

**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.

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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.

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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.

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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.

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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

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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

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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?

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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.

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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

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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.

Signed by:

Marilee Giles

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Secretary/Assistant Secretary

DocuSigned by:

Cindy Nelson

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Chairman/Vice Chairman