

**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, **September 8, 2025**, at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

Present and constituting a quorum were:

Cindy Nelsen	Chairperson
Tom Horton <i>by phone</i>	Vice Chairman
Scott Thomas	Assistant Secretary
Amy Ambrosio	Assistant Secretary
Andre Lanier	Assistant Secretary

Also present were:

Marilee Giles	District Manager
Mike Eckert	District Counsel
Jay Soriano	GMS
Mike Silverstein <i>by phone</i>	District Engineer
Chalon Suchsland	VerdeGo
Maria Dietrich	S3 Security

FIRST ORDER OF BUSINESS

Roll Call

Ms. Giles called the meeting to order at 4:00 p.m. Five Supervisors were present constituting a quorum. Mr. Horton joined by phone.

SECOND ORDER OF BUSINESS

Audience Comments (Limited to three minutes)

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

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THIRD ORDER OF BUSINESS**Approval of Consent Agenda****A. Minutes of the August 11, 2025 Meeting**

Ms. Giles presented the minutes of the August 11, 2025, meeting to the Board. With no comments or changes from the Board, she asked for a motion to approve.

On MOTION by Mr. Lanier seconded by Mr. Thomas all in favor, the Minutes of the August 11, 2025, Board of Supervisors meeting, were approved.

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

Ms. Giles presented the financial statements as of July 31, 2025 to the Board followed by their assessment receipt schedules showing that they are 100% collected. She presented the check register, stating that it is in the amount of \$159,729.81. With no further questions or comments, she asked for a motion to approve.

On MOTION by Ms. Nelsen seconded by Mr. Thomas, with all in favor, the Check Register, was approved.

FOURTH ORDER OF BUSINESS**Ratification of the Engagement Letter
from Grau & Associates for the Fiscal
Year 2025 Audit**

Ms. Giles presented the Engagement Letter from Grau & Associates for the Fiscal Year 2025 Audit to the Board. She stated that this document confirms the auditor's acceptance of the appointment, the objective and scope of the audit and the extent of the auditor's responsibilities of the client.

On MOTION by Mr. Lanier seconded by Ms. Nelsen with all in favor, the Engagement Letter from Grau & Associates for the Fiscal Year 2025 Audit, was ratified.

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FIFTH ORDER OF BUSINESS**Consideration of Pre-Authorization for
Impact Fee Credits**

Mr. Eckert stated that he heard from the broker that they have been working with to try to sell the impact fee credits that they have on the shelf. He noted that she has made some progress with potential buyers as well as with the County and letting them go outside of the impact fee zone boundaries. He added that there is concern that the delay between Board meetings could possibly prevent a sale from happening and the broker suggested that the Board consider pre-authorizing sales that are within certain parameters, then the Board would set the parameters. Mr. Eckert stated that the broker suggested that if it is under \$1,000,000 worth of impact fees, then the minimum would be 75 cents on the dollar, and if it's over one million for the sale, then it would be 70 cents on the dollar. He noted that it is his understanding that the agreement between the Boards is that you would split the proceeds 50/50. He added that Middle Village approved of these parameters and once they have sold through theirs, they would be selling whatever they had and there wouldn't be joint participation. Mr. Eckert stated that this allows the broker to be paid 6%, so the more she can sell them for the more she is paid. He noted that she told him that she was going to try to get more than those numbers that he just provided to the Board. He added that she was concerned that if they didn't have pre-authorization and they had to wait 30 days, then they could go to a different developer that doesn't have a wait, who also has them on the shelf. Mr. Lanier asked Mr. Eckert how 75 for less than one million and 70 for above one million falls in line with historical sales. Mr. Eckert stated that he has seen the 70-75% range at other locations and seen one that went for 78-80% but that was isolated and a smaller amount that they were dealing with here. Mr. Lanier asked if it would be better to break it up and Mr. Eckert noted that they could, that it was the discretion of the Board if they wanted to do that, but she did not suggest that it was something she thought would help move things forward. Mr. Eckert noted the disadvantage of doing this and discussed that with the Board, but he went on to ask for a motion to approve.

On MOTION by Mr. Thomas seconded by Ms. Nelsen with all in favor, the sale of impact fee credits was preauthorized if under \$1,000,000, then the minimum would be 75 cents on the dollar minus commission, and if over \$1,000,000, then the minimum would be 70 cents on the dollar minus commission, was approved.

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SIXTH ORDER OF BUSINESS**Staff Reports****A. District Counsel**

Mr. Eckert stated that he had nothing to report.

B. District Engineer

Mr. Silverstein stated he had nothing to report.

C. District Manager**1. Consideration of GMS Work Authorization #1 for Onsite Management and Maintenance Contract Administration for FY26**

Ms. Giles presented the consideration of GMS Work Authorization #1 for Onsite Management and Maintenance Contract Administration for FY26 to the Board. She stated that this is for the six full-time employees that they have there between Double Branch and Middle Village and this work authorization defines what each of those six positions do. She noted the total fee for FY26 for Double Branch is the same as what is in the budget. Mr. Soriano pointed out that it says six and noted that Middle Village pays a lot more because of the sixth person. He added that the tennis director, their contract fee is paid for, completed by Middle Village, not through them, but they do this work organization together every year for both Districts. Mr. Soriano stated that they will be able to help pay for a portion of five of them.

On MOTION by Ms. Nelsen seconded by Mr. Thomas with all in favor, the GMS Work Authorization #1 for Onsite Management and Maintenance Contract Administration for FY26, was approved.

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

Ms. Giles presented the Consideration of GMS Work Authorization #2 for FY26 General Maintenance Services to the Board. She stated that it shows that the maintenance rate is \$45.00 per hour plus mileage at the State rate of 44 cents a mile and defines some of those maintenance tasks that will be completed. Mr. Soriano made a statement that this is the same authorization the Board has seen for many years, and the amounts have not changed much in the last two years. He noted that they increased mostly because they did increase hours. He added that he was asked to add staffing about a year ago and they did add an extra body. Mr. Soriano stated that they will split this also with Middle Village, so if there is a 40-hour person there, they might only be working 20

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hours for them and 20 hours for Middle Village. He noted that the expectation for the number of hours he used them along with this charge per hour is within what he did for the budget this year, increased hoping that they can get more projects done but it is still planned for within that budget for commentary maintenance and repair lines. Ms. Giles stated that this is one that they are looking at doing a contract for every two years, so they will have more staff discussion on what that looks like going forward and then bring it back to the Board.

On MOTION by Mr. Lanier seconded by Ms. Ambrosio with all in favor, the GMS Work Authorization #2 for FY26 General Maintenance Services, was approved.

D. Operations Manager - Memorandum

Ms. Giles stated the Operations Report starts on page 124.

Mr. Soriano stated that their adults only event got rained out and they only had a handful of people that showed up due to the weather. He noted that they had a lot left over from the event at their District so he is working with staff to see if they can have any other events between now and the end of the year. He added that outside of that, the only expense was for a live band. He discussed upcoming events with the Board such as the Pumpkin Punch and Halloween Party. He noted that their sister district was supposed to open their lap pool that day, but it is still a little cloudy even though the chemicals are good. He added that they still have some day algae they have to vacuum up from the bottom of the pool, so he will be sending out an e-mail to all their residents letting them know and check it day to day. Mr. Soriano informed the Board that they finally got all of their agreements signed for their sign company. He noted that they came to an agreement, and they are now working on getting the permits. He mentioned the repair of the Fall Creek Playground and stated that this is where they were able to reuse some of that equipment that they have taken down over the last couple of repairs at different neighborhoods. He noted that these issues that they see are concerns that parents will complain about and they need to start looking at getting those repairs taken care of. Mr. Soriano stated that he has started to get a lot of signs dropped off from the County if they were decorative poles and he noted that he prefers the County come in and bring their own galvanized steel poles because they will handle everything and it is safer for them for liability reasons.

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Mr. Thomas asked if they were going to cap off the pipe where the old water pump needed to be. Mr. Soriano stated that there is a drainage pipe that will get covered and noted that they cut a trench in the concrete and they smoothed that out, recovered and resurfaced with concrete and they looked at coating that whole floor. Mr. Lanier asked if the Athletic Center Fountain was included in the waterfall lighting that they were getting. Mr. Soriano stated that there is nothing changing that will require any change or special inspection from the County. He noted that it is just the light on their letters of the waterfall at the front.

SEVENTH ORDER OF BUSINESS**Audience Comments (Limited to three minutes) / Supervisor Requests**

Ms. Giles stated the next item on the agenda was audience comments and supervisor's requests. She noted that there were no members of the public present and there were no comments or requests from the supervisors.

EIGHTH ORDER OF BUSINESS**Next Scheduled Meeting – October 13, 2025 @ 4:00 p.m. at the Plantation Oaks Amenity Center**

Ms. Giles stated the next meeting is scheduled for October 13, 2025, at 4:00 p.m. at the same location.

NINTH ORDER OF BUSINESS**Adjournment**

Ms. Giles stated with nothing further, she looked for a motion to adjourn.

On MOTION by Mr. Thomas seconded by Ms. Nelsen, with all in favor, the meeting was adjourned.

Signed by:

Marilee Giles

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Secretary/Assistant Secretary

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Cindy Nelsen

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Chairman/Vice Chairman