

***DOUBLE BRANCH***  
***Community Development District***

***SEPTEMBER 8, 2025***

## *AGENDA*

# Double Branch Community Development District

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

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September 1, 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, September 8, 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 August 11, 2025 Meeting
  - B. Financial Statements
  - C. Assessment Receipts Schedule
  - D. Check Register
- IV. Ratification of the Engagement Letter from Grau & Associates for the Fiscal Year 2025 Audit
- V. Consideration of Pre-Authorization for Impact Fee Credits
- VI. Staff Reports
  - A. District Counsel
  - B. District Engineer
  - C. District Manager
    - 1. Consideration of GMS Work Authorization #1 for Onsite Management and Maintenance Contract Administration for FY26

2. Consideration of GMS Work Authorization #2 for FY26 General Maintenance Services

D. Operations Manager - Memorandum

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

VIII. Next Scheduled Meeting – October 13, 2025 at 4:00 p.m. the Plantation Oaks Amenity Center

IX. 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, **August 11, 2025** at 6:00 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
Scott Thomas	Assistant Secretary
Amy Ambrosio	Assistant Secretary
Andre Lanier	Assistant Secretary

Also present were:

Marilee Giles	District Manager
Mike Eckert <i>by phone</i>	District Counsel
Jay Soriano	GMS
Mike Silverstein <i>by phone</i>	District Engineer
Chalon Suchsland	VerdeGo
Commissioner Alexandra Compere	

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Audience Comments (Limited to three minutes)**

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

**THIRD ORDER OF BUSINESS****Approval of Consent Agenda****A. Minutes of the July 14, 2025 Meeting**

Ms. Giles stated starting on page 7 are the minutes of the July 14<sup>th</sup> meeting. Unless there are any comments or changes, I just look for a motion to approve.

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

**B. Financial Statements****C. Assessment Receipts Schedule****D. Check Register**

Ms. Giles stated on page 38 are your financial statements as of June 30, 2025, followed by your assessment receipt schedule on page 50 showing that we are 100% collected. On page 52 is your check register for the month of July at \$85,794.72. I see no unusual variances with any of the financials. Unless there are any comments or questions, I just look for a motion to approve the check register.

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

**FOURTH ORDER OF BUSINESS****Public Hearing for the Purpose of Adopting the Fiscal Year 2026 Budget; Consideration of Resolution 2025-03, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2026**

Mr. Eckert stated that the Board has two resolutions in the agenda package which are similar to what you have seen in prior years. Resolution 2025-03 actually adopts the budget that you are considering and then appropriates money to specific budget funds. The second resolution you will be considering is Resolution 2025-04 which imposes your operations and maintenance assessments and levies those, and it also certifies for collection those operating and maintenance assessments as well as the previously levied debt service assessments. Our office did prepare these resolutions and would recommend approval after a public hearing.

Ms. Giles asked for a motion to open the public hearing.

On MOTION by Chairperson Nelsen seconded by Vice Chair Horton with all in favor, Opening the Public Hearing, was approved.

Ms. Giles stated there are no members of the public present at this time. She asked for a motion to close the public hearing.

On MOTION by Chairperson Nelsen seconded by Ms. Ambrosio with all in favor, Closing the Public Hearing, was approved.

Ms. Giles stated this Board has been through many of these budget adoptions. At your June 9<sup>th</sup> meeting, the Board approved the FY26 budget. Assessments stay the same for multifamily and have a slight decrease for single family and commercial. Some of these lines went up and some went down but for the most part it is pretty similar to what you had in FY25.

Vice Chair Horton stated what was the slight decrease, what caused that?

Ms. Giles stated just different line items. The accountant puts together the budget. Jay and I review it and then we have a conference call with the accountant and just question why she put a number in there. She sees all the invoices historically for the past year and previous years. When we get together as staff we look at each one of the line items and make recommendations to the accountant. She will either agree or disagree. Some go up and some go down as we do that.

Mr. Soriano stated the methodology on the billing too for your single-family homes and then your multifamily homes, they are billed a little different. One thing we looked at was we didn't want anybody to go up, they had to stay flat. The way we were working it the first time the multifamily went up a dollar or two while we were talking about it so we brought it back down. It is a small amount, but it is mostly because of the way we build the methodology and then trying to keep all of those lines so the overall budget is flat but it just changed how we bill each one.

Ms. Giles stated thanks Jay. This is the Board's opportunity to discuss the budget. Jay, before they jump into discussion, are there any lines that you want to point out or anything that you want to introduce them too.

Mr. Soriano stated no. The last couple of months, we have gone through it and there wasn't anything specific that I had concern with. I know we've talked about things over the last year or two, changing or increasing staffing to make sure we could pay our District employees a little more. We have to do that increase every year. We still have another year we have to do that. But I was able to take away from those areas where we see savings every year. So, there wasn't anything new and nothing that was a drastic change or anything that I needed. In the last couple meetings, there wasn't anything you guys requested other than we're still moving forward on increasing the capital purchases and projects. We are doing a lot more than we did in the past, but it's still following our capital plan. Outside of that, there wasn't anything special with this budget.

Ms. Giles stated if you are looking at the hard copies, on page 13 is a chart that has a comparison of FY26 to FY25. That is it from staff about the budget so it is open for Board discussion. If there is no discussion, we would just look for a motion to adopt Resolution 2025-03.

On MOTION by Vice Chair Horton seconded by Chairperson Nelsen with all in favor, Resolution 2025-03, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2026, was approved.

## **FIFTH ORDER OF BUSINESS**

### **Public Hearing for the Purpose of Imposing Special Assessments for Fiscal Year 2026; Consideration of Resolution 2025-04, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2026**

Ms. Giles stated next is Resolution 2025-04 imposing special assessments. That is what Mike went over earlier. Just a shorter version of that, this is a resolution that allows the county to place the assessments on the tax roll and to be collected on the annual property tax bills. Unless there are any comments or questions, I would just look for a motion to adopt Resolution 2025-04.

On MOTION by Mr. Lanier seconded by Chairperson Nelsen with all in favor, Resolution 2025-04, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2026, was approved.

## **SIXTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. District Counsel**

Mr. Eckert stated in between the meetings, our office prepared two agreements for sign installation at the waterfall and the amenity center entrances that were approved at the July meeting. Other than that, it has been relatively quiet for us. I am happy to answer any questions.

#### **B. District Engineer**

There being nothing to report, the next item followed.

#### **C. District Manager**

##### **1. Discussion of the Fiscal Year 2026 Goals and Objectives**

Ms. Giles stated on page 189 are proposed FY26 goals and objectives. Just as a reminder, this became a requirement during the 2024 legislative session and it requires special Districts to establish goals, objectives, performance measures and standards. This must be established before October 1<sup>st</sup> of each year. At your October meeting, we will go over your FY25 goals and objectives and post that to the Districts website. We have kept these goals and objectives pretty basic. Florida Statutes doesn't require anything specific so these are the same goals and objectives we had last year. It is up to the Board if there is something specific you want to change, add or remove but for now, I think staff would recommend just to keep it simple until something more comes out from the state.

Vice Chair Horton stated I looked over it. We meet or exceed all of them if you ask me. I don't see a problem with this. They look good. I don't know what we would add to it.

Mr. Thomas asked do other communities put future events, like say, library or our historical marker? Is that included in this, or is there no reason to put that in there?

Chairperson Nelsen stated I think if we put that in as an objective and something happened and you don't want to have a failed objective on things that aren't in our control, right?

Ms. Giles stated yes. I would limit it to things that we can control. I don't know what a failure will look like. We are only going into the second year of this being a requirement. Unless

there's anything the Board would like to see changed on this; I'm just looking for a motion to approve the FY26 goals and objectives.

On MOTION by Vice Chair Horton seconded by Chairperson Nelsen with all in favor, the Fiscal Year 2026 Goals & Objectives, were approved.

## **2. Consideration of Designating a Regular Meeting Schedule for Fiscal Year 2026**

Ms. Giles stated on page 192 is the FY26 meeting schedule. I did look over these dates. I didn't see any conflicts with any holidays at all.

Mr. Lanier asked is the 13<sup>th</sup> Columbus Day or National Indigenous Day? October?

Ms. Giles stated it is Columbus Day. Will that be a problem for the Board to meet on Columbus Day?

Mr. Lanier stated I know we haven't in the past and I don't think it's much heartache, but I just wanted to make sure.

Ms. Giles stated I know this Board has met on some other holidays like Valentines Day, things like that. I didn't see Columbus Day as a big deal, but we can certainly look at changing that if we need to.

Mr. Thomas stated I don't think the school system gets out.

Chairperson Nelsen stated no, they don't.

Ms. Giles asked for a motion to approve the FY26 meeting schedule.

On MOTION by Mr. Lanier seconded by Vice Chair Horton with all in favor, the FY2026 Meeting Schedule, was approved.

## **D. Operations Manager - Memorandum**

Ms. Giles stated the Operations Report starts on page 194.

Mr. Soriano stated we have just had a couple more community events. We had our last dive in movie on this side this last month since I saw you guys last. Now we'll be transitioning back to doing the movies on the green down there at the multi-use fields. We've also just had our back-to-school events and this one is always a little smaller. There are some of our winners here, our middle school. We were able to make sure our high school are there and our elementary. We were able to make sure we gave everything away. We did get rained out for the last hour, but the

one thing I didn't want was supplies left over like we had last year. I asked the DJ to stay undercover at both sides and they played games under there. The families hung out. We ended up cutting short about 20 minutes. But the back-to-school event is always a little bit smaller because we do have a lot of people that are still doing their last-minute vacations the week before. Today you really noticed it, the place was dead. Everybody's out on that school road all day long. Nobody is at the facility, so it was a little bit slower, but everybody still had fun. I believe this side was a little more packed down, a little busier than you guys are all the time. There was about 100 or so people over here. You guys only had about 50 or 60 participants over at your place. But still everybody enjoyed and like I said, we were able to give everything away. We do have a couple of events coming up. We go back to the movies in the park pretty much every month until we get to December and then we end at the holidays to take the coldest months off. We will have another poolside event. It is over here at your sister District. It's live music and it is a five-piece band, so a little more spread of music if anybody wants to come over here. We did two events for the kids and the families because we didn't want the kids out on the pool deck. We wanted this to be more adult oriented like the other one, a chance for the adults to enjoy themselves at the pool. We do have another paint program that's going to be up here in this room for the younger kids and then the older kids. We have a game truck that's going to be downstairs. The biggest thing is getting pre-registrations though some of these things or even the painting program can be kind of expensive to buy all the supplies for the kids. I need to make sure I have enough of those families signed up. Last time it worked out really well, so I'm hoping that's what we see this time also. We haven't released an update for the lap pool on this side yet. I'm hoping to have a timeline available for the residents this week. We are getting some of our equipment back and as soon as I get it in hand, I'll be able to estimate a week to put this in and get the pool clean and high schoolers back here type of thing. But I just don't want to give a timeline until I get those parts in hand. But knowing that the high school is still practicing at your facility. They started afternoons this week. They're there every day. They're there 2:30, 3 o'clock they start practicing and they're there until 5:30. They keep two lanes open for our residents to swim. We do have a few lap swimmers and then of course the other pools are open, the slide and the families to play. Even though it is a little bit busier, it is something we're able to squeeze the high school in. We did not bring Ridgeview back this year because of the fact that we had to squeeze everybody in. I don't think they wanted to be here either. They talked to me, but they kind of went their own way. I

will let them know when we get this pool back up if it saves them money. We do have a lot of families, especially now with the rezoning. Last year we had a lot of families that are Oakleaf families, I don't mind trying to get them in if we can share the space. But until we have this big pool and deck back, it's just too hard and couldn't do it at either facility. But we'll continue to try to get Oakleaf in. Once I have a timeline, hopefully just another couple of weeks here, we'll have everybody back over on the side.

Vice Chair Horton stated you mentioned adjustments for a year-round swim team.

Mr. Soriano stated last year was the first year they did this. They came to Middle Village and asked to use the heated pool for limited practice and they practiced. They started off three days a week. This was a small group. They were really looking forward to and I think trying to sell the Board that we have such a big summer program that there would be lots of kids. I knew that wasn't going to be the case because I've been swimming since I was little, I did a lot of swimming. It's hard to do a year-round team. We ended up with about 18 kids each month, which was enough to pay the coaches. So as long as they were self-sufficient, the Board on this side was pretty happy. It didn't bother the residents and they took the coldest months where we had an issue with heating the pools anyway for the residents for January and February, so we kind of shut down. They took those off because those kids didn't want to be out there anyway. So, they kind of fit in. They are planning to do that again. So, they'll take a little time off. They just ended a few weeks ago for the recreational team. Now, coach Powers is kind of focused on the high school team. But usually right about October, that's when those parents for the year-round program are asking to get back into practice.

Vice Chair Horton stated you are talking about the swim team of the residents here, not the high school.

Mr. Soriano stated right. It's basically an extension of that summer program and they do one or two meets, but it's more for practice and improving to get ready for the next summer. The families pay month to month. That is how we kind of set it up. They can come in, they can swim for just October and November if they want, or they have someone that will actually kind of go through the whole thing and be there ready for next summer and do four or five months of the off season. It will eventually build bigger. We do have a good group of swimmers here. The Oakleaf the team is much larger because of everything that's built up over the years. But I think it'll still be a few years before that year-round team is really truly self-sufficient. You see our numbers

last month I mentioned it kind of peaked really early because it was so hot here. I think everybody was really happy to get back to the pools. We saw everything kind of slowed back down. This is still probably the highest numbers. I've looked through past years that we've seen for a July recording, but not by much. We've had an 8,000 earmark before, so this wasn't too high. 250 different people throughout the days is about average for us when we're really busy. The rentals are staying pretty busy with parties. We will start slowing down now that everybody's back in school. It is not listed on here, but I did want to update you on soccer. I am working on their agreements next with Mike's office and it's no longer elite. I let them know they're called Sporting Jax. They changed their name and a bit of the company has changed around. This is also the team, the ownership, I guess group that owns the girl's professional team that's in Jacksonville now, Sporting Jax. They do have different facets; they do different things. They still have the travel teams here with us and the recreational program. It is pretty much the same people there. I have one person that I'm working with, Kate Moles is still here. So, a lot of the same names and fixes. Chris Brenner's who works on the agreement with me and also sends our check. He did let me know he mailed out a \$7,300 check for this last year and that they are behind in seasons. I did go over some of the things that are going to be in a new agreement. Even mentioning I worked out with Mike how we can do it. Things like potential fines or penalties for not paying in time and giving them a timeline after each season to pay us so that we're not waiting three seasons behind just to collect money. And then also the things that we've always asked for them to do, things like bathroom monitoring, picking up trash, that's going to be a little more important. In the same way, I'm trying to figure out wording for potential penalty if our janitorial service has to go out and we're spending our money to clean up after them constantly. They will end up reimbursing for that somehow. So, I'd rather them pick it up whether it's volunteer coaches or the paid part of the program because they are a bigger company. They do have a staff for Sporting Jax now. So that is what I'm working on next for them.

Vice Chair Horton stated that's Sporting Jax.

Mr. Soriano stated Jax, yes.

Vice Chair Horton stated the reason I ask that is because in the minutes, whoever did the minutes, they put Jacks in there.

Mr. Soriano stated sorry. We can change that.

Vice Chair Horton stated I wasn't sure which one it was supposed to be.

Mr. Soriano stated yeah, it's Jax. And they actually have; you will see it here in a second. But I'm going to get on them about putting signs out in our nice new little area. That one right there. I can't see what it says. It actually has Sporting Jax on there. I'm going to get them to pull all of those and I will put signs in. Other than on the weekends when they're trying to advertise and the kids and the families are up there running around; I'm fine with it. But they put it out after school and they kind of walk through and trample. This is our brand-new landscaping here. We did get a lot of plants. We will trim them so they stay inside the sidewalk. But to keep people from trying to come up here, I might even add some height over here someplace because we just put one on each corner. They are good size but it'll take a while for them to grow. We also had some extra plants. Not only do we have extra plants to put in, over on this right-hand side here is where our water fountain is going in this week we have to do concrete. We have extra plants that they are still holding for us that need to go in there. But we had extra plants that we were able to bring back the front walkway. So as you walk up to the building, you can kind of see them here. This tree right here and then on the other side, there's an entry on the other side of the sidewalk. Those that are on the left side up here, those we had originally taken the plants out of, we put them back in. It was the first picture, on the left and right of this sidewalk. We were able to load all of these up. Chalon's group is working on adjusting any irrigation for me to make sure everything is watered really well and these things live. I did talk to Pat and you have a one-year warranty as long as everything is watered correctly that they're willing to stand by. They've worked with VerdeGo before, so they're not too worried about them not taking care of the area. They did drop brand new mulch and fertilizer to last until November. So hopefully all of these plants will take off pretty well.

Mr. Lanier asked where is the water fountain going to be?

Mr. Soriano stated this is the front side as we come up from the parking lot. The water fountain is on the backside as you go around to the field.

Mr. Thomas asked is it going to be outside here? Is it going to be within the confines of the mulch and the plants?

Mr. Soriano stated yes, we will have a concrete walkway that's going to come up. You're not going to walk in the mud or the mulch or anything. We are forming a small, curved sidewalk and it sits on a square pad. We'll try to sit it just a little bit higher than the mulch because it's got a dog bowl on it. If you guys remember, there's going to be a little button so you can fill up the

water fountain for your doggies. We have to sit a little higher so that the water can drain off and doesn't get caught by the mulch. Our form sits above the mulch but right now it doesn't. Everything's kind of dug in, but we've set it so it's a little higher so everything can drain off so this thing doesn't sit in water all the time. It will eventually rust. It's a big chunk of steel, but we don't want it to. We see a lot of our other items are 20 years old and they're rusting and things like that. We want to try to make it last as long as possible. This is going around the back side of the building here where you walk up to the concession stand, so it will be on your left-hand side when you walk up to the concession stand.

Mr. Thomas stated nice, thank you.

Mr. Soriano stated then really the only other things I wanted to update you on where the playground is back open. I'll go over these pictures in a moment. This is the new equipment here. You see the rubberized coating. This is what everybody was complaining about before. I understand the concern for the way it looks. We did order replacements for all of these and it was almost 10 full months to get them to us. If you remember, I was looking at four to six months and that just didn't work out. Everything is back up and operational now. We did open it up. I am going to top off the mulch. These are all new bars on these. You see no rust at the bottom. Everything is bolted in. New rubberized coating everywhere and we replaced the slide. The old slide was getting spider cracks in the plastic. Years ago, this company here was one of the best companies we've worked with where they had lifetime warranty. We got to about 12 years, 13 years with one of the first big slides and they replaced it. You remember I told you guys; they dropped one off. They shipped it in, came on the back of the truck and didn't charge me for shipping or anything. It was completely free. They no longer honor it that way. A lifetime is 14 years for most of these slides and we're well beyond that. We are at 20 years for most of these units. Nothing is under warranty. However, we've made so many repairs and taken apart something. We've even started that over here in Middle Village. Now, they only have a couple units, so not as many. But they do have some that replace items on yours. What we did was we started doing inventory. That's what these other fixtures were. I have all of the good parts. We started taking out the bad ones and getting rid of all the bad stuff. Anything that's broken or cracked, and then anything that I can powder coat I'll take to the powder coating factory and they'll look brand new when they're done. I have railings, the fireman slides, ladders and we have some good platforms. But this allows me to replace just about everything you guys have out

there now. There won't be a need other than just us wanting to replace with a whole brand-new unit. We do have the ability to replace just about everything with some of these recoated items and a lot cheaper; \$2,000 compared to \$30,000 or \$40,000. That was the plan originally. But if we want to get one, I think we've done a good job of kind of controlling the cost as we've been rebuilding these. My next one that we're going to be working on is that Fall Creek one at the end. It has a couple platforms, the square platforms where they're rusting through. I'll be able to take some of these extra parts that I have and there's a couple squares right here that are in good shape to the left. I'll be taking those over there because they fit perfect from one of the last ones we took on at Middle Village fits your four-inch poles. That's the hard part is they have to fit the type of playground. But those that I just did out here works on what I'm going to do next for you guys and vice versa. You had some that worked with theirs. They have a Whitfield playground that actually matches the old one we just did out in Worthington so we have parts from that that will come over here. It is kind of working out where we're going to be able to get a lot of these playgrounds now taken care of without having to spend 30, \$40,000 at a time. I will be bringing in mulch though because we just opened it back up. There are some big holes under the swings, things like that and the mulch does cost a good amount for that certified playground mulch. We will probably be looking at \$3K to \$4K to fill in that area, but that would be completely done. The only other thing on my report I did want to point out, last month on my report there was an item about slide breakers. We did have an issue, probably the hottest part of June or first week of July where the breaker for the slide kept tripping. It is inside your pool house. It's 20 years old. They do last longer than that as long as they are well taken care of. This is a dusty old building that's not environmentally controlled. There's no air conditioning in there. It does get hot inside that building too. That's where our break room is. The breaker did burn up to where it gets to the point where it's on and heats up for about a half an hour, 40 minutes and kick back off. The type of breaker that it is, they no longer make. I have found quite a few of them. I can find them online for these big three pole 80-amp breakers for those big slides, many of them are about \$400 to \$500 apiece. I know it's going to look weird, but I'm going to purchase probably \$1,000 or \$2,000 worth of breakers at a time for that whole panel rather than getting the quote to replace the whole panel. The whole plan might be \$5K to \$10K getting retail. I will just buy all the breakers I can so we have them ready to go over the next few years for those filters and slide motors that are housed in that room. Unless there's any questions on some of those other items

on the maintenance report, that is it for me. We have the door for the garage coming in this week. I was hoping to have it done this last month but the playground took us a little longer. There was a week where I actually did work with our staff here quite a bit. It was just so hot, I had these guys kind of working inside the second half of the day. So that was another reason the playground took us a long time. I just didn't want anybody passing out from heat exhaustion. You remember a couple weeks ago it was bad. But we do have the door ready to go so that we can use the golf carts. Hopefully that'll go on this next week. We also received our asphalt melter that came in, so we're going to work on some of those cracks on tennis courts. That will probably be the first group of things on the engineer report.

## **SEVENTH 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. There are still no members of the public present so we will move on to Supervisor's comments.

Vice Chair Horton stated I have a thought. The parking lot for the library is going to cost some money. My thinking here is that all three of the CDDs out here benefit from this. I wonder if it is possible that the other two CDDs could chip in a little bit to get this thing paid.

Mr. Soriano stated I do think Middle Village would be more likely to do that. There's been lots of things you guys and they have done back and forth over the years. The big ballpark over there, the county ballpark, things like that. So, I don't see a problem there. South Village might be a little tougher, but it's worth it to ask. It does benefit even some of our HOA neighborhoods we can talk to. You have another one, you actually have Armstrong CDD right down here that they will be people that would use that library. I think Marilee and I can have that conversation with a lot of those leaders of each neighborhood and see. It's worth it to ask and the worst thing they can do is say no.

Vice Chair Horton stated well, it's not going to be called the Double Branch. It's going to be called Oakleaf Library.

Mr. Soriano stated it is a Clay County resource so I think it would be helpful.

Vice Chair Horton stated I am just concerned we're going to do it right and get it really looking nice, the new building that they're putting in. It is probably \$5M to \$6M worth of building, then put in a crappy parking lot there.

Mr. Soriano stated that may be something that I can work with the engineering department, with the county to try to figure out if we can do it as they're finishing up their timeline. Your best bet is we are probably going to have to do millings and almost full service on that. I don't think we're going to do crack filling and patching. You can get it nice and black and it will look good, but within two or three years we're probably going to have to lay a whole new surface, basically the same process they did on the road this past couple months.

Vice Chair Horton stated maybe engineering can give us some kind of a rough estimate of what that costs.

Mr. Soriano stated depending on what they have going on, they always have work projects. They might be able to give us some help. Somebody that's working nearby that for one of their projects that might actually be a lower cost. I can talk to them because that would be something we want to try to work into that timeline.

Vice Chair Horton stated that if they chip in for the parking lot, that's a one-time good deal then we're going to maintain it after that. It's not like we're not doing anything.

Ms. Ambrosio stated the county commissioner lives in South Village.

Vice Chair Horton stated I guess that's all I have. Nothing with security, I guess.

Mr. Soriano stated no.

Vice Chair Horton stated no incidents, nothing?

Mr. Soriano stated no, it has actually been quiet these last couple of weeks. The schedule will change, so we'll start to see a different time where we have problematic people and issues, probably more around the practice time. That's the times I'm concerned with when the place is really packed. We are going to move in the direction. I've talked about it before, but never really implemented it where soccer and I9 are going to give you a list of their coaches and what dates they actually practice. Now, the idea is not to stick them to this. I know the coaches are always worried about it. They come out whenever. Then you get some coaches that practice when they're not supposed to, extra practice. But as long as I know the parents or the coaches involved and we know they're part of that program, it's easier for security and other staff to say, hey, who is this group out here? Because we still have a lot of groups of people that come out that don't live here and they are hanging out, doing things they really shouldn't be, or we actually have groups of sporting associations that come out and use the place and they're not supposed to be out there either. So, being able to say who are you with? Who's coaching tonight? And they just

give us a name. We have a list of names okay; you guys are good. If it's not a coach that's with Sporting Jax or I9 then they'll start asking more questions, to try to figure out whether they actually belong out there or not. I know every year when we do that and we get a little strict, we get complaints and comments on Facebook about checking cars and things like that. That has been part of our rules for 20 years now. That's what we want to do. After incidents that we had last year, I think it's one of those things we need to continue to do that every season and try to get people to understand it is not completely a public park.

Vice Chair Horton asked if they ever heard anything from the Sheriff's Department.

Mr. Soriano stated no.

Mr. Lanier stated Chalon, thank you for all that your team is doing. I appreciate it. I think the field house is looking great, so definitely appreciate that one. I think that would just take us back a little bit to what it was 15 years ago. Thank you for that and Jay as well. That is all I have.

Vice Chair Horton stated I have got one more question now that he mentioned Chalon. I see a lot of dead grass around the loop road there. I don't know if it's the irrigation or fertilization or what.

Ms. Suchsland stated we had a clock down at the park where you live that got struck by lightning and it had to be replaced.

Vice Chair Horton stated there is just a lot of bare spots. I don't know if anybody's taking a look at that.

Ms. Suchsland stated some of the bare spots are just differential, nothing irrigation wise. It is just from dog pee or whatever there is a big walking path or shady areas or just not enough sun.

Vice Chair Horton stated there are nice areas and then suddenly you get a dead area. It seems like it should improve with all the rain we have gotten here lately. How often do you fertilize?

Ms. Suchsland stated every three months.

## **EIGHTH ORDER OF BUSINESS**

**Next Scheduled Meeting – September 8,  
2025 @ 4:00 p.m. at the Plantation Oaks  
Amenity Center**

Ms. Giles stated the next meeting is scheduled for September 8, 2025 at 4:00 p.m. here at the same location.

**NINTH ORDER OF BUSINESS**

**Adjournment**

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

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

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Chairman/Vice Chairman

*B.*



***Double Branch***  
***Community Development District***

***Unaudited Financial Reporting***  
***July 31, 2025***



**Double Branch**  
**Community Development District**  
**Combined Balance Sheet**  
**July 31, 2025**

	General Fund	Recreation Fund	Debt Service Fund	Capital Reserve Fund	Totals Governmental Funds
<b>Assets:</b>					
<u><b>Cash:</b></u>					
Operating Account	\$ 34,947	\$ 201,413	\$ -	\$ 3,628	\$ 239,988
Due from Other	25	137	-	-	162
Due from Middle Village	-	5,152	-	-	5,152
<u><b>Investments:</b></u>					
State Board of Administration (SBA)	373	103,856	-	1,351,494	1,455,723
Custody Account-General Fund Excess	123,056	1,435,416	-	83	1,558,555
<u><b>Series 2013 A-1</b></u>					
Reserve	-	-	868,806	-	868,806
Revenue	-	-	986,424	-	986,424
Prepayment	-	-	269	-	269
<u><b>Series 2013 A-2</b></u>					
Reserve	-	-	95,634	-	95,634
Prepaid Expenses	3,409	-	-	-	3,409
Deposits	-	4,583	-	-	4,583
<b>Total Assets</b>	<b>\$ 161,810</b>	<b>\$ 1,750,556</b>	<b>\$ 1,951,134</b>	<b>\$ 1,355,205</b>	<b>\$ 5,218,704</b>
<b>Liabilities:</b>					
Accounts Payable	\$ 8,034	\$ 34,140	\$ -	\$ 31,819	\$ 73,994
Accrued Expenditures	-	9,743	-	-	9,743
<b>Total Liabilities</b>	<b>\$ 8,034</b>	<b>\$ 43,883</b>	<b>\$ -</b>	<b>\$ 31,819</b>	<b>\$ 83,736</b>
<b>Fund Balance:</b>					
Nonspendable:					
Prepaid Items	\$ 3,409	\$ -	\$ -	\$ -	\$ 3,409
Deposits	-	4,583	-	-	4,583
Restricted for:					
Debt Service - Series	-	-	1,951,134	-	1,951,134
Assigned for:					
Capital Reserve Fund	-	-	-	1,323,386	1,323,386
Unassigned	150,367	1,702,090	-	-	1,852,457
<b>Total Fund Balances</b>	<b>\$ 153,776</b>	<b>\$ 1,706,673</b>	<b>\$ 1,951,134</b>	<b>\$ 1,323,386</b>	<b>\$ 5,134,968</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 161,810</b>	<b>\$ 1,750,556</b>	<b>\$ 1,951,134</b>	<b>\$ 1,355,205</b>	<b>\$ 5,218,704</b>

# Double Branch

## Community Development District

### General Fund

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending July 31, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 07/31/25	Thru 07/31/25	Variance
<b>Revenues:</b>				
Special Assessments - Tax Roll	\$ 184,075	\$ 184,075	\$ 184,641	\$ 566
Interest Income	2,500	2,500	5,063	2,563
<b>Total Revenues</b>	<b>\$ 186,575</b>	<b>\$ 186,575</b>	<b>\$ 189,704</b>	<b>\$ 3,129</b>
<b>Expenditures:</b>				
<b>General &amp; Administrative:</b>				
Supervisor Fees	\$ 12,000	\$ 10,000	\$ 9,200	\$ 800
FICA Expense	918	765	704	61
Engineering	5,000	5,000	10,110	(5,110)
Arbitrage	700	700	700	-
Dissemination	1,798	1,498	1,498	(0)
Assessment Roll	9,227	9,227	9,227	0
Attorney	42,000	35,000	19,839	15,161
Annual Audit	5,400	5,400	6,000	(600)
Trustee Fees	9,500	8,815	8,815	-
Management Fees	72,865	60,721	60,721	0
Information Technology	2,407	2,006	2,006	(0)
Telephone	600	500	161	339
Postage	2,000	1,667	528	1,139
Printing	2,500	2,083	467	1,617
Insurance	10,556	10,556	10,268	288
Legal Advertising	2,800	2,333	953	1,380
Office Supplies	200	167	15	151
Website Compliance	2,809	2,341	2,341	0
Dues, Licenses & Subscriptions	175	175	175	-
Other Current Charges	120	100	20	80
Capital Reserve Funding	3,000	-	-	-
<b>Total General &amp; Administrative Expenditures</b>	<b>\$ 186,575</b>	<b>\$ 159,054</b>	<b>\$ 143,748</b>	<b>\$ 15,306</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ -</b>	<b>\$ 27,521</b>	<b>\$ 45,956</b>	<b>\$ (12,176)</b>
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ 27,521</b>	<b>\$ 45,956</b>	<b>\$ (12,176)</b>
<b>Fund Balance - Beginning</b>	<b>\$ -</b>		<b>\$ 107,820</b>	
<b>Fund Balance - Ending</b>	<b>\$ -</b>		<b>\$ 153,776</b>	

**Double Branch**  
**Community Development District**  
**General Fund**  
**Month to Month**

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b>Revenues:</b>													
Special Assessments - Tax Roll	\$ -	\$ 5,152	\$ 169,938	\$ 1,545	\$ 2,592	\$ 2,847	\$ 947	\$ -	\$ 1,620	\$ -	\$ -	\$ -	\$ 184,641
Interest Income	335	193	200	717	670	582	53	1,203	615	496	-	-	5,063
<b>Total Revenues</b>	<b>\$ 335</b>	<b>\$ 5,345</b>	<b>\$ 170,138</b>	<b>\$ 2,262</b>	<b>\$ 3,262</b>	<b>\$ 3,429</b>	<b>\$ 1,000</b>	<b>\$ 1,203</b>	<b>\$ 2,235</b>	<b>\$ 496</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 189,704</b>
<b>Expenditures:</b>													
<b>General &amp; Administrative:</b>													
Supervisor Fees	\$ 1,000	\$ 600	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 800	\$ 800	\$ -	\$ -	\$ 9,200
FICA Expense	77	46	77	77	77	77	77	77	61	61	-	-	704
Engineering	1,035	420	240	333	450	345	350	1,505	4,720	713	-	-	10,110
Arbitrage	-	-	-	-	-	-	700	-	-	-	-	-	700
Dissemination	150	150	150	150	150	150	150	150	150	150	-	-	1,498
Assessment Roll	9,227	-	-	-	-	-	-	-	-	-	-	-	9,227
Attorney	3,086	1,305	814	1,618	1,848	2,091	1,783	824	3,244	3,227	-	-	19,839
Annual Audit	-	-	-	-	-	500	5,000	500	-	-	-	-	6,000
Trustee Fees	3,409	-	-	-	-	5,406	-	-	-	-	-	-	8,815
Management Fees	6,072	6,072	6,072	6,072	6,072	6,072	6,072	6,072	6,072	6,072	-	-	60,721
Information Technology	201	201	201	201	201	201	201	201	201	201	-	-	2,006
Telephone	6	24	19	4	12	23	24	5	14	30	-	-	161
Postage	22	12	98	50	21	54	12	155	71	31	-	-	528
Printing	64	36	52	27	45	36	64	39	32	74	-	-	467
Insurance	10,268	-	-	-	-	-	-	-	-	-	-	-	10,268
Legal Advertising	139	70	-	153	76	-	76	153	-	287	-	-	953
Office Supplies	9	1	1	0	1	1	1	1	1	1	-	-	15
Website Compliance	234	234	234	234	234	234	234	234	234	234	-	-	2,341
Dues, Licenses & Subscriptions	175	-	-	-	-	-	-	-	-	-	-	-	175
Other Current Charges	-	-	10	-	10	-	-	-	-	-	-	-	20
Capital Reserve Funding	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total General &amp; Administrative Expenditures</b>	<b>\$ 35,173</b>	<b>\$ 9,170</b>	<b>\$ 8,967</b>	<b>\$ 9,917</b>	<b>\$ 10,195</b>	<b>\$ 16,190</b>	<b>\$ 15,744</b>	<b>\$ 10,914</b>	<b>\$ 15,599</b>	<b>\$ 11,880</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 143,748</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ (34,838)</b>	<b>\$ (3,825)</b>	<b>\$ 161,171</b>	<b>\$ (7,654)</b>	<b>\$ (6,933)</b>	<b>\$ (12,761)</b>	<b>\$ (14,744)</b>	<b>\$ (9,711)</b>	<b>\$ (13,364)</b>	<b>\$ (11,384)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 45,956</b>
<b>Net Change in Fund Balance</b>	<b>\$ (34,838)</b>	<b>\$ (3,825)</b>	<b>\$ 161,171</b>	<b>\$ (7,654)</b>	<b>\$ (6,933)</b>	<b>\$ (12,761)</b>	<b>\$ (14,744)</b>	<b>\$ (9,711)</b>	<b>\$ (13,364)</b>	<b>\$ (11,384)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 45,956</b>

**Double Branch**  
**Community Development District**  
**Recreation Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending July 31, 2025**

	Adopted	Prorated Budget	Actual	
	Budget	Thru 07/31/25	Thru 07/31/25	Variance
<b>Revenues:</b>				
Special Assessments - Tax Roll	\$ 2,144,534	\$ 2,144,534	\$ 2,151,130	\$ 6,596
Interest Income	25,000	25,000	53,708	28,708
Amenities Revenue/Miscellaneous	25,000	25,000	30,970	5,970
Sports Revenue	30,000	25,000	8,800	(16,200)
<b>Total Revenues</b>	<b>\$ 2,224,534</b>	<b>\$ 2,219,534</b>	<b>\$ 2,244,608</b>	<b>\$ 25,074</b>
<b>Expenditures:</b>				
<b>Administrative:</b>				
Management Fees - On Site Staff	\$ 233,919	\$ 194,932	\$ 194,933	\$ (0)
Insurance	141,137	141,137	120,080	21,057
Other Current Charges	3,500	2,917	2,063	853
Permit Fees	1,625	1,625	2,056	(431)
<b>Subtotal Administrative</b>	<b>\$ 380,181</b>	<b>\$ 340,611</b>	<b>\$ 319,132</b>	<b>\$ 21,479</b>
<b>Maintenance:</b>				
Security	\$ 111,280	\$ 92,733	\$ 89,616	\$ 3,118
Security - Clay County Off-Duty Sheriff	47,304	39,420	45,890	(6,470)
Water - Irrigation	15,000	12,500	13,926	(1,426)
Irrigation Maintenance	5,000	5,000	11,530	(6,530)
Streetlighting	32,000	26,667	23,127	3,540
Electric	36,000	30,000	33,355	(3,355)
Landscape Maintenance	507,134	422,612	354,709	67,903
Common Area Maintenance	75,000	62,500	49,595	12,905
Lake Maintenance	31,000	25,833	21,700	4,133
Capital Reserve Funding	428,079	-	-	-
<b>Subtotal Maintenance</b>	<b>\$ 1,287,796</b>	<b>\$ 717,265</b>	<b>\$ 643,449</b>	<b>\$ 73,816</b>

**Double Branch**  
**Community Development District**  
**Recreation Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending July 31, 2025**

	Adopted	Prorated Budget	Actual	
	Budget	Thru 07/31/25	Thru 07/31/25	Variance
<b><i>Recreation Facility:</i></b>				
Amenity Staff	\$ 150,500	\$ 125,417	\$ 143,018	\$ (17,602)
Refuse Services	19,000	19,000	20,096	(1,096)
Telephone	8,500	7,083	5,695	1,388
Electric	29,000	24,167	27,633	(3,466)
Cable	9,707	8,089	8,774	(684)
Pool Maintenance	39,000	32,500	33,915	(1,415)
Water / Sewer/Reclaim	48,000	40,000	32,824	7,176
Facility Maintenance-General	75,000	62,500	50,548	11,952
Facility Maintenance-Preventative	10,000	8,333	2,290	6,043
Facility Maintenance - Contingency	40,000	33,333	7,564	25,770
Lighting Repairs	9,500	7,917	5,739	2,178
Special Events	10,250	10,250	8,212	2,038
Office Supplies & Equipment	1,400	1,167	923	243
Janitorial	70,200	58,500	51,500	7,000
Recreation Passes	4,000	3,333	2,365	968
Pool Leak Repairs	2,500	2,083	-	2,083
Multiuse Field	30,000	25,000	-	25,000
<b>Subtotal Recreation Facility</b>	<b>\$ 556,557</b>	<b>\$ 468,672</b>	<b>\$ 401,095</b>	<b>\$ 67,577</b>
<b>Total Expenditures</b>	<b>\$ 2,224,534</b>	<b>\$ 1,526,548</b>	<b>\$ 1,363,676</b>	<b>\$ 162,872</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ -</b>	<b>\$ 692,986</b>	<b>\$ 880,932</b>	<b>\$ (137,798)</b>
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ 692,986</b>	<b>\$ 880,932</b>	<b>\$ (137,798)</b>
<b>Fund Balance - Beginning</b>	<b>\$ -</b>		<b>\$ 825,741</b>	
<b>Fund Balance - Ending</b>	<b>\$ -</b>		<b>\$ 1,706,673</b>	

**Double Branch**  
**Community Development District**  
**Recreation Fund**  
**Month to Month**

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b><u>Revenues:</u></b>													
Special Assessments - Tax Roll	\$ -	\$ 181,569	\$ 1,858,281	\$ 18,008	\$ 30,196	\$ 33,168	\$ 11,032	\$ -	\$ 18,875	\$ -	\$ -	\$ -	\$ 2,151,130
Interest Income	3,165	1,757	1,858	6,701	7,048	6,600	7,377	6,567	6,518	6,117	-	-	53,708
Amenities Revenue/Miscellaneous	1,666	689	2,436	2,710	1,915	3,253	9,811	2,922	3,304	2,266	-	-	30,970
Sports Revenue	-	-	-	-	-	-	-	3,425	4,275	1,100	-	-	8,800
<b>Total Revenues</b>	<b>\$ 4,830</b>	<b>\$ 184,015</b>	<b>\$ 1,862,575</b>	<b>\$ 27,419</b>	<b>\$ 39,158</b>	<b>\$ 43,021</b>	<b>\$ 28,221</b>	<b>\$ 12,914</b>	<b>\$ 32,972</b>	<b>\$ 9,483</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,244,608</b>
<b><u>Expenditures:</u></b>													
<b><u>Administrative:</u></b>													
Management Fees - On Site Staff	\$ 19,493	\$ 19,493	\$ 19,493	\$ 19,493	\$ 19,493	\$ 19,493	\$ 19,493	\$ 19,493	\$ 19,493	\$ 19,493	\$ -	\$ -	\$ 194,933
Insurance	119,739	-	-	341	-	-	-	-	-	-	-	-	120,080
Other Current Charges	103	80	198	81	139	95	139	317	315	597	-	-	2,063
Permit Fees	781	-	-	-	-	499	-	775	-	-	-	-	2,056
<b>Subtotal Administrative</b>	<b>\$ 140,116</b>	<b>\$ 19,573</b>	<b>\$ 19,691</b>	<b>\$ 19,915</b>	<b>\$ 19,632</b>	<b>\$ 20,088</b>	<b>\$ 19,632</b>	<b>\$ 20,586</b>	<b>\$ 19,808</b>	<b>\$ 20,090</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 319,132</b>
<b><u>Maintenance:</u></b>													
Security	\$ 9,223	\$ 8,996	\$ 9,279	\$ 8,657	\$ 8,374	\$ 9,336	\$ 8,763	\$ 9,194	\$ 8,713	\$ 9,081	\$ -	\$ -	\$ 89,616
Security - Clay County Off-Duty Sheriff	5,440	4,213	4,183	3,550	4,660	4,043	4,091	7,888	4,111	3,713	-	-	45,890
Water - Irrigation	1,820	1,720	1,530	1,231	845	128	1,302	1,669	2,229	1,453	-	-	13,926
Irrigation Maintenance	-	-	-	-	-	-	-	-	-	11,530	-	-	11,530
Streetlighting	2,305	2,305	2,305	2,305	2,304	2,304	2,304	2,317	2,317	2,361	-	-	23,127
Electric	3,484	3,397	3,523	3,041	2,071	3,056	3,781	3,867	3,480	3,656	-	-	33,355
Landscape Maintenance	39,412	39,412	39,412	39,412	39,412	39,412	39,412	39,412	39,412	-	-	-	354,709
Common Area Maintenance	6,250	-	5,000	4,800	5,250	9,500	8,347	3,150	-	7,298	-	-	49,595
Lake Maintenance	2,170	2,170	2,170	2,170	2,170	2,170	2,170	2,170	2,170	2,170	-	-	21,700
Capital Reserve Funding	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Subtotal Maintenance</b>	<b>\$ 70,103</b>	<b>\$ 62,213</b>	<b>\$ 67,402</b>	<b>\$ 65,165</b>	<b>\$ 65,086</b>	<b>\$ 69,948</b>	<b>\$ 70,170</b>	<b>\$ 69,666</b>	<b>\$ 62,433</b>	<b>\$ 41,261</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 643,449</b>

**Double Branch**  
**Community Development District**  
**Recreation Fund**  
**Month to Month**

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b>Recreation Facility:</b>													
Amenity Staff	\$ 15,547	\$ 5,383	\$ 5,629	\$ 5,090	\$ 5,389	\$ 5,688	\$ 12,665	\$ 22,558	\$ 29,053	\$ 36,017	\$ -	\$ -	143,018
Refuse Services	1,738	1,738	1,850	1,738	2,172	2,172	2,172	2,172	2,172	2,172	-	-	20,096
Telephone	377	1,592	378	642	466	378	88	843	554	378	-	-	5,695
Electric	2,667	2,726	2,304	2,562	2,415	2,393	2,599	3,073	3,168	3,726	-	-	27,633
Cable	814	816	831	904	902	902	902	901	901	901	-	-	8,774
Pool Maintenance	3,280	3,280	3,280	3,439	3,439	3,439	3,439	3,439	3,439	3,439	-	-	33,915
Water / Sewer/Reclaim	3,740	2,790	2,400	2,214	2,068	2,667	4,073	3,725	4,712	4,434	-	-	32,824
Facility Maintenance-General	6,250	5,000	4,681	5,250	5,500	4,500	5,462	5,400	-	8,505	-	-	50,548
Facility Maintenance-Preventative	335	-	-	155	335	640	490	-	335	-	-	-	2,290
Facility Maintenance - Contingency	1,000	-	800	-	1,000	1,837	1,145	531	-	1,250	-	-	7,564
Lighting Repairs	790	-	550	-	790	1,367	790	101	-	1,351	-	-	5,739
Special Events	720	1,186	475	2,679	492	300	-	495	1,865	-	-	-	8,212
Office Supplies & Equipment	-	13	-	235	13	-	191	65	405	-	-	-	923
Janitorial	5,150	5,150	5,150	5,150	5,150	5,150	5,150	5,150	5,150	5,150	-	-	51,500
Recreation Passes	-	368	-	25	-	768	1,204	-	-	-	-	-	2,365
Pool Leak Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-
Multiuse Field	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Subtotal Recreation Facility</b>	<b>\$ 42,409</b>	<b>\$ 30,043</b>	<b>\$ 28,329</b>	<b>\$ 30,083</b>	<b>\$ 30,130</b>	<b>\$ 32,201</b>	<b>\$ 40,371</b>	<b>\$ 48,454</b>	<b>\$ 51,754</b>	<b>\$ 67,323</b>	<b>\$ -</b>	<b>\$ -</b>	<b>401,095</b>
<b>Total Expenditures</b>	<b>\$ 252,628</b>	<b>\$ 111,830</b>	<b>\$ 115,422</b>	<b>\$ 115,163</b>	<b>\$ 114,849</b>	<b>\$ 122,237</b>	<b>\$ 130,173</b>	<b>\$ 138,706</b>	<b>\$ 133,995</b>	<b>\$ 128,674</b>	<b>\$ -</b>	<b>\$ -</b>	<b>1,363,676</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ (247,798)</b>	<b>\$ 72,185</b>	<b>\$ 1,747,154</b>	<b>\$ (87,744)</b>	<b>\$ (75,690)</b>	<b>\$ (79,216)</b>	<b>\$ (101,952)</b>	<b>\$ (125,792)</b>	<b>\$ (101,023)</b>	<b>\$ (119,191)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>880,932</b>
<b>Net Change in Fund Balance</b>	<b>\$ (247,798)</b>	<b>\$ 72,185</b>	<b>\$ 1,747,154</b>	<b>\$ (87,744)</b>	<b>\$ (75,690)</b>	<b>\$ (79,216)</b>	<b>\$ (101,952)</b>	<b>\$ (125,792)</b>	<b>\$ (101,023)</b>	<b>\$ (119,191)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>880,932</b>

**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 July 31, 2025**

	Adopted	Prorated Budget	Actual	
	Budget	Thru 07/31/25	Thru 07/31/25	Variance
<b>Revenues:</b>				
Special Assessments - Tax Roll	\$ 1,976,742	\$ 1,976,742	\$ 1,968,069	\$ (8,673)
Interest Income	10,000	10,000	93,962	83,962
<b>Total Revenues</b>	<b>\$ 1,986,742</b>	<b>\$ 1,986,742</b>	<b>\$ 2,062,031</b>	<b>\$ 75,289</b>
<b>Expenditures:</b>				
<u><i>Series 2013 A-1</i></u>				
Interest 11/1	\$ 294,788	\$ 294,788	\$ 294,788	\$ -
Interest 5/1	294,788	294,788	294,788	-
Principal 5/1	1,170,000	1,170,000	1,170,000	-
<u><i>Series 2013 A-2</i></u>				
Interest 11/1	41,400	41,400	41,400	-
Interest 5/1	41,400	41,400	41,400	-
Principal 5/1	110,000	110,000	110,000	-
<b>Total Expenditures</b>	<b>\$ 1,952,375</b>	<b>\$ 1,952,375</b>	<b>\$ 1,952,375</b>	<b>\$ -</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 34,367</b>	<b>\$ 34,367</b>	<b>\$ 109,656</b>	<b>\$ 75,289</b>
<b>Net Change in Fund Balance</b>	<b>\$ 34,367</b>	<b>\$ 34,367</b>	<b>\$ 109,656</b>	<b>\$ 75,289</b>
<b>Fund Balance - Beginning</b>	<b>\$ 850,479</b>		<b>\$ 1,841,477</b>	
<b>Fund Balance - Ending</b>	<b>\$ 884,846</b>		<b>\$ 1,951,134</b>	

# Double Branch

## Community Development District

### Capital Reserve Fund

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending July 31, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 07/31/25	Thru 07/31/25	Variance
<b>Revenues</b>				
Transfer In from General Fund	\$ 3,000	\$ -	\$ -	\$ -
Transfer In from Recreation Fund	428,079	-	-	-
Interest	3,000	3,000	50,934	47,934
<b>Total Revenues</b>	<b>\$ 434,079</b>	<b>\$ 3,000</b>	<b>\$ 50,934</b>	<b>\$ 47,934</b>
<b>Expenditures:</b>				
Repairs & Replacements	\$ 500,000	\$ 416,667	\$ 196,335	\$ 220,332
<b>Total Expenditures</b>	<b>\$ 500,000</b>	<b>\$ 416,667</b>	<b>\$ 196,335</b>	<b>\$ 220,332</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ (65,921)</b>		<b>\$ (145,400)</b>	
<b>Net Change in Fund Balance</b>	<b>\$ (65,921)</b>		<b>\$ (145,400)</b>	
<b>Fund Balance - Beginning</b>	<b>\$ 1,470,985</b>		<b>\$ 1,468,786</b>	
<b>Fund Balance - Ending</b>	<b>\$ 1,405,064</b>		<b>\$ 1,323,386</b>	

# 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)
Less: May 1, 2025 (Mandatory)	(1,170,000)

<b>Current Bonds Outstanding</b>	<b>\$ 13,010,000</b>
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#### 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)
Less: May 1, 2025 (Mandatory)	(110,000)

<b>Current Bonds Outstanding</b>	<b>\$ 1,330,000</b>
----------------------------------	---------------------

*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
<b>TOTAL ASSESSED</b>	<b>45,481</b>	<b>1,961,878.15</b>	<b>184,060.31</b>	<b>2,144,362.91</b>	<b>4,290,301.37</b>

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
11	06/06/25	3,437.96	322.54	3,757.75	7,518.25
TAX CERTIFICATES	06/17/25	13,831.15	1,297.62	15,117.66	30,246.43
		-	-	-	
		-	-	-	
		-	-	-	
<b>TOTAL TAX ROLL RECEIPTS</b>		<b>1,968,069.04</b>	<b>184,641.14</b>	<b>2,151,129.65</b>	<b>4,303,839.83</b>

PERCENT COLLECTED	DEBT	O&M	TOTAL
<b>TOTAL PERCENT COLLECTED</b>	<b>100.32%</b>	<b>100.32%</b>	<b>100.32%</b>

*D.*

# Double Branch

## Community Development District

### Check Run Summary

August 31, 2025

Fund	Date	Check No.	Amount
<b>General Fund</b>			
Accounts Payable	8/7/25	1875	\$ 3,244.14
	8/19/25	1876	6,769.83
	8/22/25	1877-1878	3,939.84
Sub-Total			\$ 13,953.81
<b>Recreation Fund</b>			
Accounts Payable	8/7/25	7802-7806	\$ 10,392.18
	8/19/25	7807-7820	85,571.07
	8/22/25	7821	9,568.39
Sub-Total			\$ 105,531.64
<b>Capital Reserve Fund</b>			
Accounts Payable	8/7/25	390-399	\$ 28,945.68
	8/19/25	400	1,251.93
	8/22/25	401-406	10,046.75
Sub-Total			\$ 40,244.36
<b>Total</b>			\$ 159,729.81

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
8/07/25	00113	7/28/25 3598111	202506 310-51300-31500	JUN GENERAL SERVICES	*	3,244.14	
				KUTAK ROCK LLP			3,244.14 001875
8/19/25	00035	8/01/25 2526	202508 310-51300-34000	AUG MANAGEMENT FEES	*	6,072.08	
		8/01/25 2526	202508 310-51300-52000	AUG WEBSITE ADMIN	*	234.08	
		8/01/25 2526	202508 310-51300-35100	AUG INFO TECH	*	200.58	
		8/01/25 2526	202508 310-51300-31300	AUG DISSEM AGENT SRVCS	*	149.83	
		8/01/25 2526	202508 310-51300-51000	OFFICE SUPPLIES	*	.84	
		8/01/25 2526	202508 310-51300-42000	POSTAGE	*	26.33	
		8/01/25 2526	202508 310-51300-42500	COPIES	*	80.40	
		8/01/25 2526	202508 310-51300-41000	TELEPHONE	*	5.69	
				GOVERNMENTAL MANAGEMENT SERVICES			6,769.83 001876
8/22/25	00113	8/14/25 3610737	202507 310-51300-31500	JUL GENERAL SERVICES	*	3,227.34	
				KUTAK ROCK LLP			3,227.34 001877
8/22/25	00116	8/12/25 193787	202507 310-51300-31100	JUL ENGINEERING SERVICES	*	712.50	
				MATTHEWS DESIGN GROUP LLC			712.50 001878
TOTAL FOR BANK A						13,953.81	
TOTAL FOR REGISTER						13,953.81	

DBBR DOUBLE BRANCH OKUZMUK

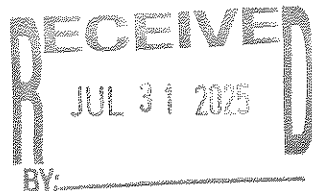
**KUTAK ROCK LLP****TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

July 28, 2025

**Check Remit To:**

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Reference: Invoice No. 3598111

Client Matter No. 5323-1

Notification Email: [eftgroup@kutakrock.com](mailto: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. 3598111

5323-1

Re: General

## For Professional Legal Services Rendered

05/12/25	K. Buchanan	1.30	461.50	Prepare for and attend board meeting
06/02/25	M. Eckert	0.40	156.00	Confer with Breeding regarding impact fee credits; confer with Nelson; prepare budget and assessment documents
06/03/25	M. Eckert	0.20	78.00	Review potential sale of impact fee credits
06/06/25	K. Haber	0.50	135.00	Prepare June board meeting agenda memorandum
06/08/25	M. Eckert	0.10	39.00	Prepare for board meeting
06/09/25	M. Eckert	4.90	1,911.00	Prepare for, travel to and attend board meeting; return travel; meeting follow up
06/10/25	K. Haber	0.80	216.00	Correspond with board of supervisors regarding ethics training requirements; prepare appropriation and assessment resolutions; correspond with Giles and Hogge regarding same
06/25/25	M. Eckert	0.20	78.00	Prepare for and attend agenda call

**KUTAK ROCK LLP**

Double Branch CDD

July 28, 2025

Client Matter No. 5323-1

Invoice No. 3598111

Page 2

06/27/25	M. Eckert	0.20	78.00	Review Morgan & Morgan notice; confer with Giles
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TOTAL HOURS	8.60
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TOTAL FOR SERVICES RENDERED	\$3,152.50
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## DISBURSEMENTS

Meals	19.79
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Travel Expenses	71.85
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TOTAL DISBURSEMENTS	<u>91.64</u>
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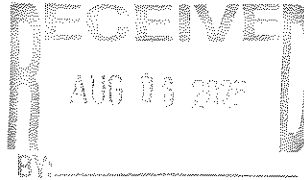
TOTAL CURRENT AMOUNT DUE	<u>\$3,244.14</u>
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**Governmental Management Services, LLC**

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

**Invoice****Invoice #:** 2526**Invoice Date:** 8/1/25**Due Date:** 8/1/25**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 - August 2025		6,072.08	6,072.08
Website Administration - August 2025		234.08	234.08
Information Technology - August 2025		200.58	200.58
Dissemination Agent Services -August 2025		149.83	149.83
Office Supplies		0.84	0.84
Postage		26.33	26.33
Copies		80.40	80.40
Telephone		5.69	5.69
		<b>Total</b>	<b>\$6,769.83</b>
		<b>Payments/Credits</b>	<b>\$0.00</b>
		<b>Balance Due</b>	<b>\$6,769.83</b>

**KUTAK ROCK LLP****TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

**Check Remit To:**

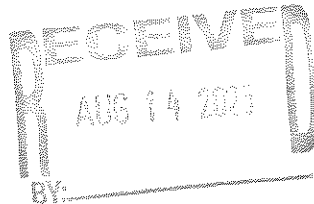
Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Federal ID 47-0597598

August 14, 2025



Reference: Invoice No. 3610737

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. 3610737

5323-1

Re: General

## For Professional Legal Services Rendered

07/07/25	M. Eckert	1.70	663.00	Review draft minutes and provide comments; follow up with Breeding regarding impact fee credit sales
07/10/25	M. Eckert	0.10	39.00	Confer with Singleton and Soriano
07/11/25	K. Haber	0.50	135.00	Prepare July board meeting agenda memorandum
07/14/25	M. Eckert	4.40	1,716.00	Prepare for, travel to and attend board meeting; return travel; meeting follow up
07/15/25	K. Haber	1.10	297.00	Confer with Giles regarding online collection of personal information of minors; prepare memorandum regarding applicability of Children's Online Privacy Protection Act
07/16/25	K. Haber	0.20	54.00	Correspond with Soriano regarding sporting services agreements
07/24/25	K. Haber	0.40	108.00	Review amenity policies regarding age restrictions

**KUTAK ROCK LLP**

Double Branch CDD

August 14, 2025

Client Matter No. 5323-1

Invoice No. 3610737

Page 2

07/29/25	K. Haber	0.20	54.00	Prepare form of parental consent and waiver for amenities usage by minors
07/30/25	M. Eckert	0.20	78.00	Prepare for and attend agenda call
TOTAL HOURS		8.80		

TOTAL FOR SERVICES RENDERED	\$3,144.00
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## DISBURSEMENTS

Meals	11.00
Travel Expenses	72.34

TOTAL DISBURSEMENTS	<u>83.34</u>
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TOTAL CURRENT AMOUNT DUE	<u>\$3,227.34</u>
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Project Manager Michael Silverstein

Matthews | **DCCM**

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

Engineering - Architecture - Planning - Surveying

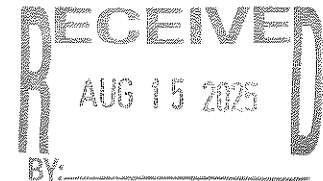
August 12, 2025

Invoice # 193787

Project 0000021873.0000 Double Branch CDD

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

- Coordination with District Staff
- Meeting Agenda Review
- CDD Meeting



Please call Mike Silverstein if you have any questions or concerns regarding your project.

For billing inquiries, please contact our Accounting Department.

**Professional Services through July 31, 2025**

Phase 0001 Engineering Services

	Hours	Rate	Amount	
Sr. Construction Inspector	3.25	210.00	682.50	
Project Administrator	.25	120.00	30.00	
<b>Total Labor</b>				<b>712.50</b>
			<b>Total Due:</b>	<b>712.50</b>

**Billed to Date**

	Current Due	Prior Billed	Billed to Date
Labor	712.50	17,958.75	18,671.25
Expense	0.00	176.49	176.49
Unit	0.00	12.12	12.12
Interest	0.00	5.18	5.18
<b>Totals</b>	<b>712.50</b>	<b>18,152.54</b>	<b>18,865.04</b>

7 Waldo Street, St. Augustine, FL 32084 | 904.826.1334 | [www.matthews.dccm.com](http://www.matthews.dccm.com)

LICENSE #26535, LB8580, LA6666877

**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.

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
8/07/25	01116	7/28/25 07282025	202507 300-36900-10300	DEPOSIT REFUND	*	100.00	
				APRIL DIMPSON			100.00 007802
8/07/25	00092	7/18/25 2524	202506 320-57200-46600	JUN FACILITY MAINTENANCE	*	4,504.93	
		7/18/25 2524	202506 320-57200-46620	JUN FAC MAINT CONTINGENCY	*	500.33	
		7/18/25 2524	202506 320-57200-46630	JUN LIGHTING REPAIRS	*	750.67	
		7/18/25 2524	202506 320-57200-46400	JUN COMMON AREA MAINT	*	3,480.00	
				GOVERNMENTAL MANAGEMENT SERVICES			9,235.93 007803
8/07/25	00092	7/29/25 2528	202507 300-36900-10300	JUL FACILITY EVENT STAFF	*	856.25	
				GOVERNMENTAL MANAGEMENT SERVICES			856.25 007804
8/07/25	01117	7/28/25 07282025	202507 300-36900-10300	DEPOSIT REFUND	*	100.00	
				JAIMIE CAICEDO			100.00 007805
8/07/25	01118	7/28/25 07282025	202507 300-36900-10300	DEPOSIT REFUND	*	100.00	
				SHIRONDA JONES			100.00 007806
8/19/25	01119	8/04/25 08042025	202508 300-36900-10300	DEPOSIT REFUND	*	100.00	
				CARMEN IVAN ESPINAL			100.00 007807
8/19/25	00092	8/01/25 2527	202508 310-51300-34000	AUG FACILITY MANAGEMENT	*	19,493.25	
				GOVERNMENTAL MANAGEMENT SERVICES			19,493.25 007808
8/19/25	00092	8/12/25 2529	202508 300-36900-10300	AUG FACILITY EVENT STAFF	*	462.50	
				GOVERNMENTAL MANAGEMENT SERVICES			462.50 007809
8/19/25	01057	8/11/25 08112025	202508 300-36900-10300	DEPOSIT REFUND	*	100.00	
				HELEN BALANOBA			100.00 007810
8/19/25	00024	8/01/25 294977B	202508 320-57200-46800	AUG LAKE MAINTENANCE	*	2,170.00	
				THE LAKE DOCTORS, INC.			2,170.00 007811

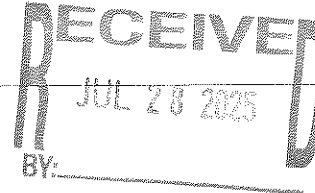
DBBR DOUBLE BRANCH OKUZMUK

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
8/19/25	00186	8/01/25 13129563	202508 320-57200-46300	AUG POOL CHEMICALS	*	3,439.08	
				POOLSURE			3,439.08 007812
8/19/25	00297	8/01/25 378	202508 320-57200-61000	AUG JANITORIAL SERVICES	*	5,150.00	
				RIVERSIDE MANAGEMENT SERVICES, INC			5,150.00 007813
8/19/25	00839	8/01/25 11264	202508 320-57200-34500	AUG SECURITY SERVICES	*	9,279.12	
				SECURITY DEVELOPMENT GROUP LLC			9,279.12 007814
8/19/25	01120	8/11/25 08112025	202508 300-36900-10300	DEPOSIT REFUND	*	100.00	
				SHENECE STEPHENSON			100.00 007815
8/19/25	01099	8/11/25 08112025	202508 300-36900-10300	DEPOSIT REFUND	*	100.00	
				SHERI SCHEUNEMAN			100.00 007816
8/19/25	00503	7/31/25 23673	202507 320-57200-35100	JUL MAINLINE REPAIRS	*	5,765.00	
				VESTA PROPERTY SERVICES			5,765.00 007817
8/29/25	00503	7/31/25 23673	202507 320-57200-35100	JUL MAINLINE REPAIRS	V	5,765.00-	
				VESTA PROPERTY SERVICES			5,765.00-007817
8/19/25	00503	8/01/25 23528	202508 320-57200-46200	AUG LANDSCAPE MAINTENANCE	*	39,412.12	
				VESTA PROPERTY SERVICES			39,412.12 007818
8/29/25	00503	8/01/25 23528	202508 320-57200-46200	AUG LANDSCAPE MAINTENANCE	V	39,412.12-	
				VESTA PROPERTY SERVICES			39,412.12-007818
8/19/25	00672	7/31/25 23673	202507 320-57200-35100	JUL MAINLINE REPAIRS	*	5,765.00	
				VERDEGO LLC			5,765.00 007819
8/19/25	00672	8/01/25 23528	202508 320-57200-46200	AUG LANDSCAPE MAINTENANCE	*	39,412.12	
				VERDEGO LLC			39,412.12 007820
8/22/25	00092	8/13/25 2531	202507 320-57200-46600	JUL FACILITY MAINTENANCE	*	4,000.00	

DBBR DOUBLE BRANCH OKUZMUK

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
8/13/25	2531		202507 320-57200-46620	JUL FAC MAINT CONTINGENCY	*	750.00	
8/13/25	2531		202507 320-57200-46630	JUL LIGHTING REPAIRS	*	600.00	
8/13/25	2531		202507 320-57200-46400	JUL COMMON AREA MAINT	*	3,818.39	
8/13/25	2531		202507 320-57200-49400	JUL SPECIAL EVENTS	*	400.00	
GOVERNMENTAL MANAGEMENT SERVICES							9,568.39 007821
TOTAL FOR BANK B						105,531.64	
TOTAL FOR REGISTER						105,531.64	

**From:** Oakleaf Venues [venuere rentals@oakleafresidents.com](mailto:venuere rentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - APRIL DIMPSON  
**Date:** July 28, 2025 at 3:52 PM  
**To:** Todd Polvere [tpolvere@gmsnf.com](mailto:tpolvere@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Allison Mossing [amossing@gmstnn.com](mailto: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. (ET 3:30 P.M. - 5:30 P.M.)
  - DATE OF VENUE – JULY 26, 2025
  - RESIDENT – **APRIL DIMPSON**
  - ADDRESS – 3029 CHESTNUT RIDGE WAY, ORANGE PARK, FL 32065
  - AMOUNT OF REFUND - \$100.00
  - BOOKING FEE/DEPOSIT was via VISA (6694):
    - DATED: 5/28/25
    - SEQ#: ?
    - BATCH#: 1397
    - INVOICE#: ?
    - APPROVAL CODE: 194767
    - 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 August 18 - 26, 2025.

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

Wanda McReynolds – Community Amenity Coordinator, OakLeaf Plantation  
[venuere rentals@oakleafresidents.com](mailto:venuere rentals@oakleafresidents.com)  
(904) 770-4661 voice email  
(904) 375-9285 ext. 3  
[www.oakleafresidents.com](http://www.oakleafresidents.com)

Governmental Management Services

[www.OakLeafResidents.com](http://www.OakLeafResidents.com)

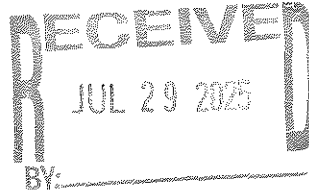
Under Florida law, e-mail addresses are public records. If you do not want your email address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. The information contained in this email and/or attachment(s)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

**Bill To:**

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



Invoice #: 2524

Invoice Date: 7/18/25

Due Date: 7/18/25

Case:

P.O. Number:

Description	Hours/Qty	Rate	Amount
Facility Maintenance June 1 - June 30, 2025	230.52	40.00	9,220.80
Facility Maintenance Mileage June 1 - June 30, 2025	34	0.445	15.13
<div>Code to:</div> <div>Double Branch Facility Maintenance 2.320.572.46600 (\$4,504.93) Double Branch Facility Maintenance Contingency 2.320.572.46620 (\$500.33) Double Branch Lighting Repairs 2.320.572.46630 (\$750.67) Double Branch Common Area Maintenance 2.320.572.46400 (\$3,480.00)</div>			

**Total** **\$9,235.93**

**Payments/Credits** **\$0.00**

**Balance Due** **\$9,235.93**

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
6/2/25	8.15	C.W.	Removed debris from all common areas, sprayed down pool deck
6/3/25	6	T.C.	Repair handicap lift at pool, removed broken pool furniture and took to shop, poured concrete for trash can pad, put plants in pots for pool deck, started prep for painting on basketball courts poles and hoops, picked up supplies
6/3/25	3.45	C.W.	Filling in holes at Cannons Point
6/4/25	8.03	C.W.	Removed debris from all common areas
6/6/25	7.77	C.W.	Removed debris from all common areas
6/9/25	2	T.C.	Changed entrance lights on columns at Oakworth, picked up supplies
6/9/25	7.58	C.W.	Removed debris from all common areas
6/10/25	4	T.C.	Cleaned water fountain in pond with boat, set up vinyl fencing on nature walk, took two fifty five gallon drums to shop to make trash can holders
6/10/25	1	J.K.	Cleaned out fountain on lake
6/10/25	6.18	C.W.	Finished planting and hanging plants around pool deck, cleaned out fountain, filled hole on pond bank at Cannons Point, sprayed down pool deck
6/11/25	6	T.C.	Installed new shade on slide tower
6/11/25	6	J.K.	Put up and tied down overhang cover through tracks on slide tower
6/11/25	8.02	C.W.	Worked on slide tower windscreen, moved ladders, sprayed down pool deck, removed debris from all common areas
6/12/25	2	T.C.	Replaced toilet seat at amenity center, rolled up lane lines from lap pool, changed light in handicap men's restroom
6/12/25	7.67	C.W.	Fixed gate latch on pool deck, sprayed down pool deck, put caps on fences, moved lane line for pool rollers
6/13/25	6	T.C.	Planted plants on pool deck, set up movie screen on pool deck, started repair on lane lines holder, delivered plants, picked up supplies
6/13/25	2	B.G.	Potting palm trees by pool, set up movie screen
6/13/25	4	J.K.	Took broken bars from shack and took to scrap pile, unload plants, plant trees in pots on
6/13/25	8.02	C.W.	Moved clay pots, sprayed down pool deck, planted trees on pool deck, removed debris from all common areas
6/15/25	2	T.C.	Repair a broken water line at field house
6/16/25	4	T.C.	Started working on the decorative trashcan holders, finished up potting the plants for around the amenity center, removed old broken wheels from lane line holder and installed new ones, delivered to amenity center and rolled up lane lines on it, picked up supplies
6/16/25	3.88	B.G.	go tarp
6/16/25	3.87	J.K.	was installed by pool entry, drilled holes on four by four boards for bolts around trashcan for rest of plant on trailer
6/16/25	7.67	C.W.	Removed debris from all common areas, sprayed down pool deck
6/17/25	3.99	J.K.	Continued making frame around trashcans, placed plants behind stairway, empty trash from shop, work on lane line rollers
6/17/25	7.65	C.W.	Finished plants on pool deck, sprayed down pool deck, cleaned out shop, cleaned golfcart
6/18/25	4	T.C.	Set up movie screen to dry it up and clean, unloaded a new handicap pool lift and delivered it
6/18/25	4	B.G.	Painting four by four that will be installed to divider for pool, painted garbage bin wood boards, loaded two truck
6/18/25	3.76	J.K.	four new handicap lift to shop
6/18/25	7.4	C.W.	Took down big flower pots, dug holes and set post for lifeguard/pool equipment, moved handicap seat for pool entry in shop and moved around shop, removed debris from common area, moved items from office to shop
6/19/25	4	T.C.	Repair loose bricks on steps at amenity center
6/19/25	5.55	J.K.	Fixed steps on pool deck relay, built television stands, put wheels on lane line roller, put on metal rods for can to be anchored, bring to wood scrap in back old trashcan frame, took trash to dumpster
6/19/25	7.45	C.W.	Moved items from office to shop, dug hole for post for water hoses, lane inspections on

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
6/20/25	2	B.G.	Luke road, removed debris from all common areas, sprayed pool deck down
6/20/25	2	J.K.	Put up movie screen and drove back to amenity center, put pressure washed back in shop
6/20/25	7.7	C.W.	Set up movie screen, filled up and moved chlorine jugs to guard shack
6/23/25	7.68	C.W.	Lake pickup on nature trail, sprayed down pool deck, assisted with movie screen, cleaned pavers on pool deck, removed debris from all common areas
6/24/25	3.63	C.W.	Removed debris from all common areas, sprayed down pool deck
6/25/25	7.75	C.W.	Moved barrels from shop, rental boxes moved in attic, moved plants to pool deck, sprayed down pool deck
6/26/25	3.87	C.W.	Poured chlorine in pool with Jay, sprayed down pool deck, removed debris from all common areas
6/26/25	1	B.G.	lake, moving pieces of asphalt from parking lot to shop driveway
6/27/25	2	C.W.	Sprayed down pool deck, went into attic from boxes of records
6/27/25	1	T.C.	Put up tarp for sun shade on pool deck, set up for event
6/27/25	7.63	J.K.	Assisted setting up for event
6/30/25	3.52	C.W.	Checked pool deck for duck eggs, watered the plants, sprayed down pool deck, removed debris from all common areas, medians and roadways, cleaned bed of golf cart
6/30/25	7.65	J.K.	and build brace to hold up level, replace water fountain filters at tennis and fitness center, drill holes and put wheels on spare lane line roller, wash off and clean out golf cart, finished up wood frame for trash can
6/30/25	7.65	C.W.	Removed debris from all common areas, sprayed down pool deck
<b>TOTAL</b>	<u><u>230.52</u></u>		
<b>MILES</b>	<u><u>34</u></u>		

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

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

**Invoice #:** 2528  
**Invoice Date:** 7/29/25  
**Due Date:** 7/29/25  
**Case:**  
**P.O. Number:**

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

RECEIVED  
JUL 31 2025  
BY: \_\_\_\_\_

<b>Total</b>	<b>\$856.25</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$856.25</b>

7/29/25  
am

**Governmental Management Services, LLC**  
**9655 Florida Mining Blvd., Building 300, Suite 305, Jacksonville, Florida 32257**

**DOUBLE BRANCH CDD**

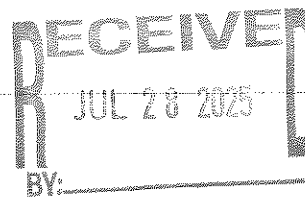
**Facility Event Staff Service Hours**

<b><u>Quantity</u></b>	<b><u>Description</u></b>	<b><u>Rate</u></b>	<b><u>Amount</u></b>
34.25	Facility Event Staff	\$ 25.00	\$ 856.25

Covers Period End: July 26, 2025

Amenities Revenue # 2.300.369.103

**From:** Oakleaf Venues [venuereals@oakleafresidents.com](mailto:venuereals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - JAIMIE CAICEDO  
**Date:** July 28, 2025 at 3:46 PM  
**To:** Todd Polvere [tpolvere@gmsnf.com](mailto:tpolvere@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amossing@gmstnn.com](mailto:amossing@gmstnn.com)



Good afternoon, Todd,

Please make the followi, M ng refund at your earliest opportunity:

- REFUND FROM DBCDD – for the following venue.
  - LOCATION – OV PATIO (SUNDAY) 10:30 A.M. to 2:30 P.M. (ET 11:00 A.M. - 2:00 P.M.)
  - DATE OF VENUE – JULY 27, 2025
  - RESIDENT – **JAIME CAICEDO**
  - ADDRESS – 3049 SOUTHHALL COURT, **ORANGE PARK, FL 32065**
  - AMOUNT OF REFUND - \$100.00
  - BOOKING FEE/DEPOSIT was via VISA (1291):
    - DATED: 6/26/25
    - SEQ#: ?
    - BATCH#: 142?
    - INVOICE#: 1?
    - APPROVAL CODE: 03511?
    - 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 August 18 - 26, 2025.

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

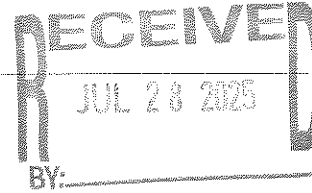
Wanda McReynolds – Community Amenity Coordinator, OakLeaf Plantation  
[venuereals@oakleafresidents.com](mailto:venuereals@oakleafresidents.com)  
(904) 770-4661 voice email  
(904) 375-9285 ext. 3  
[www.oakleafresidents.com](http://www.oakleafresidents.com)

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[www.OakLeafResidents.com](http://www.OakLeafResidents.com)

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**From:** Oakleaf Venues [venuere rentals@oakleafresidents.com](mailto:venuere rentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - SHIRONDA JONES  
**Date:** July 28, 2025 at 3:40 PM  
**To:** Todd Polvere [tpolvere@gmsnf.com](mailto:tpolvere@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amossing@gmstnn.com](mailto: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) 11:00 A.M. to 3:00 P.M. (ET 11:30 A.M. - 2:30 P.M.)
  - DATE OF VENUE – JULY 26, 2025
  - RESIDENT – **SHIRONDA JONES**
  - ADDRESS – 947 OTTER CREEK DRIVE, ORANGE PARK, FL 32065
  - AMOUNT OF REFUND - \$100.00
  - BOOKING FEE/DEPOSIT was via VISA (9880):
    - DATED: 6/26/25
    - SEQ#: ?
    - BATCH#: 142?
    - INVOICE#: 1?
    - APPROVAL CODE: 06254?
    - 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 August 18 - 26, 2025.

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

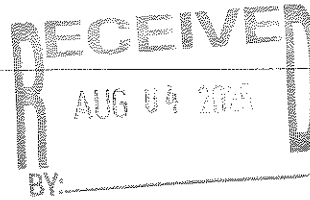
Wanda McReynolds – Community Amenity Coordinator, OakLeaf Plantation  
[venuere rentals@oakleafresidents.com](mailto:venuere rentals@oakleafresidents.com)  
(904) 770-4661 voice email  
(904) 375-9285 ext. 3  
[www.oakleafresidents.com](http://www.oakleafresidents.com)

Governmental Management Services

[www.OakLeafResidents.com](http://www.OakLeafResidents.com)

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**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - CARMEN IVAN ESPINAL  
**Date:** August 4, 2025 at 3:24 PM  
**To:** Todd Polvere [tpolvere@gmsnf.com](mailto:tpolvere@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amossing@gmstnn.com](mailto: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) 4:00 P.M. to 8:00 P.M. (ET 3:30 P.M. - 7:30 P.M.)
  - DATE OF VENUE – AUGUST 2, 2025
  - RESIDENT – **CARMEN IVAN ESPINAL**
  - ADDRESS – 3968 VILLAGE VIEW LANE, **ORANGE PARK, FL 32065**
  - AMOUNT OF REFUND - \$100.00
  - BOOKING FEE/DEPOSIT was via VISA (2866):
    - DATED: 7/7/25
    - SEQ#: ?
    - BATCH#: 140?
    - INVOICE#: ?
    - APPROVAL CODE: 09679?
    - 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 August 18 - 26, 2025.**

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

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

Governmental Management Services

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

# Invoice

Invoice #: 2527  
Invoice Date: 8/1/25  
Due Date: 8/1/25  
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 - August 2025		19,493.25	19,493.25
<div data-bbox="446 1270 755 1459"><p>RECEIVED</p><p>AUG 06 2025</p><p>BY: _____</p></div> <div data-bbox="341 1522 747 1669"><p>Alison Mossing</p><p>8-6-25</p></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 #:** 2529**Invoice Date:** 8/12/25**Due Date:** 8/12/25**Case:****P.O. Number:****Bill To:**

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

Description	Hours/Qty	Rate	Amount
Facility Event Staff through August 9, 2025 2.300, 369.103	18.5	25.00	462.50
<div>RECEIVED AUG 13 2025 BY: _____</div>			
<b>Total</b>			<b>\$462.50</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$462.50</b>

8/12/25  
CDD

**Governmental Management Services, LLC**  
**9655 Florida Mining Blvd., Building 300, Suite 305, Jacksonville, Florida 32257**

**DOUBLE BRANCH CDD**

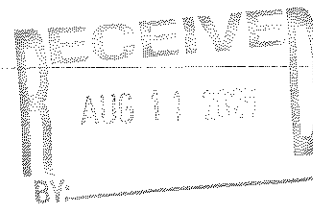
**Facility Event Staff Service Hours**

<b><u>Quantity</u></b>	<b><u>Description</u></b>	<b><u>Rate</u></b>	<b><u>Amount</u></b>
18.5	Facility Event Staff	\$ 25.00	\$ 462.50

Covers Period End: August 9, 2025

Amenities Revenue # 2.300.369.103

**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - HELEN BALANOBA  
**Date:** August 11, 2025 at 8:22 PM  
**To:** Todd Polvere [tpolvere@gmsnf.com](mailto:tpolvere@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amossing@gmstnn.com](mailto:amossing@gmstnn.com)



Good evening, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD – for the following venue.
  - LOCATION – OV PATIO (SATURDAY) 10:00 A.M. to 2:00 P.M. (ET 10:30 .AM. - 1:30 P.M.)
  - DATE OF VENUE – AUGUST 9, 2025
  - RESIDENT – **HELEN BALANOBA**
  - ADDRESS – 1867 OAKCHIME DRIVE, **ORANGE PARK, FL 32065**
  - AMOUNT OF REFUND - \$100.00
  - BOOKING FEE/DEPOSIT was via VISA (8952):
    - DATED: 7/11/25
    - SEQ#: ?
    - BATCH#: 143?
    - INVOICE#: ?
    - APPROVAL CODE: 831364?
    - 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 August 18 - 26, 2025.**

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

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

Governmental Management Services

[www.OakLeafResidents.com](http://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.

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	8/1/2025	\$2,170.00

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

00000000019082001000000029497700000021700059

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 8/11/2025

Invoice 294977B

PO #

Invoice Date	Description	Quantity	Amount	Tax	Total
8/1/2025	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**

**RECEIVED**  
AUG 02 2025  
BY: \_\_\_\_\_

**Double Branch Lake Maintenance**

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

<b>Credits</b>	\$0.00
<b>Adjustment</b>	\$0.00
<b>AMOUNT DUE</b>	

**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



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

# Invoice

Date  
Invoice#

8/1/2025  
131295630503

Terms	Net 20
Due Date	8/21/2025
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

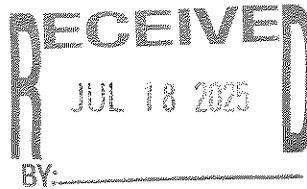
Tax \$0.00

Total \$3,439.08

Amount Paid/Credit Applied \$0.00

Balance Due \$3,439.08

[Click Here to Pay Now](#)



131295630503

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

# Invoice

Invoice #: 378  
Invoice Date: 8/1/2025  
Due Date: 8/1/2025  
Case:  
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
2.320.572.6100 - Janitorial Services - August 2025		5,150.00	5,150.00
<div data-bbox="467 1255 776 1453"><p>RECEIVED AUG 06 2025 BY: _____</p><p><i>Alison Moring</i> 8-6-25</p></div>			

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

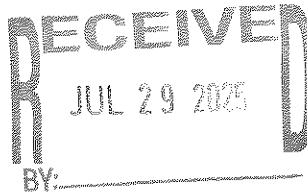


Security Development Group, LLC  
8130 Baymeadows Way W., Suite 302  
Jacksonville, FL 32256  
cathie@sthreesecurity.com  
www.sthreesecurity.com

## INVOICE

**BILL TO**

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

**INVOICE # 11264****DATE 08/01/2025****DUE DATE 08/31/2025****TERMS End of the month****SERVICE MONTH**

August

**AMOUNT**

9,335.70T

-56.58T

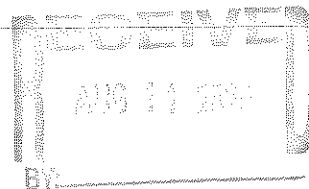
9,279.12

0.00

9,279.12

**\$9,279.12**

From: Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
Subject: DBCDD refund of deposit request - SHENECE STEPHENSON  
Date: August 11, 2025 at 8:30 PM  
To: Todd Polvere [tpolvere@gmsnf.com](mailto:tpolvere@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
Cc: Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amossing@gmstnn.com](mailto: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. (ET 3:00 P.M. - 5:30 P.M.)
  - DATE OF VENUE – AUGUST 9, 2025
  - RESIDENT – **SHENECE STEPHENSON**
  - ADDRESS – 575 OAKLEAF PLANTATION PKWY #1314, **ORANGE PARK, FL 32065**
  - AMOUNT OF REFUND - \$100.00
  - BOOKING FEE/DEPOSIT was via VISA (6820):
    - DATED: 7/15/25
    - SEQ#: ?
    - BATCH#: 143?
    - INVOICE#: ?
    - APPROVAL CODE: 069524
    - 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 August 18 - 26, 2025.**

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

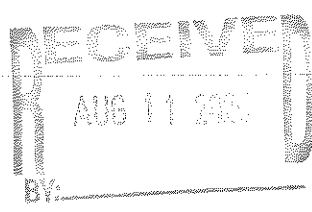
Wanda McReynolds – Community Amenity Coordinator, OakLeaf Plantation  
[venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
(904) 770-4661 voice email  
(904) 375-9285 ext. 3  
[www.oakleafresidents.com](http://www.oakleafresidents.com)

Governmental Management Services

[www.OakLeafResidents.com](http://www.OakLeafResidents.com)

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**From:** Oakleaf Venues [venuere rentals@oakleafresidents.com](mailto:venuere rentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request - SHERI SCHEUNEMAN  
**Date:** August 11, 2025 at 8:26 PM  
**To:** Todd Polvere [tpolvere@gmsnf.com](mailto:tpolvere@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amosing@gmstnn.com](mailto:amosing@gmstnn.com)



Good evening, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD – for the following venue.
  - LOCATION – OV PATIO (SATURDAY) 4:00 P.M. to 8:00 P.M. (ET 3:30 P.M. - 7:30 P.M.)
  - DATE OF VENUE – AUGUST 9, 2025
  - RESIDENT – **SHERI SCHEUNEMAN**
  - ADDRESS – 563 MILLHOUSE LANE, **ORANGE PARK, FL 32065**
  - AMOUNT OF REFUND - \$100.00
  - BOOKING FEE/DEPOSIT was via VISA (0668):
    - DATED: 6/16/25
    - SEQ#: ?
    - BATCH#: 141?
    - INVOICE#: ?
    - APPROVAL CODE: 016924?
    - 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 August 18 - 26, 2025.**

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

Wanda McReynolds – Community Amenity Coordinator, OakLeaf Plantation  
[venuere rentals@oakleafresidents.com](mailto:venuere rentals@oakleafresidents.com)  
(904) 770-4661 voice email  
(904) 375-9285 ext. 3  
[www.oakleafresidents.com](http://www.oakleafresidents.com)

Governmental Management Services

[www.OakLeafResidents.com](http://www.OakLeafResidents.com)

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# Invoice

Invoice #: 23673

Date: 07/31/25

Customer PO:

DUE DATE: 08/30/2025

## 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

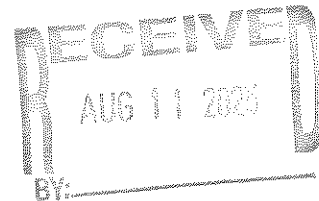
#23336 - Mainline Repairs July 2025

Located two 4" mainline breaks in need of repairs in Double Branch.

1. Oakleaf Village Pkwy, across from the pool center island. A Large Pine trees roots grew around squeezing the 4" mainline as well as numerous irrigation wires that control power from clock to individual valves. In turn, The excavator was necessary for this repair due to the depth of 6" deep and the roots. The mainline needed rerouted as well as all new wiring to restore power to all irrigation.
2. Parkview Dr. near the intersection of Oakleaf Village Pkwy. Pine tree root grew into 4" mainline pipe causing large hole and needed replaced.

Both 4" mains have been repaired. This reflects all time and material needed to complete the mainline repairs. Note\*\* Misc. Parts are extra pipe, wire nuts, Etc.

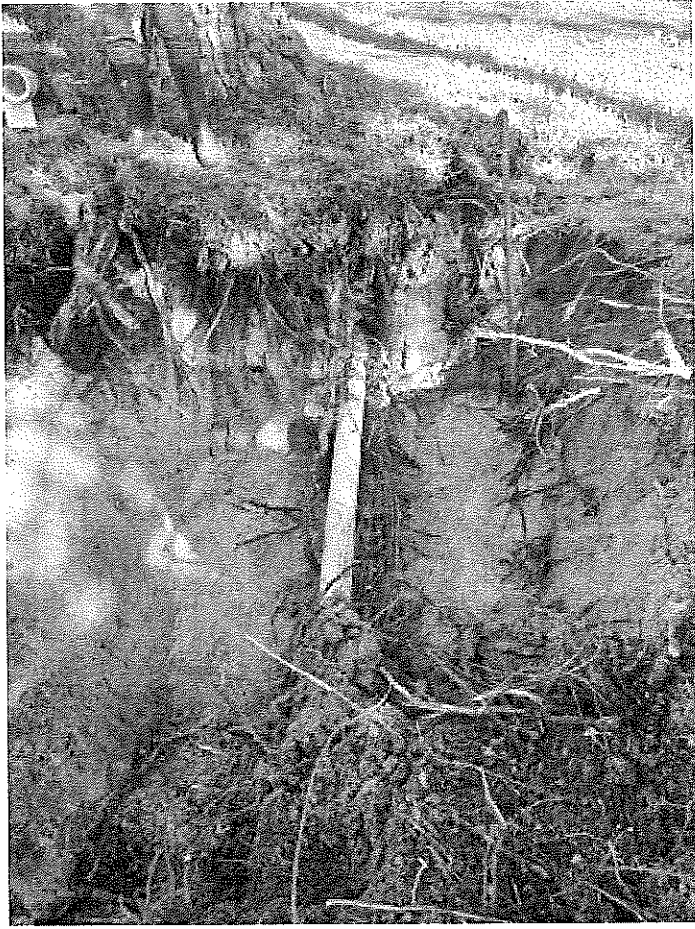
Oakleaf Village PKWY



**Code to:**

**Double Branch - Irrigation Repairs**

**2-320-572-35100**







Parkview Dr.







*Landscape Enhancement*

*\$5,765.00*

14 guage wire (Material)	1.00	\$400.00	\$400.00
4" 90 (Material)	8.00	\$35.00	\$280.00
excavator (Equipment)	1.00	\$1,700.00	\$1,700.00
Irrigation Labor (Labor)	52.00	\$60.00	\$3,120.00
misc parts (Material)	1.00	\$265.00	\$265.00

**Invoice Notes:**

Thank you for your business!

**AMOUNT DUE THIS INVOICE**

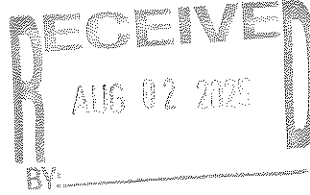
**\$5,765.00**

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**



# Invoice

Invoice #: 23528

Date: 08/01/25

Customer PO:

DUE DATE: 08/31/2025

## 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 August 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**

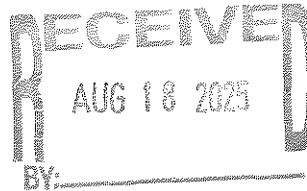
**Double Branch Landscape Maintenance**

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

# Invoice

Invoice #: 2531  
Invoice Date: 8/13/25  
Due Date: 8/13/25  
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 July 1 - July 31, 2025	238.62	40.00	9,544.80
Facility Maintenance Mileage July 1 - July 31, 2025	53	0.445	23.59
Code to:			
Double Branch Facility Maintenance			
2.320.572.46600 (\$4,000.00)			
Double Branch Facility Maintenance Contingency			
2.320.572.46620 (\$750.00)			
Double Branch Lighting Repairs			
2.320.572.46630 (\$600.00)			
Double Branch Common Area Maintenance			
2.320.572.46400 (\$3,818.39)			
Double Branch Special Events			
2.320.572.49400 (\$400.00)			

Total	\$9,568.39
Payments/Credits	\$0.00
Balance Due	\$9,568.39

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
7/1/25	2	T.C.	Delivered and unloaded pool chairs
7/1/25	1	J.K.	Took lane line roller parts from loft
7/1/25	7.85	C.W.	Removed debris from all common areas, sprayed down pool deck
7/2/25	4	T.C.	Repaired fitness equipment, lose bolts on arms of chest press, installed new wipe dispenser, installed new sun shade in pool pack area
7/2/25	7.53	C.W.	Replaced windscreen in pool pack area, replaced towel dispenser in gym, sprayed down pool deck, lake inspection, removed debris from all common areas
7/3/25	7.72	C.W.	Looked for boxes in attic, sprayed down pool deck, lake inspection, removed debris from all common areas
7/4/25	4.45	J.K.	Finished sunshade in back pool pack, sprayed duck feces off pool deck, removed debris around amenity center and roadways
7/7/25	4	T.C.	Restarted waterfall, changed water filter on drinking water fountain
7/7/25	8	C.W.	Removed debris from all common areas, sprayed down pool deck
7/8/25	7.45	C.W.	Fixed fences on Luke Road, organized park pieces, grabbed green post from natures trail, removed wasps from gym building, removed debris from all common areas, sprayed down pool deck
7/9/25	7	C.W.	Removed debris from all common areas, sprayed down pool deck
7/11/25	2	T.C.	Put together and set up shelving in lifeguard shack
7/11/25	2.5	B.G.	Put up shelves at the lifeguard shack
7/11/25	7.98	C.W.	Assisted with shelves in lifeguard shack, removed debris from all common areas, cleaned up shop
7/14/25	8.02	C.W.	Moved television racks, picked up signs, scrubbed down pool deck, removed debris from all common areas
7/15/25	5.38	C.W.	Fixed windscreen, replaced light bulbs in gym, sprayed pool deck, blew leaves and debris off courts
7/16/25	4	T.C.	Started preparing to install new drinking water fountain, digging trenches for pipe, finding drain pipe, worked on door lock at fitness center
7/16/25	8	B.G.	At the field house cutting out roots and digging out a trench, worked on fixing door lock at fitness center
7/16/25	7.97	C.W.	Dug and placed form for water fountain, sprayed down pool deck, removed debris from all common areas
7/17/25	4	T.C.	Restarted waterfall at entrance, repaired busted water hose on pool deck, put supplies away
7/17/25	7.75	C.W.	Removed debris from all common areas, sprayed down pool deck
7/18/25	7.9	C.W.	Removed debris from all common areas, sprayed down pool deck, removed debris from town center parking lot, cleaned shop entrance
7/21/25	8.03	C.W.	Removed debris from all common areas and roadways
7/22/25	2	T.C.	Unloaded truck with new playground equipment, loaded up pallets and delivered
7/22/25	8.02	C.W.	Cleaned windows and polished cabinets in ball room, pavers on pool deck, removed debris from all common areas, sprayed down pool deck
7/23/25	2	T.C.	Worked on playground at amenity center, replacing platforms
7/23/25	8.02	C.W.	Started working on park, removed debris from all common areas, sprayed down pool deck
7/24/25	8	C.W.	Removed debris from all common areas and roadways, sprayed down pool deck
7/25/25	4	T.C.	Restarted the waterfall at Oakleaf entrance, taking down old playground at amenity center
7/25/25	7.8	C.W.	Removed all bolts with drill and cut down bolts with grinder, sprayed down pool deck
7/28/25	4	T.C.	Worked on replacing platforms and railings on playground at amenity center
7/28/25	7.37	J.K.	Removed platform and rails from park at amenity center, cut up rusted parts and disposed of parts, loaded up poles
7/28/25	8	C.W.	Took off all park attachments and platforms, disposed of debris, cut up all platforms and rails
7/29/25	4.03	J.K.	Worked on new inserts for poles on playground, put up platforms on playground, removed debris from field
7/29/25	8.02	C.W.	Removed platforms and put new platforms in, drilled all poles to fit inserts/anchors for platforms, removed debris from track, sprayed down pool deck
7/30/25	8	T.C.	Worked on playground, installed new parts, cleaned out air conditioned unit for fitness center, squeegee out all the water from the floor
7/30/25	5.7	J.K.	Cleaned out air conditioner closet at fitness center, removed all water from the closet, put

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

---

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
			final platforms on playground
7/30/25	8.6	C.W.	Put in platforms at park, changed all old anchors, wire brushed all rust on bars, moved old platforms to dumpster, removed debris around common areas, sprayed down pool deck
7/31/25	2	T.C.	Worked on installing new platforms and railing on playground at amenity center
7/31/25	8.53	C.W.	Took out stairs and supports, started painting hunter green on poles, took bottom bolts out accessories to spray paint red, prepping to paint park, sprayed deck feces, cleaned cat food
<b>TOTAL</b>	<u>238.62</u>		
<b>MILES</b>	<u>53</u>		*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

AP300R		YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER										RUN	8/29/25	PAGE	1			
*** CHECK DATES		08/01/2025 - 08/31/2025		***		DOUBLE BRANCH-CAPITAL RESERVE												
						BANK C CAPITAL RESERVE FUND												

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
8/07/25	00070	6/06/25 06062025	202506 600-53800-62100	MAGNUM LAT PULL-DOWN RPRS	*	330.90	
				ALLWAYS IMPROVING LLC			330.90 000390
8/07/25	00077	5/08/25 700819	202505 600-53800-62100	DEP LED FRONT LETTERS	*	5,750.00	
				KYBSIGNSHOP LLC			5,750.00 000391
8/07/25	00077	5/08/25 700819A	202505 600-53800-62100	FNL PMT LED FRONT LETTERS	*	5,750.00	
				KYBSIGNSHOP LLC			5,750.00 000392
8/07/25	00077	6/12/25 700818	202506 600-53800-62100	DEP FLAT METAL LETTERS	*	2,625.00	
				KYBSIGNSHOP LLC			2,625.00 000393
8/07/25	00077	6/12/25 700818A	202506 600-53800-62100	FNL PMT FLAT METAL LETTER	*	2,625.00	
				KYBSIGNSHOP LLC			2,625.00 000394
8/07/25	00016	7/21/25 23294	202507 600-53800-62100	RMVL DEAD PINES/OAKS	*	5,200.00	
				VERDEGO LLC			5,200.00 000395
8/07/25	00016	7/21/25 23295	202507 600-53800-62100	VILLAGE CENTER CLEAN UP	*	900.18	
				VERDEGO LLC			900.18 000396
8/07/25	00016	7/24/25 23241	202507 600-53800-62100	DEAD PINE TREE RMVL	*	2,585.00	
				VERDEGO LLC			2,585.00 000397
8/07/25	00016	7/25/25 23364	202507 600-53800-62100	LIGHTNING DAMAGE TREE RMV	*	2,862.00	
				VERDEGO LLC			2,862.00 000398
8/07/25	00032	7/17/25 07172025	202507 600-53800-62100	LIGHT BULBS	*	317.60	
				1000 BULBS			317.60 000399
8/19/25	00035	7/18/25 2525	202507 600-53800-62100	MAINTENANCE SUPPLIES	*	1,251.93	
				GOVERNMENTAL MANAGEMENT SERVICES			1,251.93 000400
8/22/25	00070	5/20/25 35003	202504 600-53800-62100	APR RPR SRVC REQUEST	*	463.96	
				ALLWAYS IMPROVING LLC			463.96 000401

DBBR DOUBLE BRANCH OKUZMUK

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
8/22/25	00035	8/13/25 2530	202508 600-53800-62100		*	2,968.22	
			MAINTENANCE SUPPLIES				
				GOVERNMENTAL MANAGEMENT SERVICES			2,968.22 000402
8/22/25	00078	6/13/25 00529-01	202506 600-53800-62100		*	794.11	
			POOL SUPPLIES				
				LESLIE'S POOLMART INC			794.11 000403
8/22/25	00078	7/11/25 00529-01	202507 600-53800-62100		*	363.46	
			POOL SUPPLIES				
				LESLIE'S POOLMART INC			363.46 000404
8/22/25	00297	8/13/25 380	202508 600-53800-62100		*	739.00	
			PRESS WASH ENTRY SIGNAGE				
		8/13/25 380	202508 600-53800-62100		*	481.00	
			PRESS WASH MAIN WATERFALL				
		8/13/25 380	202508 600-53800-62100		*	584.00	
			PRESS WASH PILLARS				
		8/13/25 380	202508 600-53800-62100		*	387.00	
			PRESS WASH PLAYGROUND				
		8/13/25 380	202508 600-53800-62100		*	761.00	
			PRESS WASH LOOP RD PLYGRD				
				RIVERSIDE MANAGEMENT SERVICES, INC			2,952.00 000405
8/22/25	00016	8/18/25 23768	202508 600-53800-62100		*	2,505.00	
			INSTALL MULCH				
				VERDEGO LLC			2,505.00 000406
TOTAL FOR BANK C						40,244.36	
TOTAL FOR REGISTER						40,244.36	



1400 Village Square Boulevard  
#3-293  
Tallahassee, FL 32312  
(850) 523-8882 tel

## QUOTE #43795

<b>CUSTOMER</b>	<b>BILL TO</b>
Double Branch 370 Oakleaf Village Parkway Orange Park, FL 32065 Jay Soriano (904) 274-2450	Double Branch 370 Oakleaf Village Parkway Orange Park, FL 32065

<b>DATE CREATED</b>	<b>TYPE</b>	<b>PO #</b>	<b>ASSIGNED TO</b>
Jun 6, 2025	Problem		Luke Starling

<b>SERVICE NOTES</b>
Repairs identified during June PM 1. Magnum Lat Pull-down ?144278 roller pads breaking down and becoming flat. Should replace roller leg pads (6x8 2" ID)

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
1.00	Estimated Labor	\$95.00	\$95.00
2.00	Parts for Repair: Roller pads Vinyl Color: Black (517420)	\$108.28	\$216.56
1.00	Shipping and Handling Estimate:	\$19.34	\$19.34
		SUBTOTAL	\$330.90
		(0.0%) TAX	\$0.00
		<b>TOTAL</b>	<b>\$330.90</b>

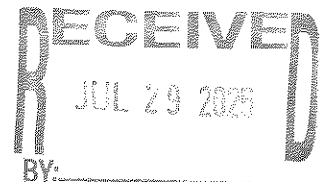
\*\*\* Please note that a 20% restocking fee plus shipping, if applicable, will be charged on all approved quotes that are canceled after the approval has been given. \*\*\*

Please confirm acceptance of quote and acknowledgement of restocking fee by signing and dating below.

**Code to:**

**Double Branch Repair and Replacement**

**034.600.538.621**



CUSTOMER SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



8679 West Beaver St. Jacksonville, FL 32220

MySignShopK@gmail.com - 904.333.1249

Please Remit Payment To:

KYBSignshop

P.O. Box 440453, Jacksonville FL 32222

**Bill To**

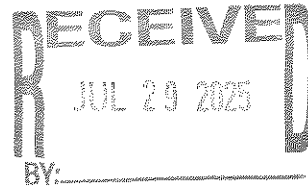
Oakleaf Town Center  
Jay Soriano

# Invoice

**Date** 05/08/25

**Invoice #** 700819

**P.O.#**



Item	Description	Qty	Price	Amount
1	OAKLEAF - 3'Ft. Tall x 25'Ft. Wide LED CHANNEL LETTERS FRONT-LIT SIGN FABRICATION + PERMITS + INSTALLATION  ** PER Customer will provide electrical wiring/power for sign hook-up Must have dedicated (120V/20AMP) Sign Circuit at 5' Connection  <b>Code to:</b>  <b>Double Branch Repair and Replacement</b>  <b>034.600.538.621</b>	1		11,500.00

50% Deposit required before project begins  
and signed approval of final proof.  
Remaining balance due upon completion

**Subtotal**

\$11,500.00

**Sales Tax (7.0%)**

\$0.00

**Total**

\$11,500.00

**Payments/Credits**

\$0.00

**Balance Due**

\$11,500.00

**\$5,750.00**



8679 West Beaver St. Jacksonville, FL 32220  
MySignShopK@gmail.com - 904.333.1249

Please Remit Payment To:  
KYBSignshop  
P.O. Box 440453, Jacksonville FL 32222

**Bill To**

Oakleaf Town Center  
Jay Soriano

**Invoice**

**Date** 05/08/25  
**Invoice #** 700819A  
**P.O.#**

**RECEIVED**  
JUL 29 2025  
BY: \_\_\_\_\_

Item	Description	Qty	Price	Amount
1	OAKLEAF - 3'Ft. Tall x 25'Ft. Wide LED CHANNEL LETTERS FRONT-LIT SIGN FABRICATION + PERMITS + INSTALLATION  ** PER Customer will provide electrical wiring/power for sign hook-up Must have dedicated (120V/20AMP) Sign Circuit at 5' Connection  <b>Code to:</b>  <b>Double Branch Repair and Replacement</b>  <b>034.600.538.621</b>	1		11,500.00

50% Deposit required before project begins  
and signed approval of final proof.  
Remaining balance due upon completion

<b>Subtotal</b>	\$11,500.00
<b>Sales Tax (7.0%)</b>	\$0.00
<b>Total</b>	\$11,500.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$11,500.00

**\$5,750.00**



8679 West Beaver St. Jacksonville, FL 32220  
MySignShopK@gmail.com - 904.333.1249

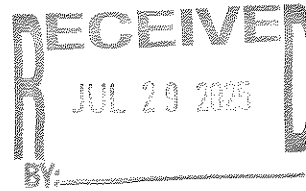
Please Remit Payment To:  
KYBSignshop  
P.O. Box 440453, Jacksonville FL 32222

**Bill To**

Oakleaf Town Center  
Jay Soriano

# Invoice

**Date** 06/12/25  
**Invoice #** 700818  
**P.O.#**



Item	Description	Qty	Price	Amount
1	8" Tall x 1/4" Thick BLACK FLAT CUT METAL Letters ( 3 Sets ) Painted BLACK Letters with Automotive Grade Paint *ATHLETIC CENTER*	3	1350.00	4050.00
	3 - 10" x 20" Oakleaf Logo: 3mm Maxmetal Sign with Black Vinyl			
2	Installation ( 3 Sets ) Stud Mounted with Standoffs 1/2" Spacers	1	1200.00	1200.00
<b>Code to:</b>  <b>Double Branch Repair and Replacement</b>  <b>034.600.538.621</b>				

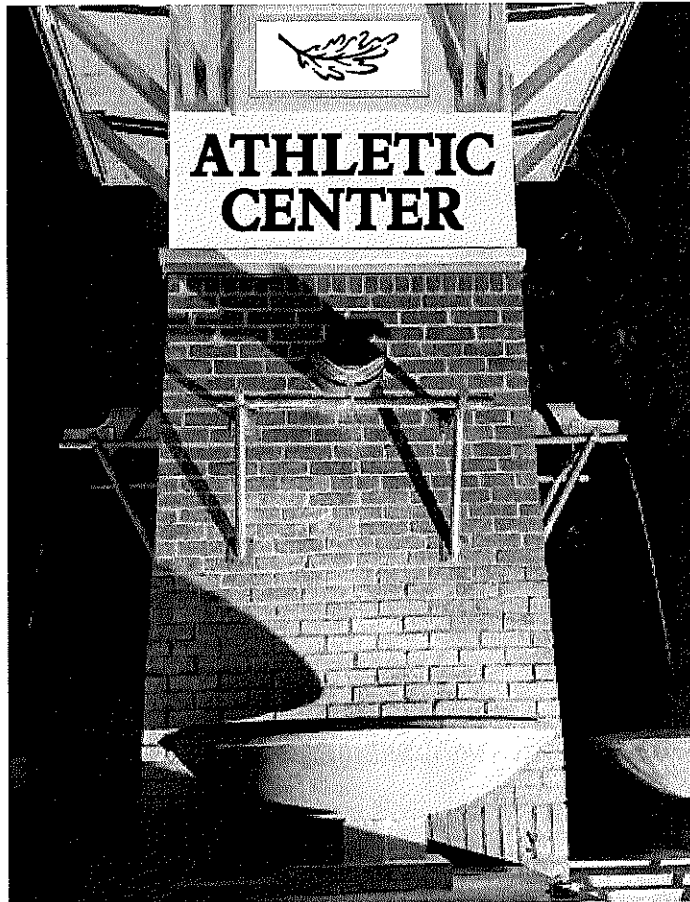
50% Deposit required before project begins  
and signed approval of final proof.  
Remaining balance due upon completion

<b>Subtotal</b>	\$5250.00
<b>Sales Tax (7.0%)</b>	\$0.00
<b>Total</b>	\$5250.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$5250.00

\$2,625.00

# ATHLETIC CENTER - FLAT CUT METAL

Stud Mounted with Standoffs



## ATHLETIC CENTER

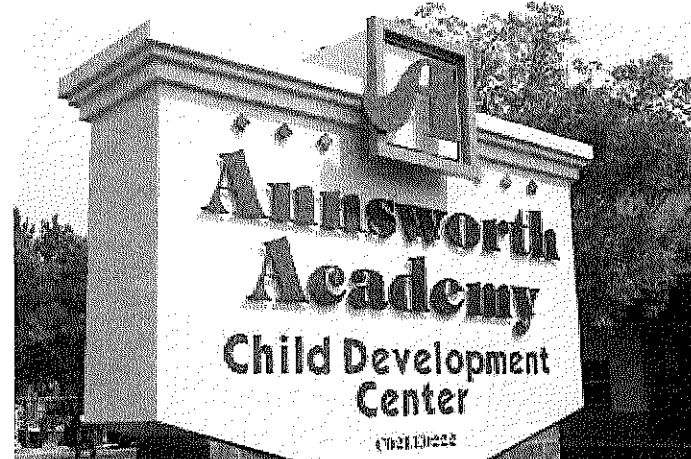
- 1/4" Thick x 8" Tall FLAT CUT METAL
- Stud Mounted with 1/2" Standoffs Spacers
- Painted BLACK Letters Automotive Grade Paint

LEAF LOGO:

9" x 20" (3mm) Maxmetal with BLACK Vinyl

# FLAT CUT METAL SAMPLES

## Stud Mounted with Standoffs





8679 West Beaver St. Jacksonville, FL 32220  
MySignShopK@gmail.com - 904.333.1249

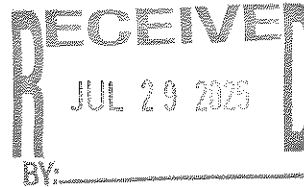
Please Remit Payment To:  
KYBSignshop  
P.O. Box 440453, Jacksonville FL 32222

**Bill To**

Oakleaf Town Center  
Jay Soriano

**Invoice**

**Date** 06/12/25  
**Invoice #** 700818A  
**P.O.#**



Item	Description	Qty	Price	Amount
1	8" Tall x 1/4" Thick BLACK FLAT CUT METAL Letters ( 3 Sets ) Painted BLACK Letters with Automotive Grade Paint *ATHLETIC CENTER*	3	1350.00	4050.00
	3 - 10" x 20" Oakleaf Logo: 3mm Maxmetal Sign with Black Vinyl			
2	Installation ( 3 Sets ) Stud Mounted with Standoffs 1/2" Spacers	1	1200.00	1200.00

**Code to:**

**Double Branch Repair and Replacement**

**034.600.538.621**

50% Deposit required before project begins  
and signed approval of final proof.  
Remaining balance due upon completion

**Subtotal**

\$5250.00

**Sales Tax (7.0%)**

\$0.00

**Total**

\$5250.00

**Payments/Credits**

\$0.00

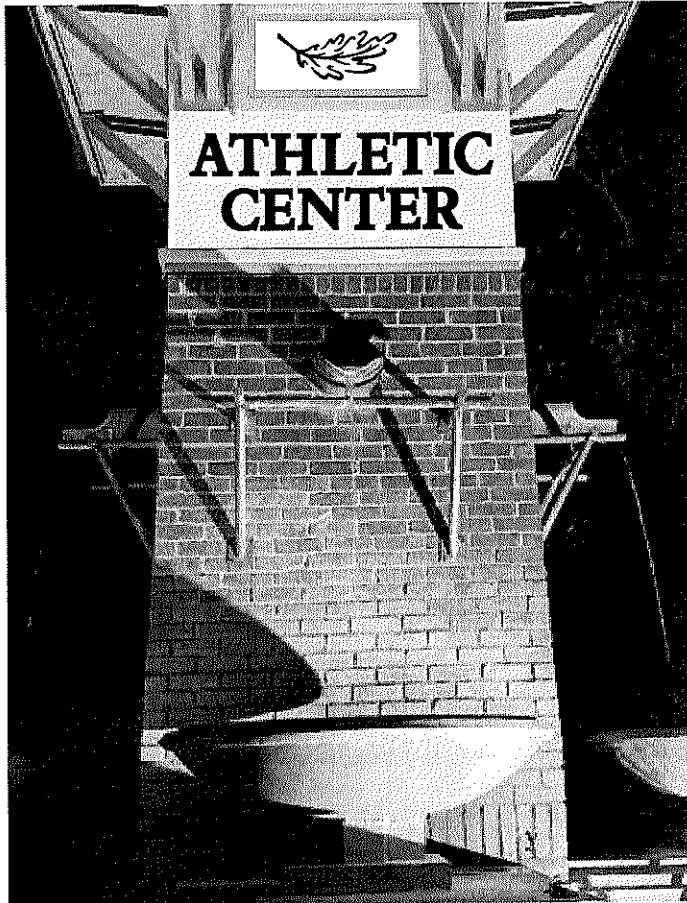
**Balance Due**

\$5250.00

**\$2,625.00**

# ATHLETIC CENTER - FLAT CUT METAL

Stud Mounted with Standoffs



## ATHLETIC CENTER

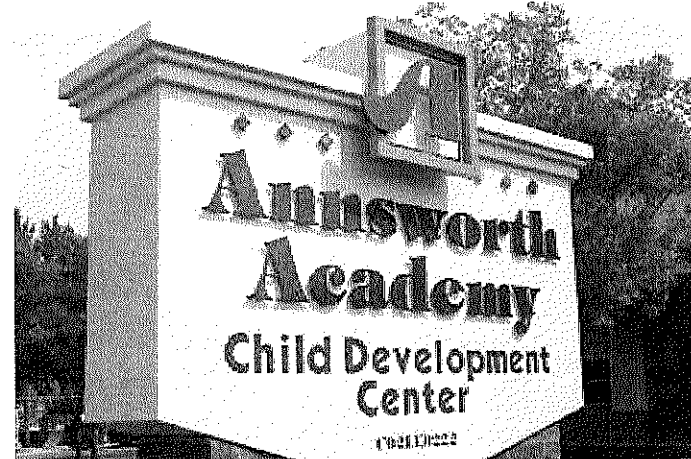
- 1/4" Thick x 8" Tall FLAT CUT METAL
- Stud Mounted with 1/2" Standoffs Spacers
- Painted BLACK Letters Automotive Grade Paint

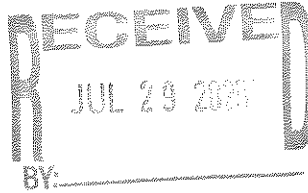
LEAF LOGO:

9" x 20" (3mm) Maxmetal with BLACK Vinyl

# FLAT CUT METAL SAMPLES

## Stud Mounted with Standoffs





# Invoice

Invoice #: 23294

Date: 07/21/25

Customer PO:

DUE DATE: 08/20/2025

## 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

#22345 - Removal of Dead Pines, Oaks

Due to Lightning strikes, remove One large Pine on Plantation Blvd. and across from Fitness Center in mid-Island on Oakleaf Village Pkwy

Removal of One pine on Plantation blvd the top fell from during storm

Removal of Large Declining Oak tree across from Oaks park

Removal of 2 dead smaller pines and a Large branch from Oak along Oakleaf Village Pkwy, near roadway.

<i>Landscape Enhancement</i>				\$5,200.00
Disposal Fee (Other)	1.00	\$100.00	\$100.00	
Sub: Tree work (Sub)	1.00	\$5,100.00	\$5,100.00	

## Invoice Notes:

Thank you for your business!

**AMOUNT DUE THIS INVOICE**

**\$5,200.00**

Please See Our  
Updated Remittance  
Information

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

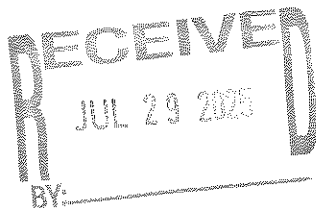
ACH Account Information:  
Bank Name: Wells Fargo Bank N.A.  
Routing Number: 121000248  
Account Number: 4945950657  
Remittance Information:  
AR@verdego.com

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

**Code to:**

**Double Branch Repair and Replacement**

**034.600.538.621**



# Invoice

Invoice #: 23295

Date: 07/21/25

Customer PO:

DUE DATE: 08/20/2025

## 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

#23061 - Village Center Over all clean up

As per requested, Clean up of debris, weeds and over all look of property at Village Center including trimming, weed spraying of pavers, Islands and curbage. Lifting of tree bottoms over walk ways and parking spaces. Trash removal.

### Landscape Enhancement

\$900.18

Disposal Fee (Other)	1.00	\$100.00	\$100.00
Labor and Prep (Labor)	16.00	\$50.01	\$800.18

## Invoice Notes:

Thank you for your business!

## AMOUNT DUE THIS INVOICE

\$900.18

Please See Our  
Updated Remittance  
Information

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

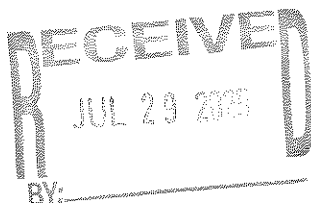
ACH Account Information:  
Bank Name: Wells Fargo Bank N.A.  
Routing Number: 121000248  
Account Number: 4945950657  
Remittance Information:  
AR@verdego.com

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

**Code to:**

**Double Branch Repair and Replacement**

**034.600.538.621**



# Invoice

Invoice #: 23341

Date: 07/24/25

Customer PO:

DUE DATE: 08/23/2025

## 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

#22583 - Dead Pine tree removals

Provide Tree crew to remove One dead Pine along CDD fence line behind residence 3219 Stonebrier Ridge Dr. \*\*Will need Lift to avoid damage to property or fence line\*\*

Remove 2 dead Oak trees back of Village Center

Remove 2 dead Pines on Oakleaf village Pkwy before Canons Pt. that were struck by lightning

<i>Landscape Enhancement</i>				\$2,585.00
Disposal Fee (Other)	1.00	\$100.00	\$100.00	
Sub: Tree work (Sub)	1.00	\$2,485.00	\$2,485.00	

## Invoice Notes:

Thank you for your business!

**AMOUNT DUE THIS INVOICE**

**\$2,585.00**

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**



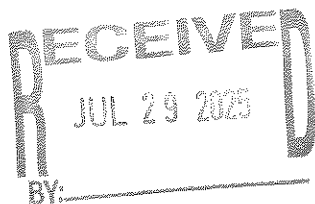
# Invoice

Invoice #: 23364

Date: 07/25/25

Customer PO:

DUE DATE: 08/24/2025



## 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

#23063 - Additional Pine tree Removals from Lightning Damage

Provide Tree crew to Removed One large Pine In Oakbrook Subdiv.

Removal Of 3 additional Pines that died due to Lightning strike (roots adjoining to tree that was hit) on Oakleaf Village Pkwy

Removal of Branches damaged by Road Paving project On Plantation Blvd.

*Landscape Enhancement*

\$2,862.00

Sub: Tree work (Sub)

1.00 \$2,862.00 \$2,862.00

## Invoice Notes:

Thank you for your business!

**AMOUNT DUE THIS INVOICE**

**\$2,862.00**

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**



Thank you for your order!

Your order number is **15060820**

Please contact our customer service department if you have additional questions. We appreciate your business!

You will receive a Tracking Number by email when your package(s) ships.

**Bill To:**

Double Branch CDD  
Jay Soriano  
370 Oakleaf Village Pkwy  
Orange Park, FL 32065  
904-562-0249


**Ship To:**

Double Branch CDD  
Jay Soriano  
370 Oakleaf Village Pkwy  
Orange Park, FL 32065  
904-562-0249

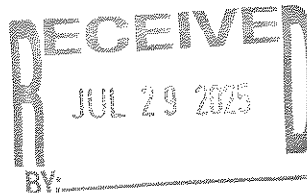
**PO Number: Double Branch CDD**

**Customer Email: [manager@oakleafresidents.com](mailto:manager@oakleafresidents.com)**

Order Date	07/17/2025	Customer #	1705529	Terms	Net 30
Salesperson	Breanne Coe	Phone	972-535-0924	Email	bcoe@1000bulbs.com

Part #	Description	Ordered	Unit Price	Ext Price
 <b>PLTS-12047</b>	2790 Lumens - 18 Watt - 4000 Kelvin - LED Corn Bulb 70 Watt Metal Halide Equal - Medium Base - 120-277 Volt - PLTS-12047	10	\$27.86	\$278.60

Ship Via	Standard Shipping
----------	-------------------



Subtotal:	\$278.60
Shipping:	\$39.00
Tax:	\$0.00
<b>Total:</b>	<b>\$317.60</b>

**Code to:**

**Double Branch Repair and Replacement**

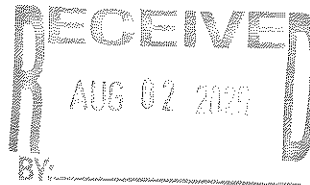
**034.600.538.621**

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

# Invoice

Invoice #: 2525  
Invoice Date: 7/18/25  
Due Date: 7/18/25  
Case:  
P.O. Number:

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



Description	Hours/Qty	Rate	Amount
Maintenance Supplies		1,251.93	1,251.93
<b>Code to:</b>  <b>Double Branch Repair and Replacement</b>  <b>034.600.538.621</b>			
<b>Total</b>			<b>\$1,251.93</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$1,251.93</b>

**MAINTENANCE BILLABLE PURCHASES**

Period Ending 7/05/25

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DB				
DOUBLE BRANCH				
OAKLEAF	6/5/25	6" Reciprocating Saw Blades	8.61	T.C.
	6/5/25	Bottled Water 24pk	5.73	T.C.
	6/6/25	Marble Chips (5)	45.83	T.C.
	6/6/25	Aluminum Framing Square	10.34	T.C.
	6/9/25	90W NIDM Flood Lights	14.36	T.C.
	6/11/25	Graphite Dry Lube	4.31	J.S.
	6/11/25	Silicone Spray	4.59	J.S.
	6/11/25	Paracord Multiclr	5.46	T.C.
	6/11/25	Paracord Blk (3)	19.84	T.C.
	6/11/25	Glow Rod	14.36	T.C.
	6/12/25	BLK Nitrile Gloves 20pk	5.68	T.C.
	6/12/25	BLK Weatherproof Socket	2.73	T.C.
	6/13/25	Garden Soil (2)	19.48	J.S.
	6/13/25	4x4-6 PT Lumber (2)	23.41	T.C.
	6/13/25	Bar Flat Steel 48x1-3/8x1/8 (2)	41.24	T.C.
	6/13/25	Hex Nut 100pc	27.70	T.C.
	6/13/25	Fender Washer 50pc	17.60	T.C.
	6/13/25	Lockwasher 50pc	10.26	T.C.
	6/13/25	Swivel Base Caster (4)	96.46	T.C.
	6/13/25	Hex Bolt 5/16x6 15pc	25.22	T.C.
	6/13/25	Garden Soil	21.02	T.C.
	6/16/25	Bucket	2.29	T.C.
	6/16/25	Pelican Liner 3pk	5.49	T.C.
	6/16/25	Hex Bolt 5/16x6 15pc	25.22	T.C.
	6/16/25	Xlarge Broom	17.22	T.C.
	6/16/25	5" Casters (4)	96.46	T.C.
	6/16/25	Pine Sol	17.23	T.C.
	6/17/25	4x4x6' PT Lumber (2)	23.41	T.C.
	6/19/25	2 Hole Strap Fasteners 1-1/2 2pk (4)	8.10	T.C.
	6/20/25	Caladium (2)	18.35	J.S.
	6/20/25	Angel Plant (4)	27.51	J.S.
	6/20/25	Pentas 1 Gallon (6)	48.16	J.S.
	6/23/25	Wasp/Hornet Spray	28.06	T.C.
	6/23/25	Black Nitrile Gloves 20pk	5.68	T.C.
	6/23/25	Wasp/Hornet Spray	24.05	T.C.
	6/24/25	7" Segmented Diamond Blade	11.49	T.C.
	6/24/25	5 Gal Bucket	2.29	T.C.
	6/25/25	7" Segmented Diamond Blade	11.49	T.C.
	6/25/25	Goof Off Graffiti Remover	14.92	B.W.
	6/25/25	Concentrated Cleaner/Degreaser	10.50	B.W.
	6/25/25	Heavy Scour Pad 3ct	3.69	B.W.
	6/26/25	Utility Gloves XL	12.06	T.C.
	6/26/25	Bottled Water 24pk	5.73	T.C.
	6/26/25	60lb Sakrete Blacktop Patch (15)	13.08	T.C.
	6/27/25	4FTx100FT Orange Safety Fence	44.47	T.C.
	6/27/25	Pine Sol	25.84	T.C.
	6/27/25	Bleach	16.35	T.C.
	6/27/25	Wasp/Hornet Spray	8.02	T.C.
	6/30/25	Master Bit Socket Set	24.70	T.C.
	6/30/25	Diablo Reciprocating Saw Blades 3pc	8.61	T.C.
	6/30/25	Gas for Equipment	75.00	T.C.
	7/2/25	Muriatic Acid	76.39	J.S.
	7/2/25	Female Hose Adapter	9.49	J.S.
	7/2/25	Male Hose Adapter	7.19	J.S.
	7/2/25	Diablo 9" BI-M Med Blade	8.05	T.C.
	7/2/25	Diablo 9" Carb Pruning Blade	5.45	T.C.
	7/2/25	12AMP Corded Reciprocating Saw	85.68	T.C.

**TOTAL \$1,251.93**

# INVOICE

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

tracy@wearefitnesspro.com  
850.523.8882  
www.wearefitnesspro.com



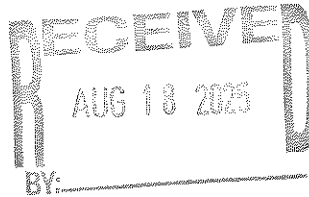
1400 Village Square #3-293  
Tallahassee, FL 32312  
850-523-8882

**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.: 35003  
Terms: Net 15  
Invoice date: 05/20/2025  
Due date: 06/04/2025



#	Product or service	SKU	Description	Qty	Rate	Amount
1.			SERVICE REQUEST 43261 - REPAIRS IDENTIFIED DURING APRIL PM			
2.	1. Return Labor		Estimated Labor - Tech replaced cables functional trainer and rerouted cable in back extension. THESE UNITS TEST CORRECT	1.5	\$90.00	\$135.00
3.	2b. Shipping/ Handling		Shipping and Handling Estimate: Multiple Boxes, Cables Heavy	1	\$56.96	\$56.96
4.	Cable with Hardware 25'		25' Cable with Hardware (Item 2)	2	\$130.00	\$260.00
5.	2a. Parts		Parts for Repair: Stopper Ball, 1-3/4" OD, 5/16" bore (Item 2)	2	\$6.00	\$12.00
6.	2a. Parts		Parts for Repair: Magnum Lat Pull- down Roller Pads ***PART IS NO LONGER AVAILABLE*** (Item 1)	1	\$0.00	\$0.00
7.			Service Request Details/Notes: 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)

**Total**

**\$463.96**

**Overdue**

**06/04/2025**

**Code to:**

**Double Branch Repair and Replacement**

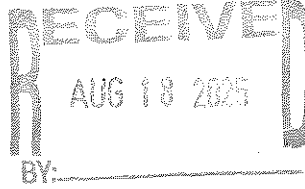
**034.600.538.621**

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

# Invoice

**Bill To:**

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



Invoice #: 2530  
Invoice Date: 8/13/25  
Due Date: 8/13/25  
Case:  
P.O. Number:

Description	Hours/Qty	Rate	Amount
Maintenance Supplies		2,968.22	2,968.22
<b>Code to:</b>  <b>Double Branch Repair and Replacement</b>  <b>034.600.538.621</b>			

<b>Total</b>	<b>\$2,968.22</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$2,968.22</b>

**MAINTENANCE BILLABLE PURCHASES**

Period Ending 8/05/25

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DB				
DOUBLE BRANCH				
OAKLEAF	7/7/25	3/8x8SDS Taapcon Drill Bit	9.53	T.C.
	7/9/25	Husky 38x72x18 Shelf (2)	388.70	J.S.
	7/9/25	Sakrete Paver Base Step 1 (3)	22.32	T.C.
	7/9/25	Dasco 9-1/2" 3 Piece Bar Kit	12.06	T.C.
	7/10/25	Bleach	9.75	T.C.
	7/10/25	Diablo Bi-Metal Set	8.60	J.S.
	7/10/25	Bar/Chain Oil	4.01	J.S.
	7/10/25	Sakrete Concrete Mix	40.28	T.C.
	7/14/25	Mop Head Refill	21.52	T.C.
	7/14/25	13/18/26W VER LED (3)	51.68	T.C.
	7/16/25	1x4-8FT PT Lumber (4)	21.99	T.C.
	7/16/25	SAK Expansion Joint (2)	8.44	T.C.
	7/16/25	Fluorescent Orange Spray Paint	11.48	T.C.
	7/16/25	Carpenter Pencil	0.23	T.C.
	7/16/25	Carpenter Pencil Sharpener	2.58	T.C.
	7/16/25	2" EXT Screw 1lb	11.47	T.C.
	7/16/25	Kink Free Hose Saver	11.48	T.C.
	7/16/25	Female Hose Mender	6.88	T.C.
	7/17/25	60lb Sakrete Concrete Mix	40.28	T.C.
	7/18/25	64" Storage System	25.28	J.S.
	7/18/25	Tool Holder with S-Hooks (2)	34.45	J.S.
	7/18/25	Pinsol	25.84	T.C.
	7/21/25	Crack-Rite 5 Gal. Hot Pour Joint Sealant	991.60	J.S.
	7/21/25	22 in. LED Indoor/Covered Outdoor Black Ceiling Fa	286.35	J.S.
	7/21/25	Nifty Nabber	22.97	T.C.
	7/22/25	1x12" x 8ft Shelving Board (3)	159.98	J.S.
	7/22/25	Muriatic Acid 2 Gallon (3)	65.48	J.S.
	7/22/25	KAP IT Riser 3pc	12.03	J.S.
	7/22/25	Drain Cleaner	4.91	J.S.
	7/22/25	Mold Control Spray	8.04	J.S.
	7/22/25	Concentrate Mold Control	24.13	J.S.
	7/22/25	Simple Green Coll Cleaner (2)	20.65	J.S.
	7/22/25	10ft Sink Auger	9.76	J.S.
	7/22/25	KUT IT Sod /Rotor Cutter	14.38	J.S.
	7/22/25	20x25x1 Filter (2)	26.27	J.S.
	7/22/25	14x20x1 Washable Filter	56.79	J.S.
	7/22/25	Husky Bit 3/8" Torx	5.03	T.C.
	7/22/25	Microfiber Towel Roll	5.74	T.C.
	7/22/25	Bucket	2.29	T.C.
	7/25/25	Cold Chisel Set	10.34	T.C.
	7/25/25	Open Long Toilet Seat (2)	68.95	T.C.
	7/31/25	5 in 1 Satin Hunter Green Paint (2)	17.20	T.C.
	7/31/25	Wet/Dry Sheet 1000 Grit 10pk (3)	30.98	T.C.
	7/31/25	5 in 1 Gloss Sunrise Red Paint (2)	17.20	T.C.
	7/31/25	Pine Sol	25.84	T.C.
	7/31/25	12x12 Microfiber Roll	5.74	T.C.
	7/31/25	BLK Nitrile Gloves 20pk	7.46	T.C.
	7/31/25	3/8" Socket Adapter	2.45	T.C.
	7/31/25	Sawzall 6" Pack	7.75	T.C.
	7/31/25	5 in 1 Satin Hunter Green Paint	8.60	T.C.
	7/31/25	5 in 1 Gloss Sunrise Red Paint	8.60	T.C.
	7/31/25	Gas for Equipment	75.00	T.C.
	8/1/25	Sakrete Concrete Mix	40.28	T.C.
	8/4/25	3M Vapor/Acid Cartridges	12.63	J.S.
	8/4/25	3M Respirator	43.68	J.S.
	8/4/25	9g HDX Tub	14.93	J.S.
	8/4/25	17g HDX Tub	17.23	J.S.
	8/4/25	4-1/2"x1/16"x7/8" Masonary Cut Disc (8)	20.49	T.C.
	8/4/25	5 in 1 Gloss DK Hunter Green Paint	8.60	T.C.
	8/4/25	5 in 1 Gloss Sunrise Red	8.60	T.C.
	8/4/25	1-3/8" Bimetal Cutting Tool	10.34	T.C.
	8/4/25	9" Sawzall Blades Pack	11.49	T.C.
	8/4/25	6" Sawzall Blades Pack	8.60	T.C.

**TOTAL \$2,968.22**



ORANGE PARK, FL #529  
6001 ARGYLE FOREST BLVD STE 35  
JACKSONVILLE, FL 32244-6127  
904-573-6515

VG  
PLIES.

T, INC.

99

# INVOICE

Invoice Date 06/13/2025  
Invoice Number 00529-01-098333  
Due Date 07/13/2025



T113111Q2511310KH34AYYAC

Store: 529 Register: 1  
Date: 6/13/25 Time: 9:46 AM  
Ticket: 98333  
Salesperson: 69596 (Matthew L)  
Customer ID: S05700030994433

Item	Qty	Price	Amount
100LB PWR PWDER GRANULAR 70NB			
18765	1	475.99	475.99 E
C1 100# Cal Hypo - 3			(224.00)
PIRANHA 8FT-16FT PWR TELEPOLE			
20784	1	126.09	126.09 E
C1 Cleaning & Maint			(3.90)
PIRANHA 8FT-16FT PWR TELEPOLE			
20784	1	126.09	126.09 E
C1 Cleaning & Maint			(3.90)
3FT-6FT TELEPOLE W/SCRUBBER			
20160	1	32.97	32.97 E
C1 Cleaning & Maint			(1.02)
3FT-6FT TELEPOLE W/SCRUBBER			
20160	1	32.97	32.97 E
C1 Cleaning & Maint			(1.02)

Subtotal 794.11  
Tax 0.00

Total\$ 794.11

Commercial Account 794.11

Change 0.00

\*\*\*\*\*  
You saved \$233.84  
\*\*\*\*\*

... THIS INVOICE\*\*\*\*\*

## SHIP TO:

Customer Number S05700030994433  
Double Branch Community Dev

475 W TOWN PL STE 114  
SAINT AUGUSTINE, FL 32092-3649

ATTENTION: ACCOUNTS PAYABLE

## SALESPERSON

## STORE#

Matthew L

529 ORANGE PARK, FL

	QTY	Price	Sales Tax	Ext.Amt
ER GRANULAR	1	\$475.99	\$0.00	\$475.99
POWR	1	\$126.09	\$0.00	\$126.09
POWR	1	\$126.09	\$0.00	\$126.09
W/SCRUBBER	1	\$32.97	\$0.00	\$32.97
W/SCRUBBER	1	\$32.97	\$0.00	\$32.97

SUB TOTAL: \$794.11

SALES TAX: \$0.00

TOTAL: \$794.11

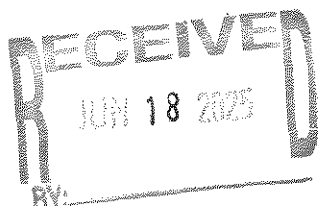
REGISTER PAID AMOUNT: \$0.00

A/R CHARGE AMOUNT: \$794.11

AMOUNT DUE: \$794.11

PICKED UP BY: Double branch

SIGNATURE:



\*Terms and Conditions: 1 1/2% per month on all overdue invoices will be charged.

00529-01-098333

View our return policy at <http://www.lesliespool.com/ourreturnpolicy.htm>



REMIT TO: LESLIE'S POOLMART, INC.  
PO Box 7411789  
Chicago, IL 60674-1789  
(602) 366-3789

## INVOICE

Invoice Date 07/11/2025  
Invoice Number 00529-01-099512  
Due Date 08/10/2025



T113111QE11319M9F4C11DA

### SOLD TO:

Customer Number S05700030994433  
Double Branch Community Dev  
475 W TOWN PL STE 114  
SAINT AUGUSTINE, FL 32092-3649  
ATTENTION: ACCOUNTS PAYABLE

### SHIP TO:

Customer Number S05700030994433  
Double Branch Community Dev  
475 W TOWN PL STE 114  
SAINT AUGUSTINE, FL 32092-3649  
ATTENTION: ACCOUNTS PAYABLE

TRANS#	REG#	CUSTOMER PO#	SALESPERSON	STORE#
99512	1		Matthew L	529 ORANGE PARK, FL

Line	Trans Type	Item	Description	QTY	Price	Sales Tax	Ext.Amt
001	SALE	18764	50LB POWER PWDER GRANULAR 70NB	1	\$283.49	\$0.00	\$283.49
002	SALE	20450	ALUMINUM FRAME MESH RAKE	1	\$23.99	\$0.00	\$23.99
003	SALE	20450	ALUMINUM FRAME MESH RAKE	1	\$23.99	\$0.00	\$23.99
004	SALE	81346	TLR DPD RGT #2 2OZ	1	\$16.48	\$0.00	\$16.48
005	SALE	81356	TLR PH IND SOL #4 2 OZ	1	\$15.51	\$0.00	\$15.51

Code to:

Double Branch Repair and Replacement

034.600.538.621

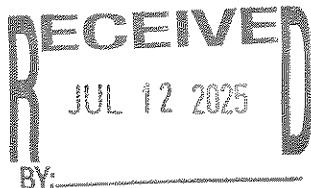
\*\*\*\*\*PLEASE PAY AMOUNT DUE FROM THIS INVOICE\*\*\*\*\*

SUB TOTAL:	\$363.46
SALES TAX:	\$0.00
TOTAL:	\$363.46

REGISTER PAID AMOUNT:	\$0.00
A/R CHARGE AMOUNT:	\$363.46
AMOUNT DUE:	\$363.46

PICKED UP BY: db branch

SIGNATURE:



\*Terms and Conditions: 1 1/2% per month on all overdue invoices will be charged.

00529-01-099512

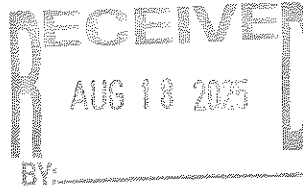
View our return policy at <http://www.lesliespool.com/ourreturnpolicy.htm>

**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 #:** 380

**Invoice Date:** 8/13/2025

**Due Date:** 8/13/2025

**Case:**

**P.O. Number:**

Description	Hours/Qty	Rate	Amount
Pressure washed community entry signage off main road		739.00	739.00
Pressure washed main entrance water fall		481.00	481.00
Pressure washed secondary community pillars		584.00	584.00
Pressure washed Fall Creek playground		387.00	387.00
Pressure washed fence line on Loop Road and split rail around playground		761.00	761.00

**Code to:**

**Double Branch Repair and Replacement**

**034.600.538.621**

<b>Total</b>	<b>\$2,952.00</b>
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<b>Payments/Credits</b>	<b>\$0.00</b>
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<b>Balance Due</b>	<b>\$2,952.00</b>
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**Riverside Management Services, Inc.**  
**475 West Town Place, Suite 114, Saint Augustine, FL 32092**

**Service Detail**

**Bill To:** Double Branch CDD

**Invoice Date:** 8/1/25

**Due Date:** Upon Receipt

**Amount Due:** \$ 2,952.00

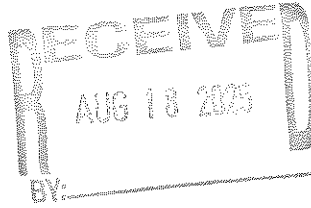
<u>Date</u>	<u>Description</u>	<u>Amount</u>
	Pressure washed community entry signage off main road	\$739.00
	Pressure washed main entrance water fall	\$481.00
	Pressure washed secondary community pillars	\$584.00
	Pressure washed Fall Creek playground	\$387.00
	Pressure washed fence line on Loop Road and split rail around playground	\$761.00

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

**TOTAL AMOUNT DUE:** \$2,952.00

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

**Remit Payment**



# Invoice

Invoice #: 23768

Date: 08/18/25

Customer PO:

DUE DATE: 09/17/2025

## 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

#23062 - Mulching of Village Center, Entry and Islands

Install Mulch at Village Center:

35 cubic yards to Entry and Islands

*Landscape Enhancement*

\$2,505.00

Sub: Mulch (Sub)

1.00 \$2,505.00 \$2,505.00

## Invoice Notes:

Thank you for your business!

**AMOUNT DUE THIS INVOICE**

**\$2,505.00**

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**

## *FOURTH ORDER OF BUSINESS*



# Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

1001 Yamato Road • Suite 301  
Boca Raton, Florida 33431  
(561) 994-9299 • (800) 299-4728  
Fax (561) 994-5823  
www.graucpa.com

August 11, 2025

Board of Supervisors  
Double Branch Community Development District  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

We are pleased to confirm our understanding of the services we are to provide Double Branch Community Development District, Clay County, Florida ("the District") for the fiscal year ended September 30, 2025. We will audit the financial statements of the governmental activities and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of Double Branch Community Development District as of and for the fiscal year ended September 30, 2025. In addition, we will examine the District's compliance with the requirements of Section 218.415 Florida Statutes. This letter serves to renew our agreement and establish the terms and fee for the 2025 audit.

Accounting principles generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary comparison schedule

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that information:

- 1) Compliance with FL Statute 218.39 (3) (c)

## Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the District's financial statements. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the financial statements is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

**Examination Objective**

The objective of our examination is the expression of an opinion as to whether the District is in compliance with Florida Statute 218.415 in accordance with Rule 10.556(10) of the Auditor General of the State of Florida. Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and will include tests of your records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our examination of the District's compliance. The report will include a statement that the report is intended solely for the information and use of management, those charged with governance, and the Florida Auditor General, and is not intended to be and should not be used by anyone other than these specified parties. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the District's compliance is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the examination or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

**Management Responsibilities**

Management is responsible for the financial statements and all accompanying information as well as all representations contained therein. Further, management is responsible for compliance with Florida Statute 218.415 and will provide us with the information required for the examination. The accuracy and completeness of such information is also management's responsibility. As part of the audit, we will assist with preparation of your financial statements and related notes in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. In addition, you will be required to make certain representations regarding compliance with Florida Statute 218.415 in the management representation letter. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. As part of our engagement, we may propose standard adjusting, or correcting journal entries to your financial statements. You are responsible for reviewing the entries and understanding the nature of the proposed entries and the impact they have on the financial statements.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

**Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

**Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

**Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

**Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Grau & Associates and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Grau & Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. Notwithstanding the foregoing, the parties acknowledge that various documents reviewed or produced during the conduct of the audit may be public records under Florida law. The District agrees to notify Grau & Associates of any public record request it receives that involves audit documentation.

Furthermore, Grau & Associates agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, Florida Statutes. Auditor acknowledges that the designated public records custodian for the District is the District Manager ("Public Records Custodian"). Among other requirements and to the extent applicable by law, Grau & Associates shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following the contract term if Auditor does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the contract, transfer to the District, at no cost, all public records in Grau & Associate's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to

Florida laws. When such public records are transferred by Grau & Associates, Grau & Associates shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats.

**IF GRAU & ASSOCIATES HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE PUBLIC RECORDS CUSTODIAN AT: GMS-NF LLC - 475 WEST TOWN PLACE, SUITE 114, ST. AUGUSTINE, FL 32092. TELEPHONE: 904-940-5850**

Our fee for these services will not exceed \$5,700 for the September 30, 2025 audit, respectively, unless there is a change in activity by the District which results in additional audit work or if Bonds are issued.

We will complete the audit within prescribed statutory deadlines, which requires the District to submit its annual audit to the Auditor General no later than nine (9) months after the end of the audited fiscal year, with the understanding that your employees will provide information needed to perform the audit on a timely basis.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Invoices will be submitted in sufficient detail to demonstrate compliance with the terms of this agreement. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate.

This agreement may be renewed each year thereafter subject to the mutual agreement by both parties to all terms and fees. The fee for each annual renewal will be agreed upon separately.

The District may terminate this agreement, with or without consent, upon thirty (30) days written notice of termination to Grau & Associates. Upon any termination of this agreement, Grau & Associates shall be entitled to payment of all work and/or services rendered up until the date of the notice of termination subject to any offsets the District may have against Grau & Associates.

We will provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2022 peer review report accompanies this letter.

We appreciate the opportunity to be of service to Double Branch Community Development District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Grau & Associates



Antonio J. Grau

RESPONSE:

This letter correctly sets forth the understanding of Double Branch Community Development District.

By: Maribel G. Hernandez  
Title: Secretary  
Date: 8/11/25



FICPA Peer Review Program  
Administered in Florida  
by The Florida Institute of CPAs



Peer Review  
Program

AICPA Peer Review Program  
Administered in Florida  
by the Florida Institute of CPAs

**March 17, 2023**

**Antonio Grau  
Grau & Associates  
951 Yamato Rd Ste 280  
Boca Raton, FL 33431-1809**

**Dear Antonio Grau:**

It is my pleasure to notify you that on March 16, 2023, the Florida Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is December 31, 2025. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

*FICPA Peer Review Committee*

Peer Review Team  
FICPA Peer Review Committee

850.224.2727, x5957

cc: Daniel Hevia, Racquel McIntosh

Firm Number: 900004390114

Review Number: 594791

## *SIXTH ORDER OF BUSINESS*

*C.*

*1.*

## *Double Branch & Middle Village Work Authorization #1 FY 2026*

### *Onsite Management and Maintenance Contract Administration*

The following are the onsite services provided by Governmental Management Services, LLC:

Onsite staffing levels consisting of six (6) full-time employees - Operations Manager, Venue Coordinator, Assistant Amenity Manager, Aquatics Facility Director, Access and Staffing Director, and Tennis Facility Director. The management team will also provide from time-to-time multiple part time employees to assist at each facility - Assistant Amenity oversight, Staffing and training oversight, landscape consultant, project coordinator, etc.

#### Operations / Community Manager:

- Serves as a key member reporting to the Community Development District Board of Supervisors and attends all District meetings.
- Primary area of responsibility will be management of District owned grounds, amenities and recreational facilities, to include the planning and execution of special events, programming of resident services, seasonal camps, and facility usage.
- Manager will provide a monthly report for inclusion in the monthly Board of Supervisors agenda package. The report will include a detailed account of Amenity future projects, and future planned events.
- Respond to all resident questions and concerns regarding the District in a timely and professional manner.
- Enforces all district rules and regulations governing the use of the facility, its equipment and other property.
- Maintain a professional relationship with all residents, welcoming and educating new residents. Helping to ensure the issuing of access cards, updating resident information, and monitoring facility usage.
- Inventory cleaning products, paper products, office and first aid supplies.
- Update and maintain District communications platforms, to include the community website, bulletin boards, and e-blasts.
- Maintain access control system and resident card data.
- IT oversight and coordination of any subcontractors for access system and network uptime (Wi-Fi, communications, phones, television, alarms)

- Manage District contracts related to the Amenity Center Complex, to include pool maintenance, janitorial, pest control, lifeguards, communications, HVAC, electrical, and fitness equipment facility maintenance to ensure they are in compliance with contract specifications.
- Provide oversight of the landscape maintenance contractor.
- Periodically inspect lakes, outfall-structures for needed maintenance, issues, and repairs.
- Prepare an Emergency Action Plan for significant weather events.
- Forecast and document a plan for future district infrastructure needs.
- Provide oversight of the lake maintenance contractor.
- Provide oversight of all other maintenance contractors such as security, outside pest control, tree services, sidewalk repairs, road maintenance, FPL/Clay electric, site inspections, etc.
- Oversight of district HR and payroll operations.
- Coordination of data collection for state agencies pertaining to district employees.
- Responsible for following up on any issues or requests directed by the Board.
- Will obtain estimates, when possible, for improvements within district and provide recommendations for annual budget, policies and procedures, and community events.
- Interface with vendors for repairs and purchases, billing, and approval of invoices for payments for goods and services related to specific areas of responsibility.
- Support and assist in hiring and training all seasonal employees and volunteers.
- Report Interactions regarding budgeting, policy recommendations and enforcement, maintenance recommendations, community event recommendations, coordination and communication with the Board of Supervisors and others.
- Provide input for any security issues within the district to the Board of Supervisors.
- Scheduling the reservations of multi-use fields in accordance with usage agreements.
- Conduct periodic daily rounds of the clubhouse, gym, pool deck, playgrounds, tennis courts to monitor usage, cleanliness, and any other items that should be reported to the District Board of Supervisors.

#### Aquatics Facility Director:

- Serves as a district and management representative.
- Oversees and coordinates the recruitment, training, scheduling, certification, and performance of employees of the facility; supervises the day-to-day activities of staff.

- Assist in oversight and coordination of the administration of the facility, to include scheduling of facility operations and contract management.
- Oversees the maintenance of the pools, to include chemistry, climate control, cleanliness, and related maintenance.
- Develop flyers, brochures, advertisements, etc. to promote aquatic facilities.
- Recommend changes to existing aquatic programs as needed.
- Conduct various aquatic entertainments and activities to attract more customers.
- Assist in research, facilitation and building quality aquatic programs that provide customer satisfaction.
- Assist with employee training.
- Assist with input of employee information for District payroll.
- Enforces all district rules and regulations governing the use of the facility, its equipment and other property.
- Provide information about aquatics programs to schools, recreation officials, community service groups, and the general public.
- Ensures that all appropriate water, environmental, health and safety standards are maintained; ensures pools are compliant with all local, state and national requirements and current on all necessary certifications required for operation.
- Develops, implements, and oversees a variety of aquatics programs for residents, guests and/or members of the general public.
- Assist with following up on any issues or requests directed by the Board.
- Participates in and teaches aquatic and safety certification training sessions, as necessary.
- Participates in the development of annual operating budgets concerning the aquatic facilities, staffing, and programming and provides fiscal direction to the Manager.
- Develops and maintains records of operational facility usage; monitors and maintains inventories of pool equipment and supplies.
- Prepares statistical reports on a monthly basis and prepares data and narrative for inclusion in annual reports.
- Performs miscellaneous job-related duties as assigned.

#### Venue Coordinator:

- Serves as a district and management representative.
- Professionally address all resident questions, concerns, and comments regarding the District.
- Schedule and assist in venue sales and usage.
- Conduct facility tours and information sessions for tentative venue users.
- Assist in making sure all contracts and paperwork are in order for resident / guest usage of facilities.

- Coordinates and schedule staffing for events / facility calendar.
- Fields client questions leading up to an event.
- Participates in identifying and creating customer enhancing experiences.
- Fields all facility-based questions, notes and reports concerns of facilities to appropriate vendors or departments (maintenance, janitorial, etc..) for resolution
- Works to ensure renter satisfaction and build district revenue to offset costs of amenity usage.
- Enforces all district rules and regulations governing the use of the facility, its equipment and other property.
- Ensures that contract terms are being met by all parties.
- Assist in maintaining and updating access control system and resident card data.
- Assist in following up on any issues or requests directed by the Operations Manager and/or the Board of Supervisors.
- Assist in providing recommendations for annual budget, policies and procedures, and community events.
- Provide input for any security issues within the district to the Board of Supervisors.
- Participates in the development of annual operating budgets concerning the rental venues at the Amenity facility and provides fiscal direction to the Manager.
- Performs miscellaneous job-related duties as assigned.

Assistant Amenity Manager (Resident Assistant):

- Professionally address all resident questions, concerns, and comments regarding the District.
- Serves as a district and management representative.
- Assist in issuing access cards, updating resident information and monitoring facility usage and rentals.
- Educate staff members, lifeguards and residents on District Policies and Procedures.
- Enforce all District Policies.
- Assist in inspecting and document the Amenity Center Complex for lighting, trash removal, pest control, signage and fencing for necessary maintenance.
- Fields all facility-based questions, notes and reports concerns of facilities to appropriate vendors or departments (maintenance, janitorial, etc..) for resolution.
- Assisting in ordering and inventory of cleaning products, paper products, office, restroom and first aid supplies as needed.
- Assist with Community Events and any Facility Rentals.
- Assist Operations Manager as needed.

- Conduct periodic rounds of the clubhouse, gym, pool deck, playgrounds, tennis courts to monitor usage, cleanliness, and any other items that should be reported to the Operations Manager.
- Maintain training and familiarity at the facility to be able to provide coverage if the Amenity Center Manager is out of office for illness, PTO or resignation.
- Assist with following up on any issues or requests directed by the Board.
- Performs miscellaneous job-related duties as assigned.

#### Access and Staffing Director:

- Professionally address all resident questions, concerns, and comments regarding the District.
- Serves as a district and management representative.
- Assists in IT coordination for access system and network uptime (Wi-Fi, communications, phones, television, alarms).
- Issue access cards, update resident information and monitor facility usage and rentals.
- Train and develop employees to handle access system, Issue access cards, update resident information.
- Assist with employee training.
- Schedule and coordination of front desk/ fitness center coverage.
- Coordinate reports for repair and assist with oversight of fitness facility preventative maintenance programs.
- Assist with points of communication from Fitness Center / Access system front desks.
- Assist with input of employee information for District payroll.
- Fields all facility-based questions, notes and reports concerns of facilities to appropriate vendors or departments (maintenance, janitorial, etc..) for resolution
- Assist with following up on any issues or requests directed by the Board.
- Performs miscellaneous job-related duties as assigned.

#### Tennis Facility Director:

- Serves as a district and management representative.
- Supervises all tennis play and proper charging of fees, and rental of equipment.
- Initiates, directs and promotes tennis clinics, special events and programs in an effort to attract and maintain residents and guest's tennis interests.
- Provides beginning through advanced instruction (private and group) for all levels of players.

- Implements and develops lesson programs for adults and juniors.
- Enforces all district rules and regulations governing the use of the facility, its equipment and other property.
- Participates in the development of annual operating budgets concerning the aquatic facilities, staffing, and programming and provides fiscal direction to the Manager.
- Properly represents the district and its teams in state or national events as time will permit.
- Prepares a monthly calendar of events.
- Works cooperatively with other departments to develop combined programs for the district.
- Assist with employee training.
- Oversight of employees concerning Tennis facilities maintenance and programming
- Ensures proper inspection of the courts/facilities on a daily basis prior to the start of play and ascertain that all necessary maintenance has been performed and the courts are in a safe working order. Reports any maintenance problems to the appropriate department and/or Operations Manager.
- Monitors court usage including special events, clinics and lessons.
- Responsible for interviewing, hiring, training, planning, assigning, and directing work, evaluating performance, rewarding, and disciplining associates; addressing complaints and resolving problems.
- Oversee all pro shop, retail, point of sales and billing functions as required by Acadiana Tennis Association and Lafayette Consolidated Government. Manage tennis center business objectives and marketing strategies to increase tennis revenue and eliminate non essential expenses
- Assures that effective orientation and training are given to each new tennis employee and or volunteer. Develops ongoing training programs.
- Monitors business volume forecast and plans accordingly in areas of manpower, productivity, costs and other expenses.
- Responsible for implementing and maintaining excellent service to achieve guest satisfaction.
- Incorporates safe work practices in job performance.
- Performs miscellaneous job-related duties as assigned.

The services are split between the Districts based upon the development unit's proration and reflects the basis of the level of service required for the Districts assets.

Total fees for FY 2026 are \$245,615 for Double Branch CDD and \$374,481 for Middle Village CDD. Although the fees are based upon five full time employees of GMS, LLC they will from time to time be supplemented by additional operational management resources of GMS, LLC at no additional charge. Such fees may be adjusted annually based upon the District's adopted budget and will be billed accordingly.

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Double Branch CDD Chairperson and Date

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Middle Village CDD Chairperson and Date

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GMS, LLC Managing Director and Date

2.

**Double Branch Work Authorization #2 FY 2026**

**General Maintenance Services**

The following are general maintenance services provided by Riverside Management Services as directed by the onsite Community Manager at a rate of \$45 per hour plus mileage if necessary at a rate of \$0.445/mile\*:

(\*State rate subject to change)

**FACILITY MAINTENANCE AND REPAIR SERVICES:**

To assist the Field Operations Manager on an as needed basis

- Pick up debris in and around all District owned facilities, including walkways, fields, courts, entryways, roadways, pool deck amenity Center and common area.
- Clean and maintain all features associated with the athletic fields and sport courts including nets, fencing, windscreens, playing surfaces, etc.
- Replace trash can liners weekly throughout the District.
- Tasks as assigned by Operations Manager
- Pressure wash Amenity Facility as needed (based upon separate proposal)
- Inspect, maintain playground equipment to safe standards, provide proposals for repairs if needed.
- Monitor all gates and doors for proper operating conditions.
- Maintain pool decks, pool slide, outdoor pool furniture, obtain proposals for services and repair as needed for anything above and beyond general maintenance.
- Maintain & keep building free of cob & spider webs and other debris around amenity, pools and tennis courts.
- Replace HVAC filters as needed.
- Complete minor touchup of paint and wall repairs as needed.
- Maintain an aesthetically pleasing CDD community as possible within budget & approvals.
- Maintain all the entry monuments and CDD signage, to include outside contracting for repairs and pressure-washing as needed.
- Inspect & maintain all sunshade structures & sails, to include outside contracting for repairs & pressure washing as needed.
- Perform lighting inspections for all district owned interior and exterior lighting.
- Oversee & assist maintenance personnel with CDD projects on site. (Trash pickup on CDD common areas, parking lots, sports fields & courts, along roadways, lake banks & along fences) Trash receptacles emptied and trash bags replaced.

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Double Branch CDD Chairperson and Date

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GMS, LLC Managing Director and Date

*D.*

# Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285; [manager@oakleafresidents.com](mailto:manager@oakleafresidents.com)

## Memorandum

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

### Community:

#### Special Events

- Report – MV Poolside event , Take – Out Tuesdays
- Upcoming – Movie at the park ( September ), Movie at the park (October), pumpkin plunge (Oct.)

#### Aquatics

- High School Swim Team – adjustments and re-locations
- Adjustment and planning for “year – round” swim team
- Pool Schedule adjustments

#### Amenity Usage

- *Total Facilities Usage – 7589*
- *Average daily usage – 245*

#### *Card counts:*

DB Owners	77
DB Renters	36
DB Replacements	15
DB Updated	10

*Total cards printed: 299 (both districts)*

#### Rentals

- *4 of 31 days rented in August, 2 of 4.5 weekends rented*
- *8 Clubroom rentals, 3 patio rentals*
- *18 tours ( approx.42 hours)/66 hours used for scheduling, administrative,*

## **Double Branch Community Development District (CDD)**

370 Oakleaf Village Parkway, Orange Park, FL 32065

904-375-9285; [manager@oakleafresidents.com](mailto:manager@oakleafresidents.com)

### **Memorandum**

#### **MAINTENANCE**

- Preventative Maintenance completed on machines at Fitness Center
- Replacement of multiple signs on decorative posts at entry/exit of Amenity Center
- Coordinate/purchase Ceiling fan installs for offices
- Coordinate replacement of signage at Oakbrook (county sign damaged due to car accident)
- Coordinate replacement of signage at Silver Leaf (county sign damaged due to car accident)
- Clean and clear Amenity Water fountain
- Coordinate inspection of Amenity Water Fountain to prep for moving as part of waterfall signage project
- Reset waterfall multiple times due to area powers surges/outages
- Coordinate waterfall inspection with Lake company for lighting project
- Finalize agreements and planning for signage work ( approved capital projects)
- Begin trenching and install of supply and drain line through concrete at Fieldhouse
- Repair /patch concrete due to water line install
- Install of water fountain at flower bed in front of Fieldhouse
- Replacement of timer for walkway and basketball cts
- Repair of two light posts at walkway
- Finalize plantings at fieldhouse
- Install of new rubberized flooring pieces at playground structure at Fall Creek
- Replace multiple metal stakes at borders for playgrounds through-out
- Repair of sidewalk at Fall creek playground
- Prep and planning for install of playground borders at playground and exercise equipment areas
- Deep clean of (2) pond banks at entry of Oakleaf Village Pkwy- (Oakbrook and OVP exit pond)
- Touch-up painting on decorative street poles in neighborhood (ongoing)
- Dispose of multiple large electronics equipment (hazardous waste refuse)
- Multiple drop off trips for refuse removal (rosemary hill)
- 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 8/10 Nature's Hammock, Fall Creek, The Oaks, Cannon's Point, Pebble Creek, Silver Leaf, Oakbrook, and The Cottages completed 8/24

#### **Landscaping**

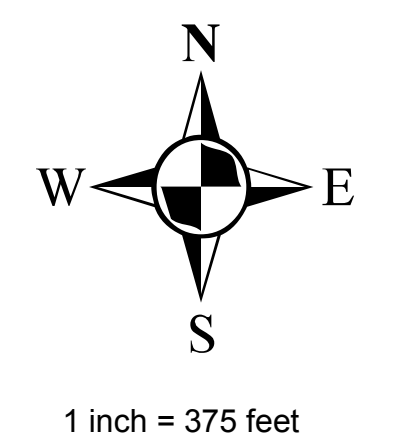
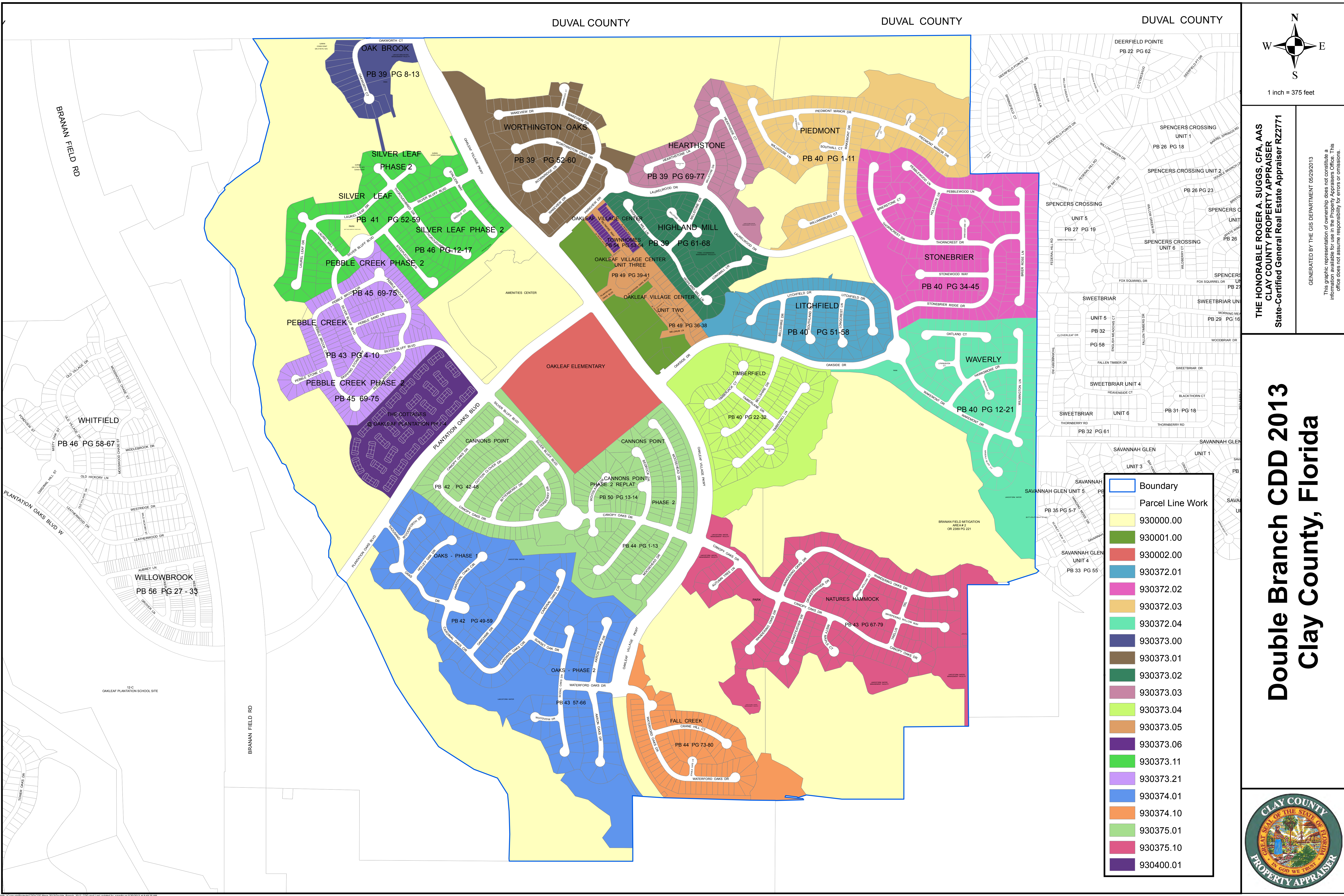
- Monthly report for Aug, submitted and filed at Operations office

For questions, comments, or clarification, please contact:

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

[isoriano@gmsnf.com](mailto:isoriano@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

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# 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