

DOUBLE BRANCH
Community Development District

DECEMBER 8, 2025

AGENDA

Double Branch Community Development District

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

December 1, 2025

Board of Supervisors
Double Branch Community Development District

Dear Board Members:

The Double Branch Community Development District Board of Supervisors Meeting is scheduled for **Monday, December 8, 2025 at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.**

Following is the agenda for the meeting:

- I. Roll Call
- II. Audience Comments (limited to three minutes)
- III. Approval of Consent Agenda
 - A. Minutes of the November 10, 2025 Meeting
 - B. Financial Statements
 - C. Assessment Receipts Schedule
 - D. Check Register
- IV. Discussion of Resident Suspension
- 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 – January 12, 2026 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, **November 10, 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 <i>by phone</i>	Assistant Secretary
Andre Lanier	Assistant Secretary
Amy Ambrosio <i>joined late</i>	Assistant Secretary

Also present were:

Marilee Giles	District Manager
Mike Eckert <i>by phone</i>	District Counsel
Jay Soriano	GMS
Jennifer Stanton	S3 Security
Robert Grogan	S3 Security

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Audience Comments (Limited to three minutes)

Ms. Giles stated for the record there are no members of the public present other than staff in the room.

THIRD ORDER OF BUSINESS**Approval of Consent Agenda****A. Minutes of the October 13, 2025 Meeting**

Ms. Giles stated on page 7 are the minutes from the October 13, 2025 meeting. Unless there are any comments or corrections, I just look for a motion to approve them.

On MOTION by Vice Chair Horton seconded by Mr. Lanier all in favor, the Minutes of the October 13, 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 24 of the iPads for the period ending September 30, 2025 followed by your assessment receipt schedule on page 36 showing we are 100% collected through September. Your check register is on page 38 for the month of October for \$167,867.81. Unless there are any comments or corrections, I just look for a motion to approve it.

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

FOURTH ORDER OF BUSINESS**Consideration of Resolution 2026-01,
Amending the Fiscal Year 2025 Budget**

Ms. Giles stated on page 84 is Resolution 2026-01 amending the Fiscal Year 2025 budget.

**Supervisor Ambrosio joined the meeting.*

Ms. Giles stated the budget line items that we are talking about are on page 86. When a District exceeds the budgeted expenses, an amendment is necessary. This amendment is a formality for audit purposes. The expenses for FY25 are projections and as you can see there are some lines here that were overspent and one that was underspent. These funds have already been expensed, so no funds are really moving. This is just a way to true up the FY25 budget. Unless there are any comments or questions, I would just look for a motion to adopt Resolution 2026-01.

Vice Chair Horton stated I didn't go over there to look at it real close, but ones that were over, were they over enough to where we would have to adjust the budget?

Ms. Giles stated yes. Anytime they are overspent, we need to do this budget amendment.

Vice Chair Horton stated what about taking into account the FY26?

Ms. Giles stated I will check it. You will see there are two on there. The engineer line was overspent. Our current engineer is way more involved in the District than our previous one. So, I will make sure that we account for that. And then District Counsel was underspent, and then the annual audit was overspent just by a little bit.

Vice Chair Horton stated you can't really change that.

Ms. Giles stated I can't change it but we can monitor that and maybe ask him to call in instead of attending meetings.

Vice Chair Horton stated we need to make a note maybe for next year and put that into account.

Ms. Giles stated we will. We can ask him to maybe not call in if there' is not much on the agenda like this one. He is not on the line today, so that will be a cost savings for FY26. When he calls in, it's less than when he comes here. There are ways we can try to monitor that line a little bit more.

Mr. Soriano stated the under expense is an actually really good thing, but they still don't like to see them too far off on any of the lines.

Vice Chair Horton stated I can understand there could be some fluctuation there. If it's way over and we know it's going to be like that in the coming year, then we need to take that into account.

Ms. Giles stated you're right. We will watch that line a little closer. You're right, Tom, in FY27, that would be our opportunity to increase that budget line. Because this engineer is very involved and he likes to attend as many meetings as he can so that he is familiar with the District. When Jay calls him or the Board needs something, he is already familiar with it.

Vice Chair Horton stated that's good.

Ms. Giles stated unless there are any other comments or questions, I just look for motion to adopt Resolution 2026 01.

On MOTION by Mr. Lanier seconded by Vice Chair Horton with all in favor, Resolution 2026-01, Amending the Fiscal Year 2025 Budget, was approved.
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FIFTH ORDER OF BUSINESS**Staff Reports****A. District Counsel**

Mr. Eckert stated I have two items, one is the impact fee credits from the broker. I think the resolution that you all did the last time will help, but I will keep you posted if we get any more word on that. The second issue is we've been reviewing and analyzing a First District Court of Appeals case that ruled that the Florida's prohibition on open carry of firearms is unconstitutional. We've been analyzing what that means for both when somebody has firearms on District property, as well as if somebody were to bring a firearm to public Board meetings. In the past, all firearms have been prohibited at public governmental meetings. However, with this case, it now leaves what we will call the Long Gun Loop Hole. Where it's arguable whether or not somebody is allowed to bring a long gun, like a rifle or a shotgun, to a public meeting. That's something we will be talking about with your Chair and your District Manager when we have our agenda call next month in preparation for the next meeting. I just ask Marilee to go ahead and circulate that memo, if you don't mind, to the Board of Supervisors so they can see that, and if you have any questions, give me a call. We just want to be prepared that in the event that we do have a situation at a public meeting, that we handle it within the bounds of the law and also promoting people's safety. I just wanted to let you know we were working on that over the last probably month or two and finally had something ready to roll out. Happy to answer any questions the Board has, but other than that, it has been relatively quiet for our office.

B. District Engineer

Ms. Giles stated next is District Engineer. Jay, I don't have anything from District Engineer, do you?

Mr. Soriano stated there is nothing going on right now.

C. District Manager

Ms. Giles stated just a reminder of your four hours of ethics training is due by December 31st of this year. You still have a couple of weeks. I think you have seven weeks left before that is due. I do have that two of you have done it. If the other three need me to send you the links again just let me know. I probably will start sending gentle reminders more often to the other three because what happens when you do your Form 1 next year, you will be forced to check the box to

say I did or did not complete the four hours of ethics training. I don't want you to find yourself in that situation. We will make sure you get that completed. I will continue to send reminders on that.

Ms. Nelsen asked did I send mine?

Ms. Giles stated you did. I have Andre and Cindy completed it so far.

Ms. Nelsen stated you just send them her confirmation that you did it if you did it this year. You had to do it between January and December, right, so if you have done it since January.

Vice Chair Horton stated yes, I did. I sent you the email.

Ms. Giles stated if you can just forward that to me again, I don't have it. Just email me that you did it.

D. Operations Manager - Memorandum

Ms. Giles stated the Operations Managers Report starts on page 90.

Mr. Soriano stated we have had a couple of events since I saw you last time. This past weekend we had our community yard sale. There were a lot of yard sales going on around the neighborhood. If you guys were out and about, there were fall festivals over here on this side. Forest Hammock had theirs kind of piggybacking on ours. If you noticed, we have a lot more new signs. We have been slowly losing our community yard sale signs over the years. We did purchase new ones that are out, so pretty much an entry of every neighborhood and road. We put those up Friday and they were pulling those down again. We also had our pumpkin plunge. I had a couple pictures out there from that turnout a couple of weekends ago. This was great. It was a small group, but we have seen over the last couple years, depending on what's going on on the fields, soccer, football, things like that. Sometimes we do have a small group, but this is one of the neighborhood's favorites. Everybody really enjoyed themselves. I do have one leftover movie that I'm going to try to squeeze in for the neighborhood here before it gets too deep in the holiday season. We do know typically November, December, it's hard to get turnout even if the weather's great just because there's so many things going on with holiday parties and get togethers that just trying to get people down for even a movie can be tough. I do have one that we paid for that was canceled at the end of the year that we haven't caught up to yet. We get a whole year to play it with that license fee. I would like to squeeze it in before the end of the year to get back to our normal schedule. I do have an email going out today for a couple of items. We talked about a pickleball social. This was to try to get new people involved in pickleball, not our normal pickleball group. This was to invite more

people in the neighborhood in. We are going to have snacks and beverages and live music out there Friday night. And then he's got two groups that they are going to do beginner clinics for adults and then also 13 and under. So the younger kids will come out there and then they're going to run through kind of a mock tournament also with some games and prizes as part of this social night. If anybody wants to come down and check out pickleball, that will be Friday night. That email will go out to remind everybody about it. Also, tomorrow I have coffee and donuts for our vets, if you want to stop by in the morning and get breakfast. We're sending that out to the neighborhood too. I do have a lot of people with not just the pickleball group that walk in the morning around the track, a lot of retired servicemen. Come in, especially if it's cold and get some nice hot coffee and donuts tomorrow. Just to let everybody know, at your sister District the pool is heated. Depending on the weather here, typically at this time of year I'm not using the covers, but right now those heaters are starting to run and I'm guessing they're going to run for the next two days straight, which means they can easily go through about a thousand dollars of gas in two or three days. We do use the covers in cases like this, just really early that also adjusts the timing. So, the pools aren't open as late during the day. It's kind of daylight hours, we do it 10 to 4 so staff can pull the covers on and off, but that information will go out and be on our website. But at the moment, pools are heated. If you go back there right now it's nice, kind of toasty 78 degrees. I do have updates on a couple projects. Our waterfall signage, our first step we got our permit about two weeks ago and then started the work last week. We saw them out there draining the waterfall and then we had the electricians in. Took about two days to get those letters up. The best part was she had all those letters. I think I told you last time she was starting to work on them. They were already built and ready so as soon as the county gave us the sign off, she went out there and got it done. The letters are up and all the electrical is done for that. Now we are waiting. I did want to make sure we got past any kind of inspections from the county before we do anything else because now, we are waiting to move the fountains in front of the waterfall. We will pressure wash and clean the waterfall off this week, then we're going to adjust the lighting so that we can have some lighting on the fall. Right now the letters look great. They are nice and bright even during the day with the lights off. You see that white lettering, it looks good. We are going to adjust the light that shines onto the brick wall underneath. That won't be as bright. Right now, you have the bottom light because we're trying to write out the old letters. We don't need that anymore. So, we will lessen that light and let the light from the letters do a little more work. We need the lighting installed

that's going to go into the fall so you can tell at night there's a waterfall there, not just the letters. That all will be this next month and then also she will start the project on the fountain. We have done our part. If you've seen the guys out there, they took the lettering off. I do have some pictures for you guys to see how that was going. They started doing all the cleanup and paint work on the four-way fountain that's at the front of the amenity center. That way Katherine can come in and attach her new lettering to the brick and the stucco there. This is showing when they put those letters up. That was actually flat concrete. They put the lettering on first and then sprayed the stucco over the top of the roof. When we took it off, there was abscesses which would have left letters in the paint when we put the paint on. We did have to go through and sand and redo everything and add stucco and then the letters will go on top of there. We do still have to do the brickwork. I'm waiting for all the boxes of the brick veneer to get in. We did just order those from Home Depot, so as soon as those get in, we will be able to put those up. We have started all of the paint work everywhere. That's our waterfall lights there. You can see the lights that used to be shining at the old metal lights that were lower. We're going to take that out quite a bit of that probably just one light on each building instead of the six that are there altogether. But it's this section down here that I really want lit up. This was 6:30 or 7:00 at night as I was leaving. When it gets real dark, you can't see this at all. That's really what we want to light up to. We have started painting on the bowls. We are going to stucco the bases and have new address letters put on the bottom. Then Chalon has a plan for her plantings to go in the first week of December. We hopefully will be finished with everything by the time she gets to her plants that way we are not trampling everything and painting over top of stuff. This next month everything should be done. This part here won't affect us on any of our Christmas lighting. The guys are going out this week and starting Christmas lights everywhere on all the buildings and then we will move to all the entry signs and columns and things like that and do the wreaths on.

Vice Chair Horton stated can you refresh my memory on the brick veneer. Is that recovering all the bricks that were there?

Mr. Soriano stated yes.

Ms. Nelsen stated and the hole.

Mr. Soriano stated the hole, yes. It's going to go all the way up. This whole thing is getting covered in veneer all the way up to the green flashing and down to the bottom. We did cut the bronze pipe, but we did try to cut everything and remove everything so that if we ever decide we

want to put it back together, everything can be put back together pretty easy. We could have fountains out there if you wanted to remove the plants and all the work we're doing. But we didn't adjust anything or remove anything related to the plumbing work or anything like that. We just left it in place. We will put a plug in here so that the veneer can go right over top of this. We will have all new, nice red veneer everywhere and then the lettering will go over top of that.

Vice Chair Horton stated it is going to look good.

Mr. Soriano stated outside of that and some of the maintenance items, unless you have any questions, I do have a couple of items for you. Unfortunately, disciplinary items that are sitting in front of you on the table there. Mike, I sent this to you by email.

Ms. Giles stated Jay, before you get started, Board members did you have anything you wanted to discuss?

Mr. Lanier stated the sign out front, love it. Can't wait to see what we can do with it like for holidays and stuff like that. I think that's wonderful. Thank you.

Ms. Nelsen stated it looks good.

Mr. Soriano stated there were some pressure washing items that we had. I will go over that. We are going to start our off-season pressure washing. We do some of that and then we really get into the fence lines in spring and summer. There were a couple areas that we haven't done in a couple of years because they're not really in the contract. This one is an odd fence line that borders the school. This was put up to block the cul-de-sac at the school. This doesn't border any common ground. We typically only wash the fences that border common ground. As you go down Oakleaf Village Parkway, we have a lot of slivers of common ground out there. There are some spots you don't own, but we look at that whole road as ours. We consider that compound or the playgrounds. A lot of the playgrounds, the fence line that borders that, we wash it because we don't ask the homeowners to come out on our side and wash. This is in the back of the neighborhood. It was actually part of the schools, but the school didn't claim the fence. They put up their own fence and actually right next to it they put up a chain link fence and it grows weeds and trees in between. But it's not really ours. But because it sits out there and does get pretty dirty, you can see how bad this was. It hasn't been washed in a couple years. I did send the guys out to clean it up. But we have a couple of odd areas that are like that, the residents always ask. They just kind of think we do everything out here and that's not always the case. Whenever I can help out, we will try to send the guys out there.

Vice Chair Horton stated going back to the offseason equipment refurbishments. What does that entail? That was under aquatics.

Mr. Soriano stated we are doing some of our fiberglass work for leak repairs and things like that so that we can get back to the salt cell work. I do have a new product that I think will work better for your pools. It is a salt system, but it is not the same controllers that we looked at before. It is actually a standalone system. It sucks water in from our pools, creates the salt, the salt water and the chlorine separately from the pool system and then you can dump it back into the pool. This is beneficial because of a lot of old pools that have things like leaks that we constantly have to add in so much more salt all the time and you're adding in fresh water that it's not cost effective anymore. I think I've mentioned that is one of our biggest hold ups on every time we get ready to move forward with the salt, we have some big leak issues we got to deal with. Right now, your tanks are still leaking throughout the summer pretty much. Our autofill did run constantly putting in fresh water. This new system will be able to be a little more beneficial for that. We don't have to worry about the fact that we have to add in salt to the pool if we're low and we put in fresh water because it's done off, almost off cycle. It's right next to the pool equipment. I am waiting for written specs on it to share with you guys. It can handle anywhere from three to six pools, commercial pools at one time, which would work well for you guys. You have three pools next to each other. It's much cheaper. We approved \$60,000 to do the individual three pools at almost 20,000 each for those salt controllers. This one unit that would do as much work is closer to 40,000. The nice part about it is it also provides a kind of pour off so I can fill up buckets of the chlorinated water. We can use it for other things like cleaning, pressure washing, stuff like that. A little more beneficial in my mind than the system we were looking at before. I just don't have anything to share with you yet but we are moving forward with some of the leak repairs and fiberglass work that we typically don't get to move to until February or March right before the spring season. We're just going to start that now.

Vice Chair Horton stated just a matter of note; I noticed the cost of chlorine monthly is almost double here recently. It's like almost around \$4,000. It used to be around \$2,000.

Mr. Soriano stated I did go out and look for other providers and the biggest issue was delivery. No one that looked at your property and wanted to deliver here other than the one provider you have running out because of the distance the pool is from a parking lot or road. They are also the only ones that will pump across that pond. Nobody else will do that because if they were to

accidentally spill something, they could get thousands in fines from the St. John's River Water Management District for spilling chlorine into that pond. So, everybody else that even came out and looked said no, we can't because we can't reach it. You're only 150 ft away but that's if they go across the pond. They go the other way, they are about 400 ft away from the parking lot. Nobody has a system strong enough to get the chemicals from the truck back there. The other option would be to wheel barrels and barrels of chlorine and we just don't have that ability. You are kind of stuck with that provider until not only do we get salt, but we still have to keep the liquid chlorine. The state won't allow us to get away from that. We just wouldn't use it as much. I am looking at an option for that because Poolsure I don't think it's in this agenda packet, but they did just send Marilee and I a letter about a week ago saying they are increasing again. They do this to us every year. I tell them constantly; we do our budget in April to May we start, and we ask for those letters then. They tell us we're not looking at anything. Then come the end of the year, like it's a regular calendar year thing, they send us letters saying we'd like to increase this next year. I would really like to get rid of them as a provider. They are very expensive. It's just the fact that right now they're our only option unless I can find another way. I have been looking at other ways. I'm not sure if this is going to work out, but in between my office, the storage office, and where Wanda and Lisa sit, there is a cutout where we have our air conditioning units and some of our entry for the utilities so the water meter comes in there. I do have some space there that I could create a pad and stick large tanks, 800 to 1,000-gallon tanks. I would want to hide it by maybe a little better landscaping. There are some big bushes there right now that will hide it a little bit but I would want to hide it completely. But it will allow for a truck to pull up in the front parking lot and fill up those tanks. Then I have to get it from those tanks to the back which we could do each month. That wouldn't be a problem as long as it is on site and I have access to it. Getting the delivery truck the one time to fill up the 800 to 1,000 gallons is my problem right now. If I have the tanks in the front, then I can go to those other providers and say hey, we have a place for you to drop off during delivery now. This process is a little expensive at the beginning because those tanks, the 1,000-gallon tank still costs \$1,200 to \$1,500 bucks just for the plastic tank. I need two of them. I need one for your chlorine and I need one for your acid.

Vice Chair Horton stated you talk about putting it on the front.

Mr. Soriano stated yeah, I would want to hide it pretty well. That's the only place I could put it that would be close enough for one of those other companies. I am working on that. I've

already been told no once by the way you guys are set up as it is. I just need another setup. But the increase that they gave us would put us more at a \$48K or \$49K worth of chemicals alone for the year for those three pools. I am still working always to make that cheaper. Even if it's \$5,000 cheaper to me, it's worth that step of putting in those tanks and going to somebody else.

Vice Chair Horton stated a different subject, the custom door work, is that done?

Mr. Soriano stated it is done.

Vice Chair Horton stated I looked at it the other day last Friday. It looked done to me.

Mr. Soriano stated yes, it is done. It's ready to go. I do have to change the keys so they are not using two or three different keys, but they are in there. I have walked through our new security company, it's S3. The guys kind of managing everything and I've mentioned that to you. I have gone through with them setting up a sign in and sign out for the golf cart. But that way it's easier and safer and they're going to start using that this month.

Vice Chair Horton stated did it clean yet?

Mr. Soriano stated yeah.

Vice Chair Horton stated Friday it was really cloudy here still.

Mr. Soriano stated I have a picture some place. It is clean and clear.

Vice Chair Horton stated okay, if it's clear that is fine.

Mr. Soriano stated after the last meeting, I think it was two days later when the pool contractor got the motor in and everything has been up and running since then. Now we do have our normal ducks like to tear it up every day.

Vice Chair Horton stated I noticed the ducks' mess in there.

Mr. Soriano stated everywhere. They really didn't like that pool. The only trappers that agree to do anything, you guys remember going through with them, we didn't get much out of it. It was very expensive. But I do need to get rid of the ducks. Outside of that, that that pool is up and operating as it should be. It was nice and blue.

Vice Chair Horton stated the last thing I have, this pump we put in for irrigation, \$10K and another \$1,500 to cut a piece of pipe. Did you get approval for that? Did we do that from another meeting?

Mr. Soriano stated no. The \$10K we will have to ratify that. That I looked at more as emergency funds that handles all your water going up and down the road.

Vice Chair Horton stated I believe the Chair could approve that. I don't know if you did or not.

Ms. Nelsen stated not yet.

Mr. Soriano stated we would just ratify that. That would be something you guys would have to do either way and then we would ratify it after their install.

Vice Chair Horton stated I just wanted to mention that. I think \$8,000 was the cut off.

Mr. Soriano stated well that's only for my discretionary, not an emergency. If it's something that you need for operational purposes for something like large irrigation that goes up and down the road or all the new side work we just put in dies, which we don't want to do that either. We have to do it. It could be \$20,000.

Vice Chair Horton stated okay, so we want to do that then approve it or what?

Mr. Soriano stated we would have to ratify that.

Ms. Giles asked did you see that in this check register?

Mr. Soriano stated that was just last month. It is in this months.

Ms. Giles asked what page number. We did approve the check register.

Mr. Soriano stated we can ratify this specific invoice because this would end up being an emergency, above my amount to do myself. But the bill from Pump, Seal and Rite in the amount of \$10,021.50 would look for approval to ratify this invoice for you guys.

Vice Chair Horton stated the whole thing was almost \$12,000.

Mr. Soriano stated there were two pumps. You have the one that's by the oaks and then you have the one that's on the soccer field.

Vice Chair Horton stated there are two pumps mentioned on here.

Mr. Soriano stated these might be separate. This one here though is in my amount. We wouldn't need to do this. This one here, it's this one here is the only one you would need to do the \$10,021.50.

Vice Chair Horton stated the other one was like cutting a pipe or something, a 3inch galvanized pipe.

Mr. Soriano stated yeah, a steel pipe and machining it so that it can be screwed in on the ground.

Ms. Giles stated just looking for a motion to ratify the invoice for Pumps Done Right in the amount of \$10,021.50. Any discussion?

On MOTION by Vice Chair Horton seconded by Mr. Lanier with all in favor, Emergency Repair Invoice for Pumps Done Right for \$10,021.50, was ratified.

Ms. Giles stated Tom was there anything else before we go over those two incidents on your table?

Vice Chair Horton stated one other minor thing on the large pool over there, maybe it's the drains in the bottom, there's algae around it. It just hadn't been scrubbed good.

Mr. Soriano stated this time of year, we don't have anybody that gets out in the middle real well because one, we don't have anybody swimming and two, the water's cold.

Vice Chair Horton stated it will clean off though, right?

Mr. Soriano stated after last year, you guys are getting into seven, eight year's worth of marcite on there and thanks to our ducks, we do actually have black algae compared to just regular algae. We have started doing stain removal. We started it last year. Once you do that, you're pretty much going to do it every year. What we do is we do a quick drain and in March or April, we pressure wash all that off so it looks nice and bright and ready to go. So even if those spots get bad because the other way you fix it is you throw in high amounts of chemicals. I'd rather not do that. That's tougher on your systems, your impellers, your rubber seals everywhere. We will scrub and do everything again, vacuum, and make it look good. But to do that deep cleaning, we will just do it as a kind of a one-week thing as we get closer to spring.

Vice Chair Horton stated that's all I have for now.

Ms. Giles stated thanks, Tom.

Mr. Soriano stated our two disciplinary issues. We will start with the one that was actually trespassing, Kristy Green. This patron here, she was upset with the staff for telling her she couldn't use her card anymore at the facilities. She did try to scan it at the outdoor bathrooms. The card had gone off because they had moved. Her family moved from one side to the other. I think she's the only one that uses the card. She didn't really explain to me too well yet why she wasn't quite following all the rules. But she wasn't following the rules. They didn't update their information with us so we didn't know where the family was at in the new house in Oakleaf. We just know somebody else moved into the old house and the cards got turned off and the new families got turned on. She did come in and then she demanded to be able to go in and use the fitness center

yet she had not updated her driver's license or updated any of the paperwork that was on file with us. Christina explained to her everything she needed to do. She still wasn't quite happy with that. She told her she's just going to go ahead and work out. She didn't care what Christina thought. She proceeded to walk back to the cardio room and get on the equipment. Christina went and told her the rules again and told her what she needed to do. She wasn't happy with her, and then told her she would need to leave until she had it taken care of. She said no, she wasn't leaving. So, then she called me. I told her, if she's not going to listen to you, go ahead and call Clay County sheriff's office. I wasn't involved by phone at that time. She did call the sheriff's office. She let the patron know that I'm asking you to leave. If you don't leave, I am calling the sheriff's office and they will come and trespass you. She said, go right ahead. I don't care what you do. I'm not going to be trespassed. I'm not doing anything wrong. I can work out when I like. She stayed there and continued to work out until the sheriff's office showed up and then trespassed her. She has been trespassed. About two months ago, she contacted me and asked me how she can get this rescinded. She didn't believe she should have been trespassed. She thinks the staff was wrong and that's not the rules. Even though I did point out to her that they were following rules. She still didn't have her driver's license so I told her we are not even going to address it until you update everything and we know you reside here. If you don't reside here, you have been trespassing. Not that we don't care, but realistically, you're not supposed to be here. We're not going to address it unless you're even a resident. Then we'll consider it. She did finally get her driver's license changed. She did send that to me about a week ago. She has updated that to the new property and we have paperwork on her. She is a resident, she does live here. Now, she is falling within rules, but she is asking that you guys rescind this trespass. I have mentioned before that this is up to you guys. It is not something you need to address. We didn't take her privileges from her by any steps that we have in policies. This is a county code violation. Once she was asked to leave, she should have left. She should have listened to the staff. Even if she thought it was wrong, she didn't like our rules. Then she contacts us. Whether she comes in here or she contacts me by email. Hey, can I get this fixed? Can I do something different? She still doesn't believe she was wrong, but she would like this to be rescinded. I told her I would pass it along to you guys now that she's done her steps of actually updating everything and showing us she is a resident here.

Mr. Lanier stated so she changed her address. Did she move or is she renting?

Mr. Soriano stated I believe these are rentals.

Mr. Lanier stated so did the homeowners give up their passes, in a sense.

Mr. Soriano state yes at the new house she is in. The old one she was renting from there. That was all taken care of. They moved out of there. The new people moving in, they came to us to get their cards and that's what triggered her card being turned off because we need someone to come in. The other house, that one is all done for rental. There is not a problem there. She has her card working and everything's built up correctly as far as giving out the privileges from the homeowners to the tenants, that type of thing.

Ms. Nelsen stated I personally don't have a lot of empathy when you don't know that you acted incorrectly against the rules.

Mr. Lanier stated I'm with you on that one. The fact that she decided to call the staff a derogatory name, amongst other things, and seems to have an attitude. Hey, call whoever you want because I'm doing it anyways. And then with Jay's conversation, she still doesn't want to say maybe I was in the wrong. I could have handled it a whole lot different. I don't have a lot of sympathy there either.

Ms. Nelsen stated we have to have rules in order. We just do, otherwise it would be chaos.

Mr. Lanier stated part of it is I am assuming she knew of this meeting.

Mr. Soriano stated I told her she could show up. I told her I would pass this along either way. She is trespassed. Like I said, we don't have to do anything because that's county code violation. However, it is two years. We have talked about rescinding before, although we haven't done too many of those. I think we've done one in all the years now of actually shortening the time span, not rescinding it completely. I think we did it to where we had some kids that wanted to go back to the pool and it was all right, well, you made it through the end of summer, we will shorten it to where you are going to be able to go next year.

Mr. Lanier stated and those kids were here, right? Yeah, they showed up to say, hey, my bad.

Mr. Soriano stated I'm sure if she thinks she's going to get it back, I am sure she would show up. But it's one of those things I always tell everybody. You probably should come in and look into explaining yourself and ask for forgiveness, not just right away always blaming it on staff.

Mr. Thomas stated she is a grown woman. You can't blame if you felt like you were being rude or not. You can control what comes out of your mouth. And second of all, my answer is no,

she is gone the full two years. You all go ahead and vote on it. I say we don't do anything because we're not going to go down this path anymore. That's my two cents. Thank you for your time.

Mr. Lanier stated I'm on board with you overall. What I'm wondering is that do we say, readdress this after a year that it happened and Jay can let her know that, hey, it's a year and she can maybe come in and say, hey that's going to be her choice if she still lives there. If she still lives here absolutely. I understand where you are going with that one, but maybe as a suggestion readdress it a year after the incident.

Mr. Soriano stated I can talk to her and see where she is at with that because to me, that would be reasonable. She can come in every month if she wanted to and ask. Even if you guys say no, we're going to stick it out at least a full year. She is allowed to, as part of public comments, come in and ask for it every month. But if she understands and knows maybe better and say, okay, I'll come back in the springtime and ask. That might be better.

Vice Chair Horton stated when you talked to her. Did she make any effort to go and apologize?

Mr. Soriano stated no, she didn't.

Vice Chair Horton stated that tells me a lot right there.

Mr. Soriano stated she is pretty dead set against Christina's poor customer service and not being good at her job, things like that.

Vice Chair Horton stated the way I look at it; there's nothing we have to do right now, right?

Ms. Giles stated correct.

Vice Chair Horton stated just notifying us that happened, that's fine.

Ms. Nelsen stated yes.

Vice Chair Horton stated two years and let it ride.

Mr. Thomas stated please don't give her any suggestions on what she can and can't do. She is a grown woman. She understands the rules so let her figure it out for herself.

Ms. Nelsen stated sounds good to me.

Mr. Soriano stated moving on to the second one. This will be something we have to do. It's pretty black and white. We need to do something to have this person off property. But I wasn't informed until later today. I did get on my staff about it. This did happen to a maintenance man and he might have been shocked a little bit, but he wasn't scared. He was probably more

embarrassed to tell us at first. This happened early in the morning, actually, and I didn't find out until later in the afternoon. What I have found a lot of times I go to CCSO about these things when they aren't brought in right away and it's after the fact people are gone. It's a little harder sometimes to get them to do something, whether it's make an actual arrest or trespass. They definitely don't like to trespass after they are gone. But because of what happened, I definitely think this person should be no longer allowed on property. That falls into our policies and we can take their privileges at any time. You guys would vote to do that. Marilee will send out a letter letting them know that they can be assigned a disciplinary hearing. They can come in and explain themselves, ask for forgiveness, but their card would be turned off, and that's for a period of one year. I do think this one needs to be addressed and this young man no longer allowed to be at any of our facilities. He's in his twenties. He is 23 an adult child that we know. I don't know what his background is. There may be some issues there. I don't know. His mother is listed as the head of household on our files.

Mr. Thomas stated I understand that, but why are we listing on the actual report policy violation warning to the mother? Why are we warning the mother? Why are we just not directly warning him?

Mr. Soriano stated just because she's the head of the household. If there was any child, no matter what the age is, we go to the person that's in charge of the house with that. He didn't stick around. If I had known about it, I would have talked to him, but he wasn't here. We're not making contact with him. We're going to make contact with the head of the household.

Mr. Lanier stated I was going to ask that question, too, for validity. How was she with everything?

Mr. Soriano stated we haven't talked to her yet. I think they have just reached out to her. I think they tried to call, but we haven't sent a letter or anything. The letter is the legal side.

Ms. Nelsen asked do we need a motion for that?

Mr. Soriano stated if we are going to follow policy. Mike, this is where, just to make sure we are guided correctly by policy, we are going to be sending a letter to turn off his card and take those privileges and I guess we have to offer him a disciplinary hearing.

Mr. Eckert stated that's correct. The Board shouldn't vote on anything today. Staff should be the one making the decision to temporarily suspend him. We send the letter and then we invite him to a public hearing, and that should be the process we go through.

Mr. Soriano stated as long as you guys are good with me moving forward, I'll let them know he's no longer allowed to be here. I can try to get any other background information on him and how this occurred. But we will send a letter too and then you guys would vote at the next meeting on continual suspension of that. So, it sounds like that is the direction. I think we're done with that.

Ms. Giles stated anything else, Scott?

Mr. Thomas stated yeah, I'm good with that.

Ms. Giles stated okay. Jay, if you'll make sure you send that to District Counsel.

Mr. Soriano stated it's already sent to him.

SIXTH ORDER OF BUSINESS

Audience Comments (Limited to three minutes) / Supervisor Requests

Ms. Giles stated the next item on the agenda is audience comments and Supervisor's requests. For the record, there are still no members of the public present, so we will move on to Supervisor's request. Amy?

Ms. Ambrosio stated the sign looks super good. It does! It pops.

Vice Chair Horton stated it does pop.

Mr. Soriano stated I can't wait until springtime and we get the vines growing down too on the wall and everything's pretty. We are going to try to do something else with their plants. They have just the flax lilies, the green plants in those pots. We will try to do something more, get some color up there too.

Vice Chair Horton asked do you have the fountains purchased?

Mr. Soriano stated yes, Lake Doctors will actually do all the work for the lighting too. They have an electrician that says they can mount on the wall and come out at the surface of the water, shine back up to the waterfall. They have done this before so I'm going to let them handle that and adding the new fountain, removing the old one and bringing it over.

Vice Chair Horton stated okay, great.

Ms. Ambrosio stated I don't know if they just had the flower change too. That looks great. So bright. Ready for the cold.

Mr. Soriano stated we will see if things don't get too damaged tonight. This freeze, it's really early.

Ms. Giles stated thanks Amy. Cindy?

Ms. Nelsen stated I don't have anything.

Vice Chair Horton stated I was down there Friday and I walked around the track and I ran into one of the security guards out there and she looked like she's doing a pretty good job. My wife and I were just there walking. So, I talked to her for a while and she wasn't aware that they could not have motorized vehicles on the soccer field out there. I said no, they're not supposed to. I asked her if she read the policies and she said she had, but I guess she just didn't see that part. So, it would probably be a good idea to make sure they know they are not supposed to have any motorized vehicles down there. It seemed like she's doing a good job though. I can't remember her name now.

Mr. Lanier asked Terry?

Vice Chair Horton stated that sounds about right. But even while I was there, we had walked off, somebody else came up and talked to her. We walked off and we were halfway around the track and somebody road their bike on the field, just a regular bike. She said, hey, you can't have that bike out there. So, I gave her kudos for doing that. She seemed like she was really on board with it. Maybe a refresh of the policy you know might help.

Mr. Grogan stated yes, sir.

Vice Chair Horton stated I mentioned to her also about the electric cart that we've got. She said she wasn't too keen on that and would rather walk. Sometimes if you're here and sometime over there, you can get over there a lot faster on a cart than you can walk, and they're shouting things like that. Maybe it's a learning experience or whatever. I mean she's got to patrol all the way from the backside of the soccer field to the front parking lot there from side parking lot. That's a lot of walking.

Mr. Grogan stated yes sir.

Vice Chair Horton stated it just happened on Friday afternoon. There was hardly anybody on the soccer field. Maybe six or eight people out there so not much was going on. However, it makes better use of her time, I think if she could just ride around or whoever's out there rides around that cart and covers things many, many times.

Mr. Grogan stated it also makes them a lot more visible.

Vice Chair Horton stated also I would like to be put on a report. I don't know who does that. I haven't gotten one yet. We talked about it at the last meeting, but I am still not getting anything.

Mr. Soriano stated yep, we did. We will sign you up. I'll talk to them about this. Now just to make you aware, they are going to be changing the reporting software so you'll get this report. I don't know how long this is going to take or the plans for it, but then it will change over to another reporting system or software that you will get. But your email will be in there so hopefully at that point won't be a lot. They won't have to resign you up for too much.

Vice Chair Horton stated that is all I have.

Ms. Giles stated Andre?

Mr. Lanier stated the community yard sale with the signs. Do we have any community groups that are helping with that or is that just you guys?

Mr. Soriano stated it is just us.

Mr. Lanier stated didn't you say like the Double Nickel Club do something?

Mr. Soriano stated they used to run everything. All we did was help advertise it by the email and we paid for the signs. They would actually do all of it. They would go out and put them out. We still pick them up. So, because the guys on the golf cart, we run around that Monday morning starting to pick everything up. But then the Double Nickel had a little fallout with the HOA too and didn't want to do anything with anybody else or the HOA so they asked to kind of not be a part of that anymore. We just took it over.

Mr. Lanier stated it might be something we could throw out again. Maybe leadership has changed.

Mr. Soriano stated yeah, it does take. I mean, I have two guys now, one on each side doing trash pickup, so it's a little quicker. We did add in a lot of signs. You saw the Oakleaf logo ones that are out there now, but it is a couple hours.

Mr. Lanier stated the 5k run that was there this weekend. Did we have any input to that or should we or is this something we can get more involved with or leave as is?

Mr. Soriano stated that one was a little different. So, there is one put on every year by the Oakleaf Sports Association out at the fields. They do involve us. They talk to us about timing, let us know about permit, and that they've set everything up. This one has not done that. They don't need to tell us. They don't show us a permit. Then all of a sudden, the company comes out and drops, if you notice a porta potty on your right of way, right out there by the Oaks Park. The porta potty was sitting there since Thursday. We don't get word from this organization at all. The county just approves a permit and lets them.

Vice Chair Horton asked what organization is it?

Mr. Soriano stated I am not even sure who puts on the veterans 5K. It's done from the high school property.

Mr. Lanier stated okay.

Vice Chair Horton stated I know the county commissioners are out there.

Mr. Soriano stated I mean, it's a good event. I just wish we would be given some communication because I didn't really realize it until Friday night they were doing it. Last year was the first year I knew about it and we were kind of reminded by some residents earlier in the week when we sent out emails last year. I didn't even think about it for this year, and I didn't know they were doing it again. I mean, I would have sent out an email because it does kind of shut down that ramp. It's not bad. Saturday wasn't too bad. It's not a huge event. But yeah, with everything going on, that does sometimes create some frustration. You have to turn around and go a different way.

Mr. Lanier stated why don't we maybe try and reach out to them and see if, hey, there's something that we can make life easier there as well or be big brother sense to it.

Ms. Giles stated thanks, Andre. Scott, anything?

Mr. Thomas stated I have nothing. Thank you.

SEVENTH ORDER OF BUSINESS

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

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

EIGHTH ORDER OF BUSINESS

Adjournment

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

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

Secretary/Assistant Secretary

Chairman/Vice Chairman

B.

Double Branch
Community Development District

Unaudited Financial Reporting
October 31, 2025



Double Branch
Community Development District
Combined Balance Sheet
October 31, 2025

	General Fund	Recreation Fund	Debt Service Fund	Capital Reserve Fund	Totals Governmental Funds
Assets:					
<u>Cash:</u>					
Operating Account	\$ 30,521	\$ 216,543	\$ -	\$ 157,234	\$ 404,298
Due from General Fund	-	3,600	-	-	3,600
Due from Middle Village	-	8,689	-	-	8,689
<u>Investments:</u>					
State Board of Administration (SBA)	378	105,005	-	1,566,027	1,671,410
Custody Account-General Fund Excess	74,331	446,823	-	84	521,238
<u>Series 2013 A-1</u>					
Reserve	-	-	868,806	-	868,806
Revenue	-	-	1,006,935	-	1,006,935
Prepayment	-	-	269	-	269
<u>Series 2013 A-2</u>					
Reserve	-	-	95,634	-	95,634
Assessments Receivable	15,749	181,225	167,812	-	364,787
Deposits	-	4,583	-	-	4,583
Total Assets	\$ 120,978	\$ 966,469	\$ 2,139,457	\$ 1,723,345	\$ 4,950,249
Liabilities:					
Accounts Payable	\$ 3,255	\$ 9,592	\$ -	\$ 5,503	\$ 18,350
Due to Rec Fund	3,600	-	-	-	3,600
Accrued Expenditures	-	12,381	-	-	12,381
Total Liabilities	\$ 6,855	\$ 21,973	\$ -	\$ 5,503	\$ 34,331
Fund Balance:					
Nonspendable:					
Deposits	\$ -	\$ 4,583	\$ -	\$ -	\$ 4,583
Restricted for:					
Debt Service - Series	-	-	2,139,457	-	2,139,457
Assigned for:					
Capital Reserve Fund	-	-	-	1,717,842	1,717,842
Unassigned	114,123	939,913	-	-	1,054,036
Total Fund Balances	\$ 114,123	\$ 944,496	\$ 2,139,457	\$ 1,717,842	\$ 4,915,918
Total Liabilities & Fund Balance	\$ 120,978	\$ 966,469	\$ 2,139,457	\$ 1,723,345	\$ 4,950,249

Double Branch

Community Development District General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance For The Period Ending October 31, 2025

	Adopted Budget	Prorated Budget Thru 10/31/25	Actual Thru 10/31/25	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 184,126	\$ 15,749	\$ 15,749	\$ -
Interest Income	4,500	375	387	12
Total Revenues	\$ 188,626	\$ 16,124	\$ 16,136	\$ 12
Expenditures:				
General & Administrative:				
Supervisor Fees	\$ 12,000	\$ 1,000	\$ 1,000	\$ -
FICA Expense	918	77	77	-
Engineering	5,000	417	759	(342)
Arbitrage	700	58	-	58
Dissemination	1,888	157	157	(0)
Assessment Roll	9,688	9,688	9,688	0
Attorney	42,000	3,500	-	3,500
Annual Audit	5,600	467	-	467
Trustee Fees	8,900	742	3,409	(2,667)
Management Fees	76,509	6,376	6,376	(0)
Information Technology	2,527	211	211	0
Telephone	600	50	29	21
Postage	2,000	167	19	148
Printing	2,500	208	40	169
Insurance	11,552	10,268	10,268	-
Legal Advertising	2,800	233	153	81
Office Supplies	200	17	1	16
Website Compliance	2,949	246	246	0
Dues, Licenses & Subscriptions	175	175	175	-
Other Current Charges	120	10	-	10
Total General & Administrative Expenditures	\$ 188,626	\$ 34,066	\$ 32,605	\$ 1,461
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$ (17,941)	\$ (16,468)	\$ (1,449)
Net Change in Fund Balance	\$ -	\$ (17,941)	\$ (16,468)	\$ (1,449)
Fund Balance - Beginning	\$ -		\$ 130,591	
Fund Balance - Ending	\$ -		\$ 114,123	

Double Branch
Community Development District
General Fund
Month to Month

[illegible]

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

	Adopted	Prorated Budget	Actual	
	Budget	Thru 10/31/25	Thru 10/31/25	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 2,118,723	\$ 181,225	\$ 181,225	\$ -
Interest Income	25,000	2,083	1,885	(199)
Amenities Revenue/Miscellaneous	25,000	2,083	358	(1,726)
Sports Revenue	20,000	1,667	1,400	(267)
Total Revenues	\$ 2,188,723	\$ 187,059	\$ 184,868	\$ (2,191)
Expenditures:				
Administrative:				
Management Fees - On Site Staff	\$ 245,615	\$ 20,468	\$ 20,468	\$ (0)
Insurance	127,990	91,669	91,669	-
Other Current Charges	3,500	292	139	152
Permit Fees	1,625	135	-	135
Subtotal Administrative	\$ 378,730	\$ 112,564	\$ 112,276	\$ 288
Maintenance:				
Security	\$ 111,280	\$ 9,273	\$ 12,673	\$ (3,399)
Security - Clay County Off-Duty Sheriff	47,304	3,942	1,800	2,142
Water - Irrigation	17,000	1,417	1,915	(498)
Irrigation Maintenance	5,000	417	-	417
Streetlighting	29,640	2,470	2,361	109
Electric	43,800	3,650	3,290	360
Landscape Maintenance	487,134	40,594	40,594	-
Common Area Maintenance	82,500	6,875	-	6,875
Lake Maintenance	31,000	2,583	2,170	413
Capital Reserve Funding	360,024	-	-	-
Subtotal Maintenance	\$ 1,214,681	\$ 71,221	\$ 64,802	\$ 6,419

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

	Adopted	Prorated Budget	Actual	
	Budget	Thru 10/31/25	Thru 10/31/25	Variance
<i>Recreation Facility:</i>				
Amenity Staff	\$ 165,840	\$ 13,820	\$ 16,622	\$ (2,802)
Refuse Services	20,000	1,667	2,172	(505)
Telephone	8,400	700	376	324
Electric	34,800	2,900	3,062	(162)
Cable	11,280	940	901	39
Pool Maintenance	43,200	3,600	3,439	161
Water / Sewer/Reclaim	53,280	4,440	4,968	(528)
Facility Maintenance-General	82,500	6,875	-	6,875
Facility Maintenance-Preventative	10,000	833	155	678
Facility Maintenance - Contingency	45,000	3,750	-	3,750
Lighting Repairs	10,500	875	-	875
Special Events	10,700	892	-	892
Office Supplies & Equipment	1,400	117	-	117
Janitorial	74,412	6,201	6,201	-
Recreation Passes	4,000	333	-	333
Multiuse Field	20,000	1,667	-	1,667
Subtotal Recreation Facility	\$ 595,312	\$ 49,609	\$ 37,896	\$ 11,713
Total Expenditures	\$ 2,188,723	\$ 233,395	\$ 214,975	\$ 18,420
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$ (46,336)	\$ (30,107)	\$ (20,611)
Net Change in Fund Balance	\$ -	\$ (46,336)	\$ (30,107)	\$ (20,611)
Fund Balance - Beginning	\$ -		\$ 974,603	
Fund Balance - Ending	\$ -		\$ 944,496	

Double Branch
Community Development District
Recreation Fund
Month to Month

[illegible]

Double Branch

Community Development District
Recreation Fund
Month to Month

[illegible]

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 October 31, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 10/31/25	Thru 10/31/25	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 1,976,742	\$ 167,812	\$ 167,812	\$ -
Interest Income	10,000	833	6,639	5,805
Total Revenues	\$ 1,986,742	\$ 168,646	\$ 174,451	\$ 5,805
Expenditures:				
<u><i>Series 2013 A-1</i></u>				
Interest 11/1	\$ 271,388	\$ -	\$ -	\$ -
Interest 5/1	271,388	-	-	-
Principal 5/1	1,220,000	-	-	-
<u><i>Series 2013 A-2</i></u>				
Interest 11/1	38,238	-	-	-
Interest 5/1	38,238	-	-	-
Principal 5/1	115,000	-	-	-
Total Expenditures	\$ 1,954,250	\$ -	\$ -	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ 32,492	\$ 168,646	\$ 174,451	\$ 5,805
Net Change in Fund Balance	\$ 32,492	\$ 168,646	\$ 174,451	\$ 5,805
Fund Balance - Beginning	\$ 983,859		\$ 1,965,006	
Fund Balance - Ending	\$ 1,016,351		\$ 2,139,457	

Double Branch

Community Development District

Capital Reserve Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending October 31, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 10/31/25	Thru 10/31/25	Variance
Revenues				
Transfer In from Recreation Fund	360,024	-	-	-
Interest	10,000	833	5,225	4,392
Total Revenues	\$ 370,024	\$ 833	\$ 5,225	\$ 4,392
Expenditures:				
Repairs & Replacements	\$ 250,000	\$ 20,833	\$ 19,616	\$ 1,217
Total Expenditures	\$ 250,000	\$ 20,833	\$ 19,616	\$ 1,217
Excess (Deficiency) of Revenues over Expenditures	\$ 120,024		\$ (14,391)	
Net Change in Fund Balance	\$ 120,024		\$ (14,391)	
Fund Balance - Beginning	\$ 1,755,699		\$ 1,732,233	
Fund Balance - Ending	\$ 1,875,723		\$ 1,717,842	

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.

Fiscal Year 2026 Assessments Receipts Summary

PERCENT COLLECTED	DEBT	O&M GF	O&M RF	TOTAL
TOTAL PERCENT COLLECTED	8.55%	8.55%	8.55%	8.55%

D.

Double Branch

Community Development District

Check Run Summary

November 30, 2025

Fund	Date	Check No.	Amount
General Fund			
Accounts Payable	11/3/25	1889-1890	\$ 2,496.46
	11/18/25	1891-1892	7,822.49
Sub-Total			\$ 10,318.95
Recreation Fund			
Accounts Payable	11/3/25	7866	\$ 100.00
	11/18/25	7867-7877	91,730.20
Sub-Total			\$ 91,830.20
Capital Reserve Fund			
Accounts Payable	11/3/25	429-430	\$ 4,705.00
	11/18/25	431-432	1,242.76
Sub-Total			\$ 5,947.76
Total			\$ 108,096.91

CHECK DATE	VEND#	INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK..... AMOUNT #
11/03/25	00111	10/30/25 25-00375	202510 310-51300-48000		*	76.25	
		11/10 NTC OF BOS MTG					
				JACKSONVILLE DAILY RECORD			76.25 001889
11/03/25	00113	10/28/25 3642916	202509 310-51300-31500		*	2,420.21	
		SEP GENERAL SERVICES					
				KUTAK ROCK LLP			2,420.21 001890
11/18/25	00035	11/01/25 2549	202511 310-51300-34000		*	6,375.75	
		NOV MANAGEMENT FEES					
		11/01/25 2549	202511 310-51300-52000		*	245.75	
		NOV WEBSITE ADMIN					
		11/01/25 2549	202511 310-51300-35100		*	210.58	
		NOV INFO TECH					
		11/01/25 2549	202511 310-51300-31300		*	157.33	
		NOV DISSEM AGENT SRVCS					
		11/01/25 2549	202511 310-51300-51000		*	.54	
		OFFICE SUPPLIES					
		11/01/25 2549	202511 310-51300-42000		*	13.32	
		POSTAGE					
		11/01/25 2549	202511 310-51300-42500		*	46.05	
		COPIES					
		11/01/25 2549	202511 310-51300-41000		*	14.42	
		TELEPHONE					
				GOVERNMENTAL MANAGEMENT SERVICES			7,063.74 001891
11/18/25	00116	11/10/25 194163	202510 310-51300-31100		*	758.75	
		OCT ENGINEERING SERVICES					
				MATTHEWS DESIGN GROUP LLC			758.75 001892
TOTAL FOR BANK A						10,318.95	
TOTAL FOR REGISTER						10,318.95	

DBBR DOUBLE BRANCH OKUZMUK

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

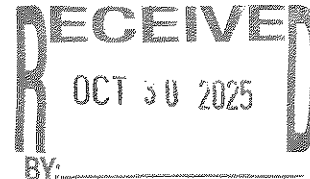
P.O. Box 2177
Jacksonville, FL 32203
(904) 356-2466

INVOICE

October 30, 2025

Date

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



Serial #	25-00375C	PO/File #		\$76.25
				Payment Due
	Notice of Meeting of the Board of Supervisors			
				\$76.25
				Publication Fee
	Double Branch Community Development District			
Case Number				Amount Paid
Publication Dates	10/30			
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 # 25-00375C 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.

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

Notice is hereby given that the Board of Supervisors of the Double Branch Community Development District is scheduled to be meet on **Monday, November 10, 2025, at 4:00 p.m.** at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

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

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

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

Marilee Giles
District Manager
Oct. 30 00 (25-00375C)

KUTAK ROCK LLP**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Check Remit To:

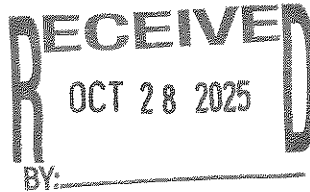
Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Federal ID 47-0597598

October 28, 2025



Reference: Invoice No. 3642916

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. 3642916

5323-1

Re: General

For Professional Legal Services Rendered

09/05/25	K. Haber	0.80	216.00	Correspond with Soriano regarding sport service proposals; prepare September board meeting agenda memorandum
09/06/25	L. Whelan	0.10	38.50	Review effect of legislative changes on District Rules of Procedure and prepare proposed revisions regarding same
09/07/25	M. Eckert	0.10	39.00	Prepare for board meeting
09/08/25	M. Eckert	4.90	1,911.00	Confer with Breeding; review impact fee credit sale issues; prepare for, travel to and attend board meeting; return travel; meeting follow up
09/09/25	M. Eckert	0.10	39.00	Review notice of personal injury claim
09/18/25	M. Eckert	0.10	39.00	Confer with Breeding
09/22/25	K. Haber	0.20	54.00	Correspond with Soriano regarding team sports agreements
TOTAL HOURS		6.30		

KUTAK ROCK LLP

Double Branch CDD

October 28, 2025

Client Matter No. 5323-1

Invoice No. 3642916

Page 2

TOTAL FOR SERVICES RENDERED	\$2,336.50
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DISBURSEMENTS

Meals	15.18
Travel Expenses	68.53

TOTAL DISBURSEMENTS	<u>83.71</u>
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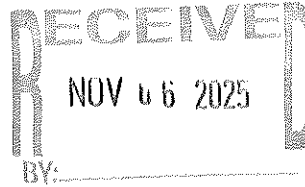
TOTAL CURRENT AMOUNT DUE	<u>\$2,420.21</u>
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Governmental Management Services, LLC

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

Invoice**Invoice #:** 2549**Invoice Date:** 11/1/25**Due Date:** 11/1/25**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 - November 2025		6,375.75	6,375.75
Website Administration - November 2025		245.75	245.75
Information Technology - November 2025		210.58	210.58
Dissemination Agent Services - November 2025		157.33	157.33
Office Supplies		0.54	0.54
Postage		13.32	13.32
Copies		46.05	46.05
Telephone		14.42	14.42
Total			\$7,063.74
Payments/Credits			\$0.00
Balance Due			\$7,063.74

Project Manager Michael Silverstein

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

Matthews | **DCCM**

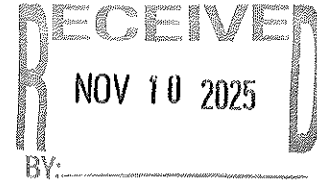
Engineering - Architecture - Planning - Surveying

November 10, 2025
Invoice # 194163

Project 0000021873.0000 Double Branch CDD

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

- September Minutes Review
- October 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 October 31, 2025

Phase 0001 Engineering Services

	Hours	Rate	Amount
Division Lead	1.25	275.00	343.75
Inspector 2	2.00	180.00	360.00
Project Coordinator 2	.25	100.00	25.00
Project Administrator	.25	120.00	30.00
Total Labor			758.75
Total Due:			758.75

Billed to Date

	Current Due	Prior Billed	Billed to Date
Labor	758.75	20,570.00	21,328.75
Expense	0.00	176.49	176.49
Unit	0.00	12.12	12.12
Interest	0.00	5.18	5.18
Totals	758.75	20,763.79	21,522.54

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

LICENSE #26525, L00590, LA656677

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.

AP300R
*** CHECK NOS. 007866-007877

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER
DOUBLE BRANCH - REC FUND
BANK B RECREATION FUND

RUN 12/01/25

PAGE 1

CHECK DATE	VEND#	INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK..... AMOUNT #
11/03/25	01135	10/28/25 10282025	202510 300-36900-10300	DEPOSIT REFUND	*	100.00	
				BONNIE TRIPP			100.00 007866
11/18/25	00092	11/01/25 2550	202511 310-51300-34000	NOV FACILITY MANAGEMENT	*	20,467.92	
				GOVERNMENTAL MANAGEMENT SERVICES			20,467.92 007867
11/18/25	00092	11/04/25 2551	202511 300-36900-10300	NOV FACILITY EVENT STAFF	*	112.50	
				GOVERNMENTAL MANAGEMENT SERVICES			112.50 007868
11/18/25	00092	10/31/25 2552	202509 320-57200-41000	SEP PHONES	*	88.01	
		10/31/25 2552	202509 310-51300-49300	SEP OFFICE SUPPLIES	*	39.13	
		10/31/25 2552	202509 320-57200-49400	SEP SPECIAL EVENTS	*	142.74	
				GOVERNMENTAL MANAGEMENT SERVICES			269.88 007869
11/18/25	00024	11/01/25 320267B	202511 320-57200-46800	NOV LAKE MAINTENANCE	*	2,170.00	
				THE LAKE DOCTORS, INC.			2,170.00 007870
11/18/25	01127	9/23/25 09232025	202509 300-36900-10300	DEPOSIT REFUND	*	100.00	
				LINDSAY OTT			100.00 007871
11/18/25	00186	11/01/25 13129563	202511 320-57200-46300	NOV POOL CHEMICALS	*	3,439.08	
				POOLSURE			3,439.08 007872
11/18/25	00297	11/01/25 385	202511 320-57200-61000	NOV JANITORIAL SERVICES	*	6,201.00	
				RIVERSIDE MANAGEMENT SERVICES, INC			6,201.00 007873
11/18/25	00839	10/01/25 11386	202510 320-57200-34500	OCT SECURITY SERVICES	*	9,222.54	
				SECURITY DEVELOPMENT GROUP LLC			9,222.54 007874
11/18/25	00839	11/01/25 11448	202511 320-57200-34500	NOV SECURITY SERVICES	*	9,052.80	
				SECURITY DEVELOPMENT GROUP LLC			9,052.80 007875
11/18/25	00672	11/03/25 25003	202511 320-57200-46200	NOV LANDSCAPE MAINTENANCE	*	40,594.48	
				VERDEGO LLC			40,594.48 007876

DBBR DOUBLE BRANCH OKUZMUK

AP300R
*** CHECK NOS. 007866-007877

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER
DOUBLE BRANCH - REC FUND
BANK B RECREATION FUND

RUN 12/01/25

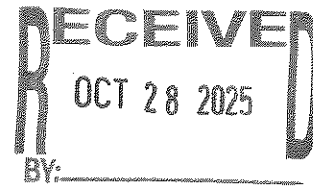
PAGE 2

CHECK DATE	VEND#	INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK..... AMOUNT #
11/18/25	01136	11/11/25 11112025	202511 300-36900-10300		*	100.00	
		DEPOSIT REFUND		VICTORIA PEARSON			100.00 007877

TOTAL FOR BANK B						91,830.20	
TOTAL FOR REGISTER						91,830.20	

DBBR DOUBLE BRANCH OKUZMUK

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - BONNIE TRIPP
Date: October 28, 2025 at 10:05 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) 2:30 P.M. to 6:30 P.M. (ET 3:30 P.M. - 5:30 P.M.)
 - DATE OF VENUE – OCTOBER 25, 2025
 - RESIDENT – **BONNIE TRIPP**
 - ADDRESS – 3015 STONEWOOD WAY, **ORANGE PARK, FL 32065**
 - AMOUNT OF REFUND – \$100.00
 - BOOKING FEE/DEPOSIT was via VISA (2162):
 - DATED: 9/25/25
 - BATCH#: 149?
 - APPROVAL CODE: 026979
 - 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

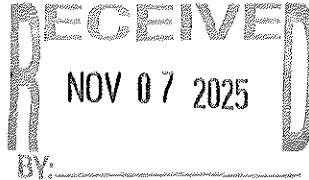
Under Florida law, e-mail addresses are public records. If you do not want your email address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. The information contained in this email and/or attachment(s)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

Governmental Management Services, LLC

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

Invoice**Invoice #:** 2550**Invoice Date:** 11/1/25**Due Date:** 11/1/25**Case:****P.O. Number:****Bill To:**

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



Description	Hours/Qty	Rate	Amount
Recreation - Facility Management - Oakleaf Plantation - November 2025		20,467.92	20,467.92
Alison Moring 11-7-25			

Total	\$20,467.92
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Payments/Credits	\$0.00
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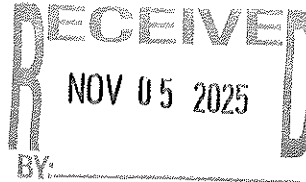
Balance Due	\$20,467.92
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Governmental Management Services, LLC

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

Invoice**Invoice #:** 2551**Invoice Date:** 11/4/25**Due Date:** 11/4/25**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 November 1, 2025 2.300.369.103	4.5	25.00	112.50
Total			\$112.50
Payments/Credits			\$0.00
Balance Due			\$112.50

11/5/25
QW

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>
4.5	Facility Event Staff	\$ 25.00	\$ 112.50

Covers Period End: November 1, 2025

Amenities Revenue # 2.300.369.103

Governmental Management Services, LLC475 West Town Place, Suite 114
St. Augustine, FL 32092**Invoice**

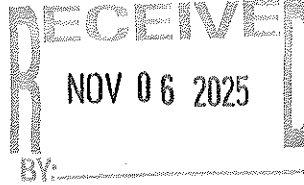
Invoice #: 2552

Invoice Date: 10/31/25

Due Date: 10/31/25

Case:

P.O. Number:

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

Description	Hours/Qty	Rate	Amount
2.330.572.4100 (MV Phones) -Statement Closing Date 9/19/25		88.01	88.01
2.310.513.49300 (MV Office Supplies) - Statement Closing Date 9/19/25		39.13	39.13
34.600.538.64000 (MV Repair & Replacements) -Statement Closing Date 9/19/25		797.76	797.76
2.330.57249400 (MV Special Events) - Statement Closing Date 9/19/25		142.74	142.74

Total \$1,067.64**Payments/Credits** \$0.00**Balance Due** ~~\$1,067.64~~

\$269.88

Double Branch / Middle Village American Express Charges
GMS Statement Closing Date – Sep 19, 2025

Totals by GL

Double Branch: \$1,250.36

2.320.572.4100 (DB Phones) – \$88.01

2.320.572.5100 (DB Office Supplies) – \$39.13

34.600.538.6200 (DB Repair and Replacements) - \$797.76

2.320.572.49400 (DB Special Events) – \$142.74

Middle Village: \$1,305.74

2.330.572.4100 (MV Phones) – \$88.01

2.310.513.49300 (MV Office Supplies) – \$39.13

34.600.538.64000 (MV repair & replacements) – \$1035.86

2.330.572. 49400 (MV Special Events) - \$142.74

Double Branch / Middle Village American Express Charges
GMS Statement Closing Date – Sep 19, 2025

Purchase Date	Vender	Amount	Description	GL Account	Middle Village	GL	Double Branch	GMS	Total
8/21/2025	Head Penn	179.68	Repair and Replacement	34.600.538.64000	179.68				179.68
8/22/2025	Publix	112.82	Special Event	2.330.572.49400	56.41	2.320.572.49400	56.41		112.82
8/22/2025	Publix	172.66	Special Event	2.330.572.49400	86.33	2.320.572.49400	86.33		172.66
8/24/2025	SimplyScapes	9.99	Repair and Replacement	34.600.538.64000	5	034.600.538.621	4.99		9.99
8/27/2025	Ionos	6	Office Supplies	2.330.572.51000	3	2.320.572.5100	3		6
8/28/2025	vista print	50.61	Repair and Replacement	34.600.538.64000	25.31	034.600.538.621	25.3		50.61
8/31/2025	SimplyScapes	9.99	Repair and Replacement	34.600.538.64000	5	034.600.538.621	4.99		9.99
9/1/2025	sp32 degree	434.87	Repair and Replacement	34.600.538.64000	108.72	034.600.538.621	108.71	217.44	434.87
9/2/2025	Ring Central	176.02	Phones	2.330.572.4100	88.01	2.320.572.4100	88.01		176.02
9/4/2025	Walmart	198	Repair and Replacement	34.600.538.64000	99	034.600.538.621	99		198
9/4/2025	Norther Tool	110.7	Repair and Replacement	34.600.538.64000	55.35	034.600.538.621	55.35		110.7
9/7/2025	SimplyScapes	9.99	Repair and Replacement	34.600.538.64000	5	034.600.538.621	4.99		9.99
9/8/2025	Ionos	22.4	Office Supplies	2.330.572.51000	11.2	2.320.572.5100	11.2		22.4
9/10/2025	Pinch a Penny	318.53	Repair and Replacement	34.600.538.64000	200.33	034.600.538.621	77.4	40.8	318.53
9/11/2025	Walmart	72.6	Repair and Replacement	34.600.538.64000	36.3	034.600.538.621	36.3		72.6
9/13/2025	At Home Store	64.48	Repair and Replacement	34.600.538.64000	64.48				64.48
9/14/2025	SimplyScapes	9.99	Repair and Replacement	34.600.538.64000	5	034.600.538.621	4.99		9.99
9/14/2025	Google	311.77	Repair and Replacement			034.600.538.621	311.77		311.77
9/16/2025	Walmart	49.86	Office Supplies	2.330.572.51000	24.93	2.320.572.5100	24.93		49.86
9/19/2025	Walmart	287	Repair and Replacement	34.600.538.64000	143.5	034.600.538.621	143.5		287
9/19/2025	Walmart	206.38	Repair and Replacement	34.600.538.64000	103.19	034.600.538.621	103.19		206.38
Totals		\$2,814.34			\$1,305.74		\$1,250.36	\$258.24	\$2,814.34



MEN

WOMEN

CLEARANCE

32CLUB

We've received your order #10701382!

This email is to confirm your order on 09/01/2025

Dear Jay, thank you for shopping with 32 Degrees!

We've received your order and are now diligently preparing it for shipment. Once your order ships out, we'll promptly send you a shipping confirmation email containing your tracking information. Please note that it may take up to 2 business days (excluding weekends and holidays) for us to process and ship your order. If you've chosen our Expedited Shipping option, your order will be given priority and fulfilled at a quicker pace.

For assistance or inquiries regarding your order, please don't hesitate to contact us at info@32degrees.com.

ORDER DETAILS

Order Number:	#10701382
Order Date:	09/01/2025
Billing Address:	Jay Soriano 475 West Town Place St. Augustine, Florida 32092

SHIPPING DETAILS

Delivery Method:	Free Expedited Shipping (2-4 business days)
Shipping Address:	Jay Soriano 370 OAKLEAF VILLAGE PKWY STE 114 orange park, Florida 32065

ITEM DETAILS



MEN'S AIR MESH LONG SLEEVE T-SHIRT - BEET / L

FINAL SALE

Quantity: 3

Total: \$8.99

MEN'S AIR MESH LONG SLEEVE T-SHIRT - BEET / XL

FINAL SALE

Quantity: 5

Total: \$8.99

MEN'S AIR MESH LONG SLEEVE T-SHIRT - BEET / XXL

FINAL SALE

Quantity: 5

Total: \$8.99



MEN'S COOL CLASSIC POLO - MUSHROOM HEATHER / L

Quantity: 6

Total: \$7.99

MEN'S COOL CLASSIC POLO - MUSHROOM HEATHER / XL

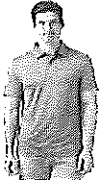
Quantity: 6

Total: \$7.99

MEN'S COOL CLASSIC POLO - MUSHROOM HEATHER / XXL

Quantity: 6

Total: \$7.99



MEN'S COOL CLASSIC POLO - BALSAM GREEN HEATHER / XXL

Quantity: 6

Total: \$7.99

MEN'S COOL CLASSIC POLO - BALSAM GREEN HEATHER / XL

Quantity: 6

Total: \$7.99

MEN'S COOL CLASSIC POLO - BALSAM GREEN HEATHER / L

Quantity: 6

Total: \$7.99

Subtotal:	\$404.51
FL STATE TAX - FLORIDA:	\$24.30
FL COUNTY TAX - CLAY:	\$6.06
Shipping*:	\$0.00

Order Total:	\$434.87
---------------------	-----------------

**IONOS Inc.**

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

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

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

Invoice: 202057064743
Invoice Date: 08/26/2025
Customer ID: 270980442
Contract ID: 48060001

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

Your IONOS Personal Consultant:

Milette C

 +1 267 366 6047

Invoice

Billing period starting: 08/25/2025

Item	Service	Charges	Usage	Taxable Portion	Total
Contract: 48060001 - IONOS Expert					
1	IONOS Website Builder 08/25/2025-09/24/2025	\$6.00 a month	1 mo.	\$0.00	\$6.00
Net Total					\$6.00
Net (non-taxable portion)					\$6.00
Net (taxable portion)					\$0.00
Tax					\$0.00
Total amount due					\$6.00
Please DO NOT send cash, check or money order					

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

Do you have questions regarding this invoice?

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



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

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

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

Invoice: 202057282607
Invoice Date: 09/07/2025
Customer ID: 270980442
Contract ID: 85644648

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

Your IONOS Personal Consultant:

Milette C

 +1 267 366 6047

Invoice

Billing period starting: 09/06/2025

Item	Service	Charges	Usage	Taxable Portion	Total
Contract: 85644648 - IONOS MyWebsite Creator+					
1	Basic Fee 09/06/2025-10/05/2025	\$28.00 a month	1 mo.	\$0.00	\$28.00
2	Special Offer Discount for line-item 1	Special Offer		\$0.00	\$-5.60
Net Total					\$22.40
Net (non-taxable portion)					\$22.40
Net (taxable portion)					\$0.00
Tax					\$0.00
Total amount due					\$22.40
Please DO NOT send cash, check or money order					

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

Do you have questions regarding this invoice?

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

DB/MV
at home

980RNGPK
1919 WELLS RD
ORANGE PARK, FL 32073
United States
904-468-3023

Store: 98 Register: 22
Date: 9/13/25 Time: 1:00 PM
Ticket: 63
Cashier: 809230

Customer: Nanci Soriano

Item	Qty	Price	Amount
B548 Villa Cream/Dark Grey Med			
885369417207	1	29.99	29.99
B548 Villa Cream/Dark Grey Med			
885369417207	1	29.99	29.99
		Subtotal	59.98
		Tax	4.50
		Total	64.48
American Express			64.48
Change			0.00

Card No.: 371536XXXXX3063
Trans Time: 09/13/2025 01:00 PM
Trans Token: 1000000007322256
IAD: 06550103A0A002
Transaction Type: Sale
Card Type: American Express
Entry Method: INSERT TSI: E800
Trans Type: Purchase Amount: \$ 64.48
Sequence No: 6362 Auth Code: 850679
Model Issuer CVM: No CVM
AID: A000000025010801 TVR: 0000008000



NORTHERN TOOL + EQUIPMENT

Orange Park FL
291 Blanding Blvd
Orange Park, FL 32073-4399
(904) 288-6003

DB/mv

Transaction # 5623-662302-38359
Receipt # 156230224725007987 Date: 9/4/2025
Terminal: 662302 Time: 13:51
Cashier: Mark G
Salesperson: Mark G
Customer name: JAY SORIANO
Customer number: 0000089071

We appreciate your business!
Thank you for shopping with Northern Tool!

ITEM	QTY	PRICE	TOTAL
20" portable toolbox; BLK	1	\$54.99	\$54.99
DISCOUNTS:			
ADJUST CAMPAIGN 2			(\$10.00)
total discounts:			(\$10.00)
330 LBS FOLDING PLATFORM TRUCK	1	\$47.99	\$47.99
Subtotal			\$102.98
Tax			\$7.72
Total			\$110.70
Cards			\$110.70

DESS \$110.70
Dynamics 365 Payment Connector for Adyen
9/4/2025
6:51 PM

APPROVED

Authorization Code: 892318

You have saved 10.00 dollars.

Please tell us about your store experience at
www.northerntool.com/storefeedback. You could win
a \$250 Northern tool gift card. Valid for
return/exchange 60 days from purchase date.

SOLD ITEM COUNT = 2



156230224725007987

Customer Copy

PINCH A PENNY #242
9715 Crosshill Boulevard, #105
Jacksonville, FL 32222



STORE242@PINCHAPENNY.COM

STATEMENT

Jay Soriano
370 oakleaf village parkway

Billing Period Start Date 06/24/25

orange park fl 32065

Date	INV	Transaction	Description	Amount
6/24/2025		Previous Balance		\$144.00
6/24/2025	11811	Invoice	Jennings Farm-chorine GAL SODIUM HYPOCHLORITE Qty: 45 \$122.40	\$122.40
6/24/2025		Credit Card Payment	81096682831	-\$122.40
7/7/2025	11875	Invoice	Middle Village- Chlorine BULK CHLOR. LABEL F/55 GALLON Qty: 15 \$40.80	\$40.80
7/22/2025	11920	Invoice	Riverside- Chlorine GAL SODIUM HYPOCHLORITE Qty: 15 \$40.80	\$40.80
8/5/2025	11997	Invoice	Oakleaf- Double Branch- Chlorine GAL SODIUM HYPOCHLORITE Qty: 14 \$42.00	\$42.00
8/12/2025	12009	Invoice	Middle Village pool parts GSKT HAY SUPR PMP LID SP1600S Qty: 1 \$12.99 SWIVEL NUT & KNOB F/SUPER PUMP Qty: 1 \$41.99 ALGAE EATER PLUS 1 GAL. Qty: 3 \$44.97	\$99.95
8/19/2025	12021	Invoice	Double Branch - Chlorine GAL SODIUM HYPOCHLORITE Qty: 14 \$42.00	\$42.00
9/10/2025	12121	Invoice	Double branch chlorine GAL SODIUM HYPOCHLORITE Qty: 10 \$30.00	\$30.00

Current	31-60 Days over due	61-90 Days over due	90+ Days over due	Amount Due
\$30.00	\$183.95	\$81.60	\$0.00	\$295.55

Thank you

Please note: your account is 60 days overdue

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

Client Info:

Rolling Hills HOA
3212 Bradley Creek Pkwy

Green Cove Spring fl 32043

Billing Date	Client Code	Amount Due
09/10/25	1461	\$295.55
Amount Paid	Check #	

PINCH A PENNY #242
9715 Crosshill Boulevard, #105
Jacksonville, FL 32222

**PINCH-A-PENNY
POOL-PATIO-SPA**

STORE242@PINCIIAPENNY.COM

STATEMENT

Jay Soriano
370 oakleaf village parkway

Billing Period Start Date 06/01/25

orange park fl 32065

Date	INV	Transaction	Description	Amount
6/1/2025		Previous Balance		\$144.00
6/24/2025	11811	Invoice	Jennings Farm-chlorine GAL SODIUM HYPOCHLORITE Qty: 45 \$122.40	\$122.40
6/24/2025		Credit Card Payment	81096682831	-\$122.40
7/7/2025	11875	Invoice	Middle Village- Chlorine BULK CHLOR. LABEL F/55 GALLON Qty: 15 \$40.80	\$40.80
7/22/2025	11920	Invoice	Riverside- Chlorine GAL SODIUM HYPOCHLORITE Qty: 15 \$40.80	\$40.80
8/5/2025	11997	Invoice	Oakleaf- Double Branch- Chlorine GAL SODIUM HYPOCHLORITE Qty: 14 \$42.00	\$42.00
8/12/2025	12009	Invoice	Middle Village pool parts GSKT HAY SUPR PMP LID SP1600S Qty: 1 \$12.99 SWIVEL NUT & KNOB F/SUPER PUMP Qty: 1 \$41.99 ALGAE EATER PLUS 1 GAL. Qty: 3 \$44.97	\$99.95
8/19/2025	12021	Invoice	Double Branch - Chlorine GAL SODIUM HYPOCHLORITE Qty: 14 \$42.00	\$42.00
9/10/2025	12121	Invoice	Double branch chlorine GAL SODIUM HYPOCHLORITE Qty: 10 \$30.00	\$30.00
9/10/2025	12122	Invoice	Middle Village-Parts 2"X 1.5" FIP INSIDER WALL FTG Qty: 1 \$9.99 COMBO HOSE ADAPTER (SET OF 2) Qty: 1 \$12.99	\$22.98
9/10/2025		Credit Card Payment	81204378901	-\$318.53

Balance
\$0.00
Paid

Current	31-60 Days over due	61-90 Days over due	90+ Days over due	Amount Due
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Thank you

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

Client Info:

Billing Date	Client Code	Amount Due
--------------	-------------	------------

*DR/MV
Adult
Spec. Extra*

Publix

Oakleaf Commons
1075 Oakleaf Plantation Pkwy Ste 200
Orange Park, FL 32065-3627
(904) 291-5100
Store Manager: Mastey Williams

Weighting Layer 24Pk Can	1	23.99
You saved: \$4.00		
6.6 Ice	11	5.99
6.6 Ice	11	5.99
6.6 Ice	11	5.99
6.6 Light 18Pk Cans	1	17.99
You saved: \$3.00		
bars Light 24 Pk Cans	1	23.99
You saved: \$0.86		
distilled tea 27/12/120z Can	1	19.49
You saved: \$1.00		
distilled tea 27/12/120z Can	1	19.49
You saved: \$1.00		
ymon Jack Margarita	1	20.99
Publix Spring Val (Pallet) 1		
14.49 x 4		17.96
No Bypassed		
Subtotal		161.67
Sales Tax 7.5%	1	10.79
Total		172.66
Credit		172.66
Change		0.00

SAVINGS: \$9.86

American Express: 43051 \$172.66
Credit Card Purchase
Id/Trace: 090373/059783 Chip Read
Forensic: 00490299062
0000025010001
CREDIT CARD

06/22/2025 09:25:00

Thank you for shopping at store #169
Your cashier today was Heidi
5504, 0105, 102

Club Publix members save more.
Join today at clubpublix.com/newmember.
Terms & conditions apply.

Publix Super Markets, Inc.



Publix

Oakleaf Plantation Center
9510 Argyle Forest Blvd
Jacksonville, FL 32222
Store Manager: Laree Vincent
904 317-5755

*DR/MV
Adult
Spec. Extra*



0128 880 063 638

SIMPLY SPIKED LEMO	20.99	1
SIMPLY SPIKED LEMO	20.99	1
SIMPLY SPIKED LEMO	20.99	1
WHITE CLAW 12PK	20.99	1
WHITE CLAW 12PK	20.99	1
Order Total	104.95	
Sales Tax	7.87	
Grand Total	112.82	
Credit	Payment	112.82
Change	0.00	

Receipt ID: 0128 880 063 638

PRESTO!

Trace #: 069325
Reference #: 122559743
Acct #: XXXXXXXXXX3053
Purchase American Express
Amount: \$112.82
Auth #: 629504

CREDIT CARD	PURCHASE
A000000025G10801	AMERICAN EXPRESS
Entry Method:	Chip Read
Mode:	Issuer

Cashier Confirmed - Age Over 21

Your cashier was Heidi H.

06/22/2025 12:18 30128 R106 3608 FD234

Join the Publix family!
Apply today at apply.publix.jobs.
We're an equal opportunity employer.

Publix Super Markets, Inc.

Receipt

Invoice number YSOPUWFB-0007

Date paid August 24, 2025

Simplyscapes
PO Box 970182
877 E 1200 S
Orem, Utah 84097
United States
Info@simplyscapes.com

Bill to
Jay Soriano
370 Oakleaf Village Parkway
Orange Park, Florida 32065
United States
jsoriano@gmsnf.com

\$9.99 paid on August 24, 2025

Description	Qty	Unit price	Amount
SimplyScapes Pro Weekly Aug 24 – Aug 31, 2025	1	\$9.99	\$9.99
Subtotal			\$9.99
Total			\$9.99
Amount paid			\$9.99

Payment history

Payment method	Date	Amount paid	Receipt number
American Express - 3053	August 24, 2025	\$9.99	2825-2259



Recurring Statement

Account Information

Account Number: (904) 770-4650
Statement Date: 09/02/2025
Subscription Name: RingEX Standard™
Document #: 13282307001

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

Statement Summary

Total Current Charges **\$176.02**

Your credit card ending in [8052] was charged \$176.02.
This charge will appear as "RINGCENTRAL, INC" on your credit card statement.

Statement Details

Charges and credits

Period	Description	Unit Price	Quantity	Amount
09/02/2025-10/01/2025	RingEX Standard™ - Monthly Subscription Fee	\$0.00	1	\$0.00
09/02/2025-10/01/2025	DigitalLine Unlimited - (904) 342-1441	\$34.99	1	\$34.99
09/02/2025-10/01/2025	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
09/02/2025-10/01/2025	DigitalLine Unlimited - (904) 770-4648	\$34.99	1	\$34.99
09/02/2025-10/01/2025	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
09/02/2025-10/01/2025	DigitalLine Unlimited - (904) 770-4649	\$34.99	1	\$34.99
09/02/2025-10/01/2025	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
09/02/2025-10/01/2025	DigitalLine Unlimited - (904) 770-4661	\$34.99	1	\$34.99
09/02/2025-10/01/2025	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)

09/02/2025-10/01/2025	DigitalLine Unlimited - (904) 770-4667	\$34.99	1	\$34.99
09/02/2025-10/01/2025	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
Charges after Discounts and Prorates:				\$134.90
Total Charges:				\$134.90
Total Taxes and Fees:				\$41.12
Total Charged to Credit Card:				\$176.02

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20 Davis Dr, Belmont, CA 94002, USA

Receipt

Invoice number YSOPUWFB-0007

Date paid August 24, 2025

Simplyscapes
PO Box 970182
877 E 1200 S
Orem, Utah 84097
United States
Info@simplyscapes.com

Bill to
Jay Soriano
370 Oakleaf Village Parkway
Orange Park, Florida 32065
United States
jsoriano@gmsnf.com

\$9.99 paid on August 24, 2025

Description	Qty	Unit price	Amount
SimplyScapes Pro Weekly Aug 24 – Aug 31, 2025	1	\$9.99	\$9.99
Subtotal			\$9.99
Total			\$9.99
Amount paid			\$9.99

Payment history

Payment method	Date	Amount paid	Receipt number
American Express - 3053	August 24, 2025	\$9.99	2825-2259

Receipt

Invoice number YSOPUWFB-0008

Date paid August 31, 2025

Simplyscapes
PO Box 970182
877 E 1200 S
Orem, Utah 84097
United States
info@simplyscapes.com

Bill to
Jay Soriano
370 Oakleaf Village Parkway
Orange Park, Florida 32065
United States
jsoriano@gmsnf.com

\$9.99 paid on August 31, 2025

Description	Qty	Unit price	Amount
SimplyScapes Pro Weekly Aug 31 – Sep 7, 2025	1	\$9.99	\$9.99
Subtotal			\$9.99
Total			\$9.99
Amount paid			\$9.99

Payment history

Payment method	Date	Amount paid	Receipt number
American Express - 3053	August 31, 2025	\$9.99	2923-0025

Receipt

Invoice number YSOPUWFB-0010
Date paid September 14, 2025

Simplyscapes
PO Box 970182
877 E 1200 S
Orem, Utah 84097
United States
info@simplyscapes.com

Bill to
Jay Soriano
370 Oakleaf Village Parkway
Orange Park, Florida 32065
United States
jsoriano@gmsnf.com

\$9.99 paid on September 14, 2025

Description	Qty	Unit price	Amount
SimplyScapes Pro Weekly Sep 14 – Sep 21, 2025	1	\$9.99	\$9.99
Subtotal			\$9.99
Total			\$9.99
Amount paid			\$9.99

Payment history

Payment method	Date	Amount paid	Receipt number
American Express - 3053	September 14, 2025	\$9.99	2002-6842

Receipt

Invoice number YSOPUWFB-0009
Date paid September 7, 2025

Simplyscapes
PO Box 970182
877 E 1200 S
Orem, Utah 84097
United States
info@simplyscapes.com

Bill to
Jay Soriano
370 Oakleaf Village Parkway
Orange Park, Florida 32065
United States
jsoriano@gmsnf.com

\$9.99 paid on September 7, 2025

Description	Qty	Unit price	Amount
SimplyScapes Pro Weekly Sep 7 – Sep 14, 2025	1	\$9.99	\$9.99
Subtotal			\$9.99
Total			\$9.99
Amount paid			\$9.99

Payment history

Payment method	Date	Amount paid	Receipt number
American Express - 3053	September 7, 2025	\$9.99	2201-2723



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

Sold-to address

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

Customer No. 715220

Invoice				5193863122	
Billing Date	Ship Date	Order Date	Requested Date		
08/20/2025	08/20/2025	05/14/2025	05/14/2025		
Terms			Due Date		
Credit Card preauth.					
Order No.	P.O. Number		Order Entered By:		
5103370862	Reels		OMS3_CPIC		
Salesrep:			ELLIS, JEFF		
Order Placed By:			R118		

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

Authorization no.:

184225 25080540330167

Material	Description	Size	Quantity	List Price	Discount %	Unit Price	Extended Price
281234	Hawk Touch (200 m reel) Item 20	17 AN	1 ROL	166.00	8.000	152.72	152.72

Total Number of Units 1

Shipping Information

Packing Slip, BOL: 5183704661
Shipping Terms: FOB Origin
Shipment Origin: BALTIMORE MD
Shipped Via: FED EX GROUND (PPA)
Gross Weight: 1.400 LB 0.635 KG

Box Tracking Number

289180171374256

Total Number of Cartons 1

Items total	152.72	USD
Tariff Surchg.	15.27	USD
Freight Charge	11.69	USD
Final amount	179.68	USD
Charged to your American Express *****052	179.68	USD
Balance Due	0.00	USD

Due to the recent tariff developments, we have put a surcharge in place
(10% on HEAD products excluding footwear, and 5% on Penn products).
We thank you for your understanding and continued support.

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

Thank you for your order.

Updates will be sent to manager@oakleafresidents.com. For updates, visit [order history](#).

Order #: VP_B5JCR4VC

Order date: August 28th 2025

Shipping method

Economy
Estimated arrival Sep 12th

Shipping address

Jay Soriano
370 Oakleaf Village Pkwy
Orange Park, Florida 32065-4259
United States of America
9045620249

Billing address

Jay Soriano
475 W Town Pl
St Augustine, Florida 32092
United States of America
9045620249

Payment method

 Amex
**** 3053

\$50.61

Items



Standard Business Cards
Quantity: 500

Order placed
Expected delivery:
Friday, Sep 12
Check status

Order summary

Subtotal	\$45.99
<u>Savings</u>	-\$6.90
Shipping: Economy	\$7.99
Tax	\$3.53
Total paid	\$50.61

Selected options

Item total

~~\$45.99~~ \$39.09
You saved \$6.90

Give us feedback @ survey.walmart.com
Thank you! ID #:7VQPTG2FKN1K

Walmart *

WM Supercenter
904-365-2555 Mr:TIMOTHY

ST# 06970 OP# 000286 TE# 67 TR# 09790

ITEMS SOLD 2

TC# 1213 2147 8147 6968 3877 4



TV MAY 50-BH 068113130843 28.38 0

PRODUCT SERIAL # FE250451C50033963

50 DNN, TV 068113130827 178.00 0

SUBTOTAL 206.38

TOTAL 206.38

AMEX TEND 206.38

AMERICAN EXPRESS *** *****3 053 I 0

APPROVAL # 895554

REF # 526225003899

TRANS ID - 014297486556075

AID A000000025010801

AAC 482754F7E0184873

TERMINAL # 52443143

*NO SIGNATURE REQUIRED

09/19/25 12:57:04

CHANGE DUE 0.00

CUSTOMER COPY

***** RETURN & EXCHANGE POLICY *****

Electronics may be returned

for refund or exchange with receipt

WITHIN 30 days



Get free delivery
from this store
with Walmart+

Scan for 30-day free trial.

09/19/25 12:57:10

Give us feedback @ survey.walmart.com
Thank you! ID #:7VQPT714TQ2P

Walmart *

WM Supercenter
904-214-9411 Mr: SARA

1580 BRANAN FIELD RD

MIDDLEBURG FL 32068

ST# 03308 OP# 002654 TE# 68 TR# 09235

ITEMS SOLD 2

TC# 0502 8019 0069 8544 4817 1



SAM CRV 32 088727691202 199.00 0

PRODUCT SERIAL # EE261076932061928

32 DNN, TV 068113130826 88.00 0

SUBTOTAL 287.00

TOTAL 287.00

AMEX TEND 287.00

AMERICAN EXPRESS *** *****3 053 I 0

APPROVAL # 884413

REF # 526277006889

TRANS ID - 013698698654307

AID A000000025010801

AAC 6F1267E9C46BE48F

TERMINAL # 66159966

*NO SIGNATURE REQUIRED

09/19/25 15:53:41

CHANGE DUE 0.00

CUSTOMER COPY

***** RETURN & EXCHANGE POLICY *****

Electronics may be returned

for refund or exchange with receipt

WITHIN 30 days



Get free delivery
from this store
with Walmart+

Scan for 30-day free trial.

09/19/25 15:53:45

DB/mv
DB

Give us feedback @ survey.walmart.com
Thank you! ID #:7VQNXN14TGFZ

Walmart *

WM Supercenter
904-214-9411 Mar. SARA
1580 DRANAN FIELD RD
MIDDLEBURG FL 32068
ST# 03308 DP# 000113 TE# 13 TR# 01897

ITEMS SOLD 2
TC# 6964 3274 3114 7008 5535



LILOSTITCHDVD 043396643330 19.96 N
TV MNT 50-86 681131312430 52.64 N

SUBTOTAL 72.60
TOTAL 72.60

AMEX TEND 72.60
CHANGE DUE 0.00

AMERICAN EXPRESS- 3053 I O APPR#821087
72.60 TOTAL PURCHASE
REF # 525483054674
TRANS ID - 013530494385322
AID A000000025010301
TERMINAL # 57226379
*No Signature Required
09/11/25 13:25:30



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Low prices You Can Trust. Every Day.
09/11/25 13:25:33

Give us feedback @ survey.walmart.com
Thank you! ID #:7VQPHJ2FKML



WM Supercenter
904-365-2555 Mgr:TIMOTHY

ST# 06978 OP# 001524 TE# 67 TR# 09636

ITEMS SOLD 1
TC# 7453 1397 1476 9786 8744



936 BLACK 019654861088 49.86 0

SUBTOTAL 49.86

TOTAL 49.86

AMEX TEND 49.86

AMERICAN EXPRESS *** **** ***3 053 1 0

APPROVAL # 808472

REF # 525915001490

TRANS ID - 013537448895306

AID A000000025010601

AAC 8830FD94AF2BA426

TERMINAL # S2443143

*NO SIGNATURE REQUIRED

09/16/25 11:19:30

CHANGE DUE 0.00

CUSTOMER COPY



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with Walmart+

Scan for 30-day free trial.

09/16/25 11:19:36

Give us feedback @ survey.walmart.com
Thank you! ID #17VQW7T14TPTJ

Walmart *

WM Supercenter

904-214-9411 Mr: SARA

1580 BRANAN FIELD RD

MIDDLEBURG FL 32068

ST# 03308 DP# 003634 TE# 67 TR# 08982

ITEMS SOLD 2

TC# 2072 6083 6089 8644 4718 1



SCER DISPLAY 019613311834 99.00 0

SCER DISPLAY 019613311834 99.00 0

SUBTOTAL 198.00

TOTAL 198.00

TAX 0.00

AMERICAN EXPRESS 00000000000000000000 00000000000000000000

APPROVAL # 863376

EF # 624708063732

TRANS ID - 013397393476326

ID A000000026010801

IC D4633F804BF4BB01

ORIGINAL # 66266608

NO SIGNATURE REQUIRED

09/04/25 11:07:16

CHANGE DUE 0.00

CUSTOMER COPY

*** RETURN & EXCHANGE POLICY ***

Electronics may be returned

for refund or exchange with receipt

within 30 days



Get free delivery

from this store

with Walmart+

Scan for 30-day free trial

09/04/25 11:07:23



Hi DB Admin,

Here's a receipt for your recent **NFL Sunday Ticket** payment.

Regards,

The YouTube team

Payment receipt

Payment #1 of 1	\$290.02
Paid on Sep 14, 2025	
Tax	\$21.77
Total	\$311.77
Paid with Amex **** 3053	

Payment details

Amount paid

\$311.77 Incl. tax

Payment #1	\$311.77	
Paid on Sep 14, 2025		Incl. tax

Cancellations: You can cancel your plan renewal anytime before the next season. [Learn more](#)

Need help? Contact support or go to our **Help Center**. Please don't reply to this email.

Help Center • Email options

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MAKE CHECK PAYABLE TO:



The Lake Doctors, Inc.

Water Management Services

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	11/1/2025	\$2,170.00

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

00000000019082001000000032026700000021700056

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 11/11/2025

Invoice 320267B

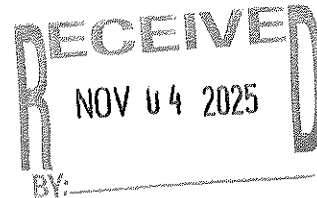
PO #

Invoice Date	Description	Quantity	Amount	Tax	Total
11/1/2025	Water Management - Zone 1, Water Management - Zone 2		\$1085.00	\$0.00	\$1085.00
			\$1085.00	\$0.00	\$1085.00

Please remit payment for this month's invoice.

Code to:

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/

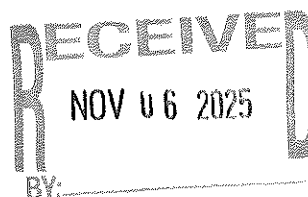
Corporate Address

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

Reissue due to
check not being
received.

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - LINDSAY OTT TP 11/06/25
Date: September 23, 2025 at 10:47 AM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mglles@gmsnf.com, Alison Mossling amossling@gmsnn.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) 12:30 P.M. to 4:30 P.M. (ET 1:00 P.M. - 3:30 P.M.)
 - DATE OF VENUE – SEPTEMBER 21, 2025
 - RESIDENT – LINDSAY OTT
 - ADDRESS – 559 CRYSTAL WAY, ORANGE PARK, FL 32065
 - AMOUNT OF REFUND – \$100.00
 - BOOKING FEE/DEPOSIT was via VISA (5308):
 - DATED: 7/28/25
 - SEQ#: ?
 - BATCH#: 144?
 - INVOICE#: ?
 - APPROVAL CODE: 033220
 - 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

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

Invoice

Date
Invoice#

11/1/2025
131295632579

Terms	Net 20
Due Date	11/21/2025
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

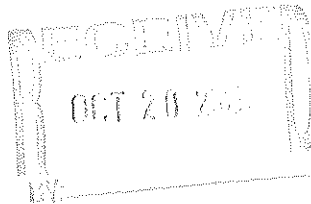
Subtotal \$3,439.08

Tax \$0.00

Total \$3,439.08

Amount Paid/Credit Applied \$0.00

Balance Due \$3,439.08



[Click Here to Pay Now](#)



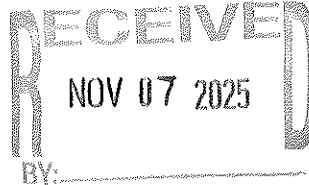
131295632579

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

Invoice

Invoice #: 385
Invoice Date: 11/1/2025
Due Date: 11/1/2025
Case:
P.O. Number:

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



Description	Hours/Qty	Rate	Amount
2.320.572.6100 - Janitorial Services - November 2025		6,201.00	6,201.00
Alison Mossing 11-7-25			

Total \$6,201.00

Payments/Credits \$0.00

Balance Due \$6,201.00

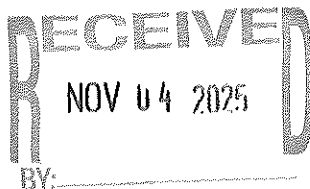


Security Development Group, LLC
8130 Baymeadows Way W., Suite 302
Jacksonville, FL 32256
cathie@sthreesecurity.com
www.sthreesecurity.com

INVOICE

BILL TO

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



INVOICE # 11386

DATE 10/01/2025

DUE DATE 10/31/2025

TERMS End of the month

SERVICE MONTH

October

ACTIVITY

QTY

RATE

AMOUNT

9,222.54T

APPROVED

Code to:

Double Branch Security

2-320-572-345

9,222.54

0.00

9,222.54

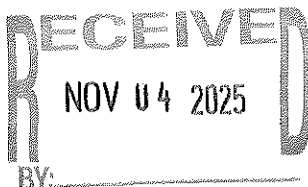
\$9,222.54



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

INVOICE

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



INVOICE # 11448
DATE 11/01/2025
DUE DATE 11/30/2025
TERMS End of the month

SERVICE MONTH
November

ACTIVITY	QTY	RATE	AMOUNT
			9,052.80

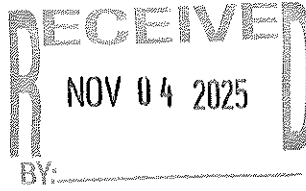
APPROVED

Code to:

Double Branch Security

2-320-572-345

9,052.80
0.00
9,052.80
\$9,052.80



Invoice

Invoice #: 25003

Date: 11/03/25

Customer PO:

DUE DATE: 12/03/2025

BILL TO

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

FROM

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

DESCRIPTION

#19622 - Standard Maintenance Contract 2025 November 2025

AMOUNT

\$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

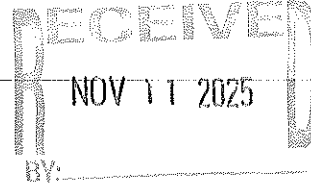
Credit card convenience fee of 3% will be applied to all transactions

Code to:

2-320-572-4620

Double Branch Landscape Maintenance

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - VICTORIA PEARSON
Date: November 11, 2025 at 2:31 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



Good 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 P.M. to 2:00 P.M. (ET 10:30 A.M. - 1:00 P.M.)
 - DATE OF VENUE – NOVEMBER 8, 2025
 - RESIDENT – **VICTORIA PEARSON**
 - ADDRESS – 3720 CARDINAL OAKS CIRCLE, ORANGE PARK, FL 32065
 - AMOUNT OF REFUND - \$100.00
 - BOOKING FEE/DEPOSIT was via VISA (6228):
 - DATED: 9/8/25
 - BATCH#: 148?
 - APPROVAL CODE: 003234
 - 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 13th-14th, and 20th. Office will be closed November 27th - 28th, 2025, for the 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

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CHECK DATE	VEND#	INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK..... AMOUNT #
11/03/25	00064	10/22/25 3251	202510 600-53800-62100 CLEAN FILTERS/PUMP RPR	BLUE SOLUTIONS INC	*	1,250.00	1,250.00 000429
11/03/25	00016	10/29/25 24923	202510 600-53800-62100 7 PINE TREE REMOVALS		*	2,050.00	
		10/29/25 24924	202510 600-53800-62100 OCT MAINLINE RPR	VERDEGO LLC	*	1,405.00	3,455.00 000430
11/18/25	00035	10/31/25 2552	202509 600-53800-62100 SEP REPAIR & REPLACEMENTS	GOVERNMENTAL MANAGEMENT SERVICES	*	797.76	797.76 000431
11/18/25	00067	11/03/25 3764	202511 600-53800-62100 PUMP REPAIRS	TYLER SCHELLPEPER	*	445.00	445.00 000432
TOTAL FOR BANK C						5,947.76	
TOTAL FOR REGISTER						5,947.76	

Blue Solutions Inc
1015 Idlewild Ave
Green Cove Springs, FL 32043
USA
+19045802210
Blue_Solutions@comcast.net
www.bluesolutionspools.com

Invoice

BILL TO

javier soriano
Double Branch CDD
370 Village Oaks PKWY
Orange Park, FL 32065

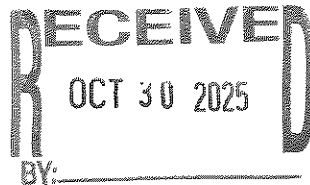
INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
3251	10/22/2025	\$1,250.00	10/24/2025	Due on receipt	

DESCRIPTION	QTY	RATE	AMOUNT
Labor	1	750.00	750.00
Remove and re install 7.5 motor with shaft seals			
electric	1	350.00	350.00
re wire from vfd to pump.			
electric	1	150.00	150.00
remove and re install vfd			
Labor			0.00
clean filters			

BALANCE DUE

\$1,250.00

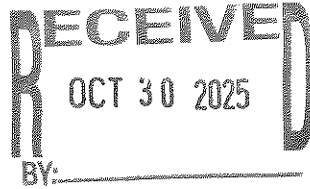
Pay invoice



Code to:

Double Branch Repair and Replacement

034.600.538.621



Invoice

Invoice #: 24923

Date: 10/29/25

Customer PO:

DUE DATE: 11/28/2025

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

#24598 - Pine tree removals 7 Total

Provide labor and lift machine to remove one tree in Piedmont Park (per request) due to beetle damage.

Remove 6 dead pines, affected by lightning strike on Oakside Dr. near Waverly Park on south side

Landscape Enhancement

\$2,050.00

Sub: Tree work (Sub)

1.00 \$2,050.00 \$2,050.00

Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

\$2,050.00

Please See Our
Updated Remittance
Information

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

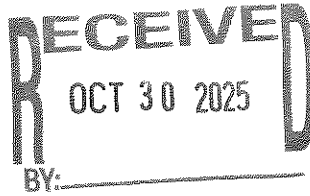
ACH Account Information:
Bank Name: Wells Fargo Bank N.A.
Routing Number: 121000248
Account Number: 4945950657
Remittance Information:
AR@verdego.com

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

Code to:

Double Branch Repair and Replacement

034.600.538.621



Invoice

Invoice #: 24924

Date: 10/29/25

Customer PO:

DUE DATE: 11/28/2025

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

#24684 - Mainline Repair October 2025

This proposal reflects all labor and materials used to repair a 6" mainline behind the pickleball courts.

<i>Landscape Enhancement</i>				\$1,405.00
6" coupler (Material)	1.00	\$50.00	\$50.00	
6" slip fix (Material)	1.00	\$575.00	\$575.00	
Irrigation Labor (Labor)	12.00	\$65.00	\$780.00	

Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

\$1,405.00

Please See Our
Updated Remittance
Information

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

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

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

Code to:

Double Branch Repair and Replacement

034.600.538.621

Governmental Management Services, LLC475 West Town Place, Suite 114
St. Augustine, FL 32092**Invoice**

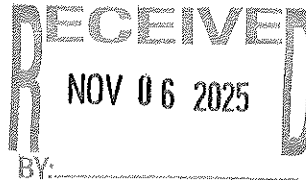
Invoice #: 2552

Invoice Date: 10/31/25

Due Date: 10/31/25

Case:

P.O. Number:

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

Description	Hours/Qty	Rate	Amount
2.330.572.4100 (MV Phones) -Statement Closing Date 9/19/25		88.01	-88.01
2.310.513.49300 (MV Office Supplies) -Statement Closing Date 9/19/25		39.13	-39.13
34.600.538.64000 (MV Repair & Replacements) -Statement Closing Date 9/19/25		797.76	797.76
2.330.572.49400 (MV Special Events) -Statement Closing Date 9/19/25		142.74	-142.74

Total \$1,067.64**Payments/Credits** \$0.00**Balance Due** ~~\$1,067.64~~

\$797.76

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

3475 Biltmore Way
Orange Park Fl
32065

INVOICE #

3764

INVOICE DATE

11/03/2025

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
0	Found tank bad causing pump to quick cycle and damage control box. Temporarily trapped air in tank, replaced burnt start relay to get pump running but control box needs to be replaced along with tank	0.00	0.00
1	Service call	250.00	250.00
1	50 amp start relay	195.00	195.00
	Subtotal		445.00
	7.5%		14.63
	TOTAL		\$459.63

Double Branch Repair/Replacement

34.600.53800.6200

Pay only \$445.00

TERMS & CONDITIONS

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

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: December 2025

To: Board of Supervisors

From: GMS – OakLeaf Operations Manager

Community:

Special Events

- Report – Turkey trot, Fall Yard Sale, Pickle-ball social
- Upcoming – Cocoa with Clause, Resident run Vendor Fair, Polar Plunge

Aquatics

- Heaters running at MV
- Off season equipment refurbishments- Slide gelcoat work, sprayground gel-coating scheduled

Amenity Usage

- *Total Facilities Usage – 6493*
- *Average daily usage – 216*

Card counts:

DB Owners	30
DB Renters	14
DB Replacements	6
DB Updated	12

Total cards printed: 107 (both districts)

Rentals

- 6 of 30 days rented in November, 3 of 5 weekends rented
- 9 Clubroom rentals, 0 patio rentals
- 10 tours (approx. 30 hours)/47 hours used for scheduling, administrative

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Memorandum

Operations: Open Items

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

MAINTENANCE

- Christmas decorations installed at entries and amenity buildings
- Wiring for fridge/freezer in guard break room
- TVs and added electrical outlets at poolside gazebo areas finalized
- Replacement picnic tables assembled and readied for placement at multi-use fields
- Old picnic tables broken down and inspected for potential re-use
- Additional up lighting in plant beds at front fountain (prep work for new plant beds)
- “re-key” of all locks for pool house doors completed
- Repair of well at village center
- Multiple pool lounges repaired
- Coordinate future install of multiple wifi antennas for guest wifi at courts and fc
- Coordinate order for new valve actuator for buttons (added due to additional fountain purchase)
- 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 11/07 Nature’s Hammock, Fall Creek, The Oaks, Cannon’s Point, Pebble Creek, Silver Leaf, Oakbrook, and The Cottages completed 11/23

Landscaping

- Monthly report for Nov, submitted and filed at Operations office
- Parking lot hedges completed
- Multiple locations for tree work completed
- Mulch bed replenishments completed

For questions, comments, or clarification, please contact:

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

jsoriano@gmsnf.com



GENERATED BY THE GIS DEPARTMENT 05/29/2013

Double Branch CDD 2013 Clay County, Florida

