

DOUBLE BRANCH
Community Development District

JANUARY 12, 2026

AGENDA

Double Branch Community Development District

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

January 5, 2026

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, January 12, 2026 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 December 8, 2025 Meeting
 - B. Financial Statements
 - C. Assessment Receipts Schedule
 - D. Check Register
- IV. Staff Reports
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
 - D. Operations Manager - Memorandum
- V. Audience Comments (limited to three minutes) / Supervisors' Requests
- VI. Next Scheduled Meeting – February 9, 2026 at 6:00 p.m. the Plantation Oaks Amenity Center

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

Present and constituting a quorum were:

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

Also present were:

Marilee Giles	District Manager
Mike Eckert	District Counsel, Kutak Rock
Pong Lahn <i>by phone</i>	Matthews DCCM
Jay Soriano	GMS
Jennifer Stanton	S3 Security
Chalon Suchsland	VerdeGo

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Audience Comments (Limited to three minutes)

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

THIRD ORDER OF BUSINESS**Approval of Consent Agenda****A. Minutes of the November 10, 2025 Meeting**

Ms. Giles stated on page 7 are the minutes of the November 10, 2025 meeting. Unless there are any comments or corrections, I will just look for a motion to approve.

On MOTION by Mr. Lanier seconded by Mr. Thomas all in favor, the Minutes of the November 10, 2025, Board of Supervisors meeting, were approved.

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

Ms. Giles stated on page 30 are the financial statements as of October 31st and followed by the assessment receipt schedule on page 42 showing we are just 8% collected. The check register is on page 44 in the amount of \$108,096.91. I see no unusual variances with the check register. Unless there are any comments or questions, I just look for a motion to approve it.

Mr. Lanier stated actually I have a question. What is dissemination?

Mr. Eckert stated a dissemination agent is somebody that you pay to calculate how much interest you have earned on your bond funds to make sure you haven't earned more than you are paying out in interest. It was a requirement put in place by the IRS to say local governments couldn't borrow money at a really low interest rate and invest it at a high interest rate because that was the whole reason they were even doing financings for awhile. The IRS said no you can't do that. If we actually earned more money than we actually spent, we would have to remit that to the federal government. The dissemination agent checks to make sure we didn't do that. They are an accountant. They do run a calculation to make sure that we did not run afoul. I have never seen one in 22 years where we owed the government money.

Ms. Giles asked for any other comments or questions about the check register.

Vice Chair Horton stated a couple of questions on some receipts.

Ms. Giles stated can you tell me what page number Tom?

Vice Chair Horton stated page 61 just out of curiosity I guess, 32 Degrees Cool Jerseys and Things?

Mr. Soriano stated these are staff uniforms. Most of these are going to be the first set. GMS splits this with Oakleaf staff for maintenance and janitorial. GMS pays for a good amount of that. You guys pay a portion and Middle Village pays a portion.

Vice Chair Horton stated janitorial?

Mr. Soriano stated yes. It's only because it actually says Oakleaf on it. If you guys don't want it to say Oakleaf, it could say RMS and you guys wouldn't pay anything and only RMS and GMS would pay. Because our staff actually says Oakleaf staff, you guys pay a portion of it. We have done that in the past.

Vice Chair Horton stated another question I have; there's a lot of receipts in there and it gets confusing after a while. There's a pinch a penny thing in there, it's got a whole bunch of chlorine and stuff on there from Jennings Farm and Riverside Flooring. So why is it all together?

Mr. Soriano stated because it is one account under my credit card. I share everything for transparency. You only pay the charge so if you look at it, the total on there is 295 for that whole bill. You only pay for yours that is labeled to Double Branch or Middle Village. But I include everything on the credit card statement so you guys see everything that comes through and gets billed just for transparency. If it is confusing, I get that part. I have heard that before. If you want, I can take it out or even redact those and you will see just a black line over it but then I get questions about things like that. I prefer transparency.

Vice Chair Horton stated I'm assuming whoever goes to accounting, they know what they're doing.

Mr. Soriano stated I split it up. I point out which one so when you see that that says like Middle Village chlorine, I tell them that one's going to the Middle Village bill and Double Branch. Then the accountants actually add all that up, but I'm the one that splits that up and puts this receipt in that file. So, if you ever have a question, you can call me up and say hey, I'm looking at this and Double Branch only adds up to \$250 but you put on here \$300 for chlorine. It could have been something that I missed or the accountants missed but yeah, I'm the one that adds that up for these receipts.

Vice Chair Horton stated do we pay for the NFL Sunday Ticket?

Mr. Soriano stated yes, that is new this year. It isn't something that I advertise and we are kind of a little late to the game, but we do have it set up so that we can play on the TVs in the club room and the fitness centers. It is something you split with your other District. It is just for tickets.

We don't pay for YouTube TV or anything like that. I believe it was \$299. It's about \$300 for the year and if people enjoy it, I think we will continue it. That's not a high dollar cost when we do it that way. We already have Comcast for our local channels, so we didn't need to do the YouTube TV. It was just the standalone ticket price. Like I said, you guys split it with Middle Village.

Vice Chair Horton stated so somebody requested this.

Mr. Soriano stated oh yeah, we have had stuff like that all the time in the fitness center. I just never really wanted to spend money but like I said you are splitting with Middle Village so a couple of hundred bucks to me was not a lot if people enjoy it and we actually get use out of it. Right now, the one TV that is easily picked up they don't have to do a lot of login or staff has to come in and change. It is in the club room. So, if you rent out the club room on Sunday, you can now as part of your rental also watch all the games on the ticket which I was hoping might actually help some of our rentals for weekend. I would like that room to be able to be used a little more. You're still pretty low cost when you compare to other country club style rooms and amenities. You guys charge \$150 to \$250 depending on what day. You are kind of bottom of the barrel when it comes to cost. So, I'm surprised we don't rent it out more every Friday, every Saturday, every Sunday. These are kind of things I was hoping would help add to it. You get it free you don't pay extra to watch it.

Vice Chair Horton stated okay, Lake Doctors, they talk about zone one and zone two. Are our lakes divided into zone one and zone two?

Mr. Soriano stated just because there are so many. There are between the two Districts about 44. You have probably about 30 of them. So, we break those up. They actually come on different days. They also give work orders that say we came this week and did all the ponds in zone one and then all the ponds in zone two. They used to send me two bills. I didn't like that. That got confusing, especially if they ever missed a zone and one month, we would have high billing. So, I asked that they make sure they always bill them together.

Vice Chair Horton stated the total \$2,170 we pay half of that, in other words.

Mr. Soriano stated no, that's just for yours. Zone one and zone two is just Double Branch. Middle Village, they don't have enough ponds to break them up in early zones. They get them all done in one week.

Vice Chair Horton stated but you said zone two was over here, right?

Mr. Soriano stated no, I didn't. I said zone one and zone two. Altogether, we have 40 some ponds. You have the majority, about 30 or so. Those are split up to zone one and zone two.

Vice Chair Horton stated okay.

Ms. Ambrosio stated do they do just treatment or do they do trash cleanup?

Mr. Soriano stated its big trash cleanup. Let's say somebody has a little inflatable boat that they let go out into the pond, and it's sitting out there. They will help me with picking that up. But they don't pick up the trash on the banks or anything like that. They don't pick up the trash in the outfalls. We send the RMS guys out to do that. The last couple months, you would have seen deep cleaning on there because it's part of the engineer reports. That's what we were doing, going out and clearing out all of the big bags of trash out of all the outfalls, but that's not something Lake Doctors typically know.

Mr. Lanier stated I'm wondering if that could be a community service project or something like that.

Vice Chair Horton stated there are some people who go out and pick up trash.

Mr. Soriano stated I have got a couple of residents that walk around and they do their daily walks they carry their bags and their trash pickers with them.

Vice Chair Horton stated that is all I have.

Ms. Giles stated thanks Tom.

**Cindy Nelsen joined the meeting at 4:05 p.m.*

Ms. Giles stated the item on the table is a check register. I am just looking for a motion to approve the check register.

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

FOURTH ORDER OF BUSINESS

Discussion of Resident Suspension

Mr. Eckert stated today we are talking about the person being suspended is Zha Kwan Jones at 3136 Hearthstone Lane. The relevant dates are November 7th is the date of the incident of 2025. November 13th, 2025, is when we sent the notice of interim suspension of amenity privileges, and December 8th is the hearing date. The Board has previously been provided with a copy of the suspension letter and you have the CDD policies regarding amenity facilities. The suspendee has been provided with the letter of suspension versus by via certified mail, return

receipt requested and regular US Mail. We do that in case somebody refuses service on that. In particular, the policies and rules that are relevant to today's hearing are all persons using amenity facilities and entering District properties are responsible for compliance with the rules and policies established for a safe operation of the District's amenities. We have the right to restrict, suspend or terminate amenity access of any person or members of their household to use all or a portion of amenities for the following acts, each of which is a violation, exhibiting inappropriate behavior, failing to abide by the District rules or policies, treating the District staff in a harassing or abusive manner, and also engaging in conduct that is likely to endanger the health, safety or welfare of the District or its staff. And there's other folks that are covered there, but today we're just talking about a staff member.

Just a summary of the incident. On November 7, 2025, a district staff member reported he was washing his hands in the men's restroom at the Double Branch Amenity Center and when he looked up in the mirror, there was a person who is the suspendee today, standing behind him, looking at him in the mirror and performing a sexual act on himself. That is why we are here today. I would ask that the hearing record include the portions of the CDD policies and procedures I just read the incident report, the letter of suspension and correspondence that we sent out, and then also the minutes of today's meeting. I will note that the suspendee is not here today, even though he has been provided notice and an opportunity to be heard today. I think at this point in time, amenity staff is recommending a termination of the amenity privileges effective December 8, 2025, which is something staff does not usually recommend. You have various options today. You can lift the suspension today, you can extend the suspension I would say up to two years, or you can terminate the privileges. Then if someday, they want to come back in and argue that they should have privileges restored, we can look at that termination again. But the staff is recommending a termination of privileges considering the egregious nature of what happened. Before we go to questions and comments by the Board, I would just ask Jay. Jay, I know we have the employee here that was at the men's restroom when this happened. I don't think we need to call him up here. But is there anything that I said that was inaccurate or any other details that you would like to provide.

Mr. Soriano stated that was pretty much the gist of it right there. The staff member was a little embarrassed, but he's available if you guys want to ask questions or anything. He is downstairs doing maintenance and janitorial work right now.

Mr. Eckert stated at this point in time did I correctly state what the recommendation of staff is at this point?

Mr. Soriano stated correct.

Mr. Eckert stated okay. Any questions or comments by the Board?

Mr. Thomas asked has this precedence been set with other communities?

Mr. Eckert stated we have had occasions where we have terminated privileges before for serious things that would also perhaps constitute a crime.

Mr. Thomas stated I just don't want us to hang out to dry if that is the direction that we go.

Mr. Eckert stated anybody can sue anybody over anyone but to me, the Board is lucky this wasn't a minor. I will feel comfortable defending you on a termination if it came to that, but I can't guarantee what a court would do.

Mr. Soriano stated I did talk to the employees about this. It's a little embarrassing probably traumatizing to them, but I did let them know if he had contacted me a little quicker, I would have preferred us to go through CCSO. We could either have them arrested or trespassed at that time, then it's out of your hands and we don't have to deal with as many concerned residents. That's just not what happened in this case and he was already gone by then.

Mr. Lanier stated a couple things. It might be kind of a policy thing. Has there been any follow up from the person that did the violation at all since receiving the certified letter or anything. Has there been any form of communication?

Mr. Eckert stated my understanding is no. My office has not been contacted. I asked Jay and Jay says his office has not been contacted yet.

Mr. Lanier stated while I am thinking about this, just for our employee's sake and maybe this could be another conversation, have we ever maybe offered like a follow up, like a counseling appointment or something? Just offered to our employee, like, hey just to make sure that our employee is able to express themselves and work through this?

Mr. Soriano stated I haven't, not that I don't think I have a way to do that. I mean, that's a great idea to offer. I could talk to RMS and see if they have something available to him. I don't know if he would take us up on it. He is kind of quiet and keeps to himself.

Mr. Thomas stated still nice to offer.

Mr. Eckert stated you have various options. You can have a motion to lift the suspension effective immediately, a motion to extend the suspension for a period of time not to exceed two years, or a motion to terminate the amenity access privileges for this individual.

On MOTION by Ms. Nelsen seconded by Mr. Thomas with all in favor, Terminating Amenity Privileges, was approved.

Mr. Eckert stated we will get a letter out to the effect.

Mr. Thomas stated then that will be effective immediately.

Mr. Eckert stated yes, right now the access is currently suspended and then the termination will go out in a letter. It will be effective as of today. There will not be an interim period where the person can be at the amenities.

Mr. Thomas stated Jay if you could please let the staff member know as swift as possible that support.

Ms. Nelsen stated I have one other thing. Can we get the physical card? Can we request that back? Because if you are on soccer field you can walk around with it, and we don't walk around and scan them.

Mr. Soriano stated we can include that in the letter that we are demanding that back.

Mr. Eckert stated yeah, I have got that written down there.

Ms. Nelsen asked is that already in there?

Mr. Eckert stated it is usually not in the letter.

Ms. Nelsen stated but the way we check IDs.

Mr. Eckert stated the way you check ID I think it makes a lot of sense to put that in there.

Ms. Nelsen stated thank you.

Mr. Eckert stated it is our property. The card is our property is the way we write the policies.

Mr. Lanier stated and we have something in our computer system that if that card is scanned, it will automatically notify our employee.

Mr. Soriano stated it brings up a note; however, it doesn't explain everything in the note. It brings up a note so they know to look for, hey, why is it flashing at me that there is an issue.

There is also an abbreviation on there for people that have serious problems like trespassing or something like that. That way they are a little quicker to react.

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

Mr. Eckert stated I have no report. Happy to answer any questions you have.

B. District Engineer

Ms. Giles stated Pong is filling in for Mike Silverstein. Pong, anything for the Board?

Mr. Lahn stated we just want to let you know that we are available on December 12th for any follow up for the engineer inspection.

Mr. Soriano stated I will get with Mike. It will probably have to be the following week then because we are going to need a full day to go through the list and the checkoff pump. The 12th, we don't have a full day available for the maintenance staff.

Mr. Lahn stated okay,

Mr. Soriano stated I will send something to Mike if you have something the following week. This is just for going through the engineer's report. A lot of items that we want to check off so we go through with the engineer, visit each site and take pictures, things like that, so you can give us the updated report. Trying to get as much done as possible in one day so he doesn't have to travel back and forth because you pay for more of his time like that. I would like the full day to get everything out that I can rather than doing multiple trips.

Mr. Lahn stated okay, you can let Mike know, but he also told me that if it's not December 12th, it will be like maybe next year.

Mr. Soriano stated okay.

Ms. Giles stated Thanks Pong.

Mr. Lahn stated yes, thank you.

C. District Manager

Ms. Giles stated the only thing I have is your ethics training. A couple of you still have to do that. If you will please complete that by December 31st. If you want to shoot me an email, I can log it in on the tracker to help you remember that you have completed those four hours of training. Anything Scott on that?

D. Operations Manager - Memorandum

Ms. Giles stated the Operations Managers Report starts on page 101.

Vice Chair Horton stated I have a question for Mike on the open carry thing. I got your memorandum and read through it. So just anybody could come in here with a concealed weapon the way I read it.

Mr. Eckert stated no, it's a little bit more nuanced than that. Even the current law prohibits handguns at public meetings. So any kind of a handgun or anything like that you can't bring to a public meeting, whether it's our meeting or county commission or something like that. The gray area that the memo touches on is long guns. And so that's a little bit of a gray area. And I've been talking to different deputy sheriffs in various counties throughout the State of Florida. I thought there were two interpretations, but apparently there's one for each county. So we'll be working with them to try to and I'm sure we're going to work through some of these issues. But again, it's a gray area. The Attorney General of the State of Florida has said that long guns are still prohibited, but there's a lot of arguments about why or why that might not be the correct interpretation. But we have a plan on how to deal with it here and I'm happy to talk to you after the meeting about it.

Vice Chair Horton stated okay.

Ms. Giles stated Thanks, Tom. Jay?

Mr. Soriano stated since I saw you guys' last, I've had a couple of the neighborhood events. The pickleball social did go over well. It worked out where we had great weather, so we had a good turnout. Kind of wish there would probably have been more new people. That was the whole idea is really bring in a lot of new blood. What we tend to get is a lot of times we get our core group of pickleballers and really, they just kind of keep doing their own thing. We do a lot to kind of support that and we put a lot of money into that facility over the last couple years. So, I want to make sure that we are focusing on it. It's a community wide event. So that's really what I was hoping for them to do over here. The tennis program, they do a lot of social events, so they do really work to try, try to pull in a lot of new people. It does get tough sometimes if you have three or 400 aim players or people in programs. So they can get like that at times too, where it's just a solid group and then they have to do more programs or creative ideas to try to pull new people in. And that's what I would like to see from pickleball too. So that's what this was. We have live music and drinks and snacks and stuff like that. So, everybody really kind of enjoyed themselves and

asked when we're doing it again. So we'll put things like that on the calendar and try to get more of the neighborhood out when we can. We've also had a turkey trot. I did have some images up there on the slides a few minutes ago. Did work out well. It is another one I think is kind of wearing down. We've done the same virtual run for the last few years. We actually changed it to that virtual run during the pandemic before that, if you guys recall, we would do a fun run where we actually met at the soccer fields at the day before Thanksgiving so everybody could get together, all the kids are off school. Most people have traveled by that point, and are here visiting family. We may go back to that next year just because our group was getting smaller, it was a time I would have 20, 25, even 30 households taking part in the virtual run and playing these games where now it's five, six, seven, eight different families. We still have a good group and everybody enjoys themselves, but it's just a smaller event. I would like it to be a little better attended. So next year we may change it up and go back to the actual physical run rather than the virtual. They have a whole week to complete things the way they do it now. Coming up, we do have cocoa Claus this month. That will be here at your sister District. Then we do have a couple resident run events so we do have the Oakleaf Christmas parade. We do nothing with them whatsoever other than the fact that it's in our neighborhood here and runs through the middle of the Middle Village District. But we don't work with them at all. They actually aren't even staging in this parking lot this year because we had some issues where it competes with the weddings that go on here. So, we already had it booked for the date they wanted this year so they really couldn't find anywhere else. They moved to Trinity. They're staging at the clock tower and then going from the clock tower to the high school. Then we also have your vendor fair lady. She did contact me a couple weeks ago about doing a last-minute vendor fair. That's why I called Cindy, just to see if she had any concerns. I really don't. Over on your side, I told her she could use that parking lot instead of this one because your side is slowing down. So, as we get closer to the holiday i9 elite soccer, they won't have games or anything, so it's not going to be an issue. We can do a Christmas vendor fair is what she's doing. She wants to do this on the 20th and you will see emails go out and of course she's been advertising on her Facebook page. Then the polar plunge. You guys have heard from me before. I don't typically do the polar plunge on New Year's Day because it's still kind of warm at that point. I like to try to schedule our polar plunge for the colder times of the year, which we only get about a month or so, so end of January, February, that is the coldest time for us here. That is usually when I plan our polar plunge. So, we will finalize the date, like I said, last weekend in January or

first weekend of February is when we will do it. I remind everybody, this is our longest standing event, and there are years where we have small participation. It might be 40 or 50 people. But this has been a 17- or 18-year event. We had missed twice. Once we canceled it because of the pandemic so we didn't do it that year by our choice and then the other was not really our choice. It was when we had the pool shut down because of cutting holes. Outside of that, we've had that event going on every year since the inception for Oakleaf. We have people that have attended pretty much every year. I have a couple families that come in and they actually wear all their medals and kind of show them off. Everybody enjoys that. They are still attending. We will put that out once we finalize that date. Like I said in January.

Moving on, I did want to update you guys so we did have the letters go up on the four-way fountain. I just received the brick work last week and I only got the corners of our veneers. I didn't get our flat sheets yet. I did get a call from Home Depot saying everything was in on Friday though, so we can pick that this week. But I was really hoping the brick would have been in for this meeting so we can kind of be finalized with the repair portions. So, if you've had a chance to look at letters. I did get a picture here someplace. I thought I had a picture. Let me get out of our slideshow here. I thought I had it. I apologize; I may have closed it. I'm missing it now, so but I will try to find it here before the end of my report. If we are able to get that up this next week or two, the brick veneer will go up and then the last thing we had is for plants to go in. I think we were planning in the next week.

Ms. Suchsland stated irrigation is on Thursday of this week and then plants are next week.

Mr. Soriano stated okay. Then we are also adding to the uplighting there. So, the plants that go in the bowls will actually get lit up too. It should look pretty nice by the time we are finished with that. We are still waiting on Lake Doctors for waterfall work. So, you have two more parts to that project. Our lake letters were up last month. But we're still waiting on delivery of another fountain. I didn't want them to pull our fountain at the amenity center yet until we receive the new one. Just so it's kind of quick. We are missing one fountain and we don't have it up at the front yet. We are sitting like that for a month or two. So, I did ask them to wait till the last minute when we get the new fountain in. Then they will pull that one and do everything together to put them up at the front. And then also your uplighting on the fall itself. But outside of that, unless there are any questions on some of these other maintenance repair items. That was actually it for me.

Mr. Thomas stated not a question on any of this. But appreciate your Veterans Day celebration last month. Definitely appreciate the effort there. I think we could just get a little more for next year.

Mr. Soriano stated that was new this year so I mentioned it in this meeting. I think if we do that every year, it was just something little. It ended up being one of our colder days this year so far. Thank you for coming. It was kind of chilly. I knew it was going to be a little disappointing when I came out and even the fitness center, there was nobody at fitness center that morning. So normally we have our walkers around the track and we have people at the fitness center and it was cold. I had signs out there on the road. But that cold kind of keeps our Florida people inside. But this is something that we will just add to every year. I think that alone there will help kind of bring some more people out. I like the fact that we did have some other people show up. One of the gentlemen has lived here for years, really doesn't know a lot of other vets in the neighborhood. So that's what I wanted for him to be able to meet some other people too. So that's what I look forward to next year.

Mr. Thomas asked what's the date of the Christmas parade.

Mr. Soriano stated is it this month?

Mr. Thomas asked the 13th?

Ms. Nelsen stated that is what I thought.

Mr. Lanier stated the color run at the high school is this weekend too.

Mr. Soriano stated it's the 14. She's got on here the 14th. What is this year's?

Mr. Thomas stated because the high school is doing a color run on Saturday.

Mr. Soriano stated the 3rd annual 13th of December. Vendors start at 4pm and parade starts at 6:30. I did let your sister District know and I'll let all the residents know if they want information, they really should go to her Facebook page because the county put out information based on what they did last year and that's kind of incorrect. So even on the county Facebook page it says the parade starts here and it doesn't. It shut down a couple of our neighborhoods do for a couple hours like it did last year. That's not going to happen. It's a little different now so I've got everybody trying to go to her official Facebook page for information. Okay.

Ms. Giles stated thanks, Jay.

Vice Chair Horton stated I would like to just mention the way you talk about the pickleball social up here. I went up there, just see how many people would show up and it was a good turnout. Your singer was good too.

Mr. Soriano stated yeah, it was. This time I didn't get a complaint on the music.

Vice Chair Horton stated I am getting the security messages right now. I'm looking at those. When the security guards go around, sometimes they report how many people are on the pickleball court and it seems to be used quite a bit. So, there's quite a few people out there using it. I mean it's working. So, that's a good deal.

Mr. Soriano stated here's our picture, by the way. That, that is the new metal letters and you can see a nice design too being 3D now. They stick off. They have a little bit of shadow to them and they did actually give us a brand-new leaf. My guy's last month had gone up and done all the trim work on painting and everything's touched up from here up. We did the logos too, but those just got covered up. These are hard metal plates with etched in logo on top of it. So if we were to peel those back, there's another leaf underneath.

Ms. Giles stated thanks, Jay. The next item on the agenda is item six, audience comments and supervisors' request. Who would you like to go first? The supervisor. Oh, I'm sorry, Tom.

Vice Chair Horton stated have you got the brick veneer in yet?

Mr. Soriano stated no. That's where I just got the corner sheets last week. But they called me Friday let me know the flat sheets have come in. This was ordered a couple months ago so it was a little slow on that. But they are in now.

Vice Chair Horton state it will make all the difference in the world.

Mr. Soriano stated yep, it will. They are much better looking red that I can see in the box. So once everything is up there and with the new color now. So, these bases, those will get covered with a micro-cement. It's almost like the stucco that is up here. But that up there you can't see it from here. When you get close enough, that is more like stucco where you see patterns in it. That's not what's going to be down here. This is just going to be a smooth spraying and it would be textured like paint on the tennis courts, if you would. It will be a little lighter shade of this color here. Just the bases below the bowls. So the bowls are going to stay white. Just this base down here where you see all the calcium deposited in between the mortar and things like that. We washed it. We can repoint, which is basically cutting the grout out and putting new grout in. That'll get rid

of that. But there is shading, and you can see it here on each section. That I just can't get rid of no matter what I wash it with. Once it dries, it comes back. That's that calcium leaching out of it.

Vice Chair Horton stated what are you covering with?

Mr. Soriano stated it's a micro cement, basically, like a stucco, it's a sand paint. It will be textured, but it will all be one flat color and look smooth. Between that and the brick, that column will look pretty new.

Mr. Thomas stated should we move that sign?

Mr. Soriano stated yes. So, I did talk to ASAP Towing. This was kind of when ASAP came in they placed all of them and they kind of put them where they say is close enough to the front to make sure everything is covered for their requirements. So, I will move them. Like, if you notice the one out here is right in the middle of the plant and I didn't like that. But they wanted it to where it was visual when it came in. It has been there a long time. I'm going to move it slightly. If anybody has any concerns of well, it's too far from your entry to legally cover that. We can argue that point later. But yes, we will cut that away and move it down a little bit.

Ms. Nelsen asked you good Tom for now?

Vice Chair Horton yeah, I'm good.

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.

Ms. Nelsen stated to do audience first.

Ms. Giles stated any audience comments at this time and if so if you will state your name for the record.

Joseph lives in Natures Hammock subdivision on Wandering Oaks Dr. There is Wandering Oaks cul-de-sac and has been told that is community property. It is not very well taken care of. The trees are hanging way out over into the streets. The garbage people can't pull their truck all the way around. UPS and FedEx do the same exact thing. It is full of ants, any kind of bugs. There is hardly any grass at all. The lady does your reports parks there right in front and she should be able to see it and see exactly what I am talking about. The other thing is there are several autistic children in the neighborhood and there are three 15 mph signs and is there a way to put caution children or autistic so they know. Wandering Oaks is like a speed lane. There have been several

collisions coming around that corner. Possibly put some signs in the neighborhood stating autistic children. Mr. Soriano stated to contact the county for the speed limit sign. It's their roads and right of way. Start with public works. The cul-de-sac has the giant oak tree. It will be tough on sod but we should be spraying for ants out there. Chalon can take a look at that. I don't know that it actually has irrigation. There might be sprinkler heads there but there is no water going to it. It's fine for trees but as far as getting grass and it's a little harder to fight the ants but we can put down the granular and spray for ants. The resident stated tree trimming is his other concern. Chalon, if you can check that item out for me?

Mr. Thomas stated in my neighborhood they actually do have an autistic sign so the county should accommodate hopefully. But in mine, we actually have one of those caution signs. Ms. Nelsen stated Clay Connect is the app.

Ms. Giles stated anything else sir? Thank you. Alright, for the Supervisors.

Ms. Ambrosio stated nothing for me.

Ms. Nelsen stated as far as cards on the field, would our system accommodate a mobile scanner?

Mr. Soriano stated I would have beef up the wifi which we are doing. I don't know if I can get a mobile scanner. What I've planned right now is actually for added cameras and things like that. This would have to have kind of quick bandwidth so that they could scan and see.

It may be easier to make a separate database for them to be able to scan and see just the last name whether it's valid or not. So, we have a way to do it, but I just might not be able to do a mobile scanner, which would be the easiest to have something nice technology and say, hey let's tap it and see. I can come up with something but right now, we don't have a mobile scanner, but we are adding to sort of like the TVs and the Sunday Ticket. We are adding to our technology. We have a couple more monitors around and we have some TVs that are going to go up to advertise things kind of like the slideshow we just had. There will be advertisement for upcoming events. I do have to put more wifi antennas out there. So, I will look into if we can get something like that.

Ms. Nelsen stated I mean, I guess we could do it with Google Drive if people wouldn't mind having it on their phones and to do it.

Mr. Soriano stated kind of like what you said earlier, people can show. In those places, we just ask to see it. It doesn't mean they still live here. But we do have a way to make up a quick database that can be checked. I mean, there's a few thousand names, but it's easy to go through in

database selection to find. Just tell me your last name and what street you're on. As long as I can match up those two things, I know you're still here. So, we have a way to do it, but if I could do a mobile scanner that would be the quick and easy way.

Ms. Nelsen stated yeah that would be cool. That is all I have.

Vice Chair Horton stated I don't know if I mentioned the last meeting, but I attended the HOA meeting for our side over there. There was quite a turnout. In fact, they had a lot more chairs out there than we have right now, and it was full. People were standing. Quite a good turnout and there was a lot of questions asked, I guess who got blamed for a lot of it?

Ms. Ambrosio stated you?

Vice Chair Horton stated yeah, I sat there and I took it for a while. Then finally I put my hand up and actually said, I'm on the CDD Board. Everybody went oh yeah! I told him, I said, I don't want interrupt your meeting. The president, she was doing a pretty good job running things. I said, but I'd be more than happy to answer questions after the meeting. I was a big hit after the meeting. I was surrounded. My wife looked over and says, there are people all the way around you. I said but there was a lot of like misinformation and stuff. One of the guys, for example, asked about equipment at the gym up there. He wanted some different things up there. I said, well just send me an email. Even better, go to our website and send an email to the Board members and Jay and we will see if there is something we can do, we'll do it, you know. That's all you have to do. But we haven't seen anything yet. But it was interesting. Like I said, I could have interrupted the meeting, corrected them on quite a few things but I just said, I will be available at the end of the meeting. My wife and I were the last ones to leave as far as the audience goes. It was interesting. I hadn't been to one of those in quite a while.

Ms. Nelsen stated they did do a mail out for that one.

Vice Chair Horton stated yeah.

Ms. Nelsen stated yeah, that's why they got the turnout.

Mr. Thomas stated I think they offer raffles, right?

Vice Chair Horton stated it wasn't like it used to be, though. They got two cards out, one for a \$100 a month and \$200, I think it was and that was it. They used to have a bunch of stuff. I used to win some when just a few people would show. Also, I'm getting security reports now, thanks to Jennifer. They are interesting and some of them are sort of funny. I don't know how they input the information into the system, if they talk to it or type it out or whatever. But whatever's

correcting their words is sort of funny sometimes, but it's good you can see them do it. For example, somebody was trying to get into the basketball courts. They were going to climb the fence out there until the guard showed up and they sort of got discouraged and they left. They also report, I think people like I mentioned before, maybe on the pickleball court up here, or how many people are in the gym, and how many roughly are in the soccer field. So, it gives you a good idea of what is going on out there. I found it interesting. It takes a few minutes to go through it. After you read them for a few times you can sort of scan them pretty quick. Although I think we're going to change the reports?

Mr. Soriano stated just software. But it will be the same style where you will get reports from the property like that. If you want to stay on those, we will keep those on. If anybody else wants them. I get those for both sides throughout the night. My phone dings at me when they do a new report and I just same thing kind of breeze through them unless there's something really concerning. I just kind of let them get continue their night. But if I see something that bothers me hey, we need to take care of this different or hey did we get a trespass on this person? Then I contact the guards over there.

Vice Chair Horton stated there's one thing about the lights. One of them said when the lights went out is they all went out, even the walkway lights went out and said it's dark. I don't think they are all supposed to go out at the same time or what they are.

Mr. Soriano stated they are on a timer. But that's pretty late. So, we do allow people not by policy, but we are very lenient that they can be there pretty late. I do get on the sports organizations. Coaches should not be too lenient and they are out there running practice really late when it's dark. That's a safety concern. I'm sure their insurance company wouldn't be happy for that. But we allow people to walk and sometimes the kids are on the playground because little Johnny is over finishing practice and mom and dad are still there. But they are supposed to be out by dark. Those lights stay on until well into the night though and then they will eventually go off. So, all the lights in the fields are in the field house are one and then the parking lot is a second set of timers. Two of them do go separate, probably about 15 minutes apart.

But that is a big chunk. So, if you're on the field or near the field house, that is all the lighting over there, everything goes out.

Vice Chair Horton stated the only reason I mentioned is because this particular person thought it was unusual for all the lights to go out. So, I wasn't sure if they're all supposed to go out or something.

Mr. Soriano stated I would have to look at that report. If it's late, yeah everything's okay.. This is now I'm talking like 11:00 or 11:30 is what I think I have it programmed to.

Vice Chair Horton stated I can't remember the time.

Mr. Soriano stated yeah., if it's late, that should be the case and really everybody should know and need to be off property. When we have it lit up, people do want to be out there. They think we provide the lighting for that. The fitness center closes at 10:00. Some of our basketball and pickleball players were the last ones out of there at 10 to 10:15 so by 11 or 11:30 at night there really should not be anyone out there.

Vice Chair Horton stated judging by the reports, it looks like around 10:00 everybody is gone from the fitness center.

Mr. Soriano stated yeah.

Vice Chair Horton stated that is all I have.

Ms. Giles stated thanks Tom. Andre?

Mr. Lanier stated nothing to add.

SEVENTH ORDER OF BUSINESS

Next Scheduled Meeting – January 12, 2026 @ 4:00 p.m. at the Plantation Oaks Amenity Center

Ms. Giles stated the next meeting is scheduled for January 12, 2026, here at the same location at 4:00 p.m.

EIGHTH ORDER OF BUSINESS

Adjournment

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

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

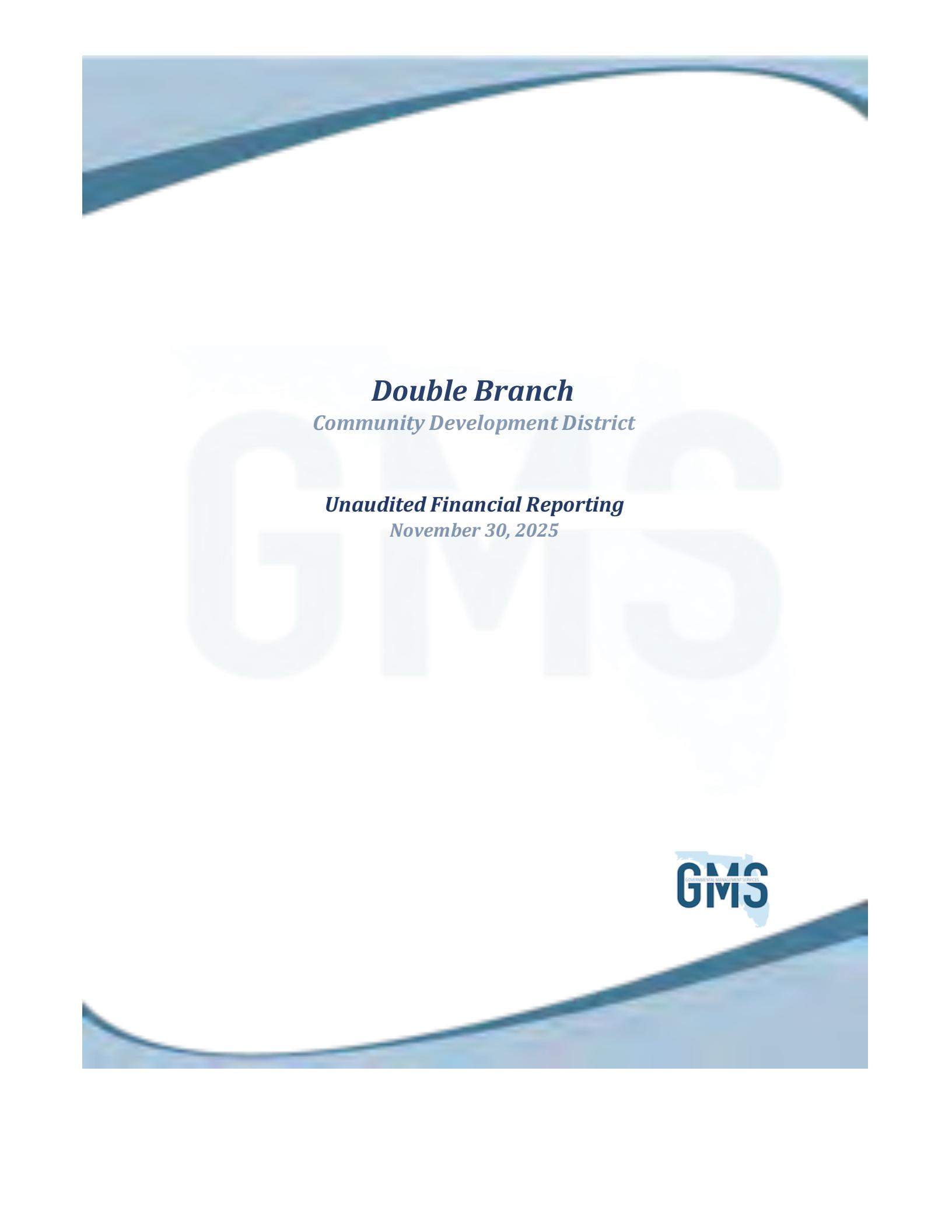
December 8, 2025

Double Branch CDD

Secretary/Assistant Secretary

Chairman/Vice Chairman

B.



Double Branch
Community Development District

Unaudited Financial Reporting
November 30, 2025



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

	General Fund	Recreation Fund	Debt Service Fund	Capital Reserve Fund	Totals Governmental Funds
Assets:					
Cash:					
Operating Account	\$ 15,525	\$ 113,372	\$ -	\$ 151,286	\$ 280,184
Due from Middle Village	-	8,539	-	-	8,539
Investments:					
State Board of Administration (SBA)	379	105,363	-	1,571,365	1,677,107
Custody Account-General Fund Excess	90,331	629,559	-	84	719,974
<u>Series 2013 A-1</u>					
Reserve	-	-	868,806	-	868,806
Revenue	-	-	871,833	-	871,833
Prepayment	-	-	269	-	269
<u>Series 2013 A-2</u>					
Reserve	-	-	95,634	-	95,634
Assessments Receivable	158,090	1,819,127	1,684,489	-	3,661,705
Deposits	-	4,583	-	-	4,583
Total Assets	\$ 264,325	\$ 2,680,544	\$ 3,521,032	\$ 1,722,735	\$ 8,188,635
Liabilities:					
Accounts Payable	\$ 2,966	\$ 23,796	\$ -	\$ 19,339	\$ 46,101
Accrued Expenditures	-	15,968	-	-	15,968
Total Liabilities	\$ 2,966	\$ 39,763	\$ -	\$ 19,339	\$ 62,068
Fund Balance:					
Nonspendable:					
Deposits	\$ -	\$ 4,583	\$ -	\$ -	\$ 4,583
Restricted for:					
Debt Service - Series	-	-	3,521,032	-	3,521,032
Assigned for:					
Capital Reserve Fund	-	-	-	1,703,396	1,703,396
Unassigned	261,359	2,636,197	-	-	2,897,556
Total Fund Balances	\$ 261,359	\$ 2,640,780	\$ 3,521,032	\$ 1,703,396	\$ 8,126,567
Total Liabilities & Fund Balance	\$ 264,325	\$ 2,680,544	\$ 3,521,032	\$ 1,722,735	\$ 8,188,635

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

	Adopted	Prorated Budget		Actual		Variance
	Budget	Thru 11/30/25	Thru 11/30/25			
Revenues:						
Special Assessments - Tax Roll	\$ 184,126	\$ 173,839	\$ 173,839	\$ -	\$ -	
Interest Income	4,500	750	640		(110)	
Total Revenues	\$ 188,626	\$ 174,589	\$ 174,479		\$ (110)	
Expenditures:						
<i>General & Administrative:</i>						
Supervisor Fees	\$ 12,000	\$ 2,000	\$ 2,000	\$ -	\$ -	
FICA Expense	918	153	153			
Engineering	5,000	833	1,344		(510)	
Arbitrage	700	-	-			
Dissemination	1,888	315	315		(0)	
Assessment Roll	9,688	9,688	9,688		0	
Attorney	42,000	7,000	2,305		4,695	
Annual Audit	5,600	-	-			
Trustee Fees	8,900	1,483	3,409		(1,926)	
Management Fees	76,509	12,751	12,752		(0)	
Information Technology	2,527	421	421		0	
Telephone	600	100	43		57	
Postage	2,000	333	32		302	
Printing	2,500	417	86		331	
Insurance	11,552	10,268	10,268		-	
Legal Advertising	2,800	467	229		238	
Office Supplies	200	33	1		32	
Website Compliance	2,949	492	492		0	
Dues, Licenses & Subscriptions	175	175	175		-	
Other Current Charges	120	20	-		20	
Total General & Administrative Expenditures	\$ 188,626	\$ 46,950	\$ 43,711		\$ 3,239	
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$ 127,639	\$ 130,768		\$ (3,349)	
Net Change in Fund Balance	\$ -	\$ 127,639	\$ 130,768		\$ (3,349)	
Fund Balance - Beginning	\$ -		\$ 130,591			
Fund Balance - Ending	\$ -		\$ 261,359			

Double Branch Community Development District General Fund Month to Month

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

	Adopted	Prorated Budget	Actual	Variance
	Budget	Thru 11/30/25	Thru 11/30/25	
Revenues:				
Special Assessments - Tax Roll	\$ 2,118,723	\$ 2,000,352	\$ 2,000,352	\$ -
Interest Income	25,000	4,167	3,753	(414)
Amenities Revenue/Miscellaneous	25,000	4,167	282	(3,885)
Sports Revenue	20,000	3,333	8,700	5,367
Total Revenues	\$ 2,188,723	\$ 2,012,019	\$ 2,013,087	\$ 1,068
Expenditures:				
<i>Administrative:</i>				
Management Fees - On Site Staff	\$ 245,615	\$ 40,936	\$ 40,936	\$ (0)
Insurance	127,990	91,669	91,669	-
Other Current Charges	3,500	583	241	342
Permit Fees	1,625	271	-	271
Subtotal Administrative	\$ 378,730	\$ 133,459	\$ 132,846	\$ 613
<i>Maintenance:</i>				
Security	\$ 111,280	\$ 18,547	\$ 21,725	\$ (3,179)
Security - Clay County Off-Duty Sheriff	47,304	7,884	6,423	1,462
Water - Irrigation	17,000	2,833	3,947	(1,114)
Irrigation Maintenance	5,000	833	-	833
Streetlighting	29,640	4,940	4,722	218
Electric	43,800	7,300	6,791	509
Landscape Maintenance	487,134	81,189	81,189	-
Common Area Maintenance	82,500	13,750	6,875	6,875
Lake Maintenance	31,000	5,167	4,340	827
Capital Reserve Funding	360,024	-	-	-
Subtotal Maintenance	\$ 1,214,681	\$ 142,443	\$ 136,011	\$ 6,431

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

	Adopted	Prorated Budget	Actual	
	Budget	Thru 11/30/25	Thru 11/30/25	Variance
<i>Recreation Facility:</i>				
Amenity Staff	\$ 165,840	\$ 27,640	\$ 22,940	\$ 4,700
Refuse Services	20,000	3,333	4,344	(1,011)
Telephone	8,400	1,400	842	558
Electric	34,800	5,800	5,779	21
Cable	11,280	1,880	1,805	75
Pool Maintenance	43,200	7,200	6,878	322
Water / Sewer/Reclaim	53,280	8,880	8,276	604
Facility Maintenance-General	82,500	13,750	6,875	6,875
Facility Maintenance-Preventative	10,000	1,667	490	1,177
Facility Maintenance - Contingency	45,000	7,500	3,750	3,750
Lighting Repairs	10,500	1,750	875	875
Special Events	10,700	1,783	1,125	659
Office Supplies & Equipment	1,400	233	285	(52)
Janitorial	74,412	12,402	12,402	-
Recreation Passes	4,000	667	1,385	(719)
Multiuse Field	20,000	3,333	-	3,333
Subtotal Recreation Facility	\$ 595,312	\$ 99,219	\$ 78,052	\$ 21,167
Total Expenditures	\$ 2,188,723	\$ 375,120	\$ 346,910	\$ 28,211
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$ 1,636,898	\$ 1,666,177	\$ (27,143)
Net Change in Fund Balance	\$ -	\$ 1,636,898	\$ 1,666,177	\$ (27,143)
Fund Balance - Beginning	\$ -		\$ 974,603	
Fund Balance - Ending	\$ -		\$ 2,640,780	

Double Branch Community Development District Recreation Fund Month to Month

Double Branch Community Development District Recreation Fund Month to Month

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 November 30, 2025

	Adopted	Prorated Budget		Actual	
	Budget	Thru 11/30/25	Thru 11/30/25	Variance	
Revenues:					
Special Assessments - Tax Roll	\$ 1,976,742	\$ 1,852,301	\$ 1,852,301	\$ -	
Interest Income	10,000	10,000	13,350	3,350	
Total Revenues	\$ 1,986,742	\$ 1,862,301	\$ 1,865,651	\$ 3,350	
Expenditures:					
<i>Series 2013 A-1</i>					
Interest 11/1	\$ 271,388	\$ 271,388	\$ 271,388	\$ -	
Interest 5/1	271,388	-	-	-	
Principal 5/1	1,220,000	-	-	-	
<i>Series 2013 A-2</i>					
Interest 11/1	38,238	38,238	38,238	-	
Interest 5/1	38,238	-	-	-	
Principal 5/1	115,000	-	-	-	
Total Expenditures	\$ 1,954,250	\$ 309,625	\$ 309,625	\$ -	
Excess (Deficiency) of Revenues over Expenditures	\$ 32,492	\$ 1,552,676	\$ 1,556,026	\$ 3,350	
Net Change in Fund Balance	\$ 32,492	\$ 1,552,676	\$ 1,556,026	\$ 3,350	
Fund Balance - Beginning	\$ 983,859		\$ 1,965,006		
Fund Balance - Ending	\$ 1,016,351		\$ 3,521,032		

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

	Adopted Budget	Prorated Budget Thru 11/30/25	Actual Thru 11/30/25	Variance
<u>Revenues</u>				
Transfer In from Recreation Fund	360,024	-	-	-
Interest	10,000	10,000	10,563	563
Total Revenues	\$ 370,024	\$ 10,000	\$ 10,563	\$ 563
<u>Expenditures:</u>				
Repairs & Replacements	\$ 250,000	\$ 41,667	\$ 39,400	\$ 2,267
Total Expenditures	\$ 250,000	\$ 41,667	\$ 39,400	\$ 2,267
Excess (Deficiency) of Revenues over Expenditures	\$ 120,024		\$ (28,837)	
Net Change in Fund Balance	\$ 120,024		\$ (28,837)	
Fund Balance - Beginning	\$ 1,755,699		\$ 1,732,233	
Fund Balance - Ending	\$ 1,875,723		\$ 1,703,396	

Double Branch
Community Development District
Long Term Debt Report

Series 2013 A-1, Special Assessment Refunding Bonds

Interest Rate:	1.3%-4.25%
Maturity Date:	5/1/2034
Reserve Fund Definition	50% Max Annual on Outstanding
Reserve Fund Requirement	\$ 868,806
Reserve Fund Balance	868,806
 Bonds outstanding - 9/30/2013	 \$ 24,850,000
Less: November 1, 2013	\$0
Less: May 1, 2014 (Mandatory)	(860,000)
Less: May 1, 2015 (Mandatory)	(875,000)
Less: May 2, 2016 (Mandatory)	(890,000)
Less: May 2, 2017 (Mandatory)	(910,000)
Less: May 1, 2018 (Mandatory)	(930,000)
Less: May 1, 2019 (Mandatory)	(955,000)
Less: May 1, 2020 (Mandatory)	(980,000)
Less: May 1, 2021 (Mandatory)	(1,015,000)
Less: May 1, 2022 (Mandatory)	(1,045,000)
Less: May 1, 2023 (Mandatory)	(1,085,000)
Less: May 1, 2024 (Mandatory)	(1,125,000)
Less: May 1, 2025 (Mandatory)	(1,170,000)
 Current Bonds Outstanding	 \$ 13,010,000

Series 2013 A-2, Special Assessment Refunding Bonds

Interest Rate:	5.75%
Maturity Date:	5/1/2034
Reserve Fund Definition	50% Max Annual on Outstanding
Reserve Fund Requirement	\$ 95,634
Reserve Fund Balance	95,634
 Bonds outstanding - 9/30/2013	 \$ 2,900,000
Less: November 1, 2013 (Prepayment)	(145,000)
Less: May 1, 2014 (Mandatory)	(75,000)
Less: November 1, 2014 (Prepayment)	(75,000)
Less: May 1, 2015 (Mandatory)	(75,000)
Less: May 1, 2015 (Prepayment)	(45,000)
Less: November 1, 2015 (Prepayment)	(50,000)
Less: May 2, 2016 (Mandatory)	(75,000)
Less: May 2, 2016 (Prepayment)	(35,000)
Less: November 1, 2016 (Prepayment)	(55,000)
Less: May 2, 2017 (Mandatory)	(75,000)
Less: May 2, 2017 (Prepayment)	(5,000)
Less: May 1, 2018 (Mandatory)	(80,000)
Less: May 1, 2018 (Prepayment)	(5,000)
Less: November 1, 2018 (Prepayment)	(105,000)
Less: May 1, 2019 (Mandatory)	(80,000)
Less: May 2, 2019 (Prepayment)	(10,000)
Less: November 1, 2019 (Prepayment)	(10,000)
Less: May 1, 2020 (Mandatory)	(80,000)
Less: May 2, 2020 (Prepayment)	(5,000)
Less: May 1, 2021 (Mandatory)	(85,000)
Less: May 1, 2022 (Mandatory)	(90,000)
Less: May 1, 2023 (Mandatory)	(95,000)
Less: May 1, 2024 (Mandatory)	(105,000)
Less: May 1, 2025 (Mandatory)	(110,000)
 Current Bonds Outstanding	 \$ 1,330,000

C.

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
Fiscal Year 2026 Assessments Receipts Summary

ASSESSED	# UNITS ASSESSED	SERIES 2013A DEBT SERVICE ASSESSED	GENERAL FUND O&M ASSESSED	RECREATION FUND O&M ASSESSED	TOTAL ASSESSED
NET TAX ROLL ASSESSED NET	45,481	1,961,878.15	184,122.93	2,118,687.71	4,264,688.79
TOTAL ASSESSED	45,481	1,961,878.15	184,122.93	2,118,687.71	4,264,688.79

PERCENT COLLECTED	DEBT	O&M GF	O&M RF	TOTAL
TOTAL PERCENT COLLECTED	94.41%	94.41%	94.41%	94.41%

D.

Double Branch

Community Development District

Check Run Summary

December 31, 2025

Fund	Date	Check No.	Amount
General Fund			
Accounts Payable	12/17/25	1893-1896	\$ 8,755.70
	12/26/25	1897	1,300.00
<u>Sub-Total</u>			<u>\$ 10,055.70</u>
Recreation Fund			
Accounts Payable	12/17/25	7878-7894	\$ 108,605.51
	12/26/25	7895-7900	1,222.50
<u>Sub-Total</u>			<u>\$ 109,828.01</u>
Capital Reserve Fund			
Accounts Payable	12/17/25	433-441	\$ 19,338.68
	12/26/25	442-443	6,210.71
<u>Sub-Total</u>			<u>\$ 25,549.39</u>
Total			\$ 145,433.10

CHECK DATE	VEND#	INVOICE DATE	INVOICE	YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	...CHECK... AMOUNT	#
12/17/25	00035	12/01/25	2556	202512	310-51300-34000					*	6,375.75		
				DEC	MANAGEMENT FEES								
		12/01/25	2556	202512	310-51300-52000					*	245.75		
				DEC	WEBSITE ADMIN								
		12/01/25	2556	202512	310-51300-35100					*	210.58		
				DEC	INFO TECH								
		12/01/25	2556	202512	310-51300-31300					*	157.33		
				DEC	DISSEM AGENT SRVCS								
		12/01/25	2556	202512	310-51300-51000					*	.36		
				OFFICE	SUPPLIES								
		12/01/25	2556	202512	310-51300-42000					*	8.88		
				POSTAGE									
		12/01/25	2556	202512	310-51300-42500					*	70.05		
				COPIES									
		12/01/25	2556	202512	310-51300-41000					*	20.75		
				TELEPHONE									
									GOVERNMENTAL MANAGEMENT SERVICES			7,089.45	001893
12/17/25	00111	11/28/25	25-00409	202511	310-51300-48000					*			
				12/08	NTC OF BOS MTG						76.25		
									JACKSONVILLE DAILY RECORD			76.25	001894
12/17/25	00113	11/19/25	3657110	202510	310-51300-31500					*			
				OCT	GENERAL SERVICES						1,005.00		
									KUTAK ROCK LLP			1,005.00	001895
12/17/25	00116	12/05/25	194339	202511	310-51300-31100					*			
				NOV	ENGINEERING SERVICES						585.00		
									MATTHEWS DESIGN GROUP LLC			585.00	001896
12/26/25	00113	12/16/25	3673099	202511	310-51300-31500					*			
				NOV	GENERAL SERVICES						1,300.00		
									KUTAK ROCK LLP			1,300.00	001897
									TOTAL FOR BANK A			10,055.70	
									TOTAL FOR REGISTER			10,055.70	

DBBR DOUBLE BRANCH OKUZMIJK

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

Invoice

Invoice #: 2556
Invoice Date: 12/1/25
Due Date: 12/1/25
Case:
P.O. Number:

Bill To:

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

RECEIVED
DEC 03 2025
BY:

Description	Hours/Qty	Rate	Amount
General Fund- Management Fees - December 2025		6,375.75	6,375.75
Website Administration - December 2025		245.75	245.75
Information Technology - December 2025		210.58	210.58
Dissemination Agent Services - December 2025		157.33	157.33
Office Supplies		0.36	0.36
Postage		8.88	8.88
Copies		70.05	70.05
Telephone		20.75	20.75
Hobby Lobby - Paper Crafts-		21.48	21.48

Total \$7,110.93

Payments/Credits \$0.00

Balance Due \$7,110.93

\$7,089.45

Jacksonville Daily Record
A Division of
DAILY RECORD & OBSERVER, LLC

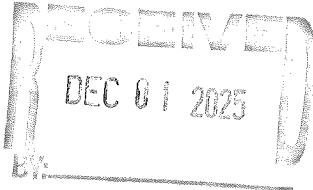
P.O. Box 2177
Jacksonville, FL 32203
(904) 356-2466

INVOICE

November 28, 2025

Date

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



Notice of Meeting of the Board of Supervisors

\$76.25

Publication Fee

Double Branch Community Development District

Case Number

Publication Dates 11/28

Publication Dates 11/28 **Payment Due Upon Receipt**

County Clay

County Clay

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.

If your payment is being mailed, please reference Serial # 25-00409C on your check or remittance advice.

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

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

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

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

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

Notice is hereby given that the Board of Supervisors of the Double Branch Community Development District is scheduled to be meet on **Monday, December 8, 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
Nov. 28 00 (25-00409C)

KUTAK ROCK LLP

TALLAHASSEE, FLORIDA

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

November 19, 2025

Check Remit To:

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

RECEIVED
R NOV 19 2025
D
BY:

Reference: Invoice No. 3657110

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. 3657110
5323-1

Re: General

For Professional Legal Services Rendered

10/04/25	M. Eckert	0.50	195.00	Review Morgan and Morgan claim letter; review county impact fee letter; review draft minutes and provide comments
10/10/25	M. Eckert	0.20	78.00	Prepare for board meeting
10/10/25	K. Haber	0.40	108.00	Prepare October board meeting agenda memorandum
10/11/25	M. Eckert	0.20	78.00	Research and prepare 2026 DEO registration form; provide to district manager for submission and payment
10/12/25	M. Eckert	0.10	39.00	Draft authorization of agent for impact fee credit transfer; confer with Breeding and Giles; confer with Chair
10/13/25	M. Eckert	0.90	351.00	Prepare for and attend board meeting
10/19/25	M. Eckert	0.30	117.00	Review information from Grimm; confer with Grimm
10/29/25	M. Eckert	0.10	39.00	Prepare for and attend agenda call

KUTAK ROCK LLP

Double Branch CDD
November 19, 2025
Client Matter No. 5323-1
Invoice No. 3657110
Page 2

TOTAL HOURS	2.70
TOTAL FOR SERVICES RENDERED	\$1,005.00
TOTAL CURRENT AMOUNT DUE	<u>\$1,005.00</u>

Project Manager Michael Silverstein

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

Matthews | **DCCM**

Engineering - Architecture - Planning - Surveying

December 05, 2025

Invoice # 194339

Project 0000021873.0000 Double Branch CDD

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

- WMD Permit Research and Review
- Review and File October Meeting Minutes
- 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 November 30, 2025

Phase 0001 Engineering Services

	Hours	Rate	Amount
Vice President of Production	.25	290.00	72.50
Division Lead	.50	275.00	137.50
Project Manager 1	1.50	230.00	345.00
Project Administrator	.25	120.00	30.00
Total Labor			585.00
		Total Due:	585.00

Billed to Date

	Current Due	Prior Billed	Billed to Date
Labor	585.00	21,328.75	21,913.75
Expense	0.00	176.49	176.49
Unit	0.00	12.12	12.12
Interest	0.00	5.18	5.18
Totals	585.00	21,522.54	22,107.54

KUTAK ROCK LLP**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

December 16, 2025

**Check Remit To:**

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Reference: Invoice No. 3673099

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. 3673099
5323-1

Re: General

For Professional Legal Services Rendered

11/02/25	P. O'Bryant	0.20	58.00	Conduct research and prepare memorandum regarding current law on the open carry of firearms on district property or at meetings
11/04/25	M. Eckert	0.50	195.00	Review draft minutes and provide comments; follow up from board meeting
11/05/25	K. Haber	0.20	54.00	Correspond with Soriano regarding sports programming proposals
11/07/25	K. Haber	0.50	135.00	Prepare November board meeting agenda memorandum; correspond with Hogge regarding same
11/10/25	M. Eckert	1.00	390.00	Prepare for and attend board meeting
11/12/25	M. Eckert	0.60	234.00	Research and draft suspension letter for Zha Quan Jones
11/28/25	M. Eckert	0.60	234.00	Review and provide comments on draft minutes
TOTAL HOURS		3.60		

KUTAK ROCK LLP

Double Branch CDD
December 16, 2025
Client Matter No. 5323-1
Invoice No. 3673099
Page 2

TOTAL FOR SERVICES RENDERED \$1,300.00

TOTAL CURRENT AMOUNT DUE \$1,300.00

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO... YRMO	DPT	ACCT#	SUB	VENDOR NAME	STATUS	AMOUNT	...CHECK.... AMOUNT	#
12/17/25	00478	11/21/25	CAK-2127	202511	320-57200-62000				*	1,385.49		
			PROXIMITY CARDS									
								CARDS AND KEYFOBS			1,385.49	007878
12/17/25	00285	11/21/25	1103	202510	320-57200-34510				*	382.50		
			OCT ADMIN FEES									
		11/21/25	1103	202510	320-57200-34510				*	192.50		
			OCT ADMIN SCHED									
								CLAY COUNTY SHERIFF'S OFFICE				575.00 007879
12/17/25	01137	11/19/25	11192025	202511	300-36900-10300				*	100.00		
			DEPOSIT REFUND									
								EDWARD SANTIAGO				100.00 007880
12/17/25	01070	10/31/25	36455	202510	320-57200-46610				*	335.00		
			OCT PREVENTATIVE MAINT									
								ALLWAYS IMPROVING LLC				335.00 007881
12/17/25	00092	11/14/25	2553	202510	320-57200-46600				*	6,875.00		
			OCT FACILITY MAINTENANCE									
		11/14/25	2553	202510	320-57200-46620				*	3,750.00		
			OCT FAC MAINT CONTINGENCY									
		11/14/25	2553	202510	320-57200-46630				*	875.00		
			OCT LIGHTING REPAIRS									
		11/14/25	2553	202510	320-57200-46400				*	6,875.00		
			OCT COMMON AREA MAINT									
		11/14/25	2553	202510	320-57200-49400				*	445.83		
			OCT SPECIAL EVENTS									
								GOVERNMENTAL MANAGEMENT SERVICES				18,820.83 007882
12/17/25	00092	11/30/25	2558	202510	320-57200-41000				*	88.19		
			OCT PHONES									
		11/30/25	2558	202510	320-57200-51000				*	285.20		
			OCT OFFICE SUPPLIES									
		11/30/25	2558	202510	320-57200-49400				*	678.97		
			OCT SPECIAL EVENTS									
								GOVERNMENTAL MANAGEMENT SERVICES				1,052.36 007883
12/17/25	00092	11/17/25	2555	202511	300-36900-10300				*	581.25		
			NOV FACILITY EVENT STAFF									
								GOVERNMENTAL MANAGEMENT SERVICES				581.25 007884
12/17/25	00092	12/01/25	2556	202512	320-57200-49400				*	21.48		
			HOBBY LOBBY-PAPER CRAFTS									
								GOVERNMENTAL MANAGEMENT SERVICES				21.48 007885

DBBR DOUBLE BRANCH OKUZMUK

AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 1/03/26 PAGE 2
*** CHECK DATES 12/01/2025 - 12/31/2025 *** DOUBLE BRANCH - REC FUND
BANK B RECREATION FUND

CHECK DATE	VEND#	INVOICE DATE	INVOICE	YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	...CHECK... AMOUNT	#
12/17/25	00092	12/01/25	2557	202512	310-51300-34000				DEC FACILITY MANAGEMENT	*	20,467.92		
									GOVERNMENTAL MANAGEMENT SERVICES			20,467.92	007886
12/17/25	00024	12/01/25	328083B	202512	320-57200-46800				DEC LAKE MAINTENANCE	*	2,170.00		
									THE LAKE DOCTORS, INC.			2,170.00	007887
12/17/25	00186	11/01/25	13129563	202511	320-57200-46300				NOV POOL CHEMICALS	*	3,439.08		
									POOLSURE			3,439.08	007888
12/17/25	00186	12/01/25	13129563	202512	320-57200-46300				DEC POOL CHEMICALS	*	3,439.08		
									POOLSURE			3,439.08	007889
12/17/25	00297	12/01/25	386	202512	320-57200-61000				DEC JANITORIAL SERVICES	*	6,201.00		
									RIVERSIDE MANAGEMENT SERVICES, INC			6,201.00	007890
12/17/25	00504	11/19/25	11192025	202511	300-36900-10300				DEPOSIT REFUND	*	100.00		
									SABRINA TOMLIN			100.00	007891
12/17/25	00839	12/01/25	11524	202512	320-57200-34500				DEC SECURITY SERVICES	*	9,222.54		
									SECURITY DEVELOPMENT GROUP LLC			9,222.54	007892
12/17/25	01138	11/10/25	11102025	202511	300-36900-10300				DEPOSIT REFUND	*	100.00		
									STEPHANIE PHILO			100.00	007893
12/17/25	00672	12/01/25	25637	202512	320-57200-46200				DEC LANDSCAPE MAINTENANCE	*	40,594.48		
									VERDEGO LLC			40,594.48	007894
12/26/25	00285	12/11/25	1134	202511	320-57200-34510				NOV ADMIN FEES	*	405.00		
									NOV ADMIN SCHED	*	192.50		
									CLAY COUNTY SHERIFF'S OFFICE			597.50	007895
12/26/25	01142	12/22/25	12222025	202512	300-36900-10300				DEPOSIT REFUND	*	100.00		
									EDITHA ATIENZA			100.00	007896

AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 1/03/26 PAGE 3
*** CHECK DATES 12/01/2025 - 12/31/2025 *** DOUBLE BRANCH - REC FUND
BANK B RECREATION FUND

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO... YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	...CHECK... AMOUNT	#
12/26/25	01139	12/18/25	12182025	202512	300-36900-10300					*	100.00		
			DEPOSIT REFUND						ERIC ARRO			100.00	007897
12/26/25	00092	12/15/25	2561	202512	300-36900-10300					*	225.00		
			DEC FACILITY EVENT STAFF						GOVERNMENTAL MANAGEMENT SERVICES			225.00	007898
12/26/25	01140	12/18/25	12182025	202512	300-36900-10300					*	100.00		
			DEPOSIT REFUND						MELODY WHISMAN			100.00	007899
12/26/25	01141	12/18/25	12182025	202512	300-36900-10300					*	100.00		
			DEPOSIT REFUND						SARAHIMA SAINT-FLEUR			100.00	007900
									TOTAL FOR BANK B		109,828.01		
									TOTAL FOR REGISTER		109,828.01		

DBBR DOUBLE BRANCH OKUZMUK

Invoice / Order Detail

Thank you for ordering at CardsAndKeyfobs.com

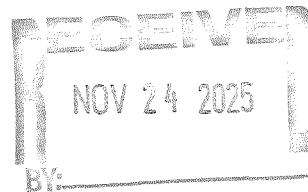
Order Detail

Order ID: #21272
Invoice: #CAK-21272
Date Added: 11/21/2025

Payment Method: Purchase Order (#JSO11212025)
Shipping Method: USPS Priority (Weight: 32.00lb)

Bill To

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



Ship To (if different address)

Jay Soriano
GMS LLC
370 Oakleaf Village Pkwy
orange park, Florida 32065
United States

<input type="checkbox"/> Product Name	Model	Quantity	Price	Total
<input type="checkbox"/> Printable Proximity Card - Kantech® ioProx® XSF/26bit P20DYE Compatible - Slot Punch: None	PrtPrx-Kan26	1400	\$1.79	\$2,506.00
<input type="checkbox"/> Clamshell Proximity Card - Kantech® ioProx® XSF/26bit P10SHL Compatible	CshPrx-Kan26	100	\$2.24	\$224.00
Sub-Total:				\$2,730.00
USPS Priority (Weight: 32.00lb):				\$40.99
Total:				\$2,770.99

Code to: 50/50 split

For NET30 and check orders:
Mail payment to:
CardsAndKeyfobs.com
PO BOX 205
SAINT ANTHONY, ID 83445

2-330-572-49300

\$1,385.49

Middle Village Rec Passes

2-330-572-6200

Double Branch Rec. Passes

Order Comments

will send po seperately PO Number: JSO11212025



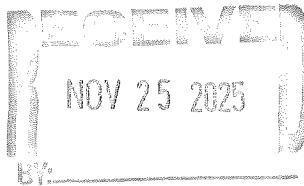
Clay County Sheriff's Office
901 N. Orange Ave.
Green Cove Springs, FL, 32043

General Invoice

Customer Copy

CUSTOMER	INVOICE DATE	INVOICE NUMBER	AMOUNT PAID	DUUE DATE	INVOICE TOTAL DUE		
OAKLEAF PLANTATION CDD	11/21/2025	1103	\$0.00	12/06/2025	\$1,150.00		
LAST PAYMENT DATE	LAST PAYMENT AMOUNT	PAST DUE AMOUNT			ACCOUNT BALANCE		
10/29/2025	\$482.50	\$612.50			\$1,762.50		
DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
OFF DUTY ADMIN OCTOBER 2025	153.00	\$5.000000	EACH	\$765.00	\$0.00	\$0.00	\$765.00
OFF DUTY SCHEDULING FEE	1.00	\$385.000000	EACH	\$385.00	\$0.00	\$0.00	\$385.00
Invoice Total:						\$1,150.00	

$\$382.50 + \$192.50 = \$575.00$



< DETACH AND RETURN THE PORTION BELOW WITH YOUR PAYMENT >



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

General Invoice
Remit Portion

Invoice Date 11/21/2025

Invoice Number 1103

Customer Number 30

Amount Paid

Due Date 12/06/2025

Invoice Total Due \$1,150.00

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

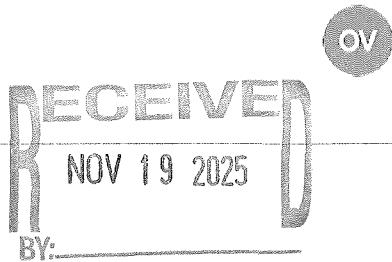
Please include Customer Number and make
checks payable to: Clay County Sheriff's Office

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - EDWARD SANTIAGO
Date: November 19, 2025 at 2:11 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com

Good afternoon, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD – for the following venue.
 - LOCATION – OVCR aka CLUBROOM (FRIDAY) 6:00 P.M. to 10:00 P.M. (ET 7:00 P.M. - 9:00 P.M.)
 - DATE OF VENUE – NOVEMBER 14, 2025
 - RESIDENT – **EDWARD SANTIAGO**
 - ADDRESS – 611 WAKEVIEW DRIVE, **ORANGE PARK, FL 32065**
 - AMOUNT OF REFUND - \$100.00
 - BOOKING FEE/DEPOSIT was via VISA (1320):
 - DATED: 10/13/25
 - BATCH#: 150?
 - APPROVAL CODE: 09207D
 - 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

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

INVOICE

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

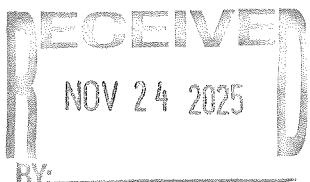
tracy@wearefitnesspro.com
+1 (850) 523-8882
www.wearefitnesspro.com



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

Bill to
Double Branch
370 Oakleaf Village Parkway
Orange Park, FL 32065

Ship to
Double Branch
370 Oakleaf Village Parkway
Orange Park, FL 32065



Invoice details

Invoice no.: 36455
Terms: Net 15
Invoice date: 10/31/2025
Due date: 11/15/2025

#	Product or service	SKU	Description	Qty	Rate	Amount
1.			SERVICE REQUEST 44980 - OCTOBER PREVENTATIVE MAINTENANCE			
2. PM			Preventative Maintenance: Cleaned, Lubed, Calibrated, Inspected and Tested. - Double Branch SERVICES PERFORMED 1. Tech checked/updated all equipment in BF. 2. Lubed and dusted all guide rods, weight stacks, and adjustment knobs. 3. Inspected 17x Strength Units and 3x bench. Inspected all pulleys, cables, attachments, connections, pads, adjustments, and weight stacks. SEE BELOW 4. Inspected 2x Rowers, 1x Skierg, 2x Recumbent Bike, 1x Arc Trainer, 1x elliptical, and 2x Stairmaster. Checked all pedals, sensors, cup holders, fans, handles, adjustments, buttons and general function. SEE BELOW 5. Inspected 3x treadmills. Checked belt and deck tightness and wear, checked strength and function of motor, checked incline functions, HR sensors, controls, general function. Dusted/Vacuumed for debris around belt and under hoods around motor	1	\$335.00	\$335.00

and electrical components. SEE
BELOW

ISSUES FOUND

1. Magnum Ab/Ad -ductor cable sheath damaged and cable beginning to rust. needs cable. (20' FPI)
2. Stairmaster -120 key stuck error. Tech cleaned internal of console and connections. UNIT TESTS CORRECT
3. Stairmaster Stairclimber SM5285L19450112 SEE 44724
4. Should replace arm pad cover. SEE PREVIOUS PM
5. Magnum Hip Abductor/Adductor sn: 144200 thigh pads are tearing. Should replace left and right thigh pad SEE PREVIOUS PM
6. Magnum Decline/Sit up Bench sn: 143738 roller pads damaged and end caps are broken. Should replace SEE PREVIOUS PM
7. ALL OTHER UNITS TEST CORRECT

Total \$335.00

Code to:

Double Branch Facility Maintenance -

Preventative

2-320-572-4661

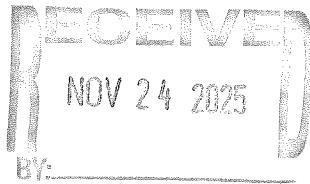
Governmental Management Services, LLC
475 West Town Place, Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 2553
Invoice Date: 11/14/25
Due Date: 11/14/25
Case:
P.O. Number:

Bill To:

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



Description	Hours/Qty	Rate	Amount
Facility Maintenance October 1- October 31, 2025	530.19	40.00	21,207.60
Facility Maintenance Mileage October 1- October 31, 2025	560	0.445	249.20
Code to:			
Double Branch Facility Maintenance			
2.320.572.46600 (\$6,875.00)			
Double Branch Facility Maintenance Contingency			
2.320.572.46620 (\$3,750.00)			
Double Branch Lighting Repairs			
2.320.572.46630 (\$875.00)			
Double Branch Common Area Maintenance			
2.320.572.46400 (\$6,875.00)			
<u>Double Branch Repair/Replacement</u>			
<u>34.600.53800.6200 (\$2,635.97)</u>			
Double Branch Special Events			
2.320.572 (\$445.83)			
	Total		\$21,456.80
	Payments/Credits		\$0.00
	Balance Due		\$21,456.80

\$18,820.83

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
10/1/25	8	A.O.	Removed debris from all common areas
10/2/25	7.83	C.W.	Removed debris from lakes, cleaned pond filters that had trash build ups, cleaned out dirt and roots of filters, removed debris around ponds banks of lake
10/2/25	8	A.O.	Removed debris from all common areas and lakes, cleaned out dirt and roots from pond filters
10/3/25	7.98	C.W.	Cleaned out lakes and outfalls around double branch, removed deceased animal, checked and changed trash receptacles
10/3/25	8	A.O.	Removed debris from all common areas and lakes
10/6/25	4.14	T.C.	Secured all benches and fitness equipment around track
10/6/25	7.95	C.W.	Tightened and anchored benches around track, disassembled and reassembled park benches, removed two completely and removed debris
10/6/25	8	A.O.	Removed debris from all common areas
10/7/25	4.11	T.C.	Installed shelving in lifeguard room
10/7/25	6.45	C.W.	Assisted with install of shelving in lifeguard room, moved chlorine jugs to pool pack, fixed bathroom wall in fieldhouse bathroom toilet and paper roller, moved deceased deer out of woods
10/7/25	8	A.O.	Removed debris from all common areas
10/8/25	1	B.G.	Removed barn doors from truck to lifeguard shack for later install
10/8/25	8	C.W.	Mounted shelf to the wall, put up wall for urinal at fieldhouse and toilet paper dispenser, removed duck eggs, moved pool mudar to office, moved doors in shed
10/8/25	8	A.O.	Removed debris from all common areas
10/9/25	8	A.O.	Removed debris from all common areas
10/10/25	8	A.O.	Removed debris from all common areas, removed and disposed of deceased animal on road
10/13/25	8	T.C.	Installed new barn slide doors on the back of the field house, cut them down to fit, replaced trim on doors, set hinges on doors, picked up supplies
10/13/25	8	B.G.	Installing barn doors, made adjustments at top and bottom for proper install
10/13/25	8	A.O.	Removed debris from all common areas
10/14/25	4	T.C.	Worked on barn door install, adjusted hinges, filled all cracks with wood putty and liquid nail, sanded all cuts smooth, stained all the new wood, picked up supplies
10/14/25	8	B.G.	Cut two by six and installed them on the inside were the barn doors will be, painted the two boards with weather sealant, installed two more hinges to barn doors and added wood filler on cracks, will sand and paint once dry
10/14/25	8	A.O.	Removed debris from all common areas
10/15/25	8.13	T.C.	Went into attic to remove old can light from hallway in office, installed a new ceiling fan in the hallways in the office, installed new box for ceiling fan, installed new barn doors on the back of the lifeguard shack, started painting doors, picked up supplies
10/15/25	8	B.G.	Painting first coat on barn doors at golf cart shack with white and gray paint
10/15/25	8.18	J.K.	In attic took apart light ballis and box, worked on fan, vacuumed and skimmed pool
10/15/25	8	A.O.	Removed debris from all common areas and lakes
10/16/25	8.2	T.C.	Finished installing a ceiling fan, finished painting the barn doors, vacuumed the pool
10/16/25	8	B.G.	Finished painting the barn doors and installed two big bolts lock on doors, paint the facia in front of golf cart shack and two windows
10/16/25	7.78	J.K.	Put up ceiling fan/light in office hallway, replace pipes connecting from the feed valve to faucet hot and cold, vacuumed pool
10/16/25	8	C.W.	Scrubbed pool with pump and put chlorine in pool
10/16/25	8	A.O.	Removed debris from all common areas
10/17/25	3.92	T.C.	Cleaned filter in portable pool pump, installed dead bolt lock and door handle, vacuumed pool
10/17/25	8	B.G.	Drilled holes on barn door, installed new lock handles and dead bolts
10/17/25	1.88	J.K.	Vacuumed pool and made sure it was working properly
10/17/25	8	A.O.	Removed debris from all common areas
10/20/25	4	T.C.	Vacuumed pool, pool maintenance
10/20/25	2	J.K.	Pool maintenance
10/20/25	8.12	C.W.	Removed debris from all common areas
10/21/25	3.94	T.C.	Built forms and poured concrete slabs around the track to mount trash receptacles to, cleaned up guard shack area
10/21/25	7.87	C.W.	Fixing trash receptacles around track, removing trash receptacles and braces, setting trash receptacles to side for concrete to set

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

Date	Hours	Employee	Description
10/21/25	8	A.O.	Removed debris from all common areas
10/22/25	4	T.C.	Worked on securing trash receptacles to concrete pad, removed graffiti from playground on Oaks Park, picked up supplies
10/22/25	8.02	C.W.	Repoured concrete slab for trash receptacles from being tampered with, attached one trash receptacle to form slab
10/22/25	8	A.O.	Removed debris from all common areas
10/23/25	4	T.C.	Cleaned pool and pool deck for event on Saturday, pressure washed water fountain at amenity center
10/23/25	7.93	J.K.	Back washed slide and lap pool, hammerhead lap pool all around to get ready for event, added chlorine to lap pool, removed lap lanes from pool, skimmed slide pool and lap pool
10/23/25	7.95	C.W.	Pressure washed sign in front of parking lot, finished trash receptacles around track
10/23/25	8	A.O.	Removed debris from all common areas
10/24/25	6	T.C.	Cleaned pool and pool deck for event on Saturday, cleaned the pots out at the fountain at amenity center getting them ready for convert over to planters, picked up supplies
10/24/25	8	B.G.	Pool maintenance and cleaned
10/24/25	7.97	J.K.	Back washed slide and lap pool, hammerhead both pools, filled chlorine jugs, removed duck feces
10/24/25	8.03	C.W.	Cleaned and pressure washed entrance sign and bowl, cleaned out sign pump by filtering it and filling up to get dirt out of tank
10/24/25	8	A.O.	Removed debris from all common areas
10/25/25	3.25	T.C.	Worked pumpkin plunge event, put pumpkins in pool, removed leftover pumpkins from pool, cleaned up, removed trash and changed trash receptacles
10/27/25	8.92	T.C.	Worked on fountain at amenity center entrance, removed drain supports, cleaned water pots, cleaned out water holding tank, reset timers for amenity center outside lighting, picked up supplies
10/27/25	8	B.G.	At the entry to athletic center removed brass water spouts and holders, removed debris around pond
10/27/25	8.02	C.W.	Worked on fountain at entrance of amenity center by pumping out tank and bowls pumped out, tapped over pipe in middle of all four and took off fake water falls off bricks by removing screws and top plates, cleaned out pump and removed trash from pump
10/27/25	8	A.O.	Removed debris from all common areas
10/28/25	8	B.G.	At the entry of athletic center sign fountain cut off water spouts, at men's bathroom replaced toilet dispenser
10/28/25	8.05	J.K.	Replace toilet paper dispenser, worked on cleaning out, draining, covering to snake through pipe at tower
10/28/25	8.07	C.W.	Tried running lines through pipes in fountain, cleaned out every bowl and pipe with shop vacuum, cleaned out tanks and fixed bathroom stall toilet paper dispenser, got plunger out of tank
10/28/25	8	A.O.	Removed debris from all common areas
10/29/25	8.58	T.C.	Worked on fountain, prepping for painting, removed lettering, started water fountain at entrance, worked on decorative trash can holders, cut boards and stain them for sealing before painting, drill holes in boards to metal drum, picked up supplies
10/29/25	7.87	J.K.	Fixed letter on fitness center building, worked on taking letters down from fountain, try to feed rope through
10/29/25	8.03	C.W.	Prepping tower for painting by cleaning off all brick and took off letters off top
10/29/25	8	A.O.	Removed debris from all common areas
10/30/25	8.78	T.C.	Pressure washed bridges and fence around track at amenity center, worked on water fountain at amenity center entrance, prep for painting, working on trash can holders at shop for replace broken ones around track, picked up pressure washed trailer, picked up supplies
10/30/25	8.5	J.K.	Cleaned court and pressure washed, worked on tower at front, repair around tower to center where letters were
10/30/25	8.02	C.W.	Pressure washed bridge and fence nearby bridges, removed moss off rails, pressure washed floor
10/30/25	8	A.O.	Removed debris from all common areas
10/31/25	6.65	T.C.	Worked on fountain at amenity center entrance, pressure washed bridges around track, set timers for lights
10/31/25	8.05	J.K.	Worked on column in the front, sanded a little to removed loose material, paint green flashing and aluminum box, added second coat of stucco patch
10/31/25	4.02	C.W.	Pressure washed bridge by pool pack area and fences near area, pressure washed slabs
10/31/25	8	A.O.	Removed debris from all common areas
TOTAL	<u>530.19</u>		
MILES	<u>560</u>		*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

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

Invoice

Invoice #: 2558
Invoice Date: 11/30/25
Due Date: 11/30/25
Case:
P.O. Number:

Bill To:

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



Description	Hours/Qty	Rate	Amount
2.320.572.4100 (DB Phones) -Statement Closing Date 10/20/25		88.19	88.19
2.320.572.5100 (DB Office Supplies) - Statement Closing Date 10/20/25		285.20	285.20
34.600.538.6200 (DB Repair & Replacements) -Statement Closing Date 10/20/25		1,918.54	1,918.54
2.320.572.49400 (DB Special Events) - Statement Closing Date 10/20/25		678.97	678.97

Total \$2,970.90

Payments/Credits \$0.00

Balance Due \$2,970.90

\$1,052.36

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

Totals by GL

Double Branch: \$2,970.90

2.320.572.4100 (DB Phones) – \$88.19
2.320.572.5100 (DB Office Supplies) – \$285.20
34.600.538.6200 (DB Repair and Replacements) - \$1,918.54
2.320.572.49400 (DB Special Events) – \$678.97

Middle Village: \$2,529.47

2.330.572.4100 (MV Phones) – \$88.20
2.310.513.49300 (MV Office Supplies) – \$87.20
34.600.538.64000 (MV repair & replacements) – \$1,675.10
2.330.572.49400 (MV Special Events) - \$678.97
2.310.513.49300 (MV Permits / Licenses) - \$226.46

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

Order Summary

Order placed September 21, 2025

Order # 113-1046211-1576233

Ship to

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

Payment method

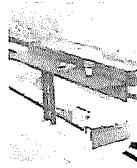
American Express ending in 3053

[View related transactions](#)

Order Summary

Item(s) Subtotal:	\$197.98
Shipping & Handling:	\$0.00
Total before tax:	\$197.98
Estimated tax to be collected:	\$14.84
Grand Total:	\$212.82

Delivered September 24



VEVOR Balcony Hanging Table, 59 x 12 inch Folding Balcony Railing Table, Outdoor Balcony Bar Table for Railings, 50 lbs Loading, Fit Railing from 1" to 5.9", Serving Table for Patio & Deck

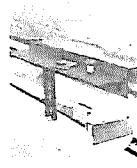
Sold by: Amazon.com

Supplied by: Other

Return window closed on October 26, 2025

\$98.99

Delivered September 23



VEVOR Balcony Hanging Table, 59 x 12 inch Folding Balcony Railing Table, Outdoor Balcony Bar Table for Railings, 50 lbs Loading, Fit Railing from 1" to 5.9", Serving Table for Patio & Deck

Sold by: Amazon.com

Supplied by: Other

Return window closed on October 26, 2025

\$98.99

Order Summary

Order placed September 21, 2025

Order # 113-3936019-7534669

Ship to

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

Payment method

American Express ending in 3053

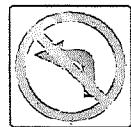
[View related transactions](#)

Order Summary

Item(s) Subtotal:	\$346.07
Shipping & Handling:	\$0.00
Promotion Applied:	-\$1.13
Total before tax:	\$344.94
Estimated tax to be collected:	\$25.87
Grand Total:	\$370.81

Delivered September 25

Your package was left near the front door or porch.



YIKIADA No Left Turn Sign 18 x 18 Inches Engineer Grade Reflective Pre-Drilled Holes Aluminum Traffic Signage for Road Street Parking Lot Warehouse

Sold by: HUNGYU

Return window closed on October 25, 2025

\$34.99

YIKIADA No Right Turn Sign 18 x 18 Inches Engineer Grade Reflective Pre-Drilled Holes Aluminum Traffic Signage for Road Street Parking Lot Warehouse

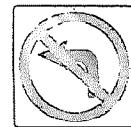
Sold by: HUNGYU

Return window closed on October 25, 2025

\$34.99

Delivered September 24

Your package was left near the front door or porch.

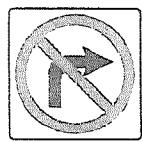


YIKIADA No-Left Turn Sign 18 x 18 Inches Engineer Grade Reflective Pre-Drilled Holes Aluminum Traffic Signage for Road Street Parking Lot Warehouse

Sold by: HUNGYU

Return window closed on October 25, 2025

\$34.99



YIKIADA No Right Turn Sign 18 x 18 Inches Engineer Grade Reflective Pre-Drilled Holes Aluminum Traffic Signage for Road Street Parking Lot Warehouse

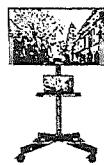
Sold by: HUNGYU

Return window closed on October 25, 2025

\$34.99

Delivered September 25

Your package was left near the front door or porch.

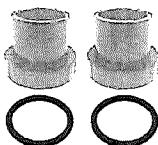


BONTEC Mobile TV Stand with Tilt Function, Rolling TV Stand for 23-60" LED, LCD, OLED TVs, Holds up to 88lbs, Max VESA 400x400mm, Adjustable Media Shelf (Black, 17.1x15.1x53.1 in)

Sold by: The BONTEC

Return window closed on October 25, 2025

\$39.98

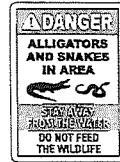


SPX3200UNKIT Pump Union Connection Kit (2-Pack) Compatible with Hayward Tristar, Northstar, EcoStar Pumps & Select SwimClear Cartridge Filters

Sold by: CAMOLIKOS COMPANY LIMITED

Return window closed on October 25, 2025

\$18.87



Warning Sign 8x12 Alligators and Snakes in Area Sign

Sold by: ZhengShuying

Return window closed on October 25, 2025

\$12.88

6

Order Summary

Order placed September 21, 2025

Order # 113-1954661-3669807

Ship to

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

Payment method

American Express ending in 3053

[View related transactions](#)

Order Summary

Item(s) Subtotal:	\$15.99
Shipping & Handling:	\$0.00
Total before tax:	\$15.99
Estimated tax to be collected:	\$1.20
Grand Total:	\$17.19

Delivered September 26

Your package was left near the front door or porch.



Swimming Pool Pump Motor Capacitor 50uF Compatible with Pentair Whisperflo, Superflo, Jandy Stealth, Hayward and Waterway Speed Pumps - 370V 50/60Hz (50uF ±5%, 1 Pack)

Sold by: SosPoolCom

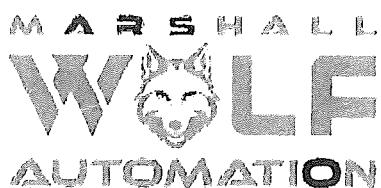
Supplied by: Other

Return window closed on October 29, 2025

\$15.99

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wolfautomation.com

(847) 658-8130

210 Dowdle Street, Suite 1

Algonquin, IL 60102

Paid Invoice

#CS25-17983

132822 GMS LLC

Bill To

GMS LLC
Jay Soriano
475 W Town Pl Ste 114
Saint Augustine Florida
32092-3649
United
States

Ship To

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

10/6/2025

\$679.66

Payment Method	Tracking #	Order ID	PO No.	Shipping Method
Braintree Card Token	1Z6298370375807242		149300	UPS® Ground

Quantity	Item	Customer Part No.	Rate	Amount
1	FRN0025C2S-2U VFD, 7.5hp, 25 Amp (75A), 230VAC Three Phase Input, 8.66 x 7.09 x 6.22" HWD, Compact Micro Drive, Easy to Use, IP20, Optional NEMA 1 Kit: NEMA1-40E2-24 to Order Separately, Constant Torque (CT) Rated, FRENIC-Mini (C2) Series		\$599.67	\$599.67
1	Extend Protection Plan		\$79.99	\$79.99
			Subtotal	\$679.66
			Shipping	\$0.00
			Tax Total (%)	\$0.00
			Total	\$679.66



CS25-17983

1 of 1



Invoice

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

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

E-mail: bookme@progressiveent.com
www.progressiveent.com

<u>Invoice date:</u> 7/15/2025	<u>Invoice</u> #12810630	<u>Terms:</u> Due by event end	<u>PO#</u>
<u>Customer name:</u>	Double Branch CDD- Oakleaf (Phase 1)	<u>Type of Event:</u> Back to School Pool Party	
<u>Billing address:</u>	370 Oakleaf Village Parkway, Orange Park, FL 32065		
<u>Original contact person:</u>	Lisa Carter Wk: 904-375-9285 ext. 7	<u>E-mail/ fax:</u>	residentassistant@oakleafresidents.com
<u>At event contacts with cell:</u>	Jay Soriano Cell-904-342-1441 manager@oakleafresidents.com		
<u>Event date:</u> Sunday August 10th, 2025	<u>Hours of event:</u> 1:00 pm-4:00 pm	<u>Hours of service:</u> 3	Same
<u>Approximate set up time:</u>	Between: 12:00 and 12:15 pm		
<u>Location name and address:</u>	Poolsde- 370 Oakleaf Village Parkway, Orange Park, FL 32065	<u>Power within 75':</u>	Yes
<u>Where to set up at location:</u>	Under covering	<u>Covered area for entertainer:</u>	Yes
<u>Set up-grass or pavement:</u>	PV	<u>Water within 75':</u> NA	
<u>Notes:</u>			

SERVICES NEEDED:

* Interactive Mobile DJ Services	3.0 hrs.	<u>Reg. Rate</u> \$ 595.00	<u>Your Cost</u> \$ 450.00
* Travel		<u>Reg. Rate</u> \$ 45.00	<u>Your Cost</u> \$ 45.00
		<u>Reg. Total</u> \$ 640.00	<u>Your Total</u> \$ 495.00
		<u>Total Savings</u> \$ 145.00	

<u>Sub Total:</u>	\$ 495.00
<u>Sales Tax:</u>	\$ -
<u>Invoice Total:</u>	\$ 495.00
<u>Total with Card</u>	\$ -
<u>50 % Deposit required</u>	\$ Waived
<u>Balance due at set up</u>	\$ 495.00
<u>LATE FEE WAIVED</u>	\$ -
<u>Credit Card Fee</u>	\$ 17.00
<u>Current Balance</u>	\$ 512.00
<u>Payments received</u>	\$ 512.00
<u>Current Balance</u>	\$ -
<u>Due by event date or \$50 Late Fee</u>	

CANCELLATION, RE-SCHEDULING, INCLAMENT WEATHER POLICY

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

Customer signature required x _____ Date: _____



Your order number is W227245
Payment
Credit Card
ending in 0

Contact Information

Jay Soriano
manager@oakleafresidents.com
904-342-1441

Shipping Address

Double Branch - Oakleaf
370 Oakleaf Village Parkway
ORANGE PARK, FL 32065
USA

Billing Address

Jay Soriano
475 W Town Pl
suite 114
Orange Park, FL 32092
USA

Shipment Summary List

Description	QTY	Item Price	Total
US58  Sewn Nylon American Flag (5 ft. x 8 ft.)	2	\$123.36	\$246.72

[Terms and Conditions](#) | [Return Policy](#) | [Privacy Policy](#)

Shipping Method:

Ground (\$16.89)

Shipment Comment:

No Shipment Comment

Order Summary

Items	\$246.72
Coupon Adjustment	(\$24.67)
Shipping	\$16.89
Taxes	\$0.00
Order Total	\$238.94

HOBBY LOBBY

Super Savings, Super Selection!

9515 Crosshill Blvd, Suite #101
Jacksonville, FL 32222
(904) 908-0395

S-1014 R-1 T-4684 DAWN R SALE
110500000 Custom Frames 132.00
SUBTOTAL 132.00
TAX TOTAL 9.90
TOTAL 141.90

AMEX
ACCOUNT #: ****3053
AUTH#: 843437
ACCT: AMEX
AMERICAN EXPRESS INSERTED
CARD # ****3053 EXP **/**
REF # AUTH # RESP 00
190810011042 843437 ISO 00
AID: A00000025010801
TSI: E800 ARC: CUR:0840
TVR: 000008000
APP: AMERICAN EXPRESS
IAD: 06550103A02002
CHANGE DUE 0.00

Number of Items Purchased: 1

THANK YOU
PLEASE COME AGAIN

Visit our website at www.hobbylobby.com



HOBBY LOBBY®

Custom Framing

Frame #	\$	50% off	\$
Custom-Cut Mat # <u>32 X 26</u>			<u>\$ 66.00</u>
Custom-Cut Mat # <u>32 X 26</u>			<u>\$ 66.00</u>
Glazing			\$
Mounting/Substrate			\$
Fitting Fee			\$
Dust Cover & Hanger			\$
Other			\$
Other			\$



Please Remit To:
 Seton
 PO Box 95904
 Chicago, IL. 60694-5904
 Federal ID #52-1234223

Receipt

2491 Wehrle Dr
 Williamsville, NY 14221

Bill-to/Payer#: 10R11519981

Ship to Account#: 10R11519997

Attention: Accounts Payable

GMS LLC
 475 WEST TOWN PLACE
 ST. AUGUSTINE FL 32092

Ship-to Attn: JAY SORIANO

GMS LLC
 370 OAKLEAF VILLAGE PARKWAY
 ORANGE PARK FL 32065

Thank you for your order

For ACH payments please remit to: Tricor Direct Inc BMO Bank N.A. ABA# 071000288 Acct#15707725
 SWIFT:HATRUS44

Invoice Number	Invoice Date	Purchase Order Number	Invoice Total	Payment Terms	Currency
9360028940	09/22/2025	JAYSORIANO09/21/2025	0.00		USD
Carrier and Service			Terms of Delivery		
UPS GROUND			Order Prepaid		
Order Placed by			Original Order Number		
JAY SORIANO			WS60193175		
LINE# ORIGIN	PART NUMBER / SKU DESCRIPTION		QUANTITY	(U/M)	LIST PRICE
	FORWARDING AGENT: UPS GROUND <u>TRACKING NUMBERS</u> 1ZR393E70399228790				
000010 (US)	67893 REFL. PAVEMNT MRKRS CASING (2)REFLECTRS		3	EA	9.09
					9.09
					27.27
	Net Total				27.27
	Freight/Handling/FuelSurcharge				2.94
	State Tax/GST/HST		1.64		
	County Tax/PST/HST		0.41		
	Total Tax				2.05
	Invoice Total!				32.26
	Amount Paid				32.26
	Balance Due				0.00
	Charge to:				American Express
	Please do not pay this invoice. Payment made via Credit Card.				
	Payment of outstanding invoices by credit card will be subject to a surcharge on the total amount charged of 2.1%.				

For questions, please call us toll free at 1-800-243-6624, e-mail us at setonusa@seton.com, or fax us at 1-800-345-7819. For order status, invoice reprint, or to place an order visit www.seton.com.

GST# 711793331 RT0001

GENERAL CONDITIONS

TERMS AND CONDITIONS OF SALE

The following Terms and Conditions of Sale "Terms and Conditions" shall apply to all sales made by Tricor Direct, Inc. d/b/a Seton "Supplier" to a buyer of Supplier's goods "Purchaser", and every agreement or other undertaking by Supplier is expressly conditioned on Purchaser's assent to these Terms and Conditions.

ACCEPTANCE OF ORDERS

A quotation or tender addressed to Purchaser from Supplier does not constitute an offer to sell, and in no circumstances shall any contract arise unless and until the Purchaser submits an order to Supplier, and Supplier issues a written acknowledgment of the order to the Purchaser.

PRICE/DELIVERY TERMS

Unless otherwise stated in writing, price and delivery terms are F.O.B. site of shipment, as defined in Incoterms 2000, and such prices do not include sales, use or other taxes or any export package cost, transportation, freight handling charges, export/import license fee, customs duties and the like, all of which shall be paid by Purchaser, who shall indemnify Supplier against all claims and liabilities therefor. Unless otherwise specified in writing, delivery dates are estimates only, and Supplier shall not be liable for any damages, consequential or otherwise, resulting from the failure to deliver the goods by a particular date.

PAYMENT/SECURITY

Unless otherwise stated in writing, payment terms are ten (10) days from the date of the invoice for customers with satisfactory credit. In the event payment is not received by the due date, interest shall accrue at the rate of one and one-half percent (1.5%) on the unpaid portion of the invoice for each period of ten (10) days from the due date. Purchaser shall be liable for Supplier's costs associated with the collection of any amounts past due, including but not limited to attorney's fees and court costs. Supplier retains title/security interest in the goods until full payment.

Whenever Purchaser becomes insolvent or Supplier in good faith requires security, Supplier may cancel any outstanding contract with Purchaser, revoke and extend the credit to Purchaser, reduce any unpaid debts, sacrifice its security interest in all goods and proceed therefrom furnished by Supplier to Purchaser, and take any other steps necessary or desirable to secure Supplier fully with respect to Purchaser's payment for goods furnished or to be furnished by Supplier.

INSPECTION/ACCEPTANCE/RETURN/CANCELLATION

In the absence of an appropriate written notice with full particulars of any deficiency in the quality or quantity of the goods, sent to Supplier after Purchaser's inspection of the goods, Purchaser shall be conclusively deemed to have inspected and accepted the goods within thirty (30) days after receipt. Purchaser may not return any goods, under warranty claim or otherwise, without first reporting to Supplier the reasons for such return and first obtaining and then observing such reasonable instructions as Supplier may give in authorizing any return. In the event Purchaser desires to cancel an order, Purchaser may accept such cancellation in its sole discretion, however such cancellation, modification, or suspension of order will not be accepted on terms that will not fully indemnify Supplier against its loss, including recovery of all direct costs incurred, including normal indirect and overhead charges.

LIMITED WARRANTY

Supplier warrants that all goods will be free from defects in materials and workmanship for a period of six (6) months for non-assembled goods and eighteen (18) months for assembled goods at the time of delivery by Supplier "Limited Warranty".

The Limited Warranty does not apply if (1) the defect is the result of use or handling of the goods in a manner, circumstances or purposes other than those approved or instructed by Supplier; or (2) the goods are misused or abused or there is evidence of tampering, mishandling, neglect, accidental damage, modification or repair without the approval of Supplier.

THE LIMITED WARRANTY PROVIDED ABOVE IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. THE LIMITED WARRANTY IS IN LIEU OF ANY OTHER LIABILITY OR OBLIGATION OF SUPPLIER FOR LOSSES, EXPENSES, INCONVENIENCES OR DAMAGES (WHETHER SPECIAL, INDIRECT, SECONDARY, OR CONSEQUENTIAL) ARISING FROM OWNERSHIP OR USE OF THE GOODS. REPAIR, REPLACEMENT, OR CREDIT (AT SUPPLIER'S OPTION) UPON RETURN OF THE GOODS IS PURCHASER'S SOLE REMEDY FOR ANY SUCH LOSSES, EXPENSES, INCONVENIENCES OR DAMAGES. PURCHASER HEREBY WAIVES ANY RIGHTS THAT IT MIGHT OTHERWISE BE ENTITLED TO IN CONNECTION WITH THE MATTERS COVERED IN THIS PARAGRAPH.

NO CONSEQUENTIAL DAMAGES

Under no circumstances whatsoever shall Supplier and Purchaser be liable to each other for any indirect, special, or consequential damages, whether foreseeable or unforeseeable and whether based upon lost goodwill, lost profits, loss of use of money, property, or stored information, impairment of other assets, or otherwise, whether arising out of breach of warranty, breach of contract, strict liability in tort, negligence, misrepresentation, or otherwise, except only in the case of personal injury where applicable law requires such liability.

PATENT, COPYRIGHT AND TRADEMARK INDEMNITY

In the event that a good supplied by Supplier is claimed to directly infringe a United States patent, copyright or trademark or a foreign patent, copyright or trademark corresponding thereto in effect at the time Supplier issues its invoice or written acknowledgment of the order, then Purchaser shall permit Supplier, at its option and expense, either to (1) procure the right to continue to use such good, (2) replace or modify such good so that the good supplied becomes non-infringing, or (3) accept return of such good and reimburse Purchaser for the purchaser price, less a charge for reasonable wear and depreciation.

Supplier shall at its expense defend any action against Purchaser based on a claim that a good infringes a United States patent, copyright or trademark or a foreign patent, copyright or trademark

corresponding thereto, provided that Purchaser: (1) notifies Supplier promptly in writing of such action, and furnishes copies of all demands, process and pleadings; (2) gives Supplier sole control of the defense thereof (and any negotiations for settlement or compromise thereof); and (3) cooperates in the defense thereof at Supplier's expense.

THE FOREGOING STATES THE ENTIRE LIABILITY OF SUPPLIER FOR INFRINGEMENT CLAIMS AND ACTIONS, AND PURCHASER HEREBY WAIVES ANY RIGHTS THAT IT MIGHT OTHERWISE BE ENTITLED TO IN CONNECTION WITH THE FOREGOING.

Supplier shall have no liability to Purchaser for any action or claim alleging infringement based upon any conduct involving: (1) the use of any good in a manner other than as specified by Supplier; (2) the use of any good in combination with other products, equipment, or devices not supplied by Supplier; or (3) the alteration, modification or customization of any good by any person other than Supplier, or by Supplier based on Purchaser's specifications or otherwise at Purchaser's direction (regardless of whether such alteration, modification or customization occurs before or after the good is originally shipped by Supplier to Purchaser). In the event of an infringement action or claim against Supplier which is based on any conduct described in the preceding sentence, Purchaser shall indemnify and hold Supplier harmless against all damages, costs or expenses, including reasonable attorney's fees paid or incurred by Supplier in connection with such action or claim.

TOOLING, NEGATIVES, PLATES, ARTWORK AND OVERRUNS

If Purchaser pays for tooling, negatives or plates collectively "tooling" then such tooling will be the property of Purchaser and will be maintained free of charge by Supplier while being used in production and for twenty-four (24) months following the last date of use, after which the tooling will be destroyed, unless otherwise agreed in writing. If Purchaser does not pay for tooling, then any such tooling will be the property of Supplier. All artwork submitted by Purchaser is subject to the approval of Supplier. Supplier will notify Purchaser of any additional charges for retouching or reworking and will bill Purchaser at cost for same. On special orders Supplier reserves the right to ship not in excess of ten percent over or under the quantity ordered.

GENERAL

The invalidity or unenforceability (in whole or in part) of any provision, term or condition hereof, will not affect in any way the validity and enforceability of the remainder of such provision, term or condition, or any other provision, term or condition.

These Terms and Conditions may not be modified, terminated or repudiated, in whole or in part, except in a writing executed by the authorized representatives of Supplier and Purchaser. Supplier may, at its sole option, treat any attempted modification, termination, or repudiation to which it does not assent in writing, as a breach of these Terms and Conditions.

Upon any breach by Purchaser, or failure by Purchaser to comply with any of these Terms and Conditions, or if Purchaser becomes unable to conduct its normal business operations (including inability to meet its obligations as they mature), or if Purchaser becomes the subject of any proceeding under any state or federal bankruptcy law or other law, or rules and assignments for the benefit of creditors, Supplier will have the right to immediately cancel or terminate any and all agreements with or obligations to Purchaser relating to sales of the goods in whole or in such part, which may result in the non-shipment or cancellation of Purchaser's pending or future order(s) and/or termination of Purchaser's relationship with Supplier, and to recover from Purchaser damages for breach (excluding consequential damages) and any unpaid installments due shall become immediately due and payable. All remedies in these Terms and Conditions will be cumulative, and not alternative or exclusive, and will be in addition to all other rights and remedies provided by applicable law. The exercise or failure to exercise any remedy by Supplier will not preclude the exercise of the same or other remedies under these Terms and Conditions.

Supplier will not be deemed to have waived any provision of these Terms and Conditions or any breach by Purchaser of any provision hereof, unless specifically set forth in writing and executed by an authorized representative of Supplier. No such waiver by Supplier will constitute a waiver of such provision or breach on any other occasion.

Supplier shall not be responsible for any failure to fulfill its obligations hereunder due to causes beyond its reasonable control, including without limitation, acts or omissions of government or military authority, terrorist actions, acts of God, shortages of materials, transportation delays, fires, floods, labor disturbances, riots or wars.

These Terms and Conditions, and the transactions contemplated hereby, will be governed by, construed and interpreted in accordance with the substantive laws of the Wisconsin (excluding the Convention on Contracts for the International Sale of Goods) without regard to its conflict of laws rules. Any legal action with respect to any such transaction must be commenced within one year and one day after the cause of action has accrued.

These Terms and Conditions, together with any quotation, order acceptance, or invoice subject to these Terms and Conditions, constitute the entire agreement and understanding of Supplier and Purchaser. Supplier assumes no liability except as expressly provided in these Terms and Conditions.

ARBITRATION

Any and all disputes arising under or relating to these Terms and Conditions and the transactions contemplated hereby shall be determined by binding arbitration in Milwaukee, Wisconsin in accordance with the International Arbitration Rules of the American Arbitration Association, and be conducted in the English language.

ETHICS POLICY
Brady Corporation has a global Code of Ethics Policy the "Policy", which governs the behavior and relationships between Brady employees and its customers and suppliers. The Policy can be viewed at www.bradycorp.com, the Corporate Governance tab, Ethics Guide. If you believe that a Brady employee's conduct violates the terms of this Policy, please report the violation by using the confidential website (www.bradyethics.com), telephone number or fax line as outlined on page 5 of the Policy.



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Williamsville, NY 14221

Please Remit To:
Seton
PO Box 95904
Chicago, IL. 60694-5904
Federal ID #52-1234223

Receipt

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Ship to Account#: 10R11519997

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ORANGE PARK FL 32065

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SWIFT:HATTRUS44

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9360049811	09/24/2025	JAYSORIANO9/21/2025	0.00		USD		
Carrier and Service		Terms of Delivery		Delivery Terms Description or Your Shinner Account Number			
BEST WAY GROUND		Order Prepaid					
Order Placed by		Original Order Number		We are your Vendor#	Original Quote Number		
JAY SORIANO		WS60193175					
LINE# ORIGIN	PART NUMBER / SKU DESCRIPTION	QUANTITY	(U/M)	LIST PRICE	NET PRICE		
000020 (US)	18036D ROUND ANTI-VANDAL BLINKER SIGN MOUNT KIT	2	EA	55.59	55.59		
	Net Total				111.18		
	Freight/Handling/FuelSurcharge				12.01		
	State Tax/GST/HST	6.67					
	County Tax/PST/HST	1.67					
	Total Tax				8.34		
	Invoice Total				131.53		
	Amount Paid				131.53		
	Balance Due				0.00		
	Charge to:			American Express			
	Please do not pay this invoice. Payment made via Credit Card.						
	Payment of outstanding invoices by credit card will be subject to a surcharge on the total amount charged of 2.1%.						

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THE LIMITED WARRANTY PROVIDED ABOVE IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. THE LIMITED WARRANTY IS IN LIEU OF ANY OTHER LIABILITY OR OBLIGATION OF SUPPLIER FOR LOSSES, EXPENSES, INCONVENIENCES OR DAMAGES (WHETHER SPECIAL, INDIRECT, SECONDARY, OR CONSEQUENTIAL) ARISING FROM OWNERSHIP OR USE OF THE GOODS. REPAIR, REPLACEMENT, OR CREDIT (AT SUPPLIER'S OPTION) UPON RETURN OF THE GOODS IS PURCHASER'S SOLE REMEDY FOR ANY SUCH LOSSES, EXPENSES, INCONVENIENCES OR DAMAGES. PURCHASER HEREBY WAIVES ANY RIGHTS THAT IT MIGHT OTHERWISE BE ENTITLED TO IN CONNECTION WITH THE MATTERS COVERED IN THIS PARAGRAPH.

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PATENT, COPYRIGHT AND TRADEMARK INDEMNITY

In the event that a good supplied by Supplier is claimed to directly infringe a United States patent, copyright or trademark or a foreign patent, copyright or trademark corresponding thereto in effect at the time Supplier issues its invoice or written acknowledgment of the order, then Purchaser shall permit Supplier, at its option and expense, either to (1) procure the right to continue to use such good, (2) replace or modify such good so that the good supplied becomes non-infringing, or (3) accept return of such good and reimburse Purchaser for the purchaser price, less a charge for reasonable wear and depreciation.

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corresponding thereto, provided that Purchaser: (1) notifies Supplier promptly in writing of such action, and furnishes copies of all demands, process and pleadings; (2) gives Supplier sole control of the defense thereof (and any negotiations for settlement or compromise thereof); and (3) cooperates in the defense thereof at Supplier's expense.

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These Terms and Conditions may not be modified, terminated or repudiated, in whole or in part, except in a writing executed by the authorized representatives of Supplier and Purchaser. Supplier may, at its sole option, treat any attempted modification, termination, or repudiation to which it does not assent in writing, as a breach of these Terms and Conditions.

Upon any breach by Purchaser, or failure by Purchaser to comply with any of these Terms and Conditions, or if Purchaser becomes unable to conduct its normal business operations (including inability to meet its obligations as they mature), or if Purchaser becomes the subject of any proceeding under the federal bankruptcy laws, or if Purchaser makes any assignment for the benefit of creditors, Supplier will have the right to immediately cancel, or terminate, and all agreements with or obligations of Purchaser relating to, or based on, the products, or in such part, which may result in the non-shipment or cancellation of Purchaser's pending or future order(s) and/or termination of Purchaser's relationship with Supplier, and to recover from Purchaser damages for breach (excluding consequential damages) and any unpaid installments due shall become immediately due and payable. All remedies in these Terms and Conditions will be cumulative, and not alternative or exclusive, and will be in addition to all other rights and remedies provided by applicable law. The exercise or failure to exercise any remedy by Supplier will not preclude the exercise of the same or other remedies under these Terms and Conditions.

Supplier will not be deemed to have waived any provision of these Terms and Conditions or any breach by Purchaser of any provision hereof, unless specifically set forth in writing and executed by an authorized representative of Supplier. No such waiver by Supplier will constitute a waiver of such provision or breach on any other occasion.

Supplier shall not be responsible for any failure to fulfill its obligations hereunder due to causes beyond its reasonable control, including without limitation, acts or omissions of government or military authority, terrorist actions, acts of God, shortages of materials, transportation delays, fires, floods, labor disturbances, riots or wars.

These Terms and Conditions, and the transactions contemplated hereby, will be governed by, construed and interpreted in accordance with the substantive laws of the Wisconsin (excluding the Convention on Contracts for the International Sale of Goods) without regard to its conflict of laws rules. Any legal action with respect to any such transaction must be commenced within one year and one day after the cause of action has accrued.

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ARBITRATION

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ETHICS POLICY

Brady Corporation has a global Code of Ethics Policy the "Policy", which governs the behavior and relationships between Brady employees and its customers and suppliers. The Policy can be viewed at www.bradycorp.com, the Corporate Governance tab, Ethics Guide. If you believe that a Brady employee's conduct violates the terms of this Policy, please report the violation by using the confidential website (www.bradyethics.com), telephone number or fax line as outlined on page 5 of the Policy.

**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: 202057604887
Invoice Date: 09/26/2025
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: 09/25/2025

Item	Service	Charges	Usage	Taxable Portion	Total
Contract: 48060001 - IONOS Expert					
1	IONOS Website Builder 09/25/2025-10/24/2025	\$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: 202057811149

Invoice Date: 10/07/2025

Customer ID: 270980442

Contract ID: 85644648

Help Center: ionos.com/help

My IONOS: my.ionos.com/invoices

Your IONOS Personal Consultant:

Millette C

⌚ +1 267 366 6047

Invoice

Billing period starting: 10/06/2025

Item Service	Charges	Usage	Taxable Portion	Total
Contract: 85644648 - IONOS MyWebsite Creator+				
1 Basic Fee 10/06/2025-11/05/2025	\$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.



Invoice

Mailing Correspondence Address: 1623 Troy Lynn Trail, Jacksonville, FL 32225
(904) 645-9068 Fax: (904)645-9082
E-mail: bookme@progressiveent.com
www.progressiveent.com

Invoice date: 7/15/2025

Invoice # 12810631

Terms: Due by event date PO#

Customer name:

Middle Village CDD-Oakleaf (Phase 2)

Type of Event: Back to School

Billing address:

845 Oakleaf Plantation Parkway, Orange Park, FL 32065

Original contact person:

Lisa Carter Wk: 904-375-9285 ext. 7

E-mail/ fax: residentassistant@oakleafresidents.com

At event contacts with cell:

Jay Soriano Cell-904-342-1441 manager@oakleafresidents.com

Event date: Sunday August 10th, 2025

Hours of event: 1:00 pm-4:00 pm

Hours of service: 3 Same

Approximate set up time:

Between: 12:00 and 12:15 pm

Location name and address:

Poolside- Phase 2, 845 Oakleaf Village Parkway, Orange Park, FL 32065

Where to set up at location:

Under covering

Power within 75': Yes

Set up-grass or pavement:

PV

Water within 75': NA

Covered area for entertainer: Yes

Notes:

SERVICES NEEDED:

* Interactive Mobile DJ Services

3.0 hrs.

Reg. Rate	\$	595.00	Your Cost	\$	450.00
Reg. Rate	\$	45.00	Your Cost	\$	45.00
Reg. Total	\$	640.00	Your Total	\$	495.00
Total Savings	\$	173.00			

* Travel

Sub Total: \$ 495.00

Sales Tax: \$ -

Invoice Total: \$ 495.00

Total with Card: \$ -

50% Deposit required: \$ waived

Balance due at set up: \$ 495.00

LATE FEE WAIVED: \$ -

Credit Card Fee: \$ 17.00

Current Balance: \$ 512.00

Payments received: \$ 512.00 Pd. credit card 10/4/2025

Current Balance: \$ -

Due by event date or \$50 Late Fee

CANCELLATION, RE-SCHEDULING, INCLAMENT WEATHER POLICY

Any cancellation of this agreement by customer must be in writing at least 30 days prior to event date with specific reasons with verification by Progressive Entertainment. Any stopping of delivery/service of Progressive Entertainment must be at least 24 hrs. in advance to avoid labor costs.

No penalties or loss of deposit occur if event is re-scheduled within 60 days of original event date. A 50% cancellation fee of total amount occurs when not within these terms. Other arrangements must be noted by Progressive Entertainment. For customer pick up- customer is responsible for theft or damage to equipment or materials while in possession. Progressive Entertainment is not responsible for any acts of nature which prevent event from taking place or being shortened. Service reserves the right to stop service if guests cause a safety or behavior issue to service.

Customer signature required x _____ Date: _____

THANK YOU FOR SHOPPING AT
HALL'S NURSERY
5645 Blanding Boulevard
Jacksonville, FL 32244
(904) 771-6330

NO REFUNDS WITHOUT RECEIPT
02670

09/20/25 2:38PM MJ 553 SALE

3014146 1 EA \$11.99 EA
RND SRT CPTR 161-193 MFD \$11.99

SUB-TOTAL: \$ 11.99 TAX: \$.90
TOTAL: \$ 12.89
BC AMT: \$ 12.89

BK CARD#: XXXXXXXXXXXX3053
MID:*****2881 TID:***8078
AUTH: 870076 AMT: \$ 12.89
Retail reference #:600224 Rat#

Authorizing Network: AMEX

Chip Read
CARD TYPE:AM EXPRESS EXPR: XXXX
AID : A000000025010801
TVR : 0000008000
IAD : 0655010360A002
TST : F800
ARC : 00
MODE : Issuer
CVM : No CVM
Name : AMERICAN EXPRESS
ATC : 0198
AC : D9FOE9301E021C16
TxnID/ValCode: 410973

Bank card USD\$ 12.89

Total Items:1



1701 BLANDING BLVD
MIDDLEBURG, FL 32068
904-214-3280

Ticket: 689983
Date: 9/24/25 Time: 9:25 AM
Store: 542 Register: 1
Cashier: Elizabeth

Item	Qty	Price	Amount
RB 2X4X48 WELDED WIRE 100FT	1	104.99	104.99

Subtotal	104.99
Tax	7.87
Total	112.86

American Express - Sale 112.86

*****3053 - EMV Chip

Authorization #: 813573

Terminal ID : 001790542D000100

Cryptogram : F687A63FFF42C158

AID : A000000025010001

APP : AMERICAN EXPRESS

CVM : NONE / 5E0300

TVR : 0000003000 / TSI : 5800

Change 0.00

I agree to pay the above amount according
to my card issuer agreement.

Receipt

Invoice number YSOPUWFB-0014

Date paid October 12, 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 October 12, 2025

Description	Qty	Unit price	Amount
SimplyScapes Pro Weekly Oct 12 – Oct 19, 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	October 12, 2025	\$9.99	2012-9493

Receipt

Invoice number YSOPUWFB-0011
Date paid September 21, 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 21, 2025

Description	Qty	Unit price	Amount
SimplyScapes Pro Weekly Sep 21 – Sep 28, 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 21, 2025	\$9.99	2382-6433

Receipt

Invoice number YSOPUWFB-0012
Date paid September 28, 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 28, 2025

Description	Qty	Unit price	Amount
SimplyScapes Pro Weekly Sep 28 – Oct 5, 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 28, 2025	\$9.99	2398-2943

Receipt

Invoice number YSOPUWFB-0013

Date paid October 5, 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 October 5, 2025

Description	Qty	Unit price	Amount
SimplyScapes Pro Weekly Oct 5 – Oct 12, 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	October 5, 2025	\$9.99	2535-1461

Receipt

Invoice number YSOPUWFB-0015
Date paid October 19, 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 October 19, 2025

Description	Qty	Unit price	Amount
SimplyScapes Pro Weekly Oct 19 – Oct 26, 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	October 19, 2025	\$9.99	2743-9700



Recurring Statement

Account Information

Account Number: (904) 770-4650
Statement Date: 10/02/2025
Subscription Name: RingEX Standard™
Document #: 18886704002

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

Statement Summary

Total Current Charges **\$176.39**

Your credit card ending in [8052] was charged \$176.39.
This charge will appear as "RINGCENTRAL, INC" on your credit card statement.

Statement Details

Charges and credits

Period	Description	Unit Price	Quantity	Amount
10/02/2025-11/01/2025	RingEX Standard™ - Monthly Subscription Fee	\$0.00	1	\$0.00
10/02/2025-11/01/2025	DigitalLine Unlimited - (904) 342-1441	\$34.99	1	\$34.99
10/02/2025-11/01/2025	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
10/02/2025-11/01/2025	DigitalLine Unlimited - (904) 770-4648	\$34.99	1	\$34.99
10/02/2025-11/01/2025	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
10/02/2025-11/01/2025	DigitalLine Unlimited - (904) 770-4649	\$34.99	1	\$34.99
10/02/2025-11/01/2025	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
10/02/2025-11/01/2025	DigitalLine Unlimited - (904) 770-4661	\$34.99	1	\$34.99
10/02/2025-11/01/2025	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
10/02/2025-11/01/2025	DigitalLine Unlimited - (904) 770-4667	\$34.99	1	\$34.99
10/02/2025-11/01/2025	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:				\$41.49
Total Charged to Credit Card:				\$176.39

ORDER #S100560057



Thank you for your purchase!

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

Order summary



Hammer-Head Vinyl Brush Bracket HH1310BB1 × 1 \$109.95



Hammer-Head 60' Cord with Motor HH1315 × 1 \$469.95

Subtotal **\$579.90**

Shipping **\$0.00**

Florida State Tax **\$34.80**

Clay County Tax **\$8.70**

Total **\$623.40 USD**

Customer information

Shipping address

Jay Soriano
370 OAKLEAF VILLAGE PKWY STE 114
orange park FL 32065
United States

Billing address

Jay Soriano
475 West Town Place
St. Augustine FL 32092
United States

Shipping method

Free Standard Shipping: 4 to 7 Business Days

Payment method

Ending in **53 — **\$623.40**

Give us feedback @ survey.walmart.com
Thank you! ID #:7VQZLFB8YK



WM Supercenter
904-272-0036 Mgr. JULIAN
899 BLANDING BLVD
ORANGE PARK FL 32065
ST# 01225 DP# 001435 TE# 21 TR# 04627

ITEMS SOLD 1
TC# 3789 6651 6260 0169 8826



MINECRAFT 083929034550 14.96 N

SUPPLY 14.96
TOTAL 14.96

AMEX TEND 14.96
CHANGE DUE 0.00

AMERICAN EXPRESS- 3059 1 0 APPR#871532

14.96 TOTAL PURCHASE

REF # 626029060486

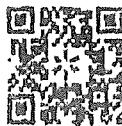
TRANS ID - 016168471178068

ATN A000000026010801

TERMINAL # 54792093

*No Signature Required

10/07/25 17:50:26



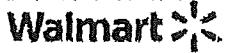
Get free delivery
from this store
with Walmart+

Scan for 20-day free trial.

Low prices You Can Trust. Every Day.

10/07/25 17:50:30

Give us feedback @ survey.walmart.com
Thank you! ID #17VR1FB14TFHB



WM Supercenter
904-214-9411 Mar:SARA
1680 BRANAN FIELD RD
MIDDLEBURG FL 32068
ST# 03308 DP# 003638 TE# 68 TR# 00978
8 ITEMS SOLD 3
TC# 8167 6703 3752 1455 5186 8



HP 936 CHYK 019654869758 146.00 0
BE4800 RTR 084046060182 99.00 0
BE4800 RTR 084046060182 99.00 0
SUBTOTAL 344.00
TOTAL 344.00
AMEX TEND 344.00

AMERICAN EXPRESS #### #### 3 063 I 0

MAPLUVN 1 014520
REF # 629461000703
TRANS ID - 013830668268325
AID A000000026010801
AAC 47194969F6ED887A
TERMINAL # 55169956

*NO SIGNATURE REQUIRED

10/21/25 10:14:55

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+

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Order date: Sun, Sep 21, 2025
Order number: [2000134-93954551](#)

Thanks for your order, Jay!

Walmart com

Delivery

370 Oakleaf Village Pkwy, orange park, FL, 32065, USA

Part 1 of 2

Arrives Tue, Sep 23

3 items

Samsung 32" Smart Monitor M5 (M50D) FHD with Streaming TV and Speakers - LS32DM50DENXGO

\$179.00/ea

Qty 1

\$120.99 from savings

\$179.00

Was \$299.99

\$299.99

Part 2 of 2

Arrives Thu, Oct 2

6 items

ITSELFER Road Reflector For Driveway Plastic Reflective Pavement Marker Safety Road Reflector Reflective Road Marker Road Marker

\$24.54

Order total

Includes all fees, and taxes **\$635.84**

You saved a total of **\$362.97**

Payment method

AMEX ending in 3053

Give us feedback @ survey.walmart.com
Thank you! ID #:7VQQCS14TGYX

Walmart 

WM Supercenter

904-214-9411 Mgr. SARA

1580 BRANAN FIELD RD

MIDDLEBURG FL 32068

ST# 03308 DP# 004238 TE# 12 TR# 02391

ITEMS SOLD 3

TC# 6990 4732 4469 1283 4202



TV MNT 19-50 681131312140	31.83 N
TV MNT 19-50 681131312440	31.83 N
BUK PHNS 046013462600	20.97 N

SUBTOTAL	84.63
TOTAL	84.63

AMEX TEND	84.63
CHANGE DUE	0.00

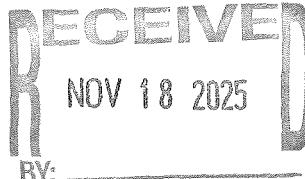
Governmental Management Services, LLC
475 West Town Place, Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 2555
Invoice Date: 11/17/25
Due Date: 11/17/25
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 15, 2025 2,300.369,103	23.25	25.00	581.25
Total			\$581.25
Payments/Credits			\$0.00
Balance Due			\$581.25

11/18/25

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

Double Branch CDD

Facility Event Staff Service Hours

<u>Quantity</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
------------------------	---------------------------	--------------------	----------------------

23.25	Facility Event Staff	\$ 25.00	\$ 581.25
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Covers Period End: November 15, 2025

Amenities Revenue # 2.300.369.103

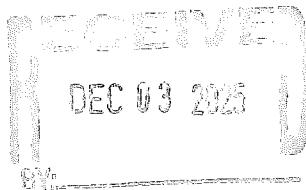
Governmental Management Services, LLC
475 West Town Place, Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 2556
Invoice Date: 12/1/25
Due Date: 12/1/25
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 - December 2025-		6,375.75	6,375.75
Website Administration - December 2025		245.75	245.75
Information Technology - December 2025		210.58	210.58
Dissemination Agent Services - December 2025		157.33	157.33
Office Supplies		0.36	0.36
Postage		8.88	8.88
Copies		70.05	70.05
Telephone		20.75	20.75
Hobby Lobby - Paper Crafts		21.48	21.48
<hr/>			
		Total	\$7,110.93
		Payments/Credits	\$0.00
		Balance Due	\$7,110.93

\$21.48

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

Invoice

Invoice #: 2557
Invoice Date: 12/1/25
Due Date: 12/1/25
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 - December 2025		20,467.92	20,467.92

RECEIVED
DEC 03 2025
BY: _____

Alison Morsing
12-3-25

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

MAKE CHECK PAYABLE TO:



Post Office Box 162134
Altamonte Springs, FL 32716
(904) 262-5500

PLEASE FILL OUT BELOW IF PAYING BY CREDIT CARD



CARD NUMBER

EXP. DATE

SIGNATURE

AMOUNT PAID

ACCOUNT NUMBER	DATE	BALANCE
708477	12/1/2025	\$2,170.00

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

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

00000000019082001000000032808300000021700057

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 12/11/2025

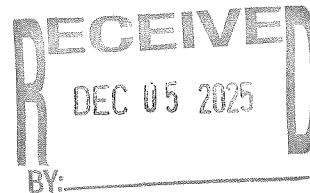
Invoice 328083B

PO #

Invoice Date	Description	Quantity	Amount	Tax	Total
12/1/2025	Water Management - Zone 1,Water Management - Zone 2		\$1085.00	\$0.00	\$1085.00
			\$1085.00	\$0.00	\$1085.00

Code to:

Please remit payment for this month's invoice.

2-320-572-4680**Double Branch Lake Maintenance**

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

Credits \$0.00

Adjustment \$0.00

AMOUNT DUE

Total Account Balance including this invoice:

\$2170.00

This Invoice Total:

\$2170.00

Click the "Pay Now" link to submit payment by ACH**Customer #:** 708477**Corporate Address**4651 Salisbury Rd, Suite 155
Jacksonville, FL 32256**Portal Registration #:** BCF0DAE5**Customer E-mail(s):** manager@oakleafresidents.com, JSORIANO@GMSNF.COM**Customer Portal Link:** www.lakedoctors.com/contact-us/

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



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

Invoice

Date
Invoice#

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

RECEIVED
OCT 20 2025
BY

Click Here to Pay Now



Has to be reissued due to check #7872 not being received by the vendor.
Which was mailed out on 11/18/25. Please see check as a reference of
being processed prior to being reissued.
TP 12/03/25

RECEIVED
DEC 03 2025
BY



131295632579



Invoice

Date
Invoice#

12/1/2025
131295633099

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

Terms	Net 20
Due Date	12/21/2025
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

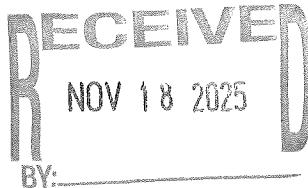
Tax \$0.00

Total \$3,439.08

Amount Paid/Credit Applied \$0.00

Balance Due \$3,439.08

[Click Here to Pay Now](#)



131295633099

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

Invoice

Invoice #: 386
Invoice Date: 12/1/2025
Due Date: 12/1/2025
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 - December 2025		6,201.00	6,201.00

RECEIVED
DEC 03 2025
BY: _____

Alison Massing
12-3-25

Total	\$6,201.00
Payments/Credits	\$0.00
Balance Due	\$6,201.00

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - SABRINA TOMLIN
Date: November 19, 2025 at 2:22 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com

Good afternoon, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD – for the following venue.
 - LOCATION – OVCR aka CLUBROOM (SATURDAY) 2:30 P.M. to 6:30 P.M. (ET 3:30 P.M. - 5:30 P.M.)
 - DATE OF VENUE – NOVEMBER 15, 2025
 - RESIDENT – **SABRINA TOMLIN**
 - ADDRESS – 537 AMBERWOOD COURT, ORANGE PARK, FL 32065
 - AMOUNT OF REFUND - \$100.00
 - BOOKING FEE/DEPOSIT was via VISA (8570):
 - DATED: 9/30/25
 - BATCH#: 149?
 - APPROVAL CODE: 117622
 - 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

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

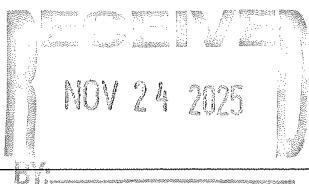


Security Development Group, LLC
8130 Baymeadows Way W., Suite 302
Jacksonville, FL 32256 USA
kristen@sthreesecurity.com
www.sthreesecurity.com

INVOICE

BILL TO

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

INVOICE # 11524**DATE** 12/01/2025**DUE DATE** 12/31/2025**TERMS** End of the month**SERVICE MONTH**

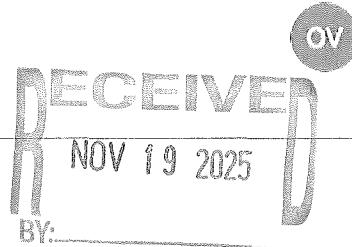
December

ACTIVITY	QTY	RATE	AMOUNT
			9,222.54

APPROVED	
Code to:	
Double Branch Security	
2-320-572-345	

\$9,222.54

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - STEPHANIE PHILO
Date: November 19, 2025 at 2:17 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 A.M. to 2:00 P.M. (ET 11:00 A.M. - 1:00 P.M.)
 - DATE OF VENUE – NOVEMBER 15, 2025
 - RESIDENT – **STEPHANIE PHILO**
 - ADDRESS – 456 MAHONEY LOOP, **ORANGE PARK, FL 32065**
 - AMOUNT OF REFUND - \$100.00
 - BOOKING FEE/DEPOSIT was via VISA (0386):
 - DATED: 10/24/25
 - BATCH#: 150?
 - APPROVAL CODE: 08881?
 - 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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Invoice

Invoice #: 25637

Date: 12/01/25

Customer PO:

DUE DATE: 12/31/2025



BILL TO

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

FROM

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

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

Invoice Notes:

Thank you for your business!	AMOUNT DUE THIS INVOICE	\$40,594.48
------------------------------	--------------------------------	--------------------

Please See Our
Updated Remittance
Information

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

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

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

Code to:

2-320-572-4620

Double Branch Landscape Maintenance



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

General Invoice

Customer Copy

CUSTOMER	INVOICE DATE	INVOICE NUMBER	AMOUNT PAID	DUUE DATE	INVOICE TOTAL DUE
OAKLEAF PLANTATION CDD	12/11/2025	1134	\$0.00	12/26/2025	\$1,195.00
LAST PAYMENT DATE	LAST PAYMENT AMOUNT	PAST DUE AMOUNT			ACCOUNT BALANCE
10/29/2025	\$482.50	\$1,762.50			\$2,957.50
DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED
OFF DUTY ADMIN NOVEMBER 2025	162.00	\$5.000000	EACH	\$810.00	\$0.00
OFF DUTY SCHEDULING FEE	1.00	\$385.000000	EACH	\$385.00	\$0.00
Invoice Total:					\$1,195.00

$\$405.00 + \$192.50 = \$597.50$

RECEIVED
DEC 17 2025
BY:

DETACH AND RETURN THE PORTION BELOW WITH YOUR PAYMENT



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

General Invoice
Remit Portion

Invoice Date	12/11/2025
Invoice Number	1134
Customer Number	30
Amount Paid	
Due Date	12/26/2025
Invoice Total Due	\$1,195.00

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

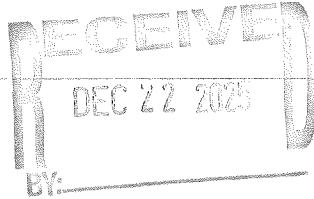
Please include Customer Number and make
checks payable to: Clay County Sheriff's Office

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - EDITHA ATIENZA
Date: December 22, 2025 at 4:30 PM
To: Todd Polvere tpolvvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com

OV

Good afternoon, Todd,

Please make the following refund at your earliest opportunity:



- REFUND FROM DBCDD – for the following venue.
 - LOCATION – OVCR aka CLUBROOM (THURSDAY) 5:00 P.M. to 9:00 P.M. (ET 5:30 P.M. - 8:30 P.M.)
 - DATE OF VENUE – DECEMBER 18, 2025
 - RESIDENT – **EDITHA ATIENZA**
 - ADDRESS – 3162 WANDERING OAKS DRIVE, **ORANGE PARK, FL 32065**
 - AMOUNT OF REFUND - \$100.00
 - BOOKING FEE/DEPOSIT was via VISA (7201):
 - DATED: 12/3/25
 - APPROVAL CODE: 04648D
 - AMOUNT: 100.00

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

Thank you.

Office will be closed December 24th - 25th, 2025, for the Christmas Holiday. I will have limited time in the office on Monday, Tuesday and Wednesday of this week.

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.

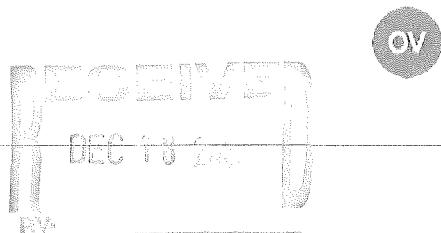
Wanda McReynolds – Community Amenity Coordinator, OakLeaf Plantation
venuerentals@oakleafresidents.com
(904) 770-4661 voice email
(904) 375-9285 ext. 3
www.oakleafresidents.com

Governmental Management Services

www.OakLeafResidents.com

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From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - ERIC ARRO
Date: December 18, 2025 at 5:23 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 (SUNDAY) 5:00 P.M. to 9:00 P.M. (ET 5:30 P.M. - 8:00 P.M.)
 - DATE OF VENUE – DECEMBER 14, 2025
 - RESIDENT – **ERIC ARRO**
 - ADDRESS – 731 CHESTWOOD CHASE DRIVE, **ORANGE PARK, FL 32065**
 - AMOUNT OF REFUND - \$100.00
 - BOOKING FEE/DEPOSIT was via VISA (0286):
 - DATED: 11/25/25
 - APPROVAL CODE: 059288
 - AMOUNT: 100.00

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

Thank you.

Office will be closed December 24th - 25th, 2025, for the Christmas Holiday. I will have limited time in the office on Monday, Tuesday and Wednesday of this week.

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

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

Invoice

Invoice #: 2561
Invoice Date: 12/15/25
Due Date: 12/15/25
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 December 13, 2025 <i>2,300.369.103</i>	9	25.00	225.00

RECEIVED
DEC 16 2025
b7c

Total	\$225.00
Payments/Credits	\$0.00
Balance Due	\$225.00

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

Double Branch CDD

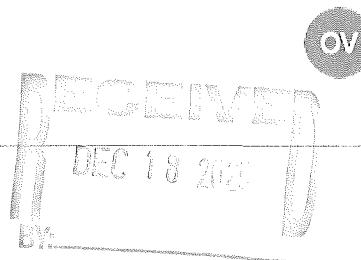
Facility Event Staff Service Hours

<u>Quantity</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
9	Facility Event Staff	\$ 25.00	\$ 225.00

Covers Period End: December 13, 2025

Amenities Revenue # 2.300.369.103

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - MELODY WHISMAN
Date: December 18, 2025 at 5:18 PM
To: Todd Polvere tpolvvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



Good afternoon, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD – for the following venue.
 - LOCATION – OVCR aka CLUBROOM (SATURDAY) 7:00 P.M. to 11:00 P.M. (ET 7:30 P.M. - 10:15 P.M.)
 - DATE OF VENUE – NOVEMBER 13, 2025
 - RESIDENT – **MELODY WHISMAN**
 - ADDRESS – 4190 PLANTATION OAKS BLVD #1531, **ORANGE PARK, FL 32065**
 - AMOUNT OF REFUND - \$100.00
 - BOOKING FEE/DEPOSIT was via VISA (4318):
 - DATED: 11/12/25
 - APPROVAL CODE: 00688D
 - AMOUNT: 100.00

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

Thank you.

Office will be closed December 24th - 25th, 2025, for the Christmas Holiday. I will have limited time in the office on Monday, Tuesday and Wednesday of this week.

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

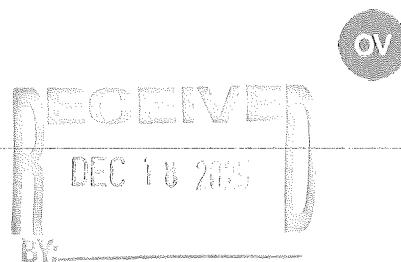
(904) 770-4661 voice email
(904) 375-9285 ext. 3
www.oakleafresidents.com

Governmental Management Services

www.OakLeafResidents.com

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From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - SARAHIMA SAINT-FLEUR
Date: December 18, 2025 at 5:11 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



Good afternoon, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD – for the following venue.
 - LOCATION – OVCR aka CLUBROOM (SATURDAY) 2:30 P.M. to 6:30 P.M. (ET 3:00 P.M. - 6:00 P.M.)
 - DATE OF VENUE – NOVEMBER 14, 2025
 - RESIDENT – **SARAHIMA SAINT-FLEUR**
 - ADDRESS – 3930 PEBBLE BROOK CIRCLE S, **ORANGE PARK, FL 32065**
 - AMOUNT OF REFUND - \$100.00
 - BOOKING FEE/DEPOSIT was via VISA (8281):
 - DATED: 9/10/25
 - APPROVAL CODE: 07210D
 - AMOUNT: 100.00

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

Thank you.

Office will be closed December 24th - 25th, 2025, for the Christmas Holiday. I will have limited time in the office on Monday, Tuesday and Wednesday of this week.

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

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CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO... YRMO	DPT	ACCT#	SUB	VENDOR NAME	STATUS	AMOUNT	...CHECK.... AMOUNT	#
12/17/25	00079	11/21/25	16901	202511	600-53800-62100				*	1,030.00		
				CUSTOM JOB PROPOSAL				DESTINY ELECTRIC LLC			1,030.00	000433
12/17/25	00080	11/14/25	QUOTE#-4	202511	600-53800-62100				*	3,163.72		
				EPOXY FLOOR COVERING				EPOXY DEPOT JACKSONVILLE			3,163.72	000434
12/17/25	00070	10/31/25	36465	202510	600-53800-62100				*	135.67		
				RPR ID-AUG PREVENT MAINT				ALLWAYS IMPROVING LLC			135.67	000435
12/17/25	00070	11/19/25	36545	202511	600-53800-62100				*	243.00		
				RPR ID-OCT PREVENT MAINT				ALLWAYS IMPROVING LLC			243.00	000436
12/17/25	00035	11/14/25	2553	202510	600-53800-62100				*	2,635.97		
				OCT REPAIR/REPLACEMENT				GOVERNMENTAL MANAGEMENT SERVICES			2,635.97	000437
12/17/25	00035	11/30/25	2558	202510	600-53800-62100				*	1,918.54		
				OCT REPAIR & REPLACEMENTS				GOVERNMENTAL MANAGEMENT SERVICES			1,918.54	000438
12/17/25	00035	11/14/25	2554	202511	600-53800-62100				*	2,097.62		
				MAINTENANCE SUPPLIES				GOVERNMENTAL MANAGEMENT SERVICES			2,097.62	000439
12/17/25	00017	11/12/25	08821829	202511	600-53800-62100				*	4,765.56		
				JANITORIAL SUPPLIES				THE HOME DEPOT PRO			4,765.56	000440
12/17/25	00016	11/10/25	25256	202511	600-53800-62100				*	3,348.60		
				SOCCER S SIDE HEDGELINE				VERDEGO LLC			3,348.60	000441
12/26/25	00016	12/15/25	25877	202512	600-53800-62100				*	2,975.00		
				PINE TREE REMOVALS				VERDEGO LLC			2,975.00	000442
12/26/25	00016	12/17/25	25914	202512	600-53800-62100				*	3,235.71		
				AMENITY FOUNTAIN ENHANCE				VERDEGO LLC			3,235.71	000443
								TOTAL FOR BANK C			25,549.39	

DBBR DOUBLE BRANCH OKUZMUK

CHECK DATE	VEND#INVOICE.....	...EXPENSED TO...	VENDOR NAME					STATUS	AMOUNTCHECK.....
		DATE	INVOICE	YRMO	DPT	ACCT#	SUB	SUBCLASS		AMOUNT	#

TOTAL FOR REGISTER 25,549.39

DBBR DOUBLE BRANCH OKUZMUK



Destiny Electric

Jay Soriano
370 Oakleaf Village Parkway
Orange Park, FL 32065

📞 (904) 562-0249
✉️ jsoriano@gmsnf.com

RECEIVED
NOV 24 2025
BY

JOB	#16901
SERVICE DATE	Nov 21, 2025
PAYMENT TERMS	Upon receipt
DU DATE	Nov 24, 2025
AMOUNT DUE	\$1,030.00

CONTACT US
179 College Drive, Suite 9
Orange Park, FL 32065

📞 (904) 708-9094
✉️ destinyelectric@yahoo.com

INVOICE

Services	Qty	Unit Price	Amount
----------	-----	------------	--------

Destiny Electric - Custom Job 1.0 \$1,030.00 \$1,030.00

Upon acceptance of this proposal Destiny Electric will provide all necessary materials, and labor to:

Provide, wire and install dedicated outlet for fridge in storage room fed from existing electrical panel inside. \$475.00

Repair/ Replace GFCI outlet in bathroom near storage room. \$95.00

Repair/Identify switch in storage room that controls recessed lights. \$60.00

Provide, wire and install outlet in bathroom for oscillating fan using existing circuitry. \$175.00

Provide, wire and install outlet for TV on the patio area using existing circuitry. \$225.00

100% Due Upon Completion (Cash/Check/Card)

3.5% of total to process all cards.

Individual pricing is based on a total scope, eliminating individual line items, may incur increases, in individual services.

NOTE: This quote assumes circuitry is normally functional, and includes no additional troubleshooting, additional troubleshooting if necessary will be approved in advance, and be billable at \$140.00/HR

Code to:

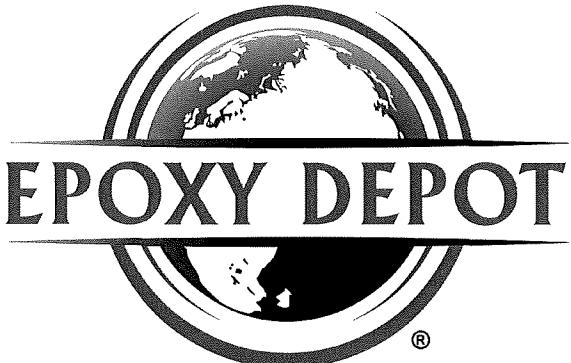
Subtotal \$1,030.00

Double Branch Repair and Replacement Job Total \$1,030.00
Amount Due \$1,030.00

034.600.538.621

We appreciate the opportunity to earn your business!

See our Terms & Conditions



RECEIVED
DEC 17 2025
BY:

Epoxy Depot
10592 Balmoral Circle E, Suite 7 Jacksonville, FL 32218
(904) 990-5603

THANK YOU FOR SHOPPING AT EPOXY DEPOT

Double Branch Cdd
US

Customer code
Email
Phone
Store credit
On account

Double-FQ2E
jsoriano@gmsnf.com
9045620249
\$0.00

Quote #4749

14 Nov 2025 11:28am | Jacksonville

Served by: Ernest T.

Register: Jacksonville Terminal

4	E4E-100 Vapor Barrier Primer Vapor Barrier Primer - FC	@ \$199.99	\$799.96
12	E4E Super Poly-Polyaspartic 2 Gal.	@ \$179.99	\$2,159.88
12	American Resins Universal Pigment Pods 16 oz True Gray 16 oz	@ \$16.99	\$203.88
TOTAL 28 items			\$3,163.72
TO PAY			\$3,163.72



All sales are final- No returns on any liquid products (No exceptions)- If a return is authorized on any products, a 10% restocking fee will be charged. A processing fee may apply if using a credit card. If you pay cash/check you will not be charged the card convenience fee. Any returned check will be subject to a non-refundable \$40 fee. Please see our refund policy and terms of service for more information.

I AGREE TO COMPLY WITH THE CARDHOLDER AGREEMENT:

X-----
Customer Signature

For product and installation support please call (815) 301-2002 for product support or email support@epoxydepotusa.com

Code to:

Double Branch Repair and Replacement

034.600.538.621

INVOICE

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

tracy@wearefitnesspro.com
+1 (850) 523-8882
www.wearefitnesspro.com



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

Bill to

Double Branch
370 Oakleaf Village Parkway
Orange Park, FL 32065

Ship to

Double Branch
370 Oakleaf Village Parkway
Orange Park, FL 32065



Invoice details

Invoice no.: 36465

Terms: Net 15

Invoice date: 10/31/2025

Due date: 11/15/2025

#	Product or service	SKU	Description	Qty	Rate	Amount
1.			SERVICE REQUEST 44724 - REPAIRS IDENTIFIED DURING AUGUST PREVENTATIVE MAINTENANCE			
2.	1. CS Return Labor with Contract/Purchase		Estimated Labor - Tech replaced poly belt for stairmaster-120 Unit tests correct	1	\$95.00	\$95.00
			Stairmaster-112 wrong size bearings sent. SEE PHOTOS			
3.	2a. Parts		Parts for Repair: Belt, Poly-V (Item 2)	1	\$20.52	\$20.52
4.	2b. Shipping/ Handling		Shipping and Handling Estimate:	1	\$20.15	\$20.15

Code to:

**Double Branch Repair and
Replacement**

034.600.538.621

Service Request Details/Notes: 1.
Stairmaster Stairclimber
SM5285L19450112 rumbling and
grinding tech lubricated and found that
multiple roller wheel bearings have
failed. Should replace 12x roller wheel
bearings.(labor intensive 1.5-2 hr min)
2. Stairmaster Stairclimber
SM5285L19430120 drive belt
squeaking. Should replace drive belt.

Total

\$135.67

INVOICE

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

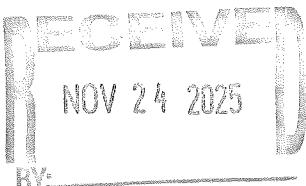
tracy@wearefitnesspro.com
+1 (850) 523-8882
www.wearefitnesspro.com



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

Bill to
Double Branch
370 Oakleaf Village Parkway
Orange Park, FL 32065

Ship to
Double Branch
370 Oakleaf Village Parkway
Orange Park, FL 32065



Invoice details

Invoice no.: 36545
Terms: Net 15
Invoice date: 11/19/2025
Due date: 12/04/2025

#	Product or service	SKU	Description	Qty	Rate	Amount
1.			SERVICE REQUEST 45371 - REPAIRS IDENTIFIED DURING OCTOBER PREVENTATIVE MAINTENANCE			
2.	1. CS Return Labor with Contract/Purchase		Estimated Labor - Tech replaced damaged cable for hip ab/ad -duction. UNIT TESTS CORRECT	1	\$95.00	\$95.00
3.	Cable with Hardware 20'		20' Cable with Hardware	1	\$120.00	\$120.00
4.	2b. Shipping/ Handling		Shipping and Handling Estimate:	1	\$28.00	\$28.00
5.			Service Request Details/Notes: 1. Magnum Ab/Ad -ductor cable sheath damaged and cable beginning to rust. needs cable. (20' FPI)			

Code to:

Total \$243.00

Double Branch Repair and Replacement

034.600.538.621

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

Invoice

Bill To:

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

RECEIVED
NOV 24 2025
BY

Invoice #: 2553
Invoice Date: 11/14/25
Due Date: 11/14/25
Case:
P.O. Number:

Description	Hours/Qty	Rate	Amount
Facility Maintenance October 1- October 31, 2025	530.19	40.00	21,207.60
Facility Maintenance Mileage October 1- October 31, 2025	560	0.445	249.20
Code to:			
<u>Double Branch Facility Maintenance</u>			
2.320.572.46600 (\$6,875.00)			
<u>Double Branch Facility Maintenance Contingency</u>			
2.320.572.46620 (\$3,750.00)			
<u>Double Branch Lighting Repairs</u>			
2.320.572.46630 (\$875.00)			
<u>Double Branch Common Area Maintenance</u>			
2.320.572.46400 (\$6,875.00)			
Double Branch Repair/Replacement			
34.600.53800.6200 (\$2,635.97)			
<u>Double Branch Special Events</u>			
2.320.572 (\$445.83)			

Total \$21,456.80

Payments/Credits \$0.00

Balance Due \$21,456.80

\$2,635.97

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

Date	Hours	Employee	Description
10/1/25	8	A.O.	Removed debris from all common areas
10/2/25	7.83	C.W.	Removed debris from lakes, cleaned pond filters that had trash build ups, cleaned out dirt and roots of filters, removed debris around ponds banks of lake
10/2/25	8	A.O.	Removed debris from all common areas and lakes, cleaned out dirt and roots from pond filters
10/3/25	7.98	C.W.	Cleaned out lakes and outfalls around double branch, removed deceased animal, checked and changed trash receptacles
10/3/25	8	A.O.	Removed debris from all common areas and lakes
10/6/25	4.14	T.C.	Secured all benches and fitness equipment around track
10/6/25	7.95	C.W.	Tightened and anchored benches around track, disassembled and reassembled park benches, removed two completely and removed debris
10/6/25	8	A.O.	Removed debris from all common areas
10/7/25	4.11	T.C.	Installed shelving in lifeguard room
10/7/25	6.45	C.W.	Assisted with install of shelving in lifeguard room, moved chlorine jugs to pool pack, fixed bathroom wall in fieldhouse bathroom toilet and paper roller, moved deceased deer out of woods
10/7/25	8	A.O.	Removed debris from all common areas
10/8/25	1	B.G.	Removed barn doors from truck to lifeguard shack for later install
10/8/25	8	C.W.	Mounted shelf to the wall, put up wall for urinal at fieldhouse and toilet paper dispenser, removed duck eggs, moved pool mudar to office, moved doors in shed
10/8/25	8	A.O.	Removed debris from all common areas
10/9/25	8	A.O.	Removed debris from all common areas
10/10/25	8	A.O.	Removed debris from all common areas, removed and disposed of deceased animal on road
10/13/25	8	T.C.	Installed new barn slide doors on the back of the field house, cut them down to fit, replaced trim on doors, set hinges on doors, picked up supplies
10/13/25	8	B.G.	Installing barn doors, made adjustments at top and bottom for proper install
10/13/25	8	A.O.	Removed debris from all common areas
10/14/25	4	T.C.	Worked on barn door install, adjusted hinges, filled all cracks with wood putty and liquid nail, sanded all cuts smooth, stained all the new wood, picked up supplies
10/14/25	8	B.G.	Cut two by six and installed them on the inside were the barn doors will be, painted the two boards with weather sealant, installed two more hinges to barn doors and added wood filler on cracks, will sand and paint once dry
10/14/25	8	A.O.	Removed debris from all common areas
10/15/25	8.13	T.C.	Went into attic to remove old can light from hallway in office, installed a new ceiling fan in the hallways in the office, installed new box for ceiling fan, installed new barn doors on the back of the lifeguard shack, started painting doors, picked up supplies
10/15/25	8	B.G.	Painting first coat on barn doors at golf cart shack with white and gray paint
10/15/25	8.18	J.K.	In attic took apart light ballis and box, worked on fan, vacuumed and skinned pool
10/15/25	8	A.O.	Removed debris from all common areas and lakes
10/16/25	8.2	T.C.	Finished installing a ceiling fan, finished painting the barn doors, vacuumed the pool
10/16/25	8	B.G.	Finished painting the barn doors and installed two big bolts lock on doors, paint the facia in front of golf cart shack and two windows
10/16/25	7.78	J.K.	Put up ceiling fan/light in office hallway, replace pipes connecting from the feed valve to faucet hot and cold, vacuumed pool
10/16/25	8	C.W.	Scrubbed pool with pump and put chlorine in pool
10/16/25	8	A.O.	Removed debris from all common areas
10/17/25	3.92	T.C.	Cleaned filter in portable pool pump, installed dead bolt lock and door handle, vacuumed pool
10/17/25	8	B.G.	Drilled holes on barn door, installed new lock handles and dead bolts
10/17/25	1.88	J.K.	Vacuumed pool and made sure it was working properly
10/17/25	8	A.O.	Removed debris from all common areas
10/20/25	4	T.C.	Vacuumed pool, pool maintenance
10/20/25	2	J.K.	Pool maintenance
10/20/25	8.12	C.W.	Removed debris from all common areas
10/21/25	3.94	T.C.	Built forms and poured concrete slabs around the track to mount trash receptacles to, cleaned up guard shack area
10/21/25	7.87	C.W.	Fixing trash receptacles around track, removing trash receptacles and braces, setting trash receptacles to side for concrete to set

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

Date	Hours	Employee	Description
10/21/25	8	A.O.	Removed debris from all common areas
10/22/25	4	T.C.	Worked on securing trash receptacles to concrete pad, removed graffiti from playground on Oaks Park, picked up supplies
10/22/25	8.02	C.W.	Repoured concrete slab for trash receptacles from being tampered with, attached one trash receptacle to form slab
10/22/25	8	A.O.	Removed debris from all common areas
10/23/25	4	T.C.	Cleaned pool and pool deck for event on Saturday, pressure washed water fountain at amenity center
10/23/25	7.93	J.K.	Back washed slide and lap pool, hammerhead lap pool all around to get ready for event, added chlorine to lap pool, removed lap lanes from pool, skimmed slide pool and lap pool
10/23/25	7.95	C.W.	Pressure washed sign in front of parking lot, finished trash receptacles around track
10/23/25	8	A.O.	Removed debris from all common areas
10/24/25	6	T.C.	Cleaned pool and pool deck for event on Saturday, cleaned the pots out at the fountain at amenity center getting them ready for convert over to planters, picked up supplies
10/24/25	8	B.G.	Pool maintenance and cleaned
10/24/25	7.97	J.K.	Back washed slide and lap pool, hammerhead both pools, filled chlorine jugs, removed duck feces
10/24/25	8.03	C.W.	Cleaned and pressure washed entrance sign and bowl, cleaned out sign pump by filtering it and filling up to get dirt out of tank
10/24/25	8	A.O.	Removed debris from all common areas
10/25/25	3.25	T.C.	Worked pumpkin plunge event, put pumpkins in pool, removed leftover pumpkins from pool, cleaned up, removed trash and changed trash receptacles
10/27/25	8.92	T.C.	Worked on fountain at amenity center entrance, removed drain supports, cleaned water pots, cleaned out water holding tank, reset timers for amenity center outside lighting, picked up supplies
10/27/25	8	B.G.	At the entry to athletic center removed brass water spouts and holders, removed debris around pond
10/27/25	8.02	C.W.	Worked on fountain at entrance of amenity center by pumping out tank and bowls pumped out, tapped over pipe in middle of all four and took off fake water falls off bricks by removing screws and top plates, cleaned out pump and removed trash from pump
10/27/25	8	A.O.	Removed debris from all common areas
10/28/25	8	B.G.	At the entry of athletic center sign fountain cut off water spouts, at men's bathroom replaced toilet dispenser
10/28/25	8.05	J.K.	Replace toilet paper dispenser, worked on cleaning out, draining, covering to snake through pipe at tower
10/28/25	8.07	C.W.	Tried running lines through pipes in fountain, cleaned out every bowl and pipe with shop vacuum, cleaned out tanks and fixed bathroom stall toilet paper dispenser, got plunger out of tank
10/28/25	8	A.O.	Removed debris from all common areas
10/29/25	8.58	T.C.	Worked on fountain, prepping for painting, removed lettering, started water fountain at entrance, worked on decorative trash can holders, cut boards and stain them for sealing before painting, drill holes in boards to metal drum, picked up supplies
10/29/25	7.87	J.K.	Fixed letter on fitness center building, worked on taking letters down from fountain, try to feed rope through
10/29/25	8.03	C.W.	Prepping tower for painting by cleaning off all brick and took off letters off top
10/29/25	8	A.O.	Removed debris from all common areas
10/30/25	8.78	T.C.	Pressure washed bridges and fence around track at amenity center, worked on water fountain at amenity center entrance, prep for painting, working on trash can holders at shop for replace broken ones around track, picked up pressure washed trailer, picked up supplies
10/30/25	8.5	J.K.	Cleaned court and pressure washed, worked on tower at front, repair around tower to center where letters were
10/30/25	8.02	C.W.	Pressure washed bridge and fence nearby bridges, removed moss off rails, pressure washed floor
10/30/25	8	A.O.	Removed debris from all common areas
10/31/25	6.65	T.C.	Worked on fountain at amenity center entrance, pressure washed bridges around track, set timers for lights
10/31/25	8.05	J.K.	Worked on column in the front, sanded a little to removed loose material, paint green flashing and aluminum box, added second coat of stucco patch
10/31/25	4.02	C.W.	Pressure washed bridge by pool pack area and fences near area, pressure washed slabs
10/31/25	8	A.O.	Removed debris from all common areas
TOTAL	530.19		
MILES	560		*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

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

Invoice

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

Invoice #: 2558
Invoice Date: 11/30/25
Due Date: 11/30/25
Case:
P.O. Number:

Description	Hours/Qty	Rate	Amount
2.320.572.4100 (DB Phones) - Statement Closing Date 10/20/25		88.19	88.19
2.320.572.5100 (DB Office Supplies) - Statement Closing Date 10/20/25		285.20	285.20
34.600.538.6200 (DB Repair & Replacements) - Statement Closing Date 10/20/25		1,918.54	1,918.54
2.320.572.49400 (DB Special Events) - Statement Closing Date 10/20/25		-678.97	-678.97
Total			\$2,970.00

Total \$2,970.90

Payments/Credits

Balance Due ~~\$2,970.90~~

\$1,918.54

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

Invoice

Invoice #: 2554
Invoice Date: 11/14/25
Due Date: 11/14/25
Case:
P.O. Number:

Bill To:

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

RECEIVED
NOV 24 2025
BY:

Description	Hours/Qty	Rate	Amount
Maintenance Supplies		2,097.62	2,097.62

Code to:

**Double Branch Repair and
Replacement**

034.600.538.621

Total	\$2,097.62
Payments/Credits	\$0.00
Balance Due	\$2,097.62

MAINTENANCE BILLABLE PURCHASES

Period Ending 11/05/25

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DB				
DOUBLE BRANCH				
OAKLEAF	10/6/25	Flat Basic Brush (2)	9.15	T.C.
	10/6/25	Shockwave 3/8x12 Drill Bit	10.33	T.C.
	10/6/25	Shockwave Multi Bit 5pk	16.95	T.C.
	10/6/25	4x3/8 Shedless Knit 6pk	13.04	T.C.
	10/6/25	Pelican Liner 3pk	5.49	T.C.
	10/6/25	Behr Int Paint	40.23	T.C.
	10/6/25	Bleach	9.75	T.C.
	10/7/25	3" Deckmate Screws 5lb	34.47	T.C.
	10/7/25	13/32 4x8 3PLY Plywood	27.00	T.C.
	10/8/25	12/2 MCC100'	150.65	J.S.
	10/9/25	Hysky Bow Shackle 3/4" 9500LB	19.53	T.C.
	10/9/25	Recovery Strap 2x20	28.73	T.C.
	10/10/25	3x7 Brick Chisel Set	7.45	T.C.
	10/10/25	2-1/4x7-1/2 Mason Chisel	10.34	T.C.
	10/10/25	2LB Fiberglass Drilling Hammer	11.49	T.C.
	10/10/25	Pine Sol	25.84	T.C.
	10/10/25	Supply Line (2)	16.03	T.C.
	10/13/25	2x6-8' PT Lumber (2)	18.35	T.C.
	10/13/25	1x6-8' PT Lumber (2)	15.13	T.C.
	10/13/25	3/4x4-8' Cedar Boards (8)	110.22	T.C.
	10/13/25	2x6-8' PT Lumber (2)	18.35	T.C.
	10/13/25	2-1/2" Wood Screw 25pc	9.17	T.C.
	10/13/25	1x3-8 Strip	2.84	T.C.
	10/13/25	1x6-8' PT Lumber	7.57	T.C.
	10/14/25	Metal Blade Set	16.09	T.C.
	10/14/25	30' Tape Measure	13.78	T.C.
	10/14/25	Liquid Nails (2)	20.65	T.C.
	10/14/25	Caulk Gun	3.44	T.C.
	10/15/25	Pelican Liner 3pk	5.49	T.C.
	10/15/25	Flat Basic Brush (2)	9.15	T.C.
	10/15/25	4x3/8 Shedless Knit 6pk	13.04	T.C.
	10/15/25	Fan Brace	13.09	T.C.
	10/15/25	Behr Ext Paint Flat Med	51.73	T.C.
	10/15/25	Behr Flat	51.73	T.C.
	10/15/25	Ceiling Medallion	20.21	T.C.
	10/15/25	Painters Tape	8.03	T.C.
	10/16/25	Swivel Cross Bar	5.72	T.C.
	10/17/25	20 Mule Team Borax	36.12	J.S.
	10/17/25	Inkzall Markers	3.73	J.S.
	10/17/25	Hole Saw Kit	40.24	T.C.
	10/19/25	LED A19 Bulbs (2)	48.23	J.S.
	10/19/25	Magnum Sprayer	183.43	J.S.
	10/22/25	Security Strike Kit (2)	25.23	T.C.
	10/22/25	Angle Broom/Dust Pan	14.92	T.C.
	10/22/25	Lobby Broom/Dust Pan	26.42	T.C.
	10/24/25	Pull Line	11.49	T.C.
	10/24/25	Large Pumpkins (5)	63.14	T.C.
	10/27/25	Pine Sol	26.84	T.C.
	10/27/25	Gorilla Tape	11.48	T.C.
	10/29/25	2x4-8 PT Lumber (20)	86.94	T.C.
	10/29/25	3/8 Flat Washer 100pk	17.60	T.C.
	10/29/25	3/8 Lock Washer 100pk	26.39	T.C.
	10/29/25	3/8 Hex Nuts 100pk	15.64	T.C.
	10/29/25	3/8x6 Carriage Bolts 25pk	42.44	T.C.
	10/30/25	2x4-8 PT Lumber	4.35	T.C.
	10/30/25	Carbon Wire Brush	8.03	T.C.
	10/30/25	3/8x4 Carriage Bolts 25pk (2)	50.21	T.C.
	10/30/25	20LB Quikrete Fastset Stucco Patch	22.97	T.C.
	10/31/25	5" Diablo 60G Disco 25pk	11.49	T.C.
	10/31/25	BLK Nitrile Gloves 20pk	5.74	T.C.
	10/31/25	4x3/8 Shedless Knit Assembly	6.62	T.C.
	10/31/25	20LB Quikrete Fastset Stucco Patch	22.97	T.C.
	10/31/25	Gas for Equipment	75.00	T.C.
	11/3/25	4x3/8 Shedless Knit 6pk	13.04	T.C.
	11/3/25	Pelican Liner 3pk	5.49	T.C.
	11/3/25	Behr Ext Flat Paint (2)	103.45	T.C.
	11/4/25	Flat Basic Brush (4)	18.31	T.C.
	11/4/25	Behr Int Satin Paint	43.68	T.C.
	11/5/25	Size 12 PVC Boots (2)	57.43	T.C.
	11/5/25	Husky Handle PolyScoop (2)	80.45	T.C.
	11/5/25	Versabond Mortar	17.22	T.C.
	11/5/25	Muriatic Acid	21.83	T.C.

TOTAL \$2,097.62



PO Box 509058 • San Diego, CA 92150-9058

Sign up to pay online or go paperless
Visit: <http://hdsupplyfacilities.billtrust.com>
Login Token: HGL SXT SSX

Credit/Account Information
800/798-8888, FAX 800/930-4930
Orders/Product Information
800/431-3000, FAX 800/859-8889

ProPurchase INVOICE

Page 1 of 1

Terms: Net 30 Days
A late charge of \$2.00 or 1.5% per month (18% per year) is charged on past due invoices.

Invoice payments made by credit card or other fee-bearing payment methods may result in a processing fee.

HD Supply Facilities Maintenance, Ltd. Federal ID 52-2418852

Customer Number	Reference	Order Number	Purchase Order Number	Invoice Date	Invoice Number
18855333	2302128387	0273879786	DB FOUNTAIN	11/12/2025	0882182984

1060 1 MB 0.672 E0026X I0032 D14733292787 S2 P10935746 0001:0001

Ship To:



OAKLEAF PLANTATION
DOUBLE BRANCH
370 OAKLEAF VILLAGE PKWY
ORANGE PARK FL 32065-4259

HomeDepot.com Purchase

Stock Number	Description	Product Category	Quantity	Unit Price	Unit	Extension
1001006	8.7 SQ. FT. BOSTON MILL THIN BRICK F Taxable: N	Marketing	33	115.30	EA	3,804.90
1001006	5.3 LIN. FT. BOSTON MILL THIN BRICK Taxable: N	Marketing	9	106.74	EA	960.66

Code to:

Double Branch Repair and Replacement

034.600.538.621

Product Category Summary (Excluding Misc. Charges & Freight)

Marketing 4765.56

RECEIVED
DEC 05 2025
BY:

Sub Total	4,765.56
Sales Tax	0.00
Freight	0.00
TOTAL	4,765.56

Question? Call Christine Smith at 800-798-8888 ext:12323 or email Christine.Smith@hdsupply.com



PO Box 509058 • San Diego, CA 92150-9058

Invoice Number: 882182984

Amount Due: 4,765.56

Date Due: 12/12/2025

Amount Paid: _____

For proper credit to your account, please
do not staple check to remittance form.

Please return this portion with payment.

OAKLEAF PLANTATION
DOUBLE BRANCH
370 OAKLEAF VILLAGE PKWY
ORANGE PARK FL 32065-4259

Mail To:

HD Supply Facilities Maintenance, Ltd.
P.O. Box 509058
San Diego, CA 92150-9058



Invoice

Invoice #: 25256

Date: 11/10/25

Customer PO:

DUE DATE: 12/10/2025

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
-------------	--------

#24493 - Soccer south side hedgeline enhancement

Provide Labor to remove existing dead holly bushes and root balls. Install fresh top soil and plant 7 GL Burfordii holly to match existing shrubs.

Top dress with mulch ** (Contractual)

Irrigation and debris removal included in this price.

<i>Landscape Enhancement</i>				<i>\$3,348.60</i>
Burffordii holly 7 gl (Material)	58.00	\$38.00	\$2,204.00	
Disposal Fee (Other)	1.00	\$50.00	\$50.00	
Irrigation Allowance (Kit)	4.00	\$60.50	\$242.00	
Labor and Prep (Labor)	16.00	\$51.74	\$827.90	
Unscreened Top Soil Bulk (per cu. yd.) (Material)	2.00	\$12.35	\$24.70	

Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE *\$3,348.60*

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

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

Double Branch Repair and Replacement

034.600.538.621



Invoice

Invoice #: 25877

Date: 12/15/25

Customer PO:

DUE DATE: 01/14/2026

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
-------------	--------

#25347 - Pine Tree Removals

To provide Labor to remove several Pine trees due to beetle damage or decline in the following areas:

Amenity fitness center (2), Oakbrook subdiv. (1)

Canons Pt., Laurelwood Dr. (3)

*****Lift will be necessary for some of this work.**

<i>Landscape Enhancement</i>		\$2,975.00
Fuel charge (Other)	1.00	\$125.00
Sub: Tree work (Sub)	1.00	\$2,850.00
		\$2,850.00

Invoice Notes:

Thank you for your business!	AMOUNT DUE THIS INVOICE	\$2,975.00
------------------------------	-------------------------	------------

Please See Our
Updated Remittance
Information

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

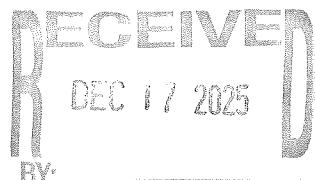
ACH Account Information:
Bank Name: Wells Fargo Bank N.A.
Routing Number: 121000248
Account Number: 4945950657
Remittance Information:
AR@verdego.com

Code to:

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

Double Branch Repair and Replacement

034.600.538.621





Invoice

Invoice #: 25914

Date: 12/17/25

Customer PO:

DUE DATE: 01/16/2026

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		
#24756 - Amenity Fountain Enhancement			
Provide labor and materials to add irrigation and plant material to the refurbished fountain at entry. Annuals will be included on next rotation, and mulch will be from contractual amount			
<i>Landscape Enhancement</i>			\$3,235.71
Allysum - (e) (Kit)	42.00	\$15.00	\$630.00
Bird Of Paradise 'Orange' - (e) (Kit)	6.00	\$44.00	\$264.00
Irrigation Allowance (Kit)	1.00	\$1,350.00	\$1,350.00
Ixora, Maui - (e) (Kit)	12.00	\$24.00	\$288.00
Labor and Prep (Labor)	12.00	\$51.74	\$620.93
Planters Lightweight Potting Soil Mix (1 cu. ft. Bag) (Material)	10.00	\$8.28	\$82.78

Invoice Notes:

Thank you for your business! AMOUNT DUE THIS INVOICE \$3,235.71

Please See Our
Updated Remittance
Information

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

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

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

Code to:

Double Branch Repair and Replacement

034.600.538.621



FOURTH ORDER OF BUSINESS

D.

Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285; manager@oakleafresidents.com

Memorandum

Date: January 2026

To: Board of Supervisors

From: GMS – OakLeaf Operations Manager

Community:

Special Events

- Report – Cocoa with Clause, Resident run Vendor Fair
- Upcoming – Polar Plunge

Aquatics

- Lap pool closed at MV until March
- Off season equipment refurbishments- Slide gelcoat work begun with patching and epoxy outercoats, spray ground gel-coating begun with cleaning and gel coat primers, color changes scheduled for tower and legs. Fiberglass repairs to pool tanks to be completed in January
- Replacement and planning for pool items, swim lesson gear, lifeguard gear replacements for upcoming season started

Amenity Usage

- *Total Facilities Usage – 5981*
- *Average daily usage – 193*

Card counts:

DB Owners	33
DB Renters	12
DB Replacements	9
DB Updated	8

Total cards printed: 141 (both districts)

Rentals

- 4 of 31 days rented in December, 2 of 4 weekends rented
- 4 Clubroom rentals, 1 patio rentals
- 9 tours (approx. 28 hours)/45 hours used for scheduling, administrative

Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285; manager@oakleafresidents.com

Memorandum

Operations: Open Items

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

MAINTENANCE

- Off season equipment refurbishments- Slide gelcoat work begun with patching and epoxy outercoats ,
- spray ground gel-coating begun with cleaning and primers, color changes scheduled for tower and legs
- Fiberglass repairs to pool tanks to be completed in January
- Coordination of new trash can additions and replacements along OVP
- Decorations placed for Christmas event, Decorations removed directly afterward (At MV)
- Additional lighting added at entry fountain landscaping
- Coordinate creation of “extra” grid fixture for each pool
- Install of lighting at “new” cart-barn/pool house door
- Wiring for entry islands inspected, repairs coordinated
- Wiring of fountain inspected repairs and finalization of new lighting additions coordinated.
- coordinate future install of multiple wifi antennas for guest wifi at courts and fc, additional antenna purchased and placed
- Meet with pool contractors to make plans for “leveling” of waterfall
- Coordinate repair and inspection of backflow device at silverbluff (JEA compliance)
- Coordinate inspection of multiple leaks in irrigation system (CCU notifications)
- Walkthrough with Engineers for update of annual repaort
- 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 12/05 Nature’s Hammock, Fall Creek, The Oaks, Cannon’s Point, Pebble Creek, Silver Leaf, Oakbrook, and The Cottages completed 12/23

Landscaping

- Monthly report for Dec, submitted and filed at Operations office
- Fountain landscaping and irrigation changes completed
- Install of fountain landscape additions
- Tree work completed – removals and canopy work

For questions, comments, or clarification, please contact:

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

jsoriano@gmsnf.com

