared in accordance with Governmental Accounting Standards Board ("GASB") Statements. Under the provisions of those standards, the financial reporting entity consists of the primary government, organizations for which the District is considered to be financially accountable and other organizations for which the nature and significance of their relationship with the District are such that, if excluded, the financial statements of the District would be considered incomplete or misleading. There are no entities considered to be component units of the District; therefore, the financial statements include only the operations of the District.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Government-Wide and Fund Financial Statements

The basic financial statements include both government-wide and fund financial statements.

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers who purchase, use or directly benefit from goods, services or privileges provided by a given function or segment. Operating-type special assessments for maintenance and debt service are treated as charges for services; and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Other items not included among program revenues are reported instead as *general revenues*.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the *economic resources measurement* focus and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Assessments are recognized as revenues in the year for which they are levied. Grants and similar items are to be recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due.

Assessments

Assessments are non-ad valorem assessments on benefited property within the District. Operating and maintenance assessments are based upon the adopted budget and levied annually at a public hearing of the District. Debt service assessments are levied when Bonds are issued and assessed and collected on an annual basis. The District may collect assessments directly or utilize the uniform method of collection under Florida Statutes. Direct collected assessments are due as determined by annual assessment resolution adopted by the Board of Supervisors. Assessments collected under the uniform method are mailed by the County Tax Collector on November 1 and due on or before March 31 of each year. Property owners may prepay a portion or all of the debt service assessments on their property subject to various provisions in the Bond documents.

Assessments and interest associated with the current fiscal period are considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. The portion of assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period.

The District reports the following major governmental funds:

General Fund

The general fund is the general operating fund of the District. It is used to account for all financial resources except those required to be accounted for in another fund.

Recreation Fund

The recreation fund is a special revenue fund established to account for the financial resources of the District's recreation areas which are funded by assessments.

Debt Service Fund

The debt service fund is used to account for the accumulation of resources for the annual payment of principal and interest on long-term debt.

Capital Projects Fund

This fund accounts for the financial resources to be used for the acquisition or construction of major infrastructure within the District. The fund was closed out during the current fiscal year.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first for qualifying expenditures, then unrestricted resources as they are needed.

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NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Assets, Liabilities and Net Position or Equity

Restricted Assets

These assets represent cash and investments set aside pursuant to Bond covenants or other contractual restrictions.

Deposits and Investments

The District's cash and cash equivalents are considered to be cash on hand and demand deposits (interest and non-interest bearing).

The District has elected to proceed under the Alternative Investment Guidelines as set forth in Section 218.415 (17) Florida Statutes. The District may invest any surplus public funds in the following:

- a) The Local Government Surplus Trust Funds, or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act;
- b) Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency;
- c) Interest bearing time deposits or savings accounts in qualified public depositories;
- d) Direct obligations of the U.S. Treasury.

The State Board of Administration's ("SBA") Local Government Surplus Funds Trust Fund ("Florida PRIME") is a "2a-7 like" pool. A "2a-7 like" pool is an external investment pool that is not registered with the Securities and Exchange Commission ("SEC") as an investment company, but nevertheless has a policy that it will, and does, operate in a manner consistent with the SEC's Rule 2a-7 of the Investment Company Act of 1940, which comprises the rules governing money market funds. Thus, the pool operates essentially as a money market fund. The District has reported its investment in Florida PRIME at amortized cost for financial reporting purposes.

Securities listed in paragraph c and d shall be invested to provide sufficient liquidity to pay obligations as they come due. In addition, surplus funds may be deposited into certificates of deposit which are insured and any unspent Bond proceeds are required to be held in investments as specified in the Bond Indenture.

The District records all interest revenue related to investment activities in the respective funds. Investments are measured at amortized cost or reported at fair value as required by generally accepted accounting principles.

Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

Capital Assets

Capital assets which include property, plant and equipment, and infrastructure assets (e.g., roads, sidewalks and similar items) are reported in the government activities columns in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$5,000 (amount not rounded) and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Assets, Liabilities and Net Position or Equity (Continued)

Capital Assets (Continued)

Property, plant and equipment of the District are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Improvements other than buildings	30
Recreational facilities	30
Equipment	10

In the governmental fund financial statements, amounts incurred for the acquisition of capital assets are reported as fund expenditures. Depreciation expense is not reported in the governmental fund financial statements.

Refundings of Debt

For current refundings and advance refundings resulting in the defeasance of debt, the difference between the reacquisition price and the net carrying amount of the old debt is reported as a deferred outflow of resources and recognized ratably as a component of interest expense over the remaining life of the old debt or the life of the new debt, whichever is shorter. In connection with the refunding, \$58,124 was recognized as a component of interest expense in the current fiscal year.

Unearned Revenue

Governmental funds report unearned revenue in connection with resources that have been received, but not yet earned.

Long-Term Obligations

In the government-wide financial statements long-term debt and other long-term obligations are reported as liabilities in the statement of net position. Bond premiums and discounts are deferred and amortized ratably over the life of the Bonds. Bonds payable are reported net of applicable premiums or discounts. Bond issuance costs are expensed when incurred.

In the fund financial statements, governmental fund types recognize premiums and discounts, as well as issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Assets, Liabilities and Net Position or Equity (Continued)

Fund Equity/Net Position

In the fund financial statements, governmental funds report non spendable and restricted fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Assignments of fund balance represent tentative management plans that are subject to change.

The District can establish limitations on the use of fund balance as follows:

Committed fund balance – Amounts that can be used only for the specific purposes determined by a formal action (resolution) of the Board of Supervisors. Commitments may be changed or lifted only by the Board of Supervisors taking the same formal action (resolution) that imposed the constraint originally. Resources accumulated pursuant to stabilization arrangements sometimes are reported in this category.

Assigned fund balance – Includes spendable fund balance amounts established by the Board of Supervisors that are intended to be used for specific purposes that are neither considered restricted nor committed. The Board may also assign fund balance as it does when appropriating fund balance to cover differences in estimated revenue and appropriations in the subsequent year's appropriated budget. Assignments are generally temporary and normally the same formal action need not be taken to remove the assignment.

The District first uses committed fund balance, followed by assigned fund balance and then unassigned fund balance when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

Net position is the difference between assets and deferred outflows of resources less liabilities and deferred inflows of resources. Net position in the government-wide financial statements are categorized as net investment in capital assets, restricted or unrestricted. Net investment in capital assets represents net position related to infrastructure and property, plant and equipment. Restricted net position represents the assets restricted by the District's Bond covenants or other contractual restrictions. Unrestricted net position consists of the net position not meeting the definition of either of the other two components.

Other Disclosures

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

NOTE 3 – BUDGETARY INFORMATION

The District is required to establish a budgetary system and an approved Annual Budget. Annual Budgets are adopted on a basis consistent with generally accepted accounting principles for the general and recreation fund. All annual appropriations lapse at fiscal year-end.

The District follows these procedures in establishing the budgetary data reflected in the financial statements.

- a) Each year the District Manager submits to the District Board a proposed operating budget for the fiscal year commencing the upcoming October 1.
- b) Public hearings are conducted to obtain public comments.
- c) Prior to October 1, the budget is legally adopted by the District Board.
- d) All budget changes must be approved by the District Board.
- e) The budgets are adopted on a basis consistent with generally accepted accounting principles.
- f) Unused appropriations for annually budgeted funds lapse at the end of the year.

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NOTE 4 – DEPOSITS AND INVESTMENTS

Deposits

The District's cash balances were entirely covered by federal depository insurance or by a collateral pool pledged to the State Treasurer. Florida Statutes Chapter 280, "Florida Security for Public Deposits Act", requires all qualified depositories to deposit with the Treasurer or another banking institution eligible collateral equal to various percentages of the average daily balance for each month of all public deposits in excess of any applicable deposit insurance held. The percentage of eligible collateral (generally, U.S. Governmental and agency securities, state or local government debt, or corporate bonds) to public deposits is dependent upon the depository's financial history and its compliance with Chapter 280. In the event of a failure of a qualified public depository, the remaining public depositories would be responsible for covering any resulting losses.

Investments

The District's investments were held as follows at September 30, 2024:

<u>Investment</u>	<u>Amortized cost</u>	<u>Credit Risk</u>	<u>Maturities</u>
First American Government Obligation Class Z	\$ 1,841,476	S&P AAAM	Weighted average of 31 days
Investment in Local Government Surplus Funds Trust Fund (Florida PRIME)	1,414,477	S&P AAAM	Weighted average of 39 days
US Bank Mmkt 5 - Ct	368,325	N/A	N/A
Total Investments	<u>\$ 3,624,278</u>		

Credit risk – For investments, credit risk is generally the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Investment ratings by investment type are included in the preceding summary of investments.

Concentration risk – The District places no limit on the amount the District may invest in any one issuer.

Interest rate risk – The District does not have a formal policy that limits investment maturities as a means of managing exposure to fair value losses arising from increasing interest rates.

However, the Bond Indentures limit the type of investments held using unspent proceeds.

Fair Value Measurement – When applicable, the District measures and records its investments using fair value measurement guidelines established in accordance with GASB Statements. The framework for measuring fair value provides a fair value hierarchy that prioritizes the inputs to valuation techniques.

These guidelines recognize a three-tiered fair value hierarchy, in order of highest priority, as follows:

- *Level 1:* Investments whose values are based on unadjusted quoted prices for identical investments in active markets that the District has the ability to access;
- *Level 2:* Investments whose inputs - other than quoted market prices - are observable either directly or indirectly; and,
- *Level 3:* Investments whose inputs are unobservable.

The fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the entire fair value measurement. Valuation techniques used should maximize the use of observable inputs and minimize the use of unobservable inputs.

Money market investments that have a maturity at the time of purchase of one year or less and are held by governments other than external investment pools should be measured at amortized cost. For external investment pools that qualify to be measured at amortized cost, the pool's participants should also measure their investments in that external investment pool at amortized cost for financial reporting purposes. Accordingly, the District's investments have been reported at amortized cost above.

NOTE 4 – DEPOSITS AND INVESTMENTS (Continued)

Investments (Continued)

External Investment Pool – With regard to redemption gates, Chapter 218.409(8)(a), Florida Statutes, states that “The principal, and any part thereof, of each account constituting the trust fund is subject to payment at any time from the moneys in the trust fund. However, the Executive Director may, in good faith, on the occurrence of an event that has a material impact on liquidity or operations of the trust fund, for 48 hours limit contributions to or withdrawals from the trust fund to ensure that the Board can invest moneys entrusted to it in exercising its fiduciary responsibility. Such action must be immediately disclosed to all participants, the Trustees, the Joint Legislative Auditing Committee, the Investment Advisory Council, and the Participant Local Government Advisory Council. The Trustees shall convene an emergency meeting as soon as practicable from the time the Executive Director has instituted such measures and review the necessity of those measures. If the Trustees are unable to convene an emergency meeting before the expiration of the 48-hour moratorium on contributions and withdrawals, the moratorium may be extended by the Executive Director until the Trustees are able to meet to review the necessity for the moratorium. If the Trustees agree with such measures, the Trustees shall vote to continue the measures for up to an additional 15 days. The Trustees must convene and vote to continue any such measures before the expiration of the time limit set, but in no case may the time limit set by the Trustees exceed 15 days.” With regard to liquidity fees, Florida Statute 218.409(4) provides authority for the SBA to impose penalties for early withdrawal, subject to disclosure in the enrollment materials of the amount and purpose of such fees. At present, no such disclosure has been made.

As of September 30, 2024, there were no redemption fees or maximum transaction amounts, or any other requirements that serve to limit a participant’s daily access to 100% of their account value.

NOTE 5 – INTERFUND TRANSFERS

Interfund transfers for the fiscal year ended September 30, 2024 were as follows:

Fund	Transfer in	Transfer out
General	\$ -	\$ 2,719
Recreation	2,719	-
Total	<u>\$ 2,719</u>	<u>\$ 2,719</u>

Transfers are used to move revenues from the fund where collection occurs to the fund where funds have been reallocated for use. In the case of the District, the transfers from the general fund to the recreation fund were made to accumulate funds for future capital and maintenance projects.

NOTE 6 – CAPITAL ASSETS

Capital asset activity for the fiscal year ended September 30, 2024 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental activities				
Capital assets, not being depreciated				
Land	\$ 7,146,352	\$ -	\$ -	\$ 7,146,352
Total capital assets, not being depreciated	7,146,352	-	-	7,146,352
Capital assets, being depreciated				
Improvements other than buildings	28,977,686	-	-	28,977,686
Recreational facilities	8,572,817	-	-	8,572,817
Equipment	181,998	66,995	-	248,993
Total capital assets, being depreciated	37,732,501	66,995	-	37,799,496
Less accumulated depreciation for:				
Improvements other than buildings	18,640,895	965,923	-	19,606,818
Recreational facilities	5,192,713	285,761	-	5,478,474
Equipment	87,353	18,200	-	105,553
Total accumulated depreciation	23,920,961	1,269,884	-	25,190,845
Total capital assets, being depreciated, net	13,811,540	(1,202,889)	-	12,608,651
Governmental activities capital assets	\$ 20,957,892	\$ (1,202,889)	\$ -	\$ 19,755,003

Depreciation expense was charged to function/programs as follows:

Maintenance and operations	\$ 965,923
Recreation	303,961
Total	<u>\$ 1,269,884</u>

NOTE 7 – LONG TERM LIABILITIES

On March 13, 2013, the District issued \$27,750,000 of Special Assessment Refunding Bonds, Series 2013, consisting of \$24,850,000 Term Bonds due on May 1, 2034 with an interest rate ranging between 1.3% and 4.25%, Series 2013A-1 and \$2,900,000 Term Bonds due in May 2034 with an interest rate of 5.75%, Series 2013A-2. The Bonds were issued as part of a current refunding of the Series 2002A and Series 2005A Special Assessment Bonds. Interest is to be paid semiannually on each May 1 and November 1. Principal on the Bonds is to be paid serially commencing May 1, 2014 through May 1, 2034.

The Series 2013A-1 and 2013A-2 Bonds are subject to redemption at the option of the District as set forth in the Bond Indenture. The Series 2013A-1 and 2013A-2 Bonds are subject to extraordinary mandatory redemption prior to maturity in the manner determined by the Bond Registrar if certain events occurred as outlined in the Bond Indenture.

The Bond Indenture established a debt service reserve requirement and has certain other restrictions and requirements relating principally to the use of proceeds and the procedures to be followed by the District on assessments to property owners. The District agrees to levy special assessments in annual amounts adequate to provide payment of debt service and to meet the reserve requirements. The District is in compliance with the requirements of the Bond Indenture at September 30, 2024.

NOTE 7 – LONG TERM LIABILITIES (Continued)

Changes in long-term liability activity for the fiscal year ended September 30, 2024 were as follows:

	Beginning Balance	Increases	Decreases	Ending Balance	Due Within One Year
<u>Governmental activities</u>					
Bonds payable:					
Series 2013A-1	\$ 15,300,000	\$ -	\$ 1,125,000	\$ 14,175,000	\$ 1,170,000
Series 2013A-2	1,550,000	-	105,000	1,445,000	110,000
Original issue discount	149,102	-	14,253	134,849	-
Total	<u>\$ 16,700,898</u>	<u>\$ -</u>	<u>\$ 1,215,747</u>	<u>\$ 15,485,151</u>	<u>\$ 1,280,000</u>

At September 30, 2024, the scheduled debt service requirements on the long-term debt were as follows:

Year ending September 30:	Governmental Activities		
	Principal	Interest	Total
2025	\$ 1,280,000	\$ 672,375	\$ 1,952,375
2026	1,335,000	619,250	1,954,250
2027	1,395,000	562,313	1,957,313
2028	1,450,000	502,738	1,952,738
2029	1,515,000	440,813	1,955,813
2030-2034	8,645,000	1,167,844	9,812,844
Total	<u>\$ 15,620,000</u>	<u>\$ 3,965,333</u>	<u>\$ 19,585,333</u>

NOTE 8 – INTERLOCAL AGREEMENTS

The District has entered into an agreement with Middle Village Community Development District (“Middle Village”) for joint usage of the amenity center and recreational facilities located within and owned by each respective District.

The District has entered into an interlocal agreement with Middle Village to share the costs for on-site management services. In accordance with the agreement, the Districts share the costs of a full time rental coordinator, a full time community manager and a part time administrator.

In a prior fiscal year, the District entered into an interlocal agreement with the County for maintenance and use of the Developer’s proposed library site. The County is planning to commence construction of the library at some time in the future, although a specific date has not been set. The agreement provides that the District must maintain the property and may use the site for parties and special events until construction of the library commences. However, during the current fiscal year, the District conveyed the related property to the County, the property was not assigned any value when conveyed to the District in a prior fiscal year. Consequently, the District and the County agreed to terminate the interlocal agreement.

NOTE 9 – MANAGEMENT COMPANY

The District has contracted with a management company to perform management advisory services, which include financial and accounting services. Certain employees of the management company also serve as officers of the District. Under the agreement, the District compensates the management company for management, accounting, financial reporting, computer and other administrative costs.

NOTE 10 – RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. The District has obtained commercial insurance from independent third parties to mitigate the costs of these risks; coverage may not extend to all situations. There were no settled claims during the past three years.

NOTE 11 – SUBSEQUENT EVENTS

Subsequent to fiscal year end, the District received a claim for alleged personal injuries. The matter has been turned over to the District's insurance company. At this time, the District Attorney cannot express a judgment regarding the likelihood of an unfavorable outcome, nor can we estimate the amount of potential loss.

**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
CLAY COUNTY, FLORIDA
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCE - BUDGET AND ACTUAL – GENERAL FUND
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2024**

	Budgeted Amounts	Actual Amounts	Variance with Final Budget - Positive (Negative)
	<u>Original & Final</u>	<u>Actual Amounts</u>	<u>(Negative)</u>
REVENUES			
Assessments	\$ 177,890	\$ 178,552	\$ 662
Interest	1,600	5,869	4,269
Total revenues	<u>179,490</u>	<u>184,421</u>	<u>4,931</u>
EXPENDITURES			
Current:			
General government	176,771	171,392	5,379
Total expenditures	<u>176,771</u>	<u>171,392</u>	<u>5,379</u>
Excess (deficiency) of revenues over (under) expenditures	2,719	13,029	10,310
OTHER FINANCING SOURCES (USES)			
Transfer in (out)	(2,719)	(2,719)	-
Total other financing sources (uses)	<u>(2,719)</u>	<u>(2,719)</u>	<u>-</u>
Net change in fund balances	<u>\$ -</u>	10,310	<u>\$ 10,310</u>
Fund balance - beginning		<u>97,510</u>	
Fund balance - ending		<u>\$ 107,820</u>	

See notes to required supplementary information

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**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
CLAY COUNTY, FLORIDA
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCE - BUDGET AND ACTUAL – RECREATION FUND
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2024**

	Budgeted Amounts		Variance with Final Budget - Positive (Negative)
	Original & Final	Actual Amounts	
REVENUES			
Assessments	\$ 1,873,440	\$ 1,880,415	\$ 6,975
Amenities and other revenue	55,000	70,652	15,652
Interest	13,700	86,071	72,371
Total revenues	1,942,140	2,037,138	94,998
EXPENDITURES			
Current:			
General government	342,666	528,064	(185,398)
Recreation	1,040,178	1,089,118	(48,940)
Maintenance and operations	779,159	262,561	516,598
Capital outlay	-	98,855	(98,855)
Total expenditures	2,162,003	1,978,598	183,405
Excess (deficiency) of revenues over (under) expenditures	(219,863)	58,540	278,403
OTHER FINANCING SOURCES (USES)			
Transfer in (out)	2,719	2,719	-
Carryforward surplus	217,144	-	(217,144)
Total other financing sources (uses)	219,863	2,719	(217,144)
Net change in fund balances	\$ -	61,259	\$ 61,259
Fund balance - beginning		2,233,267	
Fund balance - ending		\$ 2,294,526	

See notes to required supplementary information

DRAFT

**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
CLAY COUNTY, FLORIDA
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION**

The District is required to establish a budgetary system and an approved Annual Budget for the general and special revenue funds. The District's budgeting process is based on estimates of cash receipts and cash expenditures which are approved by the Board. The budget approximates a basis consistent with accounting principles generally accepted in the United States of America (generally accepted accounting principles).

The legal level of budgetary control, the level at which expenditures may not exceed budget, is in the aggregate. Any budget amendments that increase the aggregate budgeted appropriations must be approved by the Board of Supervisors. Actual general and recreation fund expenditures did not exceed appropriations for the fiscal year ended September 30, 2024.

**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
CLAY COUNTY, FLORIDA
OTHER INFORMATION – DATA ELEMENTS
REQUIRED BY FL STATUTE 218.39(3)(C)
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2024
UNAUDITED**

<u>Element</u>	<u>Comments</u>
Number of District employees compensated in the last pay period of the District's fiscal year being reported.	27
Number of independent contractors compensated to whom nonemployee compensation was paid in the last month of the District's fiscal year being reported.	14
Employee compensation	\$155,012
Independent contractor compensation	\$1,730,631
Construction projects to begin on or after October 1; (>\$65K)	Not applicable
Budget variance report	See the Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual - General Fund
Non ad valorem special assessments;	
Special assessment rate	Operations and maintenance Residential: \$646.71 & \$895.09 Commercial: \$0.61 & \$1.35 Debt Service Residential: \$605.49 & \$877.91
Special assessments collected	\$4,026,284
Outstanding Bonds:	see Note 7 for details

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Supervisors
Double Branch Community Development District
Clay County, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of Double Branch Community Development District, Clay County, Florida ("District") as of and for the fiscal year ended September 30, 2024, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our opinion thereon dated **Xxxx, 2025**.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Xxxx, 2025

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH THE
REQUIREMENTS OF SECTION 218.415, FLORIDA STATUTES, REQUIRED BY
RULE 10.556(10) OF THE AUDITOR GENERAL OF THE STATE OF FLORIDA**

To the Board of Supervisors
Double Branch Community Development District
Clay County, Florida

We have examined Double Branch Community Development District, Clay County, Florida's ("District") compliance with the requirements of Section 218.415, Florida Statutes, in accordance with Rule 10.556(10) of the Auditor General of the State of Florida during the fiscal year ended September 30, 2024. Management is responsible for District's compliance with those requirements. Our responsibility is to express an opinion on District's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the District complied, in all material respects, with the specified requirements referenced in Section 218.415, Florida Statutes. An examination involves performing procedures to obtain evidence about whether the District complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion. Our examination does not provide a legal determination on the District's compliance with specified requirements.

We are required to be independent and to meet our other ethical responsibilities in accordance with relevant ethical requirements relating to the examination engagement.

In our opinion, the District complied, in all material respects, with the aforementioned requirements for the fiscal year ended September 30, 2024.

This report is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, management, and the Board of Supervisors of Double Branch Community Development District, Clay County, Florida and is not intended to be and should not be used by anyone other than these specified parties.

Xxxx, 2025

**MANAGEMENT LETTER PURSUANT TO THE RULES OF
THE AUDITOR GENERAL FOR THE STATE OF FLORIDA**

To the Board of Supervisors
Double Branch Community Development District
Clay County, Florida

Report on the Financial Statements

We have audited the accompanying basic financial statements of Double Branch Community Development District, Clay County, Florida ("District") as of and for the fiscal year ended September 30, 2024, and have issued our report thereon dated **Xxxx, 2025**.

Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.550, Rules of the Florida Auditor General.

Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*; and Independent Auditor's Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated Xxxx, 2025, should be considered in conjunction with this management letter.

Purpose of this Letter

The purpose of this letter is to comment on those matters required by Chapter 10.550 of the Rules of the Auditor General for the State of Florida. Accordingly, in connection with our audit of the financial statements of the District, as described in the first paragraph, we report the following:

- I. Current year findings and recommendations.**
- II. Status of prior year findings and recommendations.**
- III. Compliance with the Provisions of the Auditor General of the State of Florida.**

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, as applicable, management, and the Board of Supervisors of Double Branch Community Development District, Clay County, Florida and is not intended to be and should not be used by anyone other than these specified parties.

We wish to thank Double Branch Community Development District, Clay County, Florida and the personnel associated with it, for the opportunity to be of service to them in this endeavor as well as future engagements, and the courtesies extended to us.

Xxxx, 2025

DRAFT

REPORT TO MANAGEMENT

I. CURRENT YEAR FINDINGS AND RECOMMENDATIONS

None

II. PRIOR YEAR FINDINGS AND RECOMMENDATIONS

None

III. COMPLIANCE WITH THE PROVISIONS OF THE AUDITOR GENERAL OF THE STATE OF FLORIDA

Unless otherwise required to be reported in the auditor's report on compliance and internal controls, the management letter shall include, but not be limited to the following:

1. A statement as to whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report.

There were no significant findings and recommendations made in the preceding annual financial audit report for the fiscal year ended September 30, 2023.

2. Any recommendations to improve the local governmental entity's financial management.

There were no such matters discovered by, or that came to the attention of, the auditor, to be reported for the fiscal year ended September 30, 2024.

3. Noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance.

There were no such matters discovered by, or that came to the attention of, the auditor, to be reported, for the fiscal year ended September 30, 2024.

4. The name or official title and legal authority of the District are disclosed in the notes to the financial statements.
5. The District has not met one or more of the financial emergency conditions described in Section 218.503(1), Florida Statutes.
6. We applied financial condition assessment procedures and no deteriorating financial conditions were noted as of September 30, 2024. It is management's responsibility to monitor financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.
7. Management has provided the specific information required by Section 218.39(3)(c) in the Other Information section of the financial statements on page 26.

FIFTH 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: April 2025
To: Board of Supervisors
From: GMS – OakLeaf Operations Manager

Community:

Special Events

- Report - Spring Break at Pools, Dive – in, Garage sale weekend
- Upcoming – Virtual Egg Hunt, May Dive - in

Aquatics

- Pool open weekend only in April, move to alternating days in May
- Year round swim team continues at MV, calendar for summer swim, swim lessons
- CPR, first- aid, baby-sitters class, community class schedule

Amenity Usage

- *Total Facilities Usage – 5524*
- *Average daily usage - 178*

Card counts:

DB Owners	84
DB Renters	70
DB Replacements	21
DB Updated	21

Total cards printed: 418 (both districts)

Rentals

- 8 of 31 days rented in March , 2 of 5 weekends rented
- 8 Clubroom rentals, 0 patio rentals
- 16 tours (36 approx. hours)/58 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 on signage plans/proposals
- Pool repairs / prepping

MAINTENANCE

- Replace tires on golf cart (security cart)
- Snaking and camera/scoping of sewer lines at amenity center bathrooms
- Coordinate locate service to find clean out plug for future sewer line clean out
- Replace multiple dumbbell sets at Fitness Center
- PMs completed on Fitness Equipment
- Replace swing seat at playground
- Reattached ripped wind-screening through-out
- Golf cart repairs (battery replacement)
- Paint and repair hanging baskets- prep for spring plantings
- Coordinate plant installs at Field house (May/June – timeline)
- Add signage near bridges for motorized vehicles
- Remove older non-used replacement parts for pools and fitness centers from office/storage
- Multiple coping bricks replaced on entry steps
- Prep for surface work at pools
- Coordinate missed inspection at lap pool for county inspector
- Acid wash and polish slide (iron removal)
- Coordinate awning replacement at Slide tower
- Fire panel annual inspections completed
- 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 3/06 Nature's Hammock, Fall Creek, The Oaks, Cannon's Point, Pebble Creek, Silver Leaf, Oakbrook, and The Cottages completed 3/25.

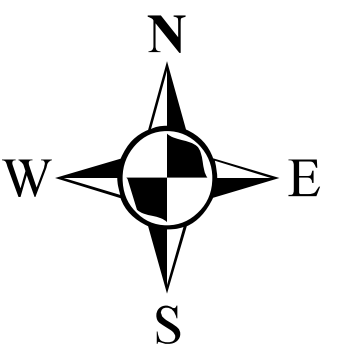
Landscaping

- Monthly report for March 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