

DOUBLE BRANCH
Community Development District

JUNE 9, 2025

AGENDA

Double Branch Community Development District

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

June 2, 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, June 9, 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 May 12, 2025 Meeting
 - B. Financial Statements
 - C. Assessment Receipts Schedule
 - D. Check Register
- IV. Consideration of Resolution 2025-02, Approving the Proposed Budget for Fiscal Year 2026 and Setting a Public Hearing Date
- V. Staff Reports
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
 - D. Operations Manager - Memorandum
- VI. Audience Comments (limited to three minutes) / Supervisors' Requests

VII. Next Scheduled Meeting – July 14, 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,

Marílee 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, **May 12, 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
Katie Buchanan <i>by phone</i>	District Counsel
Mike Silverstein <i>by phone</i>	District Engineer
Jay Soriano	GMS

FIRST ORDER OF BUSINESS

Roll Call

Ms. Giles called the meeting to order at 4:00 p.m. Five Supervisors were present in person constituting a quorum.

SECOND ORDER OF BUSINESS

Audience Comments (Limited to three minutes)

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

THIRD ORDER OF BUSINESS

Approval of Consent Agenda

A. Minutes of the April 14, 2025 Meeting

Ms. Giles stated on page 7 are the minutes of the April 14, 2025 meeting. Unless there are any comments or changes, I just look for a motion to approve.

On MOTION by Mr. Lanier seconded by Vice Chair Horton with all in favor, the Minutes of the April 14, 2025 Board of Supervisors meeting, were approved.

B. Financial Statements

Ms. Giles stated on page 18 are your financial statements as of March 31, 2025.

C. Assessment Receipts Schedule

Ms. Giles stated your assessment receipt schedule shows the District is 98% collected.

D. Check Register

Ms. Giles stated your check register is on page 31 for \$127,119.13. Unless there are any comments or questions about the check register, I would just look for a motion to approve it.

On MOTION by Chairperson Nelsen seconded by Vice Chair Horton with all in favor, the Check Register, was approved.

FOURTH ORDER OF BUSINESS

**Board Discussion and Guidance for
Preparation of the Fiscal Year 2026
Budget**

Ms. Giles stated we are going to approve the budget at your next meeting which is June 9th and we are going to adopt it at your August 11th meeting which is at 6:00 p.m. We included this agenda item just to give the Board the opportunity to have discussion about the budget and to provide any guidance to staff. Jay and I will work with the accountant to put together the budget. We will use agreements and known increases that we have so far and will put together the budget. We will look at it ourselves. We will compare it to the capital reserve study and make any changes working with the accountant that we know about but then we will bring that back to you at your June 9th meeting. At your June 9th meeting, you will approve the budget. When we adopt, we can make changes and reduce it if necessary but we can't go the other direction. This is the Board's opportunity to talk about the budget and any line items in particular that you want to see updated.

Mr. Lanier stated I would just encourage you guys really to look at the cost increase given what has been happening, the trend in the past year, to make sure that we build in enough to where we can afford the rising cost of actual goods. That would be my guidance on that.

Ms. Giles stated Jay, any concerns about the budget going into it.

Mr. Soriano stated no, I don't really see any lines other than the typical small percentage increase from year to year. I don't see anything that I think we would need to sink major funds into or anything I want to remove anything from.

Ms. Giles stated for the record; the engineer just called in. Anything else on the budget for FY26? We will put that together and bring it your next meeting.

FIFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Ms. Buchanan stated Mike didn't leave a specific report. I do know that I would anticipate a summary of the capital conversation to be circulated next week at a very high level. It was not a particularly impactful session for the CDD. There was a lot of disfunction between the two houses that didn't result in a lot of bills going through. But look forward to that update and I am also happy to take any questions back to Mike for you.

B. District Engineer

Mr. Silverstein stated we walked the site with Jay to refine that Engineer's Report again. There were just a couple of items. One was the washout that we thought was an animal burrow. Just something for Jay and the homeowner to keep an eye on. We had some follow up mentioned in the report that we reissued. Then a couple of curb inlets and a mitered end that looked clogged. The follow up was Jay said he was reaching out to Clay County to get a back truck out there to try and clear that. Did you guys get a lot of rain this weekend?

Mr. Thomas stated yes.

Mr. Silverstein stated did those curb inlets back up on you?

Mr. Soriano stated no, not that road. I did get a complaint from another part of the neighborhood but it is not that road. That is what I was saying, it is odd because what you and I saw at that point is a full box under there. I am surprised that water can make it through that at all.

Mr. Silverstein stated okay. I guess keep me updated on how that goes with Clay County and getting them out there. I would pitch it to them as an emergency thing because you have material in those curb inlets basically to the bottom of the grates.

Mr. Soriano stated what I was just mentioning there, you each have it in front of you actually it's an email that was sent to Marilee and I last night or late the night before, I think sometime this weekend. I did respond to them and thanked him for the good words. He lives on a cul-de-sac there that does flow and that is actually the last spot. He included a picture from last year where I was kind of fighting to get the county out. They were blaming our pond. They believed our pond was backed up. I told them no, that doesn't make sense because the pond is actually lower than the road so you know, it can't go backwards. The water has got to drop down from the high spot to the low spot. They came out and actually pumped out those boxes in the cul-de-sac there. I think I reported to you guys then, basketballs, toys, leaves, sticks and everything. It hasn't been a problem yet. But this homeowner has done what I have asked. He reaches out and calls the county. He is thanking us because when we get involved, it seems to help a little more. I thanked him for the sentiment that we're the game changer there but that is not truly how it is. They listen to me, you know, no more than they listen to any other resident. I just always try to point out to the residents that the more people that report it, the more likely they are going to move that up on their priority list and are going to come out and take care of it. It is actually right down there from the entrance of Piedmont kind of in the middle of that pond. There are two drains right now, the leaves are all the way to the top of that box so it is packed. I am surprised that road hasn't flooded. I don't know if it has to do with the location of the pond. That is a good-sized pond so it drains out pretty well. That is one that I am sure besides my calls it has actually been reported before. But I do remind residents too that they need to call. We help out with those things but this is not a CDD action. The box on the culvert sides and the roads are owned by the county and they maintain them. They would rather us not touch anything in the right of way but they don't mind us helping out reporting that but we don't do that work with boxes and such.

Mr. Thomas stated doesn't the county come out and check it every once in a while? I have seen a truck go from drain to drain.

Mr. Soriano stated they do especially as we get closer to storm time. I won't say season because we are getting ready to start in another month or so. But usually somewhere around August, you will see them out actually bringing that truck so they can pump and check here and there. But all of those drains, I would probably say that means they get checked once every two to three years. We do have a lot of roads and a lot of drains.

Ms. Giles stated thanks Mike. Thanks Jay.

Mr. Lanier stated quick question for Mike. Were you guys able to check the caps of that brick wall at the Oaks?

Mr. Soriano stated we kind of forgot about that part, sorry.

Mr. Lanier stated okay.

Mr. Soriano stated Mike, I thought about that when we were done but it is not something that I actually need the engineer to look at. We have fixed those before in the past. I think I told you that the last time I talked to you. If you guys' recall, when you are looking at our playground side, the playground is on the right, the brick wall that is on the left years ago had separated and come up. We put those back in place. We peeled most of them off and put new mortar in there. You can actually see the space in between them. That just comes from years of that mortar degrading and even things like water freezing will expand the joints. We went in there and fixed it. I have reached out to some mason companies because I would rather have somebody else do it than do it in house. Just because I had thought about it after we did it the first time, those caps are basically sitting in some of these backyards. I would rather not have the liability in them falling off you know down the road and somebody blaming us in house. I have reached out to some other masons to come out and see if they can take care of reattaching them. It's that simple mason work.

Vice Chair Horton stated where do we stand on clearing up some discrepancies that were found, like quarter of the way through, halfway through?

Mr. Soriano stated there are only a couple of items left because you guys didn't really have that much. We knocked off, you know, the couple that were there during this walk through. The only thing that is on there that I think don't have a real big ability to do and need to call somebody is concern with the mitered end joint. That is a cracked joint. About all we can do is shore up. Those do break a lot. That is pretty far back in the preserve area. That is not anything we ever even go back and check out. But I don't know that would affect the drainage anyway. If it did break off there the pipe is still there most of the time. In other areas I have seen it and they try to pack gravel and dirt underneath. You can even put concrete in there. I have seen where engineers will suggest concrete bags because once it gets wet it hardens and that holds the mitered end up. That is well beyond anything we typically do. We don't even go back in those deep preserve areas to check out the waterways or drainage areas. It is our property but that is

not something that onsite maintenance crew has ever been asked to maintain. This was actually our first engineer that has ever walked way back there. ETM didn't normally do that. The one that we had where we were missing a very large metal grate on one pond. I was trying to get a replacement for that and those things are pretty large. I don't know how it went missing in the first place. I mean if you have ever grabbed those things off, they are 150 to 180 pounds.

Mr. Thomas stated its probably in the water somewhere around here.

Mr. Soriano stated outside of that, the only couple of things that we can address is what Mike and I went through. The first adjusted one since there were a couple of little items that you guys have on there were like the sidewalk areas that might be attached to county roads. Those were taken off. That was posted on your website. All of those items are items that are on there now. When I walked through with Mike after the couple of things that we have made changes and repairs to, he had gone through and corrected those and I will get those posted on your website too. Whatever items I can fix between now and the time we do this again because we actually do this every year, we will try to knock those last couple of items off. Once those are done, I will get with Mike and help correct that and then it will be time for him to do another inventory and pick out some more things.

C. District Manager

1. Reminder of Ethics Training and Form 1 Deadline

Ms. Giles stated I do have a couple of things for you today. One is just a reminder that your Form 1 deadline is July 1st. That is sneaking up on you. I think I sent an email that you can click on to do your ethics training and the Form 1 but if I didn't, just let me know and I can send it. It should be as simple as you click on it. It takes you to the Commission on Ethics website and you enter your password when you log in somewhere in the first or second tab, there will be a small white box that you can click that says bring my data from last year and that will populate the form for you then you can just update it from there.

Mr. Thomas stated the password; can you renew it if you forgot it?

Ms. Giles stated I think so.

Mr. Thomas stated wasn't there something painful with the log in last year.

Ms. Giles stated maybe if you forgot your password. I have to do the form also and it remembers my password, thank goodness. Let me know because if you update that account, I think I have to let your recording secretary know. There may be a button that you can click. That

is July 1st and then your four hours of ethics training is by December 31st. You have a little more time on that.

2. Report on the Number of Registered Voters (5,160)

Ms. Giles stated on page 80 is the letter from the Supervisors of Elections office. Florida statute 190 requires us to provide the number of registered voters in the community and as of April 15th this year, there are 5,160 registered voters residing in the District. Cindy, last year there were 4,837.

Mr. Thomas stated back to the ethics training, could you send out a link for that one as well?

Ms. Giles stated I did, it is in the email that starts off talking about remember you need four hours of the ethics. There are three or four different videos that you can click on. There is no test and no certificate at the end of it. Just click on those. They are the same videos as last year.

Mr. Thomas stated I would like to get a certificate of completion please.

Ms. Giles stated Katie, can you let Mike Eckert know that Scott wants a certificate and properly bill for that to Scott please. That is all I have.

D. Operations Manager - Memorandum

Ms. Giles stated Jays report starts on page 82.

Mr. Soriano stated alright we have had a couple of community events since I saw you guys last. Sorry I did miss the last meeting. We have had our Spring garage sale. We also had our Easter Egg Virtual Hunt. We did have to reschedule a movie, you know, just because I was out at the time and I couldn't help out when they called me. They started to inflate our screen and we did have a hole in the screen. This is our new screen, but there will just be the inflatable part. The screen itself is good. It is the inflatable part that's not. This screen unlike our last one doesn't come off so I can't attach it to the poles like I did before so we do have to fix the inflatable part which we have. Hopefully, there will be no problems with our first movie that is scheduled for this upcoming Friday. If the weather is good, we will have our dive in. We will reschedule that other one to probably July. I leave space in July usually because we are so busy at the pools. I try not to throw extra events on the lifeguards but we did already pay for the whole series with Spy Kids so we do have to plan to get them all up. I will work with the aquatics crew to fit the other one sometime in July. Moving on, you can see our usage has stayed high. I do want to mention to

you guys that it has been a slow go out here. Usually, we see this big hit right around Spring Break. Oh, we want to get our cards, we actually moved in back in October last year but we need our cards now so we can get in the pool. We are just starting to get that stuff in. We didn't get a big push during Spring Break but we are starting to see everybody rush in to get their cards for the summertime and the pools now. You will see that the card count kind of went up and we will hit a point where we print off 800-1,000 cards a month but that is starting to go up now to 500 where we haven't had that for the last few months. I am also getting complaints. Well, you know I was hoping you could help me out with something, your staff directed me to you because I don't want to change my driver's license. That is always the biggest one. That is one that this District doesn't sway on. If you guys have been noticing, there has been a big push with real ID laws lately. A big one in the area. The law states if you live some place for 30 days, you are supposed to change your driver's license. There are certain reasons that I can work with people, so there's extenuating reasons. We can give them time to and leniency but ultimately if they are resident here and was given access, they need to update their driver's license. I am starting to get those complaints in my office because they don't like that rule. Moving on, I do have some updates for you. You have some pictures in front of you. Let's go through the big pack first of the printed pictures. These are some of the projects that were done last month and this past month. Our curbing we started, I was gone, but we are starting to add a small no parking sign. I have only caught one or two people that still seem to park in the yellow curb area. We haven't towed any of those guys yet. It's odd to me because while it's not obtrusive you can see it looks pretty good when you go down to the amenity center parking lot but it is still pretty obvious it's a yellow curb. We have one or two people that just decide to park where ever they like. It is odd. Most of what I am getting now is going to practice time during the week, not the weekend issues. We didn't have an issue this past Saturday. The tree work was just completed this past week. We have finished up most of our pressure washing. The next thing is the split rail. This was a request last time at the soccer field. We have done a lot of the 6 ft. lattice top throughout the neighborhood. I have a new map for the pressure washers to go through the areas both Middle Village and Double branch side. After this, we start moving to some of the structures like the brick columns and the signage out front of all of the neighborhoods. Everything gets done once a year and after that it is just whatever we can squeeze in the budget and requests like if there are areas that residents or you guys see that hey, this is getting green or a little ugly, just let me know

and we will go through it again if we have time. The next page is actually an issue we had a couple of weeks ago. I always have helpful residents. This person, I didn't catch the person, but they installed a make shift bird box. This was just a cardboard box on the trees. The bottom picture is there because we started pulling it down and that is when we realized something was in it. We thought it was just trash in the trees. When the maintenance guy sent me this picture, I realized it was a hawk or at least at that time we could tell it was some kind of bird which always worries me because almost all of them in this area are protected. I did have to call fish and wildlife. They came out and walked with us and stopped us from doing anything. They had to leave the box there for a couple of weeks because we had to make sure they were protected until they could fly out on their own. See the picture at the top, he is a little bigger there. There was actually two of them that were born there. This is right at the back of the soccer fields. Yeah, right over that little bridge, you can see it on the wall. A red tail hawk sits right on our pool fence all the time and stays in that area. They are local so they are going to stay here. This is where they know. But we did have to protect the box. The Fish and Wildlife rep said that as soon as they are able to fly from one tree to the next, we can take it down. It has been removed now. We did put together a little email that is going to go out just to remind residents, it's not always so helpful. You know feeding the ducks or building a box for the birds, may not always be beneficial for the neighborhood especially if we had pulled it down and there had been any problems, we could have been fined for anything that happened to those birds.

Vice Chair Horton stated maybe could put up a permanent one for the birds.

Mr. Soriano stated yes, if Tom and the rest of the Board want to direct me to do that, there are some areas that have hawks that are normally here, like I said that one has been here for a couple of years. I have watched it when we go back to the pool area to walk the track. It will sit right there. It's not bothered by us. You can walk pretty close to it. There are some areas that you guys have some normal wildlife.

Vice Chair Horton stated just a thought.

Chairperson Nelsen stated would they usually just go in a tree. Why did somebody put that there, like they knew.

Mr. Soriano stated I am not sure how this person could tell that the hawk was going to use it or if they found the nest on the ground and decided to put a box up first. It wasn't until we saw the box. Like I said, we started to pull it down and that is when we saw the birds inside.

Vice Chair Horton stated I have seen Osprey boxes. It's just a pole with a little platform up there with a little edge around it. They just bring stuff in it.

Mr. Soriano stated yep and the Osprey will get big. They do make large what looks like beaver dams in the trees.

Mr. Lanier stated I would like to see if we can maybe look into personally to see if there are areas that we could do that.

Mr. Soriano stated alright. We do have another one where a couple of residents have seen the issue but it's back on our walkway, you know the mulch walkway at the bridge. That might be an area that we can do something there. I wouldn't be as worried about it because the problem with doing something by the soccer fields, somebody could mess with it. We know what it is and we can put out information like this but kids don't know what it is.

Chairperson Nelsen stated it will bring attention.

Mr. Soriano stated you guys still become responsible for it. Like I said, fish and wildlife did tell us, you know, you better watch out for this bird or you could be fined. We only had to watch out for it about two weeks before that bird was big enough to fly, you know, to the next trees. We took a picture of it in the next tree just so we could prove to them.

Mr. Lanier stated it would help keep down some of the other vermin and stuff like that.

Vice Chair Horton stated we have a couple of hawks that visits our back yard on occasion. They sit on the fence and look for something. They go from fence to fence, you know, in the neighborhood.

Ms. Giles stated Jay, what is this proposal called, a nesting box?

Vice Chair Horton stated in case you don't have enough to do Jay.

Chairperson Nelsen stated I am just saying that Jim Perry always had a motto that says no good deed goes unpunished, right.

Mr. Lanier stated we can look into, how about that?

Chairperson Nelsen stated let's do that. I just see rocks being thrown to try to land in there and hurting a bird, or you know.

Ms. Ambrosio stated some of those Osprey ones are like so, so high that you couldn't throw even a rock up there.

Mr. Soriano stated it is actually what I was worried about at first was more of an Osprey. Then I realized it was a red tail when we were pulling it down. The Ospreys are actually even

more protective. You start to worry about things like that. My maintenance guy thought it was a bald eagle but he could only see the talons. That would be rare but would be cool. I definitely wouldn't have informed the residents though out of concern of somebody messing with that box. The last picture just to let you know, we have done all the work with the pools. We did the stain treatment. If you guys have been there and looked at it, that marcite is nice and white. If you want to pass these around, I did get all of our nice new health inspection reports with not a single mark on there. Everything is good to go with all three pools. They were done last week. The one pool because we were out last year, I did an extra inspection this year. But he generally works with me and gives a call and says hey, you know, we plan on being out that way this week, those kinds of things. I am usually prepared for him. We just finished cleaning last week so the place really looks great. We are not full time yet so you guys are in that alternating day off with painting. These pictures here are of the epoxy work that we do on the spray ground area. You know you start to build up rust on the legs and things like that, you can't get rid of it completely because the water runs through the inside of those pipes and they are rusted out. We can grind off and repaint every year to make it look new and it will last that way for a couple of months. By the end of the summer, it will be a little rough again.

Vice Chair Horton stated did you paint that tank?

Ms. Soriano stated we haven't started painting. We are going to paint this month. We just treated the stains on the marcite this last month. I'm going to let you guys know, we are going to attempt to do it and hopefully it will work out well but I was told that we can actually paint that plastic slide. The slide area in the picture is the one that everyone complains about because it looks dirty. We have pressure washed this thing, covered it in acid and even blow torched it, we can't change that. It is just how it has been eaten away over the years. It is a 20-year-old plastic slide so I can't really do too much to it. However, I mentioned to our fiberglass guys trying to figure out a way to deal with it and they told me that we can actually gel coat that too. That expensive paint that goes on that red barrel and blue legs there can actually go on that slide and it will flatten out. It is the same formula that is in your regular white slide which we cleaned up and redid this year. If you have been down there, you don't have the orange pathway of iron kind of left over the summer last year. That is all gone. By the end of the summer this year, it will be back and we will do the same thing. That same treatment can go on this yellow slide. We are going to do a yellow gel coat on that to make it look cleaner and newer to try to get rid of some

of these complaints. This system is in our capital to redo that. But that is going to be well over \$100,000 to rebuild your spray ground. That is a big, you know, step up. The longer I can make that last until we have to replace that big rusty thing, the better.

Vice Chair Horton stated have you cured the bird problem down there yet.

Mr. Soriano stated the birds have gone away a little bit just because of our increased usage of the pools but they are not gone. I have one new family of geese which we are not allowed to mess with. The geese are still protected. They walk in from the slide side because the nest was on the back of the pond. They are not as bad. They are a little mean so when people get near them, they will hiss and the geese will even come out to you and try to bite you but they don't make the mess with poop. I am still looking for a trapper or backwoods friend to take care of them for me because we still have a couple of left that leave presents for us every morning. Our lifeguards are in now and we have usage so that cuts it down. One because there are people there more often and two when our lifeguards are there, we clean up every day and they are less likely to come back. When they can tell like in the winter, hey there is my poop it has been for a couple of days, they feel comfortable in that area. They know that is their gathering point. We are cleaning it off pretty much every day now.

Vice Chair Horton stated there are two geese families in my neighborhood with five little babies, two of them different sizes destructing the neighborhood you know like they own it and I think they do.

Mr. Soriano stated you do have a couple more pictures in there. This is the part that I didn't get to you guys' last month. These are the renderings from the actual sign company. This doesn't include painting the brick because they will go to somebody like Tito's. This was the work for just the lettering and the sign. You see there the four-letter fountain. I did originally want to change the wording and almost sent that down the brick because we are going to get rid of those fountains on the front of the brick. The problem with that was we just couldn't figure out good spacing in the design of it, going kind of down or at an angle. It just didn't look good. It almost looked like a high school crest design or something. We ultimately went back to this. I think this looks the best, kind of plain. But I am still waiting to get you guys Tito'. It is basically just this with that kind of white, tan color on the bricks. Tito's amount will be different. It will be a separate invoice but right now for the fountain image with the athletic center printed on it, those are metal letters. The work she is proposing is at \$5,250. That is just the sign shop.

Vice Chair Horton stated how about the one out by the rec center?

Mr. Soriano stated yes this will be lettering just on three sides because she wasn't going to do lettering on the back as you can't see that. It is not only that there are trees there but it faces the pond. She did put on her proposal just the three sides and it is this lettering, the new logo and the top painted. She doesn't want to have anything to do with pulling down the fountain or painting the brick. She just wants to do the sign part. The three sides of that sign were her proposals for \$5,250. The waterfall is also her design. That is the one I showed you before and she did finally give you some pricing for that. Just for the lighting and she could only find white. She says she has seen color changing. She said the biggest problem with that is not getting the letters themselves in the color changing. She said once she sees one, she is sure she can find a supply for others that's permanent. There is a concern in many counties that the sign is too flashy or distracts drivers. She said as far as she knows, you are only allowed a white sign. She stuck with the white LED letters to do all the work there and installation, this is just for the lettering was quoted \$11,500. I am still looking to light up the front of the waterfall so we can see it is actually a waterfall at night. She is bringing her electrician in to give me an idea of how he can do that. That would be a separate cost. I would like to add the small fountains in the pond on each side of the waterfall shooting up. That would be an additional probably \$10,000 for the electrical work and fountain work. I know I am bringing this to you kind of piecemeal but it has been a lot of work to try to even get renderings and ideas from people where they thought they could do without basically building a new sign. Everybody looks at it and says oh you need to update and just build a new sign. We don't want to build one. We just want to try to make this look a little better.

Mr. Lanier asked how big are the current letters?

Mr. Soriano stated the current letters are about 26 inches. She is looking at 3 ft. tall and the distance there is 25 ft. That is the top of that. We had a little cap on the brick wall there and the bushes so it is sitting on top of that. She even thought about if we wanted to, putting the letters up on posts and putting above where you have that bush line there. I just thought it would look too tall like that. I prefer it sitting along the concrete ledge.

Vice Chair Horton stated yes, I do too.

Mr. Soriano stated I don't think we need to vote on anything yet. I think she wanted really just an idea if you guys like this, do we want to keep moving forward because I need an

electrician to give me an idea of some lighting, she can get on the waterfall going forward so at night you can see besides the Oakleaf letters, there is a waterfall there. We haven't gotten that far yet. There is more to come but if this is still, you know, what you guys are looking at and thinking of, I will keep moving forward with the signage company and these plans. Once we have all of the numbers for you, I will bring them forward. This is going to still be, as I mentioned before, a costly project.

Vice Chair Horton stated the letters you're talking about being lit up inside with the plastic in front. Can you get them in blue, for example?

Mr. Soriano stated they would always be blue. The LED light itself is white.

Vice Chair Horton stated just a thought.

Mr. Soriano stated just not a way to make them change, that was her concern.

Vice Chair Horton stated I just wonder if the blue might look better.

Mr. Soriano stated you know either white or blue. I like the blue. You have seen when I do the Christmas lights, that whole area is blue up there.

Vice Chair Horton stated I don't know what everybody else thinks.

Ms. Nelsen stated I like the white.

Vice Chair Horton stated okay.

Ms. Nelsen stated I like blue too, blue lights.

Mr. Lanier stated maybe get a rendering with the blue, just the shade of blue that you are looking at.

Vice Chair Horton stated I was thinking about that light you have down there at St. Augustine, I can't remember the name of it, now but it seemed like they have blue letters up against like a whitish wall and really just looks sophisticated to me.

Mr. Soriano stated let me know where it is and I can get a picture of it and send it to her and see.

Vice Chair Horton stated Beach Walk I think it is. A big community down there.

Mr. Soriano stated Beach Walk has the giant looks like Jurassic Park when you enter into it with a big brick wall. I can get pictures of that. We have a neighborhood right across the street there. I will check that one out and give her an idea. That is also St. Johns County so like I said, my only concern to on her side is if she says hey you want to get pushback from the county trying to install something like this, that also sways you a little bit.

Vice Chair Horton stated blue would be even less distracting than a white light would be too. It's right there, sort of in a curve.

Mr. Soriano stated if this is the direction to keep moving forward with these, you guys kind of like these designs, like I said there are still a couple more prices I can work with but the waterfall I definitely see by the time we are done somewhere in the \$25,000 to \$30,000 range. The letters alone are costing you almost \$12,000.

Vice Chair Horton stated weren't we talking about putting the name Double Branch up there somewhere.

Mr. Soriano stated for the four-way fountain but when we tried to move everything around it wasn't just Double Branch, Oakleaf Plantation would still be on there. It just looked very wordy and too much stuff on it so we went back to this.

Chairperson Nelsen asked what was the plan on the brick for the athletic center?

Mr. Soriano stated that one is just going to be painting the brick and is going to be the same color scheme that we use for the buildings. It is that kind of tan color that is behind the wording there at the athletic center. All of the green will get painted so Tito's would be who I go to first. I would get a couple of other quotes but I would go to him first. You would see all the green would get painted so the metal roof and everything would be repainted. We would get nice new, bright actually epoxy white which really stands out on those other buildings and then everything else would be really just touched up. We do have some areas there that are black. The fountains would come off and the brick would be covered with veneer in the holes so that we would have solid brick out there painted. The little basins there that the water falls into actually has pipe so you can run irrigation in that. I would paint those white and put plants in there. There will be a little bit of color to it and wouldn't just be this tan, you know, obelisk standing there. There would be a little decoration to it and I might work with Chalon on that.

Chairperson Nelsen stated I like that.

Mr. Lanier stated I recommend moving forward. I am trying to wrap my head around the fact that for three sides to spell out athletic center to paint 8-inch letters it is \$5,000.

Mr. Soriano stated those are metal letters. They fabricate those letters. Sign companies aren't cheap.

Mr. Lanier stated \$5,000 for just the athletic center.

Mr. Soriano stated it's the athletic center and the logos, metal logo too above that and you know that little area there she is painting that. Everything on the letters she is painting, its basically those top two portions.

Mr. Lanier stated everything on the letter it's a flat surface so why are we paying two different people to paint one thing?

Mr. Soriano stated she just didn't want to do the brick work. I mean I can get her to do it or she can work with Tito's and we can pay her like the middle man but she wasn't looking to paint brick. She is a sign person so they do letters technically.

Vice Chair Horton stated Tito's does good work.

Mr. Soriano stated yes!

Mr. Lanier stated why can't she just wait until Tito's is done if he is going to be repainting that whole top anyway.

Mr. Soriano stated I mean if it makes a couple of hundred dollars difference, I can ask her but I am sure that \$5,000 is for manufacturing the metal letters and putting that on the building itself. I can tell you when you go up to Publix, when they do the signs on the side of the building, those are just big you know just plastic or Lexan signs with lights behind them. That is about your typical price \$5K, \$6K, \$7K, every time those companies move and somebody goes in there and gets a new sign. Sign companies are not cheap.

Vice Chair Horton stated nothing is cheap anymore.

Mr. Lanier stated I understand nothing is cheap but do we have to go with metal? Could we just go with wooden and paint the wood?

Mr. Soriano stated so the wood, yeah, it's not going to be good in the long run.

Mr. Lanier stated I think with everything that is going on, you know \$5,000 for some dadgum letters in my opinion that is just too much. That is all I have got to say about that.

Mr. Soriano stated I have a design and if you want me to reach out to somebody else using the same design but she is the same person doing the waterfall too, that one I actually like the price better. Five thousand might sound like a lot but I doubt we are going to much cheaper in about four or four and a half even, just because I know what it costs to make metal lettering.

Mr. Lanier stated alright.

Vice Chair Horton asked what kind of finishing?

Mr. Lanier stated it says acrylic.

Mr. Soriano stated this would just be powder coated.

Mr. Lanier stated it says painted black Vision logo with vinyl letters. This says acrylic letters with max metal logo vinyl letters. I see vinyl letters and I see acrylic letters.

Ms. Nelsen stated that one your saying?

Mr. Soriano stated these were supposed to be metal. I didn't realize she had written on there acrylic. The old ones are acrylic.

Mr. Lanier stated the athletic center one, this one right here.

Mr. Soriano stated she can't do metal painted black letters. The logo is vinyl. Let me check why she put acrylic on that. She told me that was going to be metal, which I prefer. Acrylic is long lasting too but the problem with acrylic is if we ever go to try to take it off, you can break it easier. If there is any reason to remove or change anything or put them back up, then the acrylic can crack especially after sitting out there in the heat. Metal to me would be more durable and that is originally what we talked about so I didn't realize why she put that on there. The vinyl is for the logo at the top. That is a flat logo. You guys have one up there right now, you just don't see it that well.

Ms. Giles asked Jay, anything else.

Mr. Soriano stated not unless there are any questions on some of those other maintenance items on the bottom of the list there. That was pretty much it for my report.

Vice Chair Horton asked what are these cables for at the fitness center?

Mr. Soriano stated these are on the selectorized machines. When you push on something, you have a pulley and a cable that goes around that connects to the weight. Those as they get old, the ends of the cables will actually start to pull off or pull away from the cable. Those are something in the gym that you constantly have checked and replaced. We are getting to the point where they come every other month. I have had this company set up to visit your side one month and the other side the next month just in case I have repair that needs to be made, they are here on property in Oakleaf every month. This makes it a little quicker and a little easier. You only get charged for every other money and Middle Village gets charged for every other month.

Vice Chair Horton asked what is a stunner feeder?

Mr. Soriano stated that is a little device that basically spins and flattens a hose out. That flattening motion pulls the chemicals up out of the tank and pumps it around into another part. It is called peristaltic, you know, chemical feeding.

Vice Chair Horton stated you use the same in the medical field.

Mr. Soriano stated yeah, kind of like an IV or something. It is just a little bigger. Stenner is actually a Jacksonville company so you will find them on every commercial pool in this part of Florida.

Vice Chair Horton stated you got a new golf cart and picked that up.

Mr. Soriano stated we did pick up our Yamaha Umax's. Not typically what I would like, I am an E-Z-Go fan myself. These are nice carts. They are slightly used. They are reported to have only 500 hours which a brand-new cart which we purchased for this side last month already had over 1,000 hours so we use it every day. These carts are a little older and only had 500 miles. They gave us a good price and they are designed with a little bigger engine. They are a golf cart but they have what is almost like a little side by side UTV engine in them. They all come with hitches on the back and allowed me to pull that little pressure washer too.

Vice Chair Horton stated just talking about pools. Four years ago, we talked about converting to salt. Is it still feasible to do that?

Mr. Soriano stated your pool contractor that is doing the work there now, the one that is helping with all the feeders and chemical controllers, he is going to go through and do fiberglass work because you do have major leaks in your reservoir tanks where the filters are located. I am going to let him to do that first and then get him to give me an idea. If we are not leaking that much then it's still a good idea. You guys have bought and paid for enough of your own equipment now other than the salt itself going in place, that is all you have left. Everything else is ours. The chemical controllers are computerized those are ours. The center feeders are all ours. All we would have left is actually the salt cell which is a little electrically charged metal plate that water passes over to create that and then we throw salt in the pool. Right now, with you constantly leaking from, you know, broken fiberglass, a broken pipe some place, you guys are going to throw so much salt in the pool and constant fresh water, it is not going to make a difference. We are still going to have to rely on liquid chlorine that the Health Department says we have to have as a backup because they want to test to see if we have at least a level one of that to be open. Right now, most of the time it has not been a good idea to put it in but once I get done sealing off some more of these leaks, if that is something we can move forward, I still want to move forward with it because cost of chlorine is not getting any cheaper either.

Vice Chair Horton stated how about the pools over here? Have they converted them?

Mr. Soriano stated yes so, they are doing it too. They have one, it's our big one that runs on salt. Like I said it has got to have the chlorine back up. I don't know if the salt does all of the work. I can't say it does, but I haven't thrown any salt in this pool in probably two years.

Vice Chair Horton stated we pay well over \$3,000 for chlorine almost monthly.

Mr. Soriano stated yes, a month. You are somewhere around \$3,000 to \$4,000.

Vice Chair Horton stated that is a lot of money for chlorine.

Mr. Soriano stated I would still like to move forward not just for the savings but even if you were breaking even, the water is just so much nicer. It is easier on the equipment, easier on people, skin, and clothing. It is just all around nicer and to say that we stay on top of what is kind of healthy and technology wise something that is better for everything. I prefer to finish moving to it but I also don't want to put salt cells in place and be wasted either.

Ms. Giles stated thanks Jay.

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. Just for the record, there are still no members of the public present so we will move on to Supervisors requests.

Ms. Ambrosio stated this might have been before my time but I was just wondering about that brick. This is just like hard water marks that doesn't come off.

Mr. Soriano stated almost exactly, yes. It is calcium that leaches out from brick. By now we have got some much inside the bricks even if we pressure washed it off, after about a month or so you will see it coming back out. About all we can do is either stain or paint it. We can do an opaque stain. You could put a red on there. It won't look like a natural brick. You are still going to see these lighter areas. The red will stick to the calcium. It is not going to look like a brick no matter what you do unless you cover it or we rebuild bricks. We do have not for that fountain specifically but in our capital, we do have amounts for each one of our signs and it is a small amount over the years to do what is called tuckpointing. With brick work, the tuck and point are they do things like clean the brick. They cut the mortar out just a little bit and put all new mortar in so everything looks good the grout and the brick and it lasts a little while. You can do things like that but you can't get rid of that calcium at this point. When it was first turned on, the design of it was we actually had a little chlorinator in there where you put tabs kind of like in

the pool to help keep the water clean but that chlorine actually made it work because that calcium from the chlorine sticks to the walls so keeps it where you don't have algae everywhere. You see that now where it splashes underneath, you get algae but the water coming through the fountain itself wouldn't be green and mucky.

Ms. Giles stated anything else Amy?

Ms. Ambrosio stated not from me.

Mr. Thomas stated have you had a chance to look at those cabana legs over by the Oaks? We went for a walk the other day. I know you said there is a pole on the inside of it but some of those legs don't even touch the ground.

Mr. Soriano stated there is still a bit of metal on each one of them. Some of them are six and some are eight. You have this huge 4 x 4 you know metal, they are steel. You have one leg rusting but it's not like that thing is going to move.

Mr. Thomas stated I know that. But I keep on explaining that to my neighbors but they keep on explaining to me just like okay, well anyway, do we have any plans?

Mr. Soriano stated I was working with local welders and most of them are residents of ours that contacted us sometime after we talked about that. They are people that know you or me or her but local Oakleaf residents that are welders. Every time I went to meet them or have my maintenance guys meet them, no one ever really showed up or gave us a written proposal or anything like that. I can continue to work with welders because that is basically what I would like to do is attach new steel to the outside.

Mr. Thomas asked if we have heard from S3 Security? We had talked I think at the last meeting about a little more of a presence now that school is about to be out. We don't want any closed school shenanigans up at our soccer fields like we have had in previous years.

Mr. Soriano stated they are doing pretty good at making their rounds. We do have the golf cart fixed, the electric cart works great and they are able to use it. They have used it a couple of times but not using it on a regular basis yet. I told them I wasn't looking for them to use it every night yet until I get the door fixed either. I don't want them to be messing with the metal pull down door. The maintenance guys know how to fix it so they are using it. I don't want the security guards using that door. But they are doing a good job of not having anybody not showing up or doing their rounds. The month before we did a walk through to kind of go over how they check in with staff, where they should be going every hour, things like that so they get

full rotation. Short of you guys wanting to put more people on, I don't know that we can get much more presence than that.

Mr. Thomas stated when the summer hits is when the shenanigans begin.

Mr. Soriano stated we actually did really well this year for Spring Break. I didn't put on an extra CCSO officer. This is one of the first years we decided not to do that and we didn't have any problems. The security company did pretty well and staff did pretty well. This wasn't a wash for Spring Break. We didn't have a full great week but we had a couple of days where it was nice and it was busy and we didn't see any issues. Now summer is always worse because they get bored. When you are out of school that long, we start to have problems but we will continue to do what we can, like I said, without looking to employee somebody for more hours. I don't know that we can do much more.

Mr. Thomas stated that is all I have.

Ms. Giles stated Tom did you have anything else for Jay?

Vice Chair Horton stated just out of curiosity, what does it cost to get somebody to teach a CPR class.

Mr. Soriano stated it is not the cost on a person. We have a couple of people that can do the classes for free. It's the cost of certification. For Red Cross, the amount of money they want to send you paperwork that says your certified is anywhere from \$25 to \$55. It depends on what type you want.

Vice Chair Horton stated per person that takes the class.

Mr. Soriano stated yes. Our lifeguards are more in the \$55 range because they have the more first responder CPR where a late person CPR they actually teach you a little bit and expects you to know a little bit but yours is probably more like a \$25 or \$35 cert but that is not what a person makes. You might pay them but they have to turn around and pay Red Cross to give you the certification.

Vice Chair Horton stated I was just watching TV the other day, forget what the story was, but they were providing free classes for people to come and get a CPR certification. I just wondered if it is something that we could do.

Mr. Soriano stated we have bigger organizations that will do things like that because they are getting sponsorship or making money in some other form. Like YMCA will do that every once in a while. We don't have a way to do that because, you know, I pay an instructor who is

your aquatics director. I have to be able to pay her the extra time. She has got to get her 40 hours in the pool. When she does a class, she has got to make money from them. At first, we did a community CPR class and that was the same thing. Lois, she felt comfortable doing it for her and once she had done all of the paperwork and sent it out, it was about \$55 a person.

Ms. Giles stated thanks, Tom. Andre?

Mr. Lanier stated glad you are feeling better. Welcome back! Are we looking at towing in the Village Green yet?

Mr. Soriano stated I did call our tow company to try to have them come through. This was two weeks ago. It is the same vehicles at the front in the corner. They told me the driver never showed up so I don't know what is going on with them but I have the same rules in place. I did reach out last month to Adkins so the only thing is the representative from Adkins wanted to meet on property so they could get maps of well, are we allowed to tow in this area and how do we tow this area? It does look like that is probably who we are going to go to. I have already gotten back to them, if ASAP has a driver that actually shows up. Luckily, I haven't had as many problems with the weekend sports issues because our pools are open all weekend. Not this past weekend but the weekend before, I thought it was going to be worse over on your side because this pool was closed down. The only place for anybody to go and it was good weather was over at your pool. But luckily, we didn't have any issues. Whether it's the yellow curbing that helped out or not, I don't know. But at Village Center we do still have the one or two people that have decided to keep their cars there. As soon as I can get somebody like ASAP to yank them, they are going to go and they really have no excuse.

SEVENTH ORDER OF BUSINESS

**Next Scheduled Meeting – June 9, 2025 @
4:00 p.m. at the Plantation Oaks Amenity
Center**

Ms. Giles stated the next meeting is scheduled for June 9, 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 Mr. Thomas seconded by Vice Chair Horton with all in favor the meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

B.



Double Branch
Community Development District

Unaudited Financial Reporting
April 30, 2025



Double Branch
Community Development District
Combined Balance Sheet
April 30, 2025

	General Fund	Recreation Fund	Debt Service Fund	Capital Reserve Fund	Totals Governmental Funds
Assets:					
<u>Cash:</u>					
Operating Account	\$ 5,335	\$ 278,596	\$ -	\$ 58,942	\$ 342,873
Due from Other	25	137	-	-	162
Due from Middle Village	-	6,738	-	-	6,738
<u>Investments:</u>					
State Board of Administration (SBA)	14,349	102,695	-	1,336,382	1,453,425
Custody Account-General Fund Excess	165,353	1,647,300	-	82	1,812,735
<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	3,794	44,200	40,439	-	88,433
Prepaid Expenses	3,409	-	-	-	3,409
Deposits	-	4,583	-	-	4,583
Total Assets	\$ 192,264	\$ 2,084,249	\$ 3,512,010	\$ 1,395,406	\$ 7,183,930
Liabilities:					
Accounts Payable	\$ 4,029	\$ 29,886	\$ -	\$ 10,427	\$ 44,342
Accrued Expenditures	-	8,683	-	-	8,683
Total Liabilities	\$ 4,029	\$ 38,570	\$ -	\$ 10,427	\$ 53,025
Fund Balance:					
Nonspendable:					
Prepaid Items	\$ 3,409	\$ -	\$ -	\$ -	\$ 3,409
Deposits	-	4,583	-	-	4,583
Restricted for:					
Debt Service - Series	-	-	3,512,010	-	3,512,010
Assigned for:					
Capital Reserve Fund	-	-	-	1,384,979	1,384,979
Unassigned	184,827	2,041,096	-	-	2,225,923
Total Fund Balances	\$ 188,235	\$ 2,045,680	\$ 3,512,010	\$ 1,384,979	\$ 7,130,904
Total Liabilities & Fund Balance	\$ 192,264	\$ 2,084,249	\$ 3,512,010	\$ 1,395,406	\$ 7,183,930

Double Branch

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending April 30, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 04/30/25	Thru 04/30/25	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 184,075	\$ 184,075	\$ 183,021	\$ (1,054)
Interest Income	2,500	2,500	2,749	249
Total Revenues	\$ 186,575	\$ 186,575	\$ 185,770	\$ (805)
Expenditures:				
General & Administrative:				
Supervisor Fees	\$ 12,000	\$ 7,000	\$ 6,600	\$ 400
FICA Expense	918	536	505	31
Engineering	5,000	2,917	3,173	(256)
Arbitrage	700	700	700	-
Dissemination	1,798	1,049	1,049	(0)
Assessment Roll	9,227	9,227	9,227	0
Attorney	42,000	24,500	12,544	11,956
Annual Audit	5,400	5,500	5,500	-
Trustee Fees	9,500	8,815	8,815	-
Management Fees	72,865	42,505	42,505	0
Information Technology	2,407	1,404	1,404	(0)
Telephone	600	350	112	238
Postage	2,000	1,167	271	896
Printing	2,500	1,458	323	1,136
Insurance	10,556	10,556	10,268	288
Legal Advertising	2,800	1,633	514	1,120
Office Supplies	200	117	13	104
Website Compliance	2,809	1,639	1,639	0
Dues, Licenses & Subscriptions	175	175	175	-
Other Current Charges	120	70	20	50
Capital Reserve Funding	3,000	-	-	-
Total General & Administrative Expenditures	\$ 186,575	\$ 121,317	\$ 105,355	\$ 15,962
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$ 65,258	\$ 80,416	\$ (16,767)
Net Change in Fund Balance	\$ -	\$ 65,258	\$ 80,416	\$ (16,767)
Fund Balance - Beginning	\$ -		\$ 107,820	
Fund Balance - Ending	\$ -		\$ 188,235	

Double Branch
Community Development District
Recreation Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending April 30, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 04/30/25	Thru 04/30/25	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 2,144,534	\$ 2,144,534	\$ 2,132,254	\$ (12,279)
Interest Income	25,000	25,000	27,506	2,506
Amenities Revenue/Miscellaneous	25,000	14,583	22,478	7,895
Sports Revenue	30,000	17,500	-	(17,500)
Total Revenues	\$ 2,224,534	\$ 2,201,617	\$ 2,182,239	\$ (19,378)
Expenditures:				
Administrative:				
Management Fees - On Site Staff	\$ 233,919	\$ 136,453	\$ 136,453	\$ (0)
Insurance	141,137	141,137	120,080	21,057
Other Current Charges	3,500	2,042	835	1,207
Permit Fees	1,625	948	1,280	(333)
Subtotal Administrative	\$ 380,181	\$ 280,579	\$ 258,648	\$ 21,931
Maintenance:				
Security	\$ 111,280	\$ 64,913	\$ 62,627	\$ 2,286
Security - Clay County Off-Duty Sheriff	47,304	27,594	30,179	(2,585)
Water - Irrigation	15,000	8,750	8,576	174
Irrigation Maintenance	5,000	2,917	-	2,917
Streetlighting	32,000	18,667	16,132	2,535
Electric	36,000	21,000	22,353	(1,353)
Landscape Maintenance	507,134	295,828	275,885	19,943
Common Area Maintenance	75,000	43,750	39,147	4,603
Lake Maintenance	31,000	18,083	15,190	2,893
Capital Reserve Funding	428,079	-	-	-
Subtotal Maintenance	\$ 1,287,796	\$ 501,502	\$ 470,088	\$ 31,414

Double Branch
Community Development District
Recreation Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending April 30, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 04/30/25	Thru 04/30/25	Variance
<i>Recreation Facility:</i>				
Amenity Staff	\$ 150,500	\$ 87,792	\$ 55,390	\$ 32,402
Refuse Services	19,000	11,083	13,580	(2,496)
Telephone	8,500	4,958	3,921	1,037
Electric	29,000	16,917	17,665	(749)
Cable	9,707	5,663	6,071	(409)
Pool Maintenance	39,000	22,750	23,598	(848)
Water / Sewer/Reclaim	48,000	28,000	19,953	8,047
Facility Maintenance-General	75,000	43,750	36,643	7,107
Facility Maintenance-Preventative	10,000	5,833	1,955	3,878
Facility Maintenance - Contingency	40,000	23,333	5,782	17,551
Lighting Repairs	9,500	5,542	4,287	1,254
Special Events	10,250	5,979	5,852	127
Office Supplies & Equipment	1,400	817	453	364
Janitorial	70,200	40,950	36,050	4,900
Recreation Passes	4,000	2,333	2,365	(32)
Pool Leak Repairs	2,500	1,458	-	1,458
Multiuse Field	30,000	17,500	-	17,500
Subtotal Recreation Facility	\$ 556,557	\$ 324,658	\$ 233,565	\$ 91,093
Total Expenditures	\$ 2,224,534	\$ 1,106,739	\$ 962,301	\$ 144,439
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$ 1,094,878	\$ 1,219,939	\$ (163,817)
Net Change in Fund Balance	\$ -	\$ 1,094,878	\$ 1,219,939	\$ (163,817)
Fund Balance - Beginning	\$ -		\$ 825,741	
Fund Balance - Ending	\$ -		\$ 2,045,680	

Double Branch
Community Development District
Recreation Fund
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Recreation Facility:													
Amenity Staff	\$ 15,547	\$ 5,383	\$ 5,629	\$ 5,090	\$ 5,389	\$ 5,688	\$ 12,665	\$ -	\$ -	\$ -	\$ -	\$ -	55,390
Refuse Services	1,738	1,738	1,850	1,738	2,172	2,172	2,172	-	-	-	-	-	13,580
Telephone	377	1,592	378	642	466	378	88	-	-	-	-	-	3,921
Electric	2,667	2,726	2,304	2,562	2,415	2,393	2,599	-	-	-	-	-	17,665
Cable	814	816	831	904	902	902	902	-	-	-	-	-	6,071
Pool Maintenance	3,280	3,280	3,280	3,439	3,439	3,439	3,439	-	-	-	-	-	23,598
Water / Sewer/Reclaim	3,740	2,790	2,400	2,214	2,068	2,667	4,073	-	-	-	-	-	19,953
Facility Maintenance-General	6,250	5,000	4,681	5,250	5,500	4,500	5,462	-	-	-	-	-	36,643
Facility Maintenance-Preventative	335	-	-	155	335	640	490	-	-	-	-	-	1,955
Facility Maintenance - Contingency	1,000	-	800	-	1,000	1,837	1,145	-	-	-	-	-	5,782
Lighting Repairs	790	-	550	-	790	1,367	790	-	-	-	-	-	4,287
Special Events	720	1,186	475	2,679	492	300	-	-	-	-	-	-	5,852
Office Supplies & Equipment	-	13	-	235	13	-	191	-	-	-	-	-	453
Janitorial	5,150	5,150	5,150	5,150	5,150	5,150	5,150	-	-	-	-	-	36,050
Recreation Passes	-	368	-	25	-	768	1,204	-	-	-	-	-	2,365
Pool Leak Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-
Multiuse Field	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Recreation Facility	\$ 42,409	\$ 30,043	\$ 28,329	\$ 30,083	\$ 30,130	\$ 32,201	\$ 40,371	\$ -	\$ -	\$ -	\$ -	\$ -	233,565
Total Expenditures	\$ 252,628	\$ 111,830	\$ 115,422	\$ 115,163	\$ 114,849	\$ 122,237	\$ 130,173	\$ -	\$ -	\$ -	\$ -	\$ -	962,301
Excess (Deficiency) of Revenues over Expenditures	\$ (247,798)	\$ 72,185	\$ 1,747,154	\$ (87,744)	\$ (75,690)	\$ (79,216)	\$ (108,952)	\$ -	\$ -	\$ -	\$ -	\$ -	1,219,939
Net Change in Fund Balance	\$ (247,798)	\$ 72,185	\$ 1,747,154	\$ (87,744)	\$ (75,690)	\$ (79,216)	\$ (108,952)	\$ -	\$ -	\$ -	\$ -	\$ -	1,219,939

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 April 30, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 04/30/25	Thru 04/30/25	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 1,976,742	\$ 1,976,742	\$ 1,950,800	\$ (25,942)
Interest Income	10,000	10,000	55,921	45,921
Total Revenues	\$ 1,986,742	\$ 1,986,742	\$ 2,006,721	\$ 19,979
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	\$ 1,670,533	\$ 19,979
Net Change in Fund Balance	\$ 34,367	\$ 1,650,554	\$ 1,670,533	\$ 19,979
Fund Balance - Beginning	\$ 850,479		\$ 1,841,477	
Fund Balance - Ending	\$ 884,846		\$ 3,512,010	

Double Branch

Community Development District

Capital Reserve Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending April 30, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 04/30/25	Thru 04/30/25	Variance
Revenues				
Transfer In from General Fund	\$ 3,000	\$ -	\$ -	\$ -
Transfer In from Recreation Fund	428,079	-	-	-
Interest	3,000	3,000	35,822	32,822
Total Revenues	\$ 434,079	\$ 3,000	\$ 35,822	\$ 32,822
Expenditures:				
Repairs & Replacements	\$ 500,000	\$ 291,667	\$ 119,629	\$ 172,038
Total Expenditures	\$ 500,000	\$ 291,667	\$ 119,629	\$ 172,038
Excess (Deficiency) of Revenues over Expenditures	\$ (65,921)		\$ (83,807)	
Net Change in Fund Balance	\$ (65,921)		\$ (83,807)	
Fund Balance - Beginning	\$ 1,470,985		\$ 1,468,786	
Fund Balance - Ending	\$ 1,405,064		\$ 1,384,979	

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
10	05/06/25	10,093.46	946.95	11,032.32	22,072.73
		-	-	-	
		-	-	-	
		-	-	-	
		-	-	-	
		-	-	-	
TOTAL TAX ROLL RECEIPTS		1,950,799.93	183,020.98	2,132,254.24	4,266,075.15

PERCENT COLLECTED	DEBT	O&M	TOTAL
TOTAL PERCENT COLLECTED	99.44%	99.44%	99.44%

D.

Double Branch

Community Development District

Check Run Summary

May 31, 2025

Fund	Date	Check No.	Amount
General Fund			
Accounts Payable	5/13/25	1858-1861	\$ 8,132.27
	5/16/25	1862	350.18
	5/29/25	1863-1864	2,128.42
Sub-Total			\$ 10,610.87
Recreation Fund			
Accounts Payable	5/13/25	7725-7736	\$ 82,710.14
	5/16/25	7737-7741	9,789.08
	5/29/25	7742-7752	15,110.75
Sub-Total			\$ 107,609.97
Capital Reserve Fund			
Accounts Payable	5/13/25	363-365	\$ 5,409.88
	5/16/25	366-367	996.92
	5/29/25	368-373	20,772.82
Sub-Total			\$ 27,179.62
Total			\$ 145,400.46

Governmental Management Services, LLC

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

Invoice**Invoice #:** 2502**Invoice Date:** 5/1/25**Due Date:** 5/1/25**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 - May 2025		6,072.08	6,072.08
Website Administration - May 2025		234.08	234.08
Information Technology - May 2025		200.58	200.58
Dissemination Agent Services - May 2025		149.83	149.83
Office Supplies		0.54	0.54
Postage		155.37	155.37
Copies		38.85	38.85
Telephone		4.69	4.69
Total			\$6,856.02
Payments/Credits			\$0.00
Balance Due			\$6,856.02

RECEIVED
MAY 07 2025
BY: _____

Grau and Associates

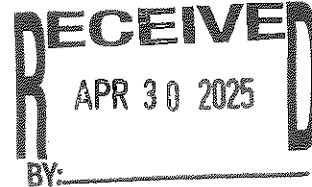
1001 W. Yamato Road, Suite 301
Boca Raton, FL 33431
www.graucpa.com

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. 27358
Date 04/30/2025



SERVICE

AMOUNT

Project: Arbitrage - Series 2013 FYE 2/28/2024
Arbitrage Services

\$ 700.00

Subtotal: 700.00

Total 700.00

Current Amount Due \$ 700.00

0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Balance
700.00	0.00	0.00	0.00	0.00	700.00

Payment due upon receipt.

Grau and Associates

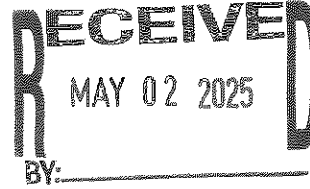
1001 W. Yamato Road, Suite 301
Boca Raton, FL 33431
www.graucpa.com

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. 27430
Date 05/01/2025



SERVICE

AMOUNT

Audit FYE 09/30/2024

\$ 500.00

Current Amount Due

\$ 500.00

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

Payment due upon receipt.

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

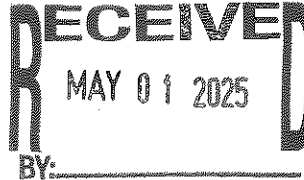
P.O. Box 1769
Jacksonville, FL 32201
(904) 356-2466

INVOICE

May 1, 2025

Date

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



Serial #	25-00146C	PO/File #		\$76.25
				Payment Due
Notice of Meeting of the Board of Supervisors				
				\$76.25
Double Branch Community Development District				Publication Fee
Case Number				Amount Paid
Publication Dates	5/1			
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 # 25-00146C on your
check or remittance advice.

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

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

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

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

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

Notice is hereby given that the Board of Supervisors of the Double Branch Community Development District is scheduled to be meet on **Monday, May 12, 2025, at 4:00 p.m.** at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

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

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

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

Marilee Giles
District Manager

May 1 oo (25-00146C)

Project Manager Alex Acree

Matthews | **DCCM**

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

Engineering - Architecture - Planning - Surveying

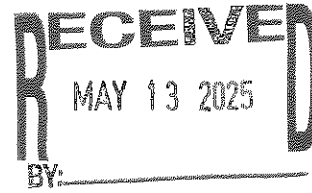
May 13, 2025

Invoice # 193221

Project 0000021873.0000 Double Branch CDD

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

- Coordination with District Staff
- Meeting Agenda Review



Please call Alex Acree if you have any questions or concerns regarding your project.

For billing inquiries, please contact our Accounting Department.

Professional Services through April 30, 2025

Phase 0001 Engineering Services

	Hours	Rate	Amount	
Sr. Construction Inspector	1.50	210.00	315.00	
Project Administrator	.25	120.00	30.00	
Total Labor				345.00
Finance Charge				
1.50% of 345.00		(balance over 30 days)		5.18
Total Due:				350.18

Outstanding Invoices

Number	Date	Balance
193079	4/10/2025	345.00
Total		345.00

Billed to Date

	Current Due	Prior Billed	Billed to Date
Labor	345.00	11,760.00	12,105.00
Unit	0.00	12.12	12.12
Interest	5.18	0.00	5.18
Totals	350.18	11,772.12	12,122.30

7 Waldo Street, St. Augustine, FL 32084 | 904.826.1334 | www.matthews.dccm.com

LICENSE #26535, LB5590, LA6666677

Invoices are due upon receipt.

Prompt payments are critical to keeping your project on schedule. Payments not received within 30 days of the invoice date are considered past due and all work and submittals will be placed on hold until payment is received along with finance charges of 18% annual accrued. We appreciate your business and cooperation with timely payments.

KUTAK ROCK LLP**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Check Remit To:

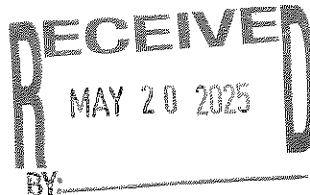
Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Federal ID 47-0597598

May 20, 2025



Reference: Invoice No. 3567799

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. 3567799
5323-1

Re: General

For Professional Legal Services Rendered

04/04/25	K. Haber	0.20	54.00	Prepare proposed budget approval resolution
04/06/25	J. Johnson	0.30	115.50	Monitor legislative process relating to matters impacting special districts
04/09/25	M. Eckert	0.40	156.00	Review draft audit
04/11/25	K. Haber	0.40	108.00	Prepare April board meeting agenda memorandum
04/14/25	M. Eckert	2.50	975.00	Prepare for, travel to and attend board meeting; return travel; meeting follow up
04/22/25	M. Eckert	0.20	78.00	Research workers' compensation insurance issue
04/28/25	K. Haber	0.30	81.00	Prepare budget approval resolution; correspond with Hogge regarding same
04/29/25	M. Eckert	0.20	78.00	Research Craig suspension; confer with Giles
04/30/25	M. Eckert	0.30	117.00	Prepare for and attend agenda call
TOTAL HOURS		4.80		

KUTAK ROCK LLP

Double Branch CDD

May 20, 2025

Client Matter No. 5323-1

Invoice No. 3567799

Page 2

TOTAL FOR SERVICES RENDERED	\$1,762.50
-----------------------------	------------

DISBURSEMENTS

Travel Expenses	20.92
-----------------	-------

TOTAL DISBURSEMENTS	<u>20.92</u>
---------------------	--------------

TOTAL CURRENT AMOUNT DUE	<u>\$1,783.42</u>
--------------------------	-------------------

Project Manager Alex Acree

Matthews | **BCCM**

Engineering - Architecture - Planning - Surveying

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

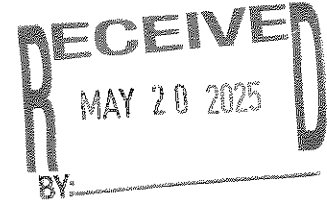
April 10, 2025

Invoice # 193079

Project 0000021873.0000 Double Branch CDD

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

- Coordination with District Staff
- Meeting Agenda Review



Please call Alex Acree if you have any questions or concerns regarding your project.

For billing inquiries, please contact our Accounting Department.

Professional Services through March 31, 2025

Phase 0001 Engineering Services

	Hours	Rate	Amount
Sr. Construction Inspector	1.50	210.00	315.00
Project Administrator	.25	120.00	30.00
Total Labor			345.00
Total Due:			345.00

Billed to Date

	Current Due	Prior Billed	Billed to Date
Labor	345.00	11,415.00	11,760.00
Unit	0.00	12.12	12.12
Totals	345.00	11,427.12	11,772.12

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
5/13/25	01087	4/29/25 04292025	202504 300-36900-10300	DEPOSIT REFUND	*	100.00	
				AMANDA NORTH			100.00 007725
5/13/25	00092	4/30/25 2503	202503 320-57200-41000	MAR PHONES	*	88.15	
		4/30/25 2503	202503 320-57200-51000	MAR OFFICE SUPPLIES	*	191.29	
				GOVERNMENTAL MANAGEMENT SERVICES			279.44 007726
5/13/25	00092	5/01/25 2501	202505 310-51300-34000	MAY FACILITY MANAGEMENT	*	19,493.25	
				GOVERNMENTAL MANAGEMENT SERVICES			19,493.25 007727
5/13/25	00092	5/07/25 2505	202505 300-36900-10300	MAY FACILITY EVENT STAFF	*	375.00	
				GOVERNMENTAL MANAGEMENT SERVICES			375.00 007728
5/13/25	00024	5/01/25 270263B	202505 320-57200-46800	MAY LAKE MAINTENANCE	*	2,170.00	
				THE LAKE DOCTORS, INC.			2,170.00 007729
5/13/25	01088	4/29/25 04292025	202504 300-36900-10300	DEPOSIT REFUND	*	100.00	
				MARIA DURAN			100.00 007730
5/13/25	00186	5/01/25 13129562	202505 320-57200-46300	MAY POOL CHEMICALS	*	3,439.08	
				POOLSURE			3,439.08 007731
5/13/25	00297	3/06/25 371	202503 320-57200-46400	MAR PRESSURE WASHING SRVC	*	2,897.00	
				RIVERSIDE MANAGEMENT SERVICES, INC			2,897.00 007732
5/13/25	00297	5/01/25 374	202505 320-57200-61000	MAY JANITORIAL SERVICES	*	5,150.00	
				RIVERSIDE MANAGEMENT SERVICES, INC			5,150.00 007733
5/13/25	00839	5/01/25 11023	202505 320-57200-34500	MAY SECURITY SERVICES	*	9,194.25	
				SECURITY DEVELOPMENT GROUP LLC			9,194.25 007734
5/13/25	01073	11/19/24 11192024	202505 300-36900-10300	DEPOSIT REFUND	*	100.00	
				STACY WILLIAMSON			100.00 007735

DBBR DOUBLE BRANCH OKUZMUK

CHECK DATE	VEND#INVOICE..... DATE	EXPENSED TO... INVOICE	YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT	#
5/13/25	00672	5/01/25	21873 MAY LANDSCAPE MAINTENANCE	202505	320-57200-46200				VERDEGO LLC	*	39,412.12	39,412.12	007736
5/16/25	00285	5/12/25	822 APR ADMIN FEE	202504	320-57200-34510					*	361.25		
		5/12/25	822 APR ADMIN SCHED	202504	320-57200-34510				CLAY COUNTY SHERIFF'S OFFICE	*	130.00	491.25	007737
5/16/25	01070	4/28/25	34883 APR PREVENTATIVE MAINT	202504	320-57200-46610				ALLWAYS IMPROVING LLC	*	335.00	335.00	007738
5/16/25	00880	5/14/25	05142025 DEPOSIT REFUND	202505	300-36900-10300				RUTH RICHARDS	*	100.00	100.00	007739
5/16/25	00839	4/01/25	10938 APR SECURITY SERVICES	202504	320-57200-34500				SECURITY DEVELOPMENT GROUP LLC	*	8,762.83	8,762.83	007740
5/16/25	00463	5/14/25	05142025 DEPOSIT REFUND	202505	300-36900-10300				TERRANCE SIMMONS	*	100.00	100.00	007741
5/29/25	01089	5/19/25	05192025 DEPOSIT REFUND	202505	300-36900-10300				ERICA WOODEN	*	100.00	100.00	007742
5/29/25	00092	2/25/25	2487 FEB FACILITY EVENT STAFF	202502	300-36900-10300				GOVERNMENTAL MANAGEMENT SERVICES	*	125.00	125.00	007743
5/29/25	00092	5/16/25	2507 APR FACILITY MAINTENANCE	202504	320-57200-46600					*	5,462.00		
		5/16/25	2507 APR FAC MAINT CONTINGENCY	202504	320-57200-46620					*	1,145.00		
		5/16/25	2507 APR LIGHTING REPAIRS	202504	320-57200-46630					*	790.00		
		5/16/25	2507 APR COMMON AREA MAINT	202504	320-57200-46400				GOVERNMENTAL MANAGEMENT SERVICES	*	5,450.00	12,847.00	007744
5/29/25	00092	5/17/25	2508 MAY FACILITY EVENT STAFF	202505	300-36900-10300				GOVERNMENTAL MANAGEMENT SERVICES	*	743.75	743.75	007745
DBBR DOUBLE BRANCH OKUZMUK													

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
5/29/25	01094	5/27/25 05272025	202505 300-36900-10300	JAMIEL RUDD	*	100.00	100.00 007746
5/29/25	01095	5/27/25 05272025	202505 300-36900-10300	LAKIESHA LAW	*	100.00	100.00 007747
5/29/25	01090	5/19/25 05192025	202505 300-36900-10300	LILA MARTIN	*	300.00	300.00 007748
5/29/25	01092	5/19/25 05192025	202505 300-36900-10300	LISA PHELTS	*	100.00	100.00 007749
5/29/25	01091	5/19/25 05192025	202505 300-36900-10300	NICOLE FLEMING	*	100.00	100.00 007750
5/29/25	00415	5/20/25 12997768	202505 320-57200-49400	PROGRESSIVE ENTERTAINMENT INC	*	495.00	495.00 007751
5/29/25	01093	5/27/25 05272025	202505 300-36900-10300	TANISHA GIDDIN	*	100.00	100.00 007752
TOTAL FOR BANK B						107,609.97	
TOTAL FOR REGISTER						107,609.97	

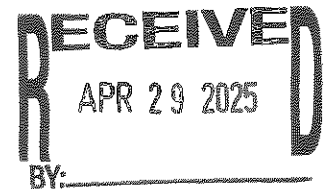
From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - AMANDA NORTH
Date: April 29, 2025 at 1:35 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



Good afternoon, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD – for the following venue.
 - LOCATION – OVCR aka CLUBROOM (FRIDAY) 5:00 P.M. to 9:00 P.M.
 - DATE OF VENUE – APRIL 25, 2025
 - RESIDENT – **AMANDA NORTH**
 - ADDRESS – 3670-A CRESWICK CIRCLE, **ORANGE PARK, FL 32065**
 - AMOUNT OF REFUND - \$100.00
 - BOOKING FEE/DEPOSIT was via VISA(9206):
 - DATED: 4/8/25
 - SEQ#: ?
 - BATCH#: 135?
 - INVOICE#: ?
 - APPROVAL CODE: 06199?
 - AMOUNT: 100.00



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

Thank you.

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.

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

Invoice

Invoice #: 2503**Invoice Date:** 4/30/25

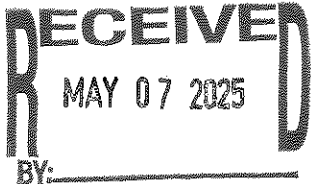
Due Date: 4/30/25

Case:

P.O. Number:

Bill To:

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

Description	Hours/Qty	Rate	Amount
2.320.572.4100 (DB Phones) - Statement Closing Date 3/20/24		88.15	88.15
2.320.572.5100 (DB Office Supplies) - Statement Closing Date 3/20/24		191.29	191.29
34.600.538.6200 (DB Repair & Replacements) - Statement Closing Date 3/20/24		2,676.58	2,676.58
<div style="text-align: center;">  </div>			
Total			\$2,956.02
Payments/Credits			\$0.00
Balance Due			\$2,956.02

\$279.44

Double Branch / Middle Village American Express Charges
GMS Statement Closing Date – March 20, 2025

Totals by GL

Double Branch: \$2956.02

2.320.572.4100 (DB Phones) – \$88.15

2.320.572.5100 (DB Office Supplies) – \$191.29

34.600.538.6200 (DB Repair and Replacements) - \$2676.58

Middle Village: \$2801.97

2.330.572.4100 (MV Phones) – \$88.16

2.310.513.49300 (MV Office Supplies) – \$191.30

34.600.538.64000 (MV repair & replacements) – \$2079.09

2.330.572.34400 (MV Tennis Maintenance) - \$443.42

Double Branch / Middle Village American Express Charges
GMS Statement Closing Date – March 20, 2025

Purchase Date	Vender	Amount	Description	GL Account	Middle Village	GL	Double Branch	Total
2/20/2025	24hr wristbands	162.55	Repair and Replacement	34,600.538.64 000	81.28	034,600.538.621	81.27	162.55
2/25/2025	Walmart	196.11	Office Supplies	2,330,572.510 00	98.06	2,320,572.5100	98.05	196.11
2/27/2025	ionos	186.48	Office Supplies	2,330,572.510 00	93.24	2,320,572.5100	93.24	186.48
2/28/2025	masterbilt	622.8	Repair and Replacement	34,600.538.64 000	311.4	034,600.538.621	311.4	622.8
3/2/2025	Amazon	91.14	Repair and Replacement	34,600.538.64 000	45.57	034,600.538.621	45.57	91.14
3/2/2025	RingCentral	176.31	Phones	2,330,572.410 0	88.16	2,320,572.4100	88.15	176.31
3/3/2025	Amazon	21.45	Repair and Replacement	34,600.538.64 000	10.73	034,600.538.621	10.72	21.45
3/3/2025	smart sign	483.75	Repair and Replacement			034,600.538.621	483.75	483.75
3/3/2025	smart sign	688.86	Repair and Replacement	34,600.538.64 000	344.43	034,600.538.621	344.43	688.86
3/3/2025	strength depot	225.75	Repair and Replacement			034,600.538.621	225.75	225.75
3/5/2025	strength depot	391.84	Repair and Replacement			034,600.538.621	391.84	391.84
3/6/2025	HeadPenn	96.46	Tennis Maintenance	2,330,572.344 00	96.46			96.46
3/6/2025	vachagz	113.98	Repair and Replacement	34,600.538.64 000	56.99	034,600.538.621	56.99	113.98
3/6/2025	valveking	470.7	Repair and Replacement	34,600.538.64 000	470.7			470.7
3/8/2025	ionos	22.4	Repair and Replacement	34,600.538.64 000	11.2	034,600.538.621	11.2	22.4
3/11/2025	Amazon	124.31	Repair and Replacement	34,600.538.64 000	62.16	034,600.538.621	62.15	124.31
3/11/2025	Amazon	158.52	Repair and Replacement	34,600.538.64 000	79.26	034,600.538.621	79.26	158.52
3/11/2025	carlsbad manufact	449.35	Repair and Replacement	34,600.538.64 000	224.68	034,600.538.621	224.67	449.35
3/11/2025	Amazon	33.09	Repair and	34,600.538.64	33.09			33.09

GMS Statement Closing Date – March 20, 2025

			Replacement	000				
3/12/2025	Amazon	19.34	Repair and Replacement	34,600.538.64 000	9.67	034,600.538.621	9.67	19.34
3/13/2025	Amazon	15.09	Repair and Replacement	34,600.538.64 000	7.55	034,600.538.621	7.54	15.09
3/14/2025	Pinch Penny	357.43	Repair and Replacement	34,600.538.64 000	178.72	034,600.538.621	178.73	357.45
3/14/2025	HeadPenn	310.46	Tennis Maintenance	2,330.572.344 00	310.46			310.46
3/14/2025	HeadPenn	36.5	Tennis Maintenance	2,330.572.344 00	36.5			36.5
3/15/2025	Walmart	273.31	Repair and Replacement	34,600.538.64 000	136.66	034,600.538.621	136.65	273.31
3/19/2025	angi	29.99	Repair and Replacement	34,600.538.64 000	15	034,600.538.621	14.99	29.99
Totals		\$5,757.97			\$2,801.97		\$2,956.02	\$5,757.99

Sale: 1-855-711-4467
Support: 281-786-3764

Hi Jay Soriano,

Thank you for placing your order with 24HourWristbands.Com!

Email Address: manager@oakleafresidents.com

Billing Address:

Jay Soriano
475 W Town Pl
St Augustine, FL 32092
US

Shipping Address

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

Order Number: IMED78C32944

Order Status: Pending

Order Subtotal: \$159.50

Order Tax: \$11.96

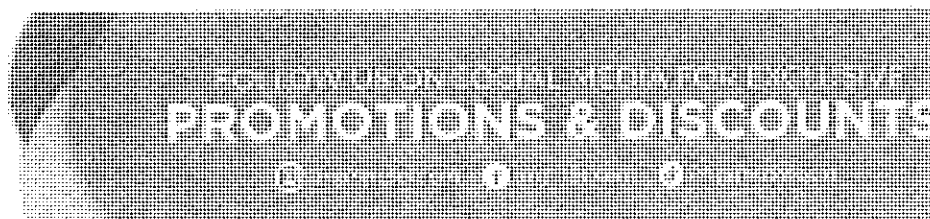
Order Total: \$171.46

Product Description	Quantity	Total
In Stock Tyvek Wristbands	10	\$159.50
Details:		
(Quantity: 2 - Box Size: 500 PCS - Color: Neon Yellow)		
(Quantity: 2 - Box Size: 500 PCS - Color: Black Checkboard)		
(Quantity: 2 - Box Size: 500 PCS - Color: Blue Checkboard)		
(Quantity: 2 - Box Size: 500 PCS - Color: Blue Stars)		
(Quantity: 2 - Box Size: 500 PCS - Color: Happy Face)		
Estimated Delivery Date: Tuesday Mar 04, 2025 [+0.000] (STANDARD) (7)		

If you need help regarding your order, please feel free to contact our sale representative at TOLL FREE 1-855-711-4467 or [Click Here](#) to submit a ticket to us.

Please note: This e-mail message was sent from a notification-only address that cannot accept incoming e-mail. Please do not reply to this message.

Thanks again for shopping with us.




24HourWristbands.Com
14580 Beechnut St.
Houston, TX 77083
Sale: 1-855-711-4467
Customer Service: 281-786-3764
<https://24hourwristbands.com>

Details for Order # D01-2617314-7725068
Print this page for your records.

Amazon.com order number: D01-2617314-7725068

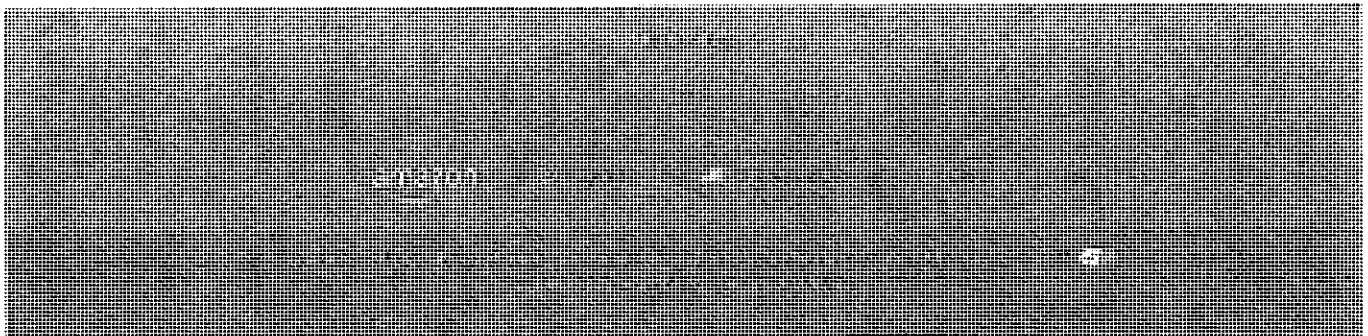
Order Total: \$15.09

Digital Order: March 12, 2025	
Items Ordered	Price
Prime Membership Fee	\$14.99
Quantity: 1	
Sold By: Amazon.com Services LLC	
Item(s) Subtotal: \$14.99	
Total Before Tax: \$14.99	
Tax Collected: \$0.10	
Total for this Order: \$15.09	

Payment Information		
Payment method	Item(s) Subtotal:	\$14.99
 AMEX ending	Total Before Tax:	\$14.99
in 3053	Tax Collected:	\$0.10
Billing address	Grand Total:	\$15.09
Jay Soriano		
475 W TOWN PL		
SAINT AUGUSTINE,		
FL 32092-3648		
United States		
+19043421441		

[Return to the Order Summary.](#)

Please note: This is not a VAT invoice.



Final Details for Order #111-0973658-8928201

Print this page for your records.

Order Placed: March 11, 2025
Amazon.com order number: 111-0973658-8928201
Order Total: \$124.31

Shipped on March 12, 2025

Items Ordered

	Price
1 of: Brother Genuine-Drum Unit, DR820, Seamless Integration, Yields Up to 30,000 Pages, Black	\$115.64
Sold by: Triplanet Pricing INC (seller profile)	
Supplied by: Other	

Condition: New

Shipping Address:

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

Shipping Speed:

Local Express Shipping

Payment information

Payment Method:

American Express ending in 3053

Billing address

Item(s) Subtotal:	\$115.64
Shipping & Handling:	\$0.00

Total before tax:	\$115.64

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

Estimated tax to be collected: \$8.67

Grand Total: \$124.31

Credit Card transactions

AmericanExpress ending in 3053: March 12, 2025: \$124.31

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

Conditions of Use | Privacy Notice © 1996-2025, Amazon.com, Inc. or its affiliates

[Back to top](#)

English

United States

[Help](#)

[Conditions of Use](#) [Privacy Notice](#) [Consumer Health Data Privacy Disclosure](#) [Your Ads Privacy Choices](#)
© 1996-2025, Amazon.com, Inc. or its affiliates

Final Details for Order #111-1770587-0182602

Print this page for your records.

Order Placed: March 11, 2025
Amazon.com order number: 111-1770587-0182602
Order Total: \$33.09

Shipped on March 14, 2025

Items Ordered

3 of: Supreme H301 Office Furniture Replacement Key H301, Supreme

Sold by: EasyKeys Inc. (seller profile)

Supplied by: Other

Condition: New

Price
\$8.87

Shipping Address:

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

Shipping Speed:

Standard Shipping

Payment Information

Payment Method:

American Express ending in 3053

Item(s) Subtotal: \$26.61

Shipping & Handling: \$4.47

Billing address

Total before tax: \$31.08

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

Credit Card transactions

Estimated tax to be collected: \$2.01

Grand Total: \$33.09

AmericanExpress ending in 3053: March 14, 2025: \$33.09

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

Conditions of Use | Privacy Notice © 1996-2025, Amazon.com, Inc. or its affiliates

[Back to top](#)

English

United States

[Help](#)

[Conditions of Use](#) [Privacy Notice](#) [Consumer Health Data Privacy Disclosure](#) [Your Ads Privacy Choices](#)
© 1996-2025, Amazon.com, Inc. or its affiliates

Final Details for Order #111-7559563-2551417

Print this page for your records.

Order Placed: March 11, 2025
Amazon.com order number: 111-7559563-2551417
Order Total: \$158.52

Shipped on March 11, 2025

Items Ordered

	Price
1 of: TN880 TN-880 TN 880 Toner Cartridge Compatible for Brother TN880 Super High Yield Black Toner Cartridge for HL-L6200DW MFC-L6700DW MFC-L6800DW HL-L6200DWT HL-L6300DW MFC-L6900DW Printer 4 Pack	\$76.48

Sold by: Easily Color (seller profile)

Supplied by: Easily Color (seller profile)

Condition: New

1 of: Magna Latch Series 3 Key Replacement For Magna-Latch Locks With Forward Facing Keyhole (New Style)-Key 313131 For Lokklatch & MagnaLatch Pool Gate Models With Robby's Cloud Key Float Keychain (4 Pack) \$49.99

Sold by: Robby's Cloud (seller profile)

Supplied by: Robby's Cloud (seller profile)

Condition: New

Shipping Address:

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

Shipping Speed:

FREE Prime Delivery

Shipped on March 12, 2025

Items Ordered

1 of: YRZHKS Half Moon Elevator Door Key, replacements for Schindler Elevator Door, Comes with a Metal Keyring Keychain, 2 pack \$20.99

Sold by: Zhirensy (seller profile)
Supplied by: Zhirensy (seller profile)

Condition: New

Shipping Address:

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

Shipping Speed:

FREE Prime Delivery

Payment information

Payment Method:

American Express ending in 3053

Billing address

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

Credit Card transactions

AmericanExpress ending in 3053: March 12, 2025: \$158.52

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

[Back to top](#)

English

United States

[Help](#)

Final Details for Order #113-5764834-9877000

Print this page for your records.

Order Placed: March 12, 2025
Amazon.com order number: 113-5764834-9877000
Order Total: \$19.34

Shipped on March 12, 2025

Items Ordered

1 of: *The Spy Kids Trilogy*, Mike Judge

Price
\$17.99

Sold by: We Care Media (seller profile)

Supplied by: We Care Media (seller profile)

Condition: New

Shipping Address:

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

Shipping Speed:

FREE Prime Delivery

Payment information

Payment Method:

American Express ending in 3053

Billing address

Item(s) Subtotal:	\$17.99
Shipping & Handling:	\$0.00
Total before tax:	\$17.99

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

Credit Card transactions

Estimated tax to be collected: \$1.35

Grand Total: \$19.34

AmericanExpress ending in 3053: March 12, 2025: \$19.34

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

Conditions of Use | Privacy Notice © 1996-2025, Amazon.com, Inc. or its affiliates

[Back to top](#)

English

United States

[Help](#)

[Conditions of Use](#) [Privacy Notice](#) [Consumer Health Data Privacy Disclosure](#) [Your Ads Privacy Choices](#)
© 1996-2025, Amazon.com, Inc. or its affiliates

Final Details for Order #111-8640422-9393043
Print this page for your records.

Order Placed: March 2, 2025
Amazon.com order number: 111-8640422-9393043
Order Total: \$91.14

Shipped on March 3, 2025

Items Ordered
1 of: *Highway Traffic Supply - 30x30-3M Engineer Grade Prismatic Reflective Street Legal Stop Signs*
Sold by: Highway Traffic Supply (seller profile)
Supplied by: Other
Condition: New

Price
\$66.47

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

Shipping Speed:
Standard Shipping

Payment information

Payment Method:
American Express ending in 3053
Billing address
Jay Soriano
475 W TOWN PL
SAINT AUGUSTINE, FL 32092-3648
United States
Credit Card transactions

Item(s) Subtotal:	\$66.47
Shipping & Handling:	\$19.68
Total before tax:	\$86.15
Estimated tax to be collected:	\$4.99
Grand Total:	\$91.14

AmericanExpress ending in 3053: March 3, 2025: \$91.14

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

Final Details for Order #111-8640422-9393043

Print this page for your records.

Order Placed: March 2, 2025
Amazon.com order number: 111-8640422-9393043
Order Total: \$91.14

Shipped on March 3, 2025

Items Ordered	Price
1 of: Highway Traffic Supply - 30X30-3M Engineer Grade Prismatic Reflective Street Legal Stop Signs	\$66.47
Sold by: Highway Traffic Supply (seller profile)	
Supplied by: Other	

Condition: New

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

Shipping Speed:
Standard Shipping

Payment information	
Payment Method: American Express ending in 3053	Item(s) Subtotal: \$66.47
Billing address	Shipping & Handling: \$19.68

	Total before tax: \$86.15

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

Credit Card transactions

Estimated tax to be collected: \$4.99

Grand Total: \$91.14
AmericanExpress ending in 3053: March 3, 2025: \$91.14

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

Conditions of Use | Privacy Notice © 1996-2025, Amazon.com, Inc. or its affiliates

Back to top

English

United States

Help

Conditions of Use Privacy Notice Consumer Health Data Privacy Disclosure Your Ads Privacy Choices
© 1996-2025, Amazon.com, Inc. or its affiliates



Member ID: 31363707

Purchase Date: 03/15/2023

Jay Soriano

475 W Town Pl Saint Augustine Fl 32092

Product: Angie's List [**Gold**] Membership

Total: \$29.99

Payment Method: Credit Card ...2055



HOOKS AND LATTICE

Thanks for your order

Order #35709

Ship to

370 OAKLEAF VILLAGE PKWY , orange park, Florida, 32065, United States

Hanging Basket Coconut Liner

B-HBL-18-I

Size: 18"

\$22.00

Qty: 10 **\$220.00**

Hanging Basket Coconut Liner

B-HBL-XL-24

Size: 24"

\$33.00

Qty: 6 **\$198.00**

Subtotal:	\$418.00
Shipping:	\$0.00
Tax:	\$31.35
Grand total:	\$449.35
Payment method:	Credit Card
Shipping method:	Free Shipping

Billing Address

Jay Soriano

GMS LLC

475 W. TOWN PL.,

SUITE 114

ORANGE PARK, FLORIDA 32092

UNITED STATES

9043421441



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

Sold-to address

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

Customer No. 715220

Invoice		5193807672	
Billing Date 03/13/2025	Ship Date 03/13/2025	Order Date 03/11/2025	Requested Date 03/11/2025
Terms Credit Card preauth.			Due Date
Order No. 5103350823	P.O. Number Fletcher 3/11		Order Entered By: OMS3_CPIC
Salesrep: ELIS, JEFF Order Placed By: R118			

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

Authorization no.:

170271 25031129830191

180992 25031129829110

Material	Description	Size	Quantity	List Price	Discount %	Unit Price	Extended Price
232035	Instinct PWR 115 2025 Item 10	U 20	2 PC	128.00	8.000	117.76	235.52
230164	Boom Jr. 2024 Item 20	SC 00	2 PC	87.00	0.000	50.00	100.00

Total Number of Units 4

Shipping Information

Packing Slip, BOL: 5183653258
Shipping Terms: FOB Origin
Shipment Origin: BALTIMORE MD
Shipped Via: FED EX GROUND (PPA)
Gross Weight: 4.100 LB 1.860 KG

Box Tracking Number
289180171050938

Total Number of Cartons 1

Items total	335.52	USD
Freight Charge	11.44	USD
Final amount	346.96	USD
Charged to your American Express *****052	36.50	USD
Charged to your American Express *****052	310.46	USD
Balance Due	0.00	USD

We recommend all dealers use our Online Management Platform (OMS).

This site allows you to see current stock of goods, place orders,
track orders, and check invoices 24 hours a day!

To receive your login information please email: askus@us.head.com



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

Sold-to address

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

Customer No. 715220

Invoice				5193803666			
Billing Date 03/05/2025		Ship Date 03/05/2025		Order Date 03/04/2025		Requested Date 03/04/2025	
Terms Credit Card preauth.						Due Date	
Order No. 5103347792		P.O. Number Gravity MP DEMO				Order Entered By: OMSS_CPIC	
Salesrep: Order Placed By:		ELUIS, JEFF R118					

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

Authorization no.:

137740 25030429384574

Material	Description	Size	Quantity	List Price	Discount %	Unit Price	Extended Price
231125	Gravity MP 2025 - DEMO Item 10	U 40	1 PC	176.00	0.000	85.00	85.00
281022	Hawk Power (set)-NO CHARGE Item 11	17 PT	1 PC		0.000		
Total Number of Units		2					

Shipping Information
Packing Slip, BOL: 5183650031
Shipping Terms: FOB Origin
Shipment Origin: BALTIMORE MD
Shipped Via: FED EX GROUND (PPA)
Gross Weight: 1.700 LB 0.771 KG

Box Tracking Number
289180171031470

Total Number of Cartons 1

Items total	85.00	USD
Freight Charge	11.46	USD
Final amount	96.46	USD
Charged to your American Express *****052	96.46	USD
Balance Due	0.00	USD

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




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

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

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

Invoice: 202054041973
Invoice Date: 02/26/2025
Customer ID: 270980442
Contract ID: 48060001

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

Your IONOS Personal Consultant:
Tiffany Masters
 2673666050

Invoice

Billing period starting: 02/25/2025

Item	Service	Charges	Usage	Taxable Portion	Total
Contract: 48060001 - IONOS Expert					
Basic fee (\$180.48)					
1	Basic Fee	\$17.00 a month	12 mo.	\$0.00	\$204.00
	02/25/2025-02/25/2026 oakleafresidents.com				
2	Special Offer	Special Offer		\$0.00	\$-23.52
	Discount for line-item 1				
Additional services (\$6.00)					
3	IONOS Website Builder	\$6.00 a month	1 mo.	\$0.00	\$6.00
	02/25/2025-03/25/2025				
Net Total					\$186.48
Net (non-taxable portion)					\$186.48
Net (taxable portion)					\$0.00
Tax					\$0.00
Total amount due					\$186.48
Please DO NOT send cash, check or money order					

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

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

**IONOS Inc.**

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

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


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

Invoice: 202054291012
Invoice Date: 03/07/2025
Customer ID: 270980442
Contract ID: 85644648

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

Your IONOS Personal Consultant:

Tiffany M

 +1 267 366 6050

Invoice

Billing period starting: 03/06/2025

Item	Service	Charges	Usage	Taxable Portion	Total
Contract: 85644648 - IONOS MyWebsite Creator+					
1	Basic Fee 03/06/2025-04/06/2025	\$28.00 a month	1 mo.	\$0.00	\$28.00
2	Special Offer Discount for line-item 1	Special Offer		\$0.00	\$-5.60
Net Total					\$22.40
Net (non-taxable portion)					\$22.40
Net (taxable portion)					\$0.00
Tax					\$0.00
Total amount due					\$22.40
Please DO NOT send cash, check or money order					

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

Do you have questions regarding this invoice?

Please refer to your Help Center or log in to my.ionos.com for further information.

MASTERBILT GOLF CARTS

192-B INDUSTRIAL LOOP DR S,
ORANGE PARK, FL 32073, FL 32073

TRANSACTION #	10879989-4346
DATE	02/28/2025 2:09 PM
RESULT	APPROVED
AUTH CODE	250920
TRANSACTION METHOD	KEYED
TRANSACTION TYPE	SALE
CARDHOLDER NAME	MIDDLE VILLAGE
CARD	XXXX-XXXXXX-X3053
CARD TYPE	AMEX
1 × Quick Item	\$622.80
Subtotal	\$622.80
TOTAL	\$622.80
METHOD	KEY ENTERED
MID	XXXXXXXX3421
TID	002

Receipt sent via SwipeSimple, powered by CardFlight

© CardFlight, Inc. 2025

K&K White LLC
DBA Pinch A Penny 242
9715 Crosshill Boulevard, #105
Jacksonville, FL 32222



Store242@pinchapenny.com

BILLING INVOICE

BillName
JaySoriano-
Oakleaf
BillAddress

Invoice Date: BusinessDate
3/15/25

BillCity Bill
State

Client Code Code

Invoice # InvoiceNumber

Item	Quantity	Description	Price	Amount
Bulk CHL		Sodium Hypochlorite	357.43	\$357.43

Message

Total \$357.43

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

Client Info:

SiteName

SiteAddress

SiteCity Site SitePostCode
State

Invoice Date	Client Code	Amount Due
BusinessDate	Code	\$357.43
Amount Paid	Check #	
<input type="text"/>	<input type="text"/>	

Thank You! We Greatly Appreciate Your Business!!

OfficeName
Parameter_OfficeStreet
OfficeAddress



Recurring Statement

Account Information

Account Number: (904) 770-4650
Statement Date: 03/02/2025
Subscription Name: RingEX Standard™
Document #: 16182618002

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

Statement Summary Total Current Charges

\$176.31

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

Statement Details Charges and credits

Period	Description	Unit Price	Quantity	Amount
03/02/2025 - 04/01/2025	RingEX Standard™ - Monthly Subscription Fee	\$0.00	1	\$0.00
03/02/2025 - 04/01/2025	DigitalLine Unlimited - (904) 342-1441	\$34.99	1	\$34.99
03/02/2025 - 04/01/2025	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
03/02/2025 - 04/01/2025	DigitalLine Unlimited - (904) 770-4648	\$34.99	1	\$34.99
03/02/2025 - 04/01/2025	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
03/02/2025 - 04/01/2025	DigitalLine Unlimited - (904) 770-4649	\$34.99	1	\$34.99
03/02/2025 - 04/01/2025	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
03/02/2025 - 04/01/2025	DigitalLine Unlimited - (904) 770-4661	\$34.99	1	\$34.99
03/02/2025 - 04/01/2025	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
03/02/2025 - 04/01/2025	DigitalLine Unlimited - (904) 770-4667	\$34.99	1	\$34.99
03/02/2025 - 04/01/2025	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
Charges after Discounts and Prorates:				\$134.90
Total Charges:				\$134.90
Total Taxes and Fees:				\$41.41
Total Charged to Credit Card:				\$176.31



A SmartSign Store


300 Cadman Plaza West, Suite 1303
Brooklyn, NY 11201

Order Received

Thank you Jay Soriano!

Your order number is SMT-811718. Your chosen delivery method is Regular Ground and we will send you tracking information once your order ships. Your order details are given below:

Order Number	Order Date	Shipping Method	Est. Ship Date	Est. Arrival Date
SMT-811718	02 Mar '25	Regular Ground	03 Mar '25	07 Mar - 11 Mar '25

No.	Description	Qty.	Price	Total
1.	 Custom Reflective Aluminum Designer Property Sign (Part No: K-3446)	12	\$37.95	\$455.40
	+ Sign set-up charge (Part No: Adder-SU-18x18-DZ)	1	\$0.00	\$0.00
	+ 3M SmartShield POF Laminate – Superior protection against Fading and Graffiti. (Part No: POF-18x18)	12	\$15.45	\$185.40

Sub Total: \$640.80

Shipping: Free

Sales Tax: \$48.06

**GRAND
TOTAL \$688.86**

SHIPPING ADDRESS

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

WE HAVE BILLED THE FOLLOWING ACCOUNT:

American Express Card: \$688.86
Jay Soriano
GMS llc
475 W TOWN PL
ST AUGUSTINE, FL - 32092 3648 United States
Charges will appear on your credit card statement
as **SMARTSIGN**



A SmartSign Store


300 Cadman Plaza West, Suite 1303
Brooklyn, NY 11201

Order Received

Thank you Jay Soriano!

Your order number is SMT-811608. Your chosen delivery method is Regular Ground and we will send you tracking information once your order ships. Your order details are given below:

Order Number	Order Date	Shipping Method	Est. Ship Date	Est. Arrival Date
SMT-811608	02 Mar '25	Regular Ground	03 Mar '25	07 Mar - 11 Mar '25

No.	Description	Qty.	Price	Total
1.	 Reflective Aluminum Sign (Part No: K-3593-ALL)	10	\$29.05	\$290.50
	+ 3M ProShield Laminate - Ultimate protection against Fading, Graffiti, and Abrasion. (Part No: PRO-12x18)	10	\$15.95	\$159.50

Sub Total:	\$450.00
Shipping:	Free
Sales Tax:	\$33.75
GRAND TOTAL	\$483.75

SHIPPING ADDRESS

Jay Soriano
370 OAKLEAF VILLAGE DRIVE

WE HAVE BILLED THE FOLLOWING ACCOUNT:

American Express Card: \$483.75
Jay Soriano

ORANGE PARK, FL - 32065 4259 United States

370 OAKLEAF VILLAGE PKWY

ORANGE PARK, FL - 32065 4259 United States

Charges will appear on your credit card statement
as **SMARTSIGN**

Strength Depot

ORDER SDJ-3017

Thank you for your purchase!

summary



Rubber Hex Dumbbell Pairs × 1
15LB Pair

\$45.00



Rubber Hex Dumbbell Pairs × 1
20LB Pair

\$60.00



Rubber Hex Dumbbell Pairs × 1
35LB Pair

\$105.00

Subtotal

\$210.00

Taxes

\$15.75

Total

\$225.75 USD

Thank you for your purchase!

Order summary



Rubber Hex Dumbbell Pairs × 1
40LB Pair

\$120.00



Rubber Hex Dumbbell Pairs × 1
45LB Pair

\$135.00



Rubber Hex Dumbbell Pairs × 1
50LB Pair

\$150.00

Subtotal

\$405.00

Order discount

-\$40.50

Discount (-\$40.50)

Taxes

\$27.34

Total

\$391.84 USD

You saved \$40.50

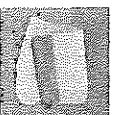
If you have any questions, reply to this email or contact us at sales@strengthdepot.com

ORDER 2003

Thank you for your purchase!

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

Order summary



ORANGE 65 micron Ultra Fine Debris Bag x 2
15"x22" L for The Bottom Feeder / HammerHead / Riptide /
Power Vac

\$113.98

Subtotal

\$113.98

Shipping

\$0.00

Taxes

\$0.00

Total

\$113.98 USD

Customer information

Shipping address	Billing address
Jay Soriano	Jay Soriano
370 OAKLEAF VILLAGE PKWY STE 114	475 West Town Place
orange park FL 32065	St. Augustine FL 32092
United States	United States

Shipping method
Free Shipping
Payment method
American Express *3053

if you have any questions, reply to this email or contact us at: gary.vacbagz@gmail.com



Hello Jay Soriano,

Thank you for your order from ValveKing. Once your package ships we will send you a tracking number.

Your Order #000004448

Placed on Mar 6, 2025, 6:14:05 PM

Billing Info

Jay Soriano
GMS LLC
475 W TOWN PL STE 114
SAINT AUGUSTINE, Florida, 32092-3649
United States
T: [9043421441](tel:9043421441)

Shipping Info

Jay Soriano
GMS LLC
370 OAKLEAF VILLAGE PKWY
ORANGE PARK, Florida, 32065-4259
United States
T: [9043421441](tel:9043421441)

Payment Method

Shipping Method

Best Way / Free Shipping - Ground (UPS, USPS
or LTL)

Link

Items	Qty	Price
6" PVC Butterfly Valve Wafer Style - EPDM Seat, Gear Operated SKU: VK-BFP-106G	1	\$185.23
8" PVC Butterfly Valve Wafer Style - EPDM Seat, Gear Operated SKU: VK-BFP-108G	1	\$252.63
Subtotal		\$437.86
Shipping & Handling		\$0.00
Tax		\$32.84
Estimated Total		\$470.70

[\(800\) 222-7246](tel:8002227246)
Hours of Operation:
Mon - Fri / 9:00AM - 5:00PM.

ValveKing
9995 SW Avery St
Tualatin, Oregon 97062,
United States

You could win a \$1000 GiftCard!
Visit survey.walmart.com/7VNCLJ14TMKR
For more details, see back of receipt.

Walmart *

WM Supercenter

904-214-9411 Mar: SARA

1580 BRANAN FIELD RD

MIDDLEBURG FL 32068

ST# 03308 OPS 008973 TE# 68 TR# 06819

\$ ITEMS SOLD 7

TC# 9327 3794 1522 1495 9182 8



HP 936 CHYK	019554859758	146.00 0
BIC 4PK TAPE	007033080529	6.94 0
MAGIC 10PK	007630872873	19.98 0
BIC 4PK TAPE	007033080559	6.94 0
PAPER CLIPS	084410605716	1.64 0
PAPER CLIPS	084410605716	1.64 0
TANKTOPS	850106905598	12.97 0

SUBTOTAL 196.11

TOTAL 196.11

AMEX TEND 196.11

AMERICAN EXPRESS *** 053 1 0

APPROVAL # 808704

REF # 505600803082

TRANS ID - 011229575019304

AID 8000000025010801

ARC 55547591FC386498

TERMINAL # 55189966

***NO SIGNATURE REQUIRED

02/25/25 14:19:21

CHANGE DUE 0.00

CUSTOMER COPY



Get free delivery
from this store
with Walmart+

Scan for 30-day free trial.

02/25/25 14:19:39

You could win a \$1000 GiftCard!
Visit survey.walmart.com#7VNVV2FKHMR
For more details, see back of receipt.

Walmart

Supercenter
904-365-2555 Mgr: BRIAN

ST# 06978 DPN 001524 TEN 68 TR# 03549
ITEMS SOLD #
TC# 0548 1841 2920 3271 6306 5



SAMSUNG LED	088727615162	119.00 X
** VOIDED ENTRY **		
SAMSUNG LED	088727615162	119.00-X
SAMSUNG LED	088727615162	119.00 0
WASP	007112197221	4.28 0
WASP	007112197221	4.28 0
HA MLD REHVR	007591900502	5.72 0
HA MLD REHVR	007591900502	5.72 0
HS 9FT RED	697463136039	44.77 0
HS 9FT RED	697463136039	44.77 0
HS 9FT RED	697463136039	44.77 0
	SUBTOTAL	273.31
	TOTAL	273.31
	TEND	273.31

AMERICAN EXPRESS *** **3 053 1 0
APPROVAL # 854134
REF # 507400810859
TRANS ID - 014138436302063
ATD A00000025010801
AAC B0C22006DB1D0E53
TERMINAL # 52445316
VOID SIGNATURE REQUIRED

03/15/25 13:10:13

CHANGE DUE 0.00

CUSTOMER COPY

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



Get free delivery
from this store
with Walmart+

Scan for 30-day free trial

03/15/25 13:10:29

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

Invoice

Invoice #: 2501
Invoice Date: 5/1/25
Due Date: 5/1/25
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 - May 2025		19,493.25	19,493.25
<div><div>RECEIVED</div><div>MAY 07 2025</div><div>BY: _____</div><div>Alison Mossing</div><div>5-7-25</div></div>			
Total			\$19,493.25
Payments/Credits			\$0.00
Balance Due			\$19,493.25

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

Invoice

Invoice #: 2505
Invoice Date: 5/7/25
Due Date: 5/7/25
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 May 3, 2025 2.300.369.103	15	25.00	375.00
<div><div>RECEIVED</div><div>MAY 07 2025</div><div>BY: _____</div></div>			

Total	\$375.00
Payments/Credits	\$0.00
Balance Due	\$375.00

5/7/25
QSS

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>
15	Facility Event Staff	\$ 25.00	\$ 375.00

Covers Period End: May 3, 2025

Amenities Revenue # 2.300.369.103

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	5/1/2025	\$2,170.00

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

00000000019082001000000027026300000021700056

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

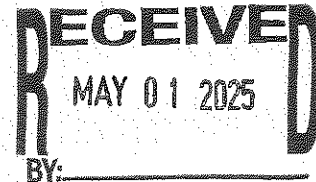
DOUBLE BRANCH CCD/OAKLEAF PL 8664 Oakleaf Village Pkwy Jacksonville, FL 32222
Invoice Due Date 5/11/2025 Invoice 270263B PO #

Invoice Date	Description	Quantity	Amount	Tax	Total
5/1/2025	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

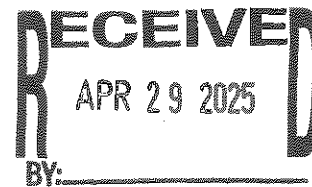
From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - MARIA DURAN
Date: April 29, 2025 at 1:32 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



Good afternoon, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD – for the following venue.
 - LOCATION – OVCR aka CLUBROOM (SATURDAY) 2:30 P.M. to 6:30 P.M.
 - DATE OF VENUE – APRIL 26, 2025
 - RESIDENT – **MARIA "CHRISTINA" DURAN**
 - ADDRESS – 984 STEEPLECHASE LANE, **ORANGE PARK, FL 32065**
 - AMOUNT OF REFUND - \$100.00
 - BOOKING FEE/DEPOSIT was via VISA(0141):
 - DATED: 4/9/25
 - SEQ#: ?
 - BATCH#: 135?
 - INVOICE#: ?
 - APPROVAL CODE: 36435?
 - AMOUNT: 100.00



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

Thank you.

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

Date
Invoice#

5/1/2025
131295628355

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

Terms	Net 20
Due Date	5/21/2025
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

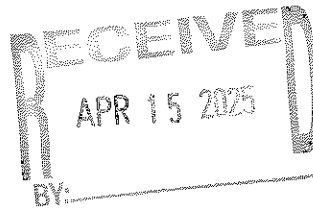
Tax \$0.00

Total \$3,439.08

Amount Paid/Credit Applied \$0.00

Balance Due \$3,439.08

[Click Here to Pay Now](#)

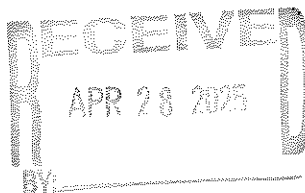


131295628355

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

Invoice #: 371
Invoice Date: 3/6/2025
Due Date: 3/6/2025
Case:
P.O. Number:

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



Total	\$2,897.00
Payments/Credits	\$0.00
Balance Due	\$2,897.00

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

Invoice

Bill To:

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

Invoice #: 374

Invoice Date: 5/1/2025

Due Date: 5/1/2025

Case:

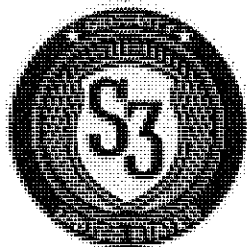
P.O. Number:

Description	Hours/Qty	Rate	Amount
2.320.572.6100 - Janitorial Services - May 2025		5,150.00	5,150.00
<div><div>RECEIVED</div><div>MAY 07 2025</div><div>BY: _____</div><div>Alison Moxing</div><div>5-7-25</div></div>			

Total	\$5,150.00
-------	------------

Payments/Credits	\$0.00
------------------	--------

Balance Due	\$5,150.00
-------------	------------

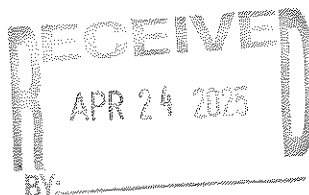


Security Development Group, LLC
8130 Baymeadows Way W., Suite 302
Jacksonville, FL 32256
cathie@sthreesecurity.com
www.sthreesecurity.com

INVOICE

BILL TO

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



INVOICE # 11023

DATE 05/01/2025

DUE DATE 05/31/2025

TERMS End of the month

SERVICE MONTH

May

ACTIVITY	QTY	RATE	AMOUNT
<div>APPROVED Code to: Double Branch Security 2-320-572-345</div>			9,279.12T
			-84.87T
			9,194.25
			0.00
			9,194.25
			\$9,194.25

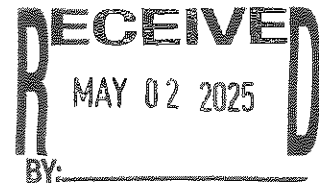
From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - STACY WILLIAMSON
Date: November 19, 2024 at 12:44 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



Good afternoon, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD – for the following venue.
 - LOCATION – OVCR aka CLUBROOM (SATURDAY) 7:00 P.M. to 11:00 P.M.
 - DATE OF VENUE – NOVEMBER 16, 2024
 - RESIDENT – STACY WILLIAMSON
 - ADDRESS – 530 MELDRUM LANE, ORANGE PARK, FL 32065
 - AMOUNT OF REFUND - \$100.00
 - BOOKING FEE/DEPOSIT was via MASTERCARD (9991):
 - DATED: 10/15/24
 - SEQ#: 2
 - BATCH#: 1242
 - INVOICE#: 2
 - APPROVAL CODE: 42039Z
 - 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 December 13 - 16, 2024.

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

Wanda McReynolds – Community Amenity Coordinator, OakLeaf Plantation
venuerentals@oakleafresidents.com
(904) 770-4661 voice email
(904) 375-9285 ext. 3
www.oakleafresidents.com

Governmental Management Services

www.OakLeafResidents.com

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

Invoice #: 21873

Date: 05/01/25

Customer PO:

DUE DATE: 05/31/2025

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

#19622 - Standard Maintenance Contract 2025 May 2025

AMOUNT

\$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

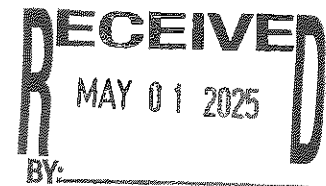
ACH Account Information:
Bank Name: Wells Fargo Bank N.A.
Routing Number: 121000248
Account Number: 4945950657
Remittance Information:
AR@verdego.com

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

Code to:

2-320-572-4620

Double Branch Landscape Maintenance





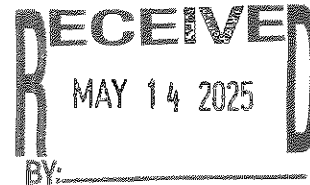
Clay County Sheriff's Office
901 N. Orange Ave.
Green Cove Springs, FL, 32043

General Invoice

Customer Copy

CUSTOMER	INVOICE DATE	INVOICE NUMBER	AMOUNT PAID	DUE DATE	INVOICE TOTAL DUE		
OAKLEAF PLANTATION CDD	05/12/2025	822	\$0.00	05/27/2025	\$982.50		
LAST PAYMENT DATE	LAST PAYMENT AMOUNT	PAST DUE AMOUNT		ACCOUNT BALANCE			
04/30/2025	\$606.25	\$0.00		\$117.50			
DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
OFF DUTY ADMIN APRIL 2025	144.50	\$5.000000	EACH	\$722.50	\$0.00	\$0.00	\$722.50
OFF DUTY SCHEDULING FEE	1.00	\$260.000000	EACH	\$260.00	\$0.00	\$0.00	\$260.00
				Invoice Total:	\$982.50		

$\$361.25 + \$130.00 = \$491.25$



✂ 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 05/12/2025
Invoice Number 822
Customer Number 30
Amount Paid

Due Date	05/27/2025
Invoice Total Due	\$982.50

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

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

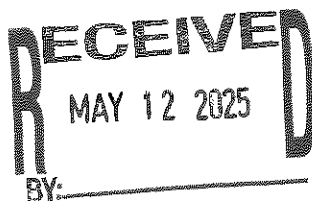
Double Branch
370 Oakleaf Village Parkway
Orange Park, FL 32065

Ship to

Double Branch
370 Oakleaf Village Parkway
Orange Park, FL 32065

Invoice details

Invoice no.: 34883
Terms: Net 15
Invoice date: 04/28/2025
Due date: 05/28/2025



#	Product or service	SKU	Description	Qty	Rate	Amount
1.			SERVICE REQUEST 42962 - APRIL PREVENTATIVE MAINTENANCE			
2.	PM		Preventative Maintenance: Cleaned, Lubed, Calibrated, Inspected and Tested. - Double Branch	1	\$335.00	\$335.00

SERVICES PERFORMED

1. Tech checked/updated all equipment in BF.
2. Lubed and dusted all guide rods, weight stacks, and adjustment knobs.
3. Inspected 17x Strength Units and 3x bench. Inspected all pulleys, cables, attachments, connections, pads, adjustments, and weight stacks. SEE BELOW
4. Inspected 2x Rowers, 1x Skierg, 2x Recumbent Bike, 1x Arc Trainer, 1x elliptical, and 2x Stairmaster. Checked all pedals, sensors, cup holders, fans, handles, adjustments, buttons and general function. SEE BELOW
5. Inspected 3x treadmills. Checked belt and deck tightness and wear, checked strength and function of motor, checked incline functions, HR sensors, controls, general function. Dusted/Vacuumed for debris around belt and under hoods around motor and electrical components. SEE BELOW

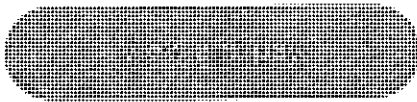
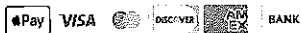
ISSUES FOUND

1. Magnum Lat Pull-down ?144278 roller pads breaking down and becoming flat. Should replace roller leg pads (6x8 2" ID)
2. Magnum functional trainer needs cables. Original hardware (large OD washer) does not correctly protect cable. Should replace cables with rubber stop ball. (50' cable with hardware and rubber/hard plastic stop balls)
3. Hoist VKR (no sn) arm pad cover is tearing. Should replace arm pad cover. SEE PREVIOUS PM
4. Magnum Hip Abductor/Adductor sn: 144200 thigh pads are tearing. Should replace left and right thigh pad SEE PREVIOUS PM
5. Magnum Decline/Sit up Bench sn: 143738 roller pads damaged and end caps are broken. Should replace 3 inner and 2 outer end caps SEE PREVIOUS PM
6. ALL OTHER UNITS TEST CORRECT

Total

\$335.00

Ways to pay



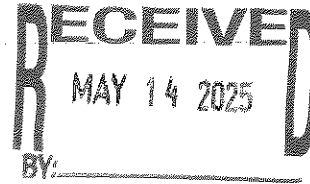
Code to:

Double Branch Facility Maintenance -

Preventative

2-320-572-4661

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - RUTH RICHARDS
Date: May 14, 2025 at 6:52 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



Good evening, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD – for the following venue.
 - LOCATION – OVCR aka CLUBROOM (SATURDAY) 2:30 P.M. to 6:30 P.M.
 - DATE OF VENUE – MAY 10, 2025
 - RESIDENT – RUTH RICHARDS
 - ADDRESS – 627 GROVER LANE, **ORANGE PARK, FL 32065**
 - AMOUNT OF REFUND - \$100.00
 - BOOKING FEE/DEPOSIT was via VISA (3676):
 - DATED: 7/29/24
 - SEQ#: 2
 - BATCH#: 1193
 - INVOICE#: 2
 - APPROVAL CODE: 095764
 - 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 on Monday, June 2, 2025, Friday, June 6, 2025, and June 9 and 10, 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.

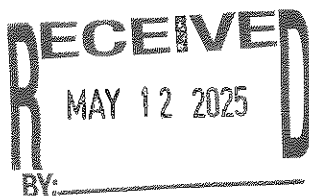


Security Development Group, LLC
8130 Baymeadows Way W., Suite 302
Jacksonville, FL 32256
cathie@sthreesecurity.com
www.sthreesecurity.com

INVOICE

BILL TO

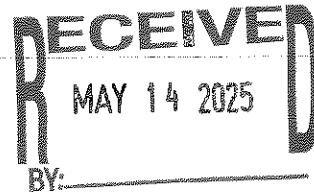
Oakleaf Double Branch CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092

**INVOICE # 10938****DATE 04/01/2025****DUE DATE 04/30/2025****TERMS End of the month****SERVICE MONTH**

April

ACTIVITY	QTY	RATE	AMOUNT
<div>APPROVED Code to: Double Branch Security 2-320-572-345</div>			8,939.64T
			-176.81T
			8,762.83
			0.00
			8,762.83
			\$8,762.83

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - TERRANCE SIMMONS
Date: May 14, 2025 at 6:34 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



Good evening, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD – for the following venue.
 - LOCATION – OVCR aka CLUBROOM (FRIDAY) 7:00 P.M. to 11:00 P.M.
 - DATE OF VENUE – MAY 9, 2025
 - RESIDENT – TERRANCE SIMMONS
 - ADDRESS – 480 MILLSTONE DRIVE, **ORANGE PARK, FL 32065**
 - AMOUNT OF REFUND - \$100.00
 - BOOKING FEE/DEPOSIT was via MASTERCARD (7594):
 - DATED: 4/1/25
 - SEQ#: ?
 - BATCH#: 134?
 - INVOICE#: ?
 - APPROVAL CODE: 00196?
 - 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 on Monday, June 2, 2025, Friday, June 6, 2025, and June 9 and 10, 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.

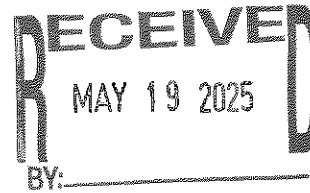
From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - ERICA WOODEN
Date: May 19, 2025 at 5:28 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



Good afternoon, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD – for the following venue.
 - LOCATION – OVCR aka CLUBROOM (FRIDAY) 6:00 P.M. to 10:00 P.M.
 - DATE OF VENUE – MAY 16, 2025
 - RESIDENT – ERICA WOODEN
 - ADDRESS – 942 BROOK HOLLOW COURT, **ORANGE PARK, FL 32065**
 - AMOUNT OF REFUND - \$100.00
 - BOOKING FEE/DEPOSIT was via VISA (2589):
 - DATED: 4/22/25
 - SEQ#: ?
 - BATCH#: 136?
 - INVOICE#: ?
 - APPROVAL CODE: 18518?
 - 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 on Monday, June 2, 2025, Friday, June 6, 2025, and June 9 and 10, 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

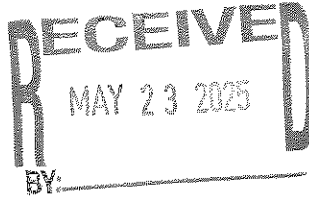
Under Florida law, e-mail addresses are public records. If you do not want your email address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. The information contained in this email and/or attachment(s) 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.

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

Invoice

Invoice #: 2487
Invoice Date: 2/25/25
Due Date: 2/25/25
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 February 22, 2025	5	25.00	125.00
Total			\$125.00
Payments/Credits			\$0.00
Balance Due			\$125.00

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

Invoice

Invoice #: 2507
Invoice Date: 5/16/25
Due Date: 5/16/25
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 April 1 - April 30, 2025	341.48	40.00	13,659.20
Facility Maintenance Mileage April 1 - April 30, 2025	334	0.445	148.63
Code to:			
Double Branch Facility Maintenance			
2.320.572.46600 (\$5,462.00)			
Double Branch Facility Maintenance Contingency			
2.320.572.46620 (\$1,145.00)			
Double Branch Lighting Repairs			
2.320.572.46630 (\$790.00)			
Double Branch Common Area Maintenance			
2.320.572.46400 (\$5,450.00)			
Double Branch Repair/Replacement			
24.600.53800.6200 (\$960.83)			

Total \$13,807.83

Payments/Credits \$0.00

Balance Due ~~\$13,807.83~~

\$12,847.00

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
4/1/25	2	C.W.	Removed debris from all common areas
4/4/25	0.75	T.C.	Put out garage sale signs
4/4/25	1.38	J.K.	Put out garage sale signs
4/4/25	7.87	C.W.	Removed debris from all common areas
4/5/25	2	T.C.	Put up air fresheners in bathrooms by office, picked up supplies
4/6/25	3	T.C.	Picked up yard sale signs, worked on clogged bathrooms, called plumber and assisted
4/7/25	4.78	T.C.	Deep cleaned/acid washed slide pool
4/7/25	7.93	J.K.	Got pumps going in slide pool, acid wash steps to office, removed debris around lake and soccer field, pressure wash pool cleaning spots and removing debris
4/7/25	7.9	C.W.	Picked up trash on field, both parking lots and around lakes, put caution tape on playground, started pumps on pool and refilling with gas, acid bathing pool stairs and walls, pressure washed pools
4/8/25	8	T.C.	Deep cleaned/acid washed slide pool, picked up supplies
4/8/25	7.87	J.K.	Start up pump, acid wash all spots and orange around slide pool, pressure wash green steps
4/8/25	8.02	C.W.	Pressure wash spots on the floor of the pool, spraying acid to remove iron stains on floors, walls, tiles and stairs, ran pump until pool was drained, sprayed duck feces around lap pool
4/9/25	8.22	T.C.	Deep clean pool and acid wash
4/9/25	6	J.K.	Pressure wash pool and acid wash, sprayed pool shack around the pool on all orange and grey spots, clean cut drains and shop vac around pool
4/9/25	4.01	C.W.	Pressure wash pool and acid wash, sprayed pool shocked on walls, stairs and floor, removed debris around track, clean out slide tower and moved equipment to lifeguard shack
4/10/25	8.57	T.C.	Deep clean slide pool and acid wash, put out eggs for egg hunt, picked up supplies
4/10/25	8	C.W.	Cleaning pools, skimming and using hammerhead, scrubbing splash pools
4/11/25	11.03	T.C.	Set up to start on painting parking lot curbs, picked up first golf cart, started on prepping pool for weekend, picked up second golf cart and then took to shop
4/11/25	8	B.G.	Painting cement curves yellow
4/11/25	7.42	J.K.	Blew out and around round tape and paint, skim and vacuum slide pool
4/11/25	7.77	C.W.	Removed debris from all common areas, tape and painted curbs yellow, removed tape, sprayed duck feces and put more caution tape on park
4/14/25	2	T.C.	Set up pumps draining lap pool and checking throughout day
4/14/25	4.48	J.K.	Start up pump in lap pool, back wash and clean filters, hammerhead and clean pool
4/14/25	4.11	C.W.	Removed debris from all common areas, hammerhead on pools, pumping out lap pool
4/15/25	8.32	T.C.	Deep cleaning lap pool acid wash, removed debris along roadways and around amenity center picked up supplies
4/15/25	6	J.K.	Start pressure washing lap pool black spots on walls and debris, pressure wash columns beside stairways and stairways on pool deck, keep gas in pump, test chlorine and pH levels on splash and slide pool
4/15/25	8.08	C.W.	Removed debris from all common areas, fields and amenity center
4/16/25	6.28	T.C.	Deep clean pool and acid wash
4/16/25	8	B.G.	Pressure washing the pool
4/16/25	7.53	C.W.	Acid spray pools and shocked to get out yellow stains and black spots out of pool, moved chairs to front of pool deck
4/17/25	4	T.C.	Cleaned fountain in lake, pressure washed pool deck and structures, picked up supplies
4/17/25	7.28	J.K.	Pressure wash brick columns around pool deck
4/17/25	7.58	C.W.	Removed debris from all common areas, fields and parking lots
4/18/25	4.34	T.C.	Changed out waterfall entrance lights, changed out the oaks entrance light, removed debris in parks and roadways
4/18/25	5	J.K.	Replace light fixtures at fountain coming into Oakleaf, ran more hoses to lap pool and put chlorine in splash and slide pool
4/18/25	3.73	C.W.	Removed debris from all common areas
4/19/25	1.37	T.C.	Check pool levels to start pump - not ready to restart
4/20/25	1	T.C.	Restarted pump motor for pool
4/21/25	3.86	T.C.	Pressure washed pool deck, picked up supplies
4/21/25	7.93	J.K.	Pressure wash columns and truss on pool deck, pressure washed walkway, plant pots and patio
4/21/25	7.93	C.W.	Blew leaves and debris off pickleball courts, sprayed duck feces off pool deck, removed debris

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
			around all common areas
4/22/25	3.91	T.C.	Pressure washed pool deck
4/22/25	7.83	J.K.	Finished pressure washing columns and truss, sprayed duck feces off edges of pool, moved chlorine jugs to pool pack, removed wasp nest by guard shack, cleaned out air conditioner closet and made sure rental areas had five chairs and other areas had four, took out all trash and maintenance tools from shack and brought back to shop, made sure is was organized and clean
4/23/25	3.88	T.C.	Picked up easter eggs from virtual easter egg hunt
4/23/25	5	J.K.	Drove around taking down eggs from easter event, picked up boxes out the street and take swings from office to shop, loaded up broken and extra chairs
4/23/25	7.77	C.W.	Removed debris from all common areas and roadways
4/24/25	4.26	T.C.	Scrubbed pool, pool maintenance, marking parking lot curb for painting
4/24/25	3.76	C.W.	Cleaned out splash pool, scrubbing and skimming
4/25/25	8	B.G.	Painting yellow lines on cement circle and curves
4/25/25	7.77	J.K.	Tape off and paint curb where shouldn't park around parking lot, re-tap off playground out front of office, blew leaves and debris off where taped off and remove tape before leaving
4/25/25	7.75	C.W.	Sprayed duck feces off pool deck, blew leaves and debris off pickleball courts, removed debris from common areas
4/28/25	8	B.G.	Painting yellow lines on cement curves at parking lot
4/28/25	5.55	J.K.	Blew leaves and debris off curb where we tape and paint, tape and paint curb, removed tape
4/29/25	4.09	T.C.	Picked up concrete grinder, pulled tape from parking lot painting
4/29/25	3.08	J.K.	Pull tape off painted curb, tape off another section on curb, tape off playground and disposed broken tape
4/29/25	7.92	C.W.	Filling in sinkhole pond bank at cannons point, removed debris from all common areas
4/30/25	3.92	T.C.	Grinding sidewalks in parks
4/30/25	4.87	J.K.	Grind sidewalk, removed debris at the oaks, cannons point, fall creek and Waverly
4/30/25	4.78	C.W.	Blew leaves and debris off common areas, grind down high spots on park sidewalks

TOTAL 341.48

MILES 334

*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 #: 2508
Invoice Date: 5/20/25
Due Date: 5/20/25
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 May 17, 2025 2.300.369.103	29.75	25.00	743.75
<div data-bbox="324 945 641 1155"><p>RECEIVED MAY 21 2025 BY: _____</p></div>			

Total \$743.75

Payments/Credits \$0.00

Balance Due \$743.75

5/21/25
OK

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>
29.75	Facility Event Staff	\$ 25.00	\$ 743.75

Covers Period End: May 17, 2025

Amenities Revenue # 2.300.369.103

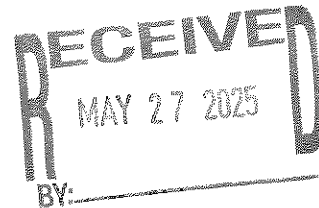
From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - JAMIEL RUDD
Date: May 27, 2025 at 7:34 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



Good evening, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD – for the following venue.
 - LOCATION – OVCR aka CLUBROOM (SATURDAY) 10:00 A.M. to 2:00 P.M.
 - DATE OF VENUE – MAY 24, 2025
 - RESIDENT – JAMIEL RUDD
 - ADDRESS – 1402 CANOPY OAKS DRIVE, **ORANGE PARK, FL 32065**
 - AMOUNT OF REFUND - \$100.00
 - BOOKING FEE/DEPOSIT was via VISA (6226):
 - DATED: 3/14/25
 - SEQ#: 4
 - BATCH#: 1324
 - INVOICE#: 4
 - APPROVAL CODE: 95079?
 - 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 on Monday, June 2-6, 2025, and June 9-10, 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.

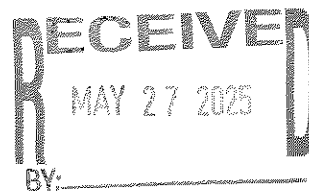
From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - LAKIESHA LAW
Date: May 27, 2025 at 7:37 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amosing@gmstnn.com



Good afternoon, Todd ,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD – for the following venue.
 - LOCATION – OV PATIO (SATURDAY) 3:00 P.M. to 7:00 P.M.
 - DATE OF VENUE – MAY 24, 2025
 - RESIDENT – LAKIESHA LAW
 - ADDRESS – 684 TIMBERMILL LANE, **ORANGE PARK, FL 32065**
 - AMOUNT OF REFUND - \$100.00
 - BOOKING FEE/DEPOSIT was via VISA(7030):
 - DATED: 3/27/25
 - SEQ#: 4?
 - BATCH#: 134?
 - INVOICE#: 4?
 - APPROVAL CODE: 06319?
 - 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 on Monday, June 2-6, 2025, and June 9-10, 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.

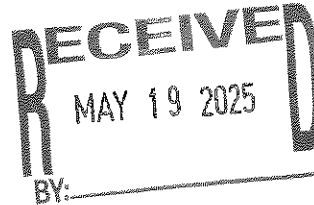
From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - LILA MARTIN - CANCELLATION (REVISED)
Date: May 19, 2025 at 5:17 PM
To: Todd Poivere tpoivere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



Good afternoon, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD – for the following venue.
 - LOCATION – OVCR aka CLUBROOM (SATURDAY) 10:00 A.M. to 2:00 P.M.
 - DATE OF VENUE – JUNE 21, 2025
 - RESIDENT – LILA MARTIN
 - ADDRESS – 559 LONGMILL LANE, **ORANGE PARK, FL 32065**
 - AMOUNT OF REFUND - \$300.00 = \$250.00 RENTAL PLUS 1/2 OF DEPOSIT \$50.00*
(cancelled via email dated 5/14/25)
 - BOOKING FEE/DEPOSIT was via VISA (4527):
 - **RENTAL FEE:**
 - DATED: 5/1/25
 - SEQ#: ?
 - BATCH#: 136?
 - INVOICE#: ?
 - APPROVAL CODE: 05393?
 - AMOUNT: \$250.00
 - **DEPOSIT FEE:**
 - DATED: 5/1/25
 - SEQ#: ?
 - BATCH#: 136?
 - INVOICE#: ?
 - APPROVAL CODE: 04933?
 - AMOUNT: \$100.00



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

Thank you.

***CANCELLATION POLICY:** Cancellation must be communicated to the Community Amenity Coordinator no later than 31 days prior to the scheduled event to receive 100% of the rental and 50% deposit. If the event is canceled less than 31 days prior to the event 50% of the security deposit and 0% of the rental will be returned. No fog machines are permissible. Smoking is prohibited on District property. If alcohol is expected, it must remain in the rented area. No glass is allowed.

I will be out of the office on Monday, June 2, 2025, Friday, June 6, 2025, and June 9 and 10, 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.

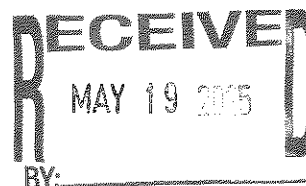
From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - LISA PHELTS
Date: May 19, 2025 at 5:25 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



Good afternoon, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD – for the following venue.
 - LOCATION – OV PATIO (SATURDAY) 10:15 A.M. to 2:15 P.M.
 - DATE OF VENUE – MAY 17, 2025
 - RESIDENT – LISA PHELTS
 - ADDRESS – 783 BELLSHIRE DRIVE, ORANGE PARK, FL 32065
 - AMOUNT OF REFUND - \$100.00
 - BOOKING FEE/DEPOSIT was via VISA(2407):
 - DATED: 5/5/25
 - SEQ#: 4?
 - BATCH#: 137?
 - INVOICE#: 4?
 - APPROVAL CODE: 51754?
 - 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 on Monday, June 2, 2025, Friday, June 6, 2025, and June 9 and 10, 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.

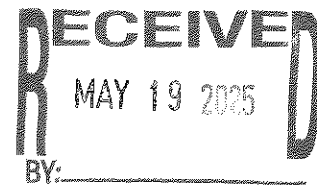
From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - NICOLE FLEMING
Date: May 19, 2025 at 5:20 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



Good afternoon, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD – for the following venue.
 - LOCATION – OVCR aka CLUBROOM (SATURDAY) 7:00 P.M. to 11:00 P.M.
 - DATE OF VENUE – MAY 17, 2025
 - RESIDENT – NICOLE FLEMING
 - ADDRESS – 3709 OLD HICKORY LANE, **ORANGE PARK, FL 32065**
 - AMOUNT OF REFUND - \$100.00
 - BOOKING FEE/DEPOSIT was via VISA (3842):
 - DATED: 11/25/24
 - SEQ#: 3
 - BATCH#: 1235
 - INVOICE#: 3
 - APPROVAL CODE: 07085D
 - 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 on Monday, June 2, 2025, Friday, June 6, 2025, and June 9 and 10, 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

Mailing Correspondence Address: 1623 Troy Lynn Trail, Jacksonville, FL 32225

(904) 645-9068 Fax: (904)645-9082

E-mail: bookme@progressiveent.com

www.progressiveent.com

Invoice date: 5/20/2025 **Invoice #** 12997768 **Terms:** Due by event end **PO#**
Customer name: Double Branch CDD- Oakleaf (Phase 1) **Type of Event:** School's Out Partry
Billing address: 370 Oakleaf Village Parkway, Orange Park, FL 32065
Original contact person: Lisa Carter **Wk:** 904-375-9285 ext. 7 **E-mail/ fax:** residentassistant@oakleafresidents.com
At event contacts with cell: Jay Soriano Cell-904-342-1441 manager@oakleafresidents.com
Event date: Friday May 30, 2025 **Hours of event:** 1:00 pm-4:00 pm **Hours of service:** Same
Approximate set up time: Between: 12:00 and 12:15 pm
Location name and address: Poolside- 370 Oakleaf Village Parkway, Orange Park, FL 32065
Where to set up at location: Under covering **Power within 75':** Yes
Set up-grass or pavement: PV **Water within 75':** NA **Covered area for entertainer:** Yes
Notes:

SERVICES NEEDED:

* Interactive Mobile DJ Services

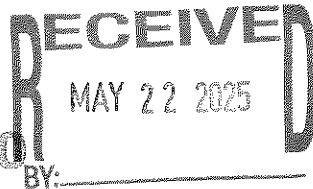
3.0 hrs.

* Travel

Reg. Rate	\$	595.00	Your Cost	\$	450.00
Reg. Rate	\$	45.00	Your Cost	\$	45.00
Reg. Total	\$	640.00	Your Total	\$	495.00
Total Savings	\$	145.00			

Code to:

2-320-572-49400



Double Branch Special Event

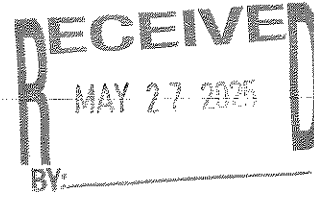
Sub Total:	\$	495.00
Sales Tax:	\$	-
Invoice Total:	\$	495.00
Credit Card Fee		
Total with Card	\$	-
50 % Deposit required	\$	Waived
Balance due at set up	\$	495.00
Payments received	\$	-
Current Balance	\$	495.00
Due by event date or \$50 Late Fee		

CANCELLATION, RE-SCHEDULING, INCLAMENT WEATHER POLICY

Any cancellation of this agreement by customer must be in writing at least 30 days prior to event date with specific reasons with verification by Progressive Entertainment. Any stopping of delivery/service of Progressive Entertainment must be at least 24 hrs. in advance to avoid labor costs. No penalties or loss of deposit occur if event is re-scheduled within 60 days of original event date. A 50% cancellation fee of total amount occurs when not within these terms. Other arrangements must be noted by Progressive Entertainment. For customer pick up- customer is responsible for theft or damage to equipment or materials while in possession. Progressive Entertainment is not responsible for any acts of nature which prevent event from taking place or being shortened. Service reserves the right to stop service if guests cause a safety or behavior issue to service.

Customer signature required x _____ Date: _____

From: Oakleaf Venues venuere rentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - TANISHA GIDDIN
Date: May 27, 2025 at 7:31 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



Good evening, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD – for the following venue.
 - LOCATION – OVCR aka CLUBROOM (SATURDAY) 2:30 P.M. to 6:30 P.M.
 - DATE OF VENUE – MAY 24, 2025
 - RESIDENT – TANISHA GIDDIN
 - ADDRESS – 3546 SILVER BLUFF BOULEVARD, ORANGE PARK, FL 32065
 - AMOUNT OF REFUND - \$100.00
 - BOOKING FEE/DEPOSIT was via MC(9321):
 - DATED: 1/8/25
 - SEQ#: 2
 - BATCH#: 1289
 - INVOICE#: 2
 - APPROVAL CODE: 028078?
 - 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 on Monday, June 2-6, 2025, and June 9-10, 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
venuere rentals@oakleafresidents.com
(904) 770-4661 voice email
(904) 375-9285 ext. 3
www.oakleafresidents.com

Governmental Management Services

www.OakLeafResidents.com

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

CHECK	VEND#INVOICE.....	...EXPENSED TO...	VENDOR NAME				STATUS	AMOUNTCHECK.....	
DATE		DATE	INVOICE	YRMO	DPT	ACCT#	SUB	SUBCLASS		AMOUNT	#
TOTAL FOR REGISTER										27,179.62	

Governmental Management Services, LLC

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

Invoice

Invoice #: 2503

Invoice Date: 4/30/25

Due Date: 4/30/25

Case:

P.O. Number:

Bill To:

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

Description	Hours/Qty	Rate	Amount
2.320.572.4100 (DB Phones) - Statement Closing Date 3/20/24		88.15	88.15
2.320.572.5100 (DB Office Supplies) - Statement Closing Date 3/20/24		191.29	191.29
34.600.538.6200 (DB Repair & Replacements) - Statement Closing Date 3/20/24		2,676.58	2,676.58
Total			\$2,956.02
Payments/Credits			\$0.00
Balance Due			\$2,956.02

RECEIVED
MAY 07 2025
BY: _____

\$2,676.58



194-ORANGE PARK-SCP DIST.
8601 YOUNGERMAN CT UNIT 2
JACKSONVILLE, FL 32244-8927
Phone 904-739-3511
Fax 904-908-6983

INVOICE

EMERGENCY RESPONSE #
1-800-424-9300



INVOICE #	CS206220
ORDER #	CS211617
DATE	04/17/25
PAGE	1 of 1

BILL TO

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

SHIP TO

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

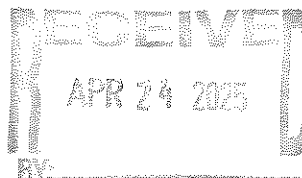
CUSTOMER P/O NUMBER	SHIP VIA PRIORITY PICK	WRITTEN BY DEEJAY ADAMS(194)	ORDER DATE 04/17/25
CUSTOMER RELEASE NUMBER	FREIGHT TERMS 02 IN/OUTBOUND	PAYMENT TERMS NET 30 DAYS	DUE DATE 05/17/25
JOB / SHIP-TO NAME OAKLEAF VILLAGE PKWY	PURCHASING AGENT	CONTACT JAY SORIANO	PHONE 904-342-1441

LN#	PRODUCT	HM	DESCRIPTION	U/M	OPEN	PCK-QTY	SHIP-QTY	B/O	PRICE	EXTENSION
1	TAY-45-1002		R-0001-C 12/BX 2OZ #1 DPD REAGENT	EA	2	2	2	0	10.98	21.96
2	TAY-45-1003		R-0002-C 12/BX 2OZ #2 DPD REAGENT	EA	2	2	2	0	10.99	21.98
3	TAY-45-1019		R-0004-C 12/BX 2OZ PH INDICATOR SOLUTION	EA	2	2	2	0	7.93	15.86

Code to:

Double Branch Repair and Repl.

34.600.53800.6200



___PLACARDS SUPPLIED-YES___ NO___ REFUSED___

MERCHANDISE TOTAL	DISCOUNTS	MISC CHARGES	SALES TAX	INBOUND FREIGHT	OUTBOUND FREIGHT	DEPOSIT AMOUNT	DEPOSIT APPLIED	INVOICE TOTAL
59.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	59.80

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

SIGNATURE: DEEJAY ADAMS(194)

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

SIGNATURE: _____

RECEIVED BY: _____

Cust#: 277667 Cust Name: DOUBLE BRANCH CDD

Inv#: CS206220 Invoice Date: 04/17/25 Invoice Amount: \$59.80

Remit To:
SCP DISTRIBUTORS LLC
DEPT 0594
PO BOX 850001
ORLANDO, FL 32885-0594



Invoice

Invoice #: 21947

Date: 04/30/25

Customer PO:

DUE DATE: 05/30/2025

BILL TO

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

FROM

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

DESCRIPTION

AMOUNT

#21194 - Tree Removals Center Island Oakside Dr.

Provide Sub to remove 2 Declining or dead trees in Center Island on Oakside Drive, Price includes traffic control and chipping debris, remove from property.

Landscape Enhancement

\$2,673.50

Disposal Fee (Other)	1.00	\$50.00	\$50.00
----------------------	------	---------	---------

Sub: Tree work (Sub)	1.00	\$2,623.50	\$2,623.50
----------------------	------	------------	------------

Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

\$2,673.50

Please See Our
Updated Remittance
Information

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

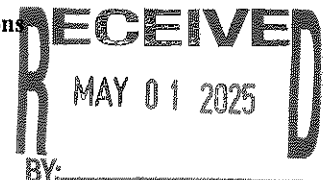
ACH Account Information:
Bank Name: Wells Fargo Bank N.A.
Routing Number: 121000248
Account Number: 4945950657
Remittance Information:
AR@verdego.com

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

Code to:

Double Branch Repair and Replacement

034.600.538.621





194-ORANGE PARK-SCP DIST.
8601 YOUNGERMAN CT UNIT 2
JACKSONVILLE, FL 32244-8927
Phone 904-739-3511
Fax 904-908-6983

INVOICE REPRINT

EMERGENCY RESPONSE #

1-800-424-9300



INVOICE #	CS202717
ORDER #	CS207305
DATE	02/17/25
PAGE	1 of 1

BILL TO

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

SHIP TO

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

CUSTOMER P/O NUMBER SHOP	SHIP VIA PRIORITY PICK	WRITTEN BY LARRY HORNE(194)	ORDER DATE 02/17/25
CUSTOMER RELEASE NUMBER	FREIGHT TERMS 02 IN/OUTBOUND	PAYMENT TERMS NET 30 DAYS	DUE DATE 03/19/25
JOB / SHIP-TO NAME OAKLEAF VILLAGE PKWY	PURCHASING AGENT	CONTACT JAY SORIANO	PHONE 904-342-1441

LN#	PRODUCT	HM	DESCRIPTION	U/M	OPEN	PCK-QTY	SHQ-QTY	B/O	PRICE	EXTENSION
1	HPP-201-2018		HH1506 STANDARD DEBRIS BAG ALT-1008964080	EA	1	1	1	0	36.86	36.86
2	PSL-40-0347		PS995 PROFESSIONAL SERIES LEAF RAKE W/ FINE MESH NET ALT-2936002997	EA	1	1	1	0	53.01	53.01
3	RGL-50-1350	X	47246940 24/PLT REGAL 50# 3" CHLORINATED TABS (UW)	PL	1	1	1	0	190.05	190.05

** Weight: 54.00 lbs. **

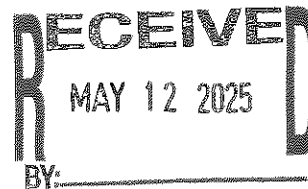
QTY	U/M	HM	UN ID#	PROPER SHIPPING NAME	HAZ CLASS	PACKING GROUP	LBS	ERG
1	PL	X	UN2468	Trichloroisocyanuric acid, dry	5.1	II	54.00	140

COPY OF INV'S

Code to:

Double Branch Repair and Repl.

34,600.53800.6200



___ PLACARDS SUPPLIED-YES___ NO___ REFUSED___

MERCHANDISE TOTAL	DISCOUNTS	MISC CHARGES	SALES TAX	INBOUND FREIGHT	OUTBOUND FREIGHT	DEPOSIT AMOUNT	DEPOSIT APPLIED	INVOICE TOTAL
279.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	279.92

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

SIGNATURE: LARRY HORNE(194)

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

SIGNATURE: _____

RECEIVED BY: _____

Cust#: 277667 Cust Name: DOUBLE BRANCH CDD
Inv#: CS202717 Invoice Date: 02/17/25 Invoice Amount: \$279.92

Remit To:
SCP DISTRIBUTORS LLC
DEPT 0594
PO BOX 850001
ORLANDO, FL 32885-0594



Invoice

Invoice #: 22020

Date: 05/08/25

Customer PO:

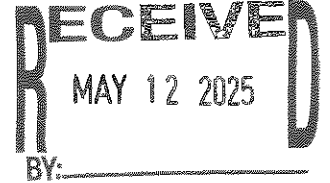
DUE DATE: 06/07/2025

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

#21774 - Oak Removal damaged in Soccer Parking Lot

Provide Labor to remove Damaged shrub material and Oak tree from vehicle accident in Soccer Parking Lot

Landscape Enhancement

\$717.00

Disposal Fee (Other)	1.00	\$100.00	\$100.00
Irrigation Allowance (Kit)	1.00	\$60.50	\$60.50
Sub: Tree work (Sub)	1.00	\$556.50	\$556.50

Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

\$717.00

Please See Our
Updated Remittance
Information

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

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

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

Code to:

Double Branch Repair and Replacement

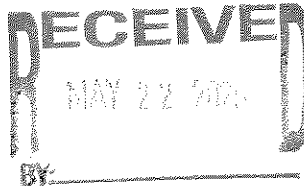
034.600.538.621

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

Invoice

Invoice #: 2506
Invoice Date: 5/16/25
Due Date: 5/16/25
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		952.76	952.76
Code to: <i>Double Branch</i> Middle Village Repair and Replacements <i>62100</i> 34-600-538-64000			
Total			\$952.76
Payments/Credits			\$0.00
Balance Due			\$952.76

MAINTENANCE BILLABLE PURCHASES

Period Ending 5/05/25

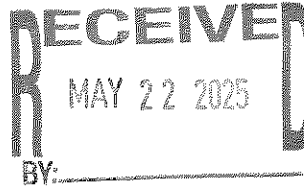
<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DB				
DOUBLE BRANCH				
OAKLEAF	4/4/25	6"x24" Garage Sale Signs	45.46	J.S.
	4/5/25	PHIL FLT SCREW 25PC	5.22	T.C.
	4/5/25	AAA Batteries 12 PK	11.42	T.C.
	4/5/25	AA Batteries 12PK	11.43	T.C.
	4/8/25	Acid (3)	65.48	T.C.
	4/9/25	Machine Screw #8x1	0.85	J.S.
	4/9/25	Machine Screw #10x1	1.69	J.S.
	4/9/25	M5x25 Pan Head Screw	4.31	J.S.
	4/9/25	M4x25 Pan Head Screw	4.31	J.S.
	4/10/25	4x3/8 Shedless Knit 6pk (2)	26.08	T.C.
	4/10/25	Wood Screws #10x2	1.69	T.C.
	4/10/25	Decmate Screws 2-1/2" 1lb	12.62	T.C.
	4/10/25	FrogTape 3pk (2)	57.43	T.C.
	4/10/25	Tray Liners 10pk	8.03	T.C.
	4/10/25	Safety Yellow Paint (2)	111.50	T.C.
	4/15/25	Pool Test Kit	9.76	T.C.
	4/15/25	Penzoil 5W20	3.11	T.C.
	4/17/25	BLK Nitrile Gloves	7.46	T.C.
	4/17/25	Winged Wire Connectors 30pk	6.88	T.C.
	4/17/25	Electrical Tape 5pk	8.88	T.C.
	4/17/25	Wasp/Hornet Spray 2pk (2)	16.03	T.C.
	4/21/25	Ratchet Straps	2.97	T.C.
	4/21/25	Trash Cans	31.02	T.C.
	4/21/25	Bleach	7.45	T.C.
	4/21/25	Pine Sol	25.84	T.C.
	4/24/25	2" Frog Tape (2)	57.43	T.C.
	4/24/25	4x3/8" Shedless Knit 6pk	13.04	T.C.
	4/24/25	Fire Ant Killer (2)	27.53	T.C.
	4/24/25	Wasp Hornet (3)	12.03	T.C.
	4/24/25	Safety Yellow Paint	55.75	T.C.
	4/29/25	Frog Tape (6)	65.41	T.C.
	4/29/25	Marble Chips (4)	61.96	T.C.
	4/30/25	Gas for Equipment	75.00	T.C.
	5/1/25	Deckmate Screws	65.55	T.C.
	5/1/25	Pull Start Handle	3.44	T.C.
	5/1/25	Trufuel 50:1	13.79	T.C.
	5/1/25	Bleach (2)	14.90	T.C.
TOTAL			<u><u>\$952.76</u></u>	

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

Invoice

Invoice #: 2507
Invoice Date: 5/16/25
Due Date: 5/16/25
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 April 1 - April 30, 2025	341.48	40.00	13,659.20
Facility Maintenance Mileage April 1 - April 30, 2025	334	0.445	148.63
Code to:			
Double Branch Facility Maintenance			
2.320.572.46600 (\$5,462.00)			
Double Branch Facility Maintenance Contingency			
2.320.572.46620 (\$1,145.00)			
Double Branch Lighting Repairs			
2.320.572.46630 (\$790.00)			
Double Branch Common Area Maintenance			
2.320.572.46400 (\$5,450.00)			
Double Branch Repair/Replacement			
34.600.53800.6200 (\$960.83)			

Total \$13,807.83

Payments/Credits \$0.00

Balance Due ~~\$13,807.83~~

\$960.83

PAT'S NURSERY, INC.
 7060 HIGHWAY 17
 FLEMING ISLAND, FLORIDA 32003
 (904) 284-2011

CUSTOMER'S ORDER NO.		PHONE		DATE	
		562-0249		5-21-25	
NAME Joy / Double Branch					
ADDRESS Field House / Oak Leaf Plantation * Quote					
SOLD BY	CASH	C.O.D.	CHARGE	ON ACCT.	PAID OUT
QTY.	DESCRIPTION			PRICE	AMOUNT
4	15 gal Sago			155 ⁰⁰	620 ⁰⁰
62	7 gal Suspens Viburnum			55 ⁰⁰	3,740 ⁰⁰
44	3 gal Coconut Palm			30 ⁰⁰	1,320 ⁰⁰
40	3 gal Strombothe			25 ⁰⁰	1,000 ⁰⁰
60	3 gal Red Ruffle Azaleas			25 ⁰⁰	1,500 ⁰⁰
110	1 gal Liriope			10 ⁰⁰	1,100 ⁰⁰
30	yds Mulch			80 ⁰⁰	2,400 ⁰⁰
Everything Planted and fertilized					
ANY CLAIMS OF SOD OR PROBLEMS MUST BE REPORTED WITHIN 24 HOURS OF PURCHASE.					
TAX					
TOTAL					11,680 ⁰⁰
RECEIVED BY					

Thank you!!
 Check
 Bayne

All claims and returned goods MUST be accompanied by this bill.

124000

Thank You



Kiefer Aquatics
The Lifeguard Store

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

Page 1/1

Quote

DATE	Customer #	ESTIMATE
04/09/2025	265527	EST133755



BILL TO
Oakleaf Plantation 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

Shipped Via:
FEDEX_GROUND

Estimate Prepared by:
bhabel

ITEM	DESCRIPTION	QUANTITY	PRICE EACH	TOTAL
300-0000N	DROPSHIP: SRS Splash! Pool Lift, Gray Mist, No Anchor This item is being shipped directly from the manufacturer. Most drop ship items arrive within 5-10 business days. We apologize for the delay. Code to: Split 50/50 Middle Village Repair and Replacements 34-600-538-64000 Double Branch Repair and Replacement 034.600.538.621	1	\$9,103.81	\$9,103.81

RECEIVED
MAY 22 2025
BY: _____

Subtotal	\$9,103.81
Freight	\$370.48
Discount	\$0.00
Tax	\$0.00
Total	\$9,474.29

\$4,737.15



Kiefer Aquatics
The Lifeguard Store

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

Page 1/1

Quote

DATE	Customer #	ESTIMATE
05/19/2025	265527	EST136243



BILL TO

Oakleaf Plantation
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

Shipped Via:

FEDEX_GROUND

Estimate Prepared by:

bhabel

ITEM	DESCRIPTION	QUANTITY	PRICE EACH	TOTAL
400-7000	DROPSHIP: PAL Lift Controller Unit w/ 4 Button Pad #400-7000 This item is being shipped directly from the manufacturer. Most drop ship items arrive within 5-10 business days. We apologize for the delay.	1	\$664.53	\$664.53
100-5000A	DROPSHIP: SRS PAL/Splash!/aXs2 Actuator Assembly This item is being shipped directly from the manufacturer. Most drop ship items arrive within 5-10 business days. We apologize for the delay.	2	\$1,437.31	\$2,874.62
Code to: Split 50/50				
Middle Village Repair and Replacements				
34-600-538-64000				
Double Branch Repair and Replacement				
034.600.538.621				
			Subtotal	\$3,539.15
			Freight	\$75.00
			Discount	\$0.00
			Tax	\$0.00
			Total	\$3,614.15

\$1,807.08



Invoice

Invoice #: 22139

Date: 05/15/25

Customer PO:

DUE DATE: 06/14/2025

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

#21972 - Mainline Repair Laurelwood Dr. May 2025
Repaired a 4" mainline north side along sidewalk and pond on Laurelwood Drive (Loop road)

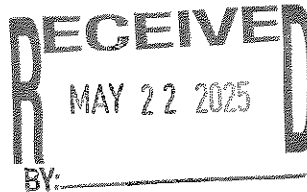
Double Branch side. This reflects all labor and material used to complete the repair.

AMOUNT

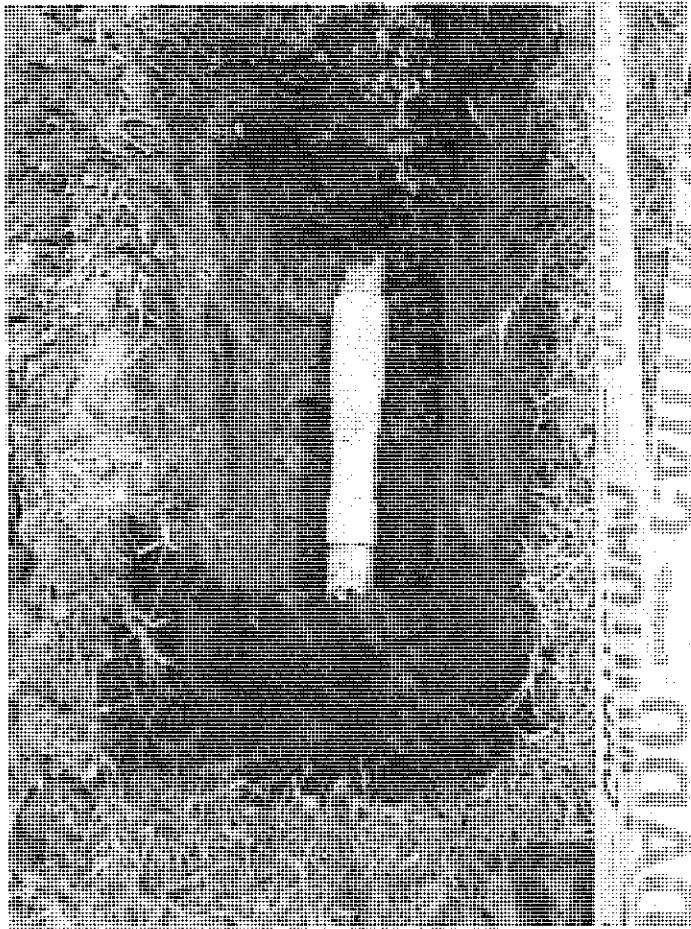
Code to:

Double Branch Repair and Replacement

034.600.538.621







<i>Landscape Enhancement</i>				<i>\$635.00</i>
4" coupler (Material)	1.00	\$20.00	\$20.00	
4" slip fix (Material)	1.00	\$135.00	\$135.00	
Irrigation Labor (Labor)	8.00	\$60.00	\$480.00	

Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE **\$635.00**

Please See Our
Updated Remittance
Information

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

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

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

FOURTH ORDER OF BUSINESS

RESOLUTION 2025-02
[FY 2026 BUDGET APPROVAL RESOLUTION]

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGET(S) FOR FY 2026; SETTING A PUBLIC HEARING THEREON AND DIRECTING PUBLICATION; ADDRESSING TRANSMITTAL AND POSTING REQUIREMENTS; ADDRESSING SEVERABILITY AND EFFECTIVE DATE.

WHEREAS, for the fiscal year beginning October 1, 2025, and ending September 30, 2026 (“**FY 2026**”), the District Manager prepared and submitted to the Board of Supervisors (“**Board**”) of the Double Branch Community Development District (“**District**”) prior to June 15, 2025, the proposed budget(s) attached hereto as **Exhibit A (“Proposed Budget”)**; and

WHEREAS, the Board now desires to set the required public hearing on the Proposed Budget.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT:

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget attached hereto as **Exhibit A** is hereby approved preliminarily.

2. **SETTING A PUBLIC HEARING; DIRECTING PUBLICATION.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, time, and location, and District staff is directed to provide notice of the same in accordance with Florida law:

DATE: August 11, 2025
TIME: 6:00 p.m.
LOCATION: Plantation Oaks Amenity Center
845 Oakleaf Plantation Parkway
Orange Park, FL 32065

3. **TRANSMITTAL TO LOCAL GENERAL PURPOSE GOVERNMENT; POSTING OF PROPOSED BUDGET.** The District Manager is hereby directed to (i) submit a copy of the Proposed Budget to the applicable local general-purpose government(s) at least 60 days prior to its adoption, and (ii) post the approved Proposed Budget on the District’s website in accordance with Chapter 189, Florida Statutes.

4. **SEVERABILITY; EFFECTIVE DATE.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 9th DAY OF JUNE 2025.

ATTEST:

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

Secretary / Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Proposed Budget

Exhibit A
Proposed Budget

Double Branch

Community Development District

Proposed Budget
FY 2026

Presented by:



Table of Contents

1	<u>General Fund</u>
2-3	<u>Narratives</u>
4	<u>Recreation Fund</u>
5-9	<u>Narratives</u>
10-12	<u>Debt Service Fund Series 2013</u>
13	<u>Assessment Allocation</u>
14	<u>Capital Reserve Fund</u>
15	<u>Exhibit A</u>

Double Branch
Community Development District
Proposed Budget
General Fund

Description	Adopted Budget FY2025	Actuals Thru 4/30/25	Projected Next 5 Months	Projected Thru 9/30/25	Proposed Budget FY 2026
-------------	-----------------------------	-------------------------	----------------------------	---------------------------	-------------------------------

REVENUES:

Special Assessments - Tax Roll	\$ 184,075	\$ 183,021	\$ 1,039	\$ 184,060	\$ 184,126
Interest income	2,500	2,749	1,500	4,249	4,500
TOTAL REVENUES	\$ 186,575	\$ 185,770	\$ 2,539	\$ 188,309	\$ 188,626

EXPENDITURES:

Administrative

Supervisor Fees	\$ 12,000	\$ 6,600	\$ 5,000	\$ 11,600	\$ 12,000
FICA Expense	918	505	383	887	918
Engineering	5,000	3,173	1,827	5,000	5,000
Arbitrage Rebate	700	700	-	700	700
Dissemination	1,798	1,049	749	1,798	1,888
Assessment Roll Administration	9,227	9,227	-	9,227	9,688
Attorney	42,000	12,544	29,456	42,000	42,000
Annual Audit	5,400	5,500	-	5,500	5,600
Trustee Fees	9,500	8,815	-	8,815	8,900
Management Fees	72,865	42,505	30,361	72,865	76,509
Information Technology	2,407	1,404	1,003	2,407	2,527
Telephone	600	112	488	600	600
Postage	2,000	271	1,729	2,000	2,000
Printing	2,500	323	2,177	2,500	2,500
Insurance General Liability	10,556	10,268	-	10,268	11,552
Legal Advertising	2,800	514	2,287	2,800	2,800
Office Supplies	200	13	187	200	200
Website Maintenance	2,809	1,639	1,170	2,809	2,949
Dues, Licenses & Subscriptions	175	175	-	175	175
Other Current Charges	120	20	100	120	120
Capital Reserve Funding	3,000	-	3,000	3,000	-
TOTAL ADMINISTRATIVE	\$ 186,575	\$ 105,355	\$ 79,917	\$ 185,272	\$ 188,626

TOTAL EXPENDITURES	\$ 186,575	\$ 105,355	\$ 79,917	\$ 185,272	\$ 188,626
---------------------------	-------------------	-------------------	------------------	-------------------	-------------------

Other Sources/(Uses)

Interfund Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OTHER SOURCES/(USES)	\$ -	\$ -	\$ -	\$ -	\$ -
EXCESS REVENUES (EXPENDITURES)	\$ -	\$ 80,416	\$ (77,378)	\$ 3,038	\$ -

Double Branch
Community Development District
Budget Narrative General Fund
Fiscal Year 2026

REVENUES

Special Assessments - Tax Roll

The District will levy a Non-Ad Valorem assessment on all sold and platted parcels within the District in order to pay for the operating expenditures during the Fiscal Year.

Interest

The District earns interest on the monthly average collected balance for each of their investment accounts.

Expenditures - Administrative

Supervisors Fees

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting in which they attend.

FICA Taxes

Payroll taxes on Board of Supervisor's compensation. The budgeted amount for the fiscal year is calculated at 7.65% of the total Board of Supervisor's payroll expenditures.

Engineering

The District's engineer will provide general engineering services to the District, i.e. attendance and preparation for monthly board meetings, review of invoices, and other specifically requested assignments.

Arbitrage Rebate

The District is required to have an annual arbitrage rebate calculation prepared for the District's Series 2013 A-1 and A-2 Special Assessment Refunding Bonds. Currently, the District has contracted with Grau and Associates.

Dissemination Agent

The District is required by the Security and Exchange Commission to comply with Rule 15(c)(2)-12(b)(5), which relates to additional reporting requirements for un-rated bond issues.

Assessment Roll Administration

GMS, LLC provides assessment services for closing lot sales, assessment roll services with the local Tax Collector and financial advisory services.

Attorney

The District's Attorney, will be providing general legal services to the District, i.e., attendance and preparation for monthly Board meetings, review of contracts, review of agreements and resolutions, and other research assigned as directed by the Board of Supervisors and the District Manager.

Annual Audit

The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting Firm. Grau and Associates currently serves as the District's Independent Auditor.

Trustee Fees

The District's Series 2013 A-1 & 2013 A-2 Special Assessment Refunding Bonds are held by a Trustee at US Bank, N.A. The amount of the trustee fees is based on the agreement between US Bank and the District.

Double Branch
Community Development District
Budget Narrative General Fund
Fiscal Year 2026

Expenditures - Administrative (continued)
--

Management Fees

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services, LLC. The budgeted amount for the fiscal year is based on the contracted fees outlined in Exhibit "A" of the Management Agreement.

Information Technology

Represents costs related to the District's information systems, which include but are not limited to video conferencing services, cloud storage services and servers, security, accounting software, etc.

Telephone

New internet and Wi-Fi service for Office.

Postage

Actual postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence.

Printing

Actual postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence.

Insurance General Liability

The District's General Liability & Public Officials Liability Insurance policy is with Florida Insurance Alliance (FIA). FIA specializes in providing insurance coverage to governmental agencies.

Legal Advertising

The District is required to advertise various notices for monthly Board meetings and other public hearings in a newspaper of general circulation.

Office Supplies

Supplies used in the preparation and binding of agenda packages, required mailings, and other special projects.

Website Maintenance

Represents the costs associated with monitoring and maintaining the District's website created in accordance with Chapter 189, Florida Statutes. These services include site performance assessments, security and firewall maintenance, updates, document uploads, hosting and domain renewals, website backups, etc.

Due, Licenses & Subscriptions

The District is required to pay an annual fee to the Florida Department of Commerce for \$175.

Other Current Charges

This includes monthly bank charges and any other miscellaneous expenses that incur during the year.

Double Branch

Community Development District

Proposed Budget Recreation Fund

Description	Adopted Budget FY2024	Actuals Thru 4/30/25	Projected Next 5 Months	Projected Thru 9/30/25	Proposed Budget FY 2026
-------------	-----------------------------	-------------------------	----------------------------	---------------------------	-------------------------------

REVENUES:

Special Assessments - On Roll	\$ 2,144,534	\$ 2,132,254	\$ 12,109	\$ 2,144,363	\$ 2,118,723
Interest income	25,000	27,506	10,000	37,506	25,000
Amenities Revenue/Miscellaneous	25,000	22,478	15,000	37,478	25,000
Sports Revenue	30,000	-	30,000	30,000	20,000

TOTAL REVENUES	\$ 2,224,534	\$ 2,182,239	\$ 67,109	\$ 2,249,348	\$ 2,188,723
-----------------------	---------------------	---------------------	------------------	---------------------	---------------------

EXPENDITURES:

Administrative

Management Fees - On Site Staff	\$ 233,919	\$ 136,453	\$ 97,466	\$ 233,919	\$ 245,615
Insurance	141,137	120,080	-	120,080	127,990
Other Current Charges	3,500	835	2,665	3,500	3,500
Permit Fees	1,625	1,280	345	1,625	1,625

TOTAL ADMINISTRATIVE	\$ 380,181	\$ 258,648	\$ 100,476	\$ 359,124	\$ 378,730
-----------------------------	-------------------	-------------------	-------------------	-------------------	-------------------

Operations & Maintenance

Maintenance

Security	\$ 111,280	\$ 62,627	\$ 48,653	\$ 111,280	\$ 111,280
Security - Clay County Off-Duty Sheriff	47,304	30,179	17,125	47,304	47,304
Water - Irrigation	15,000	8,576	6,424	15,000	17,000
Irrigation Maintenance	5,000	-	5,000	5,000	5,000
Streetlighting	32,000	16,132	15,868	32,000	29,640
Electric	36,000	22,353	13,647	36,000	43,800
Landscape Maintenance	507,134	275,885	231,249	507,134	487,134
Common Area Maintenance	75,000	39,147	35,853	75,000	82,500
Lake Maintenance	31,000	15,190	15,810	31,000	31,000
Capital Reserve	428,079	-	428,079	428,079	360,024

TOTAL MAINTENANCE	\$ 1,287,796	\$ 470,088	\$ 817,708	\$ 1,287,796	\$ 1,214,681
--------------------------	---------------------	-------------------	-------------------	---------------------	---------------------

Recreation Facility

Amenity Staff	\$ 150,500	\$ 55,390	\$ 95,110	\$ 150,500	\$ 165,840
Refuse Services	19,000	13,580	5,420	19,000	20,000
Telephone	8,500	3,921	4,579	8,500	8,400
Electric	29,000	17,665	11,334	29,000	34,800
Cable	9,707	6,071	4,500	10,571	11,280
Pool Maintenance	39,000	23,598	15,402	39,000	43,200
Water/Sewer/Reclaim	48,000	19,953	28,047	48,000	53,280
Facility Maintenance - General	75,000	36,643	38,357	75,000	82,500
Facility Maintenance - Preventative	10,000	1,955	8,045	10,000	10,000
Facility Maintenance - Contingency	40,000	5,782	34,218	40,000	45,000
Lighting Repairs	9,500	4,287	5,213	9,500	10,500
Special Events	10,250	5,852	4,398	10,250	10,700
Office Supplies & Equipment	1,400	453	947	1,400	1,400
Janitorial	70,200	36,050	34,150	70,200	74,412
Recreation Passes	4,000	2,365	1,635	4,000	4,000
Pool Leak Repairs	2,500	-	2,500	2,500	-
Multiuse Field	30,000	-	15,000	15,000	20,000

TOTAL RECREATION FACILITY	\$ 556,557	\$ 233,565	\$ 308,856	\$ 542,421	\$ 595,312
----------------------------------	-------------------	-------------------	-------------------	-------------------	-------------------

TOTAL EXPENDITURES	\$ 2,224,534	\$ 962,301	\$ 1,227,040	\$ 2,189,341	\$ 2,188,723
---------------------------	---------------------	-------------------	---------------------	---------------------	---------------------

EXCESS REVENUES (EXPENDITURES)	\$ -	\$ 1,219,939	\$(1,159,932)	\$ 60,007	\$ -
---------------------------------------	-------------	---------------------	----------------------	------------------	-------------

Double Branch

Community Development District

Budget Narrative Recreation Fund

Fiscal Year 2026

REVENUES

Special Assessments - Tax Roll

The District will levy a Non-Ad Valorem assessment on all sold and platted parcels within the District in order to pay for the operating expenditures during the Fiscal Year.

Interest Income

The District earns interest on the monthly average collected balance for each of their investment accounts.

Amenities Revenue

Income received from resident rental of Clubroom and Patio and access cards, fitness class, vending machines, and non-resident user fee for the Recreation Facility.

Sports Revenues

These are estimated fees for programmed sports activities.

Expenditures - Administrative

Management Fees

The District has contracted with Governmental Management Services, LLC ("GMS") for the supervision and on-site management of the District's amenities. The responsibilities include management of District maintenance contracts, scheduling special events, management of District employees, rental of facilities, scheduling of special events, resident inquiries, and other maintenance related items. The District shares the cost of a community manager, aquatics director, fitness center/access director, rental coordinator and administrative assistant with the Middle Village Community Development District.

Insurance

The District's Property and Liability Insurance policy is with Florida Insurance Alliance (FIA). FIA specializes in providing insurance coverage to governmental agencies.

Other Current Charges

Includes bank charges and any other miscellaneous administrative expenses that are incurred during the year with the use of deposit/credit card machine.

Permit Fees

Miscellaneous permit fees to operate the pool and water slides as well as special events.

Discription	Annual
Play Pool Permit	\$ 300
Lap Pool Permit	300
Spray Pool Permit	175
State Public Broadcast for Music Fees	850
Total	\$ 1,625

Expenditures - Maintenance Common Area

Security

The cost of security patrol for the District with Athletic Center and Common area.

Discription	Monthly	Annual
Secutity Contract	\$ 9,273	\$ 111,280

Clay County off Duty Security

Provision for off-duty-security patrol by Clay County Sheriff's Dept. Split 50/50 with Middle Village CDD.

Water - Irrigation

The District will purchase bulk water from JEA for irrigation purposes.

Account Number	Discription	Monthly	Annual
83744906	2226 Pebblewood LA Apt 1	\$ 30	\$ 360
66042924	302 Oakleaf Village Parkway	30	360
61929298	3468 Worthington Oaks Drive Apt 1	30	360
86638010	3570 Silver Bluff Blvd Apt 1	1,200	14,400
60770057	563 Acornridge Lane Apt 1	70	840
	Contingency	57	680
	Total	\$ 1,417	\$ 17,000

Double Branch

Community Development District

Budget Narrative Recreation Fund

Fiscal Year 2026

Expenditures – Maintenance Common Area (continued)

Irrigation Maintenance

The cost of miscellaneous irrigation, pump repairs and maintenance incurred by the district.

Street Lighting

The cost of street lighting provided by Clay Electric Cooperative, Inc.:

Account Number	Discription	Monthly		Annual	
7332265	Oakleaf Village Center Outdoor	\$	220	\$	2,640
5379615	East Sied of Brannanfield		2,200		26,400
	Contingency		50		600
	Total	\$	2,470	\$	29,640

Electric

The cost of electricity for signage lighting, entry feature lighting (main entry, Athletic Center entry and neighborhood entries) for the following accounts provided by Clay Electric Cooperative, Inc.:

Account Number	Discription	Monthly		Annual	
4995700	370 Oakleaf Village	\$	1,200	\$	14,400
4995718	370-1 Oakleaf Village Pkwy		500		6,000
5347943	3926-1 Plantation Oaks Blvd		100		1,200
5715289	1591 Canopy Oaks Dr - Irrigation		120		1,440
5774021	2971 Thorncrest Dr		50		600
6875140	373-1 Oakleaf Village Center		100		1,200
6912612	608-1 Oakleaf Village Pkwy		40		480
6912653	603-2 Oakleaf Village Pkwy		40		480
6912661	602-1 Oakleaf Village Pkwy		40		480
6912687	537-1 Oakleaf Village Pkwy		40		480
6912695	529-1 Oakleaf Village Pkwy		40		480
6912703	3925-1 Plantation Oaks Blvd		40		480
6912729	3860-1 Plantation Oaks Blvd		40		480
6912737	3859-1 Plantation Oaks Blvd		40		480
6912752	3805-1 Plantation Oaks Blvd		40		480
6912760	3800-1 Plantation Oaks Blvd		40		480
6912778	3306-1 Village Oaks Lane		40		480
6912786	465-1 Oakleaf Village Pkwy		40		480
6912810	3801-1 Plantation Oaks Blvd		40		480
6912828	728-1 Bellshire Drive		40		480
6912836	721-1 Bellshire Lane		40		480
6912869	715-1 Wakemount Drive		40		480
6912877	3219-1 Stonebrier Ridge Drive		40		480
6912893	576-1 Wakemount Drive		40		480
6912901	507-1 Millstone Drive		40		480
6912919	498-1 Millstone Drive		40		480
6912927	3442-1 Worthington Oaks Drive		40		480
6912943	309-1 Oakleaf Village Pkwy		40		480
6912950	373-2 Oakleaf Village Pkwy		40		480
9194375	308-1 Oakleaf Village Pkwy		40		480
6912976	358-2 Oakleaf Village Pkwy		40		480
7131527	3206-1 Silver Bluff Blvd		40		480
7332257	3168 Stonebrier Ridge		450		5,400
8684243	571 Oakleaf Village Pkwy		40		480
	Contingency		50		600
	Total	\$	3,650	\$	43,800

Landscape Maintenance

The District has a contract with Verdego to provide landscaping and irrigation maintenance services to all the common areas within the District as well as the Amenity Center. The amount is based upon the following:

Discription	Monthly		Annual	
Contract-Common Area	\$	40,594	\$	487,134

Double Branch

Community Development District

Budget Narrative Recreation Fund

Fiscal Year 2026

Expenditures – Maintenance Common Area (continued)

Common Area Maintenance

Represents the estimated day-to-day maintenance of the Districts common areas. Services include:

-Pressure washing of District fences, entrance signage and pillars, pool areas, gazebos, amenity center, field house, parks, park equipment and sidewalks. The estimated annual amount for these services is based upon contractor proposals

The estimated cost for the following is based upon past history and current hourly rates:

- All common area, easements and park litter clean up
- Lake and outfall inspections and debris removal
- Storm sewer grate inspections and cleaning
- Removal of unauthorized signage and maintenance of community signage
- Trapper for wild hogs
- Traffic/car accident clean up
- Inspection and repairs to all park equipment, playground, picnic table and benches

Lake Maintenance

The District has a contract with The Lake Doctors to provide monthly water management services and annual carp as needed per the contract, to 25 lakes throughout the District. Contingency represents monthly lake inspections and clean-up of outfall structures and fish barriers. The amount is based upon the following:

Discription	Monthly		Annual	
Lake Maintenance	\$	2,444	\$	29,326
Contingency		140		1,674
Total	\$	2,583	\$	31,000

Capital Reserve

Money set aside for future replacements of capital related items and operating capital.

Expenditures – Recreation Facility

Amenity Staff

Direct cost to provide lifeguard/pool attendant services from District employees during the operational season of the swimming pool, which is from Mid-March through October. Also covers front desk personnel at the Fitness Center.

Refuse Service

The District has contracted with Waste Management for refuse removal service twice weekly.

Telephone

The Amenity Center currently pays AT&T for three phone lines and one fax line. The amounts are based upon the following:

Discription	Monthly		Annual	
AT&T	\$	650	\$	7,800
Contingency		50		600
Total	\$	700	\$	8,400

Electric

Cost of electric associated with the Recreation facility and Fitness Center provided by Clay Electric:

Account Number	Discription	Monthly		Annual	
5217088	370 Oakleaf Village Pkwy	\$	2,200	\$	26,400
8763369	382 Oakleaf Village Pkwy		650		7,800
	Contingency		50		600
	Total	\$	2,900	\$	34,800

Cable/Internet

Cost of cable and internet access for the Recreation Facility from Comcast.

Discription	Monthly		Annual	
Facility Center	\$	415	\$	4,980
Fitness		475		5,700
Contingency		50		600
Total	\$	940	\$	11,280

Double Branch

Community Development District

Budget Narrative Recreation Fund

Fiscal Year 2026

Expenditures – Recreation Facility (continued)

Pool Maintenance

The District currently has a contract with Poolsure to supply chemicals and chemical feeders for the Amenity Center pools. The District is contracted with RMS for the cleaning, water testing, and treatment of the Amenity Center pools. During summer months, district employees will help with basic poolside cleaning such as brushing, skimming, and tile cleaning. Additionally, GMS staff handles the annual maintenance projects on the pool and deck features. The amount is based upon the following:

Discription	Monthly		Annual	
Pool Maintenance	\$	3,500	\$	42,000
Contingency		100		1,200
Total	\$	3,600	\$	43,200

Water /Sewer/Reclaim

Cost of water / sewer from JEA (acct # 7616920495) associated with the Recreation Facility and Reclaimed Water from Clay County Utility Authority.

Account Number	Discription	Monthly		Annual	
76832466	370 Oakleaf Village Parkway - Water	\$	1,000	\$	12,000
76832466	370 Oakleaf Village Parkway - Sewer		450		5,400
80532813	370 Oakleaf Village Parkway - Pool		450		5,400
Fire Sprinkler	371 Oakleaf Village Parkway - Sprinkler		100		1,200
	Total JEA	\$	2,000	\$	24,000
A00010662	566-1 Oakleaf Village Parkway		1,000		12,000
A00009982	716-1 Wakemont Dirve Reclaim		300		3,600
A00011147	3178-1 Wandering Oaks Drive		50		600
A00011148	1505-1 Canopy Oaks Drive R		150		1,800
A00011149	1591-1 Canopy Oaks Drive R		450		5,400
A00011157	3701-1 Thousand Oaks Drive		40		480
A00011158	3713-1 Thousand Oaks Drive		150		1,800
A00011159	1940-1 Woodworth Drive Reclaim		40		480
A00011160	3659-1 Thousand Oaks Drive		40		480
A00011246	603-1 Waterford Oaks Drive		40		480
A00013929	1422-1 Bitterberry Drive Reclaim		40		480
A00013930	1206-1 Bedrock Drive Reclaim		40		480
	Total CCUA	\$	2,340	\$	28,080
	Contingency		100		1,200
	Total	\$	4,440	\$	53,280

Facility Maintenance – General

Represents estimated cost for general maintenance throughout the District based upon historical cost.

Facility Maintenance - Preventative

Cost of routine repairs and general maintenance contracts for District Facilities.

Discription	Annual	
S.E.Fitness	\$	1,760
Paula's Pest Control		620
Tools Technologies		5,160
Jacksonville Sound & Communication		744
Termite Bond		1,530
Contingency		186
Total	\$	10,000

Facility Maintenance – Contingency

Represents estimated amount based upon historical cost for fence repairs, graffiti clean-up, signage repairs, wall cap replacements and damaged park equipment.

Lighting Repairs

Cost for fixtures, bulbs and ballast replacement, and electrician labor based on past history.

Special Events

Monthly events and organized functions the Amenity Center Director provide for all residents of Oakleaf Plantation.

Double Branch
Community Development District
Budget Narrative Recreation Fund
Fiscal Year 2026

Expenditures – Recreation Facility (continued)

Office Supplies and Equipment

Office supplies for the Amenity Center. Lease agreement with Cannon (\$167/month) \$2000 annually.

Janitorial Services

The District has contracted with Riverside Management to provide janitorial services, and scheduled carpet cleanings to the District. Janitorial Services shall be provided seven days per week and carpets will be cleaned 9xs a year unless otherwise needed. Supplies will be purchased directly from First Coast Choice Cleaning Supplies. The amount is based upon the following:

Discription	Monthly		Annual	
Janitorial Contract	\$	5,150	\$	61,800
Supplies		500		6,000
Mat Cleaning-Fitness Room		200		2,400
Total	\$	5,850	\$	70,200

Recreation Passes

Entry cards are issued to all CDD residents for facility access. Recreation passes includes the cards, ribbon, cleaner, guest cards and repairs to card printers, etc.

Multiuse Fields

Cost of maintaining field and repairs, landscape maintenance, and renovations.

Double Branch

Community Development District

Proposed Budget Debt Service Series 2013A1 & A2 Special Assessment Refunding Bonds

Description	Adopted Budget FY2025	Actuals Thru 4/30/25	Projected Next 5 Months	Projected Thru 9/30/25	Proposed Budget FY 2026
REVENUES:					
Special Assessments-On Roll	\$ 1,976,742	\$ 1,950,800	\$ 11,078	\$ 1,961,878	\$ 1,976,742
Interest Earnings	10,000	55,921	25,000	80,921	10,000
Carry Forward Surplus ⁽¹⁾	850,479	877,037	-	877,037	967,461
TOTAL REVENUES	\$ 2,837,221	\$ 2,883,758	\$ 36,078	\$ 2,919,836	\$ 2,954,203
EXPENDITURES:					
Series 2013A-1					
Interest 11/1	\$ 294,788	\$ 294,788	\$ -	\$ 294,788	\$ 271,388
Interest 5/1	294,788	-	294,788	294,788	271,388
Principal 5/1	1,170,000	-	1,170,000	1,170,000	1,220,000
Series 2013A-2					
Interest 11/1	41,400	41,400	-	41,400	38,238
Interest 5/1	41,400	-	41,400	41,400	38,238
Principal 5/1	110,000	-	110,000	110,000	115,000
TOTAL EXPENDITURES	\$ 1,952,375	\$ 336,188	\$ 1,616,188	\$ 1,952,375	\$ 1,954,250
Other Sources/(Uses)					
Interfund transfer In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OTHER SOURCES/(USES)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 1,952,375	\$ 336,188	\$ 1,616,188	\$ 1,952,375	\$ 1,954,250
EXCESS REVENUES (EXPENDITURES)	\$ 884,846	\$ 2,547,570	\$(1,580,109)	\$ 967,461	\$ 999,953
⁽¹⁾ Carry Forward is Net of Reserve Requirement				Interest Due 11/1/26	<u>\$ 281,156</u>

Double Branch
Community Development District
AMORTIZATION SCHEDULE

Debt Service Series 2013A1 Special Assessment Refunding Bonds (Senior Lien)

Period	Outstanding Balance	Coupons	Principal	Interest	Annual Debt Service
11/01/25	13,010,000			271,388	
05/01/26	13,010,000	4.125%	1,220,000	271,388	1,762,775
11/01/26	11,790,000			246,225	
05/01/27	11,790,000	4.125%	1,270,000	246,225	1,762,450
11/01/27	10,520,000			220,031	
05/01/28	10,520,000	4.125%	1,320,000	220,031	1,760,063
11/01/28	9,200,000			192,806	
05/01/29	9,200,000	4.125%	1,380,000	192,806	1,765,613
11/01/29	7,820,000			164,344	
05/01/30	7,820,000	4.125%	1,435,000	164,344	1,763,688
11/01/30	6,385,000			134,747	
05/01/31	6,385,000	4.125%	1,495,000	134,747	1,764,494
11/01/31	4,890,000			103,913	
05/01/32	4,890,000	4.250%	1,560,000	103,913	1,767,825
11/01/32	3,330,000			70,763	
05/01/33	3,330,000	4.250%	1,630,000	70,763	1,771,525
11/01/33	1,700,000			36,125	
05/01/34	1,700,000	4.250%	1,700,000	36,125	1,772,250
Total			\$ 13,010,000	\$ 2,880,681	\$ 15,890,681

Double Branch
Community Development District
AMORTIZATION SCHEDULE

Debt Service Series 2013A2 Special Assessment Refunding Bonds (Subordinate Lien)

Period	Outstanding Balance	Coupons	Principal	Interest	Annual Debt Service
11/01/25	1,330,000	5.750%		38,238	
05/01/26	1,330,000	5.750%	115,000	38,238	191,475
11/01/26	1,215,000	5.750%		34,931	
05/01/27	1,215,000	5.750%	125,000	34,931	194,863
11/01/27	1,090,000	5.750%		31,338	
05/01/28	1,090,000	5.750%	130,000	31,338	192,675
11/01/28	960,000	5.750%		27,600	
05/01/29	960,000	5.750%	135,000	27,600	190,200
11/01/29	825,000	5.750%		23,719	
05/01/30	825,000	5.750%	145,000	23,719	192,438
11/01/30	680,000	5.750%		19,550	
05/01/31	680,000	5.750%	155,000	19,550	194,100
11/01/31	525,000	5.750%		15,094	
05/01/32	525,000	5.750%	165,000	15,094	195,188
11/01/32	360,000	5.750%		10,350	
05/01/33	360,000	5.750%	175,000	10,350	195,700
11/01/33	185,000	5.750%		5,319	
05/01/34	185,000	5.750%	185,000	5,319	195,638
Total			\$ 1,330,000	\$ 412,275	\$ 1,742,275

Double Branch
Community Development District
Non-Ad Valorem Assessments Comparison
2025-2026

Neighborhood	O&M Units	Bonds 2013 Units	Annual Maintenance Assessments				Annual Debt Assessments		
			FY 2026	FY 2025	Increase/ (decrease)		FY 2026	FY 2025	Increase/ (decrease)
Single Family	2205	2205	\$1,003.35	\$1,015.09	-\$11.74	-1.16%	\$877.91	\$877.91	\$0.00
Multi-Family	276	276	\$733.45	\$733.45	\$0.00	0.00%	\$605.49	\$605.49	\$0.00
Village Center Retail	8000	0	\$1.47	\$1.53	-\$0.06	-4.11%	\$0.00	\$0.00	\$0.00
Village Center Office	35000	0	\$0.66	\$0.69	-\$0.03	-3.85%	\$0.00	\$0.00	\$0.00
Total	45481	2481							

Double Branch
Community Development District
Proposed Budget
Capital Reserve Fund

Description	Adopted Budget FY2025	Actuals Thru 4/30/25	Projected Next 5 Months	Projected Thru 9/30/25	Proposed Budget FY 2026
<u>REVENUES:</u>					
Interest Income	\$ 3,000	\$ 35,822	\$ 15,000	\$ 50,822	\$ 10,000
Transfer In - Capital Reserve	428,079	-	428,079	428,079	360,024
Transfer In - General Fund Reserve	3,000	-	3,000	3,000	-
Carry Forward Balance	1,470,985	1,468,786	-	1,468,786	1,731,058
TOTAL REVENUES	\$ 1,905,064	\$ 1,504,608	\$ 446,079	\$ 1,950,686	\$ 2,101,082
<u>EXPENDITURES:</u>					
<u>Capital Outlay</u>					
Repairs & Replacements	\$ 500,000	\$ 119,629	\$ 100,000	\$ 219,629	\$ 250,000
TOTAL EXPENDITURES	\$ 500,000	\$ 119,629	\$ 100,000	\$ 219,629	\$ 250,000
<u>Other Sources/(Uses)</u>					
Transfer in/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OTHER SOURCES/(USES)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 500,000	\$ 119,629	\$ 100,000	\$ 219,629	\$ 250,000
EXCESS REVENUES (EXPENDITURES)	\$ 1,405,064	\$ 1,384,979	\$ 346,079	\$ 1,731,058	\$ 1,851,082

Double Branch
Community Development District
Exhibit "A"
Allocation of Operating Reserve

Allocation of Operating Reserves

Estimated Funds Available

General Fund - Beginning Fund Balance - 10/1/24	\$ 107,820
Recreation Fund - Beginning Fund Balance - 10/1/24	825,741
Estimated General Excess Revenues - Fiscal Year 2025	3,038
Estimated Recreation Excess Revenues- Fiscal Year 2025	60,007
Total Estimated Operating Funds Available - 9/30/2025	<u>\$ 996,606</u>

Allocation of Funds Available

General Fund Operating Reserve - First Quarter Operating Capital	\$ 47,157
Recreation Fund Operating Reserve - First Quarter Operating Capital	457,175
Total Reserve	<u>\$ 504,331</u>

Total Working Capital Surplus	<u>\$ 492,274</u>
-------------------------------	-------------------

Capital Reserve- Beginning Fund Balance - 10/1/24	\$ 1,468,786
Projected Capital Excess Revenues - Fiscal Year 2025	262,272
Total Estimated Reserve Funds Available - 9/30/25	<u>\$ 1,731,058</u>

Interest Earned	\$ 10,000
General Fund Reserve	-
Recreation Fund Reserve	360,024
Total Funding FY 2026	<u>\$ 370,024</u>

Capital Reserve Estimated Expenditure - 9/30/26	<u>\$ (250,000)</u>
---	---------------------

Total Estimate Reserve Fund Balances - 9/30/26	<u>\$ 1,851,082</u>
--	---------------------

FIFTH ORDER OF BUSINESS

D.

Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285; manager@oakleafresidents.com

Memorandum

Date: June 2025

To: Board of Supervisors

From: GMS – OakLeaf Operations Manager

Community:

Special Events

- Report – 1st Dive in, School's out parties
- Upcoming – DB Dive in, Poolside event, DB re-scheduled Dive-in

Aquatics

- Summer Recreational Swim Team – adjustments and re-locations
- Pool Schedule on full until August
- CPR, first- aid, baby-sitters class, community class schedule

Amenity Usage

- *Total Facilities Usage – 7843*
- *Average daily usage - 253*

Card counts:

DB Owners	137
DB Renters	65
DB Replacements	39
DB Updated	30

Total cards printed: 570 (both districts)

Rentals

- *9 of 31 days rented in May , 4 of 4 weekends rented*
- *10 Clubroom rentals, 3 patio rentals*
- *29 tours (approx.63 hours)/ 81 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 – new numbers

MAINTENANCE

- Preventative Maintenance on HVAC units at Clubhouse
- Replace multiple basketball goals at Courts
- Coordinate repairs for one basketball backboard (previously cracked) – removed until we receive replacement
- Complete basket plantings and replace at pool decks
- Inspect and repair tubing from chemical feeders
- Complete marcite patching at spray-ground
- Coordinate inspection and future repair to step-mill at Fitness Center
- Coordinate repairs along roadway for lighting at Oakworth Ct
- Fill multiple major holes at Dog park
- Coordinate new golf cart tune up and oil change
- Remove damaged dog jump toy at Dog park (damaged due to vandalism)
- Lift- inspection and repair coordination. Order replacement controller and wiring
- Work with vendor (Atlantic security) for updated security / CCTV map
- 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 5/13 Nature's Hammock, Fall Creek, The Oaks, Cannon's Point, Pebble Creek, Silver Leaf, Oakbrook, and The Cottages completed 5/21.

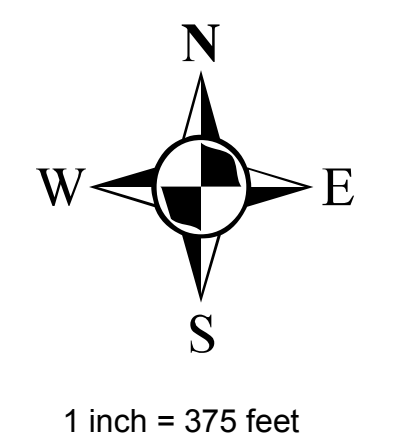
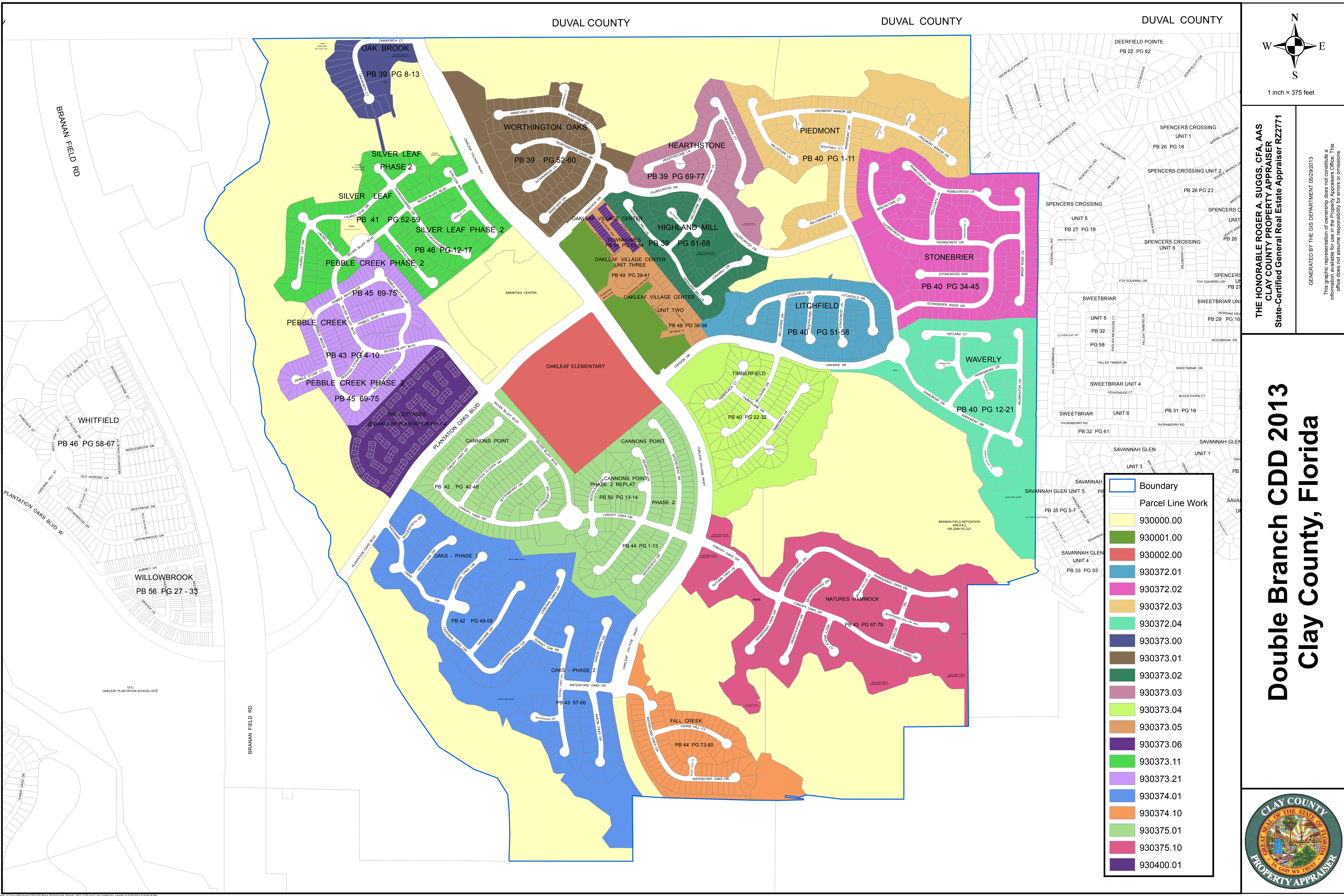
Landscaping

- Annual rotations completed
- Tree work – coordination at multiple point inside of neighborhoods
- Monthly report for May. submitted and filed at Operations office

For questions, comments, or clarification, please contact:

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

jsoriano@gmsnf.com



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

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

Double Branch CDD 2013 Clay County, Florida



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