

DOUBLE BRANCH
Community Development District

MAY 12, 2025

AGENDA

Double Branch Community Development District

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

May 5, 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, May 12, 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 April 14, 2025 Meeting
 - B. Financial Statements
 - C. Assessment Receipts Schedule
 - D. Check Register
- IV. Board Discussion and Guidance for Preparation of the Fiscal Year 2026 Budget
- V. Staff Reports
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
 1. Reminder of Ethics Training and Form 1 Deadline
 2. Report on the Number of Registered Voters (5,160)
 - D. Operations Manager - Memorandum

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

VII. Next Scheduled Meeting – June 9, 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, **April 14, 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
Mike Silverstein <i>by phone</i>	District Engineer
Chalon Suchsland	VerdeGo

FIRST ORDER OF BUSINESS

Roll Call

Ms. Giles called the meeting to order at 4:01 p.m. She stated five Supervisors were present constituting a quorum.

SECOND ORDER OF BUSINESS

Audience Comments (Limited to three minutes)

Ms. Giles stated there are no members of the public present.

THIRD ORDER OF BUSINESS

Approval of Consent Agenda

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

Ms. Giles stated the minutes are on page 7. These are the minutes from your March 10, 2025 meeting. I did receive a couple of corrections from Supervisor Ambrosio. Thank you for that. I have passed those on. Unless there are any other comments or corrections, I just look for a motion to approve.

On MOTION by Mr. Thomas seconded by Vice Chair Horton with all in favor the Minutes of the March 10, 2025 Board of Supervisors meeting were approved.

Ms. Giles stated just for the record they were administrative changes. I think I copied you that on Cindy. One of them, it said the time we started was 6 PM and it should have read 4 PM. The other one was a comment that said Amy made but Jay really made it so administrative corrections. You will see them when they are published.

B. Financial Statements

Ms. Giles stated the financial statements are on page 31. They are as of February 28, 2025.

C. Assessment Receipts Schedule

Ms. Giles stated the assessment receipt schedule shows we are 97% collected.

D. Check Register

Ms. Giles stated your check register is on page 45. It is in the amount of \$143,598.40. This check register is for the month of March. I see no unusual variances with it, anything on it. Unless there are any comments or questions, I just look for a motion to approve it.

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

FOURTH ORDER OF BUSINESS**Acceptance of the Draft Fiscal Year 2024
Audit Report**

Ms. Giles stated starting on page 127 is the draft Fiscal Year 2024 audit report. Most of you have been through this before. It is a clean audit but there are a couple of things I just want to highlight for you. On page 129 which is page 1 of the actual report under opinions, it says 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. On page 155, this is the internal control letter and it says under the third paragraph, given these limitations during our audit, we did not identify any deficiencies in internal control that we consider to be a material weakness. On page 157, this is the compliance letter. In the third paragraph, it says in our opinion, the District complied in all material respects with the aforementioned requirements of the fiscal year ending September 30, 2024. On the management on page 158, there are a few areas I would like to highlight for you. About halfway down on pdf page 158 it says purpose of this letter and identifies three areas that they are going to discuss on the next page. On the next page, it says item one, current year findings and recommendations none. Item two, prior year findings and recommendations none. In paragraph three compliance with the provisions of the auditor general of the State of Florida, it highlights seven items there with the comments being no significant findings, no such matters were discovered and again no such matters were discovered. This is a clean report. Today, we just ask that you accept the draft audit report unless there are any comments or questions.

Mr. Thomas stated I have a question, how do most CDD's fair.

Mr. Eckert stated most of them have clean audits. Usually where they get tripped up on is if for some reason there is some sort of an assessment default then they are not keeping their reserve fund up to date and so that is a finding. The other thing, it's administrative but it is important, is you have to amend your budget within 60 days at the end of your fiscal year. Some Districts don't even meet in that 60-day period and so they don't amend their budget until December, January, or February and then get an audit finding and I have to write a letter to the Joint Legislative Auditing Committee explaining why we have a finding but we are fine and there is no financial emergency. Those are the typical things. You saw a lot more issues in 2008, 2009 and 2010 where there were tons of audit findings because the Districts didn't have enough money to operate.

Ms. Giles stated typically if I do have a District with a finding it is just that, that they didn't amend the budget timely. It stays on the report for three years.

Mr. Eckert stated what the audit really does is it says your District Manager is doing a great job with your finances and the auditor doesn't have any suggestions on how they can improve their job. This is a clean audit which is kudos to them.

Vice Chair Horton stated I think financially we are looking really good.

Ms. Giles stated yes. Unless there are anymore comments or questions, I just look for a motion to accept it.

On MOTION by Chairperson Nelsen seconded by Vice Chair Horton with all in favor Acceptance of the Draft Fiscal Year 2024 Audit Report was approved.

FIFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Eckert stated just a brief update on legislative session. There was a bill that would provide public records exception for information relating to local public officials. You guys were included with that in the beginning but you are no longer included within that. Also, a bill to allow us to advertise on our website instead of the newspaper got amended so that we are no longer allowed to do that if that bill goes forward. We will look for that. That is going to be a process that we have to go through over the next couple of years. Hopefully, it would sneak its way back in but I am not hopeful on that. There are some other bills that are out there. The sovereign immunity bill got reduced. I think it was \$500 and \$1M down from the proposal it was \$1M and \$3M but whether that has the legs to get across this year, we won't know. I should have a better update for the Board after session ends on May 2nd so maybe at our May Board meeting but definitely by our June meeting, I can say here is what passed that affects you and here is what we have to do to implement it. Other than that, it has been fairly quiet.

B. District Engineer

Ms. Giles asked Mike if he had any updates.

Mr. Silverstein stated I have an onsite inspection scheduled with Jay to go through the 2024 Engineer's Report scheduled for May 2nd. Other than that, we have nothing to report.

Ms. Giles stated thanks Mike.

Mr. Silverstein stated we will issue a revised report for that Engineer's Report once that walk through is done and everything else is taken care of.

Vice Chair Horton stated you are still working on it then.

Mr. Silverstein stated yes sir.

Ms. Giles stated Tom the initial report has been completed and is posted to the District's website. Now I think what he is saying that he is working with Jay on is Jays team is making the repairs and they are updating that report. The Annual Engineers Report has been completed.

Vice Chair Horton stated I haven't seen anything on it yet.

Ms. Giles stated I will pull it from the website and send it to you. Anything else for the Engineer?

C. District Manager

Ms. Giles stated I just have one thing for you. At your next meeting, your May 12th meeting staff will be looking for any input from the Board as it pertains to the FY26 budget. We will work with your accountant and make all the second- and third-year budget adjustments that's in those contracts. We know about some of the increases that some of the onsite services have so we will do our normal process. At the May meeting is when we will be looking for any input from the Board, if there is a specific line that you want to see increased or decreased or that you just want us to pay particular attention to. May is the month that we will start working on that. Then at your June 9th meeting is when we will have budget approval and then we will adopt it at your August 11th meeting. That is all I have.

D. Operations Manager - Memorandum

Ms. Giles stated Jays report is on page 162. Jay couldn't be at the meeting tonight but I think he was able to call a few of you guys ahead of time. His report is there. I am not Jay, I cannot do this report any justice at all but if there is an item that you want me to take a note and take back to him and follow up on, please let me know. This is your opportunity to talk about any of those items on his report.

Vice Chair Horton stated on the positive side I did talk to him for a little while this afternoon and he volunteered pretty much everything. Evidently the pool is looking pretty good this year. The slide, I don't know if you seen the slide a while back, it had marks all over it but he got that cleaned up and ready to go. They have got the black mold I think cleaned out of the

slide pool area. He is going to have to do the main pool area too so that is still to be done. The only question that I really had for him is inspection, the health inspection that was delayed from last year. He is having trouble getting the guy out here.

Ms. Giles asked on the pool.

Vice Chair Horton stated yes. It is not the end of the world; I just was curious. We have always been good on it.

Mr. Thomas stated the only thing I have is I talked to him earlier about the brick wall around the Oaks, some of those cap stones, those bricks, my neighbor walks everyday so I get videos every day, and there are a couple of more popping up so just wondering if it would be good to just kind of go out and look at the entire wall. The Oaks was one of the first neighborhoods, correct Cindy, and I think that brick wall has been here since the community has been built. From the bottom tree roots and weathering and stuff like that, a lot of those look a little uneven. District Engineer sir, is that part of you to inspect that wall?

Mr. Silverstein stated they can take a look at it. I am pulling up the report right now to see if that was a part of it.

Mr. Thomas stated there is just a couple of spots. Like I said Jay is on top of it but I am like okay if there is a couple of spots here then you know how long it would take to like I said just that brick wall around where the Oaks is.

Mr. Silverstein stated yes, I will take a look at it when I am onsite on the 2nd.

Mr. Thomas stated the only other thing I was going to ask Jay for is those kids yesterday up at the soccer fields have torn down all of the caution tape for that playground. I don't know if we need to saranwrap that thing. You know it says do not play and do not get on there and the parents you tell them there is a reason why it's up there.

Vice Chair Horton asked which one are you talking about.

Mr. Thomas stated the soccer field, the multipurpose field playground that they are not supposed to be playing on right now. He had all sorts of caution tape around it and now it has been all ripped off and kids going up and down the slide. Of course, you say something and they go nope this playground is fine.

Ms. Giles stated I will let him know. I am sure he will send somebody out there right away.

Vice Chair Horton stated something else, getting down and dirty. The toilet drains in the main building clubhouse, I know he has mentioned that before and had somebody come out and

look at it. There is evidently a low spot in it and everything collects there. On the other side we have low flush toilets, 1.2 gallons with each flush. The plumber is saying that is just not enough water to wash things through there so Jay is in the process of changing all of the toilets and the flush valves on there so we get 3-gallon flow through there. He is also making a ditch or something out there to contain it if it should back up instead of having stuff floating all over the place out there. Anyway, it is a project in the works.

Ms. Giles stated nothing I need to follow up on, just sharing with the Board.

Vice Chair Horton stated yes just sharing what he told me. I think some of you didn't get a chance to talk to him.

Ms. Giles stated I appreciate that. Andre sir?

Mr. Lanier stated good to go.

Mr. Silverstein stated one thing on that brick wall, do you have a location for that? Just adding that to the calendar events that I have with Jay just so we don't forget about it.

Mr. Thomas stated the back entrance of the Oaks across from Fall Creek and then at the very front entrance just basically along Oakleaf Plantation Parkway. Near the playground but all the way down almost to the corner on Oakleaf Plantation Parkway.

Mr. Silverstein stated it sounds like he knows about it too already, the area.

Mr. Thomas stated yes just the cap stones. It has been up there for 20 years and I am sure it has taken some hits with trees falling on it.

Ms. Giles stated Mike when I roll up these notes for Jay, I will include you on them.

Mr. Silverstein stated thank you.

Ms. Giles stated Amy, anything on Jays report?

Vice Chair Horton stated another thing to mention was the golf cart. He bought another one. We are buying one every year it seems like, they are wearing out. This one used to be a tour buggy in St. Augustine. He says it should be a good sturdy one so we will see how it works out. He says it was under his budget.

Ms. Giles stated I think it is for maintenance. I don't think it is for security.

Vice Chair Horton stated the security one, I think he had to replace all of the batteries in it.

Ms. Giles stated I will roll all of those notes up to Jay and copy the Engineer on that also. Anything else Tom or Scott?

Mr. Thomas stated no ma'am, I don't have anything for Jay.

Ms. Giles asked Amy.

Ms. Ambrosio stated I don't know if this would be for you, the area in Pebble Wood Lane that used to be a cul-de-sac that used to have grass in the middle but since the oak trees have grown, it is nothing but just weeds and acorns.

Ms. Suchsland stated Pebble Wood Lane, is it one of those center islands?

Ms. Ambrosio stated yes that center one. There used to be a sprinkler that went on.

Ms. Suchsland stated we can check it out for sure.

SIXTH ORDER OF BUSINESS

Audience Comments (Limited to three minutes) / Supervisor Requests

Ms. Giles stated the next item on the agenda is audience comments and Supervisors requests. For the record, there are still no members of the public present so we will move on to Supervisors requests.

Ms. Ambrosio stated that she had no requests.

Mr. Thomas stated the only thing I am thinking is the end of the school year is coming up so do we want to go ahead and hire an extra officer at the very beginning like we have had to in the past to kind of hangout at the multipurpose fields at certain times so no shenanigans going on. I know we still have like six to seven weeks left but just wanted to throw that out there.

Mr. Lanier asked if we budgeted for that.

Mr. Thomas stated I believe that was extra. We haven't budgeted for extra. Just for consideration or at least keep an open line of communication with S3 Security who is not here tonight and let them know these at the times when the kids like to start shenanigans.

Ms. Giles stated you are saying the end of the school year is the concern.

Mr. Thomas stated yes historically that is usually when stuff starts to happen around the multipurpose fields. I think one year we had Clay County sit out there between certain times, like 2-4 is when most of the stuff started happening, or ask S3 to maybe have an extra guard on post maybe that will be cheaper. I hate to say that.

Mr. Lanier stated it wouldn't hurt anyways to make sure that we remind Clay County since their deputies are already out here that they be aware of it.

Vice Chair Horton stated I think most of our money goes toward the security guards instead of Clay County. Clay County is not out here as much. The security guys are here a lot more and get paid pretty good.

Mr. Thomas stated asking them for maybe a few shifts leading into summertime to kind of have an extra presence in that area.

Ms. Giles stated we can look at that and see if it is within your budget and if not let you know what it would cost.

Vice Chair Horton stated if the guard is in a cart and moving around, they would be able to see things. I don't know if they could transition to riding the cart around so they can cover more ground quickly or not.

Mr. Thomas stated just letting them know, because they are still relatively new, this is the time where stuff has happened in the past. That is the only thing. That is all I have, thank you.

Vice Chair Horton stated just a note, we just finished up doing the playground equipment. Just a note in looking at the receipts and all of that, we paid \$8,000 in labor to get that thing put up, paid \$7,500 to put mulch down and another \$400 I think it was to take four tree trunks out. When we look at the expense just to put the playground up it's a lot. Sometimes we only look at the cost of the equipment itself but there is more to it than that and \$8,000 seems excessive to me.

Ms. Giles asked do you want me to check into it?

Vice Chair Horton stated, I guess. They had Riverside maintenance do it which is all of our maintenance workers anyway. It just seems like \$8,000 is a lot of money. I know it has to be done right and all of that.

Ms. Nelsen stated I think that mulch is different too. Playground mulch costs more.

Ms. Giles stated it is.

Mr. Thomas stated is that the recycled stuff.

Ms. Suchsland stated no it is treated and has to be safe for children.

Ms. Nelsen stated splinterless.

Ms. Suchsland stated it is milled two or three times.

Mr. Eckert stated I do think when we approved these before Jay has brought the installation estimate, you know when he says the playground is \$45,000, I think he has mentioned the fact that there will be an installation charge and the mulch I am not sure. I think

we have talked about that before but it is a good thing to point out to make sure when we are budgeting for a playground, we are including all of the costs.

Vice Chair Horton stated yes, it is just more than what we think. That is all I have.

Ms. Giles stated Andre, anything?

Mr. Lanier stated I have nothing.

Vice Chair Horton asked if everybody seen the thing on Facebook. I just ran across that on Facebook and on the back is the thing for the library. They got a \$750,000 grant to move ahead with plans to build it. That seems like a lot of money just to plan it but they are moving on it anyway and that is a good thing.

Ms. Giles stated thank you for the update Tom.

SEVENTH ORDER OF BUSINESS

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

Ms. Giles stated the next scheduled meeting is May 12, 2025 here at the same location at 4:00 p.m.

EIGHTH ORDER OF BUSINESS

Adjournment

Ms. Giles stated unless there is anything else, I just look for a motion to adjourn.

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

Secretary/Assistant Secretary

Chairman/Vice Chairman

B.

Double Branch
Community Development District

Unaudited Financial Reporting
March 31, 2025



Double Branch
Community Development District
Combined Balance Sheet
March 31, 2025

	General Fund	Recreation Fund	Debt Service Fund	Capital Reserve Fund	Totals Governmental Funds
Assets:					
<u>Cash:</u>					
Operating Account	\$ 29,151	\$ 79,656	\$ -	\$ 80,753	\$ 189,561
Due from Other	25	137	-	-	162
Due from Middle Village	-	10,288	-	-	10,288
<u>Investments:</u>					
State Board of Administration (SBA)	14,296	102,317	-	1,331,474	1,448,088
Custody Account-General Fund Excess	165,353	1,947,300	-	82	2,112,735
<u>Series 2013 A-1</u>					
Reserve	-	-	868,806	-	868,806
Revenue	-	-	2,506,862	-	2,506,862
Prepayment	-	-	269	-	269
<u>Series 2013 A-2</u>					
Reserve	-	-	95,634	-	95,634
Assessments Receivable	2,847	33,168	30,345	-	66,360
Prepaid Expenses	3,409	-	-	-	3,409
Deposits	-	4,583	-	-	4,583
Total Assets	\$ 215,081	\$ 2,177,450	\$ 3,501,917	\$ 1,412,309	\$ 7,306,757
Liabilities:					
Accounts Payable	\$ 11,756	\$ 15,066	\$ -	\$ 3,914	\$ 30,735
Accrued Expenditures	-	7,753	-	-	7,753
Total Liabilities	\$ 11,756	\$ 22,818	\$ -	\$ 3,914	\$ 38,488
Fund Balance:					
Nonspendable:					
Prepaid Items	\$ 3,409	\$ -	\$ -	\$ -	\$ 3,409
Deposits	-	4,583	-	-	4,583
Restricted for:					
Debt Service - Series	-	-	3,501,917	-	3,501,917
Assigned for:					
Capital Reserve Fund	-	-	-	1,408,396	1,408,396
Unassigned	199,916	2,150,048	-	-	2,349,964
Total Fund Balances	\$ 203,325	\$ 2,154,632	\$ 3,501,917	\$ 1,408,396	\$ 7,268,269
Total Liabilities & Fund Balance	\$ 215,081	\$ 2,177,450	\$ 3,501,917	\$ 1,412,309	\$ 7,306,757

Double Branch

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending March 31, 2025

	Adopted Budget	Prorated Budget Thru 03/31/25	Actual Thru 03/31/25	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 184,075	\$ 184,075	\$ 182,074	\$ (2,001)
Interest Income	2,500	2,500	2,696	196
Total Revenues	\$ 186,575	\$ 186,575	\$ 184,770	\$ (1,805)
Expenditures:				
General & Administrative:				
Supervisor Fees	\$ 12,000	\$ 6,000	\$ 5,600	\$ 400
FICA Expense	918	459	428	31
Engineering	5,000	2,500	2,478	23
Arbitrage	700	-	-	-
Dissemination	1,798	899	899	(0)
Assessment Roll	9,227	9,227	9,227	0
Attorney	42,000	21,000	10,761	10,239
Annual Audit	5,400	500	500	-
Trustee Fees	9,500	8,815	8,815	-
Management Fees	72,865	36,433	36,432	0
Information Technology	2,407	1,203	1,203	(0)
Telephone	600	300	88	212
Postage	2,000	1,000	258	742
Printing	2,500	1,250	259	991
Insurance	10,556	10,556	10,268	288
Legal Advertising	2,800	1,400	437	963
Office Supplies	200	100	12	88
Website Compliance	2,809	1,405	1,404	0
Dues, Licenses & Subscriptions	175	175	175	-
Other Current Charges	120	60	20	40
Capital Reserve Funding	3,000	-	-	-
Total General & Administrative Expenditures	\$ 186,575	\$ 103,282	\$ 89,266	\$ 14,016
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$ 83,293	\$ 95,505	\$ (15,821)
Net Change in Fund Balance	\$ -	\$ 83,293	\$ 95,505	\$ (15,821)
Fund Balance - Beginning	\$ -		\$ 107,820	
Fund Balance - Ending	\$ -		\$ 203,325	

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 March 31, 2025

	Adopted Budget	Prorated Budget Thru 03/31/25	Actual Thru 03/31/25	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 1,976,742	\$ 1,976,742	\$ 1,940,706	\$ (36,035)
Interest Income	10,000	10,000	55,921	45,921
Total Revenues	\$ 1,986,742	\$ 1,986,742	\$ 1,996,627	\$ 9,885
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	\$ 1,650,554	\$ 1,660,440	\$ 9,885
Net Change in Fund Balance	\$ 34,367	\$ 1,650,554	\$ 1,660,440	\$ 9,885
Fund Balance - Beginning	\$ 850,479		\$ 1,841,477	
Fund Balance - Ending	\$ 884,846		\$ 3,501,917	

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 March 31, 2025

	Adopted Budget	Prorated Budget Thru 03/31/25	Actual Thru 03/31/25	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 1,976,742	\$ 1,976,742	\$ 1,940,706	\$ (36,035)
Interest Income	10,000	10,000	55,921	45,921
Total Revenues	\$ 1,986,742	\$ 1,986,742	\$ 1,996,627	\$ 9,885
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	\$ 1,650,554	\$ 1,660,440	\$ 9,885
Net Change in Fund Balance	\$ 34,367	\$ 1,650,554	\$ 1,660,440	\$ 9,885
Fund Balance - Beginning	\$ 850,479		\$ 1,841,477	
Fund Balance - Ending	\$ 884,846		\$ 3,501,917	

Double Branch
Community Development District
Capital Reserve Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending March 31, 2025

	Adopted Budget	Prorated Budget Thru 03/31/25	Actual Thru 03/31/25	Variance
Revenues				
Transfer In from General Fund	\$ 3,000	\$ -	\$ -	\$ -
Transfer In from Recreation Fund	428,079	-	-	-
Interest	3,000	3,000	30,914	27,914
Total Revenues	\$ 434,079	\$ 3,000	\$ 30,914	\$ 27,914
Expenditures:				
Repairs & Replacements	\$ 500,000	\$ 250,000	\$ 91,304	\$ 158,696
Total Expenditures	\$ 500,000	\$ 250,000	\$ 91,304	\$ 158,696
Excess (Deficiency) of Revenues over Expenditures	\$ (65,921)		\$ (60,390)	
Net Change in Fund Balance	\$ (65,921)		\$ (60,390)	
Fund Balance - Beginning	\$ 1,470,985		\$ 1,468,786	
Fund Balance - Ending	\$ 1,405,064		\$ 1,408,396	

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
9	04/07/25	30,345.40	2,846.96	33,167.98	66,360.34
		-	-	-	
		-	-	-	
		-	-	-	
		-	-	-	
		-	-	-	
TOTAL TAX ROLL RECEIPTS		1,940,706.47	182,074.03	2,121,221.92	4,244,002.42

PERCENT COLLECTED	DEBT	O&M	TOTAL
TOTAL PERCENT COLLECTED	98.92%	98.92%	98.92%

D.

Double Branch

Community Development District

Check Run Summary

April 30, 2025

Fund	Date	Check No.	Amount
General Fund			
Accounts Payable	4/4/25	1853-1854	\$ 13,815.30
	4/10/25	1855-1856	6,833.84
	4/24/25	1857	2,090.55
		Sub-Total	\$ 22,739.69
Recreation Fund			
Accounts Payable	4/4/25	7713-7714	\$ 4,079.04
	4/10/25	7715-7718	66,225.37
	4/24/25	7719-7724	12,263.69
		Sub-Total	\$ 82,568.10
Capital Reserve Fund			
Accounts Payable	4/4/25	354-356	\$ 3,376.78
	4/10/25	357-358	3,937.00
	4/17/25	359	9,119.79
	4/24/25	360-362	5,377.77
		Sub-Total	\$ 21,811.34
Total			\$ 127,119.13

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
4/04/25	00027	4/01/25 27172	202504 310-51300-32200	AUDIT FYE 9/30/2024	*	5,000.00	
GRAU AND ASSOCIATES							5,000.00 001853
4/04/25	00042	3/25/25 7694642	202503 310-51300-32300	SE2013A1&A2 TRUSTEE FY25	*	4,772.40	
		3/25/25 7694642	202503 300-15500-10000	SE2013A1&A2 TRUSTEE FY26	*	3,408.85	
		3/25/25 7694642	202503 310-51300-32300	INCIDENTAL EXPENSES	*	634.05	
U.S. BANK							8,815.30 001854
4/10/25	00035	4/01/25 2497	202504 310-51300-34000	APR MANAGEMENT FEES	*	6,072.08	
		4/01/25 2497	202504 310-51300-52000	APR WEBSITE ADMIN	*	234.08	
		4/01/25 2497	202504 310-51300-35100	APR INFO TECH	*	200.58	
		4/01/25 2497	202504 310-51300-31300	APR DISSEM AGENT SRVCS	*	149.83	
		4/01/25 2497	202504 310-51300-51000	OFFICE SUPPLIES	*	.54	
		4/01/25 2497	202504 310-51300-42000	POSTAGE	*	12.42	
		4/01/25 2497	202504 310-51300-42500	COPIES	*	63.90	
		4/01/25 2497	202504 310-51300-41000	TELEPHONE	*	24.16	
GOVERNMENTAL MANAGEMENT SERVICES							6,757.59 001855
4/10/25	00111	4/03/25 25-00115	202504 310-51300-48000	4/3 NTC OF BOS MTG	*	76.25	
JACKSONVILLE DAILY RECORD							76.25 001856
4/24/25	00113	4/18/25 3553139	202503 310-51300-31500	MAR GENERAL SERVICES	*	2,090.55	
KUTAK ROCK LLP							2,090.55 001857
TOTAL FOR BANK A						22,739.69	
TOTAL FOR REGISTER						22,739.69	

DBBR DOUBLE BRANCH OKUZMUK

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. 27172
Date 04/01/2025



SERVICE	AMOUNT
Audit FYE 09/30/2024	\$ <u>5,000.00</u>
Current Amount Due	\$ <u>5,000.00</u>

0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Balance
5,000.00	0.00	0.00	0.00	0.00	5,000.00

Payment due upon receipt.



Corporate Trust Services
EP-MN-WN3L
60 Livingston Ave.
St. Paul, MN 55107

Invoice Number: 7694642
Invoice Date: 03/25/2025
Direct Inquiries To: Schuhle, Scott A
Phone: (954)-938-2476

Double Branch CDD
c/o GMS - North Florida, LLC
475 West Town Place, Suite 114
St. Augustine, FL 32092
United States

Double Branch Community Development District (Clay County, Florida) Special Assessment Refunding Bonds, Series 2013A-1 (Senior) and Series 2013A-2 (Subordinate)

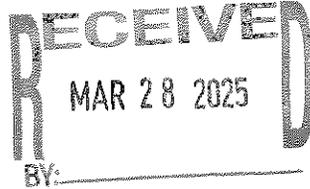
The following is a statement of transactions pertaining to your account. For further information, please review the attached.

STATEMENT SUMMARY

PLEASE REMIT BOTTOM COUPON PORTION OF THIS PAGE WITH CHECK PAYMENT OF INVOICE.

TOTAL AMOUNT DUE \$8,815.30

All invoices are due upon receipt.



Please detach at perforation and return bottom portion of the statement with your check, payable to U.S. Bank.

Double Branch Community Development District
(Clay County, Florida) Special Assessment Refunding
Bonds, Series 2013A-1 (Senior) and Series 2013A-2
(Subordinate)

Invoice Number:	7694642
Current Due:	\$8,815.30
Direct Inquiries To:	Schuhle, Scott A
Phone:	(954)-938-2476

Please mail payments to:
U.S. Bank
CM-9690
PO BOX 70870
St. Paul, MN 55170-9690





Corporate Trust Services
 EP-MN-WN3L
 60 Livingston Ave.
 St. Paul, MN 55107

Invoice Number: 7694642
 Invoice Date: 03/25/2025

Direct Inquiries To: Schuhle, Scott A
 Phone: (954)-938-2476

Double Branch Community Development District
 (Clay County, Florida) Special Assessment Refunding
 Bonds, Series 2013A-1 (Senior) and Series 2013A-2
 (Subordinate)

CURRENT CHARGES SUMMARIZED FOR ENTIRE RELATIONSHIP

Detail of Current Charges	Volume	Rate	Portion of Year	Total Fees
04200 Trustee	1.00	7,631.25	100.00%	\$7,631.25
04120 Paying Agent	1.00	550.00	100.00%	\$550.00
Subtotal Administration Fees - In Advance 03/01/2025 - 02/28/2026				\$8,181.25
Incidental Expenses 03/01/2025 to 02/28/2026	8,181.25	0.0775		\$634.05
Subtotal Incidental Expenses				\$634.05
TOTAL AMOUNT DUE				\$8,815.30



Governmental Management Services, LLC

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

Invoice

Invoice #: 2497
Invoice Date: 4/1/25
Due Date: 4/1/25
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 - April 2025		6,072.08	6,072.08
Website Administration - April 2025		234.08	234.08
Information Technology - April 2025		200.58	200.58
Dissemination Agent Services - April 2025		149.83	149.83
Office Supplies		0.54	0.54
Postage		12.42	12.42
Copies		63.90	63.90
Telephone		24.16	24.16
		Total	\$6,757.59
		Payments/Credits	\$0.00
		Balance Due	\$6,757.59

RECEIVED
APR 03 2025
BY: _____

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

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

INVOICE

April 3, 2025

Date

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



Serial #	25-00115C	PO/File #		\$76.25
	Notice of Meeting of the Board of Supervisors			Payment Due
	_____			\$76.25
	Middle Village Community Development District			Publication Fee

Case Number	_____			Amount Paid
Publication Dates	4/3			
County	Clay			

*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 # 25-00115C 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.

**MIDDLE VILLAGE
COMMUNITY
DEVELOPMENT DISTRICT
NOTICE OF MEETING
OF THE BOARD OF
SUPERVISORS**

Notice is hereby given that the Board of Supervisors of the Middle Village Community Development District is scheduled to be meet on **Monday, April 14, 2025**, at **2:00 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, www.MiddleVillageCDD.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

Apr. 3 00 (25-00115C)

KUTAK ROCK LLP

TALLAHASSEE, FLORIDA

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

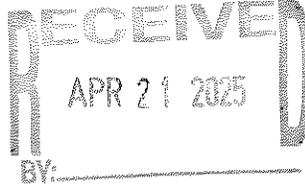
Check Remit To:

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

April 18, 2025



Reference: Invoice No. 3553139

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. 3553139
5323-1

Re: General

For Professional Legal Services Rendered

03/05/25	M. Eckert	0.40	156.00	Review insurance claim; confer with Giles
03/07/25	K. Haber	0.50	135.00	Prepare March board meeting agenda memorandum
03/09/25	L. Whelan	0.30	115.50	Monitor legislative process relating to matters impacting special districts
03/10/25	M. Eckert	3.10	1,209.00	Prepare for, travel to and attend board meeting; return travel; meeting follow up
03/12/25	M. Eckert	0.10	39.00	Follow up from board meeting
03/18/25	M. Eckert	0.20	78.00	Respond to auditor; prepare for budget and assessment proceedings
03/21/25	M. Eckert	0.20	78.00	Respond to auditor request
03/23/25	M. Eckert	0.30	117.00	Research and respond to auditor request
03/26/25	M. Eckert	0.20	78.00	Prepare for and attend agenda call
03/31/25	P. Avrett	0.40	64.00	Coordinate response to auditor letter
TOTAL HOURS		5.70		

KUTAK ROCK LLP

Double Branch CDD

April 18, 2025

Client Matter No. 5323-1

Invoice No. 3553139

Page 2

TOTAL FOR SERVICES RENDERED \$2,069.50

DISBURSEMENTS

Travel Expenses 21.05

TOTAL DISBURSEMENTS 21.05

TOTAL CURRENT AMOUNT DUE \$2,090.55

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
4/04/25	00028	3/18/25 380039	202503 320-57200-46610	PHONE MONITORING ATLANTIC SECURITY	*	639.96	639.96 007713
4/04/25	00186	4/01/25 13129562	202504 320-57200-46300	APR POOL CHEMICALS POOLSURE	*	3,439.08	3,439.08 007714
4/10/25	00092	4/01/25 2496	202504 310-51300-34000	APR FACILITY MANAGEMENT GOVERNMENTAL MANAGEMENT SERVICES	*	19,493.25	19,493.25 007715
4/10/25	00024	4/01/25 261969B	202504 320-57200-46800	APR LAKE MAINTENANCE THE LAKE DOCTORS, INC.	*	2,170.00	2,170.00 007716
4/10/25	00297	4/01/25 372	202504 320-57200-61000	APR JANITORIAL SERVICES RIVERSIDE MANAGEMENT SERVICES, INC	*	5,150.00	5,150.00 007717
4/10/25	00672	4/01/25 21374	202504 320-57200-46200	APR LANDSCAPE MAINTENANCE VERDEGO LLC	*	39,412.12	39,412.12 007718
4/24/25	01086	4/21/25 04212025	202504 300-36900-10300	DEPOSIT REFUND ALVIN KNOX	*	100.00	100.00 007719
4/24/25	00478	4/06/25 CAK-2037	202504 320-57200-62000	PROXIMITY CARDS CARDS AND KEYFOBS	*	1,204.30	1,204.30 007720
4/24/25	00285	4/11/25 778	202503 320-57200-34510	MAR ADMIN FEE	*	413.75	
		4/11/25 778	202503 320-57200-34510	MAR ADMIN SCHED	*	192.50	
				CLAY COUNTY SHERIFF'S OFFICE			606.25 007721
4/24/25	00092	4/11/25 2498	202503 320-57200-46600	MAR FACILITY MAINTENANCE	*	4,500.00	
		4/11/25 2498	202503 320-57200-46620	MAR FAC MAINT CONTINGENCY	*	677.20	
		4/11/25 2498	202503 320-57200-46630	MAR LIGHTING REPAIRS	*	577.19	
		4/11/25 2498	202503 320-57200-46400	MAR COMMON AREA MAINT	*	4,000.00	

DBBR DOUBLE BRANCH OKUZMUK

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
		4/11/25 2498	202503 320-57200-49400	GOVERNMENTAL MANAGEMENT SERVICES	*	300.00	
		MAR SPECIAL EVENTS					10,054.39 007722
4/24/25 00092		4/21/25 2500	202504 300-36900-10300	GOVERNMENTAL MANAGEMENT SERVICES	*	143.75	
		APR FACILITY EVENT STAFF					143.75 007723
4/24/25 00324		4/09/25 48763	202504 320-57200-46610	PAULA'S PEST CONTROL, INC	*	155.00	
		APR PEST CONTROL					155.00 007724
TOTAL FOR BANK B						82,568.10	
TOTAL FOR REGISTER						82,568.10	

DBBR DOUBLE BRANCH OKUZMUK



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

PLEASE PAY BY	AMOUNT	INVOICE DATE
04/08/2025	\$639.96	03/18/2025

Oakleaf Plantation
 370 Oakleaf Village Parkway
 Orange Park FL 32065

INVOICE NO. 380039

Site: 370 Oakleaf Village Parkway
 Orange Park
Site Address: 370 Oakleaf Village Parkway
 Orange Park FL 32065
Period: 04/01/2025 to 03/31/2026
Recurring No.: 13867
Job Name: Fitness Center
Order No.:

Description

Please find attached invoice for your Annual monitoring services.

MONITORING - ANNUAL

Item	Quantity	Unit Price	Total
Security Phone Line Monitoring	12.00	\$23.33	\$279.96
Cellular Fire Monitoring	12.00	\$30.00	\$360.00
Sub-Total ex Tax			\$639.96
Tax			\$0.00
Total			\$639.96

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

IMPORTANT: Please remember to test your system monthly.

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

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

Sub-Total ex Tax	\$639.96
Tax	\$0.00
Total inc Tax	\$639.96
Amount Applied	\$0.00
Balance Due	\$639.96

Code to:

02-330-572-4661



Double Branch Facility Maintenance- Preventative Contracts



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

PLEASE PAY BY	AMOUNT	INVOICE DATE
04/08/2025	\$639.96	03/18/2025

INVOICE NO. 380039

How To Pay

INVOICE NO. 380039

Credit Card (MasterCard, Visa, Amex)
Please add billing zip if not same as address above.

Credit Card No.

Card Holder's Name: _____ CCV: _____

Expiry Date: / Signature: _____

Mail
Detach this section and mail check to:
Atlantic Security
1714 Cesery Blvd
Jacksonville, FL 32211

NAME: Oakleaf Plantation **DUE DATE:** 04/08/2025 **AMOUNT DUE:** \$639.96

Please Reference: 380039

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

Terms and Conditions

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

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

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

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

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

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

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

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

Distributed by Atlantic Companies
1714 Cesary Boulevard
Jacksonville, FL 32211

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

furnish any necessary telephone or internet services or telephone lines at Purchaser's own expense.

The charge for the installation and continuation of this service shall be billed to the account of the Purchaser and will appear on his regular telephone or internet billing.

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

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

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

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

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

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

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

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

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

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

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

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

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



Invoice

Date
Invoice#

4/1/2025
131295627811

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

Terms	Net 20
Due Date	4/21/2025
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

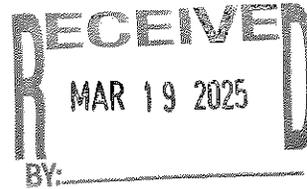
Tax \$0.00

Total \$3,439.08

Amount Paid/Credit Applied \$0.00

Balance Due \$3,439.08

[Click Here to Pay Now](#)



131295627811

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

Invoice

Invoice #: 2496
Invoice Date: 4/1/25
Due Date: 4/1/25
Case:
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Recreation - Facility Management - Oakleaf Plantation - April 2025		19,493.25	19,493.25

RECEIVED
APR 03 2025
BY: _____

Alison Mossing
4-3-25

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

MAKE CHECK PAYABLE TO:



Post Office Box 162134
Altamonte Springs, FL 32716
(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 Pkwy
Orange Park, FL 32065

ACCOUNT NUMBER DATE BALANCE
708477 4/1/2025 \$2,170.00

The Lake Doctors
Post Office Box 162134
Altamonte Springs, FL 32716

00000000019082001000000026196900000021700051

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

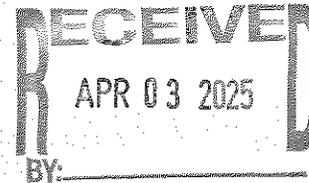
DOUBLE BRANCH CCD/OAKLEAF PL 8664 Oakleaf Village Pkwy Jacksonville, FL 32222
Invoice Due Date 4/11/2025 Invoice 261969B PO #

Invoice Date	Description	Quantity	Amount	Tax	Total
4/1/2025	Water Management - Zone 1, Water Management - Zone 2		\$1085.00	\$0.00	\$1085.00
			\$1085.00	\$0.00	\$1085.00

Code to:

Please remit payment for this month's invoice.

2-320-572-4680



Double Branch Lake Maintenance

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

Credits \$0.00
Adjustment \$0.00

AMOUNT DUE

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

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

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

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

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

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

Invoice

Invoice #: 372
Invoice Date: 4/1/2025
Due Date: 4/1/2025
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 - April 2025		5,150.00	5,150.00

RECEIVED
APR 03 2025
BY: _____

Alison Mossing
4-3-25

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



Invoice

Invoice #: 21374

Date: 04/01/25

Customer PO:

DUE DATE: 05/01/2025

BILL TO

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

FROM

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

DESCRIPTION	AMOUNT
#19622 - Standard Maintenance Contract 2025 April 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

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - ALVIN KNOX
Date: April 21, 2025 at 12:49 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amosing@gmstnn.com



Good afternoon, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD – for the following venue.
 - LOCATION – OV PATIO (SUNDAY) 11:00 A.M. to 3:00 P.M.
 - DATE OF VENUE – APRIL 13, 2025
 - RESIDENT – ALVIN KNOX
 - ADDRESS – 3200 TIMBERTRAIL COURT, **ORANGE PARK, FL 32065**
 - AMOUNT OF REFUND - \$100.00
 - BOOKING FEE/DEPOSIT was via VISA(5562):
 - DATED: 3/31/25
 - SEQ#: 3?
 - BATCH#: 1341?
 - INVOICE#: 3?
 - APPROVAL CODE: 10857?
 - 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 APRIL 14-18, 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
venuerentals@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.

Invoice / Order Detail

Thank you for ordering at CardsAndKeyfobs.com

Order Detail	
Order ID: #20372 Invoice: #CAK-20372 Date Added: 04/06/2025	Payment Method: Purchase Order (#JSO40062025) Shipping Method: USPS Priority (Weight: 28.00lb)

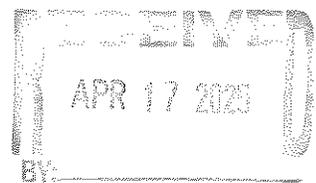
Bill To	Ship To (if different address)
Jay Soriano GMS LLC 370 Oakleaf Village Pkwy orange park, Florida 32065 United States	Jay Soriano GMS LLC 370 Oakleaf Village Pkwy orange park, Florida 32065 United States

<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	1200	\$1.79	\$2,148.00
<input type="checkbox"/>	Clamshell Proximity Card - Kantech® ioProx® XSF/26bit P10SHL Compatible	CshPrx- Kan26	100	\$2.24	\$224.00
				Sub-Total:	\$2,372.00
				USPS Priority (Weight: 28.00lb):	\$36.59
				Total:	\$2,408.59

\$1,204.30

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

Order Comments
Will email PO (#JSO40062025) PO Number: JSO40062025 Code to: 50/50 split



2-330-572-49300

Middle Village Rec Passes

2-330-572-6200

Double Branch Rec. Passes



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	04/11/2025	778	\$0.00	04/26/2025	\$1,212.50

LAST PAYMENT DATE	LAST PAYMENT AMOUNT	PAST DUE AMOUNT	ACCOUNT BALANCE
03/28/2025	\$462.50	\$0.00	\$347.50

DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
OFF DUTY ADMIN MARCH 2025	165.50	\$5.000000	EACH	\$827.50	\$0.00	\$0.00	\$827.50
OFF DUTY SCHEDULING FEE	1.00	\$385.000000	EACH	\$385.00	\$0.00	\$0.00	\$385.00
Invoice Total:							\$1,212.50

\$413.75 + \$192.50 = \$606.25



✂ 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	04/11/2025
Invoice Number	778
Customer Number	30
Amount Paid	
Due Date	04/26/2025
Invoice Total Due	\$1,212.50

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 #: 2498
 Invoice Date: 4/11/25
 Due Date: 4/11/25
 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 March 1 - March 31, 2025	250.67	40.00	10,026.80
Facility Maintenance Mileage March 1 - March 31, 2025	62	0.445	27.59
Code to:			
Double Branch Facility Maintenance			
2.320.572.46600 (\$4,500.00)			
Double Branch Facility Maintenance Contingency			
2.320.572.46620 (\$677.20)			
Double Branch Lighting Repairs			
2.320.572.46630 (\$577.19)			
Double Branch Common Area Maintenance			
2.320.572.46400 (\$4,000.00)			
Double Branch Special Event			
2.320.572.49400 (\$300.00)			

Total	\$10,054.39
Payments/Credits	\$0.00
Balance Due	\$10,054.39

RECEIVED
 APR 17 2025
 BY: _____

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
3/3/25	4.73	C.W.	Sprayed pool deck, removed debris around amenity center, removed debris by library and back of track, pulled down paint
3/3/25	4	E.W.	Removed debris from all common areas
3/4/25	3.75	C.W.	Removed debris from around amenity center, cleaned around and inside shop
3/4/25	4	E.W.	Removed debris from all common areas
3/5/25	7.43	C.W.	Capped fences and put nails in area containers on parks, removed graffiti
3/5/25	3	E.W.	Removed debris from all common areas
3/6/25	4.25	C.W.	Put up fences around double branch, installed toilet seat, put up windscreen, removed duck eggs
3/6/25	4	E.W.	Removed debris from all common areas
3/7/25	4	C.W.	Fixed fence on Luke Road, sprayed pool deck
3/7/25	4	E.W.	Removed debris from all common areas
3/10/25	8	C.W.	Sprayed duck feces, moved wipes to closet and moved pallet, removed debris from field and changed trash receptacle, replaced face to wipe dispenser
3/10/25	3.6	E.W.	Removed debris from all common areas
3/11/25	3.78	C.W.	Put tire on golf cart, removed debris on field and back parking lot, put air in tires, changed trash receptacles
3/11/25	4	E.W.	Removed debris from all common areas
3/12/25	4	T.C.	Worked on handicap pool lift chair
3/12/25	7.85	C.W.	Blew leaves and debris off courts, sprayed duck feces, removed debris from around field, scrubbed walls in pool and stairs
3/12/25	4	E.W.	Removed debris from all common areas
3/13/25	7.25	C.W.	Scrubbed pool walls, sprayed pool deck, relocated duck eggs
3/13/25	4.01	E.W.	Removed debris from all common areas
3/14/25	3	T.C.	Cleaned and filled fountain, set up for movie night
3/14/25	7.87	C.W.	Scrubbed pool to remove algae, unlocked bathroom, sprayed to remove duck feces
3/14/25	4	E.W.	Removed debris from all common areas
3/17/25	7.85	C.W.	Sprayed pool deck, removed debris on soccer field, blew leaves and debris off courts, tied down windscreens, attached bolts to windscreen
3/17/25	4.01	E.W.	Removed debris from all common areas
3/18/25	7.75	C.W.	Dug holes deeper for poles for movie screen, removed pole from ground, attached windscreen at basketball court top and bottom panel, removed debris in parking lots
3/18/25	4	E.W.	Removed debris from all common areas
3/19/25	7.8	C.W.	Moved pallets to dumpster, cleaned out outside area of shop, blew leaves and debris off courts, removed debris from soccer field and parking lot
3/19/25	2.83	E.W.	Removed debris from all common areas
3/20/25	4	T.C.	Put out new signs about motorized bikes, scooters, etc., loaded pallets and took to shop, picked up supplies
3/20/25	3	B.G.	Installing poles and signs on outside of bridge on bulkhead entrances
3/20/25	1.82	JOK.	Put signs on outside coming in on bulkhead entrances
3/20/25	6.77	C.W.	Moved shelf off roadway, removed signs off medians, removed debris in parking lots, soccer field and courts, put trash can in frame
3/20/25	4	E.W.	Removed debris from all common areas
3/21/25	7.85	C.W.	Sprayed pool deck from duck feces, put S hooks and chains on pool deck showers, removed debris on field and back parking lot
3/21/25	4	E.W.	Removed debris from all common areas
3/24/25	4.37	C.W.	Sprayed pool deck down, removed debris from field and parking lots, changed trash receptacles
3/24/25	4	E.W.	Removed debris from all common areas
3/25/25	4.17	T.C.	Repaired windscreen
3/25/25	7.95	C.W.	Moved windscreen from pile to folded on shelf, removed debris from field and back parking lot, tied windscreen on courts, sprayed duck feces, removed debris from medians
3/25/25	4	E.W.	Removed debris from all common areas
3/26/25	2.05	T.C.	Took broken fitness machine to shop to dismantle
3/26/25	7.57	C.W.	Sprayed painted with primer and white spray paint, took down plants and loaded into truck, moved totes from office, paint prep with tape and cardboard, removed trash
3/26/25	4.02	E.W.	Removed debris from all common areas

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
3/27/25	2.28	T.C.	Took planters to shop to paint, fixed pool gate, picked up supplies
3/27/25	8.08	C.W.	Sprayed slide and bath to clean, removed duck feces from pool deck, worked on fixing fence, moved acid to the shop
3/27/25	3.87	E.W.	Removed debris from all common areas
3/28/25	4	T.C.	Picked up trash bags from parks, soccer field and amenity center
3/28/25	7.38	C.W.	Removed debris around track, around amenity center, back parking lot
3/31/25	4.01	T.C.	Repaired brick steps, picked up supplies
3/31/25	5	JOK.	Took out broken steps at amenity center, replaced steps
3/31/25	7.72	C.W.	Sprayed graffiti off bridge on nature walk, prepped and painted bathroom doors in and out, picked up trash bags off track

TOTAL 250.67

MILES 62

*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 #: 2500
Invoice Date: 4/21/25
Due Date: 4/21/25
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 April 19, 2025 2.300.369.103	5.75	25.00	143.75

RECEIVED
APR 22 2025
BY: _____

Total	\$143.75
Payments/Credits	\$0.00
Balance Due	\$143.75

4/22/25
QA

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>
5.75	Facility Event Staff	\$ 25.00	\$ 143.75

Covers Period End: April 19, 2025

Amenities Revenue # 2.300.369.103

I N V O I C E

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

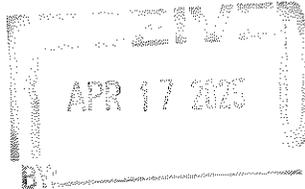
INVOICE: 48763 QT
DATE: 04/09/25 09:30a
ACCOUNT: 1031 Oakleaf
ROUTE: 0
LAST: 1/8/25 Paula
Paula Douglas

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

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

904-375-9285 wanda 904-894-8980

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



Code to:

Double Branch Facility Maintenance - Preventative

2-320-572-4661

PLEASE KEEP FULL INVOICE FOR YOUR RECORDS

EFFECTIVE NOVEMBER 1,2011
Make Checks payable to:

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

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

THANK YOU FOR YOUR BUSINESS!
HAVE A WONDERFUL DAY!

Serviced By:

PAULA DOUGLAS
Ph# 904-476-3866

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
4/04/25	00070	3/24/25	34536	202503	600	53800	62100		ADDITIONAL TREADMILL RPR ALLWAYS IMPROVING LLC	*	958.12	958.12	000354
4/04/25	00017	7/01/24	81254283	202503	600	53800	62100		JANITORIAL SUPPLIES THE HOME DEPOT PRO	*	18.66	18.66	000355
4/04/25	00048	2/28/25	3136	202502	600	53800	62100		INST CERTIFY PLAYGROUND HOME-FIELD ADVANTAGE LANDSCAPING	*	2,400.00	2,400.00	000356
4/10/25	00073	3/03/25	78226	202503	600	53800	62100		LIGHTS-JUNCTION BOX SHORT BLACK CREEK ELECTRICAL SERVICES INC	*	537.00	537.00	000357
4/10/25	00010	4/03/25	04032025	202504	600	53800	62100		(38) ALUMINUM PANELS T FENCEMAN INC.	*	3,400.00	3,400.00	000358
4/17/25	00074	4/02/25	1026	202504	600	53800	62100		PLAYGROUND EQUIPMENT FLORIDA RECREATIONAL PRODUCTS LLC	*	9,119.79	9,119.79	000359
4/24/25	00035	4/11/25	2499	202504	600	53800	62100		MAINTENANCE SUPPLIES GOVERNMENTAL MANAGEMENT SERVICES	*	1,227.27	1,227.27	000360
4/24/25	00297	4/15/25	373	202504	600	53800	62100		PRESS WASH 1 FENCE LINE	*	1,403.00		
		4/15/25	373	202504	600	53800	62100		PRESS WASH LATTICE FENCE	*	1,420.00		
		4/15/25	373	202504	600	53800	62100		PRESS WASH 4 LATTICE TOP	*	754.00		
									RIVERSIDE MANAGEMENT SERVICES, INC			3,577.00	000361
4/24/25	00037	4/10/25	INV00149	202504	600	53800	62100		LIFEGUARD SUPPLIES THE LIFEGUARD STORE INC.	*	573.50	573.50	000362
TOTAL FOR BANK C											21,811.34		
TOTAL FOR REGISTER											21,811.34		

DBBR DOUBLE BRANCH OKUZMUK

INVOICE

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

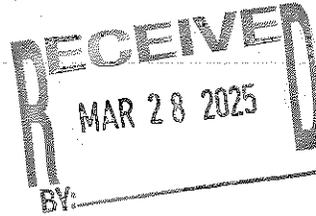
tracy@wearefitnesspro.com
+1 (850) 523-8882
www.wearefitnesspro.com



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

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

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



Invoice details

Invoice no.: 34536
Terms: Net 15
Invoice date: 03/24/2025
Due date: 04/08/2025

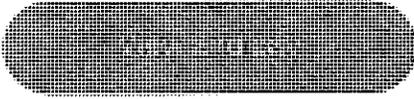
#	Product or service	SKU	Description	Qty	Rate	Amount
1.			SERVICE REQUEST 42646 - REPAIRS IDENTIFIED DURING FEBRUARY PM			
2.	1. Return Labor		Estimated Labor - Tech replaced drive belt on -3093 and walk belt on -3098. (Wrong serial in PM Report) (All treadmills now test correct)	1.5	\$90.00	\$135.00
3.	2b. Shipping/ Handling		Shipping and Handling Estimate: Multiple Boxes	1	\$31.12	\$31.12
4.	2a. Parts		Parts for Repair: BELT: DRIVE (Items 2, 3)	2	\$30.00	\$60.00
5.	2a. Parts		Parts for Repair: BELT: WALKING NP7131 21.5" WIDE (Item 2)	1	\$732.00	\$732.00
6.	2a. Parts		Parts for Repair: Rubber Cap***More information required to determine replacement, will address next PM*** (Item 1)	1	\$0.00	\$0.00
7.			Service Request Details/Notes: 1. Multiple plate loaded equipment missing rubber end cap. Need 6x plate loaded bar caps 2. Life Fitness Treadmill INTD SN: HHT133096 walk belt cupping and beginning to groan. Should replace walk belt and drive belt.			

3. Life Fitness Treadmill INTD sn:
HHT133093 drive belt squeaking.
Should replace drive belt.

Total

\$958.12

Ways to pay



Code to:

Double Branch Repair and Repl.

34.600.53800.6200



Formerly Home Depot Pro Institutional

- 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](#)

Please split between both DB and MV districts

Repair & Replacement

DB - 2.320.572.63100
MV - 34 600.538.64000

Invoice Detail

Customer ID: 647283
 Invoice Number: 812542835
 Invoice Date: 7/1/2024
 Order Number: 56838760
 Purchase Order: Lisa

[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 ~~\$37.32~~

\$18.66

HD Supply Notes:

CALL JAY 904-562-0249 30 MIN BEFORE DELIVERY

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

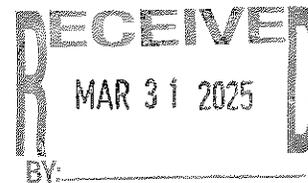
Item#..... Description.....

REN24512-CA RENOWN LNR 40X46 .74MIL WHT

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

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

IMP5032HG-90 BOTTLE 32OZ NAT HANDI-HOLD



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 40X46 .74MIL WHT <u>REN24517-CA</u>	1	1	\$37.32	\$37.32
---	---	---	---------	---------

Subtotal	\$37.32
Shipping & Handling	\$0.00
Tax	\$0.00
Web Discount	-\$0.00
Invoice Total	\$37.32



Account # 647283
Invoice # 810211938
Order # 56838760

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

- Home
- Account
- Invoice History
- Invoice Detail

Please split between both
OB and MV districts
Repair & Replacement

Invoice Detail

Customer ID: 647283
Invoice Number: 810211938
Invoice Date: 8/17/2024
Order Number: 56838760
Purchase Order Yes

OB - 2,330,772.63100
MV - 34,600,538.64000

[Back to Order History](#) [Issue an RFE](#) [Print this page](#)

Shipped To:
MIDDLE VILLAGE CDD
370 CORKLEAF VILLAGE PARKWAY
ORANGE PARK, FL 32065

Invoice Total \$2,267.29

Home Depot Pro Notes:

CALL JAY 904-562-0248 30 MIN BEFORE DELIVERY

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

Name Description

REN24512-CA RENOVN LNR 40X45 .74MIL WHI

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

Name Description

IMP5022HG-03 BOTTLE 32OZ NAT HANDHOLD

Est. On Pending Charges

Delivery information for this invoice may be

found at: www.HomeDepotPro.com/inst/institutional

Invoice of
\$37.32 (7/1/2024)
was part of
original order
56838760
from 6/17/2024

Description Item Number	Quantity Ordered	Quantity Shipped	Unit Price	Total
REN24512-CA RENOVN LNR 40X45 .74MIL WHI REN24512-CA	4	4	\$41.58	\$166.36
REN CONTROL RL TWL NAT WHI REN24512-CA	4	4	\$28.39	\$117.56
REN24512-CA RENOVN SINGLE ROLL BATH TISSUE 2PLY REN24512-CA	8	8	\$19.25	\$154.00
REN24512-CA RENOVN 35X45 4PLY WHITE HEAVY DUTY REN24512-CA	6	6	\$9.50	\$57.00
TRIGGER SPRAYER W/NOZZLE WHI IMP5022HG-03	20	20	\$1.23	\$24.60

Description Item Number	Quantity	Quantity	Unit	Total
	Ordered	Shipped	Price	
 PINE SOL CLEANER LEMON SCS \$25775938	2	2	554.14 \$108.28	
 PURE BRIGHT GERMICIDAL BLEACH GAL KIK11008658101	6	6	\$5.09 \$30.48	
 RENOWN WAVE30 URINAL SCRUB MAN REN03121	12	12	530.77 \$5369.24	
 RENOWN LNR 40X46 12MIC NAT REN14512-0A	6	6	561.07 \$3366.42	
 RENOWN LNR 40X46 .74MIL, WHT REN24512-30	6	6	537.32 \$3223.92	

Subtotal 92,259.34
 Shipping & Handling 97.90
 Tax 50.50
 Web Discount -80.100
 Invoice Total 92,227.64



Please pay
 the outstanding
 invoice from
 7/1/2024 of
 \$37.32.

This was part of the original
 order # 56838760 but 1 box
 was not shipped with the
 rest of the items, therefore it
 was invoiced separately and
 I did not realize this.

U.S. MULCHING - JACKSONVILLE

409 Queen Anne Court
St. Augustine, FL 32092



INVOICE

Oakleaf Double Branch CDD
Jay Soriano

INVOICE NUMBER	3136
INVOICE DATE	February 28, 2025
Reference Code	
TERMS	15 Days

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
40	Install Certified playground : Oakleaf Waverly Park (Swing set) Code to: Double Branch Repair and Repl. 34.600.53800.6200 	\$60.00	\$2,400.00
		SUBTOTAL	\$2,400.00
		TAX	0.00
			\$2,400.00

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!

Black Creek Electrical Services Inc. Invoice 78226
 PO Box 186
 Middleburg, FL 32050 USA
 9042917941
 heidi@blackcreekelectric.com



BILL TO
 Middle Village CDD
 845 Oakleaf Plantation
 Parkway
 Orange Park, FL 32065

DATE 03/03/2025	PLEASE PAY \$537.00	DUE DATE 04/02/2025
---------------------------	-------------------------------	-------------------------------

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Labor rate - Commercial and Industrial Sales	Labor rate billed per hour following the service call	2.25	168.00	378.00
	Local Service Call	Local service call, includes the first half hour of labor	1	159.00	159.00

A 4% charge will be added if paying by Credit card. Thank you for your business!

Work Location:
 Oakleaf Village
 370 Oakleaf Village Parkway
 Orange Park, FL 32073

TOTAL DUE	\$537.00
------------------	-----------------

THANK YOU.

Service call and labor provided to troubleshoot lights that were not working along the Walking track. Traced wiring and found one of the junction boxes with a short, separated wires to isolate short. Tested for proper operation.



Code to:

Double Branch Repair and Repl.

34.600.53800.6200

Proposal

Page # _____ of _____ pages



T Fenceman, Inc.
1506 Summit Oaks Drive West
Jacksonville, FL 32221

Cell: (904) 759-5875

Email: TFenceman@comcast.net

"Built With Pride and Quality"

Free Estimates
Licensed / Insured
20 Year Experience

Aluminum • Vinyl
Chainlink • Wood Privacy

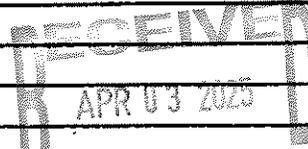
Proposal Submitted To: <u>Double Branch</u>	Job Name	Job #
Address: <u>370 Oakleaf Village Parkway</u>	Job Location	
<u>Orange Park, FL 32065</u>	Date	Date of Plans
Phone # <u>(904) 562-0219</u>	Fax #	Architect

We hereby submit specifications and estimates for:

1.) Custom made (38) 3' in. high Aluminum panels out of existing 4 ft. high Aluminum fence.

2.) (38) Aluminum panels will attach to recently installed 4 ft. high Aluminum fence and Columns with Aluminum Wall Mounts.

Double Branch Repair and Repl.
34.600.53800.62100



BY: _____

We propose hereby to furnish material and labor — complete in accordance with the above specifications for the sum of:

\$ 3,400.00 Dollars

with payments to be made as follows: \$ 1,700 downpayment \$ 1,700 due upon completion

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully
submitted _____

Note — this proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature _____

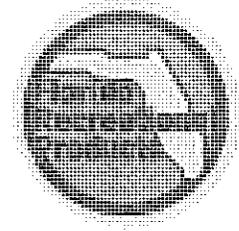
Date of Acceptance _____

Signature _____

INVOICE

**Florida Recreational Products
LLC**
5729 Lebanon Rd
Ste 144
Frisco, TX 75034-7259

steve@firecpro.com
+1 (631) 433-0459



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

Ship to
Jay Soriano
Oakleaf Village
370 Oakleaf Village Parkway
Orange Park, FL 32065

Invoice details

Invoice no.: 1026
Terms: Due on receipt
Invoice date: 04/02/2025
Due date: 04/02/2025



#	Product or service	Description	Qty	Rate	Amount
1.	3/8" SS NUT	3/8" SS NUT	8	\$0.65	\$5.20
2.	UNITARY ENCLOSURE	Burke Equipment 030-0801	1	\$545.00	\$545.00
3.	HARDWARE PACKAGE	Burke Equipment 036-0261 (REASSEMBLY CLAMP 2/1)	6	\$2.23	\$13.38
4.	HARDWARE PACKAGE	Burke Equipment 036-0261 (REASSEMBLY CLAMP 2/1)	1	\$14.50	\$14.50
5.	HARDWARE PACKAGE	Burke Equipment 036-0261 (REASSEMBLY CLAMP 2/1)	2	\$2.60	\$5.20
6.	HARDWARE PACKAGE	Burke Equipment 036-0261 (REASSEMBLY CLAMP 2/1)	4	\$5.95	\$23.80
7.	HARDWARE PACKAGE	Burke Equipment 036-0261 (REASSEMBLY CLAMP 2/1)	1	\$61.00	\$61.00
8.	HARDWARE PACKAGE	Burke Equipment 036-0261 (REASSEMBLY CLAMP 2/1)	1	\$52.00	\$52.00
9.	HARDWARE PACKAGE	Burke Equipment 036-0261 (REASSEMBLY CLAMP 2/1)	2	\$3.60	\$7.20
10.	HARDWARE PACKAGE	Burke Equipment 036-0261 (REASSEMBLY CLAMP 2/1)	2	\$1.55	\$3.10

11. HARDWARE PACKAGE	Burke Equipment 036-0261 (REASSEMBLY CLAMP 2/1)	1	\$17.60	\$17.60
12. HARDWARE PACKAGE	Burke Equipment 036-0261 (REASSEMBLY CLAMP 2/1)	3	\$3.10	\$9.30
13. HARDWARE PACKAGE	Burke Equipment 036-0261 (REASSEMBLY CLAMP 2/1)	1	\$23.80	\$23.80
14. FREIGHT	FREIGHT FROM BURKE-FOND DU LAC, WI	1	\$1,850.00	\$1,850.00
15. CASTING, S3 STRAIGHT BRACKET		4	\$5.18	\$20.72
16. Services		4	\$30.50	\$122.00
17. SINGLE STEP HANDRAIL		1	\$194.00	\$194.00
18. TUBE, 1.315 x 47 1/2"		3	\$20.33	\$60.99
19. EXIT SUPPORT		3	\$27.00	\$81.00
20. SINGLE STEP		1	\$365.00	\$365.00
21. STAIRWAY, NARROW, 48"		1	\$1,189.00	\$1,189.00
22. HANDRAIL 48"-56"		2	\$51.00	\$102.00
23. TRIANGLE PLATFORM S3P		2	\$365.50	\$731.00
24. SQUARE PLATFORM S3P		2	\$439.50	\$879.00
25. HALF HEXAGON PLATFORM S3P		1	\$1,477.00	\$1,477.00
26. RIGHT HANDRAIL 16"		1	\$95.00	\$95.00
27. LEFT HANDRAIL 16"		1	\$95.00	\$95.00
28. INSERT TOOL		1	\$40.00	\$40.00
29. 16" ACCESSIBLE STAIRS		1	\$544.00	\$544.00
30. TRANSFER PLATFORM SQUARE		1	\$493.00	\$493.00

Total **\$9,119.79**

Overdue **04/02/2025**

Code to
 Double Branch Capital
 34-600-53800-6200

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

Invoice

Invoice #: 2499
Invoice Date: 4/11/25
Due Date: 4/11/25
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		1,227.27	1,227.27

Code to:

Double Branch Repair and Replacement

034.600.538.621



Total \$1,227.27

Payments/Credits \$0.00

Balance Due \$1,227.27

MAINTENANCE BILLABLE PURCHASES

Period Ending 4/05/25

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DB				
DOUBLE BRANCH				
OAKLEAF	3/6/25	Drill Pump Kit	11.22	T.C.
	3/6/25	9" Masonary Blade	40.24	T.C.
	3/6/25	Elongated Toilet Seat	44.99	T.C.
	3/6/25	Microfiber Towels	4.59	T.C.
	3/11/25	Bucket	2.29	T.C.
	3/11/25	Nifty Nabber	22.97	T.C.
	3/14/25	Reducer Washer 1"x3/4"	1.07	J.S.
	3/14/25	Copper Split Bolts (3)	19.77	J.S.
	3/14/25	3/4" Strain Relief	9.90	J.S.
	3/14/25	4x4 Junction Box	12.57	J.S.
	3/14/25	Wasp Spray	4.91	J.S.
	3/14/25	1/2" Ridgid Locknut	1.10	J.S.
	3/17/25	Nifty Trash Nabber	22.97	J.S.
	3/17/25	1 Gal Sprayer	6.89	J.S.
	3/17/25	Caution Tape	6.31	J.S.
	3/19/25	Nitril Reuse Gloves M	1.71	J.S.
	3/19/25	Nitril Reuse Gloves Large	3.43	J.S.
	3/19/25	Felt LED Floodlights (3)	189.65	J.S.
	3/19/25	BLK Nitrile Gloves 20pk	5.68	T.C.
	3/19/25	Pine Sol	25.84	T.C.
	3/19/25	Bleach	11.18	T.C.
	3/20/25	Sakrete Concrete Mix (5)	26.85	T.C.
	3/21/25	Sika Fast Set Anchor Adhesive	30.45	T.C.
	3/21/25	Caulk Gun	2.86	T.C.
	3/21/25	Felt LED Floodlights (3)	189.65	J.S.
	3/24/25	2" Vinyl Number Set	3.99	J.S.
	3/24/25	2" Vinyl Letter Set	3.99	J.S.
	3/25/25	Set Your Own Combo Lock	21.15	T.C.
	3/26/25	BLK Gloss Spray Paint (3)	34.43	T.C.
	3/26/25	Hex Nut (4)	0.97	T.C.
	3/26/25	Hex Bolt (4)	2.71	T.C.
	3/26/25	Flat Washer (4)	0.97	T.C.
	3/26/25	Lock Washer (4)	1.15	T.C.
	3/26/25	White Gloss Paint	8.60	T.C.
	3/26/25	Primer Gray	9.75	T.C.
	3/27/25	Muriactic Acid (3)	65.48	T.C.
	3/31/25	Sponge 6pk	10.32	T.C.
	3/31/25	Pine Sol	8.61	T.C.
	3/31/25	1 Gallon Sprayer	13.77	T.C.
	3/31/25	Microfiber Towels 8pk	7.46	T.C.
	3/31/25	7" Anvil Guaging Trowel	4.21	T.C.
	3/31/25	Grout	48.27	T.C.
	3/31/25	Grout	22.40	T.C.
	3/31/25	Gas for Equipment	75.00	T.C.
	4/1/25	Safety Glasses	10.34	T.C.
	4/3/25	Acid 2pk (8)	174.62	J.S.

TOTAL \$1,227.27

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

Invoice

Invoice #: 373
Invoice Date: 4/15/2025
Due Date: 4/15/2025
Case:
P.O. Number:

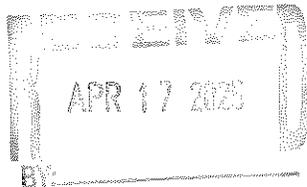
Bill To:
Double Branch CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Pressure Washed Section One Fence Line		1,403.00	1,403.00
Pressure Washed Zone One Lattice Fence and Split Rail		1,420.00	1,420.00
Pressure Washed Zones One to Four Lattice Top and Split Rail Fence		754.00	754.00

Code to:

Double Branch Repair and Replacement

034.600.538.621



Total	\$3,577.00
Payments/Credits	\$0.00
Balance Due	\$3,577.00

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

Service Detail

Bill To: **Double Branch CDD**

Invoice Date: **4/1/25**

Due Date: **Upon Receipt**

Amount Due:

\$	3,577.00
----	----------

<u>Date</u>	<u>Description</u>	<u>Amount</u>
	Pressure washed section one fence line	\$1,403.00
	Pressure washed zone one lattice fence and split rail	\$1,420.00
	Pressure washed zones one to four lattice top and split rail fence	\$754.00

Hot Water and Chemical Treatment to remove dirt, mildew, and algae.

TOTAL AMOUNT DUE: \$3,577.00

Should you have any questions, please contact Rich Gray @ (904) 759-8890 or rgray@mnsnf.com

Remit Payment



Kiefer Aquatics
The Lifeguard Store

903 Morrissey Drive
 Bloomington, IL 61701
 P (309) 451-5858
 F (309) 451-5959



Invoice

DATE	INVOICE #
04/10/2025	INV001493263



BILL TO

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

SHIP TO

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

Account Number: 265527

P.O. NUMBER	TERMS	REP	SHIP	VIA	Order Number
	NET 30	050	04/10/2025	FEDEX_GROUND	ORD001364086.1
QUANTITY	ITEM CODE	DESCRIPTION		PRICE EACH	AMOUNT
6	LGSGTSRS	RISE Guard Tee Color: Red Size: Small		\$7.25	\$43.50
12	LGSGTSRM	RISE Guard Tee Color: Red Size: Medium		\$7.25	\$87.00
4	LGSGTSRL	RISE Guard Tee Color: Red Size: Large		\$7.25	\$29.00
2	LGSGTSRXL	RISE Guard Tee Color: Red Size: XLarge		\$7.25	\$14.50
3	LGSGTSRXXXL	RISE Guard Tee Color: Red Size: XXXLarge		\$7.25	\$21.75
2	LGS30GUSRXXL	RISE Guard Male Flex Board Short Color: Red Size: XXLarge		\$26.00	\$52.00
3	LGS11GUR36	RISE Guard Poly MB Back w/Shelf Bra Color: Red Size: 36		\$33.50	\$100.50
25	710AWLR	Waterpark Guard Hip Pack Color: Red		\$7.43	\$185.75
20	120	Seal Rite Mask w/1-way valve		\$7.25	\$145.00
12	LGS32GURM	RISE Guard Male Flex Board Short Color: Red Size: Medium		\$26.00	\$312.00
6	LGS32GURL	RISE Guard Male Flex Board Short Color: Red Size: Large		\$26.00	\$156.00

Code to: Split 50/50

Page 1 of 1

Tracking Number:

287415220844
 287415220991

Middle Village Repair and Replacements

34-600-538-64000

<p>Double Branch Repair and Replacement</p> <p>034.600.538.621</p>	Subtotal	\$1,147.00
	Discount Amount	\$0.00
	Shipping, Packaging & Handling	\$0.00
	Tax	\$0.00
	TOTAL	\$1,147.00

All Balances must be paid within thirty (30) days of invoice date. A 1.5% monthly finance charge will be applied to all over due balances.

Balance Due **\$1,147.00**
\$573.50

FIFTH ORDER OF BUSINESS

C.

2.



Chris H. Chambless

Supervisor of Elections
Clay County, Florida

April 15, 2025

Double Branch Community Development District
Attn.: Michael C. Eckert
107 West College Avenue
Tallahassee, Florida 32301

Dear Mr. Eckert,

I have queried the number of eligible voters residing within the Double Branch Community Development District as of April 15, 2025. At this time, there are 5,160 registered voters residing within the district.

Please provide the contact information and term expiration dates for the current CDD Board Members. I can be reached via the contact information at the bottom of this page or via email at Lynn.Gaver@ClayElections.gov.

Thank you,

Lynn Gaver, MFCEP

Clay County Supervisor of Elections Office
P.O. Box 337 | 500 North Orange Ave.
Green Cove Springs, FL 32043
(904) 269-6350 Fax (904) 284-0935

D.

Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285; manager@oakleafresidents.com

Memorandum

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

Community:

Special Events

- Report – Spring Garage Sale, Virtual Egg Hunt
- Upcoming - 1st Dive in, rescheduled dive-in

Aquatics

- Summer Recreational Swim Team registration underway
- Year Round Swim Team?
- Heaters turned off and prepped for summer down time
- CPR, first- aid, baby-sitters class, community class schedule

Amenity Usage

- *Total Facilities Usage – 5973*
- *Average daily usage - 199*

Card counts:

DB Owners	104
DB Renters	52
DB Replacements	24
DB Updated	19

Total cards printed: 432 (both districts)

Rentals

- 3 of 30 days rented in April, 2 of 4 weekends rented
- 5 Clubroom rentals, 1 patio rentals
- 25 tours (approx.58 hours)/ 75 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

MAINTENANCE

- Preventative Maintenance completed at Fitness Center
- Repairs made to cables at Fitness Center
- Coordinate repairs for two more cable machines at Fitness Center
- Multiple locations – Sidewalk pressure washing
- Clean and clear AC drain lines on units at Fitness Center
- Inspect and repair seals on freezer at Clubhouse concession stand refrigerator/freezer
- Replace waterfall light fixtures
- Replace stenner feeder at DB slide pool
- Complete marcite cleaning at all pools at
- Clean and clear zero level drains at pools
- Paint Curbing at front Amenity parking lot
- Install wet floor signage at Amenity pool bathrooms
- Pick up new golf cart for trash runs
- Repair of sewer lines at amenity center bathrooms
- Replace computer monitor at Fitness Center check in station
- Reprogram/reconnect DB clubhouse access system
- Test and rotate into use new lift batteries
- 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 4/11 Nature's Hammock, Fall Creek, The Oaks, Cannon's Point, Pebble Creek, Silver Leaf, Oakbrook, and The Cottages completed 4/21.

Landscaping

- Tree removal and plant clearing at parking lot (due to car accident)
- Tree work completed at Amenity Center
- Monthly report for April. submitted and filed at Operations office

For questions, comments, or clarification, please contact:

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

jsoriano@gmsnf.com

