

DOUBLE BRANCH
Community Development District

NOVEMBER 10, 2025

AGENDA

Double Branch Community Development District

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

November 3, 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, November 10, 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 October 13, 2025 Meeting
 - B. Financial Statements
 - C. Assessment Receipts Schedule
 - D. Check Register
- IV. Consideration of Resolution 2026-01, Amending the Fiscal Year 2025 Budget
- V. Staff Reports
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
 - D. Operations Manager - Memorandum
- VI. Audience Comments (limited to three minutes) / Supervisors' Requests

VII. Next Scheduled Meeting – December 8, 2025 at 4:00 p.m. the Plantation Oaks
Amenity Center

VIII. Adjournment

I look forward to seeing you at the meeting. If you have any questions, please feel free to
call.

Sincerely,

Marilee Giles

Marilee Giles
District Manager

THIRD ORDER OF BUSINESS

A.

**MINUTES OF MEETING
DOUBLE BRANCH
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Double Branch Community Development District was held Monday, **October 13, 2025**, at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

Present and constituting a quorum were:

Cindy Nelsen	Chairperson
Tom Horton	Vice Chairman
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
Pong Lahn <i>by phone</i>	Mathews DCCM
Chalon Suchsland	VerdeGo

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.

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 September 8, 2025 Meeting**

Ms. Giles stated item three is approval of the consent agenda items starting with the minutes on page 7 from your September 8th meeting. Unless there are any comments or corrections, I would just look for a motion to approve those.

On MOTION by Mr. Thomas, seconded by Vice Chair Horton, with all in favor, the Minutes of the September 8, 2025, Board of Supervisors meeting, were approved.

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

Ms. Giles stated your financial statements are on page 14 followed by your assessment receipt schedule on page 26 showing you are 100% collected. Your check register is on page 28. It is a little bit higher than normal at \$232,181.84 but that is because EGIS is on there for FY26. I see no unusual variances with the check register at all. Unless there are any comments or questions, I would just look for a motion to approve it.

Vice Chair Horton stated I just want to mention again that we are spending \$158K on security and get no feedback. Is it worth it? That is a lot of money we are spending. I mentioned this before.

Mr. Soriano stated just to point out that is about half of what we used to. I can't really talk about it in a public meeting. But if you recall a few years ago, you guys did allow me to cut back security and the regular security guards. Then also when CCSO started to jump and they jumped all the way up and, now we're 60 some dollars an hour. We cut those back quite a bit too. This is almost half of what used to be in the budget.

Vice Chair Horton stated two things; one is it is a lot of money. Second which is most concerning to me is we get no feedback. The private security, are they doing anything? I was down there yesterday and didn't see anything.

Mr. Soriano stated they are there and our onsite staff will let you know. They definitely call me and let me know if somebody is not here today because our fitness center people will notice it. One you have a lot of interaction either in the pool or the fitness center. But even the fact they are here late this time of year, they want to know security is around to help them walk out into the

parking lot. My staff will definitely tell me. You don't get feedback, but I do get feedback quite a bit. There's definitely a difference if you don't have either off duty or the security guards around. Now, do we need them as many hours? That is a little different. There are things I think I can cut back, but the last time we did anything, we based it around the direction for the Board. We had shade meetings which means once we do that, I also can't change without you guys. I can't say I want to cut out two or three days. I have to run that by you guys.

Vice Chair Horton stated when you talk about cutting hours are you saying it is a lot of money and getting nothing out of it.

Ms. Nelsen stated she would like more feedback.

Vice Chair Horton asked is private security doing anything? Did they go out to tell 14 people they need a pass or need to leave? Did they tell somebody on a motorbike they shouldn't be there cutting across the field? Did they tell people that have dogs not on leash, they should not be there?

Mr. Soriano stated yes, I get this report. I told you before I get those reports sent to me throughout the night. Every night I get stuff that comes through on my phone and sometimes it will be late at night 11:00 to 12:00 and those have pictures. They do go around and take pictures of things. They let me know nobody is playing on the basketball court, all clear, or they'll let me know during our tour, we found graffiti on the wall of the bathrooms and they send me those reports. I've mentioned before I can share those with you. I think the rest of the Board declined to get those. If you want them though, I can share those with you on a regular basis. But they do send me stuff every day.

Vice Chair Horton stated what about CCSO?

Mr. Soriano stated CCSO really doesn't. They send it with their bills if anything came across. If nothing happened, they didn't counter anybody into a trespass or kick somebody off or anything like that and nothing big happened, they don't mark anything. We came out here and it was all quiet for four hours; they don't do those types of reports.

Vice Chair Horton stated just judging by the deputy, we should have one for the HOA. I had to do a report every time they went out. If there was nothing there, there's nothing there, that's fine. But at least we know they are doing something. If there's something they saw, it's nice to know.

Ms. Giles asked Tom would you like for Jay to forward the reports from S3 to you? Jay, is that as easy as forwarding?

Mr. Soriano stated I can actually have it set up but it has to go before the Board. It's as easy as putting your email in. Then when they send it to me, it automatically sends you something. You guys can all be on there. I have gotten on them because there are some nights where I will get two or three reports in a row that we found another car, kids making out in the car and we ask them to leave. There's no reason they should be out there and we definitely shouldn't encounter them and find people having amorous activities in the parking lot. It is a family place, we don't need to keep warning people time after time, just trespass them. Then I'll call them and say, hey, the next car you see, just go ahead and get the officer with you and trespass them. That's the only time I really respond to the reports. They are there for just informational purposes. If you guys want this, like I said, I can have your emails put in.

Vice Chair Horton stated probably nobody else does, but I would want to see this.

Mr. Lanier stated could it be as simple as adding a page of a summary almost like a tally sheet like when you're tracking a behavior kid. Think of your highest things that happen, like trespassing or arguing or whatever, or don't have a badge, just take your highest thing and then have another category of other things.

Mr. Soriano stated that is up to you. They already do reports now.

Mr. Lanier stated like a summary of the monthly activity. Would that be beneficial or you just want to read each individual report?

Mr. Soriano stated the one report is easy. There are some officers that do a good job, they will send me 20 reports and some will send me one or two because there's not much.

Vice Chair Horton stated just put me on the list and send it to me.

Ms. Nelsen stated you can set up a Google drive and just do it monthly, here's July's reports, here is August's report.

Mr. Soriano stated there is a way to do that too. You can login too. When we got the company, we went through this. It was called Silver Tracks. They gave you guys information on it and we can log in. Those are beneficial because if somebody tells me something that happened two weeks later, such as a resident comes to me and says I had an encounter but it was two weeks ago. I have to go back through those reports and find out what happened but I can log in and go through all those reports. There is a way to do that.

Vice Chair Horton stated whatever reports you get, put me on there.

Mr. Soriano stated okay that's easy enough. I would rather go through the things they're doing now and then if you want more, start adding reports or asking them to do other stuff. They do reports now, CCSO not as much. We can ask them to do different types of reports. They usually only give me a report when something happens, when they have to get involved with something. But they don't give me reports that say all clear or anything like that where S3 will. You will see things come across that they take a picture and say the basketball courts are clear so no issues here. CCS definitely doesn't do that.

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

FOURTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Eckert stated I just have one item. I have provided to your District Manager an authorization of agent where the Board could authorize that rating. The representative we've been working with on trying to sell the impact fee credit, she is trying to get approval from the county to transfer some of those credits outside of our impact fee District to a neighboring impact fee District to try to expand who we can sell our impact fee credits to. It's a very simple document I have provided to Marilee. It's not on the agenda, so you have to ask for any comments before you vote on it. It doesn't obligate you to sell the credits, but it gives us the ability to expand the market to other areas. I would be asking the Board for a motion to authorize the Chair to execute that authorization of agent so we can keep working on some of the impact fee credits. Happy to answer any questions anybody has, but that's the only item I have to report today. Thank you for letting me attend.

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

Vice Chair Horton stated I have a question for Mike. Looking at the minutes from the last meeting, it said something about Middle Village doesn't have as many credits as we do, is that correct?

Mr. Eckert stated I think that Middle Village has more than you guys.

Vice Chair stated because we were supposed to share it to a point and then they were going to drop out.

Ms. Giles stated opposite.

Mr. Soriano stated its backwards.

Mr. Eckert stated I think Middle Village has more than Double Branch. I think the understanding the Chair has is, the Districts could sell 50% each for any offer that came through and once Double Branch ran out of credits then obviously Middle Village would still have more then they would be able to sell 100% of theirs since Double Branch wouldn't have any left over. We are a long way away from that at this point.

Ms. Giles stated District Counsel the Chair has that document here with her today. Do I have a motion?

On MOTION by Mr. Lanier seconded by Vice Chair Horton, with all in favor, to Authorize the Chair to Execute the Agent Authorization Form for the Sale of Impact Fee Credits, was approved.

Mr. Soriano stated Tom, we will look through the minutes to make sure. We may have just been backwards in the minutes. It's the other way around.

Ms. Giles stated we will definitely check to make sure that is clear.

B. District Engineer

Ms. Giles stated District engineer Pong is filling in for Mike Silverstein. Pong, did you have anything to add?

Mr. Lahn stated no ma'am, we don't have anything to report.

C. District Manager – Discussion of Fiscal Year 2025 Goals and Objectives

Ms. Giles stated on page 171 is your FY2025 goals and objectives. Each of the goals and objectives have been met for Fiscal Year 2025 with the standard identified on the report form. Unless there are any comments or questions, I just look for a motion to approve the FY25 goals and objectives annual reporting.

On MOTION by Mr. Lanier seconded by Vice Chair Horton with all in favor, the Fiscal Year 2025 Goals & Objectives, was approved.

D. Operations Manager - Memorandum

Ms. Giles stated Jays report starts on page 174.

Mr. Soriano stated we have had a couple neighborhood events since I saw you last. We had two different movies. Unfortunately, the one from this past Friday I did have to cancel. By the time it was dark, there wasn't a lot of rain and we could have started it, but the place was just wet and nasty. Most of the day was nasty. The food trucks didn't get a good turnout, so I did cancel that. We do get a year on those licenses, so I'll look to reschedule that maybe in November before we start getting to the holidays and people start doing a lot of their own stuff. We do have a lot coming up here at the end of October and beginning of November. We have the pumpkin plunge in a couple weekends, and that's one of our favorites out at the pool. I did have some supplies left from this last year's special events, mostly adult beverages. I am trying to put together a pickleball social. Our pickleball group has been going pretty well, but they have their core group. I really want to get them into doing things like getting the neighborhood involved, getting new people out. Our tennis crew over here does that quite a bit. They have a lot of socials. They have a lot of events to try to bring in new people. They have a set of clinics, usually two or three in a row for a couple weeks to play tennis and they bring out the new people. I'm trying to get pickleball to do the same thing. We are going to do a special event with them and bringing out a guy to play some music to have a social tie to it, introduce people by doing a beginner's clinic. But then we will also have some kind of show off with our better pickleball players playing kind of an impromptu tournament. Right now that is planned for Thursday the 30th. But as soon as we have everything together and I know who is coming out for the event, I will put out the email and registration forms for the residents.

Vice Chair Horton asked is there any noticeable change in attendance to our pickleball courts since the new one down the road?

Mr. Soriano stated not yet. I am kind of waiting for that. I think as it gets cooler, we may see that and then next summer we are definitely going to see that. When you have the option to do things indoors and have a little air conditioning compared to playing outside on our courts, I think that is going to be an impact. The other thing that I think is going to be an impact is the fact that you can drink while playing pickleball over there. You have wine and beer. You can't do that with us unless we are doing an event like we are going to do here. I think that will pull some people away. Right now, I haven't seen any big change. There were a couple of things I wanted to go over

with you guys before we get to the maintenance items that weren't on here. If you did see earlier today an email go out that was about the meeting for your library. We sent that out to the residents. We are having a meeting in this room here, so not over at your building just because if more people want to turn out, once you get about 25, 30 people in that room, it gets a little packed. The county will be doing a presentation on the library next Thursday. We will send out another email reminder next week, too, to let people know they can come out, they can see which architects' kind of won their bid. They did have to do an RFP process. Hopefully they will have some renderings and plans for the building that they can share with the residents and be able to answer some questions about it and we will be doing that once again in this building next Thursday.

Mr. Thomas asked have they talked about the building at all yet?

Mr. Soriano stated no, but I did send them an email saying that we are waiting now for that building and if they could just share information with an update for us if they're going to do it as part of the grand opening for that, or they can do it before. I know they were waiting to make that their property so that placard would end up being on their property, which was something they were hoping for before. It just made more sense to me to be right there by our field. But if it's safer for them to have it on their property, I get it. But that doesn't mean we have to wait for the library to be built. I just asked for an update to see where they are at. I knew the last time they were still waiting on a little bit of money to finalize. We will see what they say and as soon as I get updated, I'll share it with you guys.

Mr. Thomas asked have they given you any roundabout of when this thing might be completed or breaking ground or anything?

Mr. Soriano stated as far as I know that was supposed to be part of the RFP process was a timeline, but I don't know if that got made into an agreement that said we chose these people because they say they can get it done within a year. Hopefully they will go over those kinds of things in that meeting.

Mr. Thomas asked did we ever finalize who's going to be taking care of the landscaping and everything like that?

Mr. Soriano stated we didn't finalize anything new but as far as the county is concerned, they don't want anything so they are not going to do anything with landscaping. They are not going to do anything with the irrigation. They don't want to do anything with the lights. They don't want to pay bills. They just want the property to build the building and that is it. Everything else will go

to us. That's what Tom was talking about last time, is that we are going to have to look at that parking lot because we would hate to open up that new building next year sometime and that parking lot looks like that. That's going to be on us to spend a good amount of funds to surface off millings and things like that to get that better looking.

Vice Chair Horton asked did you approach Middle Village about that shared court cost?

Mr. Soriano stated not yet. We have talked about it and then today I did share with them more information about the library, but I haven't approached them yet to have a discussion on the cost.

Mr. Thomas stated maybe involve the HOAs too, because there is a bunch of them.

Mr. Soriano stated they do have some good points. Since they don't actually own anything out here, a lot of that goes right into the bank for them. I think that's a big one especially being residential, because one thing I know they kind of were planning on was there's going to be a lot of extra rooms in there for rentals from the residents, to be able to rent, to do different things, hold meetings whether it's more social side or it's like HOA meetings, things like that. We have a lot of HOAs here. It's not just the two, it's all the subs. Usage of that building right there, people won't use the library enough to check out books and return books. That's definitely changed over the last decade or so. The usage of rooms for this area is going to be important. Hopefully, they will go over a lot of that stuff in that meeting Thursday. I think that would be good for the HOAs to help out a little bit. We can include them and I can approach them. But I haven't done that yet. I did want to update you on the signs. Catherine did start last month with work on the signs at your sign shop, KYB, the one that we did the agreement with. They are going through the permit process with the county. They haven't been given an inspection date for the property yet. That is kind of what they're waiting for to do any work. But while they're waiting on that date, they have started making the letters. She did send me pictures. They have already started building letters. I know they look small here in the picture, these are about waist height letters. These are the new lit letters and they will be filled with acrylic or a solid covering over top of it. You can see the lights going in now. The idea is a lot of this stuff will be designed and ready as soon as they have the sign off from the county and when the county comes out and does their initial plat inspection and says, okay, this is what you plan on doing. We okay it, they can get to work and it won't take long. With the agreement, the two months ended with the end of November. My big plan was I would like to get done before the holidays and earlier the better because we typically start decorating and putting

lights out pretty much the day after we do our last Halloween event. We make sure Chalon's group goes through and does any last-minute cutting of bushes and things like that and then we start hanging lights because it takes us a month and a half, almost two months to get all of our lights out. I would like this done before then too so that we can start decorating. But that's really the only update I have for you here because she is kind of waiting too on the county for the permit process. That also holds up the fountain at the front. I do have the mason and our guys are going to do the painting. That portion will be done but the letter's going on we are going to hold off until they are done with this. The main reason is that one is not permitted, that one doesn't meet any expectations that is required. But I don't like doing work that they can look at while they're here and say, hey, did you guys get this checked out? Because the county will almost always bug you about getting a permit for that. If there is not anything there that is a major change, this is mostly paint and lettering design. I just asked them to hold off until they are done with this one. These letters go up, they finish this. We do all the install of the new fountain and lights and then we can also finish the lettering at the other end. Then the only other update I have for you is our pool house. These are our doors for our pool house. These are the custom design. They will be painted but this takes away that big dangerous roll up metal garage door that they have and allows the golf cart to come in and out. They are working on finishing some trim work and they will paint today so hopefully this will be done this week. I have been working with S3 for using that cart. Some of their guards have used it but until they have a way to go in and out on a regular basis, this was new to them. They do have a new on-site manager. You guys remember meeting the young guy, Tristan, actually right at the last meeting they kind of let him go. They are training a new person. They did call me today and gave me a name that I can work with him and bring him in because I did walk Tristan through for like two months straight away. But this is what I want these guys doing. This is how I want them to handle checking cards and things like that when we get a complaint. This is how I want the golf cart checked out and I want it recorded so that I don't come in the next day and find a flat tire or fender falling off, and yet I know the day before it was fine. There are a lot of steps that I wanted them to learn as they were going through that as they had that changeover. So that is going to be a new process for them this next month also. Outside of those updates, that was actually it for me. Unless you have any questions on the regular portion of the report.

Ms. Ambrosio stated I noticed a lot of the new wildlife signs.

Mr. Soriano stated yes, this was a request from your insurance company. It wasn't a demand that you are required to have these because St. John's doesn't require us to have them. But it is just kind of a safety thing. Because of the heat and the wetness this year, I did get a lot more complaints and concerns of snakes everywhere. We can't control snakes. We have a lot of these decorative areas and common areas at the pond side and at our pool, we sit right there. We caught two moccasins this summer in our pools. They generally don't like to swim around in chlorinated water, but they're just everywhere this year. So, when the insurance talked to me about that as well, they said it's probably a good idea. We will throw up at least one on every pond someplace. You will see those, they are red and black and they have a little snakes and animals on them. Just to be an extra warning. It seems like these days whenever we have those letters from Morgan and Morgan, it's always good to at least be able to point out to them and say we have warnings and things everywhere.

Mr. Thomas asked are they going to put them where I live?

Mr. Soriano stated we will get them at all ponds. We started this last month, not only the snakes and wildlife, but you may also have seen some of the other ones too. We do have the ones with the QR codes and also an email address for us when you report problems. People are very helpful and some know how the ponds work. Many don't understand what they're actually there for. They will complain about everything, like the muck and the algae. That's more of a decorative type thing. The muck and algae are actually on the back; it's catching the runoff. We pay extra money to treat it, but it's actually not a requirement. I tell Boards this all the time. You guys don't have to pay thousands of dollars to Lake Doctors to go out and chemically treat it. St. John's doesn't make that a requirement. They make a requirement that you take care of that pond so that the water flows correctly from the roads to the pond and then from the pond, whether it goes to another pond or to a watershed. It is there for runoff and flooding. We don't want our streets to flood. So those are the main things. That's why in the engineer reports, he pointed out those couple county responsibility, where they were. But we need to make sure water can get through so it does not flood. The other things are more for making sure it looks good, doesn't smell weird, things like that. But that is extra and the District going above and beyond. Those are where I get most of the complaints from. But every once in a while, we will get a helpful resident that notices this culvert is completely clogged up. The water is not draining. I can see it's not getting through when I walk back there. As long as they don't try to pull up the drains, it's helpful if they find something, like

maybe there was a basketball in there or something clogging it up, which we've had happen before. So some of the signs have a phone number and email on the sign now so they can get to us and tell us things like that. And each one actually will end up being numbered so they can tell me, this one here has a sign that says pond number two. Most people might not even know where they are at. I've asked before, when somebody calls me or shoots me a text, and they don't know which little neighborhood, and they tell me on Oakleaf. Oakleaf has 45 pounds. So, these new signs going out will have a lot of that to make sure people can get to us, which is kind of whether it's a complaint or they see something like that. I try to hold off with the signs where I can but like I said between things like engineering and insurance stuff, there's always a benefit to having extra signs out there so people can't say, oh, we didn't know, or I wasn't informed, or anything like that.

FIFTH ORDER OF BUSINESS

Audience Comments (Limited to three minutes) / Supervisor Requests

Ms. Giles stated the next item on the agenda is audience comments and Supervisor's requests. Just for the record, there are still no members of the public present so we can start with the Supervisors. Amy?

Ms. Ambrosio stated something else about your report, Jay. I have been to the fieldhouse and it looks really nice, but it looks like somebody has already kicked in the railing around.

Mr. Soriano stated yes there is that one part that is missing four pickets. I have three of them. I'm going to have to make sure I have an extra one. I either pull from an old piece or I just buy new pickets. That happened right away. We have to either weld them on or I'm probably going to start ripping along, they are a little stronger and a little quicker. It's just not as good looking as welding. But for some reason our kids just like to sit there and damage stuff. The way we changed it, we are actually taking a lot of the stuff away they can damage. They can't beat up the water fountain anymore. That's a big chunk of metal out there and it sits out away from that little cove area where they like to hang out. So, nobody's messing with that. That is looking good. But you still see they damaged the roll down door for the concession stand and kicked out some of our pickets. I did get complaints from this last weekend that they really did a number on the men's bathroom Saturday morning. So, we still get our normal vandalism. We are still trying to find ways to get them out of that area. They come up there and meet, but I don't like them hanging out there. I have had residents and even parents when they are there for soccer, they come up and say can we put up a no loitering sign or something. The problem is it's a park. But I want to try to find a way

to limit that. So, I do have S3 harassing a little bit. That is an area where they'll check cards more. They do get a lot of push back when kids don't have cards. But that's another one. We have two or three signs. There are obvious signs that sit out there that say you have to have your card when you are on property. I've kind of gotten them used to that. If they're not causing problems, great, we can educate them. Point them to the sign to let them know you're supposed to have your card. If they are loud, obnoxious, cussing or anything like that, they are telling them to go home and get your card and they are kicking them out when they can.

Ms. Nelsen stated we should add that to every newsletter email you send out at the top.

Mr. Soriano stated we have done that before, especially the beginning of summer, we go through some of the rules for the pools, but we can do that too here.

Ms. Nelsen stated maybe at the top before anything else as a reminder.

Mr. Thomas stated probably the people that get that letter aren't really the issue.

Ms. Nelsen stated I know, but at least if their kids are down there, then they know. I mean it's free.

Mr. Lanier stated just to kind of build on her comments. Would it be worth it to do an economical motion light sensor? Because it's going to start getting dark earlier and the kids are going to say well it's only six o'clock and I don't have to be home until eight. Well, it's dark outside and if we're just hanging out right there and maybe a camera that might be connected to the network.

Mr. Soriano stated the cameras work so we actually get the pictures. It's hard to get anything on the background because I can't prove who did it. The biggest problem is the camera will only work if I know who or any of the other staff know who that kid is.

Mr. Lanier stated right.

Mr. Soriano stated just to hang out, they don't stay in the car. The bathroom is a little easier. I can see 20, 30 people in the bathroom and I could probably limit it down to who I think did it but even then.

Mr. Lanier stated I know it's hard.

Mr. Soriano stated we do have that ability already.

Mr. Lanier asked can we add a couple of like motion lights for when it gets darker?

Mr. Soriano stated yeah and I can turn those lights on earlier. I think right now they are set up at 7:00, maybe 6:30. But around this time of year it starts getting dark earlier and then we're going to have our time change in November. So that will get us set to I think it's 5:15. The track lights come on and the lights on that building. That building is lit up a little more after we did the paint job last year. If you remember us, the picture is a little bright.

Mr. Thomas asked how is soccer and I9 with the trash. Have we noticed?

Mr. Soriano stated right now I haven't gotten too many complaints. I do have extra pickup hours. If you guys remember this last year, we added a guy and changed the time around so you guys see two guys on a cart now. One that actually handles this side and one that handles that side. What that did is it allowed that guy to almost do twice as many hours for pickup. Monday mornings it does get done quicker. I haven't gotten as many complaints because a lot of times last year that's when we would see it. People out walking the track Monday morning, they can see the mess that was left by I-9 and soccer the weekend before. Much of that is getting picked up earlier. I haven't gotten complaints yet. But I'm still not seeing the extra help that I need from either one of them. We haven't finished the new agreement because of those things I wanted to add in. That will go out to them this month with a kind of extra wording of what they're going to provide to make sure they understand. The one that I added in wasn't really just for your garbage. We already had that. But I want a little better attention paid to that front parking lot or should say the side parking lot between the OB because we still have people pulling up on our nice new sidewalk that the county put in last year and parking on the grass. This last month I talked to Chalon about now going through and replacing more of those sections of dead or dying bushes. We are to going to fill some of those areas in. The areas that she did last year are growing in really good. I want to go down that line. It doesn't help if they're pulling up on our grass and parking right there by that line of bushes. They need to be in the parking lot. I'm going to lay that on I-9 and soccer to assign a person every weekend. I want somebody out there actually going around and informing people, you can't park here. You need to move your car or it will be towed. That is going to be part of that contract.

Mr. Thomas stated the other thing just for consideration, I know it has to go through the county. When those parking lots are overflowed, you can tell I spent a lot of time up there. When people do park at the elementary school, is it worth putting a crosswalk to cross from the elementary driveway? Because right now it's almost like playing frogger. Would that have to go through the county to actually put two white lines.

Ms. Soriano stated two entities. You are going to go through the county because of the road. That's a traffic thing. But the fact that they even get to park on there was actually something the school District did.

Mr. Thomas stated okay.

Mr. Soriano stated the school gave them approval. You guys can park here on weekends. They did have a problem one year if you recall years ago. People would pull up on the grass instead of parking in spots. They are still supposed to park in the spots. You guys have seen them. When it gets really full out there, they will pull up on the grass underneath those nice oak trees in the shade. The problem is that is where the backflows are too. That's what happened before somebody took out one of their backflows. I'm guessing the District plumbers had to come in and they paid money to repair on a weekend. But that was the District being nice and that school giving the sports association as a kind of approval department.

Ms. Nelsen stated I think the issue like with this crosswalk there is that then the OBE kids right now they have to walk up to the corner to cross where there's a crossing guard. So if a crosswalk goes there, they are going to think that they can cross there and the sheriff's office is not going pay for another crossing. Yeah, that's going to be an issue.

Vice Chair Horton stated good thought.

Ms. Giles stated thanks Scott. Tom, anything?

Vice Chair Horton stated of course. I walked around up there yesterday and the new fountain is nice. It sort of leaks and can't turn it off. Are you aware of that?

Mr. Soriano stated I will check it out. That could be a little valve. When I've gotten the other new ones, they usually send us extra push down valves and things like that because every year you are supposed to replace those. They didn't send me the ones with that one so I will just have to order a couple if that's the case.

Vice Chair Horton stated I tried to pop it out and shut it off but it kept on leaking.

Mr. Soriano stated I'll check it.

Vice Chair Horton stated there is a letter missing off of the gym. The slide pool is green.

Mr. Soriano stated we did lose a motor. So not in this one but you will see it in the next report. We did lose a motor about two weeks ago, almost three weeks now. We got it fixed this last Friday. Luckily, this was one of our last stockpile motors. But I did have a brand new 7.5 ready to go. I did not have a VFD though. You guys did have a power outage or surge. You haven't seen

it yet. But Chalon's group also had an issue with a couple of our wells the same weekend. We did have our well guy come out and has done repairs and we will have bills you guys will see next month for that. We did have some electrical issues and at first, I was hoping I would be able to reset everything and it was fine. But no, you did lose a leg in your three-phase motor. So, I could only get it to spin so fast. The motor was down for about a week and a half, almost two weeks. With our weather, with all the rain and still the heat, it didn't take long for it to turn green. It's been closed the last two weekends for that slide. The lifeguards let everybody know. I think the lap pool, but not the slide pool. But it's back up and running now and it's getting chlorine and filtered, so it should be much better than it was this weekend. Probably by Wednesday or Thursday, it will be back to clear. Everything is up and running. The only thing we will see for that because of those extra parts. I didn't have to buy a new DFD. I didn't have one of those in stockpile. That was the one helpful thing. I will mention that when we go over that next meeting. It's years ago, both you and Middle Village decided we can do things like buy a couple extra motors to sit them on the side. But I am starting to go through that. We've done pretty good over the years of when things go down, we get it back up and running pretty quickly. But that also means I have to restock.

SIXTH ORDER OF BUSINESS

**Next Scheduled Meeting – November 10,
2025 @ 4:00 p.m. at the Plantation Oaks
Amenity Center**

Ms. Giles stated the next meeting is scheduled for November 10, 2025 at 4:00 p.m. here at the same location.

SEVENTH ORDER OF BUSINESS**Adjournment**

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

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

Secretary/Assistant Secretary

Chairman/Vice Chairman

B.

Double Branch
Community Development District

Unaudited Financial Reporting
September 30, 2025



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

	General Fund	Recreation Fund	Debt Service Fund	Capital Reserve Fund	Totals Governmental Funds
Assets:					
<u>Cash:</u>					
Operating Account	\$ 49,121	\$ 388,487	\$ -	\$ 475,743	\$ 913,351
Due from Other	25	137	-	-	162
Due from General Fund	-	1,775	-	-	1,775
Due from Middle Village	-	7,039	-	-	7,039
<u>Investments:</u>					
State Board of Administration (SBA)	376	104,624	-	1,260,802	1,365,803
Custody Account-General Fund Excess	73,945	445,320	-	83	519,348
<u>Series 2013 A-1</u>					
Reserve	-	-	868,806	-	868,806
Revenue	-	-	1,000,296	-	1,000,296
Prepayment	-	-	269	-	269
<u>Series 2013 A-2</u>					
Reserve	-	-	95,634	-	95,634
Prepaid Expenses	13,677	91,669	-	-	105,346
Deposits	-	4,583	-	-	4,583
Total Assets	\$ 137,143	\$ 1,043,635	\$ 1,965,006	\$ 1,736,629	\$ 4,882,413
Liabilities:					
Accounts Payable	\$ 3,182	\$ 59,257	\$ -	\$ 3,598	\$ 66,037
Due to Rec Fund	1,775	-	-	-	1,775
Accrued Expenditures	-	9,368	-	-	9,368
Total Liabilities	\$ 4,957	\$ 68,625	\$ -	\$ 3,598	\$ 77,179
Fund Balance:					
Nonspendable:					
Prepaid Items	\$ 13,677	\$ 91,669	\$ -	\$ -	\$ 105,346
Deposits	-	4,583	-	-	4,583
Restricted for:					
Debt Service - Series	-	-	1,965,006	-	1,965,006
Assigned for:					
Capital Reserve Fund	-	-	-	1,733,031	1,733,031
Unassigned	118,509	878,758	-	-	997,267
Total Fund Balances	\$ 132,186	\$ 975,010	\$ 1,965,006	\$ 1,733,031	\$ 4,805,233
Total Liabilities & Fund Balance	\$ 137,143	\$ 1,043,635	\$ 1,965,006	\$ 1,736,629	\$ 4,882,413

Double Branch

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending September 30, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 09/30/25	Thru 09/30/25	Variance
<u>Revenues:</u>				
Special Assessments - Tax Roll	\$ 184,075	\$ 184,075	\$ 184,641	\$ 566
Interest Income	2,500	2,500	5,955	3,455
Total Revenues	\$ 186,575	\$ 186,575	\$ 190,596	\$ 4,021
<u>Expenditures:</u>				
<u>General & Administrative:</u>				
Supervisor Fees	\$ 12,000	\$ 12,000	\$ 11,200	\$ 800
FICA Expense	918	918	857	61
Engineering	5,000	5,000	12,009	(7,009)
Arbitrage	700	700	700	-
Dissemination	1,798	1,798	1,798	(0)
Assessment Roll	9,227	9,227	9,227	0
Attorney	42,000	42,000	21,454	20,546
Annual Audit	5,400	5,400	6,000	(600)
Trustee Fees	9,500	9,500	8,815	685
Management Fees	72,865	72,865	72,865	1
Information Technology	2,407	2,407	2,407	(0)
Telephone	600	600	201	399
Postage	2,000	2,000	621	1,379
Printing	2,500	2,500	667	1,833
Insurance	10,556	10,556	10,268	288
Legal Advertising	2,800	2,800	1,120	1,681
Office Supplies	200	200	17	183
Website Compliance	2,809	2,809	2,809	0
Dues, Licenses & Subscriptions	175	175	175	-
Other Current Charges	120	120	20	100
Capital Reserve Funding	3,000	3,000	3,000	-
Total General & Administrative Expenditures	\$ 186,575	\$ 186,575	\$ 166,229	\$ 20,346
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$ -	\$ 24,366	\$ (16,325)
Net Change in Fund Balance	\$ -	\$ -	\$ 24,366	\$ (16,325)
Fund Balance - Beginning	\$ -		\$ 107,820	
Fund Balance - Ending	\$ -		\$ 132,186	

Double Branch
Community Development District
General Fund
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
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	445	446	5,955
Total Revenues	\$ 335	\$ 5,345	\$ 170,138	\$ 2,262	\$ 3,262	\$ 3,429	\$ 1,000	\$ 1,203	\$ 2,235	\$ 496	\$ 445	\$ 446	\$ 190,596
Expenditures:													
General & Administrative:													
Supervisor Fees	\$ 1,000	\$ 600	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 800	\$ 800	\$ 1,000	\$ 1,000	\$ 11,200
FICA Expense	77	46	77	77	77	77	77	77	61	61	77	77	857
Engineering	1,035	420	240	333	450	345	350	1,505	4,720	713	1,181	718	12,009
Arbitrage	-	-	-	-	-	-	700	-	-	-	-	-	700
Dissemination	150	150	150	150	150	150	150	150	150	150	150	150	1,798
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	1,615	-	21,454
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	6,072	6,072	72,865
Information Technology	201	201	201	201	201	201	201	201	201	201	201	201	2,407
Telephone	6	24	19	4	12	23	24	5	14	30	6	34	201
Postage	22	12	98	50	21	54	12	155	71	31	26	67	621
Printing	64	36	52	27	45	36	64	39	32	74	80	120	667
Insurance	10,268	-	-	-	-	-	-	-	-	-	-	-	10,268
Legal Advertising	139	70	-	153	76	-	76	153	-	287	166	-	1,120
Office Supplies	9	1	1	0	1	1	1	1	1	1	1	1	17
Website Compliance	234	234	234	234	234	234	234	234	234	234	234	234	2,809
Dues, Licenses & Subscriptions	175	-	-	-	-	-	-	-	-	-	-	-	175
Other Current Charges	-	-	10	-	10	-	-	-	-	-	-	-	20
Capital Reserve Funding	-	-	-	-	-	-	-	-	-	-	3,000	-	3,000
Total General & Administrative Expenditures	\$ 35,173	\$ 9,170	\$ 8,967	\$ 9,917	\$ 10,195	\$ 16,190	\$ 15,744	\$ 10,914	\$ 15,599	\$ 11,880	\$ 13,808	\$ 8,673	\$ 166,229
Excess (Deficiency) of Revenues over Expenditures	\$ (34,838)	\$ (3,825)	\$ 161,171	\$ (7,654)	\$ (6,933)	\$ (12,761)	\$ (14,744)	\$ (9,711)	\$ (13,364)	\$ (11,384)	\$ (13,363)	\$ (8,227)	\$ 24,366
Net Change in Fund Balance	\$ (34,838)	\$ (3,825)	\$ 161,171	\$ (7,654)	\$ (6,933)	\$ (12,761)	\$ (14,744)	\$ (9,711)	\$ (13,364)	\$ (11,384)	\$ (13,363)	\$ (8,227)	\$ 24,366

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

	Adopted	Prorated Budget	Actual	
	Budget	Thru 09/30/25	Thru 09/30/25	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 2,144,534	\$ 2,144,534	\$ 2,151,130	\$ 6,596
Interest Income	25,000	25,000	64,380	39,380
Amenities Revenue/Miscellaneous	25,000	25,000	33,636	8,636
Sports Revenue	30,000	30,000	8,800	(21,200)
Total Revenues	\$ 2,224,534	\$ 2,224,534	\$ 2,257,946	\$ 33,412
Expenditures:				
Administrative:				
Management Fees - On Site Staff	\$ 233,919	\$ 233,919	\$ 233,919	\$ (0)
Insurance	141,137	141,137	120,080	21,057
Other Current Charges	3,500	3,500	2,460	1,040
Permit Fees	1,625	1,625	2,056	(431)
Subtotal Administrative	\$ 380,181	\$ 380,181	\$ 358,515	\$ 21,665
Maintenance:				
Security	\$ 111,280	\$ 111,280	\$ 107,834	\$ 3,446
Security - Clay County Off-Duty Sheriff	47,304	47,304	54,683	(7,379)
Water - Irrigation	15,000	15,000	17,372	(2,372)
Irrigation Maintenance	5,000	5,000	5,765	(765)
Streetlighting	32,000	32,000	27,849	4,151
Electric	36,000	36,000	40,223	(4,223)
Landscape Maintenance	507,134	507,134	472,945	34,189
Common Area Maintenance	75,000	75,000	61,514	13,486
Lake Maintenance	31,000	31,000	26,040	4,960
Capital Reserve Funding	428,079	428,079	428,079	(0)
Subtotal Maintenance	\$ 1,287,796	\$ 1,287,796	\$ 1,242,305	\$ 45,491

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

	Adopted	Prorated Budget	Actual	
	Budget	Thru 09/30/25	Thru 09/30/25	Variance
<i>Recreation Facility:</i>				
Amenity Staff	\$ 150,500	\$ 150,500	\$ 185,240	\$ (34,740)
Refuse Services	19,000	19,000	24,440	(5,440)
Telephone	8,500	8,500	6,626	1,874
Electric	29,000	29,000	34,738	(5,738)
Cable	9,707	9,707	10,577	(869)
Pool Maintenance	39,000	39,000	40,793	(1,793)
Water / Sewer/Reclaim	48,000	48,000	41,213	6,787
Facility Maintenance-General	75,000	75,000	63,017	11,983
Facility Maintenance-Preventative	10,000	10,000	4,090	5,910
Facility Maintenance - Contingency	40,000	40,000	14,232	25,768
Lighting Repairs	9,500	9,500	7,339	2,161
Special Events	10,250	10,250	9,929	321
Office Supplies & Equipment	1,400	1,400	988	412
Janitorial	70,200	70,200	61,800	8,400
Recreation Passes	4,000	4,000	2,835	1,165
Pool Leak Repairs	2,500	2,500	-	2,500
Multiuse Field	30,000	30,000	-	30,000
Subtotal Recreation Facility	\$ 556,557	\$ 556,557	\$ 507,856	\$ 48,700
Total Expenditures	\$ 2,224,534	\$ 2,224,534	\$ 2,108,676	\$ 115,857
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$ -	\$ 149,269	\$ (82,445)
Net Change in Fund Balance	\$ -	\$ -	\$ 149,269	\$ (82,445)
Fund Balance - Beginning	\$ -		\$ 825,741	
Fund Balance - Ending	\$ -		\$ 975,010	

Double Branch
Community Development District
Recreation Fund
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<u>Revenues:</u>													
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	5,568	5,104	64,380
Amenities Revenue/Miscellaneous	1,666	689	2,436	2,710	1,915	3,253	9,811	2,922	3,304	2,266	693	1,973	33,636
Sports Revenue	-	-	-	-	-	-	-	3,425	4,275	1,100	-	-	8,800
Total Revenues	\$ 4,830	\$ 184,015	\$ 1,862,575	\$ 27,419	\$ 39,158	\$ 43,021	\$ 28,221	\$ 12,914	\$ 32,972	\$ 9,483	\$ 6,261	\$ 7,077	\$ 2,257,946
<u>Expenditures:</u>													
<u>Administrative:</u>													
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	\$ 19,493	\$ 19,493	\$ 233,919
Insurance	119,739	-	-	341	-	-	-	-	-	-	-	-	120,080
Other Current Charges	103	80	198	81	139	95	139	317	315	597	215	182	2,460
Permit Fees	781	-	-	-	-	499	-	775	-	-	-	-	2,056
Subtotal Administrative	\$ 140,116	\$ 19,573	\$ 19,691	\$ 19,915	\$ 19,632	\$ 20,088	\$ 19,632	\$ 20,586	\$ 19,808	\$ 20,090	\$ 19,709	\$ 19,675	\$ 358,515
<u>Maintenance:</u>													
Security	\$ 9,223	\$ 8,996	\$ 9,279	\$ 8,657	\$ 8,374	\$ 9,336	\$ 8,763	\$ 9,194	\$ 8,713	\$ 9,081	\$ 9,279	\$ 8,940	\$ 107,834
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	4,711	4,083	54,683
Water - Irrigation	1,820	1,720	1,530	1,231	845	128	1,302	1,669	2,229	1,453	1,579	1,866	17,372
Irrigation Maintenance	-	-	-	-	-	-	-	-	-	5,765	-	-	5,765
Streetlighting	2,305	2,305	2,305	2,305	2,304	2,304	2,304	2,317	2,317	2,361	2,361	2,361	27,849
Electric	3,484	3,397	3,523	3,041	2,071	3,056	3,781	3,867	3,480	3,656	3,427	3,441	40,223
Landscape Maintenance	39,412	39,412	39,412	39,412	39,412	39,412	39,412	39,412	39,412	39,412	39,412	39,412	472,945
Common Area Maintenance	6,250	-	5,000	4,800	5,250	9,500	8,347	3,150	-	7,298	5,451	6,468	61,514
Lake Maintenance	2,170	2,170	2,170	2,170	2,170	2,170	2,170	2,170	2,170	2,170	2,170	2,170	26,040
Capital Reserve Funding	-	-	-	-	-	-	-	-	-	-	428,079	-	428,079
Subtotal Maintenance	\$ 70,103	\$ 62,213	\$ 67,402	\$ 65,165	\$ 65,086	\$ 69,948	\$ 70,170	\$ 69,666	\$ 62,433	\$ 74,908	\$ 496,469	\$ 68,740	\$ 1,242,305

Double Branch
Community Development District
Recreation Fund
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Recreation Facility:													
Amenity Staff	\$ 15,547	\$ 5,383	\$ 5,629	\$ 5,090	\$ 5,389	\$ 5,688	\$ 12,665	\$ 22,558	\$ 29,053	\$ 36,017	\$ 25,825	\$ 16,396	\$ 185,240
Refuse Services	1,738	1,738	1,850	1,738	2,172	2,172	2,172	2,172	2,172	2,172	2,172	2,172	24,440
Telephone	377	1,592	378	642	466	378	88	843	554	378	176	755	6,626
Electric	2,667	2,726	2,304	2,562	2,415	2,393	2,599	3,073	3,168	3,726	3,539	3,566	34,738
Cable	814	816	831	904	902	902	902	901	901	901	901	901	10,577
Pool Maintenance	3,280	3,280	3,280	3,439	3,439	3,439	3,439	3,439	3,439	3,439	3,439	3,439	40,793
Water / Sewer/Reclaim	3,740	2,790	2,400	2,214	2,068	2,667	4,073	3,725	4,712	4,434	4,375	4,013	41,213
Facility Maintenance-General	6,250	5,000	4,681	5,250	5,500	4,500	5,462	5,400	-	8,505	-	12,470	63,017
Facility Maintenance-Preventative	335	-	-	155	335	640	490	-	335	-	300	1,500	4,090
Facility Maintenance - Contingency	1,000	-	800	-	1,000	1,837	1,145	531	-	1,250	-	6,669	14,232
Lighting Repairs	790	-	550	-	790	1,367	790	101	-	1,351	-	1,600	7,339
Special Events	720	1,186	475	2,679	492	300	-	495	1,865	1,117	-	600	9,929
Office Supplies & Equipment	-	13	-	235	13	-	191	65	405	-	65	-	988
Janitorial	5,150	5,150	5,150	5,150	5,150	5,150	5,150	5,150	5,150	5,150	5,150	5,150	61,800
Recreation Passes	-	368	-	25	-	768	1,204	-	-	-	469	-	2,835
Pool Leak Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-
Multiuse Field	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Recreation Facility	\$ 42,409	\$ 30,043	\$ 28,329	\$ 30,083	\$ 30,130	\$ 32,201	\$ 40,371	\$ 48,454	\$ 51,754	\$ 68,440	\$ 46,413	\$ 59,231	\$ 507,856
Total Expenditures	\$ 252,628	\$ 111,830	\$ 115,422	\$ 115,163	\$ 114,849	\$ 122,237	\$ 130,173	\$ 138,706	\$ 133,995	\$ 163,438	\$ 562,591	\$ 147,646	\$ 2,108,676
Excess (Deficiency) of Revenues over Expenditures	\$ (247,798)	\$ 72,185	\$ 1,747,154	\$ (87,744)	\$ (75,690)	\$ (79,216)	\$ (101,952)	\$ (125,792)	\$ (101,023)	\$ (153,955)	\$ (556,330)	\$ (140,569)	\$ 149,269
Net Change in Fund Balance	\$ (247,798)	\$ 72,185	\$ 1,747,154	\$ (87,744)	\$ (75,690)	\$ (79,216)	\$ (101,952)	\$ (125,792)	\$ (101,023)	\$ (153,955)	\$ (556,330)	\$ (140,569)	\$ 149,269

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 September 30, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 09/30/25	Thru 09/30/25	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 1,976,742	\$ 1,976,742	\$ 1,968,069	\$ (8,673)
Interest Income	10,000	10,000	107,834	97,834
Total Revenues	\$ 1,986,742	\$ 1,986,742	\$ 2,075,903	\$ 89,162
Expenditures:				
<i>Series 2013 A-1</i>				
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	-
<i>Series 2013 A-2</i>				
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	-
Total Expenditures	\$ 1,952,375	\$ 1,952,375	\$ 1,952,375	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ 34,367	\$ 34,367	\$ 123,528	\$ 89,162
Net Change in Fund Balance	\$ 34,367	\$ 34,367	\$ 123,528	\$ 89,162
Fund Balance - Beginning	\$ 850,479		\$ 1,841,477	
Fund Balance - Ending	\$ 884,846		\$ 1,965,006	

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

	Adopted	Prorated Budget	Actual	
	Budget	Thru 09/30/25	Thru 09/30/25	Variance
Revenues				
Transfer In from General Fund	\$ 3,000	\$ 3,000	\$ 3,000	\$ -
Transfer In from Recreation Fund	428,079	428,079	428,079	-
Interest	3,000	3,000	60,243	57,243
Total Revenues	\$ 434,079	\$ 434,079	\$ 491,322	\$ 57,243
Expenditures:				
Repairs & Replacements	\$ 500,000	\$ 500,000	\$ 227,077	\$ 272,923
Total Expenditures	\$ 500,000	\$ 500,000	\$ 227,077	\$ 272,923
Excess (Deficiency) of Revenues over Expenditures	\$ (65,921)		\$ 264,245	
Net Change in Fund Balance	\$ (65,921)		\$ 264,245	
Fund Balance - Beginning	\$ 1,470,985		\$ 1,468,786	
Fund Balance - Ending	\$ 1,405,064		\$ 1,733,031	

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)

Current Bonds Outstanding	\$ 13,010,000
----------------------------------	----------------------

Series 2013 A-2, Special Assessment Refunding Bonds

Interest Rate:	5.75%
Maturity Date:	5/1/2034
Reserve Fund Definition	50% Max Annual on Outstanding
Reserve Fund Requirement	\$ 95,634
Reserve Fund Balance	95,634

Bonds outstanding - 9/30/2013	\$ 2,900,000
Less: November 1, 2013 (Prepayment)	(145,000)
Less: May 1, 2014 (Mandatory)	(75,000)
Less: November 1, 2014 (Prepayment)	(75,000)
Less: May 1, 2015 (Mandatory)	(75,000)
Less: May 1, 2015 (Prepayment)	(45,000)
Less: November 1, 2015 (Prepayment)	(50,000)
Less: May 2, 2016 (Mandatory)	(75,000)
Less: May 2, 2016 (Prepayment)	(35,000)
Less: November 1, 2016 (Prepayment)	(55,000)
Less: May 2, 2017 (Mandatory)	(75,000)
Less: May 2, 2017 (Prepayment)	(5,000)
Less: May 1, 2018 (Mandatory)	(80,000)
Less: May 1, 2018 (Prepayment)	(5,000)
Less: November 1, 2018 (Prepayment)	(105,000)
Less: May 1, 2019 (Mandatory)	(80,000)
Less: May 2, 2019 (Prepayment)	(10,000)
Less: November 1, 2019 (Prepayment)	(10,000)
Less: May 1, 2020 (Mandatory)	(80,000)
Less: May 2, 2020 (Prepayment)	(5,000)
Less: May 1, 2021 (Mandatory)	(85,000)
Less: May 1, 2022 (Mandatory)	(90,000)
Less: May 1, 2023 (Mandatory)	(95,000)
Less: May 1, 2024 (Mandatory)	(105,000)
Less: May 1, 2025 (Mandatory)	(110,000)

Current Bonds Outstanding	\$ 1,330,000
----------------------------------	---------------------

C.

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT**Fiscal Year 2025 Assessments Receipts Summary**

ASSESSED	# UNITS ASSESSED	SERIES 2013A DEBT SERVICE ASSESSED	GENERAL FUND O&M ASSESSED	RECREATION FUND O&M ASSESSED	TOTAL ASSESSED
NET TAX ROLL ASSESSED NET	45,481	1,961,878.15	184,060.31	2,144,362.91	4,290,301.37
TOTAL ASSESSED	45,481	1,961,878.15	184,060.31	2,144,362.91	4,290,301.37

SUMMARY OF TAX ROLL RECEIPTS					
CLAY COUNTY DISTRIBUTION	DATE RECEIVED	SERIES 2013A DEBT SERVICE RECEIVED	GENERAL FUND O&M RECEIPTS	RECREATION FUND O&M RECEIPTS	TOTAL RECEIVED
1	11/07/24	8,608.31	807.62	9,409.02	18,824.95
2	11/13/24	46,301.67	4,343.95	50,608.44	101,254.06
3	11/26/24	111,207.68	10,433.33	121,551.69	243,192.70
4	12/06/24	1,609,281.97	150,980.30	1,758,969.87	3,519,232.14
5	12/19/24	59,694.58	5,600.45	65,247.09	130,542.12
6	01/27/25	31,165.56	2,923.90	34,064.43	68,153.89
7	02/06/25	16,472.51	1,545.43	18,004.71	36,022.65
8	03/08/25	27,628.79	2,592.09	30,198.69	60,419.57
9	04/07/25	30,345.40	2,846.96	33,167.98	66,360.34
10	05/06/25	10,093.46	946.95	11,032.32	22,072.73
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
		-	-	-	
		-	-	-	
		-	-	-	
TOTAL TAX ROLL RECEIPTS		1,968,069.04	184,641.14	2,151,129.65	4,303,839.83

PERCENT COLLECTED	DEBT	O&M	TOTAL
TOTAL PERCENT COLLECTED	100.32%	100.32%	100.32%

D.

Double Branch

Community Development District

Check Run Summary

October 31, 2025

Fund	Date	Check No.	Amount
General Fund			
Accounts Payable	10/6/25	1884-1885	\$ 9,764.25
	10/16/25	1886-1888	9,409.00
Sub-Total			\$ 19,173.25
Recreation Fund			
Accounts Payable	10/6/25	7848-7854	\$ 92,016.68
	10/16/25	7855-7859	21,725.42
	10/27/25	7860-7865	16,443.25
Sub-Total			\$ 130,185.35
Capital Reserve Fund			
Accounts Payable	10/6/25	423	\$ 1,500.00
	10/16/25	424	1,360.86
	10/27/25	425-428	15,648.35
Sub-Total			\$ 18,509.21
Total			\$ 167,867.81

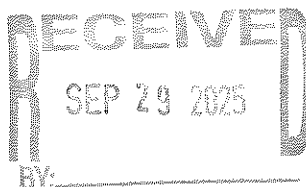
CHECK DATE	VEND#	INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK..... AMOUNT #
10/06/25	00035	9/15/25 2544	202510 310-51300-31400 FY26 ASSESSMENT ROLL CERT	GOVERNMENTAL MANAGEMENT SERVICES	*	9,688.00	9,688.00 001884
10/06/25	00111	10/02/25 25-00336	202510 310-51300-48000 10/13 NTC OF BOS MTG	JACKSONVILLE DAILY RECORD	*	76.25	76.25 001885
10/16/25	00035	10/01/25 2541	202510 310-51300-34000 OCT MANAGEMENT FEES		*	6,375.75	
		10/01/25 2541	202510 310-51300-52000 OCT WEBSITE ADMIN		*	245.75	
		10/01/25 2541	202510 310-51300-35100 OCT INFO TECH		*	210.58	
		10/01/25 2541	202510 310-51300-31300 OCT DISSEM AGENT SRVCS		*	157.33	
		10/01/25 2541	202510 310-51300-51000 OFFICE SUPPLIES		*	.75	
		10/01/25 2541	202510 310-51300-42000 POSTAGE		*	18.50	
		10/01/25 2541	202510 310-51300-42500 COPIES		*	39.75	
		10/01/25 2541	202510 310-51300-41000 TELEPHONE		*	28.59	
			GOVERNMENTAL MANAGEMENT SERVICES				7,077.00 001886
10/16/25	00113	10/08/25 3639272	202508 310-51300-31500 AUG GENERAL SERVICES	KUTAK ROCK LLP	*	1,614.50	1,614.50 001887
10/16/25	00116	10/09/25 194013	202509 310-51300-31100 SEP ENGINEERING SERVICES	MATTHEWS DESIGN GROUP LLC	*	717.50	717.50 001888
TOTAL FOR BANK A						19,173.25	
TOTAL FOR REGISTER						19,173.25	

DBBR DOUBLE BRANCH OKUZMUK

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

Invoice #: 2544
Invoice Date: 9/15/25
Due Date: 9/15/25
Case:
P.O. Number:

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



Description	Hours/Qty	Rate	Amount
Assessment Roll Certification - FY 2026		9,688.00	9,688.00
Total			\$9,688.00
Payments/Credits			\$0.00
Balance Due			\$9,688.00

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

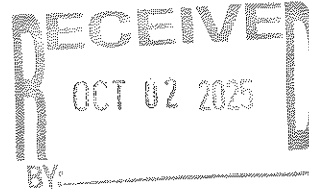
P.O. Box 2177
Jacksonville, FL 32203
(904) 356-2466

INVOICE

October 2, 2025

Date

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



Serial #	25-00336C	PO/File #		\$76.25
				Payment Due
Notice of Meeting of the Board of Supervisors				
				\$76.25
Double Branch Community Development District				Publication Fee
Case Number				Amount Paid
Publication Dates	10/2			
County	Clay			

*Payment is due before
the Proof of Publication
is released.*

Payment Due Upon Receipt
For your convenience, you
may remit payment online at
[www.jaxdailyrecord.com/
send-payment](http://www.jaxdailyrecord.com/send-payment).

If your payment is being
mailed, please reference
Serial # 25-00336C on your
check or remittance advice.

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

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

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

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

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

Notice is hereby given that the Board of Supervisors of the Double Branch Community Development District is scheduled to be met on **Monday, October 13, 2025, at 4:00 p.m.** at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. An electronic copy of the agenda for this meeting may be obtained from the District Manager, 175 West Town Place, Suite 114, St. Augustine, Florida 32092 (and phone (904) 940-5850) and on the District's website at www.DoubleBranchCDD.com. This meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when one or more Supervisors will participate by telephone.

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

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

Marilee Giles
District Manager

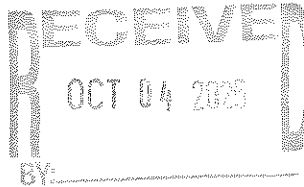
Oct. 2 00 (25-00336C)

Governmental Management Services, LLC

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

Invoice**Invoice #:** 2541**Invoice Date:** 10/1/25**Due Date:** 10/1/25**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 - October 2025		6,375.75	6,375.75
Website Administration - October 2025		245.75	245.75
Information Technology - October 2025		210.58	210.58
Dissemination Agent Services - October 2025		157.33	157.33
Office Supplies		0.75	0.75
Postage		18.50	18.50
Copies		39.75	39.75
Telephone		28.59	28.59
Total			\$7,077.00
Payments/Credits			\$0.00
Balance Due			\$7,077.00

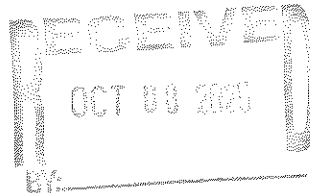
KUTAK ROCK LLP**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

October 8, 2025

**Check Remit To:**

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Reference: Invoice No. 3639272

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. 3639272

5323-1

Re: General

For Professional Legal Services Rendered

08/02/25	M. Rigoni	0.10	30.50	Review applicability of worker's compensation statute to supervisors
08/03/25	K. Haber	0.70	189.00	Prepare agreements for sign installation; correspond with Soriano regarding same
08/05/25	M. Eckert	0.90	351.00	Review draft minutes and provide comments; confer with Giles; prepare for board meeting
08/08/25	K. Haber	0.90	243.00	Review contractor's revisions to sign installation agreement; correspond with Soriano regarding suggested changes; prepare meeting agenda memorandum
08/10/25	M. Eckert	0.10	39.00	Confer with Nelson
08/11/25	M. Eckert	1.00	390.00	Prepare for and attend board meeting
08/27/25	M. Eckert	0.10	39.00	Confer with Breeding
08/27/25	K. Haber	0.60	162.00	Review sign installation agreement and correspond with Soriano and Giles regarding same; participate in September agenda call

KUTAK ROCK LLP

Double Branch CDD

October 8, 2025

Client Matter No. 5323-1

Invoice No. 3639272

Page 2

08/28/25	M. Eckert	0.30	117.00	Review impact fee credit issues; confer with chair and Giles; review draft minutes and provide comments
08/28/25	K. Haber	0.20	54.00	Correspond with Giles and Soriano regarding sign installation agreement

TOTAL HOURS	4.90
-------------	------

TOTAL FOR SERVICES RENDERED	\$1,614.50
-----------------------------	------------

TOTAL CURRENT AMOUNT DUE	<u>\$1,614.50</u>
--------------------------	-------------------

Project Manager Michael Silverstein

Matthews | **DCCM**

Engineering - Architecture - Planning - Surveying

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

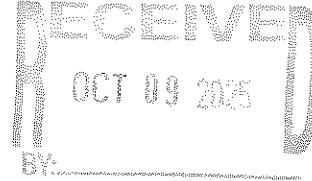
October 09, 2025

Invoice # 194013

Project 0000021873.0000 Double Branch CDD

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

- 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 September 30, 2025

Phase 0001 Engineering Services

	Hours	Rate	Amount	
Division Lead	2.50	275.00	687.50	
Project Administrator	.25	120.00	30.00	
Total Labor				717.50
			Total Due:	717.50

Billed to Date

	Current Due	Prior Billed	Billed to Date
Labor	717.50	19,852.50	20,570.00
Expense	0.00	176.49	176.49
Unit	0.00	12.12	12.12
Interest	0.00	5.18	5.18
Totals	717.50	20,046.29	20,763.79

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

LICENSE #26535, LB0590, LA666077

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.

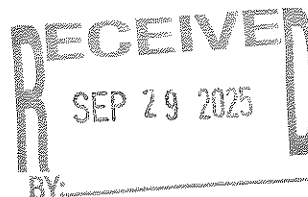
CHECK DATE	VEND#	INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK..... AMOUNT #
10/06/25	01130	9/29/25 09292025 DEPOSIT	202509 300-36900-10300 REFUND	CHRIS ARROYO	*	100.00	100.00 007848
10/06/25	01129	9/29/25 09292025 DEPOSIT	202509 300-36900-10300 REFUND	DANNY KIM	*	100.00	100.00 007849
10/06/25	00024	10/01/25 311713B OCT LAKE MAINTENANCE	202510 320-57200-46800	THE LAKE DOCTORS, INC.	*	2,170.00	2,170.00 007850
10/06/25	00186	10/01/25 13129563 OCT POOL CHEMICALS	202510 320-57200-46300	POOLSURE	*	3,439.08	3,439.08 007851
10/06/25	00297	10/01/25 383 OCT JANITORIAL SERVICES	202510 320-57200-61000	RIVERSIDE MANAGEMENT SERVICES, INC	*	6,201.00	6,201.00 007852
10/06/25	00672	10/01/25 24597 OCT LANDSCAPE MAINTENANCE	202510 320-57200-46200	VERDEGO LLC	*	40,594.48	40,594.48 007853
10/06/25	00672	7/01/25 23084 JUL LANDSCAPE MAINTENANCE	202507 320-57200-46200	VERDEGO LLC	*	39,412.12	39,412.12 007854
10/16/25	00285	10/08/25 1051 SEP ADMIN FEES	202509 320-57200-34510	CLAY COUNTY SHERIFF'S OFFICE	*	352.50	482.50 007855
		10/08/25 1051 SEP ADMIN SCHED	202509 320-57200-34510		*	130.00	
10/16/25	00092	10/01/25 2542 OCT FACILITY MANAGEMENT	202510 310-51300-34000	GOVERNMENTAL MANAGEMENT SERVICES	*	20,467.92	20,467.92 007856
10/16/25	00092	10/07/25 2545 OCT FACILITY EVENT STAFF	202510 300-36900-10300	GOVERNMENTAL MANAGEMENT SERVICES	*	375.00	375.00 007857
10/16/25	00578	10/07/25 10072025 DEPOSIT	202510 300-36900-10300 REFUND	NERLANDE DONATIEN	*	100.00	100.00 007858

DBBR DOUBLE BRANCH OKUZMUK

CHECK DATE	VEND#	INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK..... AMOUNT #
10/16/25	01131	10/13/25 10132025	202510 300-36900-10300	DEPOSIT REFUND	*	300.00	
				YOLANDA HARRIS			300.00 007859
10/27/25	00092	10/21/25 2548	202510 300-36900-10300	OCT FACILITY EVENT STAFF	*	331.25	
				GOVERNMENTAL MANAGEMENT SERVICES			331.25 007860
10/27/25	00092	10/16/25 2546	202509 320-57200-46600	SEP FACILITY MAINTENANCE	*	5,969.50	
		10/16/25 2546	202509 320-57200-46620	SEP FAC MAINT CONTINGENCY	*	3,168.50	
		10/16/25 2546	202509 320-57200-46630	SEP LIGHTING REPAIRS	*	650.00	
		10/16/25 2546	202509 320-57200-46400	SEP COMMON AREA MAINT	*	5,669.00	
				GOVERNMENTAL MANAGEMENT SERVICES			15,457.00 007861
10/27/25	01132	10/20/25 10202025	202510 300-36900-10300	DEPOSIT REFUND	*	300.00	
				JACQUELINE COPELAND			300.00 007862
10/27/25	01133	10/20/25 10202025	202510 300-36900-10300	DEPOSIT REFUND	*	100.00	
				JAJAIRA JEMMOTT			100.00 007863
10/27/25	01134	10/20/25 10202025	202510 300-36900-10300	DEPOSIT REFUND	*	100.00	
				MARIA NORMAN			100.00 007864
10/27/25	00324	10/08/25 49263	202510 320-57200-46610	OCT PEST CONTROL	*	155.00	
				PAULA'S PEST CONTROL, INC			155.00 007865
TOTAL FOR BANK B						130,185.35	
TOTAL FOR REGISTER						130,185.35	

DBBR DOUBLE BRANCH OKUZMUK

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - CHRIS ARROYO
Date: September 29, 2025 at 4:12 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Allison Mossing amossing@gmstnn.com



Good afternoon, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD – for the following venue.
 - LOCATION – OVCR aka CLUBROOM (SATURDAY) 10:00 A.M. to 2:00 P.M. (ET 11:00 A.M. - 1:00 P.M.)
 - DATE OF VENUE – SEPTEMBER 27, 2025
 - RESIDENT – **CHRIS ARROYO**
 - ADDRESS – 3772 TIMBERLINE DRIVE, **ORANGE PARK, FL 32065**
 - AMOUNT OF REFUND - \$100.00
 - BOOKING FEE/DEPOSIT was via VISA (7374):
 - DATED: 8/4/25
 - SEQ#: ?
 - BATCH#: 145?
 - INVOICE#: ?
 - APPROVAL CODE: 09679D
 - 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 October 3-6, 2025, and October 16-17, 2025.

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

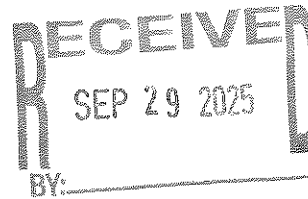
Wanda McReynolds – Community Amenity Coordinator, OakLeaf Plantation
venuerentals@oakleafresidents.com
(904) 770-4661 voice email
(904) 375-9285 ext. 3
www.oakleafresidents.com

Governmental Management Services

www.OakLeafResidents.com

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

From: Oakleaf Venues venuere rentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - DANNY KIM
Date: September 29, 2025 at 4:06 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



Good afternoon, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD – for the following venue.
 - LOCATION – OV PATIO (SATURDAY) 11:00 A.M. to 3:00 P.M. (ET 11:30am - 2:30pm)
 - DATE OF VENUE – SEPTEMBER 27, 2025
 - RESIDENT – **DANNY KIM**
 - ADDRESS – 3601 SILVER BLUFF BLVD, ORANGE PARK, FL 32065
 - AMOUNT OF REFUND - \$100.00
 - BOOKING FEE/DEPOSIT was via VISA (3491):
 - DATED: 9/12/25
 - SEQ#: ?
 - BATCH#: 148?
 - INVOICE#: ?
 - APPROVAL CODE: 040470
 - 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 October 3-6, 2025, and October 16-17, 2025.

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

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

Governmental Management Services

www.OakLeafResidents.com

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

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	10/1/2025	\$2,170.00

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

00000000019082001000000031171300000021700056

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

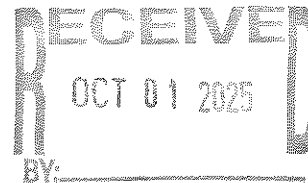
DOUBLE BRANCH CCD/OAKLEAF PL 8664 Oakleaf Village Pkwy Jacksonville, FL 32222
Invoice Due Date 10/11/2025 Invoice 311713B PO #

Invoice Date	Description	Quantity	Amount	Tax	Total
10/1/2025	Water Management - Zone 1,Water Management - Zone 2		\$1085.00	\$0.00	\$1085.00
			\$1085.00	\$0.00	\$1085.00

Code to:

Please remit payment for this month's invoice.

2-320-572-4680



Double Branch Lake Maintenance

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

Credits \$0.00

Adjustment \$0.00

AMOUNT DUE

Total Account Balance including this invoice:

\$2170.00

This Invoice Total:

\$2170.00

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

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

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

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



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

Invoice

Date
Invoice#

10/1/2025
131295632016

Terms	Net 20
Due Date	10/21/2025
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

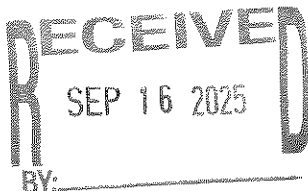
Tax \$0.00

Total \$3,439.08

Amount Paid/Credit Applied \$0.00

Balance Due \$3,439.08

[Click Here to Pay Now](#)



131295632016

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 #: 383**Invoice Date:** 10/1/2025**Due Date:** 10/1/2025**Case:****P.O. Number:**

Description	Hours/Qty	Rate	Amount
2.320.572.6100 - Janitorial Services - October 2025		6,201.00	6,201.00
Total			\$6,201.00
Payments/Credits			\$0.00
Balance Due			\$6,201.00



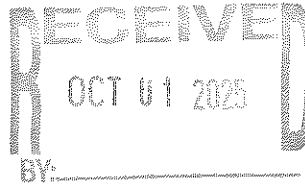
Invoice

Invoice #: 24597

Date: 10/01/25

Customer PO:

DUE DATE: 10/31/2025



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	AMOUNT
#19622 - Standard Maintenance Contract 2025 October 2025	\$40,594.48

Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE **\$40,594.48**

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



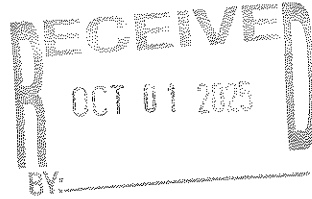
Invoice

Invoice #: 23084

Date: 07/01/25

Customer PO:

DUE DATE: 07/31/2025



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	AMOUNT
#19622 - Standard Maintenance Contract 2025 July 2025	\$39,412.12

Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

\$39,412.12

Please See Our
Updated Remittance
Information

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

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

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

Code to:

2-320-572-4620

Double Branch Landscape Maintenance



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

General Invoice

Customer Copy

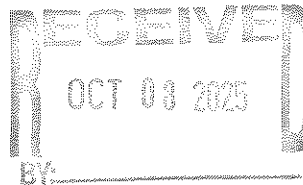
CUSTOMER	INVOICE DATE	INVOICE NUMBER	AMOUNT PAID	DUE DATE	INVOICE TOTAL DUE
OAKLEAF PLANTATION CDD	10/08/2025	1051	\$0.00	10/23/2025	\$965.00

LAST PAYMENT DATE	LAST PAYMENT AMOUNT	PAST DUE AMOUNT	ACCOUNT BALANCE
09/30/2025	\$642.50	\$612.50	\$1,577.50

DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
OFF DUTY ADMIN SEPTEMBER 2025	141.00	\$5.000000	EACH	\$705.00	\$0.00	\$0.00	\$705.00
OFF DUTY SCHEDULING FEE	1.00	\$260.000000	EACH	\$260.00	\$0.00	\$0.00	\$260.00

Invoice Total:	\$965.00
----------------	----------

$\$352.50 + \$130.00 = \$482.50$



✂ DETACH AND RETURN THE PORTION BELOW WITH YOUR PAYMENT ✂



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

General Invoice

Remit Portion

Invoice Date	10/08/2025
Invoice Number	1051
Customer Number	30
Amount Paid	
Due Date	10/23/2025
Invoice Total Due	\$965.00

OAKLEAF PLANTATION CDD
370 OAKLEAF VILLAGE PKWY
ORANGE PARK, FL 32065

Please include Customer Number and make
checks payable to: Clay County Sheriff's Office

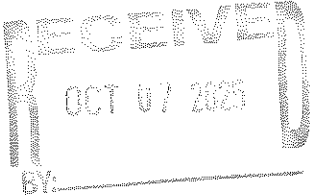
Governmental Management Services, LLC
475 West Town Place, Suite 114
St. Augustine, FL 32092

Invoice

Bill To:

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

Invoice #: 2542
Invoice Date: 10/1/25
Due Date: 10/1/25
Case:
P.O. Number:

Description	Hours/Qty	Rate	Amount
Recreation - Facility Management - Oakleaf Plantation - October 2025		20,467.92	20,467.92
			

Alison Moxing
10-6-25

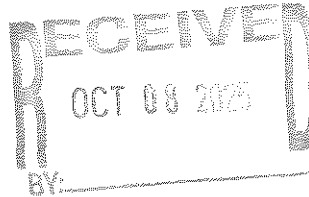
Total	\$20,467.92
Payments/Credits	\$0.00
Balance Due	\$20,467.92

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 #: 2545
Invoice Date: 10/7/25
Due Date: 10/7/25
Case:
P.O. Number:

Description	Hours/Qty	Rate	Amount
Facility Event Staff through October 4, 2025 2,300.369,103	15	25.00	375.00

Total \$375.00

Payments/Credits \$0.00

Balance Due \$375.00

Handwritten signature
10/8/25

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

Double Branch CDD

Facility Event Staff Service Hours

<u>Quantity</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
15	Facility Event Staff	\$ 25.00	\$ 375.00

Covers Period End: October 4, 2025

Amenities Revenue # 2.300.369.103

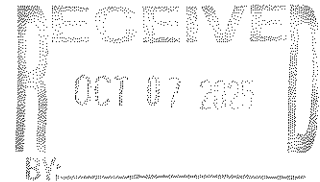
From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - NERLANDE DONATIEN
Date: October 7, 2025 at 11:54 AM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



Good morning, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD – for the following venue.
 - LOCATION – OVCR aka CLUBROOM (SATURDAY) 3:30 P.M. to 7:30 P.M. (ET 3:30 P.M. - 6:30 P.M.)
 - DATE OF VENUE – OCTOBER 4, 2025
 - RESIDENT – **NERLANDE DONATIEN**
 - ADDRESS – 918 THOROUGHbred DRIVE, **ORANGE PARK, FL 32065**
 - AMOUNT OF REFUND - \$100.00
 - BOOKING FEE/DEPOSIT was via MC(0344):
 - DATED: 9/30/25
 - SEQ#: ?
 - BATCH#: 149?
 - INVOICE#: ?
 - APPROVAL CODE: 173234
 - 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 October 16-17, 2025.

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

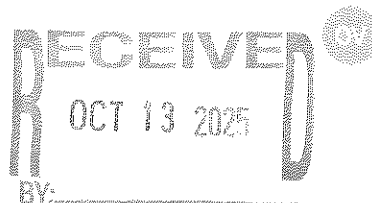
Wanda McReynolds – Community Amenity Coordinator, OakLeaf Plantation
venuerentals@oakleafresidents.com
(904) 770-4661 voice email
(904) 375-9285 ext. 3
www.oakleafresidents.com

Governmental Management Services

www.OakLeafResidents.com

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

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - YOLANDA HARRIS - CANCELLED
Date: October 13, 2025 at 1:42 PM
To: Todd Polvere tpolvre@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



Good afternoon, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD – for the following venue.
 - LOCATION – OVCR aka CLUBROOM (SATURDAY) 7:00 P.M. to 11:00 P.M. (ET 8:00 P.M. - 10:00 P.M.)
 - DATE OF VENUE – NOVEMBER 15, 2025
 - RESIDENT – **YOLANDA HARRIS**
 - ADDRESS – 3209 WANDERING OAKS DRIVE, ORANGE PARK, FL 32065
 - AMOUNT OF REFUND – **\$300.00** = RENTAL FEE OF **\$250.00** PLUS 1/2 OF DEPOSIT WHICH IS **\$50.00**
 - BOOKING FEE/DEPOSIT was via VISA (5268):
 - **RENTAL FEE:**
 - DATED: 10/10/25
 - BATCH#: 150?
 - APPROVAL CODE: 835372
 - AMOUNT: \$250.00
 - **DEPOSIT FEE:**
 - DATED: 10/10/25
 - BATCH#: 150?
 - APPROVAL CODE: 404828
 - AMOUNT: \$100.00

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

Thank you.

CANCELLATION POLICY: Cancellation must be communicated to the Community Amenity Coordinator no later than 31 days prior to the scheduled event to receive 100% of the rental and 50% deposit.

I will be out of the office October 16-17, 2025.

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

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

Governmental Management Services

www.OakLeafResidents.com

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

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

Invoice

Invoice #: 2548
Invoice Date: 10/21/25
Due Date: 10/21/25
Case:
P.O. Number:

Bill To:

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

Description	Hours/Qty	Rate	Amount
Facility Event Staff through October 18, 2025 2.300.369.103	13.25	25.00	331.25
RECEIVED OCT 21 2025 BY: _____			

Total \$331.25

Payments/Credits \$0.00

Balance Due \$331.25

10/21/25
[Signature]

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

Double Branch CDD

Facility Event Staff Service Hours

<u>Quantity</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
13.25	Facility Event Staff	\$ 25.00	\$ 331.25
	Covers Period End: October 18, 2025		
	Amenities Revenue # 2.300.369.103		

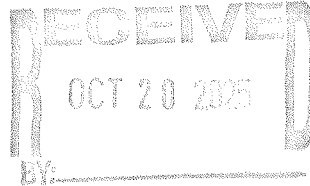
Governmental Management Services, LLC
475 West Town Place, Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 2546
Invoice Date: 10/16/25
Due Date: 10/16/25
Case:
P.O. Number:

Bill To:

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



Description	Hours/Qty	Rate	Amount
Facility Maintenance September 1- September 30, 2025	403.1	40.00	16,124.00
Facility Maintenance Mileage September 1- September 30, 2025	157	0.445	69.87
Code to:			
Double Branch Facility Maintenance			
2.320.572.46600 (\$5,969.50)			
Double Branch Facility Maintenance Contingency			
2.320.572.46620 (\$3,168.50)			
Double Branch Lighting Repairs			
2.320.572.46630 (\$650.00)			
Double Branch Common Area Maintenance			
2.320.572.46400 (\$5,669.00)			
Double Branch Repair/Replacement			
34.600.53800.6200 (\$736.87)			

Total \$16,193.87

Payments/Credits \$0.00

Balance Due \$16,193.87

\$15,457.00

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
9/2/25	4	T.C.	Painted border around entrance signs
9/2/25	7.98	J.K.	Wire brush clean and paint entrance signs, fixed windscreen around courts, light inspection in bathrooms, disposed of pallet and old rusted pane pieces
9/2/25	8	C.W.	Painted signs at neighborhood entrances, put windscreens on basketball courts, light inspection
9/2/25	8	A.O.	Removed debris from all common areas, cleaned up duck feces and sprayed down pool deck, removed debris from courts and inspected courts
9/3/25	3.87	J.K.	Finished borders stakes at Fall Creek, put vinyl fence caps on dog park and fall creek, loaded up trailer with rest of parts and scraps, raked out fence in area behind shop
9/3/25	4	C.W.	Finished putting nails for barriers and finished caps at fall creek, finished capping fence at dog park, raked shops fenced in area, unloaded trailer and stocked signs, loaded trailer with debris
9/3/25	8	A.O.	Removed debris and leaves that was blocking the waterfall at Oakleaf sign, removed debris from all common areas
9/4/25	1	J.K.	Inspected gym equipment
9/4/25	8	A.O.	Removed debris from all common areas
9/5/25	4	T.C.	Worked on lights around track, removed ballast, repair light at entrance sign
9/5/25	3	J.K.	Changed light bulbs under stop light at sign, light inspection around track
9/5/25	8	A.O.	Dug out light fixture and replaced, removed debris from common areas
9/8/25	8	A.O.	Removed debris from all common areas
9/9/25	5	C.W.	Painted office doors, threw out old paint cans from ship, office and kitchen, changed trash receptacles in shop
9/9/25	8	A.O.	Removed debris from all common areas
9/10/25	8	A.O.	Removed debris from all common areas, removed and disposed of deceased animal on road
9/11/25	3	B.G.	Cut poles, painted poles, added signs to poles, added foam on top of poles
9/11/25	3	C.W.	Cut and painted poles, added signs to poles, added foam to top of poles
9/11/25	8	A.O.	Removed debris from all common areas
9/12/25	6	T.C.	Repair water line to water fountain, replace bricks on the wall of the field house, set up movie night
9/12/25	6	B.G.	Put up signs posts by ponds
9/12/25	8.18	J.K.	Fix pipe for water fountain, fix brick on field house, set up for movie night
9/12/25	6.57	C.W.	Put out signs near ponds at park warnings about snakes and alligators at fall creek, cannons point, around track, piedmont and lakes by piedmont, set up movie in soccer field, cut branches that are in the way of movie
9/12/25	8	A.O.	Removed debris from all common areas
9/15/25	8.1	T.C.	Hung up television bracket and installed new television, cut holes in the wall to run power cord behind the wall, ran power cord in track to outlet for television in club room, picked up supplies
9/15/25	8.03	J.K.	Finished bricks at field house, dusted club room, installed television mount, put up television and ran power through wall, changed light bulbs in club room, cleaned up debris in club room
9/15/25	5.93	C.W.	Moped clubroom, put up television on wall, drilled holes to run electrical cords in wall, dusted and collected dust and disposed
9/15/25	8	A.O.	Removed debris from all common areas
9/16/25	5.75	T.C.	Finished up television install in club room, patched holes in sheet rock, cleaned air conditioner vents in the ceiling, removed debris around lake banks
9/16/25	8	B.G.	Inspecting playground, removed debris around all ponds
9/16/25	7.9	J.K.	Finished patching hole, tape, mud and sand, clean out and around dumpster area, cleaned vents in club room, wiped down and cleaned club room from debris and dust, made sure everything was plugged in
9/16/25	8.17	C.W.	Cleaned out closet in club room, inspected piedmont park, lake inspections of ponds by the entrance and across from the oaks by the nature walk, removed debris from pond banks
9/16/25	8	A.O.	Removed debris from all common areas
9/17/25	6	T.C.	Painting in the club room, patching holes in the wall, painted bathroom doors, cleaned out water fountain, picked up supplies
9/17/25	5.98	J.K.	Finished patch work sanding and mudding, started painting took lap lanes out of pool, stacked up playground border in shop
9/17/25	4	C.W.	Painted bathroom doors, painted kitchen doors, moved soccer goals into the right spots
9/17/25	8	A.O.	Removed debris from all common areas, assisted with swimming pool lap lanes
9/18/25	8.15	T.C.	Touched up painting in the club room, changed out lights that were bad in the club room, retrieve

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
9/18/25	7.9	J.K.	set of keys that were lost in the stair stepper, picked up supplies
9/18/25	8	A.O.	Finishing painting club room, put away heater in attic, filled holes with spackling, light inspection of club room, measure out electrical boxes to cover
9/19/25	4	T.C.	Removed debris from all common areas
9/19/25	7.98	C.W.	Finished painting bathroom doors and office doors
9/19/25	8	C.W.	Painted doors in bathroom, painted office door, painted closet door, added secure coat on kitchen door, put up wet paint signs
9/19/25	8	A.O.	Removed debris from all common areas
9/22/25	4	T.C.	Installed new television on pool deck gazebo, cleaned and refilled water fountain at amenity center
9/22/25	3.02	J.K.	Hung television mount and television
9/22/25	2	C.W.	Painted doors, hung up television on pool deck
9/22/25	8	A.O.	Removed debris from all common areas, assisted unload shipment and stored
9/23/25	4	T.C.	Installed television on pool patio, installed fan in men's restroom at amenity center, picked up supplies
9/23/25	8.25	J.K.	Took down television in office, put up mount and television on patio by summer kitchen, put box for GFI up above television, inspect camera and power source, put up a fan on bathroom wall
9/23/25	8	A.O.	Removed debris from all common areas
9/24/25	4.12	T.C.	Run power wires for new television hook up, assist broken water line in field house restroom, located cut off for water to field house
9/24/25	7.88	J.K.	Ran power to television on pool deck, find cut off for water to field house and turn off, take down GFI and put double GFI box wired it up to support two and closed up and tested
9/24/25	8	A.O.	Removed debris from all common areas
9/25/25	4.07	T.C.	Repair broken water pipe in the field house, mounted television bracket and television in office area, replaced broken white vinyl fence post and split rail at park, picked up supplies
9/25/25	7.87	J.K.	Dug up broken fence at piedmont park and replaced, replaced cold water valve for sink in big stall, filled chlorine jugs, hung monitor in hallway by office
9/25/25	8	A.O.	Removed debris from all common areas
9/26/25	7.98	J.K.	Build hanging tables for club room patio, replaced sink faucet in men's bathroom at field house, run conduit through ceiling patio to office, build television stand and set up television on it, filled chlorine jugs
9/26/25	8	A.O.	Removed debris from all common areas, assisted with television install
9/29/25	8	J.K.	Paint trim all around patio by office, light inspection bathrooms by club room
9/29/25	2	C.W.	Loaded truck with tables and chairs, lake inspection around track, removed debris around lake
9/29/25	8	A.O.	Removed debris from all common areas
9/30/25	2.42	T.C.	Cleaned out and refilled fountain at amenity center
9/30/25	8	A.O.	Removed debris from all common areas

TOTAL 403.1

MILES 157

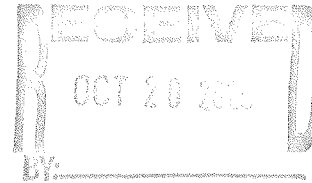
*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

From: Oakleaf Venues venuere rentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - JACQUELINE COPELAND - CANCELLED
Date: October 20, 2025 at 8:42 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmsnn.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) 7:00 P.M. to 11:00 P.M. (ET 7:30 P.M. - 10:00 P.M.)
 - DATE OF VENUE – NOVEMBER 22, 2025
 - RESIDENT – JACQUELINE COPELAND
 - ADDRESS – 3794 CHASING FALLS ROAD, ORANGE PARK, FL 32065
 - AMOUNT OF REFUND - \$300.00 = RENTAL FEE OF \$250.00 PLUS 1/2 OF DEPOSIT WHICH IS \$50.00
 - BOOKING FEE/DEPOSIT was via VISA (6070):
 - **RENTAL FEE:**
 - DATED: 9/29/25
 - BATCH#: 149?
 - APPROVAL CODE: 029524
 - AMOUNT: \$250.00
 - **DEPOSIT FEE:**
 - DATED: 9/29/25
 - BATCH#: 149?
 - APPROVAL CODE: 029743
 - AMOUNT: \$100.00



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

Thank you.

CANCELLATION POLICY: Cancellation must be communicated to the Community Amenity Coordinator no later than 31 days prior to the scheduled event to receive 100% of the rental and 50% deposit.

I will be out of the office November 20th, and 27th - 28th, 2025, for Thanksgiving Holiday.

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

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

Governmental Management Services

www.OakLeafResidents.com

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

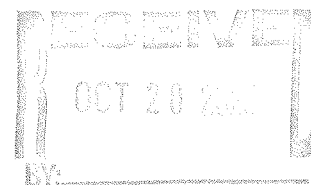
From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - JAJAIRA JEMMOTT
Date: October 20, 2025 at 9:05 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



Good evening, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD – for the following venue.
 - LOCATION – OVCR aka CLUBROOM (SATURDAY) 7:00 P.M. to 1100 P.M. (ET 7:30 P.M. - 10:00 P.M.)
 - DATE OF VENUE – OCTOBER 18, 2025
 - RESIDENT – **JAJAIRA JEMMOTT**
 - ADDRESS – 3027 WHISPERING WILLOW WAY, **ORANGE PARK, FL 32065**
 - AMOUNT OF REFUND - \$100.00
 - BOOKING FEE/DEPOSIT was via VISA (6029):
 - DATED: 2/27/25
 - BATCH#: 132?
 - APPROVAL CODE: 05906?
 - 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 November 20th, and 27th - 28th, 2025, for Thanksgiving Holiday.

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

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

Governmental Management Services

www.OakLeafResidents.com

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

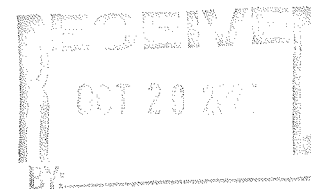
From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - MARIA NORMAN
Date: October 20, 2025 at 9:09 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



Good evening, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD – for the following venue.
 - LOCATION – OVCR aka CLUBROOM (SATURDAY) 2:30 P.M. to 6:30 P.M. (ET 3:30 P.M. - 5:30 P.M.)
 - DATE OF VENUE – OCTOBER 18, 2025
 - RESIDENT – **MARIA NORMAN**
 - ADDRESS – 742 CHESTWOOD CHASE DRIVE, **ORANGE PARK, FL 32065**
 - AMOUNT OF REFUND - \$100.00
 - BOOKING FEE/DEPOSIT was via VISA (4455):
 - DATED: 9/10/25
 - BATCH#: 148?
 - APPROVAL CODE: 010675
 - 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 November 20th, and 27th - 28th, 2025, for Thanksgiving Holiday.

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

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

Governmental Management Services

www.OakLeafResidents.com

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

INVOICE

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

INVOICE: 49263 QT
DATE: 10/08/25 09:30a
ACCOUNT: 1031 Oakleaf
ROUTE: 0
LAST: 1/9/25 Paula
Paula Douglas

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

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

904-375-9285 wanda 904-894-8980

DESCRIPTION	QTY	PRICE	AMOUNT
General Pest Control PEST		155.00	155.00
		SUBTOTAL	155.00
		PREVIOUS BALANCE	155.00
		TOTAL DUE	310.00

Code to:

Double Branch Facility Maintenance - Preventative
2-320-572-4661

PLEASE KEEP FULL INVOICE FOR YOUR RECORDS

EFFECTIVE NOVEMBER 1,2011
Make Checks payable to:

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

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

THANK YOU FOR YOUR BUSINESS!
HAVE A WONDERFUL DAY!

Serviced By:

PAULA DOUGLAS
Ph# 904-476-3866

CHECK DATE	VEND#	INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK..... AMOUNT #
10/06/25	00048	9/29/25 3384	202509 600-53800-62100 INSTALL CERT PLAYGROUND	HOME-FIELD ADVANTAGE LANDSCAPING	*	1,500.00	1,500.00 000423
10/16/25	00017	9/22/25 89472005	202509 600-53800-62100 JANITORIAL SUPPLIES	THE HOME DEPOT PRO	*	1,360.86	1,360.86 000424
10/27/25	00035	10/16/25 2547	202510 600-53800-62100 MAINTENANCE SUPPLIES	GOVERNMENTAL MANAGEMENT SERVICES	*	2,003.98	2,003.98 000425
10/27/25	00035	10/16/25 2546	202509 600-53800-62100 SEP REPAIR & REPLACEMENT	GOVERNMENTAL MANAGEMENT SERVICES	*	736.87	736.87 000426
10/27/25	00067	10/09/25 3748	202510 600-53800-62100 PULL SUB & PUMP OVERHEAT	TYLER SCHELLPEPER	*	10,021.50	11,346.50 000427
		10/09/25 3754	202510 600-53800-62100 PIPE REPAIRS		*	1,325.00	
10/27/25	00297	10/16/25 384	202510 600-53800-62100 OCT PRESSURE WASH SERVICE	RIVERSIDE MANAGEMENT SERVICES, INC	*	1,561.00	1,561.00 000428
TOTAL FOR BANK C						18,509.21	
TOTAL FOR REGISTER						18,509.21	

DBBR DOUBLE BRANCH OKUZMUK

U.S. MULCHING - JACKSONVILLE

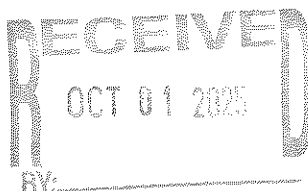
409 Queen Anne Court
St. Augustine, FL 32092

**INVOICE**

Oakleaf Middle Branch CDD
Jay Soriano

INVOICE NUMBER 3384
INVOICE DATE September 29, 2025
Reference Code

TERMS 15 Days



QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
25	Install Certified playground : Oakleaf Double Branch Park	\$60.00	\$1,500.00
Code to: Double Branch Repair and Replacement 034.600.538.621			
		SUBTOTAL	\$1,500.00
		TAX	0.00
			\$1,500.00
DIRECT ALL INQUIRIES TO: Javi Sowers (904) 422-5927 email: usmulchingjax@bellsouth.net www.usmulchingjax.com		MAKE ALL CHECKS PAYABLE TO: U.S. Mulching	PAY THIS AMOUNT

THANK YOU FOR YOUR BUSINESS!



Formerly Home Depot Pro Institutional

- My Account Number 645245
- Currently Shopping As 645245 - DOUBLE BRANCH
- Current Ship-To Address DOUBLE BRANCH 370 OAKLEAF VILLAGE PARKWAY ORANGE PARK, FL 32065

• Home

• Account

• Invoice History

• Invoice Detail

Repair & Replacement
To be split between districts S/K

DB 2.320 572. 63100

MV 39.600. 538. 64000

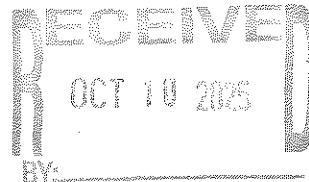
Invoice Detail

Customer ID: 645245
Invoice Number: 894720051
Invoice Date: 9/22/2025
Order Number: 84832517
Purchase Order: LNC9182025

[Back to Order History](#) [Save as PDF](#) [Print this page](#)

Shipped To:

DOUBLE BRANCH
370 OAKLEAF VILLAGE PARKWAY
ORANGE PARK, FL 32065



Invoice Total ~~\$2,721.73~~

\$1,360.86

HD Supply Notes:

\$7.95 Handling Charge

Delivery information for this invoice may be

found at: www.HomeDepotPro.com/Institutional

Description Item Number	Quantity		Unit Price	Total
	Ordered	Shipped		
 RENOWN C-PULL WIPES 6X10 2CA REN15747003	20	20	\$56.70	\$1,134.00
 RENOWN SINGLE ROLL BATH TISSUE 2PLY REN05125-WB	8	8	\$79.25	\$634.00
 CONTROLLED HARD ROLL TOWEL NATURAL REN05132-WB	9	9	\$84.30	\$758.70
 RENOWN WAVE3D URNAL SCRM MAN REN03121	6	6	\$31.09	\$186.54

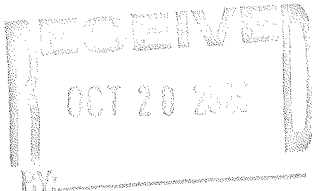
Subtotal \$2,713.78
Shipping & Handling \$7.95
Tax \$0.00
Web Discount -\$0.00
Invoice Total \$2,721.73

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

Invoice

Invoice #: 2547
Invoice Date: 10/16/25
Due Date: 10/16/25
Case:
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Maintenance Supplies		2,003.98	2,003.98
Double Branch Repair/Replacement			
34.600.53800.6200			
			
Total			\$2,003.98
Payments/Credits			\$0.00
Balance Due			\$2,003.98

MAINTENANCE BILLABLE PURCHASES

Period Ending 10/05/25

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DB				
DOUBLE BRANCH				
OAKLEAF	9/9/25	2"x25FT Discharge Hose (2)	114.95	J.S.
	9/9/25	2"x 1 1/2" PVC Adapter Bushing	3.82	J.S.
	9/9/25	2" PVC Coupling	2.51	J.S.
	9/12/25	1/2" Sharkbite Elbow	14.87	T.C.
	9/12/25	In-Use Cover Gray	12.05	T.C.
	9/12/25	Avanti Segmented Blade	16.09	T.C.
	9/12/25	Polyblend Bone Sand	17.23	T.C.
	9/12/25	Husky Cutting Kit	17.24	T.C.
	9/12/25	8x8 Access Panel Spring Mount	22.40	T.C.
	9/12/25	6x9 Access Panel with Frame	13.78	T.C.
	9/12/25	Pine Sol	25.84	T.C.
	9/15/25	Split Plate Flex Opening	11.48	T.C.
	9/15/25	White Mesh Joint Tape	8.03	T.C.
	9/15/25	Joint Compound 12lb	12.28	T.C.
	9/15/25	Hole Saw	10.34	T.C.
	9/15/25	Cordmate Accessory Pack	11.02	T.C.
	9/15/25	Single Brush Plate	11.48	T.C.
	9/15/25	14W(28W) 46" LED Cool White 1pk (6)	96.46	T.C.
	9/15/25	Cordmate Channel (2)	58.19	T.C.
	9/17/25	Int Paint 32oz	19.53	T.C.
	9/17/25	Int Paint 128oz	40.23	T.C.
	9/17/25	Flat Basic Brush (4)	18.31	T.C.
	9/17/25	4x3/8 Shedless Knit 6pk	13.04	T.C.
	9/17/25	Pelican Liner 3pk	5.49	T.C.
	9/18/25	Gang Plank Cover (2)	9.15	T.C.
	9/18/25	Drydex Squeeze Tube	9.18	T.C.
	9/18/25	1-1/2" Reset Combo Lock	22.84	T.C.
	9/18/25	40 Watt 8pk NDIM	18.38	T.C.
	9/19/25	WD-40	5.05	T.C.
	9/19/25	PW Hose	45.99	T.C.
	9/19/25	4x3/8 Shedless Knit 6pk	13.04	T.C.
	9/19/25	Pelican Liner 3pk	5.49	T.C.
	9/19/25	Clorox Bleach	15.49	T.C.
	9/19/25	Int Paint 128oz	40.23	T.C.
	9/22/25	Husky File Set	6.89	J.S.
	9/22/25	25lb Hot Pour Joint Sealant	109.42	J.S.
	9/23/25	In Use Cover Kit	40.57	T.C.
	9/23/25	Flip Toggle 1/4x2-1/2 Bolt 10pk	18.35	T.C.
	9/23/25	Anchor Kit Screws/Bits	8.84	T.C.
	9/23/25	50' Green Cord	18.38	T.C.
	9/23/25	Lag Screws (3)	1.59	T.C.
	9/24/25	15A GFCI (2)	36.75	T.C.
	9/24/25	Gang In Use Cover	22.84	T.C.
	9/24/25	Gang In Use Box	17.17	T.C.
	9/24/25	OFl Receipt Test Kit	8.56	T.C.
	9/24/25	Graffiti Remover	15.49	T.C.
	9/24/25	Terry Towels 10ct	7.46	T.C.
	9/24/25	Microfiber Towel Roll	5.74	T.C.
	9/24/25	Bleach	4.88	T.C.
	9/24/25	Pine-Sol	8.61	T.C.
	9/25/25	Ridgid Vacuum Hose Adapter Kit	6.88	J.S.
	9/25/25	Ridgid Vacuum Micro Head Cleaning Kit	10.34	J.S.
	9/25/25	36" Water Meter Valve Key	12.64	J.S.
	9/25/25	Full Motion LED Monitor Wall Mount	63.23	J.S.
	9/25/25	Indoor Flat HDTV Antenna	45.98	J.S.
	9/25/25	Outdoor/Antic HDTV Antenna	57.48	J.S.
	9/25/25	Angle Stop Valve	18.69	T.C.
	9/25/25	1/2" Coupling (2)	1.17	T.C.
	9/25/25	1/2"x2' CPVC	4.28	T.C.
	9/26/25	Gorilla Grip Gloves	14.31	T.C.
	9/26/25	Safety Vest Mesh	11.47	T.C.
	9/26/25	Set Screw Connectors 5pk	5.27	T.C.
	9/26/25	EMT Pull Elbow	10.33	T.C.
	9/26/25	EMT Conduit	9.83	T.C.
	9/26/25	Nifty Nabbler	22.97	T.C.
	9/26/25	Truefuel 50:1	13.79	T.C.
	9/26/25	Bath Faucet	31.03	T.C.
	9/30/25	Cedar Board (5)	68.89	J.S.
	9/30/25	4.5" Spring Hinge (4)	100.88	J.S.
	9/30/25	6" Bolt Banell (2)	25.14	J.S.
	9/30/25	6" T Hinge (4)	54.60	J.S.
	9/30/25	Schlage Lower Half Lock Combo	125.35	J.S.
	9/30/25	Liquid Nails (3)	12.35	J.S.
	9/30/25	Hex Bolts 15pc	25.22	T.C.
	9/30/25	Hex Nuts 50pc	13.86	T.C.
	9/30/25	Lock Washer 25pc	5.13	T.C.
	9/30/25	Flat Washer 50pc	13.75	T.C.
	9/30/25	Gas for Equipment	75.00	T.C.
	10/3/25	Bondo Wood Filler	29.88	T.C.
	10/3/25	7" HD Steel Rafter Square	6.31	T.C.
	10/3/25	1-1/4" Ext Screws 1lb	11.47	T.C.
	10/3/25	1x4-8' PT Lumber	5.50	T.C.

TOTAL \$2,003.88

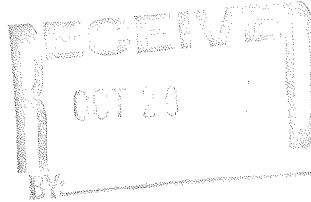
Governmental Management Services, LLC
475 West Town Place, Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 2546
Invoice Date: 10/16/25
Due Date: 10/16/25
Case:
P.O. Number:

Bill To:

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



Description	Hours/Qty	Rate	Amount
Facility Maintenance September 1- September 30, 2025	403.1	40.00	16,124.00
Facility Maintenance Mileage September 1- September 30, 2025	157	0.445	69.87
Code to:			
Double Branch Facility Maintenance			
2.320.572.46600 (\$5,969.50)			
Double Branch Facility Maintenance Contingency			
2.320.572.46620 (\$3,168.50)			
Double Branch Lighting Repairs			
2.320.572.46630 (\$650.00)			
Double Branch Common Area Maintenance			
2.320.572.46400 (\$5,669.00)			
Double Branch Repair/Replacement			
34.600.53800.6200 (\$736.87)			

Total \$16,193.87

Payments/Credits \$0.00

Balance Due ~~\$16,193.87~~

\$736.87

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
9/2/25	4	T.C.	Painted border around entrance signs
9/2/25	7.98	J.K.	Wire brush clean and paint entrance signs, fixed windscreen around courts, light inspection in bathrooms, disposed of pallet and old rusted pane pieces
9/2/25	8	C.W.	Painted signs at neighborhood entrances, put windscreens on basketball courts, light inspection
9/2/25	8	A.O.	Removed debris from all common areas, cleaned up duck feces and sprayed down pool deck, removed debris from courts and inspected courts
9/3/25	3.87	J.K.	Finished borders stakes at Fall Creek, put vinyl fence caps on dog park and fall creek, loaded up trailer with rest of parts and scraps, raked out fence in area behind shop
9/3/25	4	C.W.	Finished putting nails for barriers and finished caps at fall creek, finished capping fence at dog park, raked shops fenced in area, unloaded trailer and stocked signs, loaded trailer with debris
9/3/25	8	A.O.	Removed debris and leaves that was blocking the waterfall at Oakleaf sign, removed debris from all common areas
9/4/25	1	J.K.	Inspected gym equipment
9/4/25	8	A.O.	Removed debris from all common areas
9/5/25	4	T.C.	Worked on lights around track, removed ballast, repair light at entrance sign
9/5/25	3	J.K.	Changed light bulbs under stop light at sign, light inspection around track
9/5/25	8	A.O.	Dug out light fixture and replaced, removed debris from common areas
9/8/25	8	A.O.	Removed debris from all common areas
9/9/25	5	C.W.	Painted office doors, threw out old paint cans from ship, office and kitchen, changed trash receptacles in shop
9/9/25	8	A.O.	Removed debris from all common areas
9/10/25	8	A.O.	Removed debris from all common areas, removed and disposed of deceased animal on road
9/11/25	3	B.G.	Cut poles, painted poles, added signs to poles, added foam on top of poles
9/11/25	3	C.W.	Cut and painted poles, added signs to poles, added foam to top of poles
9/11/25	8	A.O.	Removed debris from all common areas
9/12/25	6	T.C.	Repair water line to water fountain, replace bricks on the wall of the field house, set up movie night
9/12/25	6	B.G.	Put up signs posts by ponds
9/12/25	8.18	J.K.	Fix pipe for water fountain, fix brick on field house, set up for movie night
9/12/25	6.57	C.W.	Put out signs near ponds at park warnings about snakes and alligators at fall creek, cannons point, around track, piedmont and lakes by piedmont, set up movie in soccer field, cut branches that are in the way of movie
9/12/25	8	A.O.	Removed debris from all common areas
9/15/25	8.1	T.C.	Hung up television bracket and installed new television, cut holes in the wall to run power cord behind the wall, ran power cord in track to outlet for television in club room, picked up supplies
9/15/25	8.03	J.K.	Finished bricks at field house, dusted club room, installed television mount, put up television and ran power through wall, changed light bulbs in club room, cleaned up debris in club room
9/15/25	5.93	C.W.	Moped clubroom, put up television on wall, drilled holes to run electrical cords in wall, dusted and collected dust and disposed
9/15/25	8	A.O.	Removed debris from all common areas
9/16/25	5.75	T.C.	Finished up television install in club room, patched holes in sheet rock, cleaned air conditioner vents in the ceiling, removed debris around lake banks
9/16/25	8	B.G.	Inspecting playground, removed debris around all ponds
9/16/25	7.9	J.K.	Finished patching hole, tape, mud and sand, clean out and around dumpster area, cleaned vents in club room, wiped down and cleaned club room from debris and dust, made sure everything was plugged in
9/16/25	8.17	C.W.	Cleaned out closet in club room, inspected piedmont park, lake inspections of ponds by the entrance and across from the oaks by the nature walk, removed debris from pond banks
9/16/25	8	A.O.	Removed debris from all common areas
9/17/25	6	T.C.	Painting in the club room, patching holes in the wall, painted bathroom doors, cleaned out water fountain, picked up supplies
9/17/25	5.98	J.K.	Finished patch work sanding and mudding, started painting took lap lanes out of pool, stacked up playground border in shop
9/17/25	4	C.W.	Painted bathroom doors, painted kitchen doors, moved soccer goals into the right spots
9/17/25	8	A.O.	Removed debris from all common areas, assisted with swimming pool lap lanes
9/18/25	8.15	T.C.	Touched up painting in the club room, changed out lights that were bad in the club room, retrieve

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
9/18/25	7.9	J.K.	set of keys that were lost in the stair stepper, picked up supplies
9/18/25	8	A.O.	Finishing painting club room, put away heater in attic, filled holes with spackling, light inspection of club room, measure out electrical boxes to cover
9/19/25	4	T.C.	Removed debris from all common areas
9/19/25	7.98	C.W.	Finished painting bathroom doors and office doors
9/19/25	8	A.O.	Painted doors in bathroom, painted office door, painted closet door, added secure coat on kitchen door, put up wet paint signs
9/22/25	4	T.C.	Removed debris from all common areas
9/22/25	3.02	J.K.	Installed new television on pool deck gazebo, cleaned and refilled water fountain at amenity center
9/22/25	2	C.W.	Hung television mount and television
9/22/25	8	A.O.	Painted doors, hung up television on pool deck
9/23/25	4	T.C.	Removed debris from all common areas, assisted unload shipment and stored
9/23/25	8.25	J.K.	Installed television on pool patio, installed fan in men's restroom at amenity center, picked up supplies
9/23/25	8	A.O.	Took down television in office, put up mount and television on patio by summer kitchen, put box for GFI up above television, inspect camera and power source, put up a fan on bathroom wall
9/24/25	4.12	T.C.	Removed debris from all common areas
9/24/25	7.88	J.K.	Run power wires for new television hook up, assist broken water line in field house restroom, located cut off for water to field house
9/24/25	8	A.O.	Ran power to television on pool deck, find cut off for water to field house and turn off, take down GFI and put double GFI box wired it up to support two and closed up and tested
9/25/25	4.07	T.C.	Removed debris from all common areas
9/25/25	7.87	J.K.	Repair broken water pipe in the field house, mounted television bracket and television in office area, replaced broken white vinyl fence post and split rail at park, picked up supplies
9/25/25	8	A.O.	Dug up broken fence at piedmont park and replaced, replaced cold water valve for sink in big stall, filled chlorine jugs, hung monitor in hallway by office
9/26/25	7.98	J.K.	Removed debris from all common areas
9/26/25	8	A.O.	Build hanging tables for club room patio, replaced sink faucet in men's bathroom at field house, run conduit through ceiling patio to office, build television stand and set up television on it, filled chlorine jugs
9/29/25	8	J.K.	Removed debris from all common areas, assisted with television install
9/29/25	2	C.W.	Paint trim all around patio by office, light inspection bathrooms by club room
9/29/25	8	A.O.	Loaded truck with tables and chairs, lake inspection around track, removed debris around lake
9/30/25	2.42	T.C.	Removed debris from all common areas
9/30/25	8	A.O.	Cleaned out and refilled fountain at amenity center
9/30/25			Removed debris from all common areas

TOTAL 403.1

MILES 157

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

INVOICE

**FROM**

Pumps Done Right
6847 Cherokee Ct
Keystone Heights Fla
32656

BILL TO

Double Branch
370 OakLeaf Village
Pkwy
Orange Park Fla 32065

SHIP TO

Plantation Oaks
Roadway pump

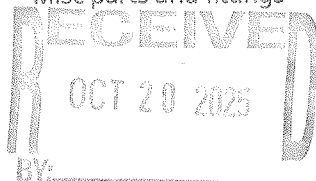
INVOICE #

3748

INVOICE DATE

10/09/2025

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
0	Went to pull sub and pump was overheated in well casing, was able to run pump at dead head, reheat well casing and was able to get pump out of well. Need to take 3" galvanized pipe to machine shop and have 5ft cut off and pipe thread so we can raise pump above bad spot in casing, advised Jay of price increase	0.00	0.00
7	Labor 2 man rate	300.00	2,100.00
1	Hoist fee	350.00	350.00
1	7.5hp 230v 3ph 6" grundfos motor	2,580.00	2,580.00
1	7.5hp HP95S75-7 pump end	3,370.50	3,370.50
2	#8 splice kits	20.00	40.00
1	6" gasket kit	65.00	65.00
1	Size 1 starter	1,416.00	1,416.00
1	Misc parts and fittings	100.00	100.00
		TOTAL	\$10,021.50



Double Branch Repair/Replacement

34.600.53800.6200

TERMS & CONDITIONS

Please call Tyler at (904)-352-9564 for any questions

INVOICE

**FROM**

Pumps Done Right
6847 Cherokee Ct
Keystone Heights Fla
32656

BILL TO

Double Branch
370 OakLeaf Village
Pkwy
Orange Park Fla 32065

SHIP TO

Plantation Oaks
Roadway Pump

INVOICE #

3754

INVOICE DATE

10/09/2025

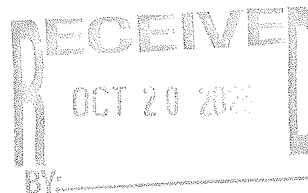
QTY	DESCRIPTION	UNIT PRICE	AMOUNT
0	Took 3" galvanized pipe to machine shop to cut and thread, finished installing new 7.5hp 6" 230v 3ph submersible, also replaced size 1 starter, wired in and calibrated coyote. Ran and tested system	0.00	0.00
1	Additional labor	825.00	825.00
1	Machine shop work	500.00	500.00
		TOTAL	\$1,325.00

Double Branch Repair/Replacement

34.600.53800.6200

TERMS & CONDITIONS

Please call Tyler at (904)-352-9564 for any questions



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

Invoice

Invoice #: 384
Invoice Date: 10/16/2025
Due Date: 10/16/2025
Case:
P.O. Number:

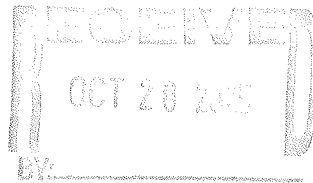
Bill To:

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

Description	Hours/Qty	Rate	Amount
Pressure Washing Service - October 2025		1,561.00	1,561.00

Double Branch Repair/Replacement

34.600.53800.6200



Total	\$1,561.00
--------------	-------------------

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

Balance Due	\$1,561.00
--------------------	-------------------

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

Service Detail

Bill To: Double Branch CDD

Invoice Date: 10/1/25

Due Date: Upon Receipt

Amount Due: \$ 1,561.00

<u>Date</u>	<u>Description</u>	<u>Amount</u>
	Pressure washed fitness center building and soffits	\$1,068.00
	Pressure washed main amenity center soffits front of building and side	\$493.00

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

TOTAL AMOUNT DUE: \$1,561.00

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

Remit Payment

FOURTH ORDER OF BUSINESS

RESOLUTION 2026-01

WHEREAS, the Board of Supervisors, hereinafter referred to as the “Board”, of the Double Branch Community Development District, hereinafter referred to as “District”, adopted General Fund and Recreation Fund Budgets for Fiscal Year 2025, and

WHEREAS, the Board desires to reallocate funds budgeted to re-appropriate Revenues and Expenses approved during the Fiscal Year.

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

1. The General Fund and Recreation Fund Budgets are hereby amended in accordance with Exhibit “A” attached.
2. This resolution shall become effective this 10th day of November, 2025 and be reflected in the monthly and Fiscal Year End 9/30/25 Financial Statements and Audit Report of the District.

*Double Branch
Community Development District*

by: _____
Chairman / Vice Chairman

Attest:

by: _____
Secretary / Assistant Secretary

DOUBLE BRANCH CDD
RESOLUTION 2026-01

EXHIBIT A

Double Branch
Community Development District
FY 2025 Budget Amendment

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

Description	Adopted FY 25 Budget	Increase/ (Decrease)	Amended FY 25 Budget	Actual 9/30/25
Revenues				
Special Assessments - Tax Roll	\$ 184,075	\$ 566	\$ 184,641	\$ 184,641
Interest Income	2,500	3,455	5,955	5,955
Total Revenues	\$ 186,575	\$ 4,021	\$ 190,596	\$ 190,596
Expenditures				
<i>General & Administrative:</i>				
Supervisor Fees	\$ 12,000	\$ -	\$ 12,000	\$ 11,200
FICA Expense	918	-	918	857
Engineering	5,000	9,509	14,509	12,009
Arbitrage	700	-	700	700
Dissemination	1,798	-	1,798	1,798
Assessment Roll	9,227	-	9,227	9,227
Attorney	42,000	(10,000)	32,000	21,454
Annual Audit	5,400	600	6,000	6,000
Trustee Fees	9,500	-	9,500	8,815
Management Fees	72,865	-	72,865	72,865
Information Technology	2,407	-	2,407	2,407
Telephone	600	-	600	201
Postage	2,000	-	2,000	621
Printing	2,500	-	2,500	667
Insurance	10,556	-	10,556	10,268
Legal Advertising	2,800	-	2,800	1,120
Office Supplies	200	-	200	17
Website Compliance	2,809	-	2,809	2,809
Dues, Licenses & Subscriptions	175	-	175	175
Other Current Charges	120	-	120	20
Capital Reserve Funding	3,000	-	3,000	3,000
Total General & Administrative Expenditures	\$ 186,575	\$ 109	\$ 186,684	\$ 166,229
Excess Revenues (Expenditures)	\$ -	\$ 3,912	\$ 3,912	\$ 24,366
Fund Balance - Beginning	\$ -	\$ (3,912)	\$ (3,912)	\$ 107,820
Fund Balance - Ending	\$ -	\$ -	\$ -	\$ 132,186

Double Branch

Community Development District

FY 2025 Budget Amendment

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

Description	Adopted FY 25 Budget	Increase/ (Decrease)	Amended FY 25 Budget	Actual 9/30/25
<u>Revenues</u>				
Special Assessments - Tax Roll	\$ 2,144,534	\$ 6,596	\$ 2,151,130	\$ 2,151,130
Interest Income	25,000	39,380	64,380	64,380
Amenities Revenue/Miscellaneous	25,000	8,636	33,636	33,636
Sports Revenue	30,000	(21,200)	8,800	8,800
Total Revenues	\$ 2,224,534	\$ 33,412	\$ 2,257,946	\$ 2,257,946
<u>Expenditures</u>				
<u>Administrative</u>				
Management Fees - On Site Staff	\$ 233,919	\$ -	\$ 233,919	\$ 233,919
Insurance	141,137	-	141,137	120,080
Other Current Charges	3,500	-	3,500	2,460
Permit Fees	1,625	431	2,056	2,056
Total Administrative	\$ 380,181	\$ 431	\$ 380,611	\$ 358,515
<u>Maintenance:</u>				
Security	\$ 111,280	\$ -	\$ 111,280	\$ 107,834
Security - Clay County Off-Duty Sheriff	47,304	7,379	54,683	54,683
Water - Irrigation	15,000	2,372	17,372	17,372
Irrigation Maintenance	5,000	765	5,765	5,765
Streetlighting	32,000	-	32,000	27,849
Electric	36,000	4,223	40,223	40,223
Landscape Maintenance	507,134	-	507,134	472,945
Common Area Maintenance	75,000	-	75,000	61,514
Lake Maintenance	31,000	-	31,000	26,040
Capital Reserve Funding	428,079	-	428,079	428,079
Subtotal Maintenance	\$ 1,287,796	\$ 14,739	\$ 1,302,535	\$ 1,242,305
<u>Recreation Facility:</u>				
Amenity Staff	\$ 150,500	\$ 34,740	\$ 185,240	\$ 185,240
Refuse Services	19,000	5,440	24,440	24,440
Telephone	8,500	-	8,500	6,626
Electric	29,000	5,738	34,738	34,738
Cable	9,707	869	10,577	10,577
Pool Maintenance	39,000	1,793	40,793	40,793
Water / Sewer/Reclaim	48,000	-	48,000	41,213
Facility Maintenance-General	75,000	-	75,000	63,017
Facility Maintenance-Preventative	10,000	-	10,000	4,090
Facility Maintenance - Contingency	40,000	-	40,000	14,232
Lighting Repairs	9,500	-	9,500	7,339
Special Events	10,250	-	10,250	9,929
Office Supplies & Equipment	1,400	-	1,400	988
Janitorial	70,200	-	70,200	61,800
Recreation Passes	4,000	-	4,000	2,835
Pool Leak Repairs	2,500	-	2,500	-
Multiuse Field	30,000	-	30,000	-
Subtotal Recreation Facility	\$ 556,557	\$ 48,580	\$ 605,137	\$ 507,856
Total Expenses	\$ 2,224,534	\$ 63,750	\$ 2,288,284	\$ 2,108,676
Excess Revenues (Expenditures)	\$ -	\$ (30,338)	\$ (30,338)	\$ 149,269
Fund Balance - Beginning	\$ -	\$ 30,338	\$ 30,338	\$ 825,741
Fund Balance - Ending	\$ -	\$ -	\$ -	\$ 975,010

FIFTH ORDER OF BUSINESS

D.

Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285; manager@oakleafresidents.com

Memorandum

Date: November 2025

To: Board of Supervisors

From: GMS – OakLeaf Operations Manager

Community:

Special Events

- Report – Pumpkin plunge , Fall Yard Sale
- Upcoming – Tentative Movie at the park (November), Turkey trot, Fall Yard Sale, Pickle-ball social (adult event), Added event for November

Aquatics

- Pool Schedule adjustments
- Heaters tested at MV
- Off season equipment refurbishments

Amenity Usage

- *Total Facilities Usage – 6746*
- *Average daily usage – 217*

Card counts:

DB Owners	26
DB Renters	17
DB Replacements	9
DB Updated	7

Total cards printed: 126 (both districts)

Rentals

- 6 of 31 days rented in October, 3 of 4 weekends rented
- 7 Clubroom rentals, 1 patio rentals
- 11 tours (approx. 32 hours)/51 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

Memorandum

Operations: Open Items

- Update on Water fall signage, Update on Amenity entry signage

MAINTENANCE

- Preventative Maintenance completed on Fitness Equipment
- Wiring for “in wall” monitors for meeting room
- Pressure washing of multiple resident fence lines near amenity center
- Repair of up lighting in plant beds at front fountain (prep work for new plant beds)
- Pressure washing of fence lines at cannons point cul-de-sac
- Programming of televisions at FC for you tube access
- Finalize custom door work at Pool house
- Coordinate “re-key” of locks for pool house doors
- Finalize replacement of motor (electrical damage) at slide pool
- Install and programming of new VFD at slide pool
- Deep cleaning of slide pool (due to filter motor being down for two weeks)
- Repair of hammer head pool cleaner
- Multiple lake side “wildlife” signs installed
- Install of replacement wifi router at FC
- Coordinate future install of multiple wifi antennas for guest wifi at courts and fc
- Inspect and adjust lighting schedules for timers throughout property (daylight savings change)
- Inspect water fountain at Fieldhouse – order new valve actuator for buttons
- 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 10/05 Nature’s Hammock, Fall Creek, The Oaks, Cannon’s Point, Pebble Creek, Silver Leaf, Oakbrook, and The Cottages completed 10/23

Landscaping

- Monthly report for Oct, submitted and filed at Operations office
- Finalize annual contractual plantings
- Coordination/Install of additional plantings for parking lot border

For questions, comments, or clarification, please contact:

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

isoriano@gmsnf.com